



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

Wednesday, December 14, 2022
4:30 – 6:30 p.m.

IN-PERSON & VIRTUAL MEETING

LTD Board Room
3500 E. 17th Avenue, Eugene
(Directions below)

Zoom: Link to watch live and provide public participation provided on the web calendar at www.LTD.org.

Broadcasting: Watch live (no participation) on channel 21 or via link: <https://metrotv.ompnetwork.org/>

AGENDA

	<u>ITEM</u>	<u>Time</u>	<u>Page</u>
I.	CALL TO ORDER	4:30 p.m.	
II.	ROLL CALL <input type="checkbox"/> Caitlin Vargas (President) <input type="checkbox"/> Gino Grimaldi <input type="checkbox"/> Don Nordin (Vice President) <input type="checkbox"/> Vacant <input type="checkbox"/> Michelle Webber (Treasurer) <input type="checkbox"/> Pete Knox (Secretary) <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/CHIEF EXECUTIVE OFFICER <i>This agenda item provides an opportunity for the general manager/chief executive officer 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 - DECEMBER	4:40 p.m.	4
VII.	AUDIENCE PARTICIPATION <i><u>Public Comment Note:</u> The Board sets aside time at the beginning of the meeting for members of the public to provide public comment. We appreciate hearing from the public and encourage use of this opportunity. Comments are directed to the Board. If a Board member has a clarifying question, it will be directed to staff when the person testifying has completed his/her comments. Public testimony is limited to three (3) minutes per community member. Testimony may be provided via e-mail at clerk@ltd.org.</i>	4:45 p.m.	
VIII.	PUBLIC HEARING: None		
IX.	BOARD MEMBER REPORTS <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>	4:55 p.m.	5

	<u>Time</u>	<u>Page</u>
X. CONSENT CALENDAR: Action Needed: Approval 1. Delegated Authority Report – NOVEMBER 2. Pension Trustee Appointment 3. Designated Registered Agent 4. Board Member Travel Expense Reimbursement – Don Nordin 5. Strategic Planning Committee Member Term Renewals 6. Budget Committee Member Term Renewal 7. FY24-FY25 Statewide Transportation Improvement Formula Fund Plan - Adoption 8. Contract No. 2022-36: Brown Contracting	5:00 p.m.	7
XI. PUBLIC MEETING SCHEDULE: <i>Materials Included</i> [Jameson Auten, General Manager/Chief Executive Officer] Action Needed: Adoption	5:05 p.m.	85
XII. MERGING STRATEGIC PLANNING COMMITTEE AND COMPREHENSIVE AND ACCESSIBLE TRANSPORTATION COMMITTEE: <i>Materials Included</i> [Tom Schwetz, Director of Planning and Development] Action Needed: Adoption	5:15 p.m.	88
XIII. STUDENT TRANSIT PASS PROGRAM UPDATE: <i>Materials Included</i> [Cammie Harris, Marketing Representative] Action Needed: None. Information Only	5:30 p.m.	100
XIV. MOBILITY MANAGEMENT STRATEGY UPDATE: <i>Materials Included</i> [Andrew Martin, Senior Development Planner] Action Needed: Information and Discussion	5:45 p.m.	112
XV. WRITTEN REPORTS – RESPOND IF QUESTIONS	6:20 p.m.	
A. FINANCIAL PERFORMANCE INDICATORS AND QUARTERLY FINANCIAL REPORT: <i>PROVIDED QUARTERLY</i> [Christina Shew, Director of Finance] <i>Reports are provided on the financial health of the district on a Quarterly basis. These reports provide District financial information including highlights, trends, audits, key statistics and operating performance in order to provide context and aid the Board decision that impact the financial health of the District.</i>		
B. MONTHLY DEPARTMENT REPORTS – DECEMBER [Jameson Auten, General Manager/Chief Executive Officer] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>		125
C. ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING <i>Attached is a list of action or information items that will be included on the agenda for future Board meetings.</i>		132
XVI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		
XVII. ADJOURNMENT <i>The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).</i>	6:30 p.m.	

LTD Administrative Office: The office is located at 3500 East 17th Avenue (off Glenwood Blvd. in Glenwood). Click [here](#) for a map.

Bus:

From Eugene Station: Take the EmX bus from the LTD Downtown Station and get off at the outbound Glenwood EmX stop (in front of Planned Parenthood). From there walk west to the corner of Franklin Blvd. and Glenwood Blvd. and turn left. Continue walking south on Glenwood Blvd to 17th Avenue and turn left. The building entrance faces 17th Avenue.

From Springfield Station: Take the EmX bus from the Springfield Station and get off at the outbound Glenwood EmX stop (across Franklin Blvd. from Lane Forest Products). From there walk east to the crosswalk to cross Franklin Blvd., proceed south on Glenwood Blvd. Continue walking south on Glenwood Blvd to 17th Avenue and turn left. The building entrance faces 17th Avenue.

Bicycles: There are covered bicycle racks located by the front entrance.

Parking: Parking is available for free in the parking lot at the front of the building on 17th Avenue.



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: DECEMBER EMPLOYEE OF THE MONTH

PREPARED BY: Norma Driskill, Human Resources Coordinator

DIRECTOR: Jake McCallum, Director of Transit Operations

ACTION REQUESTED: None. Information Only

BACKGROUND: Bus Operator Laisa Harris was selected to receive the December 2018 as Employee of the Month (EOM) award. Laisa has been with Lane Transit District since September of 2016, and during that time has accrued four years of Safe Driving, was nominated for EOM in September and December of 2019, and received employee recognition nominations November 30, 2020, October 31, 2022, and November 16, 2022.

Laisa was nominated by her supervisor Jeff Hadden. While approaching the Eugene Station, Laisa noticed an empty wheelchair by the side of the road. As she looked, the wheelchair slowly drifted off the sidewalk and into the street. Operator Harris then stopped her bus and was able to spot the person who uses the wheelchair lying on the ground. Laisa got the wheelchair out of the street and onto the sidewalk. She then enlisted the help of a customer and together they were able to safely get the fallen person back into their mobility device. After checking that he did not need any medical attention. Laisa continued on route. Great Job Laisa!

When asked to comment on Laisa's selection as EOM, Transit Operations Supervisor, Jeff Hadden, said:

“Laisa cares about her customers and her community. She shows it by making sure that they are safe and helps them whenever she can.”

AWARD: Laisa will attend the December 14 Special Board Meeting to be introduced to the Board and receive her award.



AGENDA ITEM SUMMARY

DATE OF MEETING:	December 14, 2022
ITEM TITLE:	BOARD MEMBER REPORTS
PREPARED BY:	Camille Gandolfi, Clerk of the Board, Interim Chief of Staff
DIRECTOR:	Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED:	None. Information Only

BACKGROUND: The Lane Transit District Board of Directors has several subcommittees and Community Advisory Committees in which Directors are assigned to attend as representatives of the Board. Directors also are assigned to represent the District at a variety of local governmental and stakeholder committees. This report provides an overview of the topics covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates during Board meetings.

The following activities have occurred since the last Board meeting:

MEETINGS HELD: Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

- 1. Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board members Pete Knox and Susan Cox, members of local units of government, and community representatives. At the November 29 meeting, committee members received an update on the Statewide Transportation Improvement Formula Fund and made a recommendation for adoption to the Board of Directors; held discussion on the merging of the Comprehensive and Accessible Transportation Committee and made a recommendation to the Board of Directors for adoption; received a Mobility Management Strategy update; and received a Strategic Business Plan update. The next meeting has not been scheduled.
- 2. Metropolitan Policy Committee (MPC):** Board members Caitlin Vargas and Don Nordin are LTD representatives; Board member Pete Knox is the alternate; General Manager/Chief Executive Officer Jameson Auten is the District's ex-officio attendee. MPC meetings are held on the first Thursday of each month. At the December 1 meeting, committee members received updates on the Oregon Household Activity Survey and the Oregon Department of Transportation Performance Measures; approved a letter of support for the City of Eugene Grant Application; and received an update on the ODOT Congestion Mitigation & Air Quality Grant Program. The next meeting is scheduled for January 5, 2023. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
- 3. 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, General Manager/Chief Executive Officer Jameson Auten is the alternate. The July 13 meeting was canceled. At the December 14 meeting, committee members received an ODOT update; a Central Lane Metropolitan Policy Committee update; and other member updates. Committee members held Discussion with OTC Commissioner Julie Brown; received an update on Statewide Transportation Improvement Fund – Lane ACT Subcommittee; and received an update on the Nominating Committee for LaneACT chair and vice chair. The next meeting is scheduled for January 11, 2023. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.
- 4. LTD Board Contract Committee:** The Board Contract Committee is composed of Board members Michelle Webber, and Susan Cox; the third seat is vacant. The committee meetings are scheduled for the second Monday of each month. At the December 12 meeting, committee members reviewed contracts scheduled to go to the Board of Directors for approval. The next meeting is scheduled for January 9, 2023.

No Meetings were held for the following committees:

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 December 22. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.
6. **State Transportation Improvement Fund (STIF) Committee**: The Committee is administered by LCOG. The Committee will meet a minimum of two times per year, or a sufficient number of times to advise the LTD Board of Directors regarding its review of project proposals and the STIF Plan. The committee, in accordance with state law, is composed of 14 members with eight (8) members representing in-district communities, two (2) members representing out-of-district communities, and three (3) ex-officio (non-voting) members; the ex officio LTD Board members are Caitlin Vargas and Pete Knox. The next meeting is scheduled for January 3, 2023. For more information about STIF, please go to: <https://www.lcog.org/bc-stif>.
7. **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 Gino Grimaldi serves as one of the trustees. The next meeting is scheduled for February 21, 2023.
8. **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 April 12, 2023.
9. **Oregon Metropolitan Planning Organization Consortium (OMPOC)**: The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Caitlin Vargas attends the committee meetings as LTD’s representative. The next meeting has not been scheduled. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
10. **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 has not been scheduled.
1. **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/>.
2. **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: <http://www.movingahead.org/>.
3. **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: December 14, 2022

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Camille Gandolfi, Interim Chief of Staff/Clerk of the Board

DIRECTOR: Jameson Auten, General Manager/Chief Executive Officer

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 December 14, 2022, consists of:

- Approval of Delegated Authority Report - November
- Approval of Pension Trustee Appointment
- Approval of Designated Registered Agent
- Approval of Board Member Travel Expense Reimbursement – Don Nordin
- Approval of Strategic Planning Committee Member Term Renewals
- Approval of Budget Committee Member Term Renewal
- Approval of FY24-FY25 Statewide Transportation Improvement Formula Fund Plan - Adoption
- Approval of Contract No. 2022-36: Brown Contracting

ATTACHMENT:

- 1) Delegated Authority Report - November
- 2) Pension Trustee Appointment
- 3) Designated Registered Agent
- 4) Board Member Travel Expense Reimbursement – Don Nordin
- 5) Strategic Planning Committee Member Term Renewals
- 6) Budget Committee Member Term Renewal
- 7) FY24-FY25 Statewide Transportation Improvement Formula Fund Plan - Adoption
- 8) Contract No. 2022-36: Brown Contracting

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-12-14-064; It is hereby resolved that the Consent Calendar for December 14, 2022, is approved as presented [amended].

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
11/3/2022	Harvey and Price	HVAC Service-Repair	Amendment	Dec 1, 2019 - Nov 30, 2023	\$147,427.00	no change	M. Johnson	Amendment to correct option year
11/4/2022	Lane Council of Governments	HB Keep Oregon Going	Amendment	Jul 1, 2018 - Jun 30, 2024	\$270,000.00	no change	M. Johnson	Renewed for 2 additional years
11/4/2022	Wyatt's Tires	Tires and Tire Services Final Option Year	Amendment	Dec 1, 2018 - Nov 30, 2023	\$300,709.00	\$393,454.00	M. Johnson	Amendment 3 for Final Option Year Renewal
11/13/2022	Pivot Arch.	A&E Design Services for OCC Improvement	Professional Services Contract	Aug 31, 2022 - Completion	\$1,367,035.44		M. Johnson	New Contract
11/15/2022	PacificSource	NEMT Services	Amendment and LOA	Oct 14, 2019 - Ongoing	Varies		J. Auten	Public Health Emergency Surcharges (Additional \$5.00 based on invoicing)
11/15/2022	Chambers Construction	Glenwood Bus Wash Replacement	Amendment	Mar 14, 2022 - Dec 31, 2022	\$701,750.00	\$ 718,108.00	J. Auten	Final Completion Date extended to Dec. 31, 2022 and NTE increased by \$16,358.00
11/16/2022	Reece Complete Security Solutions	Camera Equipment and installation	Amendment	Dec 27, 2021 - Apr 15, 2032	\$4,400,000.00	no change	J. Auten	Substantial and Final Completion date extended
11/16/2022	Brightly	Facilities Asset Management Software	Contract	Nov 11, 2022 - Nov 10, 2027	\$38,620.85		J. Auten	New Contract
11/19/2022	Toole Design Group	Mobility Management Strategy	Amendment	Jul 1, 2021 - Dec 31, 2023	\$220,000.00	No Change	J. Auten	Added SOW
11/21/2022	City of Eugene	310 Garfield Lease Agreement	Lease Agreement	Aug 23, 2021 - Feb 24, 2024	No rent until year 3	no change	J. Auten	Option Year 1
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES
11/1/2022	W.O.W. Hall	Group Pass Program	GPP	Nov 1, 2022 - Ongoing	approx. \$756.00	10	M. Johnson	New Agreement
11/3/2022	La Quinta Inn & Suites	Group Pass Program	GPP	Nov 2, 2022 - ongoing	approx. \$1,170.72	18	M. Johnson	New Agreement
11/7/2022	Resource Connections of Oregon	Consignment Stored Value Agreement	Pass Agreement	Jan 1, 2023 - ongoing	Varies	Varies	M. Johnson	New Agreement



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022
ITEM TITLE: PENSION TRUSTEE ADOPTION
PREPARED BY: Camille Gandolfi, Interim Chief of Staff/Clerk of the Board
DIRECTOR: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Adoption

PURPOSE: To consider adoption of the appointment of Jameson Auten as Trustee of the Lane Transit District and Amalgamated Transit Unit (ATU), Local No 757 Pension and Lane Transit District Salaried Employees' Retirement Plan to succeed Mark Johnson as trustee respectively.

DESCRIPTION: Mark Johnson is stepping down as trustee on the Lane Transit District and Amalgamated Transit Union, Local No. 757 Restated Retirement Plan and 2) the Lane Transit District Salaried Employees' Retirement Plan. Staff are recommending that General Manager/Chief Executive Officer, Jameson Auten, be appointed to succeed Mark Johnson.

BACKGROUND: The Board has appointed a member to serve as trustee to the Lane Transit District/Amalgamated Transit Union Pension Trust and the LTD Salaried Employees Retirement Plan since each plan began. Historically, the Board President has held this position. On May 21, 2008, the Board changed its policy to allow other members to serve in this role.

ALTERNATIVES:

- The Board can choose to adopt the Trustee recommendation as is or appoint an alternative Trustee.

NEXT STEPS: Upon adoption, Jameson Auten will obtain Certificates of Achievement in Public Plan Policy Employee Pension Certification and become a Trustee for both the Lane Transit District and Amalgamated Transit Union, Local No. 757 Restated Retirement Plan, and the Lane Transit District Salaried Employees' Retirement Plan.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2022-12-14-065

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-12-14-065:

It is hereby resolved that the LTD Board of Directors approves the appointment of Mr. Jameson Auten to serve as Trustees on the Pension Trust Committee.



RESOLUTION NO. 2022-12-14-065

APPOINTMENT OF JAMESON AUTEN AS TRUSTEE TO THE LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION (ATU), LOCAL NO. 757 PENSION TRUST AND TO THE LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN

WHEREAS, Lane Transit District and the Amalgamated Transit Union (ATU) Local No. 757 has removed Mark Johnson as a Trustee;

WHEREAS, Lane Transit District and the Salaried Employees' Retirement Plan has removed Mark Johnson as a Trustee;

WHEREAS, Lane Transit District appoints trustees to the Amalgamated Transit Union (ATU) Local No. 757;

WHEREAS, Lane Transit District appoints trustees to the Salaried Employees' Retirement Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Lane Transit District Board of Directors appoints a trustee to the Amalgamated Transit Union (ATU) Local No. 757 and the Salaried Employees' Retirement Plan;

By adopting the following resolution, the Lane Transit District (LTD) Board appoints Jameson Auten as a Trustee of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust and to the Lane Transit District Salaried Employees' Retirement Plan, to succeed Mark Johnson as a Trustee respectively.

Effective immediately:

1. Jameson Auten is appointed as Trustee under the Trust Agreement dated December 18, 1979, for the Lane Transit District and Amalgamated Transit Union, Local No. 757 Restated Retirement Plan (which Plan is now known as the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust), as successor Trustee of Mark Johnson, who has been removed as a Trustee.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 14TH DAY OF DECEMBER, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: DISTRICT DESIGNATED REGISTERED AGENT

PREPARED BY: Camille Gandolfi, Interim Chief of Staff/Clerk of the Board

DIRECTOR: Jameson Auten, General Manager/Chief Executive Officer

ACTION REQUESTED: Adoption

PURPOSE: To obtain Board adoption of the state required registered agent designation pursuant to ORS 198.340.

DESCRIPTION: As a special district, LTD is required to file with the Oregon Secretary of State's Office a notice of the registered agent. Per ORS 198.340, "The registered agent shall be an agent of the District upon whom any process, notice or demand required or permitted by law to be served upon the district may be served." In other words, a registered agent is an individual whose responsibility is to accept legal documents (service of process, lawsuits, liens, subpoenas, etc.) on behalf of the District.

BACKGROUND: The District Designated Registered Agent has historically always been the District's General Manager. A change in Designated Registered agent takes place with each change in District General Manager. Former Interim General Manager, Mark Johnson is currently designated LTD's registered agent. With the hiring of General Manager/Chief Executive Officer Jameson Auten, the Board is obligated to designate a new registered agent. Mr. Jameson Auten became LTD's General Manager/Chief Executive Officer effective November 7, 2022, and is the appropriate staff to be appointed as the District's Designated Registered Agent.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Pursuant to ORS 198.340, the Notice of Designation of Special District Registered Office and Registered Agent will be filed with the Secretary of States office.

SUPPORTING DOCUMENTATION:

- 1) LTD Resolution No. 2022-12-14-066, Designating Lane Transit District Registered Agent

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-12-14-066:

It is hereby resolved that the LTD Board of Directors adopts Jameson Auten, Chief Executive Officer as the District Designated Registered Agent.



LTD RESOLUTION NO. 2022-12-14-066

DESIGNATING LANE TRANSIT DISTRICT REGISTERED AGENT

WHEREAS, the previously-designated registered Agent of Lane Transit District, former Interim General Manager Mark Johnson, has resigned from LTD; and

WHEREAS, the Board of Directors hired Jameson Auten as the general manager/chief executive officer effective November 7, 2022; and

WHEREAS, ORS Chapter 198.340 requires special districts to file with the Oregon Secretary of State's Office a notice of the Registered Agent and Registered Office;

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors approves LTD General Manager/Chief Executive Officer Jameson Auten to be designated as the Registered Agent for Lane Transit District, effective December 14, 2022, at the current Registered Office at 3500 East 17th Avenue, Eugene, Oregon, and is directed to give notice of said change to the Secretary of State of the State of Oregon and to the County Clerk of Lane County, Oregon.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 14th DAY OF DECEMBER 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: BOARD MEMBER TRAVEL AND EXPENSE REIMBURSEMENT REQUEST:
DON NORDIN

PREPARED BY: Camille Gandolfi, Interim Chief of Staff/Clerk of the Board

DIRECTOR: Jameson Auten, General Manager/Chief Executive Officer

ACTION REQUESTED: Board Approval

PURPOSE: To obtain approval for reimbursement of Board member Don Nordin's travel expenses for quarter four of fiscal year 2021 and for fiscal year 2022.

DESCRIPTION:

BACKGROUND: At its March 20, 2019, regular Board meeting, the Board adopted a Travel, Meetings, and Miscellaneous Expense Reimbursement Policy allowing for out-of-District expenses to be reimbursed. The requirements for approval of expenses are:

TRAVEL AUTHORIZATION AND APPROVAL

Out-of-District Travel. All out-of-District travel for Directors to attend a meeting at the District's expense, shall be approved by action of the Board, prior to incurring such expense. In unusual or emergency circumstances, if prior Board approval is not possible, the Board President may approve out-of-District travel for Directors. In such unusual or emergency situations, the travel authorization shall be presented to the Board of Directors for ratification at its next scheduled Board meeting. If a Director is assigned to a committee, then attendance at those committee meetings shall not require prior approval of the Board. For periodic out-of-District meetings, which occur several times per year, the Board may approve attendance at such meetings annually.

In-District Travel. Each Director is authorized to travel at the District's expense, within the District, when, in his/her judgment, such travel is required for District business. Expenses for personal business, meals, and lodging are not reimbursable for in-District travel. Directors are entitled to receive reimbursement for actual, reasonable, and necessary expenses incurred in the performance of District business (e.g., personal vehicle mileage reimbursement, parking fees, etc.).

BOOKING TRAVEL

The Board is encouraged to use the Clerk of the Board to arrange for the booking of all out-of-District travel and lodging. The District shall advance the cost of such travel and lodging. However, Directors are allowed to book their own travel, but will be reimbursed at the standard or economy rate, similar to what other Directors or employees going to the same meeting paid for similar arrangements. After travel, the Director shall submit to the Clerk of the Board travel documentation of the actual expenses. If the actual expenses exceed the advancement, then the District shall reimburse the difference. If the actual expenses are less than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental expenses are reimbursable if reasonable and documented.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) Expense Report Sheet

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-12-14-067:

It is hereby resolved that the LTD Board of Directors approves the travel expense reimbursement for Board member Don Nordin.



Board Member Expense Report

Internal Use
GL#:

Resolution #: 2022-12-14-067

Name: Don Nordin

Travel Dates October 2021 - December 2022

Travel Purpose: Mileage & Parking Reimbursement Q4 of FY21 and FY22

Date	Description	Airfare	Hotel	Transportation	Gas	Meals	Other	District Prepaid	Total
5/23/22	Peer group panel & forum parking			\$3.00					\$3.00
9/8/22	Listening session with rep Pham parking			\$2.00					\$2.00
10/11/22	United Front with Peter DeFazio parking			\$4.25					\$4.25
								Total	\$9.25

Mileage Total \$791.50

Subtotal \$800.75

Less District Prepaid Amount \$0.00

Total Owed to Board Member \$800.75

2019 Mileage rate = .625 per mile					
Date	Destination	Starting Mileage	Ending Mileage	Total Mileage	Total Expense
10/05/21	Lunch with Mark & Michelle			42.60	
11/06/21	Airport			38.70	
11/11/21	Airport			38.70	
12/01/21	Board training/retreat			42.40	
01/04/22	Met with Susan Cox			46.80	
01/07/22	Lunch with Mark			42.80	
01/20/22	Emily Secord & Jesse Fittipaldi with May Mobility			48.10	
05/21/22	Mark, Caitlin & Jameson			40.30	
05/22/22	Panel & Eugene chamber			90.40	
05/23/22	Peer group panel & forum			43.50	
05/24/22	Board panel			37.90	
06/20/22	Photo shoot			54.60	
06/26/22	Roadeo			39.00	
05/24/22	Board panel			37.90	
06/20/22	Photo shoot			54.60	
06/26/22	Roadeo			39.00	
07/08/22	Lunch with Mark			46.70	
08/17/22	Board Meeting at Glenwood			38.30	
08/26/22	Governor meeting with LTD at Glenwood			38.50	
09/07/22	Board work session			38.50	
09/08/22	Listening session with rep Pham			44.00	
09/21/22	Board Meeting at Glenwood			38.50	
10/05/22	Budget committee			40.20	
10/11/22	United Front with Peter DeFazio			44.10	
10/19/22	Board Meeting at Glenwood			40.70	
11/02/22	Board work session			38.50	
11/10/22	Woman's leadership awards			44.10	
12/05/22	Board work session			38.50	
12/14/22	Board Meeting at Glenwood			38.50	
				Total	\$791.50

*Supporting documentation provided under separate cover

Recipient Board Member

Board President

Finance Director

Date Approved



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: STRATEGIC PLANNING COMMITTEE MEMBER TERM RENEWALS

PREPARED BY: Camille Gandolfi, Interim Chief of Staff/Clerk of the Board

DIRECTOR: Jameson Auten, General Manager/Chief Executive Officer

ACTION REQUESTED: Adoption

PURPOSE: To request that the Board approve the term renewals of Mike Eyster and Leah Rausch to the Strategic Planning Committee (SPC).

DESCRIPTION: Pursuant to the SPC Bylaws, the General Manager/Chief Executive Officer appoints the members of the SPC with the advice and consent of the LTD Board of Directors.

BACKGROUND: Mr. Eyster and Ms. Rausch were appointed to the committee in January of 2017. They have been a valuable contribution to the committee and wish to continue their service in this role.

CONSIDERATIONS: Mr. Eyster and Ms. Rausch's current terms expire on December 31, 2022. The next term will begin January 1, 2023, and serve through December 31, 2025. Staff recommend that Mr. Eyster and Ms. Rausch be appointed to serve another term on the SPC.

ALTERNATIVES:

1. Approve Mr. Eyster and Ms. Rausch's appointments to serve a second term on the SPC.
2. Request additional information and approve appointment at a future date.
3. Request an alternate candidate be reviewed for appointment.

NEXT STEPS: Based on Board Direction, staff will take the appropriate administrative actions.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2022-12-14-068

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-12-14-068:

It is hereby resolved that the LTD Board of Directors approves the appointment of Mr. Eyster and Ms. Rausch to serve an additional three-year term on the SPC.



LTD RESOLUTION NO. 2022-12-14-068

APPOINTMENT RENEWAL OF MR. MIKE EYSTER AND MS. LEAH RAUSCH TO SERVE A SECOND TERM ON THE STRATEGIC PLANNING COMMITTEE

WHEREAS, by Resolution No. 2016-12-12-041, the Board of Directors created the Strategic Planning Committee to provide independent advice on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and wait times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas;

WHEREAS, by Resolution No. 2016-12-12-041, the Board of Directors directed the general manager/chief executive officer, with the advice and consent of the LTD Board of Directors, to appoint members of the Strategic Planning Committee to serve renewable two-year terms;

WHEREAS, by Resolution No. 2016-12-12-041, SPC shall include at least two members of the LTD Board of Directors as well as representatives from its key partners: the Eugene City Council, Springfield City Council, Lane County Board of Commissioners, and the Oregon Department of Transportation, but shall not include a quorum of any policymaking body. The Committee should also include a diverse set of stakeholders;

WHEREAS, Mr. Eyster and Ms. Rausch began serving on the SPC in January of 2017;

WHEREAS, Mr. Eyster and Ms. Rausch's terms expire on December 31, 2022; and,

WHEREAS, the next term will begin on January 1, 2023, serving through December 31, 2025.

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

Appointing Mr. Eyster and Ms. Rausch to serve an additional three-year term on the Strategic Planning Committee beginning on January 1, 2023, serving through December 31, 2025.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 14th DAY OF DECEMBER, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: BUDGET COMMITTEE MEMBER TERM RENEWAL – CARL YEH

PREPARED BY: Camille Gandolfi, Clerk of the Board, Interim Clerk of the Board

DIRECTOR: Jameson Auten, General Manager/Chief Executive Officer Adoption

ACTION REQUESTED:

PURPOSE: To request the Board approve the term renewal of Budget Committee member Carl Yeh.

DESCRIPTION: The membership term for committee member Carl Yeh is set to expire on December 31, 2022. He has provided a valuable contribution to the committee and wishes to continue his service in this role.

BACKGROUND: The LTD Board Budget Committee is composed of the seven members of LTD's Board of Directors and seven community members who are nominated and approved by the Board and serve a 3-year term. The non-Board Budget Committee members must reside within the District's service boundaries, but are not required to live in the same sub-district as the Board member making the appointment.

CONSIDERATIONS: Staff recommend renewing the membership term of committee member Carl Yeh.

ALTERNATIVES: The Board could choose not to approve the nominated committee members and request alternate nominations to be approved at a future date.

NEXT STEPS: Staff will inform the nominees of the Board's decision and take any other administrative steps based on the Board's decision.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2022-12-14-069

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-12-14-069:

It is hereby resolved that the LTD Board of Directors approves the appointment of Carl Yeh to a three-year term renewal on the LTD Board Budget Committee.



LTD RESOLUTION NO. 2022-12-14-069

**BUDGET COMMITTEE MEMBER TERM RENEWAL OF CARL YEH ON THE LTD BOARD
BUDGET ADVISORY COMMITTEE**

WHEREAS, ORS 294.414 requires the LTD ('District') Board of Directors to appoint a Budget Advisory Committee that shall be comprised of fourteen (14) members for the purpose of reviewing and approving the operating and capital budget proposed by LTD's budget officer;

WHEREAS, the committee shall consist of seven (7) Board members and seven (7) appointed members who live within the LTD service area and who all have equal authority;

WHEREAS, each Board member may appoint one (1) member to the Committee so long as the member resides within LTD's service area, regardless of whether the member resides within that Board member's sub-district;

WHEREAS, The Advisory Committee is guided by written bylaws.

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

Approving the appointment of Carl Yeh to a three-year term renewal on the Budget Advisory Committee.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 14th DAY OF DECEMBER, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: FY24-FY25 STATEWIDE TRANSPORTATION IMPROVEMENT FORMULA FUND PLAN - ADOPTION

PREPARED BY: Tom Schwetz, Director of Planning and Development

DIRECTOR: Jameson Auten, General Manager/Chief Executive Officer

ACTION REQUESTED: Adoption

PURPOSE: To provide background on LTD's plan for use of FY24-FY25 Statewide Transportation Improvement Funds (STIF) as an eligible Public Transportation Service Provider (PTSP) and Qualified Entity (QE). Staff is asking the Board to review and adopt the proposed FY24-FY25 STIF Plan.

DESCRIPTION: The STIF program is funded by a combination of ID card fees, non-highway gas tax, cigarette tax, and payroll tax dollars. STIF funds are divided into Formula Funds (90 percent) which are distributed as population-based funds and payroll-based funds, Discretionary Funds (five percent), Intercommunity Discretionary Funds (four percent), and administrative funds (one percent). ODOT disburses Formula funds to mass transit districts, transportation districts, or counties without either a mass transit or transportation district, and to federally-recognized tribes based on formula allocation. Lane County is estimated to receive approximately \$17 million over FY24 and FY25 (July 1, 2023 through June 30, 2025). Of those funds, approximately \$15,790,000 are expected to be generated within the LTD District, and approximately \$1,207,000 are expected to be generated outside of the LTD District.

BACKGROUND: The Statewide Transportation Improvement Fund (STIF) program was established in Section 122 of House Bill 2017 to provide a dedicated source of funding for improving, maintaining, and expanding public transportation for all users. Every two years, public transportation funding is made available to support access to jobs, improve mobility, relieve congestion, and reduce greenhouse gas emission in Oregon.

The LTD Board has been designated as the Qualified Entity (QE) for Lane County. As required by ODOT's process for allocation of STIF funds, a STIF Advisory Committee has been established. Two members of SPC, Alma Hesus and Phillip Shihue, participate on that committee. The role of the STIF Advisory Committee is to provide a recommendation to the Board (in its role as the QE) on the Proposed Lane County STIF Formula plan for the FY24-FY25 biennium. This plan includes applications from both LTD and LCOG as eligible providers of public transportation services within Lane County.

CONSIDERATIONS: LCOG and LTD staff have developed a proposed set of projects for consideration in the FY 24-FY 25 biennium. The STIF Advisory Committee reviewed and discussed LTD's projects together with those being proposed by LCOG and approved the overall set of projects comprising the QE-level Plan at their November 15, 2022, meeting. The materials from that meeting are attached for review.

SPC reviewed the Plan at its November 29, 2022 meeting. At that meeting, they acted to recommend adoption of the LTD-specific projects included in the overall FY24-FY25 STIF Plan. Depending on availability, SPC members will be available to answer questions related to the deliberations of the SPC committee.

At its December 7 Work Session, the Board received a presentation on the FY24-FY25 STIF Formula Fund Plan. The FY24-FY25 LTD STIF Formula Fund Application Packet including project application details for both LTD and LCOG are provided in Attachment 2.

ALTERNATIVES: N/A

NEXT STEPS: Staff is asking the Board to review and adopt the proposed FY24-FY25 STIF Formula Fund Plan.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2022-12-14-070
- 2) 2022-11-15 STIF Advisory Council Statewide Transportation Improvement Fund Meeting Agenda Packet

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-12-14-070:

It is hereby resolved that the Board of Directors authorizes the General Manager to submit applications seeking funding by STIF Formula Funds for the list of projects as presented [amended].



RESOLUTION NO 2022-12-14-070

AUTHORIZING THE GENERAL MANAGER TO SUBMIT APPLICATIONS SEEKING FUNDING BY STIF FORMULA FUNDS FOR THE LIST OF PROJECTS PRESENTED

WHEREAS, House Bill 2017, Keep Oregon Moving made a significant investment in transportation to help advance the things that Oregonians value—a vibrant economy with good jobs, strong communities with high quality of life, a clean environment, and safe, healthy people;

WHEREAS, a centerpiece of Keep Oregon Moving is the Statewide Transportation Improvement Fund (STIF) that provides a dedicated source of funding to expand public transportation service in Oregon communities;

WHEREAS, HB 2017 designates LTD as the Qualified Entity (QE) for the purpose of administering the STIF planning process and receiving and distributing STIF funds for Lane County to Public Transportation Service Providers;

WHEREAS, STIF moneys will be used to support effective planning, deployment, operation and administration of STIF-funded public transportation programs and projects;

WHEREAS, the LTD Board of Directors appointed the Lane County STIF Advisory Committee to review submitted project proposals from eligible Public Transportation Service Providers for STIF Formula Funds and to develop a prioritized project list that makes up the Lane County STIF Formula Fund Plan;

WHEREAS, under the approved STIF rules, both LTD and LCOG as eligible Public Transportation Service Providers have developed lists that meet the goals set by ODOT's STIF Formula Fund Program; and,

WHEREAS, LTD'S Strategic Planning Committee recommended approval of LTD's proposed projects for STIF funding at its November 29, 2022, meeting; and the Lane County STIF Advisory Committee recommended approval of the overall FY24-FY25 STIF Formula Fund Plan at its November 15, 2022 meeting.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, acting as Lane County's Qualified Entity, adopts a Resolution authorizing the LTD General Manager to submit applications seeking funding by STIF formula funds for the list of projects presented in the FY24-FY25 STIF Formula Fund Plan.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 14TH DAY OF DECEMBER, 2022.

Board President, Caitlin Vargas

LANE TRANSIT DISTRICT
STIF ADVISORY COMMITTEE

Tuesday, November 15, 2022
3:30 p.m. to 5:00 p.m.

Lane Transit District Board Room & Zoom

- | | | |
|---|---|--|
| <input type="checkbox"/> Phil Barnhart | <input type="checkbox"/> Susy Lacer | <input type="checkbox"/> Vidal Francis (non-voting) |
| <input type="checkbox"/> Hoover Chambliss | <input type="checkbox"/> Eugene Organ | <input type="checkbox"/> Caitlin Vargas (non-voting) |
| <input type="checkbox"/> Kelly Clarke | <input type="checkbox"/> Cosette Rees | <input type="checkbox"/> Pete Knox (non-voting) |
| <input type="checkbox"/> Mike Eyster | <input type="checkbox"/> David Reesor | |
| <input type="checkbox"/> Alma Hesus | <input type="checkbox"/> Phillip Shihue | |
| <input type="checkbox"/> Joshua Kashinsky | | |

AGENDA

- I. Call to Order
- II. Roll Call
- III. Agenda Review
- IV. Audience Participation
- V. Formula Fund Project Updates
 - a. Updated Project Budgets
 - b. Committee Review and Questions
 - c. Committee Prioritization
 - d. Committee Voting
- VI. Next/Future Meeting Agendas
- VII. Adjournment

Zoom: Link to watch live and provide public participation provided on the web calendar at www.LTD.org.

Broadcasting: Watch live (no participation) via link: <https://metrotv.ompnetwork.org/>

LTD STIF FORMULA FUND APPLICATION PACKET

DATE: November 15, 2022
TO: LTD STIF Advisory Committee
FROM: LTD Qualified Entity
SUBJECT: LTD STIF Formula Fund Applications

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OREGON PUBLIC TRANSPORTATION PLAN GOALS

Qualified Entities are required to identify how each STIF Plan Project is consistent with OPTP goals and policies and are encouraged to review and consider these goals prior to selecting Projects that will be included in their STIF Plan.

Goal 1: Mobility – Public Transportation User Experience – People of all ages, abilities, and income levels move reliably and conveniently between destinations using an affordable, well-coordinated public transportation system. People in Oregon routinely use public transportation to meet their daily needs.



Goal 2: Accessibility and Connectivity - Getting from Here to There – Riders experience user-friendly and convenient public transportation connections to and between services and travel modes in urban, suburban, rural, regional, and interstate areas.



Goal 3: Community Livability and Economic Vitality – Public transportation promotes community livability and economic vitality by efficiently and effectively moving people of all ages to and from homes, jobs, businesses, schools and colleges, and other destinations in urban, suburban, and rural areas.



Goal 4: Equity – Public transportation provides affordable, safe, efficient, and equitable transportation to jobs, services, and key destinations, improving quality of life for all Oregonians.



Goal 5: Health – Public transportation fosters improved health of Oregonians by promoting clean air, enhancing connections between people, enabling access to services such as health care and goods such as groceries, and by giving people opportunities to integrate physical activity into everyday life through walking and bicycling to and from public transportation.



Goal 6: Safety and Security – Public transportation trips are safe; riders feel safe and secure during their travel. Public transportation contributes to the resilience of Oregon communities.



Goal 7: Environmental Sustainability – Public transportation contributes to a healthy environment and climate by moving more people with efficient, low-emission vehicles, reducing greenhouse gases and other pollutants.



Goal 8: Land Use – Public transportation is a tool that supports Oregon’s state and local land use goals and policies. Agencies collaborate to ensure public transportation helps shape great Oregon communities providing efficient and effective travel options in urban, suburban, and rural areas.



Goal 9: Funding and Strategic Investment – Strategic investment in public transportation supports the overall transportation system, the economy, and Oregonians’ quality of life. Sustainable and reliable funding enables public transportation services and infrastructure to meet public needs.











Goal 10: Communication, Collaboration, and Coordination – Public and private transportation providers and all levels of government within the state and across state boundaries work collaboratively and foster partnerships that make public transportation seamless regardless of jurisdiction.



ADVISORY COMMITTEE CRITERIA

The Advisory Committee shall consider the following criteria when reviewing STIF Formula Fund Projects:

- Whether the Project would:
 -  increase the frequency of bus service to communities with a high percentage of Low-Income Households;
 -  expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
 -  reduce fares for public transportation in communities with a high percentage of Low-Income Households;
 -  result in procurement of buses that are powered by natural gas, electricity or other low or no emission propulsion for use in areas with a population of 200,000 or more;
 -  improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
 -  increase the coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service;
 -  implement student transit services for students in grades 9 through 12; or
 -  implement programs that enhance services for older adults and people with disabilities.
- Whether the Project would maintain an existing, productive service;
- The extent to which the Project goals meet public transportation needs and are a responsible use of public funds;
- The extent to which the Project might benefit or burden historically or currently marginalized communities both now and in the long term; and
- Other factors to be determined by the Qualified Entity or Advisory Committee (for example, geographic equity).

SUMMARY OF PROJECT CHANGES SINCE 11.1.22

Staff updated estimated STIF fund rollover estimates for the upcoming biennium. After updating budgets, Lane Transit District (LTD) updated in-district project budgets to be in more in-line with anticipated rollover.

The new adjusted proposed project list includes the following changes:

- Project A, Task 1 – Ridesource ADA Paratransit and Shopper Shuttle budget has been reduced from \$3,500,000 to \$1,000,000 each year.
- Project B, Task 2 – Fixed Route Service Increase has been reduced from \$6,500,000 to \$4,500,000 in Fiscal Year 2025.
- Project B, Task 4 – Cottage Grove Connector Service Expansion has been reduced from \$350,000 to \$305,000 each year.
- Project B, Task 5 – Mobility on Demand Pilot has been reduced from \$350,000 to \$305,000 in Fiscal Year 2025.
- Project C, Task 1 – Trip Planning Mobile App has been reduced from \$550,000 to \$250,000 in Fiscal Year 2025.
- Project C, Task 3 – Low Income Fare Program has been reduced from \$750,000 to \$500,000 each year.
-

The current project requests more closely align with the estimated available funding. There is a larger request for in-district funds than anticipated available funding. This over-subscription is intentional, to ensure providers have projects ready, if funds do become available. Providers are aware of the over-subscription and do have several projects that are scalable, based on fund availability. The table on the next page highlights budget changes. **Changes are noted in red throughout this document.**

STIF FORMULA FUND PROPOSED BUDGETS

IN-DISTRICT TOTALS

Total Project Application Funding Requests	2024	2025	Total
STIF Formula	\$18,872,479	\$12,901,279	\$31,756,958
Federal	\$15,230,341	\$3,732,842	\$18,963,183
Other State	\$47,200	\$47,200	\$94,400
Local	\$55,432	\$55,432	\$110,864
Application Total	\$34,205,452	\$16,736,753	\$50,925,405
Anticipated In-District STIF Funds	\$21,324,734	\$9,668,260	\$30,992,993
In-District STIF Funds Requested	\$18,872,479	\$12,901,279	\$31,756,958
Difference between STIF Funds Available & STIF Funds Requested	\$2,452,254	(\$3,233,020)	(\$763,965)

OUT-OF-DISTRICT TOTALS

Total Project Application Funding Requests	2024	2025	Total
STIF Formula	\$1,676,284	\$1,163,284	\$2,839,567
Federal	\$490,715	\$490,715	\$981,430
Other State	\$678,800	\$678,800	\$1,357,600
Local	\$89,676	\$89,676	\$179,352
Application Total	\$2,935,474	\$2,422,475	\$5,357,949
Anticipated Out-of-District STIF Funds	\$2,119,653	\$736,285	\$2,855,938
Out-of-District Funds Requested	\$1,676,284	\$1,163,284	\$2,839,567
Difference between STIF Funds Available & STIF Funds Requested	\$443,370	(\$426,998)	\$16,371

COMBINED TOTALS

Total Project Application Funding Requests	2024	2025	Total
STIF Formula	\$20,548,763	\$14,047,763	\$34,596,526
Federal	\$15,721,056	\$4,223,557	\$19,944,613
Other State	\$726,000	\$726,000	\$1,452,000
Local	\$145,108	\$145,108	\$290,216
Application Total	\$37,140,927	\$19,142,428	\$56,283,355
Total Anticipated STIF Formula Funds	\$23,444,386	\$10,404,545	\$33,848,930
<i>ODOT Estimated Available Funds</i>	\$8,245,647	\$8,670,454	\$16,916,101
<i>Recommended 20% Increase</i>	\$1,649,129	\$1,734,091	\$3,383,220
<i>LTD Estimated Carryover</i>	\$13,549,609		\$13,549,609
Total STIF Formula Funds Requested	\$20,548,763	\$14,047,763	\$34,596,526
Difference Between Funds Available & Funds Requested	\$2,895,623	(\$3,643,218)	(\$747,595)

POPULATION-BASED FUNDS DETAIL

	2024	2025	Total
Population-Based Formula Funds Requested	\$2,603,351	\$2,603,351	\$5,206,702
Population-Based Formula Funds Available	\$969,831	\$1,027,721	\$1,997,552

STUDENT TRANSIT SERVICES DETAIL

	2024	2025	Total
Funds Supporting Student Transit Requested	\$2,140,381	\$2,031,331	\$4,171,711
Required 1% of all Funds Requested to Support Student Transit	\$205,488	\$140,478	\$345,965

STIF PROPOSED PROJECT SUMMARIES

PROJECT A | SPECIALIZED SERVICES STF PROGRAMS

Basic Project Information

Public Transportation Service Provider: Lane Transit District

Project Description: These are programs identified in the Lane Transit Coordinated Plan that have traditionally been funded using STF, now a part of the STIF process.

Project Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$2,159,351	\$2,159,351	\$4,318,702
Federal:	\$1,243,556	\$1,243,557	\$2,487,113
Local:	\$145,108	\$145,108	\$290,216
Project Total:	\$3,548,015	\$3,548,016	\$7,096,031

Other Information:

- Suballocation: 80% In-District | 20% Out-of-District
- Percent of Funds Supporting Student Transportation: 0%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 100%

Project Meets the Following STIF Criteria:

	FY24	FY25
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.	5%	5%
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.	15%	15%
8. Services for older adults and people with disabilities.	80%	80%

Project Meets the Following Oregon Public Transportation Plan Goals:

Goal 1: Mobility – Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 5: Health

Goal 6: Safety and Security

Goal 9: Funding and Strategic Investment

Goal 10: Communication, Collaboration, and Coordination

Project Tasks (14 Total)

Task 1: RideSource ADA Paratransit and Shopper Shuttle

Description: Generally provides scheduled trips for older adults and people with disabilities within 3/4 mile of fixed route bus service who are otherwise unable to access public transportation.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$1,000,000	\$1,000,000	\$2,000,000

Outcome Measures:

- 760,390 revenue miles
- 72,748 revenue hours
- 164,150 rides
- 257,359 people with access to transit
- 87,603 low-income households with access to transit
- 164,150 paratransit rides provided

Task 2: Preventive Maintenance for Specialized Services Fleet

Description: Vehicle preventive maintenance for Specialized Services fleet (75 vehicles). These vehicles support LTD specialized services such as RideSource ADA paratransit, South Lane, Florence, and Oakridge routes.

Category: Preventive Maintenance

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$41,080	\$41,080	\$82,160
Federal:	\$358,920	\$358,920	\$717,840
Task Total:	\$400,000	\$400,000	\$800,000

Outcome Measures:

- 75 vehicles maintained

Task 3: Volunteer Mileage Reimbursement

Description: Volunteers organized through LCOG Senior and Disability Services seek gas mileage reimbursement when performing trips for those in need outside of our regular service area.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$50,000	\$50,000	\$100,000
Federal:	\$100,000	\$100,000	\$200,000
Local:	\$51,676	\$51,676	\$103,352
Task Total:	\$201,676	\$201,676	\$403,352

Outcome Measures:

- 18,000 revenue miles
- 2,000 revenue hours
- 6,000 rides
- 257,359 people with access to transit
- 87,603 low-income households with access to transit
- 6,000 paratransit rides provided

Task 4: Behavioral Health Transportation

Description: These trips assist those with behavioral health disabilities get to appointments who are otherwise unable to access public transportation.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$12,838	\$12,838	\$25,676
Federal:	\$112,162	\$112,162	\$224,324
Task Total:	\$125,000	\$125,000	\$250,000

Outcome Measures:

- 85,000 revenue miles
- 5,000 revenue hours
- 6,000 rides
- 257,359 people with access to transit
- 87,603 low-income households with access to transit
- 6,000 paratransit rides provided

Task 5: Crucial Connections

Description: Funding for trips referred to LTD through LCOG via Senior and Disability Services, in which no other transportation options are available. This has proven vital for unexpected situations such as pandemic and wildfire response.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$2,568	\$2,568	\$5,136
Federal:	\$22,432	\$22,432	\$44,864
Task Total:	\$25,000	\$25,000	\$50,000

Outcome Measures:

- 4,000 revenue miles
- 100 revenue hours
- 200 rides
- 200 paratransit rides provided

Task 6: Veterans Transportation

Description: These trips benefit veterans looking to connect to services at VA hospitals.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$100,000	\$100,000	\$200,000

Outcome Measures:

- 40,000 revenue miles
- 200 revenue hours
- 300 rides
- 300 paratransit rides provided

Task 7: Preschool Transportation

Description: These trips transport preschool aged children of parents with disabilities to services which allow them to maintain parity with their peers throughout K-12.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$25,000	\$25,000	\$50,000
Federal:	\$50,568	\$50,568	\$101,136
Local:	\$49,432	\$49,432	\$98,864
Task Total:	\$125,000	\$125,000	\$250,000

Outcome Measures:

- 80,000 revenue miles
- 10,000 revenue hours
- 12,000 rides
- 257,359 people with access to transit
- 87,603 low-income households with access to transit
- 12,000 paratransit rides provided

Task 8: South Lane Operations

Description: There are origin to destination trips within a defined service area in rural South Lane County not covered by other programs.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$100,000	\$100,000	\$200,000
Federal:	\$136,116	\$136,117	\$272,233
Task Total:	\$236,116	\$236,117	\$472,233

Outcome Measures:

- 100,000 revenue miles
- 7,500 revenue hours
- 15,000 rides
- 30,020 people with access to transit
- 9,375 low-income households with access to transit
- 15,000 trips added

Task 9: Travel Training

Description: LTD provides training and support for members of the community that have either never ridden a bus, or need additional training and support due to a disability, helping them learn to ride public transportation independently.

Category: Mobility Management

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$10,270	\$10,270	\$20,540
Federal:	\$89,730	\$89,730	\$179,460
Task Total:	\$100,000	\$100,000	\$200,000

Outcome Measures:

- 5,000 individuals receiving transit training
- 5,000 individuals served by coordinated demand response call center

Task 10: Transit Host Program

Description: Transit Hosts help people with disabilities who need assistance transferring between buses at our busy Eugene Station, but who can otherwise ride our fixed route system independently.

Category: Mobility Management

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$7,703	\$7,703	\$15,406
Federal:	\$67,297	\$67,297	\$134,594
Task Total:	\$75,000	\$75,000	\$150,000

Outcome Measures:

- 300 individuals receiving transit training
- 300 individuals served by coordinated demand response call center

Task 11: Transportation Eligibility Assessments

Description: This program is a collaboration with community partners to raise awareness and establish eligibility for transportation programs that benefit older adults and people with disabilities.

Category: Mobility Management

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$250,000	\$250,000	\$500,000
Federal:	\$89,339	\$89,339	\$178,678
Task Total:	\$339,339	\$339,339	\$678,678

Outcome Measures:

- 5,000 individuals receiving transit training
- 5,000 individuals served by coordinated demand response call center

Task 12: Florence Rhody Express

Description: This is fixed route service within the City of Florence.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$75,000	\$75,000	\$150,000
Federal:	\$91,992	\$91,992	\$183,984
Local:	\$32,000	\$32,000	\$64,000
Task Total:	\$198,992	\$198,992	\$397,984

Outcome Measures:

- 60,000 revenue miles
- 5,000 revenue hours
- 20,000 rides
- 9,037 people with access to transit
- 3,181 low-income households with access to transit

Task 13: Oakridge Diamond Express

Description: This service connects the community of Oakridge with the metropolitan area.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$125,000	\$125,000	\$250,000
Federal:	\$125,000	\$125,000	\$250,000
Local:	\$12,000	\$12,000	\$24,000
Task Total:	\$262,000	\$262,000	\$524,000

Outcome Measures:

- 175,000 revenue miles
- 6,000 revenue hours
- 25,000 rides
- 3,336 people with access to transit
- 1,871 low-income households with access to transit

Task 14: Project A Contingency

Description: This task creates a contingency fund for other Project A tasks to cover unexpected costs, increased market rates, inflation, or other factors to help ensure project delivery despite rising costs.

Category: Program Reserves

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$859,892	\$859,892	\$1,719,784

Outcome Measures:

- \$1,719,784 in reserve funds created

PROJECT B | TRANSIT SERVICE INCREASES

Basic Project Information

Public Transportation Service Provider: Lane Transit District

Project Description: The project will fund increased services for fixed route, ADA paratransit service, shopper services, and mobility-on-demand service and pilots.

Project Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$4,956,000	\$6,522,000	\$11,478,000

Other Information:

- Suballocation: 100% In-District | 0% Out-of-District
- Percent of Funds Supporting Student Transportation: 20%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 0%

Project Meets the Following STIF Criteria:

	FY24	FY25
1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.	10%	10%
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.	50%	50%
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity’s service area.	10%	10%
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.	10%	10%
7. Implementation of programs to provide student transit service for students in grades 9-12.	20%	20%

Project Meets the Following Oregon Public Transportation Plan Goals:

- Goal 1: Mobility – Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

Project Tasks (6 Total)

Task 1: Cottage Grove & Creswell ADA Paratransit Extension

Description: Expand ADA paratransit services to Cottage Grove and Creswell in response to increased fixed-route bus service.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$100,000	\$100,000	\$200,000

Outcome Measures:

- 60,000 revenue miles
- 3,000 revenue hours
- 5,000 rides
- 298,431 people with access to transit
- 99,977 low-income households with access to transit
- 5,000 paratransit rides provided

Task 2: Fixed Route Service Increase

Description: This task will increase frequency and span of fixed route service in within the District.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$3,500,000	\$4,500,000	\$8,000,000

Outcome Measures:

- 516,000 revenue miles
- 42,000 revenue hours
- 1,029,000 rides
- 272,900 people with access to transit
- 17,396 low-income households with access to transit
- 12,300 students in grades 9-12 with free or reduced fare transit pass
- 12,300 students in grades 9-12 attending a school served by transit
- 516,000 paratransit rides provided

Task 3: Demand Response “Shopper” Service Increase

Description: This task will double the number of trips offered on the District's demand response "shopper" service.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$225,000	\$225,000	\$450,000

Outcome Measures:

- 20,000 revenue miles
- 2,000 revenue hours
- 12,000 rides
- 257,359 people with access to transit
- 87,603 low-income households with access to transit
- 12,000 paratransit rides provided

Task 4: Cottage Grove Connector Service Expansion

Description: Continued and expanded operation of Cottage Grove Connector service. This service will provide shared-ride mobility to areas of concentrated low-income and senior populations in the Cottage Grove area.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$305,000	\$305,000	\$610,000

Outcome Measures:

- 50,000 revenue miles
- 3,500 revenue hours
- 40,000 rides
- 10,000 people with access to transit
- 1,000 low-income households with access to transit
- 29 new shared transit stops
- New technology and service added

Task 5: Mobility on Demand Pilot

Description: These funds will support one additional mobility on demand pilot in the LTD district per year. This service will provide shared-ride mobility to areas of concentrated low-income and senior populations.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$0	\$305,000	\$305,000

Outcome Measures:

- 50,000 revenue miles
- 3,500 revenue hours
- 40,000 rides
- 10,000 people with access to transit
- 1,000 low-income households with access to transit
- New technology and service added

Task 6: Project B Contingency

Description: This task creates a contingency fund for other Project B tasks to cover unexpected costs, increased market rates, inflation, or other factors to help ensure project delivery despite rising costs.

Category: Program Reserves

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$835,000	\$1,505,000	\$2,340,000

Outcome Measures:

- \$2,340,000 in reserve funds created

PROJECT C | PASSENGER FARE PROGRAMS

Basic Project Information

Public Transportation Service Provider: Lane Transit District

Project Description: This project will increase passengers ability to access services through a Multimodal Trip Planner, K-12 Student Fare Program, Low Income Fare Program, and Integrated Fare Validation technology expansion.

Project Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$2,130,000	\$1,968,000	\$4,098,000

Other Information:

- Suballocation: 80% In-District | 20% Out-of-District
- Percent of Funds Supporting Student Transportation: 30%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 0%

Project Meets the Following STIF Criteria:

	FY24	FY25
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.	50%	50%
7. Implementation of programs to provide student transit service for students in grades 9-12.	30%	30%
8. Services for older adults and people with disabilities.	20%	20%

Project Meets the Following Oregon Public Transportation Plan Goals:

Goal 1: Mobility – Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 5: Health

Goal 6: Safety and Security

Goal 10: Communication, Collaboration, and Coordination

Project Tasks (5 Total)

Task 1: Trip Planning Mobile App

Description: Create a mobile application that enables customers to plan a trip in the Eugene-Springfield area using a variety of transportation modes.

Category: Mobility Management

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$250,000	\$250,000	\$500,000

Outcome Measures:

- 1 application
- 1 marketing campaign

Task 2: K-12 Student Pass Program

Description: This task will provide the opportunity to all students inside and outside of the District's service area to receive a free transit pass.

Category: Mobility Management

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$850,000	\$850,000	\$1,700,000

Outcome Measures:

- 12,300 students in grades 9-12 with free or reduced fare transit pass
- 12,300 students in grades 9-12 attending a school served by transit
- 1 marketing campaign

Task 3: Low-Income Fare Program

Description: This task provides free transit passes for low-income populations. Social service agencies purchase passes at a reduced rate for distribution to clients.

Category: Mobility Management

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$500,000	\$500,000	\$1,000,000

Outcome Measures:

- 570,000 minimum low-income fares provided

Task 4: Integrated Fare Validation

Description: This task will expand the electronic fare system to fixed-route, ADA paratransit, and mobility-on-demand.

Category: Equipment Purchase

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$175,000	\$40,000	\$215,000

Outcome Measures:

- 1 marketing campaign

Task 5: Project C Contingency

Description: This task creates a contingency fund for other Project C tasks to cover unexpected costs, increased market rates, inflation, or other factors to help ensure project delivery despite rising costs.

Category: Program Reserves

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$465,000	\$378,000	\$843,000

Outcome Measures:

- \$843,000 in reserve funds created

PROJECT D | STIF ADMINISTRATION

Basic Project Information

Public Transportation Service Provider: Lane Transit District

Project Description: This project covers associated costs of administration and management of the overall STIF program and specific STIF projects, and creates a reserve fund to be maintained to prepare for unanticipated events that could adversely affect STIF funded Operations.

Project Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$492,612	\$492,612	\$985,224

Other Information:

- Suballocation: 100% In-District | 0% Out-of-District
- Percent of Funds Supporting Student Transportation: 5%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 0%

Project Meets the Following STIF Criteria:

	FY24	FY25
1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.	20%	20%
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.	5%	5%
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.	5%	5%
4. Procurement of low or no emission buses for use in areas with 200,000 or more.	15%	15%
7. Implementation of programs to provide student transit service for students in grades 9-12.	5%	5%
8. Services for older adults and people with disabilities.	50%	50%

Project Meets the Following Oregon Public Transportation Plan Goals:

Goal 4: Equity

Goal 9: Funding and Strategic Investment

Goal 10: Communication, Collaboration, and Coordination

Project Tasks (2 Total)

Task 1: Sustainable Service Reserve

Description: Reserve funds will be maintained to prepare for unanticipated events that could adversely affect the financial condition of STUF funded operations and jeopardize the smooth continuation of necessary transit services.

Category: Program Reserve

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$292,612	\$292,612	\$585,224

Outcome Measures:

- \$585,224 in reserve funds created

Task 2: STIF Administration

Description: This task provides funds to cover the administrative costs associated with managing the overall STIF program and for specific STIF projects. Costs include LTD staff time and an intergovernmental agreement with Lane Council of Governments.

Category: Project Administration

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$200,000	\$200,000	\$400,000

Outcome Measures:

- Timely application and reporting

PROJECT E | ROLLING STOCK

Basic Project Information

Public Transportation Service Provider: Lane Transit District

Project Description: The purchase of multiple vehicles; STF Specialized Services Replacement vehicle, RideSource Shopper Vehicle Expansion/Replacement, Fixed-Route Vehicle Replacement, and Diamond Express Vehicle Replacement.

Project Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$9,711,000	\$2,238,000	\$11,949,000
Federal:	\$14,477,500	\$2,980,000	\$17,457,500
Project Total:	\$24,188,500	\$5,218,000	\$29,406,500

Other Information:

- Suballocation: 100% In-District | 0% Out-of-District
- Percent of Funds Supporting Student Transportation: 5%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 0%

Project Meets the Following STIF Criteria:

	FY24	FY25
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.	5%	5%
4. Procurement of low or no emission buses for use in areas with 200,000 or more.	40%	40%
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity’s service area.	5%	5%
7. Implementation of programs to provide student transit service for students in grades 9-12.	5%	5%
8. Services for older adults and people with disabilities.	45%	45%

Project Meets the Following Oregon Public Transportation Plan Goals:

Goal 1: Mobility – Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 5: Health

Goal 6: Safety and Security

Goal 7: Environmental Sustainability

Goal 8: Land Use

Goal 9: Funding and Strategic Investment

Goal 10: Communication, Collaboration, and Coordination

Project Tasks (5 Total)

Task 1: RideSource Shopper Vehicle Expansion/Replacement

Description: RideSource Shopper Vehicle Expansion/Replacement

Category: Vehicle Purchase

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$200,000	\$0	\$200,000

Outcome Measures:

- 1 vehicle purchased

Task 2: Fixed Route Vehicle Replacement

Description: Fixed-Route Vehicle Replacement up to 23. The useful life of these assets are 12 years or 500,000 miles. The vehicles identified below are over their useful life.

Category: Vehicle Purchase

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$4,487,500	\$885,000	\$5,372,500
Federal:	\$13,462,500	\$2,655,000	\$16,117,500
Project Total:	\$17,950,000	\$3,540,000	\$21,490,000

Outcome Measures:

- 23 vehicles purchased

Task 3: Diamond Express Vehicle Replacement

Description: Diamond Express operates both within and out-of-district. This task covers the 60% in-district portion of the purchase.

Category: Vehicle Purchase

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$360,000	\$0	\$360,000

Outcome Measures:

- 1 vehicle purchased

Task 4: Specialized Services Fleet

Description: Purchase up to 37 vehicles for continued reliable service of our specialized services. The useful life for these vehicles is seven (7) years or 200,000 miles.

Category: Vehicle Purchase

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$3,045,000	\$980,000	\$4,025,000
Federal:	\$1,015,000	\$325,000	\$1,340,000
Project Total:	\$4,060,000	\$1,305,000	\$5,365,000

Outcome Measures:

- 37 vehicles purchased

Task 5: Project E Contingency

Description: This task creates a contingency fund for other Project E tasks to cover unexpected costs, increased market rates, inflation, or other factors to help ensure project delivery despite rising costs.

Category: Program Reserves

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$1,618,500	\$373,000	\$1,991,500

Outcome Measures:

- \$1,991,500 in reserve funds created

PROJECT F | OUT-OF-DISTRICT VEHICLE PURCHASES

Basic Project Information

Public Transportation Service Provider: Lane Transit District

Project Description: This project would purchase one (1) vehicle related to out-of-district service: The Diamond Express operates between Oakridge and the Eugene area along Highway 58, requiring use of a 40' vehicle to accommodate all passengers. This will replace the current vehicle in service.

The Rhody Express is an hourly fixed route service in the City of Florence. The additional vehicle would allow for an increase in frequency of current trips.

Project Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$438,000	\$0	\$438,000

Other Information:

- Suballocation: 0% In-District | 100% Out-of-District
- Percent of Funds Supporting Student Transportation: 0%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 0%

Project Meets the Following STIF Criteria:

	FY24	FY25
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity’s service area.	60%	60%
8. Services for older adults and people with disabilities.	40%	40%

Project Meets the Following Oregon Public Transportation Plan Goals:

- Goal 1: Mobility – Public Transportation User Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

Project Tasks (3 Total)

Task 1: Diamond Express Vehicle Replacement

Description: Diamond Express operates both within and out-of-district. This task covers the 40% out-of-district portion of the purchase.

Category: Vehicle Purchase

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$220,000	\$0	\$220,000

Outcome Measures:

- 1 vehicle purchased

Task 2: Rhody Express Service Vehicle Purchase

Description: Purchase one (1) additional vehicle for the Rhody Express Service.

Category: Vehicle Purchase

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$145,000	\$0	\$145,000

Outcome Measures:

- 1 vehicle purchased

Task 3: Project F Contingency

Description: This task creates a contingency fund for other Project F tasks to cover unexpected costs, increased market rates, inflation, or other factors to help ensure project delivery despite rising costs.

Category: Program Reserves

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$73,000	\$0	\$73,000

Outcome Measures:

- \$73,000 in reserve funds created

PROJECT G | INCREASED SERVICE (OUT-OF-DISTRICT)

Basic Project Information

Public Transportation Service Provider: Lane Transit District

Project Description: This project will increase service hours and days on the Diamond Express and Rhody Express.

Project Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$444,000	\$444,000	\$888,000

Other Information:

- Suballocation: 0% In-District | 100% Out-of-District
- Percent of Funds Supporting Student Transportation: 0%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 100%

Project Meets the Following STIF Criteria:

	FY24	FY25
1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.	80%	80%
8. Services for older adults and people with disabilities.	20%	20%

Project Meets the Following Oregon Public Transportation Plan Goals:

Goal 1: Mobility – Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 5: Health

Goal 6: Safety and Security

Goal 7: Environmental Sustainability

Goal 9: Funding and Strategic Investment

Goal 10: Communication, Collaboration, and Coordination

Project Tasks (4 Total)

Task 1: Rhody Express Service Expansion

Description: The Rhody Express is an hourly fixed route service in the City of Florence. Proposed is a service expansion aiming to increase the frequency of current trips.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$220,000	\$220,000	\$440,000

Outcome Measures:

- 38,400 revenue miles
- 3,265 revenue hours
- 9,600 rides
- 7,263 people with access to transit
- 1,045 low-income households with access to transit
- Added services & frequenc

Task 2: Diamond Express 4th Trip Pilot Project

Description: The Diamond Express operates between Oakridge and the Eugene area with three round trips daily, five days per week. This expansion would increase the number of trips per weekday to four.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$75,000	\$75,000	\$150,000

Outcome Measures:

- 48,000 revenue miles
- 1,500 revenue hours
- 2,400 rides
- 3,205 people with access to transit
- 300 low-income households with access to transit
- Ridership increased by 2,400

Task 3: Diamond Express Saturday Service Pilot Project

Description: The Diamond Express operates between Oakridge and the Eugene area with three round trips daily, five days per week. This expansion would add Saturday trips as a pilot project.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$75,000	\$75,000	\$150,000

Outcome Measures:

- 40,000 revenue miles
- 1,200 revenue hours
- 2,000 rides
- 3,205 people with access to transit
- 300 low-income households with access to transit
- Ridership increased by 2,000

Task 4: Project G Contingency

Description: This task creates a contingency fund for other Project G tasks to cover unexpected costs, increased market rates, inflation, or other factors to help ensure project delivery despite rising costs.

Category: Program Reserves

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$74,000	\$74,000	\$148,000

Outcome Measures:

- \$148,000 in reserve funds created

PROJECT H | SUSTAINABLE SERVICE RESERVE

Basic Project Information

Public Transportation Service Provider: Lane Transit District

Project Description: A reserve fund for operating expenditures helps to ensure consistent service should there be an unexpected event or a decline in funding. Without an established reserve fund, the project would not be in compliance with the LTD Reserve Policy.

Project Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$0	\$6,000	\$6,000

Other Information:

- Suballocation: 0% In-District | 100% Out-of-District
- Percent of Funds Supporting Student Transportation: 0%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 0%

Project Meets the Following STIF Criteria:

	FY24	FY25
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.	100%	100%

Project Meets the Following Oregon Public Transportation Plan Goals:

Goal 4: Equity

Goal 6: Safety and Security

Goal 9: Funding and Strategic Investment

Project Tasks (1 Total)

Task 1: Reserve Funds

Description: Reserve funds will be maintained to prepare for unanticipated events that could adversely affect the financial condition of STIF funded operations and jeopardize the continuation of necessary transit services in alignment with LTD's Fund Balance.

Category: Program Reserve

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$0	\$6,000	\$6,000

Outcome Measures:

- 6,000 in reserve funds created

PROJECT I | FLORENCE-YACHATS CONNECTOR

Public Transportation Service Provider: Lane Council of Governments

Project Description: The Florence-Yachats Connector route links the rural, coastal communities of Florence and Yachats along Oregon's HWY 101 and serves as an important car-free transportation option for local community members and visitors along Oregon's premier coastline. It is a vital link in the statewide transportation network as it connects with transit to its northern and southern terminal stops to provide continual transit availability along HWY 101 throughout Oregon and beyond. Ridership has steadily increased since the route began in September 2018 as a one-year pilot project funded by ODOT and managed by LTD. Because the route well outside of the LTD's boundary, LTD was not a viable long term manager. Halfway into the one-year pilot, LCOG's Board of Directors unanimously supported assuming route management. LCOG has managed this route since 2019 and remains committed to providing a steady and reliable service. Expansion plans in this STIF biennium include adding Sunday service.

Project Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$76,200	\$76,200	\$152,400
Other State:	\$254,000	\$254,000	\$508,000
Project Total:	\$330,200	\$330,200	\$660,400

Other Information:

- Suballocation: 0% In-District | 100% Out-of-District
- Percent of Funds Supporting Student Transportation: 0%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 0%

Project Meets the Following STIF Criteria:

	FY24	FY25
1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.	25%	25%
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.	25%	25%
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity’s service area.	25%	25%
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.	25%	25%

Project Meets the Following Oregon Public Transportation Plan Goals:

- Goal 1: Mobility – Public Transportation user Experience
- Goal 2: Accessibility and Connectivity
- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

Project Tasks (2 Total)

Task 1: Matching Funds for Operational Costs

Description: The Florence-Yachats Connector currently runs 4 round trips per day; Monday through Saturday. It begins at the Grocery Outlet, a key transit hub in Florence, stops at the Carl G. Washburne State Park and ends at W. 3rd St and Pontiac St in Yachats. The return route uses the same stops. This task provides 20% match to STIF Discretionary funds to be used as operational costs to continue operating this service through this STIF Biennium.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$63,500	\$63,500	\$127,000
Other State:	\$254,000	\$254,000	\$508,000
Project Total:	\$317,500	\$317,500	\$635,000

Outcome Measures:

- 71,250 revenue miles
- 3,534 revenue hours
- 1,653 rides
- 1,600 people with access to transit
- 176 low-income households with access to transit

Task 2: Project I Contingency

Description: This task creates a contingency fund for other Project I tasks to cover unexpected costs, increased market rates, inflation, or other factors to help ensure project delivery despite rising costs.

Category: Program Reserves

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$12,700	\$12,700	\$25,400

Outcome Measures:

- \$25,400 in reserve funds created

PROJECT J | EUGENE-FLORENCE CONNECTOR

Public Transportation Service Provider: Lane Council of Governments

Project Description: This route stands as a success story of community driven demand for a needed service. LCOG was awarded STIF Discretionary and Formula Funds and LCOG's partner, Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians were awarded Formula Funds, to initiate a pilot route which began operations February 18, 2020. The route links Florence and Eugene along Highway 126 and serves as an important link in the Statewide Transit Network. It connects with key transit hubs at both ends, providing riders connections with routes to destinations beyond the Eugene-Florence Route. Within one month of initiating route service, COVID-19 restrictions began. The service schedule was not reduced and it continues to run reliably and consistently, proving to be a lifeline service and a transportation option for those traveling between the valley and coast and beyond. Ridership has steadily increased since this route was initiated. LCOG plans to expand service by adding a mid-day route, 4 days per week.

Project Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$141,600	\$141,600	\$283,200
Other State:	\$472,000	\$472,000	\$944,000
Project Total:	\$613,600	\$613,600	\$1,227,200

Other Information:

- Suballocation: 10% In-District | 90% Out-of-District
- Percent of Funds Supporting Student Transportation: 0%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 0%

Project Meets the Following STIF Criteria:

	FY24	FY25
1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.	25%	25%
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.	25%	25%
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity's service area.	25%	25%
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.	25%	25%

Project Meets the Following Oregon Public Transportation Plan Goals:

Goal 1: Mobility – Public Transportation user Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 5: Health

Goal 6: Safety and Security

Goal 7: Environmental Sustainability

Goal 8: Land Use

Goal 9: Funding and Strategic Investment

Goal 10: Communication, Collaboration, and Coordination

Project Tasks (2 Total)

Task 1: Matching Funds for Service Expansion

Description: This route runs seven days per week with one AM and one PM round trip. It begins and ends at the Eugene Amtrak Station with stops in both directions at the Lane Transit District's (LTD) downtown transit station, the communities of Veneta and Mapleton, the Three Rivers Casino, Old Town Florence and the Florence Grocery Outlet. This task funds continued operations of this schedule with the addition of a third mid-day run 4 times per week. It will provide the required 20% match to STIF Discretionary funds to be used as operational costs to continue operating this service through this STIF Biennium.

Category: Operations

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$118,000	\$118,000	\$236,000
Other State:	\$472,000	\$472,000	\$944,000
Project Total:	\$590,000	\$590,000	\$1,180,000

Outcome Measures:

- 110,040 revenue miles
- 4,030 revenue hours
- 7,650 rides
- 13,100 people with access to transit
- 4,454 low-income households with access to transit

Task 2: Project J Contingency

Description: This task creates a contingency fund for other Project J tasks to cover unexpected costs, increased market rates, inflation, or other factors to help ensure project delivery despite rising costs.

Category: Program Reserves

Task Budget:

Fund Type	2024	2025	Total
STIF Formula:	\$23,600	\$23,600	\$47,200

Outcome Measures:

- \$47,200 in reserve funds created



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: CONTRACT NO. 2022-36: BROWN CONTRACTING, INC.

PREPARED BY: Randi Staudinger, Facilities Project Manager

DIRECTOR: Joe McCormack, Interim Chief Development Officer

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the LTD General Manager/Chief Executive Officer to execute a contract with Brown Contracting, Inc. to implement safety improvements along all EmX Corridors.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: Construction services recommended for award from a formal Invitation for Bid (IFB). Best contract type for obtaining construction services.

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.

DESCRIPTION:

Project Title: EmX Corridor Safety Measures Implementation

This project consists of construction services for identified safety countermeasure improvements along LTD's three bus rapid transit, EmX Corridors, in Springfield and Eugene. Between 2017 and 2021, there were 249 incidents along the EmX routes including 121 collisions involving an EmX bus and 44 near-miss (hard braking) events. Work under this project will include coordination with the City of Eugene, City of Springfield and ODOT to remove and install pavement markings, replace roadway signs, and install signal modifications.

ORS 279C.800 and the LTD Procurement Policy provides guidance for Public Works Projects to be competitively bid. At the request of LTD Facilities, an IFB was developed by Procurement for this project; which was posted for approximately four (4) weeks resulting in the receipt of one bid in response. The single bid from Brown Contracting, Inc. was identified as responsive and reasonable a low bid. (See Attachment A, 2022-36 Bid Tabulation)

BACKGROUND: In 2007, the Franklin EmX Corridor opened for revenue service using five hybrid-electric buses. LTD was the first transit agency in the country to implement a bus rapid transit (BRT) system. After years of success with the Franklin EmX Corridor, LTD expanded BRT service and opened the Gateway EmX Corridor in 2011. In 2017, the West Eugene EmX Corridor opened for revenue service, connecting the West Eugene, Gateway, and Franklin Corridors with 20 miles of dedicated bus lanes and frequent service.

Key components of a bus rapid transit (BRT) system include dedicated bus lanes, shared Business Access and Transit (BAT) lanes and traffic signal priority. BAT lanes are an innovative way to prioritize transit efficiency while still providing access to local businesses. BAT lanes provide thru movement access for buses and turning movement access for all other vehicles. Through discussions with EmX operators, review of incident videos and field observations, it is apparent that motor vehicle drivers often fail to use the BAT lanes properly and instead make turning movements from the adjacent thru lane across the BAT lane. Driveways with higher vehicle volumes present the most critical safety issues due to the frequency and potential severity of these conflicts.

In August of 2021, LTD pulled together a group of subject matter experts to understand what was causing a high number of safety incidents along the EmX corridors. This group of subject matter experts then developed solutions

that could be implemented to make the EmX Corridors in Springfield and Eugene a safer experience for riders, bus drivers and the general driving public. The group of subject matter experts included LTD's Accident Route Review Committee and Operations leaders, City of Eugene traffic engineers, City of Springfield traffic engineers, PIVOT Architecture, DKS Transportation Engineers and WSP Civil Engineering.

Incident data provided by LTD was analyzed to determine critical locations call "hot spots" as well as system-wide safety concerns along EmX corridors. The hot spots were then evaluated to determine specific safety concerns and contributors to collisions involving an LTD EmX bus. The EmX route was also evaluated as a whole to identify contributors to system-wide collision trends involving EmX buses. The outcome of this collaborative process resulted in a general need to increase public awareness on the usage of BAT lanes by making the BAT lanes more intuitive from a driver standpoint.

The work under this project with Brown Contracting will include changes to pavement markings, simplified and unified roadway signage, signal modifications as well as the use of a red-paint application in the most critical areas of the EmX corridors. (See Attachment B)

FINANCIAL IMPACT/FUNDING SOURCE: The total value of this contract is \$2,020,000. This will be funded utilizing a combination of 5307 and Formula funds, State Lottery Bond funds as well as a general fund match. This project is part of the Frequent Transit Network (FTN) Safety and Amenity Improvements CIP project.

CONSIDERATIONS: LTD's EmX Bus Rapid Transit System is the backbone of our public transportation service, carrying up to 12,000 riders per day. The safety of LTD's passengers, drivers and community is of the utmost importance. The implementation of these safety measures will allow a safer experience for the community and more unified experience throughout each of the three EmX corridors.

ALTERNATIVES:

- Deny approval of the contract with Brown Contracting, Inc. and instead focus on a community-wide campaign on how to properly use BAT lanes. This alternative would likely have a very limited impact as it would not educate visitors to the area, would not reach the entire driving public, and would not educate future residents.
- Deny approval of the contract and put the project out for bid to try to get more bids. Since the striping work is weather dependent, the project could be delayed until Summer 2024.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2022-12-14-071
- 2) Attachment A – 2022-36 Bid Tabulation
- 3) Attachment B – Project Summary

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-12-14-071:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2022-36 as presented [amended].



RESOLUTION NO. 2022-12-14-071

APPROVAL OF CONTRACT NO.2022-36: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND BROWN CONTRACTING 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 BROWN CONTRACTING, INC. on December 12, 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 Brown Contracting, Inc. for the purpose of construction services to implement safety improvements along all EmX corridors; 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 14TH DAY OF DECEMBER 2022.

Board President, Caitlin Vargas

**Lane Transit District
Bid Tabulation Summary**

PROJECT: EmX Corridor Safety Measures Implementation
 BID DATE: November 16, 2022; 2:00 p.m.
 IFB No: 2022-36

Rank	Contractor	Total Bid	% of Low Bid
1	Brown Contracting, Inc.*	\$ 1,923,043.00	100%

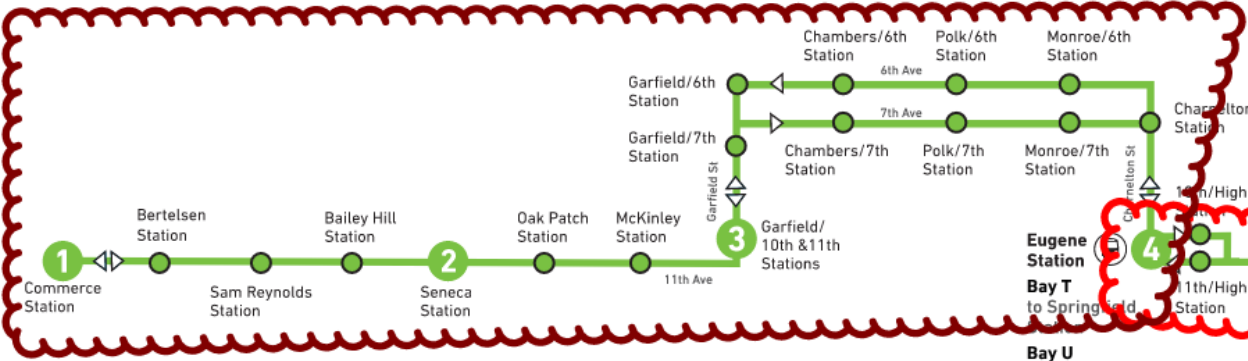
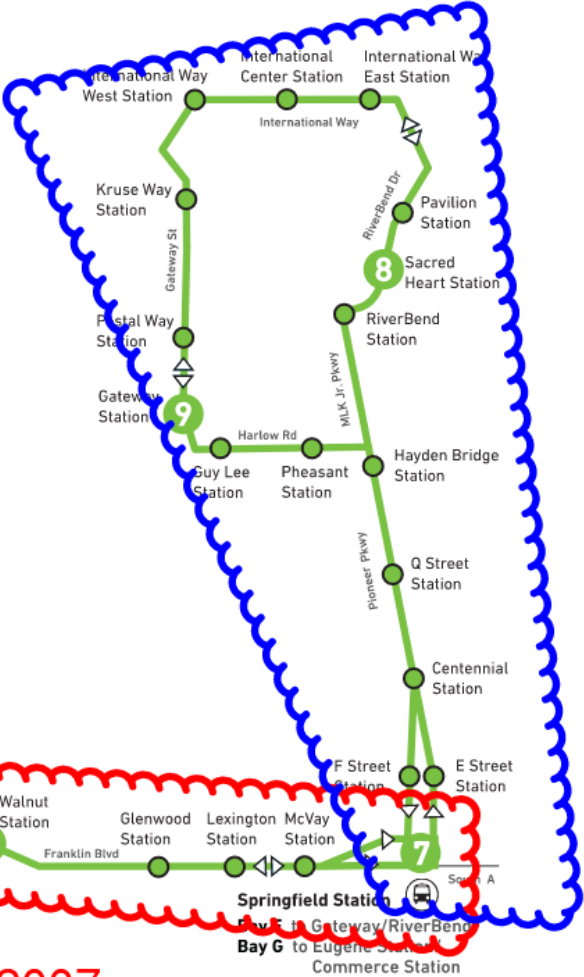
*Single Bid Evaluation and Analysis performed

2022-36 Brown Contracting LLC

EmX Corridor Safety Measure Implementation



Gateway 2011

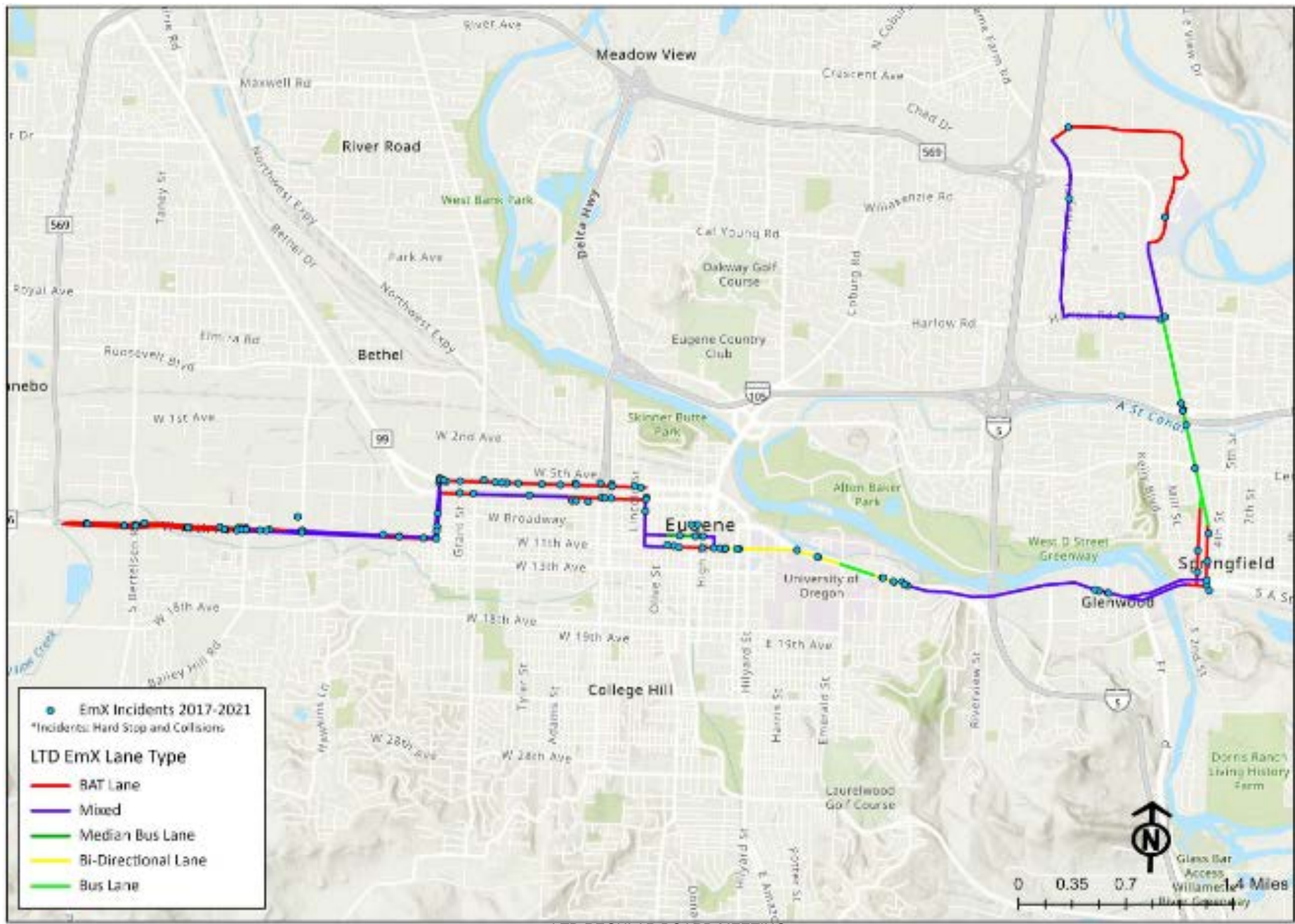


West Eugene 2017



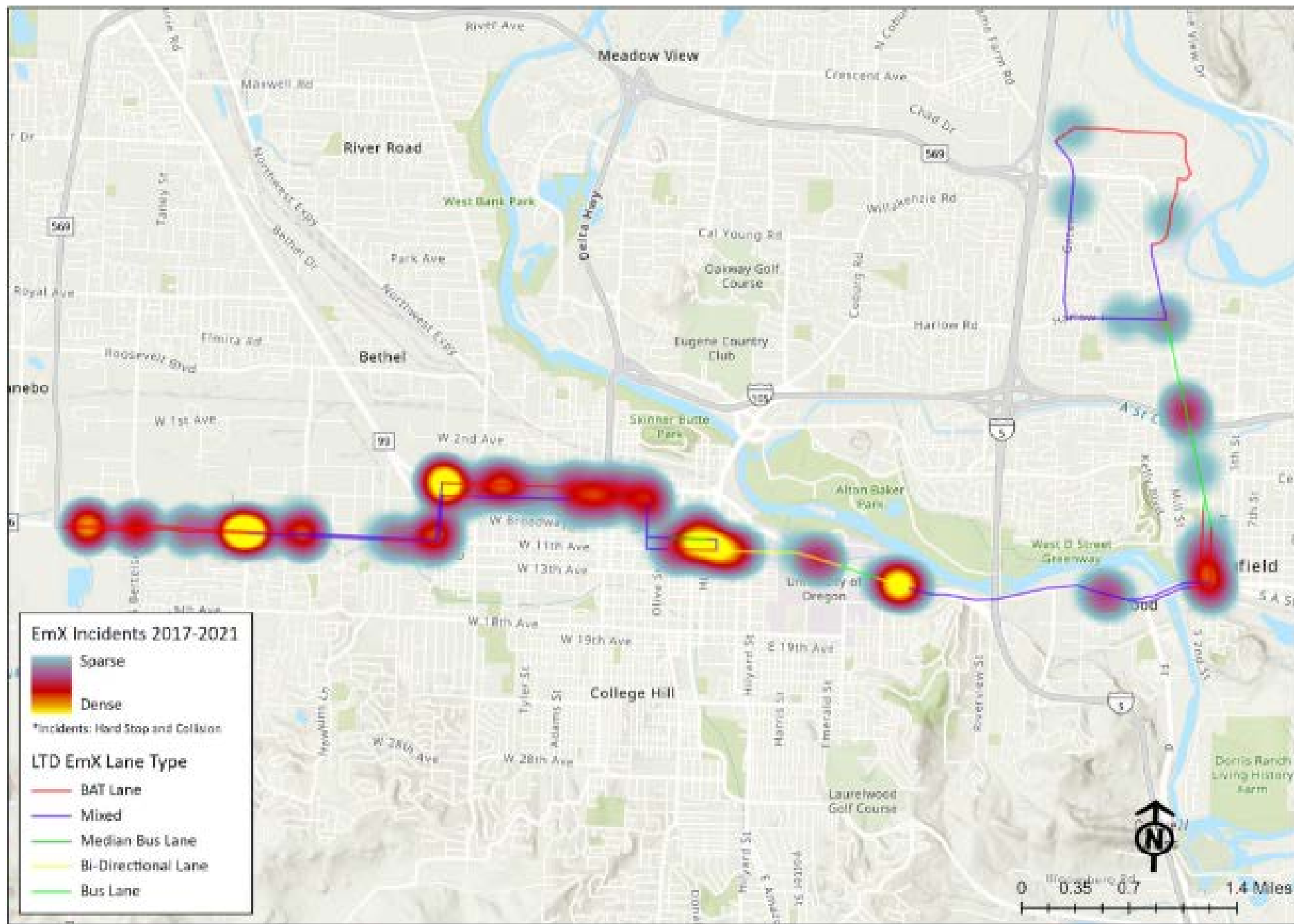
Franklin 2007





LTD EMX INCIDENTS (2017-2021)





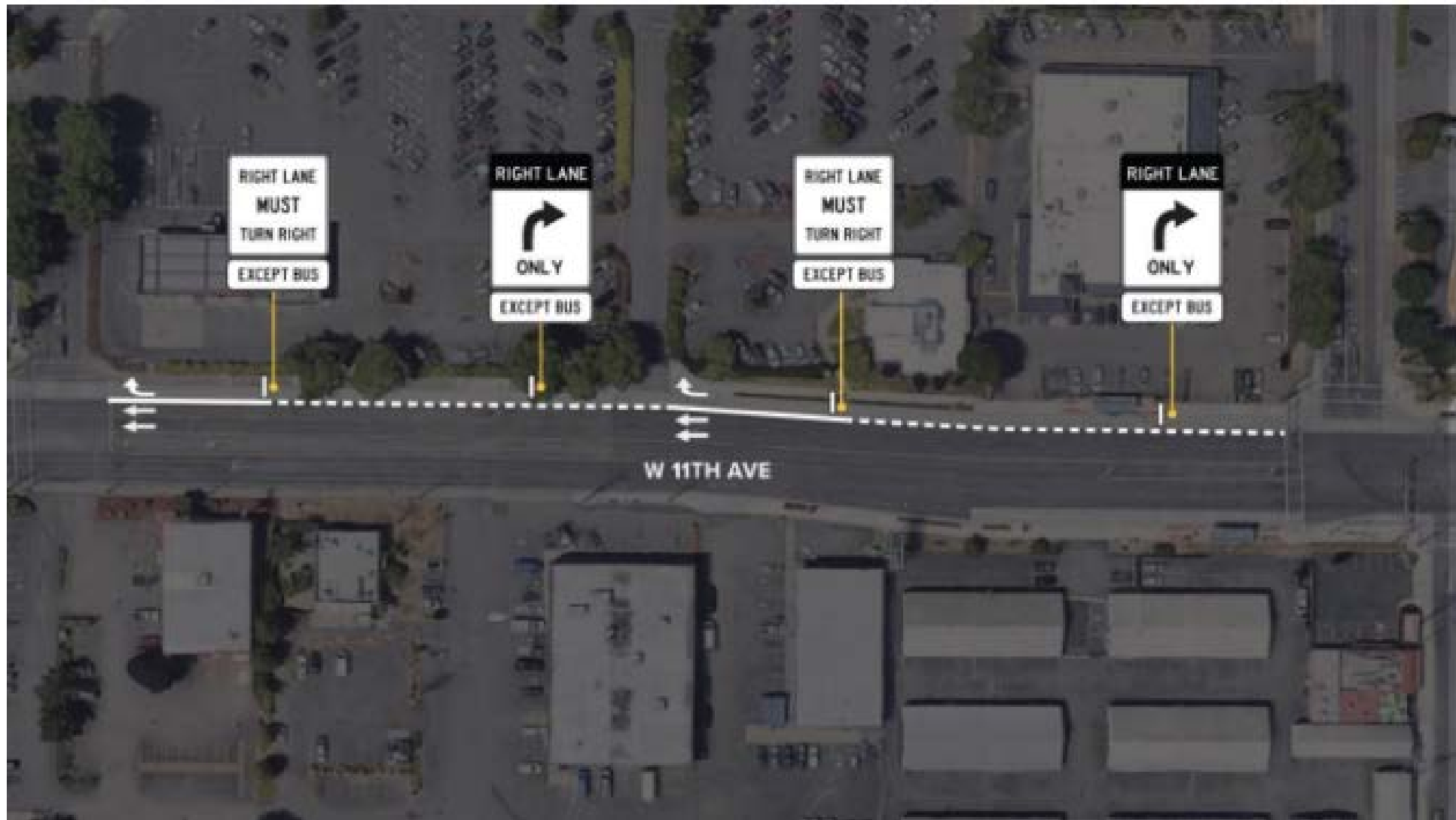
HEATMAP OF LTD EMX COLLISIONS & HARD STOPS (2017-2021)



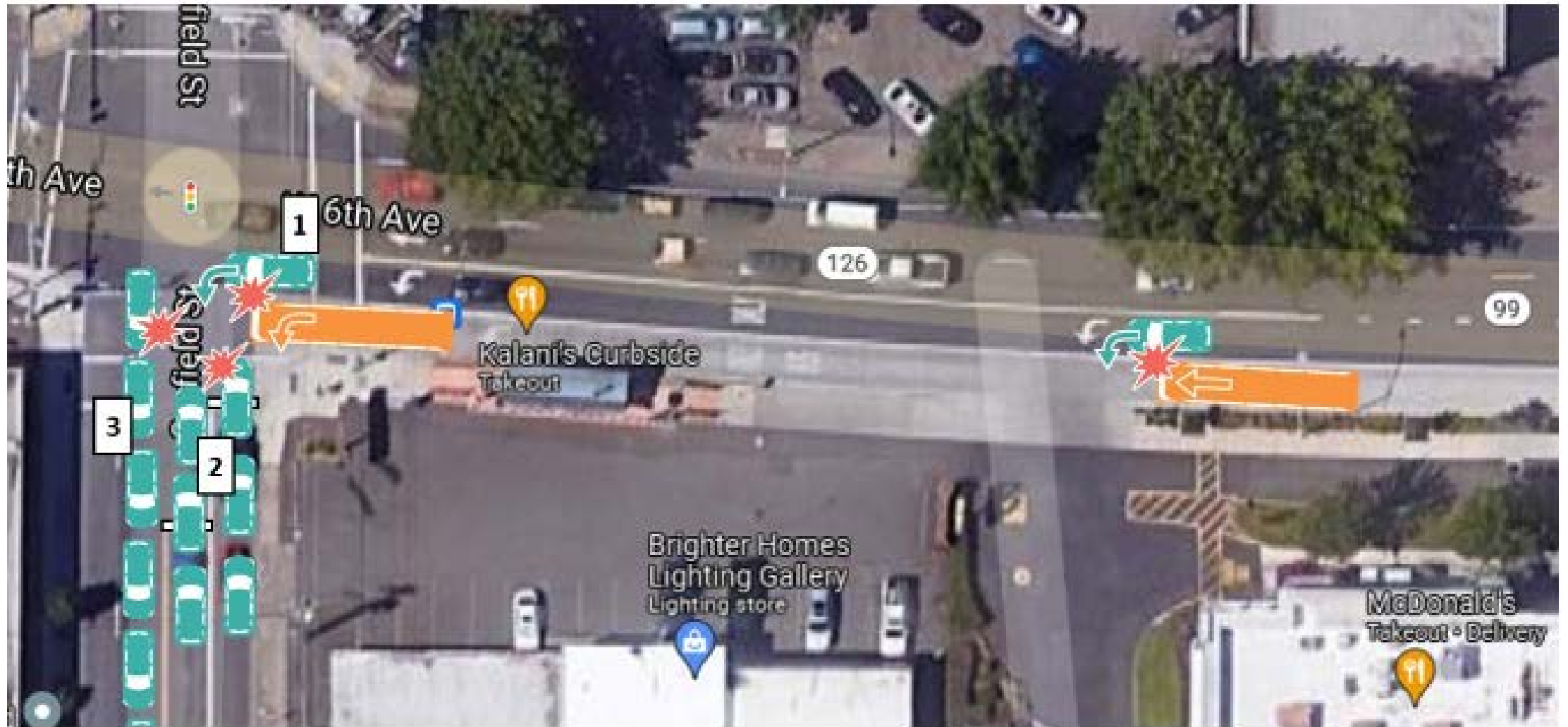
BAT LANE MISUSE NEAR W. 11TH / COMMERCE STREET INTERSECTION



**"BUS ONLY" PAVEMENT
MARKING BELOW "BUS AND RIGHT TURN
ONLY SIGN" ON W 11TH AVE**



EXAMPLE MIDBLOCK BAT LANE TREATMENT INSTALLATION



6TH AVENUE/GARFIELD STREET INTERSECTION CONFLICTS



EXAMPLE TREATMENT INSTALLATION AT 6TH AVE/GARFIELD ST

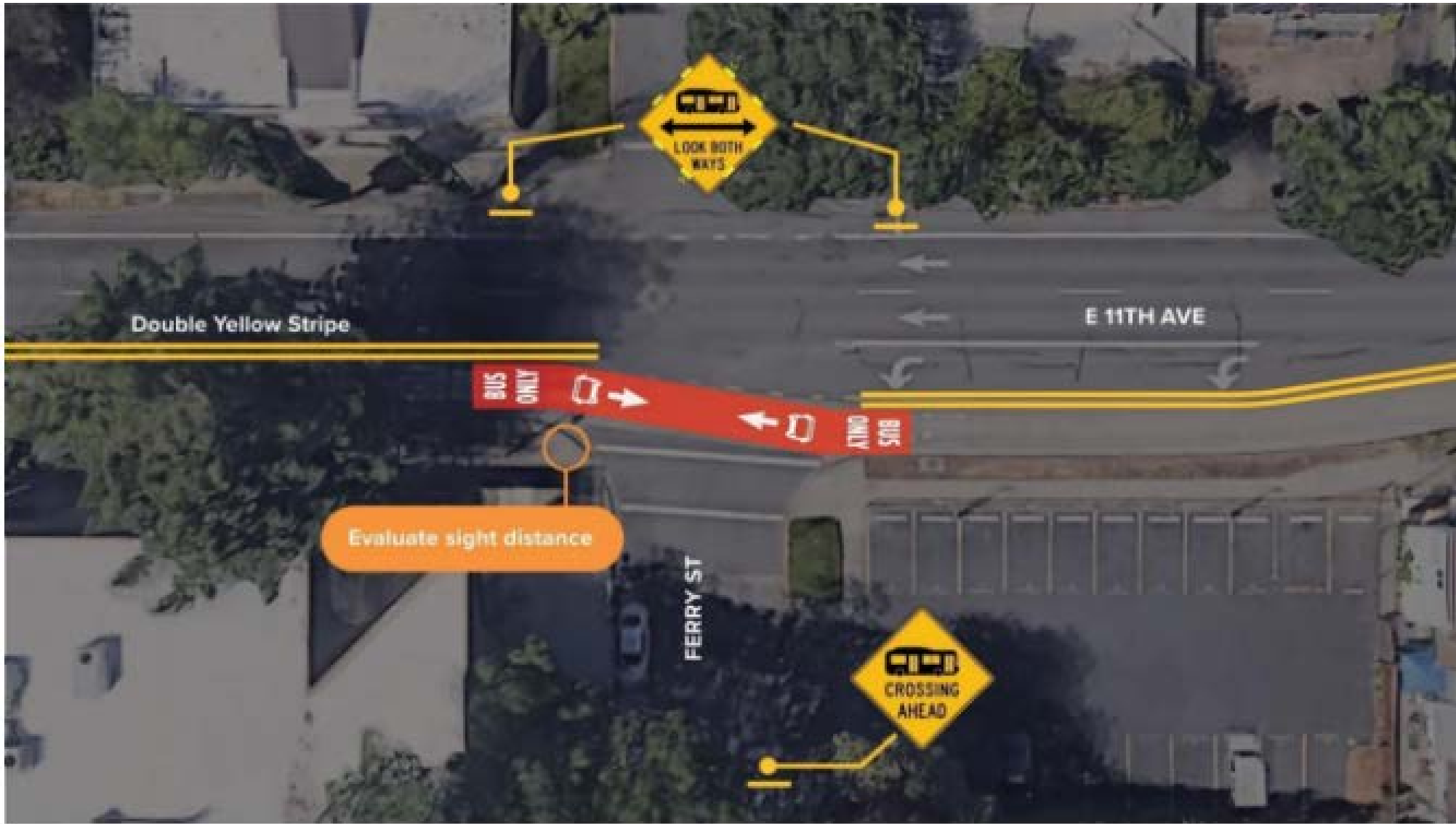


BI-DIRECTIONAL EMX CONFLICT AT E. 11TH / FERRY STREET





STREET VIEW OF NB FERRY ST. AT E. 11TH AVE.



EXAMPLE TREATMENT INSTALLATION AT E 11TH AVE/FERRY ST



VEHICLE ENCROUCHMENT OF EMX LANE AT FRANKLIN BLVD/13TH AVE



EXAMPLE TREATMENT INSTALLATION AT FRANKLIN BLVD/13TH AVE



EXAMPLE SIGNALIZED INTERSECTION TREATMENT INSTALLATION (APPLIES TO QUEUE JUMP AS SHOWN OR THROUGH BAT LANES)

EmX Corridor Safety Countermeasures



EMX CORRIDOR SYSTEMWIDE SAFETY COUNTERMEASURES

Questions?



AGENDA ITEM SUMMARY

DATE OF MEETING:	December 14, 2022
ITEM TITLE:	LTD PUBLIC MEETING STRUCTURE AND SCHEDULE
PREPARED BY:	Jameson Auten, General Manager/Chief Executive Officer
DIRECTOR:	N/A
ACTION REQUESTED:	Discussion and Adoption

PURPOSE: To provide the Board with a proposed public meeting structure and schedule with in implementation timeline of January 2023.

This item provides an opportunity for the full Board of Directors to discuss the public meeting structure and schedule.

DESCRIPTION: LTD maintains a schedule of public meetings that are designed to promote transparency, community input, and stakeholder engagement. These meetings include the Regular Board Meeting, Board Work Session and five standing committees:

- Strategic Planning Committee (SPC)
- Community Accessible & Transportation Committee (CATC)
- Statewide Transportation Improvement Fund Advisory Committee (STIF)
- Contract Committee
- Budget Committee

The schedules for these meetings are posted on www.ltd.org along with each meeting agenda. Additionally, all LTD Board and Committee meetings are available to view and participate in remotely and are archived on video or audio via the LTD website. While LTD provides opportunity for access to these meetings, there are several areas of opportunity for LTD to increase efficiency, enhance strategic oversight, and allow more opportunity for public participation and engagement.

Committee Structure. There is an opportunity to improve efficiency and increase Board engagement in strategic areas through some structure and membership adjustments. Committee meetings would be held bi-monthly (opposite Board Work Sessions). It is anticipated that this would allow more items to be placed on the consent item agenda at regular Board meetings once approved for a Board vote at the committee level, thus allowing more robust dialogue on action items. The proposed committee structure follows:

1. **Finance Committee** - The current Contract Committee would be re-chartered to the Finance Committee. This committee would include the work of the contract committee; provide an opportunity for strategic discussion relating to long-term investment impacts on organizational financial stability; and provide an opportunity for engagement and fiduciary oversight of expenditures and program performance.
2. **Strategic Planning Committee** - This committee would be a newly combined committee that included that Community Accessibility & Transportation Committee. This concept was introduced and approved at the November 29 Strategic Planning Committee meeting and is being presented as a separate agenda item at this December 14, 2022, Special Board Meeting.
3. **Budget Committee** - This committee would remain unchanged.
4. **State Transportation Improvement Fund** - This committee would remain unchanged.

Meeting Times. The current meeting times may not maximize public input opportunities. Several community meetings- including the city Council meetings for Springfield and Eugene, are held from 5:30- 7:30pm to increase attendance opportunities. The proposed meeting schedule is designed to move LTD into alignment with other public meetings in the region to promote increased public participation. Staff recommends that LTD modify LTD public meeting schedules and times as follows:

<u>Meeting</u>	<u>Day</u>	<u>Cadence</u>	<u>Time</u>
Board of Directors Regular Meeting	3 rd Wednesday	Monthly	5:30 – 7:30pm
Board Work Session	1 st Wednesday	Bi-Monthly	5:30 – 7:30pm
Finance Committee	2 nd Monday	Bi-Monthly	5:30 - 7:30pm
Strategic Planning Committee	4 th Tuesday	Bi-Monthly	5:30 - 7:30pm
Budget Committee	TBD	Bi-Annual (Spring / Fall)	5:30 - 7:30pm

Special Board meetings will continue to be scheduled as needed.

Public Testimony. Currently, a public testimony period is provided at regular Board meetings, the Strategic Planning Committee, and the Budget Committee. There is opportunity to provide increased public engagement by expanding the acceptance of public testimony to the Board and its committees. Staff recommend providing a public testimony period at all public meetings.

BACKGROUND: At its November 17, 2021, regular meeting, the Board adopted a schedule change for its regular monthly meetings to 4:30 – 6:30 p.m. At its June 16, 2021, regular Board meeting, the Board adopted a trial schedule for its regular Board meetings of 3:30 – 5:30 p.m. These schedule changes were made during the pandemic period for the purpose of accommodating the evolving scheduling challenges during that period.

ALTERNATIVES:

- Meetings maintain current schedules, times, and composition.

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

SUPPORTING DOCUMENTATION:

1. Resolution No. 2022-12-14-072

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-12-14-072:

It is hereby resolved that the LTD Board of Directors approves adoption of the proposed public meeting schedule and structure.



RESOLUTION NO. 2022-12-14-072

ADOPTION OF A REGULAR MONTHLY BOARD MEETING SCHEDULE

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

WHEREAS, the Board of Directors complies with all governance procedures and meeting requirements set forth in the LTD Ordinance No. 52 Providing Rules for Meetings of the Lane Transit District Board of Directors;

WHEREAS, the Board of Directors may form advisory committees comprised of Board members and community stakeholders, and subcommittees comprised of no more than three Board members to gather information and advice on areas of significance;

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

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

WHEREAS, at its December 14, 2022, special Board meeting, the Board reviewed and discussed its Board and Committee meeting structure and schedule.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, adopts a resolution establishing the following public meeting schedule and structure effective January 2023:

- Meeting Schedule:

<u>Meeting</u>	<u>Day</u>	<u>Cadence</u>	<u>Time</u>
Board of Directors Regular Meeting	3 rd Wednesday	Monthly	5:30 – 7:30pm
Board Work Session	1 st Wednesday	Bi-Monthly	5:30 – 7:30pm
Finance Committee	2 nd Monday	Bi-Monthly	5:30 - 7:30pm
Strategic Planning Committee	4 th Tuesday	Bi-Monthly	5:30 - 7:30pm
Budget Committee	TBD	Bi-Annual (Spring / Fall)	5:30 - 7:30pm

- A Public testimony period will be held at all public meetings.
- The Contract Committee will be re-chartered to the Finance Committee at the Board’s January regular Board meeting.
- The Comprehensive and Accessible Transportation Committee will merge with the Strategic Planning Committee under separate action at the Board’s December 14, 2022, special Board meeting.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 14TH DAY OF DECEMBER, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: MERGING STRATEGIC PLANNING COMMITTEE AND COMPREHENSIVE AND ACCESSIBLE TRANSPORTATION COMMITTEE

PREPARED BY: Tom Schwetz, Director of Planning and Development

DIRECTOR: Jameson Auten, General Manager/Chief Executive Officer

ACTION REQUESTED: Adoption

PURPOSE: The Board is being asked to approve the merging of LTD's Comprehensive and Accessible Transportation Committee (CATC) with the Strategic Planning Committee (SPC). Both Committees are recommending this merger.

DESCRIPTION: In an effort to elevate the work of both the SPC and CATC groups, a proposal to combine the two committees would ensure that an accessibility review is incorporated and embedded within LTD planning projects, while broadening the programs SPC reviews to include those typically viewed exclusively by CATC membership.

BACKGROUND: The SPC and CATC have traditionally been advisory bodies that make recommendations to the LTD Board of Directors for review. While the SPC has provided hands on feedback for broad planning priorities, the CATC has provided more focused recommendations on matters of accessibility throughout LTD's transportation network. The STIF Plan development process is an example of the value of this merger. In the past, CATC has had a role in assessing and making recommendations to the Board on the use of section 5310 and STF grant funds for programs benefitting older adults and people with disabilities. While in recent biennia a separate STF Committee has been formed, the recent legislative change to incorporate STF funds into the Statewide Transportation Improvement Fund (STIF) process puts this review under the purview of the SPC.

CONSIDERATIONS: In order to include and promote considerations for older adults and the disability community in the larger work of LTD, it is suggested that membership of CATC merge with SPC. The intention of this merger is to increase the input and influence of CATC membership for programs within the purview of the SPC such as the strategic business plan, and recommendations for the use of STIF formula grant funds. Merging the two committees together strengthens the work of both groups while ensuring that perspectives of people with disabilities are incorporated to a greater degree when making strategic planning decisions.

LTD's intention would be that any current CATC members would automatically become members of the Strategic Planning Committee.

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) Amended and Restated Strategic Planning Committee Bylaws – Clean
- 2) Amended and Restated Strategic Planning Committee Bylaws – Redlined
- 3) Resolution No. 2022-12-14-073

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-12-14-073:

It is hereby resolved that the LTD Board of Directors approves the merger of the Strategic Planning Committee and Comprehensive and Accessible Transportation Committee.



STRATEGIC PLANNING COMMITTEE

COMMUNITY ADVISORY COMMITTEE BYLAWS

ARTICLE I PURPOSE

SECTION 1.1 *Purpose.* The Strategic Planning Committee (the “SPC” or the “Committee”) was established by the Lane Transit District (LTD) Board of Directors in Resolution No. 2016-12-12-041, A Resolution Re-Chartering the EmX Steering Committee as the Strategic Planning Committee. The Strategic Planning Committee provides the LTD Board of Directors with independent advice and recommendations on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including, but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas. In December 2022, via LTD Resolution number 2022-12-14-073, the SPC’s purpose was expanded to encompass the work of the former LTD community advisory committee referred to as the “Comprehensive and Accessible Transportation Committee.” As such, the SPC’s purpose further includes the deliberate consideration, when making decisions for advice or recommendations to the LTD Board of Directors, of 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.

ARTICLE II GOVERNANCE PROCEEDINGS

SECTION 2.1 *Governance Procedures.* The SPC will comply with Oregon’s Public Meetings Law, Public Records Law, and all applicable governance procedures set forth in the LTD Ordinance 52, Providing Rules for Meetings of the LTD Board of Directors.

ARTICLE III MEMBERSHIP, COMPOSITION, APPOINTMENT

SECTION 3.1 *Membership.* The Committee shall consist of at least eight (8) and not more than fifteen (15) members, all of whom reside within the LTD service district area. All members of the Committee are voting members.

SECTION 3.2 *Appointment.*

- a) The Committee shall include the following 9 members, appointed to the Committee by their respective governing bodies:
 - i. Two directors of the LTD Board of Directors;
 - ii. Three representatives from Large Employers, Chambers, and Small Cities within the District; and,



- iii. One representative from each of LTD's key partners: the Eugene City Council, the Springfield City Council, the Lane County Board of Commissioners, and Oregon Department of Transportation.

The Committee shall not include a quorum of any governing body.

- b) In addition to those members appointed to the Committee pursuant to Section 3.2 (a), up to an additional six (6) members, representing a diverse set of stakeholders, may be appointed to the Committee by LTD's General Manager, with the advice and consent of the LTD Board of Directors.

SECTION 3.3 Composition. In addition to those members appointed pursuant to Section 3.2 (a), Committee members should represent a diverse set of stakeholders, including those within typically transit-dependant populations. The targeted interest areas include, but are not limited to, representatives of the following (alphabetically):

- a) Educational Institutions
- b) LTD Customers/Frequent Transit Riders
- c) Diversity: Minority/Persons with Disabilities/Low-Income/Gender/Age
- d) Housing/Development/Affordable Housing
- e) Neighborhood/Neighborhood Leaders Council/LTD Service Districts
- f) Non-profit entities which provide public transportation services
- g) Public Health, social and human service providers
- h) Rural
- i) Safe Routes to School
- j) Social equity advocates
- k) Student
- l) Sustainability/Equity/Environmental Justice
- m) Tourism
- n) Transit Advocate
- o) Transportation Options/Bike/Ped/Carpool/Vanpool

A member representing a targeted area of interest must be representative of the industry, or area of interest, and/or have applicable experience in the respective field.

ARTICLE IV

TERMS OF SERVICE, VACANCIES

SECTION 4.1 Terms of Service. Members shall serve for two-year terms. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight years.

SECTION 4.2 Vacancies. For members appointed to the Committee pursuant to Section 3.2 (a), the respective governing body shall appoint the member's successor to serve for the remainder of the unexpired term. For members appointed to the Committee pursuant to Section 3.2 (b), the General Manager/Chief Executive Officer, with the consent of the LTD Board of Directors, may appoint the member's successor to serve for the remainder of the unexpired term or may leave the seat vacant.

ARTICLE V

OFFICERS, DUTIES



SECTION 5.1 Officers. The Committee shall choose from among its members, by majority vote of the members, a chair and vice chair to serve 1-year terms. Terms of office shall begin on the first day of January and end on the last day of December each year.

SECTION 5.2 Chair. The chair, and in the chair's absence, the vice chair; and in the absence of both, a member selected by the members present to act as chair pro tem, shall preside at Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

SECTION 5.3 Vice Chair. In the event of the absence of the chair, or of the chair's inability to perform any of the duties of the chair's office or to exercise any of the chair's powers, the vice chair shall perform such duties and possess such powers as are conferred on the chair, and shall perform such other duties as may from time to time be assigned to the vice chair by the chair or Committee.

SECTION 5.4 Secretary. This section intentionally left blank.

SECTION 5.5 Treasurer. This section intentionally left blank.

SECTION 5.6 Vacancies. In the case of a vacancy in any office for reason other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such election to fill the balance of the unexpired term.

SECTION 5.7 Committee Assignments. This section intentionally left blank.

ARTICLE VI

CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

SECTION 6.1 Code of Ethics and Conflicts of Interest Policy. Each Committee member is governed by Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest.

ARTICLE VII

MEETINGS

SECTION 7.1 Committee Meetings. The SPC will comply with Oregon's Public Meetings Law, Public Records Law, and all governance procedures and meeting requirements set forth in the LTD Ordinance Providing Rules for Meetings of LTD Board of Directors, attached hereto as Exhibit A. This Article VII is intended to supplement the law and LTD's Ordinances.

SECTION 7.2 Quorum Requirements. A quorum of Committee members is a majority of the Committee members, even if a member is absent or a position is vacant with the intention of being filled. This Committee can have a varying number of members, ranging between 8 and 15. If a position is vacant because a member appointed pursuant to Section 3.2 (a) is no longer a member, that position should be counted in determining whether there is a quorum. If a position is vacant because a member appointed pursuant to Section 3.2 (b) is no longer a member, that position should be counted in determining whether there is a quorum only if the General Manager/Chief Executive Officer intends to fill the vacancy. The General Manager/Chief Executive Officer will notify the Committee whether she/he intends to fill such a vacancy within 30 days of being notified of such vacancy. A quorum is required to hold a vote and take action as a committee.



- a) By way of example, assume there are 12 Committee members. A member appointed to the Committee pursuant to Section 3.2 (a) resigns so that there are now 11 Committee members and one vacancy. Seven (of twelve) Committee members are required for a quorum.
- b) By way of example, assume there are 12 Committee members. A member appointed to the Committee pursuant to Section 3.2 (b) resigns so that there are now 11 Committee members. The General Manager/Chief Executive Officer informs the Committee that they do not intend to fill the vacancy, so there is no vacancy, meaning there are now 11 Committee members. Six (of eleven) Committee members are required for a quorum.

SECTION 7.3 Meeting Times. The SPC will meet bi-monthly . Respect the scheduled starting and ending times for meetings. The vice chair will assist the chair with keeping on schedule.

SECTION 7.4 Attendance. All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Committee meetings, unless prevented by illness or an unavoidable cause.

SECTION 7.5 Telephonic/Video Attendance. If a Committee member is unable to attend a meeting, there is an option to attend via telephone or video. A Committee meeting can also be held exclusively by video and/or telephoned as long as all the requirements of the Public Meetings Law are followed (notice, recording, and a location for the public to attend and listen).

SECTION 7.6 Meeting Preparation. All Committee members should prepare for Committee meetings by reading the materials ahead of the meeting and asking questions of the General Manager/Chief Executive Officer prior to the day of the meeting, if possible.

SECTION 7.7 Committee Meeting Discussion. Committee discussions should be thorough, yet concise, and pertinent to the issues on the agenda.

SECTION 7.8 Public Participation. Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at meetings upon recognition by the Board President. Public testimony will typically be limited to three minute increments

SECTION 7.9 Scheduling. All Committee members are expected to cooperate in scheduling special meetings and/or work sessions for training purposes.

ARTICLE VIII **VOTING RULES**

SECTION 8.1 Voting. Committee members are expected to cast a vote on all matters except when a conflict of interest arises.

SECTION 8.2 Conflict of Interest. Committee members should be familiar with Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest. If a Committee member believes he/she may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the General Manager/Chief Executive Officer in advance of the Committee meeting. They may consult with legal counsel.



ARTICLE IX
SEVERABILITY

SECTION 10.1 *Severability.* If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.

ARTICLE X
AMENDMENTS

SECTION 11.1 *Action.* These Bylaws, as adopted by the Lane Transit District Strategic Planning Committee, may be revised or amended at any regular or special meeting of the Committee by a vote of the majority of the whole membership of the Committee.



STRATEGIC PLANNING COMMITTEE COMMUNITY ADVISORY COMMITTEE BYLAWS

ARTICLE I PURPOSE

SECTION 1.1 Purpose. The Strategic Planning Committee (the “SPC” or the “Committee”) was established by the Lane Transit District (LTD) Board of Directors in Resolution No. 2016-12-12-041, A Resolution Re-Chartering the EmX Steering Committee as the Strategic Planning Committee. The Strategic Planning Committee provides the LTD Board of Directors with independent advice and recommendations on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including, but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas. In December 2022, via LTD Resolution number 2022-12-14-073, 2022- ~~the SPC’s purpose was expanded to encompass the work of the former LTD community advisory committee referred to as the “Comprehensive and Accessible Transportation Committee.”~~ As such, the SPC’s purpose further includes the deliberate consideration, when making decisions for advice or recommendations to the LTD Board of Directors, of 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.

ARTICLE II GOVERNANCE PROCEEDINGS

SECTION 2.1 Governance Procedures. The SPC will comply with Oregon’s Public Meetings Law, Public Records Law, and all applicable governance procedures set forth in the LTD Ordinance 52, Providing Rules for Meetings of the LTD Board of Directors, ~~attached hereto as Exhibit A.~~

ARTICLE III MEMBERSHIP, COMPOSITION, APPOINTMENT

SECTION 3.1 Membership. The Committee shall consist of at least eight (8) and not more than fifteen (15) members, all of whom -who reside within the LTD service district area. All members of the Committee are voting members.

SECTION 3.2 Appointment.

- a) The Committee shall include the following 9six members, appointed to the Committee by their respective governing bodies, ~~comprised as follows:~~
 - i. No more than 1 two directors members of the LTD Board of Directors; and
- b) Three representatives from Large Employers, Chambers, and Small Cities within the District.



i. One representative from each of LTD's key partners: the Eugene City Council, the Springfield City Council, the Lane County Board of Commissioners, and Oregon Department of Transportation.

The Committee shall not include a quorum of any governing body.

- c) In addition to those members appointed to the Committee pursuant to Section 3.2 (a), up to an additional ~~nine-six~~ (69) members, representing a diverse set of stakeholders, may be appointed to the Committee by LTD's General Manager, with the advice and consent of the LTD Board of Directors.

SECTION 3.3 Composition. In addition to those members appointed pursuant to Section 3.2 (a), Committee members should represent a diverse set of stakeholders, including those within typically transit-dependant populations. The targeted interest areas include, but are not limited to, representatives of the following (alphabetically):

- a) Educational Institutions
- b) LTD Customers/Frequent Transit Riders
- c) Diversity: Minority/Persons with Disabilities/Low-Income/Gender/Age
- d) Housing/Development/Affordable Housing
- e) Neighborhood/Neighborhood Leaders Council/LTD Service Districts
- f) Non-profit entities which provide public transportation services
- g) Public Health, social and human service providers
- h) Rural
- i) Safe Routes to School
- j) Social equity advocates
- k) Student
- l) Sustainability/Equity/Environmental Justice
- m) Tourism
- n) Transit Advocate
- o) Transportation Options/Bike/Ped/Carpool/Vanpool

A member representing a targeted area of interest must be representative of the industry, or area of interest, and/or have applicable experience in the respective field.

ARTICLE IV **TERMS OF SERVICE, VACANCIES**

SECTION 4.1 Terms of Service. Members shall serve for two2-year terms. Members may be eligible for reappointment for up to three additional two2-year terms, for a total term of eight8 years.

SECTION 4.2 Vacancies. For members appointed to the Committee pursuant to Section 3.2 (a), the respective governing body shall appoint the member's successor to serve for the remainder of the unexpired term. For members appointed to the Committee pursuant to Section 3.2 (b), the CEO/General Manager/Chief Executive Officer, with the consent of the LTD Board of Directors, may appoint the member's successor, but are not required to do so, to serve for the remainder of the unexpired term or may leave the seat vacant.

ARTICLE V **OFFICERS, DUTIES**

Adopted: 05_02_17
Revised: 10_18_17; 12_-19_-18; 12_14_22



SECTION 5.1 Officers. The Committee shall choose from among its members, by majority vote of the members, a chair and vice chair to serve 1-year terms. Terms of office shall begin on the first day of ~~July~~January and end on the last day of ~~June~~December each year.

SECTION 5.2 Chair. The chair, and in the chair's absence, the vice chair; and in the absence of both, a member selected by the members present to act as chair pro tem, shall preside at Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

SECTION 5.3 Vice Chair. In the event of the absence of the chair, or of the chair's inability to perform any of the duties of the chair's office or to exercise any of the chair's powers, the vice chair shall perform such duties and possess such powers as are conferred on the chair, and shall perform such other duties as may from time to time be assigned to the vice chair by the chair or Committee.

SECTION 5.4 Secretary. This section intentionally left blank.

SECTION 5.5 Treasurer. This section intentionally left blank.

SECTION 5.6 Vacancies. In the case of a vacancy in any office for reason other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such ~~election~~vacancy to fill the balance of the unexpired term.

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ARTICLE VI

CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

SECTION 6.1 Code of Ethics and Conflicts of Interest Policy. Each Committee member is governed by Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest.

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- a) By way of example, assume there are 12 Committee members. A member appointed to the Committee pursuant to Section 3.2 (a) resigns so that there are now 11 Committee members and one vacancy. Seven (of twelve) Committee members are required for a quorum.

Adopted: 05_02_17

Revised: 10_18_17; 12_-19_-18; 12_14_22



b) By way of example, assume there are 12 Committee members. A member appointed to the Committee pursuant to Section 3.2 (b) resigns so that there are now 11 Committee members. The [General Manager/Chief Executive Officer CEO/General Manager](#) informs the Committee that ~~they/she/he~~ does not intend to fill the vacancy, so there is no vacancy, meaning there are now 11 Committee members. Six (of eleven) Committee members are required for a quorum.

SECTION 7.3 *Meeting Times.* The SPC will meet ~~approximately once a bi-monthly and it is expected to meet at least six times per year.~~ Respect the scheduled starting and ending times for meetings. The vice chair will assist the chair with keeping on schedule.

SECTION 7.4 *Attendance.* All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Committee meetings, unless prevented by illness or an unavoidable cause.

SECTION 7.5 *Telephonic/Video Attendance.* If a Committee member is unable to attend a meeting, there is an option to attend ~~via telephone or vide~~icall~~y.~~ A Committee meeting can also be held ~~exclusively by video and/or~~ telephon~~eically, without any members having to physically attend, soas~~ long as all the requirements of the Public Meetings Law are ~~still~~ followed (notice, recording, and a location for the public to attend and listen).

SECTION 7.6 *Meeting Preparation.* All Committee members should prepare for Committee meetings by reading the materials ahead of the meeting and asking questions of the [General Manager/Chief Executive Officer CEO/General Manager](#) prior to the day of the meeting, if possible.

SECTION 7.7 *Committee Meeting Discussion.* Committee discussions should be thorough, yet concise, and pertinent to the issues on the agenda.

SECTION 7.8 *Public Participation.* Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at meetings upon recognition by the ~~Board pP~~resident. Public testimony will typically be limited to ~~three 3~~ minute increments, ~~but it is adjustable at the discretion of the president and the Board of Directors.~~

SECTION 7.9 *Scheduling.* All Committee members are expected to cooperate in scheduling special meetings and/or work sessions for training purposes.

**ARTICLE VIII
VOTING RULES**

SECTION 8.1 *Voting.* Committee members are expected to cast a vote on all matters except when a conflict of interest arises.

SECTION 8.2 *Conflict of Interest.* Committee members should be familiar with Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest. If a Committee member believes he/she may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the [General Manager/Chief Executive Officer CEO/General Manager](#) in advance of the Committee meeting. They may consult with legal counsel.

**ARTICLE IX
PUBLIC MEETINGS LAW AND PUBLIC RECORDS LAW**

SECTION 9.1 *Legal Requirements.* ~~The requirements of Oregon's Public Meetings Law must be followed whenever a quorum of Committee members meet to deliberate towards a decision. All Committee communications are subject to the Public Records Law. This Article IX is intended to supplement the requirements of the Public Meetings Law and Public Records Law.~~

Adopted: 05_02_17
Revised: 10_18_17; 12_-19_-18; [12_14_22](#)

Commented [AC1]: This section should not be in the bylaws if we want to remain consistent with the LTD Board revised bylaws. We also say several times in here that the PML and PRL must be followed, so it's a bit redundant.



~~**SECTION 9.2 Serial Communications.** If Committee members have serial communications among a quorum of its members, the requirements of the Public Meetings Law apply. A serial communication occurs when Committee member 1 deliberates towards a decision with Committee member 2; Committee member 2 then deliberates towards a decision with Committee member 3, and so on, until a quorum of Committee members (4) is involved. While serial communications can take place in person or over the phone, they most often occur via email.~~

~~**SECTION 9.3 Committee email.** The following guidelines apply to use of Committee email:~~

- ~~a. Do not reply to Committee emails to deliberate towards a decision that should occur in public session;~~
- ~~b. "Deliberation towards a decision" can only occur among Committee members. It is acceptable to reply to an email from the General Manager and/or Clerk of the Board, so long as the General Manager and/or Clerk of the Board do not share your opinion with any other Board members; and~~
- ~~c. Committee emails are subject to public records request. As a general rule, do not write anything in an email that you would not want printed in the newspaper.~~

ARTICLE IX
SEVERABILITY

SECTION 10.1 Severability. If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.

ARTICLE X!
AMENDMENTS

SECTION 11.1 Action. These Bylaws, as adopted by the Lane Transit District Strategic Planning Committee, may be revised or amended at any regular or special meeting of the Committee by a vote of the majority of the whole membership of the Committee.

Adopted: 05_02_17
Revised: 10_18_17; 12_-19_-18; [12_14_22](#)



RESOLUTION NO. 2022-12-14-073

RESOLUTION MERGING LTD'S STRATEGIC PLANNING COMMITTEE AND COMPREHENSIVE AND ACCESSIBLE TRANSPORTATION COMMITTEE

WHEREAS, the Board of Directors complies with Oregon's Public Meetings Law, Public Records Law, and all governance procedures and meeting requirements set forth in the LTD Ordinance Providing Rules for Meetings of the Lane Transit District Board of Directors;

WHEREAS, the Board of Directors may form advisory committees comprised of Board members and community stakeholders, and subcommittees comprised of no more than three Board members to gather information and advice on areas of significance;

WHEREAS, the Board of Directors expressed a desire to take a more comprehensive approach to service changes that considers impacts on individuals who are transit dependent;

WHEREAS, since its inception LTD has, as a foundational strategy, focused on making its services fully accessible;

WHEREAS, LTD's Strategic Planning Committee and Comprehensive and Accessible Transportation Committee share broad values and objectives in their work;

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

- 1) Merging Lane Transit District's Comprehensive and Accessible Transportation Committee with the Strategic Planning Committee and maintaining name of Strategic Planning Committee.
- 2) Approving the amended and restated bylaws of the Strategic Planning Committee.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 14TH DAY OF DECEMBER, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: STUDENT TRANSIT PASS PROGRAM UPDATE

PREPARED BY: Cammie Harris, Marketing and Communications Representative

DIRECTOR: Pat Walsh, Director of Marketing and Communications

ACTION REQUESTED: None. Information Only

PURPOSE: To provide the Board information and an update on the free Student Transit Pass Program for K – 12 grade students in the service area.

DESCRIPTION: The Student Transit Pass Program provides free student transit passes to public, private, charter, and home school students in LTD's service area for Kindergarten through grade 12. The program is funded by a grant from the STIF (Oregon Statewide Transportation Improvement Fund). The student passes enable local students to travel for free to school, work or recreation and therefore provide more equitable access to transportation in the region. The program relies on close collaboration with school districts, especially the Safe Ride to Schools Coordinators and school staff, to help get the passes into the hands of the local students.

BACKGROUND: The Student Transit Pass was first initiated in the LTD service area in 2006 and was funded for six years (through the 2011 school year) through the Oregon Legislature-approved, BETC (Business Energy Tax Credit Program) in which a private local partner received the tax credit and traded that ability to help fund the program. When the funds were discontinued in the region in 2011, the program was sunsetted as there was not a viable new funding source identified to replace the lost BETC funds.

When the STIF was established in 2017, LTD applied for, and received, STIF funds to reinstitute the popular program. Beginning in late 2019, the program was reintroduced in the region through the local school districts located in LTD's service area, and the program has been growing in popularity since that time. Currently, there are nearly 34,000 local students who are eligible for using the program.

A presentation will be provided to explain key highlights and future goals of the program.

CONSIDERATIONS: The Student Transit Pass program relies on funding through the STIF program, and LTD will continue to apply for grants through this program. One of the key goals of the STIF program is to fund student transportation so it is hoped STIF will continue to be the funding source

ALTERNATIVES: N/A

NEXT STEPS: Staff will continue to provide regular updates to the Board on the program.

SUPPORTING DOCUMENTATION:

1. Student Transit Pass Program Presentation

PROPOSED MOTION: N/A

Student Transit Pass

LTD Board of Directors – December 14, 2022



Lane Transit District



MISSION

Connecting Our Community

VISION

In all that we do, we are committed to creating a more connected, sustainable, and equitable community

VALUES

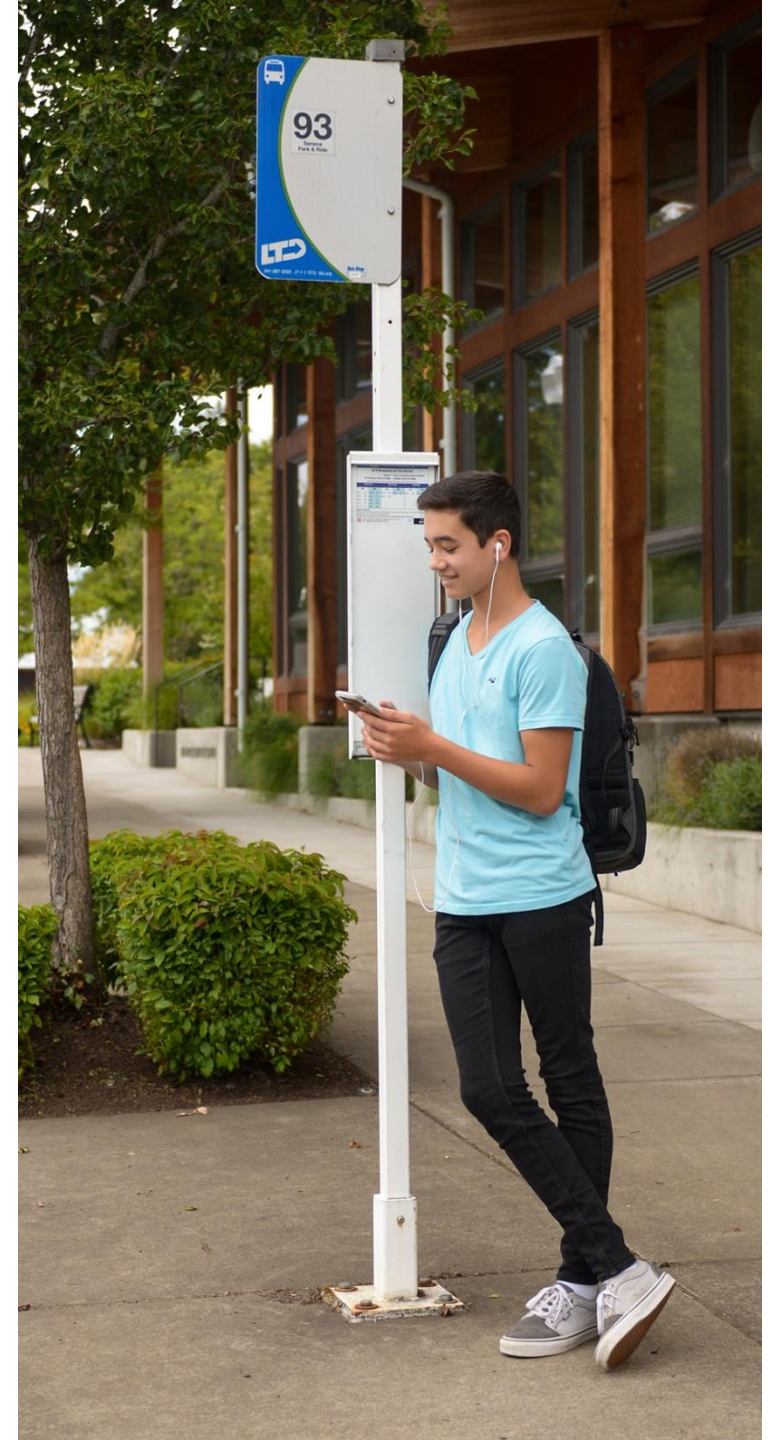
Respect, Integrity, Innovation, Equity, Safety, and Collaboration

About the Student Transit Pass

- Original program was funded through a grant and ended in 2011.
- Current program is funded by STIF funds through June 30, 2023.
- Students in grades K-12 qualify for the free pass.
- Provides access for students, and assists families with the cost of transportation.
- In collaboration with local school districts, school admin staff, and Safe Routes to School Coordinators.

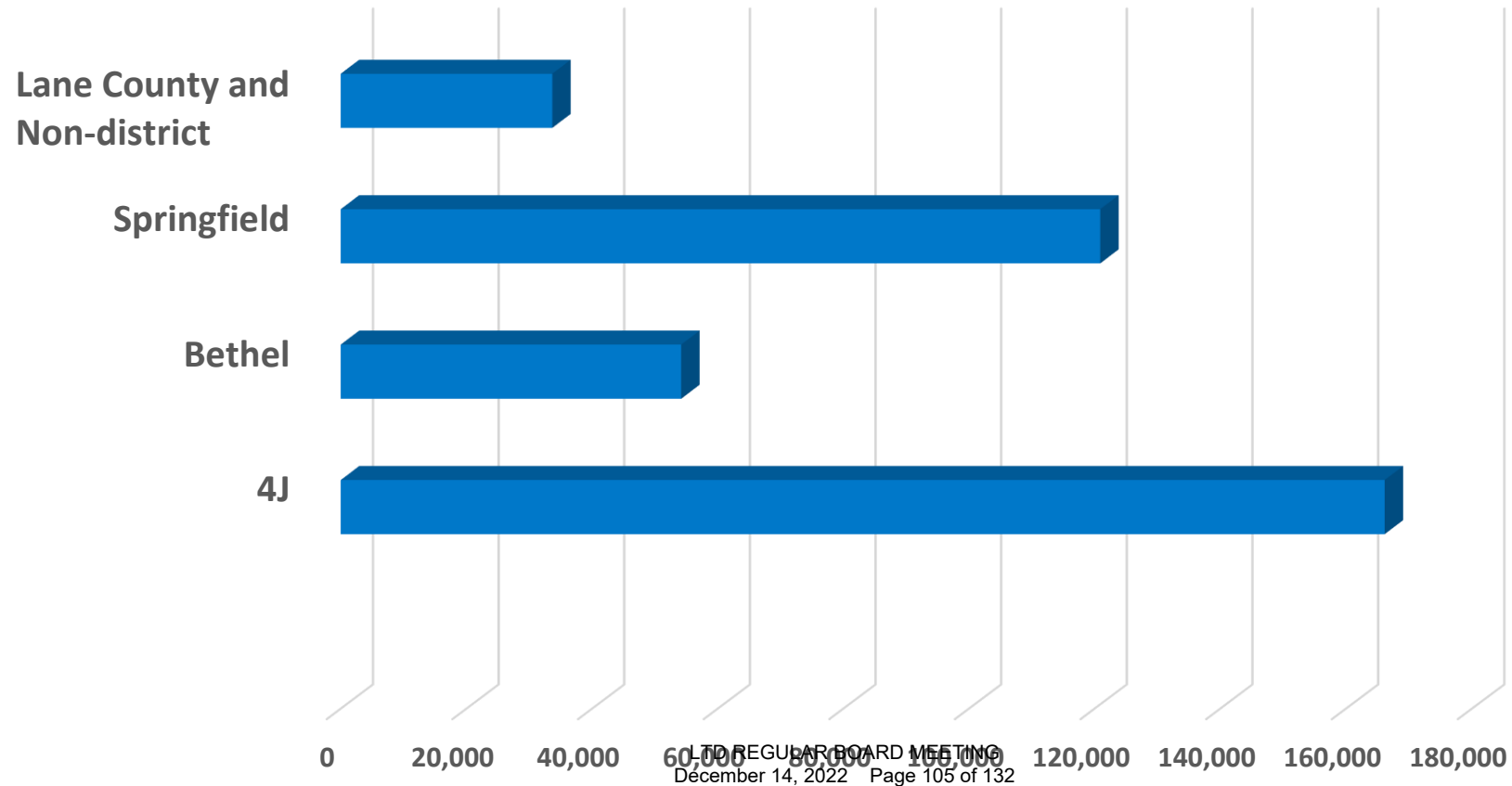
Program Launch

- Launched in September 2019 using verbal verification, with the transition to TouchPass in January 2020.
- COVID Challenges
- A tap card or mobile app was required to ride beginning November 2021.



Ridership

Number of Trips/Taps September 1, 2021-September 30, 2022
Total 374,954

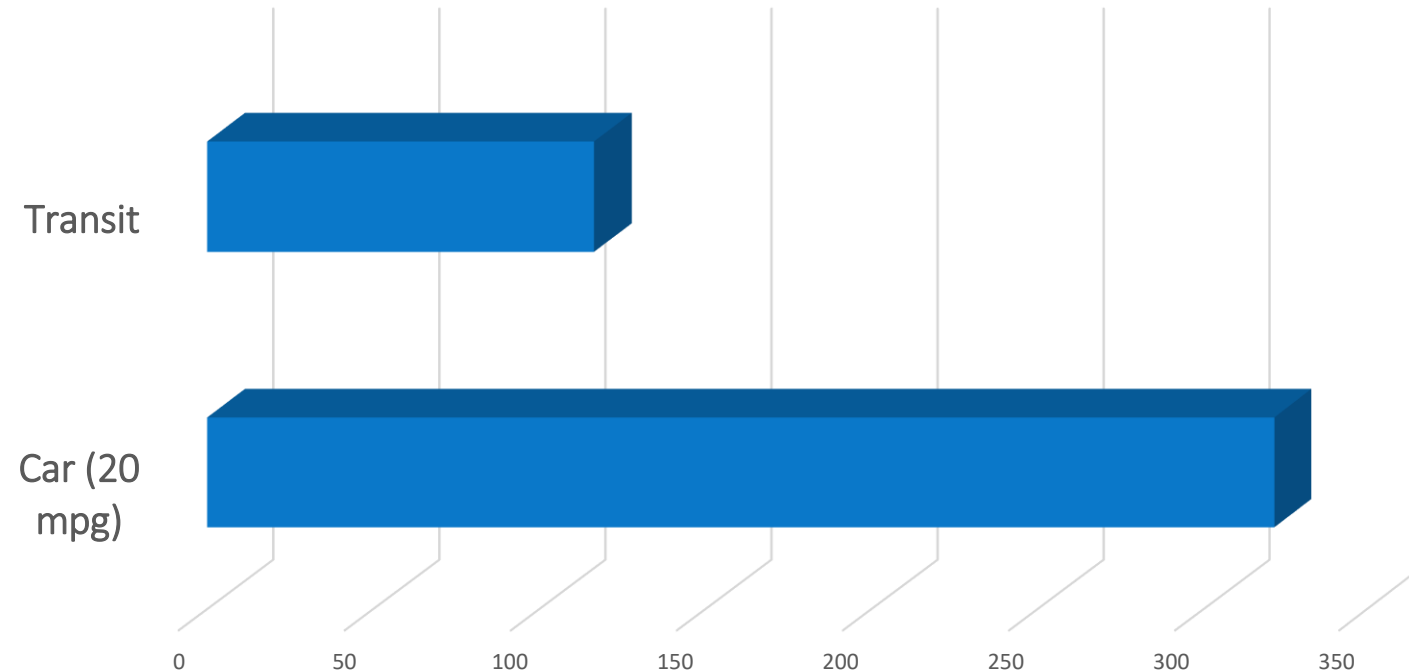


Environmental Impact

Metric Tons of CO₂- Savings of 116.46

Sept 1, 2021 - Sept. 30, 2022

Based on 2 mile trips, 20 mpg vehicle



Take the Bus Challenge

- November 7-20, 2022
- Staff tabled at the high schools to promote the event.
- Highest percent of participation wins.
- The school that wins, receives \$1,000 toward one of its sustainability goals.
- Students win through a prize drawing.



Take the Bus Challenge

November 7–20, 2022

Crush CO₂ and help your school win the challenge by taking the LTD bus to school, work, and activities.

GET YOUR FREE STUDENT TRANSIT PASS at your school office and earn points each time you ride.

The school with the most participation will **win a grand prize**, along with **individual prizes** for students!

Learn more at LTD.org/HS-Challenge



Lane Transit District

Results

School	School Enrollment	Trips Taken	Possible Trips (2 per day)	Percent of Participation
Sheldon High School	1,549	1,915	43,372	4.42%
South Eugene High School	1,498	1,886	41,944	4.50%
Springfield High School	1,270	1,932	35,560	5.43%
Churchill High School	1,075	1,885	30,100	6.26%
Willamette High School	1,509	2,896	42,252	6.85%
North Eugene High School	1,072	2,333	30,016	7.77%
ECCO High School	131	322	3,668	8.78%
Thurston High School	1,256	3,148	35,168	8.95%
Kalapuya High School	99	458	2,772	16.52%
Academy of Arts and Academics	221	1,038	6,188	16.77%
Total Trips:		17,813		





Mona, North Eugene High School

“The free bus pass is great! It helps me get to and from school, my job, and have fun when my mom has to work”.



Amy Bearde, Principal, Academy of Arts and Academics

“A3 has greatly appreciated the free bus pass for our students. We used to pay \$2,100 per quarter for bus passes. Freeing up these resources has meant that our students have been able to enjoy increased art programming.”



Dane Eckweiler, Teacher, New Roads School

“One benefit of New Roads School is that students can attend on a schedule built around their needs. This allows our students to balance work, childcare, and other basic needs. LTD provides a way for these youth to attend school and manage the additional challenges in their life.”

Looking Ahead

- Engage with school staff in the spring for fall enrollment and the 2023 Challenge.
- Potential to provide additional staff support for the program using grant funds.
- Ridership for Oct – Nov 2022 was 140,389 trips – on pace for 561,556 trips for 22/23.



Questions?

Cammie Harris

Marketing and Communications Representative

Cammie.Harris@LTD.org



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: MOBILITY MANAGEMENT STRATEGY UPDATE

PREPARED BY: Andrew Martin, Senior Development Planner

DIRECTOR: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: Information and Discussion

PURPOSE: To provide an update on the Mobility Management Strategy and provide feedback on the framing of findings.

DESCRIPTION: The Mobility Management Strategy (MMS) aims to help LTD to understand how it can be successful as a mobility manager. Mobility management is a customer-centric approach to providing transportation. Often this means working in partnership with other agencies and service providers to match customers with the best transportation choice for their individual trip.

Many transit agencies are approaching mobility management as a way to connect their communities and build upon their fixed-route systems. Given the wide range of services offered by LTD and the partnerships we have developed over decades, LTD is already a mobility manager. Examples of this include LTD's partnerships to offer contracting support to Oakridge on the Diamond Express service, LTD's bundling of programs into the RideSource call center, the LTD Connector in Cottage Grove, and LTD's involvement in the PeaceHealth Rides bikeshare system.

The Mobility Management Strategy will help LTD to understand *how* it can be a successful mobility manager by creating a framework and strategy that will help LTD to clarify its role in different transportation services and programs in the region. This framework will be informed by understanding the types of partnerships LTD can be involved in, what LTD's strengths are in partnerships, and what kinds of impacts different partnership roles have on LTD as an organization. The project will also create a guide for piloting projects successfully and screen a list of projects through the framework to assess near-term opportunities if funding, capacity, and partners exist.

BACKGROUND: Staff and consultants have been working for the past year to complete pieces of the Mobility Management Strategy project that form the basis of developing LTD's strategy. These deliverables include background research on the state of mobility management in the transit industry, stakeholder and public outreach, a data-driven needs assessment, a mobility on demand typology, a guide to developing and operating pilot projects, and a decision-making framework.

Much of the background work is summarized in the attached Summary of Findings memo. The framing of this memo and responses to the issues that it raises will form the foundation of LTD's strategy. Staff and consultants are beginning work on the draft strategy and are seeking feedback on the framing of the issues raised. This input will help direct staff in the development of the strategy.

Some of the key findings from the project's outreach, case studies, and analysis include:

- LTD is already a mobility manager and plays many different types of roles.
- There are opportunities and public interest in LTD using new tools to fill in gaps in service.
- Fixed-route transit service is a critical part of LTD's mobility management offerings. New services could help leverage LTD's existing investments in the fixed-route network.
- Pilot projects are the best way to test new ideas. LTD will need to be flexible and adjust pilot projects to ensure success.

Staff will provide the Board with a brief presentation on work completed to date and then solicit Board feedback.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Staff will develop a draft Mobility Management Strategy and then bring the draft to SPC, the Board, and external stakeholders for feedback.

SUPPORTING DOCUMENTATION: State what your supporting documentation is below

- 1) Mobility Management Strategy Summary Findings Memo

PROPOSED MOTION: None



FINDINGS MEMO

1. Introduction

Background

LTD is already a mobility manager and has a history of exploring and delivering innovative transportation solutions. These are often delivered through collaborations with external public and private partnerships and LTD holds a variety of roles that range from being the lead agency on initiatives such as the Mobility on Demand pilot in Cottage Grove to supporting roles in projects such as the PeaceHealth Rides bikeshare program.

Study Purpose and Goals

The purpose of the mobility management strategy is to identify appropriate mobility services for the region, develop a decision-making framework that can be used to guide LTD's role in supporting these services, and develop implementation tools including a list of potential projects and a pilot program guide that can help with regional collaboration.

Study Area

The Strategy is primarily focused on LTD's service area, but also considers services and connections to key destinations outside of that area (e.g., Oakridge, the Oregon Coast, and destinations along the I-5 corridor). The strategy also recognizes that flexibility is needed to respond to the range of different community types and mobility needs in the region.

2. Existing Mobility Services

Mobility Services Matrix

The region is home to a variety of different mobility services. LTD is already a mobility manager and its role ranges from:

- **Key role:** LTD core service is owning, funding, and managing fixed route transit service such as EmX, traditional buses, and several scheduled transit services. More recently, LTD has also played a key role in piloting on-demand transit services such as the LTD Connector.
- **Support role:** LTD plays a supporting role to its external partners providing planning, grant administration, technical advice, marketing and promotions, and other support to programs such as PeaceHealth bikeshare and GoForth CarShare.

What is Mobility Management?

Mobility management is a collaborative approach that uses a wide array of coordinated transportation projects, programs, and services to deliver mobility options that best meet the needs of the community.

It relies on partnerships between multiple agencies, community-based organizations, and the private sector to effectively deliver service; encourages innovation and flexibility; and evaluates or adjusts service based on performance and customer feedback.

What are Mobility Projects?

Mobility projects are improvements completed on a short or finite timeline that support mobility programs and services or enhance mobility outcomes. These could include things such as enhancements to digital, communications, or electric vehicle infrastructure.

What are Mobility Programs?

Mobility programs refer to the variety of activities and interventions used to support travel by specific modes. These could include things such as discounted transit passes, emergency ride home, and employee transportation programs.

What are Mobility Services?

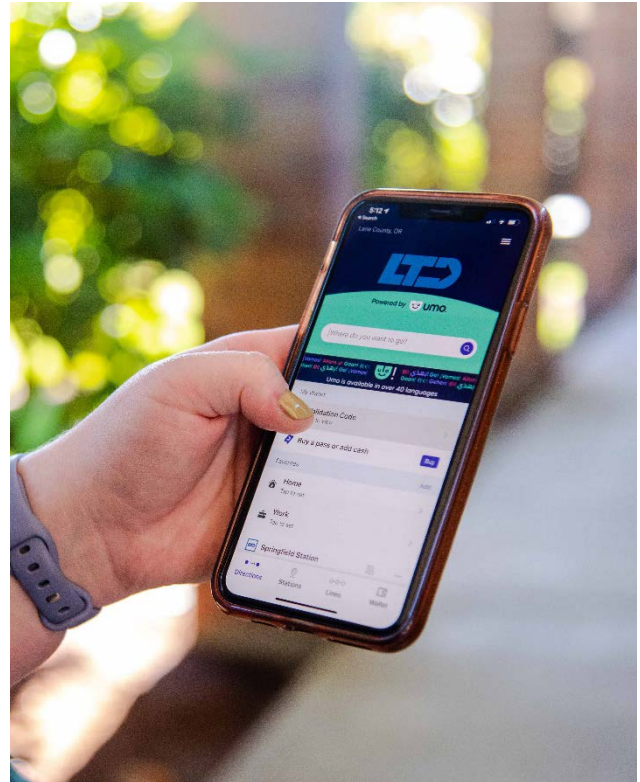
Mobility services refer to the variety of different travel modes and options that can support mobility. New mobility services go beyond the traditional travel options of walking, bicycling, and fixed-route transit and can include things such as microtransit, rideshare, carpooling, carshare, bikeshare, scootershare, etc.

External Partners

External partners are key to delivering mobility services. Larger agency partners such as LCOG and the City of Eugene have taken an active role in mobility service delivery (e.g., the Eugene-Florence and Florence-Yachats Connectors and the Peace Health Rides bikeshare program) whereas smaller agency partners have less resources, staff, and funding and rely on others to fill some of the key roles in mobility service delivery. Private sector partners, contractors, and vendors are critical in reducing the burden on agency partners and bringing new technologies, established expertise, scale of service, and alternative funding opportunities.



The PeaceHealth Rides bikeshare program is an example of a mobility service that can act as a stand-alone service or as a first- and last-mile connection to transit.



The UMO smartphone app is an example of a mobility program that uses digital technology to combine trip planning and electronic fare payment.

Mobility Management Roles

There are numerous roles associated with mobility management. These could be filled by local and regional agencies, non-profit organizations, private businesses, etc. One role may be filled by multiple agencies or organizations. Similarly, one agency may play several roles or play different roles for different services.

- **Owner:** Maintains ultimate responsibility and liability for the program or service and associated assets. Responsible for ensuring that all roles are filled.
- **Manager / Coordinator:** Leads day-to-day and long-term management, may include contracting, collecting and dispersing funds or services, and administrative responsibilities.

- **Funder:** Provides funding for a service or program. Level of funding is irrelevant. Only refers to monetary contributions, does not include staff time or in-kind contributions.
- **Planner:** Provides critical support for a program or service, such as assessing feasibility, or trip or route planning.
- **Operator:** Responsible for on-the-ground service delivery; could include service deployment; fleet and equipment maintenance; recruiting, training, and overseeing drivers; fare collection; rebalancing micromobility devices, etc. May be responsible for collecting customer or trip-related data.
- **Technology Provider:** Provides software or other technology needed to operate a program or service. This is typically relevant for services that require routing, trip planning, or fare collection.
- **Vehicle Provider:** Provides “vehicles”, including shuttles, vans, buses, bikes, e-scooters, etc. This typically includes responsibility for the maintenance of vehicles or lending/leasing vehicles to others.
- **Facility Provider:** Provides space or physical infrastructure to house the technology needed to operate a program or service, e.g., parking spaces, electric vehicle charging infrastructure, etc.
- **Partner / Advisor:** Provides strategic input or support during key milestones of programmer or service planning or evaluation; could include helping with specific tasks such as permitting or station siting.
- **Data Analyst:** Analyzes customer, ridership, trip, or other data types. The analyst may also report findings to funders, stakeholders, or community members, or use data as part of academic research. The analyst does not have authority to make decisions about the future of a program or service.
- **Promoter:** Raise awareness of existing service or program to potential customers, could include marketing and community outreach to the public or specific populations.



LTD plays a support role on the Eugene-Florence Connector partnering with LinkLane to coordinate on schedules and STIF funding.

Table 1: Existing Mobility Options and Roles in LTD's Service Area

Mode	Sub-Category	Name/Service	Service Area	LTD's Role	Key Partners
Fixed Route Transit	BRT	EmX	Eugene, Springfield	Owner and operator (all roles)	Eugene, Springfield
	Traditional bus	Various fixed routes	Eugene, Springfield, Lowell, Veneta, Junction City, Coburg, Cottage Grove, Lane County	Owner and operator (all roles)	Local agencies, Lane County
	Traditional bus	Rhody Express	Florence	Manager/Coordinator, Partner/Advisor, Data Analyst	Florence, ODOT, River City Taxi
	Traditional bus	Diamond Express	Oakridge, Westfir, Eugene	Manager/Coordinator, Partner/Advisor, Data Analyst	Oakridge, Pacific Crest Bus Lines
	Traditional bus	Eugene-Florence Connector	Eugene, Florence	Partner	Operated by LinkLane (LCOG)
	Traditional bus	Florence-Yachats Connector	Florence, Yachats, Oregon Coast	Partner	Operated by LinkLane (LCOG)
Non-Fixed Route	On-Demand	LTD Connector	Cottage Grove	Owner, Funder, Manager/Coordinator, Vehicle Provider	Operated by South Lane Wheels
		EmGo	Downtown Eugene	Manager/Coordinator, Funder, Vehicle Provider, Partner	LCOG, Lane County, Eugene, RideZero
	Scheduled Origin to Destination	ADA Paratransit	3/4 mile from fixed route service	Owner, Manager/Coordinator, Funder, Vehicle Provider	Operated by MTM
		Non-Emergency Medicaid Brokerage	Lane County	Manager/Coordinator, Data Analyst, Partner/Advisor	Medicaid CCOs
		SouthLane Wheels	Cottage Grove, south Lane County	Vehicle Provider	Owned/Operated by South Lane Wheels
		Pearl Buck Preschool		Manager/Coordinator, Funder, Vehicle Provider, Data Analyst	RideRight, Pearl Buck Center
		Shopper Shuttle	LTD's ADA paratransit boundary	Owner, Funder, Manager/Coordinator, Planner, Vehicle Provider, Data Analyst	Operated by MTM
		Veterans' trips	Lane County	Funder, Manager/Coordinator	VA, Senior and Disability Services at LCOG

LTD Mobility Management Strategy

Mode	Sub-Category	Name/Service	Service Area	LTD's Role	Key Partners
		Crucial Connections	Lane County	Funder, Manager/Coordinator	Senior and Disability Services at LCOG, social service agencies
		Behavioral Health Transportation	Lane County	Funder	White Bird Clinic
		Developmental Disabilities	Lane County	Manager/Coordinator	Oregon Department of Human Services, LCOG Senior and Disability Services
Shared Micromobility	Dockless e-scooters	Dockless e-scooter pilot	Eugene	Partner	Eugene, third-party vendor(s)
	Dockless bikeshare	PeaceHealth Rides	Eugene	Partner	Eugene, University of Oregon, PeaceHealth; Cascadia Mobility
Carshare	Roundtrip	Zipcar	Eugene	Promoter	Eugene, third-party vendor
	Roundtrip	GoForth CarShare	Eugene	Partner/Advisor, Promoter, Facility Provider	Forth Mobility, Eugene, St. Vincent de Paul
Rideshare	Carpool	Get There Oregon	Oregon	Promoter	LCOG
	Vanpool	Get There Oregon, Valley Vanpool	Willamette Valley	Funder, Manager/Coordinator, Data Analyst, Promoter, Vehicle Provider	LTD, Mid-Willamette Valley Council of Governments, ODOT
Ridehail	TNC	Lyft, Uber	Eugene	None	Third-party vendor(s)
Mobility as a Service	Integrated Trip Planning/ Payment App	TBD		Manager/Coordinator	University of Oregon, City of Eugene
	Electronic Fare Payment/Trip Planning	UMO	LTD service area	Owner	
Programs	Commuter Trip Reduction	Get There	LTD service area	Partner/Advisor, Promoter	
	Transportation Support Services	RideSource Call Center	LTD service area	Owner, Manager/Coordinator	
	Bike Parking	Bike Locker Administration	Metro area	Partner/Advisor, Facility Provider	Eugene, Springfield, LCOG
	Emergency Ride Home	Emergency Ride Home Program	LTD service area	Owner, Manager/Coordinator, Promoter	
	Group Passes	Group Pass	LTD service area	Owner	UO, LCC, businesses

3. Stakeholder Outreach

Policy Support

LTD is guided by their mission and the values and goals identified in the Strategic Business Plan (SBP), as well as other policies and plans such as the ~~Long Range~~ Long-Range Transit Plan and Climate Action Policy. New and emerging mobility services have the potential to help LTD achieve these goals. However, there are limited resources (staff, funding, etc.) and LTD needs to prioritize their investments to ensure that they continue to deliver their core services and move towards addressing the goals and policies of the organization.

LTD Internal Outreach

Meetings and interviews with LTD department managers and staff showed that:

- LTD's Accessible Services department has historically been the most impacted department given their role coordinating and operating most of LTD's innovative mobility management programs. Recognizing or enhancing this role within the organization should be considered in terms of ensuring adequate staffing and resource needs.
- Early engagement is needed with other departments that will be supporting LTD's role. This will help understand the impacts on staff and other resources and to identify potential opportunities and challenges for mobility management projects. The departments most critical to the project development and decision-making stages include Business Services, Finance, and Marketing and Communications. The role of other departments should be assessed in the project development stage.
- Partnerships will be critical – both internal and external to LTD. Internal capacity should be created and/or contractors, vendors, and technology providers should be leveraged where these can alleviate staff capacity concerns or address issues such as vehicle, facility, and expertise building that is outside of LTD's typical service model.
- Project planning needs to account for the full cost of the project to LTD including capital, implementation, management, and operations. The long-term impacts of continuation or discontinuation of programs needs to be considered carefully in decision-making.

External Partner Outreach

External partners are critical to mobility service delivery. These include larger public agencies that are active in ~~in~~ ~~service~~ in-service delivery (such as LCOG and the City of Eugene); smaller local agencies; strategic partners (such as the University of Oregon and Lane Community College); potential sponsors; community-based organizations; and private sector vendors, contractors, operators, and technology providers.

Some of the key themes that emerged from interviews with external partners included:

- Larger agencies and partners have more capacity and resources to play a key role in mobility service delivery.
- Smaller communities have different needs and demographics and often have less staff resources and funding capacity. They may rely more heavily on LTD and other partners for mobility service delivery.
- Partnerships will be critical to future service and program delivery. There are good examples of these partnerships, however it is essential that LTD is transparent about their priorities.

4. Local Context Analysis

Regional Travel Trends

The demand for transportation services is highest within the Eugene-Springfield Metro Area; however there are many people living in smaller communities or unincorporated areas who need access to jobs and services and generally have fewer transportation options available to them.

There are differences in transportation needs and accessibility for different population groups. A transportation system that can meet the needs of all users, especially those most needing service, will support higher-level goals of equity and upward mobility, reduced dependence on personal automobiles, and community sustainability and resilience.

Transit Access

Transit, walking, and biking are still the primary non-automobile mobility options in Lane County. Fixed route transit is still the most efficient form of public transportation for moving the majority of the population. However, there are areas less served than others by these options and people with specific needs that might be better served by different mobility programs and services.

Approximately 70% of the population live within 3 miles of the frequent, semi-frequent, and off-peak transit networks; and approximately 82% live within 3 miles of the lifeline transit network.

- **Walking Distance:** Only 19% of people live within 0.5 miles of the frequent transit network and 40% live within 0.5 miles of the semi-frequent transit network. This means that if LTD were able to convert the semi-frequent transit network to frequent service, it would double the percentage of people living within a reasonable walking distance of frequent transit.
- **Close Proximity:** A further 29% of people live within 0.5 – 3.0 miles of frequent or semi-frequent transit and improvements to the bikeway network or first-last mile services (e.g., bikeshare, microtransit, etc.) may deliver more people to transit.
- **Further Away:** Approximately 30% of people live more than 3 miles from frequent or semi-frequent transit services.

The variation in community size and the long distances between communities means that some areas may benefit from replacing or supplementing LTD's traditional fixed-route service with alternate service models.

Community Outreach Findings

The project team undertook an extensive public and stakeholder outreach process that included virtual and in-person engagement, an online survey (available in English and Spanish and in hard-copy), and several focus groups targeting participation from community-based organizations representing historically marginalized communities, businesses and visitors, and youths, seniors, and people with disabilities.

Feedback obtained from the outreach process was incorporated into the strategy. It identified populations in Lane County that have specific transportation needs or that experience unique difficulties accessing transit or other mobility options and services (see Table 2). It also identified some of the mobility programs and services that were of most interest to the community.

Table 2: Summary of Mobility Needs and Barriers by Population Group

Population Group	Characteristics and Mobility Needs
College student	<ul style="list-style-type: none"> • Travel throughout the day • Travel needs evenings / nights (LCC) • Travel to specific destinations
Shift worker	<ul style="list-style-type: none"> • Travel early morning, mid-day, and evening/night
Rural resident	<ul style="list-style-type: none"> • Travel to metro area frequently throughout the week • Generally lower income
Older adult	<ul style="list-style-type: none"> • Prefer curb-to-curb services • May not be comfortable using a smartphone to access services • May not be comfortable using micromobility services
Youth	<ul style="list-style-type: none"> • Parents may be concerned about personal safety • May not qualify for micromobility or ride hail services due to age restrictions
People with disabilities	<ul style="list-style-type: none"> • May need door-to-door or curb-to-curb service • May need services to provide lifts or ramps • May not be able to use micromobility services unless special vehicles are provided
People without smartphones	<ul style="list-style-type: none"> • May need access to internet outside of their own home • Prefer accessible printed schedule/route information • May have limited access to new mobility services
Non-Native English Speakers	<ul style="list-style-type: none"> • May need information shared in native language • May need staff to contact with questions who can speak their language • May need targeted outreach to learn about or adopt new services
Low-Income populations	<ul style="list-style-type: none"> • May need low-cost options
Households without vehicles	<ul style="list-style-type: none"> • Need for service to wide variety of destinations at all times of day • Cost is typically a major concern • May need access to services that allow people to carry items (e.g., groceries) or travel with others (e.g., families)

5. Peer Agencies

Use of Mobility Services

The project team interviewed peer agencies that had either established themselves as mobility managers or were operating innovative and relevant mobility services and programs. Peer agencies are using innovative mobility services to:

- **Fill Spatial Gaps:** agencies introduced new mobility services and used collaborative regional models to fill gaps in transit service areas.
- **Fill Specialized Service Gaps:** agencies looked to new mobility services and new models of regional coordination to fill gaps and improve the efficiency of their specialized transit services.
- **Achieve Efficiency:** introducing new transit services allowed some agencies to consolidate previously separate functions, in some cases leading to reduced costs.

Lessons Learned

Some of the lessons learnt from peer agencies taking on mobility management were to:

- **Agree on a Clear Mission:** transit providers often referred to their mission statements and emphasized the importance of internal alignment in interpreting this mission.
- **Cultivate Board and Executive Support:** most transit providers cited strong board support as a key factor in making innovative mobility services a reality.
- **Align with Regional Stakeholders:** providers emphasized the importance of identifying and engaging regional stakeholders at early stages of planning.
- **Work as a Consultant for Regional Stakeholders:** some providers offer consultative services on behalf of communities outside of their current service areas.
- **Encourage Innovation:** most organizations did not have dedicated innovation officers or innovation departments. Many agencies developed ad-hoc initiatives among staff, which were eventually formalized into departments with permanent responsibilities.
- **Clearly Identify Responsibility for Mobility Management:** it is important to establish a clear home for mobility management. Some agencies use an existing department and others have created specific offices of mobility management that play a key role in coordinating with regional stakeholders.
- **Plan for Ongoing Management for New Programs:** many organizations launched new services without a plan for long-term management.
- **Tolerate Risk and Ambiguity:** transit providers emphasized that launching new transit services requires accepting some degree of risk, a need to be flexible as projects go through a pilot phase, and a willingness to fail.
- **Consider Contracting Services vs. Direct Operations:** several providers decided to contract services to reduce timelines between idea and deployment.

It will be important for LTD to create strong internal and external alignment as it considers broadening its portfolio of services. Best practices for doing so (i.e., agreeing on a clear mission, cultivating board and executive support, and aligning with regional stakeholders) may help resolve any tension with internal and external stakeholders who see LTD's purpose solely as a transit provider.

Introducing or enhancing mobility management programs will entail some degree of risk and ambiguity. Risk can be mitigated by creating structures to proactively consider the ongoing and long-term implications of providing a new service such as determining which department will be responsible for the program; how equipment will be purchased, maintained, and used over time; and which departments will be most impacted by the new service.

6. Mobility Management

Mobility Management Decision-Making Framework

LTD is already a mobility manager. However, a more consistent, coordinated, and transparent approach to decision-making is needed to assess the potential benefits, costs, and implementation needs of a new mobility initiative to help LTD's determine if the initiative furthers its mission, values, and goals and what role LTD should play in new mobility projects, programs, and services.

A "decision-making framework" was developed and starts with a preliminary assessment led by planning staff and other internal champions/leaders with input from impacted departments and potential external partners. There needs to be inherent flexibility in the framework depending on the initiative and the potential level of impact. The Directors Group and the LTD Board will be engaged where an initiative needs a more full and comprehensive assessment of the implications and to approve or refine recommendations for how to proceed.

Part of the assessment process will be to work with decision-making and advisory groups to obtain input on the potential benefits and tradeoffs for new mobility initiatives. This input could include feedback on the alignment of the initiative with LTD's vision and goals, how the initiative does or doesn't serve transit-dependent or historically underserved populations, other potential equity impacts, and how well the initiative supports or enhances existing service.

7. Mobility Strategies

Potential Programs and Services

A list of potential mobility programs and services that could address some of the region's mobility needs was developed from case study research, best practice experience, and community feedback (see Table 3).

It is noted that enhancements to fixed route transit and continued investment in walking and bicycling improvements are not included on this list but are important strategies in providing better access and improved connections to fixed-route transit and other mobility services.

Implementation

Depending on the role that LTD is playing, implementation will need to consider potential service areas, target customers, potential funding sources, the most effective governance structure, potential partners, building staff capacity and resources, procurement of vendors, software, and equipment, and other factors. The time and cost of this process needs to be accounted for in the mobility management decision-making framework.

Pilot Program Guidance

An effective way to test the effectiveness of a particular mobility strategy is to conduct a pilot with clear evaluation metrics and milestones. A pilot program guide is being developed to outline best practices and directions for LTD and its partners to establish effective pilot programs.

Table 3: Potential Mobility Programs and Services

Program	Description	Target Groups
Mobility Wallet	A mobility wallet could provide access to a range of affordable transportation options and reduce the need for auto-ownership.	College students, shift workers, low-income households, households without automobiles
Shared Micromobility Expansion	Expansion of the PeaceHealth Rides program or introduction of dockless e-scooters to serve a larger footprint or new communities.	College students, low-income households, households without automobiles
E-Bike Lending or Subsidy Program	Improved bicycling infrastructure could open opportunities for micromobility expansion or e-bike lending or subsidy programs. A specific opportunity could be an e-bike lending program at LCC once a bicycling connection is made via 30 th Avenue.	College students, shift workers, low-income households, households without automobiles
Partnerships with TNCs	Partnering with ride-hail companies to fill temporal service gaps with subsidized trips outside of transit service hours; or to provide on-demand paratransit trips.	Shift workers, people living with disabilities
Microtransit	Microtransit services providing more flexible or door-to-door service (such as the Cottage Grove Connector).	Older adults, rural residents, people living in lower-density neighborhoods
Low-Income Discount and Eligibility Management Programs	Work with mobility providers to offer discounted fares for low-income individuals. This should be offered through a common eligibility program, e.g., LTD’s existing partnerships with nonprofit organizations.	Low-income households, intersecting populations in other groups
Traditional or Electric Vehicle Carshare Programs	Programs that provide occasional access to a vehicle without having to invest in ownership may help to address infrequent needs to run errands, transport larger goods, to visit appointments, etc.	Households without automobiles
Technical Support or Grants	Program to provide funds, planning support, or a regional bench of on-call mobility services that smaller agencies can access when wanting to implement new mobility services and programs.	Rural / small town residents
Multi-lingual Engagement and Information Materials	Outreach and engagement conducted to understand the barriers non-English speakers face when traveling. Providing information and materials tailored to these communities.	Non- or non-native English speakers
Volunteer Driver Program	Programs that provide transportation services to passengers by engaging volunteers to serve as drivers. Some models reimburse drivers for their time or mileage, some allow time to be banked for future use, and others use non-reimbursed volunteer drivers.	Rural residents, people living with disabilities
Mobility Hubs	Mobility hubs consolidate a variety of mobility services at one location to provide transportation redundancy and reliability but can also be key locations for public wifi, integrated ticketing, and cash-payment options (in partnership with nearby retailers)	People with limited access to computers, internet, and banking, households without automobiles



OFFICE OF THE GENERAL MANAGER

Jameson Auten, Chief Executive Officer

EXECUTIVE OFFICE

There is no report this month.

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning, and development

There is no report this month.

SERVICE DELIVERY & ADMINISTRATION

FINANCE

Christina Shew, Director of Finance

There is no report this month.

BUSINESS SERVICES

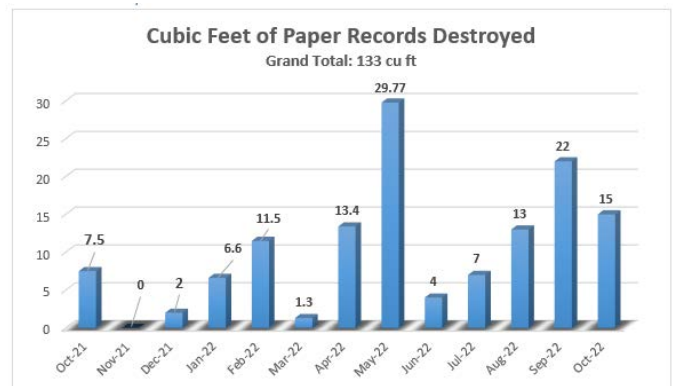
Wendi Frisbie, Interim Director of Business Services

Procurement Update: The team is involved in several solicitation processes. The Contract Committee and Board will see the following projects in the coming months:

- Community Outreach and Communications Outreach (coming this fall)
Video Camera updates on Buses (coming this fall)
Operations Scheduling Software (coming this winter)
RideSource Call Center & Operations (coming this winter)
RideSource Operations Analysis (coming this spring)
Comprehensive Operations Analysis (coming late spring)

Records Management Update: Records continues to help archive important records and properly destruct files that are out of retention. To date, we have been able to add 41,040 records to our record keeping system, ORMS. This is an increase of 4,256 in the last quarter.

We have also been able to destroy 133 cubic feet of records; with 50 cubic feet added in the last quarter.



ACCESSIBLE AND CUSTOMER SERVICE

INFORMATION TECHNOLOGY

Cosette Rees, Chief Customer Experience Officer

There is no report this month.

HUMAN RESOURCES

Perry Adams, Director of Human Resources

There is no report this month.

MARKETING AND COMMUNICATIONS

Pat Walsh, Chief Public Information Officer

There is no report this month.

FACILITIES

Joe McCormack, Director of Facilities

**Updates are in italics*

FIXED ASSET MAINTENANCE

1. *Annual Hazardous Materials Permit renewal, period of January 1, 2023 through December 31, 2023: The renewal due date was November 1 and it was submitted to the Fire Marshal on October 26. An Operational Permit issued by the Eugene Fire Marshal's Office is required when a business stores, handles, or uses any hazardous materials above the quantities listed in Section 105.6 of the Oregon Fire Code. This permit constitutes permission to maintain, store or handle materials, or to conduct processes which produce conditions hazardous to life or property: 105.6.16 – Flammable or Combustible Liquids; 105.6.41 – Spraying and Dipping; 105.6.8 – Compressed Gases.*
2. *Annual Fire Systems testing, remaining corrective action required: Additional testing still needs to occur at Eugene Station. The service contract has been finalized, so coordination of the District's 2022 fire systems testing requirements is underway. Reoccurring fire system services occur at LTD's: Glenwood Campus, Ridesource, Eugene Station, Springfield Station, Willow Creek, and Santa Clara Station.*
3. *Annual backflow device testing: Device testing began on October 24 and was scheduled to be completed by October 28. We are currently waiting for the results of this testing, at which time we can verify all devices have been tested and resolve deficiencies if any exist. A total of 81 District backflows require testing each year. These reoccurring services occur at LTD's: Glenwood Campus Qty-4, Ridesource Qty-5, Eugene Station Qty-5, Springfield Station Qty-5, Neighborhood Stations Qty-10, and EmX Stations Qty-52.*
4. *Data refinements have continued to be identified in preparation for the update of Facilities Management's CMMS tool, Facility Dude (Brightly). This effort focused 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 next step will involve transferring the refined Facilities data to the updated software, ensuring all data is properly transferred, and verifying the finished product has the intended functionality. The associated service contract has been finalized, allowing the update to proceed. Brightly's orientation, for Asset Essentials consulting services, is scheduled to occur on December 1st.*

This orientation will include:

1. *Introduction of Brightly's Project Coordinator*
2. *Review of the CMMS apps and the District's goals*

3. *Discussion of the implementation process and expected timelines/deliverables*
4. *Introduction of Brightly's project management and communication tool*
5. *Start of initial data collection set up*
6. *Scheduling of consulting engagements*

The CMMS update 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 and Bldgs./Units Hierarchy'.
- Inventory – Enhanced tracking of Facilities Management inventory items, which are primarily comprised of spare: assemblies (e.g. light fixtures), parts (e.g. lamps & ballasts) and consumables (e.g. lubricants, adhesives. and cleaners).
- Bus Stop – Refinement of overall data tracking practices, utilization of the District's standard bus stop identification numbers, and the introduction of 'bus stop specific' assets and attributes tracking.

5. Facilities Management Crew Hours for *October 23, 2022 – November 26, 2022*:

- *Preventative Maintenance: 246 hours*
 - *Corrective & Emergency Maintenance: 460 hours*
 - *Alteration and Improvements: 11 hours*
 - *Marketing Activities, Service Changes, & Special Events: 14 hours*
 - *Utility Locates: 6 hours*
 - *Vandalism (Graffiti Removal, Cleaning, Damages, & Theft) & Vehicle Accidents: 30 hours*
 - *Misc. (General Maintenance, waste disposal, administrative time, cleaning): 254*
 - *Total crew labor hours reported for period: 1,021 hours*
 - *Average work hours reported, per crewmember: 170*
 - *Available labor hours (1,013.25) reporting rate: 100%*
- (Note: Totals exclude CAL & holiday time, 186.75 hours)*

CONTRACTED SERVICES

1. **H.V.A.C:** *Repairs identified during semi-annual preventative maintenance services will be executed in December.*
2. **Sweeping and pumping services:** *Lot sweeping and catch basin cleaning will be performed at all locations after all the leaves have fallen in December.*

3. **On-call Electrician:** *Work to improve reliability of the Uninterruptible Power Supply unit will resume and be completed after hours in early December.*
4. **Powder Coating:** *Fixed route shelter will be sent out for powder coating*
5. **Cleaning Services:** *Due to early November freezing temperatures, a scaling back of pressure washing was needed for safety. There will be an increase in pressure washing of EMX stations and fixed route shelters as temperatures allow during the winter months.*

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. A Task Order has been initiated for the project, work is scheduled to start and complete in October. *This work is completed.*
 - b) **Springfield Station Clock Replacement:** The existing clocks at Springfield Station are original to the build of the station. This technology is outdated, which is now providing unreliable time displays and high maintenance requirements. New power-over-ethernet (POE) clocks have been ordered and will be installed in early Winter.
 - c)
2. **Transit Facilities State of Good Repairs:** This CIP project comprises multiple medium-sized projects including:
 - a) **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. *The planned power shutdown went very smoothly on November 19 starting at 0800 hours when SUB turned off the power, and SUB restored the power at 1448 hours. There were no issues observed during the testing and the overall equipment is in good condition. The generator performed well and most of the electrical circuits in the Administration building are on the emergency generator. A full report will be submitted this month.*
 - b)
3. **Digital Signage Replacement:** Many of the digital signs (Map Signs and Real Time Signs) along the West Eugene EmX line are experiencing chronic failures and/or vandalism requiring options for replacement. The first phase of this project is to address the signs with immediate replacement needs by retrofitting existing map cabinets to a backlit cabinet similar to the Franklin and Gateway EmX lines. This phase also includes replacing failed real-time signs with improved life cycle cost screens. The second phase is the long-term replacement strategy with a CIP request to manage the cost and schedule of the replacements required to avoid diminishing the passenger experience. The Eugene Station Modernization SPEC Team is working with consultants on digital signage that will help inform potential solutions for this project. *The Eugene Station Modernization SPEC/TAC team for Digital Signage participated in a workshop in October, more information on this is listed in the Eugene Station Modernization project.*
4. **System Security Improvements:** Camera installation is nearly complete at Eugene Station, Springfield Station, Ridesource, and at the Glenwood Campus. Moving forward, we will continue installing cameras at all EmX stations with final completion estimated for December 2022. *A new access control system will be installed facility-wide throughout the District. Installation is expected to be complete by June 2023.*
5. **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. An invitation for bid was issued in October 2022 for construction services; *Brown Contracting was the single bid for this project.* Construction and implementation for these corridors is expected to occur Winter 2022-Summer 2023.

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.

In June, the Board approved a contract for PIVOT Architecture to provide A&E Services for the project. The SPEC and TAC groups will begin meeting with the Architects in late August to provide input for concept design options. Last April, the Board adopted the CM/GC finding and approved the use of this alternative contracting method. The solicitation for CM/GC Services was issued on June 20 and closed on July 29. The evaluation team forwarded a recommendation to the Board in September for a contract approval. The Board approved a contract to Fortis Construction on this project at the September Board meeting. *The CMGC started working with the project management team on existing facilities condition assessment, phasing, sequencing, and current construction market conditions of cost and availability of materials. A series of design meetings to establish project goals and objectives have been completed, including an all-staff engagement exercise conducted on December 1. In mid-December, PIVOT Architecture conducted interviews with staff in Operations within their current space and documented details about their needs, adjacencies, deficiencies, etc. PIVOT will meet with the SPEC and TAC teams before the end of December to summarize the program document, space allocation, adjacency preferences, and design principles. This meeting would end the programming phase and move the project into Schematic Design where a preferred design option would be presented to the Board in Spring 2023. The construction is scheduled to start in Fall of 2023 and complete in Fall of 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 Digital Signage SPEC/TAC team participated in a workshop that demonstrated best practices, industry trends, and technical guidance to support the development and operation of digital signs at LTD's Eugene Station. LTD digital sign SPEC/TAC team communicated the desire for consistent, equitable, efficient, effective, integrated, and customer-friendly approach to signage in a sustainable way.

In November, Chambers Construction and the project team have engaged in scope conversations for preconstruction services. The SPEC teams and TAC team met with architects to provide input on further developed concept drawing for the Customer Service and 1099 Olive buildings improvements. The LTD teams toured the site and buildings with the consultant teams to provide more detail on infrastructure conditions and improvements needed. PIVOT's wayfinding and signage design team presented a comprehensive assessment with recommendations to the LTD team for comments, and the design team will develop more details on the recommendations. In December, PIVOT will provide the schematic layouts and narratives identifying in more detail all the project scopes for Chambers Construction to cost estimate. This scope and cost study phase will assist in the project scope and budget alignment. Chambers Construction and the project team have engaged in scope conversations for preconstruction services. The Construction of the project is scheduled to start in summer 2023 and be completed summer 2024.

8. **Glenwood Petroleum Fuel System:** This project will upgrade and replace LTD's petroleum and fluid dispensing systems, much of which has reached the end of its useful life. Maintaining the components of this system is not only crucial to our operations, but to protecting the environment. Necessary improvements include: storage vessels, pumps, product lines, leak detection, and dispensing equipment. Design will occur in FY23, construction in FY24.

Electric Bus Charging Infrastructure: New ABB electric bus charging infrastructure was installed in August and September 2022. Commissioning was expected to be complete in September, however, we are waiting for the cable

management system to arrive prior to putting the new charging units in service. The new chargers are expected to be put into service in December 2022.

MAINTENANCE

Matt Imlach, Director of Maintenance

There is no report this month.

TRANSIT OPERATIONS, TRAINING & PUBLIC SAFETY

Jake McCallum, Director of Transit Operations, Training & Public Safety

Transit Operations

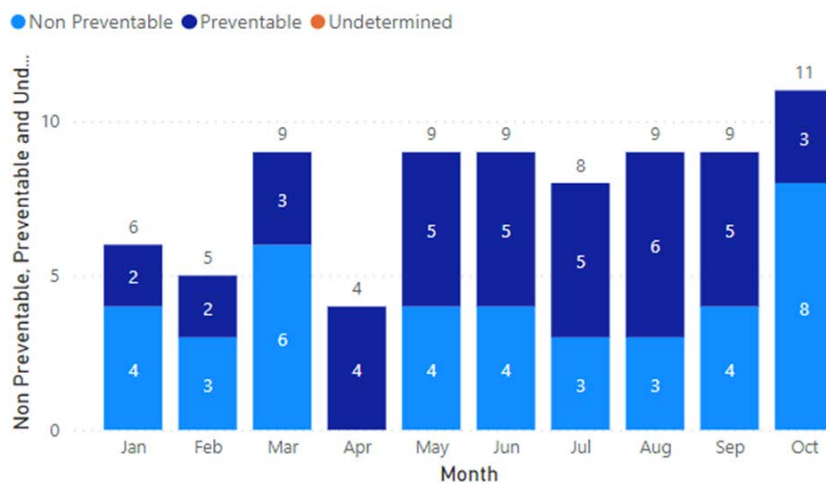
Transit Operations is continuing our work on the project that will replace the scheduling and operating software system. After the Zoom session for prospective vendors to ask questions, the District responded to the questions. We were asked to extend the proposal timeline by three weeks to accommodate our requests. We have granted this extension, and those proposals were due by November 11, 2022. At this time, we are looking over the proposals that have been submitted. Due to the information provided, we have extended the timeline for the team review and analysis of each one. Due to this, the timeline for the overall project has been extended. Due to the importance of this project, there is ample time for the review of these proposals. The new goal is to have our proposal ready for board approval at the February 2023 Board meeting.

Transit Operations has been working with the Strategic Business Plan and (have kept?) our Mission, Vision, and Values at the forefront of what we do daily. We have been working within the department to improve our daily processes in our interactions with our internal and external customers. We strive to improve our approach to all aspects of customer service and continue to work on our engagement with our operators. As we move forward, we will continue to meet within our group to determine what steps we need to take and the process we are making for our goals.

Accidents

Month	Non Preventable	Preventable	Undetermined
Jan	4	2	0
Feb	3	2	0
Mar	6	3	0
Apr	0	4	0
May	4	5	0
Jun	4	5	0
Jul	3	5	0
Aug	3	6	0
Sep	4	5	0
Oct	8	3	0
Total	39	40	0

Non Preventable, Preventable and Undetermined Accidents by Month



Retirements

LTD had one long-term operator retire in November. He had over 25 years of driving experience! We want to thank him for his dedicated service and wish him well as he moves on to a new chapter in his life.

Hiring

Operations is currently recruiting, interviewing, and training Bus Operators.

Name	Years of Service
Richard Aukerman	25+

Training

LTD welcomes four (4) new operators to our team starting November 28, 2022. We are confident that these new employees will be strong additions to our dedicated workforce.

“Bad Weather Driving” will be offered to all employees from December 5-10. This annual training raises awareness and restates our processes and best practices to navigate inclement weather events safely.

A Quarterly LTD policy focus has been instituted to help ensure operator knowledge and compliance. LTD instructors are well-versed in these policies and are given weekly reminders in the instructor newsletter. In addition, we have also implemented the following standards as we continue to develop training curriculums for LTD employees:

- Leadership
- Accountability
- Consistency
- Proper Presentation
- Credibility

Customer Service Training – As stated in last month’s report, enhanced customer service training is in progress. We have changed our approach to this curriculum development by moving away from boilerplate-type instruction and adopting a more tailored approach to employee improvement. This approach is taught using several different tools, including various “Ted Talks” instructional media, situational awareness videos, and the sharing of effective tools to help our front-line employees enhance their customer service skills. (In Progress)

Public Safety

- On November 1, 2022, Public Safety Manager Frank Wilson retired. Director McCallum appointed Josh Schmit as Interim Public Safety Manager.
- On November 28, 2022, we are starting a new Public Safety Officer, Peter Martindale.
- We are currently recruiting full-time and part-time Public Safety Officers. Interviews are scheduled to take place the first week in December.
- Regarding the Camera System and Access Control upgrade, the cameras for the EmX/Franklin corridor (Eugene to Walnut Station) and West Eugene EmX have been installed (except for one stop). These views will be finalized next month. Additionally, REECE has begun installing cameras on the EmX Springfield Loop.

PSO Duties	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
☐ Ordinance 36 Violation	117	122	144	152	156	178	153	186	162	167	117	1654
☐ Vehicle Accident	18	10	19	17	18	19	21	20	21	22	15	200
☐ Medical	10	7	10	5	7	11	13	9	7	8	7	94
☐ Community Court	5	7	15	14	8	7	11	5	10	1		83
☐ Other	3		2	4	8	7	5		2	2	1	34
☐ Exclusion Issuance	1	4	2	4	1	1	1	1	1	1	1	18
☐ Reinstatement	3	3	1	1	2	2	2			3	1	18
☐ Video			1				1	2	3	6	2	15
☐ Customer Services Assists				1	1	2	2	1		1		8
☐ Biohazard Response	1					1	1					3
☐ Operator Contact					2	1						3
☐ Police Assist								1		1	1	3
☐ Route Problem			1			2						3
☐ Fire									2			2
☐ Appeal				1								1
☐ CSF Response								1				1
☐ Evacuation for Safety Reasons				1								1
☐ Off-LTD Threats									1			1
☐ Road Checks									1			1
Total	158	153	195	200	203	231	210	226	210	212	145	2143

As of:

11/21/2022 4:01:11 PM



AGENDA ITEM SUMMARY

DATE OF MEETING: December 14, 2022

ITEM TITLE: ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING

PREPARED BY: Camille Gandolfi, Interim Chief of Staff/Clerk of the Board

DIRECTOR: Jameson Auten, General Manager/Chief Executive Officer

ACTION REQUESTED: None. Information Only

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

DESCRIPTION: Listed below are Action or Information items scheduled to come before the Board in future months.

JANUARY

Action	Information
5311 funds	FY2022 Annual Report Issuance - Auditors Annual Report
	Social Media Update
	Legislative update
	Eugene Station Modernization Update

FEBRUARY

Action	Information
Annual Comprehensive Financial Report	SBP Q2
	Operations Command Center Update
	Hunsaker Property