



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, March 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, Time, Page. Includes items like CALL TO ORDER, ROLL CALL, COMMENTS FROM BOARD PRESIDENT, EMPLOYEE OF THE MONTH - MARCH, AUDIENCE PARTICIPATION, BOARD MEMBER REPORTS, CONSENT CALENDAR, and OFFICER ELECTION - TREASURER.

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XI. FLEET PROCUREMENT SCENARIOS PRESENTATION: <i>Materials Included</i> [Matt Imlach, Director of Development] <b>Action Needed:</b> Information and Discussion	6:10 p.m.	14
XII. PUBLIC SAFETY UPDATE: <i>Materials Included</i> [Josh Schmidt, Interim Public Safety & System Security Manager; John Ahlen, Accessible Services Program Manager] <b>Action Needed:</b> Information and Discussion	6:50 p.m.	15
XIII. WRITTEN REPORTS – RESPOND IF QUESTIONS		
A. MONTHLY RIDERSHIP AND SERVICE REPORT - JANUARY [Tom Schwetz, Director of Planning & Development] <i>This report provides monthly information on system ridership, service levels, and productivity for fixed-route and EmX services.</i>		16
B. FINANCIAL PERFORMANCE INDICATORS AND QUARTERLY FINANCIAL REPORT: <i>PROVIDED QUARTERLY – FEBRUARY, MAY, AUGUST, NOVEMBER</i> [Pam 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>		
C. DELEGATED AUTHORITY REPORT [Wendi Frisbie, Interim Director of Procurement] <i>This report provides a listing of contracts that the General Manager has signed under their delegated authority.</i>		18
D. MONTHLY DEPARTMENT REPORTS – MARCH [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>		19
E. 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>		29
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*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 17<sup>th</sup> Avenue and turn left. The building entrance faces 17<sup>th</sup> 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

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crosswalk to cross Franklin Blvd., proceed south on Glenwood Blvd. Continue walking south on Glenwood Blvd to 17<sup>th</sup> Avenue and turn left. The building entrance faces 17<sup>th</sup> 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 17<sup>th</sup> Avenue.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 15, 2023  
**ITEM TITLE:** MARCH EMPLOYEE OF THE MONTH  
**PREPARED BY:** Eric Evers, Fleet Management Supervisor  
**CHIEF OFFICER:** Cosette Rees, Chief Customer Experience Officer  
**ACTION REQUESTED:** None. Information Only

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**BACKGROUND:** Allen Shipp, Shift Supervisor has been selected to receive the March 2023 Employee of the Month (EOM) award. Allen was hired as a General Service Worker on August 2006 and during that time, he was part of the winning team for the 2019 Maintenance Rodeo team and represented LTD in the competition at Washington State Transportation Association.

Mr. Shipp was nominated by a coworker, Jennifer Lauinger, who stated "I'd like to recognize Allen for alleviating the late afternoon calls for 40' buses for the operators. Allen has starting coming to Operations with a list of buses that we can pull from the downline if needed to bridge the gap during the 1430-1530 hour of operator sign outs. Working our way through the first week of the new bid has been a challenge for all of us but Allen always comes in with a smile and helpful solutions. Thanks Allen!"

When asked to comment on Allen's selection as EOM, Eric Evers, Fleet Management Supervisor said:

*Allen is very deserving of this recognition! As Jennifer Lauinger stated in her nomination of Allen, he always engages with Team LTD with a smile and desire to find solutions to any challenge that presents itself. Jennifer chose Collaboration as the Value this recognition most aligns with, and Allen is an excellent collaborator. Allen's collaborative success comes from his continuous engagement with not only all members of the Fleet Team, but team members from all departments. Allen progressed from a Journey-Level Mechanic to a Supervisor a year ago, and has been an excellent addition to Fleet's leadership team. Allen's continued efforts make the Fleet Department and all of LTD more successful in Connecting Our Community!*

**AWARD:** Allen Shipp will attend the March 15 Board Meeting to be introduced to the Board and receive his award.



## AGENDA ITEM SUMMARY

<b>DATE OF MEETING:</b>	March 15, 2023
<b>ITEM TITLE:</b>	BOARD MEMBER REPORTS
<b>PRESENTER:</b>	Camille Gandolfi, Chief of Staff/Clerk of the Board
<b>CHIEF OFFICER:</b>	Jameson Auten, General Manager/Chief Executive Officer
<b>ACTION REQUESTED:</b>	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.

- 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. At the February 21 meeting, committee members reviewed and discussed the report of investment consultant and the report of the actuary for the ATU Pension Trust Committee meeting. The Salaried Pension Trust Committee Meeting was canceled. The next meeting is scheduled for May 17.
- 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. At the February 23 meeting, committee members appointed members to the Audit Committee, Budget Committee, and the CWEDD Board; approved annual award dinner award recipients; received an update on the budget process; received an update on the Park Place building HVAC replacement; and received an executive committee report. The next meeting is scheduled for April 27. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.
- 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 March 2 meeting, committee members approved an MPO Redistribution Funding Recommendation; discussed Oregon MPO Consortium 2023 Legislative Priorities; and received a Legislative Update. The next meeting is scheduled for April 6. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
- 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 March 8 meeting, the committee received an ODOT update; a Central Lane Metropolitan Policy Committee update; and other member updates. Committee members received an update on the ODOT Carbon Reduction Program; a Statewide Transportation Improvement Program Summary; and an Assessing LaneACT member priorities Summary. The next meeting is scheduled for April 12. For more information about LaneACT, please go to: [https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT\\_Lane.aspx](https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx).
- 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. At the March 14 meeting,

committee members reviewed and discussed contract no. 2023-07 with New Flyer of America, Inc. The next meeting is scheduled for July 11.

**No Meetings were held for the following committees:**

6. **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. The next meeting is scheduled for March 28.
7. **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 May 2.
8. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Susan Cox attends the committee meetings as LTD's representative. The next meeting is scheduled for May 5. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
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:** March 15, 2023

**ITEM TITLE:** CONSENT CALENDAR

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

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

**ACTION REQUESTED:** Adoption

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**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 March 15, 2023, consists of:

- Approval of Contract No. 2023-07: New Flyer of America, Inc.
- Approval of Pension Trustee Appointments

**ATTACHMENT:**

- 1) Contract No. 2023-07: New Flyer of America, Inc.
- 2) Pension Trustee Appointments

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2023-03-15-015; It is hereby resolved that the Consent Calendar for March 15, 2023, is approved as presented [amended].



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 14, 2023

**ITEM TITLE:** CONTRACT NO. 2023-07: NEW FLYER OF AMERICA, INC.

**PREPARED BY:** Matthew Imlach, Director of Development

**DIRECTOR:** Cosette Reese, Chief Customer Experience Officer

**ACTION REQUESTED:** Adoption

*Please disclose any actual or potential conflict of interest.*

**PURPOSE:** To authorize the general manager to execute a contract with New Flyer of America, Inc. for the purpose of purchasing up to seven (7) 60' Diesel Heavy Duty Bus to be used for our EmX Fleet.

**CONTRACT TYPE:** New Contract

**REASON FOR CONTRACT TYPE:** Oregon Public Contracting Code and LTD's Purchasing Policy Rules allow for such purchases to be completed utilizing valid cooperative price agreements. Upon Board approval to proceed with the recommendation, a public notice of intent to enter into a cooperative procurement per ORS 279A.215 and ORS 279B.055 will be published.

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

**STRATEGIC BUSINESS PLAN:** The District's FY22-24 Strategic Business Plan has five strategic areas of focus. These include 1) Customer Satisfaction 2) Employee Engagement 3) Community Value 4) Financial Health 5) Sustainability. Each of these priorities has tactics, milestones, and performance measures to ensure achievability and accountability. All District projects and matters brought before the Board align with one of these five strategic areas of focus.

This agenda item aligns with the strategic area of: Customer Satisfaction, Community Value, and Financial Health.

**DESCRIPTION:** Federal Transit Administration (FTA) considers heavy-duty buses to have a minimum useful life at 12-years or 500,000 miles. All vehicles identified to be replaced have already exceeded their minimum life and allowing for this purchase will ensure that vehicles get replaced on schedule to continue provide service. Currently our EmX service provides approximately 40% of our overall ridership to our community.

This purchase will utilize the State of Washington's cooperative agreement (06719) for Heavy Duty Buses.

**BACKGROUND:** Procurement has reviewed the current State of Washington Cooperative Purchasing Agreement 06719 finding it meets the requirements and is in the best interest to utilize for this purchase.

**FINANCIAL IMPACT/FUNDING SOURCE:** The total contract value is up to \$7,376,714. This purchase was included in our Community Investment Plan (CIP) as part of our State of Good Repair for our Ten-Year Fixed Route Fleet Replacement. This purchase has identified funding utilizing Statewide Transportation Improvement Funds and Urbanized Area Formula Funds (Section 5307).

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



**ALTERNATIVES:**

1. Deny the approval of the new contract and request team to solicit for these buses, not utilizing a cooperative. This would result in a delay of putting the bus into service and with the supply chain issues, it could also impact the delivery timeline substantially.
2. Deny the approval of the new contract and postpone the purchase of the bus to a later date.

**SUPPORTING DOCUMENTATION:**

1. Resolution No. 2023-03-15-016

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2023-03-15-016:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2023-07 as presented [amended].



**RESOLUTION NO. 2023-03-15-016**

**APPROVAL OF CONTRACT NO. 2023-07: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND NEW FLYER OF AMERICA, INC.**

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

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

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

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

**WHEREAS**, due to changes in the Coordinated Care Organization plan, LTD is required to conduct a formal solicitation in fiscal year 2022 to re-procure these services;

**WHEREAS**, the Contract Committee reviewed the proposed contract between LTD and New Flyer of America, Inc. on March 14, 2023, and recommended adoption;

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with New Flyer of America, Inc. for the purpose of purchasing up to seven (7) 60' Buses; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or \$250,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15<sup>th</sup> DAY OF MARCH 2023.

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Board President, Gino Grimaldi



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 15, 2023  
**ITEM TITLE:** PENSION TRUSTEE APPOINTMENTS  
**PREPARED BY:** Camille Gandolfi, Chief of Staff/Clerk of the Board  
**DIRECTOR:** Jameson Auten, General Manager/Chief Executive Officer  
**ACTION REQUESTED:** Adoption

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

**DESCRIPTION:** Jameson Auten is stepping down as trustee on the Lane Transit District and Amalgamated Transit Union, Local No. 757 Restated Retirement Plan and 2) the Lane Transit District Salaried Employees' Retirement Plan. Staff are recommending that Chief of Staff, Camille Gandolfi, be appointed to succeed Jameson Auten. Christina Shew, former Director of Finance has retired effective February 2023. Staff are recommending that Interim Director of Finance, Pamela Strutz be appointed to succeed Christina Shew.

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

**ALTERNATIVES:**

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

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

**SUPPORTING DOCUMENTATION:**

- 1) Resolution No. 2023-03-15-017

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2023-03-15-017:

It is hereby resolved that the LTD Board of Directors approves the appointment of Ms. Camille Gandolfi and Ms. Pamela Strutz to serve as Trustee on the Pension Trust Committee.



**RESOLUTION NO. 2023-03-15-017**

**APPOINTMENT OF CAMILLE GANDOLFI AND PAMELA STRUTZ AS TRUSTEES TO THE LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION (ATU), LOCAL NO. 757 PENSION TRUST AND TO THE LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN**

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

**WHEREAS**, Lane Transit District and the Salaried Employees' Retirement Plan has removed Jameson Auten as a Trustee;

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

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

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

By adopting the following resolution, the Lane Transit District (LTD) Board appoints Ms. Camille Gandolfi and Ms. Pamela Strutz as a Trustees of the Lane Transit District and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust and to the Lane Transit District Salaried Employees' Retirement Plan, to succeed Mr. Jameson Auten and Ms. Christina Shew as a Trustees respectively.

Effective immediately:

1. Camille Gandolfi and Pamela Strutz are appointed as Trustees under the Trust Agreement dated December 18, 1979, for the Lane Transit District and Amalgamated Transit Union, Local No. 757 Restated Retirement Plan (which Plan is now known as the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust), as successor Trustee of Jameson Auten and Christina Shew, who have been removed as a Trustees.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15<sup>TH</sup> DAY OF MARCH, 2023.

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Board President, Gino Grimaldi



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 15, 2023  
**ITEM TITLE:** ELECTION OF BOARD OFFICER - TREASURER  
**PREPARED BY:** Camille Gandolfi, Chief of Staff/Clerk of the Board  
**DIRECTOR:** Jameson Auten, General Manager/Chief Executive Officer  
**ACTION REQUESTED:** Vote

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**PURPOSE:** To vote on and approve the Board officer position of Treasurer.

**BOARD COMMUNICATION:** N/A

**PUBLIC COMMUNICATION:** N/A

**DESCRIPTION:** In accordance with ORS 267.120(1), the LTD Board of Directors must elect from among its members by majority vote, a president, vice president, secretary, and treasurer to serve two-year terms.

**BACKGROUND:** At its January 18, 2023, regular Board meeting, Board member Kelly Sutherland was elected Board Treasurer. Director Sutherland has stepped down as treasurer, which leaves the seat open for reelection.

**CONSIDERATIONS:** Consider the following instructions:

- The chair opens the floor for nominations for seat of Board Treasurer.  
  
I nominate \_\_\_\_\_ as the LTD Board Treasurer, to fill the remainder of the term set to expire on December 30, 2024. (Nominations do not require a second.)
- When all nominations are complete the chair closes nominations.
- The chair takes a roll call vote for each nominee in the order nominated.
- The first nominee to receive a majority vote wins.

**ALTERNATIVES:** The Board could choose to forward this item to a future meeting.

**NEXT STEPS:** The newly elected Board Treasurer begins their term effective immediately.

**SUPPORTING DOCUMENTATION:** N/A

**PROPOSED MOTION:** N/A



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 15, 2023

**ITEM TITLE:** FLEET PROCUREMENT SCENARIOS PRESENTATION

**PRESENTER:** Matthew Imlach, Director of Development

**CHIEF OFFICER:** Cosette Rees, Chief Customer Experience Officer

**ACTION REQUESTED:** Information and Discussion

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**PURPOSE:** To provide the Board of Directors with a Scenario Workshop that was presented as part of our Fleet Procurement Plan project.

**DESCRIPTION:** This presentation will provide an update to the Board on our Fleet Procurement Plan project and will focus on the scenario options and considerations that were presented to staff late 2022.

**BACKGROUND:** In 2021 LTD entered into a contract with WSP, Inc. to evaluate the available fuels/technologies on the market for both the bus and paratransit fleets to determine the best fit for LTD across a set of triple bottom line criteria (financial, environmental, social). Fuels and technologies that were under consideration included: liquid biofuels, hybrid vehicle technology, renewable natural gas, hydrogen, and battery electric technology. Upon the completion of this work staff was presented with a scenarios workshop for considerations in future fleet procurement decision making.

**CONSIDERATIONS:** N/A

**ALTERNATIVES:** N/A

**NEXT STEPS:** N/A

**SUPPORTING DOCUMENTATION:**

1. Presentation

**PROPOSED MOTION:** N/A



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 15, 2023

**ITEM TITLE:** PUBLIC SAFETY UPDATE

**PREPARED BY:** Josh Schmit, Interim Public Safety & System Security Manager  
John Ahlen, Accessible and Customer Service Manager

**DIRECTOR:** Cosette Rees, Chief Customer Experience Officer

**ACTION REQUESTED:** None. Information Only

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**PURPOSE:** Provide an update on Public Safety at Lane Transit District (LTD), and introduce our new Transit Ambassador Program

**DESCRIPTION:** This presentation aligns in general with all of our adopted values, in particular **safety** by supporting a safe experience riding the system and delivering that service; and **innovation** as we implement new techniques and programs to provide a positive rider experience.

**BACKGROUND:** Everyone deserves a safe ride, a safe work-shift, and a safe experience aboard public transportation. With this in mind, LTD utilizes multiple tools in our mission to deliver a safe and comfortable experience for our riders. These include strategies such as safety-by-design in our built environment; systems to monitor and alert; and staffing and collaborative relationships to encourage positive behavior while using public transportation.

In today's presentation, we are focusing on one of our most valuable and powerful resources ... our people.

Interaction on transit, like other parts of our society, have changed over the last three years. Pre-COVID, we experienced relative peace serving a strong base of regular riders, experienced positive interactions, addressed an occasional manageable behavior issue, and when needed, we had reliable back-up by partner agencies.

COVID presented changes not unique to LTD or public transportation.

We'll discuss some of the ways we are meeting the challenges including:

- Customer service approach
- Adding security capacity, including Public Safety Officers and Field Supervisor
- Creating an Ambassador program – eyes and ears on our service
- Staff riding the bus
- Exploring solutions with our industry and community partners

A presentation will be provided to explain this topic further.

**CONSIDERATIONS:** N/A

**ALTERNATIVES:** N/A

**NEXT STEPS:** N/A

**SUPPORTING DOCUMENTATION:**

- 1) PowerPoint Presentation

**PROPOSED MOTION:** N/A



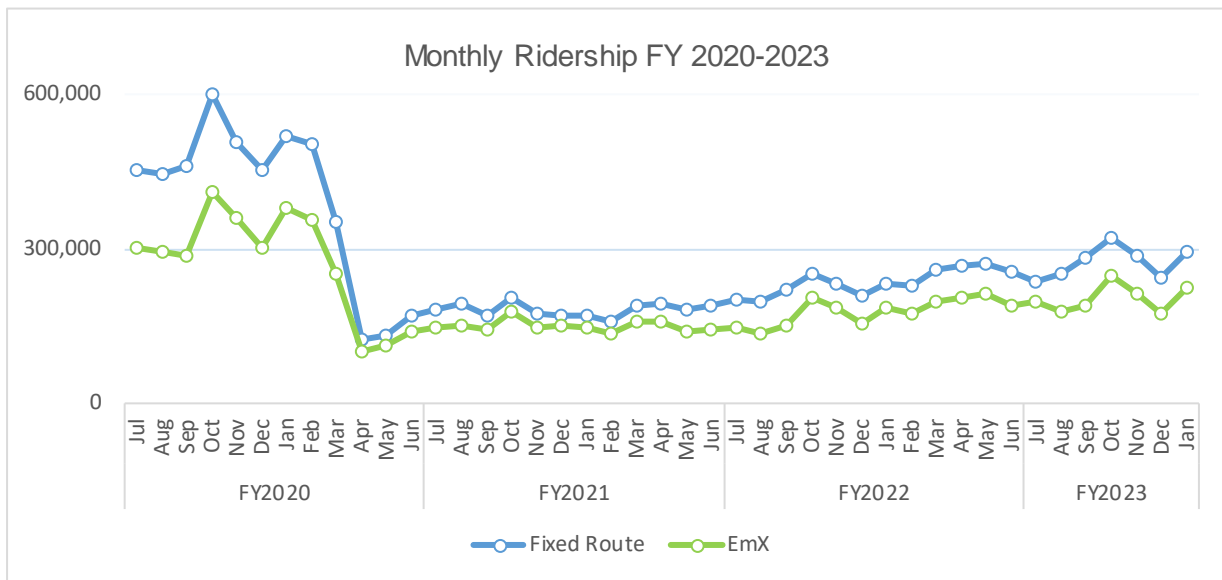
**Date:** March 15, 2023

**To:** General Manager  
Board of Directors

**From:** Thomas Schwetz, Director of Planning & Development

**Subject:** Monthly Ridership and Service Report– January 2023

Monthly system-wide bus ridership increased 24% in January compared to the prior year's level, and is -42% of pre-pandemic levels. FY 2023 year-to-date (July 2022-January 2023), ridership increased by 23% over FY 2022, and is -42% of pre-pandemic levels.



1. EmX: 223,434 boardings occurred on EmX buses in January, increasing 21% compared to the prior year. Average weekday boardings totaled 8,216, increasing 18% from the prior year. FY 2023-to-date EmX ridership is up 22% compared to FY 2022, and is -39% from pre-pandemic levels.
2. Fixed-route: 296,087 total boardings occurred on fixed-route buses in January, an increase of 27% compared to the prior year. Average weekday boardings totaled 11,491, an increase of 24% 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.

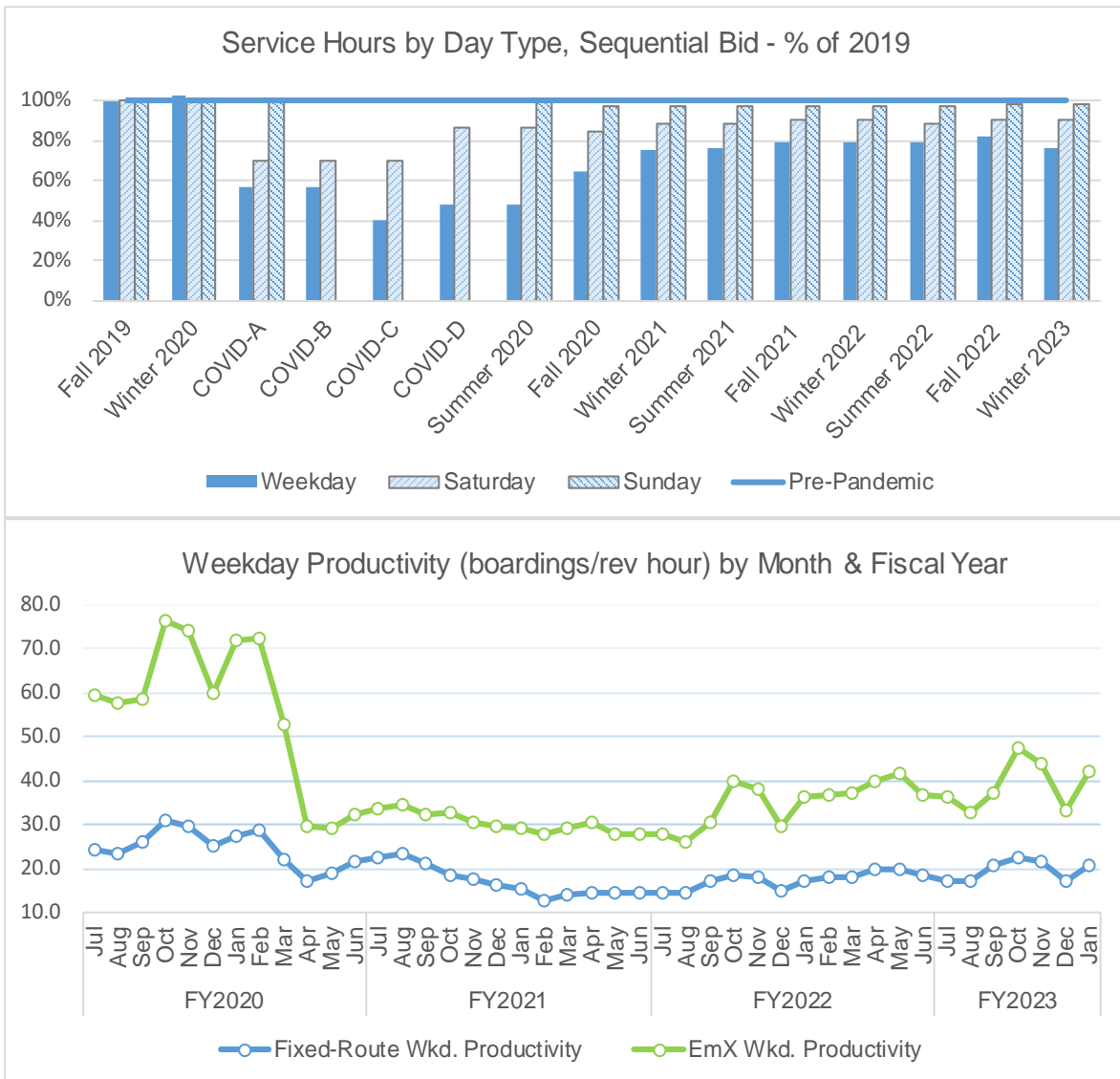






- 3. Bus Service Levels and Productivity: overall system-wide revenue service levels in January 2023 were slightly increased (2%) from January 2022. Scheduled service in January was 88% of pre-pandemic levels, with weekdays at 82%.

EmX Productivity (boardings per revenue hour) on January weekdays was 42.2, increasing 17% from the previous year's rate. FY 2023-to-date weekday productivity for EmX was 39.0, a 21% increase over the previous year and -41% from pre-pandemic levels. Fixed-Route January weekday productivity was 20.7, up 15% from the previous year. FY 2023-to-date weekday productivity for fixed-route was 19.6, a 19% increase over the previous year and -27% from pre-pandemic levels.



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

<b>Contracts</b>								
<b>DATE EXECUTED</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT TERM</b>	<b>CONTRACT VALUE</b>	<b>NEW CONTRACT VALUE</b>	<b>SIGNER</b>	<b>NOTES</b>
2/9/2023	Chambers Construction	FMB Switchgear Emergency Breaker Replacement	Task Order	May 2, 2022 - May 1, 2027	NTE: \$8,500,000.00	TO Value: \$5,078.00	J. McCormack	Task Order No. 202148-2023-007
2/9/2023	Chambers Construction	On-Call Construction Services	Task Order Amendment	May 2, 2022 - May 1, 2027	NTE: \$8,500,000.00	Original TO Amount: \$25,000.00 New TO Amount: \$55,000.00	J. McCormack	Task Order No. 202148-2022-003 Amendment 1
2/17/2023	Chambers Construction	On-Call Construction Services	Amendment	May 2, 2022 - May 1, 2027	NTE: \$8,500,000.00		J. Auten	Amendment to extend contract (first renewal option) to May 1, 2024
<b>Group Pass/Non-Profit Program - Revenue Agreements</b>								
<b>DATE EXECUTED</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT TERM</b>	<b>ANNUAL CONTRACT VALUE</b>	<b>NUMBER of PARTICIPANTS</b>	<b>SIGNER</b>	<b>NOTES</b>
2/12/2023	The Commons on MLK - Homes for Good	Group Pass Program	GPP	Feb 12, 2023 - ongoing	Approx. \$3,855.60	51	J. Auten	New Pass Agreement



OFFICE OF THE GENERAL MANAGER/  
CHIEF EXECUTIVE OFFICER

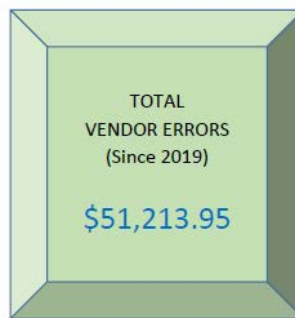
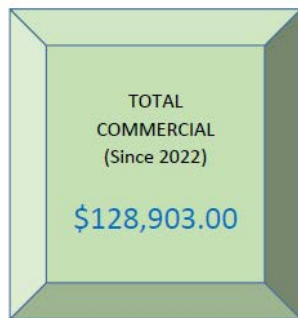
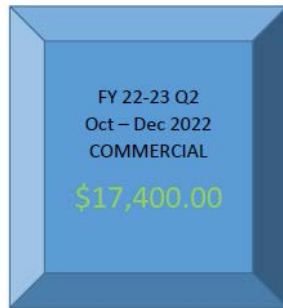
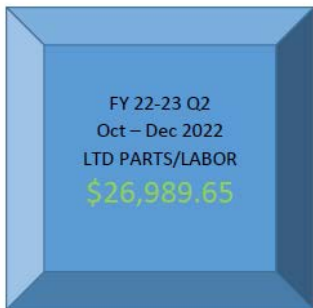
Jameson Auten, General Manager/Chief Executive Officer

ADMINISTRATION

**PROCUREMENT**

Wendi Frisbie, Interim Director of Business Services

**Materials Management Update:** The Materials Management Team continues their great efforts in their warranty program. Below is the update from Q2.



In the second quarter of the fiscal year, the team has been able to recover a total of \$51,007.89 in warranty claims and vendor errors, with a recovery amount of \$154,994.45 so far for FY23. Since Materials Management took over the program and started tracking, they have been able to recover \$564,781.76.

They look forward to reporting their Q3 numbers and will in September we will provide a presentation to the Board of Directors with a year in review.

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

- Comprehensive Operations Analysis (coming late spring)
- ISM and ISL In-Frame Kits (coming late this spring)
- Hybrid Allison & BAE Parts (coming late this spring)
- ITS Mobile Video Replacement (coming this spring)
- Operations Scheduling Software (coming soon)
- RideSource Operations Analysis (coming soon)
- Video Camera updates on Buses (coming this fall)
- Website Replacement (coming this summer)

**Records Management Update:** The next quarterly update will be in April. Stay tuned....

## TRANSIT OPERATIONS

*Cosette Rees, Chief Customer Experience Officer*

**TRANSIT OPERATIONS & PUBLIC SAFETY**

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

Transit Operations

Operations is continuing our work on the replacement for our daily operating software. We currently have a follow up meeting to discuss the prospective vendor and we will then decide on which of the two to move forward with. Once that has been decided we will present the information to the board for final approval. There are many new features that will make it easier for operators to access their information as well as submit bids and time off requests. While the software will take a little time to develop and implement it should coincide nicely with the new Operations Command Center.

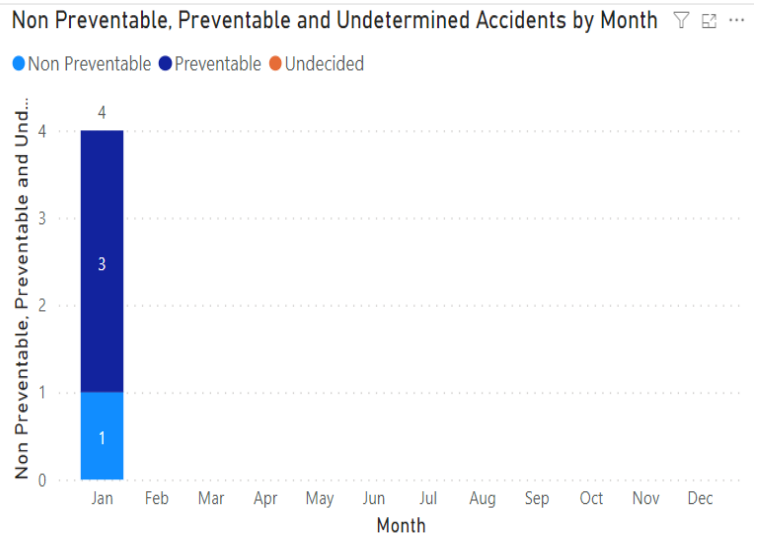
Operations has worked hard to stay above our goals set forth in the SBP by keeping our on-time percentage above the SBP goal of 90%. We started the year with a 94% on-time percentage for the month of January and we have only slightly dipped to 93.2% for February. This small decrease can be attributed to the start of our winter run bid on February 5th as operators adjusted to their new runs and schedules. We have had several days mixed in throughout each month where we are running above 96% of our schedules on time.

You can see by the chart below we started the year with a substantially lower number of accidents than the previous month and we are off to a good start to the year. We had some inclement weather to deal with in December and we did not see the same conditions in January thus leading to better result, although 3 of the 4 accidents were ruled as preventable. Despite the increase in December the number of preventable accidents for the year was only slightly above our preventable accident average for the last 10 years. The 10-year average is 44 and we were at 50 preventable accidents for all of 2022, that is an average of just over 4 per month. We have continued with our Personal Coaching Refresher courses as we work toward reducing these numbers in the upcoming year.

Operations continues to see a high number of unanticipated absences resulting in more open work needing to be covered by our extra board operators on a daily basis. The unanticipated absence hours are for any absence that was not pre-planned like a vacation, alternate duty, personal vacation days and floating holidays. The number of unanticipated absence hours in 2022 was the highest we have ever had for any year at 16.04%. That is a total of approximately 43,165 operating hours needing to be covered by someone other than the regular operator. In comparison we had an average of 7.91% from 2012-2019 and historically that is close to the number we would normally see pre-pandemic. The three-year average from 2020-2022 was almost double that at 15.24%. As we have moved into the new year the month of January was higher than last year's average at 16.45% and February to this point is very near that at 15.71% of all operating hours being unanticipated absences. Operations has increased the percentage of operators on the extra board to more closely match those percentages and to help alleviate some of the strain that we previously had on resources.

Accidents

Month	Non Preventable	Preventable	Undecided
Jan	1	3	0
Feb			
Mar			
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
<b>Total</b>	<b>1</b>	<b>3</b>	<b>0</b>



- The January 23, 2023, class of nine new Operators is on track to complete the training by March 21, 2023.
- The delayed bi-annual Instructor training week will commence on March 23, 2023.
- The SBA Customer service training 2023 has been completed and will be presented as the next phase of the information presented in 2022.
- Human Trafficking countermeasures will also be introduced, as well as an Operator Assault Awareness module.
- Bus Simulator research is continuing, with a new site visit in April 2023.
- We plan to start another new class of operators on April 17, 2023. We are in the process of interviewing prospective operators, and we are hopeful to have another large class.

Public Safety

- On January 24, 2023, Interim Public Safety Manager Josh Schmit, with CEO Jameson Auten, testified in front of the Joint Legislative Committee on Transportation, providing insights on public transit safety.
- <https://olis.oregonlegislature.gov/liz/mediaplayer/?clientID=4879615486&eventID=2023011132>
- On February 5, 2023, the Public Safety Officers started their new bid. This bid had an additional shift for the EmX during the day.
- On February 6, 2023, we started a new Public Safety Officer, Dan Rogers. PSO Rogers came from Valley River Center security. PSO Rogers will continue to job shadow through February and part of March. We continue to interview more Public Safety Officers.
- On January 28, 2023, PSO Long was featured on the Lane sit District Facebook page for Human Trafficking Awareness month.

**PLANNING & DEVELOPMENT**

*Joe McCormack, Chief Development Officer*

**PLANNING AND DEVELOPMENT**

*Tom Schwetz, Director of Planning and development*

Staff have been working on the Mobility Management Strategy since late 2021 and are 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.

**MARKETING & COMMUNICATIONS**

*Pat Walsh, Chief Marketing Officer*

**MARKETING AND COMMUNICATIONS**

*Theresa Brand, Marketing and Communications Manager*

The March Marketing and Communication highlights include a continued effort on the Rider Communications Campaign, which are messages encouraging people to ride LTD. In addition, there have been 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. This last effort will continue through at least June in order to encourage more people to apply for positions at LTD.

Staff continues 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 along with the different departments at LTD and how they work these departments do allow the community to Ride LTD. These assets are used in video and digital formats for web, TV and social media.

Staff continue to review and complete recommendation items from the Celtis Communications Analysis completed in 2019. Some of those items include finalizing the Brand Guide and developing consistency in internal and external branded signage.

Bus Operator Appreciation week will kick off March 13-18. Marketing staff will be sponsoring breakfast and lunch burritos (to cover all shifts) on Monday, March 13. Signage has been placed around the stations, in Bus Talk, on social media etc., encouraging riders to say thank you and give their operator a thumbs up. Staff will holding events at Eugene and Springfield Stations to have riders sign a Thank You banner that will then be placed in the Ops Lounge for operators to see.

After some research, staff has narrowed down SMS text messaging software to a few vendor options. The next step will include obtaining vendor quotes. Once a selection is finalized, an internal team will be formed to develop procedures and a plan for implementation which is slated for July 1. This software will be used for internal and external opt in text messaging communications from LTD.

**STUDENT TRANSIT PASS:** Staff are currently working on Spring deliverables to inform parents about the pass program and to encourage the parents to seek out obtaining the passes for their K-12 grade students prior to the end of the school year.

**EMPLOYER PROGRAMS:** A new organization, Home for Good, Bridges on Broadway, has joined the Group Pass program in February.

Staff continued outreach to local businesses in Eugene, Springfield, and the surrounding service area. During the month of February staff continued to meet with local businesses who have expressed interest in the Group Pass Program for their employees. Currently, there are over 40 businesses enrolled in the Group Pass program including the UO and LCC which represent many thousands of local employees and college students.

**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 5 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 if there will be a return of any of those other 12 vanpools. Staff meet with Commute by Enterprise bi-weekly to assess prospective vanpool development opportunities. In addition, staff continue to match up any interested vanpool riders with the existing 5 vanpools operating to help fill those vans and reduce the monthly cost for each of the vans.

Lane Transit District | Board Report | Website Analytics
Jan 24, 2023 - Mar 7, 2023

### Website Overview

Users <b>38,144</b> <small>↑ 7.1%</small>	Pageviews <b>185,617</b> <small>↑ 3.3%</small>	Avg. Time on Page <b>00:02:01</b> <small>↓ -1.5%</small>
New Users <b>33,262</b> <small>↑ 6.4%</small>	Unique Pageviews <b>152,639</b> <small>↑ 3.9%</small>	Pages / Session <b>2.15</b> <small>↓ -2.7%</small>

#### Device Source for Website

● mobile ● desktop ● tablet

### Latest News

Press Releases <b>4</b>	Pageviews <b>1,260</b> <small>↓ -33.0%</small>	Avg. Time on Page <b>00:01:35</b> <small>↓ -15.4%</small>
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Device Category	Users	% Δ
mobile	27,658	8.0% ↑
desktop	9,405	-1.6% ↓
tablet	903	52.8% ↑

#### LTD.org Home Page



**Facebook** Jan 2023, 23 - Mar 2023, 06

**Facebook: Audience Summary**

TOTAL PAGE LIKES

**5.8k**

Avg. per day :4,921

NEW LIKES

**32** ↑ 28%

Avg. per day :<1

LIKES LOST

**4** ↓ 33.33%

Avg. per day :<1

ORGANIC VS PAID LIKES



**Facebook: Impression Summary**

PAGE IMPRESSIONS

**212k** ↑ 366.41%

Avg. per day :4,921

PAGE REACH

**149k** ↑ 389.56%

Avg. per day :3,454

ORGANIC VS PAID REACH



TOP COUNTRY

COUNTRIES	COUNT	%
	0	0%

**Facebook: Post & Engagement Summary**

TOTAL POSTS

**58** ↓ 1.69%

Avg. per day:1

TOTAL ENGAGEMENT

**800** ↑ 2.43%

Avg. per day:19

TOP POST

via Zoho Social  
29 Jan 2023 03:30 PM



Reminder: LTD's regular winter service change goes into effect on February 5. To see the exact chang...

Reactions	33
Comments	10
Shares	26
Engagement	69
Engagement Rate	1%

ENGAGEMENT BY POST TYPE



TYPE	ENGAGEMENT	%
Image	511	63.88%
Video	210	26.25%
Link	79	9.88%
Text	0	0%

**Facebook: Top Posts by Engagement Rate**

via Zoho Social by hailey.pratt

29 Jan 2023 03:30 PM



Reminder: LTD's regular winter service change goes into effect on February 5. T...

Reactions	33
Comments	10
Shares	26
Engagement	69
Engagement Rate	1%

via Zoho Social by hailey.pratt

13 Feb 2023 07:00 AM



Congratulations to Rob, February 2023 Employee of the Month! Learn more...

Reactions	52
Comments	14
Shares	1
Engagement	67
Engagement Rate	1%

directly via Facebook

26 Jan 2023 12:21 PM



Join our team at Lane Transit District and play a role in providing exceptional trans...

Reactions	48
Comments	14
Shares	1
Engagement	63
Engagement Rate	1%

via Zoho Social by hailey.pratt

31 Jan 2023 03:00 PM



Congratulations to Chris, January 2023 Employee of the Month! Learn more...

Reactions	25
Comments	11
Shares	0
Engagement	36
Engagement Rate	<1%

directly via Facebook

28 Feb 2023 08:24 AM



Welcome aboard, City of Eugene Government City Manager Sarah Medary an...

Reactions	29
Comments	3
Shares	4
Engagement	36
Engagement Rate	<1%

LT Lane Transit District
Report generated by hailey.pratt on 07 Mar 2023 02:22 PM

### Twitter Jan 2023, 23 - Mar 2023, 06

#### Twitter: Audience Summary

TOTAL FOLLOWERS

## 3.6k

NEW FOLLOWERS

## 69 ↑305.88%

Avg. per day: 2

#### Twitter: Tweets & Engagement Summary


TOTAL TWEETS

## 61 ↓6.15%

Avg. per day: 1

TOP TWEET


via Zoho Social by hailey.pratt  
3 Feb 2023 04:17 PM



LTD and the Amalgamated Transit Union Local 757 have reached a tentative four-year collective...

Likes	6
Replies	2
Retweets	1
Engagement	9
Engagement Rate	<1%

ENGAGEMENT BY TWEET TYPE




85 Engagement

TYPE	ENGAGEMENT	%
Image	56	65.88%
Video	12	14.12%
Link	9	10.59%
Text	8	9.41%
Gif	0	0%
Poll	0	0%

#### Twitter: Top Posts by Engagement Rate

via Zoho Social by hailey.pratt  
3 Feb 2023 04:17 PM



LTD and the Amalgamated Transit Union Local 757 have reached a tentative four-ye...


Likes	6
Replies	2
Retweets	1
Engagement	9
Engagement Rate	<1%

via Twitter for iPhone  
26 Jan 2023 02:47 PM

@ChrisPietsch Willamette Street is correct! 1940 is very close! This photo was taken in 1941.

Likes	7
Replies	0
Retweets	0
Engagement	7
Engagement Rate	<1%


via Zoho Social by hailey.pratt  
26 Jan 2023 07:00 AM



Can you name the street featured in this photo? Bonus points if you can guess the...

Likes	7
Replies	0
Retweets	0
Engagement	7
Engagement Rate	<1%


via Twitter for iPhone  
26 Feb 2023 08:59 AM



Welcome aboard, @cityofeugene City Manager Sarah Medary and team!...

Likes	6
Replies	0
Retweets	0
Engagement	6
Engagement Rate	<1%

via Zoho Social by hailey.pratt  
14 Feb 2023 04:40 PM



Thank you to the thoughtful 5th-grade students at Yolanda Elementary Schoo...

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

LTD REGULAR BOARD MEETING  
March 15, 2023 Page 27 of 31

Lane Transit District
Report generated by hailey pratt on 07 Mar 2023 02:22 PM

### LinkedIn Jan 2023, 23 - Mar 2023, 06

#### LinkedIn: Audience Summary

**TOTAL FOLLOWERS**

**936**

Avg. per day :<1

**NEW FOLLOWERS**

**33** ↓ 37.74%

Avg. per day :<1

**ORGANIC VS SPONSORED**

100% Organic  
0% Sponsored

**TOP COUNTRY**

COUNTRIES	FOLLOWER COUNT	%
UNITED STATES	850	91.2%

#### LinkedIn: Performance Summary

**PAGE VIEWS**

**378** ↑ 10.06%

Avg. per day :9

**UNIQUE VIEWS**

**175** ↑ 16.67%

Avg. per day :4

**CAREER PAGE CLICKS**

**0** ↑ 0%

Avg. per day :0

#### LinkedIn: Engagement Summary


**TOTAL POSTS**

**53** ↑ 0%

Avg. per day:1

**TOP POST**

directly via LinkedIn  
25 Jan 2023 02:01 PM



Did you know that LTD public safety officers are trained to identify and intervene in suspected human...


Likes	35
Comments	0
Shares	8
Engagement	43
Engagement Rate	5%

**ENGAGEMENT BY POST TYPE**

TYPE	ENGAGEMENT	%
Image	269	60.18%
Video	163	36.47%
Text	15	3.36%
Link	0	0%

#### LinkedIn: Top Posts by Engagement Rate


directly via LinkedIn  
25 Jan 2023 02:01 PM



Did you know that LTD public safety officers are trained to identify and intervene in...

Likes	35
Comments	0
Shares	8
Engagement	43
Engagement Rate	5%


directly via LinkedIn  
24 Jan 2023 07:17 PM



Jameson Auten and Josh Schmit testify to the Joint Legislative Committee on...

Likes	33
Comments	1
Shares	5
Engagement	39
Engagement Rate	4%


directly via LinkedIn  
31 Jan 2023 03:00 PM



Congratulations to Chris, January 2023 Employee of the Month! Learn more...

Likes	24
Comments	8
Shares	0
Engagement	32
Engagement Rate	3%


directly via LinkedIn  
11 Feb 2023 06:00 AM



LTD is hiring! Grow your career at LTD with great teammates, wages, and...

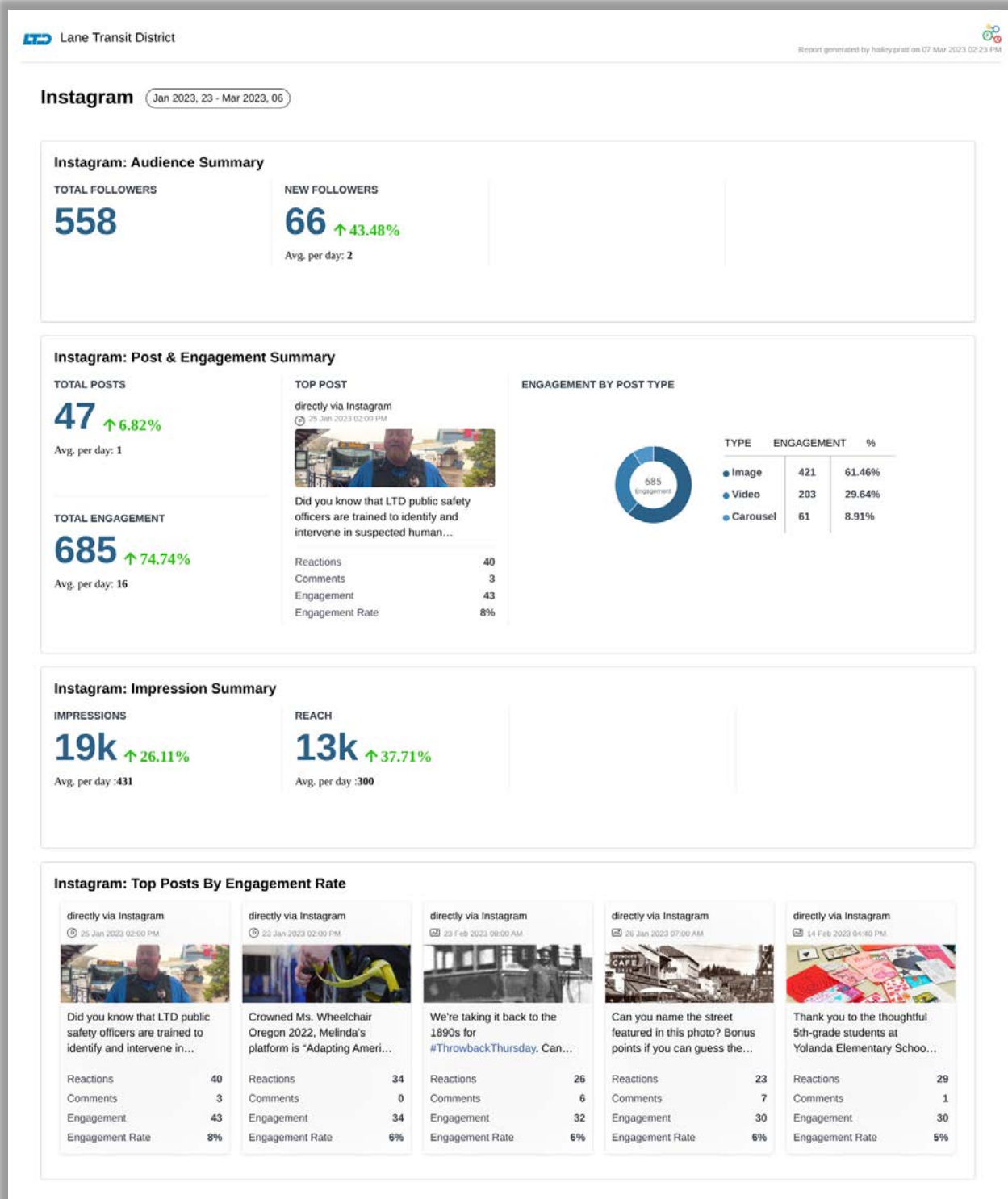
Likes	21
Comments	0
Shares	3
Engagement	24
Engagement Rate	3%

directly via LinkedIn  
23 Jan 2023 02:00 PM



Crowned Ms. Wheelchair Oregon 2022, Melinda's platform is "Adapting Ameri..."

Likes	19
Comments	0
Shares	2
Engagement	21
Engagement Rate	2%





# AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 15, 2023

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

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

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

**ACTION REQUESTED:** None. Information Only

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

**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.

## APRIL

Action	Information
Contract # TBD: Audit Services	United Front Advocacy Report
2022-56 RideSource Operational Analysis Consultant	OCC Project Update
2022-51 - Operations Scheduling Software	Recruitment & recruitment Marketing Update
	Community Outreach and Communications Assessment
	Ridership Reporting

## MAY

Action	Information
Public Hearing: Annual Budget Adoption/ LRFPA/Amended CIP	SBP Q3FY23

## JUNE

Action	Information
FY 2022-2031 Long Range Financial Plan	Communication Assessment Update
FY 2022-2031 Community Investment Plan	LTD 2.0 Mobility Strategy
FY 2023 Annual Budget	Zero Emissions - Part 2 ?



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** March 15, 2023

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

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

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

**ACTION REQUESTED:** Information and Discussion

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**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.