



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, June 16, 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 4 columns: ITEM, Time, Page. Includes items I through IX with descriptions and sub-points. Item VI has a page number of 4, and Item IX has a page number of 5.

	<u>Time</u>	<u>Page</u>
X. CONSENT CALENDAR: Action Needed: Approval 1. Delegated Authority Report – MAY 2. Contract No. 2019-07: City of Cottage Grove – Mobility on Demand 3. District Boundary Reaffirmation	6:05 p.m.	8
XI. FRANKLIN BOULEVARD RAISE GRANT APPLICATION: <i>Materials Included</i> [Tiffany Edwards] Action Needed: Adoption	6:10 p.m.	15
XII. TEMPORARY USE OF VACANT PROPERTY THE CITY OF EUGENE: <i>Materials Included</i> [Tiffany Edwards] Action Needed: Board Direction	6:20 p.m.	72
XIII. STRATEGIC BUSINESS PLAN UPDATE: <i>Materials Included</i> [Kim Le] Action Needed: Information and Discussion	6:40 p.m.	76
XIV. UPDATE ON FY22 SERVICE PLAN: <i>Materials Included</i> [Tom Schwetz] Action Needed: None. Information Only	7:10 p.m.	92
XV. LTD BOARD MEETINGS: <i>Materials Included</i> [Aurora Jackson] Action Needed: None. Information Only	7:20 p.m.	95
XVI. WRITTEN REPORTS – RESPOND IF QUESTIONS		
A. GENERAL MANAGER UPDATE - JUNE [Aurora Jackson] This item serves to provide the Board of Directors with monthly updated information on the FY20-21 six-month general manager’s goals.		96
B. MONTHLY FINANCIAL REPORT - APRIL [Christina Shew] <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>		100
C. MONTHLY CASH DISBURSEMENTS - MAY [Christina Shew] <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>		104
D. 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>		108

	<u>Time</u>	<u>Page</u>
E. MONTHLY PERFORMANCE REPORTS - APRIL [Aurora Jackson] <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>		132
F. MONTHLY DEPARTMENT REPORTS – JUNE [Aurora Jackson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>		136
G. 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>		139
XVI. 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: June 16, 2021
ITEM TITLE: JUNE EMPLOYEE OF THE MONTH
PREPARED BY: Jake McCallum, Director of Transit Operations

BACKGROUND: Public Safety Administrative Specialist Kari Baker has been selected to receive the June 2021 Employee of the Month (EOM) award. Kari was hired as a Public Safety Intelligence Analyst on December 21, 2016, and during that time, she has received two Monthly Value Awards.

As a member of the LTD team, Kari has had an extremely positive impact on her co-workers and is always willing to lend a helping hand.

Kari took the initiative and developed a way to share live bid room updates with smart phones and computers. She has also reached out to multiple Operators asking for feedback on the bid process so she can make changes, if necessary, to ensure that the summer bid runs smoothly and produces the best possible results.

When asked to comment on Kari's selection as EOM, Director of Transit Operations Jake McCallum said:

"Kari Baker is an intelligent, innovative and engaged member of the LTD team. On a regular basis, Kari looks for impactful issues and finds a way to work through the issue to a successful conclusion. She finds real solutions constantly looking at ways to support the District and front line employees."

Throughout the entire COVID-19 pandemic, Kari has stepped up, constantly looking for ways to improve the environment, making LTD a safer, more comfortable workplace during trying times.



AGENDA ITEM SUMMARY

DATE OF MEETING: June 16, 2021

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: None. Information Only

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. **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 June 1 meeting, committee members received a presentation and held discussion on the Districts' draft Strategic Business Plan. The next meeting is scheduled for July 6.
2. **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 June 3 meeting, committee members held a public hearing on the MPO Draft Intelligent Transportation Systems Plan; approved staff recommendations for 2021 PEG Grant Distributions; held a joint agenda item with the LaneACT having conversation with Oregon Transportation Commission Chair Robert Van Brocklin. The next meeting is scheduled for July 1. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
3. **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 June 3 meeting, committee members held a joint agenda item with the MPC having conversation with Oregon Transportation Commission Chair Robert Van Brocklin. At the June 9 meeting, committee members reviewed the June 3 discussion with OTC Chair Bob Van Brocklin; reviewed the May 12 LaneACT area strategy workshop; and reviewed the 2024-27 STIP Enhance Program project proposals. The next meeting is scheduled for July 14. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.
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 June 14 meeting, committee members reviewed contracts scheduled to go to the Board of Directors for approval. The next meeting is scheduled for July 12.

No Meetings were held for the following committees:

5. **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 4th Thursday of: February, April, June, September and December. 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>.

6. **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.
7. **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/>.
8. **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. The next meeting is scheduled for August 19.
9. **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.
10. **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. The next meeting has not been scheduled.
11. **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/>.
1. **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.
12. **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>.
2. **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.
3. **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/>.

4. **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: June 16, 2021

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: Adoption

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 June 16, 2021, consists of:

- Approval of Delegated Authority Report - May
- Approval of Contract No. 2019-07: City of Cottage Grove – Mobility on Demand
- Approval of District Boundary Reaffirmation

ATTACHMENT:

- 1) Delegated Authority Report - May
- 2) Contract No. 2019-07: City of Cottage Grove – Mobility on Demand
- 3) District Boundary Reaffirmation

PROPOSED MOTION: I move adoption of LTD Resolution No. 2021-06-16-030; It is hereby resolved that the Consent Calendar for June 16, 2021, is approved as presented [amended].

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
4/28/2021	TransTrack System, Inc.	NTD Reporting	Amendment	Nov. 13, 2020 - Nov. 12, 2025		\$ 434,769.00	A.Jackson	updating scope of work for future use and maintenance
5/3/2021	Dr. Johnny Lake Consulting, LLC	Diversity, Equity, and Inclusion Consulting Services	Personal Services	May 3, 2021 - June 30, 2022		\$ 120,000.00	A.Jackson	new contract
5/13/2021	Pacific Armored	TVM Collection Services	Amendment	May 25, 2018 - May 31, 2022		\$ 28,820.00	A.Jackson	extending contract, option
5/15/2021	Protective Services, Inc	Armored Car Services	Amendment	Sept 8, 2018 - Aug. 31, 2023		\$ 10,851.12	A.Jackson	extending contract, option
5/19/2021	Mary C Adams Consulting	Interim HR Recruiter	Amendment	Mar. 17, 2021 - Jun. 15, 2021		\$ 30,000.00	A.Jackson	increasing NTE
5/19/2021	Pearl Buck Center	RideSource Service Agreement	Amendment	Jul. 1, 2019 - Jun. 30, 2021		\$ 98,864.00	A.Jackson	contract option extension
5/21/2021	Trapeze Software Group	Master Agreement	Amendment	Jan 17, 2014 - ongoing		\$ 83,381.00	A.Jackson	update product list and statement of work
Group Pass/Non-Profit Program								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES



AGENDA ITEM SUMMARY

DATE OF MEETING: June 14, 2021

ITEM TITLE: CONTRACT NO. 2019-07: CITY OF COTTAGE GROVE – MOBILITY ON DEMAND

PREPARED BY: John Ahlen, Accessible Services Program Manager

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute an IGA amendment with the City of Cottage Grove for the purpose of extending the Cottage Grove Connector Mobility on Demand (MOD) Pilot Project through June 30, 2023.

CONTRACT TYPE: Intergovernmental Agreement (IGA) Amendment

REASON FOR CONTRACT TYPE: Agreement extensions between governments are appropriately executed as an amendment to the original IGA.

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: The original IGA was executed January 30, 2019. The purpose of the pilot program was to leverage technology to create new transportation programs in Cottage Grove and collect data to develop similar programs in other geographic areas. After a program hiatus due to the global pandemic, MOD service resumed in Cottage Grove on August 17, 2020. The current agreement with the City of Cottage Grove allowing for this project is set to expire on June 30, 2021 and requires an extension with additional funds to continue. LTD has applied for and was awarded STIF funds which would extend this program budget for two years.

PROCUREMENT IMPACT/HISTORY: LTD's Procurement Policy, adopted June 2017 and amended September 2020, excludes intergovernmental agreements authorized by Oregon Revised Statutes Chapter 190 from the Competitive Procurement process (*Section 2 – Application*). **ORS 190.010 Authority of local governments to make intergovernmental agreements** states, "A unit of local government may enter into a written agreement with any other unit or units of local government for the performance of any or all functions and activities that a party to the agreement, its officers or agencies, have authority to perform."

FINANCIAL IMPACT/FUNDING SOURCE: The IGA amendment will increase the total not-to-exceed amount of the agreement to \$966,830. LTD has estimated a budget of \$260,000 in FY22 and \$260,000 in FY23 using Statewide Transportation Improvement Funds (STIF), extending the length of the Mobility on Demand Pilot Project period through June 30, 2023.

CONSIDERATIONS: The Cottage Grove Connector Project relies on close coordination with several other organizations and agreements. This includes a lease agreement between LTD and the non-profit South Lane Wheels for vehicles to support MOD, as well as, an agreement between LTD and Via Mobility as the technology provider. The City of Cottage Grove separately contracts with South Lane Wheels for operation of the service.

ALTERNATIVES: The Contract Committee may:

- Recommend additional IGA provisions or an alternative amendment expiration date.
- Recommend expiration of the IGA on June 30, 2021, effectively cancelling of the Cottage Grove Connector project.

SUPPORTING DOCUMENTATION:

1. Resolution No. 2021-06-16-031

PROPOSED MOTION: I move adoption of LTD Resolution No. 2021-06-16-031:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2019-07 as presented [amended].



RESOLUTION NO. 2021-06-16-031

**APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN LANE TRANSIT DISTRICT
AND THE CITY OF COTTAGE GROVE
CONTRACT NO. 2019-07**

WHEREAS, Lane Transit District (LTD) is authorized to enter into intergovernmental agreements (“IGAs”) with other units of local government pursuant to ORS 190.010;

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 IGAs exceeding \$149,999;

WHEREAS, for those IGAs authorized by the LTD Board of Directors, the LTD Board of Directors must approve individual or cumulative contract amendments that exceed the lesser of \$150,000 or 10 percent of the initial IGA;

WHEREAS, the Contract Review Board has authorized the LTD Contract Committee to review and recommend action on IGAs and contract amendments prior to those IGAs or contract amendments being presented to the LTD Board for review and approval; and

WHEREAS, the Contract Committee reviewed the proposed amendment between LTD and the City of Cottage Grove on June 14, 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 amendment of the IGA (CONTRACT NO. 2019-07) between LTD and the City of Cottage Grove regarding Mobility on Demand services shall be in compliance with all applicable laws and regulations.
- 2) The General Manager, or her designee, is hereby authorized to execute this amendment in the amount of an additional \$520,000 using Statewide Transportation Improvement Funds.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF JUNE, 2021.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 16, 2021
ITEM TITLE: DISTRICT BOUNDARY REAFFIRMATION
PREPARED BY: Aurora Jackson, General Manager
DIRECTOR: N/A
ACTION REQUESTED: None. Information Only

PURPOSE: Request adoption of the annually required District boundary reaffirmation.

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board. This means that the Board's role in this instance is to adopt a resolution providing the state required annual reaffirmation of District boundaries.

BOARD DIRECTIVE ALIGNMENT: This is a statutory requirement and is not connected to a Board directive.

COMMUNICATION: This is an annual communication.

DATES PRESENTED TO THE PUBLIC: This is an annual communication.

HISTORY: Oregon Revised Statutes 267.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory within which the system will operate. No changes are recommended to the LTD boundary for FY 2021-2022. Attached for the Board's approval, as part of the Consent Calendar for June 16, 2021, is a resolution reaffirming LTD's boundaries for this fiscal year.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

1. Resolution No. 2021-06-16-032

PROPOSED MOTION: I move adoption of LTD Resolution No. 2021-06-16-032:

It is hereby resolved that the LTD Board of Directors adopts the reaffirmation of the territory in the District within which the transit system will operate in accordance with Oregon Revised Statutes 267.207(3)(a).



RESOLUTION: 2021-06-16-032

REAFFIRMATION OF THE TERRITORY IN THE DISTRICT WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate; and

WHEREAS, there are no changes to the District boundary.

THEREFORE, BE IT RESOLVED, that for Fiscal Year 2021– 2022, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 42.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16TH DAY OF JUNE, 2021.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 16, 2021

ITEM TITLE: FRANKLIN BOULEVARD RAISE GRANT APPLICATION

PREPARED BY: Tiffany Edwards, Intergovernmental Relations Manager

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Adoption

PURPOSE: To request Board adoption of a resolution that demonstrates LTD's support of the *Franklin Boulevard Corridor* project and federal RAISE grant application as a contributing agency by committing, in principal, LTD's \$5M in General Fund resources as local match for this \$25M request.

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board. This means that the Board's role in this instance is to adopt a resolution stating the Board's position on a grant application.

BOARD DIRECTIVE ALIGNMENT: The goals of the *Franklin Boulevard Corridor* project are consistent with LTD's mission statement and the goals and objectives specified in our *Long-Range Transit Plan*, as well as the Board-adopted *Climate Action Policy*.

COMMUNICATION:

- April 29, 2020, Board meeting - The Board adopted Resolution No. 2020-04-29-023 for this project in the former grant application submitted under the BUILD grant program under the previous federal Administration.

DATES PRESENTED TO THE PUBLIC:

- April 29, 2020, Board meeting - The Board adopted Resolution No. 2020-04-29-023 for this project in the former grant application submitted under the BUILD grant program under the previous federal Administration.

HISTORY: April 29, 2020, Board meeting - an application was submitted under the BUILD grant program for this project under the former federal Administration. This was approved via Resolution No. 2020-04-29-023. **HISTORY:** On April 29, 2020, the LTD Board adopted RESOLUTION NO. 2020-04-29-023 establishing LTD's support for the *Franklin Boulevard Corridor* project and to contributing \$5M in Lottery Bond resources as a local match for the BUILD (Better Utilizing Investments to Leverage Development) grant that was submitted by the cities of Eugene and Springfield. Despite the application having received the highest scores possible in all categories, the Franklin Corridor project was not selected for funding through this competitive program. All BUILD grant application materials from 2020 can be found here: <https://www.eugene-or.gov/4372/BUILD-Grant-Application-2020>

With the new Federal administration's priorities and updated grant program's criteria now better aligning with this project and regional values, we are encouraged to re-apply under the new RAISE (Rebuilding American Infrastructure with Sustainability and Equity) discretionary grant program.

The *Franklin Boulevard Corridor* project is a joint effort between the cities of Eugene and Springfield and LTD. The purpose of this multi-modal project is to: improve safety for all users of Franklin Boulevard, catalyze investment and growth in these areas of persistent poverty of both communities, add transit capacity to enhance transit level of service on LTD's busiest EmX route, and create access to active transportation modes connecting low income communities and rural residents to the regional center for jobs, education, social services and other amenities and opportunities.

The project includes construction of roundabouts at key intersections, crossings for people walking and biking, protected bikeways, wide sidewalks, stormwater facilities, and transit elements to support LTD's EmX service, such

as double-tracking on the dedicated guideway in Eugene, and relocation of stations. The project is along Franklin Boulevard between Mississippi Avenue in Springfield and Alder Street in Eugene. Eugene and Springfield staff are lead project managers of their respective segments and LTD staff serve as technical advisors throughout project development.

The cities of Eugene and Springfield are seeking a memorandum of understanding with LTD that demonstrates LTD support for the project, and, in principal, commitment of LTD's \$5M in General Fund as programmed into LTD's 2021-2030 Community Investment Plan.

Changes to the funding source for LTD's local match as well as shifting priorities of the federal administration to better-align with this project merit an update and re-authorization of funding and support.

A presentation will be provided to explain this topic in further detail.

CONSIDERATIONS: The Franklin EmX segment has become the spine of LTD's entire transit network; it serves the greatest number of riders and it provides a major transportation link within the metro area. Today, the EmX service along the Franklin corridor experiences overcrowding and travel times are impacted by congestion during peak periods. The one-way segments on this corridor limit the practical operational frequency to 10 minutes. The project advances LTD's ability to provide the level of service that riders expect along the most traveled spine of the EmX system – the addition of new segments of dedicated guideway would allow LTD to increase its existing frequency from 10 minutes to 7 minutes through this segment during periods of higher demand.

The goals of the *Franklin Boulevard Corridor* project are consistent with LTD's mission statement and the goals and objectives specified in our *Long-Range Transit Plan* and *Climate Action Policy*.

Leveraging partnerships is a strategic objective that LTD is deploying to plan and implement projects. LTD staff have been actively involved with both community's projects as technical advisors and funding partners from their inception. LTD has also been actively involved in lobbying for the project/discussing project readiness with our state and federal legislators, alongside Eugene and Springfield staff.

The RAISE grant application deadline is **July 12, 2021**. This funding opportunity was established by the U.S. Congress.

ALTERNATIVES: Although not being recommended at this time, the Board could choose not to support this grant application.

NEXT STEPS: If Eugene and Springfield were awarded this grant, LTD would prepare a Memorandum of Agreement with the cities of Eugene and Springfield, specifying the scope of work that the \$5M in General Fund resources would support, as well as the roles and responsibilities of each agency (LTD, Eugene and Springfield).

SUPPORTING DOCUMENTATION:

- 1) Updated Franklin Boulevard Corridor Project Background Information
- 2) Franklin Corridor Project Presentation to USDOT, April 16, 2020
- 3) Resolution No. 2021-06-16-033

PROPOSED MOTION: I move adoption of LTD Resolution No. 2021-06-16-033:

Be it resolved by the LTD Board of Directors that:

- LTD supports the Franklin Boulevard Corridor project;
- LTD will participate in the RAISE grant application as a contributing agency;
- LTD commits, in principal, to provide \$5M General Fund resources as local match for the grant application; and,
- If the grant is awarded to the project, LTD will formalize this partnership in a memorandum of agreement.

FRANKLIN BOULEVARD CORRIDOR PROJECT BACKGROUND INFORMATION

Franklin Boulevard

Franklin Boulevard is one of four east-west arterials in the region connecting Eugene and Springfield – it is a vital link between downtown Springfield and downtown Eugene that also serves as a gateway to both communities. The Franklin corridor has many natural and built assets, including access to the Willamette River, Interstate 5, the University of Oregon, Bushnell University, Lane Community College, the PeaceHealth medical complex, a riverfront park and bicycle path system, and numerous institutions, employers, and retail businesses.

This five-lane roadway serves a range of transportation needs: freight movement; commuters; and those patronizing businesses and institutions along the corridor. Today, Franklin Boulevard is served by Lane Transit District's (LTD) flagship EmX bus rapid transit (BRT) line that has been recognized as one of the most innovative BRT systems in the nation. As a BRT corridor, buses now operate in a combination of dedicated lanes and mixed traffic.

EmX on Franklin

The concept of a BRT system for the Eugene-Springfield metropolitan area emerged as the preferred strategy for regional mobility as part of the Eugene-Springfield Regional Transportation Plan, *TransPlan* update in December 2000. The 4-mile Franklin Boulevard segment, from Eugene Station to Springfield Station, was the first piece of this system. The Franklin BRT project (locally branded as EmX) began construction in Fall 2002 and opened for revenue service in January 2007.

The 4-mile project was constructed with a combination of local and federal resources – it is a federal asset. The project included the construction of 10 stations; approximately 1 mile of dedicated guideway (mix of single-track and double-track) between Walnut Street and Alder Street; signal priority and queue jumps at key intersections; and public art.

EmX service on Franklin Boulevard provides 10-to-15-minute service on weekdays and 15-to-30-minute service on evenings and weekends. Service runs from approximately 5:30am to 1:00am on weekdays; 7:00am to 11:00pm on Saturdays; and from 8:00am to 9:00pm on Sundays.

The Franklin EmX segment has become the spine of LTD's entire transit network; it serves the greatest number of riders and it provides a major transportation link within the metro area.

Design Solutions for the Franklin Boulevard Corridor

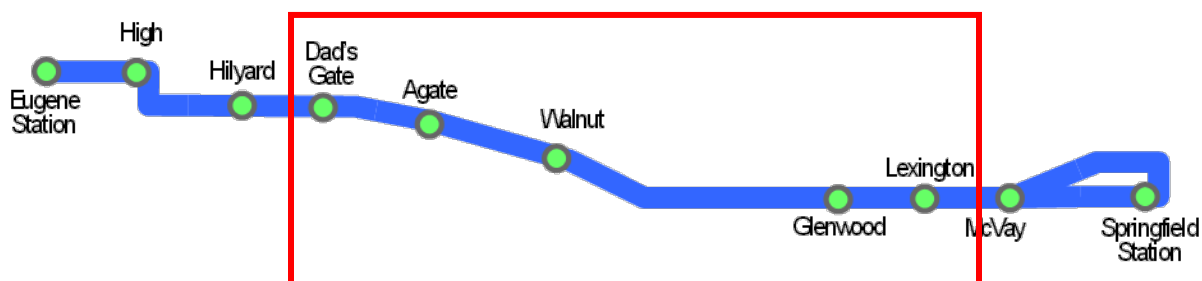
The Franklin Corridor is still in need of enhancements to realize its full potential. In both Eugene and Springfield, Franklin Boulevard is dominated by auto-oriented land uses and has a street design that favors cars over other modes of travel. The Cities of Eugene and Springfield have both engaged their communities to re-envision the land uses along Franklin Boulevard as mixed-use neighborhoods with vibrant, transit-oriented development. A crucial next step to realize this shared vision is to transform Franklin Boulevard from an auto-oriented arterial into a boulevard that serves all modes of travel – pedestrians, bikes, buses, motor vehicles, and more.

Reconstructing Franklin Boulevard is a joint effort between the Cities of Eugene and Springfield and Lane Transit District. The goals of this project are to:

- Improve safety for all users of Franklin Boulevard
- Catalyze investment and growth in both communities
- Add transit capacity to enhance transit level of service
- Create access to active transportation modes connecting low income communities and rural residents to the regional center for jobs, education and social services, including downtown Eugene, the revitalizing Springfield downtown, the University of Oregon, and PeaceHealth University District Hospital

This project combines two interrelated on-going projects into one coordinated effort -- leveraging resources to enhance Franklin Boulevard.

- The City of Springfield's project, *New Franklin Boulevard*, proposes improvements along Franklin Boulevard from the McKenzie River Bridge to Interstate 5. <http://newfranklinblvd.org/>
- The City of Eugene's project, *Franklin Boulevard Transformation*, proposes improvements along Franklin Boulevard from Interstate 5 to Alder Street. <https://www.eugene-or.gov/3830/Franklin-Boulevard>



Franklin Boulevard Project Area

Both projects would construct roundabouts at key intersections, crossings for people walking and biking, protected bikeways, wide sidewalks, stormwater facilities, and transit elements to support LTD's EmX service. In Springfield, the transit elements would include relocation and reconstruction of the Glenwood Station. In Eugene, the transit elements would include relocation and reconstruction of Walnut Station (1 station) and the reconstruction of the BRT dedicated guideway between Walnut Station and Dad's Gate Station to double the capacity (1 dedicated guideway in each direction).

The project has been divided into three phases:

- **Phase 1** of the project is already constructed (the roundabouts and improvements along Franklin Boulevard at McVay Highway and extending toward Mississippi Avenue);
- **Phase 2** of the project includes engineering, right-of-way acquisition and construction including the transit components of the Eugene project, the transit components and roundabout at Mississippi Avenue and extending street redesign to Henderson Avenue in Springfield (redesign to include physically separated bike and pedestrian facilities);
- **Phase 3** of the project would include final engineering, possible right-of-way acquisition, construction of the remaining roundabouts, and relocation of Glenwood Station

Pursuing Federal USDOT Funding: 2020 BUILD Grant & 2021 RAISE Grant

In May 2020, Eugene and Springfield jointly submitted a federal BUILD grant application for Phase 2 of this project. The project scored as high as possible in technical review, and USDOT encouraged the partnership to reapply under the RAISE program. As this phase of the project will include major transit elements, they have asked that LTD be part of the application. Eugene will be the primary applicant. The table below presents the grant ask amount and the planned local match sources for last year’s 2020 BUILD Grant.

Funding Breakdown for 2020 BUILD Grant*

Ask Amount	Match Amount	Total Phase 2 Cost
\$25,000,000	\$9,423,000 (27.4%)	\$34,423,000

Revenue Source for Match	Amount
LTD General Funds	\$5,000,000
City of Eugene Pavement Preservation Bond Measure	\$1,423,000
City of Springfield Stormwater Capital Funding	\$1,000,000
City of Springfield Transportation & Street SDC Funding	\$2,000,000
Total Match	\$9,423,000

**For RAISE 2021, the application team received guidance from USDOT that matching above the 20% federal requirement would not make a project more competitive. This year, the project will propose closer to a 20% local match (if not exactly 20%), combining resources from Eugene, Springfield, and LTD. Specific revenue sources and amounts for the Cities’ portions are being determined.*

LTD Resources for Local Match

During its 2017 regular session, the 79th Oregon Legislative Assembly adopted House Bill 5006. Section 84 of the bill awards \$5,119,541 to Lane Transit District, which was for funding to advance the construction of the BRT system in the Eugene-Springfield metropolitan area. Given the funding obligation timeline for these funds, ODOT approved LTD’s reallocation for use in matching funds for the Santa Clara Station. The adopted FY2021-2030 Community Investment Plan has obligated \$5M in General Fund resources for LTD’s match.



FRANKLIN BOULEVARD OPPORTUNITY ZONE CORRIDOR

US Department of Transportation
Virtual Meeting
April 17, 2020

Introductions

Local Agencies on the Phone:



Matt Rodrigues, Acting Public Works Director
Larisa Varela, Transportation Planner
Jenifer Willer, City Engineer



Tom Boyatt, Community Development Director
Kristi Krueger, Managing Civil Engineer
Monica Sather, Senior Planner



Aurora (AJ) Jackson, General Manager
Jennifer Zankowski, Senior Development Planner

Overview

- Project Location
- Opportunities & Challenges
- Vision & Description
- Readiness
- Innovation





PROJECT LOCATION

Eugene – Springfield

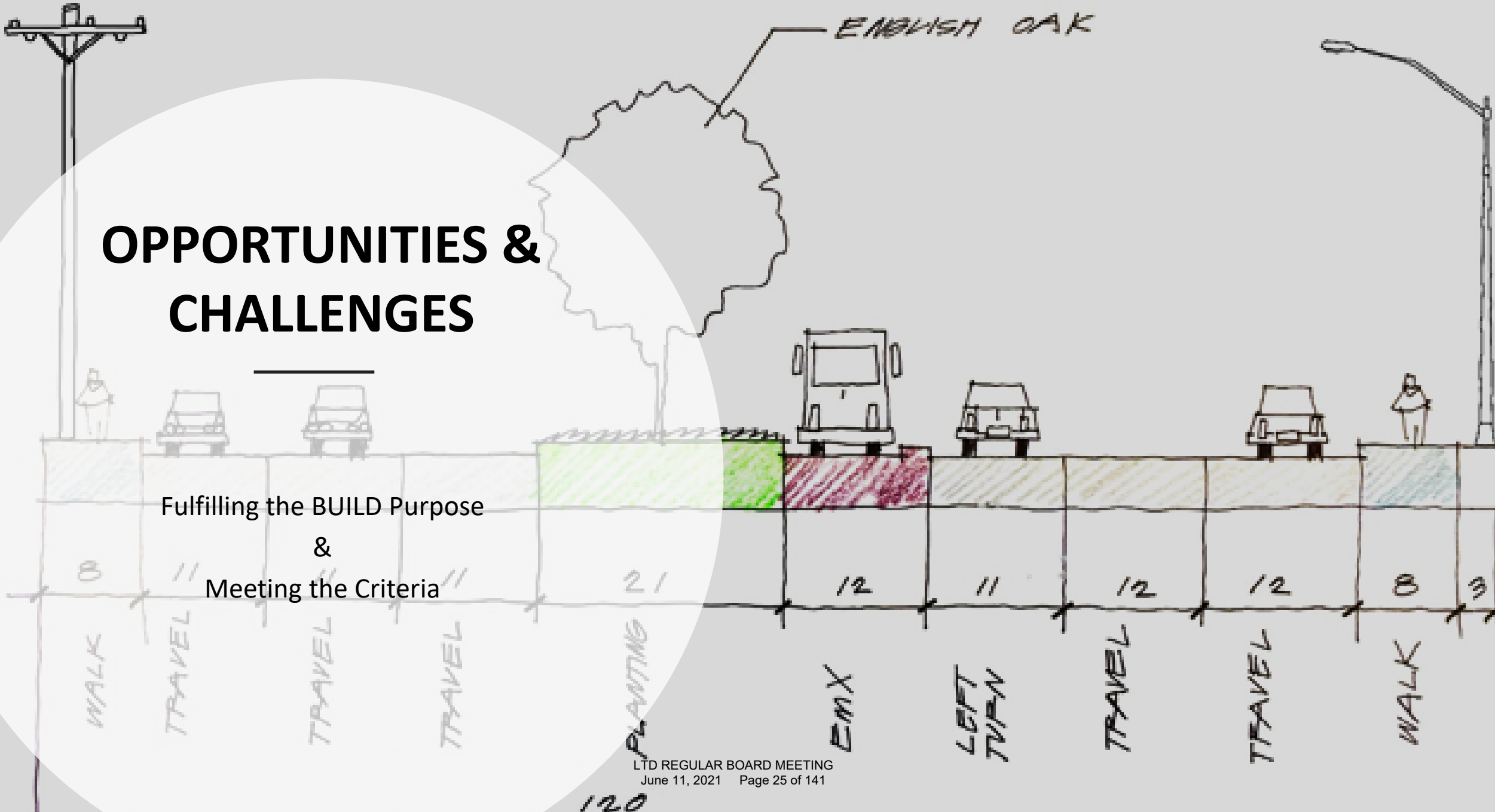


EUGENE- SPRINGFIELD CONNECTION

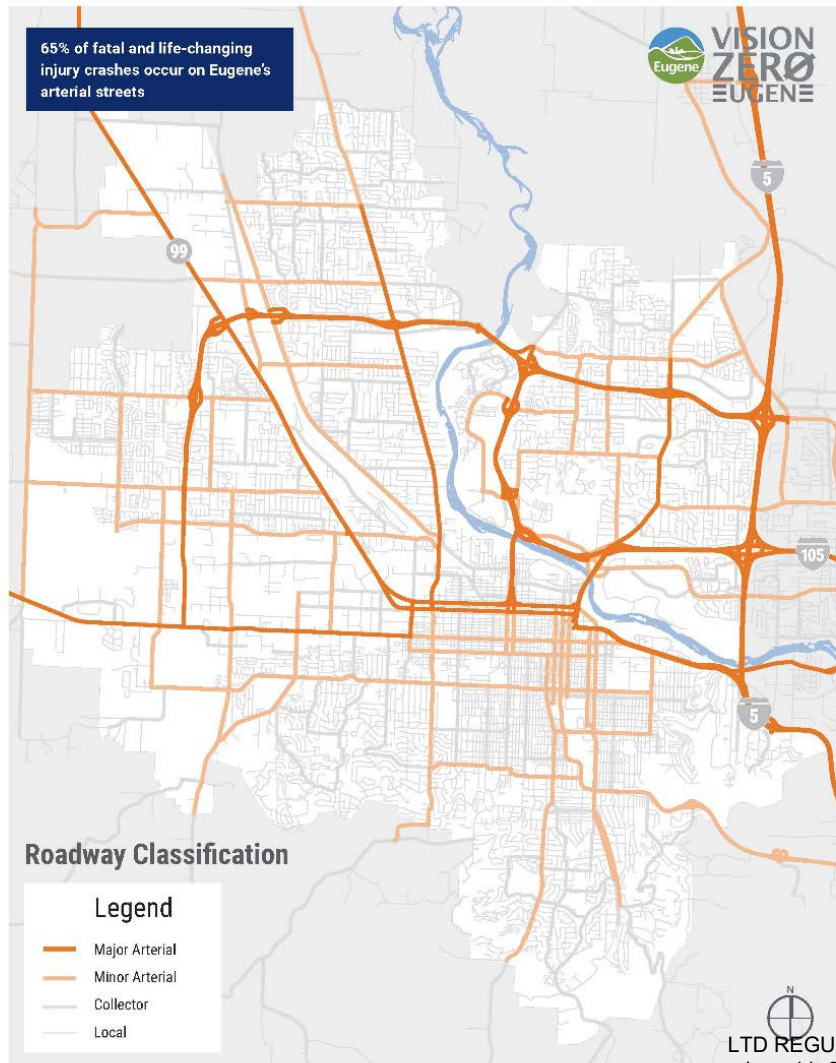
- I-5 Access
- Federal Functional Classification: State Highway System a Principal Arterial with direct connections to the Interstate
- National Highway System: Oregon State Highway Route 126

OPPORTUNITIES & CHALLENGES

Fulfilling the BUILD Purpose
&
Meeting the Criteria



Safety



65% of fatal and life changing injury crashes occur on Eugene's arterial streets. We expect a similar trend for Springfield.

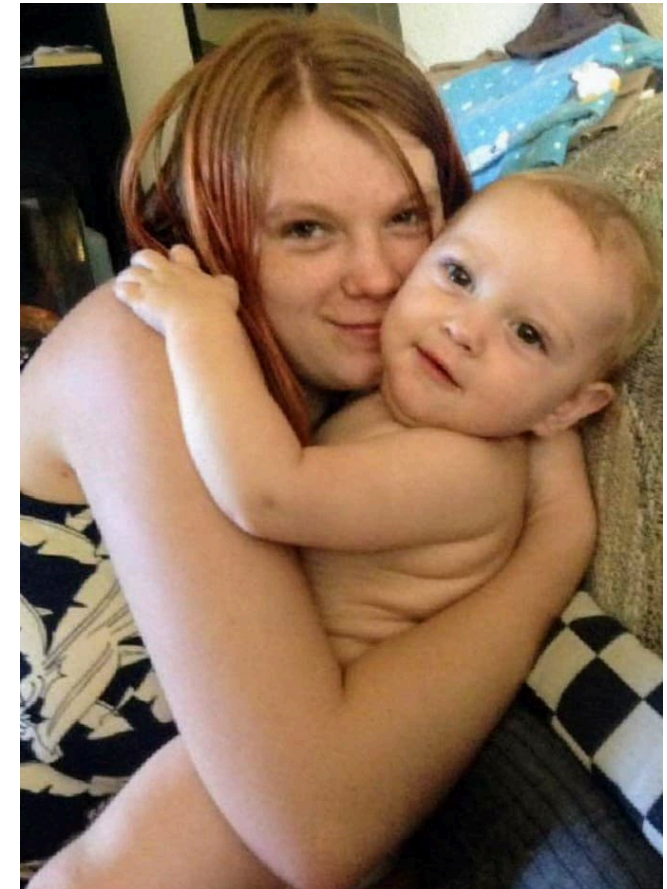


VISION
ZERO
EUGENE

Systemic Issues & Safety



A screenshot of a web browser displaying a news article on the KEZI.com website. The browser's address bar shows the URL: kezi.com/content/news/Pedestrian-hit-in-Eugene-crash-dies-566610051.html?fbclid=IwAR3RkS7hvf9afIMV-PBujzMjQ1McNtkI5SijoVNADLvH... The website header includes the KEZI 9 abc logo and the text "KEZI.com Live. Local. Late Breaking." The article title is "PEDESTRIAN HIT IN EUGENE CRASH DIES". The main text reads: "Investigators said leading up to the crash two pedestrians attempted to cross Franklin Boulevard against the stop light." Below the text, it says "Posted: Dec 31, 2019 2:22 PM", "Updated: Dec 31, 2019 4:34 PM", and "Posted By: Bob Schaper". There are social media sharing icons for Facebook, Twitter, Email, and Print. A video player is visible on the left side of the article, showing a street sign for "FRANKLIN" with a play button overlay. The bottom of the article text reads: "EUGENE, Ore. -- One of the pedestrians hit by a pickup truck on Franklin Boulevard Monday night last week has died, police said. McKaylah McClure, 20, was in critical condition following the crash near Walnut Street. She died on Dec. 27. The other victim, Bastian Moffitt-Fash, 20, was sent to the hospital after the crash. Police said his injuries are minor." The browser's taskbar on the left shows the date and time as 11:03 AM 2/3/2020.



McKaylah McClure

Roundabout Safety



Modern roundabouts reduce collisions



Source: Federal Highway Administration and Insurance Institute for Highway Safety (FHWA and HS)

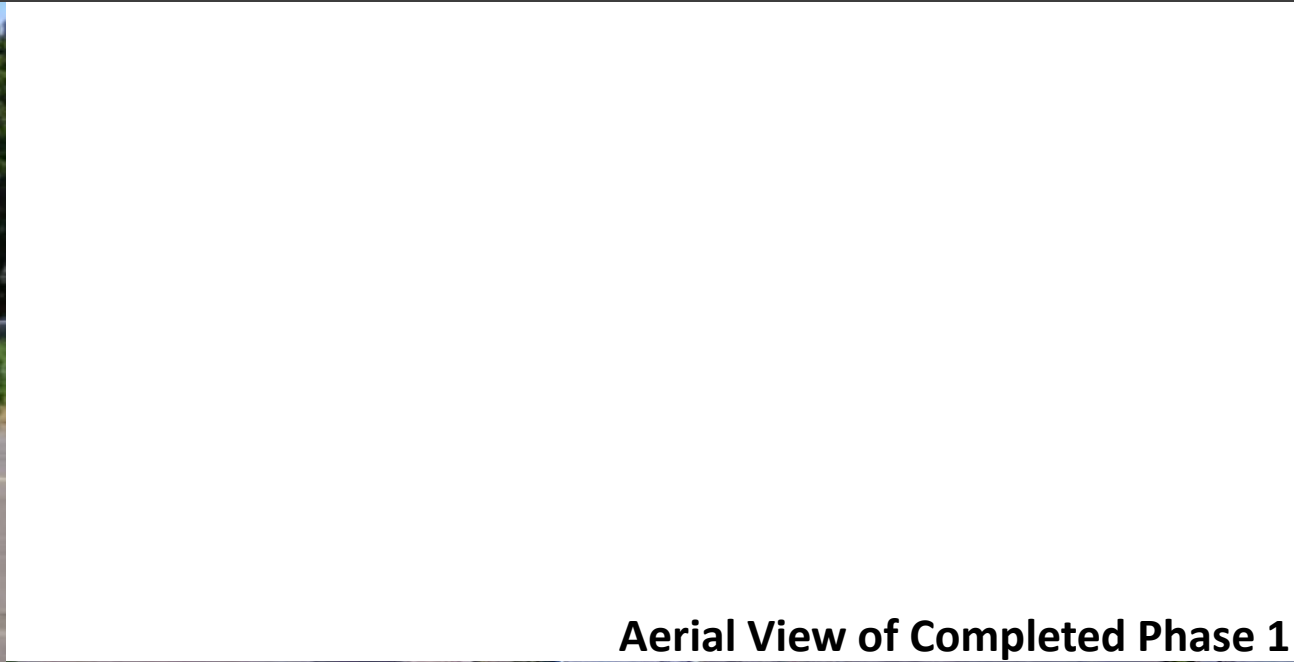
BUS RAPID TRANSIT EmX CAPACITY



State of Our Major Arterial/State Highway



Existing Conditions



Aerial View of Completed Phase 1



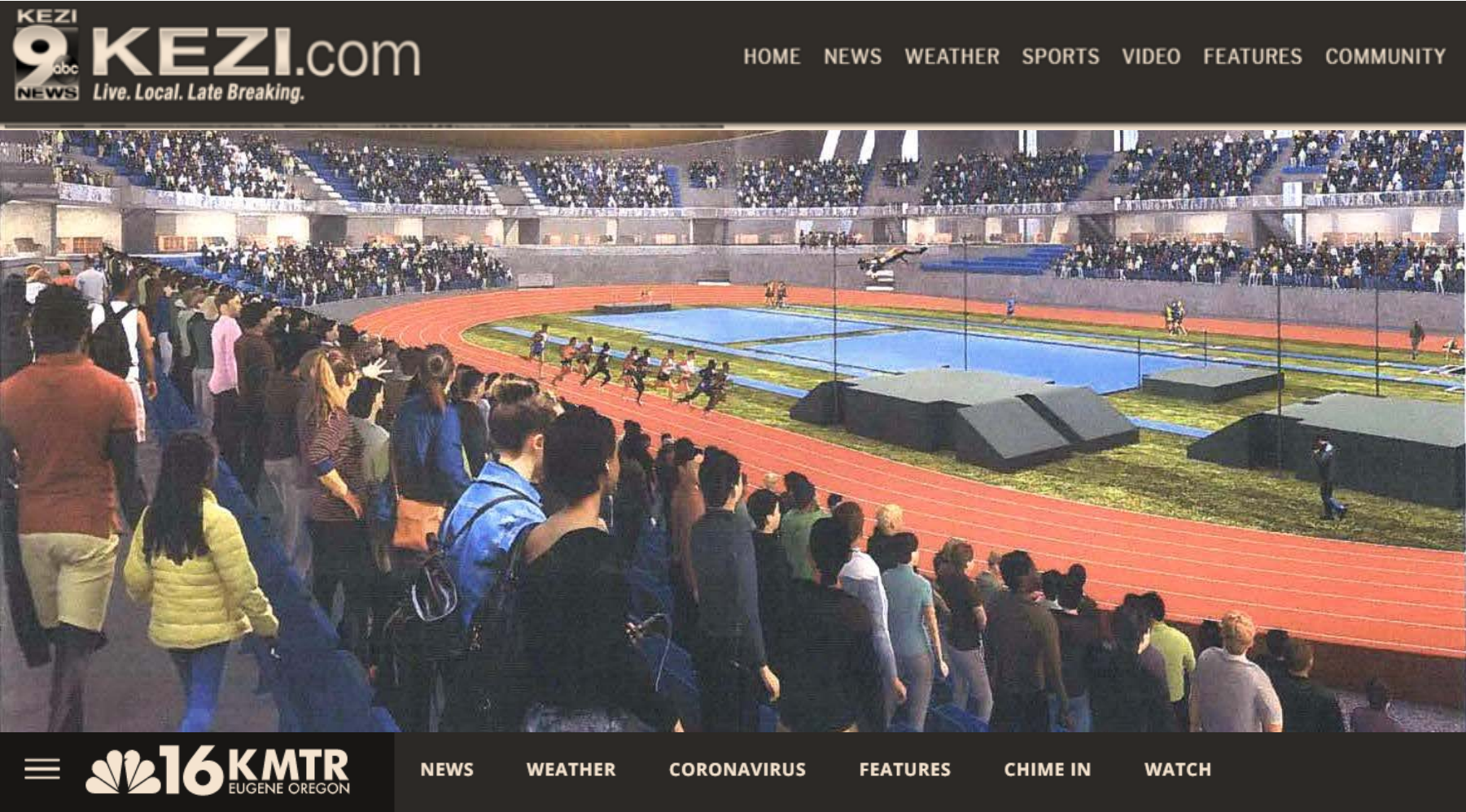
Economic Edge & Development



Development in Glenwood: Hotels



Development in Glenwood: Indoor Track & Event Center



Discussion underway for indoor track facility in Glenwood

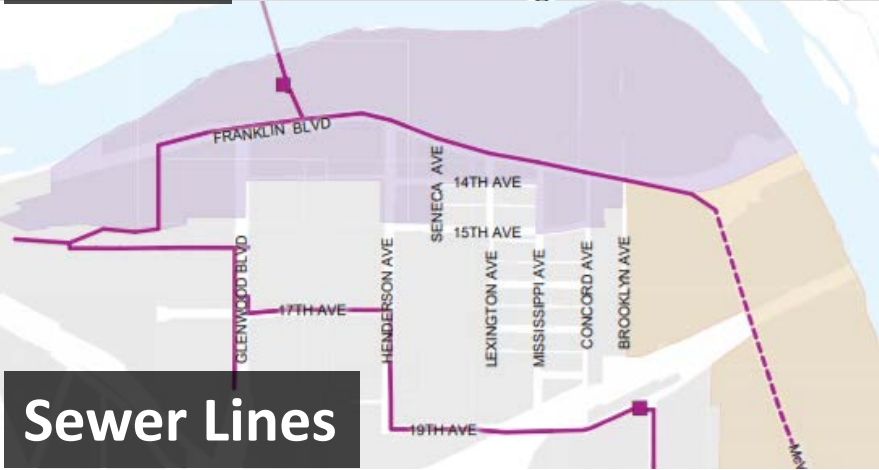
Development in Glenwood: Residents & Talent



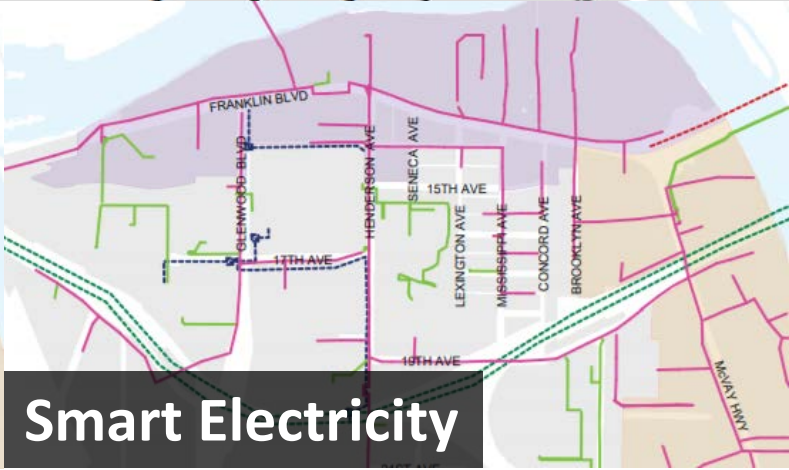
Development in Glenwood: Infrastructure



Streets



Sewer Lines



Smart Electricity

Development in Eugene: University of Oregon's Knight Campus for Accelerating Scientific Impact

Before



After



Currently under construction, opening Fall of 2020
Construction Webcam
at <https://accelerate.uoregon.edu/construction-webcam>

Development in Eugene: American Campus Communities 959 Franklin



Construction photo



Opened Fall 2019

Development in Eugene: American Campus Communities 2125 Franklin



Opened Fall 2015



Drone Construction Photo

Development in Eugene: Greentree Inn & Suites

Before



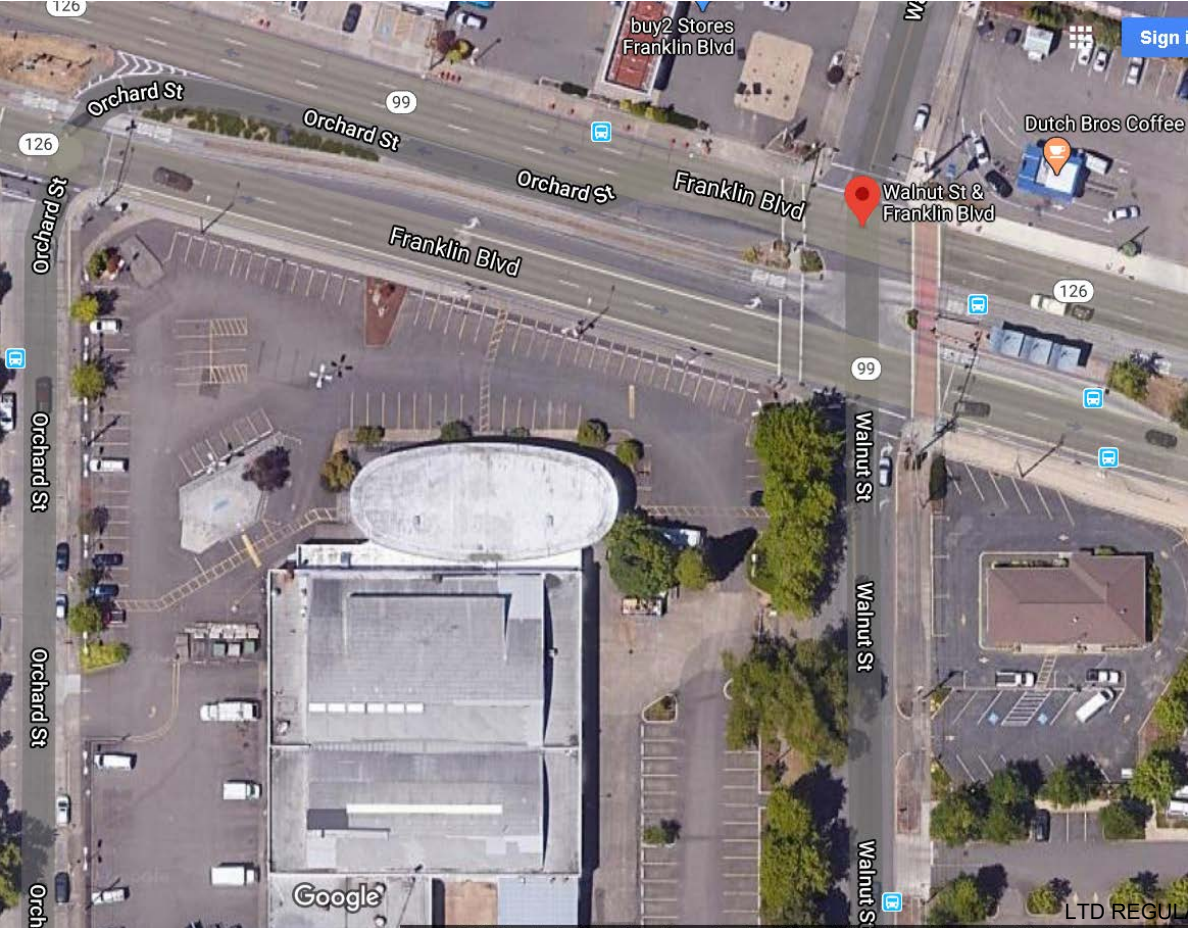
**After
(Rendering)**



Currently under construction

Development in Eugene: University Village at 2020 Franklin Blvd

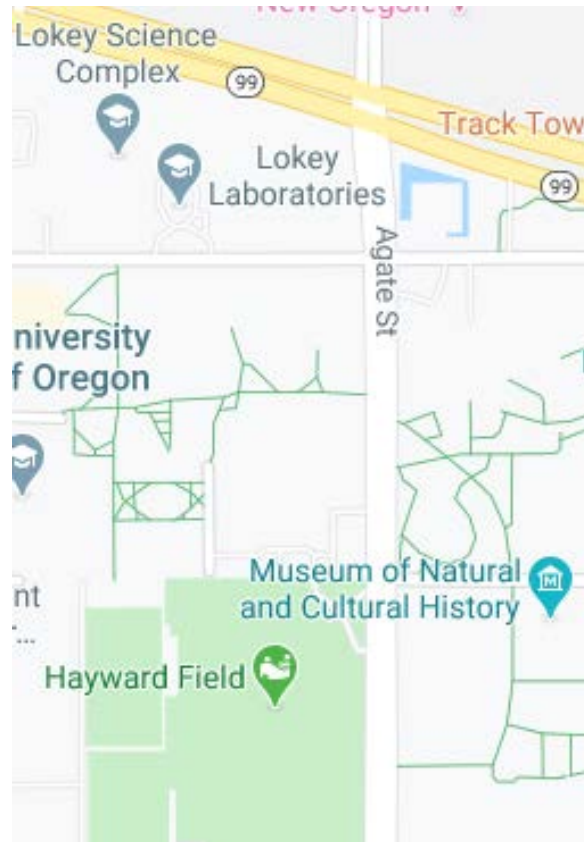
Existing Conditions



Interested Developer's Vision



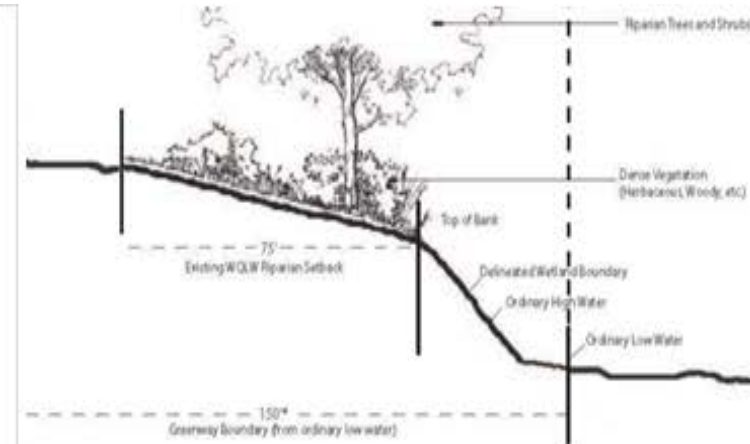
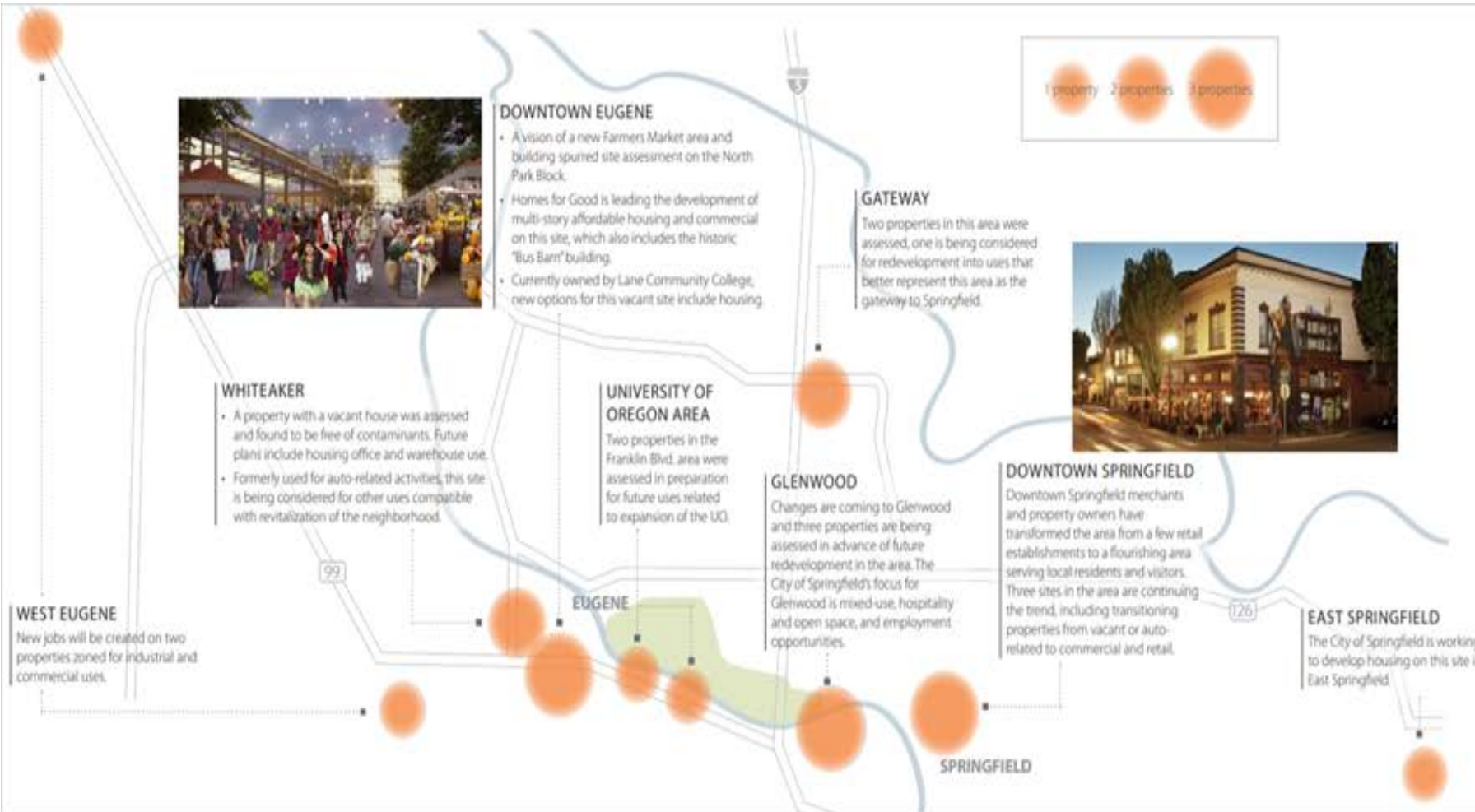
Development in Eugene: University of Oregon's Hayward Field



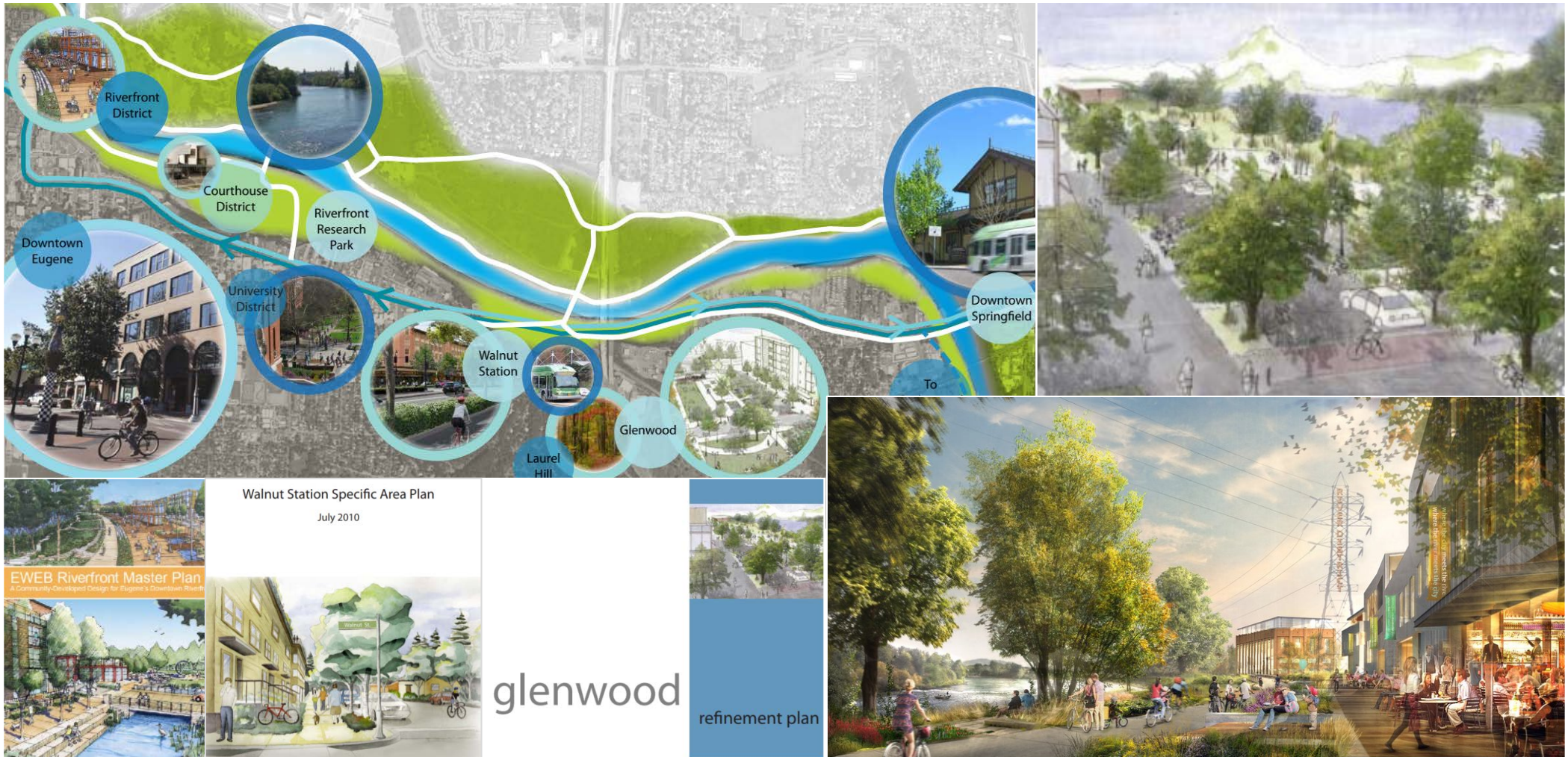
University of Oregon is Growing: North Campus Master Plan



Environmental Sustainability



Quality of Life





BIG PICTURE

The Vision & Project Description

ALDER STREET TO I-5 IN EUGENE



GLENWOOD AREA IN SPRINGFIELD

Project Highlights

- Roundabouts
- Crossings for People Walking & Biking
- Protected Bikeways
- Wide Sidewalks
- Bus Rapid Transit
- Water Quality
- Roadway & Pedestrian Scale Lighting



Before & After



Before

After

Budget & Project Phasing

Phase	Status	Total Project Cost
Phase 1	Construction Complete	\$ 14 Million
Phase 2	Seeking Funding	\$34.4 Million
Phase 3	15% Design Phase	\$33-50+ Million

Project Phasing: Phase 1 Complete





Bike/Ped Viaduct Investment

Project Phasing: Phase 2 Ahead



Double track center running dedicated EmX lanes in Eugene to alleviate existing capacity challenges



Protected facilities improves safety for all modes, especially people walking and biking



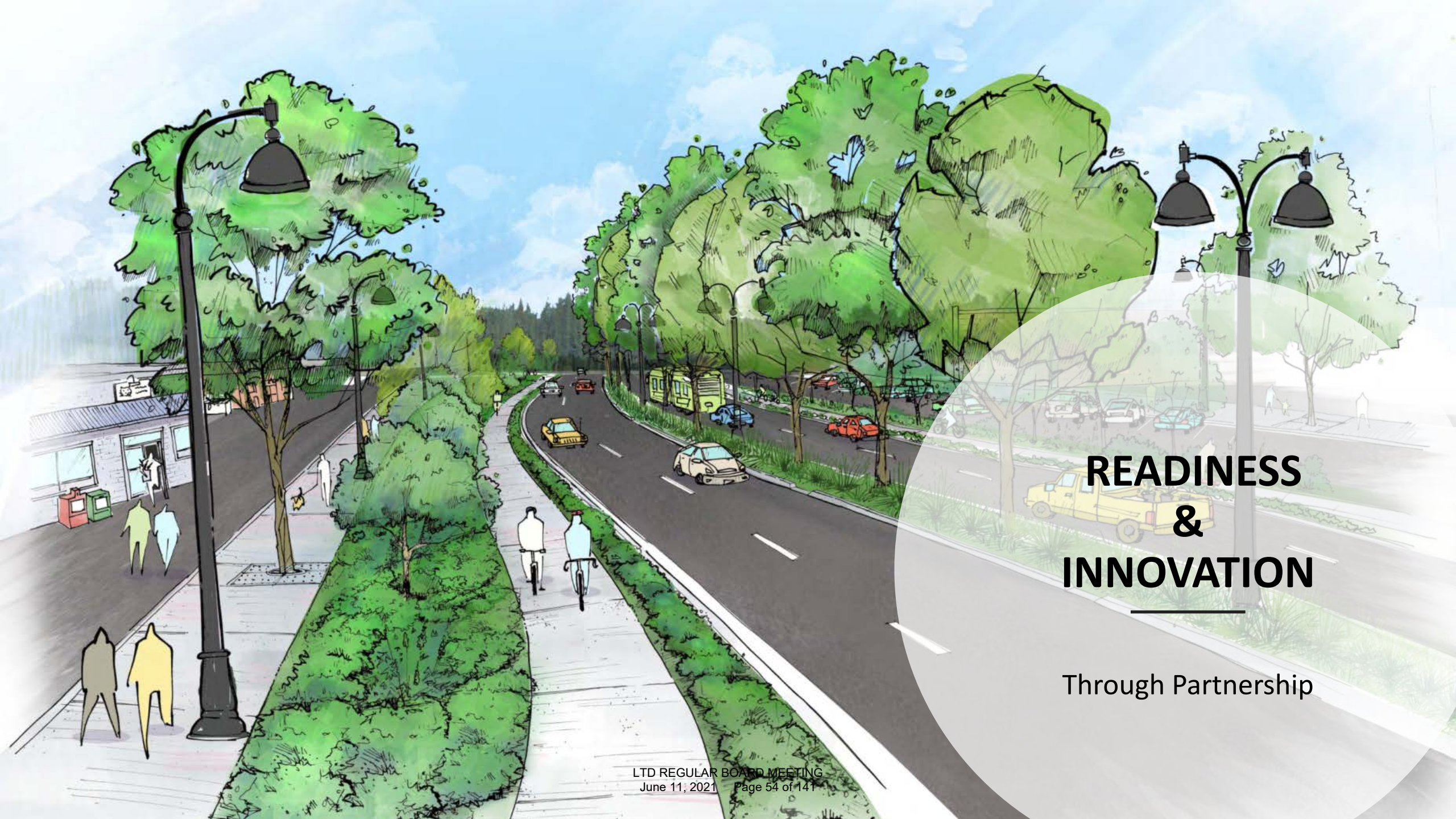
Roundabouts to eliminate fatalities and life changing injuries

Phase 2: BUILD 2020 Opportunity

Ask Amount	Match Amount	Total Phase 2 Cost
\$25,000,000	\$9,423,000 (37.5%)	\$34,423,000

Phase 2 Match Sources

Revenue Source for Match	Amount
State of Oregon Lottery Bond to Lane Transit District	\$5,000,000
City of Eugene Pavement Preservation Bond Measure	\$1,423,000
City of Springfield Stormwater Capital Funding	\$1,000,000
City of Springfield Transportation & Street SDC Funding	\$2,000,000
Total Match	\$9,423,000



**READINESS
&
INNOVATION**

Through Partnership

Federal Aid Track Record

- Eugene is an ODOT-Certified Local Public Agency & Springfield is currently working toward this certification
- Built Phase 1 under budget & 4 months ahead of schedule
- Excellent record of on time obligation rates
- (and record setting athletes)



Steve Prefontaine vs. Gerry Lindgren

Process Success: Public Involvement



New Franklin Boulevard

When will construction take place?
Construction will begin in May 2017 through Autumn 2018.

Will there be a road closure to through traffic?
Yes. The intersection of South Franklin Boulevard/McVay Highway and Franklin Boulevard will be closed near U-Haul. However all businesses will remain open and accessible by detour route. Two-way traffic will remain open on Franklin Boulevard.

How will this affect me?
You may be required to take detours from your usual routes plus hear and see signs of construction.

What if I ride the bus?
Check www.LTD.org or call 541-687-5555 for information about bus routes during construction.

How do I get more information?
For periodic updates, email your name to info@newfranklinblvd.org
Visit the website at www.newfranklinblvd.org
Check www.keepusmoving.info and the hotline, 541-984-8484, frequently for traffic related project updates.

Questions?
Please call Project Manager Kristi Krueger at 541-726-4584.

ALL BUSINESSES OPEN!

SPRINGFIELD OREGON



Process Success: NEPA

Conclusion

The proposed Project would neither individually or cumulatively result in significant impacts under NEPA. The proposed Project meets the FHWA criteria and conditions as a (d)(13) categorical exclusion pursuant to 23 CFR 771.117. The City of Springfield and ODOT are asking FHWA to approve the proposed Project using this designation and based on the supporting information in this document.

**Adam
Roberts**

Digitally signed by Adam Roberts
DN: cn=Adam Roberts, o=Oregon
Department of Transportation,
ou=Region 2 Environmental Unit,
email=adam.roberts@odot.state.or.us,
c=US
Date: 2016.12.09 10:47:01 -0800

ODOT Region Environmental Coordinator
Adam Roberts

Bernie Kleutsch

Digitally signed by Bernie Kleutsch
DN: cn=Bernie Kleutsch, o=Oregon Department of
Transportation, ou=ODOT 22 Geotechnical Unit,
email=bernie.kleutsch@odot.state.or.us,
c=US
Date: 2016.12.09 13:49:17 -0800

ODOT Environmental Manager
Bernie Kleutsch

EMILY A CLINE

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DN: cn=US, o=US Government, ou=FHWA,
email=EMILY.A.CLIN@FHWA.SALEN.OR,
c=US
Date: 2016.12.06 11:33:26 -0800

FHWA Official
Emily Cline



Built Success: Concept to Completion



Built Success: Concept to Completion



Built Success: Concept to Completion





Built Success: Concept to Completion



Built Success: Concept to Completion



Built Success: Concept to Completion

Additional Merit Criteria for BUILD

- Innovative Technologies
- Innovative Project Delivery
- Partnership



Innovative Technologies



- BRT signal prioritization
- BRT travel time reliability
- Camera detection
- Potential to extend EUGNet high speed fiber/signal interconnect



Innovative Project Delivery

Certified local agency with excellent technical & obligation rate track record

FHWA-Oregon Division and ODOT programmatic agreement for Categorical Exclusions

FHWA statewide Federal-Aid Highway Program (FAHP) for ESA consultations

ODOT, FHWA, SHPO & ACHP programmatic agreement for Section 106 cultural resources


Partnerships: Regional Emphasis

Two Applicants & One Goal



Regional Priority & Partnership





QUESTIONS & DISCUSSION



RESOLUTION NO. 2021-06-16-033

LTD SUPPORT OF FRANKLIN BOULEVARD CORRIDOR PROJECT AND RAISE GRANT APPLICATION

WHEREAS, the Franklin segment of LTD's EmX system is the critical spine of LTD's overall metropolitan transit network, providing a critical regional transportation link;

WHEREAS, the capacity of the Franklin segment of LTD's EmX system is constrained by one-way segments and currently experiences passenger overloading and travel time impacts associated with congestion and improvements are needed to maintain safety and a sustainable level of service;

WHEREAS, the cities of Eugene and Springfield and LTD have been partnering on the Franklin Boulevard Corridor Project to improve safety, catalyze investment, add transit capacity, and create access to active transportation modes along Franklin Boulevard;

WHEREAS, LTD has programmed \$5,000,000 into LTD's 2021-2030 Board-approved Community Investment Plan;

WHEREAS, the cities of Eugene and Springfield are jointly applying for a federal RAISE grant to advance Phase 2 of the *Franklin Boulevard Corridor* project and have requested that LTD participate as a contributing agency;

WHEREAS, the goals of the *Franklin Boulevard Corridor* project are consistent with LTD's mission statement and the goals and objectives specified in LTD's *Long-Range Transit Plan*; and *Climate Action Policy*; and,

WHEREAS, the project advances LTD's ability to enhance the transit level of service along the most traveled spine of the EmX system.

NOW, THEREFORE, BE IT RESOLVED by the LTD Board of Directors that:

- LTD supports the *Franklin Boulevard Corridor* project;
- LTD will participate in the RAISE grant application as a contributing agency;
- LTD commits, in principal, to provide \$5M General Fund resources as local match for the grant application; and,
- If the grant is awarded to the project, LTD will formalize this partnership in a memorandum of agreement.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16TH DAY OF JUNE, 2021.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 16, 2021

ITEM TITLE: TEMPORARY USE OF VACANT PROPERTY BY THE CITY OF EUGENE

PREPARED BY: Tiffany Edwards, Intergovernmental Relations Manager

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Adoption

PURPOSE: To provide information to the Board for the purpose of providing authority to the General Manager to negotiate with the City of Eugene for temporary use of LTD's vacant property.

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board. This means that the Board's role in this instance is to adopt a resolution stating the Board's position on an agreement with the City of Eugene.

BOARD DIRECTIVE ALIGNMENT: This agreement is not tied to a Board directive; this is a partnership request from the City of Eugene. Pursuant to ORS 267.200(2) and ORS 267.225(2) the LTD Board of Directors are authorized to acquire by condemnation, purchase, lease, devise, gift, or voluntary grant real and personal property or any interest therein located inside the boundaries of LTD.

COMMUNICATION: The Board of Directors were briefed in May 2021 of the City of Eugene's request to temporarily use LTD's vacant property for City-managed temporary housing or camping.

DATES PRESENTED TO THE PUBLIC: This is the first public communication on this matter.

HISTORY: Homelessness is a significant issue for our community. The City of Eugene has a program to provide managed camping locations throughout the City. One of the biggest challenges is finding appropriate locations to establish these managed sites. The City of Eugene has identified two properties owned by Lane Transit District that meet the desired characteristics for temporary housing and or camping.

- **310 Garfield:** This property is a remnant from the RideSource Facility built in 2004. There is no planned transit use for this property other than expansion of the RideSource Facility within the next ten years. The current size of the remnant property is approximately 5.24 acres and is undeveloped with a drainage swale and unused rail spur.
- **11 River Ave:** This property is the previous location of the River Road Station. Transit service has been relocated to the new Santa Clara Station located at 43 Green Lane. The old station site is approximately 1.86 acres, two-thirds of which was a park and ride lot.

To that end, the City of Eugene has asked Lane Transit District if an agreement can be established to use these properties not currently being used for transit.

No terms regarding duration and site management particulars have been discussed yet. Terms of use and site management contracting will likely mirror other homeless camping agreements the City of Eugene has executed with other public and private entities. There is a desire to find agreement that is revenue neutral.

A brief presentation will be provided to explain this topic in further detail.

CONSIDERATIONS: Homelessness impacts Lane Transit District's operation as well. Safety and security issues at most of Lane Transit District's active and inactive properties have been on the rise. Trash and belongings dumped at bus stops and stations unrelated to transit operations are at historic levels. Establishing well managed homeless camping operations at two of Lane Transit District's vacant properties may decrease the District's costs associated with security patrols, trash clean up, burglaries, vandalism, and other general site maintenance.

If an agreement is established for temporary housing or camping on Lane Transit District property(s); terms would require appropriate safety, monitoring, and sanitization investments by the City. Communication responsibilities will also be clearly identified.

ALTERNATIVES:

- The Board can authorize use of one or both properties to accommodate temporary housing or camping as part of the City of Eugene's initiative.
- The Board may opt to not provide the General Manager authority to negotiate terms of a use agreement and pursue other uses, actions, or take no action at this time.

NEXT STEPS: If the Board provides direction to the General Manager to negotiate an agreement for the City; appropriate staff from both organizations will establish terms that meet Lane Transit District's goal of partnering in a way that is supportive to the City's homelessness program and protects the District's assets. City Council will be taking action on June 23 to approve new sites to be included this program.

SUPPORTING DOCUMENTATION:

1. City of Eugene Sleeping Sites Program plan
2. City of Eugene Site Search Engagement Framework

PROPOSED MOTION: I move adoption of LTD Resolution No. 2021-06-16-034:

It is hereby resolved that the LTD Board of Directors adopts a resolution authorizing the General Manager to negotiate a contract with the City of Eugene to lease LTD's vacant properties located at 310 Garfield and 11 River Ave.

City of Eugene Safe Sleeping Sites

Program Plan

The goal of the City of Eugene's new safe sleep sites is to create safe, sanitary, and supportive places for people to shelter, and sites that minimize impact on property owners, neighbors, and the public.

Site Management & Staffing

Similar to City rest stops, operating entities that the City will contract with will be responsible for intake, managing the social dynamics of the sites and compliance with rules and community agreements, monitoring who is allowed to be on-site, coordinating ongoing site infrastructure needs, being accessible and responsive to neighbor concerns, and coordinating with the City and other partners. Sites will have daily on-site staffing as well as nightly overnight staff. City staff will have ongoing touchpoints with providers at regular intervals.

Rules & Agreements

Clear rules and agreements will be established for these sites to help ensure the health and safety of the program participants as well as neighbors to the site. Contracted provider agencies will be responsible for ensuring participants understand and follow site rules. Rules that will be included in the management plan (list not exhaustive):

- No violent or threatening behavior
- No weapons or illegal drug use on-site
- No trespassing or theft on neighboring properties
- Trash must be deposited in trash receptacles
- No overnight visitors
- People must cook in designated area
- People must keep belongings in their designated area
- Participants must adhere to best practices for preparing and storing food, heating, water & waste management

The contracted agency will be expected to have documented policies and processes for addressing rules violations, including rules violations that would merit immediate termination of program participation. Providers will also be expected to have grievance policies and procedures in place for program participants.

Entry & Referral

Providers will utilize a coordinated system of entry and referral. This system will allow for lateral referrals if the social dynamic is not working for a program participant at one site and a different site might provide a better fit.

Services

Providers are enthusiastic about collaborating with the City and County to create a system to support needs across these sites including services such as case management, housing navigation, medical and behavioral health support, and peer support.

Site Plan

The sites will be safe and organized, provide access to key amenities, and incorporate elements of community space and design to help build positive site cultures.

Elements of the proposed site plans include:

- Designated spaces for vehicles/tents with adequate vehicle access
- Fencing, with secured entry and exit
- Bathrooms and hand washing stations
- Large garbage bins
- Central common space/food prep area
- Storage space
- Potable water
- Solar charging stations

Outcomes & Metrics, System Integration

The city will be monitoring demographics of program participants served, utilization rates, service engagements, lengths of stay, and provision of services (e.g. case management) with the goal to help people increase their stability and feel more empowered and supported in taking steps to improve their quality of life. To measure increased stability, staff will measure changes and improvements in four main categories: housing situation/exit destinations, income, health, and connection with support systems in the community.

The program will have a strong tie to the City and County's work to expand coordinated street outreach and will provide an important resource for outreach team referrals.

Neighborhood, Community & Stakeholder Engagement

City staff have been meeting regularly with representatives from social service provider agencies and advocacy groups in Eugene and incorporating their input and feedback into the program models.

City staff is also conducting targeted outreach with people staying at Washington-Jefferson and 13th & Chambers to better understand individuals needs. Staff will be working with providers to develop strategies to maintain consistent contact with these site residents and assist with the transition when Safe Sleeping Sites become available.

Staff will be engaging with neighborhood associations, neighboring residents and businesses in advance of the implementation of new sites to provide information about site management plans, understand neighborhood concerns and incorporate appropriate mitigation strategies into the site management plans. Staff will work with neighbors to develop good neighbor agreements and to establish regular communication touchpoints and points of contact to address any arising issues in a timely manner.

See Attachment: Site Search Engagement Framework

City of Eugene Site Search Engagement Framework

City Staff will be engaging with neighboring residents and businesses in advance of the implementation of new sites to provide information about site management plans, understand neighborhood concerns, and incorporate appropriate mitigation strategies into the site management plans. Staff will work with neighbors to develop good neighbor agreements and to establish regular communication touchpoints and points of contact to address any arising issues in a timely manner.

Phase	Purpose & Messaging	Engagement Team	Key Contacts	Support Materials
Exploratory	<p>Initial contact with property owners to explore willingness to provide a site</p> <ul style="list-style-type: none"> • <i>Initial Site Criteria</i> • <i>Possible incentives</i> • <i>Time commitment</i> 	<p>Some combination of below depending on property</p> <ul style="list-style-type: none"> • City Staff • Lane County Staff • Chamber 	<ul style="list-style-type: none"> • Property Owners 	<ul style="list-style-type: none"> • Site Criteria • Possible Incentive Options • Model Site Plan • Program Concept regarding Management/ Rules
Filtering	<p>Gathering additional input on property to help inform decision-making</p> <ul style="list-style-type: none"> • <i>What are your concerns?</i> 	<p>Some combination of below depending on property</p> <ul style="list-style-type: none"> • Person that made initial contact • City Staff • Lane County Staff • Chamber • Property Owner representative if they'd like to be involved 	<ul style="list-style-type: none"> • Proximate Elected Officials • Neighborhood Association leadership • Chamber • Service Providers • Adjacent neighbors (within 250 ft.) 	<ul style="list-style-type: none"> • Model Site Plan • Program Concept regarding Management/ Rules • Photos of existing Alternative Shelter Sites • Decision-making considerations
Informing	<p>Communicate with adjacent neighbors and businesses regarding intent to create alternative shelter site</p> <ul style="list-style-type: none"> • <i>How we arrived at this decision</i> • <i>Concerns we heard from people in the area</i> • <i>Steps we are taking to address concerns</i> • <i>Where you can get additional information</i> 	<p>Some combination of below depending on property</p> <ul style="list-style-type: none"> • City Homeless Services staff • Lane County staff • Chamber • Service Provider(s) • Elected Officials or neighborhood representatives if they'd like to be involved • Property Owner representative if they'd like to be involved 	<ul style="list-style-type: none"> • Elected Officials • Neighborhood Association • Chamber • Adjacent neighbors (residents, businesses, property owners within 500 ft.) 	<ul style="list-style-type: none"> • FAQ sheet <ul style="list-style-type: none"> ○ Provider ○ Population served ○ Rules ○ Who to call ○ How long it will be there • Mitigation Strategies • Information re Good Neighbor Agreement • Site Plan • Photos of existing Alternative Shelter Sites



RESOLUTION NO. 2021-06-16-034

TEMPORARY USE OF VACANT PROPERTY BY THE CITY OF EUGENE

WHEREAS, ORS 267.200(2) and ORS 267.225(2) authorizes Lane Transit District (“LTD”) to acquire by condemnation, purchase, lease, devise, gift, or voluntary grant real and personal property or any interest therein located inside the boundaries of LTD;

WHEREAS, the City of Eugene requested temporary use of LTD vacant property to be used for City-managed camping to address homelessness;

WHEREAS, one of the biggest challenges is finding appropriate locations to establish these City-managed camping sites;

WHEREAS, the City of Eugene has identified two properties owned by Lane Transit District that meet the desired characteristics for temporary housing and/or camping at 310 Garfield acres and 11 River Ave;

WHEREAS, people who are homeless often rely on public transit buses or facilities to seek shelter from the weather resulting in a growing challenge for LTD to manage; and

WHEREAS, LTD desires to support the City of Eugene in finding viable solutions for people struggling with homelessness.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors passes a Resolution authorizing the General Manager to negotiate a contract with the City of Eugene to lease LTD’s vacant properties located at 310 Garfield and 11 River Ave.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF JUNE, 2021.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 16, 2021

ITEM TITLE: STRATEGIC BUSINESS PLAN UPDATE

PREPARED BY: Kim Le, Development Planner

DIRECTOR: Tom Schwetz, Planning and Development Director

ACTION REQUESTED: Information and Discussion

PURPOSE: The TransPro consultant will provide a recap of previous meetings with the Board and the Strategic Planning Committee, and share a draft Strategic Business Plan.

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

BOARD DIRECTIVE ALIGNMENT: This aligns with the Board's directive for the general manager to develop a Strategic Business Plan for the District as part of the FY21 general manager's performance goals.

COMMUNICATION: The Board has received information about the Strategic Business Plan development process at the following dates:

- February 17, 2021: Board work session on the overall plan development process.
- March 17, 2021 Board meeting: Update on the progress of the Strategic Business Plan development process and discussion on communications plan.
- April 21, 2021 Board meeting: Board adopted project communications plan.
- May 19, 2021 Board written report: A written project update as part of the monthly department report.

DATES PRESENTED TO THE PUBLIC:

- The Strategic Planning Committee has had ongoing discussions about the project at their meetings in January, March, April, May, and June 2021.
- The project was presented at the Comprehensive and Accessible Transportation Committee (CATC) at their April 15, 2021 meeting.

HISTORY: Since the last time the Strategic Business Plan was presented to the Board, the project has continued to progress with Strategic Planning Committee input as well as workforce contributions to refine the mission, vision, value statements as well as strategic areas of focus and success outcomes. In addition, the project team continues to implement on the communications plan that the Board adopted, including deploying a targeted stakeholder survey. The TransPro consultant will provide an update on project communications at this meeting.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: The project team will continue to refine the draft Strategic Business Plan for the Board to consider adopting at the July 2021 meeting.

SUPPORTING DOCUMENTATION:

- 1) Presentation slides from TransPro

PROPOSED MOTION: N/A

Strategic Business Plan Board Update

Lane Transit District, June 16, 2021



Agenda

Strategic Planning Committee (SPC) Update

Draft Strategic Business Plan Discussion

Wrap Up & Next Steps

Overview of SPC Work Sessions

March 2	April 6	May 4	June 1	July 6
<ul style="list-style-type: none"> • Kickoff/ Initial Discussion • Process Overview • Draft Communications Plan discussion 	<ul style="list-style-type: none"> • Strategic Planning Deeper Dive • “Why” Exercise • Draft Mission, Vision, Values discussion • Revised Communications Plan discussion 	<ul style="list-style-type: none"> • Recap/ Status Update • Draft Strategic Areas of Focus discussion • Draft Success Outcomes discussion • Prioritization discussion • Communications Update 	<ul style="list-style-type: none"> • Share Targeted Stakeholder Survey Results • Draft Strategic Business Plan discussion • Departments Share High-Level Plans 	<ul style="list-style-type: none"> • Final Strategic Business Plan Review

Modifications to Values Based on Feedback

- Additional engagement of LTD staff and Diversity Council to redefine “Diversity” value around “Equity.”
- Updated language is already reflected in Draft Plan.

BEFORE

DIVERSITY

AFTER

EQUITY

Modifications to Vision Statement Based on Feedback

- Change to Draft Vision statement to convey stronger commitment.
- Updated language will be reflected in Final Plan document.

BEFORE

VISION

In all that we do, we seek to create a more connected, sustainable, and equitable community.

AFTER

VISION

In all that we do, we are committed to creating a more connected, sustainable, and equitable community.

Modifications to Success Outcomes Based on Feedback

- Success Outcomes were re-framed to represent more meaningful targets.
- Updated language is already reflected in Draft Plan.
- Actual numeric goals still to be defined.

BEFORE

COMMUNITY VALUE

An increase of X% in the community's perception of the value we provide.

AFTER

COMMUNITY VALUE

X% of the community believes we provide value.

*Similar adjustments made to Customer Satisfaction and Employee Engagement.

Other Planned Modifications Based on Feedback

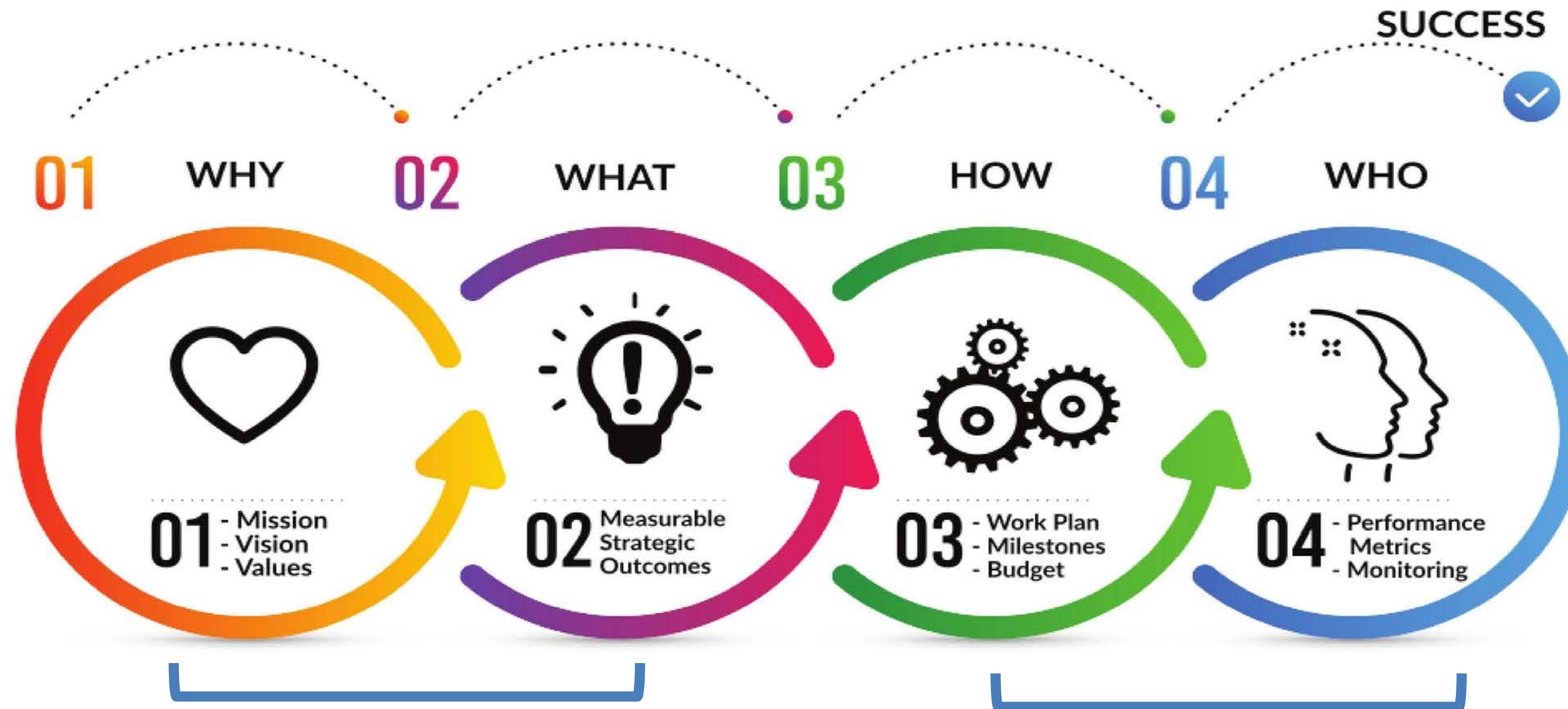
- Introductory Letter from General Manager will be modified to acknowledge the wildfires.
- Tactics pages will be modified to convey a stronger connection to the strategic outcomes that they are designed to impact.
- LTD team is conducting additional outreach to stakeholder representatives who have not yet participated in the survey to further boost response rate (~65% of stakeholders have responded as of 6/9).

Notes on Stakeholder Survey: Initial responses indicate overall positive reactions to draft Mission and Vision statements (71% and 62%, respectively).

Confirmed importance of the key themes to be addressed in the plan (i.e., Equity, Sustainability, Safety, Customer Satisfaction, Community Value, Financial Stewardship). No major themes were indicated as missing.

Draft Strategic Business Plan

Role of the Board in Strategic Planning



Ensure that LTD has clear direction and that LTD is delivering on its mission, vision, and outcomes

Empower staff to manage how and who is responsible for getting the work done that produces the overall outcomes

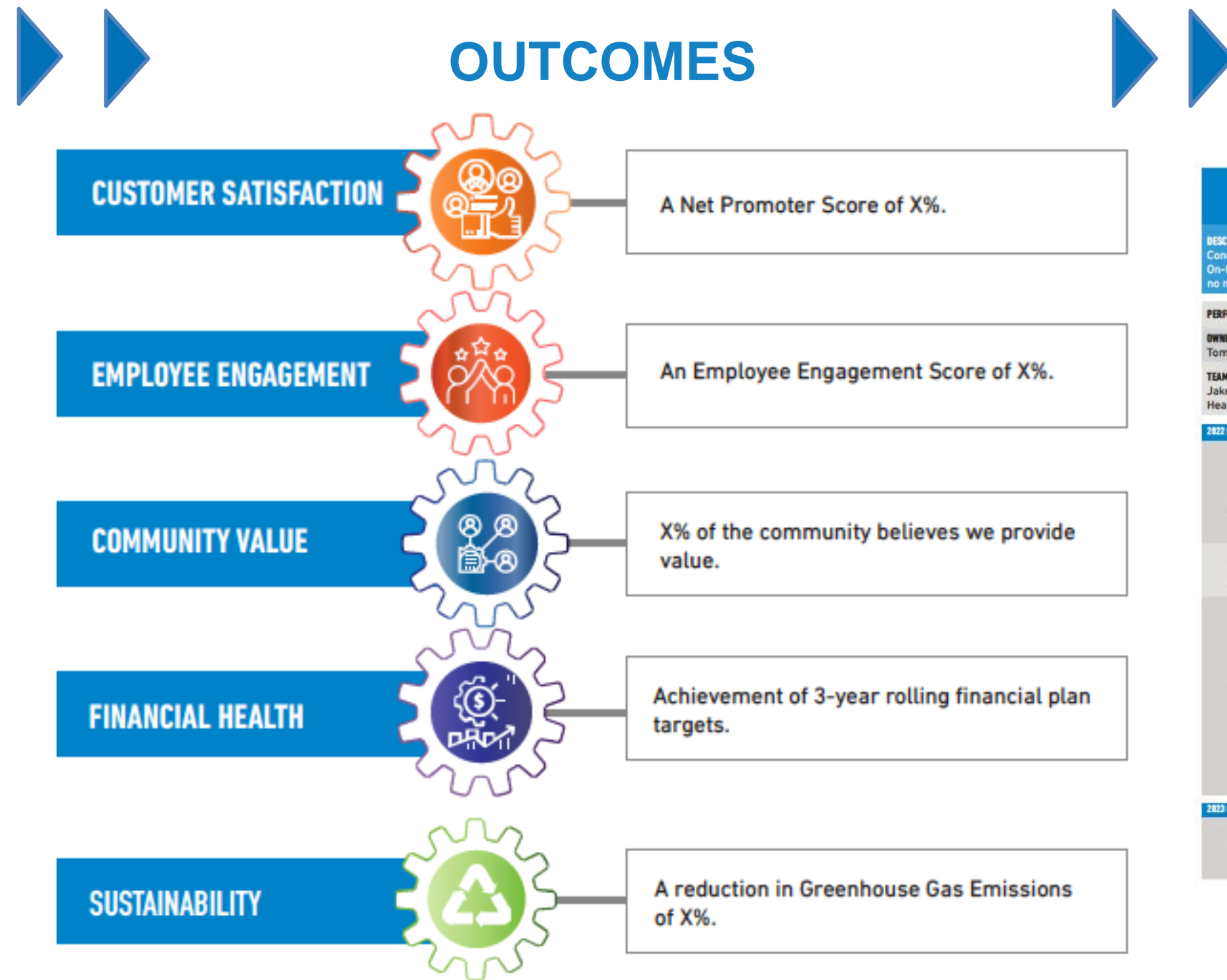
Organizational Alignment

- Each element of the plan is strategically aligned so that there is clarity around how work activities and performance metrics impact overall strategic outcomes.

MISSION & VISION

Connecting our community.

In all that we do, we seek to create a more connected, sustainable, and equitable community.



TACTICS & PERFORMANCE SCORECARDS

PRIMARY STRATEGIC PRIORITY		METRIC	QUARTERLY PERFORMANCE				POINTS			
			GOAL	Q1	Q2	Q3	Q4	GOAL	EARNED	
MAINTAIN ON-TIME PERFORMANCE – FIXED ROUTE										
CUSTOMER SATISFACTION										
DESCRIPTION Conduct analysis and make adjustments to maintain 95% On-time performance is defined as the percent of trips no more than four minutes past the scheduled time for										
PERFORMANCE METRICS ALIGNED										
OWNER Tom Schwetz										
TEAM MEMBERS Jake McCallum – Operations Heather Lindsay, Bret Smith, Jeremy Card – Service Pla										
2022 Quarterly Milestones										
Q2	<ul style="list-style-type: none"> Collect Blue cards and customer in service, and riders for analysis of v Start analysis of current OTP from performance, and Route profiles fo Use step one and two information t Complete analysis of OTP and make 									
Q3	<ul style="list-style-type: none"> Implement winter bid Collect Blue cards and customer in service, and riders for analysis of C Continue to collect Blue cards and customer service, and riders for an Start analysis of current OTP from performance, and Route profiles fo Use step one and two information t Complete analysis of OTP and make Implement summer bid Collect Blue cards and customer in service, and riders for analysis fo Start analysis of current OTP from performance, and Route profiles fa Use step six and seven information Complete analysis of OTP and make 									
Q4	<ul style="list-style-type: none"> Implement fall bid Collect Blue cards and customer in service, and riders for analysis fo 									
2023 Quarterly Milestones										
Q1	<ul style="list-style-type: none"> Implement fall bid Collect Blue cards and customer in service, and riders for analysis fo 									
LTD Scorecard										
CUSTOMER SATISFACTION										
	Overall Customer Satisfaction	Establish baseline							8	
	Overall Net Promoter Score	Establish baseline							8	
	Customer Impression of On-Time Performance	Establish baseline							3	
	Actual On-Time Performance	90%							3	
	Customer Impression of Safety & Security	Establish baseline							2	
	Accidents Per 100,000 Miles	-2							2	
	Customer Impression of Bus Operator Courtesy	Establish baseline							2	
	Bus Operator Complaints Per 100,000 Boardings	Establish baseline							2	
									TOTAL	30
EMPLOYEE ENGAGEMENT										
	Employee Net Promoter Score	Establish baseline							8	
	Employees Understand How Their Performance is Linked to LTD's Success	Establish baseline							4	
	Employees Agree Leadership is Invested in Their Success	Establish baseline							4	
	Employees Agree They are Provided with the Tools Needed to Work Successfully	Establish baseline							4	
	Internal Customer Satisfaction	Establish baseline							5	
									TOTAL	25
COMMUNITY VALUE										
	Community Perception of LTD Value	Establish baseline							8	
	Community Partner Perception of LTD as Trusted Leader	Establish baseline							7	
	Access to Frequent Transit (Total Population)	Establish baseline policy							2	
	Access to Frequent Transit (Minoritized Population)	Establish baseline policy							3	
									TOTAL	20
FINANCIAL HEALTH										
	Operating Cost per Boarding	75%							8	
	Maintenance Cost Per Mile	\$19/mile							4	
	Vehicle Hours per Labor Hour								3	
									TOTAL	15
SUSTAINABILITY										
	Greenhouse Gas Emission Reduction	75%							3	
	Fleet Transitioned to Electric	25%							2	
	Renewable Fuel Consumption	100%							3	
	Overall Ridership Increase	Establish baseline							2	
									TOTAL	10
OVERALL PERFORMANCE SCORE									100	

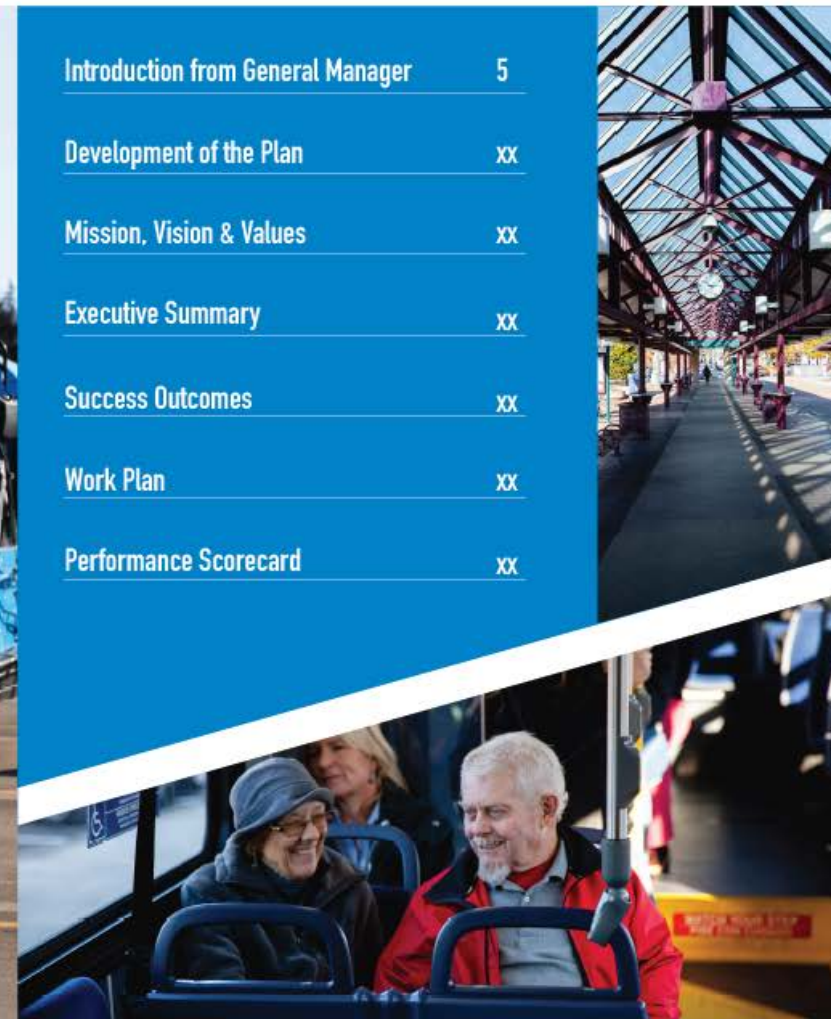
Draft Plan Discussion

- A separate document containing the Draft Strategic Business Plan will be shared on screen at this time.

CONTENTS



2



3

Department Plans

Each Department contributes to the success of LTD and is represented in the Strategic Business Plan through the **Tactics** (initiatives we will work on) and **Performance Scorecard** (metrics that measure how we're performing).

Below are a few illustrative department-led tactics that are shared in more detail in the Draft Plan document.

Tactic Name	Strategic Pillar	Owner
Establish Baseline Analysis of Equity of LTD Services	Customer Satisfaction	Planning
Maintain On-Time Performance - Fixed Route	Customer Satisfaction	Planning
Conduct Comprehensive RideSource Analysis	Community Value	Specialized Services
Enhance Customer Convenience	Customer Satisfaction	Marketing & Communications

Department Plans

Below is a sampling of the 30+ tactics that demonstrate the breadth of initiatives that will be included in the final document.

Tactic Name	Strategic Pillar	Owner
Create Sustainable Services Stability Fund	Community Value	Finance
Complete Implementation of E-Records Management System	Sustainability Success	Business Services
Implement Workforce Diversity Initiatives	Employee Engagement	HR
Conduct Courtesy Training for Operations/Public Safety	Customer Satisfaction	Operations
Achieve Sustainability Certifications	Sustainability Success	Fleet
Develop IT Hardware/Software Procurement Plan	Financial Health	IT

Wrap-up & Next Steps

Next Steps

- Work with Directors Group and Departments to refine the Draft Plan using the inputs received from community stakeholders, SPC, Board, and LTD employees.
- Fill in additional gaps and details needed to complete the Final Strategic Business Plan for review by SPC on July 6 and Board adoption on July 21.



AGENDA ITEM SUMMARY

DATE OF MEETING: June 16, 2021

ITEM TITLE: UPDATE ON FY22 SERVICE PLAN

PREPARED BY: Tom Schwetz, Director of Planning and Development

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the board with an update on LTD's plan for service in FY22

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board. This means that the Board's role in this instance is to obtain information for a future decision.

BOARD DIRECTIVE ALIGNMENT: Service changes are a regular occurrence in public transportation and are not tied to a Board directive.

COMMUNICATION: Service changes are an annual communication.

DATES PRESENTED TO THE PUBLIC: Service changes are an annual communication.

HISTORY: At the Board's May 19 meeting, staff provided information about plans for service in FY22. 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. Since that presentation, issues related to difficulty in hiring drivers have arisen, leading to the need to reconsider the scope and scale of service additions in FY22.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: While LTD has successfully managed down the number of overloads to this point, the presence of the load limits constrain the ability to efficiently respond to expected increases in the demand for transit during the first stages of recovery. The issue of making state-level load limits consistent with emerging federal policy is currently being worked on at the state level and is expected to be resolved in the coming months.

Similar to what many other transit agencies in the Northwest have continually experienced for several years, LTD is now facing similar challenges in its ability to hire enough operators to increase service during FY 22. LTD's ability to increase service over the course of FY 22 will depend on the ability to hire enough operators.

A table and graphic providing comparative information on key service changes since the pandemic are attached. Staff will provide a more detailed presentation on these issues at the board meeting.

SUPPORTING DOCUMENTATION:

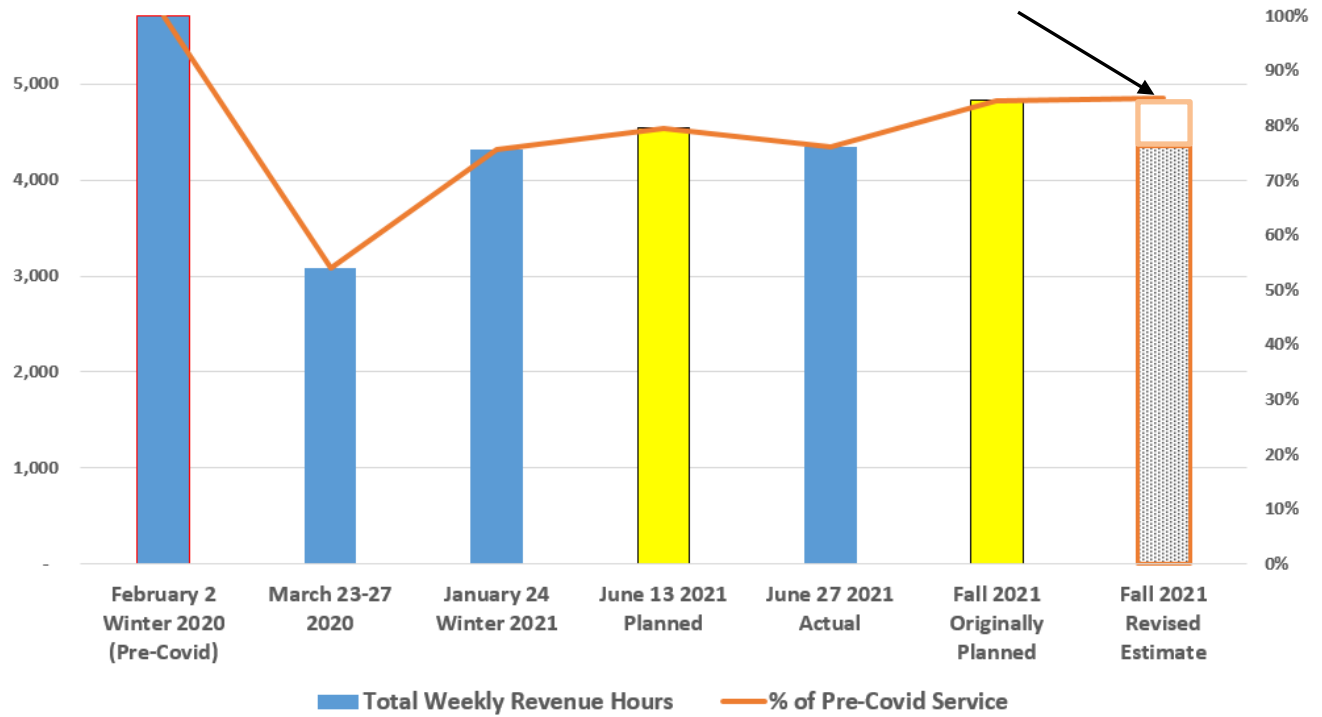
1. Table 1 – Information on 2020 and 2021 Service Changes
2. Figure 1 – Covid Service Changes by Bid

PROPOSED MOTION: N/A

	February 2 Winter 2020	March 23-27 2020	January 24 Winter 2021	June 13 2021 Planned	June 27 2021 Actual	Fall 2021 Originally Planned	Fall 2021 Revised Estimate
Weekday Revenue Hours	960	543	697	739	700	793	TBD
Total Weekly Revenue Hours	5,710	3,089	4,323	4,542	4,348	4,826	TBD
% of Pre-Covid Service	-	54%	76%	80%	76%	85%	TBD
Operators Needed for Service	195	*116	*157	169	157	177	Not Determined
Operators Available	195	186	172	158	158	162-163	162-163
Peak Weekday Buses	83	54	57	63	58	67	Not Determined
* 'Operators Needed for Service' does not include those needed for cleaning. Cleaning requirements changed after 2021 winter bid and operators are no longer involved in that task.							
Bid Timeframe	Notes on Limited Schedules Routes		Routes not in Service				
March 23-27 2020	Limited trips on Rural Routes		**27, 55, 73, 78, 82 & 85				
January 24 Winter 2021	Limited trips on Rural Routes		27, 33, 55, 73, 78, 82 & 85				
June 13 2021 Originally Planned	Weekday: Add 2 trips on Route 27, 4 trips on Routes 33, 55, 73, 78, & 6 trips on Route 85. Limited trips on Rural Routes.		82				
June 27 2021 Actual	Weekday: Add 4 trips for Route 33 begins 6/27 and 2 trips for Route 55 begins 9/7. Limited trips on Rural Routes		27, 73, 78, 82 & 85				
Fall 2021 Originally Planned	Weekday: Add 1 trip on Routes 33 & 55, 2 trips on Route 79x, 3 trips on Routes 73, 78, & 85, and 34 trips on Route 82. Saturday: 10 trips on Route 81. Limited trips on Rural Routes.		-				
Fall 2021 Revised Estimate	Weekday: 1 trip on Routes 33 & 55, 2 trips on Route 79x, 2 trips on Routes 73, 78, & 85, and 34 trips on Route 82. Saturday: 10 trips on Route 81. Limited trips on Rural Routes.		27				
** Operated Saturday service for Weekday. These routes do not run on Saturday							

Fall 2021 Service Level expected to be between Summer 2021 Service Level and Planned Fall 2021 service level.

Figure 1
Covid Service Changes by Bid
 % of Pre-Covid Services Levels





AGENDA ITEM SUMMARY

DATE OF MEETING: June 16, 2021
ITEM TITLE: LTD BOARD MEETING
PREPARED BY: Aurora Jackson, General Manager
DIRECTOR: N/A
ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board of Directors information about Board meetings for July, August and September.

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

BOARD DIRECTIVE ALIGNMENT: Communication between Board President Caitlin Vargas and General Manager Aurora Jackson.

COMMUNICATION: This item is a new communication to the Board of Directors.

DATES PRESENTED TO THE PUBLIC: This item is a new communication.

HISTORY: In response to the pandemic, all LTD public meetings have been held virtually since March 2020. As the percentage of vaccinated people increases, the state will continue to lift restrictions for social gathering and public meetings. To date, Lane County has been granted permanent Low Risk status. As LTD prepares for a post-pandemic public meeting structure, Board President Vargas is working with the general manager to gather information about in-person, hybrid and virtual meetings.

At the June Board meeting, the general manager will provide an update regarding public meeting formats being considered by other local governments. In the meantime, Board President Vargas and the general manager discussed making modifications to the next upcoming Board meetings to provide an opportunity for the Board of Directors and LTD staff to evaluate potential alternatives. The July Regular Board of Directors' meeting will continue virtually but will be held from 3:00 p.m. to 5:00 p.m. The August Regular Board of Directors' meeting will be cancelled as no urgent agenda items were scheduled and this time will allow LTD staff to test hybrid meeting options.

It is the goal to hold an in-person Regular Board meeting in September but if this changes, Board President Vargas or the general manager will provide an update.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: June 16, 2021

ITEM TITLE: GENERAL MANAGER'S UPDATE

PREPARED BY: Aurora Jackson, General Manager

DIRECTOR: N/A

ACTION REQUESTED: None. Information Only

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 obtain information for a future decision.

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 19 Ad Hoc GM Evaluations Committee, the committee established a process forward the General Manager's evaluation with the assistance of a consulting firm. The committee engaged the general manager regarding the employee survey results.

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.

At the May 14 Ad Hoc GM Evaluation Committee meeting, Transpro, the consulting firm hired to assist the Board of Directors in establishing a GM evaluation process, made a presentation that laid out the next steps for completing the evaluation process and steps for developing a new evaluation process for the upcoming review period.

The Board held an Executive Session on May 19 to discuss the GM evaluation process with Transpro.

At the May 19 Board of Directors' meeting, the General Manager provided a monthly update.

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 – Since last month's report, no meetings were held; however, Ms. Jackson participated in a meeting with APTA Leadership members.
 - 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 committee is focused on the official call for applications for the 2021 scholarship program.
 - 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 – As a former and founding Board member, Ms. Jackson is active in attending monthly meeting for Latinos in Transit. Meetings are held on the third Friday of each month and presents an excellent opportunity to support minority leadership in the workplace.
- **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 June meeting, agenda topics included: Setting a Natural and Working Lands Goal and the Draft Working Lands Strategy.
 - Oregon Transit Association – Ms. Jackson serves as a Board member for this association. The Board continues to focus on services post pandemic.
 - American Leadership Forum (ALF) (Oregon) – Ms. Jackson is a Senior ALF Fellow of Class 33. Her involvement in these .meetings are important to statewide support for 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 discussion relation to business recovery and new grant opportunities. Ms. Jackson's presence and contribution with the Chamber will be critical 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 May Board meeting was cancelled but the Governance meeting chaired by Ms. Jackson was held on June 8.
 - 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 DEI.
 - 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 several meeting to discuss topics of mutual interest. This month, the partners discussed the status of vaccinations and workplace conditions for public employees and public meetings.

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 that is founded upon LTD's mission, vision and values. The Board of Directors was provided an opportunity to provide input.
- There have not been any changes to the plan. There is a lot of work happening 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. Sustainability Manager 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 provide 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 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.
- **GOAL 3 has been completed.**

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.
- **GOAL 4 has been completed.**

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 regarding the Strategic Business Plan.
- At the March 2 and April 6 Strategic Planning Committee (SPC), the consultant, Transpro, presented information about 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 that 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: N/A

PROPOSED MOTION: None

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

Fiscal Year: P10 2021 April 30, 2021)

Year to date through: 4/30/2021

	Annual Budget	P10					Comments
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget		
					(pts)	\$\$	

GENERAL FUND

General Fund Resources	64,759,744	53,966,453	44,419,238	69%	-15 pts	(9,547,215)	A
General Fund Expenditures	64,759,744	53,966,453	48,403,234	75%	9 pts	5,563,220	B
General Fund Revenues higher/(lower) than expenditures	0	0	(3,983,996)				
<p>Expenditures are higher than resources by \$4M inclusive of beginning working capital (BWC). Excluding BWC and reserve, expenditures are higher than resources by \$9.1M. We anticipate this will be recovered through increasing fare collections, better than expected payroll taxes, and COVID operations grants.</p> <p>(A) Resources are below budget by \$9.5M. This is due to lower fare revenue and less COVID grant reimbursement.</p> <p>(B) Expenditures are below budget by \$5.6M, 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	12,213,948	7,555,847	52%	-32 pts	(4,658,101)	
Medicaid Fund Expenditures	14,656,737	12,213,948	7,139,690	49%	35 pts	5,074,257	
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	416,157				C
<p>(C) Resources exceed Expenditures by \$416K inclusive of BWC. Excluding BWC and transfers from the general fund, Resources are higher than Expenditures by \$5K. Both Revenue and Expenditures are below budget due to a decrease in demand.</p>							

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

Fiscal Year: P10 2021 April 30, 2021)

Year to date through: 4/30/2021

	Annual Budget	P10					Comments
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget		
					(pts)	\$\$	

SPECIALIZED SERVICES FUND

Accessible Services Fund Resources	10,366,137	8,638,448	4,856,184	47%	-36 pts	(3,782,264)	D
Accessible Services Fund Expenditures	10,366,137	8,638,448	3,090,724	30%	54 pts	5,547,724	
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	1,765,460				
<p>(D) Resources exceed expenditures by \$1.8M inclusive of BWC. Excluding BWC and the general fund transfer, expenditures are higher than resources by \$1.2M 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	1,036,206	295,561	24%	-60 pts	(740,645)	E
P2P Fund Expenditures	1,243,447	1,036,206	171,446	14%	70 pts	864,760	
P2P Fund Revenues higher/(lower) than expenditures	0	0	124,115				
<p>(E) Resources exceed expenditures for the P2P fund by \$124K 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 \$91K. Several projects are on hold due to COVID 19.</p>							

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	40,833,473	34,027,894	28,003,953	69%	-15 pts	(6,023,941)	F
Capital Projects Fund Expenditures	40,833,473	34,027,894	20,882,476	51%	32 pts	13,145,418	
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	7,121,476				
<p>(F) Resources exceed expenditures by \$7.1M inclusive of BWC. Excluding BWC and the general fund transfer, resources are below expenditures by \$8.25M due to timing of drawdowns. 72% of the spending April YTD is for vehicles and associated parts, and 22% is for the Santa Clara Transit Station project.</p>							

FY21 Resources

	FY21 Adopted Budget	FY21 YTD Budget	FY21 Actuals as of:	Better/(Worse) than Budget	Description
	RESOLUTION NO. 2020-06-24-040 June 24, 2020	30-Apr-21	30-Apr-21		
GENERAL FUND					
Beginning Working Capital	\$ 11,320,433	\$ 9,433,694	\$ 11,320,433	\$ 1,886,739	As budgeted. Updated when CAFR published
Operating Revenues					
Cash Fares & Passes	2,429,638	2,024,698	292,496	(1,732,202)	Fares suspended until Feb 1, extended to April 1 (excludes Diamond Express)
Group Passes	1,677,077	1,397,564	0	(1,397,564)	Pass fares suspended until April 1. Group pass invoices billed after orders placed.
Advertising	322,000	268,333	252,020	(16,313)	Bus advertising discontinued effective May 5.
Special Services	0	0	100	100	Bikelink revenues for secured bike lockers
Total Operating Revenues	\$ 4,428,715	\$ 3,690,596	\$ 544,617	\$ (1,259,240)	
Nonoperating Revenues					
Payroll Taxes	27,117,649	22,598,041	29,684,891	7,086,850	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 \$918K over last year. Comparing only Apr FY20 to Apr FY21, Apr FY21 is up \$328k. 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 will exceed budget for FY21.
Self-employment Taxes	1,388,463	1,157,053	1,160,154	3,101	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	263,126	441,202	178,076	Actual State-in-lieu taxes FY21 are behind FY20 by \$130K. 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	16,555,138	1,017,122	(15,538,016)	Timing of drawdowns.
Miscellaneous	270,067	225,056	114,779	(110,277)	Misc income is for insurance claims, facility rental, scrap sales, SAIF dividends, misc income is primarily for facility rental.
Interest	52,500	43,750	136,041	92,291	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	-	
Total Non-operating	\$ 49,010,596	\$ 40,842,163	\$ 32,554,188	\$ (8,287,975)	
Total General Fund Resources	\$ 64,759,744	\$ 53,966,453	\$ 44,419,238	\$ (9,547,215)	
SPECIALIZED SERVICES FUND					
Beginning Working Capital	561,794	468,162	561,794	93,632	As budgeted.
Operating Revenues	6,862,260	5,718,550	1,842,654	(3,875,896)	Timing of the quarterly invoices. Partial revenue to date, but expenditures are through April. Ridership is also lower due to COVID 19.
Transfer from the General Fund	2,942,083	2,451,736	2,451,736	-	As budgeted.
Total Resources	\$ 10,366,137	\$ 8,638,448	\$ 4,856,184	\$ (3,782,264)	
MEDICAID FUND					
Beginning Working Capital	79,834	66,528	79,834	13,306	As budgeted.
Operating Revenues	14,179,770	11,816,475	7,145,069	(4,671,406)	Lower ride volume due to COVID 19. Staff turnover has slowed some claims submission.
Transfer from the General Fund	397,133	330,944	330,944	-	As budgeted
Total Resources	\$ 14,656,737	\$ 12,213,948	\$ 7,555,847	\$ (4,658,101)	
POINT2POINT FUND					
Beginning Working Capital	131	109	131	22	As budgeted.
Operating Revenues	984,937	820,781	80,114	(740,667)	Programs reduced or eliminated. Expenses are \$171k through Apr21.
Transfer from the General Fund	258,379	215,316	215,316	-	As budgeted
Total Resources	\$ 1,243,447	\$ 1,036,206	\$ 295,561	\$ (740,645)	
CAPITAL PROJECTS FUND					
Beginning Working Capital	10,827,898	9,023,248	10,827,898	1,804,650	As budgeted.
Grants	24,550,644	20,458,870	12,630,279	(7,828,591)	\$20.9M of expenditures through April. Resource/expenditure difference is due to drawdown
Transfer from the General Fund	5,454,931	4,545,776	4,545,776	-	As budgeted
Total Resources	\$ 40,833,473	\$ 34,027,894	\$ 28,003,953	\$ (6,023,941)	

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	30-Apr-21	30-Apr-21		
GENERAL FUND - OPERATING					
Transit Services	\$ 47,491,902	\$ 39,576,585	\$ 34,697,975	\$ 4,878,610	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 \$1.25M less than prior year.
GENERAL FUND - NON-OPERATING					
Transfer to Specialized Services Fund	2,942,083	2,451,736	2,451,736	-	- As budgeted
Transfer to Medicaid Fund	397,133	330,944	330,944	-	- As budgeted
Transfer to Point2point Fund	258,379	215,316	215,316	-	- As budgeted
Transfer to Capital Projects Fund	5,454,931	4,545,776	4,545,776	-	- As budgeted
Operating Contingency	-	-	-	-	- Contingency for FY21
Total Non-operating	\$ 9,052,526	\$ 7,543,772	\$ 7,543,772	\$ -	
Operating Reserve	\$ 8,215,316	\$ 6,846,097	\$ 6,161,487	684,610	Not authorized to use in FY20
Total General Fund	\$ 64,759,744	\$ 53,966,453	\$ 48,403,234	\$ 5,563,220	
SPECIALIZED SERVICES FUND					
Transit Services	9,865,583	8,221,319	3,090,724	5,130,595	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
Total Accessible Services Fund	\$ 10,366,137	\$ 8,221,319	\$ 3,090,724	\$ 5,130,595	
MEDICAID FUND					
Transit Services	14,520,170	12,100,142	7,139,690	4,960,452	COVID 19 lower ridership. Ridership is ~40% of pre-COVID-19 levels
Operating Contingency	-	-	-	-	
Operating Reserve	136,567	-	-	-	
Total Medicaid Fund	\$ 14,656,737	\$ 12,100,142	\$ 7,139,690	\$ 4,960,452	
POINT2POINT FUND					
Transit Services	1,209,819	1,008,183	171,446	836,736	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	-	-	-	
Total Point2point Fund	\$ 1,243,447	\$ 1,008,183	\$ 171,446	\$ 836,736	
CAPITAL PROJECTS FUND					
Capital Outlay	30,005,575	25,004,646	20,882,476	4,122,169	Payment & project timing. 72% of the spending March YTD is for vehicles and associated parts and 22% is for the SCTS.
Capital Reserve	10,827,898	-	-	-	- Not authorized to use in FY21
Total Capital Projects Fund	\$ 40,833,473	\$ 25,004,646	\$ 20,882,476	\$ 4,122,169	



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105913	05/06/2021	ADVANCED SECURITY, INC.	10,166.00
105914	05/06/2021	AMERICAN FAMILY LIFE	1,951.76
105915	05/06/2021	BARRETT BUSINESS SERVICES INC	8,540.80
105916	05/06/2021	CENTURY LINK	368.99
105917	05/06/2021	CHAPTER 13 TRUSTEE	346.16
105918	05/06/2021	COMCAST	174.02
105919	05/06/2021	CROCKETTS INTERSTATE TOWING	250.00
105920	05/06/2021	DISH NETWORK	135.05
105921	05/06/2021	EUGENE WATER & ELECTRIC BOARD	571.33
105922	05/06/2021	FASTENAL COMPANY	148.13
105923	05/06/2021	GIRO, INC.	43,543.00
105924	05/06/2021	LIFEMAP ASSURANCE COMPANY	14,100.61
105925	05/06/2021	NOEL, INC.	969.09
105926	05/06/2021	SANIPAC	3,548.05
105927	05/06/2021	SPRINGFIELD UTILITY BOARD	18,237.60
105928	05/06/2021	WHITE BIRD CLINIC	7,837.82
105929	05/06/2021	WYATT'S TIRE COMPANY	664.00
105930	05/06/2021	1996 LLC	3,507.00
105931	05/06/2021	CAIC PRIMARY	1,220.70
105932	05/06/2021	GRAINGER INC	1,184.18
105933	05/06/2021	KUHN INVESTMENTS, INC.	13,996.04
105934	05/06/2021	LANE COUNCIL OF GOVERNMENTS	9,933.46
105935	05/06/2021	LTD & ATU PENSION TRUST	214,779.30
105936	05/06/2021	LTD EMPLOYEES FUND	142.00
105937	05/06/2021	LTD SALARIED EMP. PENSION PLAN	107,487.35
105938	05/06/2021	MODA HEALTH	28,325.30
105939	05/06/2021	NEW FLYER OF AMERICA, INC,	901,966.95
105940	05/06/2021	OIL PRICE INFORMATION SERVICE	302.00
105941	05/06/2021	PRE-PAID LEGAL SERVICES INC.	156.55
105942	05/06/2021	REVOLUTION DESIGN GROUP	18,430.00
105943	05/06/2021	STAPLES BUSINESS ADVANTAGE	59.78
105944	05/06/2021	UNITED WAY OF LANE COUNTY	721.00
105945	05/06/2021	VISION SERVICE PLAN	4,160.07
105946	05/13/2021	ALTERNATIVE WORK CONCEPTS	3,945.00
105947	05/13/2021	CENTURY LINK	2,755.40
105948	05/13/2021	CROCKETTS INTERSTATE TOWING	100.00
105949	05/13/2021	EUGENE WATER & ELECTRIC BOARD	4,312.77
105950	05/13/2021	FASTENAL COMPANY	1,216.76
105951	05/13/2021	GIRO, INC.	105,740.00
105952	05/13/2021	HARVEY & PRICE COMPANY	8,395.00
105953	05/13/2021	KAISER BRAKE & ALIGNMENT INC.	122.59
105954	05/13/2021	KOKE NEW CENTURY, INC.	1,557.00
105955	05/13/2021	LES SCHWAB GROUP HOLDING, LLC	350.98
105956	05/13/2021	MARKETING & TECHNICAL MATERIAL	561.03
105957	05/13/2021	MID-STATE INDUSTRIAL SERVICE	510.00
105958	05/13/2021	NOEL, INC.	783.59
105959	05/13/2021	NORTHWEST NATURAL GAS	4,256.32
105960	05/13/2021	OVERHEAD DOOR COMPANY	4,435.00
105961	05/13/2021	PROTECTIVE SERVICE LLC	835.00
105962	05/13/2021	SPRINGFIELD UTILITY BOARD	2,998.94
105963	05/13/2021	SUNSHINE PLANT CARE	150.00
105964	05/13/2021	SYSTEMS WEST ENGINEERS, INC.	2,355.00
105965	05/13/2021	THE AFTERMARKET PARTS COMPANY LLC	0.00
105966	05/13/2021	THE AFTERMARKET PARTS COMPANY LLC	7,847.09



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105967	05/13/2021	BEDFORD FALLS, LLC	10,000.00
105968	05/13/2021	BUCK'S SANITARY SERVICE, INC.	91.50
105969	05/13/2021	CBM US INC	33.23
105970	05/13/2021	CEI VENTURES, INC	19,738.40
105971	05/13/2021	CHAVES CONSULTING, INC.	370.20
105972	05/13/2021	CUMMINS NORTHWEST, INC.	53,224.63
105973	05/13/2021	DELERROK INC	4,958.10
105974	05/13/2021	EAN HOLDINGS, LLC	500.00
105975	05/13/2021	EUROFINS ANA LABORATORIES, LLC	424.80
105976	05/13/2021	FM SHEET METAL, INC	778.00
105977	05/13/2021	GILLIG CORPORATION	0.00
105978	05/13/2021	GILLIG CORPORATION	27,564.40
105979	05/13/2021	JERRY'S HOME IMPROVEMENT CTR	295.99
105980	05/13/2021	LANE COUNCIL OF GOVERNMENTS	532.57
105981	05/13/2021	LATINOS IN TRANSIT	2,500.00
105982	05/13/2021	MUNCIE TRANSIT SUPPLY	616.88
105983	05/13/2021	NEOPART TRANSIT LLC	1,228.02
105984	05/13/2021	NINFAS ELITE CORPORATION	52,648.68
105985	05/13/2021	NORTH COAST ELECTRIC	682.37
105986	05/13/2021	ONE CALL CONCEPTS, INC.	54.00
105987	05/13/2021	OXLEY & ASSOCIATES, INC.	5,000.00
105988	05/13/2021	PARKEON, INC.	2,590.00
105989	05/13/2021	RICOH USA, INC.	1,005.96
105990	05/13/2021	ROMAINE ELECTRIC CORP	396.00
105991	05/13/2021	SCOFIELD ELECTRIC CO.	1,064.78
105992	05/13/2021	SILKE COMMUNICATIONS SOLUTIONS	2,670.93
105993	05/13/2021	SMITH DAWSON & ANDREWS, INC.	2,500.00
105994	05/13/2021	SPRAGUE PEST SOLUTIONS	115.00
105995	05/13/2021	STAPLES BUSINESS ADVANTAGE	139.69
105996	05/13/2021	TAC TRANSPORTATION, INC.	22,725.13
105997	05/13/2021	TRANSPRO CONSULTING, LLC	19,013.25
105998	05/13/2021	TURELL GROUP, LLC	39,507.59
105999	05/13/2021	UPWARD, INC.	1,499.00
106000	05/13/2021	VIA TRANSPORTATION, INC.	1,200.00
106001	05/13/2021	WOODBURY ENERGY CO. INC.	88,003.72
106002	05/20/2021	AMAL TRANSIT UNION #757	14,395.78
106003	05/20/2021	BARRETT BUSINESS SERVICES INC	2,655.57
106004	05/20/2021	CHAPTER 13 TRUSTEE	346.16
106005	05/20/2021	CINTAS CORPORATION	4,198.94
106006	05/20/2021	CITY OF EUGENE	64,064.01
106007	05/20/2021	CROCKETTS INTERSTATE TOWING	250.00
106008	05/20/2021	DS SERVICES OF AMERICA, INC.	9.98
106009	05/20/2021	EUGENE WATER & ELECTRIC BOARD	0.00
106010	05/20/2021	EUGENE WATER & ELECTRIC BOARD	4,770.91
106011	05/20/2021	MCKENZIE SEW-ON	8,397.00
106012	05/20/2021	MIDWEST BUS	162.00
106013	05/20/2021	OFFICE DEPOT	146.70
106014	05/20/2021	PIVOT ARCHITECTURE	1,000.00
106015	05/20/2021	ROWELL BROKAW ARCHITECTS,PC	1,327.19
106016	05/20/2021	SPECIAL DISTRICTS INSURANCE SV	25,000.00
106017	05/20/2021	SPRINGFIELD UTILITY BOARD	775.04
106018	05/20/2021	STATE OF OREGON-EMP DEPT	15,578.02
106019	05/20/2021	VERIZON WIRELESS	8,244.12
106020	05/20/2021	WYATT'S TIRE COMPANY	1,146.50



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106021	05/20/2021	1996 LLC	22,325.18
106022	05/20/2021	THE AFTERMARKET PARTS COMPANY LLC	4,990.77
106023	05/20/2021	CRESCENT ELECTRIC SUPPLY CO	8,649.13
106024	05/20/2021	CUMMINS NORTHWEST, INC.	34,965.86
106025	05/20/2021	GILLIG CORPORATION	9,239.83
106026	05/20/2021	GRAINGER INC	91.10
106027	05/20/2021	JERRY'S HOME IMPROVEMENT CTR	129.42
106028	05/20/2021	LTD & ATU PENSION TRUST	52,298.48
106029	05/20/2021	LTD SALARIED EMP. PENSION PLAN	13,485.04
106030	05/20/2021	MEDICAL TRANSPORTATION MGT	938,308.13
106031	05/20/2021	MERCURY EQUIPMENT, INC	2,664.90
106032	05/20/2021	MUNCIE TRANSIT SUPPLY	316.30
106033	05/20/2021	NEOPART TRANSIT LLC	433.63
106034	05/20/2021	NEW FLYER OF AMERICA, INC,	1,803,933.90
106035	05/20/2021	PACIFIC ARMORED INC.	912.00
106036	05/20/2021	ROMAINE ELECTRIC CORP	1,348.50
106037	05/20/2021	SITECRAFTING, INC.	400.00
106038	05/20/2021	TARYN M CONSULTING LLC	11,062.50
106039	05/20/2021	TRANSTRACK SYSTEMS INC	11,125.00
106040	05/20/2021	UNITED WAY OF LANE COUNTY	721.00
106041	05/20/2021	YACULTA COPMANIES, INC.	45,986.26
106042	05/27/2021	BUILDER'S ELECTRIC, INC.	785.60
106043	05/27/2021	CASCADE CENTERS	504.90
106044	05/27/2021	CINTAS CORPORATION	2,579.10
106045	05/27/2021	CITY OF EUGENE	3,600.14
106046	05/27/2021	CROCKETTS INTERSTATE TOWING	300.00
106047	05/27/2021	ERGOFLEX CONSULTING, INC.	201.25
106048	05/27/2021	EUGENE WATER & ELECTRIC BOARD	779.99
106049	05/27/2021	FASTENAL COMPANY	164.03
106050	05/27/2021	HANNAH MOTOR COMPANY	560.30
106051	05/27/2021	HERSHNER HUNTER	112.00
106052	05/27/2021	LANTZ ELECTRIC, INC.	6,360.00
106053	05/27/2021	LES SCHWAB GROUP HOLDING, LLC	312.48
106054	05/27/2021	LIFEMAP ASSURANCE COMPANY	12,463.47
106055	05/27/2021	MOTOR VEHICLES DIVISION	12.00
106056	05/27/2021	PACIFICSOURCE ADMINISTRATORS,	324.00
106057	05/27/2021	SAFETY-KLEEN SYSTEMS, INC.	965.49
106058	05/27/2021	SPRINGFIELD UTILITY BOARD	580.14
106059	05/27/2021	SUNSHINE PLANT CARE	150.00
106060	05/27/2021	THOMSON REUTERS - WEST	172.59
106061	05/27/2021	MICHELLE WILSON	3,020.00
106062	05/27/2021	MARY C ADAMS	11,500.00
106063	05/27/2021	AIRGAS INC	74.39
106064	05/27/2021	GLORIA, J GALLARDO	10,000.00
106065	05/27/2021	GRACE TOWING, LLC	200.00
106066	05/27/2021	GRAINGER INC	808.13
106067	05/27/2021	JERRY'S HOME IMPROVEMENT CTR	193.97
106068	05/27/2021	JLA PUBLIC INVOLVEMENT	949.48
106069	05/27/2021	JLM CONSULTING	12,000.00
106070	05/27/2021	LANE COUNCIL OF GOVERNMENTS	10,357.70
106071	05/27/2021	MODA HEALTH	16,855.79
106072	05/27/2021	MOHAVE AUTO PARTS, INC.	729.64
106073	05/27/2021	MOTION & FLOW CONTROL PRD, INC	560.80
106074	05/27/2021	OIL PRICE INFORMATION SERVICE	302.00



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106075	05/27/2021	PACIFICSOURCE HEALTH PLANS	552,408.08
106076	05/27/2021	INC. PBS ENVIRONMENTAL BLDG CONSULT	7,788.95
106077	05/27/2021	THE PHILADELPHIA PIPE BENDING CO	23,584.62
106078	05/27/2021	QUADIENT LEASING USA, INC	708.48
106079	05/27/2021	REVOLUTION DESIGN GROUP	3,180.00
106080	05/27/2021	ROADRUNNER DELIVERY	262.00
106081	05/27/2021	SILKE COMMUNICATIONS SOLUTIONS	15.22
106082	05/27/2021	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	2,295.72
106083	05/27/2021	STAPLES BUSINESS ADVANTAGE	853.11
106084	05/27/2021	THORP, PURDY, JEWETT, URNESS,	6,559.20
106085	05/27/2021	UPWARD, INC.	12,128.00
106086	05/27/2021	VISION SERVICE PLAN	3,819.80
106087	05/27/2021	WILLAMETTE COMM HEALTH SOLUTNS	632.00
106088	05/27/2021	WOODBURY ENERGY CO. INC.	502.69
91060121	05/27/2021	BENEFIT PLANS ADMIN SVCS, LLC	36,923.64
804073539	05/07/2021	VALIC %CHASE BANK OF TEXAS	80,376.06
804092881	05/21/2021	VALIC %CHASE BANK OF TEXAS	83,168.98
811144334	05/24/2021	BANK OF AMERICA	24,527.49
811191378	05/21/2021	MASS MUTUAL FINANCIAL GROUP	3,294.15
818281279	05/07/2021	MASS MUTUAL FINANCIAL GROUP	3,335.14
823848448	05/21/2021	OREGON DEPARTMENT OF REVENUE	43,460.20
826159616	05/14/2021	OREGON DEPARTMENT OF REVENUE	588.31
852350791	05/21/2021	OREGON DEPARTMENT OF JUSTICE	1,506.99
853409067	05/07/2021	INTERNAL REVENUE SERVICE-EFTPS	173,986.85
854253283	05/07/2021	OREGON DEPARTMENT OF JUSTICE	1,506.99
883344497	05/14/2021	INTERNAL REVENUE SERVICE-EFTPS	2,378.84
894683672	05/21/2021	INTERNAL REVENUE SERVICE-EFTPS	173,871.12
896737536	05/07/2021	OREGON DEPARTMENT OF REVENUE	43,682.99
190 Checks			\$6,436,504.23

LTD CIP 2021

LTD CIP PHASE DEFINITIONS

Project Phase Definitions	
Business Case Justification	Identification of project need, including vetting against the 8 criteria, proposed funding sources, spend budget, timeline, ongoing incremental resources and costs
Secure Funding	Grant funding application through grant award, approval through CIP and budget processes
Project Initiation	RFP and other procurement processes, stakeholder identification
Planning	Concept, public engagement, analysis
Environmental Process	Environmental assessment, demonstrating federal NEPA requirements are met
Design	Schematics, design development
Acquisition	Product or service deliver inclusive of real estate, buses, etc. Includes testing and final acceptance. May come before or after Build, Construction and Assemble phase
Build, Construction, Assemble	Includes construction, permitting, building, awaiting delivery. May come before or after Acquisition phase.
Rollout, Commissioning, Active	Go live on a software project, occupancy, revenue service, etc.
Project Closeout	Closeout activities, final payment, post-mortems

LTD CIP 2021

PROJECT DESCRIPTIONS

Improvement Projects - Facilities

Eugene Station Modernization				#21-ESMODN-0301001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	4,500,000	4,500,000	FY 2021-2023	Secure Funding
Total Project	4,500,000	4,500,000		

Improvements and maintenance at the Eugene Station located at 11th Avenue and Willamette Street in downtown Eugene. Improvement to the site is broken into two categories: exterior and building improvements. These improvements are to improve customers' experience in the station as well as maintaining/updating the station's components to keep it in a state of good repair. The list below is not an exhaustive list but does capture the majority of scope.

Passenger/Exterior Improvements: (1) 10th & Olive as a "welcome mat" for Eugene; (2) additional parking for District vehicle parking and employee parking; (3) sign updates (information, rules, etc.); (4) update crosswalks; (5) wayfinding updates; (6) refreshing coating on site furniture; (7) IT improvements - PA system, real time signs, and dynamic displays; and (8) security improvements.

Building Improvements: (1) CSC downstairs kitchenette and cash room redesign; (2) CSC elevator proximity card; (3) CSC real-time displays; (4) CSC public restroom updates; (5) operator lounge updates; (6) trash enclosure expansion; (7) re-roof; (8) lockers for Operations employees; (9) energy-efficient lighting fixtures; and (10) CSC upstairs kitchen update.

Passenger Boarding Improvements				#19-PBIMPR-0301002
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	1,000,000	836,662	FY 2019-2028	Secure Funding
Total Project	1,000,000	836,662		

Improve amenities and support infrastructure at passenger boarding areas such as assessable pathway, shelter, furniture, and/or signage.

Bus Lift for Maintenance Bay 1				#20-LIFTB1-0301003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	450,000	450,000	FY 2020-2021	Business Case Justification
Total Project	450,000	450,000		

Acquire and install new vehicle lift for equipment in Bay 1 to expand vehicle maintenance capacity. Currently, LTD has four 60-foot lifts. As the fleet trends to include more 60-foot buses, adding this capacity will be necessary to maintain the aging fleet. Additionally, 60-foot lifts have the flexibility to lift all bus sizes.

Operation Command Control Center				#23-OPERCC-0301004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	10,000,000		FY 2023-2024	Secure Funding
Total Project	10,000,000			

Expand Administration Building to include modern operations dispatch, operator report area, training classrooms, restrooms/showers, and recovery areas providing capacity for key workers to facilitate the practice of social distancing.

LTD CIP 2021

PROJECT DESCRIPTIONS

Santa Clara Transit Station - Key: 20947 #17-SCTSTA-0301005

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula/OR-2020-040-	3,000,000	3,000,000	FY 2017-2021	Planning, Design and Construction
XFER 5307/OR-2020-040-00	600,000	600,000		
ConnectOregon - 31655	3,000,000	0		
LTD Match-Property	3,700,000	3,000,000		
Total Project	10,300,000	6,600,000		

Construct new station near Hunsaker Lane and River Road in Eugene, including a Park & Ride. The new facility will accommodate both regular and EmX service, reducing operational delays and improving the customer experience. The majority of the match is the LTD property purchase via General Fund Dollars. **This project is essentially completed. As previously reported, operations were initiated earlier this year. The new station replaces the aging River Road Station that has served the Santa Clara and River Road neighborhoods for 39 years. The final invoice related to the Connect Oregon grant is being processed.**

System Facilities Improvements #19-SYSFAC-0301006

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	1,000,000	1,000,000	FY 2022-2030	Project Initiation
Total Project	1,000,000	1,000,000		

Continued improvement of transit facilities and support infrastructure primarily comprised of projects that respond to changes in internal and external needs.

UO Station South #20-UOSTNS-0301007

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	3,000,000	3,000,000	FY 2020-2021	Business Case Justification
Total Project	3,000,000	3,000,000		

Replace the current UO Station South as a result of the University of Oregon's new Classroom and Faculty Office Building site that will be built within the current PLC parking lot.

Hunsaker Development Project #16-HUNSKR-0301008

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	2,208,993	234,474	FY 2016-2022	Planning
Total Project	2,208,993	234,474		

Disposition of remaining property adjacent to the Santa Clara Transit Station to allow for future development of vacant land around the transit station.

Green Lane Corner Improvement Project #20-GRNLNE-0301025

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	750,000	206,807	FY 2020-2022	Planning, Design and Construction
Total Project	750,000	206,807		

Purchase corner lot adjacent to the Santa Clara Transit Station, remove building on property and construct landscaping and side walk to allow for additional safety and security at the transit station.

LTD CIP 2021

PROJECT DESCRIPTIONS

Improvement Projects - Frequent Transit Network

Existing EmX Corridor Improvement #20-FKLNXI-0301009

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	10,650,000	10,650,000	FY 2020-2024	Business Case Justification
Total Project	10,650,000	10,650,000		

Bus lane and station capacity improvements to accommodate higher bus frequency and increased passenger demands.

EmX Electronic Sign Management System #22-EMXSMS-0301026

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	200,000	200,000	FY 2022-2023	Project Initiation
Total Project	200,000	200,000		

Main-McVay Transit Study - Key: 19776 #19-M/McTS-0301011

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match (In-Kind)	245,542	14,733	FY 2013-2021	Planning
5339/OR-39-0007	750,000	0		
XFER 5307/OR-2018-035-00	315,000	128,717		
Total Project	1,310,542	143,450		

LTD is working in partnership with the City of Springfield to identify the highest priority transit capital improvements along the Main Street Corridor in coordination with the City of Springfield's Main Street Safety Project. *As previously reported, the transit element of the Main Street Corridor had been delayed until such time that the Main Street Safety Project is completed. These activities have been delayed further due to the COVID-19 pandemic.*

River Road Transit Community Implementation Plan - Key: 20988 #19-RRTCIP-0301012

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match (In-Kind)	34,200	0	FY 2019-2021	Planning
TOD/OR-2017-019-00	450,000	89,999		
City of Eugene	79,800	0		
Total Project	564,000	89,999		

Collaborative effort between the City of Eugene and LTD to enable transit-oriented development along the River Road Corridor. *The project has progressed as scheduled; the project deliverables are finalized and are being forwarded to FTA. The IGA with the City of Eugene has been extended until such time that the project has been completed.*

LTD CIP 2021

PROJECT DESCRIPTIONS

West Eugene EmX Extension - Key: 16779 #12-WEEEXT-0301013

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	3,600,000	22,300	FY 2012-2021	Project Close-out
ConnectOregon - 30136	2,866,645	0		
5307 Formula/OR-2020-055-	1,200,000	89,200		
Oregon Lottery	17,800,000	0		
Federal Small Starts	75,000,000	0		
Total Project	100,466,645	111,500		

Design, engineering, construction, and the purchase of vehicles for the West Eugene EmX Extension. The extension of the EmX Green Line from the Eugene Station to West 11th Avenue west of Commerce Street, which opened for service in September 2017. **The post action report has been completed and is undergoing internal review. Once the report has been transmitted to FTA and final disbursements processed, grant close out activities will be initiated.**

MovingAhead System - Key: 18862 #19-MOVAHD-0301014

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	263,245	42,861	FY 2019-2021	Planning
XFER 5307/OR-2018-025-00	2,300,000	374,481		
Total Project	2,563,245	417,342		

The Moving Ahead System project is a cooperative effort of the City of Eugene, LTD, and regional partners in the community to determine what improvements are needed on the most important transportation corridors. **The project is progressing; however, public meetings have been suspended due to the COVID-19 health crisis. The project completion date, which had been extended to the end of the year, will likely be further delayed until such time that public hearings are able to resume in a safe manner.**

FTN Safety and Amenity Improvements - Key: 21404/21405/21406/22349 #20-FTNSAI-0301015

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	291,183	291,183	FY 2020-2022	Planning
STBG/1738-2020-5	329,468	329,468		
5307/1738-2020-5	670,532	670,532		
STBG/1738-2020-5	750,000	750,000		
Total Project	2,041,183	2,041,183		

Using results of the Pedestrian Network Analysis (a study that is part of the Comprehensive Operations Analysis called Transit Tomorrow), implement various safety and amenity improvements along the Frequent Transit Network (FTN). **The project is progressing as scheduled. The replacement of displays along the WEEE corridor and the repair of pavers at the Eugene Station have been completed. The transfer for key number 21404 has been approved; the transfer activities necessary for the remaining project (21405) is in progress. Note that the budget includes the additional MPO funds (\$750,000) awarded to LTD to continue the FTN project; funds will be transferred in FFY 22. The LTD Project Team continues to meet to identify and prioritize critical safety and amenity projects.**

Planning Studies #21-PLASTU-0301027

LTD CIP 2021

PROJECT DESCRIPTIONS

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	1,843,908	1,843,908	FY 2021-2023	Planning
Total Project	1,843,908	1,843,908		

The Planning Studies project comprise interrelated planning studies that will advise the strategic direction of the organization.

LTD CIP 2021

PROJECT DESCRIPTIONS

Improvement Projects - Technology Infrastructure & Systems

Platform Validators				#22-PLAVAL-0301028
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
21-23 State Transportation Improvement Fund - ODOT	525,000	525,000	FY 2022	Secure Funding
Total Project	525,000	525,000		

Purchase and mount E-fare Platform Validators at the EmX Stations. This project is included in the FY 21-23 STIF Formula Fund plan that will be effective July 1, 2021.

Software - CRM				#22-CRMSFT-0301017
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	75,000	75,000	FY 2022	Business Case Justification
Total Project	75,000	75,000		

Purchase and implementation of contact management software to manage communications with LTD customers, community members, and stakeholders, and ensure a more unified communications strategy. Contacts can then be tracked through multiple different arms of the agency to provide a more comprehensive and coordinated approach to communicating both inside and outside the agency.

Technology Innovation Project (Mobility for All) - Key: 22327				#19-NOVUSM-0301018
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5310/1738-2020-10	76,000	76,000	FY 2019-2022	Project Initiation
General Fund	324,000	324,000		
Total Project	400,000	400,000		

Software in support of the RideSource center, allocated to purchase various modules. As previously reported, LTD was successful with its Technology Innovation project which received grant funds under FTA's Mobility for All Pilot Program. This transformative project will enhance efficiency and effectiveness in transportation services for older adults, people with disabilities, individuals and families of low income and veterans; thereby eliminating current barriers to transportation in an effort to improve health outcomes and decrease health disparities experience by disadvantaged and low-income communities. The project was not funded in its entirety; the budget has been adjusted accordingly. The LTD Project Team has had several meetings with its Project Partner, assigned through the National Aging and Disability Transportation Center. The grant application has been transmitted to FTA and is undergoing review.

IT Systems Upgrades - Key: 22271				#21-ITUPGD-0301025
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307/1738-2020-11	2,500,000	2,500,000	FY 2021-2023	Project Initiation
General Fund	625,000	625,000		
Total Project	3,125,000	3,125,000		

LTD CIP 2021

PROJECT DESCRIPTIONS

This project includes the replacement/upgrades of various LTD systems. **The grant application is in progress.**

Security Systems Upgrades - Key: 22259				#21-SECUPG-0301029
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307/1738-2021-XXX	2,000,000	2,000,000	FY 2021-2023	Project Initiation
General Fund	500,000	500,000		
Total Project	2,500,000	2,500,000		

This project includes the replacement/upgrades of various LTD security surveillance systems. **The grant application is in progress.**

Comprehensive Operations Analysis - Key: 21173				#19-COMPOA-0301019
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	141,776	6,162	FY 2018-2021	Planning
XFER 5307/1738-2019-2 (STBG)	53,838	53,838		
Total Project	195,614	60,000		

Called "Transit Tomorrow", this is a detailed study of a transit system designed to identify existing strengths, areas for improvements, and options to improve and increase usage. **The transfer request for the grant funded portion of this project has been approved; the grant is currently undergoing FTA review.**

Mobility as a Service (MaaS) Software				#22-MOBSWR-0301030
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
21-23 State Transportation Improvement Fund - ODOT	600,000	600,000	FY 2022 - 2023	Secure Funding
Federal	450,000	450,000		
Total Project	1,050,000	1,050,000		

The Mobility as a Service (MaaS) Software (Mobile Wallet/Trip Planner) project will enable users in Lane County to employ a contactless payment methodology. The LTD Mobile Wallet/Trip Planner Technology will enhance mobility by allowing a user to pay and plan for a trip(s) utilizing all mobility options (bus, bike share, parking, etc.). Additionally, the Mobile Wallet/Trip Planner will enhance operational efficiency by eliminating tickets/passes, while facilitating a smooth and timely journey which will strengthen public confidence in transit services.

Fare Collection Integration				#22-FARCOL-0301031
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
21-23 State Transportation Improvement Fund - ODOT	37,500	37,500	FY 2022 - 2023	Secure Funding
Total Project	37,500	37,500		

This project will provide infrastructure and support to link transit agencies utilizing LTD's TouchPass system, including fare validators, system set-up, associated equipment and licensing / fees.

Website				#22-WEBSIT-0301032
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE

LTD CIP 2021

PROJECT DESCRIPTIONS

General Fund	450,000	450,000	FY 2022 - 2023	Secure Funding
Total Project	450,000	450,000		

This project will update the design of the website to facilitate changes and repairs which will enhance LTD's digital presence.

LTD CIP 2021

PROJECT DESCRIPTIONS

State of Good Repair - Facilities

River Road Transit Station Disposal				#19-FACASS-0302001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	100,000	92,551	FY2019 - 2022	Business Case Justification
Total Project	100,000	92,551		

Effort to sell the existing River Road Transit Station asset in a process that is compliant with Federal Transit Administration real estate rules. Tasks may include broker, appraisals, and recording fees. Contingency costs to accommodate asset management/investment should transit service be repositioned to the new Santa Clara Transit Station prior to sale finalization.

Bus Wash Improvements				#22-BUSWSH-0302003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Fund	750,000	750,000	FY 2022-2023	Secure Funding
Total Project	750,000	750,000		

Remove existing bus wash equipment and replace with new. The current manufacturer of our existing system is out of business which does not allow LTD to find replacement parts for their proprietary parts. We are on the last set of brushes and are anticipating another four years of useful life. **The project, which is utilizing formula 5307 funds, is being added to the STIP; the application will be finalized at that time.**

State of Good Repair - Fleet

Accessible Services Vehicle Replacement - Keys: 19106/19107/19485/19381/21003/22203				#19-ASVEHR-0302012
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	272,477	207,598	FY 2019-2021	Acquisition
5310/OR-16-X045	304,871	0		
5309/OR-04-0049	214,057	12,716		
5310/OR-2017-026-00	232,854	74,729		
5310/OR-2019-023-00	490,749	490,749		
5310/OR-2019-023-01	255,941	255,941		
Total Project	1,770,949	1,041,733		

The purchase of replacement and expansion vehicles for the provision of metro Accessible Services such as the American with Disabilities Act complementary paratransit service. **The Accessible Services Vehicle Replacement project is progressing as scheduled. As previously reported, LTD had issued a Purchase Order for two minivans under FTA grants (OR-16-X045 and OR-04-0049). The vehicles have been received and grant OR-16-X045 has been closed. Regarding OR-04-0049, final activities in support of the project are in progress. The two open FTA grants (OR-2017-026 and OR-2019-023) will fund Ridesource vehicles in support of the Specialized Services Program. The purchase order for the vehicles has been issued to Schetky NW Sales; two vehicles have been received and are undergoing the inspection process.**

Diamond Express Vehicle - Key: 20990				#19-DMXVEH-0302013
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 31455 - closed	169,069	0	FY 2019-2020	Project close-out
ODOT 32010 - closed	34,629	0		
Local - City of Oakridge	130,000	130,000		
Total Project	333,698	130,000		

LTD CIP 2021

PROJECT DESCRIPTIONS

The replacement of the highly problematic Diamond Express vehicle, currently being covered by an old 300 series bus. The communities of Oakridge and Westfir have come to depend on Diamond Express to access the metro area. The service acts as a lifeline and connects residents to local hospitals, shopping, schools, and employment. **The replacement vehicle has been acquired; the process to transfer the CMAQ funds to FTA is in progress.**

Rhody Express Vehicle - Key:				#19-RHXVEH-0302015
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33872/STIF (Out of District)	100,000	100,000	FY 2020-2021	Acquisition
Total Project	100,000	100,000		

This vehicle is not programmed for replacement this year but will need to be replaced in the next two years. The Florence community has come to depend on the Rhody Express as its transportation throughout the area. This service connects residents to local hospitals, shopping, schools, and employment. **The project is proceeding as scheduled; the replacement vehicle has been received and is undergoing the inspection process.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Five 40-foot Electric Buses (No/Low) - Key: 21155				#20-40FTEV-0302019
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	1,159,891	208,090	FY 2019-2021	Acquisition
5339/OR-2018-012-00	3,479,675	624,270		
Total Project	4,639,566	832,360		

Procurement of five additional 40-foot electric buses to replace aging fleet. The project is progressing as scheduled. As previously reported, LTD has received the five buses funded under this grant which have undergone the inspection process and accepted. CTE continues to support LTD with the deployment of its electric fleet.

Five 40-foot Electric Buses in 2019 - Keys: 18755/17336				#19-40FT19-0302020
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	852,745	174,668	FY 2019-2021	Acquisition
5307/OR-95-X055-02	2,072,328	0		
5339/OR-2017-015-00	943,814	698,670		
5337/OR-2017-016-00	331,113	0		
Total Project	4,200,000	873,338		

Procurement of five 40-foot electric buses in fiscal year 2019 to replace aging fleet. The project is progressing as scheduled. All five vehicles funded under the three referenced grants have been received and are proceeding through the inspection process. Upon acceptance and payment of the invoices, disbursement will be requested from FTA. Once the final disbursement has been received, close out activities will be initiated for the respective grants.

Fleet Procurement Plan - Key: 21388				#19-FLTPRP-0302021
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	14,307	13,170	FY 2019-2021	Project Initiation
XFER 5307/OR-2020-041-00	125,000	115,070		
Total Project	139,307	128,240		

Transit vehicles have a lifespan of approximately 12 years. As LTD considers further electrification of its fleet, as well as other fuel types, it will need to determine how to make that transition and what types of vehicles will allow it to continue to provide high-quality service to the community while lowering its environmental impact and controlling operating and maintenance costs. This plan will assist LTD in strategically investing in its fleet during this transition period and also in understanding what mix of vehicle types will maximize operational capacity in the long run. The Fleet Procurement Plan will also help LTD to understand when the capital costs of replacing transit vehicles is more cost effective than maintaining older vehicles. The project is progressing as scheduled. A Purchase Order was issued to the consultant (WSP USA INC.) who will provide assistance with this project.

LTD CIP 2021

PROJECT DESCRIPTIONS

Electric Bus Fleet Procurement - Key: 21389			#19-EBUSPR-0302022	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,454	0	FY 2019-2021	Acquisition
Match - STIF (2019)	700,000	700,000		
XFER 5307/OR-2020-051-00	1,000,000	1,000,000		
Total Project	1,814,454	1,700,000		

Transit vehicles have a lifespan of approximately 12 years. In its effort to be fiscally responsible, LTD has maintained many of its vehicles beyond 12 years. However, as vehicles age, maintenance costs increase, and this increase eventually offsets any savings generated by delaying the purchase of new vehicles. Many of LTD's vehicles are at the appropriate point in their lifespan to consider replacement.

LTD's Community Investment Plan identifies more than \$30,000,000 in vehicle replacement needs during the FFY18-21 grant period. Therefore, LTD has requested and received \$1,000,000 in CMAQ funds. LTD has combined the various grant funds available (OR-2018-012/OR-95-X055/OR-2017-015/OR-2017-016) to purchase eleven 40-foot, all-electric, transit buses, seven of which have been received. To maximize available funding, the procurement efforts for this project are in coordination with LTD's other electric bus replacement projects as detailed above. As previously reported, the grant has been awarded and the project is progressing as scheduled. All eleven 40-foot buses have been received and inspected. The FTA reimbursement package is in progress.

Replacement Parts - ACM - Key: 21326			#19-ACMPTS-0302023	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	175,560	6,084	FY 2019-2021	Acquisition
5307 Formula/OR-2020-047-00	702,240	24,335		
Total Project	877,800	30,419		

The purchase of replacement parts that are failing and/or unreliable as they have reached the end of their useful lives. This Associated Capital Maintenance (ACM) grant will be used for major bus components consistent with the provisions specified in the FTA circular (9030.1E). As previously reported, the project is progressing as scheduled. This grant also includes PM activities for the 19-20 Fiscal Year; all funds for PM have been disbursed. Efforts are underway to complete procurement of final ACM parts; the grant will be closed once all ACM activities are completed.

LTD CIP 2021

PROJECT DESCRIPTIONS

Six 60-foot Diesel Bus Procurement - Keys: 20950/21339 #19-60FTDL-0302025

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	847,390	16,823	FY 2019-2021	Rollout, commissioning, active
5339/OR-2019-027-00	1,160,820	0		
5339/OR-2019-027-01	656,631	67,292		
5339/OR-2016-020-00	582,947	0		
5309/OR-03-0122-01	1,336,346	0		
5337/OR-2019-027	309,445	0		
Total Project	4,893,579	84,115		

Procurement of six 60-foot diesel buses will replace the oldest 60-foot subfleet, four of which are no longer usable for revenue service and the fifth one is used sparingly because of ongoing mechanical issues. The project progressed as scheduled. With the acceptance of the vehicles and payment of invoices, two grants were closed (OR-03-0122-02/OR-2016-020-01). LTD has installed the barriers; once final training has been received, grant close-out activities will be initiated.

One 40-foot Diesel/Hybrid Bus - Key: 20951 #19-40FTDH-0302026

FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
LTD Match	114,011	952	FY 2019-2021	Rollout, commissioning, active
5339/OR-2018-021-00	646,062	5,394		
Total Project	760,073	6,346		

Procurement of one 40-foot diesel/hybrid bus to help relieve the pressure of using part of LTD's contingency bus fleet in revenue service. These contingency buses range in age from 15 years to 19 years. The project has progressed as scheduled; the vehicle has been accepted and the safety barrier has been installed. Once the final training has been received, grant close-out activities will be initiated.

LTD CIP 2021

PROJECT DESCRIPTIONS

Operations

Preventative Maintenance - Key: 21534				#19-PREVMN-0103001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
5307 Formula/OR-2020-047-00	4,200,000	0	FY 2020	Rollout, commissioning, active
General Fund	1,050,000	0		
Total Project	5,250,000	0		

Preventative maintenance (PM) (FY 19-20) on federal assets to improve their performance, safety and longevity. All grant funds for PM activities have been drawn down. As this grant also includes funds for the ACM project (K21326 / #19-ACMPTS-0302023), the grant will remain open until such time that all funds for ACM activities are expended.

LTD CIP 2021

PROJECT DESCRIPTIONS

Specialized Services

Rural ADA Fleet Preventative Maintenance - Key:				#19-ODRFLT-0154001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	16,512	4,727	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	1,890	541		
Total Project	18,402	5,268		

Out-of-district paratransit and rural fleet preventative maintenance. The project is progressing as scheduled.

Oakridge Diamond Express - Key: 21005				#19-OAKDMX-0154004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	20,000	12,973	FY 2020-2021	Rollout, Commissioning, Active
Local Funds (City of Oakridge)	24,000	3,000		
Transit Network/Intercity Connection - ODOT 33820	187,723	41,274		
ODOT 33492 - STF OUT	187,723	41,264		
Total Project	419,446	98,511		

Operations in and between Oakridge and Metro area. The project is progressing as scheduled.

LTD CIP 2021

PROJECT DESCRIPTIONS

Rhody Express - Key: 21007				#19-RHDYXP-0154005
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Local Funds (City of Florence)	64,000	8,000	FY 2020-2021	Rollout, Commissioning, Active
Farebox	6,500	2,394		
ODOT 33425 - 5311	176,061	23,096		
ODOT 33492 - STF OUT	137,886	18,085		
ODOT 34202 - 5311 Cares Act	88,031	0		
Total Project	472,478	51,575		

The Rhody Express is a local shuttle service within the city limits of Florence (plus a stop at the local tribal casino four miles outside the city limits) that is operated by River Cities Taxi. **The project is progressing as scheduled. Used additional 5311 Cares Act funding (ODOT 34202 now exhausted).**

Specialized Services - In District

Metro ADA Fleet Preventative Maintenance - Key: 20985				#19-A&RFLT-0154006
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	615,900	252,591	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	70,493	28,912		
Total Project	686,393	281,503		

In-District paratransit fleet preventative maintenance. **The project is progressing as scheduled.**

Crucial Connections - Key: 20995				#19-CRUCON-0154007
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	15,703	9,777	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	2,054	1,375		
Total Project	17,757	11,152		

Transportation to relieve an immediate (non-emergency) or evolving situation when no other transportation option can be identified; offers quick relief to allow time to formulate long-term resolution. Crucial Connections pays for a limited number of trips that are situation specific and is administered through RideSource. **The project had been progressing; however, the current health crisis has impacted activity this reporting period.**

DD Services				#19-DDSRVC-0154008
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Federal Funds through DHS	1,650,000	1,636,350	FY 2020-2021	Rollout, Commissioning, Active
General Funds	800,000	752,493		
Total Project	2,450,000	2,388,844		

Transportation for eligible individuals who receive vocational benefits through Lane County Developmental Disabilities Services. Provides transportation to/from home and work. This is shared cost service offered through the RideSource Call Center. **Reduced services due to COVID-19.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Lane County Coordination Mobility Management - Key: 21001			#19-MOBMGT-0154009	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	220,704	111,898	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	25,261	12,810		
Total Project	245,965	124,708		

LTD oversees the coordination of transportation and transportation eligibility across a variety of transportation programs, including ADA paratransit, Medicaid Medical (NEMT) and Non-Medical, Veterans Transportation, and Crucial Connections (gap-based transportation) under its Mobility Management Program. Transportation eligibility assessments are conducted mostly in the homes of participants by a trained transportation coordinator. Assessments are conducted through three agencies, coordinated by Lane Council of Governments: LCOG Senior & Disability Services, White Bird Clinic, and Alternative Work Concepts. **The project is progressing , but at a reduced rate of assessments due to COVID-19.**

Mental Health and Homeless - Key: 20995			#19-MENH&H-0154010	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	207,334	63,464	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	23,730	10,570		
Total Project	231,064	74,034		

Mental health transportation services in partnership with White Bird Clinic provides basic transportation for clients experiencing severe, persistent mental illness who are elderly, veterans, unhoused, and at/or below the national poverty level. The service is cost effective to the community by reducing crisis care for clients. **The project is progressing as scheduled.**

Metro ADA Ops and Shopper Services - Key: 20991			#19-OP&SHP-0154011	
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Farebox	528,316	238,572	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33581 - 5310	233,124	29,139		
ODOT 33492 - STF IN	26,683	3,331		
General Funds	4,132,424	2,066,212		
Total Project	4,920,547	2,337,254		

This is origin-to-destination service within the metro area for people unable to use regular bus service (some or all of the time) because of a disability. RideSource ADA meets the Federal Transit Administration-mandated ADA requirements, serving a ¾ mile boundary around the fixed-route service. The Shopper is a low-cost, neighborhood-based shopping shuttle operating within the same metro ADA boundary. The driver assists people with their groceries and packages and is currently operated by Medical Transportation Management. Transportation coordinators from White Bird Clinic, Alternative Work Concepts, and Senior and Disabled Services (S&DS) make in-person evaluations to determine eligibility. S&DS is a division of the Lane Council of Governments and the local Area Agency on Aging. **The project is progressing as scheduled.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Pearl Buck - Key: 20997				#19-PRLBCK-0154012
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	177,116	94,991	FY 2020-2021	Rollout, Commissioning, Active
Local Funds	118,077	73,798		
Total Project	295,193	168,789		

Pearl Buck Center contracts with RideSource to transport at-risk children attending Pearl Buck Preschool. RideSource is a central partner with Pearl Buck Center in providing children, whose parents have cognitive disabilities, with safe, dependable, door-to-door transportation to a specialized preschool program. **The project has been suspended due to COVID-19.**

South Lane Wheels Services - Key: 20991				#19-SLSRVC-0154014
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33492 - STF IN	93,375	23,346	FY 2020-2021	Rollout, Commissioning, Active
Total Project	93,375	23,346		

South Lane Wheels (SLW) provides service to the general public in the rural areas of South Lane County, including the communities of Cottage Grove, Dorena, Lorane, London, and Creswell, with transportation to Eugene-Springfield. This project provides matching for SLW's 5311 funding. Without SLW, the cost of providing transportation to the outlying areas would overtax the remaining system, create a service gap that may force residents to move to urban areas, and potentially undermine the effectiveness of the remaining businesses and community services. **The project is progressing as scheduled.**

Transit Host - Key: 20999				#19-TRHOST-0154015
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	141,594	69,110	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF IN	16,592	11,567		
Total Project	158,186	80,677		

Alternative Work Concepts contracts with LTD to provide the Transit Host Program, which allows people who otherwise would use paratransit services the additional support needed to use the fixed-route system for their routine trips. Transit hosts are located at the main downtown transfer station to assist with scheduled transfers from one bus to another, which enables people to reach their final destination. This added support mechanism results in a great cost savings to LTD, and, more importantly, means greater independence, self-worth, and empowerment to people with significant disabilities. **The project has been suspended due to COVID-19**

LTD CIP 2021

PROJECT DESCRIPTIONS

Travel Training - Key: 20999				#19-TRVLTR-0154016
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32197 - 5310	134,843	69,109	FY 2020-2021	Rollout, Commissioning, Active
ODOT 32010 - STF	15,433	10,869		
Total Project	150,276	79,978		

Alternative Work Concepts contracts with LTD to provide travel training to people with disabilities on the fixed-route bus system. **This project has been significantly reduced due to COVID-19.**

Veterans Transportation - Key: 20995				#19-VETTRP-0154017
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33581 - 5310	20,189	7,591	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33492 - STF	2,311	1,940		
Total Project	22,500	9,531		

Transportation for service members, veterans, and their families. Most trips funded are for critical medical needs or to provide a short-term, stop-gap solution while a permanent transportation plan is implemented in conjunction with the VA hospitals, Disabled American's Veteran's transportation program, and volunteers. **This project has been significantly reduced due to COVID-19.**

Volunteer Reimbursement - Key: 20994				#19-VOLRMB-0154019
	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 33492 - STF IN	23,833	16,684	FY 2020-2021	Rollout, Commissioning, Active
ODOT 33581 - 5310	208,235	102,805		
Local Funds (LCOG-OAA)	20,400	0		
Total Project	252,468	119,489		

This is a door-through-door service for people who need a high level of assistance and do not have other transportation options. Medical Transportation Management (MTM), Senior and Disabled Services, and the Senior Companion Program all participate in the support and recruitment of volunteers. Volunteer drivers using their own cars receive a per mile reimbursement. MTM volunteers often use agency vehicles. The program serves older adults and people with disabilities throughout Lane County. **This project has been significantly reduced due to COVID-19. LCOG Older Americans Act (OAA) Funds exhausted Q3.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Medicaid

NEMT - State Reimbursed				#19-NEMTSR-0165001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Health Authority	578,645	500,637	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
Total Project	578,645	500,637		

Non-emergency medical transportation - state reimbursed. **The project is progressing as scheduled.**

NEMT - Trillium				#19-NEMTTR-0165002
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Trillium CHP	4,506,000	3,374,577	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
Total Project	4,506,000	3,374,577		

Non-emergency medical transportation - Trillium reimbursed. **The project is progressing as scheduled.**

Waivered - Non-Medical				#19-WAVNMD-0165003
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
Oregon Department of Human	1,548,858	1,367,308	ONGOING	Rollout, Commissioning, Active
General Fund	-	0		
Total Project	1,548,858	1,367,308		

Waivered transportation is non-medical rides for low-income seniors and disabled persons living outside of nursing facilities. Rides are for basic needs, including grocery shopping, social outings, church, and hair care. **The project is progressing as scheduled.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Point2point

Drive Less Connect - Key: 20969				#19-DLCONN-0146001
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
ODOT 32517	304,046	165,749	FY 2019-2021	Rollout, Commissioning, Active
Total Project	304,046	165,749		

Point2point manages the Drive Less Connect Ridesharing Database for this region. Included with this effort is year-round outreach and education on how to use the program, encouraging carpooling and the tracking of transportation options trips along with the preparation and leadership of Lane County-wide participation in the Oregon Drive Less Challenge held in the early fall each year. This is funded by ODOT and a state priority outlined in the State Transportation Options Plan. *As previously reported, this is an ongoing program. The budget has been revised to reflect the total grant award. This program has been reduced due to a reduction in staff as a result of COVID-19; however, ODOT has extended the grant period one additional year.*

Safe Routes to School Bike Parking - Key: 21148				#19-SMTBKP-0146004
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/1738-2019-2	72,681	72,681	FY 2019-2021	Rollout, Commissioning, Active
General Fund (in kind)	8,319	8,319		
Total Project	81,000	81,000		

Develop short-term bicycle parking at three local school districts to improve the worst bike parking supply as rated in the Safe Route To School Regional Bicycle Parking Assessment. This effort is to help improve deficiencies in local school district bike parking facilities and in turn make it easier for local students to bike to school, which is a regional partner agency priority. *The transfer request for the CMAQ funding has been approved; the grant has been finalized/adjusted based on the environmental elements of the project and is undergoing FTA review.*

LTD CIP 2021

PROJECT DESCRIPTIONS

Point2point

Expand Bike and Ped Safety Education - Key: 21516				#19-BKPEDX-0146007
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/OR-2020-056-00	154,468	154,468	FY 2020-2021	Rollout, Commissioning, Active
General Fund	17,680	17,680		
Total Project	172,148	172,148		

The Regional Safe Routes to School (SRTS) mission is to serve a diverse community of parents, students, and organizations advocating for and promoting the use of transportation options including active transportation and the practice of safe bicycling and walking to and from schools throughout the Central Lane MPO area. The Eugene-Springfield SRTS program provides in-class pedestrian safety to second grade students and in-class bicycle safety education to fifth or sixth grade students throughout the regional school districts. These programs teach students how to walk and bike safely. They also encourage active travel and promote safe travel behaviors, which in turn can result in future safe drivers. This is a regional priority outlined specifically in local TSPs, the state transportation options plan, and the Point2point five-year strategic plan. The program is growing exponentially, and this helps meet some of that demand. **As previously reported, the grant has been awarded and the project is progressing as scheduled.**

Safe Routes to School Regional Program - Keys: 21328/20964/18829/21671/21888				#19-SRTSRG-0146008
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/4J, Bethel and Springfield School Districts/1738-2019-2	143,288	143,288	FY 2019-2021	Rollout, Commissioning, Active
MM-SRTS/XFER 5307/OR-2018-026	343,074	0		
XFER 5307/OR-2020-039-00/Springfield School District	106,268	61,479		
XFER 5307/SRTS Regional/OR-2020-056-00	350,000	303,951		
General Funds	110,417	58,225		
Total Project	1,053,047	566,943		

This project supports funding for three district Safe Routes To School programs in order to maintain the current level of K-8 programming in the 4J, Bethel, and Springfield school districts from FFY 2019-2021. This is a regional partner/agency priority and is listed in all local TSPs, the state transportation options plan, and the Point2point five-year strategic plan. It has multi-year committed funding. **The SRTS project is progressing as scheduled. The budget has been revised to reflect actual grants and each respective budget.**

Transportation Options - Key: 21130/21334/21478/21321				#19-TRANOP-0146009
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/OR-2020-057-00	900,000	498,857	FY 2019-2021	Rollout, Commissioning, Active
ODOT 32517	220,778	59,362		
General Funds	148,009	83,622		
Total Project	1,268,787	641,841		

This program provides a variety of positive marketing opportunities for LTD and more importantly provides options for the region's travelers to use a variety of transportation options in the region. Point2point does extensive year-round outreach and education about how to use the options and does a great deal of education on how to access and trip plan using the LTD fixed-route and accessible services transportation. The face-to-face outreach component provides a human face to the services we provide. Direct services include the management of the Valley Vanpool Program (17 vans), Emergency Ride Home, Drive Less Connect Ridesharing software for Lane County, lead the Business Commute Challenge and the Oregon Drive Less Challenge in Lane County, and lead the Regional Safe Routes to Schools Program. The Point2point program is supported by local and state partners, and it helps meet the regional goals around improving transportation system efficiency and climate recovery. **The budget has been revised to reflect the total ODOT grant award, which has been extended an additional year. Regarding the FHWA (flex) funds, the transfer request was approved and the grant has been awarded. The project is progressing as scheduled.**

LTD CIP 2021

PROJECT DESCRIPTIONS

Point2point

UO Gateway SmartTrips - Key: 17162				#19-SMTUOG-0146010
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
STP/OR-95-X030	180,000	101,422	FY 2019-2021	Rollout, Commissioning, Active
General Funds	20,601	11,608		
Total Project	200,601	113,030		

LTD will conduct public outreach (SmartTrips) relative to the enhanced EmX service, which will be beneficial to the business community. Increasing awareness of transportation resources and the various options available, in addition to the enhanced EmX service, will facilitate the establishment of long-term and sustainable transportation practices. This is a priority to the City of Springfield and helps meet the regional goals around transportation system efficiency. **The project had been progressing; however, outreach activities have essentially been suspended due to the current pandemic. Staff are evaluating methods of engaging the community by employing digital means.**

SRTS Outreach and Encouragement Program 2019-21 - Key: 21889				#19-SRTSOE0146011
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
XFER 5307/OR-2020-056-00	90,000	90,000	FY 2019-2021	Rollout, Commissioning, Active
General Funds	10,301	10,301		
Total Project	100,301	100,301		

Outreach and encouragement activities for the Safe Routes to School (SRTS) program. This adds funding to the expanding SRTS program for the last two years of the funding cycle. It is a growing program and is a regional priority. **As previously reported, the grant has been awarded and the project is progressing as scheduled.**

Vanpool - Key: 19395				#19-VNPOOL-0146010
FUNDING SOURCE	BUDGET	REMAINING	TIMELINE	PROJECT PHASE
General Funds	120,000	101,269	FY 2021	Rollout, Commissioning, Active
Total Project	120,000	101,269		

Operation of Point2point-Valley Vanpool program. Manage interest and help conduct outreach on the vanpool program and help attract new riders. Manage issues with the vanpools as they arise. Manage pick-up and drop-off locations. The vanpool program helps reduce 2,000,000 miles on Interstate 5 each year and helps meet the state and local goals to lower congestion and reduce carbon emissions. **The project went through 06-30-20. It is now under review due to COVID-19 and talks with Enterprise (limited capacity for social distancing). There is still on-going subsidy costs and minimal staff time at this time.**

LANE TRANSIT DISTRICT April 2021 Performance Report

Performance Measure	Prior			Current			Current		
	Current Month	Year's Month	% Change	Y-T-D	Previous Y-T-D	% Change	12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	337,271	224,934	+ 49.9%	3,294,299	7,488,126	- 56.0%	3,854,091	9,203,431	- 58.1%
Mobility Assisted Riders	6,124	10,813	- 43.4%	56,230	125,945	- 55.4%	65,680	152,150	- 56.8%
<u>Average Passenger Boardings:</u>									
Weekday	13,120	9,025	+ 45.4%	12,375	29,628	- 58.2%	12,107	30,361	- 60.1%
Saturday	9,107	6,594	+ 38.1%	9,432	16,317	- 42.2%	9,280	16,613	- 44.1%
Sunday	6,310	-	+ 0.0%	6,738	10,570	- 36.3%	6,071	10,788	- 43.7%
Monthly Revenue Hours	18,399	10,813	+ 70.2%	158,263	223,352	- 29.1%	183,101	270,622	- 32.3%
Boardings Per Revenue Hour	18.3	20.8	- 11.9%	20.82	33.53	- 37.9%	21.05	34.01	- 38.1%
Weekly Revenue Hours	4,293	2,911	+ 47.5%	3,697	5,197	- 28.9%	3,638	5,235	- 30.5%
Weekdays	22	22		213	213		253	255	
Saturdays	4	4		43	44		55	53	
Sundays	4	-		44	42		44	52	

Passenger Revenues & Sales

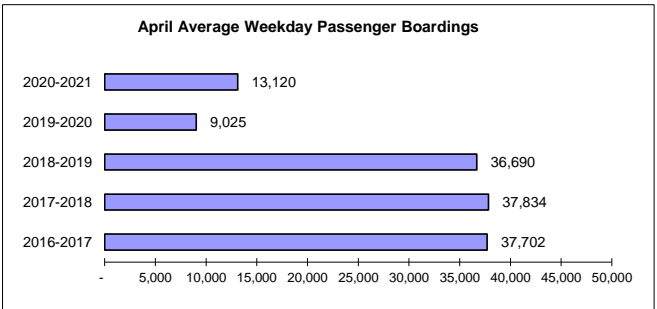
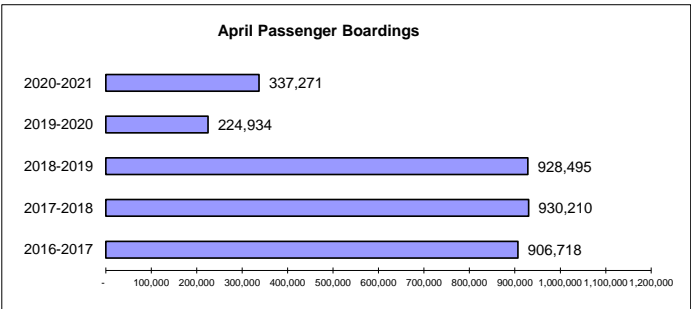
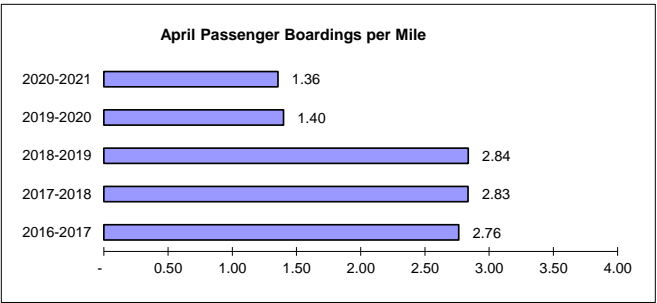
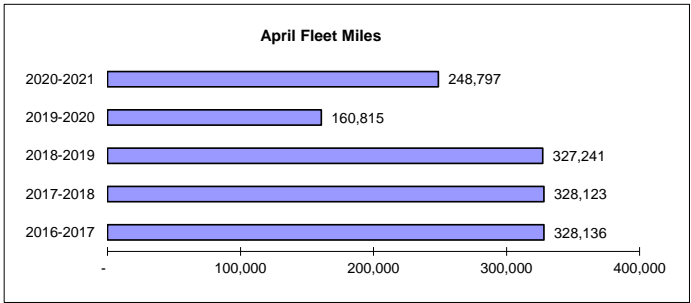
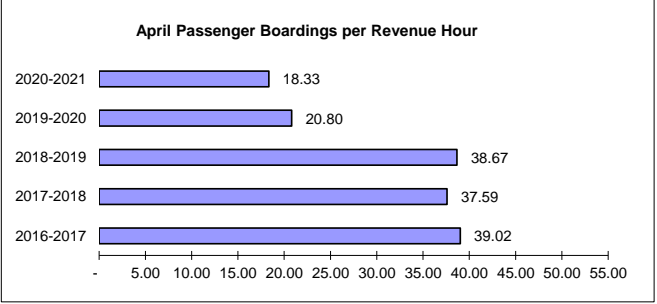
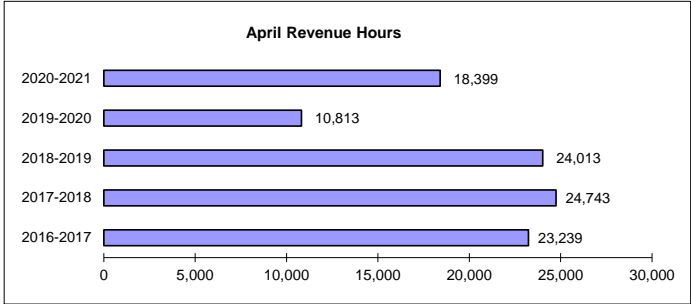
Passenger revenues will be presented in the finance report.

Fleet Services

Fleet Miles	248,797	160,815	+ 54.7%	2,245,947	3,068,179	- 26.8%	2,598,137	3,715,159	- 30.1%
Average Passenger Boardings/Mile	1.36	1.40	- 3.1%	1.47	2.44	- 39.9%	1.48	2.48	- 40.1%
Fuel Cost	\$113,527	\$41,943	+ 170.7%	\$770,973	\$1,595,761	- 51.7%	\$855,234	\$1,977,840	- 56.8%
Fuel Cost Per Mile	\$0.456	\$0.261	+ 75.0%	\$0.343	\$0.520	- 34.0%	\$0.329	\$0.532	- 38.2%
Repair Costs	\$329,305	\$334,721	- 1.6%	\$2,509,169	\$3,294,432	- 23.8%	\$3,068,296	\$3,947,516	- 22.3%
Total Repair Cost Per Mile	\$1.324	\$2.081	- 36.4%	\$1.117	\$1.074	+ 4.0%	\$1.181	\$1.063	+ 11.1%
Preventive Maintenance Costs	\$40,909	\$21,826	+ 87.4%	\$291,616	\$348,970	- 16.4%	\$331,860	\$422,610	- 21.5%
Total PM Cost Per Mile	\$0.164	\$0.136	+ 21.2%	\$0.130	\$0.114	+ 14.2%	\$0.128	\$0.114	+ 12.3%
Mechanical Road Calls	24	10	+ 140.0%	182	254	- 28.3%	205	328	- 37.5%
Miles/Mech. Road Call	10,367	16,082	- 35.5%	12,340	12,079	+ 2.2%	12,674	11,327	+ 11.9%

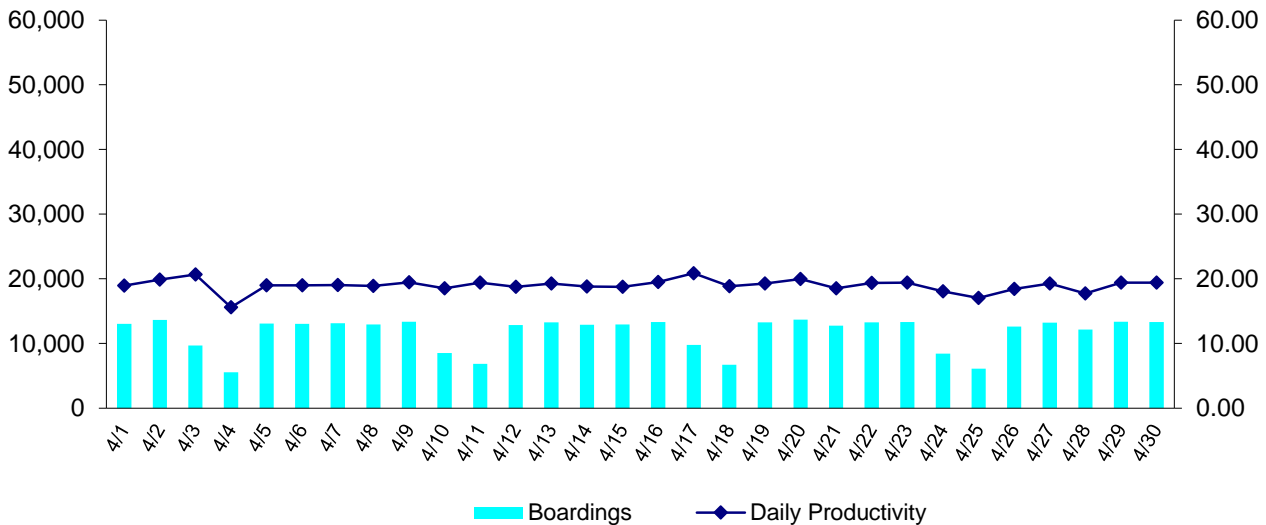
Medical Transportation Management

MTM Rides	5,336	1,921	+ 177.8%	53,290	112,836	- 52.8%	59,821	140,483	- 57.4%
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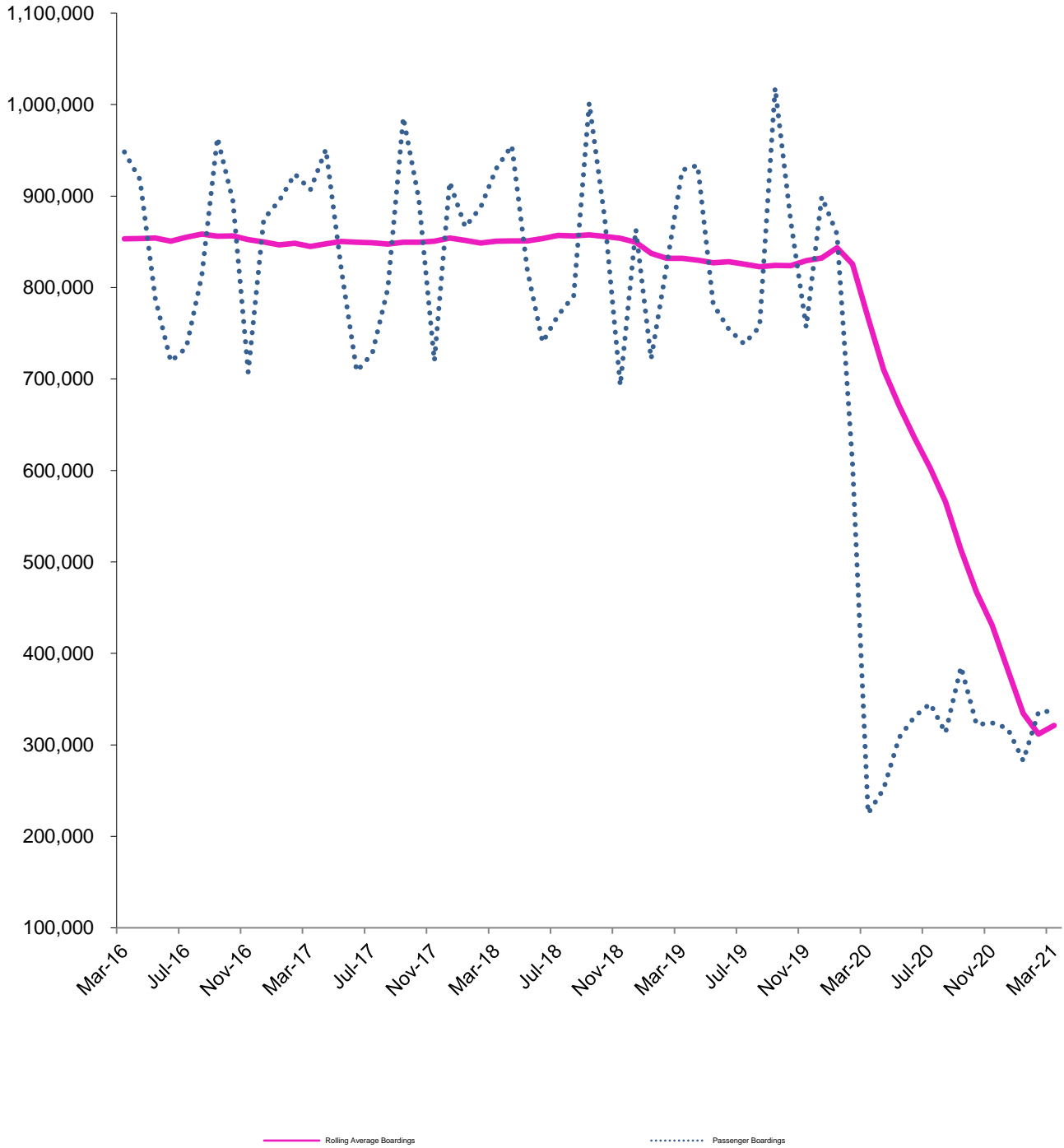
Daily Ridership Recap April 2021

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
4/1/2021	Thursday	Weekday	13,031	255	688	18.94
4/2/2021	Friday	Weekday	13,651	291	686	19.90
4/3/2021	Saturday	Saturday	9,681	147	468	20.69
4/4/2021	Sunday	Sunday	5,554	83	356	15.60
4/5/2021	Monday	Weekday	13,084	192	688	19.02
4/6/2021	Tuesday	Weekday	13,046	215	687	18.99
4/7/2021	Wednesday	Weekday	13,115	244	688	19.06
4/8/2021	Thursday	Weekday	12,943	235	685	18.89
4/9/2021	Friday	Weekday	13,387	218	687	19.49
4/10/2021	Saturday	Saturday	8,552	154	462	18.51
4/11/2021	Sunday	Sunday	6,859	110	353	19.43
4/12/2021	Monday	Weekday	12,860	197	686	18.75
4/13/2021	Tuesday	Weekday	13,261	243	688	19.27
4/14/2021	Wednesday	Weekday	12,888	241	685	18.81
4/15/2021	Thursday	Weekday	12,949	211	690	18.77
4/16/2021	Friday	Weekday	13,334	248	684	19.49
4/17/2021	Saturday	Saturday	9,768	180	468	20.87
4/18/2021	Sunday	Sunday	6,727	143	357	18.84
4/19/2021	Monday	Weekday	13,267	236	689	19.26
4/20/2021	Tuesday	Weekday	13,706	239	686	19.98
4/21/2021	Wednesday	Weekday	12,748	213	687	18.56
4/22/2021	Thursday	Weekday	13,283	208	686	19.36
4/23/2021	Friday	Weekday	13,346	219	688	19.40
4/24/2021	Saturday	Saturday	8,426	140	466	18.08
4/25/2021	Sunday	Sunday	6,098	131	358	17.03
4/26/2021	Monday	Weekday	12,621	182	685	18.42
4/27/2021	Tuesday	Weekday	13,237	242	687	19.27
4/28/2021	Wednesday	Weekday	12,180	223	686	17.76
4/29/2021	Thursday	Weekday	13,373	218	688	19.44
4/30/2021	Friday	Weekday	13,327	266	687	19.40
Total			337,271	6,124	18,399	18.33



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

There is no report this month.

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

Director of Human Resources & Risk Management

There is no report this month.

ACCESSIBLE AND CUSTOMER SERVICE

Cosette Rees, Director of Customer & Specialized Services

There is no report this month.

Marketing and Communications

Theresa Brand, Marketing and Communications Manager

The May Marketing and Communication highlights include a continued effort on the COVID Communications Campaign which is beginning to shift to a vaccination reminder and focus for the month or June and possible July. Staff are working closely with the Turell Marketing Group to prepare a return to ridership outreach and marketing campaign which will transition at some point this summer or early fall when it is safe to do so.

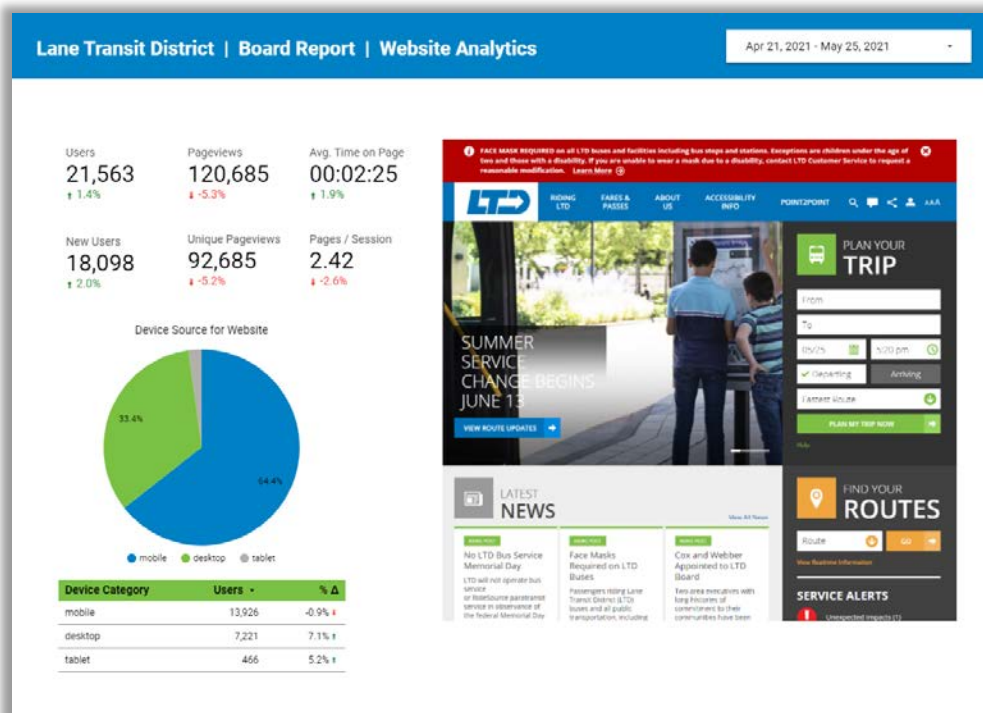
Staff coordinated communications for the American Bus Benchmarking Group (ABBG) Rider Satisfaction Survey. The survey closed on May 9 with 2,196 responses (117 Spanish). Staff was pleased with the results as LTD had the most responses of the group. LTD’s highest response in prior years was 676. Results will be provided to LTD in late September. Staff is currently working with Accessible Services to launch the ABBG Paratransit survey in June. This survey will be distributed to more than 1,800 randomly selected RideSource riders.

Staff continue to work to make significant progress or complete items that were outlined in the Celtis Marketing and Communications Analysis. Some of this month’s efforts included the development of a Sponsorship Policy that will be used to guide future sponsorship requests along with major changes to the Exterior Bus Advertising Program which will cease in early fall. This recommendation suggested that LTD capitalize the use of the agency’s most visible brand asset, the Fleet, which is on the road throughout the region for up to 18 hours a day. This has become more important with the enhancement of the beautiful new branding effort on all the newer buses. This item was reviewed with the LTD Board at a work session in late April of 2021.

In the past staff had been working on a way to easily get transit information to visitors and had looked at many different options for doing so but all seemed inefficient. In working with Travel Lane County, staff created a Visitor’s Guide on the LTD Website (<https://www.ltd.org/ltd-visitors-guide/>) and provided Travel Lane County a QR code that goes directly to that page. Travel Lane County distributes an information booklet to all hotels, venues, etc, in our area. This booklet will now have a section for transportation. When a visitor asks for transit information, the hotel/venue can show the visitor the booklet page where they can easily scan the QR code to view the Visitor’s Guide. Travel Lane County will also provide the QR Code and link to promoters to include in their materials when possible.

Staff are preparing for the branding transition from TouchPass to Umo. Communication to the riders will begin on June 1. The new Umo app offers many features that the TouchPass version did not including trip planning, viewing LTD service alerts, ability to access Lyft, Uber, and we will be integrating the bikeshare as well.

Now that students are returning to in-person learning and schools are open, efforts continue to implement the TouchPass Student Transit Pass in all Lane County schools. The goal is to have them all ready to go for fall.



Facebook Analytics for April 21 – May 25

- Post Reach = 33,000
- Post Engagements = 235
- Impressions = 41,000
- Total Page Followers = 5,949
- Total Likes = 5,305
- 26 posts total, 3 COVID/service related.

Press Releases:

2 Press Releases in May

Group Pass:

Staff continues to work with LCC staff around communication to students about the free pass. Currently, 282 students have opted into TouchPass. Given that most students are remote at this time, LCC was pleased with the level of participation.

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 for U of O students. More information to come,

Vanpool

2 vans terminated operations. 2 of the 15 Valley Vanpool vans continue to provide service in the Lane Transit District service area. In the month of April*, 2 LTD vanpools were in operation, representing 7 riders (a 50% utilization rate) completing 244 passenger boarding's and traveling 15,121 passenger miles. LTD continues to provide financial subsidies to vans who have lost riders due to shelter in place requirements and teleworking.

*Vanpool reporting experiences a 30 day delay.

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
June 16 Regular Board Meeting				Time (minutes)	CANCELED: June 2 Board Work Session				Time (minutes)
Materials Deadline: May 26					Materials Deadline: May 19				
Introductory Items				15					
Employee of the Month	n		Board President	5					
Public Hearing: None									
Board Member Reports	y	y	Camille Gandolfi	10					
Items for Action:					TOTAL TIME (60 - 120 minute max)				0
Consent Calendar:				5					
1			Collina Beard						
2			Camille Gandolfi						
3			John Ahlen						
Strategic Business Plan	n		Tom Schwetz	30					
RAISE Application	y	y	Tiffany Edwards	10					
City of Eugene and LTD Partnership on Vacant Property Use	y	n	Tiffany Edwards	5					
Service Update			Tom Schwetz						
Items for Information/Discussion:									
Board Meetings			Aurora Jackson						
GM Update	n		Aurora Jackson	10					
Monthly Ridership Report	n		Tom Schwetz						
Service Changes Update	n		Tom Schwetz						
Written Reports:									
Monthly Financial Report - Verbal & Written			Pamela Strutz						
Monthly Cash Disbursements	n		Pamela Strutz						
Quarterly Grant Report	n	y	Christina Shew						
Monthly Performance Reports	y	y	Tom Schwetz						
Monthly Department Reports	y	y							
Executive Session: None									
TOTAL TIME (120 minute max)				90					
July 21 - Regular Board Meeting				Time (minutes)	TENTATIVE: July 7 Board Work Session				Time (minutes)
Materials Deadline: June 30					Materials Deadline: June 23				
Introductory Items				15	Strategic Business Plan			Tom Schwetz	60
Employee of the Month			Board President	5	GM Evaluation			General Counsel	60
Public Hearing: None					RideSource Call Center Overview			John/Cosette	40
Board Member Reports			Camille Gandolfi	10	TOTAL TIME (60 - 120 minute max)				160
Items for Action:									
Consent Calendar:				5					
1			Collina Beard						
2									
2			Tom Schwetz						
Items for Information/Discussion:									
Written Reports:									
Monthly Financial Report			Pamela Strutz						
Preliminary Financial Report			Pamela Strutz						
Monthly Cash Disbursements			Christina Shew						
Monthly Performance Reports			Hart Migdal						
Monthly Ridership Report			Tom Schwetz						
Monthly Department Reports									
Executive Session: None									
TOTAL TIME (120 minute max)				35					
August 18 - Regular Board Meeting				Time (minutes)	TENTATIVE: August 4 - Board Work Session				Time (minutes)
Materials Deadline: July 28					Materials Deadline: July 21				
Introductory Items				15	Ridership Resiliency Plan			Tom Schwetz	60
Employee of the Month				5	TOTAL TIME (60 - 120 minute max)				60
Public Hearing: None									
Board Member Reports			Camille Gandolfi	10					
Items for Action:									
Consent Calendar:				5					
1			Collina Beard						
2									
Items for Information/Discussion:									
Written Reports:									
Monthly Financial Report			Pamela Strutz						
Monthly Cash Disbursements			Christina Shew						
Monthly Performance Reports			Hart Migdal						
Monthly Ridership Report			Tom Schwetz						
Monthly Department Reports									
Executive Session: None									
TOTAL TIME (120 minute max)				35					
September 15 - Regular Board Meeting				Time	TENTATIVE: September 1 - Board Work Session				Time
Materials Deadline: August 18					Materials Deadline: August 18				
Written Reports:									
Monthly Financial Report			Pamela Strutz						
Monthly Cash Disbursements			Christina Shew						
Monthly Performance Reports			Hart Migdal						
Monthly Ridership Report			Tom Schwetz						
Monthly Department Reports									
Executive Session: None									
TOTAL TIME (120 minute max)				35					



Board Meeting Annual Working Agenda

Regular/Special Board Meetings					Board Work Sessions				
Topic	On	Complete	Presenter	Agenda Time (minutes)	Topic	On	Complete	Presenter	Agenda Time (minutes)
Materials Deadline :August 25					Materials Deadline :August 18				
Introductory Items				15	Comprehensive Operational Analysis			Tom Schwetz	60
Employee of the Month			Board President	5					
Public Hearing:									
Board Member Reports			Camille Gandolfi	5					
Items for Action:					TOTAL TIME (60 - 120 minute max)				60
Consent Calendar:				5					
1 <i>Delegated Authority Report – AUGUST</i>			Collina Beard						
2 <i>Contract Approvals</i>									
Items for Information/Discussion:									
Monthly Ridership Report			Tom Schwetz						
Communications Analysis Update			Theresa Brand						
Auditors Presentation: Audit Plan			Christina Shew	15					
Written Reports:									
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									
Executive Session: None									
				TOTAL TIME (120 minute max)	45				
October 20 - Regular Board Meeting					TENTATIVE: October 6 Board Work Session				
Materials Deadline: September 29					Materials Deadline: September 22				
Introductory Items				15					Time (minutes)
Employee of the Month			Board President	5					
Public Hearing: Supplemental Budget & CIP			Christina Shew	20					
Board Member Reports			Camille Gandolfi	10					
Items for Action:					TOTAL TIME (60 - 120 minute max)				0
Consent Calendar:				5					
1 <i>Delegated Authority Report – September</i>			Collina Beard						
2 <i>Contract Approvals</i>									
Items for Information/Discussion:									
Written Reports:									
Monthly Financial Report			Pamela Strutz						
Monthly Cash Disbursements			Pamela Strutz						
Monthly Performance Reports			Hart Migdal						
Monthly Ridership Report			Tom Schwetz						
Monthly Department Reports									
Executive Session: None									
				TOTAL TIME (120 minute max)	55				
November 17 - Regular Board Meeting					TENTATIVE: November 3 Work Session				
Materials Deadline: October 27					Materials Deadline: October 20				
Introductory Items				15					Time (minutes)
Employee of the Month			Board President	5					
Public Hearing:									
Board Member Reports			Camille Gandolfi	10					
Items for Action:					TOTAL TIME (60 - 120 minute max)				0
Consent Calendar:				5					
1 <i>Delegated Authority Report – October</i>			Collina Beard						
2 <i>Contract Approvals</i>									
Supplemental Budget Adoption			Christina Shew						
Items for Information/Discussion:									
Written Reports:									
Monthly Financial Report			Pamela Strutz						
Monthly Cash Disbursements			Christina Shew						
Monthly Performance Reports			Hart Migdal						
Monthly Ridership Report			Tom Schwetz						
Monthly Department Reports									
Executive Session: None									
				TOTAL TIME (120 minute max)	35				
December 15 - Regular Board Meeting					TENTATIVE: December 11 Work Session				
Materials Deadline: November 24					Materials Deadline: November 17				
Introductory Items				15					Time (minutes)
Employee of the Month			Board President	5					
Public Hearing:									
Board Member Reports			Camille Gandolfi	10					
Items for Action:					TOTAL TIME (60 - 120 minute max)				0
Consent Calendar:				5					

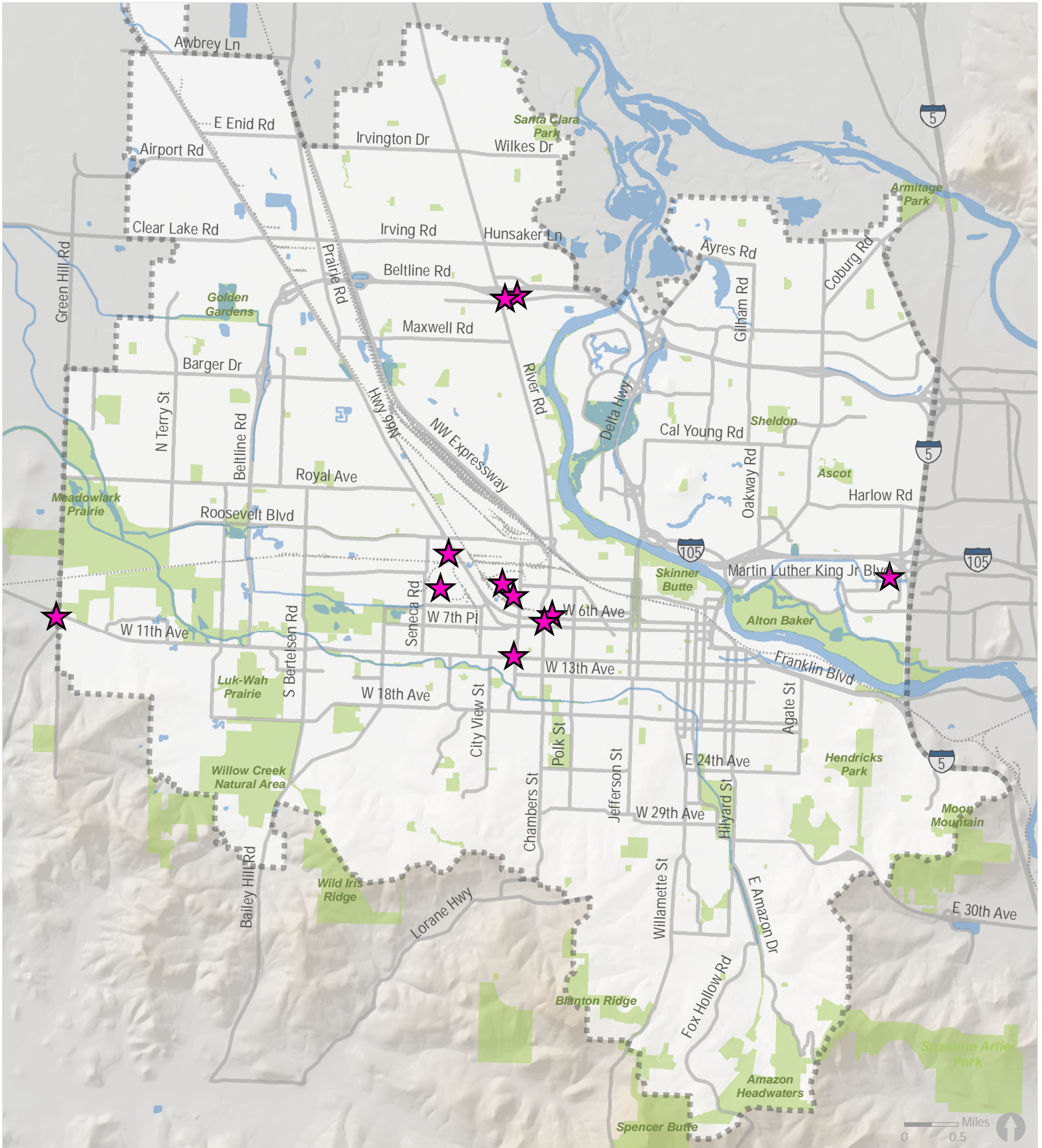


Board Meeting Annual Working Agenda

Regular/Special Board Meetings					Board Work Sessions				
Topic	On	Complete	Presenter	Agenda Time	Topic	On	Complete	Presenter	Agenda Time
1			Collina Beard						
2									
Adoption: Board Committee Assignments								Board President	5
Real Estate Assets								Joe McCormack	20
Items for Information/Discussion:									
Monthly Ridership Report									
Written Reports:									
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									
Executive Session: None									
TOTAL TIME (120 minute max)									60



Potential Safe Sleeping Sites, June 2021



★ Potential Safe Sleeping Sites

⊞ Eugene UGB



Background/Introduction

- The City is making progress on identifying new, temporary managed sites where people experiencing homelessness can legally park their vehicles or sleep in tents.
- The City of Eugene and Eugene Area Chamber of Commerce have begun outreach to neighborhoods and adjacent property and business owners around potential sites.
- Earlier this year, the City Council approved an ordinance that allows “Safe Sleep Sites” to accommodate more tents or vehicles than previously allowed by City Code, up to 60 vehicles or 40 tents per site.
- The search for properties to establish “Safe Sites” began with an initial review of hundreds of parcels of City owned land, along with other publicly owned and private properties.
- The list of properties was narrowed after the parcels were evaluated to see if they met certain criteria, such as minimum size and proximity to public transit and community services, and suitability for future permanent affordable housing, or supportive housing.
- Currently, the City anticipates opening the safe sleep sites by fall 2021. People staying at the two large temporary camps, 13th Avenue and at Washington Jefferson Park, will be prioritized and have the option to move into the new safe tent sites once they’re established. People living in their cars in industrial areas will have the opportunity to move into the safe vehicle sites.

Why?

- The “Safe Site” search is a community priority because the number of people experiencing homelessness in our community far exceeds the supply of affordable and supportive housing, shelter beds, and Rest Stops, as well as approved car and tent camping locations.
- The shortage of housing and shelter sites means unhoused people are living throughout the city in tents and vehicles, which is unsafe for them, and it can create negative impacts for people living and working nearby.
- Finding places for people experiencing homelessness to live in managed Safe Sites will reduce those negative impacts and improve conditions for businesses and residents.

Properties Under Consideration

- Potential locations were generated by reviewing properties currently owned by the city and county, properties listed for sale or lease on public real estate sites and submissions from community members and elected officials.
- Criteria including accessibility, site size, shape, natural features, proximity to social services, public transit and other community resources were used to narrow the sites to the most suitable.
- On June 10, the City shared the following sites were under consideration for “safe sites.”
 - 11th and Garfield
 - 11th and Greenhill
 - 151 River Ave
 - 6th and Chambers



Safe Sleep Site Selection/Outreach Fact Sheet

June 2021

- 6th and Filmore
- 2nd and Cleveland
- HWY 99 and Roosevelt
- St. Vincent DePaul Lot at 422 Stevenson Way
- Chase Commons Park
- 2nd and Garfield
- River Road Station at River Road and Beltline
- Staff will continue to vet and research additional sites as they become available.
- The City wants you to know that no final decisions have been made. City Council has to approve any potential site. It's expected the list will be reduced as the City continues to evaluate each property for possible lease or purchase.
- Right now, we are reaching out to the neighboring community members and stakeholders to share information on what a Safe Sleep Site is, answer questions and understand any concerns you might have.
- The City Council is scheduled to hold a work session on June 23 to receive an update regarding potential sites, initial community feedback, and *potential* approval of sites.
- If Council approves a site, another round of outreach will be conducted to share information with neighbors and stakeholders on the site's selection, its management plan, steps being taken to address concerns heard from the community, and contact information for the site.

About the Safe Sleep Sites

- The goal of the City of Eugene's new safe sleep sites is to create safe, sanitary, and supportive places for people to shelter, and sites that minimize impact on property owners, neighbors, and the public.

Site Management & Staffing

- The City will contract with service provider who will be responsible for intake, managing the social dynamics of the sites and compliance with rules and community agreements, monitoring who is allowed to be on-site, coordinating ongoing site infrastructure needs, being accessible and responsive to neighbor concerns, and coordinating with the City and other partners.
- Sites will have daily on-site staffing as well as nightly overnight staff. City staff will have ongoing touchpoints with providers at regular intervals.
- The sites will be safe and organized, provide access to key amenities, and incorporate elements of community space and design to help build positive site cultures. They will include:
 - Designated spaces for vehicles/tents with adequate vehicle access
 - Fencing, with secured entry and exit
 - Bathrooms and hand washing stations
 - Large garbage bins
 - Central common space/food prep area
 - Storage space
 - Potable water
 - Solar charging stations



Rules & Agreements

- Clear rules and agreements will be established for these sites to help ensure the health and safety of the program participants as well as neighbors to the site. Contracted provider agencies will be responsible for ensuring participants understand and follow site rules. Rules that will be included in the management plan (list not exhaustive):
 - No violent or threatening behavior
 - No weapons or illegal drug use on-site
 - No trespassing or theft on neighboring properties
 - Trash must be deposited in trash receptacles
 - No overnight visitors
 - People must cook in designated area
 - People must keep belongings in their designated area
 - Participants must adhere to best practices for preparing and storing food, heating, water & waste management

Safe Sleep Site Selection Talking Points

Neighborhood, Community & Stakeholder Engagement

- Staff will be engaging with neighborhood associations, neighboring residents and businesses in advance of the implementation of new sites to provide information about site management plans, understand neighborhood concerns and incorporate appropriate mitigation strategies into the site management plans. Staff will work with neighbors to develop good neighbor agreements and to establish regular communication touchpoints and points of contact to address any arising issues in a timely manner.

Website: <https://www.eugene-or.gov/4701/Creating-More-Safe-Places-to-Sleep>



News Release

FOR IMMEDIATE RELEASE

June 10, 2021

Contact: [Brian Richardson](#), City of Eugene Public Affairs, 541-682-5523
[Brittany Quick-Warner](#), Eugene Chamber of Commerce, 541-242-2354

Outreach begins around potential safe sleep sites

The City of Eugene is making progress on identifying and creating new, temporary managed sites where people experiencing homelessness can legally park their vehicles or sleep in tents to reduce the impacts of unsanctioned camping across the city. This week, the City and Eugene Area Chamber of Commerce staff have begun outreach to neighborhoods and adjacent property and business owners around potential sites to gather input on those possible locations.

On April 28, the City Council approved an ordinance that allows “Safe Sleep Sites” to accommodate more tents or vehicles than previously allowed by City Code, up to 60 vehicles and 40 tents per site. In collaboration with Lane County and the Eugene Area Chamber of Commerce, staff have been conducting a comprehensive review of potential locations for sites including publicly owned property and private land.

In all, staff have reviewed more than 300 potential locations. Potential locations were generated by reviewing properties currently owned by the city and county, properties listed for sale or lease on public real estate sites and submissions from community members and elected officials. Criteria including accessibility, site size, shape, natural features, proximity to social services, public transit and other community resources were used to narrow the sites to the most suitable. An early list of 12 privately owned sites was further refined based on the criteria. Locations currently being reviewed for potential Safe Sleep sites include:

- 11th and Garfield
- W. 11th and Greenhill
- 151 River Ave
- 6th and Chambers
- 6th and Filmore
- 2nd and Cleveland
- Hwy 99 and Roosevelt
- 422 Stevenson Way

The City is also considering sites on publicly owned land including Chase Commons Park at Garden Way and Commons Drive, 2nd and Garfield, and River

Road Station at River Rd. and Beltline. Additional sites will continue to be vetted.

With the outreach phase just beginning, staff have begun collecting additional information on these sites from the community. Working with the Eugene Area Chamber of Commerce, the City will continue reaching out for input from adjacent neighbors and businesses, service providers, and neighborhood associations. More information on the Safe Sleeping sites is available on the City's [website](#). There is also a link where community members can share their input on the pros and cons of potential sites.

City staff held a series of meetings with social service providers to discuss site management, site amenities and layout, referral processes, and services for new sites. Discussions have also included management of the sites, which will be led by social service providers, and will include policies, procedures and staffing at periods throughout each day to ensure health and safety of residents and neighbors.

The Eugene City Council on Monday, April 26, unanimously approved a plan and strategies to address vehicle camping through parking restrictions in commercial/industrial areas. A public hearing on code changes to address vehicle camping in commercial and industrial areas of Eugene is scheduled for June 14. The City Council will hold a Work Session on June 23 to receive an update regarding safe sleeping sites, initial community feedback, and potential approval of a first round of sites.

Once Council approves a site, another round of outreach will be conducted to share information with neighbors and stakeholders on the site's selection, its management plan, steps being taken to address concerns heard from the community, and contact information for the site.

Currently, the City anticipates opening the safe sleep sites by fall 2021. People staying at the two large temporary camps, 13th Avenue and at Washington Jefferson Park, will be prioritized and have the option to move into the new safe tent sites once they're established. People living in their cars in industrial areas will have the opportunity to move into the safe vehicle sites.

Through the City's partnership with Lane County, a number of other actions are also underway, including coordinated outreach efforts, adding permanent supportive housing units, engaging with landlords to increase affordable rental options, expanding rapid rehousing programs, and improving tenancy supports. These efforts, when implemented together, are intended to make homelessness rare, brief, and non-recurring.

###



AGENDA ITEM SUMMARY

DATE OF MEETING: June 16, 2021

ITEM TITLE: TEMPORARY USE OF VACANT PROPERTY BY THE CITY OF EUGENE

PREPARED BY: Tiffany Edwards, Intergovernmental Relations Manager

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Adoption

PURPOSE: To provide information to the Board for the purpose of providing authority to the General Manager to negotiate and execute an agreement with the City of Eugene for temporary use of LTD's vacant property.

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board. This means that the Board's role in this instance is to adopt a resolution stating the Board's position on an agreement with the City of Eugene.

BOARD DIRECTIVE ALIGNMENT: This agreement is not tied to a Board directive; this is a partnership request from the City of Eugene. Pursuant to ORS 267.200(2) and ORS 267.225(2) the LTD Board of Directors are authorized to acquire by condemnation, purchase, lease, devise, gift, or voluntary grant real and personal property or any interest therein located inside the boundaries of LTD.

COMMUNICATION: The Board of Directors were briefed in May 2021 of the City of Eugene's request to temporarily use LTD's vacant property for City-managed temporary housing or camping.

DATES PRESENTED TO THE PUBLIC: This is the first public communication on this matter.

HISTORY: Homelessness is a significant issue for our community. The City of Eugene has a program to provide managed camping locations throughout the City. One of the biggest challenges is finding appropriate locations to establish these managed sites. The City of Eugene has identified two properties owned by Lane Transit District that meet the desired characteristics for temporary housing and or camping.

- **310 Garfield:** This property is a remnant from the RideSource Facility built in 2004. There is no planned transit use for this property other than expansion of the RideSource Facility within the next ten years. The current size of the remnant property is approximately 5.24 acres and is undeveloped with a drainage swale and unused rail spur.
- **11 River Ave:** This property is the previous location of the River Road Station. Transit service has been relocated to the new Santa Clara Station located at 43 Green Lane. The old station site is approximately 1.86 acres, two-thirds of which was a park and ride lot.

To that end, the City of Eugene has asked Lane Transit District if an agreement can be established to use these properties not currently being used for transit.

No terms regarding duration and site management particulars have been discussed yet. Terms of use and site management contracting will likely mirror other homeless camping agreements the City of Eugene has executed with other public and private entities. There is a desire to find agreement that is revenue neutral.

A brief presentation will be provided to explain this topic in further detail.

CONSIDERATIONS: Homelessness impacts Lane Transit District's operation as well. Safety and security issues at most of Lane Transit District's active and inactive properties have been on the rise. Trash and belongings dumped at bus stops and stations unrelated to transit operations are at historic levels. Establishing well managed homeless camping operations at two of Lane Transit District's vacant properties may decrease the District's costs associated with security patrols, trash clean up, burglaries, vandalism, and other general site maintenance.

If an agreement is established for temporary housing or camping on Lane Transit District property(s); terms would require appropriate safety, monitoring, and sanitization investments by the City. Communication responsibilities will also be clearly identified.

ALTERNATIVES:

- The Board can authorize use of one or both properties to accommodate temporary housing or camping as part of the City of Eugene's initiative.
- The Board may opt to not provide the General Manager authority to negotiate terms of a use agreement and pursue other uses, actions, or take no action at this time.

NEXT STEPS: If the Board provides direction to the General Manager to negotiate and execute an agreement for the City; appropriate staff from both organizations will establish terms that meet Lane Transit District's goal of partnering in a way that is supportive to the City's homelessness program and protects the District's assets. City Council will be taking action on June 23 to approve new sites to be included this program.

SUPPORTING DOCUMENTATION:

1. City of Eugene Sleeping Sites Program plan
2. City of Eugene Site Search Engagement Framework

PROPOSED MOTION: I move adoption of LTD Resolution No. 2021-06-16-034:

It is hereby resolved that the LTD Board of Directors adopts a resolution authorizing the General Manager to negotiate and execute a contract with the City of Eugene to lease LTD's vacant properties located at 310 Garfield and 11 River Ave.



RESOLUTION NO. 2021-06-16-034

TEMPORARY USE OF VACANT PROPERTY BY THE CITY OF EUGENE

WHEREAS, ORS 267.200(2) and ORS 267.225(2) authorizes Lane Transit District (“LTD”) to acquire by condemnation, purchase, lease, devise, gift, or voluntary grant real and personal property or any interest therein located inside the boundaries of LTD;

WHEREAS, the City of Eugene requested temporary use of LTD vacant property to be used for City-managed camping to address homelessness;

WHEREAS, one of the biggest challenges is finding appropriate locations to establish these City-managed camping sites;

WHEREAS, the City of Eugene has identified two properties owned by Lane Transit District that meet the desired characteristics for temporary housing and/or camping at 310 Garfield acres and 11 River Ave;

WHEREAS, people who are homeless often rely on public transit buses or facilities to seek shelter from the weather resulting in a growing challenge for LTD to manage; and

WHEREAS, LTD desires to support the City of Eugene in finding viable solutions for people struggling with homelessness.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors passes a Resolution authorizing the General Manager to negotiate and execute a contract with the City of Eugene to lease LTD’s vacant properties located at 310 Garfield and 11 River Ave.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF JUNE, 2021.

Board President, Caitlin Vargas



RESOLUTION NO. 2021-06-16-034

TEMPORARY USE OF VACANT PROPERTY BY THE CITY OF EUGENE

WHEREAS, ORS 267.200(2) and ORS 267.225(2) authorizes Lane Transit District (“LTD”) to acquire by condemnation, purchase, lease, devise, gift, or voluntary grant real and personal property or any interest therein located inside the boundaries of LTD;

WHEREAS, the City of Eugene requested temporary use of LTD vacant property to be used for City-managed camping to address homelessness;

WHEREAS, one of the biggest challenges is finding appropriate locations to establish these City-managed camping sites;

WHEREAS, the City of Eugene has identified two properties owned by Lane Transit District that meet the desired characteristics for temporary housing and/or camping at 310 Garfield Street and 11 River Ave;

WHEREAS, people who are homeless often rely on public transit buses or facilities to seek shelter from the weather resulting in a growing challenge for LTD to manage; and

WHEREAS, LTD desires to support the City of Eugene in finding viable solutions for people struggling with homelessness.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors passes a Resolution authorizing the General Manager to negotiate and execute a contract with the City of Eugene to lease LTD’s vacant properties located at 310 Garfield Street and 11 River Ave.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF JUNE, 2021.

Board President, Caitlin Vargas