



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, May 17, 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 3 columns: ITEM, Time, Page. Includes items like CALL TO ORDER, ROLL CALL, COMMENTS FROM BOARD PRESIDENT, EMPLOYEE OF THE MONTH, and PUBLIC HEARING.

	<u>Time</u>	<u>Page</u>
IX. BOARD MEMBER REPORTS <i>This report provides an overview of the topics that have been covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates.</i>	6:25 p.m.	15
X. CONSENT CALENDAR: NONE		
XI. CONTRACT NO. 2023-16: MOSS ADAMS LLP: <i>Materials Included</i> [Pamela Strutz – Director of Finance] Action Needed: Adoption	6:50 p.m.	17
XII. CONTRACT NO. 2023-04: BIKESHARE FUNDING: <i>Materials Included</i> [Pat Walsh – Chief Marketing Officer] Action Needed: Adoption	6:55 p.m.	20
XIII. LTD BOARD MEETING STRUCTURE AND SCHEDULE: <i>Materials Included</i> [Jameson Auten, General Manager/Chief Executive Officer] Action Needed: Adoption	7:05 p.m.	22
XIV. UPDATED DISTRICT TRAVEL POLICY: <i>Materials Included</i> [Wendi Frisbie, Director of Procurement] Action Needed: Adoption	6:55 p.m.	24
XV. WRITTEN REPORTS – RESPOND IF QUESTIONS		
A. MONTHLY RIDERSHIP AND SERVICE REPORT – FEBRUARY AND MARCH [Tom Schwetz, Director of Mobility Planning and Policy] <i>This report provides monthly information on system ridership, service levels, and productivity for fixed-route and EmX services.</i>		42, 44
B. FINANCIAL PERFORMANCE INDICATORS AND QUARTERLY FINANCIAL REPORT: <i>PROVIDED QUARTERLY – FEBRUARY, MAY, AUGUST, NOVEMBER</i> [Pam Strutz, 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- MARCH AND APRIL [Wendi Frisbie, Director of Procurement] <i>This report provides a listing of contracts that the General Manager has signed under their delegated authority.</i>		46,47
D. MONTHLY DEPARTMENT REPORTS – MAY [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>		48
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>		61

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XVI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		62

XVII. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO: 7:05 p.m.

“ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations”

and

“ORS 192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing”

I move that the Board meet in Executive (Non-Public) Session pursuant to ORS 192.660(2)(d) and ORS 192.660(2)(i)

XVIII. 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: May 17, 2023

ITEM TITLE: APRIL EMPLOYEE OF THE MONTH

PREPARED BY: Norma Driskill, Human Resources Coordinator

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: None. Information Only

BACKGROUND: Tracy Smith has been selected to receive the April 2023 Employee of the Month (EOM) award. Tracy was hired as a Bus Operator on April 4, 2005, and during that time, Employee of the Month – November 2018, and over 10 years of Safe Driving awards. Tracy is now one of our Transit Operations Supervisors. He has been with the District for 18 years this month.

Tracy played a pivotal role in helping saving someone's life on March 31, 2023. He was notified by a passerby at Eugene Station that there was a person having a medical emergency in front of the library. He arrived on scene and found an unresponsive female, who was turning blue. Tracy immediately began chest compressions and continued until he was relieved by emergency responders. The last report was that the EMTs were able to get a weak pulse before transferring the person to the hospital. Thanks to Tracy's quick response, this person was given a chance to survive.

When asked to comment on Tracy's selection as Employee of the Month, Brian Penn said:

Great job, Tracy. I appreciate you and what you do on a daily basis to protect the District and help keep our customer's safe. Keep up the good work!

AWARD: Tracy Smith will attend the April 19, 2023, Board Meeting to be introduced to the Board by his Supervisor, Brian Penn, and receive his award.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 17, 2023

ITEM TITLE: MAY EMPLOYEE OF THE MONTH

PREPARED BY: Norma Driskill, Human Resources Coordinator

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: None. Information Only

BACKGROUND: Cesar Saavedra has been selected to receive the May 2023 Employee of the Month (EOM) award. Cesar was hired as a Bus Operator on August 6, 2007, and during that time, he has over 10 years of Safe Driving and has been Employee of the Month in the past: February 2010 and November 2016.

Cesar is a great example of Lane Transit Districts values demonstrating respect, integrity, innovation, equity, safety, and collaboration. He kept his rider's calm during the LCC active violence event in February and safely got the passengers away from the danger. Another time, he was complimented by a passenger when Cesar waited for an older gentleman with a walker that was still over a block away from the bus stop. He then stepped off the bus and walked him to the bus.

When asked to comment on Cesar's selection as Employee of the Month, Vonnie Willard, Transit Operations Supervisor said:

Cesar, on many occasions, would volunteer to work on his days off, work after his shift if we needed a hand, and communicate with Ops on how to meet the needs of his passengers. He exemplifies what Operators do daily, and it's a privilege to have him be a part of LTD's team. I was extremely excited to hear about the nomination of Cesar Saavedra's employee of the month for May 2023. Well deserved!

AWARD: Cesar Saavedra will attend the May 17, 2023, Board Meeting to be introduced to the Board and receive his award.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 17, 2023

ITEM TITLE: PUBLIC HEARING: PROPOSED FISCAL YEAR 2023-2032 COMMUNITY INVESTMENT PLAN

PREPARED BY: Pamela Strutz, Director of Finance & Budget Officer

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

ACTION REQUESTED: Public Hearing

PURPOSE: To hold a public hearing for the proposed FY2023-2032 Amended Community Investment Plan (CIP) and refer it to the Lane Transit District's Board of Directors for adoption.

DESCRIPTION: The CIP is one of three key documents that provide the information we need to develop a proposed budget. The proposed FY 2023-2032 Amended CIP represents both our near and long-term plan of investments needed in the next 10 years in order to continue to achieve our strategic business plan mission of connecting our community in a sustainable and equitable way. The CIP is updated and adopted annually.

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

BACKGROUND: The FY2022-2031 CIP was last adopted by the Board at the April 20, 2022, regular Board meeting. Staff updated the plan and presented the FY2023-2032 preliminary CIP to the Budget Committee on October 5, 2022. The Budget Committee approved the FY2023-2032 preliminary CIP and the Board held a public hearing on the FY2023-2032 preliminary CIP at their October 19, 2022, regular Board meeting. The preliminary FY2023-2032 CIP was amended ("FY2023-2032 amended CIP") to reflect updates to grant funding available, project timing adjustments, new projects and alignment with the proposed FY23 Budget.

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

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

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

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

- 1) **Project Deferral Implication:** To what extent will deferring a project create unsafe conditions and/or cause noticeable disruption to the level of service or user benefits and/or put the District out of compliance with legal, compliance or regulatory mandates?

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

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

Tier I: Full funding has been secured.

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

Tier III: Funding source has not yet been identified

CONSIDERATIONS: Staff recommends that the FY2023-2032 Amended CIP be forwarded to the Board for adoption as presented. The FY2023-2032 Amended CIP details are posted on the Lane Transit District website at www.LTD.org.

ALTERNATIVES: N/A

NEXT STEPS: The FY2023-2032 Amended Community Investment Plan will then be taken to the Board for adoption at its June 21, 2023, regular Board meeting.

SUPPORTING DOCUMENTATION:

- 1) FY2023-2032 Amended CIP –pages 18-28 in the FY24 Budget Document

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: May 17, 2023

ITEM TITLE: PUBLIC HEARING & ADOPTION: PROPOSED FISCAL YEAR 2023-2024 SUPPLEMENTAL BUDGET

PREPARED BY: Pamela Strutz, Director of Finance & Budget Officer

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

ACTION REQUESTED: Public Hearing and Adoption

PURPOSE: To hold a public hearing and request adoption of the FY 2022-2023 Supplemental Budget. The Budget Officer has prepared the proposed FY2022-2023 Supplemental Budget for the General and Point2Point Funds in accordance with ORS 294.471 and 294.473. Supplemental budget changes that differ by more than 10 percent from the expenditures in the adopted budget require a public hearing and Board adoption.

DESCRIPTION: Annually in May or June, the LTD Board adopts a budget for each of its six funds. The budget for each fund reflects the District's financial plan for the fiscal year that starts every July 1 and ends every June 30. The budget is reviewed and approved by the LTD Budget Committee (the LTD Board plus an equal number of citizen electors) who provide a recommendation to the Board of Directors to adopt the budget as presented or as amended on or before June 30 of every year. Each of the six funds have their own budget and the resources and expenditures within those funds must balance (resources \geq expenditures) in order for the budget to be adopted. The Budget adopted by the LTD Board of Directors creates the authority for LTD to spend public money. As the budget and the FY2022-2023 Supplemental provide boundaries on the District's spending and balance, it aligns with the Financial Health strategic priority.

The adopted budget reflects input from the LTD Budget Committee and the public. It is based on the District's good faith estimate of expected resources and expenditures for the year. Because the budget is based on estimates, Oregon budget law allows for changes after the budget is adopted known as a "supplemental budget" (ORS 294.471). The FY2022-2023 Budget was developed amidst increasing supply chain demands and inflation due to the continuing aftereffects of the global pandemic. In addition, LTD was unable to fully anticipate the impact that the Amalgamated Transit Union Contract would have at the time the FY2022-2023 Budget was originally delivered. Meeting the resulting needs of these events aligns with the strategic areas of customer satisfaction, employee engagement, and sustainability.

BACKGROUND: LTD staff continually monitor changes and trends that may have an adverse impact on the adopted budget both to ensure that we live within our affordable means and because many uncertainties exist within our assumptions. We have come to see a number of trends which pose potential risks to exceeding the adopted budget as follows:

General Fund:

Personnel Services

- At the time we were preparing the FY2022-2023 budget the Amalgamated Transit Union contract was not yet settled and estimates were made in anticipation of additional costs relating to this contract. The amount paid for the Signing Bonus was \$276,250 and was not in the budget. Also, wage increases totaling seven percent were higher than budgeted. The total impact of these changes in FY2022-2023 is estimated to be \$400,000.
- The District's practice is to perform an Administrative wage market survey every two years. However, with the recent high inflation and tight labor market it was determined we needed to perform another survey in early 2023. The results of that wage survey resulted in some wage adjustments that were not anticipated in the FY2022-23 budget. The financial impact of these changes is estimated to be \$74,408.

- In late 2022 the organizational structure of the Administration services was changed to better meet the needs of the District. This included new positions, eliminating positions, and moving staff to new departments. The result of these movements increased the overall wage cost for FY2022-2023 by approximately \$350,000.

Materials and Services

- The cost of hardware and software maintenance and support has been steadily increasing. Due to the absence of the expertise of a Technology Manager there was not enough budgeted for these expenses in FY2022-2023. The anticipated shortfall will be approximately \$700,000.
- Human Resources contracted services to fill critical position gaps, update policies and ensure that we are compliant with the latest labor laws and regulations. The level of assistance needed was not fully reflected in the FY2022-2023 budget. The financial impact is estimated to be \$156,165.

Contingencies

- During the FY2022-2023 budget planning process a portion of the budget was set aside for expenses that were expected, but the amount was unknown. This set aside is allowed under Oregon Budget Law as a separate line item "Contingencies". Board approval is generally required to use Contingency amounts toward expenses. For FY2022-2023 the entire \$1,314,843 Contingency amount will be allocated toward current expenses. This will serve to reduce the final amount that is needed for the Supplemental Budget.

Point2Point Fund:

- In early spring 2023, Lane Transit District was made aware by City of Eugene staff that its Bike Share program would experience a \$250,000 financial deficit for the coming fiscal year. After collaborative discussion between the District's Marketing and Planning staff, it was decided to allocate available money from the defunct Point2Point program to the City of Eugene Bike Share Program with a one-time \$250,000 financial boost. As the region's mobility leader, supporting the program is an extension of LTD's mission, and fits the intent of how the Point2Point money is to be invested in promoting transportation options. The financial support from LTD keeps the Bike Share Program viable while the City of Eugene and its bike share provider find other resources to fund the program.
- The amount of \$250,000 will be allocated as follows; \$130,000 to FY2022-2023, and \$120,000 to FY2023-2024.

Recommendation: Staff are requesting a supplemental budget at this time as the costs identified are reasonably possible and can be estimated. This ensures compliance with Oregon Budget law. Staff recommends FY2022-2023 increases to the appropriated expenditures as follows:

	FY2022-2023 ADOPTED	INCREASE (DECREASE)	FY2022-2023 AMENDED
GENERAL FUND			
Requirements			
Personnel Services	\$41,529,665	\$ 824,408	\$42,354,073
Materials & Services	\$13,270,568	\$ 856,165	\$14,126,733
Insurance & Risk Services	\$ 685,500	\$ 6,185	\$ 691,685
Contingencies	\$ 1,314,843	\$(1,314,843)	\$ 0
Total General Fund	\$56,800,576	\$ 371,915	\$57,172,491
POINT2POINT FUND			
Operating Requirements			
City of Eugene Bikeshare	\$ 0	\$ 130,000	\$ 130,000
All other operating requirements	\$ 535,000	\$ 0	\$ 535,000
Total Point2Point Fund	\$ 535,000	\$ 130,000	\$ 665,000

CONSIDERATIONS: The above request is in alignment with Oregon Budget Law and keeps LTD on target to meet the FY2022-2023 Budget Appropriations.

Supplemental budgets require a public hearing and Board adoption, but does not require Budget Committee approval. However, due to the Budget Committee and Board meeting occurring in the same month, staff brought the proposed FY2022-2023 Supplemental Budget through the Budget Committee in the interest of transparent communication. As such, the LTD Budget Committee (the LTD Board plus an equal number of citizen electors) met on May 2, 2023, and made a recommendation for the Board to adopt the staff recommended FY22 Supplemental Budget.

ALTERNATIVES: The Board can:

- Approve the proposed FY2022-2023 Supplemental Budget as presented
- Request additional information postpone approval of the supplemental budget to the June 14 regular Board meeting.
- Recommend that the Board adopt the proposed FY2022-2023 Supplemental Budget with amendments

NEXT STEPS: The next steps are as follows:

- Based on Board direction, staff will take the appropriate next steps.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2023-05-17-018

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-05-17-018:

It is hereby resolved that the LTD Board of Directors adopts the 2022-2023 Supplemental Budget as presented [amended].



RESOLUTION NO. 2023-05-17-018

ADOPTION OF THE FISCAL YEAR 2022-2023 SUPPLEMENTAL BUDGET

WHEREAS, annually in May or June, the LTD Board adopts a budget for each of its six funds;

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

WHEREAS, supplemental budgets require a public hearing and Board adoption, but does not require Budget Committee approval;

WHEREAS, the budget is reviewed and approved by the LTD Budget Committee, who provides a recommendation to the Board of Directors to adopt the budget as presented, or as amended, on or before June 30 of every year;

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

WHEREAS, the budget adopted by the LTD Board of Directors creates the authority for LTD to spend public money;

WHEREAS, the budget is based on LTD's good faith estimate of expected resources and expenditures for the year;

WHEREAS, Oregon Local Budget Law allows for changes after the budget is adopted known as a "supplemental budget" (ORS 294.473);

WHEREAS, supplemental budgets are required for transfers and expenditures that expect to exceed the adopted budget by greater than 10%;

WHEREAS, the LTD Budget Committee (the LTD Board plus an equal number of citizen electors) met on May 2, 2023, and made a recommendation for the Board to adopt the staff recommended FY2022-2023 Supplemental

WHEREAS, a public hearing was held at the regular board meeting on May 17, 2023.

WHEREAS, LTD staff continually monitor changes and trends that may have an adverse impact on the adopted budget both to ensure that we live within our affordable means and because many uncertainties exist within our assumptions. We have come to see a number of trends which pose potential risks to exceeding the adopted budget as follows:

General Fund:

Personnel Services

- At the time we were preparing the FY2022-2023 budget the ATU contract was not yet settled and estimates were made in anticipation of additional costs relating to this contract. The amount paid for the Signing Bonus was \$276,250 and was not in the budget. Also, wage increases totaling 7% were higher than budgeted. The total impact of these changes in FY2022-2023 is estimated to be \$400,000.



- LTD's practice is to perform an Administrative wage market survey every 2 years. However, with the recent high inflation and tight labor market it was determined we needed to perform another survey in early 2023. The results of that wage survey resulted in some wage adjustments that were not anticipated in the FY2022-23 budget. The financial impact of these changes is estimated to be \$74,408.
- In late 2022 the organizational structure of the Administration services was changed to better meet the needs of the District. This included new positions, eliminating positions, and moving staff to new departments. The result of these movements increased the overall wage cost for FY2022-2023 by approximately \$350,000.

Materials and Services

- The cost of hardware and software maintenance and support has been steadily increasing. Due to the absence of the expertise of a Technology Manager there was not enough budgeted for these expenses in FY2022-2023. The anticipated shortfall will be approximately \$700,000.
- Human Resources contracted services to fill critical position gaps, update policies and ensure that we are compliant with the latest labor laws and regulations. The level of assistance needed was not fully reflected in the FY2022-2023 budget. The financial impact is estimated to be \$156,165.

Contingencies

- During the FY2022-2023 budget planning process a portion of the budget was set aside for expenses that were expected, but the amount was unknown. This set aside is allowed under Oregon Budget Law as a separate line item "Contingencies". Board approval is generally required to use Contingency amounts toward expenses. For FY2022-2023 the entire \$1,314,843 Contingency amount will be allocated toward current expenses. This will serve to reduce the final amount that is needed for the Supplemental Budget.

Point2Point Fund:

- In early spring 2023, Lane Transit District was made aware by City of Eugene staff that its Bike Share program would experience a \$250,000 financial deficit for the coming fiscal year. After collaborative discussion between the District's Marketing and Planning staff, it was decided to allocate available money from the defunct Point2Point program to the City of Eugene Bike Share Program with a one-time \$250,000 financial boost. As the region's mobility leader, supporting the program is an extension of LTD's mission, and fits the intent of how the Point2Point money is to be invested in promoting transportation options. The financial support from LTD keeps the Bike Share Program viable while the City of Eugene and its bike share provider find other resources to fund the program.
- The amount of \$250,000 will be allocated as follows; \$130,000 to FY2022-2023, and \$120,000 to FY2023-2024.



WHEREAS, the proposed Fiscal Year 2022-2023 Supplemental Budget request is summarized below:

	FY2022-2023 ADOPTED	INCREASE (DECREASE)	FY2022-2023 AMENDED
GENERAL FUND			
Requirements			
Personnel Services	\$41,529,665	\$ 824,408	\$42,354,073
Materials & Services	\$13,270,568	\$ 856,165	\$14,126,733
Insurance & Risk Services	\$ 685,500	\$ 6,185	\$ 691,685
Contingencies	\$ 1,314,843	\$(1,314,843)	\$ 0
Total General Fund	\$56,800,576	\$ 371,915	\$57,172,491
POINT2POINT FUND			
Operating Requirements			
City of Eugene Bikeshare	\$ 0	\$ 130,000	\$ 130,000
All other operating requirements	\$ 535,000	\$ 0	\$ 535,000
Total Point2Point Fund	\$ 535,000	\$ 130,000	\$ 665,000

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

- Adopting the Fiscal Year 2022-2023 Supplemental Budget for the Point2Point and General Fund as presented.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17th DAY OF MAY, 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: May 17, 2023
ITEM TITLE: PUBLIC HEARING: PROPOSED FISCAL YEAR 2023-2024 BUDGET
PREPARED BY: Pamela Strutz, Director of Finance and Budget Officer
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Public Hearing

PURPOSE: To hold a public hearing of the proposed FY2023-2024 Budget and refer it to the LTD Board of Directors for adoption.

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

In accordance with ORS 294.408, the Board of Directors must adopt a budget for each of its six (6) funds by the close of the current fiscal year. For LTD, the fiscal year ends on June 30, 2023. Oregon Budget Law (ORS 294.321) is also designed to encourage citizen involvement in the budget process. The District achieves this by: 1) vetting the Budget through a Budget Committee comprised of all seven Board members and an equal number of appointed citizen members, 2) holding public hearings and 3) accepting written public comments

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

BACKGROUND: The proposed FY2023-2024 Budget was posted for public comment on Tuesday, April 25, 2023.

The Budget Officer has prepared the proposed FY2023-2024 Budget and associated explanatory documents in accordance with ORS 294.473.

ORS 294.414 requires that the Budget Committee hold one or more meetings for the purpose of:

- Receiving the FY2023-2024 budget message and the proposed FY2023-2024 Budget, and
- Providing members of the public with an opportunity to ask questions about and comment on the budget.

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

The Budget Committee last met on May 2, 2023, to review the FY2023-2024 Budget and recommended adoption by the Board during the FY2023-2024 Budget Process.

CONSIDERATIONS: Staff recommends that the proposed FY2023-2024 Budget be forwarded to the Board for adoption. Proposed Budget details are posted on the LTD website at www.LTD.org.

ALTERNATIVES: N/A

NEXT STEPS: The proposed FY2023-2024 Budget will then be taken to the Board for adoption at its June 21, 2023, regular Board meeting.

SUPPORTING DOCUMENTATION:

- 1) [Proposed FY2023-2024 Budget](#)

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING:	May 17, 2023
ITEM TITLE:	BOARD MEMBER REPORTS
PREPARED BY:	Allie Brusasco, Board Administrator
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 March 28 meeting, committee members discussed LTD 2.0 Positioning LTD as a Mobility Manager; and received a presentation on fleet procurement scenarios. The next meeting is scheduled for May 30.
- 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 April 6 meeting,** committee members held public hearings on the draft 2024-2027 Metropolitan Transportation Improvement Program and Air Quality Conformity Determination, and the draft FY24/FY25 Unified Planning Work Program; received a legislative update; received an ODOT update. **At the May 4 meeting,** committee members approved the 2024-2027 Metropolitan Transportation Improvement Program and Air Quality Conformity Determination; approved the FY24/FY25 Unified Planning Work Program; discussed the Climate Friendly Equitable Communities Implementation; received a presentation on May is Bike Month; received a presentation on MPO Youth Council; received a legislative update. The next meeting is scheduled for June 1. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
- 3. Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. The Board Member representative is Heather Murphy, General Manager/Chief Executive Officer Jameson Auten is the alternate. **At the April 12 meeting,** the committee received an ODOT update; a Central Lane Metropolitan Policy Committee update; and other member updates. Committee members discussed the role of the ACT's; discussed LaneACT member priority needs; and received LaneACT new member orientation. **At the May 10 meeting,** committee members received an ODOT update; a Central Lane Metropolitan Policy Committee update; and other member updates. Committee members. Committee members discussed LaneACT Chairs' Meeting with Oregon Transportation Commission; LaneACT Member Recruitment; LaneACT Member Priority Needs Process & Guidance; and the LaneACT Work Plan. The next meeting is scheduled for June 14. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.
- 4. LCOG Board of Directors:** Board member Pete Knox serves as LTD's representative on the Lane Council of Governments (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 April 27 meeting, committee members held a public hearing for and adopted the FY23 revised budget; and received the Executive Committee Report. The next meeting is scheduled for June 22. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.

5. **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. At the May 2 meeting committee members received presentations on the FY23 proposed supplemental budget and FY24 proposed annual budget and made a recommendation of adoption to the Board of Directors. The next meeting is scheduled for October 4.
6. **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 May 5 meeting, committee members received a legislative update; received a presentation on the Safe Lane Coalition; discussed proposed US House and Senate Bills related to rail safety; and received an ODOT update. The next meeting is scheduled for July 28. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
7. **LTD Pension Trust Committee:** LTD's two pension plans (one for Amalgamated Transit Union (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 May 17 meeting, committee members reviewed and discussed the report of investment and the administrators report for the ATU & Salaried Pension Trust Committee meetings. The next meeting has not been scheduled.

No Meetings were held for the following committees:

1. **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 July 11.
2. **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>.
3. **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/>.
4. **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/>.
5. **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: May 17, 2023
ITEM TITLE: CONTRACT NO. 2023-16: MOSS ADAMS LLP
PREPARED BY: Pamela Strutz, Director of Finance
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the Chief Executive Officer to execute a contract with Moss Adams LLP to audit the Lane Transit District's ("LTD") basic financial statements and provide other auditing and accounting services.

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.

DESCRIPTION: In compliance with both Federal and State Statutes, LTD is required to, within six months of the close of each fiscal year, publish a complete set of financial statements presented in accordance with generally accepted auditing standards; the standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (2007); and the provisions of the Federal Single Audit Act of 1984 (as amended in 1996).

Additional requirements include:

- The disclosures and comments required by the State of Oregon Minimum Standards (OAR 162-10-050 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations);
- Report on information included in the National Transit Database (NTD) report on the Federal Funding Allocation Statistics Form (FFA-10) with regard to requirements of the Uniform System of Accounts and Records and Reporting System; Final Rule, as specified in 49 CFR, part 630, Federal Register, January 15, 1993; and as presented in the current year Reporting Manual; and
- Perform the minimum Agreed-Upon Procedures required for the STIF program, as revised June 2021 consistent with guidance provided by the Oregon Secretary of State, the Oregon Department of Transportation (ODOT) developed Agree-Upon Procedures (AUP) for the program audit of the Statewide Transportation Improvement Fund (STIF).

BACKGROUND: January 3, 2022, Deschutes County performed a Request for Proposal (RFP) for Audit Services, which was ultimately awarded to Moss Adams, LLP. The RFP allowed for piggybacking/cooperative purchases with governmental agencies, which is allowable per Oregon Revised Statute ("ORS") 279A.215.

Finance, with the assistance of Procurement, reviewed the RFP and response to make sure the services fit the needs of the District, finding it meets the requirements and is in the best interest to utilize for this purchase.

FINANCIAL IMPACT/FUNDING SOURCE: The maximum contract value shall not exceed \$562,700 over the entire life of the contract (four years). Independent Auditing Services are budgeted as an element of the finance division's operating budget and paid from the General Fund.

CONSIDERATIONS: Due to the brevity of time in which to engage a qualified firm to perform the audit for the current fiscal year, Staff sought to engage a firm utilizing a permissive cooperative agreement in accordance with ORS 279A.215, ORS 279A.050 and the Federal Transit Administration's Circular 4220.1F.

The term of the contract shall be from July 1, 2023 through December 31, 2026 – upon the completion of the Deschutes County contract.

ALTERNATIVES:

- 1) Deny the request and request staff to solicit these services. This would delay the FY 2022-2023 audit. This could result in LTD's inability to meet deadlines for reporting established by the state and federal regulations governing this service.
- 2) Request more information and delay the approval to a later date. This may cause an issue with getting the 2022-2023 audit as firms are scheduling fall audits now.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2023-05-17-019

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-05-17-019:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2023-16 as presented [amended].



RESOLUTION NO. 2023-05-17-019

APPROVAL OF CONTRACT NO 2023-16 CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND MOSS ADAMS, LLP

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, Oregon Revised Statute ("ORS") 279A.215 allows for cooperative purchases between governmental agencies when all statute requirements are met; and

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.

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.

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 Moss Adams, LLP for the purpose of auditing the LTD basic financial statements and providing other auditing and accounting services; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or \$250,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17th DAY OF MAY 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: May 17, 2023

ITEM TITLE: PEACEHEALTH RIDES – EUGENE BIKE SHARE PROGRAM SUPPORT.

PREPARED BY: Pat Walsh, Chief Marketing Officer

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

ACTION REQUESTED: Adoption

PURPOSE: Provide information to the Board for the purpose of adopting a resolution for a one-time funding in the amount of \$250,000 to the City of Eugene to support for the PeaceHealth Rides – Eugene Bike Share Program.

DESCRIPTION: The PeaceHealth Rides – Eugene Bike Share Program support is a request from the City of Eugene for one-time funding to assist the bike share program in order to maintain continued service with no service gap. This funding support would come from FTA grant funds housed in the Point2point fund.

BACKGROUND: Lane Transit District has been a supporter of transportation options and mobility services in a robust manner over the last 20 years. LTD has supported mobility options such as bike/ped, safe routes to schools, and transportation education serving as the former regional transportation options program provider up until 2020.

In addition, LTD has directly provided transportation options in the region including regional vanpools, mobility on demand through the Cottage Grove Connector, EmGo Pilot project and has served as the pass-through funder for rural transit services including the Diamond Express to Oakridge and the Rhody Express in Florence.

All of these efforts including the onetime support of the bike share program support LTDs goal around serving as a regional mobility manager and in turn help support the traveling public.

CONSIDERATIONS: Lane Transit District has been a partner in the bike share program from the initial conception of the concept in the region. LTD along with the City of Eugene, developed the first ever bike share feasibility study that determined what would be essential in order for bike share to be brought to the region and how it could be successful in this market. At the conclusion of the study, LTD, the City of Eugene and the University of Oregon, in partnership initiated the program with funding support from PeaceHealth and the program began in 2018.

ALTERNATIVES:

1. Approve the request for \$250,00 from the City of Eugene to support the PeaceHealth Rides – Eugene Bike Share Program.
2. Deny the request; the program may experience a service gap in the future should the request be denied.
3. Deny the request and direct staff to assist the City of Eugene staff will helping to identify other grant funds outside of LTD to help with the funding gap.

NEXT STEPS: Depending on Board direction, staff will work with the City of Eugene to carry out the contract and related program support funds or assist with located other non-LTD grant funds to assist the program in its need for sustainable funding.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2023-05-17-022

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-05-17-022:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract the PeaceHealth Rides – Eugene Bike Share Program contract as presented [amended].



RESOLUTION NO. 2023-05-17-022

APPROVAL OF PEACEHEALTH RIDE – EUGENE BIKE SHARE PROGRAM SUPPORT

WHEREAS, Lane Transit District supports mobility options and first mile last mile transportation solutions in the community;

WHEREAS, Lane Transit seeks to support one-time funding in the amount of \$250,000 for the City of Eugene bike share program;

WHEREAS, Lane Transit District serves as a mobility manager in the region and in so supports transportation options including programs such as bike share;

WHEREAS, Lane Transit District has been a long-term partner of the PeaceHealth Rides – Eugene Bike Share Program in partnership with the City of Eugene and the University of Oregon;

WHEREAS, Lane Transit District as a mobility manager seeks to assist the region with connecting our community through connecting transportation services such as bike share; and,

WHEREAS, Lane Transit District, through the Point2point fund has grant funds that can be directed to this request.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors, supports this request for one-time funding of the PeaceHealth – Eugene Bike Share program through a grant to the City of Eugene, passes a Resolution as follows:

- Approving this funding request in the amount of \$250,000 for the City of Eugene for the bike share program.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17th DAY OF MAY, 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: May 17, 2023
ITEM TITLE: LTD BOARD MEETING STRUCTURE AND SCHEDULE
PREPARED BY: Camille Gandolfi, Chief of Staff
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Discussion and Adoption

PURPOSE: To provide the Board with a proposed schedule change for the Board's work sessions with and implementation timeline of June 2023.

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

DESCRIPTION: LTD maintains a schedule of public meetings that is designed to promote transparency, community input, and stakeholder engagement. The schedules for these meetings are posted on www.ltd.org along with each meeting agenda and packet. Additionally, all LTD Board and Committee meetings are available to view and participate in remotely and are archived on video or audio via the LTD website. While LTD provides opportunity for access to public meetings, there is an opportunity for LTD to increase efficiency, enhance strategic oversight, and allow more opportunity for public participation and engagement.

The Board work session is currently held bi-monthly on the first Wednesday of the month. Staff propose adjusting the work session schedule to a monthly cadence to be held on the third Wednesday of the month prior to the regular Board meeting. Staff propose that Board work sessions be held from 5:30 p.m. to 7:00 p.m. and that the regular Board meeting commence directly following the adjournment of the work session. This structure will create a more efficient use of Board and staff time by having fewer public meeting days each month. This proposed structure would enable work sessions to be comprised of informational agenda items and regular Board meetings to be comprised solely of action items.

Special Board meetings will continue to be scheduled as needed.

BACKGROUND: At its November 17, 2021, regular meeting, the Board adopted a schedule change for its regular monthly meetings to 4:30 – 6:30 p.m. At its June 16, 2021, regular Board meeting, the Board adopted a trial schedule for its regular Board meetings of 3:30 – 5:30 p.m. These schedule changes were made during the pandemic period for the purpose of accommodating the evolving scheduling challenges during that period. At its December 14, 2022, special meeting, the Board adopted a schedule change for its regular monthly meetings to 5:30 – 7:30 p.m. and a schedule change for its work sessions of bi-monthly from 5:30 – 7:30 p.m.

ALTERNATIVES:

- Meetings maintain current schedules, times, and composition.

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

SUPPORTING DOCUMENTATION:

1. Resolution No. 2023-05-17-020

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-05-17-020:

It is hereby resolved that the LTD Board of Directors approves adoption of the proposed public meeting schedule and structure as presented [amended].



RESOLUTION NO. 2023-05-17-020

ADOPTION OF A REGULAR MONTHLY BOARD MEETING SCHEDULE

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

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

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

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

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

WHEREAS, at its December 14, 2022, special Board meeting, the Board adopted an updated public meeting schedule; and,

WHEREAS, at its May 17, 2023, regular Board meeting, the Board reviewed and discussed its Board meeting structure and schedule.

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

- Board work sessions will be held on the third Wednesday monthly at 5:30 p.m.
- Board regular meetings will be held on the third Wednesday monthly following the adjournment of the Board work session.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF MAY, 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: May 17, 2023
ITEM TITLE: UPDATED DISTRICT TRAVEL POLICY
PREPARED BY: Wendi Frisbie, Director of Procurement
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Discussion and Adoption

PURPOSE: To provide information to the Board of Directors for the purpose of updating Lane Transit District's (LTD) District Travel Policy.

DESCRIPTION: The District requires a travel policy to provide guidance for allowable travel for both the staff and the Board of Directors.

It is LTD's intent to invest in District staff by providing appropriate coverage of travel expenses for training and seminars necessary for professional growth and development. It is also the intention of the Policy to allow for travel to locations necessary to conduct District business.

The amended policy and procedures will apply to all District employees, the Board of Directors, as well as, all travel expenses charged to the District, including vendor contracts which include any form of travel to or from LTD.

BACKGROUND: The LTD Staff have been following a Travel Policy since 1991, with periodic changes every few years. Staff have updated the District Travel Policy, last updated in 2015, to include recent changes to the travel industry.

The Travel Policy has been updated to include the following changes:

- Adds the requirement for LTD staff to charge all travel expenses to their District Purchase Card (PCard)
- Adds the ability for Board hotel expenses to be paid in advance through the hotel's authorization process to avoid the need for Board members to pay out of pocket and be reimbursed.
- Permits the use of personal mileage and reward accounts to be used for District travel.

CONSIDERATIONS: The Board of Directors is not allowed to vote on increases to their official compensation package. The Board can vote for future Board members to receive this benefit. In accordance with Oregon Government Ethics Commission (OAR 199-008-0005), Section H of the District Travel Policy will not apply to this current Board. Section H of the policy will be applicable to future Boards only.

ALTERNATIVES:

1. Request additional revisions to the Policy and move adoption to a future meeting.
2. Deny the policy changes; this would maintain the current policy and related procedures.

NEXT STEPS: If adopted, the amended policy will take effect immediately.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2023-05-17-021
- 2) District Travel Policy - Clean
- 3) District Travel Policy - Redlined

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-05-17-021:

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



RESOLUTION NO. 2023-05-17-021

ADOPTION OF THE UPDATED DISTRICT TRAVEL 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, the District Travel Policy has been in place since 1991;

WHEREAS, the District Travel Policy has been reviewed and updated by staff;

WHEREAS, at its May 17, 2023, regular meeting, the Board of Directors reviewed and discussed the updated District Travel Policy;

WHEREAS, pursuant to OAR 199-008-0005, section H of the updated District Travel Policy is not applicable to Board members currently serving terms;

WHEREAS, section H of the updated District Travel Policy will be applicable to Board members whose terms follow current Board member's terms; and,

WHEREAS, the updated District Travel Policy is otherwise applicable District wide upon adoption.

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

Adopting the updated District Travel Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17th DAY OF MAY, 2023.

Board President, Gino Grimaldi

**LANE TRANSIT DISTRICT
POLICIES AND GUIDELINES**

DISTRICT TRAVEL POLICY
Policy Number: 200.10

Tier I: Board of Directors
Tier II: All

Revision Date: May 17,2023

Effective Date: May 17, 2023, or upon
Adoption by the Board of
Directors

Scope:

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	Wendi Frisbie, Director of Procurement	Travel Policy for LTD Staff and Board of Directors

Legal References: N/A

Related Forms: N/A

Related Policies: LTD Board of Directors Travel Policy – dissolved 2/15/2023

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

200.10.1 PURPOSE AND POLICY STATEMENT

OBJECTIVE

It is Lane Transit District's ("LTD" or "District") intent to invest in our staff by providing appropriate coverage of travel expenses for training and seminars necessary for professional growth and development. It is the intention of the Policy to allow for travel to locations necessary to conduct District business.

APPLICATION

The following Policy applies to all District employees, the Board of Directors, and all travel expenses charged to the District, including vendor contracts, which include any form of travel to or from LTD.

POLICY

Only designated administrative personnel, referred to as "Travel Coordinators" herein, are authorized to make travel arrangements unless prior approval is received from the Director of Procurement. Travel Coordinators are identified as follows:

- Executive Assistant: Executive Office
- Board Administrator: Board of Directors
- Finance Administrative Assistant: Finance
- Human Resources Coordinator: Human Resources
- Operations Administrative Specialist: Accessible Services, Customer Service, Fleet, & Operations
- Marketing & IT Administrative Specialist: Marketing & IT
- Planning & Development Senior Administrative Specialist: Planning and Development
- Procurement Specialist: Procurement
- Public Safety Intelligence Analyst/Administrative Specialist: Public Safety

A. Travel Approval

All overnight and/or out-of-state travel must be approved by the Chief Executive Officer (CEO) (or delegate) in advance of the travel plans or arrangements. Each department director or manager will assess the travel needs and requests of their staff and approve requests in consideration of budgeted funds, staff availability, and value of the training to the District. All travel must be approved through the Districts Travel Approval Voucher process prior to payment of any registration fees or travel arrangements being made.

B. Conference and Training Registration Fees

Seminars or trainings that occur out of the area and involve overnight travel require a Travel Approval Voucher to be completed. Travel approval must be obtained prior to paying registration fees. Registration fees will be charged to a District PCard if the vendor accepts this method of payment. Otherwise, the Travel Coordinator will create a PO for the amount of the registration. Accounts Payable will mail the original training registration form to the vendor with the payment.

C. Transportation

It is the District's intent to ensure that vehicle liability exposure be minimal and that vehicles are

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

operated in the safest possible manner. For LTD Staff, the primary mode of transportation for in-state travel is the utilization of District vehicles. *For the Board, the primary mode of transportation is personal vehicles and shall be reimbursed at the current Federal Mileage Reimbursement Rate. (See Section 3)* The primary mode of transportation for out-of-state travel is air or rail.

1. Airlines

Air travel may be booked by the Travel Coordinator or the Traveler, provided the Traveler has an LTD purchasing card ("Pcard"). Only District Pcards will be utilized for airfare purchase, Travelers shall not use personal credit cards to purchase airfare.

All travel may be booked via the internet, including the use of search engines or travel websites such as Priceline, Orbitz, etc. Considerations should be made to help reduce the cost to LTD, however, long layovers should take staff time into consideration before booking.

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. The Traveler may be asked to stay additional days if the savings to the District significantly exceeds the additional costs of lodging and food for the Traveler.
- b. **Routing and Fares.** Travel Coordinators and/or Traveler will work to obtain the best routing and fare options. Before final booking of airline reservations, the Travel Coordinator will meet with the Traveler for their approval of the reservations. The Traveler 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 the Traveler changes ticket reservations, and an additional charge is incurred, it will be the responsibility of the Traveler, unless the change occurs due to circumstances outside of their control.
- c. **Checked Baggage Fee.** Travelers will have the option to have one checked bag, as needed, paid for by LTD. The District will only pay up to the airline baggage allowance, typically 50 pounds. Anything over that amount shall be paid for by the traveler.

Any additional bags, without prior approval from the department director or manager, will be at the expense of the Traveler. If a checked bag is required, the bag should be paid for at the time of booking if possible.

If a checked bag is paid for outside of the time of booking, the Traveler can use an LTD PCard to pay for the bag, but must turn in a receipt as well as upload the Travel Voucher in Spend Clarity for each charge. If an LTD PCard is not available, the Traveler shall save the receipt and turn in a petty cash reimbursement upon their return.

- d. **Travel Cancellation.** If the Traveler personally chooses to cancel their trip (with department director or manager approval) and all or a portion of the ticket is nonrefundable, the Traveler 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

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

a reasonable amount of time needs to be approved in advance by the department director or manager.

- f. **Side Trips.** If the Traveler desires a special routing or side trip during a work-related travel flight, they are responsible for any additional costs and must book the additional trip details on their own. The Traveler will provide documentation showing cost of originally approved business trip, amended trip, and difference in cost. At no time shall the side trip cost LTD any additional funds.
- g. **Ground Transportation.** The Traveler is expected to take the most cost-effective ground transportation available on their trip. The Traveler is urged to use public transit if available. The District PCard should be used for shuttles and taxis if possible. If the Traveler is not a PCard holder, proof of payment and trip details are required for reimbursement.
- 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.
- i. **Airline Travel Insurance.** Should the Traveler determine they should purchase travel insurance, the insurance shall be at the cost of the Traveler and not charged to LTD.

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. *(The Board of Directors are exempt. See Section 3.)* 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 be certified in the SMITH System 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. If navigation is being

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

used, it must be done with safety in mind, and at no time shall the Traveler handle their phone while operating a vehicle.

- 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, vaping, or the use of smokeless tobacco 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. *The Board of Directors will be reimbursed at the full rate.*

Expenses beyond payment for mileage resulting from the additional time required to drive to and from the business-related functions are not reimbursable if the personal vehicle is being used for the convenience of Traveler 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 Traveler must have prior approval for all vehicle rentals under the following conditions:

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

- a. The lodging location is a distance from the conference/training or business location the Traveler will be attending, and public transportation is not available or reasonably convenient.
- b. The Traveler 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.

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. Any exceptions must be approved by the department director or manager in advance. *The Board of Directors will work with the Board Administrator for any vehicle rental. If using a District PCard is not possible, (i.e., the original card must be present at time of check out), receipts must be provided for expense reimbursement.*

Insurance coverage, Loss Damage Waiver (LDW), provided by the rental agency must be purchased when picking up the car. This will ensure that, in case of an accident, the rental agency will take care of any necessary settlements. This extra insurance coverage is mandatory.

D. Lodging

Hotel Lodging

Most seminars, and some business/government entities, use one particular hotel and arrange a group rate with that hotel. Every effort will be made to place the Traveler in the conference hotel at the government rate. If the government rate is unavailable, the room may be booked at the conference rate.

If the designated hotel is full, every effort will be made to arrange with the conference hotel for alternate lodging at a convenient location and comparable room rate in the locale of the conference. If more than one conference hotel is listed and the prices vary, arrangements may be made for a hotel that is convenient to the conference location at a conference rate price.

If the Traveler chooses to stay at an alternative hotel, they may do so. The Traveler 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 or conference rate, the employee must reimburse LTD the difference.

When making hotel reservations, the lowest reasonable rate, e.g., government, corporate, or group rate must be requested. If reservations are made using the government rate, then a copy of the certificate of eligibility must be included in the travel packet.

The Travel Coordinator guarantees rooms on a District Pcard, unless there is a qualifying cancellation policy or prior approval. Hotel payment will be made with a staff member's District PCard at the hotel. While traveling, if the Traveler 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

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

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 Traveler's department budget. *Room bookings for The Board of Directors will be paid for through the hotels "credit card authorization process" to ensure the expense is applied to the Board Administrator, or designee's, PCard. The Board Member will be responsible for incidental charges.*

E. Meals and Incidental Expenses

The Traveler will receive a daily per diem allowance for meals and incidental expenses. 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, not included as part of a conference.

The Traveler will not need to submit 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 per diem 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, if the Traveler leaves before 6:00 am (local) on the first day of travel, or arrives after 7:00 pm (local) on the last day of travel, they will receive a full day per diem.

Per diem is not meant for transportation expenses (including associated tips – up to 20%) between airports or train terminals and hotels. Itemized receipts must be submitted 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 CEO.

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, the Traveler must start their travel at 6:00 a.m. or earlier, and to claim a dinner meal, the Traveler 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 Board of Directors shall use their personal credit card and provide the receipt(s) to the Board Administrator for reimbursement.*

An exception to this policy would occur when the Traveler 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.

G. Travel Companions

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

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

H. Mileage and Reward Accounts

When travelling for District-related purposes, LTD staff may use their personal account to collect, claim, and redeem “miles,” “rewards points,” and/ or any other substantially similar travel-related reward program benefits. LTD staff may utilize these benefits for personal use. This benefit is hereby adopted into LTD’s personnel policy as part of the LTD staff official compensation package.

Failure to follow the LTD Travel Policy will result in loss of traveling privileges.

MAINTENANCE

This policy will be reviewed annually for needed updates.

**LANE TRANSIT DISTRICT
POLICIES AND GUIDELINES**

DISTRICT TRAVEL POLICY
Policy Number: 200.10

**Tier I: Board of Directors
Tier II: All**

Revision Date: May 17,2023

Effective Date: May 17, 2023, or upon
Adoption by the Board of
Directors

Scope:

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	Wendi Frisbie, Director of Procurement	Travel Policy for LTD Staff and Board of Directors

Legal References: N/A

Related Forms: N/A

Related Policies: LTD Board of Directors Travel Policy – dissolved 2/15/2023

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

200.10.1 PURPOSE AND POLICY STATEMENT

OBJECTIVE

It is Lane Transit District's ("LTD" or "District") intent to invest in our staff by providing appropriate coverage of travel expenses for training and seminars necessary for professional growth and development. It is the intention of the Policy to allow for travel to locations necessary to conduct District business.

APPLICATION

The following Policy applies to all District employees, [the Board of Directors](#), and all travel expenses charged to the District, [including vendor contracts, which include any form of travel to or from LTD.](#)

POLICY

Only designated administrative personnel, referred to as "Travel Coordinators" herein, are authorized to make travel arrangements unless prior approval is received from the Director of Procurement. Travel Coordinators are identified as follows:

- Executive Assistant: Executive Office
- Board Administrator: Board of Directors
- Finance Administrative Assistant: Finance
- Human Resources Coordinator: Human Resources
- Operations Administrative Specialist: Accessible Services, Customer Service, Fleet, & Operations
- Marketing & IT Administrative Specialist: Marketing & IT
- Planning & Development Senior Administrative Specialist: Planning and Development
- Procurement Specialist: Procurement
- Public Safety Intelligence Analyst/Administrative Specialist: Public Safety

A. Travel Approval

All overnight and/or out-of-state travel must be approved by the Chief Executive Officer (CEO) (or delegate) in advance of the travel plans or arrangements. Each department director or manager will assess the travel needs and requests of their staff and approve requests in consideration of budgeted funds, staff availability, and value of the training to the District. All travel must be approved through the Districts Travel Approval Voucher process prior to payment of any registration fees or travel arrangements being made.

B. Conference and Training Registration Fees

Seminars or trainings that occur out of the area and involve overnight travel require a Travel Approval Voucher to be completed. Travel approval must be obtained prior to paying registration fees. Registration fees will be charged to a District PCard if the vendor accepts this method of payment. Otherwise, the Travel Coordinator will create a PO for the amount of the registration. Accounts Payable will mail the original training registration form to the vendor with the payment.

C. Transportation

It is the District's intent to ensure that vehicle liability exposure be minimal and that vehicles are operated in the safest possible manner. For LTD Staff, the primary mode of transportation for in-state travel is the utilization of District vehicles. [For the Board, the primary mode of transportation is personal vehicles and shall be reimbursed at the current Federal Mileage Reimbursement Rate. \(See Section 3\)](#) The primary mode of transportation for out-of-state travel is air or rail.

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

1. Airlines

Air travel may be booked by the Travel Coordinator or the Traveler, provided the Traveler has an LTD purchasing card ("Pcard"). Only District Pcards will be utilized for airfare purchase, Travelers 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.~~

All travel may be booked via the internet, including the use of search engines or travel websites such as Priceline, Orbitz, etc. Considerations should be made to help reduce the cost to LTD, however, long layovers should take staff time into consideration before booking.

~~Air travel may be booked through a travel agent or through the via 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.~~

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. The Traveler may be asked to stay additional days if the savings to the District significantly exceeds the additional costs of lodging and food for the Traveler.
- ~~b.~~ **Routing and Fares.** Travel Coordinators and/or Traveler will work to obtain the best routing and fare options. Before final booking of airline reservations, the Travel Coordinator will meet with the Traveler for their approval of the reservations. The Traveler 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 the Traveler changes ticket reservations, and an additional charge is incurred, ~~the charge will be the responsibility of the Traveler, unless the change occurs due to circumstances outside of their control. the General Manager or Acting General Manager must approve the change as outlined in the District's business expense form.~~
- c. **Checked Baggage Fee.** Travelers will have the option to have one checked bag, as needed, paid for by LTD. The District will only pay up to the airline baggage allowance, typically 50 pounds. Anything over that amount shall be paid for by the traveler.

Any additional bags, without prior approval from the department director or manager, will be at the expense of the Traveler. If a checked bag is required, the bag should be paid for at the time of booking if possible.

If a checked bag is paid for outside of the time of booking, the Traveler can use an LTD PCard to pay for the bag, but must turn in a receipt as well as upload the Travel Voucher in Spend Clarity for each charge. If an LTD PCard is not available, the Traveler shall save the receipt and turn in a petty cash reimbursement upon their return.

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

~~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, or a receipt must be supplied for petty cash reimbursement.~~

- d. **Travel Cancellation.** If the Traveler personally chooses to cancel their trip (with department director or manager approval) and all or a portion of the ticket is nonrefundable, the Traveler 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.
- f. **Side Trips.** If the Traveler desires a special routing or side trip during a work-related travel flight, they are responsible for any additional costs and must ~~book the additional trip details on their own. 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~~ The Traveler will provide documentation from travel agency. The Traveler will provide documentation showing cost of originally approved business trip, amended trip, and difference in cost. ~~At no time shall the side trip cost LTD any additional funds.~~
- g. **Ground Transportation.** The Traveler is expected to take the most cost-effective ground transportation available on their trip. The Traveler is urged to use public transit if available. The District PCard should be used for shuttles and taxis if possible. ~~If the Traveler is not a PCard holder, proof of payment and trip details are required for reimbursement.~~
- 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.
- i. **Airline Travel Insurance.** Should the Traveler determine they should purchase travel insurance, the insurance shall be at the cost of the Traveler and not charged to LTD.

2. District Vehicles

The District requires the use of District vehicles when traveling to in- and out-of-state locations

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

that can reasonably be reached by automobile. Reservation of District vehicles should be arranged with the Travel Coordinator. *(The Board of Directors are exempt. See Section 3.)* 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 be [certified in the SMITH System](#) 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. [If navigation is being used, it must be done with safety in mind, and at no time shall the Traveler handle their phone while operating a vehicle.](#)
- 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, [vaping, or the use of smokeless tobacco](#) 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. *The Board of Directors will be reimbursed at the full rate.*

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

Expenses beyond payment for mileage resulting from the additional time required to drive to and from the business-related functions are not reimbursable if the personal vehicle is being used for the convenience of Traveler 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 Traveler must have prior approval for all vehicle rentals under the following conditions:

- a. The lodging location is a distance from the conference/training or business location the Traveler will be attending, and public transportation is not available or reasonably convenient.
- b. The Traveler 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.

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. Any exceptions must be approved by the department director or manager in advance. *The Board of Directors will work with the Board Administrator for any vehicle rental. If using a District PCard is not possible, (i.e., the original card must be present at time of check out), receipts must be provided for expense reimbursement.*

Insurance coverage, Loss Damage Waiver (LDW), provided by the rental agency must be purchased when picking up the car. This will ensure that, in case of an accident, the rental agency will take care of any necessary settlements. This extra insurance coverage is mandatory.

D. Lodging

Hotel Lodging

Most seminars, and some business/government entities, use one particular hotel and arrange a group rate with that hotel. Every effort will be made to place the Traveler in the conference hotel at [the government rate](#). *If the government rate is unavailable, the room may be booked at the conference rate.*

If the designated hotel is full, every effort will be made to arrange with the conference hotel for alternate lodging at a convenient location and comparable room rate in the locale of the conference. If more than one conference hotel is listed and the prices vary, arrangements may be made for a hotel that is convenient to the conference location at a conference rate price.

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

If the Traveler chooses to stay at an alternative hotel, they may do so. The Traveler 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 or conference rate, the employee must reimburse LTD the difference.

When making hotel reservations, the lowest reasonable rate, e.g., government, corporate, or group rate must be requested. If reservations are made using the government rate, then a copy of the certificate of eligibility must be included in the travel packet.

The Travel Coordinator guarantees rooms on a District Pcard, unless there is a qualifying cancellation policy or prior approval. Hotel payment will be made with a staff member's District PCard at the hotel. While traveling, if the Traveler 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 Traveler's department budget. *Room bookings for the Board of Directors will be paid for through the hotels "credit card authorization process" to ensure the expense is applied to the Board Administrator, or designee's, PCard. The Board Member will be responsible for incidental charges.*

E. Meals and Incidental Expenses

The Traveler will receive a daily per diem allowance for meals and incidental expenses. 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, not included as part of a conference.

The Traveler will not need to submit 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 per diem 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, if the Traveler leaves before 6:00 am (local) on the first day of travel, or arrives after 7:00 pm (local) on the last day of travel, they will receive a full day per diem.

Per diem is not meant for transportation expenses (including associated tips – up to 20%) between airports or train terminals and hotels. Itemized receipts must be submitted 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 CEO.

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, the Traveler must start their travel at 6:00 a.m. or earlier, and to claim a dinner meal, the Traveler 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 Board of*

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

Directors shall submit receipt(s) for expenses to the Board Administrator for reimbursement.

An exception to this policy would occur when the Traveler 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.

G. Travel Companions

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

H. Mileage and Reward Accounts

When travelling for District-related purposes, LTD staff may use their personal account to collect, claim, and redeem "miles," "rewards points," and/ or any other substantially similar travel-related reward program benefits. LTD staff may utilize these benefits for personal use. This benefit is hereby adopted into LTD's personnel policy as part of the LTD staff official compensation package.

Failure to follow the LTD Travel Policy will result in loss of traveling privileges.

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

This policy will be reviewed annually for needed updates.



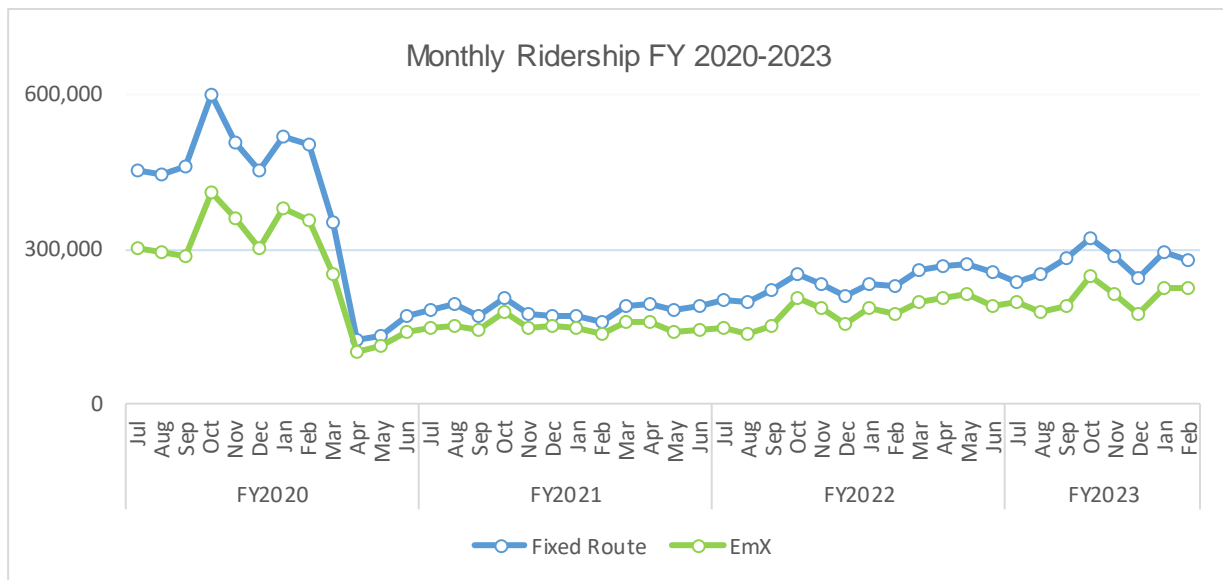
Date: May 17, 2023

To: General Manager
Board of Directors

From: Thomas Schwetz, Director of Mobility Planning & Policy

Subject: Monthly Ridership and Service Report– February 2023

Monthly system-wide bus ridership increased 24% in February compared to the prior year's level, and is -35% of pre-pandemic levels. FY 2023 year-to-date (July 2022-February 2023), ridership increased by 23% over FY 2022, and is -40% of pre-pandemic levels.



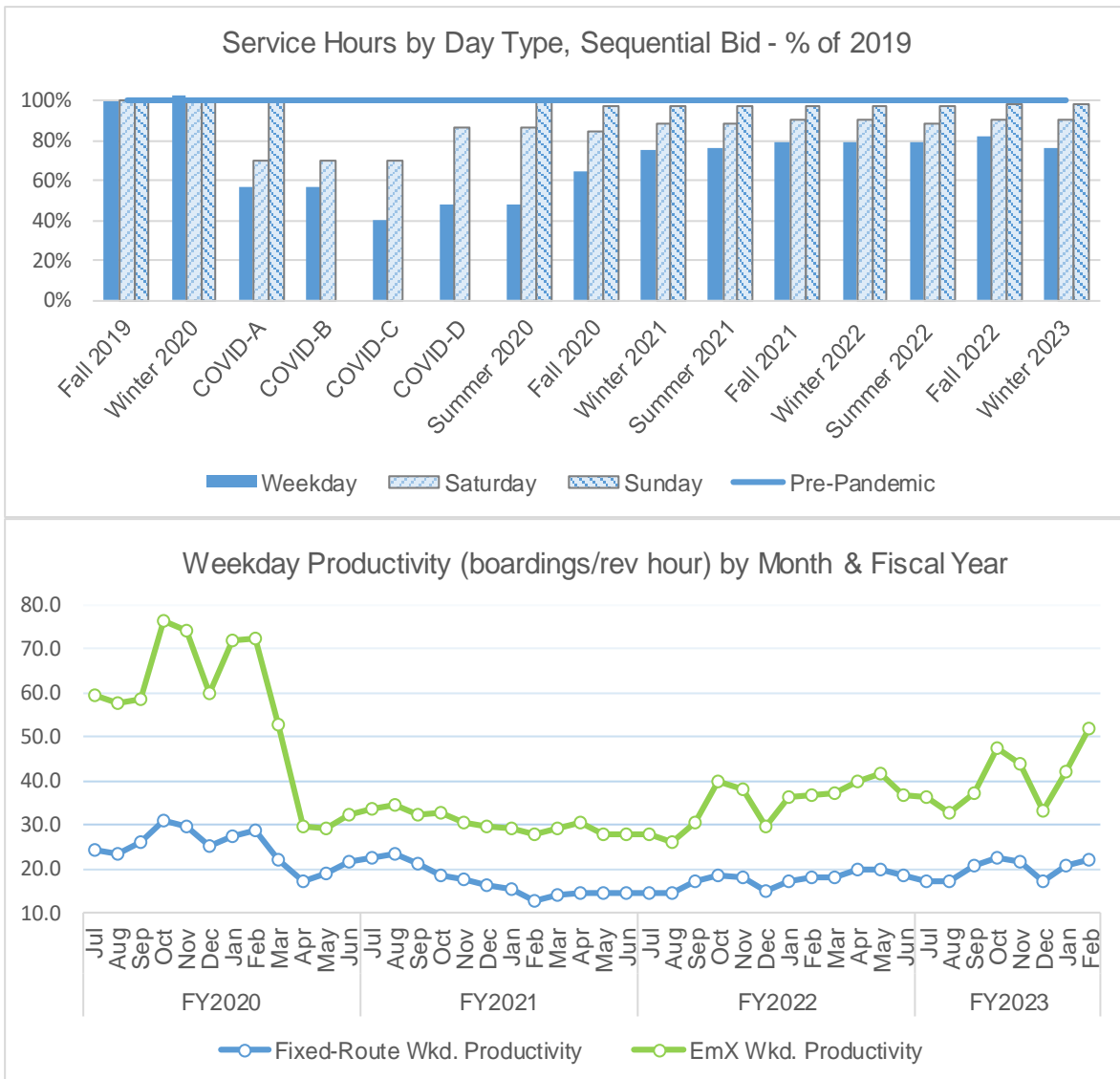
1. EmX: 224,226 boardings occurred on EmX buses in February, increasing 28% compared to the prior year. Average weekday boardings totaled 8,950, increasing 26% from the prior year. FY 2023-to-date EmX ridership is up 23% compared to FY 2022, and is -32% from pre-pandemic levels.
2. Fixed-route: 279,159 total boardings occurred on fixed-route buses in February, an increase of 21% compared to the prior year. Average weekday boardings totaled 11,797, an increase of 24% from the prior year. FY 2023-to-date fixed-route ridership has increased 21% compared to FY 2022, and is -45% of pre-pandemic levels.





- 3. Bus Service Levels and Productivity: overall system-wide revenue service levels in February 2023 were slightly reduced (-1%) from February 2022. Scheduled service in February was 85% of pre-pandemic levels, with weekdays at 76%.

EmX Productivity (boardings per revenue hour) on February weekdays was 52.0, increasing 17% from the previous year's rate. FY 2023-to-date weekday productivity for EmX was 39.0, a 41% increase over the previous year and -36% from pre-pandemic levels. Fixed-Route February weekday productivity was 21.9, up 20% from the previous year. FY 2023-to-date weekday productivity for fixed-route was 19.9, a 19% increase over the previous year and -29% from pre-pandemic levels.





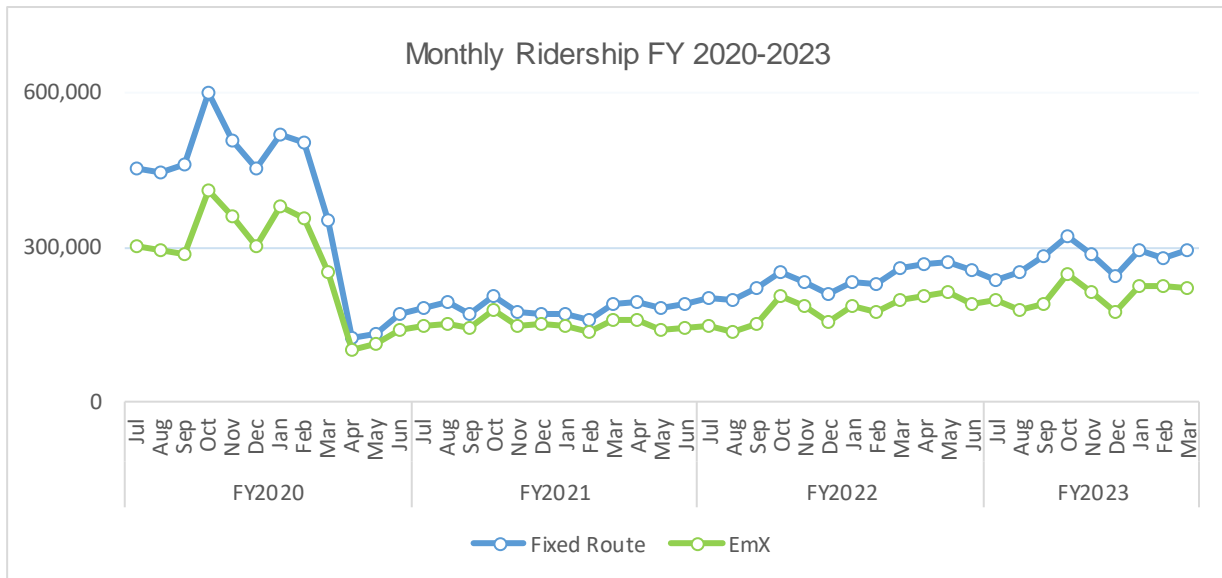
Date: May 17, 2023

To: General Manager
Board of Directors

From: Thomas Schwetz, Director of Mobility Planning & Policy

Subject: Monthly Ridership and Service Report– March 2023

Monthly system-wide bus ridership increased 13% in March compared to the prior year’s level, and is -37% of pre-pandemic levels. FY 2023 year-to-date (July 2022-March 2023), ridership increased 22% over FY 2022, and is -40% of pre-pandemic levels.



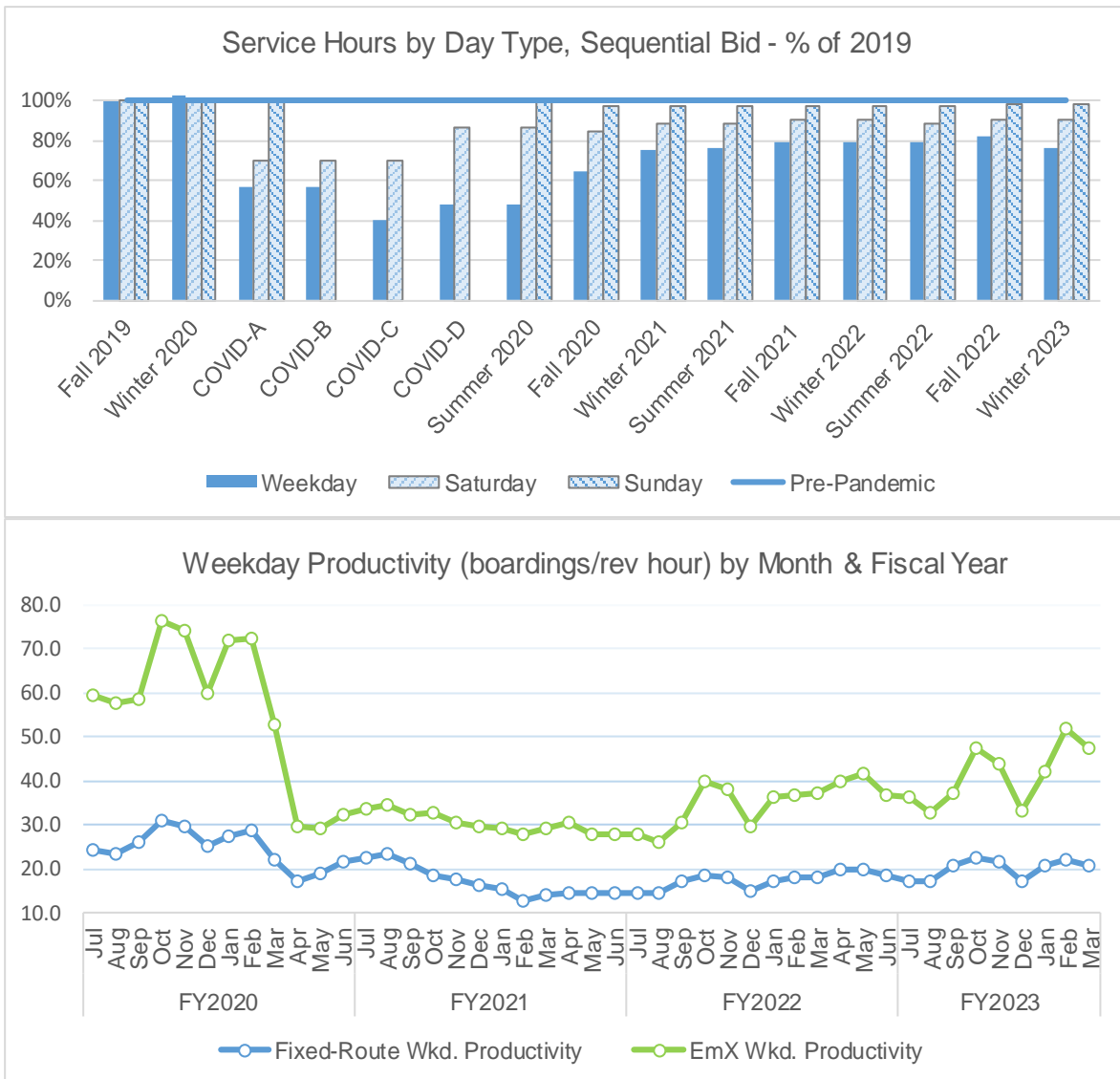
1. EmX: 221,633 boardings occurred on EmX buses in March, increasing 12% compared to the prior year. Average weekday boardings totaled 7,948, increasing 11% from the prior year. FY 2023-to-date EmX ridership is up 21% compared to FY 2022, and is -32% from pre-pandemic levels.
2. Fixed-route: 295,112 boardings occurred on fixed-route buses in March, an increase of 14% compared to the prior year. Average weekday boardings totaled 10,987, an increase of 13% from the prior year. FY 2023-to-date fixed-route ridership has increased 22% compared to FY 2022, and is -44% of pre-pandemic levels.





- 3. Bus Service Levels and Productivity: overall system-wide revenue service levels in March 2023 were slightly reduced (-3%) from March 2022. Scheduled service in March was 85% of pre-pandemic levels, with weekdays at 76%.

EmX Productivity (boardings per revenue hour) on March weekdays was 47.3, increasing 28% from the previous year's rate. FY 2023-to-date weekday productivity for EmX was 40.2, a 23% increase over the previous year and -33% from pre-pandemic levels. Fixed-Route March weekday productivity was 20.6, up 13% from the previous year. FY 2023-to-date weekday productivity for fixed-route was 20.0, an 18% increase over the previous year and -28% from pre-pandemic levels.



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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
3/6/2023	Chambers Construction	On-Call Construction Services - Centennial Station Alternate Stop	Task Order	Feb 20, 2023 - Mar 31, 2023	NTE: \$8,500,000.00	TO NTE: \$7,278.00	J. McCormack	Task Order No. 202148-2022-008 No change to overall NTE
3/14/2023	PIVOT Architecture	On-Call Design Services - FTN Safety	Amendment to Task Order		NTE: \$279,889.84	TO NTE: \$295,495.66	J. McCormack	Amendment 1 to Task Order 2020165-2021-008 for Additional amount of \$15,605.81
3/15/2023	Chambers Construction	On-Call Construction Services - Q St. NB/SB, Hayden Bridge, Centennial and Bus Stop 1489	Task Order	Mar 7, 2023 - Jun 30, 2023	NTE: \$8,500,000.00	TO NTE: \$48,344.00	J. McCormack	Task Order No. 202148-2023-009 No change to overall NTE
3/20/2023	Chambers Construction	On Call Construction Services - Electric Bus Lighting Installation	Amendment to Task Order	Jan 28, 2022 - May 17, 2022	Budgeted per FY	TO NTE: \$97,868.00	J. McCormack	Amendment 1 to Task Order 201605-2022-039 for Additional amount of \$6,341.00
3/25/2023	Wyatt's Tires	New Revenue Bus Tires	Amendment	Apr 1, 2019 - Mar 30, 2024	NTE: \$301,367.00	No Change to NTE	J. Auten	Amendment 3 for Contract Term Renewal
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
4/3/2023	Darren Muci	Procurement Technical Assistance	Amendment	Oct 27, 2022 - Jul 27, 2023	\$60,000.00	\$90,000.00	J. Auten	Amendment 2 for three month extension
4/3/2023	Upward Inc.	Landscaping Irrigation Maintenance, and & On-Call Services	Amendment	Jul 1, 2020 - Jun 30, 2024	\$810,000.00	No Change to NTE	J. Auten	Amendment 1 for contract term renewal
4/4/2023	Parametrix (previously Good. Co.)	On-Call GHG Consulting	Amendment	Sep 7, 2021 - Sep 6, 2024	\$40,000.00	No Change to NTE	J. Auten	Amendment 1 for Contract Assignment due to Merger
4/12/2023	Cintas	Facilities Management Product - Cooperative	Cooperative Agreement	Apr 12, 2023 - Apr 11, 2026	Varies as budgeted		W. Frisbie	New Replacement Contract
4/17/2023	Raymond Handling	Service Agreement for Vehicles	Service Agreement	Apr 17, 2023 - Ongoing	\$2,800.00 - Year 1		S. Brightman	Yearly Adjustment of 3.5% increase or Consumer Price Index Change
4/18/2023	Camp Creek	On-Call Electrician	Amendment	Jul 1, 2021 - Jun 30, 2024	NTE: \$149,999.00	No Change to NTE	J. Auten	Amendment 1 for contract term renewal
4/22/2023	LF Robertson	Public Engagement Education and Coaching	Personal Services Contract	Apr 19, 2023 - Jun 30, 2023	NTE: \$7,200.00		J. Auten	New Contract
4/26/2023	Tyler Technology	ERP Implementation Services	Amendment	Aug 2, 2022 - Ongoing		Credit of \$15,007.00	J. Auten	Amendment to remove Inventory - Subscription Fees
4/26/2023	Trapeze Novus	Software and License Agreement	Amendment	Mar 28, 2014 - Ongoing		Additional \$15,382.00	J. Auten	Amendment for Training and Mapping Services
4/27/2023	PDS	Payroll- HR Software	Amendment	Apr 1, 2020 - Mar 31, 2025	NTE: \$208,177.75	New NTE \$308,409.13	J. Auten	Amendment to extend contract two years - \$100,231.38 to add to Original NTE
4/29/2023	Elmore Sport Group LTD a.k.a. Eugene Emeralds Baseball Club	In-Kind Trade for Use of EmGo vehicle	In-Kind Agreement	Apr 25, 2023 - Sep 10, 2023	None		J. Auten	New Contract
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES
4/27/2023	Cottage Grove High School	Student Pass Agreement	Student Pass	Apr 30, 2023 - Ongoing		634 Students	J. Auten	New Pass Agreement
4/28/2023	Evergreen Virtual Academy	Student Pass Agreement	Student Pass	Apr 30, 2023 - Ongoing		78 Students in Lane County, 1200 statewide	J. Auten	New Pass Agreement



OFFICE OF THE GENERAL MANAGER/ CHIEF EXECUTIVE OFFICER

Jameson Auten, General Manager/Chief Executive Officer

ADMINISTRATION

PROCUREMENT

Wendi Frisbie, Director of Procurement

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)
- Operations Scheduling Software (coming soon)
- Video Camera updates on Buses (coming this fall)
- Website Replacement (coming this summer)
- Contracted Service Providers Rural Areas (coming this summer)

Materials Management: Staff will be presenting to the Board in August with a year in review and we will provide a quarterly update as well.

Records Management: Staff will bring a quarterly update to the Board in July.

HUMAN RESOURCES

Perry Adams, Director of Human Resources

The HR department has the following:

Staff successfully developed and implemented a new Performance Management Program (PM Reboot). This new process will support the enhancement of employee performance, development and engagement. through clear goal setting, regular feedback, and the establishment of effective performance metrics.

Staff are in the process of updating the employee handbook, ensuring that it reflects the most current policies, procedures, and guidelines. This effort aims to promote consistency, transparency, and compliance throughout the organization, benefiting both employees and management.

The 2023 employee engagement survey will start on Monday, May 22, 2023. The survey is crucial in gauging employee engagement, identifying areas for improvement, and fostering a positive work culture.

Significant progress has been made in increasing employee recruitment. attracting and onboarding new talent, ensuring the District has a robust and diverse workforce.

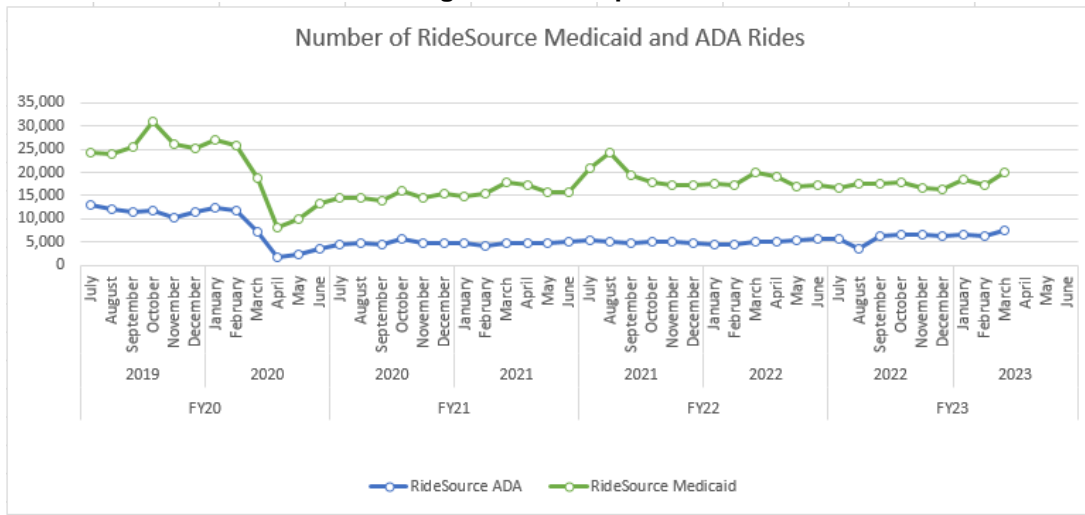
Staff are in the process of developing new supervisor training that will focus on equipping supervisors with the necessary tools, knowledge, and skills to lead their teams effectively, promote employee development, and maintain a positive work environment.

TRANSIT OPERATIONS

Cosette Rees, Chief Customer Experience Officer

ACCESSIBLE AND CUSTOMER SERVICE

RideSource ADA and Medicaid Program Ridership:



1. RideSource provided 7,499 ADA rides in March 2023, a 44 percent increase from March 2022. The number of ADA rides offered in March 2023 is 40 percent below pre-pandemic levels (January 2020).
2. RideSource provided 19,902 Medicaid rides in March 2023, a less than one percent decrease from the 20,040 rides provided in March 2022. The number of Medicaid rides provided in March 2023 is 27 percent below pre-pandemic levels (January 2020).

Transit Ambassadors:

LTD has joined other West Coast transit agencies in developing a Transit Ambassador program. Transit Ambassadors serve as a welcoming presence at LTD stations and on LTD vehicles. They offer help to customers and answer questions, and their presence can serve as a potential deterrent to challenging situations, while avoiding over-policing. Ambassadors are not Public Safety Officers, but they are equipped with radios to report any concerns they observe. LTD rolled out a soft launch of its Transit Ambassador Program on March 6, 2023, with several light-duty operators serving as Transit Ambassadors. In March, ambassadors had a total of 1512 contacts with LTD passengers. They assisted passengers with directions and routes, provided information about how to ride the bus and pay fares, directed passengers to the LTD Customer Service Center, and gave out information about local businesses and attractions.

Other News:

Fare Validators: We have also been lining up the purchase and implementation of adding fare validators to our EmX Line and RideSource buses. Our plan is to have all equipment and materials delivered this fiscal year and implementation next fiscal year. This project is scheduled to be completed by the end of this calendar year. While this is going on we will concurrently be trying to source platform validators to ease congestion concerns at the busier platforms.

Rhody Express/City of Florence: LTD is purchasing a new vehicle for the Rhody Express service in Florence and plans to add to the frequency of the service provided to Florence residents once the new vehicle arrives. LTD’s Accessible Services team has been working actively with the City of Florence about these upcoming changes, including

participating in a meeting of the Florence Transportation Committee and meeting with the City’s Planning and Public Works Departments this month. LTD plans to rebrand the Rhody Express in the upcoming biennium, and our Marketing Team will present rebranding options to city staff and the city’s Transportation Committee.

South Lane Wheels Engine Replacement: Members of LTD’s Accessible Services and Finance Teams worked closely with ODOT in March when an engine urgently needed to be replaced on one of South Lane Wheels vehicles. Thanks to this collaboration, we were able to minimize out-of-service time. The vehicle is currently the only vehicle South Lane Wheels has that is equipped with a much-needed 1000-pound lift capacity.

TRANSIT OPERATIONS

Jake McCallum, Director of Operations & Public Safety

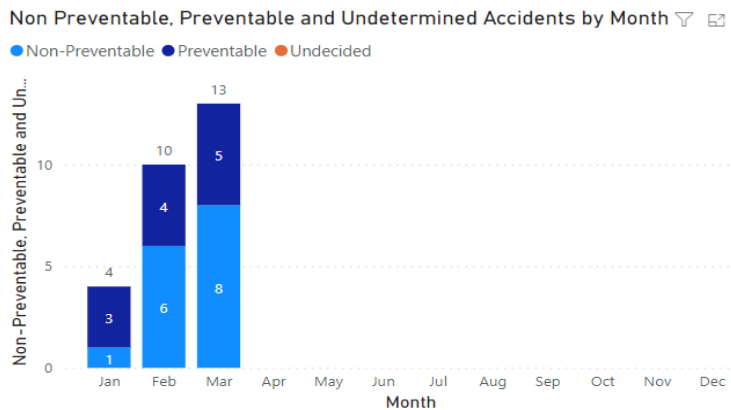
The operations staff is continuing to analyze data and information from our daily work to ensure that we stay within the goals outlined in the Strategic Business Plan. The data we track includes on-time percentage, missed trips, security incidents, vehicle accidents, and absenteeism, to name a few. As we continue to expand our knowledge of the program, we are finding more ways to integrate it into what we do daily. It has been a beneficial tool for analyzing trends, allowing us to address possible areas of concern.

Operations recently hired three new supervisors as we look to expand our coverage in the system. The newly added staff will replace a few who have retired recently and add new coverage we previously did not have. One supervisor will fill a newly created role for an extra evening road supervisor, allowing two supervisors on the road in the evening six days a week. As we continue to add staff, we are working closely with Public Safety to ensure we are well covered. The added positions will greatly help fill some gaps we have had in coverage and will allow us to increase our presence in the system. We have also looked at our current schedules and reworked schedules to provide better coverage and offer more support for the operators in the system.

Accidents

Operations had a slight increase in accidents again in March. Still, despite the increase from ten accidents/incidents in February to thirteen in March, there was only one more preventable accident. Out of the thirteen, there were five preventable accidents and three for mirrors that contacted a new construction fence installed close to the road. We have contacted the construction to address the situation. We are looking forward to the safety enhancements that will be starting this summer in multiple areas of the EMX corridor

Month	Non-Preventable	Preventable	Undecided
Jan	1	3	0
Feb	6	4	0
Mar	8	5	0
Apr			
May			
Jun			
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Total	15	12	0



April Retirements

- Cindy Meader – 25+ years of service

Training

- We have a new class of seven operators starting April 17, 2023.
- Training is continuing at a rapid rate for Classroom Instructor Certification. We have three Instructors who completed this training as of April 12, 2023. Four additional instructors are projected to complete the classroom Instructor training by September 2023.

- The In-Service Training Curriculum is currently in development for all District employees and is due to begin on September 18, 2023.
- We are exploring several opportunities to enhance the skill sets of all training department personnel. These training opportunities are affiliated with APTA (American Public Transportation Association), TWC (Transit Workforce Center), or NTI (National Transportation Institute).

Public Safety

- On April 5, 2023, Human Resources announced the hiring Josh Schmit as the Public Safety and System Security Manager. Josh Schmit has been the Interim Manager since November 2022.
- On April 18, 2023, PSO Wyatt Pound finished his on-the-job training. PSO Pound has joined PSO Rogers as an evening EmX Officer. We emphasize providing a presence on the system, especially on the West Eugene EmX corridor.
- We are in the process of purchasing five additional Ford Interceptors within the next few weeks. The vehicles will then be outfitted with the required gear on the bus lot.

Ordinance 36 Violations				
type	Jan	Feb	Mar	Total
<input type="checkbox"/> Ordinance 36 Violation	165	177	213	555
02. Smoking Prohibited	1	1	4	6
03. Alcohol and Drugs	6	6	5	17
04. Criminal Activity	121	141	162	424
05. Disorderly Conduct	19	15	18	52
06. Harassment	2	2	4	8
07. Threatening or Offensive Language	3	3	5	11
09. Littering, Spitting		1		1
10. Safety-Passenger must wear			2	2
11. District Property	6	3	8	17
12. Animals	3			3
16. Repulsive Odors	1	1	2	4
21. Weapons		2	1	3
22. Non-Payment of Fare; Misuse of Bus Pass	3	2	2	7
Total	165	177	213	555

PLANNING & DEVELOPMENT

Joe McCormack, Chief Development Officer

FACILITIES

Jeff Sherman, Facilities Manager

Annual Fire Alarm Systems, Fire Sprinkler Systems, and Private Hydrants inspections and associated servicing: All fire systems testing was completed as of March 30th. Inspections were completed on time and fulfilled the District’s ongoing compliance requirements.

Reoccurring fire system services occur at LTD’s: Glenwood Campus, Ridesource, Eugene Station, Springfield Station, Willow Creek, and Santa Clara Station.

Asset Essentials (Brightly) CMMS Tool Update: Virtual Consultation ended March 7, 2022 and our team is now using the Brightly Support Team. Facilities Management and Service Requesters have fully transitioned to using Asset Essentials. Facility Dude has subsequently been deactivated, but is still available for reporting work order history details and compliance records. The transition occurred without issue and has since proven to have been a worthwhile effort. Future efforts will involve expanding access and training to other district employees who will benefit from the system's enhanced capabilities.

PROJECTS

EmX Station Upgrades/Improvements:

- **EmX Bus Rail Repairs** Throughout the summer we will be replacing failing pressure treated (PT) wood backing that is used to supports our yellow docking guide rail at 40 of our station. The PT will be replaced with a High-Density Polyethylene (HDPE) that will outlast the original wood option. We will be continuing to develop traffic and sequencing plans to minimize disruptions at our stations. Work at each station is anticipated to take less than 10 hours.
- **EmX Safety Improvements:** With the increase in sunshine and temperatures, striping for this project is anticipated to begin late-May.
- **West Eugene EmX Cabinets:** Our schedule and map cabinets will be retrofitted to accept paper media. This work will start to occur the beginning of summer.
- **Pioneer Parkway EmX Station Rehab:** The Pioneer Parkway EmX Stations will be receiving a fresh paint application over the summer.

System Security Project: Following completion of the Video Surveillance installation facility-wide, we have installed new access control and intrusion systems at the Glenwood Campus. Access Control and Intrusion system installations will occur at Eugene Station, Springfield Station, Willow Creek, Santa Clara Station and RideSource in May and June.

Operations Command Center: PIVOT Architecture has completed Schematic Design and Fortis Construction has provided a cost estimate for the design. The project team is currently working on scope and cost alignment and will be starting the Design Development phase this month. The construction is scheduled to start in early spring of 2024.

Eugene Station Modernization: The project team will finish Design Development in June and start on the construction documents to go out to bid to subcontractors after Labor Day this year. Construction is scheduled to starting in early November 2023 and complete in June 2024.

PLANNING

Tom Schwetz, Director of Planning and development

Service Planning: LTD's summer bid will begin on June 18th. It is currently in the hands of operations as the operators prepare to bid on the up and coming work. Service changes for summer bid include the addition of 9.5 hours of EmX service to help bring EmX service back in line with the 10-minute frequency. A second change revolves around working with the McKenzie School District in helping get both teachers and students to school. We have added a trip and adjusted one trip start time to route 91 to help students and teachers get to school as well as provide an earlier bus that can help workers get to work in the metro area. Fall bid will involve the addition of school trips that do not normally run during the summer break. With the constraint in the number of operators there will not be any additional changes to the fall bid that will start September 10th.

Development Planning: LTD staff and consultants are finalizing the Mobility Management Strategy and related materials. Staff will present the draft Mobility Management Strategy to SPC at their May 23, 2023 meeting and seek a recommendation for adoption by the Board. Staff will present the Mobility Management Strategy, a guide for running pilot projects, and a decision process at the Board's June 21st work session and seek adoption at the regular session the same day.

The Community Outreach and Communications Assessment (COCA) is underway. The firm InfraStrategies is working with staff on this project. Work is proceeding on the development of a draft Public Involvement Plan, and stakeholder mapping. LTD's Comprehensive Operations Analysis (COA) is through the procurement process pending board approval expected in June. LTD's RideSource Operations Analysis (ROA) is currently in contract negotiations with work expected to begin in late June.

MARKETING & COMMUNICATIONS

MARKETING AND COMMUNICATIONS

Pat Walsh, Chief Information Officer

Theresa Brand, Marketing and Communications Manager

The May Marketing and Communication highlights include a continued effort on the Rider Communications Campaign, which are messages encouraging people to ride LTD. In addition, there has been recent messaging on social media with a focus on how LTD offers great career opportunities as an employer. This last effort will continue through late in the year with the intent of both encouraging people to ride LTD and also for some to apply for open LTD jobs.

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. Recently videos on the Public Safety Department and additional Operator interviews, with a focus on operators who come from generations of operators in their families along with special stories about unique aspects of those operators.

SMS Text Alerts Project: A vendor has been selected and will be moving in to the procurement process. A team of users was formed and a presentation was given by the vendor to ensure that the new system does what all users need along with a user-friendly platform. Staff is meeting to design the communications and marketing plan for the launch of the service. Tentative launch date is in July.

The ABBG survey kicked off on March 27 and runs through April 30. Marketing has been leading several outreach efforts to encourage participation in the survey. After the third week, LTD had 2,897 responses. Marketing efforts will continue through the end of the survey.

Student Transit Pass Program:

Staff has been working on a marketing campaign for the Student Transit Pass program to encourage students to get their passes before summer. This effort includes a short video and print ads that will run on social media platforms. Since passes are issued at the schools, they will need to obtain them before summer break



Staff compiled a report for the number of passes and trips taken for the program from Sept 1, 2022 to March 31, 2023.

Total passes issued: 8,055
 Total Trips Taken: 415,244

LTD staff will be attending Bethel's Latino Family Summer Opportunities event on May 4 to help distribute student passes and to help families plan trips. LTD will have a Spanish speaking staff person in attendance.

LTD is also partnering with Willamalane to attend their 1PASS launch event to distribute passes to families who do not have them yet.

Employer Programs:

Staff continue to respond to the requests of local employers for securing travel related materials and in some cases scheduling on site for employer related fairs.

A new Employer Transportation Outreach and Marketing Specialist, Madeline Saldana, was recently hired and will work on expanding and additional marketing for all of the employer programs. She has experience in nonprofit event campaigns and promotions.

Staff continued outreach to local businesses in Eugene, Springfield, and the surrounding service area. During the month of April staff continued to meet with local businesses who have expressed interest in the Group Pass Program for their employees. Currently, there are 57 businesses enrolled in the Group Pass program including the UO and LCC which represent many thousands of local employees and college students.

Staff is creating a marketing plan to launch this summer or early fall to help tell the story of organizations that participate in the program and how that benefits the employers and the employees.

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. For those 5 vanpools traveling up and down the Willamette Valley, they traveled 8893 miles in the month of March, carrying 46 passengers. If those same passengers would have driven those miles on their own, it would have equaled 38,696 miles in single occupancy vehicles.

Due to the nature of changing workplaces with more hybrid work, it is still unknown if there will be a return of any of those former vanpools so the effort has been on developing new vanpools as the needs are more known as to what is needed and where to. Staff meet with Commute by Enterprise bi-weekly to assess prospective vanpool development opportunities. There are some shifting efforts to look at more place-based vanpools for factory or similar workers as this has proved very successful in other parts of the state. Additionally, 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.

Interagency Coordination:

Met with representatives from other local government agencies to discuss the opportunities to collaborate on surveys and other public engagement initiatives. The goal is to consolidate work when appropriate to avoid duplicate efforts and unnecessary expenditures.

BikeShare:

Working with Cascadia Mobility to raise awareness about LTD's increased financial support for the Bikeshare program in Eugene. Reviewing financial viability to support pilot program in Springfield.

Website & Social Media Highlights:

Date range March 18 – April 20, 2023

- 128,714 website pageviews
- 16 new Facebook page likes; 5.8k total Facebook page likes
- 143k Facebook accounts reached
- -21 new Twitter followers; 3.6k total Twitter followers
- 20 new LinkedIn followers; 967 total LinkedIn followers

- 56 new Instagram followers; 640 total Instagram followers
- 19k Instagram accounts reached

GOVERNMENT AND COMMUNITY RELATIONS

Tiffany Edwards, Director of Government and Community Relations

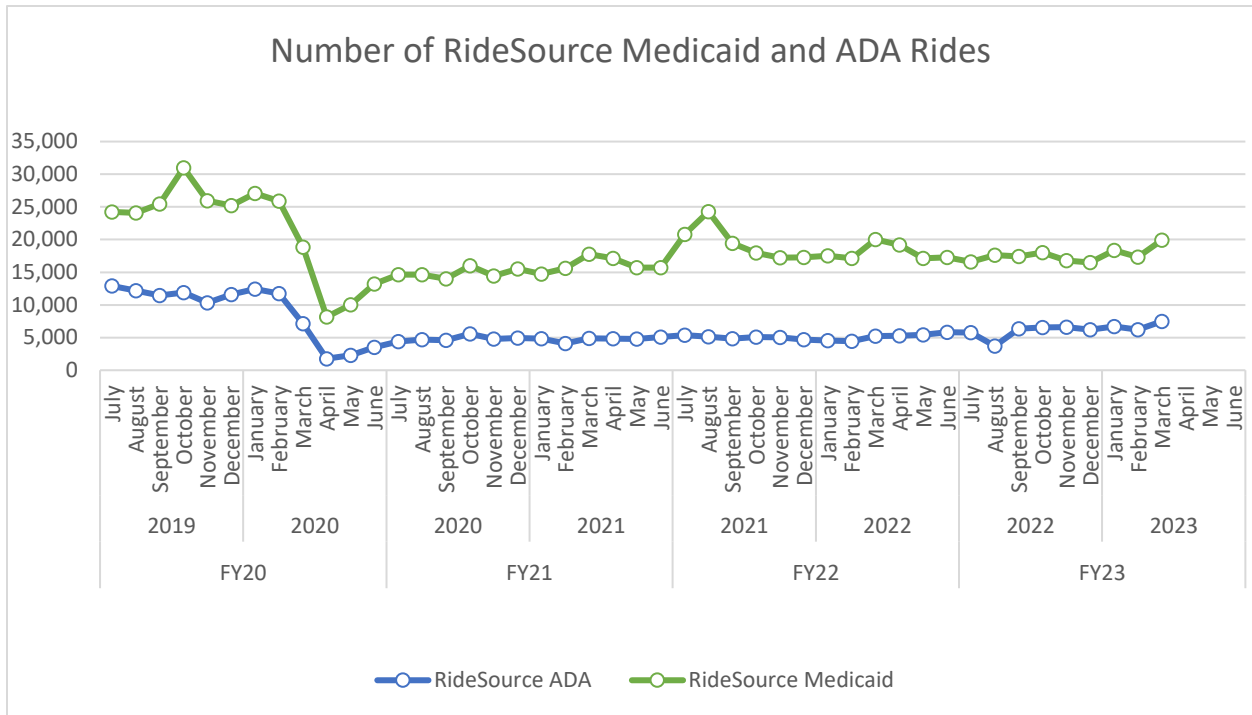
Since the last in-person Board update, there have been several developments with Legislative and Federal activities. Several priority legislative bills have continued to move forward in the process, including passage of HB 2095, which will allow cities to utilize photo radar statewide. Additionally, SB 787, which is the transit assault bill, continues to move. Board member Peter Knox provided in-person testimony on LTD's behalf and can be viewed [here](#). The complete hearing, which includes testimony from ATU, LTD and TriMet and questioning by House Judiciary Committee members can be viewed [here](#).

Friday, May 5th was the deadline for a bill to be posted for a Committee vote in the 2nd Chamber, so with that deadline, we have narrowed down the legislation that is being tracked to anything still viable for the session. Monthly updates will be provided in the written report and a session recap will be provided to the Board at the July Board meeting.

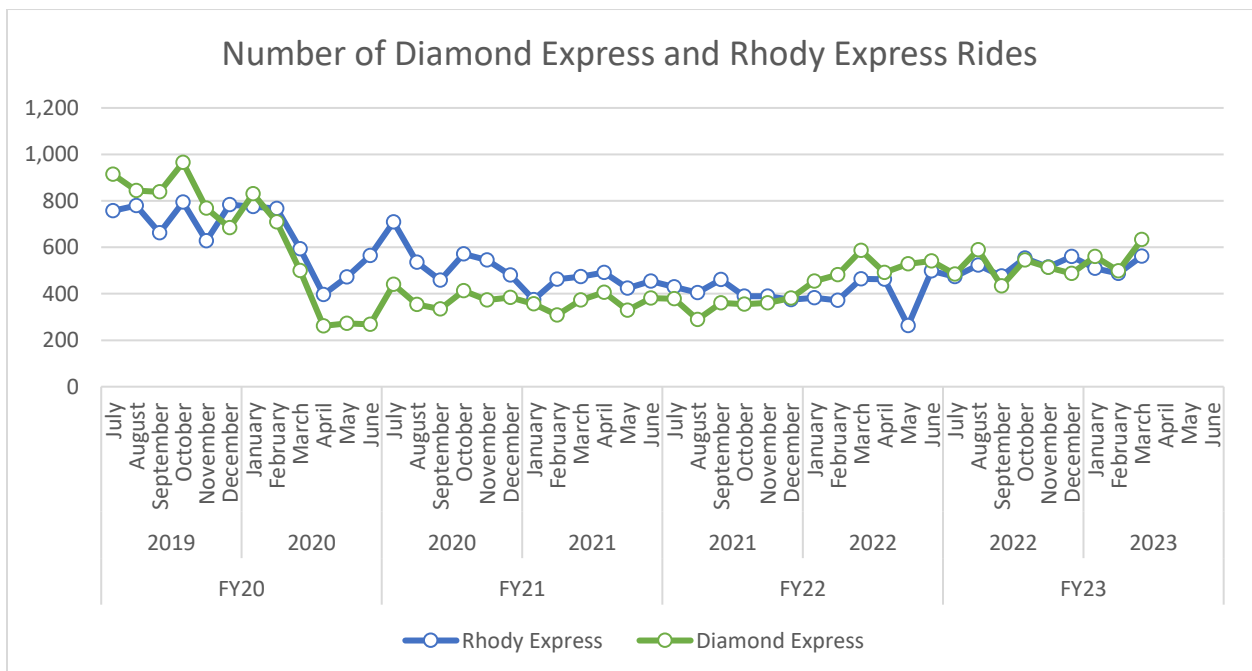
A project that LTD submitted for funding consideration by Senator's Wyden and Merkley has been included in the Senators' Appropriations request. The Fixed Route Infrastructure Improvements project, has been requested in the amount of \$3.2m by the Senators as a "Congressionally Directed Spending Request", which are commonly referred to as "earmarks". Confirmation will not be known until likely December 2023 as to whether or not the funding will be approved by Congress, but this is a very promising first step in the process. More to come.

Meetings with local elected officials, community leaders, groups and others are continuing to occur, as Jameson continues with introductions and relationship-building.

SPECIALIZED SERVICES MONTHLY RIDERSHIP

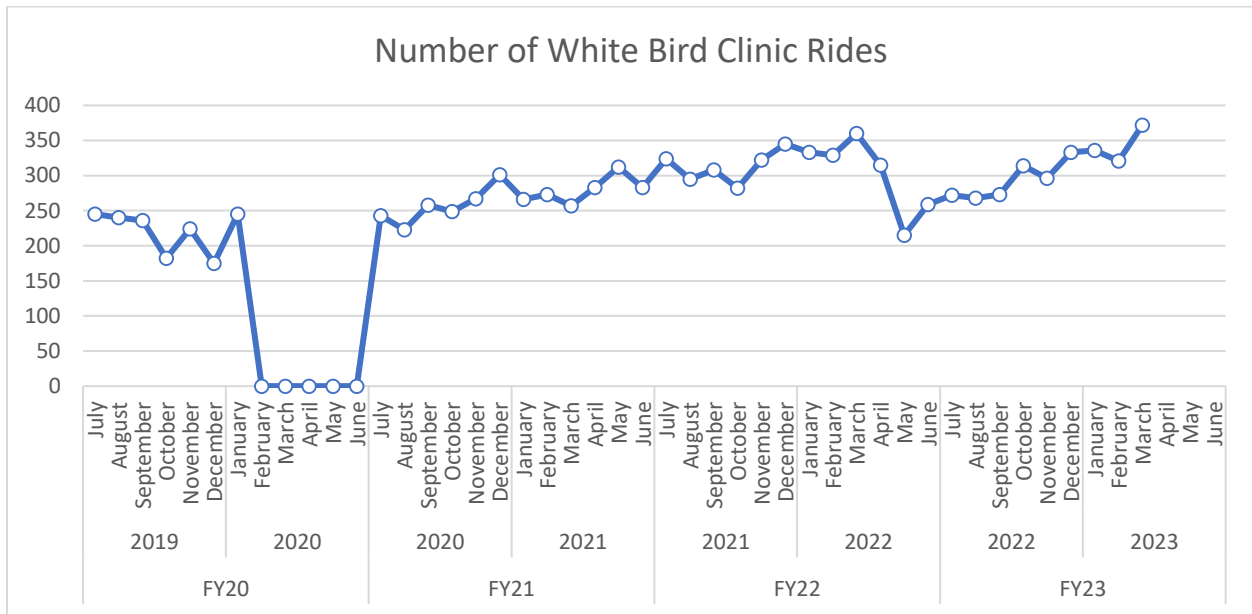


1. RideSource provided 7,499 ADA rides in March 2023, a 44 percent increase from March 2022. The number of ADA rides offered in March 2023 is 40 percent below pre-pandemic levels (January 2020).
2. RideSource provided 19,902 Medicaid rides in March 2023, a less than one percent decrease from the 20,040 rides provided in March 2022. The number of Medicaid rides provided in March 2023 is 27 percent below pre-pandemic levels (January 2020).



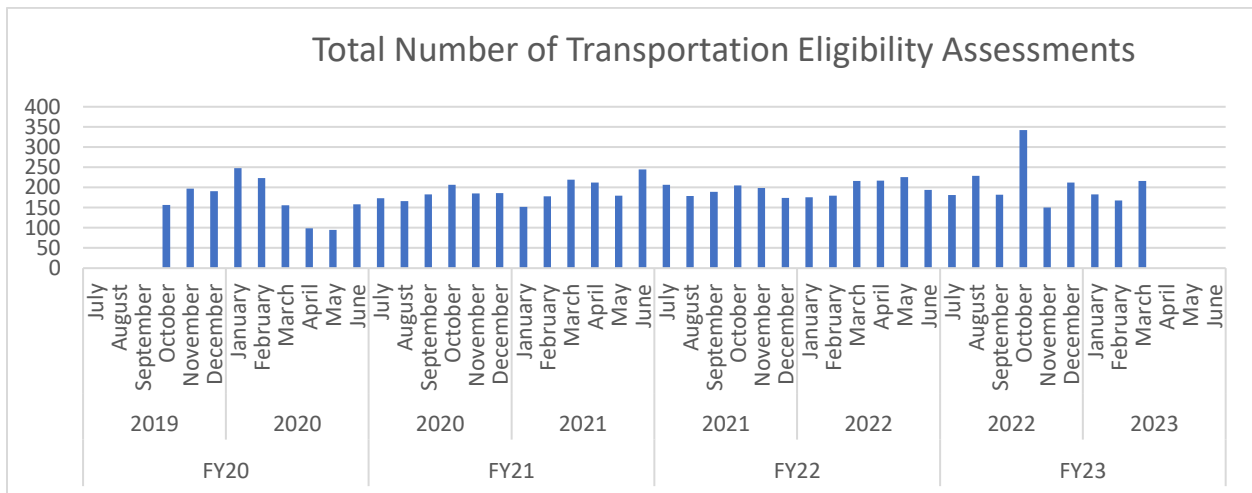
1. Diamond Express provided 634 rides in March 2023, an eight percent increase over the 587 rides provided in March 2022. Some of this increase is due to an expansion in service. The number of rides provided in March 2023 is 24 percent below pre-pandemic levels (January 2020).

2. Rhody Express provided 562 rides in March 2023, a 21 percent increase over the 464 rides provided in March 2022. The number of rides provided in March 2023 is 27 percent below pre-pandemic levels (January 2020).



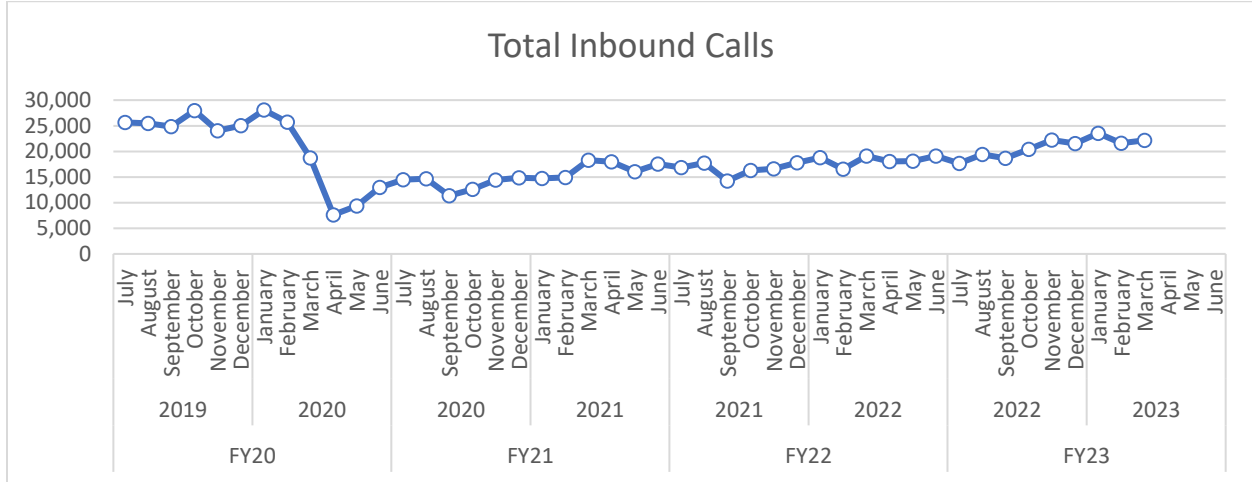
White Bird Clinic provided 372 rides in March 2023, a 3% increase from the 360 rides provided in March 2022. The number of rides provided in March 2023 reflect a 52 percent increase from pre-pandemic levels (January 2020).

TRANSPORTATION ELIGIBILITY ASSESSMENTS

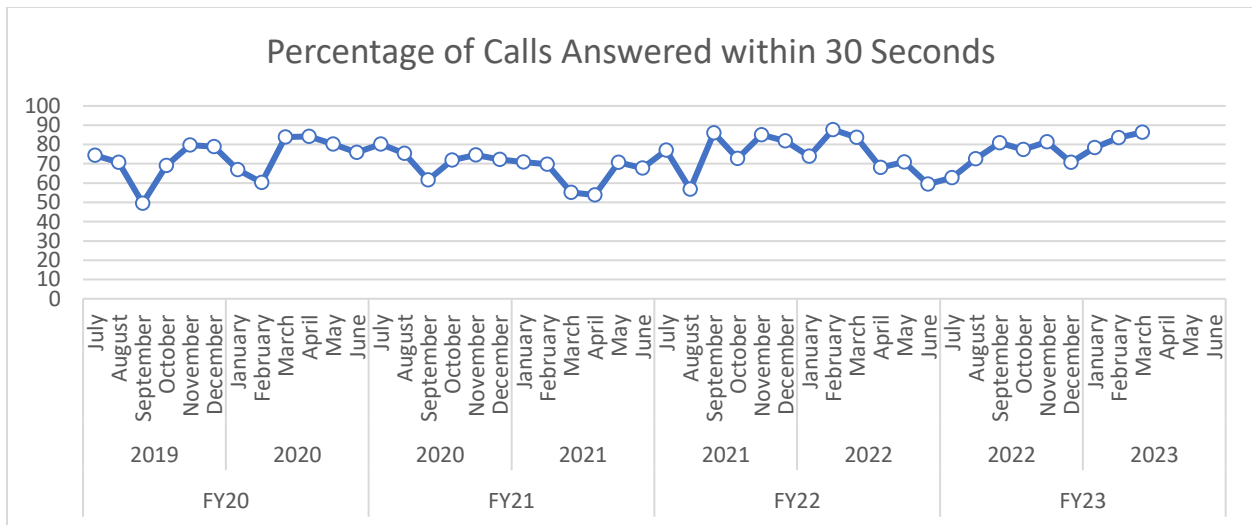


With the exception of April and May 2020 (pandemic) and an outlier in October 2022 (342 assessments), the number of Transportation Eligibility Assessments completed monthly has consistently ranged from 150-250, with an average of 179 assessments per month.

RIDESOURCE CALL METRICS



The RideSource Call Center received 22,167 calls in March 2023, a 16 percent increase from March 2022. The number of calls received in March 2023 is 21 percent below pre-pandemic levels (January 2020).

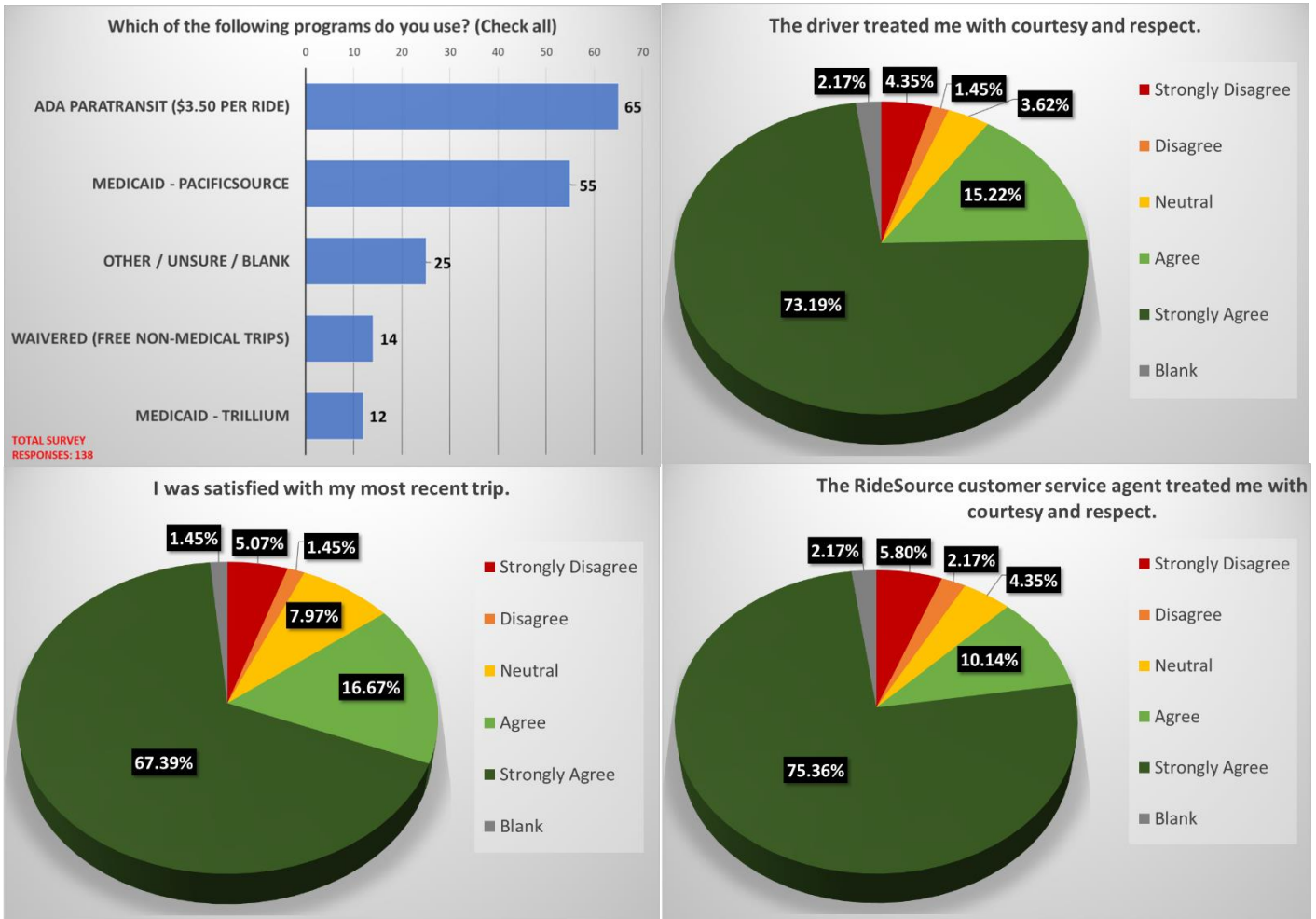


The RideSource Call Center aims to answer 85 percent of calls within 30 seconds, and it achieved this goal in March 2023 (86.3 percent). The March 2023 30-second answer rate was 2.5 percent higher than the March 2022 rate.

QUARTERLY RIDESOURCE SURVEY

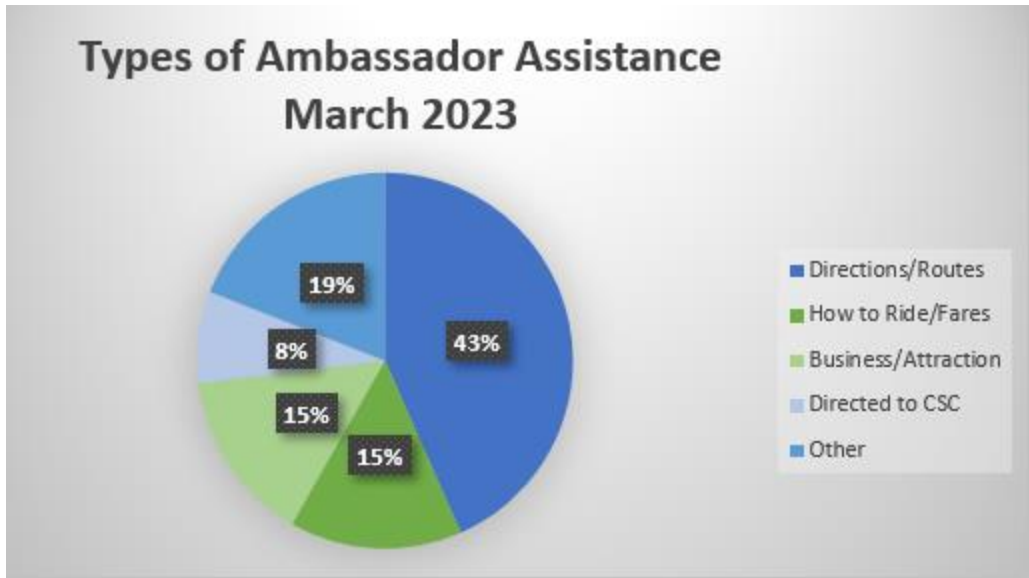
In February, LTD’s Accessible Services department (in collaboration with our Marketing department, as well as RideSource staff) initiated our quarterly RideSource Survey. We will survey our riders once per quarter in 2023, sending out over 800 surveys per quarter to riders who have used RideSource in the last

12 months. We received nearly 140 survey responses back and we have analyzed those results below. Some summary highlights are listed below:



TRANSIT AMBASSADORS

LTD has joined other West Coast transit agencies in developing a Transit Ambassador program. Transit Ambassadors serve as a welcoming presence at LTD stations and on LTD vehicles. They offer help to customers and answer questions, and their presence can serve as a potential deterrent to challenging situations, while avoiding over-policing. Ambassadors are not Public Safety Officers, but they are equipped with radios to report any concerns they observe. LTD rolled out a soft launch of its Transit Ambassador Program on March 6, 2023, with several light-duty operators serving as Transit Ambassadors. In March, ambassadors had a total of 1512 contacts with LTD passengers. They assisted passengers with directions and routes, provided information about how to ride the bus and pay fares, directed passengers to the LTD Customer Service Center, and gave out information about local businesses and attractions.



OTHER SPECIALIZED SERVICES NEWS

Fare Validators: We have also been lining up the purchase and implementation of adding fare validators to our Emx Line and RideSource buses. This is a large undertaking to install 4 fare validators on each Emx bus and 1 validator per RideSource bus, all in it will be about 135 validators. Our plan is to have all equipment and materials delivered this fiscal year and implementation next fiscal year. Hopefully this project will be completed by the end of this calendar year. While this is going on we will concurrently be trying to source platform validators to ease congestion concerns at the busier platforms.

Rhody Express/City of Florence: LTD is purchasing a new vehicle for the Rhody Express service in Florence and plans to add to the frequency of the service provided to Florence residents once the new vehicle arrives. LTD’s Accessible Services team has been working actively with the City of Florence about these upcoming changes, including participating in a meeting of the Florence Transportation Committee and meeting with the City’s Planning and Public Works Departments this month. LTD plans to rebrand the Rhody Express in the upcoming biennium, and our Marketing Team will present rebranding options to city staff and the city’s Transportation Committee.

South Lane Wheels Engine Replacement: Members of LTD’s Accessible Services and Finance Teams worked closely with ODOT in March when an engine urgently needed to be replaced on one of South Lane Wheels vehicles. Thanks to this collaboration, we were able to minimize out-of-service time. The vehicle is currently the only vehicle South Lane Wheels has that is equipped with a much-needed 1000-pound lift capacity.



AGENDA ITEM SUMMARY

DATE OF MEETING: May 17, 2023

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

PREPARED BY: Allie Brusasco, Board Administrator

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 upcoming month.

JUNE

Action	Information
CG 5311 Responsible	Communication Assessment Update
Community Investment Plan Policy	SBP Q3FY23
District Boundary Renewal	
Supplemental Budget	
FY 2022-2031 Community Investment Plan	
FY 2023 Annual Budget	
Mobility Management Strategy	



AGENDA ITEM SUMMARY

DATE OF MEETING: May 17, 2023

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

PREPARED BY: Allie Brusasco, Board Administrator

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.