

MINUTES OF CONTRACT COMMITTEE MEETING

LANE TRANSIT DISTRICT

Monday, October 12, 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, October 12, 2020, beginning at 4:00 p.m., via ZOOM online.

Present: Carl Yeh, Chair
Josh Skov
General Manager Aurora Jackson
Sean Walker, General Counsel
Camille Gandolfi, Clerk of the Board
Mark Johnson, Assistant General Manager Service Delivery
Collina Beard, Director of Business Services
Harry Sanger, Project Coordinator
Cory Graham, Senior Systems Analyst

Absent: Emily Secord

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

COMMENTS FROM THE CHAIR — None.

MOTION APPROVAL OF MEETING MINUTES — Mr. Skov moved to approve the minutes of the September 13, 2020, Committee meeting as presented. Mr. Yeh provided the second.

VOTE The motion passed as follows:
AYES: Skov, Yeh (2)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord (2)

ITEMS FOR BOARD RECOMMENDATION

Contract No. 2020-154: Dell — Mr. Graham stated that the Dell contract would replace LTD's current backup and recovery system. The hardware and software would provide LTD with reliable backups and protect critical data from outside threats. There were six respondents to the Request for Information (RFI). Each was thoroughly vetted and the Dell solution found to best meet LTD's criteria. The purchase would be through the NASPO Cooperative Agreement. Total contract value was \$299,100 for five years of hardware support, software, licensing and implementation. Federal 5307 funds, with a General Fund match of 20 percent, would be used for the purchase.

Mr. Skov conveyed a question from Ms. Secord about how the cost of the new system would compare to the old system and whether the funds were already in the budget. Mr. Graham said in FY2020 annual support for the backup system was \$27,000 and the annual cost of

the new system, after five years of support, would be slightly more. The funds used for the purchase would be federal 5307, with a 20 percent General Fund match. The funds had been budgeted.

Mr. Yeh asked what company had previously provided backup for LTD and if the new solution was cloud-based. Mr. Graham replied that it was Convault. The new system was cloud-based and he could provide additional details in an executive session for security reasons.

MOTION Mr. Skov moved that Contract No. 2020-154 to the Board of Directors with a recommendation for approval. Mr. Yeh provided the second.

VOTE The motion passed as follows:
AYES: Skov, Yeh (2)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord (1)

Contract No. 2020-158: TransTrack — Mr. Sanger stated that accurate reporting into the National Transit Database help ensure that LTD received appropriate annual funding. The current NTD reporting included a manual process that was not integrated or automated with the other systems and the acquisition of software would help standardize the process. The contract amount of \$405,420 included implementation services of \$101,100 and first year of fees at \$57,320 for a total upfront cost of \$158,420. That amount was included in the FY2021 CIP budget and the continuing maintenance fees would increase no more than 15 percent per year. The project would be funded from the General Fund. Included in the contract was import of LTD's data back to July 1, 2019. The contract was designated as a sole source because TransTrack was unique in that area of the transit industry specializing in reporting functions for mandatory NTD reporting.

Mr. Yeh asked if the solution was software only with no hardware. Mr. Sanger said it was a cloud-based software only solution. He described how the software would collect data from a number of LTD systems and would automate a process currently being done manually.

Mr. Skov asked if there would be any new functionality from using TransTrack that would provide additional insights into operations. Mr. Sanger said there was the potential for that through development of new reports in the future to realize those benefits.

Mr. Skov asked for an update once the new system was operational to discuss options for providing additional operational information to the Board and internally. He noted that TransTrack had been identified as the only option given LTD's legacy systems and asked when there would be an opportunity to revisit the entire system, both hardware and software. Assistant General Manager Service Delivery Mark Johnson said the District was looking at upgrading its current systems, particularly related to service planning and operations. Review of the CAD/AVL system was about three years in the future. Once all of the system were to a level where they were functioning as needed, then they could be reviewed as a package. He said the TransTrack system would also help with the American Bus Benchmarking Group (ABBG) reporting.

Mr. Skov asked if the contract would commit LTD to a fourth and fifth year if a new CAD/AVL system was in place sooner. Mr. Sanger said he intended to contact the vendor to clarify that if LTD chose a shorter period of time it would not be paying for unneeded support and

maintenance. Ms. Jackson said available technology was continuously evolving and able to communicate with other systems. LTD would not want to invest in a system that did not have that communications capability. The TransTrack technology was proven to be able to communicate with transit CAD/AVL. Even if LTD continued with TransTrack for the entire five-year period it would be a phased approach that did not involve double-paying for service during a transition.

Mr. Skov asked to have the information about opting out of the contract before the entire five years before the contract went before the full Board of Directors. Ms. Jackson said that information could be incorporated in an updated agenda item summary and understood the committee's recommendation was contingent on inclusion of that information.

MOTION Mr. Skov moved to forward Contract No. 2020-158 to the Board of Directors with a recommendation for approval pending the changes discussed during the meeting. Mr. Yeh provided the second.

VOTE The motion passed as follows:
AYES: Skov, Yeh (2)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord (1)

ADJOURNMENT — Mr. Yeh adjourned the meeting at 4:22 p.m.

Recorded by Lynn Taylor