



**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING**

Wednesday, April 20, 2022
4:30 – 6:30 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:

AGENDA

	<u>ITEM</u>	<u>Time</u>	<u>Page</u>
I.	CALL TO ORDER	4:30 p.m.	
II.	ROLL CALL		
	<input type="checkbox"/> Caitlin Vargas (President) <input type="checkbox"/> Gino Grimaldi <input type="checkbox"/> Don Nordin (Vice President)		
	<input type="checkbox"/> Emily Secord (Secretary) <input type="checkbox"/> Michelle Webber (Treasurer) <input type="checkbox"/> Pete Knox <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>		
VI.	EMPLOYEE OF THE MONTH - APRIL	4:40 p.m.	4
VII.	AUDIENCE PARTICIPATION	4:45 p.m.	

Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. **Please note the following instructions:**

1. To indicate that you would like to provide testimony, please use the raise your hand button.
2. For those attending via phone only, press *9 on your phone to raise your hand.
3. When it is your time to speak, your name will be called.
 - o For those attending via phone only, the last three (3) digits of your phone number will be called.
4. Please state your name, city of residence, and who you are representing for the audio record.
5. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided.
6. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at clerk@ltd.org.
7. Public testimony is limited to three (3) minutes per community member. A timer will be displayed on the screen and will beep when the three (3) minutes is up.

		Time	Page
VIII.	PUBLIC HEARING: PROPOSED FISCAL YEAR 2022-2023 ANNUAL Budget [Christina Shew]	4:55 p.m.	5
	1. Staff Presentation		
	2. Opening of Public Hearing by Board President		
	3. Public Testimony		
	4. Closing of Public Hearing		
	5. Board Comments and Questions		
IX.	BOARD MEMBER REPORTS	5:10 p.m.	7
	<i>This report provides an overview of the topics that have been 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.</i>		
X.	CONSENT CALENDAR:	5:15 p.m.	10
	Action Needed: Approval		
	1. Delegated Authority Report – MARCH		
XI.	DELEGATED REPRESENTATIVE FOR APPLICATION AND RECEIPT OF FEDERAL GRANT FUNDING: <i>Materials Included</i> [Christina Shew]	5:20 p.m.	12
	Action Needed: Adoption		
XII.	LTD SUBDISTRICT REDISTRICTING RECOMMENDATION: <i>Materials Included</i> [Tiffany Edwards]	5:25 p.m.	15
	Action Needed: Adoption		
XIII.	APPROVAL OF FINDINGS AND REQUEST FOR EXEMPTION TO PROCEED WITH CM/GC DELIVERY METHOD ALTERNATIVE CONTRACTING FOR ESM AND OCC: <i>Materials Included</i> [Todd Smith, Sarah Brightman]	5:35 p.m.	18
	Action Needed: Adoption		
XIV.	LTD PUBLIC MEETINGS: IN-PERSON, VIRTUAL & HYBRID: <i>Materials Included</i> [Mark Johnson]	5:45 p.m.	21
	Action Needed: Adoption		
XV.	UNITED FRONT UPDATE: <i>Materials Included</i> [Tiffany Edwards]	5:50 p.m.	25
	Action Needed: None. Information Only		
XVI.	BOARD BYLAWS AND GOVERNANCE POLICY REVIEW DISCUSSION: <i>Materials Included</i> [Mark Johnson]	6:00 p.m.	27
	Action Needed: Discussion		
XVII.	WRITTEN REPORTS – RESPOND IF QUESTIONS		
	A. FINANCIAL PERFORMANCE INDICATORS AND QUARTERLY FINANCIAL REPORT [Christina Shew]		
	<i>Reports are provided on the financial health of the district on a Quarterly basis. These reports provide District financial information including highlights, trends, audits, key statistics and operating performance in order to provide context and aid the Board decision that impact the financial health of the District.</i>		

	<u>Time</u>	<u>Page</u>
B. MONTHLY DEPARTMENT REPORTS – APRIL [Mark Johnson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>		31
C. ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING <i>Attached is a list of action or information items that will be included on the agenda for future Board meetings.</i>		40
XVIII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		42
XIX. ADJOURNMENT	6:30 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: April 20, 2022
ITEM TITLE: APRIL EMPLOYEE OF THE MONTH
PREPARED BY: Matt Imlach, Director of Fleet Management; Eric Evers, Maintenance Manager
DIRECTOR: Mark Johnson, Interim General Manager
ACTION REQUESTED: None. Information Only

BACKGROUND: Journeyman Mechanic, Jesse Pritchard, has been selected to receive the April 2022 Employee of the Month (EOM) award. Mr. Pritchard was hired as a General Service Worker in 2012 and promoted to Journeyman Mechanic in 2016.

Mr. Pritchard has demonstrated his concern for his co-workers' safety by researching bus barrier modifications to improve the integration of operator barriers on the EmX system. He has taken it upon himself to find alternative latching solutions for the barriers that LTD purchased so that EmX operators can safely operate these large buses without the glare caused by the original configuration. Mr. Pritchard has not allowed parts supply issues to deter him from his attempts to solve this problem. With the increase of security incidents on our EmX system, it is comforting to know that the people working on our fleet team really do have employee and passenger safety in mind. After several discussions with Mr. Pritchard, it has become clear that he takes great pride in his work and has very creative solutions for any obstacles that may arise.

When asked to comment on Jesse's selection as EOM, Director of Fleet Management, Matt Imlach, said:

"Jesse is a great team player and is willing to serve the District in whatever capacity to keep our fleet safely on the road. Jesse started out with LTD as a General Service Worker and in just over three years transitioned to a Journey Mechanic given his breadth of skills and knowledge. Jesse's positive and caring attitude is infectious to the team and it has been a delight to work with him over the years. This recognition comes as no surprise since this type of behavior is what we see from Jesse on a regular basis."

Maintenance Manager, Eric Evers, also provided comment on Jesse's selection by saying:

"So well deserved! Jesse is a positive, hardworking and multi-talented fleet team member. He represents well what the Fleet team brings to LTD's overall Mission, Vision and Values. Congratulations Jess!"

AWARD: Matt Imlach will attend the April 20 Board meeting to speak to Mr. Pritchard nomination. Mr. Pritchard's award will be provided to him by the Human Resources department.



AGENDA ITEM SUMMARY

DATE OF MEETING:	April 20, 2022
ITEM TITLE:	PUBLIC HEARING: PROPOSED FISCAL YEAR 2022-2023 ANNUAL BUDGET
PRESENTER:	Christina Shew, Director of Finance
DIRECTOR:	Mark Johnson, Interim General Manager
ACTION REQUESTED:	Public Hearing

PURPOSE: To request that the Board of Directors hold a public hearing for the Fiscal Year 2022-2023 (FY23) proposed Budget which includes an amended 2022-2031 Community Investment Plan (CIP) and a 2022-2031 Long-range Financial Plan (LRFP). This hearing is in accordance with ORS 294.453.

HISTORY: In accordance with ORS 294.408, the Board of Directors must adopt a budget for each of its six (6) funds by the close of the current fiscal year. For LTD, the fiscal year ends on June 30, 2022.

Oregon Budget Law is designed to encourage citizen involvement in the control and expenditure of public funds. Therefore, prior to adoption, the proposed budget must: 1) Be reviewed and approved by a Budget Committee as presented or amended (ORS 294.414); 2) Have a public hearing on the Budget Committee approved budget (ORS 294.453); and 3) self-balance (resources>= expenditure) by fund (OAR 150-294.352(1)-(A)).

The proposed Budget for FY23 along with an amended 2022-2031 CIP and 2022 – 2031 LRFP was posted for public comment on Monday, April 5, 2022. The Budget Committee questioned, reviewed, approved and forwarded a recommendation to the Board to adopt the FY23 Budget, amended 2022-2031 CIP and the 2022-2031 LRFP as presented on April 12, 2022. A notice of Budget Committee meeting (OR-LB-NBC) was published on March 23 and a financial summary and Notice of Budget Hearing (form LB-1) was published on April 15, 2022, in accordance with ORS 294.438.

A link to the presentation made at the April 12 Budget Committee is posted on the LTD website and provides the basis for the public hearing.

CONSIDERATIONS: In alignment with Oregon Local Budget Law, staff recommend that the Board hold a public hearing regarding the FY23 proposed budget, 2022-2031 CIP and 2022-2031 LRFP.

ALTERNATIVES:

- The Board may postpone the public hearing on the FY23 proposed Budget, 2022-2031 CIP & 2022-2031 LRFP to an alternate date on or before adoption.
- The Board may hold a public hearing on the FY23 proposed Budget, 2022-2031 CIP & 2022-2031 LRFP and request a second public hearing on or before adoption.

NEXT STEPS:

- Staff will update the FY23 proposed Budget, 2022-2031 CIP & 2022-2031 LRFP based on direction from the Board of Directors.
- Staff will be requesting Board adoption of the FY23 budget, 2022-2031 CIP & 2022-2031 LRFP as presented or amended at the May 18, 2022, Board of Directors meeting. Adoption by the Board of Directors creates the authority for LTD to spend public money effective July 1, 2022.
- After FY23 Budget, 2022-2031 CIP & 2022-2031 LRFP adoption, staff will file the FY23 budget with the State of Oregon, as required by Oregon Budget Law, and the new budget will become the FY23 business plan beginning July 1, 2022.

SUPPORTING DOCUMENTATION:

- 1) Proposed Budget Presentation 2022-2023 <https://www.ltd.org/annual-budget/>
- 2) Proposed 2022-2023 Budget Book <https://www.ltd.org/annual-budget/>

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2022
ITEM TITLE: BOARD MEMBER REPORTS
PREPARED BY: Camille Gandolfi, Clerk of the Board
DIRECTOR: Mark Johnson, Interim General Manager
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. **Ad Hoc Board Bylaw Review Committee:** This ad hoc committee has been created for the purpose of reviewing and updating the Board of Directors bylaws. The committee is composed of Board members Emily Secord, Michelle Webber, and Susan Cox. At the March 21 meeting, committee members reviewed and discussed proposed and recommended changes to current Board bylaws and began review of the Board's governance policies. The next meeting has not been scheduled.
2. **Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board members Pete Knox and Susan Cox, members of local units of government, and community representatives. At the March 29 meeting, committee members received updates on the general manager recruitment process; the Strategic Business Plan; the Fixed-Route Service Policy; the RideSource Operations Analysis; MovingAhead; and the Mobility Management Strategy. The next meeting is scheduled for April 27.
3. **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. At the April 12 meeting, committee members reviewed the FY2022-2023 Annual Budget; the FY2022-2031 amended Community Investment Plan; and the FY2022-2031 Long-Range Financial Plan. The next meeting is scheduled for October 5.
4. **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, Interim General Manager Mark Johnson is the alternate. At the March 13 meeting, committee members received updates from ODOT, Central Lane Metropolitan Policy Committee, and members; received a presentation on Creswell OR99 intersection improvements; and reviewed and discussed the LaneACT Area Strategy. The next meeting is scheduled for May 11. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.
5. **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 Pete Knox, Susan Cox, and Don Nordin, serve as LTD's representatives. At the April 19 meeting, committee members received updates on the STIF/STF consolidation; the Fixed-Route

Service Policy; the Strategic Business Plan; and the service plan for Fall 2022. The next meeting is scheduled for July 19.

No Meetings were held for the following committees:

1. **LCOG Board of Directors:** Board member Pete Knox serves as LTD's representative on the LCOG Board of Directors as a non-voting member; Board member Michelle Webber 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 April 28. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.
2. **Metropolitan Policy Committee (MPC):** Board members Caitlin Vargas and Don Nordin are LTD representatives; the alternate Board member seat is currently vacant; Interim General Manager Mark Johnson is the District's ex-officio attendee. MPC meetings are held on the first Thursday of each month. The April 7 meeting was canceled. The next meeting is scheduled for May 5. For more information about MPC, please go to: <https://www.lcog.org/bc-mpc>.
3. **LTD Board Contract Committee:** The Board Contract Committee is composed of Board members Michelle Webber, Emily Secord, and Susan Cox. The committee meetings are scheduled for the second Monday of each month. The April 11 meeting was canceled. The next meeting is scheduled for May 9.
4. **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 Michelle Webber serves as one of the trustees. The meeting is scheduled for May 10.
5. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board members Gino Grimaldi and Michelle Webber serve as LTD's representatives. The next meeting has not been scheduled. For more information about Main Street, please go to: <http://ourmainstreetspringfield.org/>.
6. **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, Michelle Webber, the third seat is vacant. The next meeting has not been scheduled.
7. **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 and Emily Secord, the third seat is currently vacant. The next meeting has not been scheduled.
8. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organization (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 has not been scheduled. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
9. **State Transportation Improvement Fund (STIF) Committee:** Pursuant to the Oregon Transportation Commission's January approval of the rules consolidating the STIF and STF plans, staff will bring an overview of the changes, and recommendations reflecting these changes to a future LTD Board meeting.
10. **Special Transportation Fund (STF) Committee:** Pursuant to the Oregon Transportation Commission's January approval of the rules consolidating the STIF and STF plans, staff will bring an overview of the changes and recommendations reflecting these changes to a future LTD Board meeting.
11. **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 Gino Grimaldi, 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: <https://www.movingahead.org>

12. **Vision Zero Task Force**: The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. LTD Board member Gino Grimaldi serves as LTD's representative; Interim General Manager Mark Johnson 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: April 20, 2022
ITEM TITLE: CONSENT CALENDAR
PREPARED BY: Camille Gandolfi, Clerk of the Board
DIRECTOR: Mark Johnson, Interim General Manager
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 April 20, 2022, consists of:

- Approval of Delegated Authority Report - March

ATTACHMENT:

- 1) Delegated Authority Report - March

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-04-20-017; It is hereby resolved that the Consent Calendar for April 20, 2022, is approved as presented [amended].

**LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
March 2022**

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
2/21/2022	Willamalane Park & Recreation District	Vehicle Lease	Vehicle Lease	Jul. 1, 2020 - Jun. 30, 2024		\$ 50.00	M.Johnson	New Vehicle Lease Agreement
3/9/2022	DHM Research	Market Research Services-Community Awareness Survey	Personal Services	Mar. 9, 2022 - Mar. 8, 2023		\$ 50,000.00	M.Johnson	New Contract
3/16/2022	Taryn M Consulting	Interim HR Director	Personal Services	Mar. 22, 2021 - Jun. 30, 2022		\$ 150,000.00	M.Johnson	Extending for time and increasing NTE for extra time
3/16/2022	EAN Holdings, LLC	Van Pool	Professional Services	Jul. 1, 2017 - Jun. 30, 2023			M.Johnson	Option Year 3
Group Pass/Non-Profit Program								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
3/2/2022	Academy for Character Education	Student Pass Agreement	Student Pass Agreement	Jan. 5, 2022 - ongoing			M.Johnson	New Agreement
3/3/2022	Oregon Eugene Mission	Non-Profit Pass Program	Non-Profit Pass	Jan. 1, 2022 - ongoing			M.Johnson	New Agreement
3/15/2022	University of Oregon	Group Pass Program	Group Pass	Jul. 1, 2021 - ongoing			M.Johnson	New Agreement



AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2022

ITEM TITLE: DELEGATED REPRESENTATIVE FOR APPLICATION AND RECEIPT OF FEDERAL GRANT FUNDING

PREPARED BY: Christina Shew, Director of Finance

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: A Federal Transit Administration (FTA) funds recipient requirement is for Boards to authorize by resolution the delegated representative to apply for and accept Federal grant funding on the District's behalf.

BOARD COMMUNICATION: This was last brought to the Board in June 2011 when the Board authorized by resolution number 2011-018 the General Manager, General Manager Pro Tempore, their designees and Chief Financial Officer as the authorizing representatives.

PUBLIC COMMUNICATION: N/A

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: Financial Health.

DESCRIPTION: The Federal Transit Administration has been authorized to provide funding to support public transportation under 49 U.S.C. Chapter 53. Grants or cooperative agreements for Federal financial assistance impose certain obligations upon the District and may require the District to provide the non-Federal share of transportation-related expenses supported with Federal financial assistance. The District has the authority to apply for and receive Urbanized Area Formula Program assistance authorized by 49 U.S.C. §5307, either alone or in addition to other Federal assistance administered by the Federal Transit Administration. Lane Transit District is the Designated Recipient for the Eugene Urbanized Area as defined by 49 U.S.C. §5307(a)(2) and has received authority from the Governor of the State of Oregon to apply for Urbanized Area Formula Program assistance. These funds are applied for, awarded and drawn down using FTA computer systems. These systems are also used to annually provide certain required certifications and assurances. These systems are the Transit Award Management System (TrAMS) for applying for grants and submitting certifications and assurances and the Electronic Clearing House Operations (ECHO) system for drawing down awarded funds. To utilize these systems, the FTA requires the District's Board to authorize by resolution the delegated representative to submit and file all 1) District applications for Federal assistance, 2) annual certifications, assurances and other required documents, 3) grant and cooperative agreements, 4) payment draws against available grant funding

BACKGROUND: The Board adopted resolution number 2011-018 authorizing the General Manager, General Manager Pro Tempore, their designees and Chief Financial Officer as the authorizing representatives to execute and file 1) District applications for Federal assistance, 2) annual certifications, assurances and other required documents, 3) grant and cooperative agreements, 4) payment draws against available grant funding.

In our meeting with the FTA in March 2022, a current Board-adopted delegated representative authorizing resolution was requested in order to award current pending and future grant requests.

CONSIDERATIONS: Until a current Board-adopted delegated representative authorizing resolution is sent to the FTA, no grants will be awarded to the District. All currently pending grants are on hold awaiting this Board resolution.

NEXT STEPS: Once the Board adopts the delegated representative authorizing resolution, it will be sent to the FTA and pending grants will be awarded.

SUPPORTING DOCUMENTATION:

- 1) TrAMS Designation of Signature Authority
- 2) LTD Authorizing Resolution – June 2018
- 3) Resolution No. 2022-04-20-020

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-04-20-020:

It is hereby resolved that the LTD Board of Directors authorizes the general manager to be the delegated representative to apply for and accept Federal grant funding on the District's behalf.



RESOLUTION NO. 2022-04-20-020

RESOLUTION AUTHORIZING THE FILING OF APPLICATIONS WITH THE FEDERAL TRANSIT ADMINISTRATION, AN OPERATING ADMINISTRATION OF THE UNITED STATES DEPARTMENT OF TRANSPORTATION, FOR FEDERAL TRANSPORTATION ASSISTANCE AUTHORIZED BY CHAPTER 53 OF TITLE 49 OF THE UNITED STATES CODE AND ANY OTHER FEDERAL STATUTES ADMINISTERED BY THE FEDERAL TRANSIT ADMINISTRATION

WHEREAS, the Federal Transit Administration has been authorized to provide funding to support public transportation under 49 U.S.C. Chapter 53;

WHEREAS, grants or cooperative agreements for Federal financial assistance will impose certain obligations upon Lane Transit District and may require Lane Transit District to provide the non-Federal share of transportation-related expenses supported with Federal financial assistance;

WHEREAS, Lane Transit District is legally authorized under Federal, state, or local law to apply for and receive Federal assistance;

WHEREAS, Lane Transit District has the authority to apply for and receive Urbanized Area Formula Program assistance authorized by 49 U.S.C. §5307, either alone or in addition to other Federal assistance administered by the Federal Transit Administration. Lane Transit District is the Designated Recipient for the Eugene Urbanized Area as defined by 49 U.S.C. §5307(a)(2) and has received authority from the Governor of the State of Oregon to apply for Urbanized Area Formula Program assistance.

WHEREAS, Lane Transit District is required to provide certain certifications and assurances to the Federal Transit Administration at least annually;

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, adopts a resolution establishing the following:

1. That the General Manager or designee is authorized to submit and file an application for Federal assistance as a "Submitter" on behalf of Lane Transit District with the Federal Transit Administration for Federal assistance authorized by 49 U.S.C. Chapter 53 or any other Federal statutes authorizing activities administered by the Federal Transit Administration.
2. That the General Manager or designee is authorized to execute and file with the Federal Transit Administration the annual certifications and assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement as an "Official".
3. That the General Manager is authorized to execute the grant and cooperative agreements with the Federal Transit Administration on behalf of Lane Transit District as an "Official".
4. That the legal counsel to Lane Transit District or designee is authorized to execute the certifications and assurances with the Federal Transit Administration on behalf of Lane Transit District as "Attorney".
5. That the General Manager or designee is authorized to draw payments against available grant funding using the ECHO web system or other Federal Transit Administration automated application used to request payments from grant awards.

ADOPTED BY THE LANE TRANSIT BOARD OF DIRECTORS ON THIS 20TH DAY OF APRIL 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2022

ITEM TITLE: LTD SUBDISTRICT REDISTRICTING RECOMMENDATIONS

PREPARED BY: Tiffany Edwards, Intergovernmental Relations Manager

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To provide a verbal presentation and summary of LTD's subdistrict redistricting process; current timeline; review of proposed subdistrict maps; public testimony and a recommendation to the Board for adoption.

ROLE OF THE BOARD: The Board will be asked to vote to approve a recommendation on adoption of a new LTD Board subdistrict map to be submitted to the Secretary of State by May 16, 2022.

BOARD COMMUNICATION: At the December 15, 2021, and January 19, 2022, regular Board meetings, the Board received presentations on the redistricting process. At the February 2, 2022, Board work session, the Board received an outline of the timeline, process, and action needed by the Board. On March 16, a public hearing was held at the regular Board meeting in preparation for this April 20, 2022, meeting to present recommendations.

PUBLIC COMMUNICATION: Public communication was conducted beginning on March 1, 2022, to notify the public, the media and other stakeholders of the publication of materials on the LTD website, as well as the request for input on the specific changes to the LTD subdistricts. Notification in the form of press releases, social media posts and personalized emails were sent with request for comment at the March 16, 2022, public hearing or by email to the Board Clerk. The public hearing was held on March 16, 2022, and all emailed testimony that was received by the March 18, 2022, deadline will be provided. Outreach details will be summarized as part of the communications and outreach efforts and provided to the Secretary of State's office.

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: Community Value.

DESCRIPTION: This presentation summarizes the process and public testimony received and provides a recommendation for new LTD Board subdistrict boundaries reflective of new census population data, to be adopted by the LTD Board and recommended to the Secretary of State's office for final adoption and implementation.

BACKGROUND: The Secretary of State's office is tasked with completing the redistricting process for Lane Transit District and other mass transit district subdistricts. The process aligns with census information that is captured every 10 years and each of the seven subdistricts for Lane Transit District must be reconfigured to consider the following criteria, as outlined in the final rules as established under ORS 167.010 to 267.394.

- Must comply with the US and Oregon Constitutions and Oregon statutory law to ensure each subdistrict is:
 - Contiguous
 - Of equal population
 - Utilizes existing geographic or political boundaries
 - Does not divide communities of interest

- Is connected by transportation links
- Is consistent with the diversity, equity and inclusion and accessibility values of the Secretary of State's agency as outlined in its mission, vision and values.
- Each mass transit district must engage the public in drafting a proposed map and develop a written description of the district's public engagement process to provide to the Secretary of State.
- Proposed map and description must be submitted to the Secretary of State no later than May 16, 2022.

CONSIDERATIONS: Considerations of the recommended maps are based on criteria outlined by the Secretary of State in rule, current subdistrict boundaries, population changes to each subdistrict and public testimony received.

ALTERNATIVES: N/A

NEXT STEPS: Staff will send the Board adopted recommendation, detailed description and communications and outreach plan to the Secretary of State's office by May 16, 2022, for her consideration and final adoption by June 30, 2022.

SUPPORTING DOCUMENTATION:

1. Redistricting Recommendations Presentation 4.20.22
2. Proposed Subdistricts Map 4.20.22
3. Written Redistricting Testimony
4. Resolution No. 2022-04-20-018

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-04-20-018:

It is hereby resolved that the LTD Board of Directors approves forwarding the proposed subdistrict maps and description to the Secretary of State with a recommendation of adoption no later than May 16, 2022.



RESOLUTION NO. 2022-04-20-018

LTD RECOMMENDATION FOR SUBDISTRICT REDISTRICTING MAPS

WHEREAS, Secretary of State's office is tasked with completing the redistricting process for Lane Transit District and other mass transit district subdistricts

WHEREAS, the process aligns with census information that is captured every 10 years

WHEREAS, each of the seven subdistricts for Lane Transit District must be reconfigured to consider the criteria outlined in the final rules as established under ORS 167.010 to 267.394

WHEREAS, Must comply with the US and Oregon Constitutions and Oregon statutory law to ensure each subdistrict is contiguous, of equal population, utilizes existing geographic or political boundaries, does not divide communities of interest, is connected by transportation links, is consistent with the diversity, equity and inclusion and accessibility values of the Secretary of State's agency as outlined in its mission, vision and values;

WHEREAS, each mass transit district must engage the public in drafting a proposed map and develop a written description of the district's public engagement process to provide to the Secretary of State;

WHEREAS, the Board of Directors received presentation on the redistricting process at its December 15, 2021, and January 19, 2022, regular Board meetings;

WHEREAS, the Board of Directors received an outline of the timeline, process and action needed at its February 2, 2022, Board work session;

WHEREAS, the Board of Directors held a public hearing at its March 16, 2022, regular Board meeting;

WHEREAS, a public comment period was available from March 1, 2022, through March 18, 2022;

WHEREAS, the Board of Directors received a summary of written public testimony received throughout the public comment period at its April 20, 2022, regular Board meeting; and,

WHEREAS, proposed map and description must be submitted to the Secretary of State no later than May 16, 2022, for adoption by June 30, 2022.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, adopts a resolution establishing the following:

- That the proposed subdistrict maps and description be forwarded to the Secretary of State with a recommendation of adoption no later than May 16, 2022.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20TH DAY OF APRIL, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2022

ITEM TITLE: APPROVAL OF FINDINGS AND REQUEST FOR EXEMPTION TO PROCEED WITH CM/GC DELIVERY METHOD ALTERNATIVE CONTRACTING FOR ESM AND OCC

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

DIRECTOR: Joe McCormack, Director of Facilities Management

ACTION REQUESTED: Adoption

PURPOSE: To provide the Board with the draft Exemption Findings in support of, and the public comments solicited for, the request for exemption, may the Board adopt the resolution affirming CM/GC contracting method for the two special CIP projects - Eugene Station Modernization (ESM) and Operations Command Center Improvements (OCC).

BOARD COMMUNICATION: The Board was presented a forecast and overview of this intended plan at the March 2, 2022, work session.

PUBLIC COMMUNICATION: Notices of draft findings and opportunity inviting public comment were published on www.ltd procuremnt and in the Oregon Daily Journal of Commerce as required per ORS279C.335 for not less than 14 days. Comments/No Comments received through April 4, 2022, are found in Attachment 2.

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: Community Value, Customer Satisfaction, Employee Engagement, Financial Health, and Sustainability.

DESCRIPTION: With a CM/GC retained from the design phase through final completion of construction they will have a specific understanding of the project, its complexities, the operational impacts, neighborhood impacts and schedule impacts – allowing for all strategic areas of focus to be considered and accommodated. See Attachment 1, draft Exemption Findings No 22-23.01.

BACKGROUND: Facilities and Procurement prepared the draft written findings. Procurement published the required notice of the findings and opportunity for public comment per ORS279C. The project team is bringing this information compiled to the Board seeking approval of the findings to proceed with the alternative contracting exemption for CM/GC delivery and contracting. See Attachment 1, draft Exemption Findings No.22-23.01.

CONSIDERATIONS: Lacking any objection to the findings or objections to the benefits outline by LTD for utilizing the CM/GC method, it is in the best interest of LTD to proceed with the two projects under this method.

ALTERNATIVES:

1. *Deny adoption of draft findings; this would result in significant time, cost, and scope impacts to the project work and LTD operations.*
2. *Approve adoption of the draft findings; this would maintain optimal regulatory compliance and resources in the best interest of LTD.*
3. *Request to table and require additional edits findings and project plans with separate rounds of community engagement presenting again at a later date to the board.*

Approval of Findings and Request for Exemption to proceed with CM/GC Delivery Method
Alternative Contracting for ESM and OCC

NEXT STEPS: Upon approval, the Facilities and Procurement project team will prepare the GM/GC process to begin as prescribed in ORS279C.330 and .335 and presented to the Board on 3/2/2022 in the plan and information overview

SUPPORTING DOCUMENTATION:

- 1) Draft Exemption Findings –Attachment 1
- 2) Public Comment Summary –Attachment 2
- 3) Resolution No. 2022-04-20-019

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-04-20-019:

It is hereby resolved that the LTD Board of Directors:

1. Approves and adopts the findings in support of using a Construction Manager/General Contractor for the ESM and OCC Projects; and
2. Approves an exemption from the competitive bidding requirements to allow use of a Construction Manager/General Contractor contracting method for construction of the ESM and OCC Projects.



RESOLUTION NO. 2022-04-20-019

**APPROVAL OF CM/GC ALTERNATIVE CONTRACTING EXEMPTION FOR EUGENE STATION
MODERNIZATION AND OPERATIONS COMMAND CENTER IMPROVEMENT PROJECTS**

WHEREAS, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies;

WHEREAS, for an exception to be granted pursuant Oregon Public Contracting Code and ORS 279C.335 an exemption is required from the competitive bidding requirements of ORS Chapter 279 in order to use an alternate contracting method and further requires adoption of findings to support the exemption;

WHEREAS, LTD Facilities and Procurement team recommends to the Board that the Construction Manager/General Contractor (CM/GC) method of contracting be used for the construction of the Eugene Station Modernization (ESM) and Operations Command Center (OCC) Projects based on the findings attached hereto as Resolution Exhibit 1;

WHEREAS, LTD Facilities and Procurement team is conducting the requirements of alternative contracting pursuant ORS 279C.335, .337, .350; and OAR137-049 per ORS 279A fully complying with the statutory requirements regarding the request for an exemption and to proceed with the CM/GC contracting method.

WHEREAS, separate recommendations will be presented to the Local Contract Review Board (authorized to review and recommend action on contracts, as the LTD Contract Committee, prior to those contracts being presented to the LTD Board of Directors for review and approval) with resolutions awarding the successful proposing CM/GC firms upon the solicitations completing process fully in accordance with Local Policy and Public Contracting Rules satisfying the statutory requirements regarding selection and contracting for this method; and,

WHEREAS, The Board finds, based on the attached findings that it is in the best interest of the District to utilize a CM/GC contracting method in lieu of a competitive low bid process for the construction of the ESM and OCC Improvement Projects.

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 Board approves and adopts the findings (Attachment 1) in support of using a Construction Manager/General Contractor for the ESM and OCC Projects.
2. The Board approves an exemption from the competitive bidding requirements to allow use of a Construction Manager/General Contractor contracting method for construction of the ESM and OCC Projects.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20th DAY OF APRIL 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: November 17, 2021

ITEM TITLE: LTD PUBLIC MEETINGS: IN-PERSON, VIRTUAL & HYBRID

PREPARED BY: Mark Johnson, Interim General Manager

DIRECTOR: N/A

ACTION REQUESTED: Discussion and Adoption

PURPOSE: To provide the Board with information regarding meeting format options for consideration and discussion.

BOARD COMMUNICATION: This item was discussed by the Board of Directors at its June 16, 2021, regular Board meeting.

PUBLIC COMMUNICATION: This item was discussed by the Board of Directors at its June 16, 2021, regular Board meeting.

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: This item provides an opportunity for the full Board of Directors to discuss the public meeting format options.

BACKGROUND: 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. As LTD prepares for a post-pandemic public meeting structure, Board President Vargas worked with the interim general manager Mark Johnson to gather information about in-person, hybrid and virtual meetings.

It has been the goal to hold in-person Regular Board meetings as soon as is reasonable pursuant to COVID directives received by the Governor, of which the Board President Vargas and the interim general manager Mark Johnson have provided periodic updates. Previous Board discussion has determined that LTD will maintain a virtual attendance option for all public meetings.

CONSIDERATIONS: Other local government agencies will begin holding hybrid, in-person meetings beginning in April and May of this year. These agencies will have staff, Board & committee members meet in person and community members will continue to attend virtually for the foreseeable future. This structure continues to allow for reasonable social distancing.

Staff recommend that LTD follows this hybrid structure beginning with the May 18 regular Board meeting. This hybrid option may also allow flexibility for Board, committee, or staff members to attend public meetings virtually on an as-needed basis.

Staff also recommend that the Board consider maintaining the Contract Committee as primarily virtual. This recommendation is due to the majority of the Contract Committee meetings being under 30-minute meetings. If a particular Contract Committee meeting needs the fully allotted hour, a hybrid, in-person meeting can be held.

ALTERNATIVES:

- Reconvene in-person (non-hybrid) meetings beginning in May.
- Continue maintaining the currently used virtual meeting format.
- Convene hybrid, in-person meetings at a date other than the proposed May 18 regular Board meeting.

NEXT STEPS: Upon Board direction, staff will take the appropriate administrative steps.

SUPPORTING DOCUMENTATION:

1. Resolution No. 2022-04-20-021

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-04-20-021:

It is hereby resolved that the LTD Board of Directors approves utilizing the hybrid, in-person meeting structure for all District public meetings as presented [amended].



RESOLUTION NO. 2022-04-20-021

ADOPTION OF A REGULAR MONTHLY BOARD MEETING SCHEDULE

WHEREAS, the Lane Transit District (LTD) Board of Directors (Board) holds public meetings in accordance with ORS 192.630;

WHEREAS, on March 8, 2020, Governor Kate Brown declared an emergency due to the public health threat posed by the novel infectious COVID-19 virus pandemic;

WHEREAS, on March 12, 2020, Governor Brown prohibited gatherings of 250 or more people;

WHEREAS, on March 17, 2020, Governor Brown prohibited gatherings of 25 or more people requiring LTD's Board President to cancel the March meeting of the LTD Board of Directors;

WHEREAS, on March 30, 2020, a special LTD Board meeting was held via video and audio technology (Zoom) to address the need for the Board of Directors to take action in the event of a significant threat to employees and public health;

WHEREAS, at its April 8, 2020, special Board meeting the Board passed Resolution No. 2020-04-08-019 adopting the following:

- special Board of Directors' meeting be held weekly on weeks when there is not a regular Board of Directors' meeting;
- committee meetings be held only to conduct urgent matters; and,
- all LTD public meetings must be held via audio or video technology.

WHEREAS, at its April 15, 2020, regular Board meeting, the Board revisited the public meeting schedule adopted at the April 8, 2020, special Board meeting determining that:

- weekly special Board meetings would continue to be held weekly on weeks when there was not a regular Board of Directors' meeting;
- committee meetings could be held to discuss regular business matters; and
- all LTD public meetings must continue to be held virtually via audio or video technology.

WHEREAS, at its August 19, 2020, regular Board meeting, the Board held discussion revisiting the public meeting schedule approved at its April 15, 2020, regular Board meeting;

WHEREAS, at its June 16, 2021, regular Board meeting, the Board approved holding its regular Board meeting from 3:30 – 5:30 p.m. on a trial basis.

WHEREAS, at its November 17, 2021, regular Board meeting, the Board revisited the trial public meeting schedule adopted at the June 16, 2021, regular Board meeting.

WHEREAS, at its November 17, 2021, regular Board meeting, the Board adopted a 4:30 p.m. to 6:30 p.m. meeting time for its regular monthly Board meetings;

WHEREAS, on March 11, 2022, Governor Brown lifted the indoor mask requirement for the State of Oregon;

WHEREAS, at its April 20, 2022, regular Board meeting, the Board discussed the meeting format to be used for all District public meetings;

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, adopts a resolution establishing the following:



- effective May 18, 2022, all District public meetings will be held in-person with continued virtual attendance options

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF NOVEMBER, 2021.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2022

ITEM TITLE: UNITED FRONT UPDATE

PREPARED BY: Tiffany Edwards, Intergovernmental Relations Manager

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: To provide a verbal recap of the April 2022 United Front trip to Washington DC, where LTD and United Front partners met with congressional leaders, agency staff and others to share regional priorities and lobby for ongoing support.

ROLE OF THE BOARD: This update is for information only to keep the Board informed on federal legislative activities specific to the United Front.

BOARD COMMUNICATION: N/A

PUBLIC COMMUNICATION: N/A

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: Community Value and Financial Health

DESCRIPTION: This presentation summarizes the activities that Board President Caitlin Vargas, Interim General Manager Mark Johnson, and Intergovernmental Relations Manager, Tiffany Edwards, were engaged in during the trip to Washington DC April 4-7. These activities were part of an annual trip that is taken by LTD with coalition partners from the Cities of Eugene and Springfield, Lane County, Springfield School District and Willamalane. Administrators, government relations professionals, and elected and appointed officials are part of these efforts led by our collective lobby team with Smith Dawson and Andrews.

BACKGROUND: The regional coalition, known as the United Front, is comprised of the Cities of Eugene and Springfield, Lane County, Lane Transit District, the Springfield School District and Willamalane Parks District. This partnership was first formed in 1986 and began with efforts to construct for the Ferry Street Bridge. The partners have continued this collaborative approach to promote regional priorities and lobby at the federal level to members of congress, federal agencies and other stakeholder groups, now spanning over 35 years. Some notable projects that were made successful due to the collective impact model of the United Front, include the Ferry Street Bridge, Eugene Airport, Eugene LTD Station, Springfield LTD Station, Amazon Creek, Delta Ponds, Eugene Mill Race, Springfield Mill Race, Willamalane, Thurston Hills and Middle Fork trail paths, Lane County Courthouse, LTD's EmX projects and various projects for the Springfield School District. More recently, the partnership has been effective in securing funding for many projects that were submitted as congressionally designated spending requests (earmarks) including funding for an electric bus and for the Mobile Wallet Trip Planner mobile application, a partnership project between LTD, the City of Eugene, LCOG and the University of Oregon.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

1. United Front 2022 Federal Agenda
2. Covid Relief One Pager
3. LTD United Front One Pager 2022
4. United Front

PROPOSED MOTION: NA



AGENDA ITEM SUMMARY

DATE OF MEETING: March 21, 2022

ITEM TITLE: BOARD BYLAWS AND GOVERNANCE POLICY REVIEW

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Information and Discussion

PURPOSE: To provide the committee with updated draft amended and restated Board bylaws and Board/GM Working Agreement containing committee requested amendments for further review and discussion.

BOARD COMMUNICATION:

- Board bylaws were developed in 2018 and were adopted at the March 21, 2018, special Board meeting.
- Draft bylaw amended and restated bylaws and Policy Governance Manual were brought before the Board at its October 20, 2021, regular Board meeting.
- Draft bylaw amended and restated bylaws with Board member feedback were brought before the Board at its November 17, 2021, regular Board meeting.
- Draft amended and restated bylaws were reviewed and discussed by the Ad Hoc Board Bylaw Review Committee at its December 9, 2021, meeting.
- Draft amended and restated bylaws with committee requested revisions were reviewed and discussed by the Ad Hoc Board Bylaw Review Committee at its January 3, 2022, meeting.
- Draft amended and restated bylaws with committee recommended revisions were provided to the Board at its January 19, 2022, meeting.
- Draft amended and restated bylaws and the Board Governance Policy Manual were provided to the Ad Hoc Board Bylaw Review Committee at its February 7, 2022, meeting.
- Draft amended and restated bylaws and the Board/GM Working Agreement with committee requested revisions were provided to the Ad Hoc Board Bylaw Review Committee at its March 7, 2022, meeting.
- Draft amended and restated bylaws and the Board/GM Working Agreement with committee requested revisions were provided to the Ad Hoc Board Bylaw Review Committee at its March 21, 2022, meeting.

PUBLIC COMMUNICATION: The public has received communications via the publicly posted meeting packets for the noted Board and committee meetings and via the public meetings, which are available for attendance.

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: Community Value and sustainability.

DESCRIPTION: In accordance with the recommendation of the state of Oregon in the Board Members Handbook, bylaws were developed for the LTD Board of Directors. Bylaws are the guidelines by which a Board functions in adherence to all relevant statutes, administrative rules and public meeting laws.

BACKGROUND: Bylaws were developed for the Board of Directors and its advisory committees throughout 2017 and 2018. The Board bylaws were drafted and brought to the Board for review at the November 15, 2017, regular Board meeting and the February 21, 2018, Board retreat. The Board adopted their bylaws at the March 21, 2018, regular

meeting. In 2004, the Board adopted a Board/GM working agreement, which defines the roles and responsibilities of the Board and the general manager. Over the course of the last several years the Board has also adopted several Board governance policies.

In response to recent Board discussion, the Board bylaws have been amended and restated with the assistance of the interim general manager, Human Resources and District general counsel.

At the October 20 and November 17, 2021, Board meetings, the Board was provided an opportunity to review Draft bylaws and provide feedback.

At the November 17, 2021, regular Board meeting, the Board created an Ad Hoc Board Bylaw Review Committee. The committee was created to review and discuss the proposed changes to the Board's current bylaws and provide the full Board a recommendation at a future meeting.

At the December 9, 2021, meeting the Ad Hoc Board Bylaw Review Committee reviewed and discussed the proposed amended and restated Board bylaws and current Board policies.

At the January 3, 2022, meeting the Ad Hoc Board Bylaw Review Committee reviewed an updated side-by-side comparison of the bylaws originally approved in 2018 and the proposed revised bylaws. At the January 3 meeting the committee proposed the following amendments to the bylaws:

- All sections: amend language to be more concise and eliminate redundant information already stated in referenced policies or statutes.
- Section 1.1: add a reference to the McKenzie River area.
- Section 2.4: correct unlimited terms to "as determined by the governor".
- Section 2.5: recommended a policy change with regard to Board involvement in the general counsel contract administration
- Section 2.7: add guidelines for Board recommendation for Board member removal to governor's office.
- Article 3: the Ad Hoc Bylaw Review Committee will evaluate the roles and responsibilities of Board officers and amend language to better reflect officer responsibilities.
- Section 3.1: remove GM from breaking ties; the Ad Hoc Bylaw Review Committee will refine officer election process.
- Section 3.3.1: add language "Board majority can overrule decisions made by the Board President"; remove Board President appointment of committee chairs.
- Section 3.3.3: amend language to state that their duties have been delegated to the LTD Finance Director.
- Section 3.3.4: amend language to state that their duties have been delegated to the Clerk of the Board.
- Section 4.2: amend the statement: *"In all cases, if a director intends to request that an item be taken off of the consent agenda, they shall notify the Clerk of the Board and/or the General Manager no later than the day prior to the meeting of that intent so the appropriate staff member can attend the meeting, prepared to respond to the director's inquiries."* To "to the greatest extent possible... or similar language.
- Section 4.4: amend language to include virtual meeting availability.
- Section 4.4.4: amend language to reflect nonstandard practice of email meetings.
- Section 5.1: adjust language from "in consultation" to "may consult".
- Section 5.2: adjust language from "in consultation" to "may consult".
- Article 6: remove dollar amount of contract authority and amend language to "amount determined by the Board; exclude general counsel contract from delegated authority.
- Section 7.1: use language from Cherriots (Salem Transit Agency) bylaws.
- Section 7.2: use language from Cherriots (Salem Transit Agency) bylaws.

At the January 19, 2022, regular Board meeting, Draft amended and restated bylaws with recommended revisions by the Committee were provided to the Board. At this meeting, the Board granted approval to the Committee to review the Board's governance policies in addition to the bylaws.

At the February 7, 2022, meeting, the Ad Hoc Bylaw Review Committee reviewed the updated amended and restated bylaws and recommended additional changes. These changes are reflected in the redlined copy included in this packet. The committee also completed the first review of the Board Working Agreement and recommended changes. These changes are reflected in the redlined copy included in this packet.

At this meeting, the committee also requested the following industry best practices be brought back to the committee:

A. Role of the Board: Attachment A

Provided out of:

- a. *American Public Transportation Association (APTA) Board Member Handbook*
- b. *PennTrain Roles and Responsibilities of Transit Board Members booklet*
- c. *TCRP Board Governance Guidebook*

B. Role of the Board President: Attachment B

Provided out of:

- a. *American Public Transportation Association (APTA) Board Member Handbook*
- b. *C-TRAN Board Bylaws*
- c. *Spokane Board Bylaws*

C. Board/staff communication: Attachment C

Provided out of:

- a. *C-Tran Board Bylaws*

D. Officer election process: [Officer Election Process Examples - Toastmasters](#)

E. Board self-evaluation: Attachment D

Provided out of:

- a. *American Public Transportation Association (APTA) Board Member Handbook*
- b. *TCRP Board Governance Guidebook - Board Self-Assessment*

The committee referenced the best practices provided in their additional review of the amended and restated bylaws and working agreement.

At the March 7 meeting, the committee:

- Requested additional revisions to the amended and restated bylaws and the working agreement. These revisions are reflected in the attached redlined versions of both documents.
- Requested that counsel review both documents for legal compliance. Counsel's comments are reflected in the attached redlined versions of both documents.
- Requested that staff cross-reference the process for Board members to add topics to future meeting agendas with the Eugene City Council process. The committee requested that the Board's process be similar to that of the Eugene City Council. Staff made this comparison and determined that the Board's current process, while slightly less formal, is similar to that of the Eugene City Council.

At the March 21, 2022, meeting, the committee reviewed the revisions made at the March 7 meeting and general council's comments related to the draft amended and restated bylaws and the working agreement. The committee indicated that they would like the full Board to review and discuss these documents at the April 20, 2022, regular Board meeting. The committee would like to have discussion on the following:

Bylaws:

- Section 3.3.1: Board president's authority to decide who attends executive sessions
- General Council's comments
- Section 2.9: Complaint process if a complaint is received by the Board regarding the GM or Clerk of the Board?

Working Agreement:

- Comments from general council
- Section 100.10.8: Self-Assessment: Staff recommend that the Board reference the agreement to perform an annual self-assessment.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Based on Board direction, staff will take the appropriate next steps.

SUPPORTING DOCUMENTATION: *(All supporting documentation is uploaded as individual attachments)*

- 1) Updated Draft Proposed Amended & Restated Bylaws – Redlined
- 2) Updated Draft Proposed Amended Board Working Agreement - Redlined

PROPOSED MOTION: N/A



MONTHLY DEPARTMENT REPORTS

April 20, 2022

OFFICE OF THE GENERAL MANAGER

Mark Johnson, Interim 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

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

Cosette Rees, Interim Director of Information Technology & Strategic Innovation

There is no report this month.

HUMAN RESOURCES

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

Pat Walsh, Director of Marketing & Communications

Theresa Brand, Transportation Outreach and Marketing Manager

The April Marketing and Communication highlights include a continued effort on the Rider Communications Campaign, which remains pivoted to focus on a message encouraging people to get vaccinated and Follow the Four, but now also

communicates, once vaccinated, **Ride with LTD**. Staff are working closely with the Turell Marketing Group to continue this effort through spring or summer or until a full return to ridership, outreach and marketing campaign and the related timing can be planned for. This work continues to include filming of internal Departments and how their efforts help all of us ride together on transit. There will be mix videos that will play on local TV that shares these important stories and runs a consistent We Ride Together more general message about LTD. Some of the video footage includes employee interviews speaking to how what they do supports LTD's Mission, Vision and Values why they work for LTD and why they think others should. Staff also speak to how their role supports LTD and that We Ride Together (with the community) because of what they do. To date, Fleet, Customer Service, Administrative and Facilities staff have been filmed. Many of the video pieces are both very positive and powerful.

Staff continue to move forward and make consistent progress and complete items that were outlined in the Celtis Marketing and Communications Analysis recommendations list. Some of this month's efforts include the continued work finalizing the LTD Budget document, Community Investment Plan (CIP) and Long Range Financial Plan (LRTP) using the LTD brand guidelines and enhanced digital communications as a framework in development.

The Employer Transportation Outreach and Marketing Specialist has been meeting with local Group Pass Business Partners to assess how LTD can enhance services to local businesses and in general, to glean more of what they need from a transportation partner. This information will be invaluable in planning for the future design of the program and in better serving local business partners.

Afghan Refugees: Marketing and Communications is collaborating with Customer Service to inform and educate refugees from Afghanistan about how to use the LTD bus system. Our new neighbors have bus passes they have received through Catholic Community Services and Lane Community College.

Student Transit Pass: Staff has met with the school districts and the Safe Routes to School Coordinators to talk about a potential high school competition in the fall. This would encourage the students to get their pass early in the school year and to ride the bus. More information to come.

Operator Appreciation Day: Operator Appreciation Day was on Friday, March 18. The message this year was "LTD Operators Rock!" Staff led the following efforts:

- Created a rider appreciation video from interviews held at the Downtown station in February. This was shared with operators and on social media.
- A 5th grade class at Yolanda Elementary wrote thankyou notes to the operators and these are displayed in the Ops lounge.
- Staff manned tables at the downtown station on Friday, asking riders to write thank you's on a banner that is now hung in the operator lounge
- Staff also had a cut out frame of an operator and encouraged people to take photos with it and share on social media.

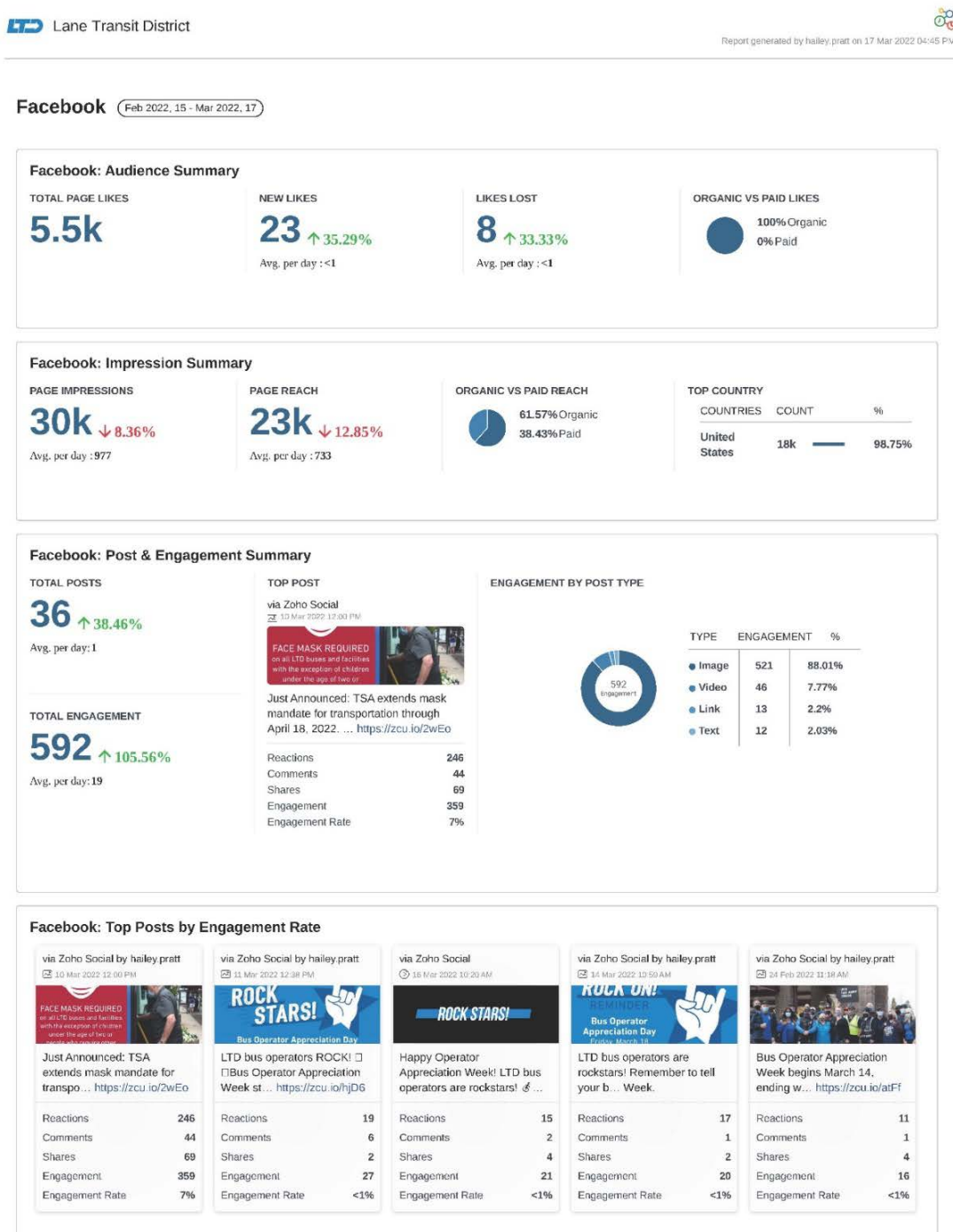


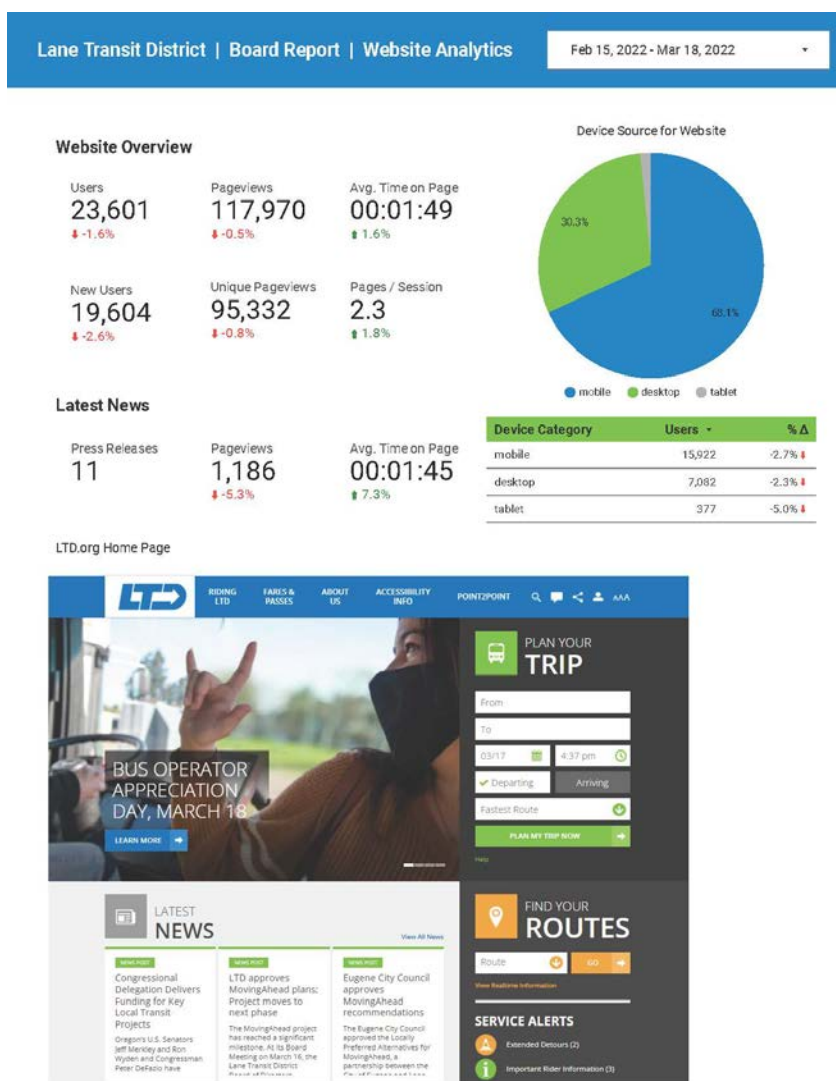
ABBG Annual Survey: The 2022 annual ABBG survey has been launched. The online survey is "live" from March 28 to May 1. Staff goal is to increase clean responses by 10% from diverse communities.

Community Values Survey: The contract for the Community Values Survey (part of the Strategic Business Plan) has been awarded to DHM Research in Portland. Work to begin on the survey and it is various delivery methods is to begin April 1.

Moving Ahead: Marketing and Communications, with Planning, continue to collaborate with the City of Eugene about the next steps for the project. In addition to several recent media announcements, staff are working on updating the web site.

Lane ESD African American Black Student Success Program: LTD collaborated with this program to help promote job options to students. Staff worked with their film crew to do multiple videos that highlight the variety of jobs at LTD by departments and at various levels. In these videos, the staff being interviewed talked about how they came to be at LTD, what their job entails, and what it would take to be a good fit for the position.





Group Pass: Staff met with nine organizations participating in the Group Pass program to learn more about their experience participating in the program, challenges their organization are currently facing, and ways LTD can better support their organization. Staff plan to meet with all willing organizations participating in the Group Pass program by the end of April.

Vanpool: Staff continued to work with Commute by Enterprise vanpool partners and the ODOT Transportation Options program to coordinate administration of regional vanpool programs.

Monthly Vanpool Statistics*

Month	Vanpools	Passengers	Passenger Boarding's	Vanpool Miles	Revenue	Personal Vehicle Miles Reduced
January	3	20	634	6500		34,275
February	3	20	622	6693		33,713

*Vanpool reporting experiences a 30-day delay.

General Manager's Search: Marketing and Communications is working with the Interim GM and Transpro to identify key leaders for finalists to meet with as well as organizing a community "meet and greet".

Budget Videos: Marketing and Finance will have the first of two videos explaining the LTD budget and process, and then the 2023 budget. We did hit a production snag, but expect the first video to complete in the coming days.

Internal Communications: In April, Marketing will attend shift changes and departmental meetings to determine how best the administration can communicate with employees. After the meetings are concluded, Marketing will develop a plan, with support from HR and others, to implement in order to improve communication opportunities between administration and staff throughout the District. This work was pushed back a month to accommodate the deployment of an all employee survey.

Mobile Wallet: Marketing and Communications began work with IT and the city of Eugene to begin the branding process for the Mobile Wallet. The team is working on name, messaging and logo.

FACILITIES

Joe McCormack, Director of Facilities

** Updates are in italic*

FIXED ASSET MAINTENANCE

1. *Annual Fire Sprinkler Systems, Fire Alarm Systems, and Private Hydrant Testing: All State Fire Marshal compliance testing occurred in March 2022. Follow-up services will occur in April 2022. These reoccurring services occur at LTD's: Glenwood Campus, Ridesource, Eugene Station, Springfield Station, Willow Creek, and Santa Clara Station.*
2. *Pressure Vessel Inspections: All Special Districts of Oregon air compressor and boiler compliance inspections occurred in the Month of March 2022. No follow-up services are required. This reoccurring inspection occur at LTD's: Glenwood Campus and Ridesource Facility.*
3. *Annual Aerial Work Platform, frontend loader, and Forklift Inspections: All boom lift (1), scissor lift (3), frontend loader (1), and forklift (1) OROSHA compliance testing occurred in March 2022. The follow-up services report (if any) will be provided in April 2022. These reoccurring services occur at LTD's: Glenwood Campus, Ridesource, and Eugene Station.*
4. *Facilities Management Crew Hours for March 01 – 28, 2022:*
 - *Preventative Maintenance: 224 hours*
 - *Corrective Maintenance: 388 hours*
 - *Alteration and Improvements: 55 hours*
 - *Marketing Activities: 15 hours*
 - *Utility Locates: 18 hours*
 - *Graffiti Removal: 11 hours*
 - *Misc. (General Maintenance, waste disposal, administrative time, cleaning): 250*
 - *Total Crew Hours Reported for March 01 - 28, 2022: 961 hours*
 - *Average Hours reported per Crewmember for March 01 - 28, 2022: 160.17 hours*

CONTRACTED SERVICES

1. *Cleaning Services: A request for proposal (RFP) for all of LTD's contracted cleaning services have been posted to the public and closed March 18, 2022. Bids have been successfully submitted and have moved on to the evaluation process. We anticipate submission to the contract committee in May 2022. The goal is to have contracts in place starting in July 2022.*

2. *H.V.A.C services: Service contractor Harvey and Price performed replacements of a failed heat pump serving the security office at Eugene Station and failed heating unit at RideSource.*
3. *Powder Coating Service: Oregon Powder Coating has received our last batch of outdoor furniture to be powder coated for this fiscal year. This will wrap up a successful year of rehabbing aged station and bus stop outdoor furniture. The main focus for furniture rehab this year was Eugene Station outdoor furniture and EMX trash receptacles.*

PROJECT MANAGEMENT

1. **Passenger Boarding Improvements and System Facility Improvements:** This CIP project comprises multiple small projects including:
 - a. *Parking Lot Maintenance: At the RideSource and Springfield Station facilities, the work includes crack sealing, slurry seal coat and restriping. Solicitation for quotes process has started and the work is scheduled for June 2022.*
 - b. *Design for concrete repairs at Springfield Station has completed and permits have been received. Construction is anticipated to occur in May/June 2022.*
2. **Transit Facilities State of Good Repairs:** This CIP project comprises multiple medium sized projects including:
 - a. *Design, Engineering and Construction to replace the bus wash at the RideSource Facility. The construction contract with Chambers Construction was approved at the February 2022 Board Meeting. Due to continued material shortages and long lead-times, construction is not expected to start until July 2022.*
 - b. *RideSource DDC: Consistent with all other LTD Facilities, install Direct Digital Controls on all HVAC equipment at RideSource. The contractor is working on the control design and sequencing of the work. The work onsite will start in April and be completed in June.*
 - c. *Glenwood Electrical Assessment: The project will evaluate the current and projected future electrical loads with the additional electrical bus charging stations and the expansion or modifications of the Glenwood facilities. The project includes an Arc Flash Study of existing electrical equipment and recommendations for repairs, replacements, and future growth needs. Quotes from Electrical Engineering firms are due April 1, 2022 and the preliminary schedule is to start the work April 15th and be completed by June 30th.*
 - d. *Fuel Tank Monitoring: The current fuel tank leak detection systems technology is not supported anymore and needs to be replaced to continue with the required compliance. The project includes new probes for fuel leak detection and fuel level monitoring. Solicitation for quotes has started. The installation work onsite is projected to start in May and be completed by June 30th.*
3. **System Security Improvements:** *This project is currently experiencing a delay in materials. New cameras are not expected until June, currently delaying the project by four months.*
4. **FTN Safety and Amenity Improvements:** This project is focusing on the safety concerns of driving conditions throughout all of the EmX corridors in Eugene and Springfield. Design and engineering has been completed for the Franklin corridor; implementation of safety improvements is expected to be complete by June 2022, prior to the World Athletic Championships in Eugene. *Design and engineering for the West Eugene and Gateway EmX Corridors is now in review with the City of Eugene and City of Springfield for comments and approval. An invitation for bid will be issued in Summer/Fall 2022 for construction services. Construction and implementation for these corridors is expected to occur Fall 2022-Spring 2023.*
5. **Bus Wash Improvements:** The Glenwood Bus Wash is the main bus wash used to clean LTD's EmX and fixed route buses. The construction contract with Chambers Construction was approved at the February 2022 Board Meeting. Due to continued material shortages and long lead-times, construction is not expected to start until July 2022.
6. **Operation Command Center/ Training / Lounge:** This project will update the Operations areas at LTD's Glenwood headquarters to include modern operations dispatch, operator report area, training/simulator classrooms, restrooms/showers, and operator rest areas. These updates will improve safety and security, accessibility, customer service, employee engagement, and our financial position by reducing training costs, streamlining everyday operations, and increasing employee development, training and morale. The staff members of Sponsor Program End-user Champion (SPEC) team and Technical Advisory Committee have started meeting for preliminary

programming input of project goals and objectives along with scope development. The preliminary project schedule is for the design team to be selected and start the design process in July 2022. *The RFQ for A&E Services is scheduled to be published in March/April.* Construction starting in late spring 2023 and completed February 2024. Staff has reviewed various design/contracting methods best suited to address this complex, technically and logistically challenging project. *Staff presented the CM/GC project delivery method introduction to the board at the March 2 Work Session and draft findings have been published for public comment. Staff is recommending to the board to adopt the draft finding and approve the use of the CM/GC delivery method at the April Board meeting.*

- 7. Eugene Station Modernization:** This project will maintain and improve both the buildings and exterior features of the station, enhancing both the customer and employee experience and updating the stations for better operation well into the future. Examples of possible improvements include (but aren't limited to): updating wayfinding signs, improving real time signage, installing energy efficient lighting fixtures and updating public restrooms. This project is in the project initiation phase of reviewing the identified list of needs for preliminary scope, schedule, and budget development. *The RFQ for A&E Services is scheduled to be published in March/April.* Staff has reviewed various design/contracting methods best suited to address this complex, technically and logistically challenging project. *Staff presented the CM/GC project delivery method introduction to the board at the March 2 Work Session and draft findings have been published for public comment. Staff is recommending to the board to adopt the draft finding and approve the use of the CM/GC delivery method at the April Board meeting.*

8. Other

- a. Franklin and Gateway EmX Lighting Upgrade: In November 2021, the Board approved a contract to replace existing fluorescent lighting along the Franklin and Gateway EmX stations with LED. Lighting replacement has begun and is expected to be complete in April 2022.
- b. EmX Ticket Vending Machine Upgrades: As 3G is in the process of being replaced with 4G, LTD has to upgrade modems along all of the Franklin, Gateway, Springfield and Eugene Station EmX ticket vending machines. *This project was completed in March 2022.*

In addition to the TVM modem upgrades, the Strada BNAs (Gen 1, Franklin & Pioneer Pkwy) will be upgraded to Strada BNA "TPAL" (Gen 2, WEEE).

TPAL upgrades will provide:

1. Standardization of equipment, providing consistency for end users
 2. ADA enhancements
 3. Color touch screen HMI (human machine interface), not currently color or touch screen
 4. Centralized user instructions and streamlined product selection, currently requires the use of multiple peripheral buttons & points of instruction
 5. Purchase of multiple fare types within the same transaction
 6. Use of \$1, \$2, \$5, & \$10 bills, currently limited to \$1 bills. This provides customer flexibility, reduces demand on the note stacker, & reduces collection frequency
 7. Standardized spare parts inventory
 8. myFare TVM access, providing GIS data, expanded systems monitoring, fare management, configuration management, & schedules
- c. Glenwood Bus Gate Replacement: The current bus gate at the Glenwood Campus was installed during the original construction in 1988. It was designed to open and close one time per day. Current safety regulations require the entire Glenwood Campus to be secure 24/7, thus requiring the gate to open and close for every bus that enters or exits the property. The gate now has a high level of maintenance related issues. Construction for the new bus gate began in October 2021 to complete underground electrical work and concrete work. The new gate is expected to be installed in spring 2022.
 - d. Fleet Building Overhead Crane Hoist and Fall Prevention: With the influx of new battery electric buses, LTD's maintenance team has new maintenance practices as they have to work with equipment that is now housed on top of the bus. This new working environment requires new safety improvements to be made in the Fleet building to install permanent fall prevention at roof level as well as hoists to lift and move equipment from the top of the bus. *LTD has completed Phase 1 which was a study to identify the best approach to addressing*

these two components. Funding is now being identified to move forward with design, engineering and construction.

- e. Pioneer Parkway EmX Line Concrete Repairs: This work is at two locations on the southbound bus lane just south of Highway 126 and just south of Centennial Boulevard. At each location the contractor will remove damaged concrete, place new concrete and repair catch basins. *This work has been completed.*
- f. *EmX Line Station Repairs: This work consist of removing, cleaning, and reinstall chalking, grout, and tack-tile pavers in selected locations within the identified six Emx Line Stations. 1) High Street Station. 2) Agate Street Station. 3) Centennial Street Station. 4) Hayden Bridge Road Station. 5) Q Street Station Southbound. 6) McVay Highway Station Eastbound. This work requires the shutdown of three stations. Agate Station, April 4-6. 10th & High St. Station, April 6-8. Centennial Station, April 8-10. These dates are subject to change in the event of moderate to heavy rains.*

MAINTENANCE

Matt Imlach, Director of Maintenance

Fleet Training Update

The Fleet Maintenance Department serves the District to provide three critical outputs: safety, quality, and service. Training our Journey-level mechanics, General Service Workers, and Equipment Detail Technicians and all LTD employees that work in the Fleet building is a critical component of being able to invest in our team, stay abreast of industry best practices, keep skills sharp, and build efficiency and teamwork into our processes.

Over the past two years, especially with the reduction in service that has led to a lower peak bus requirement due to the COVID-19 pandemic, our department has made a commitment to expanding training for our staff. In January 2020, the responsibility of scheduling, facilitating and overseeing training for the Fleet staff was added to the role of the Sustainability Program Manager. Since that time, despite the challenges of the pandemic, LTD has provided more than 2,600 hours of training to our roughly 40 employees in our Department.

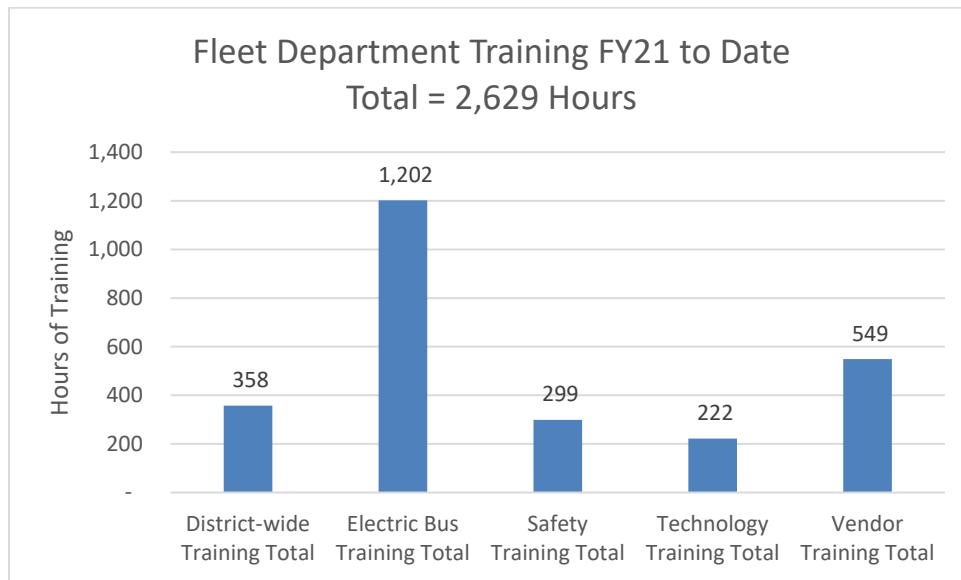
The chart below summarizes the 42 different courses/topics that LTD has provided to the Fleet Department staff since Aug 2020. These 42 topics can be broken into the following high-level categories:

- **District-wide Training:** This includes LTD's Fall/In-service training provided to all District employees. Topics covered in this category include: Anti-harassment; Diversity, Equity and Inclusion (crucial conversations); Benefits and Open Enrollment; EAM, LTD's Employee Assistance Program; Sustainability; and Cybersecurity.
- **Electric Bus Training:** Bringing a new propulsion system into our fleet is a complex undertaking that introduces new safety concerns for our technicians working on high-voltage bus systems. LTD has worked with the manufacturer of our electric buses, New Flyer, to provide vendor training on how to bus operates differently from our existing fleet, and how to stay safe when working on high voltage systems. New Flyer's trainer has visited LTD's facility six times specifically focused on the electric buses and has provided high voltage safety training for the qualified mechanics, safety training for all affected employees that work in and around the Fleet building, and troubleshooting and diagnostics training using the new software that accompanies this bus. Then LTD created its own high-voltage qualification process to ensure our technicians are able to operate safely and in coordination with all state and federal safety regulations and best practices. This process includes both a hands-on graded demonstration of how to safely de-energize a bus and a written exam. As of February 2022, all 21 of our mechanics successfully passed this rigorous qualification process and are able to safely work on our electric bus fleet, in advance of the delivery of our next 19 electric buses later this year. This category is really a sub-set of vendor, safety, and technology training.
- **Safety Training:** This category has included First Aid and CPR, Forklift safety, Fall Protection safety, Scaffolding safety, Snow and Ice training for the loader and plow, Lock-out/Tag-out retraining with the updates to our electric bus fleet, and all our supervisors took the OSHA10 general industry class to brush up on regulations and best safety practices.
- **Technology Training:** With the retirement of our long-time ITS Manager, Steve Parrott, LTD engaged in several classes to train Fleet staff on several of the systems and processes Steve supported before his departure. This included staff training on our video systems, FuelFocus software program that operates our fuel dock, and the TransitMaster program. Additionally, Materials Management has developed new procedures in our Enterprise Asset Management (EAM) software and our parts warehouse and they have trained Fleet staff on these new procedures. Finally, our own Mechanic instructors developed and delivered

1:1 training on our Vasco diagnostics computer program to improve our team's ability to use software in diagnosing problems effectively and efficiently.

- **Vendor Training:** LTD has engaged with several of its vendors to provide training even during the pandemic when OEM training staff has often been challenged with not being able to travel. LTD worked with New Flyer during this time to pioneer its first fully remote training sessions on our new bus builds (the 19100 and the 20100 series) just after they were delivered, as well as providing an overview of the Vansco diagnostics technology in a remote environment. BAE systems, makers of components on many of our Hybrid vehicles also visited LTD to provide 4 in-depth courses on various bus systems to refresh high-voltage safety best practices and troubleshooting and diagnostics on our hybrid vehicles.

As LTD has transitioned our Fleet staff back to our traditional 24-hour shift schedule this March, we expect to continue this investment in staff training in the months and years to come.



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.



AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 2022
ITEM TITLE: ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING
PREPARED BY: Camille Gandolfi, Clerk of the Board
DIRECTOR: Mark Johnson, Interim General Manager
ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board with a summary of the agenda items coming before them for the coming months.

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 scheduled to come before the Board for the next three months.

MAY

Action

- Adoption of Annual Budget, Long-Range Financial Plan & Amended Community Investment Plan
- Interim General Manager Quarterly Evaluation
- Updated Salaried Employees' Retirement Plan Funding Policy
- Updated ATU Pension Plan Funding Policy

Information

- General Manager Recruitment Update & Discussion
- Special Transportation Fund / State Transportation Improvement Fund Update
- RideSource/Fixed-Route Relationships Presentation
- Strategic Business Plan Quarterly Update
- Fiscal Year 2022 Service Update
- Department Overview Presentation
- Annual Safety Resolution Update

JUNE

Action - None

Information

- General Manager Recruitment Update
- Franchise Fee Intergovernmental Agreement with the City of Eugene
- Fiscal Year 2023 Service Changes Update
- Group Pass Rate Structure
- Fiscal Year 2025-2027 Comprehensive Operations Analysis
- Department Overview

JULY

Action - *None*

Information

- General Manager Quarterly Update
- Community Value Report
- ATU & Salaried Pension Plan Funding Policy Updates

BACKGROUND: N/A

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: April 20, 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 Board requested agenda items 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 a future meeting.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A