



LANE TRANSIT DISTRICT BOARD OF DIRECTORS WORK SESSION

Wednesday, March 02, 2022
5:00 – 6:30 p.m.

VIRTUAL MEETING

Zoom details for provided on the web calendar at www.LTD.org.

Watch live on channel 21 or via link: <https://metrotv.ompnetwork.org/>

No public testimony will be heard at this meeting.

AGENDA

	<u>ITEM</u>	<u>Time</u>	<u>Page</u>
I.	CALL TO ORDER	5:00 p.m.	
II.	ROLL CALL <input type="checkbox"/> Caitlin Vargas (President) <input type="checkbox"/> Pete Knox <input type="checkbox"/> Don Nordin (Vice President) <input type="checkbox"/> Emily Secord (Secretary) <input type="checkbox"/> Michelle Webber (Treasurer) <input type="checkbox"/> Gino Grimaldi <input type="checkbox"/> Susan Cox		
III.	COMMENTS FROM BOARD PRESIDENT <i>This agenda item provides an opportunity for the Board president to formally communicate with the Board on any current topics or items that may need consideration.</i>		
IV.	COMMENTS FROM THE GENERAL MANAGER <i>This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.</i>		
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA <i>This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements.</i>		
A.	GENERAL MANAGER RECRUITMENT PROCESS: <i>Materials Included</i> [Mark Johnson, TransPro] Action Needed: None. Information Only	5:05 p.m.	2
B.	RIDESOURCE OPERATIONS OVERVIEW: <i>Materials Included</i> [John Ahlen] Action Needed: None. Information Only	5:35 p.m.	4
C.	CM/GC CONTRACTING METHOD: OPERATIONS COMMAND CENTER AND EUGENE STATION MODERNIZATION PROJECTS: <i>Materials Included</i> [Todd Smith/Sarah Brightman] Action Needed: None. Information Only	6:00 p.m.	6
D.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD	6:25 p.m.	8
VI.	ADJOURNMENT	6:30 p.m.	

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).



AGENDA ITEM SUMMARY

DATE OF MEETING:	March 2, 2022
ITEM TITLE:	GENERAL MANAGER RECRUITMENT PROCESS
PREPARED BY:	Mark Johnson, Interim General Manager
DIRECTOR:	N/A
ACTION REQUESTED:	Information and Discussion

PURPOSE: To update the Board on progress on the General Manager recruitment process, including a proposed plan for candidate interviews and finalist selection.

ROLE OF THE BOARD: The Board's role in this instance is to perform their statutory requirement of hiring a general manager.

BOARD DIRECTIVE ALIGNMENT: Pursuant to ORS 267.135(1) the board shall appoint a general manager on the basis of the qualifications of the general manager with special reference to the actual experience in or knowledge of accepted practices in respect to the duties of the office of the general manager. A general manager shall hold office for an indefinite term and may be removed by the board only by an affirmative vote of a majority of the members.

COMMUNICATION:

- At its August 4, 2021, Board meeting, the Board adopted resolution no. 2021-08-04-040 appointing Mark Johnson, the current Assistant General Manager, as the Interim General Manager beginning on September 7, 2021, and until a new general manager is hired. At this meeting, the Board directed staff to bring the matter of the recruitment process for a new general manager back for discussion at the September 15, 2021, regular Board meeting.
- At the September 15, 2021, regular Board meeting the Board directed staff to schedule a presentation from the potential General Manager recruitment consultant. The presentation was scheduled for a special Board meeting on October 6, 2021.
- At the October 6, 2021, special Board meeting, the consultant provided the requested presented to the Board and the Board agreed to move forward with utilizing the consultant to do a nationwide search for a new General Manager.
- At the November 3, 2021, Board work session, the Board received an overview of the recruitment process and proposed timeline.
- At the December 1, 2021, Board retreat, the consultant took the Board through an exercise to determine the expectations, competencies and values for the new general manager to inform the development of the updated job description.
- At the January 5, 2022, Board work session, the Board received a presentation on core competencies, understanding base compensation, the current (interim) general manager compensation structure, and next steps.
- At the January 18, 2022, Comprehensive & Accessible Services Transportation Committee meeting, the consultant provided an update on the recruitment process and accepted feedback from committee members.
- At the February 2, 2022, Board work session, the Board received a presentation providing a recap of the chosen core competencies; and reviewing the job description, recruitment strategy, and compensation analysis.

DATES PRESENTED TO THE PUBLIC:

- In December a survey was sent to nearly 400 community members and to employees.
- There have been nine zoom forums led by TransPro with community leaders and two meetings with employees (directors and staff).
- More than 80 community members were invited to participate in the forums and the forums were complete on January 18.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic areas of: Customer Satisfaction, Employee Engagement, & Community Value.

DESCRIPTION: One of the primary roles of the Board of Directors is to hire and manage the District's general manager. This report will provide a project overview, updated recruiting activity, an interview process discussion and next steps.

BACKGROUND: Since its formation in 1970 LTD has employed 6 general managers. Most recently, the last general manager served for just under 6 years with a resignation effective September 7, 2021. To support the transition between the previous general manager and the next general manager, Mark Johnson, assistant general manager, was appointed as the District's interim general manager. Mark Johnson served as the assistant general manager beginning in 2016. A former bus operator, Johnson has served in various leadership and management capacities during a career spanning nearly 40 years. He has been at LTD for 23 years, where he has served as the District's Assistant General Manager, Director of Operations and Customer Service, and Director of Transit Operations. Prior to LTD, Mr. Johnson was the Assistant Manager of Operations at Pierce Transit in Tacoma, Washington. Interim General Manager Johnson will continue to serve in his current capacity until a new general manager is hired.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS:

March:

- Screenings/Interviews (TransPro)
- Background/other checks

April:

- Schedule Board interviews
- Schedule candidates with employees & stakeholders

The Board will continue to receive updates on the status of the recruitment process at future meetings.

SUPPORTING DOCUMENTATION:

- PowerPoint Presentation

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: March 2, 2022

ITEM TITLE: RIDESOURCE OPERATIONS OVERVIEW

PREPARED BY: John Ahlen, Accessible Services Program Manager

DIRECTOR: Cosette Rees, Director of Customer, Accessible and Specialized Services

ACTION REQUESTED: None. Information Only

PURPOSE: LTD staff will present to the Board an overview of current RideSource operations and associated services, for the purpose of informing Board members prior to anticipated future action items.

BOARD COMMUNICATION: This is the first of several planned presentations eventually leading to a request for Board approval of a new RideSource operations contract. Additional information is expected to be presented at the 3/15/22 Board meeting, and again as the procurement process progresses.

PUBLIC COMMUNICATION: LTD has initiated a RideSource administrative advisory committee including riders, community organizations, and stakeholders who provide strategic guidance and recommendations for RideSource services. A publicly posted request for proposals will solicit bids for an upcoming operations contract.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic areas of: Customer Satisfaction, Community Value, Financial Health, and Sustainability.

DESCRIPTION: RideSource services are both a federal requirement and a critical transportation service for many older adults and people with disabilities. Customer Satisfaction is a direct performance metric measured in RideSource services.

RideSource serves our community of older adults and people with disabilities, meeting an expectation that everyone should have an opportunity to travel to work, to medical appointments, to the grocery store, and to contribute towards independence and satisfaction. In this way we meet an important community value which brings to our area a wide network of governments, non-profits, and social services and a larger than national average proportion of older adults and people with disabilities that have chosen to call Lane County home.

The upcoming RideSource operations contract will be one of LTD's highest value contracts. Ensuring LTD meets its responsibilities to provide high quality transportation services to older adults and people with disabilities while remaining a responsible steward of available resources is an exercise in both Financial Health and Sustainability.

BACKGROUND: RideSource continues to function as one of the largest services that LTD offers, and it remains important to regularly inform and update the Board on program outcomes. LTD periodically offers a solicitation for public procurement of RideSource operations, expected again throughout 2022 and which will require Board approval. Information sessions such as these are intended to provide important background information to Board members leading to an eventual request for contract approval.

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

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Future presentations will be scheduled to provide additional information and progress updates leading to an eventual request for an operations contract approval.

SUPPORTING DOCUMENTATION:

- PowerPoint Presentation

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: March 2, 2022

ITEM TITLE: CONSTRUCTION MANAGER/GENERAL CONTRACTOR CONTRACTING METHOD: OPERATIONS COMMAND CENTER AND EUGENE STATION MODERNIZATION PROJECTS

PREPARED BY: Todd Smith, Facilities Project Manager;
Sarah Brightman, Procurement Contract Officer

DIRECTOR: Joe McCormack, Director of Facilities Management

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board with information on the proposed contracting method of Construction Manager/General Contractor (CMGC) for the Operations Command Center and Eugene Station Modernization projects.

BOARD COMMUNICATION: This is the first communication for this topic.

PUBLIC COMMUNICATION: This is the first communication for this topic.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of: Community Value, Customer Satisfaction, Employee Engagement, Financial Health, and Sustainability.

DESCRIPTION: The Operations Command Center and Eugene Station Modernization projects have been adopted in the 2022-2031 Community Investment Plan (CIP) and are funded by the CARES ACT. The CMGC project delivery method topic for the March Board work session will provide an introduction to the Board on this alternative contracting method commonly used by public agencies. Several Board members may already be familiar with it, while it may be new to others. In April, the Board will be asked to make a decision based on the findings of using this alternative contracting method. The findings will determine whether GMGC it is the best suited method for these two upcoming projects.

The Operations Command Center and the Eugene Station Modernization projects are complex in terms of the types of work involved and the logistics of integrating an active construction site into business and residential neighborhoods. In addition, these projects will be in occupied and/or adjacent to existing transit facilities during the normal operations of the transit system. The types of work will include new construction, major additions, demolition, non-routine maintenance, safety and security upgrades, and ADA enhancements; all of which require an integrated and comprehensive design and construction approach such as CMGC. The projects will require detailed planning and coordination that identify and accommodate the operational transit system requirements that will be impacted during construction to minimize the associated impacts to the operations of the transit system while ensuring the safety of staff, and the general public. The ability to involve construction expertise during the design process to develop the unique schedules, processes, and methods necessary for successful project delivery is a critical component of the overall Projects. These projects and the use of the CMGC delivery method enhances the value to the community, provides greater customer satisfaction, promotes employee engagement, supports LTD's financial health now and into the future, and further environmental sustainability goals.

BACKGROUND: The Lane Transit District (LTD) Board approved the Community Improvement Plan (CIP) which will provide Federal, State, and Local funds for the construction, additions and repairs of transit facilities and other

Construction Manager/General Contractor Contracting Method: Operations Command Center and Eugene Station Modernization Projects

property used for District purposes. As part of the initial pre-design and planning phase, the District staff have identified the need to consider alternative contracting methodologies to address specific types of work. Two projects identified for consideration are the Operations Command Center and the Eugene Station Modernization. Staff have reviewed various contracting methods best suited to address these two complex, technically and logistically challenging projects. Staff have also reviewed contracting methods most recently utilized by other Oregon transit districts and public agencies. Based on the experience of staff and the review of projects completed in transit districts, state, and local public agencies in Oregon, it is recommended that LTD use a CMGC construction contracting methodology for the Operations Command Center and Eugene Station Modernization projects.

LTD has used this alternative contracting method on the following projects: 2005-Franklin/Downtown to Downtown BRT, 2009-Gateway/Pioneer Parkway, BRT, 2009-Fleet Building Remodel/Expansion, 2015-West Eugene BRT. In addition, the CMGC contracting methodology has been successfully used or is the selected methodology by Oregon Department of Transportation, TriMet, the cities of Eugene and Springfield, the Oregon University System, Eugene School District 4J, Lane Community College, and the Eugene Water and Electric Board (EWEB). Selection of the CMGC firms will include a vigorous Request for Proposal (RFP) process. The RFP will include a detailed description of the project, contract terms and conditions, and specific criteria, which will be used for the CMGC selection. Firms selected to provide CMGC services will be integral members of the project teams from early design through construction.

A presentation will be provided to give further context and detail.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Facilities will prepare written findings and Procurement will publish a notice of the findings for a public comment period. The team will bring this information back to the Board seeking approval of the findings to proceed with the alternative contracting process known as CMGC.

SUPPORTING DOCUMENTATION:

- PowerPoint Presentation

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: March 2, 2022

ITEM TITLE: ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Information and Discussion

PURPOSE: To provide the Board with an opportunity to add agenda topics to future meetings and view previously requested agenda items with an estimated date of delivery.

BOARD COMMUNICATION: This is a reoccurring monthly agenda item.

PUBLIC COMMUNICATION: This is a reoccurring monthly agenda item.

STRATEGIC BUSINESS PLAN: The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of: Community Value.

DESCRIPTION: Listed below are Action or Information items that the Board has requested be included on the agendas for future Board meetings.

There are no agenda items to display at this time.

BACKGROUND: N/A

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Based on direction from the Board, staff will add Board approved agenda items to future meetings.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A