



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, February 15, 2023 5:30 – 7:30 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

Table with 4 columns: ITEM, Description, Time, Page. Includes items like CALL TO ORDER, ROLL CALL, COMMENTS FROM BOARD PRESIDENT, EMPLOYEE OF THE MONTH - FEBRUARY, AUDIENCE PARTICIPATION, BOARD MEMBER REPORTS, and CONSENT CALENDAR.

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| X. PUBLIC TRANSPORTATION AGENCY SAFETY PLAN: <i>Materials Included</i> [David Lindelien, Risk Manager] Action Needed: Adoption | 6:00 p.m. | 44 |
| XI. EUGENE STATION MODERNIZATION & OPERATIONS CONTROL CENTER UPDATE: <i>Materials Included</i> [Todd Smith, Facilities Project Manager] Action Needed: None. Information Only | 6:10 p.m. | 88 |
| XII. MONTHLY RIDERSHIP AND SERVICE REPORT REFRESH: <i>Materials Included</i> [Tom Schwetz, Director of Planning and Development] Action Needed: None. Information Only | 6:30 p.m. | 108 |
| XIII. WRITTEN REPORTS – RESPOND IF QUESTIONS | | |
| A. FINANCIAL PERFORMANCE INDICATORS AND QUARTERLY FINANCIAL REPORT: <i>PROVIDED QUARTERLY – FEBRUARY, MAY, AUGUST, NOVEMBER</i> [Pamela Strutz, Interim 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> | | 111 |
| B. DELEGATED AUTHORITY REPORT [Wendi Frisbie, Interim Director of Business Services] <i>This report provides a listing of contracts that the General Manager/Chief Executive Officer has signed under their delegated authority.</i> | | 114 |
| C. MONTHLY DEPARTMENT REPORTS – FEBRUARY [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> | | 117 |
| D. 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> | | 128 |
| XVI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD | | 129 |
| XVII. ADJOURNMENT | 7:30 p.m. | |

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).

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: February 15, 2023

ITEM TITLE: FEBRUARY EMPLOYEE OF THE MONTH

PRESENTER: Darryl Whitaker, Operations Training Supervisor

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: None. Information Only

BACKGROUND: Rob Kirkpatrick has been selected to receive the February 2023 Employee of the Month (EOM) award. Rob was hired as a Bus Operator December 2018 and was rehired January 2021 as a Bus Operator.

Rob was nominated for treating two new LTD riders with kindness, patience, and empathy. A couple was responding to a family emergency when they encountered car trouble in Glenwood. Unfamiliar with LTD's system and in a hurry to take care of family, the couple boarded the nearby EmX route without purchasing fare. At Eugene Station, public safety officer Rob boarded to do a fare check. The couple got off the bus at Eugene Station and Rob took the time to explain LTD's fares and how to purchase a bus pass.

Ready to purchase fare, the couple realized they left their wallet in their car and began discussing how to get back to their vehicle. Rob heard them talking about their plans and a family emergency, so he provided the couple two day passes and a reminder to be prepared to buy a pass next time. The couple was grateful for Rob's kindness and patience and plan to ride LTD more often.

When asked to comment on Employee's selection as EOM, Operations Training Supervisor, Darryl Whitaker said:

"I inherited Rob as an Instructor when I was selected as Training Supervisor in March of 2022. Having worked as a Training Supervisor with Rob, I know him to be dependable, caring, and industrious in his quest to better himself. Rob has been a stellar Instructor and always seeks guidance in aspects of teaching and proper techniques in training individuals. I have come to depend on Rob's sound decision-making and dedication to both driving and instructing."

AWARD: Rob will attend the February 15 Board Meeting to be introduced to the Board and receive his award.



AGENDA ITEM SUMMARY

| | |
|--------------------------|--|
| DATE OF MEETING: | February 15, 2023 |
| ITEM TITLE: | BOARD MEMBER REPORTS |
| PRESENTER: | Camille Gandolfi, Chief of Staff/Clerk of the Board |
| CHIEF OFFICER: | 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 meets bi-monthly on the fourth Tuesday of the month and is composed of Board members Pete Knox and Gino Grimaldi, members of local units of government, and community representatives. At the January 31 meeting, committee members received updates on the Community Outreach and Communications Assessment; the RideSource Operations Analysis; and performance reporting. The next meeting is scheduled for March 28.
- 2. Metropolitan Policy Committee (MPC):** The two Board members representatives are Susan Cox and Kelly Sutherland; Board member Pete Knox is the alternate; General Manager/Chief Executive Officer Jameson Auten is the District's ex-officio attendee. The February 2 meeting, committee members held elections for chair and vice chair; appointed OMPOC members; held a public hearing on project proposals for MPO Redistribution Funding; received a presentation on the Annual Listing of Obligated Projects for 2022; received an update on the Safe Lane Coalition; and received a Legislative Preview. The next meeting is scheduled for March 2. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
- 3. 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 Susan Cox attends the committee meetings as LTD's representative. At the February 3 meeting, committee members held an election for chair and vice chair; held a 2023 legislative session with discussion of OMPOC priority, transportation related bills, and OPOC involvement in the legislative session; received an ODOT update; and received updates from each MPO. The next meeting is scheduled for May 5, 2023. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
- 4. Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. The Board Member representative is Heather Murphy, General Manager/Chief Executive Officer Jameson Auten is the alternate. At the February 8 meeting, the committee received an ODOT update; a Central Lane Metropolitan Policy Committee update; and other member updates. Committee members appointed a LaneACT Ambassador; received a presentation on the Oregon National Electric Vehicle Infrastructure Plan; received a legislative update and discussed regional needs; received an update on Area 5 projects in the draft Statewide Transportation Improvement Program. The next meeting is scheduled for March 8. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.

No Meetings were held for the following committees:

5. **LTD Pension Trust Committee:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gino Grimaldi serves as one of the trustees. The next meeting is scheduled for February 21, 2023.
6. **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 fourth Thursday of: February, April, June, September and December. The next meeting is scheduled for February 23. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.
7. **LTD Board Finance Committee:** This Committee meets bi-monthly on the second Tuesday of the month and is composed of Board members Gino Grimaldi, Susan Cox, and Lawrence Green. The next meeting is scheduled for March 14.
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 4, 2023.
9. **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 Gino Grimaldi and Susan Cox. The next meeting has not been scheduled. For more information about STIF, please go to: <https://www.lcog.org/bc-stif>.
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 Pete Knox and Lawrence Green 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 Lawrence Green serves as LTD's representative; General Manager/Chief Executive Officer Jameson Auten 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: February 15, 2023

ITEM TITLE: CONSENT CALENDAR

PRESENTER: Camille Gandolfi, Chief of Staff/Clerk of the Board

CHIEF OFFICER: 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 February 15, 2023, consists of:

- Approval of General Manager Pro Tempore
- Approval of Strategic Planning Committee Member Appointment
- Approval of Budget Committee Member Appointment
- Approval of Board Travel & Expense Reimbursement Policy Dissolution
- Approval of Updated Budget Committee Bylaws
- Approval of Updated Ethics & Conflict of Interest Policy

ATTACHMENT:

1. General Manager Pro Tempore
2. Strategic Planning Committee Member Appointment
3. Budget Committee Member Appointment
4. Board Travel & Expense Reimbursement Policy Dissolution
5. Updated Budget Committee Bylaws
6. Updated Ethics & Conflict of Interest Policy

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-02-15-007; It is hereby resolved that the Consent Calendar for February 15, 2023, is approved as presented [amended].



AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2023
ITEM TITLE: GENERAL MANAGER PRO TEMPORE
PRESENTER: Jameson Auten, General Manager/Chief Executive Officer
CHIEF OFFICER: N/A
ACTION REQUESTED: Adoption

PURPOSE: To designate the general manager pro tempore.

DESCRIPTION: In the event of the absence or disability of the general manager/chief executive officer, it is necessary for the Board to appoint a general manager pro tempore. Doing so will ensure that official District documents can be signed and other official business can be conducted in a timely manner.

Pursuant to ORS 267.145, the role of general manager pro tempore will be the chief of staff, chief development officer, or chief customer experience officer as designated by the general manager/chief executive officer.

The attached resolution names the chief of staff, chief development officer, or chief customer experience officer as the general manager pro tempore as designated by the general manager/chief executive officer. In the event that the general manager/chief executive officer and the general manager pro tempore are unavailable for a certain period, the Board of Directors authorizes the general manager/chief executive officer to designate another general manager pro tempore.

BACKGROUND: N/A

CONSIDERATIONS: This action assures that there is always someone to serve in the capacity of the general manager/chief executive officer. For planned absences, the general manager/chief executive officer will provide notice to the Board and staff that the designation of general manager pro tempore would be in effect for a specific period. For unforeseen or emergency absences of the general manager/chief executive officer, the designation would take effect without prior notice.

ALTERNATIVES:

1. The Board may choose to designate an alternate general manager pro tempore
2. The Board may choose to hold additional discussion and forward this action to a future meeting.

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

1. Resolution No. 2023-02-15-008

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-02-15-008:

It is hereby resolved that the LTD Board of Directors approves the designation of the General Manager Pro Tempore.



**LTD RESOLUTION NO. 2023-02-15-008
DESIGNATING GENERAL MANAGER PRO TEMPORE**

WHEREAS, ORS Chapter 267.145 (2) allows the LTD Board of Directors to designate a general manager pro tempore during the absence or disability of the general manager/chief executive officer; and,

WHEREAS, the official business of the District must continue during such times when the general manager/chief executive officer may be absent or disabled.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors appoints the chief of staff, chief development officer, or chief customer experience as designated by the general manager/chief executive officer, to serve as the general manager pro tempore for LTD during the absence or disability of the general manager/chief executive officer.

For planned absences, the general manager/chief executive officer will provide notice to the LTD Board and staff that the designation of general manager pro tempore will be in effect for a specific period. For unforeseen or emergency absences of the general manager/chief executive officer, the designation will take effect without prior notice. In the event that the general manager/chief executive officer and general manager pro tempore are unavailable for a certain period, the Board authorizes the general manager/chief executive officer to designate another general manager pro tempore.

This appointment shall remain in effect until the LTD Board appoints a new general manager pro tempore.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF FEBRUARY, 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2023
ITEM TITLE: STRATEGIC PLANNING COMMITTEE MEMBER APPOINTMENT
PRESENTER: Camille Gandolfi, Chief of Staff/Clerk of the Board
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Adoption

PURPOSE: To request that the Board approve the appointment of Claire Syrett to the Strategic Planning Committee.

DESCRIPTION: In accordance with 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: Committee member Leah Rausch has resigned her seat on the Committee and Ms. Syrett is being nominated to fill the vacancy. Ms. Syrett will be appointed to serve a renewable two-year term.

CONSIDERATIONS: N/A

ALTERNATIVES:

1. Approve Ms. Syrett's appointment to serve a renewable two-year 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. 2023-02-15-009

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-02-15-009:

It is hereby resolved that the LTD Board of Directors approves the appointment of Ms. Syrett to serve a renewable two-year term on the SPC.



LTD RESOLUTION NO. 2023-02-15-009

APPOINTMENT OF MS. CLAIRE SYRETT TO 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; and,

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.

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

Appointing Claire Syrett to serve renewable two-year term on the Strategic Planning Committee beginning on February 15, 2023, serving through December 31, 2024.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15th DAY OF FEBRUARY, 2023.

Board President, Gino Grimaldi



Employment Application | Submitted: 23-Jan-2023

AAA

Claire Syrett

**Volunteer Committee Opportunity:
Strategic Planning Committee**

Job Location - Eugene, OR

Department - Community Advisory Committees

Eugene, OR 97402
United States

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

There are no files uploaded for this applicant.

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Committee Questions

Availability | Score Total - 0

| Question | Answer | Score | Disqualifier? |
|--|---|-------|---------------|
| The Strategic Planning Committee (SPC) meets on the first Tuesday evening of each month at least six times per year. Meeting generally last 2 hours. Does this schedule meet your availability? (It is highly recommended you attend a meeting before submitting the application.) * | Yes | 0 | |
| Please let us know if there are additional details about your | I occassionally have to work in the evenings so that might impact attendance but this | | |

LTD REGULAR BOARD MEETING

availability that would be helpful: would be very infrequent.

Tell Us More About You | Score Total - 0

| Question | Answer | Score | Disqualifier? |
|------------------------------------|-------------------------------------|-------|---------------|
| Preferred Name: | Claire | | |
| Preferred Pronoun: | she | 0 | |
| What is your current occupation? * | Lead labor relations representative | | |
| Who is your current employer? | Oregon Nurses Association | | |

If you are interested in Strategic Planning Committee: | Score Total - 0

The Strategic Planning Committee provides the LTD Board of Directors with independent advice on the strategic planning issues related to advancing the goals of the Long-Range 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.

| Question | Answer | Score | Disqualifier? |
|---|--|-------|---------------|
| What experiences / training / qualifications do you have for this particular committee? * | I served for six years on the Lane Area Commission on Transportation, two years as chair. This commission is advisory to the Oregon Transportation Commission and is staffed by ODOT. I lead this commission in the development of a set of strategic priorities while chair. The work of the commission involved prioritizing transportation project funding requests and providing input on projects to ODOT. In addition, I served for ten years as a Eugene City Councilor. I also studied and provided policy direction on transit projects and priorities as a member of the city council. | | |
| What specific contribution do you hope to make? * | I hope to bring my perspective as an informed member of the community to the work of the committee. This is a perspective developed through my service as an elected official who interacted with many sectors of the community with a stake in our transportation system. This includes bike/ped advocates, transit riders, and people who rely on their cars for transportation. | | |
| What community topics concern you that relate to this committee? | A high priority for our community is addressing climate change. I believe that smart planning by our transit district can | | |

LTD REGULAR BOARD MEETING

Why do you want to become a member? *

make a significant contribution to helping us transition from our reliance on fossil fuel vehicles for our primary transportation option. I have a great deal of knowledge and experience in this area, as well as an ability to make connections between different policy areas thus helping to increase the potential benefits of any particluar action being considered.

The Strategic Planning Committee (SPC) seeks to have a diverse membership. Please check all categories you are interested in:

Transit Advocate, Transportation Options / Bike / Ped / Carpool / Vanpool, Housing / Development / Affordable Housing , Neighborhood / Neighborhood Leaders Council/ LTD Service Districts, Public Health, Safe Routes to School, Sustainability/ Equity/ Environmental Justice

0

For the categories above, please provide a brief description of how you represent each category selected:

I have worked, in some capacity, on policy and advocacy for each of the areas I have selected over the past ten years. In addition to serving on the Eugene City Council and the Lane ACT, I worked for a public health non-profit working to reduce childhood obesity. In that role, I worked closely with the Safe Routes to School program staff and advocated for the public health benefits of increased bike and pedestrian infrastructure.

Signature

Date



AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2023
ITEM TITLE: BUDGET COMMITTEE MEMBER APPOINTMENT
PRESENTER: Camille Gandolfi, Chief of Staff/Clerk of the Board
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Adoption

PURPOSE: To request that the Board approve the appointment of Darvin Fowler to the Budget Committee.

DESCRIPTION: Board member Kelly Sutherland is nominating community member Darvin Fowler to serve a three-year term on the Budget Committee.

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 three-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: N/A

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

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

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2023-02-15-010

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-02-15-010:

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



LTD RESOLUTION NO. 2023-02-15-010

APPOINTMENT OF DARVIN FOWLER TO THE BUDGET COMMITTEE

WHEREAS, ORS 294.414 requires the LTD ('District') Board of Directors to appoint a Budget 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 community 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; and,

WHEREAS, The Committee is guided by written bylaws.

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

Approving the appointment of Darvin Fowler to a three-year term on the Budget Committee.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15th DAY OF FEBRUARY, 2023.

Board President, Gino Grimaldi



Employment Application | Submitted: 01-Feb-2023

AAA

Darvin Fowler

Volunteer Committee Opportunity -
Budget Committee

Job Location - Eugene, OR

Department - Community Advisory Committees

Eugene, OR 97404
United States

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

RESUME_DARVIN FOWLER_Jan 2023.pdf

[Preview](#)

[Download](#)

Text Only Resume

No Text Only Resume on File

Admin Uploaded Files

There are no admin uploaded files for this applicant.

Committee Questions

Tell Us More About You | Score Total - 0

| Question | Answer | Score | Disqualifier? |
|------------------------------------|---------------|-------|---------------|
| Preferred Name: | Darvin Fowler | | |
| Preferred Pronoun: | He | 0 | |
| What is your current occupation? * | Banker | | |
| Who is your current employer? | Summit Bank | | |

Committee Questions | Score Total - 0

| Question | Answer | Score | Disqualifier? |
|---|--|-------|---------------|
| <p>Please provide a brief statement of your background relevant to Budget Committee appointment: *</p> | <p>Background/experience in financial/accounting analysis, business/market environments, non-profit board/finance committee experience</p> | | |
| <p>Please tell us who nominated you for the Budget Committee: *</p> | <p>Kelly Sutherland</p> | | |

Signature

Date



AGENDA ITEM SUMMARY

| | |
|--------------------------|--|
| DATE OF MEETING: | February 15, 2023 |
| ITEM TITLE: | DISSOLUTION OF BOARD TRAVEL & EXPENSE REIMBURSEMENT POLICY |
| PRESENTER: | Camille Gandolfi, Chief of Staff/Clerk of the Board |
| CHIEF OFFICER: | Jameson Auten, General Manager/Chief Executive Officer |
| ACTION REQUESTED: | Adoption |

PURPOSE: To request that the Board of Directors dissolve the Board Travel & Expense Reimbursement Policy.

DESCRIPTION: In reviewing the Board's governance policies, staff have determined that it is not industry best practice to have a stand-alone Board policy for travel and expense reimbursement. The Board's current Travel & Expense Reimbursement Policy is redundant to the District's Travel Policy and creates duplicative processes that do not align with agency financial record keeping standards and procedures. Instead, it is a standard that the Board's travel and expense reimbursement falls under the District's Travel Policy. It is also standard practice that the Board's travel fund is approved each year in the annual budget, which is currently the District's practice.

BACKGROUND: At the November 2018 Board of Directors' meeting, the Board directed the general manager to draft a policy addressing travel and reimbursement for expenses incurred by the Board members. At its March 20, 2019, regular meeting, the Board adopted its Travel & Expense Reimbursement Policy. At that time, it was thought that the policy was necessary to govern Board travel and expense reimbursement and not understood that the District Travel policy applies to the Board as well as staff.

At its February 1, 2023, Board work session, the Board reviewed and discussed the staff recommendation to dissolve the Board's stand-alone Travel & Expense Reimbursement Policy as the Board is governed by the District Travel Policy.

CONSIDERATIONS: The District's Travel Policy follows the U.S. General Services Administration per diem rates for meals and incidental expenses. It is staff's recommendation that in the interest of maintaining industry best practices and clean processes, procedures, and financial record keeping, that the Board dissolve its stand-alone Travel & Expense Reimbursement Policy and utilize the District Travel Policy.

ALTERNATIVES:

- The Board may hold further discussion and bring the policy back at a future meeting.
- The Board may amend the proposed policy and elect to adopt the amended policy at today's Board meeting.

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

SUPPORTING DOCUMENTATION:

- 1) Board Travel & Expense Reimbursement Policy
- 2) District Travel Policy
- 3) Resolution No. 2023-02-15-011

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-02-15-011:

It is hereby resolved that the LTD Board of Directors approves the dissolution of the Board Travel & Expense Reimbursement Policy as presented [amended].



Board Travel, Meetings and Miscellaneous Expense Reimbursement

101. PURPOSE

The purpose of this policy is to establish procedures relative to travel, meetings and miscellaneous expense reimbursement for the members of the Board of Directors of Lane Transit District in the performance of their duties; to define authorizations required to incur such expenses; and to ensure uniform and fair payment of expenses.

102. APPLICABILITY

This policy applies to members of the Board of Directors only.

103. DEFINITIONS

“**Board**” shall mean the Board of Directors of Lane Transit District.

“**Board Meeting**” shall mean any official meeting of the Board, any committee meeting of the Board, or any meeting related to District Business.

“**Director[s]**” shall mean a member of the Board.

“**District**” or “**LTD**” shall mean Lane Transit District.

“**District Business**” shall mean activities related to the business of LTD or the operation of a mass transit district generally.

“**Meeting**” shall mean any Board meeting, District meeting, conference, seminar, committee meeting or gathering related to District Business.

“**Personal Business**” shall mean activities that are personal in nature and not related to District Business.

“**Incidental Expense**” shall mean any fee or tip given to a porter, bellhop, skycap, hotel maid, taxi cab driver, Uber or Lyft driver, valet, or any similar person.

“**Travel Documentation**” shall mean any receipt, paid bill or written document related to an expense, including an email, text, fax, log, or any other digital or written format that provides a record of the expense.

104. TRAVEL AUTHORIZATION AND APPROVAL

Out-of-District Travel. All out-of-district travel for Directors to attend a Meeting at District 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. It is recommended that the Clerk of the Board keep authorizations on file.

In-District Travel. Each Director is authorized to travel at District 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.).

105. **PERSONAL EXPENSES**

The District shall not reimburse for any travel associated with Personal Business. If a Director attends a Meeting for which reimbursement is claimed that also includes Personal Business, the Director shall only seek reimbursement for the expenses associated with District Business.

106. **MEALS**

Advancement for Meals. Unless a Director requests otherwise, the District shall advance money to a Director for out-of-district meal and incidental expenses at a rate equal to the maximum federal per diem and incidental expenses rate established by the Internal Revenue Service (IRS) and the U.S. General Services Administration (GSA) for travel within the continental United States, outside the continental United States, and foreign rates as published by the United States Government, or \$50 per day if the rate is unpublished. Per diem rates can be found at www.gsa.gov/perdiem. Advancements for the first and last day actual out-of-district travel shall be based on the Meals and Incidental Expenses (M&IE) Breakdown as published on the GSA website at the rate published for the First and Last Day of Travel.

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 Expense is reimbursable if reasonable and documented.

Expenditures for alcohol shall not be reimbursed.

107. **LODGING**

Commercial Lodging Expenses. Directors are entitled to receive reimbursement for actual, reasonable and necessary out-of-district lodging expenses incurred in the performance of District Business. All efforts should be made to obtain reasonable lodging rates as appropriate for the nature of the District Business. Unless a Director requests otherwise, the District shall advance money to a Director for out-of-district lodging equal to the maximum federal per diem established by the Internal Revenue Service (IRS) and the U.S. General Services Administration (GSA) for travel within the continental United States, outside the continental United States, and foreign rates as published by the United States Government, or \$200 per day if the rate is unpublished. Per diem rates can be found at www.gsa.gov/perdiem.

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 Expense is reimbursable if reasonable and documented.

108. **TRANSPORTATION**

Airfare. Airfare shall be reimbursed based on the value of the applicable round-trip coach

airfare from EUG to the proposed destination.

Use of Rented Vehicle. Except as otherwise provided by law, Directors are entitled to receive reimbursement for actual, reasonable and necessary out-of-district rented vehicle expenses incurred in the performance of District Business.

Private Vehicle Mileage Reimbursement. Directors are entitled to receive reimbursement for actual, reasonable and necessary private vehicle mileage reimbursement (in-district or out-of-district) incurred in the performance of District Business. Directors shall maintain a log, kept contemporaneously, which lists the date, purpose of travel and the number of miles driven for District Business. The Director shall submit the log to the Clerk of the Board for reimbursement. Directors will be reimbursed bases on the Internal Revenue Service *Business Standard Mileage Rate*. Parking fees and tolls may be reimbursed, in addition to the *Standard Mileage Rate*.

109. 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 Expense is reimbursable if reasonable and documented.

110. TRAVEL DOCUMENTATION

Record of Expenses and Revenues. The District shall maintain a record all travel expenses paid by the District in its financial records.

TRAVEL POLICY

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OBJECTIVE

It is the District's intent to provide appropriate travel expenses for staff to attend training sessions and seminars necessary for professional growth, as well as to travel to locations necessary to conduct District business.

APPLICATION

The following policies apply to all District employees, as well as all travel expenses charged to the District.

POLICY

Only designated administrative personnel, referred to as “travel coordinators,” are authorized to make travel arrangements for LTD employees unless prior approval is received from the department director. Travel coordinators are identified as follows:

Jonnie Myers – Travel coordinator for Executive Office, LTD Board, Customer Service & Planning staff, and Administrative Services staff.

Jill Howard – Travel coordinator for Transit Operations staff.

Dianne Presley – Travel coordinator for Fleet Maintenance staff.

A. Travel Approval

All overnight and/or out-of-state travel must be approved by the General Manager (or Acting General Manager in the General Manager’s absence) in advance of the travel

plans or arrangements. Each department director or manager will assess the travel needs and requests of his/her staff and approve requests in consideration of budgeted funds, staff availability, and value of the training to the District. The Travel Approval Voucher (which includes the business justification for the travel/training) must be approved by department director or manager, and the General Manager, before any conference registrations are completed or travel reservations are made. Once the Travel Approval Voucher has been approved by the General Manager or Acting General Manager, the travel coordinator will make reservations and financial arrangements. Arrangements should be requested from the travel coordinator as early as possible prior to the scheduled training/travel date. Arrangements for heavily attended meetings shall be coordinated among departments by the travel coordinators to ensure consistency in airfare, lodging, per diem, and travel dates. The signed Travel Approval Voucher must be attached to District purchasing card worksheets and requisitions.

In the event of multiple LTD managers requesting approval to attend any particular workshop or event, the General Manager shall make appropriate determinations to ensure the continued availability at an acceptable level of LTD leadership.

B. Seminar and Training Registration Fees

If seminars or trainings occur out of the area and involve overnight travel, a Travel Approval Voucher must be completed and approval attained prior to paying registration fees. The travel coordinator will charge the registration fees to a District purchasing card if the vendor accepts this method of payment. Otherwise, the travel coordinator will send a requisition for the amount of the registration and will forward a copy of the seminar information to Purchasing. Accounts Payable will mail the original training registration form to the vendor with the payment.

Upon receipt, the travel coordinator will include a copy of the registration confirmation in the travel packet to be given to the staff person prior to his/her travel date.

C. Transportation

It is the District's intent to ensure that vehicle liability exposure be kept to a minimum and that vehicles are operated in the safest possible manner. The primary mode of transportation for in-state travel will be District vehicles. The primary mode of transportation for out-of-state travel will be air or rail. Secondary modes will be rental cars, public transit, and taxi/shuttle services.

1. Airlines

Staff shall not use personal credit cards to purchase airfare. Staff shall request that the travel coordinator arrange air travel for them. The travel coordinator will discuss dates of travel and travel preferences with the staff member and attempt to make arrangements as closely as possible to those arrangements requested by staff.

Air travel may be booked through a travel agent or through the Internet. If the Internet is used, the travel coordinator should provide a comparison of flights from at least two sources, such as two search engines or one search engine and a travel agent for similar flights to show that the price is reasonable. There must be a receipt that shows the name, itinerary, ticket number, confirmation number,

and payment information from the purchasing card. Internet travel must be made by the travel coordinator, not the staff member travelling.

Because air travel can be prohibitively expensive, some restrictions may apply to the desired travel arrangements. The staff member has the option of accepting the restrictions; however, the District may restrict travel if arrangements cannot be made within the following guidelines:

- a. **Special Fare Classes.** The District intends to use special fare classes (e.g., coach, Saturday stay) whenever possible to reduce the cost of travel. In addition, significant savings can be made by arranging travel on certain days of the week. Staff may be asked to stay additional days if the savings to the District significantly exceeds the additional costs of lodging and food for the staff member.
- b. **Routing and Fares.** Travel coordinators will work with the District's travel agent to obtain the best routing and fare options. Before final booking of airline reservations, the travel coordinator will meet with staff for their approval of the reservations. Staff has the option of requesting routing or flight changes from the airport ticket agent for illness, emergency, or convenience reasons. However, changes are at the discretion of the airlines, and they may deny the request. If staff change ticket reservations, and an additional charge is added, the General Manager or Acting General Manager must approve the change as outlined in the District's business expense form.
- c. **Checked Baggage Fee.** Some airlines charge a per bag fee for checked baggage. The District will only pay for the first checked bag, unless the department director or manager has approved payment in advance for additional bags. Baggage fees are to be paid with the traveler's District purchasing card at the airport when the traveler checks his or her baggage.
- d. **Travel Cancellation.** If a staff member personally chooses to cancel his/her trip (with department director or manager approval) and all or a portion of the ticket is nonrefundable, staff may be required to reimburse the District for the value of the nonrefundable ticket or the penalty charge.
- e. **Vehicle In Lieu Of.** Air travel to locations close enough to be reached by automobile in a reasonable amount of time needs to be approved in advance by the department director or manager. If he/she is unavailable, the General Manager or Acting General Manager's approval is necessary.
- f. **Side Trips.** If staff desires a special routing or side trip during a work-related travel flight, they may do so with department director or manager approval. Staff is responsible for any additional costs and must work directly with the approved travel agency to schedule the trip. The employee is responsible for directly covering any additional cost. Reimbursement to the District is not an option. Employee will provide

documentation from travel agency showing cost of originally approved business trip, amended trip, and difference in cost.

- g. **Ground Transportation.** The traveler is expected to take the most cost effective ground transportation available on his/her trip. Staff is urged to use public transit if available. The District purchasing card should be used for shuttles and taxis if possible.
- h. **Fly America.** The Fly America Act mandates the use of U.S.-certified air carriers or partners for federally funded international travel. If you are scheduling international travel that is federally funded, you must ensure that all flights, where possible, are scheduled on U.S. flag carriers or on foreign air carriers that code share with a U.S. flag carrier. Code sharing occurs when two or more airlines “code” the same flight as if it was their own. In other words, a U.S. airline may sell a seat on the plane of a foreign air carrier; this seat is considered the same as one on a plane operated by a U.S. flag carrier. Compliance with the Fly America Act is satisfied when the U.S. flag air carrier's designator code is present in the area next to the flight numbers on the airline ticket, boarding pass, or on the documentation for an electronic ticket (passenger receipt). There are exceptions to the Fly America Act, which may be appropriate. A list of exception criteria may be found in the Federal Travel Regulation Guidelines – FTR Sections 301-10.135-138. Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a U.S. flag air carrier.

2. **District Vehicles**

The District requires the use of District vehicles when traveling to in- and out-of-state locations that can reasonably be reached by automobile. Reservation of District vehicles should be arranged with the travel coordinator. All employees who use District vehicles will observe the following guidelines:

- a. Only District employees whose driving records have been approved by the Risk Manager may operate District vehicles.
- b. All employees are required to participate in defensive driver training provided by the District before being allowed to drive a District vehicle.
- c. All employees are expected to wear seat belts at all times while in a moving vehicle being used for District business, whether they are the driver or a passenger.
- d. Use of cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on District business is strictly prohibited.
- e. Use of alcohol, drugs, or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
- f. All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of

turn signals, and avoidance of confrontational or offensive behavior while driving.

- g. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- h. Employees must promptly report any accidents to local law enforcement as well as to the company.
- i. Employees are also expected to report any moving or parking violations received while driving on District business and/or in District vehicles.
- j. Smoking is not allowed in District vehicles.
- k. Non-business-related persons are not allowed to be transported in District non-revenue vehicles other than for supervisory passenger-related incidents.
- l. Failure to adhere to these procedures may result in disciplinary action per District policy.

3. Personal Vehicles

If a personal vehicle is being used for the convenience of staff, e.g., if staff intend to vacation as part of the travel or if they are transporting non-business-related companions, approval must be given by the department director or manager in advance of travel. Personal vehicles will be reimbursed at the normal travel reimbursement rate (the federal travel regulation reimbursement rate) multiplied by half the total business miles traveled (basically one-way travel to the business event), or at the lowest cost round-trip airfare the District would have had to pay for staff to arrive at the travel location, whichever is less.

Expenses beyond payment for mileage resulting from the additional time required to drive to and from the business-related function are not reimbursable if the personal vehicle is being used for the convenience of staff and the trip takes longer than it would have with air travel.

If staff is using a personal vehicle due to the unavailability of District vehicles, the reimbursement will be for full mileage, or at the lowest cost round-trip airfare the District would have had to pay for staff to arrive at the travel location, whichever is less, unless there is a compelling reason to travel by vehicle and the department director or manager approves the use of personal vehicle.

4. Rental Vehicles

The department director or manager must approve all vehicle rentals, which can be used by staff at travel locations under the following conditions:

- a. The lodging location is a distance from the seminar/training or business location that staff will be attending, and public transportation is not available or reasonably convenient.
- b. Staff chooses to use a rental vehicle in lieu of the District paying for lodging, i.e., staff chooses to lodge with friends or family.

- c. District business needs require out-of-state travel and other means of transportation are not a viable option.

Once approved, the travel coordinator will arrange for rental vehicles by researching the best rental car price. Staff will need to use their District purchasing card to pay for the rental car. The District will pay for rental vehicles only on days the vehicle is used for District business. If it is determined that it will be less expensive for staff to stay additional days to incur airfare savings, the rental car will be provided by the District. The department director or manager must approve any exceptions to this in advance.

Staff will arrange for extra insurance coverage, LDW (Loss Damage Waiver), provided by the rental agency when picking up the car so that, in case of an accident, the rental agency will take care of any necessary settlements. This extra insurance coverage is mandatory.

D. Lodging

1. Hotel Lodging

Most seminars, and some business/government entities, use one particular hotel and arrange a group rate with that hotel. The travel coordinator will make every effort to place staff in the seminar hotel. If the designated hotel is full, the travel coordinator will attempt to arrange with the seminar hotel or travel agent for alternate lodging at a convenient location and comparable room rate in the locale of the seminar. If more than one seminar hotel is listed and the prices vary, the travel coordinator will discuss options with staff and arrange for a hotel that is convenient to the seminar location at a moderate price. If staff desires to stay at an alternative hotel, they may do so. They will be reimbursed the actual cost of the accommodations, up to the average of the three most expensive hotels designated for the function. If the hotel cost goes over the recommended government rate listed on the GSA website, the employee must reimburse LTD the difference.

When making hotel reservations, the travel coordinator will ask for the lowest reasonable rate, e.g., government, corporate, or group rate. If reservations are made using the government rate, the travel coordinator shall include a copy of the certificate of eligibility in the travel packet.

The travel coordinator guarantees rooms on a District purchasing card; **this is for guarantee purposes only.** Hotel payment will be made with the staff member's District purchasing card at the hotel. While traveling, if staff will be arriving at the hotel later than 8:00 p.m., they will need to contact the hotel with their arrival time. If staff cancels or alters the dates of their trip, they must inform the travel coordinator immediately so the room can be canceled or the dates altered, thus avoiding unnecessary cost to the District. If changes occur while staff is traveling, it is staff's responsibility to contact the hotel and cancel or alter the dates to avoid unnecessary expenses to the District. Any charges resulting from failure to change or cancel room reservations will be charged to that staff member's department budget.

The confirmation number for the room reservation will be included in the travel packet prepared by the travel coordinator.

Travelers utilizing non-commercial lodging facilities (e.g., staying with friends or family members) are provided a daily payment of \$30.00 regardless of duration or location. If staff is staying in an RV park, the park rate will be reimbursed providing it is less than the rate of the approved hotel room for the business trip.

E. Meals and Incidental Expenses

Staff will receive a daily allowance, or “per diem,” for meals and incidental expenses. In special instances, when expenses are anticipated to exceed the per diem rate and are pre-approved by the department director or manager, reimbursement for actual expenses will be made. **In this case, staff must provide itemized receipts.** There will be no reimbursement for alcoholic beverages. The per diem allowance is meant to include the following expenses: meals, including breakfast, lunch, dinner, and related tips and taxes; fees and tips given to various service personnel; and any other miscellaneous expenses.

Staff will not need to turn in any receipts for those items listed under the per diem allowance. The per diem allowance will be paid for each day of the trip and for the days of travel, if such travel consumes the greater amount of the day. The daily allowance is based on the current per diem rates used by the federal government for the city closest to the destination, as updated and published annually for meals and incidental expenses. For first and last day of travel, no matter time of travel, per diem will be paid at the first and last day of travel total, according to the GSA website. The per diem allowance will be reduced by any meals included with the conference or seminar, or if staff is provided a full breakfast at their lodging for the remaining travel dates. Continental breakfast at the hotel or conference does not constitute a “full breakfast.” No incidental expenses will be paid out if there is no per diem for the day.

Per diem is not meant for transportation expenses (including associated tips) between airports or train terminals and hotels. Upon their return, staff will need to turn in itemized receipts with a petty cash receipt form for transportation expenses in order to receive reimbursement. Petty cash receipt forms must be signed by the department director or manager. If the expense is for the department director or manager, the form must be approved by the General Manager.

F. Local Meal Reimbursement Policy

The cost of meals for meetings, events, or activities that do not involve overnight travel may be partially reimbursable. To claim a breakfast travel meal, staff must start their travel at 6:00 a.m. or earlier, and to claim a dinner meal, staff must be traveling at 7:00 p.m. or later. Lunch is assumed to be an allowable expense for other than local (outside the Eugene-Springfield area) travel. These meals will be subject to the per diem rate for the destination. The travel coordinator will tell the traveler the maximum per diem rate and will advise them to use their purchasing card and stay within the allowed per diem rate. Staff must save their receipt and GSA per diem rate sheet and attach them to their purchasing card worksheet.

An exception to this policy would occur when staff attends a business meeting where the meal is an agenda item but not included in the meeting fee, the cost of the meal is

beyond the control of the employee, and the department director or manager authorizes the reimbursement. Reimbursement will be made for the actual cost of that meal, and an itemized receipt must be submitted for reimbursement.

The cost of professional association meals, for organizations such as Rotary and Kiwanis, will not be reimbursed.

G. Travel Companions

Any arrangements made for a spouse or guest to accompany an employee on a trip must be made by the employee. The employee is responsible for directly covering any additional cost. Reimbursement to LTD is not an option.

H. Telephone and Other Charges

When international travel requires use of a cellular phone and/or international data charges to complete business, the traveler should contact their own service provider to select the most appropriate coverage plan for the most reasonable cost. The traveler should seek to minimize these costs through use of available Wi-Fi connections and any other available means. If related charges for the trip will exceed \$25 beyond the traveler's customary plan charges for domestic use, a reimbursement may be requested for the amount over \$25.

I. Cash Advances

Staff will receive a cash advance for per diem. Cash advances for mileage on approved use of personal vehicles will also be calculated and provided. Depending on the situation, rental vehicles, cab fare, or other transportation charges known in advance will be provided for in the cash advance if the District purchasing card is not accepted.

Please note that the deadline for requesting a travel cash advance is one week prior to departure to allow Accounts Payable sufficient time to obtain the requested amount. Otherwise, the traveler will need to pay his/her expenses out of pocket and be reimbursed after returning.

Travelers who do not have a District purchasing card will receive a check for travel expenses. A travel expense report (located at N:\Office Templates\Finance-Travel & Expenses\Travel Expense Report.xls) will be included with the cash advance check in the travel packet provided by the travel coordinator prior to traveling. Receipts for meals (if not using per diem rates), and other travel expenses **must be attached** to the Travel Expense Report when submitted to the department director or manager for approval after the trip. Travel expense reports **must be turned in to Accounts Payable (AP) within ten (10) working days from the traveler's scheduled return.**

MAINTENANCE

The Purchasing Manager, -, - will monitor the application of this policy with the input from staff and propose changes when necessary.

Executive Committee Approval; 7/9/91; revised 1/94
(Revised by Management Team 9/97)
(Revised by Management Team 7/99)
(Revised by Leadership Council 8/02)
(Revised by Leadership Council 3/06)
(Revised by Leadership Council 6/08)
(Revised by Purchasing 12/08)
(Revised by Purchasing 12/09)
(Revised by Leadership Council 4/13)
(Revised by Purchasing 4/14)
(Revised by Purchasing 4/15)

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RESOLUTION NO. 2023-02-15-011
ADOPTION OF THE DISSOLUTION OF THE BOARD TRAVEL AND REIMBURSEMENT POLICY

WHEREAS, the LTD Board of Directors may create bylaws and policies and do such other acts or things as may be necessary or convenient for the proper exercise of powers granted to them as the governance of a mass transit district;

WHEREAS, at its November 2018 Board of Directors' meeting, the Board requested the drafting of a Board Travel and Expense Reimbursement Policy;

WHEREAS, at its June 30, 2018, meeting, the Board adopted its Travel & Expense Reimbursement Policy;

WHEREAS, the Board is effectively governed by the District Travel Policy; and

WHEREAS, at its February 1, 2023, meeting, the Board reviewed and discussed staff's recommendation to dissolve the Board's Travel and Expense Reimbursement Policy.

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

Approving the dissolution of the Board Travel and Reimbursement Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15th DAY OF FEBRUARY, 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2023

ITEM TITLE: UPDATED ETHICS & CONFLICT OF INTEREST POLICY & BUDGET COMMITTEE BYLAWS

PRESENTER: Camille Gandolfi, Chief of Staff/Clerk of the Board

CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer

ACTION REQUESTED: Adoption

PURPOSE: To request adoption of the updated Board Ethics & Conflict of Interest Policy and Budget Committee Bylaws.

DESCRIPTION: The Districts legal counsel has provided recommended updates to the Board's Ethics & Conflict of Interest Policy and the Board's Budget Committee Bylaws to ensure alignment with the Board's Bylaws and make any other legal updates.

BACKGROUND: After the Board adopted its amended and restated bylaws at its August 17, 2022, regular Board meeting, the Board requested that legal counsel review all Board policies and Committee bylaws to ensure they do not conflict. Counsel has completed its review and recommend updates to the Board's Ethics & Conflict of Interest Policy and the Board's Budget Committee Bylaws.

CONSIDERATIONS: N/A

ALTERNATIVES:

- The Board may hold further discussion and bring the policy and bylaws back at a future meeting.
- The Board may request additional revisions and bring the policy and bylaws back at a future meeting.
- The Board may maintain the policy and bylaws as they are.

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

SUPPORTING DOCUMENTATION:

- 1) Updated Ethics & Conflict of Interest Policy
- 2) Resolution No. 2023-02-15-012
- 3) Updated Budget Committee Bylaws
- 4) Resolution No. 2023-02-15-013

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-02-15-012:

It is hereby resolved that the LTD Board of Directors adopts the updated Ethics & Conflict of Interest Policy as presented [amended].

I move adoption of LTD Resolution No. 2023-02-15-013:

It is hereby resolved that the LTD Board of Directors adopts the Updated Budget Committee Bylaws as presented [amended].

**LANE TRANSIT DISTRICT
POLICIES AND GUIDELINES**

**BOARD OF DIRECTORS
CONFLICT OF INTEREST
POLICY**

Policy Number: 100.30

Tier I: Board of Directors

Revision Date: February 15, 2023

Effective Date: March 15, 2017

Scope: Defines the guidelines surrounding potential and actual conflicts of interest that Board members must operate within.

| | |
|----------------|---|
| Tier * | Affected Divisions / Departments/ Groups |
| Tier I: | Lane Transit District Board of Directors |
| Tier II: | All (LTD) - All LTD employees, temporary employees; contractors, and vendors. |
| | All Administrative Employees. |
| | All ATU Employees. |
| Tier III: | Multiple Divisions and/or Departments: |
| Tier IV: | Division or Department: |

* Tier – Tier I Board of Directors governance policies; Tier II operational policies are organizationally supported, governed, and enforced; Tier III standards and procedures are developed, governed, and enforced between specific divisions/departments and must adhere to Tier I requirements; Tier IV methods and instructions are developed, governed, and enforced within divisions/departments, but must adhere to Tier II and III requirements.

Revision History:

| Revision | Author / Editor | Description |
|----------|------------------------------|--------------------------|
| 01 | Andrea Coit, General Counsel | Legal review and updates |

Legal References: ORS Chapter 244; OAR Chapter 199; FTA Circular 4220.1F.

Related Forms: Conflict of Interest Acknowledgment and Disclosure Form

Related Policies: N/A

APPROVAL: Adopted at the March 15, 2017, regular Board meeting – resolution no. 2017-03-15 (adopted via resolution no. without a resolution document); adopted revision 01 at the February 15, 2023, regular Board meeting – resolution no. 2023-02-15-012

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

100.10.1. PURPOSE AND POLICY STATEMENT

Members of the Lane Transit District Board of Directors (the “Board”) are public officials subject to Oregon’s ethics laws governing public officials and, to the extent a project is federally funded, to the ethics rules of the Federal Transit Administration. Board members owe fiduciary duties of loyalty and care to Lane Transit District (“LTD”). This duty requires that Board members comply with and meet all ethical requirements and standards, including the disclosure and avoidance of conflicts of interest, and that they act at all times in the best interest of LTD. The purpose of this Ethics and Conflicts of Interest Policy is to inform the Board about the ethical requirements and standards governing their conduct as Board members.

100.10.2. GENERAL EXPECTATIONS

Board members are expected to:

- Know and align with the vision, mission and values of LTD;
- Attend all board meetings and committee meetings on which they serve unless an emergency or illness arises;
- Read the minutes, resolutions, ordinances, and other supporting materials prior to all board meetings and ask known questions of staff in advance of the meetings;
- Build goodwill for LTD by attending charitable and community-based events as an LTD ambassador, being mindful that as a Board member they represent LTD publicly and should make all efforts to promote a positive image that supports the interests of LTD;
- Learn and observe established procedures in board meetings and display courteous conduct in all public meetings;
- Keep abreast with trends and developments in the public transportation sector;
- Maintain objectivity and exercise fairness, integrity, loyalty, collegiality and care in the execution of their duties, and,
- Always keep at the forefront their role as Board members, which is to define and focus on the mission of LTD through the development of policies that govern the implementation of the institutional plan and purposes.

100.10.3. Conflicts of Interest

Board members have an obligation to perform their Board-related duties within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that Board members can seek further clarification when the need arises.

An “**actual conflict of interest**” means any action or any decision or recommendation by a Board member, the effect of which would be to the private pecuniary benefit or detriment of the Board member or their relative or any business with which the Board member or their relative is associated. A “**potential conflict of interest**” means any action or any decision or recommendation by a Board member, the effect of which could be to the private pecuniary benefit or detriment of the Board member or their relative, or a business with which the Board member or their relative is associated. For example, a potential conflict would arise when Board member is voting to approve a construction contract with a general contractor who may subcontract a portion of the work to a company the Board member’s brother owns. In that circumstance, the conflict does not exist currently, but it could arise in the future.

For the purpose of this Policy, a “**relative**” includes the spouse, parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the Board member; the parent, stepparent, child, sibling, stepsibling, son-in-law or daughter-in-law of the spouse of the Board member; and any individual for whom the public official or candidate has a legal support obligation.

For purposes of this Policy, a “**business in which the Board member or relative are associated**” or “**associated business**” includes any private business or closely held corporation of which the Board member or their relative is a

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

director, officer, owner, employee, or agent, or of which the Board member or their relative owns or has owned stock, or another form of equity interest, valued at \$1,000 or more at any point in the preceding year; or a publicly held corporation in which the Board member or their relative owns or has owned \$100,000 or more in stock or another form of equity in the preceding calendar year; or a publicly held corporation in which the Board member or their relative is a director or officer.

Procedure When a Conflict Arises

- **Actual Conflict.** If a Board member has an actual conflict of interest, they must publicly announce the nature of the conflict. Following the public announcement, they must refrain from further participation in official action on the issue that gave rise to the conflict of interest. This includes not only abstaining from the vote, but also from any discussion or deliberation of the issue leading up to the vote. Under limited circumstances, and only when federal funds are **not** involved, a Board member may be able to vote despite an actual conflict of interest. This exception only applies when all Board members are present for the vote and the number of members who must refrain due to actual conflicts of interest makes it impossible for the Board to take official action.
- **Potential Conflict.** If a Board member is met with a potential conflict of interest, they must publicly announce the nature of the potential conflict before participating in any official action on the issue giving rise to the conflict of interest. Following the public announcement, the Board member may participate in official action on that issue **unless** federal funds are or may be involved. If federal funds are or may be involved, the Board member must refrain from further participation.

Conflicts of Interest When Federal Funds May Be Involved

Board members are prohibited from participating in the selection, award, or administration of a contract supported with assistance from the Federal Transit Administration if an actual or potential conflict of interest exists in relation to that contract.

Disclosure Requirements

All actual and potential conflicts of interest shall be disclosed by Board members to the General Manager through the annual Disclosure Form and to the Board whenever an actual or potential conflict of interest arises. On an annual basis, all Board members shall be provided with a copy of this policy and are required to complete and sign the Acknowledgment and Disclosure Form.

LTD Board members are also required to file with the Oregon Government Ethics Commission a verified statement of economic interest ("SEI") on or before April 15 of each year. If needed, additional information regarding the SEI can be obtained from the Clerk of the Board, or from the Oregon Government Ethics Commission.

100.10.4. Use of Office Prohibition

A Board member may not use or attempt to use their official position or office to obtain any financial gain or to avoid a financial detriment for the Board member or their relative, or any associated business of the Board member or relative if the financial gain or avoidance of financial debt would not otherwise be available but for the Board member's holding of their official position. This prohibition does not apply to any part of an official compensation package; the receipt of an honorarium; an unsolicited award for professional achievement; or permitted gifts or items expressly excluded from the definition of "gift."

100.10.5. Prohibited Gifts

A Board member, their relative or any associated business of the Board member or relative may not solicit or receive, directly or indirectly, any gift or gifts with an aggregate value in excess of Fifty Dollars (\$50.00) from any single source that could reasonably be known to have a legislative or administrative interest. A "legislative or administrative interest" exists when the source has an economic interest distinct from that of the general public in a matter that is our could

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

be subject to the decision or vote of the Board member. For purpose of this section, the term “relative” also includes a member of the Board member’s household that would not otherwise qualify under this Policy as a relative.

Prohibited gifts include anything of economic value is free or discounted and not offered on the same terms to others who are not public officials, their relatives or associated business. Prohibited gifts do not include gifts from relatives or members of the Board member’s household, an unsolicited token or award of appreciation with a resale value less than Twenty-five Dollars (\$25.00); admission provided to or the cost of food or beverage consumed by a Board member or relative accompanying the Board member at a reception, meal, or meeting held by an organization when the Board member is representing LTD; or entertainment provided to a Board member that is incidental to the main purpose of another event.

Under federal law, a personal conflict of interest arises when a Board member solicits or accepts gifts, gratuities, favors or anything of monetary value from a contractor, potential contractor, or party to a sub-agreement. However, federal law allows the acceptance of gifts where the financial interest is “not substantial” or the gift is an “unsolicited item of intrinsic value.” Therefore, by following Oregon’s \$50 gift limit, Board members will comply with the requirements under federal law.

100.10.6. Prohibited Financial Interest in Public Contract

A Board member who ceases to hold a position as a public official may not have a direct beneficial financial interest in a public contract for two years after the date the contract was authorized by the Board member. A contract is “authorized” by a Board member if the Board member performed a significant role in the selection process of a contractor or the execution of the contract. A “significant role” can include recommending approval or signing of the contract, including serving on a selection committee or team, or having the final authorizing authority for the contract.

This law is most relevant in the following scenario. A former Board member becomes employed by Company. Company has a public contract with LTD. Board member is prohibited from working on the contract with LTD for two years from the date the contract was authorized.

100.10.7. Penalties

The Oregon Government Ethics Commission has jurisdiction to investigate alleged violations of the Oregon Government Ethics Laws. After an investigation, if the Commission finds that a violation has occurred it may impose sanctions against the Board member personally that include a letter of reprimand or civil penalties of up to \$10,000. In addition, any financial gain that a public official realized from a violation of Oregon Government Ethics Laws is subject to a forfeiture of twice the gain.



**RESOLUTION NO. 2023-02-15-012
ADOPTION OF THE UPDATED ETHICS & CONFLICT OF INTEREST POLICY**

WHEREAS, the LTD Board of Directors may create bylaws and policies and do such other acts or things as may be necessary or convenient for the proper exercise of powers granted to them as the governance of a mass transit district;

WHEREAS, at its March 15, 2017, meeting, the Board of Directors adopted its Ethics and Conflict of Interest Policy;

WHEREAS, at its August 17, 2022, meeting, the Board requested a legal review of its governance policies;

WHEREAS, the District's legal counsel reviewed the Board's Ethics and Conflict of Interest Policy;

WHEREAS, the District's legal counsel made recommended updates to the Board's Ethics and Conflict of Interest Policy; and,

WHEREAS, at its February, 1, 2023, meeting, the Board reviewed counsel's recommended updates.

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

Adopting the updated Board Ethics and Conflict of Interest Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15th DAY OF FEBRUARY, 2023.

Board President, Gino Grimaldi



**BUDGET COMMITTEE
COMMUNITY ADVISORY COMMITTEE
BYLAWS**

**ARTICLE I
NAME AND PURPOSE**

SECTION 1.1 *Purpose.* The Budget Committee (the “Committee”) was established by the Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board”) to review and approve the operating and capital budget proposed by LTD’s budget officer.

**ARTICLE II
GOVERNANCE PROCEDURES**

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

**ARTICLE III
MEMBERSHIP, COMPOSITION, APPOINTMENT**

SECTION 3.1 *Membership.* Members of the Budget Committee should have a general knowledge of finance and an understanding of the business operated by the District. However, an extensive background in finance is not required as information is presented to the Committee in a manner consistent with basic accounting principles. It is expected that members of the Committee will have or develop a general understanding of the budget process and the programs and funds included in the budget document.

SECTION 3.2 *Composition.* The Budget Committee shall consist of fourteen (14) members as follows: seven (7) Board members and seven (7) appointed members who live within the LTD service area. All members of the Committee have equal authority regardless of tenure.

SECTION 3.3 *Appointment.* Board members are appointed to the Committee automatically upon their appointment to the LTD Board of Directors. Non-board members shall be appointed by the LTD Board, by a simple majority vote, upon recommendations made by the General Manager/Chief Executive Officer or an individual director.

**ARTICLE IV
TERMS OF SERVICE, VACANCIES**

SECTION 4.1 *Terms of Service.* Board members shall serve on the Budget Committee throughout the duration of their Board appointment. Non-Board Committee members shall serve for three-year, staggered terms, with the member’s term beginning January 1 of the respective year. Appointed Committee members may be reappointed for additional terms, at the discretion of the LTD Board of Directors.

SECTION 4.2 *Vacancies.* If a vacancy is created because an appointed member is unable to complete his/her term, or resigns before the term is over, the LTD Board of Directors will appoint another member to serve out the unexpired portion of the term.



**ARTICLE V
OFFICERS, DUTIES**

SECTION 5.1 *Officers.* The Committee shall choose from among its members, by majority vote of the members, a president and vice president to serve one (1) year terms. Terms of office shall begin on the first day of January and end on the last day of December each year. Each member, before entering upon the duties of office, shall take and subscribe to an oath that the member will honestly, faithfully and impartially perform duties as a member and disclose any conflict of interest the member may have in any matter to be acted upon by the Committee.

SECTION 5.2 *President.* The president, and in the president's absence, the vice president, and in the absence of both, a member selected by the members present to act as president pro tem, shall preside at the 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 President.* In the event of the absence of the president, or of the president's inability to perform any of the duties of the president's office or to exercise any of the president's powers, the vice president shall perform such duties and possess such powers as are conferred on the president, and shall perform such other duties as may from time to time be assigned to the vice president by the president 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 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 vacancy to fill the balance of the unexpired term. Elections under this section shall follow the process set forth in the Board of Director Bylaws for election of Board officers.

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 Budget Committee will comply with Oregon's Public Meetings Law, Public Records Law, Local Budget Law and all governance procedures and meeting requirements set forth in the LTD Ordinance 52, Providing Rules for Meetings of Lane Transit District Board of Directors. 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.

SECTION 7.3 *Meeting Times.* The Budget Committee will meet on an as-needed basis. However, the Committee will meet at least once in the fourth quarter of the fiscal year to review and approve the proposed budget, prior to the LTD Board of Directors' adoption of the annual budget.



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 Attendance. If a Committee member is unable to attend a meeting, there is an option to attend telephonically or by video. A Committee meeting can also be held exclusively by video and/or telephone 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.

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. In accordance with Public Meetings Law and Local Budget Law, all meetings of the Budget Committee shall be open to the public. The Committee must hold at least one meeting in which the public may ask questions and comment on the budget. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the Committee president or a majority of the Committee members.

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 they may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the CEO/General Manager in advance of the Committee meeting. They may consult with legal counsel.

SECTION 8.3 Voting Requirements. The affirmative vote of a majority of all Committee members (eight of fourteen) is required to pass a motion, regardless of the number of Committee members in attendance at the meeting. For example, even if only nine members attend the meeting due to vacancies or absences, eight must vote affirmatively to pass the motion.

ARTICLE IX **SEVERABILITY**

SECTION 9.1 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 10.1 Action. These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the whole membership of the Board.



RESOLUTION NO. 2023-02-15-013

RESOLUTION ADOPTING THE UPDATED BUDGET COMMITTEE BYLAWS

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, in accordance with ORS 294.414, the Board of Directors shall establish a budget committee consisting of fourteen (14) members as follows: seven (7) Board members and seven (7) appointed members who live within the LTD service area;

WHEREAS, at its March 21, 2018, meeting, the Board of Directors adopted bylaws to govern its Budget Committee;

WHEREAS, at its August 17, 2022, meeting, the Board requested a legal review of bylaws governing its committees;

WHEREAS, the District’s legal counsel reviewed the Budget Committee bylaws;

WHEREAS, the District’s legal counsel made recommended updates to the Budget Committee bylaws; and,

WHEREAS, at its February, 1, 2023, meeting, the Board reviewed counsel’s recommended updates.

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

- 1) Approving the updated bylaws of the Budget Committee.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF FEBRUARY, 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2023
ITEM TITLE: LTD PUBLIC TRANSPORTATION AGENCY SAFETY PLAN
PRESENTER: David Lindelien, Risk Manager
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Adoption

PURPOSE: Provide information to the Board of Directors for the purpose of adopting updates to the Public Transportation Agency Safety Plan (PTASP).

DESCRIPTION: The District's PTASP has been updated to reflect additional requirements as a result of Bipartisan Infrastructure Law. The updated PTASP requires Board adoption for submission to the Oregon Department of Transportation.

BACKGROUND: On July 19, 2018, the FTA published the PTASP Final Rule, which requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

LTD's original PTASP was developed with the aid of a contractor hired by the state of Oregon to provide assistance to small transit agencies.

On November 15, 2021, the Bipartisan Infrastructure Law was signed, which enacted additional requirements for the PTASP such as forming a PTASP Safety Committee composed of an equal number of administrative and represented employees, training requirements, strategies to minimize exposure to infectious diseases and set aside funds for safety related projects. LTD's PTASP was also updated to reflect personnel changes.

CONSIDERATIONS: N/A

ALTERNATIVES:

1. Deny adoption of PTASP; this would result in lack of regulatory compliance
2. Deny adoption of policy as presented and request additional updates or changes.

NEXT STEPS: Once the PTASP is approved by the Board of Directors it will be submitted to the Oregon Department of Transportation for review and approval. Once the PTASP is approved by all parties it must be updated and certified by LTD annually.

SUPPORTING DOCUMENTATION:

1. Resolution No. 2023-02-15-014

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-02-15-014:

It is hereby resolved that the ltd Board of Directors adopts the updated PTASP as presented [amended].



RESOLUTION NO. 2023-02-15-014

ADOPTION OF LTD PUBLIC TRANSPORTATION AGENCY SAFETY PLAN

WHEREAS, President Biden signed the Bipartisan Infrastructure Bill into Law on November 15, 2021;

WHEREAS, the FTA requires certain operators of public transportation systems that receive federal funds under FTA's Urbanized Area Formula Grants to update their safety plans that include the processes and procedures to implement Safety Management Systems;

WHEREAS, LTD qualified as a small public transportation provider eligible for assistance from the State of Oregon's Public Transportation Agency Safety Plan (PTASP) process;

WHEREAS, LTD will submit the PTASP to Oregon Department Of Transportation for approval;
and,

WHEREAS, LTD is required to update the PTASP annually.

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

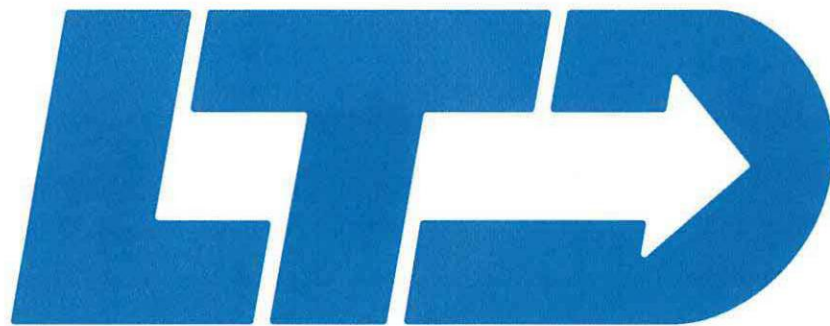
1. Adopting the updated PTASP as presented.

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

Board President, Gino Grimaldi

Public Transportation Agency Safety Plan

Lane Transit District



January 2023

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Section 1. Transit Agency Information

General Information

| | |
|---|---|
| Agency Name | Lane Transit District |
| Administrative Office | 3500 East 17 th Ave, Eugene OR 97403 |
| Accountable Executive | Jameson Auten, Chief Executive Officer |
| Chief Safety Officer | Perry Adams, Director of Human Resources, Equity & Risk Management |
| Modes of Services | Fixed Route Bus, Demand Response, Demand Response Taxi, Bus Rapid Transit, Vanpool |
| FTA Funding Sources | FTA Section 5307 |
| Modes of Service Directly Provided | Fixed Route Bus, Bus Rapid Transit |

LTD does not provide transit services on behalf of another transit agency or entity.

Additional Facility Information

Bus Facilities/Repair Facilities

Glenwood Operations Base

3500 E.17th Avenue
Eugene, OR 97403

This facility includes Lane Transit District's (LTD) administrative offices, operations base, primary repair facility, and garaging location for LTD-operated buses and non-revenue vehicles. The maintenance shop is a 24-hour facility for all maintenance, fueling, and servicing for the bus fleet.

Transit Stations/Park & Rides:

LTD operates 26 Park & Rides, eight transfer stations, and two stand-alone city center transit centers within Lane County.

Eugene Station

1080 Willamette Street
Eugene, OR 97401

The Eugene Station has 19 parking bays for buses, including two specialized bays for the EmX line. The Customer Service Center (CSC) is located in the Eugene Station and is open weekdays for walk-in and telephone services. It is the main sales outlet for fare instruments and is responsible for distributing fare instruments and customer information to 14 satellite outlets, as well as assisting customers with trip

planning. The CSC has a customer waiting area, public restrooms, and houses LTD's lost-and-found center.

Springfield Station

355 South A Street
Springfield, OR 97477

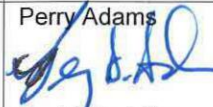
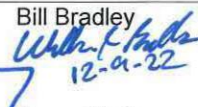
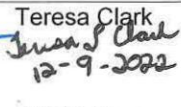

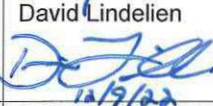
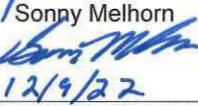
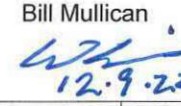
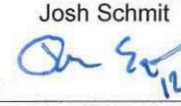

The Springfield Station has eight parking bays for buses, including two specialized bays for the EmX line. The station includes a Park & Ride lot, retail food establishments and public restrooms.

LTD RideSource Facility

240 Garfield Street
Eugene, OR 97402

The LTD RideSource Facility provides the base for the administration, operations, and maintenance functions of RideSource. RideSource is contracted to MTM to provide curb-to-curb public transportation for persons traveling throughout Eugene and Springfield who cannot use the regular service because of a disability.

Section 2. Plan Development, Approval, and Updates

| | | | |
|---|---|------------------------------|--------------------|
| Name of Entity That Drafted This Plan | RLS & Associates, Inc. | | |
| PTASP Safety Committee | Perry Adams  12-9-22 Bill Bradley  12-9-22 Teresa Clark  12-9-2022 Mike Funderburk II  12-9-2022 David Lindelien  12/9/22 Sonny Melhorn  12/9/22 Bill Mullican  12-9-22 Josh Schmit  12-9-22 | | |
| Signature by the Accountable Executive | Signature of Accountable Executive | Date of Signature | |
| |  | 12-12-22 | |
| Approval by the Board of Directors or an Equivalent Authority | Name of Individual/Entity That Approved This Plan | Date of Approval | |
| | Relevant Documentation (title and location) | | |
| | | | |
| Certification of Compliance | Name of Individual/Entity That Certified This Plan | Date of Certification | |
| | Relevant Documentation (title and location) | | |
| | | | |
| Version Number and Updates | | | |
| <i>Record the complete history of successive versions of this plan.</i> | | | |
| Version Number | Section/Pages Affected | Reason for Change | Date Issued |
| | | | |
| | | | |
| | | | |
| | | | |
| Annual Review and Update of the Public Transportation Agency Safety Plan | | | |

Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

The PTASP will be reviewed by the PTASP Safety Committee in the 4th quarter of each year. If there are changes accepted, the PTASP will be forwarded to the CEO and Board of Directors during the first quarter for their review and approval.

Section 3 Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

| Mode of Transit Service | Fatalities | Injuries | Safety Events | System Reliability | Other | Other | Other |
|-------------------------|------------|----------|---------------|--------------------|-------|-------|-------|
| Fixed Route Bus | 0 | 36 | 2.5/100K | 7,241 miles | | | |
| Bus Rapid Transit | 0 | 36 | 2.5/100k | 7,241 miles | | | |

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

The decision making body of the Central Lane MPO is the Metropolitan Policy Committee (MPC), which was created by Eugene, Springfield, and Lane County to cooperate on issues of regional importance. The Metropolitan Policy Committee is comprised of public officials from Springfield, Eugene, Lane County, Coburg, Lane Transit District, and the Oregon Department of Transportation.

| Targets Transmitted to the State | State Entity Name | Date Targets Transmitted |
|--|---|--------------------------|
| | Oregon Department of Transportation | |
| Targets Transmitted to the Metropolitan Planning Organization(s) | Metropolitan Planning Organization Name | Date Targets Transmitted |
| | Central Lane Metropolitan Planning Organization | |
| | | |

Section 4. Safety Management Policy

Safety Management Policy Statement

Goal: Safety and Security of the Oregon Public Transportation Plan (OPTP) aligns with the key components of the Federal Transit Administration's Safety Management System (SMS) principles in the Public Transportation Safety Action Plans. Goal 6 of the OPTP and SMS principles extend safety and security beyond vehicles and station and include transit personnel, riders and the surrounding community. Safety is a basic expectation of all public transportation users and providers. Both the OPTP Goal 6 policies and strategies and the SMS principles encourage greater safety of the public transportation system through a range of strategies that proactively address design factors, personnel training, use of safety technologies, accident investigation and emergency management planning. The OPTP Goal 6 policies and strategies and SMS principles are scalable and effective across a broad range of organizations and applications. The goal of the OPTP and SMS is to ensure the agency has an inclusive and effective process to direct resources to optimally manage safety.

Lane Transit District (LTD) strives to provide safe, reliable, comfortable, and innovative transportation options to every member of the community. The LTD Board of Directors adopted Resolution # 2016-12 which embraces a Safety-Conscious Environment Focused on Eliminating Fatalities and Serious Injuries.

The Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all Lane Transit system operations. By using the procedures contained in the PTASP, LTD can continue to improve the safety and security of LTD's operation and services.

This PTASP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations personnel to provide a safe environment for LTD employees, customers, and the general public. The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle accidents.

Each department has a responsibility under the PTASP. Directors and managers shall provide the continuing support necessary to achieve the PTASP objectives. A key to the success of this effort is for employees to be aware that they are accountable for safely performing the requirements of their position. The success of the program also depends on all employees actively identifying potential hazards and making a commitment to the safety of others.

LTD must be aware that decisions and actions often affect the safety of those in other operations. By following the processes described in the PTASP, LTD will continue to improve performance and the safety of the system while creating a culture of safety.

LTD's commitment is to:

- **Support** the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;

- **Integrate** the management of safety among the primary responsibilities of all managers and employees;
- **Clearly define** for all staff, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of LTD's safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities--including an employee safety reporting program as a fundamental source for safety concerns and hazard identification--to eliminate or mitigate the safety risks of the consequences of hazards resulting from LTD operations or activities to a point which is consistent with an acceptable level of safety performance;
- **Ensure** that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support operations are delivered, meeting established safety performance standards.

LTD's Goals for Safety are established as follows:


- Design, construct, test, and operate a transportation system that achieves an optimum level of safety, exceeding the safety performance of other transit districts of a similar size in the United States.
- Identify and evaluate, then eliminate or control hazards to employees, customers, and the public.
- Meet or exceed all government and industry occupational health and safety standards and practices.

- Maximize the safety of future operations by affecting the design and procurement processes.

The objectives of the PTASP are the means to achieving its goals. They also provide a method of evaluating the effectiveness of LTD's safety efforts. The PTASP objectives are:

- Integrate safety management and hazard control practices within each LTD department.
- Assign responsibilities for developing, updating, complying with, and enforcing safety policies, procedures, and requirements.
- Verify compliance with LTD safety policies, procedures, and requirements through performance evaluations, accident/incident trends, and internal audits.
- Investigate all accidents/incidents, including identifying and documenting the causes for the purpose of implementing corrective action to prevent a recurrence.
- Increase investigation and systematic documentation of near misses.
- Identify, analyze and resolve safety hazards in a timely manner.
- Minimize system modifications during the operational phase by establishing and utilizing safety controls at system design and procurement phases.
- Ensure that system modifications do not create new hazards.
- Train employees and supervisors on the safety components of their job functions.

LTD takes these commitments seriously as the lives of LTD riders, employees and the general public depend on LTD's ability to operate in a culture of safety.


Accountable Executive – Jameson Auten (CEO)

12-7-22
Date Signed

Safety Management Policy Communication

LTD realizes the importance of ensuring its employees and riders are aware of LTD safety management policies and procedures to effectively manage the system's day-to-day operations. To do this, LTD relies on several forms of effective communication.

Employees: LTD is constantly evaluating existing policies and procedures to verify their effectiveness. To do this, LTD seeks input from all staff to determine if change is necessary based on trends, data analysis, operational changes or new assets. Several methods are used to communicate policy and/or procedure changes, including:

- Employee memorandum through paycheck, daily manifest of work orders, agency meetings
- Bulletin board notices
- Employee email notification
- Labor Union notification

LTD includes a training element for safety management policies impacting safety or service delivery and is conducted before the policy effective date. New policies and procedures are incorporated into orientation training for new employees as well.

Depending on the importance of the policy or procedure change, an acknowledgement signature is required of each employee verifying their understanding of the change.

Riders: If a rider policy is changed or added, LTD notifies riders through the following methods:

- Notice posted on vehicle and facilities including effective date and who to contact for more information
- Changes to digital rider guidance including schedules and ride guides as appropriate
- Public Meetings
- Social Media
- Any services impacted by policies changes will include outreach as required by Federal Guidance.

Authorities, Accountabilities, and Responsibilities

As mentioned in the Safety Policy Statement, the ultimate authority for the success of this PTASP falls to the Accountable Executive (AE). The Chief Safety Officer (CSO), the administration and management team, as well as employees fulfilling their commitment to safety on a day-to-day basis support the AE.

Accountable Executive (AE): The Accountable Executive will determine, based on feedback from senior staff, the level of Safety Management System principals to maintain to ensure a safe work environment, rider experience and community safety. LTD's AE is committed to providing employees with the tools and training needed to be successful and safe in their roles with LTD. The AE will continually strive to create a culture of safety among the employees, and LTD expects each employee to play a role in maintaining a safe workplace.

LTD's AE will be responsible for developing an annual budget to provide the necessary funding to support training for new hires and experienced staff while also maintaining assets in a State of Good Repair (SGR) and/or replacing it, if it is no longer able to function as originally intended.

The current Accountable Executive, Jameson Auten is also the Chief Executive Officer (CEO) and is responsible for implementation and changes to this Plan.

Chief Safety Officer (CSO): LTD has concluded one CSO will be sufficient to manage the day to day adherence to this Plan and, while in this role, report directly to the AE. As CSO, this individual will monitor safety and security throughout the organization including sub-contractors. All departments have been notified of the CSO's role and the established reporting requirements relating to safety-related matters.

LTD's CSO will be responsible for the following:

- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;
- Briefing the Accountable Executive and Board of Directors on SMS implementation progress; and
- Planning safety management training.

Roll of Staff to Develop and Manage Safety Management Systems (SMS)

Accountable Executive

The Accountable Executive (AE), who also serves as CEO, will work with the Chief Safety Officer (CSO) and Administrative staff to adjust the PTASP as needed based on staff feedback, trends, and data analysis. The AE is vested with the primary responsibility for the activities of the transit district and overall safety performance. The AE fulfills these responsibilities by providing the resources necessary to achieve PTASP goals and objectives by exercising the approval authority for system modifications as warranted. The AE also sets the agenda and facilitates the cooperative decision making of the Leadership Council (management team).

Chief Safety Officer (CSO)

For purposes of managing the SMS and PTASP, the CSO will report directly to the AE to determine strategy, policy, and goals for maintaining safety and security for passengers, employees, and the general public. The CSO will monitor day to day operations and work with staff to identify and mitigate risk through evaluation, feedback, and data analysis.

PTASP Safety Committee

The PTASP Safety Committee is made up of eight (8) employees; 4 appointed by management and 4 appointed by the ATU.

The PTASP Safety Committee will meet regularly to review information from other committees currently in place at LTD: Employee safety committee (employee injuries), ARRC (vehicle accidents) and the Security committee (security issues for employees and customers). The PTASP safety committee will also review the safety set aside fund and provide recommendation(s) to the CSO who may forward the recommendation(s) to the AE.

The PTASP safety committee will review the PTASP annually, make appropriate changes as needed, approve the plan and forward the plan to the AE and the Board of Directors.

Directors

Directors are responsible for the safety of their departments, including employees, facilities, operations, and services provided as well as the day-to-day management of the transit district. They are also responsible for providing resources to managers as necessary to resolve hazards and implement/maintain safety programs and training.

Managers

Managers are responsible for safety within their organizational units, including employees, facilities, operations, and services provided. This responsibility includes determining and implementing measures required to counteract safety hazards and problems and coordinating the implementation and maintenance of safety programs within their functional areas. They are also responsible for ensuring that employees have required licenses and up-to-date certifications. Furthermore, they are responsible for communicating safety information to employees, and for assuring that all employees follow all appropriate safety rules and procedures.

Supervisors

Supervisors are responsible for the safety performance of all personnel and equipment under their supervision. They are responsible for the initial investigation of all accidents and incidents, and for reporting these accidents and incidents to the Human Resources and Risk Management Department.

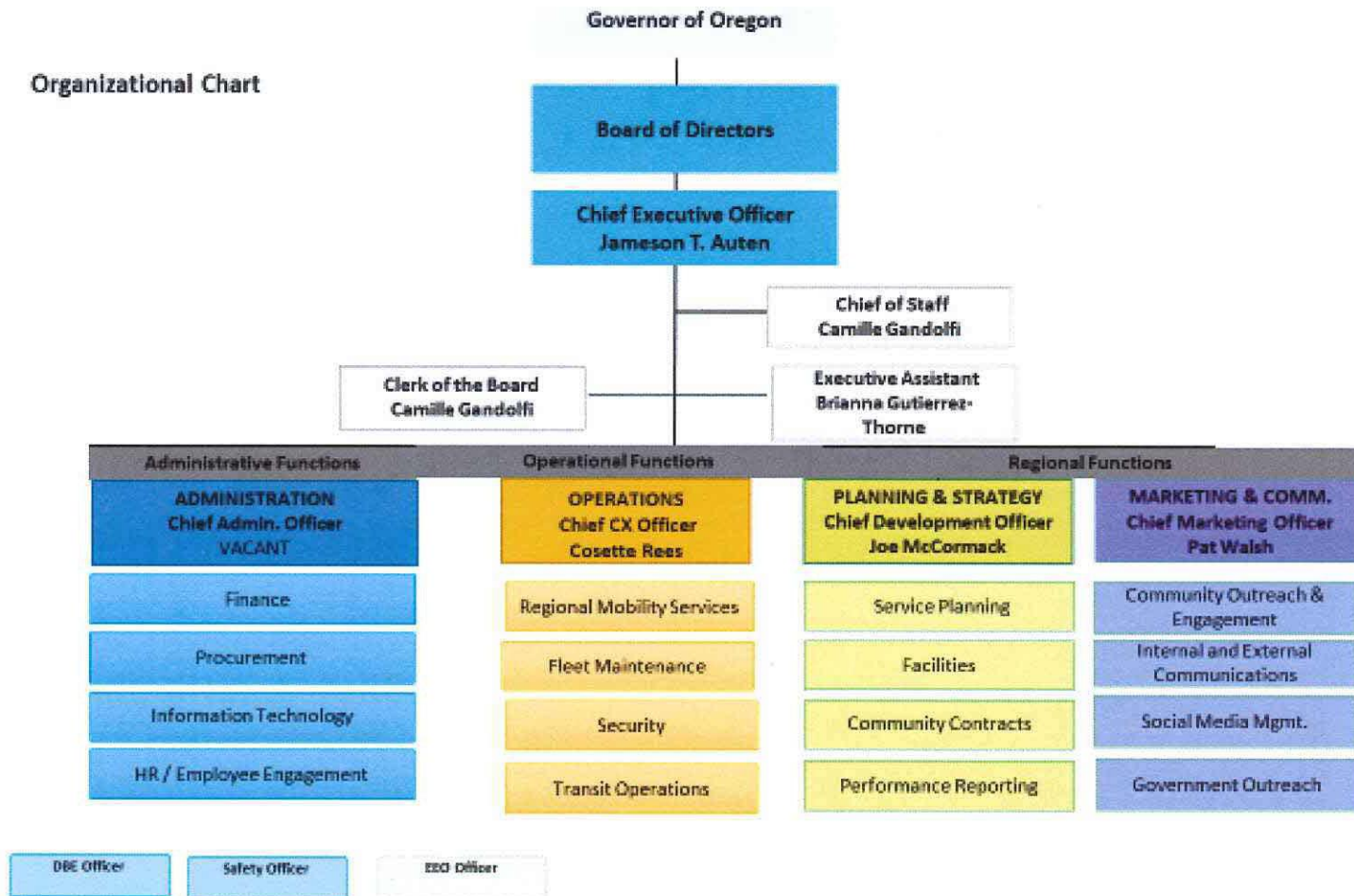
Employees

All LTD personnel are responsible for performing their work safely and for following established safety-related rules, procedures, and work practices. This includes reporting all accidents, incidents, and hazards

to their supervisor per established requirements for the protection of themselves, co-workers, customers, facilities, and equipment.

Lane Transit District (LTD) Organization Chart

Organizational Chart



Effective: December 1, 2022

Key Staff

LTD staff will be responsible for maintaining high standards of safety, customer service, and security. The Employee Safety Reporting Program (ESRP) will define the employees' role to identify and mitigate risk through open communication to superiors including the CSO and AE. Administrative staff will be instrumental in ensuring action is taken to reduce risk and the whole system is continuously monitored to ensure actions are effective and appropriate.

LTD staff will be involved with updates, modifications and implementation of the PTASP. Each staff member brings a valued perspective to the development of policies and procedures he or she will be expected to implement. Every opportunity will be given for employees and riders to provide input to increasing safety at LTD. Those opportunities include monthly safety meetings, annual employee meetings and training, department meetings, customer and employee surveys and an open-door policy with access to all management staff.

Employee Safety Reporting Program (ESRP)

As stated in the [Safety Management Policy Statement](#), LTD is determined to provide a safe working environment for its employees, riders and the general public. To ensure success, LTD has developed an ESRP to enable employees to report any risk or perceived risk to a supervisor, CSO, or member of administration.

The ESRP allows each employee to report detailed information and observations whether they are a driver in service, maintenance staff, or other on-duty employee. This program dovetails with other methods currently in place to proactively identify hazards or threats. Those methods include but are not limited to the following:

- Pre/Post Trip Inspections
- Preventive Maintenance Inspections
- Employee Evaluations
- Facility Maintenance Plan
- Service Evaluation and Planning Program
- Training Program
- Rider and Public Complaint/Compliment Process
- Safety and Employee Meetings
- Incident/Accident Policies
- Safety Committee
- Security Committee

LTD's ESRP includes two tools for identifying potential or actual risks. First, a Hazard Identification Card, Appendix A, is used to identify hazards and threats and is accessible to all employees. Second, the Blue Card, Appendix B, similar to an incident report, is used to identify a hazard which could result in a safety situation. If the hazard is perceived to cause immediate danger, a supervisor will be notified immediately and mitigating action taken.

All employees have been trained in LTD's Hazard Identification process and the proper use of the Cards. All ESRP forms will be reviewed by the CSO to determine a course of action to mitigate the hazard or threat. Employees will receive no retribution or disciplinary action as a result of submitting the Form. If it is determined the employee completing the card contributed to the hazard or threat, disciplinary action may be taken.

Once a Hazard Identification Card has been submitted, it will be reviewed by the CSO, Risk Manager or AE to determine the level and time of action required, if any. LTD takes each of these cards seriously and will react with appropriate action.

The Card will be used as a starting point for investigating the perceived hazard or threat to determine if action is required, and if so, the appropriate action; the timeline for action; and follow-up to determine if the action was effective.

Section 5. Safety Risk Management

LTD provides training to all personnel in the identification of hazards and security threats while also providing tools to enable personnel to report these risks. Once the risk has been identified, LTD conducts an assessment of the risk to determine the necessary response and response time. The response may include further investigation or monitoring, action(s) to mitigate the hazard or security threat, and follow-up assessment to ensure the action taken is appropriate and effective.

The Risk Management function is managed within the Human Resources and Risk Management Department. The Department works to coordinate, promote, and evaluate safety within each District department and facility, and on LTD vehicles.

Examples of activities performed by Risk Management include the following:

- Update the PTASP periodically.
- Participate in, and manage, the Safety Committee (facilities).
- Participate in, and manage, the Accident Route Review Committee (vehicle).
- Participate in, and manage, the Risk Oversight Committee.
- Manage and coordinate LTD's Drug & Alcohol Program
- Ensure that facility safety inspections occur.
- Coordinate system-wide compliance with the System Safety Program Plan (SSPP).
- Assist with the development of proposed safety rules and procedures.
- Assist departments in the development and presentation of safety training and ensure mandated safety training is conducted as required.
- Be part of LTD's response to emergencies and major accidents.
- Work with insurance providers and safety consultants.
- Investigate accidents, incidents, injuries, and property losses as warranted; and make recommendations to mitigate and prevent recurrences.
- Analyze accidents, incidents, injuries, and property loss trends.
- Work with other departments to develop and implement loss prevention programs.
- Manage and coordinate illness and injury prevention programs.
- Assist in the evaluation and resolution of hazards that have not been resolved at the departmental level.
- Compile system safety data, perform analyses, and assist other departments in identifying and assessing operational risk.
- Participate in the evaluation of proposed system modifications.
- Upon request, evaluate hazard resolutions proposed by other departments.
- Recommend hazard resolutions.

Safety Hazard Identification

Hazard and security threats are identified through different methods of system monitoring. This includes system, employee, and asset assessments conducted daily and on an incremental basis. LTD conducts the following routine and random evaluations of the system in the following departments:

Personnel

LTD employees are evaluated annually to ensure they meet the agency's performance expectations. As part of their orientation process, employees are provided training and tools to perform their job. Employees do not receive permanent status until after completion of 180 days of continuous employment. During the 180 days, employees are evaluated to determine if they are properly prepared to perform their job.

Additional employee evaluations are conducted throughout the year through spot-checks of some aspect of their job function. If through spot-checks or the annual evaluation it is determined the employee's performance does not meet expectations or training standards, remedial training will be provided, and additional evaluations will take place to ensure remedial training was effective.

Assets

Rolling stock, facilities and equipment are monitored through a vigorous preventive maintenance plan aimed at identifying hazards and deficiencies as part of daily and scheduled inspections. Facilities and Maintenance Departments coordinate the preventive maintenance program including incremental and annual inspections.

LTD updates the Federal Transit Administration (FTA)-required Transit Asset Management (TAM) Plan annually with data relevant to each asset to include a condition assessment, miles (with rolling stock and non-revenue vehicles) and age as to whether the asset is in an SGR. The TAM Plan allows LTD management to plan asset replacement or rehabilitation for future years.

System

As part of its safety management system monitoring, LTD uses service evaluations when planning, spot-checking or responding to an event like an accident or incident. New routes are strategically developed with safety being the first priority and passenger access second. LTD route planners plan and test all routes before activating the route for revenue service. All routes are reviewed periodically to determine if environmental hazards may exist requiring modification to the route, schedule, or vehicle.

All front-line staff have been trained to note any changes to service which may be considered a hazard or security threat and, through the Blue Card, notify their supervisors immediately or upon return to LTD, depending on the severity of the hazard.

Hazard Identification Procedure

Any employee seeing something through inspection or observation they deem to be a hazard are instructed to immediately report that hazard to the immediate supervisor regardless of the perceived level of threat. Depending on the situation, either the immediate supervisor or the employee will complete a Blue Card or a Hazard Reporting Card and submit it to Operations or the Chief Safety Officer.

If the hazard requires immediate mitigation, the employee will be instructed on steps to take to reduce the risk, which may or may not alleviate the risk completely. Additional actions may be taken once the immediate risk mitigation has been taken. Some hazards may not pose an immediate risk but are still reported and the CSO will be responsible for risk assessment, investigation and mitigation strategy.

In some cases, a passenger or member of the general public may call LTD with a complaint about a front-line employee, which may rise to the level of hazardous behavior or actions. LTD currently documents all customer complaints/compliments and takes appropriate action to investigate any complaints. Complaints deemed hazardous will trigger immediate action by on-duty supervisors.

The Blue Card and the Hazard Identification Card will require the employee to briefly describe the hazard noting date, time of day, location, and other pertinent information. The Card includes a section for the CSO or immediate supervisor to document immediate action taken to reduce risk, a risk assessment chart prioritizing the risk, and a section for additional follow-up action. All cards will be processed by the CSO, Risk Management Department, and summarized periodically for trend analysis and include in safety performance measures.

49 CFR part 673.5

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Risk Assessment

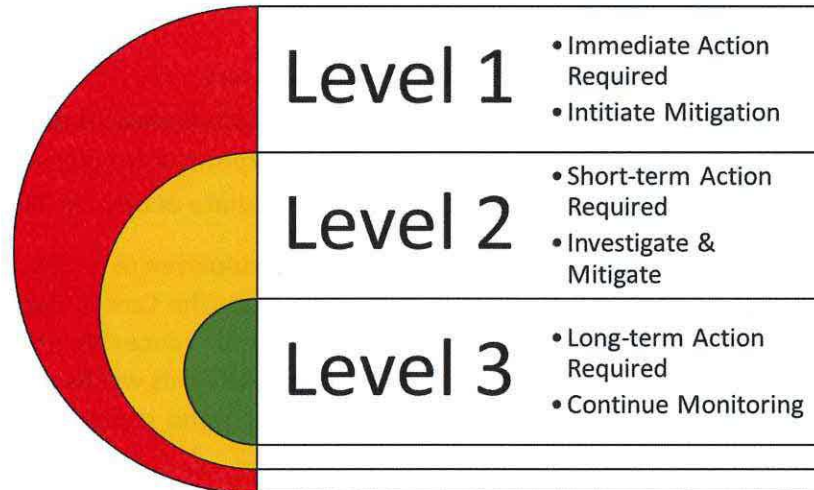
All LTD staff have been provided training appropriate for their positions within the organization. LTD expects its employees to respond to hazards or threats with professional judgment for situations where there is no time to contact a supervisor to prevent and/or address an emergency event. In cases where the hazard can be reported without immediate risk, the employee will make an initial assessment of the risk as part of his or her report.

Once received by the CSO, the initial risk assessment may be amended requiring immediate, short- or long-term response.

Level 1 - Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.

Level 2 - Short Term: Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an immediate level risk.

Level 3 - Long Term: A deficiency, threat or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.



The CSO, in coordination with staff, will investigate each identified hazard, assess the risk, and take appropriate action to mitigate the risk. Additional mitigation may be needed based on follow-up monitoring to the action taken.

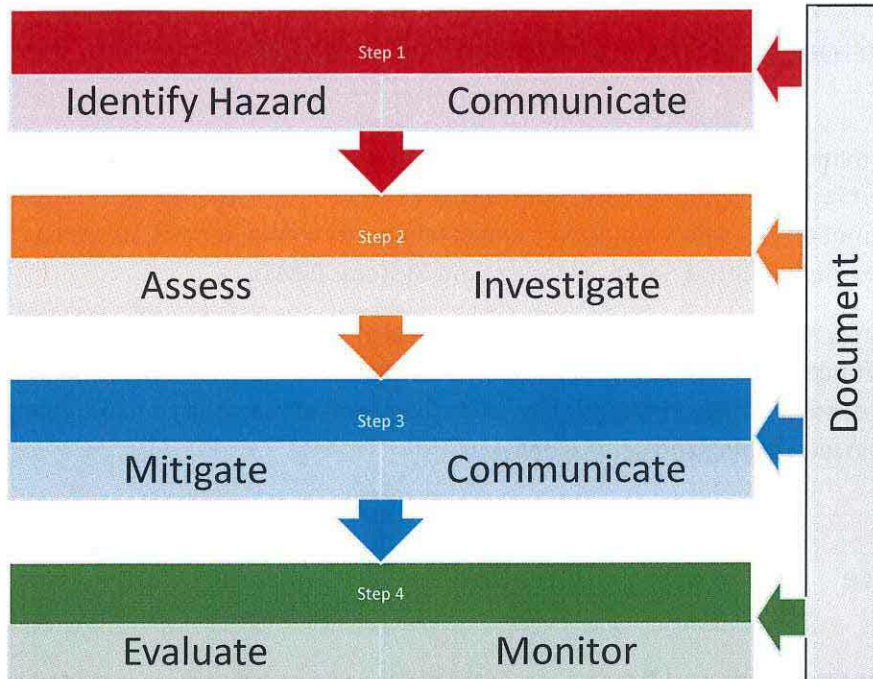
Safety Risk Mitigation

In response to all identified and assessed hazards, LTD will take steps to mitigate the hazard and reduce or eliminate the risk to employees, riders and public. Mitigation strategies will be dependent on the results of investigation into the elements contributing to the risks. The investigation may include more than one department and may include interviews outside of the transit system.

Actions to mitigate risk will include all employees, riders and public who may be impacted by either the hazard or the actions to reduce or alleviate the risk. LTD will communicate actions to appropriate staff through methods of appropriate risk assessment. In some cases immediate communication through two-way communications (dispatch system, text burst, email, or web alert) may be necessary. In other cases bulletin board notices or memorandum posting may be appropriate.

Once a risk mitigation strategy has been implemented LTD will monitor the actions to determine if full mitigation is possible and if not, is additional action necessary to alleviate the risk or is stepped up monitoring necessary. Some risks may not be completely mitigated but awareness of the risk is a top priority.

All actions taken to mitigate risk will be documented and linked to the initial deficiency, threat, or hazard identification step.



Section 6

Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement involves the continual monitoring of the transit agency's activities to understand safety performance. Through these efforts, LTD can determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which it is effectively implementing Safety Management Systems (SMS).

LTD is constantly striving to maintain the highest level of safety through its monitoring methods to include adherence to policies and procedures, safety and maintenance plans, and system and employee evaluation processes. These methods allow LTD to determine the need to make changes to improve policies, employee training and service delivery.

Maintenance

Maintenance Standards and Procedures. Standards and procedures are included in the Lane Transit District Fleet Maintenance Plan. In general, maintenance procedures are designed to ensure that the maintenance recommendations of the manufacturer are met, maximum efficiency in performance and operation is obtained, and maximum bus life and condition are maintained. Daily bus inspections, an active Preventive Maintenance Program, contractor oversight, and careful monitoring are included in procedures to ensure the safety of buses and adequacy of the Fleet Maintenance Plan.

Operator Inspections. All operators are required to perform a pre-trip and post-trip inspection to ensure that the vehicle is safe and in good operating condition. If any defects are noted by the operator, a Defect Slip is completed and, depending on the severity and extent of the defect, the vehicle may be repaired or taken out of service until a repair can be made. In the case of a defect that develops or is noted once a vehicle is in service, the operator is required to radio the problem to Operations, who will then notify Maintenance.

Daily Servicing and Inspections. The General Service Workers of the Maintenance Department inspect and service every bus used in revenue service each day. The buses are fueled, all fluids are checked, tires and lugs are checked, and the vehicle is inspected for any leaks or unusual noises. The Inside Cleaners clean the bus interiors each day. When a defect is noted, it is reported to the Lead Mechanic or Supervisor on shift so that evaluation and, if necessary, a repair can be effected.

Mileage-Based Maintenance Inspections. All buses receive preventive maintenance inspections (PMI) at designated mileage intervals. Mileages are determined by vehicle and subcomponent manufacturers and real world experience. Oil sampling is performed at each oil change for both engines and transmissions. A description of the schedule and type of inspection and service performed for each bus series is included in the Fleet Maintenance Plan.

Maintenance Inspections of Contracted Providers. LTD contracts for the operation and maintenance of paratransit services. The contractor must ensure that all passenger vehicles and associated equipment are maintained in proper working condition. The contractor is required to implement a maintenance and safety program that includes a preventive maintenance schedule that complies with FTA requirements for preventive maintenance for vehicles. Further, contractors are required to maintain comprehensive maintenance records on each vehicle and provide the information to LTD. The information is reviewed by LTD. In addition, on-site inspections are conducted periodically to verify vehicle condition.

Operations

Facility Monitoring

Formal facility inspections of all LTD facilities and grounds are conducted by members of the Safety Committee. The purpose of the inspections is to identify any unsafe or unhealthy conditions which may exist, and that may require maintenance or modification. Each facility is also visually inspected for compliance with OSHA and local fire codes.

There is at least one member on the Safety Committee from each LTD department. The current 11 committee members include the Risk Manager, the Director of Human Resources and Risk Management, the Director of Transit Operations, the Union Executive Board Officer, the Human Services Transportation Coordinator, the Facilities Services Specialist, a Maintenance Supervisor, Bus Operators (2), Transit Operations Supervisor, and Journey Level Mechanic. All Committee members are trained in Hazard Identification and Accident Investigation. Checklists are used during these inspections.

Frequency

The Safety Committee conducts its safety inspections on a quarterly basis. Journeyman Mechanics and Facilities Maintenance employees look for potential hazards with equipment whenever they are using that equipment. The vehicle hoists, chain pulls, and cranes in the vehicle maintenance shop are inspected annually by contractors. Preventive maintenance of equipment and facilities is performed in accordance with the manufacturer's recommended practice. Hazards are also identified by analyzing work accident trends, through Blue Card Reports, and Hazard Reporting Cards submitted by employees. Both Cards are used by employees to report safety concerns and to make safety recommendations.

Reporting

When deficiencies are noted during quarterly inspections, they are documented and reported to the director of the department in which the safety hazard is located. When safety hazards are noted by non-scheduled observation, they must be reported by the observer to a supervisor. Blue Cards are routed to the department or director best equipped to evaluate the concern and, when necessary, propose a resolution.

Hazard Resolution

The primary purpose of facility inspections and hazard reporting is to identify conditions that could lead to accidents and losses. In view of this, it is crucial that all departments and employees be involved in the Facility Inspection and the Hazard Identification and Resolution processes. Hazard resolution is

related to the severity of the hazard and the probability and severity of a negative consequence of the hazard.

Follow-up

Corrective action for a confirmed hazard that has been identified by any established process is the responsibility of the director of the department area in which the hazard exists. This includes arranging for the services of other LTD departments or outside parties, as necessary, to eliminate or control the hazard.

The Safety Committee is required to communicate a proposed resolution for any hazard discovered during a quarterly Facility Inspection to the appropriate director. The director then has up to 60 days to resolve the hazard. Severe hazards, with a high probability of a negative consequence, must be resolved within a shorter period.

Documentation

Hazards that have been identified, proposed resolutions, and corrective actions are recorded in hard copy by the Safety Committee and maintained by Human Resources and Risk Management.

All front-line personnel are responsible for monitoring safety and security as part of their respective positions. If a hazard is identified through observation or interaction with customers or the general public, it is reported to the immediate supervisor as well as following LTD's hazard reporting process.

Security

The security committee meets regularly to review security issues the Public Safety Officers, PSOs, have dealt with on-route or at the transit stations. If trends are apparent appropriate mitigation techniques are discussed and may be submitted to the PTASP Safety Committee for their thoughts and input. This could include the mitigation of assaults on transit workers and the further utilization of barriers on buses.

Employee Hazard Reporting

Reporting Cards

Employees can fill out a Hazard Reporting Card which is turned into the HR department and the Chief Safety Officer, talk with a supervisor or the Risk Manager. They can also contact a Safety Committee member which is comprised of union and administrative members. Depending on the severity/risk of the hazard identified, immediate action may be taken, or the input will be brought to the Safety Committee for discussion. Feedback will be provided to the employee on what action, if any, will be taken.

Route/Operations Safety

Employees can fill out a Lane Transit District Blue Card which has categories for Planning, Marketing, Ops, and Facilities. This form allows employees to provide feedback and input to the organization on

how to make the system safer and user friendly. The Blue Card is turned into operations where it is logged and directed to the appropriate personnel. Feedback is provided to the employee on any action that is taken.

Safety Events

Accident and Incident Reporting Process

All accidents and loss incidents are to be investigated. LTD's safe driving standards require professional safe performance of all operators. To ensure better than average safety performance, LTD employs the Evergreen Safety Council and Smith System Defensive Driving guidelines to determine whether or not a collision or onboard incident could have been prevented. All personnel operating any LTD vehicle are held to this standard.

The Lane Transit District Operator's Manual and the accident investigation guidelines developed by the Transportation Safety Institute define, by position, responsibilities for accident/incident investigation. The combined manuals establish procedures for accident notification, response, and investigation.

Transit Operations coordinates with outside law enforcement agencies if they investigate an event. Risk Management coordinates with outside insurance providers and provides support among LTD departments and independent investigation to manage LTD liability and claims.

Most accidents and incidents LTD is involved in are relatively minor in severity and are investigated by Operations Field Supervision. Since most accidents involve buses, this section focuses on bus accidents. However, all non-bus accidents and incidents are also investigated.

Notification

Bus Operators are to notify the operations system supervisor anytime an LTD vehicle might have been damaged, anytime an LTD vehicle and another vehicle come into contact, or anytime an instance occurs in where a customer may have been injured. An Operations Field Supervisor will be directed to the scene. Police and ambulance will be dispatched, if necessary.

Note: An Operations System Supervisor will notify additional staff and members of the LTD Leadership Council whenever accident/incident severity or circumstance requires.

At-Scene Procedures

Bus Operators will adhere to the following procedures defined in the Lane Transit District Operator's Manual:

- Assist the injured.
- If blocking traffic, set out reflective triangles.
- Do not move the coach unless required to do so by an Operations Supervisor, fire or police order, or impending danger from traffic.
- Obtain names, addresses, and phone numbers of all witnesses.
- Request all customers sign the customer list.

Operations Field Supervisors are responsible for conducting on-scene investigations of accidents and incidents. Depending on the severity and the nature of the event, various mechanisms will be used for

preserving transient evidence. These may include digital photography, bus video, field sketches, interviews, and observations.

Investigation

An attempt is made to complete the investigation of most accidents within three days. Operations Field Supervisors are required to complete a Supervisor's Report. Operators are required to complete an Accident Information Report. The Supervisor is required to file both reports electronically and attach all relevant media for use by Risk Management. A hard copy of the reports is given to the Transit Operations Manager for review and sign-off.

A Report of Injury Form must be completed if an employee suffers an injury or illness as a result of an accident or incident. An 801 Form must be filed if medical treatment is necessary.

Accident Review Process

Vehicular accidents and incidents are classified as Preventable or Non-Preventable.

Preventable accidents are defined as those accidents that could have been reasonably avoided if the operator had followed all defensive driving techniques as established by the National Safety Council Guidelines, the Evergreen Safety Council, the Five Keys of the Smith System, and/or Transit Operations Procedures and Policies.

After reviewing all related documents and evidence, the investigating Operations Field Supervisor makes an independent preliminary determination of whether the accident was preventable.

The final accident determination is made by the Accident Route Review Committee (ARRC). The committee meets a minimum of once monthly, and is comprised of two union-elected bus operators who have not had a preventable accident for a minimum of two years, a Maintenance Supervisor, a Transit Operations Supervisor, and the Risk Manager, who is responsible for managing the committee's meeting schedule, documentation, and correspondence.

The ARRC follows all policies, procedures, and definitions as established in the Accident Route Review Committee By-Laws. Examples of investigations may include reviews of accident and injury reports, vehicle condition reports, witness statements, employee interviews, accident scene sketches, bus videos, physical evidence, brake test reports, training manuals, and accident site visits. Employees who are not in agreement with the Committee's determination can appeal directly to the ARRC by providing additional evidence and testimony. If the employee is not in agreement with the appeal results, he or she can make a second and final appeal to the Director of Operations or designee. The Director of Operations may review all relevant information, interview the employee making the appeal, interview ARRC members, and confer with any available person or resource he or she considers valuable to his or her deliberation.

Hazard Resolution

The primary purpose of the Accident Investigation process is to determine the cause(s) of accidents so that they may be prevented or mitigated in the future. To this end, it is crucial that all relevant

departments be appropriately involved in the Process. A serious attempt is made to use lessons learned through the investigatory process to incorporate hazard resolutions into future procedures, designs, construction, modifications, training, and procurements.

Follow-up

Follow-up in the form of corrective actions is the responsibility of the employee’s director. The responsibility may be delegated to the employee’s manager, supervisor or CSO.

Any disciplinary action will be assessed using the Transit Operations Disciplinary Standards, the ATU/LTD Working and Wage Agreement, and/or the Administrative Handbook. Disciplinary consequences for accidents may include warnings, suspensions, and discharge.

Training will be provided, in most cases, for employees who have been involved in two preventable accidents within one year. Training and re-training are not disciplinary in nature.

Internal Reporting

The Transit Operations Manager is responsible for ensuring that all accident reports are completed and filed with Human Resources and Risk Management. The Human Resources Technician is responsible for all accident documentation to be processed into a usable form for the ARRC to determine preventability for all accidents. The Risk Manager is responsible for informing key Transit Operations personnel of the ARRC determinations.

Documentation

Transit Operations and Human Resources and Risk Management maintain the accident investigation documentation in the iTrak database. Hard copies of the documentation will also be maintained by Human Resources and Risk Management for a minimum of three years. Human Resources and Risk Management also maintains the complete individual accident records for each employee.

Infectious Disease

During a pandemic or other public health situation, LTD will monitor and implement plans and procedures consistent with guidelines from the Centers for Disease Control and Prevention, Oregon Health Authority and Lane County Public Health.

Performance Measures

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

Maintenance

- **Preventive Maintenance On-time Inspection Percentage** – determines the effectiveness of the maintenance department to ensure all inspections are conducted per manufacturing and LTD mileage intervals.

- **Vehicles Removed From Revenue Service** – tracks vehicles removed from service due to a mechanical defect developed while in service requiring immediate service either on-site of failure or once returned to the facility.
- **Annual Vehicle Condition Assessment** – through annual inspection, determines on a scale of 1-5 the overall condition of the asset. This performance measure is also used in annual updates of LTD's Transit Asset Management Plan.

Operations

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

Safety

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

7. Safety Promotion

Operator Selection

Hiring Practices

Selecting applicants best suited to excel at the Bus Operator job requirements is critical to safe transit operations. The transit Bus Operator is directly responsible for the safety of not only the passengers, but also the pedestrians, bicyclists, drivers, and all others who share the road with the transit vehicle. LTD's hiring process includes the following components:

Applications

Applicants are sought through postings in traditional and culturally diverse media, postings distributed to other transit districts in the region, referrals from current employees, and interest cards filed by prospective candidates when there are no positions available. The applications are screened by key personnel in Human Resources and Risk Management and Transit Operations.

Video Testing

A two-section video test developed by Ergo Metrics is administered to applicants whose applications were acceptable. The People Sense section of the test uses transit-specific scenarios to evaluate the applicant's interpersonal skills and ability to de-escalate potentially dangerous onboard situations. The Start Driving section evaluates an applicant's ability to make safe driving choices by evaluating the surrounding traffic environment while processing passenger contacts and distractions. An on-line survey called Step One Survey is also administered. It is designed to evaluate the character, integrity, and truthfulness of employment candidates.

Interview

The most highly rated and desirable applicants passing the video testing are then interviewed by a panel comprised of an Operations Supervisor, an Operator/Instructor, and an HR or other administrative staff person. The interview process is designed to evaluate a candidate's strengths in customer service, the ability to simultaneously perform tasks, conflict resolution, and the ability to perform well under temporal and interpersonal pressure.

Driving Record

To be eligible for hire, a candidate must submit an acceptable driving abstract dating back five years. This establishes 21 years as the de facto minimum age requirement for new hire Bus Operators.

Licensing

To be eligible for hire, a candidate must be able to earn a Class B Oregon CDL with a Passenger and Air Brake Endorsement.

Criminal Background Check

To be eligible for hire, a candidate must submit to a Criminal Background Check administered by the Oregon State Police with the Federal Bureau of Investigation. The results must meet all statutory and LTD standards for the Bus Operator position.

Drug Testing

To be eligible for hire, a candidate must produce a negative result for a pre-employment drug test.

Physical Capacities Testing

To be eligible for hire, a candidate must pass a position-specific physical capacities test.

Training

There are formal training programs for Bus Operators, Maintenance employees and Operations Supervisors. These include training classes, manuals, LTD Standard Operating Procedures, and on-the-job training.

The safety component of training is designed to make employees aware of the hazards associated with their jobs and the appropriate methods for controlling these hazards. The training is intended to motivate employees to work safely. Trainings fall into three main categories: (1) Initial, (2) Periodic, and (3) Retraining or Refresher.

Journey Level Mechanic

Almost all mechanics are hired as “fully qualified journey level” heavy vehicle mechanics. A hiring panel comprised of several Maintenance personnel and a member of Human Resources and Risk Management evaluates candidates based on their background and interview. The panel determines whether a candidate meets the qualifications of a Journey Level Mechanic.

A Maintenance Training Program has been implemented, and several General Service Workers, possessing excellent prerequisite skills, have been trained and promoted to the Journey Level Mechanic position since the start of the Training Program.

Critical Bus Maintenance Safety Systems

Journey Level Mechanics who are hired may have extensive transit bus experience, but often they have experience maintaining heavy-duty vehicles with no transit bus experience. To ensure the safety of the buses being repaired, new Journeyman Mechanics are monitored by fully experienced Mechanics in each critical safety maintenance area to ensure that they can perform the work independently. The following are considered critical safety maintenance areas:

- Service and Parking Brakes
- Air Systems
- Interlock Systems
- Steering Systems
- Suspension Systems
- Tires, Wheels, and Rims
- Exterior Lights, Signals, Mirrors, and Wipers
- Wheelchair Lifts/Ramps
- Weekly Pit Inspections
- Fuel and Exhaust Systems

Core Vehicle Systems Training

Recently-hired Mechanics also receive other core technical training. This training is provided by a Mechanic Instructor. Training in the following areas is considered core technical training:

- Basic Electrical Systems
- Electronic Systems Training
- Diesel Engine Tune-up (Cat, Cummins, Detroit Diesel Series 50)
- Engine Systems (Cat, Cummins, and Detroit Diesel electronic controls)
- Transmission Preventive Maintenance and Troubleshooting (Allison and Voith)

New Equipment Training

Initial new equipment training is given three to six months after the equipment is added to the fleet. The Mechanics have the opportunity to familiarize themselves with the equipment before receiving the specific training. When new equipment is complex, the initial training may be followed in the future by additional refresher training. The Lead Mechanics and Maintenance Supervisors determine the need and timing of the secondary training and then request that the Director of Maintenance arrange the training.

Tracking Maintenance Training

The Human Resource Department has worked with the Maintenance Department on the development of a tracking system for maintenance training. In conjunction with this effort, Fleet Maintenance has developed a set of maintenance-specific LTD standard operating procedures and sign-off sheets for specific tasks and skills.

Initial Bus Operator Training

New Bus Operators receive an intensive eight-week training course that covers every aspect of their new job. Some components of the training are delivered in the classroom. The majority of learning occurs on the buses during theory instruction and behind the wheel training. The training includes, but is not limited to, the following areas:

- Smith System of Driving
- Orientation to Lane Transit District
- Basic Bus Maneuvers
- Advanced Bus Maneuvers
- Service Stops
- System Overview
- System Procedures
- Communication skills
- Customer Service
- Accessible Service
- Emergency Management
- Fleet Services
- Personal Safety
- Health/Injury Prevention

- Stress Management
- CDL Preparation
- On-route Training (14 Days)

On-route training provides real service experience with an Operator Instructor on the new operator's regularly scheduled work. The time the student operates the revenue route is increased daily. Each day the student receives a full review and debriefing from his or her instructor. Instructors communicate among one another regarding where additional training for new operators is required. Student rotation among the Operator Instructor group provides each student with experience across a variety of routes, vehicles, times of day, instructional styles, and driving conditions.

After the initial training, new Bus Operators receive additional support and training, including:

- The Mentor Program: Operator Instructor mentors and supports the new Bus Operator during the probationary period
- Check-rides at the following intervals: one week after completion of training; three months, five months, seven months and nine months from date of hire.
- Fall Bad Weather: Driving and Defensive Driving Course (DDC)
- One-Year Follow-up: Debriefing with Operations Supervisor
- Two-Year Follow-up: DDC
- Three-Year Follow-up: Dealing with Difficult People

Annual Training For All Bus Operators

Every year, each Bus Operator receives one full day of refresher and topical training. The training addresses, but is not limited to, the following topics:

- Fatigue Awareness
- Stretching to Prevent Injuries
- Healthy Eating on a Tight Schedule
- Dealing With Difficult People
- Resolving Conflict
- Breath Awareness for Controlling Stress
- Harassment
- Effectively Dealing With People of Differing Ages
- Proper Securement of Mobility Devices
- Defensive Driving Course
- Bloodborne Pathogens
- Safety/Security Update
- Injury Prevention
- Transit Spanish
- Accessible Service Sensitivity

Partial-day trainings are also scheduled on safe winter driving and whenever warranted by the addition of new equipment or a change in configuration.

Annual Training for Maintenance, Operations and personnel directly responsible for safety
Annual de-escalation training shall be given to the appropriate employees

Initial Operation Supervisor Training

Transit Operations Supervisors begin their career path, almost exclusively, as Bus Operators who first work in the position of Temporary Supervisor. A Temporary Supervisor performs many functions of the full supervisory position and receives training in, but not limited to, the following areas:

- Drug & Alcohol (Policy and procedures for all types of FTA-mandated testing)
- Accident Investigation (based on the TSI model)
- Emergency Procedures
- Security Procedures
- On-the-job Injury Claims
- Blood Borne Pathogens
- Data Entry and Recordkeeping
- Harassment
- Cultural Diversity
- Coaching/Criticism/Discipline
- Dispatch Operations
- Field Operations
- First Aid and Defibrillator
- Basic Writing
- Self Defense
- Conflict Resolution
- Pepper Spray

In addition to their initial training, all Transit Operations Supervisors receive five full days of refresher and topical training annually.

Injury and Illness Prevention Training

Injury and Illness Prevention Training is directed toward achieving a safe working environment for all employees and reducing the chance of occupational-related injuries and illnesses. The majority of training targets employees working in the Maintenance and Facilities Maintenance Departments because these employees have the greatest exposure to occupational hazards. The program is based on applicable Federal, State, and local safety codes and regulations. Some areas addressed in training include:

- Handling Hazardous Materials (Right to Know)
- Slips, Trips, and Falls
- Personal Protection Equipment
- Safety Data Sheets (SDS) and Labels
- First Aid
- Forklift Safety
- Bloodborne Pathogens
- Hazardous Materials Storage
- Strains and Sprains

- Fall Protection
- Confined Space Program
- Crane Operation
- Ergonomics
- Hazard Communication Program

Emergency Response Planning and Coordination

Details are contained in the Lane Transit District Emergency Preparedness and Security Plan (EPSP).

System Modification Design Review and Approval

General Process:

The LTD bus system is regularly modified in response to operational experience, the addition of new types of service, and changes in service design and levels. LTD's philosophy is to utilize appropriate new technologies to benefit the environment and the community it serves. The challenge is to review any proposed modification adequately before it is approved. Any proposed modification should be evaluated to ensure it is compatible with existing systems and does not introduce new hazards to the system or reduce the effectiveness of existing hazard controls.

Equipment modifications may be proposed by any employee of any department that uses the equipment. Changes may also occur from an analysis of reliability performance, historical data, and available improvements in equipment design and components.

Modification Design Review

A review of any modification in equipment design shall be made by the director and managers of the department responsible for the upkeep and/or use of the equipment. It is an informal practice to include Human Resources and Risk Management in the review of any change that might affect safety. The impact on the safety of all designs and specifications should be identified and evaluated before the change is approved. Some of the areas to be considered include but are not limited to:

- Hazardous Materials (handling and use)
- Motor Vehicle Safety
- Human Factor
- Occupational Health and Safety
- Materials Compatibility
- Fire Protection
- Lighting
- Braking systems
- Mirrors
- Warning Devices

Modifications must not be made before it is determined how they might affect the safety of the system, or any other systems. Other departments may evaluate a proposed change to determine its compatibility with other systems (e.g., hoists, fueling systems, communications systems). The evaluation may also include a review of applicable regulations, such as the Federal Motor Vehicle Safety Standards and Regulations and the U.S. Department of Labor's Occupational Safety and Health Act.

Testing may also be performed to evaluate the safety of a proposed modification. The testing of small changes may be minimal. For substantial modifications, extensive field testing, mock-ups, and structural evaluations may be employed.

Modification Design Approval

Final approval is generally made by either the Director of Operations or the Director of Planning and Development. When modifications are made by a bus manufacturer, the Director of Maintenance works with the manufacturer, and contractual changes may be made.

Monitoring

Once a modification is put in place, feedback from the operating department is solicited to evaluate the performance of the modification. Unsolicited input from the operating department and its employees (end users) is also encouraged. Depending on the nature of the modification, Human Resources and Risk Management, the Safety Committee, and the Accident Route Review Committee may also be involved.

Documentation

The Maintenance Department is responsible for documenting any vehicle modifications. Facilities Services is responsible for documenting any modifications made to a facility. Documentation may involve changing diagrams, schematics, manuals, service bulletins, service intervals, standard operating procedures, and Safety Data Sheets. The Risk Manager is responsible for updating Safety Data Sheets based on input from product manufacturers and various LTD Departments.

Routes

Route modifications are designed by Service Planning, Accessibility, and Marketing. The Service Planning Manager and a Service Planner are former operators who maintain a current CDL. They are qualified to drive various buses outside of revenue service to evaluate routing changes.

Service Planning may also use a current Bus Operator to test routing and bus stop placement. This experience-based, real-world process is designed to protect the safety of the transit bus, transit passengers, other vehicles, and pedestrians.

Service Planning informs the Accident Route Review Committee of any proposed route modifications. Service Planning can request that the Committee evaluate a specific proposal, or the Committee can choose to evaluate any proposed modifications.

Transit operations management may request a route modification it believes will improve operations. It may also choose to evaluate a modification that has been proposed by another department. Input from individual Bus Operators is encouraged through the Blue Card System, an open-door policy, and periodic surveying of Operators conducted by Service Planners.

Finally, Service Planning maintains a cooperative working relationship with the appropriate planning and road departments of all municipal levels of government within which LTD operates.

Additional Information

This PTASP was developed from information in other LTD documents, policies and procedures and manuals. Those documents are listed below:

- Lane Transit District System Safety Program Plan 2012
- Lane Transit District Employee Handbook
- LTD Board of Directors Resolution #2016-12 – Adoption of Safety Conscious Environment

Appendix A

LTD SAFETY COMMITTEE
HAZARD REPORTING CARD

Report Card # _____
Date Received _____

Name: _____ Dept: _____ Date: _____

Location of hazard: _____

Nature of hazard: _____

Is it Permanent Temporary Date/Time hazard was identified: _____

Suggested fix: _____

Was this a near miss (trip but did not fall, saw it just in time to avoid incident, etc.):

Additional Comments: _____

Use back of card for additional details/response

Additional Comments: _____

Outcome: _____ By Whom: _____ Date: _____

PLEASE ROUTE TO OPS

Appendix B



**Lane Transit District
Blue Card**

| |
|--|
| DO NOT WRITE IN THIS BOX BLUE CARD # _____ DATE: _____ |
|--|

FROM: _____ DATE: _____

PROBLEM: (Describe details below)

PLANNING

- BUS STOP ISSUE
- DRIVER TIMECARD
- LAYOVER / DROPOFF / RELIEF
- RUNNING LATE / EARLY
- TREES IN OPERATOR MANUAL
- OTHER / SUGGESTION

MARKETING

- ANNOUNCEMENT / DESTINATION SIGN
- INFORMATION AT BUS STOP / STATION
- PUBLIC INFORMATION
- OTHER / SUGGESTION

OPS

- TREE TRIMMING
- SAFETY HAZARD
- OTHER / SUGGESTION

FACILITIES

- DOWNED / MISSING LTD SIGN
- SHELTER / BUS STOP / STATION DAMAGE
- TRASH
- OTHER / SUGGESTION

BLOCK # _____ RUN # _____ ROUTE # _____ IB OB

DESCRIPTION: _____

SUGGESTIONS: _____

ADDITIONAL COMMENTS: _____



AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2023

ITEM TITLE: EUGENE STATION MODERNIZATION AND OPERATIONS COMMAND CENTER PROJECTS

PRESENTER: Todd R. Smith, Facilities Project Manager

CHIEF OFFICER: Joe McCormack, Chief Development Officer

ACTION REQUESTED: Information and Discussion

PURPOSE: To provide a progress update on the Operations Command Center (OCC) and the Eugene Station Modernization (ESM) Projects.

DESCRIPTION: This report provides an update to the Board and community regarding the progress of the design with staff input from the Sponsor Program End-user Champion (SPEC) and the Technical Advisory Committee (TAC) groups. The ESM project has completed the Scope and Cost Study design phase and the OCC project has completed the program confirmation design phase.

BACKGROUND: These projects are in the adopted Community Investment Plan (CIP). As described in the Community Investment Plan, the ESM project will maintain and improve both the building's interior and exterior features of the station. Examples of improvements include (but not limited to): updating wayfinding signs, improving real time signage, installing energy efficient lighting fixtures, and updating public restrooms. The OCC project will expand LTD's administrative building to include modern operations dispatch, operator report area, training simulator/classrooms, restrooms/showers, and operator rest areas.

The Board of Directors adopted LTD's use of the Construction Manager General Contractor (CMGC) alternative contracting method for both of these projects in April of 2022. The Board approved two contracts to PIVOT Architecture, one contract for each project in June 2022. The Board approved a contract to Fortis Construction the Construction Manager General Contractor for the OCC project in September 2022 and a contract to Chambers Construction the Construction Manager General Contractor for the ESM project in October of 2022.

A presentation will be provided to explain the project scope, budget, and schedule in further detail.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Staff will provide future updates on both projects including a presentation by PIVOT Architecture on the Operations Command Center project with floor plans and 3-D views.

SUPPORTING DOCUMENTATION:

1. Presentation

PROPOSED MOTION: N/A

Eugene Station Modernization & Operations Command Center Project Updates

Board Meeting - February 15, 2023



AGENDA

Eugene Station Modernization

Operations Command Center

Q&A



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.



Eugene Station Modernization (ESM) Project Operation Command Center (OCC) Project

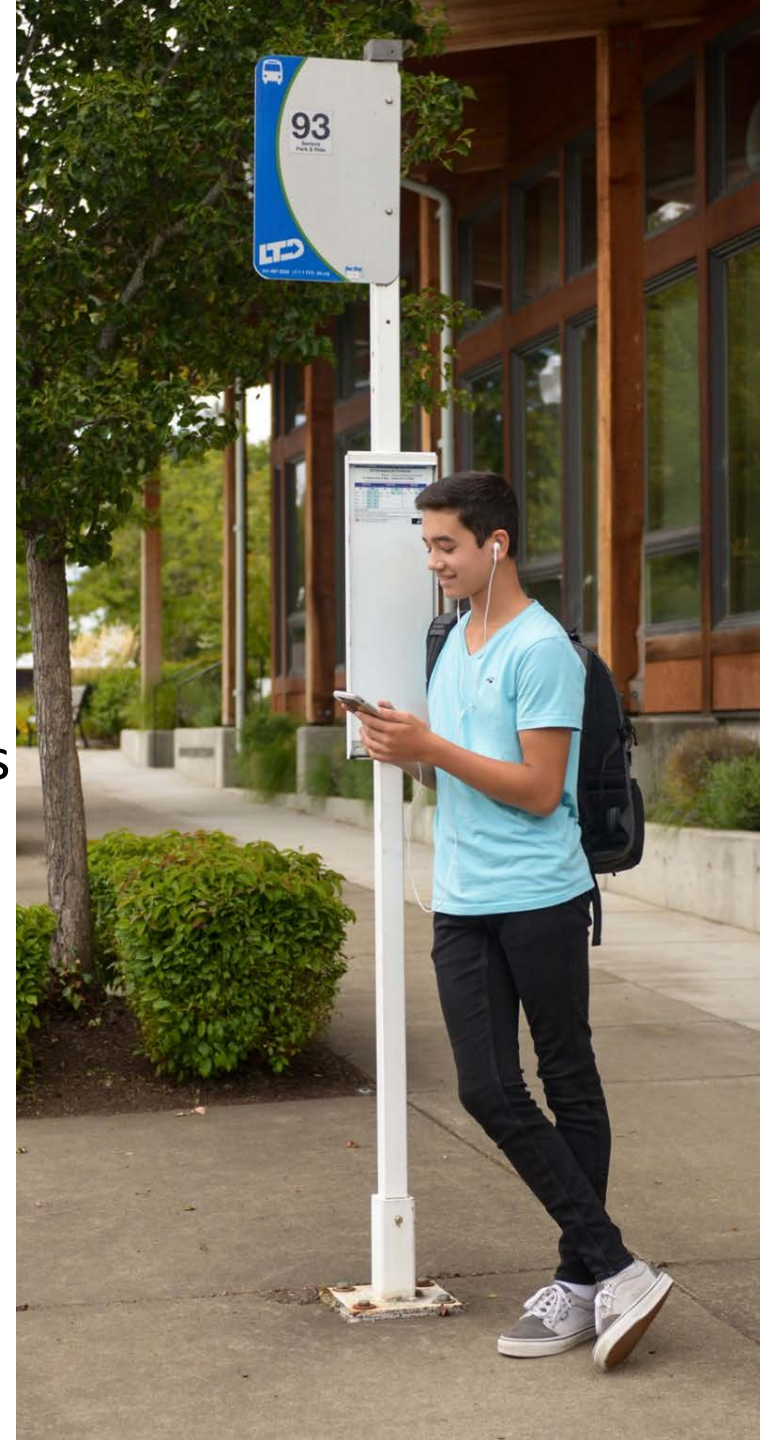
Board of Director Actions to Date

- Adoption for use of Construction Manager General Contractor (CM/GC)
- Approval of Design Services Contracts
- Approval of CM/GC Contracts



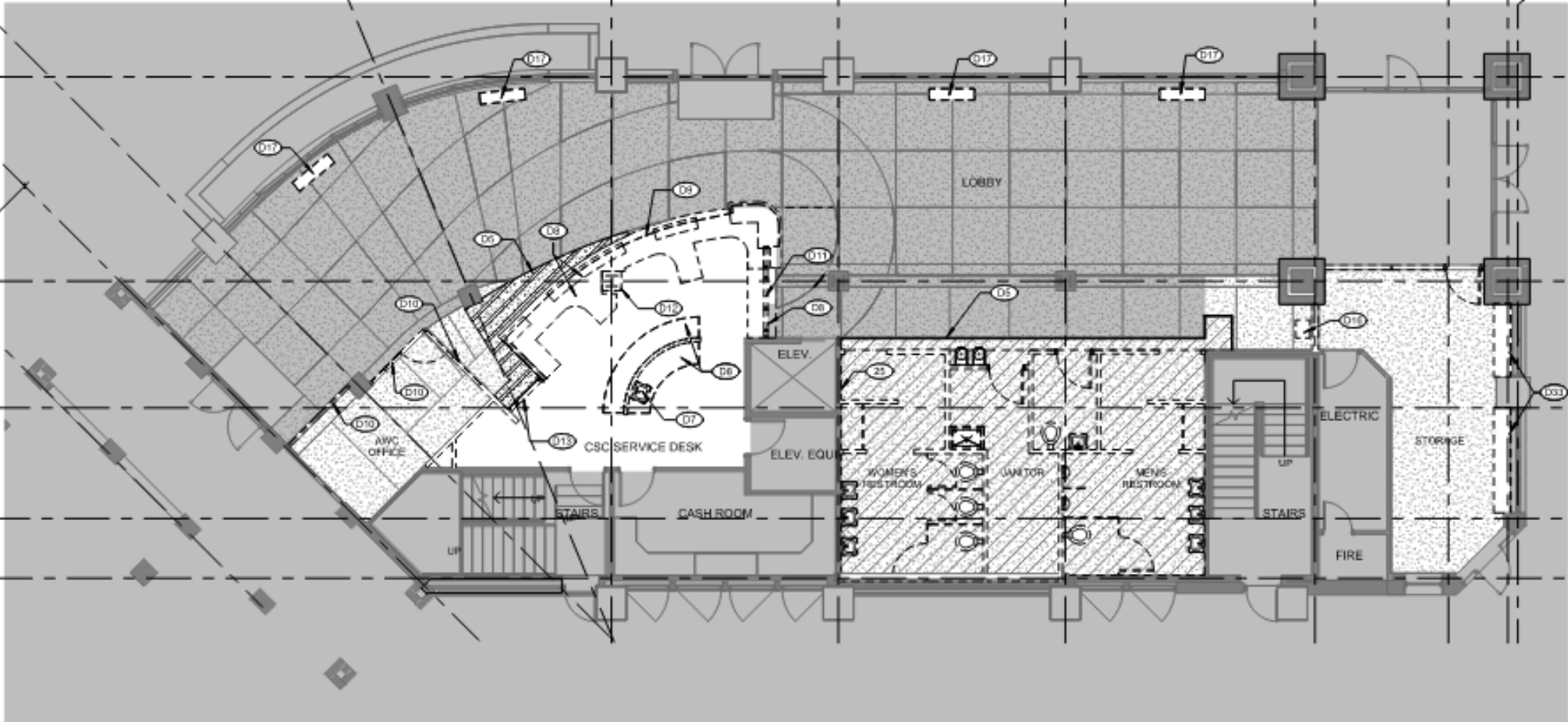
Eugene Station Modernization

- **Scope of Project**
 - Exterior Improvements
 - Passenger Information & Wayfinding Improvements
 - System & Maintenance Improvements
 - Interior Improvements



Eugene Station Modernization

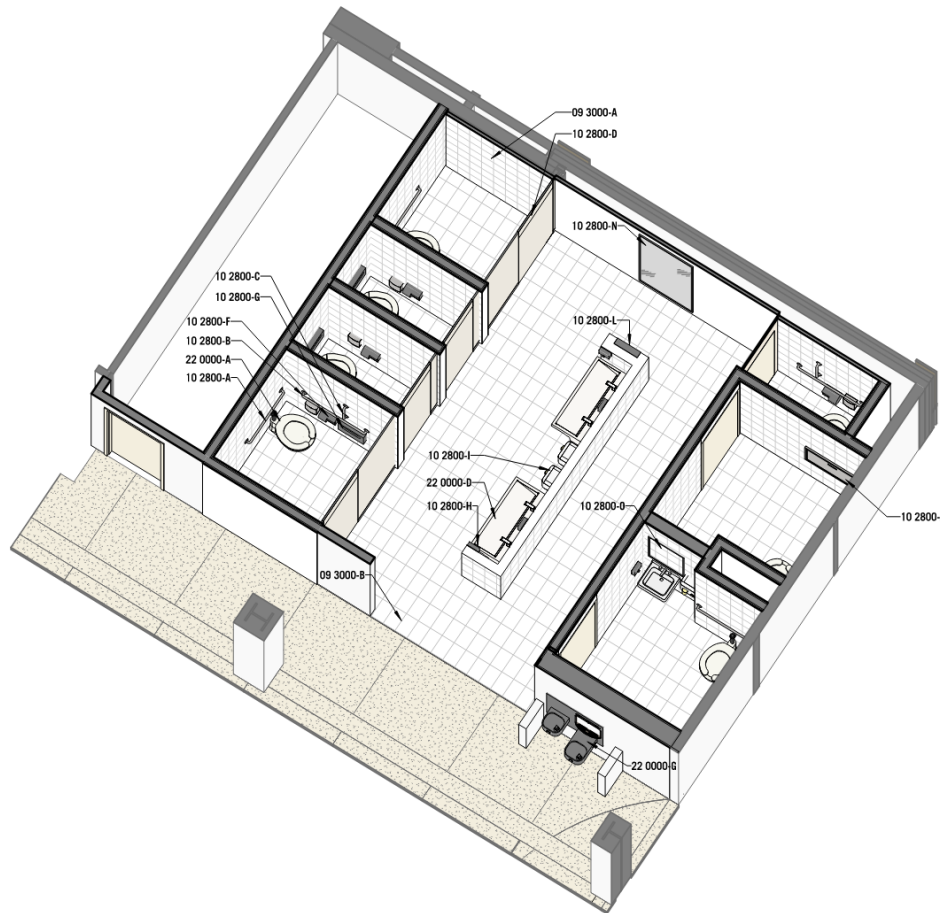
Customer Service Center 1st Floor



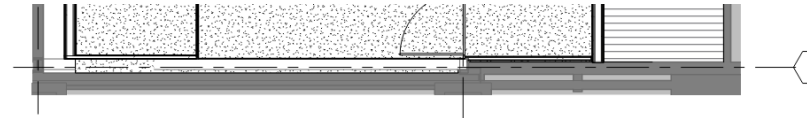
1 CSC - OVERALL FIRST FLOOR DEMOLITION PLAN
1/8" = 1'-0"

Eugene Station Modernization

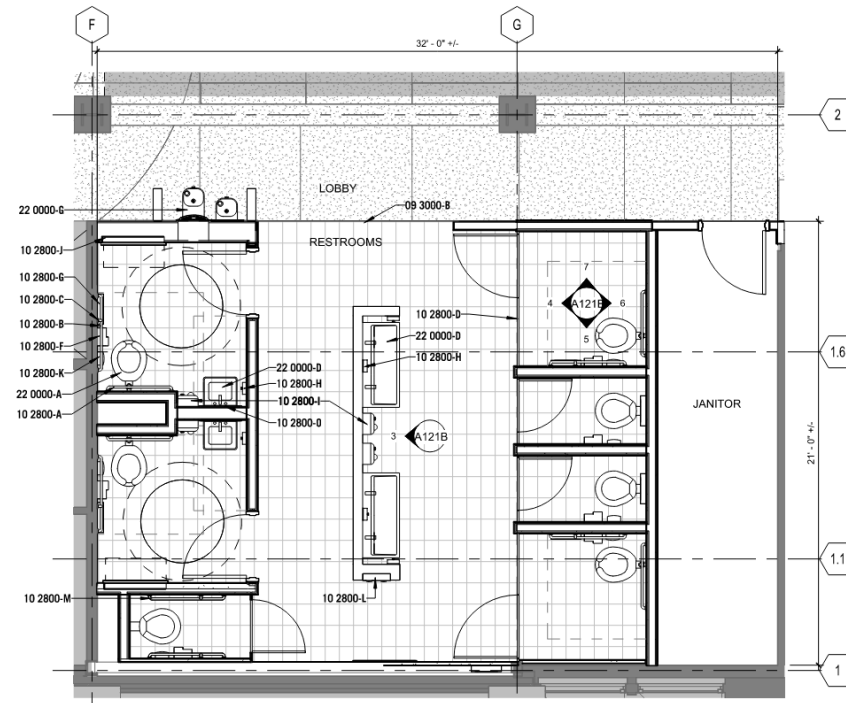
Customer Service Center Restrooms



8 RESTROOM AXONOMETRIC - ALT.



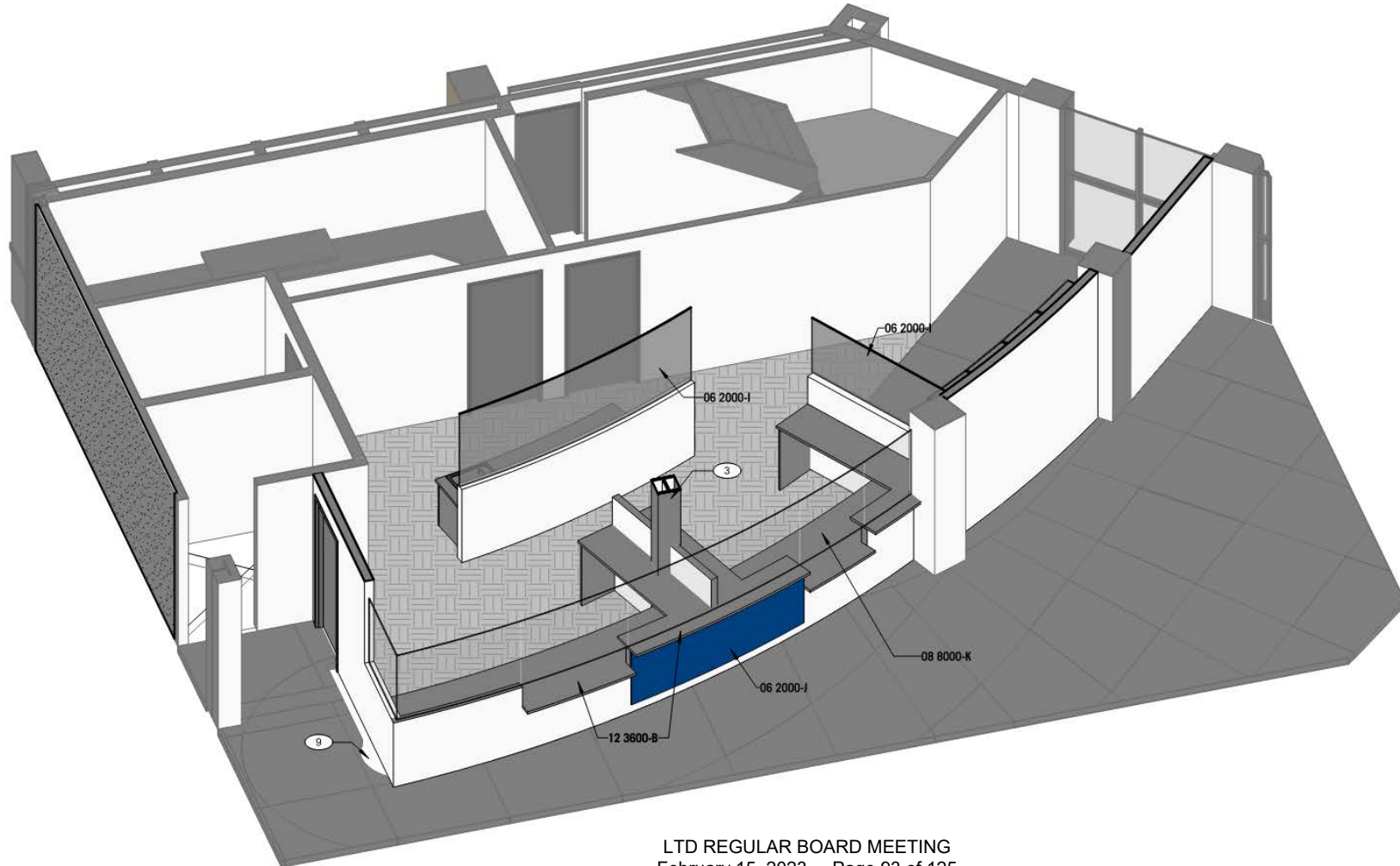
2 CSC - OVERALL FIRST FLOOR RCP - ALT.
1/4" = 1'-0"



1 ENLARGED RESTROOMS FLOOR PLAN - ALT.

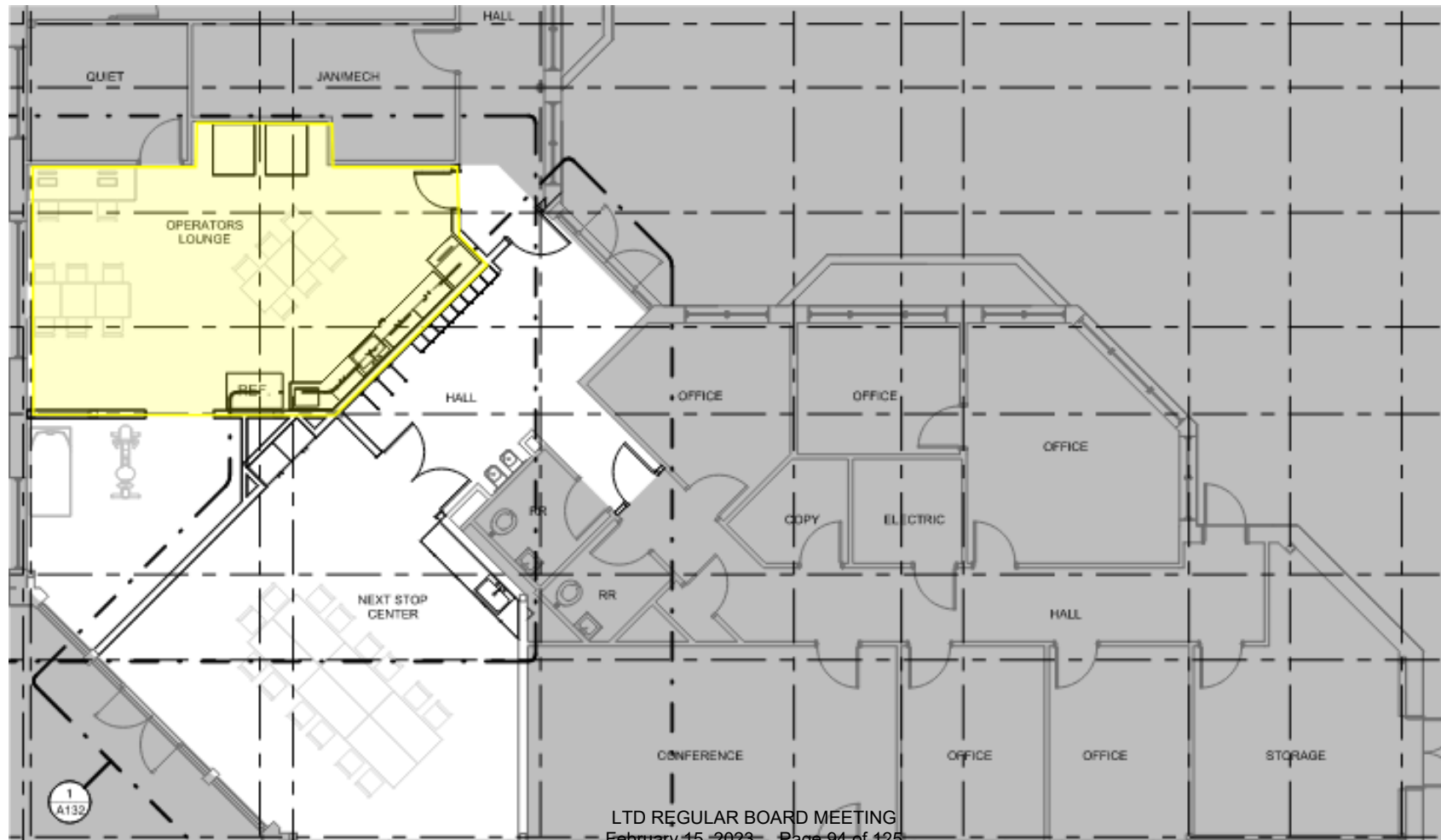
Eugene Station Modernization

Customer Service Desk and Lobby



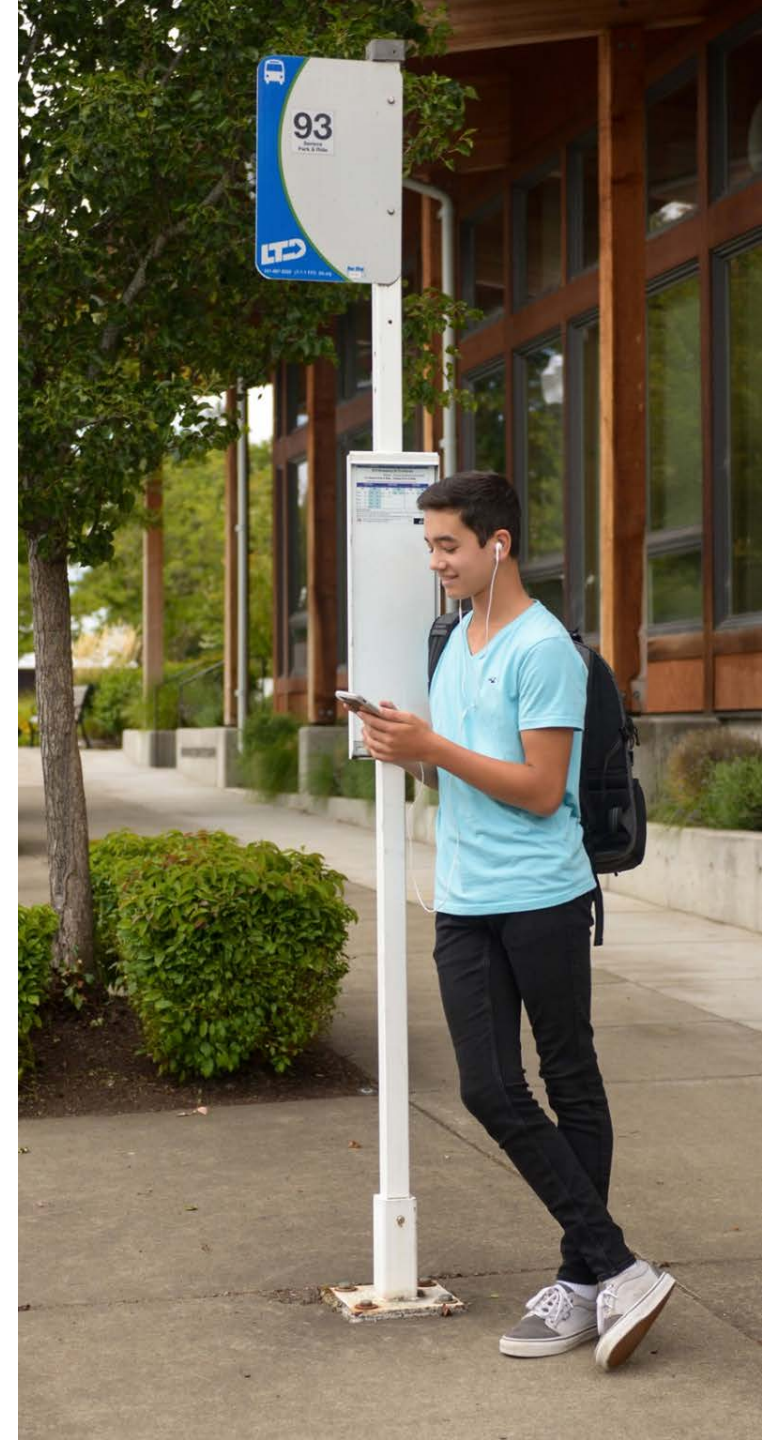
Eugene Station Modernization

Operators Lounge & Next Stop Center



Eugene Station Modernization

- **Project Budget**
 - \$5,400,000
 - 80% Federal Grant 20% Match
- **Project Schedule**
 - Scope & Cost Study: November 2022 – Feb 2023
 - Design: March 2022- August 2023
 - Construction: October 2023 – June 2024





Eugene Station Modernization

Next Steps

- Scope and Cost Alignment
- Schematic Design Phase

Operations Command Center

Project Overview





Operations Command Center

- **Scope of Project**
 - Operations Command Center with Dispatch
 - Employee Lounge
 - Multi Purpose Training Rooms
 - Department Offices and Support Spaces
 - Upgraded Lunch/Break Room
 - Wellness Center
 - Union Office
 - Board Room



Operations Command Center

- **Budget**

- \$12,480,000
- 80% Federal Grant 20% Match

- **Schedule**

- Design: November 2022 – November 2023
- Construction: January 2024 – January 2025



Operations Command Center

- **Design Progress**
 - Vision, Values, and Goals
 - Design Principals
 - Paper Doll Activity

- **Program Summary**
 - Programming & Space Needs Table
 - Adjacencies
 - Room Data Sheets

Operations Command Center

Design Principles

Collaboration

Support a cohesive work environment that improves employee connections and opportunities for collaboration by creating purposeful meeting and gathering spaces accessible to all employees.

Sustainability & Healthy Environments

Create a sustainable, maintainable and efficient building that supports the wellness of the employees through daylighting and outdoor connections, indoor air quality, easily maintained and sustainable materials and energy efficient lighting, and equipment.

Safe & Equitable

Support an equitable, safe and secure work environment that offers welcoming entrances accessible to all employees and a variety of spaces for private and safe conversations that support confidentiality and maintain the dignity of the LTD employees.

Flexibility

Create a flexible work environment that can adapt to the new and future work activities and functional needs of the departments and employees.

Innovation

Improve employee communication and engagement through the use of innovative technology and information displays.



Operations Command Center

Paper Doll Exercises/Adjacencies





Operations Command Center

- **Next Steps**
 - End of Programming Phase
 - Start of Schematic Design
 - Presentation to Board of Directors in April



Questions



AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2023

ITEM TITLE: MONTHLY RIDERSHIP AND SERVICE REPORT REFRESH

PRESENTER: Tom Schwetz, Director of Planning and Development

CHIEF OFFICER: Joe McCormack, Chief Development Officer

ACTION REQUESTED: None. Information Only

PURPOSE: Provide the Board with a newly formatted report on ridership and operations.

DESCRIPTION: Planning and Development is providing the first iteration of a new Monthly Ridership and Service Report in this month's packet, featuring selected ridership and service level data from December 2022.

BACKGROUND: Until early last year, a standard "Monthly Performance Report" containing 5 pages of various fixed-route and RideSource data, charts, and graphs had been included in Board packets each month. Over the decades of its production, the Monthly Performance Report grew in scope in response to specific requests, eventually including redundant data with focused reports made to the Board by Finance, Accessible Services, Fleet, or Operations.

In February 2022, staff retired the Monthly Performance Report in order to focus attention on quarterly Strategic Business Plan (SBP) reports, which contain selected performance metrics and data. However, recognizing that no standard ridership reporting is now provided in regular Board materials, a new effort is underway to provide useful information, with the intention of resetting the scope of information presented on ridership and service to best meet the needs of the current Board of Directors.

CONSIDERATIONS: Taking inspiration from the formatting of a similar report produced by Tri-Met, staff have produced and included a basic first version of the report. It presents the most recent full month (December 2022) of ridership data available at time of the Board packet deadline. The report includes information on LTD's directly operated fixed-routes and EmX along with details about service levels and productivity for those services. Specialized services such as RideSource and Diamond Express are reported elsewhere in the Board Packet, so this report focuses on directly operated bus services only.

ALTERNATIVES: N/A

NEXT STEPS: This version is intended as a starting place, to be revised and adapted with Board input in the coming months to produce a regular report with ridership and service level details, visualizations, charts, and data (as are available) that suit the interest and needs of the Board.

SUPPORTING DOCUMENTATION:

1. Attachment 1: Monthly Ridership and Service Report Summary – December 2022

PROPOSED MOTION: N/A



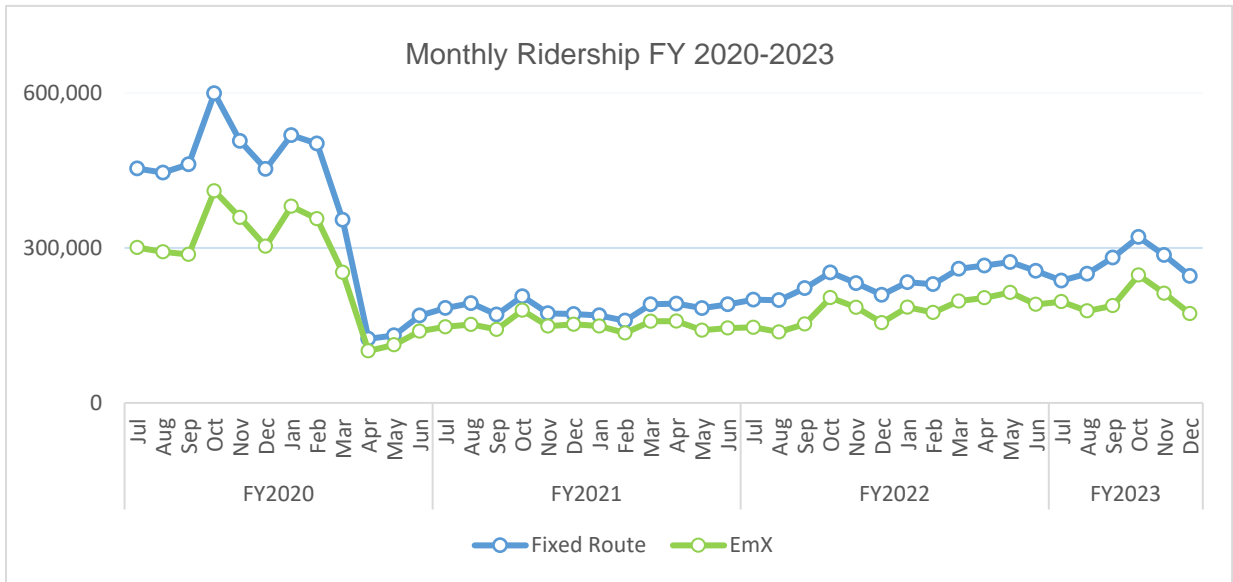
Date: February 15, 2023

To: General Manager/Chief Executive Officer
Board of Directors

From: Thomas Schwetz, Director of Planning & Development

Subject: Monthly Ridership and Service Report– December 2022

Monthly system-wide bus ridership increased 15% in December compared to the prior year's level, and is -45% of pre-pandemic levels. FY 2023 year-to-date (July-December 2022), ridership increased by 23% over FY 2022, and is -42% of pre-pandemic levels.



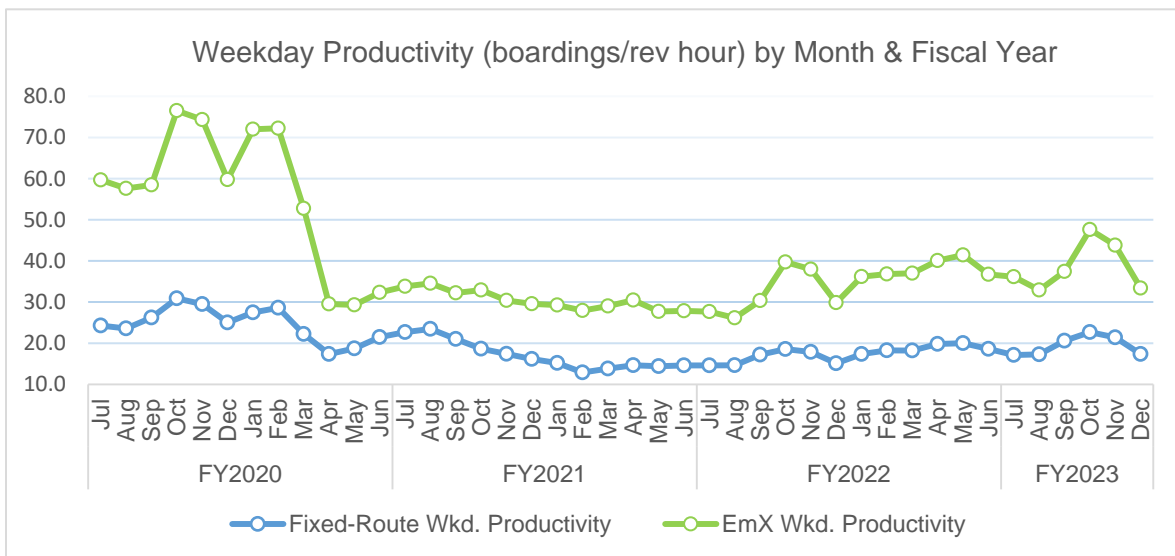
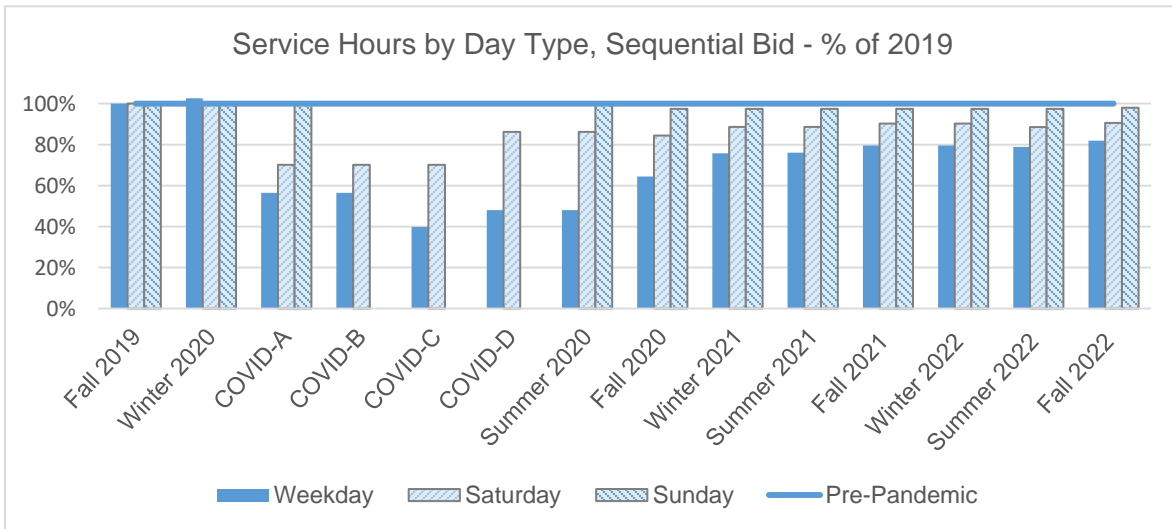
1. EmX: 172,919 boardings occurred on EmX buses in December, increasing 11% compared to the prior year. Average weekday boardings totaled 6,376, also increasing 11% from the prior year. FY 2023-to-date EmX ridership is up 22% compared to FY 2022, and is -46% from pre-pandemic levels.
2. Fixed-route: 245,697 total boardings occurred on fixed-route buses in December, an increase of 17% compared to the prior year. Average weekday boardings totaled 9,393, an increase of 19% from the prior year. FY 2023-to-date fixed-route ridership has increased 24% compared to FY 2022, and is -44% of pre-pandemic levels.





- 3. Bus Service Levels and Productivity: overall system-wide revenue service levels in December 2022 were slightly increased (2%) from December 2021. Scheduled service in December was 88% of pre-pandemic levels, with weekdays at 82%.

EmX Productivity (boardings per revenue hour) on December weekdays was 33.4, increasing 12% from the previous year's rate. FY 2023-to-date productivity for EmX was 38.4, a 21% increase over the previous year and -40% from pre-pandemic levels. Fixed-Route December weekday productivity was 17.4, up 15% from the previous year. FY 2023-to-date productivity for fixed-route was 19.4, a 19% increase over the previous year and -27% from pre-pandemic levels.





Q2 FY23 FINANCIAL PERFORMANCE INDICATORS



| INDICATORS | CADENCE | MEASURE | FY 2023 | | | | NOTES |
|--|---------------|---|---------|----|----|-----|---|
| | | | Q4 | Q3 | Q2 | Q1 | |
| AUDITS OF GENERAL HEALTH | | | | | | | |
| Report of Independent Auditors | Annual | Unmodified opinion | | | F | F | FY22 received a clean independent audit opinion indicating that LTD's financial statements are accurate and fairly presented. |
| Deficiencies in Internal Control | Annual | No material weaknesses noted No significant deficiencies or non-compliance noted | | | F | F | FY22 received a clean independent audit opinion indicating that no material weaknesses or significant deficiencies were found. |
| Fraud & Noncompliance with Laws & Regulations | Annual | No instances of fraud or noncompliance with laws and regulations identified | | | F | F | FY22 received a clean independent audit opinion indicating that no fraud or noncompliance with laws and regulations were identified. |
| FTA Comprehensive Review | Every 3 years | No significant deficiencies or material internal control weaknesses noted | | | F | F | FY20 review found no deficiencies in any of the 21 areas it examined. Next comprehensive review will be in FY24. |
| STIF Agreed Upon Procedures | Annual | No material noncompliance with requirements | | | F | F | FY22 agreed upon procedures are progress. Expectation is a clean report. |
| NTD Agreed Upon Procedures | Annual | No material noncompliance with requirements | | | F | F | FY22 received a clean independent audit opinion indicating no issued identified. |
| ODOT Urban Remote Compliance Monitoring Review | Annual | No material noncompliance with requirements | | | F | F | 2021 Report. No new audit request by ODOT has been received. |
| TRANSPARENCY | | | | | | | |
| GFOA Excellence in Financial Reporting Award | Annual | Award received | | | F | F | FY20 Annual Report; FY21 Annual Report review in process. |
| COMPLIANCE WITH WRITTEN POLICIES | | | | | | | |
| Reserve | Annual | Financial Planning documents align with policy | | | F | F | The new reserve policy adopted in February was implemented as part of the FY23 Budget. |
| Financial Planning | Annual | Financial Planning documents align with policy | | | F | F | The new Financial Planning policy was adopted in August 2022 and will be implemented as part of the FY24 budget and long-range financial plan |
| Pension Funding | Annual | Financial Planning documents align with policy | | | F | F | The updated Pension funding policies were adopted in September 2022. We are in compliance with this updated policy. |
| Community Investment Policy (Capital Planning) | Annual | Financial Planning documents align with policy | | | F | F | Community Investment Policy was adopted at the June 2022 Board meeting. We are in compliance with this policy. |
| BOARD ADOPTED POLICIES | | | | | | | |
| Reserve | Annual | Board revision adoption by < Feb 2022 | | | F | N/A | FY23 budget is aligned with Board adopted Reserve policy. |
| Financial Planning | Annual | Board Adoption by <Q2 FY23 | | | F | N/A | The new Financial Planning was policy adopted in August 2022 and will be implemented as part of the FY24 budget and long-range financial plan |
| Pension Funding | Annual | Board Adoption by <Q2 FY23 | | | F | N/A | The updated Pension funding policies were adopted in September 2022. We are in compliance with this updated policy. |
| Community Investment Policy (Capital Planning) | Annual | Board Adoption by <Q2 FY23 | | | F | N/A | Community Investment Policy was adopted at the June 2022 Board meeting |

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

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

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

U Unfavorable – This trend is negative, and there is an immediate need for Board action



Q2 FY23 FINANCIAL PERFORMANCE INDICATORS



| INDICATORS | CADENCE | MEASURE | FY 2023 | | | | NOTES |
|---|-----------|--|---------|----|-----|-----|--|
| | | | Q4 | Q3 | Q2 | Q1 | |
| REVENUE | | | | | | | |
| YTD Payroll Tax Revenue vs. Budget | Quarterly | Payroll tax actuals >= Budget | | | F | F | Pandemic recovery continues to be on trend with a 10% increase over Q2 FY22 YTD over the same period in FY23. This indicates employment continues to be stable and wage increases are increasing to keep up with inflation which has tempered as of late. Self-employment tax trends are too early to assess as payments are received annually, primarily in April & May |
| Planned Grant Coverage For CIP Projects | Annual | Greater than 70% of capital project costs covered by grants (includes additions and construction in process) | | | F | F | FY22 grant funded capital projects in the Capital Projects fund shows 90% of projects were covered by Federal and State grants - far exceeding the metric goal. In addition to project grant funding, LTD is utilizing COVID-19 relief funds for operating. Operating grant funding is not reflected in the 90% |
| EXPENDITURES | | | | | | | |
| YTD Expenditures vs Budget | Quarterly | Expenditures < Budget | | | W | F/C | September CPI is up 8.2 percent from where it was a year ago. This is slightly down from the 40 year high in June of 9.1 percent. Fuel prices also showed some relief, declining from a FY22 high of \$5.56/gallon in June to a Q1 FY23 average of \$4.19/gallon. The FY23 budget is \$3.53/gallon. The world athletic championships, Cedar Creek Fire evacuations, and the general manager recruitment included unplanned FY23 expenditures |
| Fringe Benefits (excluding pension) | Quarterly | Expenditures < Budget | | | F | W | Medical cost premiums change every January. With the exception of 2019, increases over the last 5 years have been 7% - 9%. |
| Capital Fund Project Spend | Quarterly | Expenditures < Budget | | | F | F | Projects are not expected to exceed FY23 budget. Supply chain issues persist |
| OPERATING POSITION | | | | | | | |
| Unrestricted Fund Balance | Annual | > 2 months of operating | | | F | F | Currently exceeding as demonstrated by unassigned cash balance. |
| UNFUNDED LIABILITIES | | | | | | | |
| ATU Pension funding | Annual | Annual contributions align with actuary recommendations and unfunded liability <= prior year | | | F/C | F | On track for full funding in 20 years despite global equities & fixed income investment declines, sticky inflation and recession risks. The District continues to make contributions in line with our actuary's recommendations and expectations for long-term returns rather than short-term fluctuations |
| Admin Pension Funding | Annual | Annual contributions align with actuary recommendations and unfunded liability <= prior year | | | F/C | F | On track for full funding in 10 years despite global equities & fixed income investment declines, sticky inflation and recession risks. The District continues to make contributions in line with our actuary's recommendations and expectations for long-term returns rather than short-term fluctuations |

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

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

KEY FINANCIAL HIGHLIGHTS

- The ARPA funded operating assistance, preventative maintenance and security activities project is progressing as scheduled. In addition, the FTA grants awarded during Quarter 1 (IT Upgrades, ERP System, Bus Wash Replacement, Security Upgrades, Major Bus Components, Electric Bus Replacement [FY21 Bus and Bus Facilities, CMAQ and CFP], and CRRSAA ADA Vehicle Replacement) are progressing as scheduled. ODOT also agreed to extend IGA 35318 (Lottery Bond) to complete ongoing BEB Charging Infrastructure and EmX Infrastructure Upgrades (FTN) activities.
- FY23 payroll-type tax collections are on target to exceed budget.
- Inflation has tempered slightly with the September CPI up 6.3 percent from where it was a year ago which is slightly down from the 40 year high in June of 9.1 percent.
- Fuel prices have seen some relief falling from over \$5 per gallon in June to \$3.35 per gallon for the last purchase in December 2022.
- Lane county seasonally adjusted unemployment rate increased for the 1st time in 2 years to 3.7% in August and is currently at 4.5% (December 2022.)
- Pension Funding changes based on the market value of the assets in the portfolio. As a defined benefit plan, the District bears the risk of covering shortages needed to meet pension commitments. Pension funding status in this report is based on a valuation for the Salaried Plan as of June 2022 and on a valuation for the ATU plan as of December 2022. Current market is showing declines from sticky inflation and recession risks which has reduced the funding status.
- Strategic Business Plan metrics, "Cost per revenue hour", "Operating cost per Boarding" and "Maintenance cost per mile" will increase going forward as a result of the new administrative structure and the ATU contract ratification.

OPERATING FINANCIAL PERFORMANCE

GENERAL FUND

| | | | |
|-------------------------------|-----|---------------|-----------|
| YTD Expenditures/Budget | 47% | | |
| YTD Operating Revenues/Budget | 52% | | |
| | YTD | YE Projection | YE Budget |
| Fund Balance | | \$15 | \$10 |

Payroll Taxes on track to exceed budget. Fares are 2% above budget. Pandemic relief grant assistance relief reflects lower personnel cost expenditures due to hiring challenges. Grant drawdowns are made monthly after expenditures have been incurred. Spending down due to open positions partially offset by benefit increases that began Jan 1. Personnel costs are 4% below budget for the 1st half of the year, but with the new Admin structure and ratification of the new ATU contract which includes wage increases and bonuses, the 2nd half will be higher than the 1st half. M&S, although currently below YTD budget, is forecasted by the Directors to exceed the annual budget. The combination of these factors will likely result in a supplemental budget request

OPERATING FINANCIAL PERFORMANCE

SPECIALIZED SERVICES

| | | | |
|-------------------------------|-----|---------------|-----------|
| YTD Expenditures/Budget | 23% | | |
| YTD Operating Revenues/Budget | 21% | | |
| | YTD | YE Projection | YE Budget |
| Fund Balance | | \$2 | \$0 |

State Transportation Improvement Fund projects have been delayed. This is the 2nd year of the State budget cycle. Carryover grant funds were included in FY23 budget.

OPERATING FINANCIAL PERFORMANCE

MEDICAID

| | | | |
|--------------------------------|-----|---------------|-----------|
| YTD Expenditures/Budget: | 37% | | |
| YTD Operating Revenues/Budget: | 38% | | |
| | YTD | YE Projection | YE Budget |
| Fund Balance | | \$0 | \$0 |

The impact of the pandemic continues to impact services. Review of the RFP responses for RideSource service contractor is beginning.

OPERATING FINANCIAL PERFORMANCE

POINT2POINT

| | | | |
|--------------------------------|-----|---------------|-----------|
| YTD Expenditures/Budget: | 17% | | |
| YTD Operating Revenues/Budget: | 33% | | |
| | YTD | YE Projection | YE Budget |
| Fund Balance | | \$0 | \$0 |

Revenue exceeding expenditures is due to timing of grant execution. Revenues are for expenditures incurred in the prior year. Programs are lagging due to COVID.

OPERATING FINANCIAL PERFORMANCE

CASH SUMMARY

| | | | |
|-------------------------|--|--|------|
| Restricted Cash balance | | | \$37 |
| Committed Reserves | | | \$11 |
| Assigned | | | \$4 |
| Unassigned | | | \$23 |

Definitions: **Restricted** – amounts are considered subject to externally enforceable restrictions
Committed – amounts are based on a limitation set by the Board and requires formal action to remove such as a resolution
Assigned – amounts under an informal limitation Unassigned – remaining resources available.

KEY STATISTICS (\$ IN MILLIONS)

| | |
|---|--------|
| PAYROLL TAX COLLECTIONS | |
| Current (thru 12/31) | \$24.8 |
| Projection | \$51.9 |
| Budget | \$50.1 |
| PENSION FUNDING (ACTUARIAL VALUE)** | |
| ATU | 85% |
| Salaried | 69% |
| Goal | 100% |
| ** - vs. market value. Actuarial value defers/smoothes asset gains & losses over 3 years. | |
| MEDICAL PREMIUM INCREASES | |
| Current | 7% |
| Projection | 7% |
| Budget | 7% |
| OPERATOR FTE'S | |
| Current | 167 |
| Projection | 175 |
| Budget | 175 |
| TOTAL FTE'S | |
| Current | 316 |
| Projection | 337.5 |
| Budget | 337.5 |
| COST PER REVENUE HOUR | |
| Current | \$220 |
| Projection | \$238 |
| Budget | \$238 |
| CARES | |
| Total Available | \$25.5 |
| FY20 for Operations | \$3.8 |
| FY21 for Operations | \$6.8 |
| FY22 for Operations | \$0.0 |
| Operating Assistance | \$14.9 |
| OPERATING ASSISTANCE | |
| Total Available | \$0 |
| Funds exhausted; grant closed | |
| CRRSAA (5310) | |
| Total Available | \$0.05 |
| ADA Vehicle Replacement | \$0.05 |
| ARPA (5307) | |
| Total Available | \$32.6 |
| Received | \$5.2 |
| Preventive Maintenance | \$7.9 |
| Operating Assistance | \$19.5 |
| ARPA (5310) | |
| Total Available | \$0.05 |
| ADA Vehicle Replacement | \$0.05 |
| OPERATING COST PER BOARDING | |
| Current | \$9.11 |
| FY22 | \$9.59 |
| Pre-pandemic | \$4.66 |
| MAINTENANCE COST PER MILE (ACFR CALCULATION METHODOLOGY) | |
| FY22 Preliminary | 2.77 |
| FY21 Actual | \$3.19 |
| Pre-pandemic | \$1.82 |
| VEHICLE HOURS PER LABOR HOUR | |
| FY22 Preliminary | TBD |
| FY21 Actual | \$0.81 |
| Pre-pandemic | \$0.86 |

**LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
January 2023**

| Contracts | | | | | | | | |
|--|-----------------------------------|--|------------------------|-----------------------------|--|---|--------------|--|
| DATE EXECUTED | CONTRACTOR | DESCRIPTION | CONTRACT TYPE | CONTRACT TERM | CONTRACT VALUE | NEW CONTRACT VALUE | SIGNER | NOTES |
| 1/3/2023 | PIVOT Architecture | Rub Rail Repair | Task Order | Dec 27, 2022 - Feb 28, 2023 | | \$13,059.78 | J. McCormack | Task Order to 2020-165 - On-Call Architectural & Engineering Services |
| 1/3/2023 | Securance Consulting | IT Assessment - Follow On | Personal Services | Jan 3, 2023 - Jan 2, 2024 | \$70,449.00 | | J. Auten | New Contract |
| 1/3/2023 | PIVOT Architecture | Glenwood Fuel Tank Pavement Restoration | Task Order | Dec 20, 2022 - Sep 30, 2023 | | \$18,880.58 | J. McCormack | Task Order to 2020-165 - On-Call Architectural & Engineering Services |
| 1/5/2023 | RU Talking Consultants | Employee Engagement & Training | Personal Services | Jan 5, 2023 - Jun 30, 2023 | \$10,000.00 | | J. Auten | New Contract |
| 1/5/2023 | Chambers Construction | EmX WEE Cabinet Retrofit | Task Order | Jan 1, 2023 - Aug 15, 2023 | | \$77,795.00 | J. McCormack | Task Order to 2021-48 On-Call Construction Services |
| 1/5/2023 | Chambers Construction | Parking Lot Maintenance - RideSource & Springfield Station | Task Order - Amendment | | | \$52,882.00 | J. McCormack | Amendment to Task Order 202148-2022-004 - Increase of \$1,226.00 for total SQFT adjustment |
| 1/6/2023 | Sheild Bistro | Networking Banquet Event | Personal Services | Jan 21, 2023 | \$4,728.00 | | P. Walsh | Order and Signed Terms to PO |
| 1/9/2023 | Brown Contracting | EmX Corridor Safety Measures Implementation | Construction Services | Jan 9, 2023 - Completion | \$1,923,043.00 | | J. Auten | New Contract |
| 1/10/2023 | PacificSource | NEMT Service | Amendment | Nov 1, 2022 - Ongoing | | Additional \$5.00 Surcharge to Public Health Emergency (PHE) based on invoicing | J. Auten | Revised Amendment 6 - signed by PacificSource 1/16/23 |
| 1/11/2023 | LCOG | Gang of Six | IGA Amendment | Aug 19, 2019 - Dec 31, 2024 | | | J. Auten | Amendment to Extend Contract |
| 1/12/2023 | Reece Complete Security Solutions | System Security Updates | Amendment | Dec 27, 2021 - Jun 30, 2023 | \$4,400,000.00 (includes all extensions) | | J. Auten | Amendment 4 to Extend Contract |
| 1/13/2023 | Turell Group | Multimodal Trip Planner Mobile App Branding | Task Order | Dec 12, 2022 - Jun 1, 2023 | | \$ 20,000.00 | P. Walsh | Task Order to 2019-33-TU |
| 1/14/2023 | Darren Muci | Procurement Technical Assistance | Amendment | Oct 27, 2022 - Apr 27, 2023 | \$30,000.00 | \$ 60,000.00 | J. Auten | Amendment to Extend Contract |
| 1/27/2023 | InfraStrategies LLC | Community Outreach Communications Assessment | Personal Services | Jan 24, 2023 - Jan 23, 2025 | \$239,670.00 | | J. Auten | New Contract |
| 1/28/2023 | Carolina Selva | Leadership & Professional Development Needs Assessment | Personal Services | Jan 24, 2023 - Jun 30, 2023 | \$10,000.00 | | J. Auten | New Contract |
| 1/30/2023 | LCOG | Planning Support | IGA Amendment | Nov 1, 2018 - Jun 30, 2024 | | | J. Auten | Amendment 4 to Extend Contract |
| 1/30/2023 | ELOCK Technologies, LLC | Electronic Bike Lockers | Amendment | Dec 9, 2020 - Dec 8, 2023 | \$68,024.00 | | J. Auten | Amendment 2 to Extend Contract |
| 1/30/2023 | PIVOT Architecture | A&E On-Call Services | Amendment | Apr 26, 2021 - Apr 25, 2024 | Annually Budgeted | | J. Auten | Amendment 3 to Extend Contract and Updated Rates/Fees |
| | | | | | | | | |
| | | | | | | | | |
| Group Pass/Non-Profit Program - Revenue Agreements | | | | | | | | |
| DATE EXECUTED | CONTRACTOR | DESCRIPTION | CONTRACT TYPE | CONTRACT TERM | ANNUAL CONTRACT VALUE | NUMBER of PARTICIPANTS | SIGNER | NOTES |
| 1/12/2023 | The Trauma Healing Project | Non-Profit Program | NPP | Jan 1, 2023 - Ongoing | NTE \$750,000 | Varies | J. Auten | New Agreement |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

| DATE EXECUTED | CONTRACTOR | DESCRIPTION | CONTRACT TYPE | CONTRACT TERM | CONTRACT VALUE | NEW CONTRACT VALUE | SIGNER | NOTES |
|---------------|------------|-------------|---------------|---------------|----------------|--------------------|--------|-------|
| | | | | | | | | |



OFFICE OF THE GENERAL MANAGER/ CHIEF EXECUTIVE OFFICER

Jameson Auten, General Manager/Chief Executive Officer

ADMINISTRATION

TRANSIT OPERATIONS

Cosette Rees, Chief Customer Experience Officer

TRANSIT OPERATIONS

Jake McCallum, Director of Transit Operations & Public Safety

Transit Operations

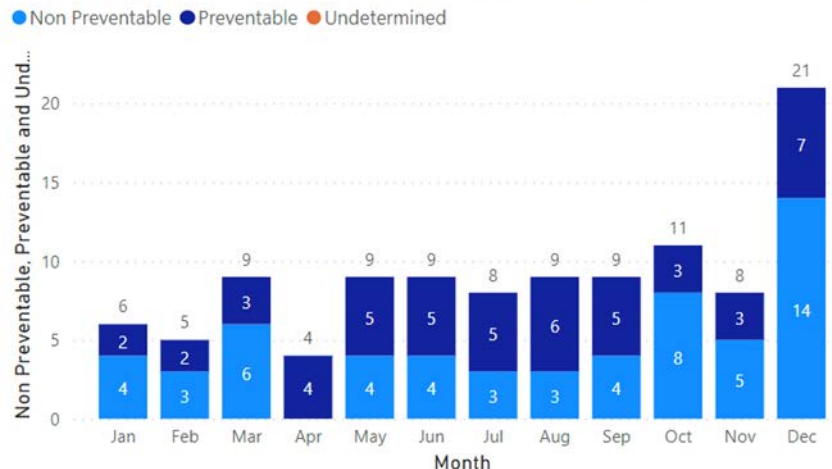
On January 19 and 20, 2023, Operations had some members on a committee that reviewed proposals from prospective companies to replace our scheduling software. The committee sent recommendations to Procurement to decide which product to bring before the board for approval. We anticipate presenting this information to the board at a future meeting.

The ESM (Eugene Station Modernization) and OCC (Operations Command Center) projects continue to progress. The ESM project has gone through the design phase and is now under review to ensure it is within budget and addresses the concerns brought forth in the information-gathering stage of the project. The OCC project is now entering the design stage as we have come to the end of the information-gathering stage. Once set, the project design will be reviewed to ensure that it meets the needs of the District and stays within the project's budget.

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 |
| Nov | 5 | 3 | 0 |
| Dec | 14 | 7 | 0 |
| Total | 58 | 50 | 0 |

Non Preventable, Preventable and Undetermined Accidents by Month



Training

The training department welcomed a new class of nine (9) operators on January 23, 2023. The current class of two (2) graduated on January 20, 2023.

Work continues on the next phase of Customer Service training for all LTD personnel. We are also looking at forming partnerships with several entities in our community, including the University of Oregon and Lane Community College. Cooperation between these agencies will provide a more consistent community presence and further support the District’s to keep the transit system safe.

Specialized enhancement training for operators and public safety officers is steadily evolving into a more results-driven application as we have streamlined the request, implementation, and completion of specific training. This process allows for more accurate record-keeping and performance assessments based on consistent triggers for such training requests.

Public Safety

The Public Safety Department has been working on new access control and will continue working closely with facilities to complete this project.

Public Safety Officers, Alex Ornelas Jones and James Morey, have reached their one-year anniversary. Peter Martindale is the newest Public Safety Officer and has completed his training and started independent shift work.

Public Safety is continuing to look for applicants and will be involved in upcoming interviews.

The Public Safety officers have recently bid for work assignments, and we are proud to announce one new position that is EmX oriented.

| Ordinance 36 Violation | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Total |
|---|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| 02. Smoking Prohibited | | | | | 2 | 1 | | 2 | 2 | | | | 7 |
| 03. Alcohol and Drugs | | | 1 | 1 | | 3 | 2 | 7 | | 5 | 9 | 5 | 33 |
| 04. Criminal Activity | 95 | 93 | 116 | 119 | 127 | 136 | 127 | 142 | 132 | 130 | 115 | 103 | 1435 |
| a. Assault | | | | | | 1 | | | | | | | 1 |
| b. Robbery | | | | | | | 1 | | | | | | 1 |
| c. Aggravated assault | | | 1 | | | | | 1 | | 1 | 2 | | 5 |
| e. Larceny/theft | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 2 | 1 | 1 | | 1 | 12 |
| g. Bomb threat | | | 1 | | | | | | | | | | 1 |
| o. Other assaults | | | | 1 | 1 | 2 | 1 | 1 | 1 | 3 | | | 10 |
| p. Vandalism | 1 | 2 | | | | 3 | 1 | 1 | 2 | 2 | | | 12 |
| q. Trespassing/Interfere w/ Public Transportation | 93 | 91 | 113 | 117 | 125 | 128 | 123 | 137 | 128 | 123 | 113 | 102 | 1393 |
| 05. Disorderly Conduct | 7 | 14 | 13 | 9 | 11 | 16 | 10 | 14 | 14 | 16 | 23 | 16 | 163 |
| a. Fighting, violent, tumultuous, threaten behavior | 3 | 9 | 8 | 7 | 9 | 11 | 7 | 11 | 9 | 6 | 21 | 11 | 112 |
| b. Unreasonable noise w/in Distr. vehicle or stati | | 1 | | | 1 | 4 | 1 | 2 | 2 | 4 | 1 | 2 | 18 |
| c. Obstructing free movement of passengers | | | | | | | | | | | | 1 | 1 |
| d. Create hazardous/physically offensive condition | 4 | 4 | 5 | 2 | 1 | 1 | 2 | 1 | 3 | 6 | 1 | 2 | 32 |
| 06. Harassment | 3 | | | 3 | 3 | 2 | 1 | 3 | 3 | | | 1 | 19 |
| a. Subject other person to offensive phys. Contact | 2 | | | | 3 | 1 | 1 | | 1 | | | 1 | 9 |
| b. Publicly insult person by abusive words/gesture | 1 | | | 3 | | | | 3 | 2 | | | | 10 |
| 07. Threatening or Offensive Language | 4 | 2 | | | | 2 | 2 | | | | 4 | | 14 |
| 09. Littering, Spitting | | | 1 | | | | 1 | | | 1 | 1 | | 4 |
| 10. Safety-Passenger must wear | | 1 | 1 | 4 | 1 | 2 | 2 | 2 | 1 | 1 | | | 15 |
| a. Shoes/pants/shorts/shirt/dress/comp. clothing | | 1 | 1 | 4 | 1 | 1 | 2 | 1 | 1 | 1 | | | 11 |
| c. Riding skateboard, roller or inline skates | | | | | 1 | | | 2 | | | | | 3 |
| e. Interfere w/safe op/movement of Dist. Vehicle | | | | | | 1 | | | | | | | 1 |
| 11. District Property | 7 | 1 | 4 | 5 | 3 | 5 | 3 | 8 | 2 | 6 | 4 | 3 | 51 |
| a. Use of transit system | 4 | | 1 | 2 | 1 | 2 | 1 | 1 | 1 | 3 | 2 | 2 | 20 |
| b. Limited access areas | | | | | | 1 | | | | | | | 1 |
| c. Off-hours closure | 1 | | | | | | | | | | | | 1 |
| e. Damaging district property | 2 | 1 | 3 | 3 | 2 | 2 | 2 | 7 | 1 | 3 | 2 | 1 | 29 |
| 12. Animals | | | 1 | | | | | | | | 1 | 1 | 3 |
| 14. Packages | | | | 1 | | | | | | | | | 1 |
| 16. Repulsive Odors | | 1 | | 1 | 1 | | | 2 | | 1 | | | 6 |
| 21. Weapons | | | | | 1 | | | 1 | | 1 | 1 | | 4 |
| 22. Non-Payment of Fare; Misuse of Bus Pass | 1 | 6 | 5 | 4 | 2 | 5 | 2 | 5 | 8 | 5 | 8 | 4 | 55 |
| Total | 117 | 118 | 142 | 147 | 151 | 172 | 150 | 186 | 162 | 166 | 166 | 133 | 1810 |

PLANNING & DEVELOPMENT

Joe McCormack, Interim Chief Development Officer

PLANNING

Tom Schwetz, Director of Planning

The Planning team has begun to develop a new monthly Performance Report. The monthly performance report that was previously included in the Board packet was discontinued in February 2022. The report was produced in a time consuming, error prone way and did not meet the needs of the district in providing operational transparency to the Board, committees, and the public. A memo and a first iteration of a new report are included in this month's packet. Planning staff invite feedback on what the board would like to see in the report. The intention is to iterate and slowly add additional metrics in a way that provides useful information on monthly changes in ridership and service.

Staff have been working on the Mobility Management Strategy since late 2021 and are now drafting the final report. Before the strategy is finalized, staff will work with the Executive Team, Strategic Planning Committee, and external stakeholders before bringing the strategy to the Board.

Winter service changes went into effect on Sunday February 5. In response to the ongoing operator shortage, Service Planners have reduced weekday winter service hours to provide relief to operators and Operations staff. Saturday and Sunday service levels will remain the same. Winter bid weekday service is approximately 74% for the same period of 2020. Saturday and Sunday are at 91% and 96% of 2020, respectively.

LTD uses service scheduling software called Hastus. An update to Hastus 2021 is expected to go live for the Summer bid beginning June 17. The main upgrade will be the ability to estimate and track the State of Charge (SOC) on electric buses based on mileage and battery life expectancy over time. This will allow Service Planning and Fleet staff to better utilize electric buses within a particular set of constraints over time.

The Comprehensive Operational Analysis is in procurement and currently out for bid. Proposals are due by February 15, after which the evaluation team will be interviewing and awarding the contract to the qualified bidder. Anticipated start of the project is expected to be on May 1, 2023.

FACILITIES

Jeff Sherman, Facilities Manager

Annual Fire Extinguisher inspections and associated servicing: All facility fire extinguisher testing was completed as of January 30. Inspections were completed on time and fulfilled the District's ongoing compliance requirements.

Reoccurring fire extinguisher inspections occur at LTD's: Glenwood Campus, Ridesource, Eugene Station, Springfield Station, Willow Creek, and Santa Clara Station.

Virtual Consulting on Facilities Management's (FM) updated CMMS tool, Asset Essentials (Brightly), is underway. Data migration and FM user training has been completed, and an extensive audit of the entire system is underway. Brightly is actively producing training materials for staff that enter FM work order requests (Requesters). The Requester training materials are expected to be made available ahead of the system's February 27 'go-live' date. The Implementation Period and Post-Consultation Support is currently scheduled to end on March 7, 2022.

Bus Stop Information and WEE EmX schedules are currently being replaced, and installation will be completed prior to the start of winter service on Sunday, February 5.

PROJECTS

Joe McCormack, Interim Chief Development Officer

The Midas Replacement project (Operations Scheduling Software Replacement Project) continues: still in the RFP process, staff had presentations from three shortlisted vendors last week. This week, the Evaluation Committee

submitted their SWOT analyses of the presentations. After compiling the resulting scores, Procurement will contact the selected vendor with notice to award a contract, likely next week.

MARKETING & COMMUNICATIONS

Pat Walsh, Chief Marketing Officer

MARKETING AND COMMUNICATIONS

Theresa Brand, Marketing and Communications Manager

The February Marketing and Communication highlights include a continued effort on the Rider Communications Campaign, which remains pivoted to messages encouraging people to ride LTD with some more recent messaging on social media on I ride messaging, sharing more personal stories of why people ride LTD and a new focus on how LTD offers great career opportunities as an employer.

Staff continue to work closely with the Turell Marketing Group to develop new video and digital assets promoting the community to ride with us while highlighting their personal stories on transit and some of the new material will also highlight jobs at LTD and why community members should consider working for LTD. Currently, the focus is on Bus Operator recruitment. These newly produced video materials will run on local TV with new videos running each month along with being boosted as posts on digital channels.

Staff are beginning planning for Bus Operator Appreciation Day. Events at the stations are to be determined.

As part of a leadership project, staff is researching different vendors for an Opt-in SMS Text message system to notify riders of service alerts. There are two key benefits: Riders do not have to go to the website before every trip to search for alerts and those who do not have phone data or access to the internet to view alerts on our website can receive alerts through their text messages. This project addresses equity so that all riders have access to service alerts to help them travel through our system. Additionally, this same software can be used for internal LTD messaging to employees.

Student Transit Pass: The winner of the Take the Bus Challenge, the Academy of Arts and Academics, identified their sustainability initiative that they will be putting the award of \$1,000 towards. Currently, they have a water/tea station for students and purchase on average 400 (3,600 a year) disposable paper cups. They will be purchasing stainless steel reusable cups for all students to use, rather than paper cups.



Employer Programs: A new organization, Best Western Hotels joined the Group Pass program on January 1.

Staff continued outreach to local businesses in Eugene, Springfield, and the surrounding service area. During the month of January staff met with a few interested businesses considering the use of the Group Pass Program for their employees. Currently, there are over 40 businesses enrolled in the Group Pass program including the UO and LCC.

Vanpool: Staff continued to work with Commute with Enterprise, other vanpool partners located in the Willamette Valley, and the ODOT Transportation Options program to coordinate the administration of regional vanpool programs. Currently, there are five operating vanpools that travel up and down the Willamette Valley, Monday through Friday, year-round. Pre-COVID, LTD sponsored 17 vanpools. Due to the nature of changing workplaces with more hybrid work, it is unknown whether there will be a return of any of the other 12 vanpools. LTD is working with local partners including the UO to assess whether there are additional opportunities for vanpool formation for their out of town employees.

Government and Community Relations: The State Legislature is in session and LTD is working with its coalition and industry partners to evaluate over 2,000 bills that have been introduced thus far. Staff will have a priority bill list identified by early February and will begin formulating strategies to educate and inform policy-makers on bills of importance or concern.

The Joint Transportation Committee held a public hearing on January 24, where General Manager/Chief Executive Officer, Jameson Auten and LTD's Public Safety Manager, Josh Schmit, provided testimony to the committee. Remarks were focused on public safety on transit and LTD was invited to speak along with TriMet, Rogue Valley Transit District and Salem Cherriots.

Preparations for the March United Front trip are underway and materials are being refined. LTD's Board Vice President, Susan Cox, will accompany Jameson Auten, General Manager/Chief Executive Officer, and Tiffany Edwards, Director of Government and Community Relations, on this year's advocacy trip to Washington DC.

LTD's Washington DC meetings are being scheduled to meet with representatives from the following: The White House, Oregon Federal Affairs, Senator Merkley, Senator Wyden, Congresswoman Hoyle, US Department of Transportation, Federal Transit Administration, The Bus Coalition and the American Public Transportation Association (APTA). Most meetings will include additional United Front partners and staff will be sharing the Districts regional federal priorities that include efforts around LTD's Community Outreach and Communications Assessment, Workforce Development, Sustainability and Mobility Management. Additionally, staff are having internal discussions in preparation for project requests that are expected to come from the Federal delegation in February, to identify potential projects for their consideration. The Board will receive a follow-up update at the March regular Board meeting.

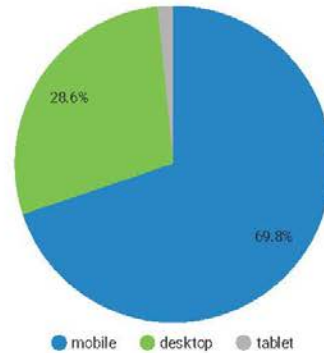
Strategic community relations efforts have been underway since the beginning of the year and the core team, consisting of Jameson Auten, Pat Walsh, and Tiffany Edwards, have been highly engaged in the community meeting with leaders, stakeholders, and others working to build relationships on behalf of LTD.

Lane Transit District | Board Report | Website Analytics Dec 27, 2022 - Jan 23, 2023

Website Overview

| | | |
|---------------------------------------|--|---|
| Users 22,954 ↓ -4.6% | Pageviews 108,656 ↓ -6.8% | Avg. Time on Page 00:01:58 ↓ -6.7% |
| New Users 19,044 ↓ -6.0% | Unique Pageviews 89,919 ↓ -5.0% | Pages / Session 2.21 ↑ 0.7% |

Device Source for Website



Latest News

| | | |
|----------------------------|--------------------------------------|---|
| Press Releases 3 | Pageviews 1,304 ↑ 57.3% | Avg. Time on Page 00:01:51 ↑ 11.9% |
|----------------------------|--------------------------------------|---|

| Device Category | Users | % Δ |
|-----------------|--------|----------|
| mobile | 16,126 | -8.6% ↓ |
| desktop | 6,596 | 10.2% ↑ |
| tablet | 378 | -15.2% ↓ |

LTD.org Home Page



The screenshot shows the LTD.org website interface. At the top is a navigation menu with links for RIDING LTD, FARES & PASSES, ABOUT US, ACCESSIBILITY INFO, and FOR EMPLOYERS. Below the menu is a large hero image of a transit station with a 'WINTER SERVICE CHANGES BEGIN FEB. 5' announcement. To the right is a 'PLAN YOUR TRIP' tool with input fields for 'From', 'To', date, and time, and buttons for 'Departing', 'Arriving', and 'PLAN MY TRIP NOW'. Below the hero image is a 'LATEST NEWS' section with three news items: 'Springfield's A3 Wins Inaugural Take The Bus Challenge', 'LTD Adjusts Service Beginning Feb. 5, 2023', and 'New Board Members Begin Terms in January'. To the right of the news is a 'FIND YOUR ROUTES' section with a search bar and a 'GO' button. At the bottom right is a 'SERVICE ALERTS' section.

Twitter Dec 2022, 27 - Jan 2023, 23



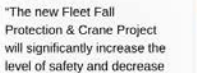


Twitter: Audience Summary

| | |
|--|--|
| TOTAL FOLLOWERS 3.6k Avg. per day: 1 | NEW FOLLOWERS -8 ↓133.33% Avg. per day: <1 |
|--|--|

Twitter: Tweets & Engagement Summary

| TOTAL TWEETS 32 ↓40.74% Avg. per day: 1 | TOP TWEET via Twitter Web App 3 Jan 2023 12:43 PM  Thank you, @SenJeffMerkeley, @RonWyden, and @RepPeterDeFazio, for securing... Likes: 6, Replies: 2, Retweets: 2, Engagement: 10, Engagement Rate: <1% | ENGAGEMENT BY TWEET TYPE  <table border="1"> <thead> <tr> <th>TYPE</th> <th>ENGAGEMENT</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Image</td> <td>34</td> <td>82.93%</td> </tr> <tr> <td>Text</td> <td>5</td> <td>12.2%</td> </tr> <tr> <td>Link</td> <td>2</td> <td>4.88%</td> </tr> <tr> <td>Video</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Gif</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Poll</td> <td>0</td> <td>0%</td> </tr> </tbody> </table> | TYPE | ENGAGEMENT | % | Image | 34 | 82.93% | Text | 5 | 12.2% | Link | 2 | 4.88% | Video | 0 | 0% | Gif | 0 | 0% | Poll | 0 | 0% |
|---|---|---|------|------------|---|-------|----|--------|------|---|-------|------|---|-------|-------|---|----|-----|---|----|------|---|----|
| TYPE | ENGAGEMENT | % | | | | | | | | | | | | | | | | | | | | | |
| Image | 34 | 82.93% | | | | | | | | | | | | | | | | | | | | | |
| Text | 5 | 12.2% | | | | | | | | | | | | | | | | | | | | | |
| Link | 2 | 4.88% | | | | | | | | | | | | | | | | | | | | | |
| Video | 0 | 0% | | | | | | | | | | | | | | | | | | | | | |
| Gif | 0 | 0% | | | | | | | | | | | | | | | | | | | | | |
| Poll | 0 | 0% | | | | | | | | | | | | | | | | | | | | | |

Twitter: Top Posts by Engagement Rate

| | | | | |
|--|---|--|---|---|
| <p>via Twitter Web App 3 Jan 2023 12:43 PM  Thank you, @SenJeffMerkeley, @RonWyden, and... Likes: 6, Replies: 2, Retweets: 2, Engagement: 10, Engagement Rate: <1%</p> | <p>via Zoho Social by hailey.pratt 3 Jan 2023 06:00 PM  #TuesdayTip Did you know that all LTD buses are mobile "Safe Places" and can be... Likes: 3, Replies: 0, Retweets: 1, Engagement: 4, Engagement Rate: <1%</p> | <p>via Twitter Web App 3 Jan 2023 12:43 PM  "The new Fleet Fall Protection & Crane Project will significantly increase the level of safety and decrease the time it takes us to complete tasks on the top of buses," said LTD Journey-Level Mechanic Riley. Likes: 2, Replies: 0, Retweets: 1, Engagement: 3, Engagement Rate: <1%</p> | <p>via Zoho Social by hailey.pratt 18 Jan 2023 04:00 PM  LTD CEO @AutenJameson was invited to speak about the community value of... Likes: 3, Replies: 0, Retweets: 0, Engagement: 3, Engagement Rate: <1%</p> | <p>via Zoho Social by hailey.pratt 20 Jan 2023 12:00 PM  Congratulations to LTD's two newest bus operators, Ronda and Corina, who graduated... Likes: 3, Replies: 0, Retweets: 0, Engagement: 3, Engagement Rate: <1%</p> |
|--|---|--|---|---|

Facebook Dec 2022, 27 - Jan 2023, 23

Facebook: Audience Summary

TOTAL PAGE LIKES

5.8k

Avg. per day :<1

NEW LIKES

4 ↓ 84%

Avg. per day :<1

LIKES LOST

3 ↓ 25%

Avg. per day :<1

ORGANIC VS PAID LIKES

100% Organic
0% Paid

Facebook: Impression Summary

PAGE IMPRESSIONS

22k ↓ 45.01%

Avg. per day :787

PAGE REACH

16k ↓ 44.57%

Avg. per day :558

ORGANIC VS PAID REACH

100% Organic
0% Paid

TOP COUNTRY

| COUNTRIES | COUNT | % |
|---------------|-------|--------|
| United States | 2k | 98.93% |

Facebook: Post & Engagement Summary


TOTAL POSTS

34 ↓ 17.07%

Avg. per day:1

TOP POST

via Zoho Social
20 Jan 2023 12:00 PM



Congratulations to LTD's two newest bus operators, Ronda and Corina, who graduated today from a rigou...

| | |
|-----------------|----|
| Reactions | 51 |
| Comments | 20 |
| Shares | 1 |
| Engagement | 72 |
| Engagement Rate | 1% |

ENGAGEMENT BY POST TYPE

| TYPE | ENGAGEMENT | % |
|-------|------------|--------|
| Image | 327 | 96.46% |
| Link | 10 | 2.95% |
| Video | 2 | 0.59% |
| Text | 0 | 0% |

Facebook: Top Posts by Engagement Rate



| Post Content | Reactions | Comments | Shares | Engagement | Engagement Rate |
|---|-----------|----------|--------|------------|-----------------|
| Congratulations to LTD's two newest bus operators, Ronda and Corina, who graduated... | 51 | 20 | 1 | 72 | 1% |
| As the year comes to a close, let's take a look back at this year's Employee of t... | 27 | 5 | 2 | 34 | <1% |
| LTD CEO Jameson Auten was invited to speak about the community value of... | 24 | 0 | 0 | 24 | <1% |
| Have a safe and happy New Year's Eve! If you're going out to ring in the new year,... | 14 | 2 | 8 | 24 | <1% |
| Join bus operator Justin and our award-winning team. Apply NOW to be an LTD... | 17 | 0 | 3 | 20 | <1% |

Twitter Dec 2022, 27 - Jan 2023, 23

Twitter: Audience Summary





| | |
|--|--|
| TOTAL FOLLOWERS 3.6k Avg. per day: 1 | NEW FOLLOWERS -8 ↓133.33% Avg. per day: <1 |
|--|--|

Twitter: Tweets & Engagement Summary

| TOTAL TWEETS 32 ↓40.74% Avg. per day: 1 | TOP TWEET via Twitter Web App 3 Jan 2023 12:43 PM  Thank you, @SenJeffMerkeley, @RonWyden, and @RepPeterDeFazio, for securing... Likes: 6, Replies: 2, Retweets: 2, Engagement: 10, Engagement Rate: <1% | ENGAGEMENT BY TWEET TYPE  <table border="1"> <thead> <tr> <th>TYPE</th> <th>ENGAGEMENT</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Image</td> <td>34</td> <td>82.93%</td> </tr> <tr> <td>Text</td> <td>5</td> <td>12.2%</td> </tr> <tr> <td>Link</td> <td>2</td> <td>4.88%</td> </tr> <tr> <td>Video</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Gif</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Poll</td> <td>0</td> <td>0%</td> </tr> </tbody> </table> | TYPE | ENGAGEMENT | % | Image | 34 | 82.93% | Text | 5 | 12.2% | Link | 2 | 4.88% | Video | 0 | 0% | Gif | 0 | 0% | Poll | 0 | 0% |
|---|---|---|------|------------|---|-------|----|--------|------|---|-------|------|---|-------|-------|---|----|-----|---|----|------|---|----|
| TYPE | ENGAGEMENT | % | | | | | | | | | | | | | | | | | | | | | |
| Image | 34 | 82.93% | | | | | | | | | | | | | | | | | | | | | |
| Text | 5 | 12.2% | | | | | | | | | | | | | | | | | | | | | |
| Link | 2 | 4.88% | | | | | | | | | | | | | | | | | | | | | |
| Video | 0 | 0% | | | | | | | | | | | | | | | | | | | | | |
| Gif | 0 | 0% | | | | | | | | | | | | | | | | | | | | | |
| Poll | 0 | 0% | | | | | | | | | | | | | | | | | | | | | |

TOTAL ENGAGEMENT
41 ↓42.25%
Avg. per day: 1

Twitter: Top Posts by Engagement Rate

| | | | | |
|--|---|--|---|---|
| <p>via Twitter Web App 3 Jan 2023 12:43 PM  Thank you, @SenJeffMerkeley, @RonWyden, and... Likes: 6, Replies: 2, Retweets: 2, Engagement: 10, Engagement Rate: <1%</p> | <p>via Zoho Social by hailey.pratt 3 Jan 2023 06:00 PM  #TuesdayTip Did you know that all LTD buses are mobile "Safe Places" and can be... Likes: 3, Replies: 0, Retweets: 1, Engagement: 4, Engagement Rate: <1%</p> | <p>via Twitter Web App 3 Jan 2023 12:43 PM "The new Fleet Fall Protection & Crane Project will significantly increase the level of safety and decrease the time it takes us to complete tasks on the top of buses," said LTD Journey-Level Mechanic Riley. Likes: 2, Replies: 0, Retweets: 1, Engagement: 3, Engagement Rate: <1%</p> | <p>via Zoho Social by hailey.pratt 18 Jan 2023 04:00 PM  LTD CEO @AutenJameson was invited to speak about the community value of... Likes: 3, Replies: 0, Retweets: 0, Engagement: 3, Engagement Rate: <1%</p> | <p>via Zoho Social by hailey.pratt 20 Jan 2023 12:00 PM  Congratulations to LTD's two newest bus operators, Ronda and Corina, who graduated... Likes: 3, Replies: 0, Retweets: 0, Engagement: 3, Engagement Rate: <1%</p> |
|--|---|--|---|---|

LinkedIn Dec 2022, 27 - Jan 2023, 23

LinkedIn: Audience Summary

TOTAL FOLLOWERS
905

NEW FOLLOWERS
35 ↑ 94.44%
Avg. per day :1

ORGANIC VS SPONSORED

100% Organic
0% Sponsored

TOP COUNTRY

| COUNTRIES | FOLLOWER COUNT | % |
|---------------|----------------|-----|
| UNITED STATES | 819 | 91% |

LinkedIn: Performance Summary

PAGE VIEWS
229 ↑ 17.39%
Avg. per day :8

UNIQUE VIEWS
108 ↑ 37.95%
Avg. per day :4


CAREER PAGE CLICKS
0 ↑ 0%
Avg. per day :0

LinkedIn: Engagement Summary

TOTAL POSTS
29 ↓ 21.62%
Avg. per day:1

TOP POST

directly via LinkedIn
18 Jan 2023 04:00 PM



LTD CEO Jameson Auten was invited to speak about the community value of public transit at the Eugene Area...

| | |
|-----------------|----|
| Likes | 66 |
| Comments | 1 |
| Shares | 3 |
| Engagement | 70 |
| Engagement Rate | 8% |

ENGAGEMENT BY POST TYPE

| TYPE | ENGAGEMENT | % |
|-------|------------|--------|
| Image | 348 | 98.03% |
| Text | 7 | 1.97% |
| Link | 0 | 0% |
| Video | 0 | 0% |

LinkedIn: Top Posts by Engagement Rate



| Post Content | Likes | Comments | Shares | Engagement | Engagement Rate |
|---|-------|----------|--------|------------|-----------------|
| LTD CEO Jameson Auten was invited to speak about the community value of... | 66 | 1 | 3 | 70 | 8% |
| Congratulations to LTD's two newest bus operators, Ronda and Corina, who graduated... | 54 | 2 | 3 | 59 | 7% |
| Please join us in thanking Don Nordin (Subdistrict 3) and Board President Caitli... | 45 | 5 | 2 | 52 | 6% |
| As the year comes to a close, let's take a look back at this year's Employee of t... | 25 | 1 | 3 | 29 | 3% |
| Thank you, Senators Merkley & Wyden, and Congressman DeFazio, for securing fundi... | 20 | 0 | 3 | 23 | 3% |

Instagram Dec 2022, 27 - Jan 2023, 23

Instagram: Audience Summary

| | |
|--------------------------------------|--|
| TOTAL FOLLOWERS 492 | NEW FOLLOWERS 32 ↑ 3.23% Avg. per day: 1 |
|--------------------------------------|--|






Instagram: Post & Engagement Summary

| TOTAL POSTS 26 ↓ 10.34% Avg. per day: <1 | TOP POST directly via Instagram 18 Jan 2023 03:53 PM  LTD CEO Jameson Auten was invited to speak about the community value of public transit at the @eug_chamb... Reactions: 23 Comments: 0 Engagement: 23 Engagement Rate: 5% | ENGAGEMENT BY POST TYPE  <table border="1"> <thead> <tr> <th>TYPE</th> <th>ENGAGEMENT</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Image</td> <td>194</td> <td>78.54%</td> </tr> <tr> <td>Carousel</td> <td>43</td> <td>17.41%</td> </tr> <tr> <td>Video</td> <td>10</td> <td>4.05%</td> </tr> </tbody> </table> | TYPE | ENGAGEMENT | % | Image | 194 | 78.54% | Carousel | 43 | 17.41% | Video | 10 | 4.05% |
|--|--|--|------|------------|---|-------|-----|--------|----------|----|--------|-------|----|-------|
| TYPE | ENGAGEMENT | % | | | | | | | | | | | | |
| Image | 194 | 78.54% | | | | | | | | | | | | |
| Carousel | 43 | 17.41% | | | | | | | | | | | | |
| Video | 10 | 4.05% | | | | | | | | | | | | |

Instagram: Impression Summary

| | |
|---|--|
| IMPRESSIONS 6k ↑ 47.32% Avg. per day :223 | REACH 4k ↑ 32.3% Avg. per day :145 |
|---|--|

Instagram: Top Posts By Engagement Rate

| | | | | |
|--|---|--|--|---|
| <p>directly via Instagram 18 Jan 2023 03:53 PM</p>  <p>LTD CEO Jameson Auten was invited to speak about the community value of...</p> <p>Reactions: 23 Comments: 0 Engagement: 23 Engagement Rate: 5%</p> | <p>directly via Instagram 20 Jan 2023 12:00 PM</p>  <p>Congratulations to LTD's two newest bus operators, Ronda and Corina, who graduated...</p> <p>Reactions: 21 Comments: 2 Engagement: 23 Engagement Rate: 5%</p> | <p>directly via Instagram 29 Dec 2022 08:00 AM</p>  <p>As the year comes to a close, let's take a look back at this year's Employee of t...</p> <p>Reactions: 20 Comments: 0 Engagement: 20 Engagement Rate: 4%</p> | <p>directly via Instagram 3 Jan 2023 12:43 PM</p>  <p>Thank you, @senjeffmerkley, @ronwyden, and @defazio4oregon, for...</p> <p>Reactions: 16 Comments: 0 Engagement: 16 Engagement Rate: 3%</p> | <p>directly via Instagram 31 Dec 2022 02:00 PM</p>  <p>Have a safe and happy New Year's Eve! If you're going out to ring in the new year,...</p> <p>Reactions: 16 Comments: 0 Engagement: 16 Engagement Rate: 3%</p> |
|--|---|--|--|---|



AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2023

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

PRESENTER: Camille Gandolfi, Chief of Staff/Clerk of the Board

CHIEF OFFICER: 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.

BOARD COMMUNICATION: This is a reoccurring monthly agenda item.

PUBLIC COMMUNICATION: This is a reoccurring monthly agenda item.

DESCRIPTION: Listed below are Action or Information items scheduled to come before the Board for the next three months.

MARCH

| Action | Information |
|--|--|
| Contract # 2022-56: RideSource Operational Analysis Consultant | Ridership Reporting |
| | Recruitment & recruitment Marketing Update |
| | Board Workshop – March 1 |
| | SDAO Board Training |
| | OGEC Ethics Training |

APRIL

| | |
|-------------------------------|------------------------------|
| Public Hearing: Annual Budget | Information |
| | Zero Emission Cost Analysis |
| Action | Communications Plan Analysis |
| Contract: Audit Services | United Front Advovacy Report |
| | OCC Project Update |

MAY

| Action | Information |
|--|--|
| FY 2022-2031 Long Range Financial Plan | Strategic Business Plan – Quarter 3 Update |
| FY 2022-2031 Community Investment Plan | |
| FY 2023 Annual Budget | |
| | |



AGENDA ITEM SUMMARY

DATE OF MEETING: February 15, 2023

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

PRESENTER: Camille Gandolfi, Chief of Staff/Clerk of the Board

CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer

ACTION REQUESTED: Information and Discussion

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

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

There are no Board requested agenda items at this time.