



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

Wednesday, May 18, 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: <https://metrotv.ompnetwork.org/>

AGENDA

ITEM		Time	Page
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 - MAY	4:40 p.m.	4
VII.	AUDIENCE PARTICIPATION	4:45 p.m.	
	<u><i>Public Comment Note:</i></u> 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.		
VIII.	PUBLIC HEARING: None.		

		Time	Page
IX.	BOARD MEMBER REPORTS	4:55 P.M.	5
	<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:	5:05 p.m.	8
	Action Needed: Approval		
	1. Delegated Authority Report – APRIL		
	2. Contract No. 2022-10: Moovit		
XI.	PROPOSED FISCAL YEAR 2022-2023 BUDGET: <i>Materials Included</i> [Christina Shew]	5:10 p.m.	13
	Action Needed: Adoption		
XII.	FY2022-2031 AMENDED COMMUNITY INVESTMENT PLAN: <i>Materials Included</i> [Christina Shew]	5:15 p.m.	18
	Action Needed: Adoption		
XIII.	FY2022-2031 LONG-RANGE FINANCIAL PLAN: <i>Materials Included</i> [Christina Shew]	5:20 p.m.	22
	Action Needed: Adoption		
XIV.	STRATEGIC BUSINESS PLAN QUARTERLY UPDATE: <i>Materials Included</i> [Collina Beard]	5:25 p.m.	26
	Action Needed: None. Information Only		
XI.	INTERIM GENERAL MANAGER QUATERLY REVIEW: <i>Materials Included</i> [Mark Johnson]	5:50 P.M.	27
	Action Needed: Adoption		
XII.	DEPARTMENT OVERVIEW PRESENTATION – PLANNING: <i>Materials Included</i> [Tom Schwetz]	6:05 p.m.	
	Action Needed: None. Information Only		
XIII.	DEPARTMENT OVERVIEW PRESENTATION – MARKETING & COMMUNICATIONS: <i>Materials Included</i> [Pat Walsh]	6:15 p.m.	
	Action Needed: None. Information Only		
XIV.	WRITTEN REPORTS – RESPOND IF QUESTIONS		
	A. FINANCIAL PERFORMANCE INDICATORS AND QUARTERLY FINANCIAL REPORT: <i>PRESENTED QUARTERLY</i> [Christina Shew]		29
	<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 – MAY [Mark Johnson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>		32
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>		37
XIX. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		39
XX. 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: May 18, 2022

ITEM TITLE: MAY EMPLOYEE OF THE MONTH

PREPARED BY: Tracy Smith, Transit Operations Supervisor

DIRECTOR: Jake McCullum, Director of Operations

ACTION REQUESTED: None. Information Only

BACKGROUND: Bus Operator, Jeremy Jones, has been selected to receive the May 2022 Employee of the Month (EOM) award. Jeremy was hired as a Bus Operator March 4, 2013. Since that time, he has received seven safe driving awards.

Mr. Jones was doing the #67 variant when he saw a commotion in the road in front of him. As he got closer, he realized that it was Tony, a long term rider, laying in the middle of the road with his wheelchair overturned. Jeremy quickly put on his maxi brake, and ran over to help Tony off the pavement and back into his wheelchair. Jeremy made sure Tony was okay before he got back into his bus and continued his route. Thank you Jeremy for looking out for a treasured rider and 'Working Together' to help someone in our community.

When asked to comment on Jeremy's selection as EOM, Transit Operations Supervisor, Tracy Smith, said:

"I enjoy Jeremy's larger than life personality. Every time I see him he greets me with a giant smile and an upbeat attitude."

AWARD: Tracy Smith will attend the May 18 Board meeting to speak to Mr. Jones' nomination. Mr. Jones' award will be provided to him by the Human Resources department.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 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. **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 April 27 meeting, committee members held discussion on the Mobility Management Strategy and the Strategic Planning Committee Purpose and Schedule. The next meeting is scheduled for June 28.
2. **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 22. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.
3. **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. At the May 5 meeting, committee members held a public hearing on and approved a resolution adopting the Addendum to MPO Unified Planning Work Program; discussed Regional Primary Funding Considerations; approved Coronavirus Response and Relief Supplemental Appropriation Act Funding; discussed Safe Routes to School 2021-2025 Strategic Plan; and adopted the MovingAhead Locally Preferred Alternative. The next meeting is scheduled for June 2. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
4. **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. At the May 9 meeting committee members reviewed contracts scheduled to go to the Board of Directors for approval. The next meeting is scheduled for June 13.
5. **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. At the May 10 meeting, trustees held an executive session pursuant to ORS 192.660(2)(f), to consider information or records that are exempt by law from public inspection; reviewed and discussed the report of investment consultant; report of the actuary; administrators report; and discussed meeting record format. The next meeting is scheduled for August 16.

6. **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 May 11 meeting, committee members received updates from ODOT; Central Lane Metropolitan Policy Committee; members; Connect Oregon; discussed the LaneACT Area Strategy; received information on the Cascadia 2022 Drill; and received information on the Beltline project overview. The next meeting is scheduled for June 8. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.

No Meetings were held for the following committees:

1. **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. The third Board seat is vacant. The next meeting is scheduled for July 19.
2. **LTD Board Budget Committee:** The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of three years. The next meeting is scheduled for October 7.
3. **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. The next meeting has not been scheduled.
4. **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.
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 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.
7. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Caitlin Vargas attends the committee meetings as LTD's representative. The next meeting has not been scheduled. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
8. **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.
9. **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.
10. **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>.

11. **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: May 18, 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 May 18, 2022, consists of:

- Approval of Delegated Authority Report - April
- Approval of Contract No. 2022-10: Moovit

ATTACHMENT:

- 1) Delegated Authority Report - April
- 2) Contract No. 2022-10: Moovit

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-05-18-022; It is hereby resolved that the Consent Calendar for May 18, 2022, is approved as presented [amended].

LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
April 2022

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
3/28/2022	Oregon Track Club	Butte to Butte - Fare Purchase Agreement	Fare Purchase	Mar. 28, 2022 - Jul. 4, 2022		\$ 34,430.00	M.Johnson	Annual Agreement
3/30/2022	NW Natural	Hunsaker Property Site Lease	Lease Agreement	Apr. 1, 2022 - May 15, 2022			M.Johnson	New Lease Agreement
4/12/2022	SiteCrafting, Inc.	Website Maintenance	Amendment	Jun. 26, 2020 - Jun. 25, 2023		\$ 67,200.00	M.Johnson	Extending Option Year
4/15/2022	Smith-Wagar Brucker Consulting, LLC	ERP COA Consultations	Personal Services	Apr. 13, 2022 - Apr. 12, 2023		\$ 2,990.00	M.Johnson	New Contract
Group Pass/Non-Profit Program								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
3/30/2022	Daisy CHAIN	Non-Profit Pass Program	Non-Profit Pass	Mar. 10, 2022 - ongoing			M.Johnson	New Agreement
3/30/2022	LILA (Lane Independent Living Alliance)	Group Pass Program	Group Pass	Mar. 30, 2022 - ongoing			M.Johnson	New Agreement
4/4/2022	Community Supported Shelters	Non-Profit Pass Program	Non-Profit Pass	Mar. 31, 2022 - ongoing			M.Johnson	New Agreement



AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2022

ITEM TITLE: CONTRACT NO. 2022-10: MOOVIT

PREPARED BY: LaToya Lewis, IT Project Manager

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services/Interim IT Director

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a contract with Moovit to satisfy the need for a multimodal trip planner.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2021-09-15-048, the Board must review and approve all contracts exceeding \$249,999, and all individual or cumulative contract amendments and change orders that exceed the lesser of \$250,000 or ten percent (10%) of the initial contract value.

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: Sustainability, Community Value, and Customer Satisfaction.

DESCRIPTION: The project, in partnership with our area Statewide Transportation Improvement Fund recipients, The City of Eugene (COE) and the University of Oregon (UofO), aims to deploy a mobile phone application that will allow travelers to plan trips around the city using a combination of the following mobility options:

- Transit service (Lane Transit District)
- Bikeshare system (PeaceHealth Rides)
- Parking Management (City of Eugene)
- Scooter share system (City of Eugene)
- Personal bicycle, wheelchair, scooter, or other mobility device
- Walking

Deployment of this mobile application will simplify trip planning across these options. Trip planning can be customized using bikes, buses, scooters, walking, riding, parking, or any combination of these modes of transportation. Travelers can plan travel that is tailored to their preferences all from a single app, not dozens.

Furthermore, the project aims to increase the usage of shared-ride transportation services by equipping travelers with meaningful data that can be used to plan trips based on CO₂ emissions, cost, travel time, and personal enjoyment. The application will highlight how personal travel habits impact the environment, with the intent to empower change at the individual level through a reduction of single-occupancy vehicle use and the associated traffic and CO₂ emissions. In addition, travelers will have easy access to comprehensive booking information for all available transportation services. It is the hope of the project team that by making access to these services more convenient, this may result in increased ridership of shared-ride services. By making multi-modal travel easier and

more convenient, this project will provide significant value for the community while further the District's equity and sustainability goals.

BACKGROUND: ORS 279B.060 and the LTD Procurement Policy provide for requesting competitive sealed proposals to seek services of this nature. Procurement developed a Request for Proposals (RFP) solicitation with LTD IT and its community partners, COE and UofO, for the purchase and implementation of the foundational multimodal trip planner. Posting for approximately four (4) weeks, the RFP resulted in the receipt of four (4) proposals from these companies: RideShark, Zed, Metropia, and Moovit. The Evaluation Committee comprised of LTD staff and partner agency staff, reviewed and scored the proposals, upon review of the scores the top three ranked companies were short-listed (as shown below). The Evaluation Committee proceeded with presentation interviews, cumulative scores identified a clear highest-scored vendor of the three (3) receiving further evaluation. The most responsible, responsive, highest-scored vendor recommended for award is Moovit.

<u>VENDOR</u>	<u>SCORE</u>
Moovit	117
Metropia	111
RideShark	110

FINANCIAL IMPACT/FUNDING SOURCE: The contract is currently valued at \$275,000 for year 1 with an additional year 2 cost of \$250,000 for ongoing support, pending negotiations. The project has received STIF grant funding in the amount of \$600,000. The STIF grant is a two-year agreement and will expire June 30, 2023. In addition, the project is scheduled to receive \$600,000 in congressional funding through the FY22 Appropriations Bill. The project has been approved under the IT Improvements – Technology and Infrastructure budget.

CIP Name: Mobile Wallet/Trip Planner (MAAS)

CIP Number: #22-MOBSWR-0301030

STIF Project A Task 1

CONSIDERATIONS: LTD has been collaborating on this initiative with the City of Eugene and the University of Oregon for over a year. The implementation of this project can provide the most benefit to the community at large if it can be implemented in time for the World Athletics Championship. In addition, this software has the capability of replacing applications that will be redundant once the full scope of the project has been realized, resulting in a potential cost savings to LTD.

ALTERNATIVES:

1. Deny approval of new contract and request team to re-solicit; this would result in not being able to provide visitors with a mobile application that can assist them in navigating around the city during the World Athletics Championship.
2. Continue using disparate mobile applications to plan travel independent of one another.

SUPPORTING DOCUMENTATION:

- Resolution No. 2022-05-18-027

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-05-18-027:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2022-10 as presented [amended].



RESOLUTION NO. 2022-05-18-027

APPROVAL OF CONTRACT NO. 2022-10: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND MOOVIT

WHEREAS, Lane Transit District (LTD) is authorized to enter into contractual agreements pursuant to ORS 267.200 (3)-(4);

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, pursuant to LTD resolution No. 2021-09-15-048, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$249,999;

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

WHEREAS, the Contract Committee reviewed the proposed contract between LTD and Moovit on May 9, 2022, and recommended adoption.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, acting as the LTD Contract Review Board, passes a Resolution as follows:

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Moovit for the purpose of implementing a multimodal trip planning solution; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or \$250,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18th DAY OF MAY 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2022

ITEM TITLE: PROPOSED FISCAL YEAR 2022-2023 BUDGET

PREPARED BY: Christina Shew, Director of Finance

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To request that the Lane Transit District (“LTD” or “the District”) Board adopt the proposed FY2022-2023 (FY23) Budget.

BOARD COMMUNICATION:

- FY23 Budget posted for public comment on April 5, 2022
- Budget Committee meeting posted to the District website on April 5 and in the Eugene Register Guard on March 24, 2022
- Budget Committee Meeting held on April 12, 2022 (ORS 294.414)
- Public Comments accepted at the Budget Committee Meeting on April 12, 2022 (ORS 294.453)
- Budget Presentation made to the publicly held Budget Committee Meeting on April 12, 2022 (ORS 294.414)
- Public Hearing posted to the District website April 5, 2022 and in the Eugene Register Guard on April 15, 2022 (ORS 294.438)
- Public Hearing held on April 20, 2022 (ORS 294.453)

PUBLIC COMMUNICATION:

- FY23 Budget posted for public comment on April 5, 2022
- Budget Committee meeting posted to the District website on April 5 and in the Eugene Register Guard on March 24, 2022
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- Public Comments accepted at the Budget Committee Meeting on April 12, 2022 (ORS 294.453)
- Budget Presentation made to the publicly held Budget Committee Meeting on April 12, 2022 (ORS 294.414)
- Public Hearing posted to the District website April 5, 2022 and in the Eugene Register Guard on April 15, 2022 (ORS 294.438)
- Public Hearing held on April 20, 2022 (ORS 294.453)

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 all five strategic area of focus.

DESCRIPTION: There are three key documents, developed with community input, that provide the information we need to develop a proposed budget. They are the Strategic Business Plan, The Long Range Financial Plan, and

the Community Investment Plan. Once adopted, the annual budget reflects the authorized amount that the District can spend during the specific 12 month period that begins every July 1 and ends June 30. The annual budget is guided by our vision to create a more connected, sustainable and equitable community and, as a result, reflects all five of our strategic areas of focus.

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 (ORS 294.321) is also designed to encourage citizen involvement in the budget process. The District achieves this by: 1) vetting the Budget through a Budget Committee comprised of all 7 Board members and an equal number of appointed citizen electors, 2) holding public hearings and 3) accepting written public comments.

There are 3 requirements before the LTD Board can adopt the budget: 1) Posting for public comment (ORS 294.401), 2) Approval by the Budget Committee as presented or amended (ORS 294.424), and 3) Holding a public hearing on the Budget Committee approved budget (ORS 294.453).

BACKGROUND: The proposed Budget for FY23 along with an amended 2022-2031 CIP and 2022 – 2031 LRFP were posted for public comment on Monday, April 4, 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 financial summary and Notice of Budget Hearing (form LB-1) was published on April 15, 2022 in accordance with ORS 294.438. Public hearings were held at both the Budget Committee Meeting and at the regular Board meeting on April 20, 2022. The District also accepted written public testimony. No additional public testimony has been made as of the writing of this AIS.

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. The Proposed Fiscal Year 2022-2023 Budget is as follows:

PROPOSED APPROPRIATION	FY2022-23 Proposed		FY2021-22 Adopted Budget	FY2022-23 Proposed
GENERAL FUND - OPERATING	\$56,800,576	CAPITAL PROJECTS FUND	\$37,245,418	\$50,048,972
Transit Services	\$55,485,733	Transit Investments	\$37,245,418	\$50,048,972
Operating Contingency	\$1,314,843	TOTAL FY2022-23 PROPOSED APPROPRIATION	\$136,836,940	\$162,169,989
GENERAL FUND - NON-OPERATING	\$25,492,451			
Transfer to Specialized Services Fund	\$4,748,461	PROPOSED RESERVES NOT APPROPRIATED		
Transfer to Medicaid Fund	\$327,750	SUSTAINABLE SERVICES FUND		\$11,011,740
Transfer to Point2point Fund	\$280,655	Sustainable Services Reserve		\$11,011,740
Transfer to the Sustainable Services Fund	\$11,011,740	OTHER RESERVES	\$25,074,508	\$30,423,807
Transfer to Capital Projects Fund	\$9,123,845	Cash Flow Operating Reserve	\$10,508,775	\$10,044,691
SPECIALIZED SERVICES FUND	\$13,569,395	Working Capital	\$567,330	\$3,127,663
Transit Services	\$13,569,395	Restricted for Capital Fund Projects	\$13,998,403	\$17,251,453
MEDICAID FUND	\$15,723,595	TOTAL FY 2022-23 NOT APPROPRIATED RESERVES	\$25,074,508	\$41,435,547
Transit Services	\$15,723,595	TOTAL FY 2022-23 APPROPRIATED AND NOT APPROPRIATED RESERVES	\$161,911,44	\$203,605,536
POINT2POINT FUND	\$535,000			
Transit Services	\$535,000			
Operating Contingency				

CONSIDERATIONS: Staff recommends that the Board adopt the proposed FY2022-2023 Budget as presented.

ALTERNATIVES: The Board may adopt the proposed FY2022-2023 Budget as presented or amend the Budget and adopt the amended budget.

NEXT STEPS: Once adopted, the FY2022-2023 Budget will be filed the 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 will be sent to the State of Oregon Department of Revenue and will be posted to the LTD website.

SUPPORTING DOCUMENTATION:

- 1) Proposed 2022-2023 Budget Book
- 2) Proposed Budget Presentation 2022-2023
- 3) Resolution No. 2022-05-18-023

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-05-18-023:

It is hereby resolved that the LTD Board of Directors adopts the proposed FY2022-2023 Budget as presented [amended].



RESOLUTION NO. 2022-05-18-023

ADOPTION OF THE FISCAL YEAR 2022-2023 (FY23) ANNUAL BUDGET

WHEREAS, annually, in accordance with ORS 294.408, the Board of Directors must adopt a self-balancing (resources>= expenditure) budget for each of its six funds (OAR 150-294.352(1)-(A)) by the close of the current fiscal year;

WHEREAS, the fiscal year ends on June 30, 2022;

WHEREAS the budget for each fund reflects LTD's financial plan for the fiscal year that starts every July 1 and ends every June 30;

WHEREAS, each of the six funds have their own budget and the resources and expenditures within those funds must balance in order for the budget to be adopted;

WHEREAS, there are 3 requirements before the LTD Board can adopt the budget: 1) Posting for public comment (ORS 294.401), 2) Approval by the Budget Committee as presented or amended (ORS 294.424), and 3) Holding a public hearing on the Budget Committee approved budget (ORS 294.453);

WHEREAS, Oregon Budget Law is designed to encourage citizen involvement in the control and expenditure of public funds by requiring a Budget Committee comprised of the LTD Board of Directors and an equal number of appointed electors to receive, consider and approve the proposed budget as presented or amended by the Budget Officer;

WHEREAS, the proposed FY23 Budget was posted for public comment on April 5, 2022;

WHEREAS, a public hearing was held at the Budget Committee meeting which was approved and forwarded to the Board for adoption; and,

WHEREAS, a public hearing on the FY23 Budget was held at the April 20, 2022 Board meeting.

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, approves a resolution as follows:

- Adopting the Fiscal Year 2022-2023 Budget with a total appropriation of \$133,581,940.



PROPOSED APPROPRIATION	FY2021-22 Adopted Budget	FY2022-23 Proposed
GENERAL FUND - OPERATING	\$52,221,091	\$56,800,576
Transit Services	\$52,221,091	\$55,485,733
Operating Contingency		\$1,314,843
GENERAL FUND - NON-OPERATING	\$18,275,071	\$25,492,451
Transfer to Specialized Services Fund	\$5,236,631	\$4,748,461
Transfer to Medicaid Fund	\$400,200	\$327,750
Transfer to Point2point Fund	\$218,124	\$280,655
Transfer to the Sustainable Services Fund		\$11,011,740
Transfer to Capital Projects Fund	\$12,420,116	\$9,123,845
SPECIALIZED SERVICES FUND	\$13,214,631	\$13,569,395
Transit Services	\$13,214,631	\$13,569,395
MEDICAID FUND	\$15,167,220	\$15,723,595
Transit Services	\$15,167,220	\$15,723,595
POINT2POINT FUND	\$713,509	\$535,000
Transit Services	\$708,509	\$535,000
Operating Contingency	\$5,000	

	FY2021-22 Adopted Budget	FY2022-23 Proposed
CAPITAL PROJECTS FUND	\$37,245,418	\$50,048,972
Transit Investments	\$37,245,418	\$50,048,972
TOTAL FY2022-23 PROPOSED APPROPRIATION	\$136,836,940	\$162,169,989
PROPOSED RESERVES NOT APPROPRIATED		
SUSTAINABLE SERVICES FUND		\$11,011,740
Sustainable Services Reserve		\$11,011,740
OTHER RESERVES	\$25,074,508	\$30,423,807
Cash Flow Operating Reserve	\$10,508,775	\$10,044,691
Working Capital	\$567,330	\$3,127,663
Restricted for Capital Fund Projects	\$13,998,403	\$17,251,453
TOTAL FY 2022-23 NOT APPROPRIATED RESERVES	\$25,074,508	\$41,435,547
TOTAL FY 2022-23 APPROPRIATED AND NOT APPROPRIATED RESERVES	\$161,911,44	\$203,605,536

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18th DAY OF MAY, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2022

ITEM TITLE: FY2022-2031 AMENDED COMMUNITY INVESTMENT PLAN

PRESENTER: Christina Shew, Director of Finance

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To request that the Board of Directors adopt the fiscal year 2022-2031 Amended Community Investment Plan (CIP).

BOARD COMMUNICATION:

- The preliminary FY2022-2031 Community Investment Plan was posted for public comment on the Lane Transit District website on October 1, 2021
- 2022-2031 preliminary CIP was reviewed at the Budget Committee meeting held on October 6, 2021
- A Public Hearing was held on the 2022-2031 preliminary CIP on October 20, 2021
- 2022-2031 Amended CIP was posted for public comment on April 5, 2022
- 2022-2031 Amended CIP was reviewed at the Budget Committee Meeting held on April 12, 2022
- Public Comments were accepted on 2022-2031 Amended CIP at the Budget Committee Meeting on April 12, 2022
- A presentation of changes from the preliminary 2022-2031 CIP to the 2022-2031 Amended CIP was made to the publicly held Budget Committee Meeting on April 12, 2022
- A Public hearing on the 2022-2031 Amended CIP was held on April 20, 2022

PUBLIC COMMUNICATION:

- The preliminary FY2022-2031 Community Investment Plan was posted for public comment on the Lane Transit District website on October 1, 2021
- 2022-2031 preliminary CIP was reviewed at the Budget Committee meeting held on October 6, 2021
- A Public Hearing was held on the 2022-2031 preliminary CIP on October 20, 2021
- 2022-2031 Amended CIP was posted for public comment on April 5, 2022
- 2022-2031 Amended CIP was reviewed at the Budget Committee Meeting held on April 12, 2022
- Public Comments were accepted on 2022-2031 Amended CIP at the Budget Committee Meeting on April 12, 2022
- A presentation of changes from the preliminary 2022-2031 CIP to the 2022-2031 Amended CIP was made to the publicly held Budget Committee Meeting on April 12, 2022
- A Public hearing on the 2022-2031 Amended CIP was held on April 20, 2022

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 all five strategic area of focus.

DESCRIPTION: The CIP is one of three key documents that provide the information we need to develop a proposed budget. The proposed fiscal year 2022-2031 Amended CIP represents both our near and long term plan of investments needed in the next 10 years in order to continue to achieve our strategic business plan mission of connecting our community in a sustainable and equitable way. The CIP is updated and adopted annually.

The CIP has no spending authority. LTD's final decision to commit funds occurs through the annual budget process. Although the CIP is the starting point for the annual budget, the projects budgeted each year vary from those proposed in the CIP as a result of available funding and the funding needs of existing projects already underway. Projects proposed in the CIP reflect the planned project cost. The budget for the current state of a project may change between CIP adoption and project implementation.

BACKGROUND: The 2021-2030 CIP was last adopted by the Board at the May 19, 2021 Board meeting. Staff updated that CIP and presented the 2022-2031 preliminary CIP to the Budget Committee on October 6, 2021. The Budget Committee approved the 2022-2031 preliminary CIP and the Board held a hearing on the 2022-2031 preliminary CIP at their October 20, 2021 Board meeting. The preliminary 2022-2031 CIP was amended ("2022-2031 amended CIP") to reflect updates to grant funding available, project timing adjustments, new projects and alignment with the proposed FY23 budget.

The list of potential projects for inclusion in the CIP come from a variety of internal and external sources. Internal sources include planning & policy documents such as our fleet replacement or MovingAhead plans or our climate action policy. Departments also make requests based on capital or technology replacement needs. The District listens to our riders and community partners throughout Lane County to develop additional project proposals.

Project proposals are only included in the CIP if they align with the Strategic Business Plan. Project timing is dictated by available internal resources to execute and external resources to fund as projected in our Long range financial plan.

Projects included in our CIP vary in size, cost and community benefit. Some projects are to maintain existing capital assets while others assist LTD in making the delivery of its service more efficient, safe and attractive. All projects either maintain our current infrastructure or respond to the changing needs of our riders and our community.

The CIP has two fundamental objectives: 1) to make efficient use of LTD's financial resources, and 2) to implement regional priorities that anticipate the need for public transportation in the future. The CIP supports the collaborative efforts of the local and regional transportation plans. In that context, all projects are vetted against seven criteria:

- 1) **Project Deferral Implication:** To what extent will deferring a project create unsafe conditions and/or cause noticeable disruption to the level of service or user benefits and/or put the District out of compliance with legal, compliance or regulatory mandates?
- 2) **Feasibility of Implementation:** What is the likelihood that the project will be completed within the requested budget and schedule?
- 3) **Operating Budget Impact:** What impact will the project have on the operating budget of the District and will the ongoing costs be sustainable given the projected incoming revenue sources?
- 4) **Ridership/Quality of Service Delivery:** What impact will this project have on ridership, quality of service delivery and benefits to the community?
- 5) **Economic Contribution:** How will a project increase the District's revenue, create jobs, and/or improve the local economy?
- 6) **Environmental Stewardship:** How will a project preserve the natural environment, conserve natural resources, reduce pollution, or otherwise contribute to a sustainable community?
- 7) **Other Benefits:** What benefits (beyond ridership/quality of service delivery) does the project have to the community (e.g. data insight, better transparency)?

All projects are also organized into three tiers based on their funding status as follows:

Tier I: Full funding has been secured.

Tier II: Funding is in the application process and/or funding source has been identified.

Tier III: Funding source has not yet been identified.

Posting for public comment: The proposed fiscal year 2022-2031 Amended CIP was posted for public comment on April 5, 2022.

Approval by the Budget Committee: The Budget Committee, which is comprised of all seven Board members and an equal number of appointed citizen electors, met on April 12, 2022, to review and approve the proposed fiscal year 2022-2031 Amended CIP. The proposed fiscal year 2022-2031 Amended CIP was approved and forwarded to the LTD Board of Directors with a recommendation for adoption.

Public Comments and Public Hearing: On April 20, 2022, at the regular Board of Directors meeting, a public hearing was held on the proposed fiscal year 2022-2031 Amended CIP. No Board revisions were requested.

CONSIDERATIONS: Staff recommends that the Board adopt the proposed fiscal year 2022-2031 Amended CIP. CIP details are posted on the LTD website.

ALTERNATIVES: The Board may:

1. Hold additional public hearings.
2. Hold additional Budget Committee meetings.
3. Postpone adoption of the 2022-2031 proposed Amended CIP to an alternate date.
4. Amend and adopt the 2022-2031 Amended CIP as amended.

NEXT STEPS: After the 2022-2031 Amended CIP adoption, staff will post the final 2022-2031 Amended CIP on the LTD website. The adopted CIP will become the official guiding CIP. The adopted CIP has no spend authority.

SUPPORTING DOCUMENTATION:

- 1) Proposed FY2022-2023 Budget Book which includes the FY2022–2031 Amended Community Investment Plan
- 2) Resolution No. 2022-05-18-024

PROPOSED MOTION: I move adoption of LTD Resolution No.: 2022-05-18-024

It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2022-2031 Amended CIP as presented [amended].



RESOLUTION NO. 2022-05-18-024

ADOPTION OF THE FISCAL YEAR 2022-2031 AMENDED COMMUNITY INVESTMENT PLAN

WHEREAS, Lane Transit District (“LTD” or “the District”) and the LTD Board of Directors are committed to the financial health of the District;

WHEREAS, this is achieved through both short-term budgeting and medium to long-range financial planning;

WHEREAS, one critical financial planning document is our 2022-2031 Amended Community Investment Plan (CIP);

WHEREAS, the proposed 2022-2031 Amended Community Investment Plan (CIP) plan was posted for public comment on April 5, 2022;

WHEREAS, a public hearing was held at the Budget Committee meeting which was approved and forwarded to the Board for adoption; and,

WHEREAS, a public hearing on the 2022-2031 Amended Community Investment Plan (CIP) was held at the April 20, 2022, Board meeting.

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, approves a resolution as follows:

- Adopting the 2022-2031 Amended Community Investment Plan.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18th DAY OF MAY, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2022

ITEM TITLE: FY 2022-2031 LONG-RANGE FINANCIAL PLAN

PRESENTER: Christina Shew, Director of Finance

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To request that the Lane Transit District ("LTD" or "the District") Board of Directors adopt the fiscal year 2022-2031 Long-range Financial Plan (LRFP).

BOARD COMMUNICATION:

- The proposed FY2021 – 2030 Long-range Financial Plan (LRFP) was adopted by the Board at the May 19, 2021 Board meeting.
- FY2022-2031 LRFP posted for public comment on April 5, 2022
- Budget Committee meeting posted to the District website April 5, 2022 and in the Eugene Register Guard on March 24, 2022
- Budget Committee Meeting held on April 12, 2022
- Public Comments accepted at the Budget Committee Meeting on April 12, 2022
- FY2022 – 2031 LRFP Presentation made to the publicly held Budget Committee Meeting on April 12, 2022
- Public Hearing held on April 20, 2022

PUBLIC COMMUNICATION:

- The proposed FY2021 – 2030 Long-range Financial Plan (LRFP) was adopted by the Board at the May 19, 2021 Board meeting.
- FY23 LRFP posted for public comment on April 4, 2022
- Budget Committee meeting posted to the District website April 5, 2022 and in the Eugene Register Guard on March 24, 2022
- Budget Committee Meeting held on April 12, 2022
- Public Comments accepted at the Budget Committee Meeting on April 12, 2022
- FY2022 – 2031 LRFP Presentation made to the publicly held Budget Committee Meeting on April 12, 2022
- Public Hearing held on April 20, 2022

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 all five strategic area of focus.

DESCRIPTION: The LRFP is one of three key documents, developed with community input, that provide the information we need to develop a proposed budget and the timing of community investment projects. It is a 10 year plan that projects the anticipated resources and expenditures over a 10 year period. At its core, the LRFP aligns our financial capacity with the objectives outlined in our Strategic Business Plan and is therefore aligned with all five of our strategic areas of focus. It is updated, at a minimum when the Strategic Business Plan is updated, but ideally on an annual basis.

The LRFP has no spending authority. The District's final decision to commit funds occurs through the annual budget process. The LRFP is the starting point for the new annual budget. This plan illustrates the interconnections between our revenues, anticipated expenditures and the timing of our community investments. As the anticipated resources and economic conditions change each year from those planned in the LRFP, the proposed budget is adjusted accordingly to ensure the long-term financial well-being of the District and the sustainability of our existing services.

BACKGROUND: The LRFP was last adopted by the Board at the May 19, 2021, Board meeting.

The District's fiscal environment is always changing, especially in the current pandemic times. The traditional budget model, budgeting for cost, leads to a spending profile that attempts to sustain existing programs and services – without the financial resources to support those services. It is important therefore, to consider what level of service is maintainable over time to avoid increases to service that must be decreased due to reliance on variable or fluctuating fund sources. The resource projections in the LRFP are a key factor in determining both the planned timing of projects in the Community Investment Plan and the design and level of our services.

Delivering our mission to connect our community through quality service, reliable vehicles, solid infrastructure and collaborative programs to serve our community's diverse mobility needs requires ongoing resources. The most significant ongoing resource is from payroll taxes (representing ~80% of general fund resources pre-pandemic). Our payroll tax projections are based on the projections from the Oregon State Office of Economic Forecasting using two variables: 1) Oregon Average Wages and 2) Total Nonfarm Employment. FY22 and FY23 are intentionally conservatively forecasted to ensure that we continue to live within our affordable means and because there are still many economic headwinds with COVID-19 variant risks and continuing world destabilizing events.

In the short-term, our LRFP relies on Federal COVID-19 stimulus grant assistance to bridge revenue to expenditure gaps as a result of both lower revenues and increased costs resulting from COVID-19 and its ever-changing variants. In FY23, significant service changes are not expected as we are spending FY23 gathering data through the comprehensive operations analysis which will inform how we build back our service and increase ridership. The increased ridership will result in associated passenger fares beyond FY23. Costs are currently high from pandemic-induced record high inflation, increased COVID-19 protocols, worker absences and supply chain issues. In the medium- to long-term costs are expected to decrease as the cost to operate post pandemic normalize.

Posting for public comment: The proposed fiscal year 2022-2031 LRFP was posted for public comment on April 5, 2022.

Approval by the Budget Committee: The Budget Committee, which is comprised of all 7 Board members and an equal number of appointed citizen electors, met on April 12, 2022, to review and approve the proposed fiscal year 2022-2031 LRFP. The proposed fiscal year 2022-2031 LRFP was approved and forwarded to the LTD Board of Directors with a recommendation for adoption.

Public Comments and Public Hearing: On April 20, 2022, at the regular Board of Directors meeting, a public hearing was held on the proposed fiscal year 2022-2031 LRFP. No Board revisions were requested.

CONSIDERATIONS: Staff recommends that the Board adopt the proposed fiscal year 2022-2031 Long-range Financial Plan. 2022-2031 Long-range Financial Plan details are posted on the LTD website.

ALTERNATIVES: The Board may:

1. Hold additional public hearings.
2. Hold additional Budget Committee meetings.
3. Postpone adoption of the 2022-2031 Long-range Financial Plan to an alternate date.
4. Amend and adopt the 2022-2031 Long-range Financial Plan as amended.

NEXT STEPS: After the 2022-2031 Long-range Financial Plan adoption, staff will post the final 2022-2031 Long-range Financial Plan on the LTD website. The adopted 2022-2031 LRFP will become the official guiding LRFP. The adopted 2022-2031 LRFP has no spend authority.

SUPPORTING DOCUMENTATION:

- 1) Proposed FY 2022-2023 Budget Book which includes the FY2022–2031 Long-range Financial Plan
- 2) Resolution No. 2022-05-18-025

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-05-18-025:

It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2022-2031 Long-Range Financial Plan as presented [amended].



RESOLUTION NO. 2022-05-18-025

ADOPTION OF THE FISCAL YEAR 2022-2031 LONG-RANGE FINANCIAL PLAN

WHEREAS, Lane Transit District (“LTD” or “the District”) and the LTD Board of Directors are committed to the financial health of the District;

WHEREAS, this is achieved through both short-term budgeting and medium to long-range financial planning;

WHEREAS, one critical financial planning document is our 2022-2031 Long-Range Financial Plan (LRFP);

WHEREAS, the proposed 2022-2031 Long-Range Financial Plan was posted for public comment on April 4, 2022;

WHEREAS, a public hearing was held at the Budget Committee meeting which was approved and forwarded to the Board for adoption; and,

WHEREAS, a public hearing on the 2022-2031 Long-Range Financial Plan was held at the April 20, 2022 Board meeting.

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors, approves a resolution as follows:

- Adopting the 2022-2031 Long-range Financial Plan.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18th DAY OF MAY, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2022

ITEM TITLE: STRATEGIC BUSINESS PLAN QUARTERLY UPDATE

PREPARED BY: Collina Beard, Strategic Business Plan Champion

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Information and Discussion

PURPOSE: To provide progress update on the fiscal year 2022-2024 Strategic Business Plan (SBP) for fiscal year 2022 Quarter 3 (January 1 – March 31, 2022).

BOARD COMMUNICATION:

- October 20, 2021: Provided an update on the SBP rollout plan upon the Board's July 2021 adoption
- February 16, 2022: Provided Quarterly Update for period 2 (October 1 – December 31, 2021)

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: Community Value.

DESCRIPTION: The FY22-24 Strategic Business Plan guides the direction for Lane Transit District. The SBP includes five strategic areas of focus or success outcomes that the District strives to achieve in the next three years. Each element of the plan is purposefully aligned so that there is clarity around how work activities (tactics) and performance metrics impact these overall strategic outcomes.

BACKGROUND: The Board of Directors adopted LTD's first-ever Strategic Business Plan in July 2021. Implementation of the Plan began in October 2021 (FY22 Q2) and will span into June 2024. Since the last staff update to the Board in February 2022, staff have continued implementing the tactics and monitoring the District's performance metrics as adopted in the SBP. This quarterly report provides an update to the Board to ensure that LTD is on our way to achieving success outcomes in the five strategic areas of focus.

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

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Staff will provide the Q4 SBP Progress Report at the Regular Meeting of the Board of Directors to be held in August 2022.

SUPPORTING DOCUMENTATION:

- 1) Presentation Deck: Strategic Business Plan FY22 Q3 Board Update

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: May 18, 2022

ITEM TITLE: INTERIM GENERAL MANAGER QUARTER THREE REVIEW

PREPARED BY: Mark Johnson, Interim General Manager

DIRECTOR: N/A

ACTION REQUESTED: Discussion and Adoption

PURPOSE: The purpose of this item is to review the Interim General Manager's performance for quarter three (3) to determine if it is consistent with the LTD values and if the Interim General Manager's efforts are achieving progress as defined in the Strategic Business Plan and the employment agreement between the parties. Approve performance based compensation, if any, for the quarter.

BOARD COMMUNICATION: The Interim General Manager's employment agreement was approved by the Board at its September 15, 2021, Board meeting indicating that a quarterly review would take place and bonus compensation would be considered based on specific goals.

PUBLIC COMMUNICATION: NA

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

DESCRIPTION: This is a quarterly Board function to discuss the Interim General Manager's performance and agree on performance based compensation based on specific goals set out in the employment agreement between the parties.

BACKGROUND: This is the second quarterly performance report and review of the Interim General Manager. It is based on the Board adoption of a performance based compensation model and agreed upon open discussion about the General Manager's performance on a quarterly basis.

CONSIDERATIONS: A self-evaluation from the Interim General Manager and compensation recommendation will be provided to the Board in an attachment.

ALTERNATIVES: The Board is generally obligated to discuss and evaluate the General Manager's performance but the Board could postpone the discussion and delay the compensation discussion to another time.

NEXT STEPS: Approve or amend the recommendation for the Interim General Manager's performance evaluation and performance based compensation.

SUPPORTING DOCUMENTATION:

- Interim General Manager's self-evaluation and compensation recommendation
- Resolution No. 2022-05-18-026

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-05-18-026:

It is hereby resolved that the LTD Board of Directors approves the quarter three (3) performance review of the Interim General Manager as presented {amended}.



RESOLUTION NO. . 2022-05-18-026

**APPROVAL OF QUARTERLY PERFORMANCE REVIEW FOR THE LANE TRANSIT DISTRICT
INTERIM GENERAL MANAGER**

WHEREAS, ORS 267.135 authorizes the Lane Transit District ("LTD" or "District") Board of Directors ("Board") to appoint a General Manager, whose duties are described in ORS 267.140 and include having full charge of the administration of the business affairs of the District;

WHEREAS, effective on September 7, 2021, Mark Johnson is hereby appointed as Lane Transit District's Interim General Manager, and shall serve until the Board appoints a replacement General Manager;

WHEREAS, at its September 15, 2021, regular meeting the Board adopted quarterly performance based compensation structure for the Interim General Manager;

WHEREAS, at its September 15, 2021, regular meeting the Board adopted quarterly performance measures for the Interim General Manager;

WHEREAS, at its February 16, 2022, regular meeting the Board reviewed the performance of the Interim General Manager;

WHEREAS, at its February 16, 2022, regular meeting the Board reviewed the performance of the Interim General Manager; and,

WHEREAS, at its May 18, 2022, regular meeting the Board reviewed the performance of the Interim General Manager.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors passes a Resolution as follows:

Approving the performance of the Interim General Manager in achieving District goals and approving the recommended performance based compensation for the Interim General Manager for the third quarter of FY 2022.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18th DAY OF MAY 2022.

Board President, Caitlin Vargas



Q3 FY22 FINANCIAL PERFORMANCE INDICATORS

			FY 2022				
INDICATORS	CADENCE	MEASURE	Q4	Q3	Q2	Q1	NOTES
AUDITS OF GENERAL HEALTH							
Report of Independent auditors	Annual	Unmodified opinion		F	F	F	FY21 Annual Report
Deficiencies in Internal Control	Annual	"No material weaknesses noted No significant deficiencies or non-compliance noted"		W	W	F	The District identified an error related to timing and recording of grant revenue which required prior years to be restated. The restatement changed the year in which the revenue was recorded. It did not affect any grant expenditures eligible for reimbursement. The error was due to an interpretation of GASB Statement No. 33, which was recently clarified as a result of the COVID expenditure grants.
Fraud & Noncompliance with Laws & Regulations	Annual	No instances of fraud or noncompliance with laws and regulations identified		F	F	F	FY21 Annual Report
FTA Comprehensive Review	Every 3 years	No significant deficiencies or material internal control weaknesses noted		F	F	F	FY20 review found no deficiencies in any of the 21 areas it examined
STIF Agreed Upon Procedures	Annual	No material noncompliance with requirements		F	F	F	FY21 Annual Report
NTD Agreed Upon Procedures	Annual	No material noncompliance with requirements		F	F	F	FY21 Annual Report
ODOT Urban Remote Compliance Monitoring Review	Annual	No material noncompliance with requirements		F	F	F	2021 Report
TRANSPARENCY							
GFOA Excellence in Financial Reporting Award	Annual	Award received		F	F	F	FY20 Annual Report; FY21 Annual Report review in process
COMPLIANCE WITH WRITTEN POLICIES							
Reserve	Annual	Financial Planning documents align with policy		F	F	F	The new reserve policy adopted in February was implemented as part of the FY23 Budget.
Financial Planning	Annual	Financial Planning documents align with policy		N/A	N/A	N/A	Proposed policy is being developed utilizing best practices.
Pension Funding	Annual	Financial Planning documents align with policy		N/A	N/A	N/A	Proposed policy is being developed utilizing best practices.
Community Investment Policy (Capital Planning)	Annual	Financial Planning documents align with policy		N/A	N/A	N/A	Proposed policy is being developed utilizing best practices. Currently the Community Investment Plan process is followed
BOARD ADOPTED POLICIES							
Reserve	Annual	Board revision adoption by < Feb 2022		F	F	N/A	FY23 budget is aligned with Board adopted Reserve policy.
Financial Planning	Annual	Board Adoption by <Q2 FY23		N/A	N/A	N/A	SBP only required Reserve policy adopted Feb 2022. Remaining policies will be developed with a target adoption of <Q2 FY23
Pension Funding	Annual	Board Adoption by <Q2 FY23		N/A	N/A	N/A	SBP only required Reserve policy adopted Feb 2022. Remaining policies will be developed with a target adoption of <Q2 FY23
Community Investment Policy (Capital Planning)	Annual	Board Adoption by <Q2 FY23		N/A	N/A	N/A	SBP only required Reserve policy adopted Feb 2022. Remaining policies will be developed with a target adoption of <Q2 FY23

F Favorable — This trend is positive with respect to LTDs goals & policies

F/C Favorable (Caution) — This indicates that a trend is in compliance with adopted fiscal policies or anticipated results. This indicator may change from a positive rating in the near future.

W Warning — This indicates that a trend is in compliance with adopted fiscal policies or anticipated results. This indicator may change from a positive rating in the near future

U Unfavorable — This trend is negative, and there is an immediate need for LTD action



Q3 FY22 FINANCIAL PERFORMANCE INDICATORS

			FY 2022				
INDICATORS	CADENCE	MEASURE	Q4	Q3	Q2	Q1	NOTES
REVENUE							
YTD Payroll Tax Revenue vs. Budget	Quarterly	Payroll tax actuals > Budget		F	F/C	F/C	Pandemic recovery is faster than anticipated. Q3 YTD payroll-type tax collections are up 5% over the same time in FY21. 1st half payroll tax strength is due, in part, to temporary COVID-19 related spikes in employment from vaccine, testing sites and other health care and social assistance providers. In Q3 this spike has been muted.
Planned Grant Coverage For CIP Projects	Annual	Greater than 70% of project costs covered by grants		F	F	F	FY21 Annual report has 80% of projects eligible for grant funding. This is up from FY20 at 78%. FY23 Budget shows 82% project grant funding. In addition to project grant funding, LTD is utilizing COVID-19 relief funds for operating. Operating grant funding is not reflected in the 82%.
EXPENDITURES							
YTD Expenditures vs Budget	Quarterly	Expenditures < Budget		F/C	F	F	March CPI is up 8.5% from where it was a year ago, a 40-year high. Fuel prices have been trending up due to supply chain issues and R99 shortages. Budget was \$2.25/gallon. FY22 March YTD is at \$2.99/gallon with the last purchase on 4/7 at \$3.91/gallon. Inflation and the impacts of Russia invading Ukraine pose expenditure risks.
Fringe Benefits (excluding pension)	Quarterly	Expenditures < Budget		W	W	W	Medical costs premiums change every January. With the exception of 2019, increases over the last 5 years have been 7% - 9%.
Capital Fund Project Spend	Quarterly	Expenditures < Budget		F	F	F	Bus delivery timing will push expenditures to FY23.
OPERATING POSITION							
Unrestricted Fund Balance	Annual	> 2 months of operating		F	F	F	Currently exceeding as demonstrated by unrestricted cash balance.
UNFUNDED LIABILITIES							
ATU Pension funding	Annual	Annual contributions align with actuary recommendations and unfunded liability <= prior year		F/C	F/C	F	On track for full funding in 20 years. Contributions made align with actuary recommendations. Future economic growth is facing headwinds with record high inflation which reduces margins for stocks and puts pressure on interest rate increases, making long-term bond investments less attractive.
Admin Pension Funding	Annual	Annual contributions align with actuary recommendations and unfunded liability <= prior year		F/C	F/C	F	On track for full funding in 10 years. Contributions made align with actuary recommendations. Future economic growth is facing headwinds with record high inflation which reduces margins for stocks and puts pressure on interest rate increases, making long-term bond investments less attractive.

F Favorable — This trend is positive with respect to LTDs goals & policies

F/C Favorable (Caution) — This indicates that a trend is in compliance with adopted fiscal policies or anticipated results. This indicator may change from a positive rating in the near future.

W Warning – This indicates that a trend is in compliance with adopted fiscal policies or anticipated results. This indicator may change from a positive rating in the near future

U Unfavorable — This trend is negative, and there is an immediate need for LTD to take action

KEY FINANCIAL HIGHLIGHTS

- LTD has been awarded a \$32.6M in ARPA grant for operating assistance, preventative maintenance and security. LTD has also been appropriated \$1.6M through the FY22 Omnibus congressional bill to support the mobile wallet and electric bus projects. LTD is submitting competitive grant applications for the Glenwood OCC, Eugene Station Modernization, Petroleum Fuel system replacement, and 6 replacement EmX buses through the Bus & Bus Facilities program.
- Managing unrestricted cash to align with adopted reserve policy.
- YTD payroll taxes up 5% from the prior year. The Delta variant was not as disruptive as the 1st Alpha variant. Omicron "unpaid time-off" payroll tax impacts will not be evident until April.
- Inflation, fueled by worker shortages, supply chain issues and consumer demand finished March at 8.5% - a 40 year high, exceeding December's CPI of 7%.
- Lane county seasonally adjusted unemployment rate dropped to 4.1% in March, continuing a downward trend and a strong recovery from the 14.4% pandemic level.
- Supply chain bottlenecks continue to impact bus and capital fund expenditure timing.
- Expenditures for salaries & wages will be at or below budget due to FTE savings from lower FTE's for the majority of the fiscal year. To address the FTE shortage, current ATU incentives for Operators and Public Safety include double-time pay for volunteering to work on their regular days off.
- Pension Funding changes based on the market value of the assets in the portfolio. As a defined benefit plan, the District bears the risk of covering shortages needed to meet pension commitments. Current market is showing volatility with concerns around rising interest rates (Federal Reserve monetary policy tightening) and inflation (8.5% March) that curbs spending.

OPERATING FINANCIAL PERFORMANCE

GENERAL FUND

YTD Expenditures/Budget	58%		
YTD Operating Revenues/Budget	58%		
	YTD	YE Projection	YE Budget
Fund Balance		\$9	\$9

Payroll Taxes on track. Ridership return is slower than budgeted, impacting fares and pandemic relief grant draw downs are in process. Spending down due to less staff - hiring of more operators in process. Fuel 13% over annual budget.

OPERATING FINANCIAL PERFORMANCE

SPECIALIZED SERVICES

YTD Expenditures/Budget	25%		
YTD Operating Revenues/Budget	23%		
	YTD	YE Projection	YE Budget
Fund Balance		\$2.4	\$0.7

New State STIF budget delayed start of projects.

OPERATING FINANCIAL PERFORMANCE

MEDICAID

YTD Expenditures/Budget:	53%		
YTD Operating revenues/Budget:	47%		
	YTD	YE Projection	YE Budget
Fund Balance		\$0.8	\$0.2

Increase in services over prior year but below budget projections.

OPERATING FINANCIAL PERFORMANCE

POINT2POINT

YTD Expenditures/Budget:	12%		
YTD Operating revenues/Budget:	37%		
	YTD	YE Projection	YE Budget
Fund Balance		\$0	\$0

OPERATING FINANCIAL PERFORMANCE

CASH SUMMARY

Restricted Cash balance			\$33
Committed Reserves			\$10
Assigned			\$4
Unassigned			\$6

Definitions:

Restricted - amounts are considered subject to externally enforceable restrictions

Committed - amounts are based on a limitation set by the Board and requires formal action to remove such as resolution

Assigned - amounts under an informal limitation **Unassigned** - remaining resources available

KEY STATISTICS (\$ IN MILLIONS)

PAYROLL TAX COLLECTIONS

Current (thru 12/31)	\$34
Projection	\$45
Budget	\$44

PENSION FUNDING (ACTUARIAL VALUE)**

ATU	81%
Salaried	71%
Goal	100%

** - vs. market value. Actuarial value defers/smoothes asset gains & losses over 3 years.

MEDICAL PREMIUM INCREASES

Current	7%
Projection	7%
Budget	7%

OPERATOR FTE'S

Current	171
Projection	177
Budget	186

TOTAL FTE'S

Current	314
Projection	326
Budget	330.4

COST PER REVENUE HOUR

Current	\$209.06
Projection	\$210.00
Budget	\$222.00

CARES

Total Available	\$25.5
FY20 for operations	\$3.8
FY21 for operations	\$6.8
Operating Assistance	\$14.9

CRRSAA (5307)

Total Available	\$17.3
FY22 for Operations	\$8.3
Preventative Maintenance	\$2.9
Operating Assistance	\$6.1

CRRSAA (5310)

Total Available	\$0.6
ADA Vehicle Replacement	\$0.6

ARPA (5307)

Total Available	\$32.6
Received	\$0.0
Preventive Maintenance	\$8.6
Operating Assistance	\$24.0

ARPA (5310)

Total Available	\$0.05
ADA Vehicle Replacement	\$0.05

OPERATING COST PER BOARDING

Current	\$9.98
Pre-pandemic	\$4.66

MAINTENANCE COST PER MILE (ACFR CALCULATION METHODOLOGY)

Current	\$3.19
Pre-Pandemic	\$1.82

VEHICLE HOURS PER LABOR HOUR

Current	0.81
Pre-Pandemic	0.86



OFFICE OF THE GENERAL MANAGER

Mark Johnson, Interim General Manager

EXECUTIVE OFFICE

Tiffany Edwards, Intergovernmental Relations Manager

May Legislator Meetings: Tiffany and Bill Bradley, LTD's ATU executive officer, will be hosting members of the Lane County legislative delegation for an informational overview, update and opportunity for legislators to ask questions. We will also discuss any upcoming legislative concepts that may have impacts to LTD.

Redistricting Report: Will be submitted prior to the May 16th deadline to the Secretary of State's office. Guidelines were provided from the Secretary's office on April 27, 2022 outlining the required items and formats for the submission.

Grant Application: LTD will be applying for the current Bus and Bus Facilities federal grant. The application will include a request for funding for the Operations and Control Center/Eugene Station Modernization, Petroleum Fueling station upgrade, and 6 diesel powered 60-foot EmX replacement buses. The IGR is responsible for securing letters of support for this ask. Those requests will be made by mid-May and the application is due May 31, 2022.

Oregon 22: LTD is working with a broad number of stakeholders and partners to ensure public transportation needs are met for the World Championships in July 2022. These efforts include weekly internal meetings, bi-weekly meetings with partnering transit agencies and the Governor's office and other intergovernmental entities to coordinate all details. Additionally, the IGR is coordinating efforts to capture necessary expenditures from this event, to prepare requests for reimbursement either through legislative action or other potential courses of action.

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

Perry Adams, Director of Human Resources & Risk Management

There is no report this month.

ACCESSIBLE AND CUSTOMER SERVICE

Cosette Rees, Director of Customer & Specialized Services

There is no report this month.

MARKETING AND COMMUNICATIONS

Pat Walsh, Director of Marketing & Communications

Theresa Brand, Marketing and Communications Manager

- The May Marketing and Communication highlights include a continued effort on the Rider Communications Campaign, which remains pivoted to focus on a message encouraging people to **Ride with LTD**.
- Staff continue to work closely with the Turell Marketing Group to develop video and digital assets through spring or summer focusing on promoting the community to ride with us. A more comprehensive full return to ridership campaign will be developed as it becomes much safer to do so. Some of the video materials will continue to run on local TV with new videos running each month through mid-summer. Additional footage will be shot this summer with riders to show their personal journey on transit and will use a variety of talents who display different backgrounds or abilities to reflect our community and support our equity value.
- Staff continues to move forward, make progress, and complete items that were outlined in the Celtis Marketing and Communications Analysis recommendations list. Some of this month's efforts include the finalizing the LTD Budget document, Community Investment Plan (CIP), and Long Range Financial Plan (LRTP) using the LTD brand guidelines in all that we do to support both our brand and brand recognition and also respond to the recommendations from the Celtis report.
- The Marketing Team are gearing up for a number of high-profile special events this summer, which require additional communication efforts both digitally, and in print. Some of these events include *The Butte to Butte Run*, *Oregon Country Fair*, and *the Oregon 22 Games*. A significant amount of effort will be needed in order to have clear and detailed information available for the traveling public.

Student Transit Pass: After having met with the local Safe Routes to School Coordinators, it has been decided that we will proceed with a high school competition in October of 2022. Details of the competition are still being worked out. In addition, conversations with the district's IT departments have been started to see if there can be a section on the student website pages about the program and the possibility of using Benefit codes to make it easier for students to get their passes.

ABBG Annual Survey: The 2022 annual ABBG survey launched on March 28 - May 1. As of 4/25, LTD has the most responses in the nation for 1,811. Marketing staff and a Spanish-speaking Customer Service staff, attended a food pantry event at Centro Latino, talking about the survey and handing out bags and free day passes. In addition to our regular communication channels, staff worked with Food for Lane County to get information distributed at 10 of the key food pantries in our area and a light-duty operator passed out information at the Eugene and Springfield Station.

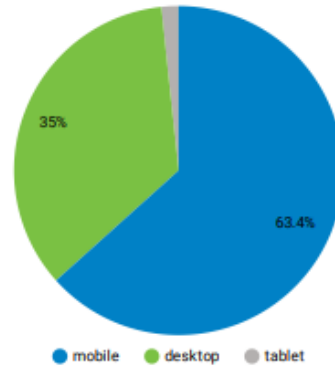
Lane Transit District | Board Report | Website Analytics

Mar 19, 2022 - Apr 28, 2022

Website Overview

Users 34,549 ↑ 13.5%	Pageviews 165,665 ↑ 4.1%	Avg. Time on Page 00:01:53 ↑ 5.3%
New Users 30,858 ↑ 17.4%	Unique Pageviews 135,511 ↑ 5.5%	Pages / Session 2.21 ↓ -5.0%

Device Source for Website



Latest News

Press Releases 7	Pageviews 2,142 ↑ 29.7%	Avg. Time on Page 00:01:52 ↑ 17.4%
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Device Category	Users	% Δ
mobile	22,095	7.5% ↑
desktop	12,193	32.5% ↓
tablet	588	18.5% ↑

LTD.org Home Page



Facebook Mar 2022, 19 - Apr 2022, 28

Facebook: Audience Summary

TOTAL PAGE LIKES

5.5k

NEW LIKES

27 ↓ 6.9%

Avg. per day :<1

LIKES LOST

15 ↑ 36.36%

Avg. per day :<1

ORGANIC VS PAID LIKES

100% Organic
0% Paid

Facebook: Impression Summary

PAGE IMPRESSIONS

54k ↑ 19.77%

Avg. per day :1,305

PAGE REACH

38k ↑ 15.36%

Avg. per day :924

ORGANIC VS PAID REACH

51.84% Organic
48.16% Paid

TOP COUNTRY

COUNTRIES	COUNT	%
United States	37k	98.99%

Facebook: Post & Engagement Summary

TOTAL POSTS

47 ↓ 6%

Avg. per day:1

TOP POST

via Zoho Social
19 Apr 2022 10:58 AM



Effective immediately, face masks are no longer required on public transit. LTD received official notice of the...

Reactions	22
Comments	7
Shares	28
Engagement	57
Engagement Rate	1%

ENGAGEMENT BY POST TYPE








TYPE	ENGAGEMENT	%
Image	337	90.35%
Video	36	9.65%
Text	0	0%
Link	0	0%

TOTAL ENGAGEMENT

373 ↓ 51.43%

Avg. per day:9

Facebook: Top Posts by Engagement Rate

<div><div>via Zoho Social by hailey.pratt</div><div><div>📷</div>19 Apr 2022 10:58 AM</div></div> <div></div> <div><div>Effective immediately, face masks are no longer required on public transit. LTD...</div></div> <div><div>Reactions22</div><div>Comments7</div><div>Shares28</div><div>Engagement57</div><div>Engagement Rate1%</div></div>	<div><div>via Zoho Social by hailey.pratt</div><div><div>📷</div>11 Apr 2022 01:00 PM</div></div> <div></div> <div><div>Exciting news! Eric, Jordan, Riley, and Josh visited the New Flyer production plant...</div></div> <div><div>Reactions34</div><div>Comments3</div><div>Shares2</div><div>Engagement39</div><div>Engagement Rate<1%</div></div>	<div><div>via Zoho Social by hailey.pratt</div><div><div>📷</div>6 Apr 2022 10:42 AM</div></div> <div></div> <div><div>Have 3-5 minutes to spare? Take this online customer satisfaction survey!...</div></div> <div><div>Reactions20</div><div>Comments4</div><div>Shares12</div><div>Engagement36</div><div>Engagement Rate<1%</div></div>	<div><div>via Zoho Social by hailey.pratt</div><div><div>📷</div>21 Mar 2022 08:00 AM</div></div> <div></div> <div><div>Are you still using the TouchPass app? Upgrade to the Umo Mobility app! On...</div></div> <div><div>Reactions12</div><div>Comments3</div><div>Shares2</div><div>Engagement17</div><div>Engagement Rate<1%</div></div>	<div><div>via Zoho Social by hailey.pratt</div><div><div>📷</div>18 Apr 2022 05:35 PM</div></div> <div></div> <div><div>UPDATE 4/19: Effective immediately, face masks are no longer required on publi...</div></div> <div><div>Reactions11</div><div>Comments5</div><div>Shares1</div><div>Engagement17</div><div>Engagement Rate<1%</div></div>
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Group Pass:

- A new organization, Lane Independent Living Alliance (LILA), joined the Group Pass program on May 1.
- Staff continue to seek feedback from local businesses in the Eugene and Springfield area to evaluate the Group Pass program and ensure that we are meeting local business needs as they transition out of the COVID-19 Pandemic.
- During the month of April, staff met with two businesses currently participating in the Group Pass program and one business interested in learning more about the program.

Vanpool:

- Staff continued to work with Commute by Enterprise vanpool partners and the ODOT Transportation Options program to coordinate administration of regional vanpool programs.
- LTD and Commute by Enterprise staff are working closely with the University of Oregon and JAJ Enterprise to form a new vanpool for their employees.
- Beginning in late May or early June, two new vanpools will begin revenue service for employees working at the Middle Fork and McKenzie Bridge Ranger Stations.

Monthly Vanpool Statistics*

Month	Vanpools	Passengers	Passenger Boarding's	Vanpool Revenue Miles	Personal Vehicle Miles Reduced
March	3	20	650	7301	35,522

*Vanpool reporting experiences a 30-day delay.

FACILITIES

Joe McCormack, Facilities Management

There is no report this month.

MAINTENANCE

Matt Imlach, Director of Fleet Management

There is no report this month.

TRANSIT OPERATIONS

Jake McCallum, Director of Transit 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: May 18, 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.

JUNE

Action

- Updated salaried employees' retirement plan funding policy
- Updated ATU pension plan funding policy

Information

- OR-22 Update
- Linking LTD's safety policy and safety plan
- Group Pass Rate Structure
- FY 23 Service Changes Update
- FY25-27 COA (2.0)
- Department Overview Presentations – Fleet & Procurement
- GM Recruitment Update
- Executive Session: ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations

JULY

AUGUST

Action

- ATU & Salaried Pension Plan Funding Policy Updates
- Financial Policies Adoption & Capital planning
- Mobility Management Strategy
- GM Quarterly Evaluation

- WEE Franchise Fee & Property Transfer to City of Eugene

Information

- Strategic Business Plan quarterly update for Q4 FY22
- MOD Wrap-up
- Community Value Report
- Department Overview Presentation - IT

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: May 18, 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: There are no Action or Information items that the Board has requested 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 meetings.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A