



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

Wednesday, June 15, 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 - JUNE	4:35 p.m.	4
VII.	AUDIENCE PARTICIPATION	4:40 p.m.	
	<u>Public Comment Note:</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		
IX.	BOARD MEMBER REPORTS	4:50 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>		

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	<u>Time</u>	<u>Page</u>
XVIII. ADJOURNMENT	6:30 p.m.	

To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD’s Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2022

ITEM TITLE: JUNE EMPLOYEE OF THE MONTH

PREPARED BY: Josh Schmit, Operations Supervisor

DIRECTOR: Jake McCallum, Director of Transit Operations & Public Safety

ACTION REQUESTED: None. Information Only

BACKGROUND: Dick Aukerman has been selected to receive the June 15, 2022 Employee of the Month (EOM) award. Mr. Aukerman was hired as a bus operator on November 11, 1996; and during his career, he has been nominated twice before for employee of the month and has 25 years safe driving.

On May 4, 2022, around 5:49 a.m. Mr. Aukerman was waiting at a bus stop. A passenger was approaching the stop on a bicycle and dropped his bike pump approaching the bus. Mr. Aukerman took the time to wait for the passenger to retrieve his pump and board the bus. The rider stated in the compliment that Mr. Aukerman is always in a great mood and operates his bus in a safe and timely manner. Great job, Dick, on a job well done.

When asked to comment on [Dick's] selection as EOM, Operations Field Supervisor Josh Schmit said:

"Dick is a quality employee that has an infectious personality. This award is well suited for Dick and he has a wonderful understanding of what it takes to be a great bus operator. Great job and congratulations on this well-deserved award."

AWARD: Operations Manager, Brian Penn will present at the June 15, 2022, Board meeting to speak to Mr. Aukerman's nomination. Mr. Aukerman's award will be provided to him by the Human Resources department.



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 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 providemore 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. **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 June 2 meeting, committee members held elections of chair and vice chair for 2022 and appointed OMPOC members; Amendment to FFY 2021-24 Metropolitan Transportation Improvement Program – public hearing & resolution adoption; Infrastructure Investment and Jobs Act (IIJA) Flexible Funding Priorities – provided input on funding priorities; Coronavirus Response and Relief Supplemental Appropriation Act (CRRSAA) Funding – resolution adoption; Central Lane MPO Governance Structure – held discussion. The next meeting is scheduled for July 7. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
2. **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 June 8 meeting, committee members received updates from ODOT, Central Lane Metropolitan Committee, and members; received a presentation on the Federal Lands Access Program – statewide needs assessment; received a presentation on Infrastructure Investment and Jobs Act – funding update; received an update on traffic management for the 2022 World Athletics Championships. The next meeting is scheduled for July 13. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.
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. At the June 13 meeting committee members reviewed contracts scheduled to go to the Board of Directors for approval. The next meeting is scheduled for August 8.

No Meetings were held for the following committees:

4. **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 is scheduled for June 20.
5. **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 June 23. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.
6. **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. The next meeting is scheduled for June 28.
7. **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.
8. **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 is scheduled for July 29. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
9. **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 next meeting is scheduled for August 16.
10. **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.
11. **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.
1. **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.
2. **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.
3. **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.
4. **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/>.
5. **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>.

6. **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: June 15, 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 June 15, 2022, consists of:

- Approval of Delegated Authority Report - May
- Approval of Contract No. 2022-01-ESM: PIVOT Architecture PC
- Approval of Contract No. 2022-01-OCC: PIVOT Architecture PC
- Approval of Contract No. 2022-22: Schetky Northwest Sales, Inc
- Approval of Contract No. 2021-66-TU: Township-United Building Services, Inc.
- Approval of Contract No. 2021-66-NE: Ninfa's Elite Janitorial

ATTACHMENT:

- 1) Delegated Authority Report - May
- 2) Contract No. 2022-01-ESM: PIVOT Architecture PC
- 3) Contract No. 2022-01-OCC: PIVOT Architecture PC
- 4) Contract No. 2022-22: Schetky Northwest Sales, Inc
- 5) Contract No. 2021-66-TU: Township-United Building Services, Inc.
- 6) Contract No. 2021-66-NE: Ninfa's Elite Janitorial

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-06-15-028; It is hereby resolved that the Consent Calendar for June 15, 2022, is approved as presented [amended].

LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
May 2022

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
4/29/2022	Oregon Country Fair	Fare Purchase Agreement	Fare Purchase	Jul. 8, 2022 - Jul. 10, 2022		Est. \$55,157.30	M.Johnson	2022 Country Fair Agreement, Revenue Agreement
4/29/2022	SITECRAFTING, Inc.	Website Assessment	Personal Services	Apr. 30, 2022 - Apr. 29, 2023		\$ 18,375.00	M.Johnson	New Contract
5/5/2022	FORTH	Parking Spaces for Car Share	Site Host Agreement	May 5, 2022 - Dec. 31, 2023		No value	M.Johnson	New Agreement for hosting



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2022

ITEM TITLE: CONTRACT NO. 2022-01-ESM: PIVOT ARCHITECTURE PC

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

DIRECTOR: Joe McCormack, Director of Facilities Management

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a contract with Pivot Architecture to provide Architectural and Engineering Services for the Eugene Station Modernization (ESM) project.

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

DESCRIPTION: PIVOT Architecture will perform all standard professional services in connection with Eugene Station Modernization project including collaboration with both the District and the CM/GC. The architect will provide program confirmation, design, bidding assistance, construction contract administration, project closeout and warranty inspection for all aspects of the project. The architect will design to the District's budget and schedule as provided by the District or subsequently amended by mutual agreement. The District will use a CM/GC contracting methodology on this project and one of the tasks to be assigned to the CM/GC will be development of cost estimate for the design documents produced by PIVOT. The Architect shall regularly coordinate with the District and CM/GC on the review, analysis and incorporation of issues related to project scheduling, constructability, cost estimating and value engineering. The architect's design must be within the District's approved budget at each of these milestones. Redesign to bring the project within District's budget must be completed at no extra cost to the District.

BACKGROUND: ORS 279C.110 and the LTD Procurement Policy provide for requesting competitive solicitations to seek services of this nature. Procurement developed a Request for Qualifications solicitation with LTD Facilities to obtain Statements of Qualifications and Technical Proposals from interested architecture firms. Posting for approximately four (4) weeks, the Request for Qualifications resulted in the receipt of two (2) proposals from the following: Merryman Barnes Architects and PIVOT Architecture PC. The Evaluation Committee comprised of LTD staff reviewed and scored the Statements of Qualifications and Technical proposals, upon review of the scores the top ranked firms for each project were invited to present further and interview with their proposed teams. The Evaluation Committee proceeded with presentation interviews confirming the ranking set forth in the first rounds of evaluation. The most responsible, responsive, highest-scored vendor recommended for award on the ESM Project is PIVOT Architecture PC.

<u>VENDOR</u>	<u>SCORE</u>
PIVOT Architecture, PC.	186
Merryman Barnes Architects	165

FINANCIAL IMPACT/FUNDING SOURCE: The contract is valued at \$600,000.

CIP Name: Eugene Station Modernization

CIP Number: Bus & Bus Facilities 5339; Project: #21-ESMOD-0301001; STIP Key: 2256; GL: 030.800.00.82105

CONSIDERATIONS: Procurement's initiative to increase utilization of certified Disadvantaged Business Enterprises (DBE) and Certification Office for Business Inclusion and Diversity (COBID) recognized businesses through a number of ways is achieving results. In their proposal response, PIVOT and their partner sub-consultants identified an overall target of 1.5% for DBE firms and 7% for WBE firms. Additionally, the PIVOT team proposed an idea of an internship or engagement with a person with disabilities to bring input to the accessibility portion of design. PIVOT has a handful of community partner services in mind, familiar with PIVOT and LTD, which provide support for community members with disabilities, and can be a resource in this opportunity for interested participant(s).

ALTERNATIVES:

1. Deny approval of new contract and request team to re-solicit; this would result in delaying A&E Services, impacting the project schedule and potentially result in additional cost due to the current construction cost escalation conditions.
2. Deny approval of new contract and request the team to renegotiate further with selected firm; this may result in a delay to the project schedule and potential cost implications.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2022-06-15-029

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-06-15-029:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2022-01-ESM as presented [amended].



RESOLUTION NO. 2022-06-15-029

APPROVAL OF CONTRACT NO. 2022-01-ESM: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND PIVOT ARCHITECTURE PC

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;

WHEREAS, the Contract Committee reviewed the proposed contract between LTD and PIVOT Architecture PC on June 13, 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 PIVOT Architecture PC for the purpose of Architectural and Engineering Services for the Eugene Station Modernization; 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 15th DAY OF JUNE 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2022

ITEM TITLE: CONTRACT NO. 2022-01-OCC: PIVOT ARCHITECTURE PC

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

DIRECTOR: Joe McCormack, Director of Facilities Management

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a contract with Pivot Architecture to provide Architectural and Engineering Services for the Operations Command Center (OCC) project.

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

DESCRIPTION: PIVOT Architecture will perform all standard professional services in connection with Operations Command Center project including collaboration with both the District and the CM/GC. The architect will provide program confirmation, design, bidding assistance, construction contract administration, project closeout and warranty inspection for all aspects of the project. The architect will design to the District's budget and schedule as provided by the District or subsequently amended by mutual agreement. The District will use a CM/GC contracting methodology on this project and one of the tasks to be assigned to the CM/GC will be development of cost estimate for the design documents produced by PIVOT. The Architect shall regularly coordinate with the District and CM/GC on the review, analysis and incorporation of issues related to project scheduling, constructability, cost estimating and value engineering. The architect's design must be within the District's approved budget at each of these milestones. Redesign to bring the project within District's budget must be completed at no extra cost to the District.

BACKGROUND: ORS 279C.110 and the LTD Procurement Policy provide for requesting competitive solicitations to seek services of this nature. Procurement developed a Request for Qualifications solicitation with LTD Facilities to obtain Statements of Qualifications and Technical Proposals from interested architecture firms. Posting for approximately four (4) weeks, the Request for Qualifications resulted in the receipt of one (1) proposal from the following: PIVOT Architecture PC. The Evaluation Committee, comprised of LTD staff, reviewed and scored the Statement of Qualifications and Technical proposal, upon review of the team's combined scores the firm ranked in top of the score range for excellent ranking for the project and was invited to present further and interview with their proposed team. The Evaluation Committee proceeded with presentation interviews confirming the ranking set forth in the first rounds of evaluation. The most responsible, responsive, highest-scored vendor recommended for award on the OCC Project is PIVOT Architecture PC.

<u>VENDOR</u>	<u>SCORE</u>
PIVOT Architecture, PC.	188

FINANCIAL IMPACT/FUNDING SOURCE: The contract is valued at \$1,300,000.

CIP Name: Operations Command Center

CIP Number: Bus & Bus Facilities 5339; Project: #23-OPERCC-0301004; STIP Key: 22569; GL: 030.800.00.82105

CONSIDERATIONS: Procurement's initiative to increase utilization of certified Disadvantaged Business Enterprises (DBE) and Certification Office for Business Inclusion and Diversity (COBID) recognized businesses through a number of ways is achieving results. In their proposal response, PIVOT and their partner sub-consultants identified an overall target of 6.8% for DBE firms and 4% for WBE firms. These opportunities span a variety of subcontract areas: civil engineers, landscape architects, environmental surveys, acoustics and audio-visual support.

ALTERNATIVES:

1. Deny approval of new contract and request team to re-solicit; this would result in delaying A&E Services impacting the project schedule and potentially result in additional cost due to the current construction cost escalation conditions.
2. Deny approval of new contract and request the team to renegotiate with selected firm; this may result in a delay to the project schedule and potential cost implications.

SUPPORTING DOCUMENTATION: N/A

- 1) Resolution No. 2022-06-15-030

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-06-15-030:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2022-01-OCC as presented [amended].



RESOLUTION NO. 2022-06-15-030

APPROVAL OF CONTRACT NO. 2022-01-OCC: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND PIVOT ARCHITECTURE PC

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;

WHEREAS, the Contract Committee reviewed the proposed contract between LTD and PIVOT Architecture PC on June 13, 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 PIVOT Architecture PC for the purpose of Architectural and Engineering Services for the Operations Command Center project; 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 15th DAY OF JUNE 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2022

ITEM TITLE: CONTRACT NO. 2022-22: SCHETKY NORTHWEST SALES. INC.

PREPARED BY: Matthew Imlach, Director of Fleet Management

DIRECTOR: Mark Johnson, Assistant General Manager

ACTION REQUESTED: Adoption

PURPOSE: To authorize the general manager to execute a new contract with Schetky Northwest Sales, Inc. for the purpose of purchasing up to 30 new Medium-Size, Light-Duty Cutaway Buses to be used in the District's coordinated specialized services provided by the LTD Accessible and Customer Services division.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: Oregon Public Contracting Code and LTD's Purchasing Policy Rules allow for such purchases to be completed utilizing valid cooperative price agreements.

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 area of: Customer Satisfaction, Community Value, and Financial Health.

DESCRIPTION: LTD utilizes this vehicle type in its Accessible Services fleet to provide transportation opportunities for older adults and individuals with disabilities, as well as providing service in rural areas.

The typical estimated useful service life of these cutaway vehicles is seven (7) years. Some of the well cared for vehicles in the Accessible Services fleet are up to twice that age. Replacing aging vehicles results in lower costs for preventive maintenance and less down-time status in 'out of service'.

The purchase will utilize the State of Washington's cooperative agreement (06719) for Medium-Size, Light-Duty Bus and Van Chassis Cutaway Buses. This vehicle type matches the current vehicles in the Accessible Services fleet, and generally have been reliable, cost effective vehicles.

BACKGROUND: Previously, a successful 2020 purchase under the State of Washington cooperative agreement was completed with this contractor for this model of cutaway vehicle as the top choice. The vehicles have been in service; functioning as intended and providing the necessary transport desired. Procurement has reviewed the current State of Washington Cooperative Purchasing Agreement 06719 finding it meets the requirements and is in the best interest to utilize for this purchase.

FINANCIAL IMPACT/FUNDING SOURCE: The total contract value is up to \$3,750,000. This purchase was included in our Community Investment Plan (CIP) as part of our State of Good Repair Fleet Projects for Specialized Services Fleet Replacement. This project has multiple funding sources to make up the overall contract total. These included 1) Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310, 2) Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA) Section 5310, 3) American Rescue Plan Act (ARP)

Enhanced Mobility of Seniors and Individuals with Disabilities Apportionments Section 5310, 4) 21-23 Statewide Transportation Improvement Fund (STIF) Formula Funds.

CONSIDERATIONS: To provide continuing value, financially responsible, and trusted customer transportation through this purchase; timing is important considering supply and market conditions as well as maximizing use of the funding prepared for this upcoming fiscal year.

ALTERNATIVES:

1. Postpone purchase of these vehicles and update Federal, State, and Local partners of the delay.
2. Reduce the quantity of vehicles and update Federal, State, and Local partners of the reduction in vehicles being purchased.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2022-06-15-031

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-06-15-031:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2022-22 as presented [amended].



RESOLUTION NO. 2022-06-15-031

**APPROVAL OF CONTRACT NO. 2022-22: PURCHASE OF 19 CUTAWAY VEHICLES BETWEEN
LANE TRANSIT DISTRICT AND SHETKY NORTHWEST SALES, INC.**

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;

WHEREAS, the Contract Committee reviewed the proposed contract between LTD and PIVOT Architecture PC on June 13, 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 Schetky Northwest Sales, Inc. for the purpose of purchasing 19 Cutaway Vehicles for specialized services transportation; 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 15th DAY OF JUNE 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2022

ITEM TITLE: CONTRACT NO. 2021-66-TU: TOWNSHIP-UNITED BUILDING SERVICES, INC.

PREPARED BY: Sonny Melhorn, Facilities Services Specialist

DIRECTOR: Joe McCormack, Director of Facilities

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a contract with Township-United Building Services, Inc. to satisfy the need for Indoor cleaning services.

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 area of: Customer Satisfaction and Employee Engagement.

DESCRIPTION:

This contract is to have Township-United Building Services, Inc. provide professional indoor cleaning services for all of Lane Transit District Indoor facilities. The locations include Glenwood Campus Buildings, RideSource, Eugene Station, Springfield Station and Neighborhood Stations.

Contracted cleaning services are needed to provide our customers and employees a clean and inviting environment when using all LTD facilities. This includes offices spaces, operational areas and indoor public spaces. Customer satisfaction is enhanced when facilities they are using are clean and inviting. Employee engagement is improved when the work environment is clean and orderly.

BACKGROUND:

Ninfa's Elite Janitorial Service is currently under contract for all janitorial services which was executed in 2017. The current contract time for this work has reached the 5-year limit set in the 2017 agreement and a new solicitation for this work was required. Procurement developed a Request for Proposal (RFP) solicitation with Facilities to obtain proposals from interested service providers. Posting for approximately six (6) weeks, the RFP resulted in the receipt of three (3) proposals from the following: America Cleaning Solutions, Ninfa's Elite Janitorial, and Township-United Building Services. The Evaluation Committee, comprised of LTD staff, reviewed and scored the proposals, upon review of the scores and final pricing; the vendor meeting best value, within budget, for each area of service was selected for recommendation to award. The most responsible, responsive, best-scored vendor representing the best value for the indoor cleaning services, noted above, is Township-United Building Services, Inc.

<u>VENDOR</u>	<u>Average SCORE</u>
Township-United	84.93
ACS	79.83
Ninfa's Elite Janitorial	79.19

FINANCIAL IMPACT/FUNDING SOURCE: The contract will be for a base term of two (2) years, with three (3) additional option years, for a maximum contract term of five (5) years. The annual cost for these services begins at \$205,462 with a five-year total value of \$1,287,722. The services are covered under operational funds; and budgeted for annually in the General Fund.

CONSIDERATIONS: Professional janitorial services being contracted out has proven over the years to be a reliable and effective way to maintain the cleanliness of our facilities. If this work were to be done in-house it would take extensive staff hiring and purchasing of equipment to meet the same standards.

ALTERNATIVES:

1. Deny approval of the contract and request Procurement to resolicit.

SUPPORTING DOCUMENTATION: N/A

1. Resolution No. 2022-06-15-032

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-06-15-032:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2021-66-TU as presented [amended].



RESOLUTION NO. 2022-06-15-032

APPROVAL OF CONTRACT NO. 2021-66-TU: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND TOWNSHIP-UNITED BUILDINGSERVICES, INC.

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;

WHEREAS, the Contract Committee reviewed the proposed contract between LTD and Township-United Building Services, Inc. on June 13th, 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 Township Building Services, Inc. for the purpose of Indoor Janitorial Services; 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 15th DAY OF JUNE 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2022

ITEM TITLE: CONTRACT NO. 2021-66-NE: NINFA'S ELITE JANITORIAL

PREPARED BY: Sonny Melhorn, Facilities Services Specialist

DIRECTOR: Joe McCormack, Director of Facilities

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute a contract with Ninfa's Elite Janitorial to satisfy the need for Outdoor cleaning services.

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 area of: Community Value and Customer Satisfaction

DESCRIPTION: This contract is for Ninfa's Elite Janitorial for provide professional outdoor cleaning services for all of Lane Transit District facilities. These locations include Eugene Station, Springfield Station, Neighborhood Stations, EMX Stations, Bus Stops and Bus Shelters.

Contracted cleaning services are needed to achieve customer satisfaction by maintaining an inviting and safe environment when using LTD's outdoor facilities. Community value is enhanced when LTD facilities that are seen by all the community members look presentable and clean. These services are scheduled to provide cleaning during hours that will least impact operations, traffic and customers. The detailed scope of work includes standard operating procedures that follow all local guidelines for storm water protection and local noise ordinances.

BACKGROUND: Ninfa's Elite Janitorial Service is currently under contract for all janitorial services starting in 2017. The contract time for this work has reached the 5-year limit set in the 2017 agreement and a new solicitation for this work was required. Procurement developed a Request for Proposal (RFP) solicitation with Facilities to obtain proposals from interested service providers. Posting for approximately six (6) weeks, the RFP resulted in the receipt of three (3) proposals from the following: America Cleaning Solutions, Ninfa's Elite Janitorial, and Township-United Building Services. The Evaluation Committee, comprised of LTD staff, reviewed and scored the proposals, upon review of the scores and final pricing; the vendor meeting best value, within budget, for each area of service was selected for recommendation to award. The most responsible, responsive, best-scored vendor representing the best value for the outdoor cleaning services, noted above, is Ninfa's Elite Janitorial.

<u>VENDOR</u>	<u>Average SCORE</u>
Ninfa's Elite Janitorial	75*
ACS	75
Township-United	73.86

*While two providers came in with the same final score, ACS was out of budget and even through negotiations could not align with our fiscal planning.

FINANCIAL IMPACT/FUNDING SOURCE: The contract will be for a base term of two (2) years, with three (3) additional option years, for a maximum contract term of five (5) years. The annual cost for these services begins at \$409,280 with a five-year total value of \$2,416,445. The services are covered under operational funds; and budgeted for annually in the General Fund.

CONSIDERATIONS: Professional janitorial services being contracted out has proven over the years to be a reliable and effective way for LTD to maintain landscaping. If this work were to be done in-house it would take extensive staff hiring and purchasing of equipment to meet the same standards.

ALTERNATIVES:

1. Deny approval of the contract and request Procurement to resolicit.

SUPPORTING DOCUMENTATION: N/A

- 1) Resolution No. 2022-06-15-033

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-06-15-033:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2021-66-NE as presented [amended].



RESOLUTION NO. 2022-06-15-033

APPROVAL OF CONTRACT NO. 2021-66-NE: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND NINFAS ELITE JANITORIAL SERVICE

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;

WHEREAS, the Contract Committee reviewed the proposed contract between LTD and Ninfa's Elite Janitorial Service on June 13th, 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 Ninfa's Elite Janitorial Service for the purpose of Outdoor Janitorial Services; 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 15th DAY OF JUNE 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2022

ITEM TITLE: COMMUNITY INVESTMENT POLICY

PREPARED BY: Christina Shew, Director of Finance

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To request that the Board of Directors adopt a resolution approving the Community Investment Policy.

BOARD COMMUNICATION: At the October 20, 2021, Board meeting, the Director of Finance provided a presentation titled "Financial Health monitoring". This presentation identified 5 strategies that provide an effective and efficient approach to effectively monitor the District's financial health and influence decision-making. One of those 5 strategies is establishing policies. The District committed to developing 4 policies, one of which is capital planning which is addressed through the development of a Community Investment Policy.

PUBLIC COMMUNICATION: At the October 20, 2021, Board meeting, the Director of Finance provided a presentation titled "Financial Health monitoring". This presentation identified 5 strategies that provide an effective and efficient approach to effectively monitor the District's financial health and influence decision-making. One of those 5 strategies is establishing policies. The District committed to developing 4 policies, one of which is capital planning which is addressed through the development of a Community Investment Policy.

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 District's Strategic Business Plan requires that we provide high community value by connecting our community while maintaining the District's financial condition and doing so in a way that provides high customer satisfaction, engaged employees and is fiscally and environmentally sustainable. Achieving this aspiration requires strategic planning and management of the District's capital assets (vehicles and infrastructure) in order to ensure existing assets are maintained in a state of good repair while anticipating and planning for future needs, trends and changes in the region. This includes investing in new technology and infrastructure that achieves our Strategic Business Plan (SBP) priorities.

The Community Investment Policy is a framework for development of the District's ten-year Community Investment Plan (CIP) which is the District's near and long term financial plan of investments needed to deliver essential transportation services that connect our community in a sustainable and equitable way. The CIP includes both planned investments and the planned resources to realize those investments.

BACKGROUND: The District has not historically had a formal community investment policy. However, it has annually created and updated a plan for its community investments. This policy formalizes the process and guidelines currently being used for community investment planning and prioritizing while allowing for routine review to ensure that the policy continues to align with updated strategic and other priorities.

Although specific criteria may be periodically updated, the following are the guiding principles used in the development of such criteria (CIP criteria).

Guiding Principles:

- To deliver safe, equitable and dependable transportation services and facilities in an affordable, efficient, and cost-conscious manner
- To invest in a transparent, financially sustainable manner that is able to withstand annual revenue fluctuations
- To adjust to changes in community service needs and strategic business plan priorities
- To comply with all local, state and federal regulatory requirements
- To be a part of the climate change solution while building community resiliency

This is the recorded presentation on the Community Investment Policy:

https://ltd.zoom.us/rec/share/1Z6SpB9HFjFpilE8OaFalUPJ5hS0HdpOjzkG3hFQh_1LDNghL5fQeCystgB04t3c.yyujC21Gj-609gXv

CONSIDERATIONS: Staff recommends that the Board adopt the Community Investment Policy

ALTERNATIVES:

1. The Board may amend the Community Investment policy and elect to adopt the amended policy at a later date.
2. The Board may amend the Community Investment policy and elect to adopt the amended policy at today's Board meeting

NEXT STEPS: The adopted policy will become effective immediately.

SUPPORTING DOCUMENTATION:

- 1) **Recorded presentation on the Community Investment Policy:**
https://ltd.zoom.us/rec/share/1Z6SpB9HFjFpilE8OaFalUPJ5hS0HdpOjzkG3hFQh_1LDNghL5fQeCystgB04t3c.yyujC21Gj-609gXv
- 2) Community Investment Policy
- 3) Resolution No. 2022-06-15-034

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-06-15-034:

It is hereby resolved that the LTD Board of Directors adopts the Community Investment Policy as presented [amended].



RESOLUTION NO. 2022-06-15-034

ADOPTION OF THE LANE TRANSIT DISTRICT COMMUNITY INVESTMENT POLICY

WHEREAS, a component to Board Financial Health monitoring and influence on decision-making are policies that ensure long-term financial thinking;

WHEREAS, The District's Strategic Business Plan requires that we provide high community value by connecting our community while maintaining the District's financial condition and doing so in a way that provides high customer satisfaction, engaged employees and is fiscally and environmentally sustainable;

WHEREAS, Achieving this aspiration requires strategic planning and management of the District's capital assets (vehicles and infrastructure) in order to ensure existing assets are maintained in a state of good repair while anticipating and planning for future needs, trends and changes in the region;

WHEREAS, The Community Investment Policy provides a framework for development of the District's ten-year Community Investment Plan (CIP) which is the District's near and long term financial plan of investments needed to deliver essential transportation services that connect our community in a sustainable and equitable way;

WHEREAS, the Policy is reviewed routinely;

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

- Approving the Community Investment Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF JUNE, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2022

ITEM TITLE: WORLD ATHLETICS CHAMPIONSHIPS OREGON22 OVERVIEW

PREPARED BY: Cosette Rees, Director of Regional and Specialized Services

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: Provide an overview of transportation LTD is planning or participating in for this major event.

BOARD COMMUNICATION: None.

PUBLIC COMMUNICATION: None.

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 and Community Value. Throughout this event, LTD will be focusing on our valued customers we serve every day to access our community, and the many visitors to our area to experience and access businesses and attractions.

DESCRIPTION: The World Athletics Championships are coming to Eugene, Oregon on July 15 – 24, 2022. This will be the first time in history the championships are held in the United States. This event will bring athletes and fans from all over the world to our community, putting us on the world stage in a way that is unprecedented.

While there is a larger transportation network coordinating to support our community and visitors during the event, LTD plays an important role as the public transportation provider in our region.

Tonight, you will learn about preparations LTD has made for our regular service, and collaboration with the larger transportation network to provide a positive experience to welcome and serve visitors coming from around the world.

- Enhanced bus service
- Fares
- Transportation network collaboration

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

CONSIDERATIONS: None. Information only.

ALTERNATIVES: None. Information only.

NEXT STEPS: Service implementation as outlined; report back to the Board after the event

SUPPORTING DOCUMENTATION:

- 1) PowerPoint Presentation

PROPOSED MOTION: None. Information only.



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2022

ITEM TITLE: INTEGRATING BOARD SAFETY RESOLUTION AND LTD PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

PRESENTER: Tom Schwetz, Director of Planning and Development

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To request that the Board of Directors adopt revisions to Board Resolution 2016-012 that will integrate the Board's Safety Resolution and the LTD Public Transportation Agency Safety Plan.

BOARD COMMUNICATION: This is the first Board communication.

PUBLIC COMMUNICATION: This is the first public communication.

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: In April 2016, the LTD Board of Directors adopted Resolution 2016-012 stating the District's commitment to reducing deaths and serious injuries from transportation related crashes. One of the provisions of that resolution was to provide an annual report on the district's efforts to improve safety. In January 2020, staff completed the development of a federally required Public Transportation Agency Safety Plan (PTSAP). That plan has been developed to integrate safety into all Lane Transit system operations.

By using the procedures contained in the PTASP, LTD can meet the provisions of Board Resolution 2016-012 to continue to improve the safety and security of LTD's operation and services. The action requested would adopt a new resolution to reflect that an annual report would be provided to the board on progress to implement the PTSAP.

BACKGROUND: For reference, the provisions of Resolution No. 2016-012, and the key provisions of LTD's PTASP are provided below.

Resolution No. 2016-012 Provisions:

- Adopts a vision of reducing deaths and serious injuries from transportation-related crashes to zero through maintaining safety and security as core values in all of its operational, planning, and strategic decisions.
- Support collaborations with urban and rural partners to determine which bus routes have the highest rate, number, and severity of transportation collisions with users of the road, especially for people who are walking, bicycling, and using mobility devices - our most vulnerable users.
- Support efforts by LTD and regional partner agencies to prioritize safety improvements for all users of the road, especially for people who are walking, bicycling, and using mobility devices - our most vulnerable users.
- Support efforts by LTD and regional partners to eliminate deaths and serious injuries on the transportation system, with an emphasis on the most vulnerable users.
- Direct the LTD General Manager to continually evaluate passenger safety and access along bus routes and maintain an annual report on the efforts made to improve safety.
- Direct the LTD General Manager to develop a work program for the implementation of the provisions of this resolution.

Public Transportation Agency Safety Plan Performance Measures:

Through a series of performance measures relative to operations, maintenance, and safety, LTD can monitor the system's safety by identifying trends and gaps in policies, procedures, training, and monitoring efforts. The following performance measures are on a daily, monthly, and quarterly basis.

Maintenance

- Preventive Maintenance On-time Inspection Percentage – determines the effectiveness of the maintenance department to ensure all inspections are conducted per manufacturing and LTD mileage intervals.
- Vehicles Removed From Revenue Service – tracks vehicles removed from service due to a mechanical defect developed while in service requiring immediate service either on-site or failure or once returned to the facility.
- Annual Vehicle Condition Assessment – through annual inspection, determines on a scale of 1-5 the overall condition of the asset. This performance measure is also used in annual updates of LTD's Transit Asset Management Plan.

Operations

- Customer Complaints Per Month – tracks all customer complaints to identify areas of deficiency with vehicle, driver or other LTD areas. Safety-related complaints are immediately routed to a supervisor on-duty or the CSO for investigation mitigation and response.
- On-time Performance – serves as an indicator to issues with time management, environmental factors, scheduling, and vehicle and driver performance.
- On-board Surveys – conducted annually, allow LTD to receive rider feedback about bus operator performance, customer service, and vehicle safety.

Safety

- Safety Performance Measure: Fatalities (total number of reportable fatalities and rate per total vehicle revenue miles by mode)
- Safety Performance Measure: Injuries (total number of reportable injuries and rate per total vehicle revenue miles by mode)
- Safety Performance Measure: Safety Events (total number of reportable events and rate per total vehicle revenue miles by mode)
- Safety Performance Measure: System Reliability (mean distance between major mechanical failures by mode)

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Upon adoption of the proposed Resolution No. 2022-06-15-035, staff will begin using the Public Transportation Agency Safety Plan as the basis for reporting to the board on LTD's ongoing efforts made to improve safety.

SUPPORTING DOCUMENTATION:

- 1) January 2020 LTD Public Transportation Agency Safety Plan
- 2) Resolution No. 2022-06-15-035

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-06-15-035

It is hereby resolved that the LTD Board of Directors approves LTD Resolution No. 2022-06-15-035 as presented [amended].



RESOLUTION NO. 2022-06-15-035

**A RESOLUTION SETTING FORTH THE ADOPTION OF A SAFETY-CONSCIOUS ENVIRONMENT
FOCUSED ON ZERO FATALITIES OR SERIOUS INJURIES**

WHEREAS, safety is LTD's highest priority;

WHEREAS, every transit rider is a pedestrian;

WHEREAS, Goal No. 4 of LTD's *Long-Range Transit Plan* calls for maintaining and enhancing safety and security of LTD's services;

WHEREAS, Policy 4.1 of LTD's *Long-Range Transit Plan* calls for maintaining safety and security as core values in all operational, planning, and strategic decisions;

WHEREAS, Strategy 4.1.B of LTD's *Long-Range Transit Plan* calls for implementation of LTD's Safety and Security Preparedness Plan during modification of the transit system using strategies that include the improved lighting of high-use pedestrian and bicycle areas and crossings, and utilization of safety controls;

WHEREAS, Strategy 4.1.C of LTD's *Long-Range Transit Plan* calls for coordination with agency partners to implement safety improvements for routes used by LTD;

WHEREAS, LTD is engaged with the City of Eugene and the City of Springfield in the identification and implementation of improvements along corridors where LTD operates;

WHEREAS, fatalities and serious injuries continue to happen along corridors where LTD currently operates; and,

WHEREAS, LTD desires to maintain an environment where zero fatalities or serious injuries related to traffic accidents is the only acceptable standard;

WHEREAS, at its April 20, 2016, regular meeting the LTD board adopted Resolution 2016-012 setting forth the adoption of a safety-conscious environment focused on zero fatalities or serious injuries;

WHEREAS, the provisions of resolution 2016-012 are:

- Adopts a vision of reducing deaths and serious injuries from transportation-related crashes to zero through maintaining safety and security as core values in all of its operational, planning, and strategic decisions.
- Support collaborations with urban and rural partners to determine which bus routes have the highest rate, number, and severity of transportation collisions with users of the road, especially for people who are walking, bicycling, and using mobility devices - our most vulnerable users.
- Support efforts by LTD and regional partner agencies to prioritize safety improvements for all users of the road, especially for people who are walking, bicycling, and using mobility devices - our most vulnerable users.
- Support efforts by LTD and regional partners to eliminate deaths and serious injuries on the transportation system, with an emphasis on the most vulnerable users.
- Direct the LTD General Manager to continually evaluate passenger safety and access along bus routes and maintain an annual report on the efforts made to improve safety.



- Direct the LTD General Manager to develop a work program for the implementation of the provisions of this resolution;

WHEREAS, in January of 2020 LTD developed a federally required Public Transportation Agency Safety Plan (PTSAP);

WHEREAS, the Public Transportation Agency Safety Plan Performance Measures are:

Maintenance

- Preventive Maintenance On-time Inspection Percentage – determines the effectiveness of the maintenance department to ensure all inspections are conducted per manufacturing and LTD mileage intervals.
- Vehicles Removed From Revenue Service – tracks vehicles removed from service due to a mechanical defect developed while in service requiring immediate service either on-site of failure or once returned to the facility.
- Annual Vehicle Condition Assessment – through annual inspection, determines on a scale of 1-5 the overall condition of the asset. This performance measure is also used in annual updates of LTD's Transit Asset Management Plan.

Operations

- Customer Complaints Per Month – tracks all customer complaints to identify areas of deficiency with vehicle, driver or other LTD areas. Safety-related complaints are immediately routed to a supervisor on-duty or the CSO for investigation mitigation and response.
- On-time Performance – serves as an indicator to issues with time management, environmental factors, scheduling, and vehicle and driver performance.
- On-board Surveys – conducted annually, allow LTD to receive rider feedback about bus operator performance, customer service, and vehicle safety.

Safety

- Safety Performance Measure: Fatalities (total number of reportable fatalities and rate per total vehicle revenue miles by mode)
- Safety Performance Measure: Injuries (total number of reportable injuries and rate per total vehicle revenue miles by mode)
- Safety Performance Measure: Safety Events (total number of reportable events and rate per total vehicle revenue miles by mode)
- Safety Performance Measure: System Reliability (mean distance between major mechanical failures by mode);

WHEREAS, LTD annually updates the Public Transportation Agency Safety Plan consisting of a Safety Management Policy, Safety Performance Targets, and policies procedures and requirements to provide a safe environment for LTD employees, customers, and the general public; and,

WHEREAS, the procedures contained in the PTASP meet the provisions of Board Resolution 2016-012 to continue to improve the safety and security of LTD's operation and services.

THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors:



- 1) Hereby now and forever rescind LTD Board Resolution 2016-012;
- 2) Adopts a vision of reducing traffic accident deaths and serious injuries to zero through maintaining safety and security as core values in all of its operational, planning, and strategic decisions;
- 3) Supports collaboration with urban and rural partners to determine the highest rate; number, and/or severity of traffic collisions with bicyclists and pedestrians along bus routes;
- 4) Supports efforts by LTD and regional partner agencies to prioritize safety improvements for people walking, bicycling, and using mobility devices;
- 5) Supports efforts by LTD and regional partners to eliminate deaths and serious injuries on our transportation system, with an emphasis on the most vulnerable users;
- 6) Directs the General Manager to continually evaluate passenger safety and access along bus routes and through a series of performance measures included in LTD's PTASP relating to maintenance, operations and safety; monitor LTD's safety by identifying trends and gaps in policies, procedures, training, and monitoring efforts;
- 7) Directs the General Manager to develop a work program for the implementation of the provisions of this resolution; and,
- 8) Directs the General Manager to provide an annual report to the Board on progress to implement the Districts PTASP.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15th DAY OF JUNE 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 2022

ITEM TITLE: UPDATE ON FY23 SERVICE CHANGES

PREPARED BY: Tom Schwetz, Director of Planning and Development

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: To provide information to the Board on service changes planned for FY 23.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information for a future decision.

BOARD COMMUNICATION: The board has received communication on service updates and plans for service restoration over the last year.

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, Customer Satisfaction, Financial Health, and Sustainability.

DESCRIPTION: While ridership has gradually increased since September 2021, overall growth in ridership has been relatively small, averaging less than one half of 1% on a weekly basis. It is expected that, looking forward, ridership changes may be affected by the impacts of emerging hybrid work arrangements and other factors affecting the use of fixed-route transit in the community. Key questions being asked by service planners around the country include:

- With people getting used to working from home, how will transit ridership trends (particularly ridership peaking characteristics) evolve?
- How might increases in remote work trends affect the general demographics of transit ridership (e.g., possibly fewer middle income riders) and perhaps shift the routing and scheduling needs of the system?
- How might trends in online shopping and food delivery affect transit ridership levels and travel patterns (time of day and day of week patterns)?

Given these uncertainties, only minor changes in service are being planned for FY 23. The changes proposed for fall 2022 are described below. Staff will provide a presentation on these changes

BACKGROUND: LTD conducts three service changes or "bids" each year - one in winter, summer, and fall. The term "bid" is used to reflect that the work is "bid" on by LTD's operators. For each bid, LTD's service planners evaluate ridership needs, schedule adherence and overall usefulness of the current service based on recent development along the corridors in which the District operates. The changes in service are driven by community need, usefulness of the service, and availability of resources. The three bid changes generally occur in February (winter), June (summer), and September (fall). The bid dates are associated with various seasonal changes in the community such as the startup of school, end of school, and holidays of the various schools in the service area. Any major changes to LTD's system are usually done in September with minor changes taking place in February and June.

For the fall bid in September, 2022 there will be minor adjustments to time points, reinstatement of school schedules that are reduced in the summer months (such as Routes 79x, 81, 82, and 36), and four routes that will have routing changes to them as described below.

Eugene Service Changes

Routes 51 and 52 that serve the River Road area will have minor route changes affecting the outbound routing (from the Eugene Station). The City of Eugene will be constructing changes to 8th Avenue to be more useful and safe for bicycles and pedestrians. This will involve narrowing of the street, corner extensions on cross walks, and protected bicycle lanes. Routes 51 and 52 currently operate on 8th Avenue from Olive Street to Washington Street. With the narrowing and improved bike and pedestrian safety measures on this section LTD's buses will not be able to safely operate on this segment of 8th Avenue. Routes 51 and 52 will stay on Olive Street to 5th Avenue and resume regular routing at Washington Street effective with the September (fall) bid. Attachment 1 provides a diagram of the new routing for Route 51. Attachment 2 provides a diagram of the new routing for Route 52. Staff will walk through each of these changes with the board.

Springfield Service Changes

The City of Springfield has recently approved development of the property North of Marcola Road and West of 31st street. This area will have a large apartment complex, a new school, a church, and a large development of small lot single family homes. Currently Route 18 serves this area in one direction making the service difficult to use for those trying to go to Walmart and WinCo and some schools.

In order to meet the needs of the community and enhance the usefulness of Routes 18 and 17, they are being rerouted to provide bidirectional coverage on both Marcola road and Olympic. This will provide better connections with Route 13 to Eugene as well as bidirectional coverage for shopping, jobs, and reduced travel times to some activities. Attachment 3 provides a diagram for the new routing of Route 17. Attachment 4 provides a diagram for the new routing of Route 18. Staff will walk through each of these changes with the board.

CONSIDERATIONS: N/A.

ALTERNATIVES: N/A.

NEXT STEPS: Staff will return regularly to the Board of Directors and other LTD committees to provide updates as the process unfolds. There will be many opportunities for the Board of Directors, LTD committees, and the community to ask questions and provide feedback.

SUPPORTING DOCUMENTATION:

1. **Attachment 1** - Route 51
2. **Attachment 2** - Route 52
3. **Attachment 3** - Route 17
4. **Attachment 1** - Route 18

PROPOSED MOTION: N/A.



OFFICE OF THE GENERAL MANAGER

Mark Johnson, Interim General Manager

EXECUTIVE OFFICE

Tiffany Edwards, Intergovernmental Relations Manager

There is no report this month.

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and development

LTD has recently entered into a partnership with EWEB and Forth Mobility to provide electric vehicle carsharing to LTD riders and the community at Santa Clara Transit Station. Forth is a non-profit focused on clean and equitable transportation. LTD will allow Forth to deploy an electric vehicle to Santa Clara Transit Station and use the existing car charging stations to power the vehicle. Forth will provide the vehicle and technology that allows community members to rent the car. EWEB is providing funding for the vehicle through their Oregon Clean Fuels credits.

The carsharing program, branded GoForth!, will allow LTD customers and the broader community to rent the vehicle for a short period of time to run errands or simply test drive an electric vehicle for the first time. Locating the vehicle at a transit station not only provides convenience for LTD customers, but also allows community members who wish to use the vehicle an opportunity to easily take the bus or bike to LTD's station, rent the vehicle, and then take the bus home.

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.

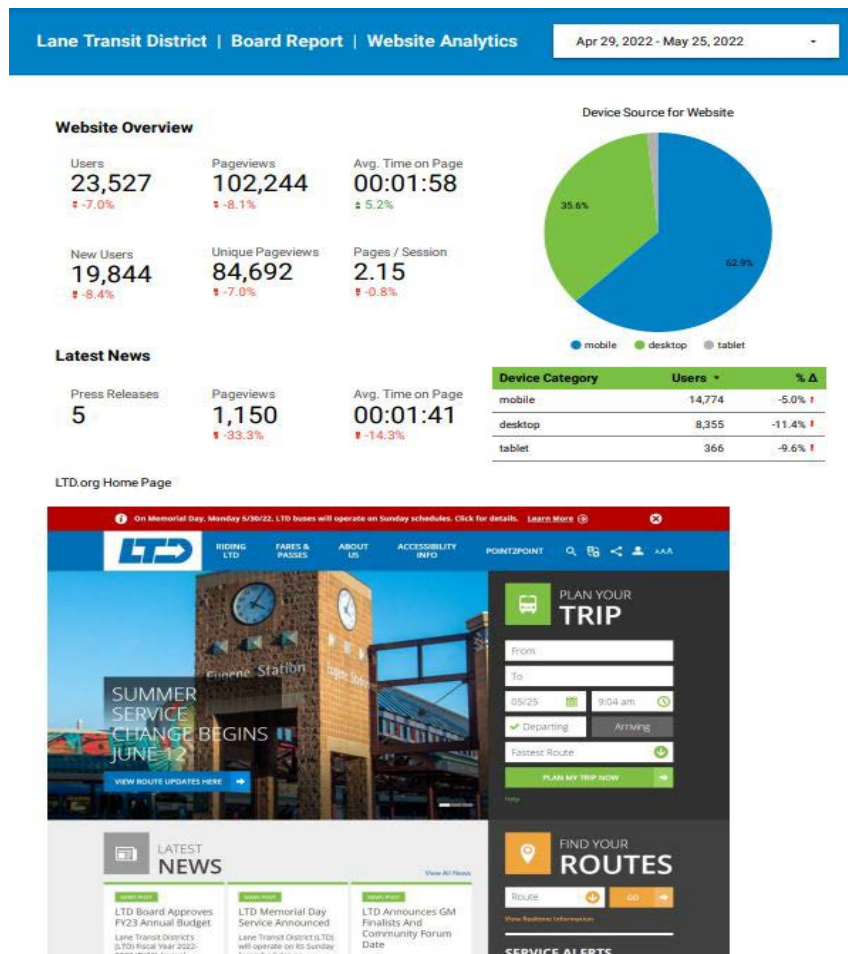
MARKETING AND COMMUNICATIONS

Pat Walsh, Director of Marketing & Communications

The June 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 continues 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. The newly produced video materials will continue to run on local TV with new videos running each month through at least late fall or early winter of 2023. Additional footage is being shot this summer with riders to certain individuals and their specific journey on transit and will be slated to use a variety of talents who display different backgrounds or abilities to reflect our community and support our equity value.

Staff continues to march forward and make progress and complete items that were outlined in the Celtis Marketing and Communications Analysis recommendations list from the 2019 report. Some of this month's efforts include the continued refinement of the brand on social and digital media efforts and the finalization of branded, Budget document, Community Investment Plan (CIP), and Long Range Financial Plan (LRTP) documents. Additional efforts include frequent news releases and internal communication efforts, which will continue in earnest to keep the internal staff and community aware of LTD's efforts and to promote more transparency of our efforts.

The Marketing Team are focused on preparation for many high-profile special events this summer which require additional communication efforts both digitally and in print and these include: *The Butte to Butte Run, Oregon Country Fair, and the Oregon 22 Games*. There will be an effort to communicate a large welcome to the many of state and out of country visitors at the Oregon 22 Games and some of the information will be translated into a number of non-English speaking languages.



Facebook Apr 2022, 29 - May 2022, 25

Facebook: Audience Summary

TOTAL PAGE LIKES

5.5k

NEW LIKES

21 ↓4.55%

Avg. per day :<1

LIKES LOST

16 ↑33.33%

Avg. per day :<1

ORGANIC VS PAID LIKES



Facebook: Impression Summary

PAGE IMPRESSIONS

29k ↓18.96%

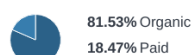
Avg. per day :1,060

PAGE REACH

22k ↓10.01%

Avg. per day :819

ORGANIC VS PAID REACH



TOP COUNTRY

COUNTRIES	COUNT	%
United States	20k	98.94%

Facebook: Post & Engagement Summary

TOTAL POSTS

30 ↓6.25%

Avg. per day:1

TOTAL ENGAGEMENT

235 ↓16.37%

Avg. per day:9

TOP POST

via Zoho Social
3 May 2022 01:00 PM



LTD is exploring potential changes to Routes 17 and 18 and we want to hear from you. These changes woul...

Reactions	26
Comments	11
Shares	2
Engagement	39
Engagement Rate	<1%

ENGAGEMENT BY POST TYPE



TYPE	ENGAGEMENT	%
Image	227	96.6%
Video	8	3.4%
Text	0	0%
Link	0	0%

Facebook: Top Posts by Engagement Rate

via Zoho Social by hailey.pratt
3 May 2022 01:00 PM



LTD is exploring potential changes to Routes 17 and 18 and we want to hear from...

Reactions	26
Comments	11
Shares	2
Engagement	39
Engagement Rate	<1%

via Zoho Social by hailey.pratt
20 May 2022 01:00 PM



This morning, LTD hosted University of Oregon students for a career tour...

Reactions	27
Comments	1
Shares	5
Engagement	33
Engagement Rate	<1%

via Zoho Social by hailey.pratt
29 Apr 2022 08:59 AM



Congratulations to Jesse, April 2022 Employee of the Month! Learn more about...

Reactions	20
Comments	4
Shares	0
Engagement	24
Engagement Rate	<1%

via Zoho Social by hailey.pratt
17 May 2022 03:28 PM



Summer is right around the corner! Register your student for the free Student Transit...

Reactions	4
Comments	3
Shares	11
Engagement	18
Engagement Rate	<1%

via Zoho Social by hailey.pratt
10 May 2022 01:28 PM



Are you ready for summer? Don't forget to register your child for a free Studen...

Reactions	4
Comments	0
Shares	11
Engagement	15
Engagement Rate	<1%

Twitter Apr 2022, 29 - May 2022, 25

Twitter: Audience Summary

TOTAL FOLLOWERS

3.6k

NEW FOLLOWERS

5 ↑ 350%

Avg. per day: <1

Twitter: Tweets & Engagement Summary

TOTAL TWEETS

51 ↑ 24.39%

Avg. per day: 2

TOTAL ENGAGEMENT

51 ↓ 67.31%

Avg. per day: 2

TOP TWEET

via Zoho Social by hailey.pratt

📅 10 May 2022 01:28 PM



Are you ready for summer? ☀️ Don't forget to register your child for a free Student Transit Pass before summer...

Likes	3
Replies	0
Retweets	2
Engagement	5
Engagement Rate	<1%

ENGAGEMENT BY TWEET TYPE



TYPE	ENGAGEMENT	%
Image	34	66.67%
Video	10	19.61%
Text	6	11.76%
Link	1	1.96%
Gif	0	0%
Poll	0	0%

Twitter: Top Posts by Engagement Rate

via Zoho Social by hailey.pratt

📅 10 May 2022 01:28 PM



Are you ready for summer? ☀️ Don't forget to register your child for a free Student Transit Pass before summer...

Likes	3
Replies	0
Retweets	2
Engagement	5
Engagement Rate	<1%

via Twitter Web App

📅 29 Apr 2022 08:56 AM



Due to the Eugene Marathon, LTD EmX and Routes 11, 17, 18, 28, & 9...

Likes	1
Replies	2
Retweets	2
Engagement	5
Engagement Rate	<1%

via Zoho Social by hailey.pratt

📅 20 May 2022 01:00 PM



This morning, LTD hosted @uoregon students for a career tour organized by...

Likes	4
Replies	0
Retweets	0
Engagement	4
Engagement Rate	<1%

via Zoho Social by hailey.pratt

📅 1 May 2022 08:00 AM

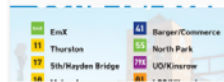


May is Bike Month! Bike Month showcases the many benefits of biking and...

Likes	1
Replies	1
Retweets	1
Engagement	3
Engagement Rate	<1%

via Zoho Social by hailey.pratt

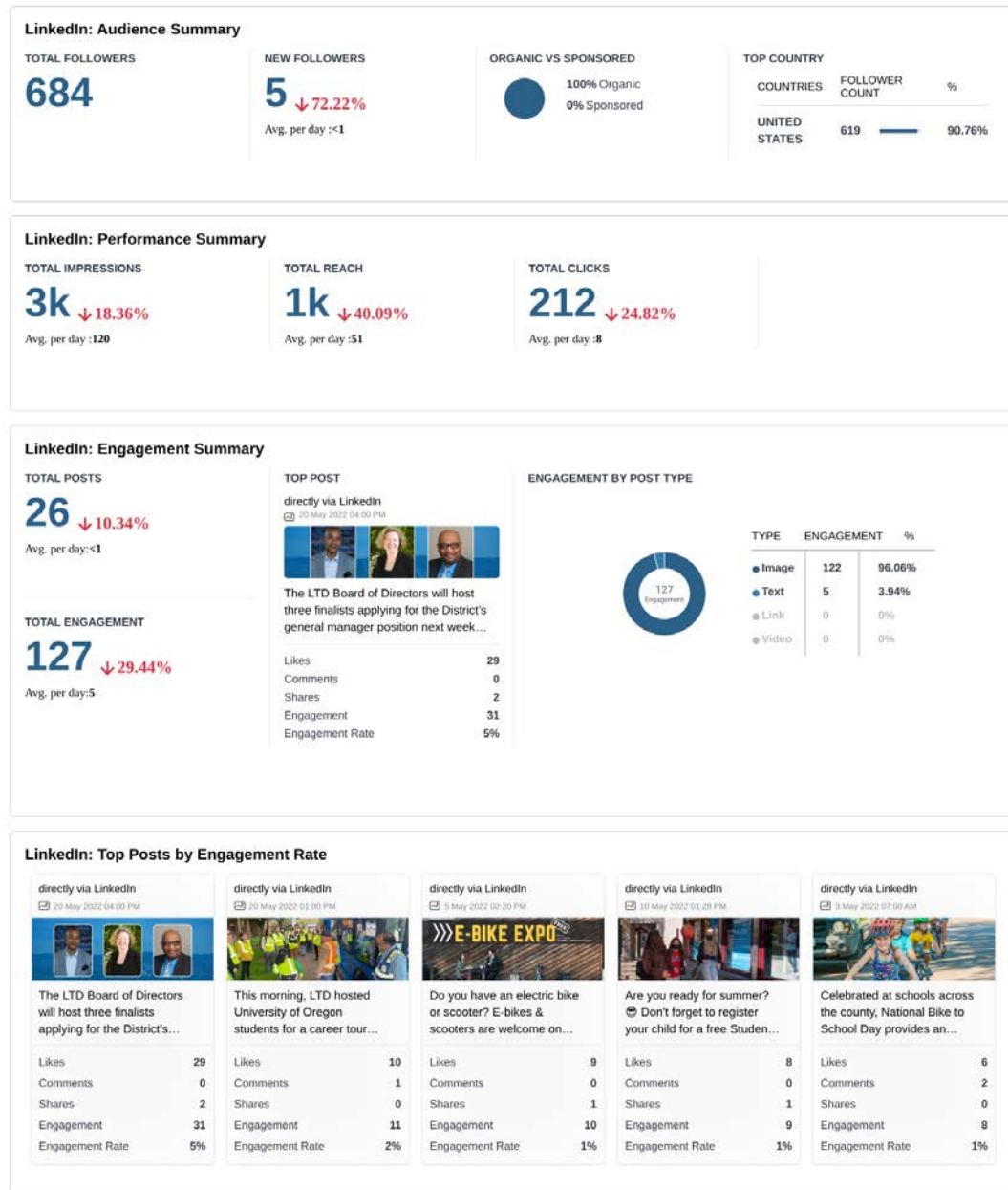
📅 25 May 2022 08:31 AM



Three times a year, LTD makes route and schedule adjustments to make bus...

Likes	2
Replies	0
Retweets	1
Engagement	3
Engagement Rate	<1%

LinkedIn Apr 2022, 29 - May 2022, 25



LinkedIn: Performance Summary

TOTAL IMPRESSIONS

3k ↓ 18.36%

Avg. per day :120

TOTAL REACH

1k ↓ 40.09%

Avg. per day :51

TOTAL CLICKS

212 ↓ 24.82%

Avg. per day :8

LinkedIn: Engagement Summary

TOTAL POSTS

26 ↓ 10.34%

Avg. per day:<1

TOTAL ENGAGEMENT

127 ↓ 29.44%

Avg. per day:5

TOP POST

directly via LinkedIn

20 May 2022 04:00 PM



The LTD Board of Directors will host three finalists applying for the District's general manager position next week...

Likes	29
Comments	0
Shares	2
Engagement	31
Engagement Rate	5%

ENGAGEMENT BY POST TYPE

TYPE	ENGAGEMENT	%
Image	122	96.06%
Text	5	3.94%
Link	0	0%
Video	0	0%

LinkedIn: Top Posts by Engagement Rate

directly via LinkedIn

20 May 2022 04:00 PM



The LTD Board of Directors will host three finalists applying for the District's...

Likes	29
Comments	0
Shares	2
Engagement	31
Engagement Rate	5%

directly via LinkedIn

20 May 2022 01:00 PM



This morning, LTD hosted University of Oregon students for a career tour...

Likes	10
Comments	1
Shares	0
Engagement	11
Engagement Rate	2%

directly via LinkedIn

5 May 2022 02:20 PM



Do you have an electric bike or scooter? E-bikes & scooters are welcome on...

Likes	9
Comments	0
Shares	1
Engagement	10
Engagement Rate	1%

directly via LinkedIn

10 May 2022 01:28 PM



Are you ready for summer? Don't forget to register your child for a free Studen...

Likes	8
Comments	0
Shares	1
Engagement	9
Engagement Rate	1%

directly via LinkedIn

3 May 2022 07:00 AM



Celebrated at schools across the county, National Bike to School Day provides an...

Likes	6
Comments	2
Shares	0
Engagement	8
Engagement Rate	1%

Group Pass:

- A new organization, Community Outreach through Radical Empowerment (CORE), joined the Group Pass program on June 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 June, staff met with five business interested in learning more about the Group Pass 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.
- Beginning in 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 Boardings	Vanpool Revenue Miles	Personal Vehicle Miles Reduced
April	3	19	594	6500	32,075

*Vanpool reporting experiences a 30-day delay.

FACILITIES

Joe McCormack, Director of Facilities Management

*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. *Data refinements are underway for the update of Facilities Management's CMMS tool, Facility Dude (Brightly). This effort has an underlying focus on ensuring: only relevant data is being kept; reporting is clean & effective; day-to-day operating efficiency; the data supports other District workgroups; the data fulfills our various compliance needs.*

The scope is primarily comprised of:

- *New Locations & Bldgs./Units Hierarchy – Application of expanded hierarchy & refinement of associated designations.*
- *Purpose Codes – Refined scope of available entries and utilization of codes.*
- *Class & Type - Refined scope of available entries and utilization of associated equipment Class & Type designations.*
- *Status - Refined scope of available entries and intended applications.*
- *Saved Actions – Existing user defined reoccurring reports to carry over.*
- *Custom Category – Unique user defined reporting category to carry over.*

- *Equipment - Refinement of unique asset/equipment identifications and associated application of new 'Locations & Bldgs./Units Hierarchy'.*
 - *Inventory – Enhanced tracking of Facilities Management inventory items, which is primarily comprised of spare: assemblies (e.g. light fixtures), parts (e.g. lamps & ballasts) and consumables (e.g. lubricants, adhesives. & cleaners).*
 - *Bus Stop – Refinement of overall data tracking practices, utilization of the District's standard bus stop identification numbers, & the introduction of 'bus stop specific' assets & attributes tracking.*
5. *Facilities Management Crew Hours for March 20, 2022 - May 20, 2022:*
- *Preventative Maintenance: 508 hours*
 - *Corrective Maintenance: 760 hours*
 - *Alteration and Improvements: 80 hours*
 - *Marketing Activities: 26 hours*
 - *Utility Locates: 48 hours*
 - *Vandalism (Graffiti Removal, Cleaning, Damages, & Theft): 33 hours*
 - *Misc. (General Maintenance, waste disposal, administrative time, cleaning): 525*
 - *Total Crew Hours Reported for period: 1980 hours*
 - *Average Hours reported per Crewmember for period: 330 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 evaluated. Notices of intent to award have been sent out to the selected vendors. We are set to submit results and ask for a decision to execute the contracts in the contract committee meeting in June 2022. The goal is to have contracts in place starting in September 2022.*
2. *H.V.A.C services: Service contractor Harvey and Price performed semi-annual preventative maintenance services on all district facilities in preparation for the cooling season.*
3. *Electrical Contracted Services: Hand Dryers are being installed before July in the Springfield Station public restrooms. This will allow for the discontinued use of paper towels leading to the reduction of trash and supply costs.*
4. *Tree pruning will take place at the Eugene Station in the month of June.*

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. The project work is scheduled to start in late July 2022 and complete in September 2022.*
 - b. *Design for concrete repairs at Springfield Station has completed and permits have been received. Construction was completed in May 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 May 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 have been received and the work is scheduled to start in July 2022 and be completed by August 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 was expected to be complete by June 2022, prior to the World Athletic Championships in Eugene, *however due to contractor shortages, this portion of the project will be performed in conjunction with the West Eugene and Gateway corridors.* Design and engineering for the West Eugene and Gateway EmX Corridors is 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 *Winter 2022-Summer 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 RFQ for A&E Services was published on April 15, 2022 with firm submittals due on May 5, 2022. The contract for A&E Services is targeted for Board approval in June 2022 and the design process starting in July 2022. In April the Board adopted the CM/GC finding and approved the use of this alternative contracting method. The solicitation for CM/GC Services is scheduled to be published in May 2022 and contract award by the Board is scheduled for July 2022. Construction of the project is scheduled to start in late spring 2023 and completed February 2024.*
 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 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 RFQ for A&E Services was published on April 15, 2022 with firm submittals due on May 5, 2022. The contract for A&E Services is targeted for Board approval in June 2022 and the design process starting in July 2022. In April the Board adopted the CM/GC finding and approved the use of this alternative contracting method. The solicitation for CM/GC Services is scheduled to be published in June 2022 and contract award by the Board is scheduled for August 2022. Construction of the project is scheduled to start in late spring 2023 and completed late fall 2023.*

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. *All LED lights have been installed. Fiber components were installed in May 2022 and the project will be closed out in June 2022.*
- b. Glenwood Bus Gate Replacement: The *original* 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 was installed in April 2022 and the project is complete.*
- c. 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 station. 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. *This work is substantially complete.*
- d. *Station Painting Repairs: The EmX Stations – Walnut St., Agate St., Dad's Gate, Hilyard St., 11th Ave./High St., High St./10th Ave. and the U of O Station – South are all scheduled to be repainted in May and June of 2022.*

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: June 15, 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.

JULY (work session only)

Information

- Mobility Management Strategy
- GM Recruitment Update

AUGUST

Action

- Contract Approvals
- GM Quarterly Evaluation
- Financial Planning Policy
- Mobility Management Strategy
- WEE Franchise Fee & Property Transfer to CoE
- Group Pass Rate Structure
- Mobility on Demand

Information

- Strategic Business Plan Quarterly Update
- Community Value Report
- Department Overview Presentation – IT
-

SEPTEMBER

Action

- Mobility Management Strategy
- Updated Salaried Employees' Retirement Plan Funding Policy

Information

- SPC Purpose & Schedule Clarification
- FY25-27 COA (2.0)
- Auditors Presentation: Audit Plan



AGENDA ITEM SUMMARY

DATE OF MEETING: June 15, 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