

MINUTES OF CONTRACT COMMITTEE MEETING

LANE TRANSIT DISTRICT

Monday, September 14, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Contract Committee of the Lane Transit District Board of Directors held a virtual Meeting on Monday, September 14, 2020, beginning at 4:00 p.m., via ZOOM online.

Present: Carl Yeh, Chair
Emily Secord
Josh Skov
Aurora Jackson, General Manager
Sean Walker, General Counsel
Camille Gandolfi, Clerk of the Board
Collina Beard, Director of Business Services
Harry Sanger, Project Coordinator
Robin Mayall, Information Technology and Strategic Innovation Director
John Ahlen, Accessible Services Program Supervisor

CALL TO ORDER/ROLL CALL — Mr. Yeh called the meeting to order and called the roll. He noted the meeting was being conducted virtually in compliance with Governor Kate Brown's stay-at-home order.

COMMENTS FROM THE CHAIR — Mr. Yeh recognized the efforts of fire fighters, first responders and LTD operators performing vital services during the wildfires.

MOTION APPROVAL OF MEETING MINUTES — Ms. Secord moved to approve the minutes of the June 8, 2020, Committee meeting as presented. Mr. Skov provided the second.

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

ITEMS FOR BOARD RECOMMENDATION

Contract Amendment: Contract No. 2013-32: Trapeze Software Group (NOVUS/TripSpark) — Mr. Sanger stated the original contract implemented NOVUS, the software on which RideSource was operated. The amendment would add licensing, professional service and support for three additional NOVUS modules and partially grant funded with match from LTD's General Fund. He said implementation of the additional modules would assist LTD in meeting the tracking and reporting requirements for Non-Emergency Medical Transportation (NEMT), the largest client based served through the RideSource Call Center. A secondary benefit would provide an improved customer experience while alleviating some of the demand on customer service representatives.

Mr. Skov said LTD was using software with some of the same functionality through its contract with TransLoc and mobility on demand projects and TouchPass. Because of some overlap among software program, he asked if the software through Trapeze was evolving in the right direction. Ms. Beard said Trapeze was the parent company, but LTD initially contracted with TripSpark, which was a smaller, agile company on the cutting edge of the technology. NOVUS software was completely different than what LTD was doing with TransLoc and TouchPass. Throughout the process there were modifications to the NOVUS software to fit LTD's "one stop shop" model and during that time Trapeze bought TripSpark. She agreed that Trapeze was an extremely large company with many offerings, but

she felt it was evolving and that was a reason it had bought TripSpark and other cutting edge companies. She said staff was pleased with the company's responsiveness to LTD's needs.

In response to a question from Mr. Yeh, Ms. Beard said the amendment amount was for a one-time purchase of software modules and associated support service. Mr. Sanger added there would be an increase to the annual license fee that would be incorporated into the Trapeze contract of about \$50,000. He would provide that information in writing.

Ms. Mayall said licensing and maintenance fees on software contracts were typically about 10-20 percent of the initial cost of implementation.

Mr. Skov said in the interests of transparency the additional licensing fees should be disclosed when the amendment came before the full Board for approval. Ms. Beard explained that the purchase of software modules was part of the capital budget, but licensing and service fees were in the operating budget and could be tracked from year to year, with any increases explained by staff.

Ms. Secord asked for a written explanation of that in the agenda item summary. Mr. Skov concurred and said the distinction between capital and operating cost increases was not always clear in these types of contracts. Mr. Sanger said he would provide an explanation in the materials for the Board meeting.

Mr. Skov appreciated the description of benefits from the purchase, such as increased customer satisfaction and reduced demands on staff, and hoped that future agenda item summaries could provide that information in some form of performance metrics.

MOTION Mr. Secord moved that the Contract Committee forward Contract No. 2013-32 to the Board of Directors with a recommendation for approval with amendments to the agenda item summary as discussed. Ms. Secord provided the second.

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

IGA Amendment: IGA No. 2019-07: City of Cottage Grove Mobility on Demand Pilot Project — Ms. Secord said she was willing to forward the amendment to the Board, but because of the recent discussion of strategic planning, mobility on demand and mobility as a service, wondered if it should be forwarded to the Board for a fuller discussion.

Mr. Yeh said he had similar thoughts about a review by the full Board. He proposed that the committee proceed with its standard review and then recommend that the Board direct that future actions related to IGAs (intergovernmental agreements) to directly to the full Board because the nature of those agreements was different from contracts for the purchase of good and services.

Mr. Skov noted that an assessment of the mobility on demand program was scheduled for a future Board meeting agenda and he did not feel it made sense to review the IGA prior to that discussion.

Ms. Secord said she was likely to abstain from voting.

Ms. Beard said that an IGA was just another contract from a procurement standpoint. In order for the full Board to consider the IGA and have a discussion, under the committee's bylaws the committee had to forward it to the Board with a recommendation. The committee itself was not approving or disapproving contracts.

Mr. Skov said the IGA should be a separate agenda item at the Board meeting instead of on the Consent Calendar.

Ms. Beard explained that due to COVID-19 the pilot project was paused in March 2020. The amendment would extend the agreement in order to collect sufficient data to allow the Board to make a determination about whether the project should be continued.

Mr. Ahlen described the Cottage Grove mobility on demand pilot project. He said in March as part of its COVID-19 response several services were placed on hiatus and requested that the public only travel for essential trips. This included the Cottage Grove project, which was not intended as lifeline service. It was also paused because of pandemic safety concerns. The funding was primarily from the State Transportation Improvement Fund (STIF) and those funds were still available for the project. The anticipated end date of the pilot had passed, but LTD did not have the benefit of full data on which to evaluate it because of the long gap in service. With better information about COVID-19 transmission and the safety measures LTD had implemented, a decision to resume service was made but an extension of the pilot program period was necessary to collect the data required for an evaluation. The request was to extend the pilot period through the end of the fiscal year, June 30, 2021. That would require an additional \$35,220 to fill the extension, along with the STIF funds already allocated to the project.

Mr. Skov asked why an evaluation of the program had not yet been done. Mr. Ahlen said his last presentation to the Board on the program was in December 2019 and the service was stopped in March 2020. While some additional information was available from that three-month period, it was not substantial enough to allow conclusions to be drawn from the data.

Mr. Skov said the IGA should be forwarded to the Board with whatever additional information was available since the last presentation. He said LTD should continue to move forward with any type of multi-modal experimentation at this point to identify different ways of service the community during these times. He was in favor of forwarding the IGA to the Board with the additional context provided at the Board meeting.

Ms. Secord agreed with Mr. Skov.

Mr. Ahlen said he would be happy to provide additional information available since his last presentation. He said the City of Cottage Grove was in conceptual agreement with the proposed resumption of the program.

MOTION Mr. Skov moved that the Contract Committee forward the amendment to IGA No. 2019-07 as presented to the Board of Directors with a recommendation for approval. Ms. Secord provided the second.

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

ADJOURNMENT — Mr. Yeh adjourned the meeting at 4:35 p.m.

Recorded by Lynn Taylor