



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, June 21, 2023

Time: Meeting will directly follow Board work session schedule for 5:30 – 7:00 p.m.

IN-PERSON & VIRTUAL MEETING

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

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

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

AGENDA

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

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XI. PROPOSED FISCAL YEAR 2023-2024 BUDGET [Jameson Auten, General Manager/Chief Executive Officer] Action Needed: Adoption	5 minutes	25
XII. PROPOSED FISCAL YEAR 2023-2032 COMMUNITY INVESTMENT PLAN [Jameson Auten, General Manager/Chief Executive Officer] Action Needed: Adoption	5 minutes	29
XIII. 5311 FUND TRANSFER APPROVAL: <i>Materials Included</i> [Cosette Rees, Chief Customer Experience Officer] Action Needed: Adoption	10 minutes	32
XIV. CONTRACT NO. 2022-49: NELSON NYGAARD CONSULTING ASSOCIATES: <i>Materials Included</i> [Tom Schwetz, Director of Mobility Planning and Policy] Action Needed: Adoption	5 minutes	37
XV. CONTRACT NO.2022-51: GIRO, INC. [Brian Penn, Transit Operations Manager] Action Needed: Adoption	5 minutes	40
XVI. POLICY UPDATE: DISADVANTAGED BUSINESS ENTERPRISE [Wendi Frisbie, Director of Procurement] Action Needed: Adoption	5 minutes	44
XVII. WRITTEN REPORTS – RESPOND IF QUESTIONS		
A. OPERATIONS PERFORMANCE REPORT FOR MAY 2023 [Cosette Rees, Chief Customer Experience Officer] <i>This report provides monthly information on system ridership, service levels, and productivity for fixed-route and EmX services.</i>		69
B. DELEGATED AUTHORITY REPORT [Wendi Frisbie, Director of Business Services] <i>This report provides a listing of contracts that the General Manager has signed under their delegated authority.</i>		76
C. MONTHLY DEPARTMENT REPORTS – JUNE [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>		77
D. ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING <i>Attached is a list of action or information items that will be included on the agenda for future Board meetings.</i>		80
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XV. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO “ORS 192.660(2)(H), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed” <i>I move that the Board move into executive session pursuant to ORS 192.660(2)(h), to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.</i>	20 minutes	

XVI. ADJOURNMENT

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: June 21, 2023

ITEM TITLE: JUNE EMPLOYEE OF THE MONTH

PRESENTER: Josh Schmidt, Public Safety Manager

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: None. Information Only

BACKGROUND: Quentin Price has been selected to receive the June Employee of the Month (EOM) award. Quentin was hired as a Public Safety Officer on October 7, 2021.

On May 11, Quentin assisted my developmentally disabled son with a phone call so that he could reach my wife and I to get a ride after he found himself in a situation in which he was not able to ride the bus. Quentin showed compassion for my son in an embarrassing situation and took the time to help him out. Parker was very grateful and called Quentin an "Awesome Life-Saver!" multiple times on the way home. Quentin's actions are a demonstration of LTD's mission of "Connecting Our Community" and core value of respect. – Jeremy Card

When asked to comment on Quentin's selection as EOM, Public Safety Manager, Josh Schmit said:

I believe Quentin is a prime example of what an employee of the moth should be. Quentin's thoughtfulness and approach to Public safety has impressed me and I feel his customer service is top notch.

AWARD: Quentin Price will attend the June 21, 2023, Board Meeting to be introduced to the Board and receive his award.



AGENDA ITEM SUMMARY

DATE OF MEETING:	June 21, 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 May 30 meeting, committee members received a presentation on the District Mobility Management Strategy; and discussed Strategic Business Plan reporting. The next meeting is scheduled for July 25.
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. At the June 1 meeting, committee members discussed Metropolitan Planning Organization issues; received a Public Participation Plan update; and received an ODOT update. The next meeting is scheduled for July 6. 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 June 14 meeting**, committee members received an ODOT update; a Central Lane Metropolitan Policy Committee update; and other member updates. Committee members discussed LaneACT Chairs' Meeting with Oregon Transportation Commission; received a LaneACT Member Priority Needs Update; and discussed Lane County Community Powered Bicycle Projects. The next meeting is scheduled for July 12. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.

No Meetings were held for the following committees:

1. **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. The next meeting is scheduled for June 22. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.
2. **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.

3. **Oregon Metropolitan Planning Organization Consortium (OMPOC)**: The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Susan Cox attends the committee meetings as LTD's representative. The next meeting is scheduled for July 28. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
4. **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 is scheduled for August 30.
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. The next meeting is scheduled for October 4.
6. **State Transportation Improvement Fund (STIF) Committee**: The Committee is administered by LCOG. The Committee will meet a minimum of two times per year, or a sufficient number of times to advise the LTD Board of Directors regarding its review of project proposals and the STIF Plan. The committee, in accordance with state law, is composed of 14 members with eight (8) members representing in-district communities, two (2) members representing out-of-district communities, and three (3) ex-officio (non-voting) members; the ex officio LTD Board members are 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>.
7. **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/>.
8. **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/>.
9. **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: June 21, 2023

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Allie Brusasco, Board Administrator

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

ACTION REQUESTED: Adoption

BACKGROUND: Items for approval that can be explained clearly in the written materials for each meeting, and not expected to draw public testimony or controversy, are included in the Consent Calendar for approval as a group. Board members can remove any item from the Consent Calendar for discussion before the Consent Calendar is approved each month.

The Consent Calendar for June 21, 2023, consists of:

- Approval of District Boundary Renewal
- Approval of Mobility Management Strategy
- Approval of Updated §5310 Project Management Plan

ATTACHMENT:

- 1) District Boundary Renewal
- 2) Approval of Mobility Management Strategy
- 3) Updated §5310 Project Management Plan

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-06-21-023; It is hereby resolved that the Consent Calendar for June 21, 2023, is approved as presented [amended].



AGENDA ITEM SUMMARY

DATE OF MEETING: June 21, 2023
ITEM TITLE: DISTRICT BOUNDARY REAFFIRMATION
PREPARED BY: Allie Brusasco, Board Administrator
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Adoption

PURPOSE: Request adoption of the annually required District boundary reaffirmation.

BOARD COMMUNICATION: This is an annual Board action.

PUBLIC COMMUNICATION: This is an annual Board action.

DESCRIPTION: Oregon Revised Statutes 267.207(3)(a) mandates that the boards of directors of transit districts annually determine the territory within which the system will operate. No changes are recommended to the LTD boundary for FY 2023-2024. Attached for the Board's approval, as part of the Consent Calendar for June 21, 2023, is a resolution reaffirming LTD's boundaries for this fiscal year.

BACKGROUND: N/A

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2023-06-21-024

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-06-21-024:

It is hereby resolved that the LTD Board of Directors adopts the reaffirmation of the territory in the District within which the transit system will operate in accordance with Oregon Revised Statutes 267.207(3)(a).



RESOLUTION: 2023-06-21-024

REAFFIRMATION OF THE TERRITORY IN THE DISTRICT WITHIN WHICH THE TRANSIT SYSTEM WILL OPERATE

WHEREAS, ORS 267.207(3)(a) requires that the Board of Directors of the Lane Transit District annually determine the territory in the District within which the transit system will operate; and,

WHEREAS, there are no changes to the District boundary.

THEREFORE, BE IT RESOLVED, that for Fiscal Year 2023–2024, the Lane Transit District will continue to operate service within the boundaries specified in Lane Transit District Ordinance Number 42.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 121ST DAY OF JUNE, 2023.

Board Vice President, Susan Cox



AGENDA ITEM SUMMARY

DATE OF MEETING: June 21, 2023

ITEM TITLE: MOBILITY MANAGEMENT STRATEGY

PREPARED BY: Andrew Martin, Senior Development Planner

CHIEF OFFICER: Joe McCormack, Chief Development Officer

ACTION REQUESTED: Adoption

PURPOSE: To request adoption of the Mobility Management Strategy and declare that LTD is a mobility manager.

DESCRIPTION: The Mobility Management Strategy (MMS) was developed to help LTD to become a successful mobility manager for the region. Mobility management is a customer-centric approach to providing transportation services. Often this means working in partnership with other agencies and service providers to match customers with the best transportation choice for their individual trip. LTD's interest in mobility management stems from a desire to connect our community. Coordinating with partners and broadening our services will allow LTD to serve more of the community and provide more mobility in our region.

LTD has a long history of engaging in mobility management activities. Examples of this include LTD's partnerships to offer contracting support to Oakridge on the Diamond Express service, LTD's bundling of programs into the RideSource call center, the LTD Connector in Cottage Grove, and LTD's involvement in the PeaceHealth Rides bikeshare system. However, these programs were not developed in a coordinated way. The Mobility Management Strategy is LTD's way of systematically engaging in mobility management and embedding it as a cornerstone of our approach to providing public transportation to our customers.

The Mobility Management Strategy is a high-level strategy document that describes *how* LTD can be successful in advancing its mobility management efforts. This includes determining the most appropriate role for LTD to play in projects throughout the region by implementing a decision-making framework, a guide for developing and learning from pilot projects, and technical memos that help provide context and best practices on how LTD can fill gaps in the transportation network.

BACKGROUND: At the Board's work session, staff provided a history of the Mobility Management Strategy and how it will set the stage for LTD to continue to innovate, partner, and deliver new services to improve access and mobility in Lane County.

Key pieces of the Mobility Management Strategy are: mobility management is an effective way for LTD to fill gaps in our services, LTD should play a key role in facilitating mobility in our region, and there are many opportunities for LTD to explore. LTD can do this work through investing in the fixed-route transit system, exploring pilot projects to test new modes and service models, and implementing the project's decision-making framework. The strategy also highlights how LTD can approach filling gaps in service in different kinds of opportunity areas.

Staff are now seeking adoption of the Mobility Management Strategy from the Board of Directors. This will establish the Strategy as LTD's approach to providing mobility in our area. Staff will embed the findings of the Mobility Management Strategy in all of LTD's work.

The Board and public will see the Strategy be implemented in several ways over the next few years. LTD has begun updates to several major plans and projects and will update others over the next several years. The findings of the Mobility Management Strategy will be embedded into the Comprehensive Operations Analysis, RideSource Operations Analysis, Long Range Transit Plan update, Strategic Business Plan update, and others. Additionally, staff have begun putting together a mobility management taskforce, composed of individuals from across many LTD departments, that will help advise the Executive Team on mobility management efforts and how the agency can evolve to support those efforts. Through the most recent STIF process, LTD secured funding for a pilot project that can begin in July 2024. Finally, staff are actively developing partnerships with other public agencies, nonprofits,

the private sector, and local universities and investigating additional grant opportunities to advance LTD's mobility management efforts.

CONSIDERATIONS: The Mobility Management Strategy will not result in any immediate service changes; however, this work will be incorporated into upcoming projects like the comprehensive operations analysis, Long Range Transit Plan update, Strategic Business Plan, and others that will change how LTD is serving the community. Additionally, LTD has secured funding to operate a mobility pilot in FY25 through the State Transportation Improvement Fund (STIF) and will continue to seek additional funding sources to implement mobility management projects in the near term.

SPC met and discussed the Mobility Management Strategy on May 23, 2023. Due to lack of quorum, SPC was unable to make a recommendation to the Board on adoption of the Mobility Management Strategy. Members who were present at the meeting expressed support for LTD to adopt the Mobility Management Strategy.

ALTERNATIVES:

1. Decline to adopt the Mobility Management Strategy and direct staff to not pursue mobility management as an approach to providing service
2. Adopt the Mobility Management Strategy and declare the LTD is a mobility manager
3. Direct staff to change elements of the Mobility Management Strategy and bring back for adoption

NEXT STEPS: Following adoption of the Mobility Management Strategy, staff will work towards implementing mobility management as LTD's approach to providing service.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2023-06-21-025

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-06-21-025:

It is hereby resolved that the LTD Board of Directors adopts the Mobility Management Strategy declaring that LTD is a mobility manager.



RESOLUTION NO. 2023-06-21-025

APPROVAL OF MOBILITY MANAGEMENT STRATEGY DECLARING THAT LTD IS A MOBILITY MANAGER

WHEREAS, LTD's mission is connecting our community;

WHEREAS, LTD strives to provide useful, effective transit service to everyone within the district;

WHEREAS, LTD values innovative approaches that improve mobility for our customers;

WHEREAS, mobility management is an effective approach for LTD to improve accessibility for community members, increasing their ability to access jobs, school, shopping, recreation, and other destinations;

WHEREAS, LTD has created a Mobility Management Strategy to guide agency efforts to explore new technologies, service models, and partnerships that support effective mobility management;

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

- Adopting the Mobility Management Strategy declaring that LTD is a mobility manager.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21st DAY OF JUNE, 2023.

Board Vice President, Susan Cox



AGENDA ITEM SUMMARY

DATE OF MEETING: June 21, 2023
ITEM TITLE: UPDATED §5310 PROJECT MANAGEMENT PLAN
PREPARED BY: John Ahlen, Accessible Services Program Manager
CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer
ACTION REQUESTED: Adoption

PURPOSE: To provide information to the Board pursuant to the adoption of revisions to LTD's §5310 Project Management Plan (PMP).

DESCRIPTION: As a recipient of Federal §5310 funds intended to support programs benefitting older adults and people with disabilities, LTD is required to maintain a project management plan which describes the process for allocation of these funds. Beginning FY24, the transfer of Special Transportation Funds (STF) to Statewide Transportation Improvement Funds (STIF) necessitates housekeeping changes to the PMP.

BACKGROUND: LTD has historically used STF funds as required federal match for §5310 dollars received. As STF funded programs are now rolled into the STIF program beginning July 1, 2023, the PMP must be updated accordingly to reflect this change. Routine changes are proposed to LTD's PMP to reflect this update to current practices.

CONSIDERATIONS: An updated PMP cleans up outdated language referring to Special Transportation Funds and related process, updating it to instead refer to Statewide Transportation Improvement Fund program.

ALTERNATIVES:

1. Maintain the existing PMP retaining older language.
2. Further amend the PMP or request additional updates or changes.

NEXT STEPS: Following adoption of the resolution, Oregon Department of Transportation (ODOT) will send agreements to LTD for execution in support of services in Cottage Grove and Creswell, beginning July 1, 2023.

SUPPORTING DOCUMENTATION:

- 1) LTD's §5310 Project Management Plan
- 2) Resolution No. 2023-06-21-026

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-06-21-026:

It is hereby resolved that the LTD Board of Directors adopts the updated §5310 Project Management Plan as presented [amended].

**Lane Transit District
Project Management Plan
§5310: Enhanced Mobility of Seniors and Individuals with Disabilities**

The Program Management Plan (PMP) outlines the policies and procedures that Lane Transit District uses to administer the Federal Transit Administration's (FTA) Enhanced Mobility Program (§5310). The *Lane Coordinated Public Transportation Plan* is the guiding document for the PMP.

Introduction

Lane Transit District (LTD) receives §5310 funds from two sources. First, as a large urban public transit agency, LTD applies directly through the Federal Transit Administration (FTA) for Federal Enhanced Mobility Program (§5310) funding. In addition, as the State-designated Special Transportation Fund Agency for Lane County, LTD also acts as the pass-through agency for federal §5310 funds that are awarded through the State of Oregon and designated for Lane County, Oregon. LTD's management of the Federal Enhanced Mobility Program emphasizes the integration of older adults and people with disabilities and the multi-modal nature of the community's transportation programs.

This Program Management Plan (PMP) describes Lane Transit District's policies and procedures for administering the Federal Transit Administration's (FTA) §5310 program. This PMP is designed to meet federal requirements and facilitate LTD's management and administration of the §5310 Programs. It will also serve as a guide to the general public and prospective applicants, and to assist FTA in its oversight responsibilities by documenting LTD's policies and procedures for administering these programs.

Program Goals and Objectives

LTD has helped develop a range of transportation services within Lane County using a coordinated and integrated approach. Connecting our community by providing transportation for people with limited resources or limited transportation options has long been one of LTD's guiding principles. Efficiency and cost-effectiveness are also key principles, as is offering a range of services that meet different transportation needs. Adhering to these guiding principles has led to the creation of community- and population-based services. In addition, promoting independent travel opportunities has supported the broader values of self-empowerment and integration that are consistent with contemporary education and employment models for people with disabilities. As a result, LTD has created innovative training and support services intended to benefit older adults and people with disabilities.

LTD has historically used §5310 and STIF Formula Funds together to help fund transportation programs for older adults and people with disabilities. The LTD Statewide Transportation Improvement Fund (STIF) Committee serves as a public process intended to vet and review applications for the use of §5310 funds. LTD staff periodically reviews this Project Management Plan and recommends updates. The STIF Committee is a five to fifteen-member advisory committee made up of riders and providers throughout Lane County. Once the STIF committee completes its review of applications for use of §5310 funds, LTD begins a public review and comment period, which includes gathering feedback from important stakeholders as well as the Metropolitan Planning Organization. The LTD Board of Directors approves the plan once it is completed.

LTD, with guidance from the STIF Committee has established programs and services using the following principles and objectives:

Respect – We honor and dignify all individuals by listening intently to their unique contributions and needs — treating others with trust, care, kindness, and courtesy.

Integrity - We hold all that we say and do to a high standard of honesty, stewardship, ethics, fairness, and compassion.

Innovation - We persist in applying resourcefulness, creativity, and new technology alongside known best practices to best serve our community.

Equity- We commit to listening, learning, and including voices from the diverse identities and abilities of our employees and our community — and we take care to consider how our decision-making processes address historic inequities in transportation.

Safety - We create a safe environment for our employees, customers, and community – and are always willing to reach out to help, support, and assist others in ways that are safe to all involved.

Collaboration - We demonstrate cooperation and excellent team behaviors when working with others — both internally and with our partners in the District — by focusing on common purpose and win-win outcomes.

LTD's Accessible Services focuses on providing transportation services to older adults and people with disabilities who require accommodations and specialized equipment to use public transit effectively, whether using fixed-route service or paratransit. LTD's Accessible Services' reach extends to rural areas within Lane County through coordination, technical assistance, grant writing, and program administration.

The Lane Coordinated Public Transportation Plan, prepared by Lane Transit District, was first drafted and adopted by the LTD Board of Directors in January 2007 – prior to the issuance of guidance by the Federal Transit Administration (FTA). The Lane Coordinated Plan is reviewed biennially to ensure that it is relevant to present conditions; references relevant needs assessments and local planning information; matches needs with preferred coordination practices and projects; lists projects and resources; and reports on public review and comments about the Lane Coordinated Plan.

The Lane Coordinated Plan is recognized and referenced in Lane Transit District's Long Range Transit Plan, which also is adopted by the LTD Board of Directors and included in the regional transportation Planning document, *Central Lane MPO Regional Transportation Plan*, which is prepared and adopted by the Metropolitan Policy Organization. In addition, the Lane Coordinated Plan is included in the Central Lane MPO Unified Planning Work Program.

Roles and Responsibilities

Lane Transit District (LTD) is the agency designated by the Governor of Oregon to administer the §5310 Enhanced Mobility Program in the Eugene-Springfield metropolitan area. LTD is also the designated recipient and administrator of the Statewide Transportation Improvement Fund (STIF)¹ for transportation services benefitting older adults and people with disabilities. LTD coordinates a public process soliciting transportation project applications for the award and distribution of directly received §5310 funds and all funds received through the State of Oregon. LTD also manages the development and update of the area's human services transportation coordinated plan. In addition, it is LTD's role to ensure that not less than 55 percent of §5310

¹ The Statewide Transportation Improvement Fund (STIF) merges with and replaces Oregon's Special Transportation Fund (STF) on July 1, 2023. STIF was created in 2017 by the Oregon Legislature. In its first two bienniums, STIF funds initially came solely from the Oregon "transit tax," which is a state payroll tax equal to one-tenth of 1 percent, while funds for Oregon's Special Transportation Fund (STF), which was created in 1985 by the Oregon Legislature, came from a portion of the cigarette tax revenue as well as excess revenue earned from sales of photo ID Cards and other funds from Oregon Department of Transportation. The STIF program will also be funded by ID card fees, non-highway gas tax, and cigarette tax revenues once its merger with the Special Transportation Fund (STF) is effective July 1, 2023. These funds are distributed biannually through a formula based on population to 42 designated entities, called STIF Agencies. These funds typically are used to leverage federal funds. STIF Agencies are required to coordinate distribution of funds for projects that benefit the mobility of older adults and people with disabilities throughout their jurisdictions

funds received are used for traditional §5310 projects – those public transportation projects planned, designed, and carried out to meet the specific needs of older adults and individuals with disabilities when public transportation is insufficient, unavailable, or inappropriate.

The state of Oregon distributes state, FTA, and ODOT Surface Transportation Program funds biannually for transportation projects that enhance the mobility of older adults and individuals with disabilities that go beyond traditional services. These funds included Federal §5310, §5311, §5311(f), and State STIF funds.

The LTD Board has opportunity for review and authority over both the PMP and the Lane Coordinated Plan. The LTD Board appoints a STIF Committee² made up of stakeholders knowledgeable about the transportation needs of older adults and people with disabilities. There are 5-15 appointed members who serve on the Committee with representation from a variety of disabilities, rural and metro areas of Lane County, and other interested parties who attend regularly. LTD typically convenes the STIF Committee as necessary to recommend grant funding allocations to support programs for older adults and people with disabilities. This Committee provides funding recommendations to the LTD Board based on the priorities stated in the Lane Coordinated Public Transportation Plan. The LTD Board then holds a public review process and forwards its final recommendation to the LTD General Manager, who is authorized by the LTD Board to submit grant applications.

Local governments and stakeholder groups participate in the update of the Lane Coordinated Public Transportation Plan. These entities also provide services to older adults and people with disabilities.

Applicants and recipients (including private providers and local applicants) both participate in the coordinated plan update process. Applicants participate in grant workshops to learn what is expected should they choose to apply for funds. Applicants develop program proposals and submit them to the grant review committee. Recipients, as the direct service providers, provide good customer service and provide the required fiscal management and reporting per contract and federal guidelines.

Coordination

LTD serves as the lead agency for public transit and human services transportation coordination in the area. In this capacity, LTD is required to:

- Develop and adopt a local transportation coordination plan;
- Coordinate the project application and public comment processes for the local area;
- Review and rank applications for projects benefitting older adults, people with low income, and people with disabilities, and ensure that projects are derived from the Coordinated Plan; and
- Follow a protest process and procedure to resolve funding decision conflicts.

All projects must be reflected in the Coordinated Plan. Local agencies and service providers participate in the update of the plan. Metro area projects are required to complement or alleviate demand for the metro ADA paratransit service. Rural projects must have full support of local jurisdictions, including a contribution towards required match.

LTD operates a regional transportation brokerage, The RideSource Call Center, within which most of the funded projects are coordinated through mobility management and dispatching efforts. For example, ADA, Veterans, and Medicaid non-emergency medical transportation trips are managed by the Call Center. LTD

² The STIF Committee is a five to fifteen-member advisory committee to Lane Transit District made up of riders and providers throughout Lane County. It is a committee that is required by the State to oversee distribution of STIF funds.

coordinates service delivery with local DHS agencies and encourages the offering of shared rides between programs along with other efforts to enhance the quality and efficiency of service delivery.

The State of Oregon ensures that projects funds are contained within the Coordinated Human Services Transportation Plan. They are a resource for grantees and require coordination when determining which projects to fund with statewide §5310 funds. LTD's process to award directly received §5310 funds is a component of the coordinated effort to plan and fund projects within Lane County.

Eligible Sub-recipients

State or local government authorities, private for-profit organizations, non-profit organizations, and/or public transit operators are eligible to receive funds as subrecipients. As the designated recipient, LTD abides by Federal eligibility requirements. LTD conducts a competitive procurement process to allocate program funds. All applicants must be able to meet the required terms and conditions of grants administered under the Federal Transit Administration (FTA). A signed copy of the FTA's certifications and assurances must be submitted to LTD.

Local Share and Local Funding Requirements

Local matching funds must be assigned to and be included in each project budget. Eligible local and non-U.S. DOT federal funds may be used for local match. Different levels of local matching funds are required for different types of projects. LTD verifies all sources of matching funds for eligibility, applicability to eligible program costs, their sole use as match for the defined program, and availability to the project.

Applicants are notified that the use of some types of non-cash contributions is allowed but restricted. Applicants are requested to contact LTD to find out whether volunteer or other in-kind contributions for a project would be allowed as part of the local match contribution to the project. If permitted, the value of the non-cash contributions must be documented and represent a cost which otherwise would be eligible under the program and be included in the project budget.

Project Selection Criteria

LTD, as the lead agency, conducts a public, competitive process to solicit project proposals that enhance mobility for older adults and people with disabilities. This is a coordinated process used for project selection for directly received §5310 funds and funds received through the State of Oregon. This process coincides with the announcement of funding availability from the State and is typically a four-month biennial process that begins in late fall or early winter. A grant review committee is convened that includes members appointed by the LTD Board of Directors, governed by formal committee bylaws.

Proposed projects are evaluated on these criteria:

- Projects are derived from and support the Lane Coordinated Plan.
- Projects are eligible under the grant program guidelines.
- Agencies have the fiscal and operational expertise needed to comply with administrative and grant reporting requirements.
- Matching funds are clearly identified, come from permissible sources, and are not already committed to another grant-funded project.
- Projects are cost effective.
- Projects do not unnecessarily duplicate existing service.
- The budget is appropriate to the scale of the project.
- Project helps improve coordination and supports the effective use of public resources.

Annual Program of Project Development and Approval Process

The consolidated program of project development and approval for both directly received §5310 funds and funds received from the State of Oregon coincides with ODOT Public Transit Division's grant application process and includes funding under Federal §5310, §5311, §5311(f), and State STIF programs. The intent is to provide a better opportunity for coordination of projects and funding sources. ODOT operates on a two-year cycle with annual updates.

LTD conducts a public process that provides technical assistance to potential applicants. All interested parties are encouraged to attend the workshops as well as the Grant Review Committee meetings. A sample process for §5310 projects:

- Notice of Fund Availability (Published Notice)
- Workshops (Technical Assistance)
- Applications due to LTD
- Application Review Committee Meeting(s)
- Funding Recommendations published and forwarded to STIF Committee members and applicants.
- Public Comment / Protest Period
- LTD Board Approval –Board authorizes General Manager to sign applications
- Applications are processed with FTA for direct §5310 funded projects and to the state for all other projects

During the grant review process, projects for funding are reviewed to ensure that the recommended project list meets the 55% traditional project requirement. If the recommended list does not meet the requirement, then the committee will reallocate funding to projects to ensure that the requirement is met.

Projects to be funded with direct §5310 funds through application to the Federal Transit Administration are reported to FTA on their own §5310 program of projects. These projects are included in the project list developed through the grant review process.

Administration, Planning, and Technical Assistance

LTD supplies a high level of coordination and technical assistance to area transportation providers and human services agencies. LTD provides grant administration, contract oversight, graphic design, communications, and publications support. LTD may use the 10 percent administrative allotment allowable under §5310 funding for these support activities.

Transfer of Funds

LTD will not transfer directly received urban §5310 funds between rural and small urbanized areas. The State has a statewide program for meeting those objectives of §5310.

Private Sector Participation

LTD's centralized call center dispatches rides to a variety of private providers that provide a variety of human service transportation trips, including ADA paratransit trips.

LTD advertises the availability of funds through legal ads in the regional newspaper and e-mail notifications to a broad spectrum of providers and interested parties that includes private providers. In addition, the notice is posted on the LTD website.

Civil Rights

LTD uses a variety of methods to disseminate information and to notify interested and affected public members of their rights under Title VI and to keep them informed about specific projects and progress. LTD alerts stakeholders to participation opportunities. Dissemination of project information is timed to coincide with milestone events. At times, LTD project managers issue additional project-related information outside of key project milestones to provide the public with newly surfaced information or encourage increased participation. The following methods are used: project newsletter, project flyers and postcards, media communications, website, public open houses, and speakers' bureau.

LTD also creates ad-hoc advisory committees that provide additional opportunities for involvement and feedback to get a well-rounded representation from communities.

For individuals who are limited English proficient (LEP), the most visible and critical piece of service information (LTD's Rider's Digest) is translated into Spanish. Customers are informed that any information about District operations will be translated upon request. Most written translations are handled through a contract with a local translator.

As part of the Title VI Quality of Service review, LTD works with the Lane Council of Governments (LCOG) to conduct an analysis using the Census Transportation Planning Package. This data has identified the primary block groups with the largest minority populations. Service planning staff uses this data as major service decisions are analyzed.

Lane Transit District has had no restrictions placed on its EEO program approval by the FTA.

Employment-related and Civil Rights complaints are handled through LTD's Human Resources Department. There have been no such complaints in the past three years. Transit Operations and the Customer Service Center use an on-line system to keep track of service-related ADA complaints and appropriate follow-up. The RideSource (ADA paratransit) staff also uses a record keeping system. Employment-related complaints at RideSource are handled by the contractor's local management. Civil Rights complaints are handled by the contractor's administrative office. The contractor uses similar forms and procedures for responding to and tracking complaints, and discloses all complaints to the grantee on a regular basis. Paratransit program complaints are recorded in the paratransit operations database and investigated by the local contractor's management staff.

LTD develops and submits an annual DBE program to FTA for approval, and per FTA Region 10, the program has been approved. LTD develops overall annual DBE goals relative to the availability of DBEs in the area. These calculations are included as documentation in the annual goal submission to FTA. The Uniform Report of DBE Awards or Commitments and Payments has been submitted to FTA semiannually.

LTD monitors sub-recipient contracts on a monthly, quarterly, and annual basis. Monthly monitoring occurs through individual invoices that are received from sub-recipients that include project data, such as ridership counts by population type. Quarterly reports are submitted by the sub-recipients that include vehicle data and Title VI, DBE, and EEO complaint reports. Annual site visits include a review of required Civil Rights documentation and Civil Rights activity as well as ensuring that required postings are posted in an accessible location and are up to date. LTD has an aspirational goal for DBE participation, and is race- and gender-neutral. As such, we are prohibited from requiring contractors (subrecipients of grant funding) to secure any particular DBE goal percentage under LTD contracts. LTD does encourage the use of DBE firms where possible, but we cannot require it. Subrecipients are asked to provide an estimated level (%) of DBE participation they will be able to obtain under their contracts, and monthly reporting is required.

Title VI, Section 504, and ADA Reporting

LTD requires sub-recipients to document that they distribute FTA funds without regard to race, color, national origin, disability or discrimination against disadvantaged business enterprises among applicable civil rights requirements. Not all applicable civil rights requirements are discussed in the PMP.

LTD complies with FTA's Title VI requirements in the following manner:

- i. Provision of an annual Title VI certification and assurance;
- ii. Development of Title VI complaint procedures;
- iii. Record keeping of all Title VI investigations, complaints and lawsuits;
- iv. Provision of meaningful access to persons with Limited English Proficiency;
- v. Notification to beneficiaries of protection under Title VI;
- vi. A requirement that each sub-recipient develops a Title VI program or becomes part of LTD's submittal of its Title VI program to the FTA's regional civil rights officer once every three years.

LTD's promotion, administration, and distribution of information and funding relevant to the 5310 programs is consistent with LTD's Title VI Policy.

In order to fulfill Section 504 obligations, LTD plans on working closely with its sub-recipients to ensure the goals of their federal §5310 grants are being met. In order to track this progress, LTD will review each submitted invoice and ensure that all required backup material is attached and correct in order to validate funds spent, work to resolve any potential ineligibility issues with any sub-recipient, and obtain the return of any funds paid out that have been found to have been ineligible. In addition, LTD will review all quarterly and annual reports to ensure consistency with the terms of the federal grant and contracts. Finally, LTD will make annual site visits to each sub-recipient to ensure purchased items, service and/or training funded by the federal grant are in full service, are being maintained as per manufacturer's recommendations, and are being used to meet the performance measures set in the contract and in federal guidelines.

LTD will evaluate all projects receiving grant funds for compliance with all relevant ADA laws, regulations, and policies. Moreover, LTD will work with sub-recipients to provide technical assistance.

LTD requires all sub-recipients to submit certifications and assurances annually in accordance with the FTA's annual process. When applicable, LTD will obtain and review ADA and Section 504 policies and reports to ensure compliance.

Program Measures

Lane Transit District will gather and report program measures required by federal guidelines. These include:

- Traditional §5310 Projects
 - Gaps in service filled
 - Ridership
- Other §5310 Projects
 - Increases or enhancements related to geographic coverage, service quality and/or service times that impact the availability of transportation services for older adults and individuals with disabilities.
 - Additions or changes to physical infrastructure (e.g., transportation facilities, sidewalks.), technology, and vehicles that impact availability of transportation services for older adults and individuals with disabilities.
 - Actual or estimated number of rides (as measured by one-way trips) provided for older adults and individuals with disabilities.

Where applicable, these measures will be reported by the sub-recipient to LTD. LTD will gather all performance measure data and report in total to the FTA on an annual basis or as requested by FTA.

The sub-recipients will also work jointly with LTD to establish other performance indicators that are more specific to their projects to measure relevant outputs, service levels, and outcomes. Sub-recipients will be required to report these performance measures quarterly, annually, and as required by LTD and the FTA.

Program Management

This Program Management Plan (PMP) describes Lane Transit District's policies and procedures for administering the Federal Transit Administration's (FTA) §5310 program. This PMP is designed to meet federal requirements and facilitate LTD's management and administration of the §5310 Programs. It will also serve as a guide to the general public and prospective applicants and to assist FTA in its oversight responsibilities by documenting LTD's policies and procedures for administering these programs.

LTD has assigned a staff person as project manager for its Program Management Plan. The project manager, or their designee, will be responsible for reviewing and processing all reports, plans, and certifications required to be submitted under these regulations. LTD will review information provided by the sub-recipients of §5310 funds on a quarterly basis at a minimum. In addition, records will be checked as part of the sub-recipient monitoring plans during site visits.

The LTD project manager will establish and maintain a point of contact with each sub-recipient and will monitor compliance through review of required quarterly reports, telephone inquiries, and periodic site visits.

Accounting Systems, Financial Management, and Reporting

LTD as the sole direct recipient, has an established accounting and reporting system that meets or exceeds FTA requirements for financial management. In addition, all sub-recipients must assure LTD that each has fiscal control and accounting procedures that will permit preparation of the required reports as well as a level of expenditures adequate to establish that such funds are used consistent with the rules and requirements of the program.

All sub-recipients receiving operating assistance are required to report financial and operating data on a quarterly and annual basis. Milestone reports are also required for all capital and planning grants. Eligible direct recipients have in place accounting systems, financial management procedures, and reporting capabilities adequate to meet the requirements of FTA.

All sub-recipients receiving capital assistance are required to keep appropriate property control records on all equipment and real property. Federal Office of Management and Budget and Federal Transit Administration guidelines are used in meeting this reporting requirement.

Procurement, Property Management, Vehicle Use, Maintenance and Disposition

As the Designated Recipient for §5310 funding, LTD will manage capital from procurement until disposition using FTA-required processes and management reviews. Sub-recipients do not procure vehicles or equipment. Sub-recipients will be responsible for property management, vehicle use, and maintenance. They will be required to follow all federal guidelines that govern these activities. LTD will monitor these activities through monthly/quarterly/annual report review and site visit verifications. LTD will be responsible for all disposition of property procured with federal funds under LTD's management. All dispositions will follow FTA rules under §5310.

Audits and Close-Outs

Sub-recipients are responsible for securing organization-wide or grant specific audits. An annual audit is conducted on all LTD activities, including activities under the §5310 program, in accordance with Office of Management and Budget, Circular A-133 or 2 CFR 200 Subpart 500. LTD is responsible for reviewing all audit reports and appropriately resolving and reporting any findings.

LTD will perform a project closeout with sub-recipients within 90 days after all funds are expended and all work activities for the project are completed. LTD will initiate program of project (POP) closeout with FTA within 90 days after all work activities for the POP are completed. LTD will electronically submit a final Federal Financial Report (SF 425), final budget, and final POP via the TEAM system at the time of closeout.

Subcontractors will be required to submit a project activity report and status reports. Programs status will be reviewed and a comprehensive status report will be prepared quarterly. Program status reports for FTA grants are provided quarterly.

Other Provisions

LTD will require certifications and assurances from sub-recipients that they will comply with other Federal requirements such as environmental protection, Buy America provisions, pre-award and post-delivery reviews, restrictions on lobbying, prohibition on exclusive school transportation, and drug and alcohol testing, as appropriate. Depending on the nature of the project, LTD will require reporting on the relevant actions taken to comply with the federal requirements listed above as part of quarterly reporting.

LTD will monitor project contracts with sub-recipients in the following manner consistent with its own project reporting requirements with the Federal Transit Administration. These requirements include LTD's direct quarterly and annual reporting requirements to FTA in the following areas:

1. Quarterly and annual program of projects reporting on each FTA grant contract
2. Milestone activity reports – filed with quarterly and annual program of project reports
3. Financial status reports – Submitted quarterly and annually
4. Program measures – Submitted quarterly and annually
5. Disadvantaged Business Enterprise (DBE) reports – as required for contracts in excess of \$250,000

Additionally, LTD will structure grant contracts and reporting in the following manner:

1. In the process of executing sub-recipient contracts, LTD will meet with sub-recipients and explain all contract obligations, including financial and non-financial reporting of project status, progress, and compliance with contract requirements
2. Sub-recipients will be required to file monthly reports, due by the 15th of the following month. Monthly reports will include:
 - a. a comparative statement of project expenses relative to budget for the month and project to date;
 - b. a progress report on project implementation, progress made, problems encountered and proposed resolution, and expected activities in the following month; and
 - c. project progress compared to project implementation timeline.

Monthly reports are not required for periods where quarterly reports are required.

3. Sub-recipients will be prepared to file quarterly reports by the 15th of April, July, October and January. The quarterly reports will include all required submissions for monthly reporting and include the following additional information:

- a. A review of contract compliance;
- b. An analysis of the status of the project relative to project obligations in the contract;
- c. Recommendations for corrective actions, as required; and
- d. Recommendations for contract amendment, if desired.

The fourth quarter report will serve as the annual report of project status.

Since LTD will be handling all procurements of vehicles and other capital items, LTD will manage all environmental processes and ensure Buy America provisions are followed to ensure compliance with FTA requirements found in FTA Circular 9070.1, 4220.1, and 5010.1. Any FTA requirements borne by sub-recipients, like preventive maintenance, will be reviewed during site visits and through periodic reporting. All other federal requirements that sub-recipients are required to meet will be outlined within the contract and reviewed through periodic reporting and site visits.



RESOLUTION NO 2023-06-21-026

**AUTHORIZATION TO UPDATE LANE TRANSIT DISTRICT'S §5310 FUNDING PROJECT
MANAGEMENT PLAN**

WHEREAS, the Federal Transit Administration (FTA) Circular 9070.1G, establishes the requirements for recipients of §5310 funding used for capital and operating expenses to support the provision of transportation services to meet the specific needs of seniors and individuals with disabilities;

WHEREAS, Oregon Administrative Rules (OAR) chapter 732, divisions 40, 42, and 44 establish the procedures and requirements of the Public Transit Division for the administration of the Statewide Transportation Improvement Funds for the purpose of providing services to older adults and individuals with disabilities;

WHEREAS, Lane Transit District (LTD) is a direct FTA recipient and sub recipient from the Oregon Department of Transportation (ODOT) that operates transit services intended to benefit older adults and people with disabilities;

WHEREAS, in compliance with FTA C9070.1G and OAR 732, LTD is required to maintain a current Program Management Plan (PMP); and

WHEREAS, the LTD PMP requires an update to reflect changes in the Statewide Transportation Improvement Fund.

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

The Lane Transit District Board of Directors authorizes the revision of the LTD Program Management Plan to update its document to reflect current practice.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21st DAY OF JUNE, 2023.

Board Vice President, Susan Cox



AGENDA ITEM SUMMARY

DATE OF MEETING: June 21, 2023

ITEM TITLE: 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: Adoption

PURPOSE: To request that the LTD Board of Directors adopt the proposed FY2023-2024 Budget.

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 7 Board members and an equal number of appointed citizen members, 2) holding public hearings and 3) accepting written public comments

There are 3 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 Committee questioned, reviewed, approved, and forwarded a recommendation to the Board to adopt the FY2023-2024 Budget as presented on May 2, 2023 and May 17, 2023. A financial summary and Notice of the Budget Hearing (form LB-1) was published on May 10, 2023 in accordance with ORS 294.438. A Public Hearing was held at the regular Board meeting on May 17, 2023. The District also accepted written public testimony. No additional public testimony has been made as of the writing of this AIS.

The presentation made at the May 2 Budget Committee Meeting is posted on the LTD website [here](#) and provides the basis for the Public Hearing.

The Proposed Fiscal Year 2023-2024 Budget is as follows:

ALL FUNDS – RESOURCES AND REQUIREMENTS		
	Adopted Budget	Approved Budget
	Last Year 2022-2023	This Year 2023-2024
Beginning Fund Balance/Net Working Capital	40,464,476	45,901,637
Fees, Licenses, Permits, Fines, Assessments & Other Services Charges	54,182,449	58,383,602
Federal, State and all Other Grants, Gifts, Allocations and Donations	83,027,474	67,620,111
Interfund Transfers/Internal Service Reimbursements	25,492,451	9,915,180
All Other Resources Except Current Year Property Taxes	438,688	1,157,041
Total Resources	203,605,537	182,977,571
Personnel Services	41,529,665	47,693,055
Materials and Services	43,784,058	42,892,601
Capital Outlay	50,048,972	40,768,294
Interfund Transfers	25,492,451	9,915,180
Contingencies	1,314,843	0
Unappropriated Ending Balance and Reserved for Future Expenditure	41,435,548	41,708,442
Total Requirements	203,605,537	182,977,571

CONSIDERATIONS: Staff recommends that Board adopt the proposed FY2023-2024 as presented.

ALTERNATIVES:

- The Board may adopt the proposed FY2023-2024 Budget as presented or amend the Budget and adopt the amended Budget.

NEXT STEPS: Once adopted, the FY2023-2024 Budget will be filed with the State of Oregon, as required by Oregon Budget Law. The new budget will become the FY2023-2024 business plan beginning July 1, 2023. The FY2023-2024 Budget will be sent to the State of Oregon Department of Revenue and will be posted to the LTD website.

SUPPORTING DOCUMENTATION:

- 1) [Proposed FY2023-2024 Budget](#)
- 2) [Proposed Budget Presentation FY2023-2024](#)
- 3) Resolution No. 2023-06-21-027

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-06-21-027:

It is hereby resolved that the LTD Board of Directors adopts the annual budget as presented [amended].



LANE TRANSIT DISTRICT RESOLUTION NO. 2023-06-21-027

WHEREAS, annually, in accordance with ORS 294.408, the Board of Directors must adopt a self-balancing (resources>=expenditure) budget for each of its six funds (OAR 150-294.352(1)-(A)) by the close of the current fiscal year;

WHEREAS, the fiscal year ends on June 30, 2023;

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, 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, there are 3 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);

WHEREAS, 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;

WHEREAS, the proposed FY2023-2024 Budget was posted for public comment on April 25, 2023;

WHEREAS, a public hearing was held at the Budget Committee meeting on May 2, 2023 where the proposed FY2023-2024 budget was approved and forwarded to the Board for adoption;

WHEREAS, a public hearing on the FY2023-2024 budget was held at the May 17, 2023 regular Board Meeting;

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors adopts the Fiscal Year 2023-2024 Annual Budget beginning July 1, 2023, as shown below and hereby appropriated as follows:

- 1) Lane Transit District hereby adopts the budget for the Fiscal Year 2023-2024 in the sum of \$182,977,571. The budget can be viewed at Ltd.org
- 2) The amounts listed in the table below are hereby appropriated for the Fiscal Year 2023-2024 beginning July 1, 2023, for the purposes stated.

GENERAL FUND

Transit Services – Operating	\$	62,508,240
Transfer to Other Funds	\$	9,915,180
Appropriated for General Fund	\$	72,423,419

SPECIALIZED SERVICES FUND

Transit Services	\$	11,598,951
Appropriated for Specialized Services Fund	\$	11,598,951

MEDICAID FUND

Transit Services	\$	15,723,595
Appropriated for Medicaid Fund	\$	15,723,595

POINT2POINT FUND

Transit Services	\$	754,870
Appropriated for Point2Point Fund	\$	754,870

CAPITAL PROJECTS FUND

Transit Capital Investments	\$	40,768,294
Appropriated for Capital Projects Fund	\$	40,768,294

<i>TOTAL FISCAL YEAR 2023-2024 APPROPRIATION</i>	\$	141,269,129
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SUMMARY TOTALS FOR ALL FUNDS

Appropriated Expenditures	\$	141,269,129
Reserves Not Appropriated	\$	41,708,442
<i>TOTAL ADOPTED BUDGET for 2023-2024</i>	\$	182,977,571

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21st DAY OF JUNE, 2023.

Board Vice President, Susan Cox



AGENDA ITEM SUMMARY

DATE OF MEETING: June 21, 2023

ITEM TITLE: 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: Adoption

PURPOSE: To request that the Board of Directors adopt the proposed FY2023-2032 Amended Community Investment Plan (CIP).

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. LTD'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 May 18, 2022, regular Board meeting. Staff updated that CIP 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 FY24 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 the CIP vary in size, cost and community benefit. Some projects are to maintain existing capital assets while others assist LTD 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 LTD'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 7 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 Board adopt the proposed FY2023-2032 Amended CIP as presented.

ALTERNATIVES: The Board may:

- Hold additional public hearings.
- Hold additional Budget Committee Meetings.
- Postpone adoption of the 2023-2032 proposed Amended CIP to an alternate date.
- Amend and adopt the 2023-2032 Amended CIP as amended.

NEXT STEPS: After the 2023-2032 Amended CIP adoption, staff will post the final 2023-2032 Amended CIP on the LTD Website. The adopted CIP will become the official guiding CIP. The adopted CIP has no spend authority.

SUPPORTING DOCUMENTATION:

- 1) [FY2023-2032 Community Investment Plan](#)
- 2) [FY2023-2032 Amended CIP – refer to pages 18-28 in the FY24 Budget Document](#)
- 3) Resolution No. 2023-06-21-028

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-06-21-028:

It is hereby resolved that the LTD Board of Directors adopts the [FY2023-2032 Community Investment Plan](#) as presented [amended].



RESOLUTION NO. 2023-06-21-028

ADOPTION OF THE FISCAL YEAR 2023-2032 AMENDED COMMUNITY INVESTMENT PLAN

WHEREAS, Lane Transit District (“LTD” or “the District”) and the LTD Board of Directors are committed to the financial health of the District;

WHEREAS, this is achieved through both short-term budgeting and medium to long-range financial planning;

WHEREAS, one critical financial planning document is our 2023-2032 Amended Community Investment Plan (CIP);

WHEREAS, the proposed 2023-2032 Amended Community Investment Plan (CIP) was reviewed at the Public Hearing on May 17, 2023;

WHEREAS, the 2023-2032 Amended Community Investment Plan (CIP) was approved and forwarded to the Board for adoption;

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

- Adopting the 2023-2032 Amended Community Investment Plan.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21st DAY OF JUNE, 2023.

Board Vice President, Susan Cox



AGENDA ITEM SUMMARY

DATE OF MEETING: June 21, 2023
ITEM TITLE: 5311 FUND TRANSFER
PREPARED BY: John Ahlen, Accessible Services Program Manager
CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer
ACTION REQUESTED: Adoption

PURPOSE: To provide information to the Board pursuant to the adoption of a resolution approving the transfer of public transportation assets from the City of Cottage Grove to Lane Transit District.

DESCRIPTION: LTD intends to maintain public transportation services in Cottage Grove currently administered by the City of Cottage Grove. The City of Cottage Grove has requested that they halt their administration of transportation services beginning July 1, 2023, with LTD adding responsibility for administration of transportation services within the city limits, and LCOG adding responsibility for services taking place outside of the city limits. Execution of new funding agreements for these services with ODOT requires action from the Cottage Grove city council, which took place as a resolution passed on May 22, 2023, and action from the LTD Board, in the form of the resolution presented here.

BACKGROUND: The City of Cottage Grove has expressed their desire to hand over responsibility of transportation services they have historically maintained, to public transportation providers such as LTD. Agreements that previously were executed by ODOT through the City of Cottage Grove will begin to be routed through LTD beginning in FY24.

CONSIDERATIONS: LTD has held extensive conversations with the City of Cottage Grove, LCOG, and the current service provider South Lane Wheels to discuss a transition beginning July 1, 2023. This includes the transfer of two newly purchased vehicles to LTD, and 5311 and related funds supporting the service beginning FY24. A Cottage Grove door to door service is already supported by LTD using STF/STIF population-based formula funds, and have been programmed and budgeted in FY24 using STIF funds. LTD intends to directly support current services provided within the Cottage Grove and Creswell city limits, while a partnership with LCOG intends to support current services provided outside of these city limits. LTD eventually intends to incorporate these in-city services into the RideSource paratransit service area. LTD currently maintains a fleet of vehicles used for these purposes, and intends to support transportation services in Cottage Grove throughout the upcoming biennium. Separately LTD, LCOG, and Cottage Grove has evaluated the Lane-Douglas Connector service and do not intend to continue this service due to lack of ridership relative to the resources required to operate.

ALTERNATIVES:

1. deny adoption of a resolution, terminating non-fixed route transportation services in Cottage Grove.
2. Amend the resolution or request additional updates or changes.

NEXT STEPS: Following adoption of the resolution, ODOT will send agreements to LTD for execution in support of services in Cottage Grove and Creswell, beginning July 1, 2023.

SUPPORTING DOCUMENTATION:

- 1) 5311 Memorandum
- 2) Resolution No. 2023-06-21-029

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-06-21-029:

It is hereby resolved that the LTD Board of Directors adopts a resolution approving the transfer of public transportation assets from the City of Cottage Grove to Lane Transit District as presented [amended].

MEMORANDUM

TO: Mayor and City Council

FROM: Richard Meyers, City Manager

SUBJECT: RESOLUTION APPROVING TRANSFER OF PUBLIC
TRANSPORTATION ASSETS FROM THE CITY OF COTTAGE
GROVE TO LANE TRANSIT DISTRICT

DATE: May 17, 2023

Background

The City has been managing transportation grants from the Oregon Department of Transportation (ODOT) to provide funding for public transportation efforts through South Lane Wheels for several years.

It has become apparent over the last year that the necessary staff time to continue managing these grants has significantly increased, and is likely to become unsustainable going forward. Accordingly, staff began looking for partners with experience and capacity in public transportation grant management and reporting to either assist or to entirely take over those responsibilities.

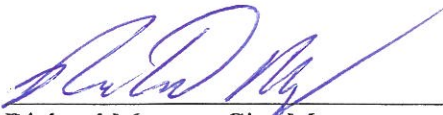
After extensive discussions, Lane Transit District (LTD) has agreed to take over the City's transportation efforts starting on July 1, 2023. As a part of this transfer of responsibility, ODOT requires a letter from the Cottage Grove City Council and from LTD's board of directors authorizing the transfer of existing grant obligations between the two entities. The attached resolution would serve as that letter, and would transfer the right to take possession of two grant-funded buses (ordered, but not yet delivered) from the City to LTD, along with the obligations associated with same.


Recommendation

It is staff's recommendation that Council approve the resolution.

Cost

Staff time required to process the application.


Richard Meyers, City Manager


Jake Boone, Assistant to the City Manager

RESOLUTION NO. _____

A RESOLUTION APPROVING TRANSFER OF PUBLIC TRANSPORTATION ASSETS
FROM THE CITY OF COTTAGE GROVE TO LANE TRANSIT DISTRICT

WHEREAS, the City of Cottage Grove is an incorporated municipality in the state of Oregon; and

WHEREAS, the City of Cottage Grove will cease providing public transportation services on June 30, 2023; and

WHEREAS, the City of Cottage Grove is seeking to transfer all assets and resources that support the operation of public transportation services to an eligible recipient for the continuation of the service; and

WHEREAS, Lane Transit District (LTD) is an eligible entity to receive these assets and to continue operations of public transportation services previously operated by the City of Cottage Grove, and has expressed interest in obtaining those services from the City of Cottage Grove; and

WHEREAS, upon approval from the Oregon Department of Transportation Public Transportation Division (ODOT PTD) and formal acceptance of the services and assets by LTD, the City of Cottage Grove will transfer two buses and all responsibilities associated with said buses to LTD; and

WHEREAS, these assets were purchased with funds from the Federal Transportation Administration (FTA) and ODOT PTD; and

WHEREAS, the FTA retains an interest in the buses, as they are newly-purchased vehicles, and ODOT PTD retains an interest in both buses as a first-lien holder until the vehicles are disposed, regardless of useful life, and that these buses may be transferred with prior approval from ODOT PTD; and

WHEREAS, ODOT PTD will oversee the transfer of these assets to LTD and will require LTD to maintain the assets in accordance and compliance with the FTA and ODOT PTD requirements.

NOW, THEREFORE, BE IT RESOLVED that City of Cottage Grove intends to execute the transfer of these assets to LTD on June 30, 2023, and to fulfill all obligations and execute all necessary documents and restrictions to complete the transfer.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR THIS 22ND DAY OF MAY, 2023.

Candace Solesbee, Mayor
Dated: _____

ATTEST:

Richard Meyers, City Manager
Dated _____



RESOLUTION NO. 2023-06-21-029

APPROVAL OF TRANSFER OF PUBLIC TRANSPORTATION ASSETS FROM THE CITY OF COTTAGE GROVE TO LANE TRANSIT DISTRICT

WHEREAS, Lane Transit District (LTD) is an eligible entity to receive assets and to continue operations of public transportation services previously operated by the City of Cottage Grove;

WHEREAS, the City of Cottage Grove will cease providing public transportation services on June 30, 2023;

WHEREAS, the City of Cottage Grove resolved on May 22, 2023, to transfer all assets and resources that support the operation of public transportation services to LTD in support of the continuation of these services;

WHEREAS, upon approval from the Oregon Department of Transportation Public Transportation Division (ODOT PTD) and formal acceptance of the services and assets by LTD, the City of Cottage Grove will transfer two buses and all responsibilities associated with said buses to LTD;

WHEREAS, the FTA retains an interest in the buses, as they are newly-purchased vehicles, and ODOT PTD retains an interest in both buses as a first-lien holder until the vehicles are disposed, regardless of useful life, and that these buses may be transferred with prior approval from ODOT PTD; and,

WHEREAS, ODOT PTD will oversee the transfer of these assets to LTD and will require LTD to maintain the assets in accordance and compliance with the FTA and ODOT PTD requirements.

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

- Approving the execution of transfer of these assets to LTD on June 30, 2023, and to fulfill all obligations and execute all necessary documents to complete the transfer.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21st DAY OF JUNE, 2023.

Board Vice President, Susan Cox



AGENDA ITEM SUMMARY

DATE OF MEETING: June 21, 2023

ITEM TITLE: CONTRACT NO. 2022-49: NELSON NYGAARD CONSULTING ASSOCIATES

PREPARED BY: Jeramy Card, Project Manager

CHIEF OFFICER: Joe McCormack, Chief Development Officer

ACTION REQUESTED: Adoption

PURPOSE: To authorize the general manager to execute a new contract with Nelson Nygaard Consulting Associates for the facilitation of the Comprehensive Operations Analysis (COA).

CONTRACT TYPE: New Contract facilitated via competitive Request for Proposals (RFP) process.

REASON FOR CONTRACT TYPE: Oregon Public Contracting Code and Lane Transit District's (LTD) Purchasing Policy Rules allow for such purchases to be completed via this competitive solicitation process.

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

DESCRIPTION: LTD staff solicited proposals from qualified firms or teams that will apply proven and innovative approaches to delivering excellent public transportation and regional mobility services in the development of a COA. The COA will be an examination of LTD's fixed route transit system and exploration of how LTD can adapt to changes in ridership and travel patterns post-COVID. Proposed changes over fiscal years 2025–2027 will help LTD:

- Adapt to potential shifts in travel behavior post-COVID to support existing customers' needs and attract new customers.
- Identify opportunities to increase system efficiency balanced with availability of transit resources.
- Develop a process for allocating service resources that systematically considers equity as a factor when adding or reducing transit service
- Develop a rural service plan that identifies potential increases in service to the six rural routes currently in operation.
- Balance technical analysis with public engagement so that the community has opportunities to provide input and understand the trade-offs of possible changes to the system.
- Develop strategies that move the District closer to the realization of a fully functional frequent transit network that provides 15-minute service on main corridors for most of the day, seven days a week.

The RFP process was designed and facilitated to identify and award the most responsive, reasonable, and responsible qualified candidates based on selection through the evaluation criteria set forth determining the best solution for LTD and the project.

BACKGROUND: On November 21, 2022, LTD released the RFP 2022-49 to seek proposals from qualified firms capable of providing consulting services for the Comprehensive Operations Analysis project. Four (4) Addenda were issued to provide additional information and answer formally submitted questions. On February 28, 2023, the proposal due date, responses to the RFP were received from three (3) firms: Nelson Nygaard Consulting Associates, SRF Consulting Group, and Transportation Management and Design, Inc. According to Section 3 – Evaluation Process Overview, LTD's Procurement Staff reviewed each submittal for responsiveness according to the standards outlined in the section. All proposals received were deemed responsive.

The proposals were then provided to the Evaluation Committee for a review of responsibility according to the criteria set forth in the solicitation. In reviewing each proposal, the Evaluation Committee is encouraged to perform a SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) using each evaluation criteria.

- a. Strength and Creativity of Project Approach, Solution Quality
- b. Project Understanding and Capacity for Schedule.
- c. Diversity and Cultural Competency Commitment
- d. Proposed Pricing
- e. Presentation

The proposals of all three (3) firms were determined to be worthy of additional consideration for award. Virtual presentations were thus scheduled for all firms.

After completion of the presentations, and final scoring and analysis, the recommendation was developed for the identification of the firm of Nelson Nygaard Consulting Associates to provide the desired services.

RFP 2022-49 COA - FINAL PROPOSAL SUMMARY SCORING	
PROPOSER	FINAL EVALUATION SCORE
NELSON NYGAARD CONSULTING ASSOCIATES	643.80
SRF CONSULTING GROUP	621.00
TRANSPORTATION MANAGEMENT AND DESIGN	606.90

FINANCIAL IMPACT/FUNDING SOURCE: The total contract value is up to \$642,655. This purchase was included in our Community Investment Plan (CIP) as part of our Strategic Planning Studies Projects for Improvements to the Frequent Transit Network. This project is funded using LTD General Funds.

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

ALTERNATIVES:

- 1. Delay completion of this analysis until a later date.
- 2. Determine that an analysis is not necessary

SUPPORTING DOCUMENTATION:

Resolution No. 2023-06-21-030

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-06-21-030:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2022-49 as presented [amended].



RESOLUTION NO. 2023-06-21-030

APPROVAL OF CONTRACT NO. 2022-49: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND NAME NELSON NYGAARD CONSULTING ASSOCIATES, INC.

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

WHEREAS, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies; 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 approved Contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or their designee, is hereby authorized to: (a) negotiate and enter into a contract with Nelson Nygaard Consulting Associates, Inc. for the purpose of Comprehensive Operations Analysis; 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 21st DAY OF JUNE, 2023.

Board Vice President, Susan Cox



AGENDA ITEM SUMMARY

DATE OF MEETING: June 21, 2023

ITEM TITLE: CONTRACT NO.2022-51: GIRO, INC.

PREPARED BY: Matt Imlach, Director of Development

CHIEF OFFICER: Joe McCormack, Chief Development Officer

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the Chief Executive Officer to execute a new contract with Giro, Inc., for Operations Scheduling Software and Maintenance.

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: New Contract award stemming from a formal Request for Proposal (RFP) solicitation.

DESCRIPTION: The goal of this project is to replace our existing operations scheduling software currently in use with a modern, enhanced solution. This software supports our Operations staff and will be more efficient with record keeping, absences/vacations, operator bids, daily scheduling and more.

BACKGROUND: ORS 279B.060 and the LTD Procurement Policy provide for requesting competitive solicitations to seek services of this nature. LTD published a Request for Information (RFI) document as a prelude to the current Request for Proposal (RFP). We received three (3) responses. The responding parties were Giro, Inc., Optibus, Inc., and Trapeze, Inc.

Procurement published the RFP to its E-Bid Website: B2GNow <https://ltd.gob2g.com/> on September 2, 2022, to November 11, 2022. Out of the six (6) proposals received, the evaluation committee shortlisted three (3) firms to advance to the presentation round by highest-scored ranking: Giro, Inc., INIT, Inc., and Trapeze, Inc. After the presentations on January 19 and 20, 2023, the committee scored the presentations; by majority, Giro, Inc. was the highest scored firm. Upon review of the final round of scoring, the committee then unanimously recommended to award Giro, Inc., pending negotiations and Board Approval. All three (3) shortlist proposals were competitive and in range of each other in cost. A Best and Final Offer was conducted with Giro, Inc. for their proposed pricing to come within budget without restricting any of the software services proposed in their original proposal, which includes their Comments Module add-on.

The Evaluation Committee's combined scoring is as follows:

Final Proposal rankings:

<u>NAME</u>	<u>SCORE</u>
Giro, Inc.	87
Trapeze, Inc.	86
INIT, Inc.	74

Please note: Scores are averaged and rounded.

FINANCIAL IMPACT/FUNDING SOURCE: The implementation and first year of maintenance for this Contract will utilize dedicated grant funding with 80% federally funded and 20% general fund match. The balance of the Contract's software support and maintenance will be budgeted from operational funds.

The requested Contract approval is for a total of \$1,429,422 NTE for the duration of the Contract; approximately \$1,070,930 for the implementation and 3-year base term; with two (2) 1-year options for up to a total of \$208,492, depending on actual user licensing and similar factors.

CONSIDERATIONS: As part of their proposal, Giro also included a Comments Module add-on. This add-on will replace an internally built customer input database for tracking customer input. Our Customer Service team was scheduled in FY24 to replace our current solution so utilizing this add-on will provide us value and this solution will cover more necessary functions in a cohesive platform.

ALTERNATIVES:

- Deny approval and keep using current solution; this incurs risk and costly separately contracted technical assistance or personnel time maintaining the platform and tools. Most at risk when there are union rule changes, LTD may be unable to comply or make the necessary changes to the system.
- Deny approval and request that we begin the search anew, incurring further delays and risk with an unsupported platform and software.

SUPPORTING DOCUMENTATION:

1. Scoring Criteria
2. Resolution No. 2023-06-21-031

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-06-21-031:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2022-51 as presented.

ATTACHMENT A – SCORING CRITERIA

EVALUATION CRITERIA AND SCORING MATRIX

Proposal contents will be evaluated on the criteria as defined in this section. It is in the interest of the Proposer to provide a clear and concise Proposal which demonstrates a thoughtful and informed approach. Proposals will be evaluated based on the following criteria:

Criteria	Description	Potential Points
Project Technical and Functional Requirements	The extent to which the firm's proposal addresses the requirements and key technical areas of importance and tasks as listed in the scope of services and demonstrates a thorough understanding of the scope.	35
Workforce Diversity Commitment	Narrative of commitment to workforce diversity, completed workforce diversity form, and DBE utilization on this project. (including identification of certifications and/or nondiscrimination practices, and any historical DBE collaborations, Subcontracting, or Mentoring plans) <i>See example provided in Exhibit A</i>	25
Performance/Experience, Project Management and Implementation	The extent to which the firm has demonstrated competence in performing similar work and/or the extent of former client satisfaction.	20
Proposed Pricing	Procurement will rank the costs proposed using a standard formula to assign points. After all scoring rounds are complete, LTD will further review a number of factors surrounding, but not limited to: the overall project cost vs the requirements of the project, Total project cost reasonability in relation to the Scope of Work, and the overall project cost reflecting the quality of work anticipated by the contractor.	10
Key Personnel / Capacity	The extent to which the firm has personnel, equipment, capacity, and necessary experiences and training to perform the work.	5
References	Proposer should demonstrate qualifications and experience relating to the services requested by meeting vendor items description. <u><i>Please make the references aware and ask them to expect an email from LTD after proposals are due.</i></u>	5
TOTAL		100



RESOLUTION NO. 2023-06-21-031

APPROVAL OF CONTRACT NO. 2022-51: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND GIRO, INC.

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

WHEREAS, the Oregon Public Contracting Code and the LTD Procurement Policy require that all contracts for goods, services, or public improvement projects be based upon competitive bids or proposals, unless an exception applies; 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 approved Contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Giro, Inc for the purpose of Operations Scheduling Software and Maintenance; 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 21st DAY OF JUNE, 2023.

Board Vice President, Susan Cox



AGENDA ITEM SUMMARY

DATE OF MEETING: June 21, 2023

ITEM TITLE: POLICY UPDATE: DISADVANTAGED BUSINESS ENTERPRISE

PREPARED BY: Wendi Frisbie, Director of Procurement

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

ACTION REQUESTED: Adoption

PURPOSE: To approve the latest revision of Lane Transit District's Disadvantaged Business Enterprise (DBE) Policy and Program.

DESCRIPTION: LTD's Board of Director's is being asked to review and approve LTD's Overall DBE Goal-Setting Methodology for Federal Fiscal Years 2023-2025 and the latest revision to LTD's DBE Policy and Program. These documents have been attached as exhibits to this report.

BACKGROUND: On October 20, 1981, the LTD Board of Director's established by resolution a program for DBE participation in United States Department of Transportation (USDOT) or other federal agency financial assistance projects. The USDOT defines a DBE as a "for-profit small business concern that is at least 51 percent owned by one or more individual(s) who are both socially and economically disadvantaged." DBE's must apply and fulfill requirements to obtain a USDOT Unified Certification under the State of Oregon's Office of Minority, Women, and Emerging Small Business (OMWESB).

LTD is a recipient of USDOT funding. As a condition of receiving this assistance, LTD signed an assurance that it will comply with Federal Transit Administration (FTA) DBE requirements. In accordance with Title 49 CFR Part 26 provisions: Participation by DBE's in USDOT Programs, LTD is required to not only establish a DBE Program, but also to develop and submit an overall Triennial DBE Goal for its FTA-assisted projects.

Pursuant to 49 CFR § 26.45(g), the District published a Public Notice on its website announcing the Proposed FTA Overall DBE Goal-Setting Methodology for Fiscal Years (FFY) 2023-2025. The notice informed the public of the proposed goal and rationale was available for inspection as per regulatory standards. No comments were received on the goal methodology resulting in no adjustment to the goal for this triennial period

The Board of Directors adopted the last policy revision on November 20, 2019. The policy must be revised every three years to stay compliant with the FTA regulations. Due to staff changes, the goal was approved to be assessed and adopted in 2023.

The Proposed Final Overall DBE Goal for FFY 23-26 for LTD FTA-assisted contracts is 8.8%. LTD will implement race neutral measures to achieve this goal. The USDOT regulations require race-neutral methods be used to the maximum extent feasible to reach the overall DBE goal.

CONSIDERATIONS: Based on the assessment and rationale presented here, the Board is being advised to take the following action: adopt the revised DBE Policy and Program, as presented.

ALTERNATIVES:

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

NEXT STEPS: Upon adoption of the revised policy, the policy will be submitted to FTA for approval.

SUPPORTING DOCUMENTATION:

- 1) Exhibit A - LTD Overall DBE Goal-Setting Methodology, FFY 2023-2025
- 2) Exhibit B - LTD DBE Policy and Program
- 3) Resolution No. 2023-06-21-032

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-06-21-032:

It is hereby resolved that the LTD Board of Directors approves the updated Disadvantaged Business Enterprise Policy as presented [amended].



Lane Transit District

**Federal Transit Administration (FTA)
Overall Disadvantaged Business Enterprise (DBE)
Goal-Setting Methodology**

**Federal Fiscal Years (FFY) 2023-2025
Goal Period**

February 14, 2023

Submitted in fulfillment of:
Title 49 Code of Federal Regulations Part 26

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DBE GOAL METHODOLOGY

I. INTRODUCTION

Lane Transit District (LTD) sets forth its overall Disadvantaged Business Enterprise (DBE) goal and corresponding federally prescribed goal-setting methodology for the three-year Federal Fiscal Year (FFY) goal period of 2023-2025 (October 1, 2022 through September 30, 2025), pursuant to Title 49 Code of Federal Regulations (CFR) Part 26 “Participation by Disadvantaged Business Enterprises in U.S. Department of Transportation Programs.” Overall DBE goals are expressed as a percentage of the total amount of U.S. DOT funds LTD anticipates expending within a given three-year period. The overall DBE goal is based upon all budgeted contracts anticipated to utilize U.S. DOT federal financial assistance, provided that the anticipated expenditures have viable opportunities for subcontracting possibilities and corresponding DBE availability.

II. BACKGROUND

LTD is a recipient of U.S. Department of Transportation (USDOT), Federal Transit Administration (FTA), funding. As a condition of receiving this assistance, LTD has signed assurances that it will comply with FTA DBE requirements. In accordance with Title 49 CFR Part 26 provisions: Participation by DBEs in USDOT Programs, LTD is required to develop and submit an overall DBE Goal for its FTA-assisted projects.

LTD herein presents its overall DBE Goal Methodology for FFY 2023-2025.

III. FTA-ASSISTED CONTRACTING PROGRAM FOR FFY 2023-2025

Market Area

The Federal DBE Program requires agencies to implement the DBE Program based on information from the relevant geographic market area—the area in which the agency spends the substantial majority of its contracting dollars.

LTD’s local market for contracts consists of a geographic area that is:

- where a large majority of contracting dollars is expended, and
- where a substantial number of contractors and subcontractors are located and available to submit bids, quotes, or proposals.

LTD’s bidder’s list was reviewed and analyzed to determine where LTD spends the substantial majority of its contracting dollars. This analysis confirmed that the previously recognized market area of *Benton, Coos, Curry, Douglas, Josephine, Lane and Linn* counties is still valid.

Anticipated Projects

LTD has 16 FTA-community investment projects that are anticipated to be awarded during the triennial period and which were considered in preparing this goal methodology. These projects and their federal share are listed in Table 1.

- Column A lists the name and brief description of each project.
- Column B lists the total estimated cost of each project.
- Column C lists the estimated FTA dollar share for each project.
- Column D lists the estimated FTA percentage ratio for each project.

Table 1

A Project Name/Description	B Total Estimated Project Cost	C Estimated FTA \$ Share	D Estimated FTA % Share
Bus Wash Replacement – The new system will replace an outdated system that has exceeded its useful life and will include "Green" features, such as less water, chemical and electricity usage compared to the existing outdated system.	\$850,000	\$680,000	80.0%
Eugene Station Modernization – This infrastructure project will improve the buildings and exterior features of the station, enhancing both the customer and employee experience while updating the station for enhanced safety and efficiency.	\$5,128,350	\$4,102,680	80.0%
Operations Command Center – Improvements to LTD’s Operations Department, including but not limited to modern operations dispatch, monitoring of cameras and transit system, operator report/rest area, training/simulator classrooms, restrooms/showers, employee lounge, and Wellness Center.	\$11,830,599	\$9,464,479	80.0%
Glenwood Petroleum Fuel System Improvements – Replacement of an aging petroleum and fluid dispensing system that has met its useful life.	\$950,000	\$760,000	80.0%
Frequent Transit Network Safety and Amenity Improvements – implement various safety and amenity improvements along the Frequent Transit Network (FTN).	\$1,920,000	\$1,722,816	89.73%
IT Upgrades – Replacement/upgrades of various LTD information technology systems software utilized throughout the District.	\$2,360,576	\$1,888,461	80.0%
Mobile Wallet – Development of a trip-planning and mobile payment application that integrates a variety of transportation options available in the Eugene/Springfield area.	\$325,000	\$260,000	80.0%
Financial Management System – Replacement/upgrade LTD’s financial management system which has exceeded its useful life. The new financial management	\$1,452,964	\$1,162,371	80.0%

A	B	C	D
Project Name/Description	Total Estimated Project Cost	Estimated FTA \$ Share	Estimated FTA % Share
system will improve fiscal efficiency and internal accountability.			
Major Bus Components – Purchase of major vehicle system component replacement parts in order to extend the use of vehicles that have exceeded their useful life and maintain the fleet in a state of good repair.	\$2,031,605	\$1,625,284	80.0%
Preventive Maintenance – Preventative maintenance on federal assets to improve their performance, safety and longevity. (ARPA funds – 100%)	\$8,600,000	\$8,600,000	100.0%
System Security Upgrades – Security improvements at locations vulnerable to terrorist attacks, vandalism, and other criminal activity to facilitate the protection of passengers, employees, revenues and property.	\$725,000	\$580,000	80.0%
LTD Technology Innovation Project – Acquire software modules to further enhance the RideSource Call Center System to eliminate barriers to transportation in an effort to improve health outcomes/decrease health disparities experienced by disadvantaged communities.	\$400,000	\$76,000	19.81%
Moving Ahead System – Planning study along five key corridors within the city of Eugene.	\$171,480	\$153,869	89.73%
Main-McVay – Planning study along the Main St/McVay Corridor.	\$60,000	\$53,838	89.73%
TOTAL	\$36,805,574	\$31,129,798	

Subrecipients

LTD does not have any subrecipients.

Categories of Work

LTD reviewed each project anticipated to be awarded during the respective three-year period and determined the applicable categories of work for each project using the North American Industry Classification System (NAICS) codes. The corresponding dollar values for each NAICS code by project were summarized for purposes of weighting the categories of work based on the staff estimates. Table 2 provides a summary of the categories of work with estimated dollars for each.

- Column A lists the category of work (NAICS) code and title.
- Column B lists the estimated FTA dollar share for each NAICS code.

- Column C lists the estimated percentage of each NAICS code (the estimated FTA dollars for each NAICS code divided by the grand total of all estimated FTA dollars).

Table 2

A	B	C
NAICS Code Category of Work	Estimated FTA Dollars by NAICS	Estimated FTA % by NAICS
236220 Commercial and institutional building construction	\$10,574,144	34%
237120 Oil and gas pipeline and related structures construction	\$592,000	2%
238210 Electrical contractors and other wiring installation contractors	\$580,000	2%
238290 Other building equipment contractors	\$1,350,033	4%
238990 All other specialty trade contractors	\$1,722,816	6%
423120 Motor vehicle supplies and new parts merchant wholesalers	\$1,625,284	5%
423430 Computer and computer peripheral equipment and software	\$3,126,832	10%
541330 Engineering services	\$2,339,763	8%
541512 Computer system design services	\$260,000	1%
541690 Other scientific and technical consulting services	\$358,926	1%
811111 General automotive repairs	\$8,600,000	27%
TOTAL	\$31,906,639	100.0%

IV. GOAL METHODOLOGY

Step 1: Determination of a Base Figure (26.45)¹

To establish LTD’s Base Figure of the relative availability of DBEs relative to all comparable firms (DBE and non-DBE) available to bid or submit proposals on LTD FTA-assisted contracting opportunities projected to be solicited during the triennial goal period, LTD followed the prescribed federal methodology to determine relative availability. This was accomplished by assessing the *Certification Office for Business Inclusion and Diversity (COBID) Certification Management System* and the *2020 U.S. Census Bureau County Business Patterns Database* within LTD’s market area for each of the categories of work defined in Table 2.

In accordance with the formula listed below, the Base Figure is derived by:

- Dividing the number of ready, willing and able DBE firms identified for each NAICS work category by the number of all firms identified within the LTD market area for each corresponding work category (*relative availability*),
- Weighting the relative availability for each work category by the corresponding work category weight from Table 2 (*weighted ratio*), and
- Adding the weighted ratio figures together.

$$\text{Base Figure} = \sum \frac{(\text{Number of Ready, Willing and Able DBEs})}{(\text{Number of All Ready, Willing and Able Firms})} \times \text{Weighted Ratio}$$

⇒ For the numerator: COBID DBE Database of Certified Firms

⇒ For the denominator: 2020 U.S. Census Bureau County Business Patterns Database

¹ 26.45 represents Title 49 CFR Part 26 regulatory goal setting methodology reference.

A concerted effort was made to ensure that the scope of businesses included in the numerator were as close as possible to the scope included in the denominator. The result of the Base Figure calculation is shown in Table 3.

- Column A lists the category of work (NAICS) code and title.
- Column B lists the estimated percentage of each NAICS code (the estimated FTA dollars for each NAICS code divided by the grand total of all estimated FTA dollars) from Table 2.
- Column C lists number of DBEs in the market area for each NAICS code from the Certification Office for Business Inclusion and Diversity (COBID) DBE Database of Certified Firms.
- Column D lists number of all firms (DBE and non-DBE) in the market area for each NAICS code from the 2020 U.S. Census Bureau County Business Patterns Database.
- Column E lists the DBE availability for each NAICS code (the number of DBEs divided by the number of all firms, multiplied by the estimated NAICS percentage).
- The weighted base figure is the sum of the DBE availability for each NAICS code.

Table 3

A NAICS Code Category of Work	B Estimated FTA % by NAICS	C DBEs	D All Firms	E Weighted Ratio
236220 Commercial and institutional building construction	34%	39	138	10%
237120 Oil and gas pipeline and related structures construction	2%	0	0	0%
238210 Electrical contractors and other wiring installation contractors	2%	1	199	0%
238290 Other building equipment contractors	4%	0	18	0%
238990 All other specialty trade contractors	6%	2	91	0%
423120 Motor vehicle supplies and new parts merchant wholesalers	5%	0	27	0%
423430 Computer and computer peripheral equipment and software	10%	0	5	0%
541330 Engineering services	8%	3	120	0%
541512 Computer system design services	1%	1	12	0%
541690 Other scientific and technical consulting services	1%	5	86	0%
811111 General automotive repairs	27%	0	208	0%
Weighted Base Figure			10%	

Step 2: Adjusting the Base Figure

Upon establishing the Base Figure, LTD reviewed and assessed other known evidence potentially impacting the relative availability of DBEs within the market area, in accordance with prescribed narrow tailoring provisions as set forth under 49 CFR Part 26.45: Step 2, DBE Goal Adjustment Guidelines.

Evidence considered in making adjustments to the Base Figure included Past DBE Goal Attainments and Other Evidence, as follows:

1) Past DBE Goal Attainments

Historical DBE participation attainments provide demonstrable evidence of DBE availability and capacity to perform on LTD projects that are substantially similar to previous years. LTD proceeded to calculate past DBE participation attainments for the three (3) federal fiscal years, for which DBE attainment data is available. The table below reflects the demonstrated capacity of DBEs (measured by actual historical DBE participation attainments) on FTA-assisted contracts awarded by LTD within the last three (3) federal fiscal years.

Table 4

FEDERAL FISCAL YEAR (FFY)	FTA DBE ATTAINMENT %
2019/2020	10.7%
2020/2021	12.1%
2021/2022	.05%
Median DBE Attainment Within the Last Three (3) Years	7.6%

The median established for the past three years is lower than the Base Figure derived from Step 1; therefore, an adjustment to the Base Figure based on LTD past DBE goal attainments has been made. The adjustment is calculated in accordance with FTA guidance by averaging the Base Figure with the median DBE Past Attainment, as shown below.

Base Figure (A)	10%
Median DBE Attainment (B)	7.6%
Adjusted Base Figure [(A+B)/2]	8.8%

2) Disparity Studies

LTD has reviewed the ODOT 2019 DBE Disparity Study Update and has determined that the type of work is significantly different from LTD projects; therefore, LTD will not be making adjustments to the base figure based on the ODOT Disparity Study Update.

LTD uses a strictly race-neutral DBE program since the Western States decision. If LTD fails to reach its goal for a complete federal fiscal year, LTD will re-evaluate its DBE program to determine whether contract goals are necessary to achieve the overall goal. If after re-evaluation LTD believes a race-conscious program is necessary, as required by the Western States, LTD will gather evidence to determine if discrimination in the transportation contracting industry is present. LTD will make a determination at that time what type of evidence gathering is appropriate, based on DOT regulations and case law.

3) Other Available Evidence

LTD is not in possession of other information that would have an impact on the DBE goal assessment.

V. PROPOSED OVERALL DBE GOAL

The Proposed Overall DBE Goal for FFY 2023-2025 for LTD FTA-assisted contracts is 8.8%

LTD will implement race neutral measures to achieve this goal, as generally described in the following section. As a part of the prescribed goal-setting methodology, LTD must project the percentage of its Proposed Overall DBE Goal that can be met utilizing race-neutral and race-conscious measures.

Race-Conscious & Race-Neutral Projection

The United States Department of Transportation (USDOT) regulations require that race-neutral methods be used to the maximum extent feasible to reach the DBE overall goal. As LTD is located in the 9th Circuit, the agency cannot implement a race-conscious program without a disparity study that shows evidence of disparity. Therefore, LTD is unable to set a race-conscious projection and intends to continue to use race-neutral methods to meet the overall DBE goal of 8.8% for FFY 2023-2025 in accordance with Title 49 CFR Part 26.51.

LTD projects that all of the 8.8% DBE goal will be achieved through race-neutral means and that 0% will be achieved through race-conscious means.

RACE-CONSCIOUS & RACE-NEUTRAL PROJECTIONS	
DBE Adjusted Base Figure	8.8%
Race-Neutral Component	8.8%
Race-Conscious Component	0.0%

Due to the emphasis on race-neutral methods, LTD will increase the use the race-neutral measures listed below. LTD will carefully monitor participation during the course of the goal period. At the conclusion of each year during the goal period, LTD will re-evaluate the effectiveness of the race-neutral measures and determine if it is necessary to institute additional race-neutral measures to achieve the goal or if race-conscious methods should be considered.

VI. RACE-NEUTRAL IMPLEMENTATION MEASURES

LTD is currently implementing a number of race and gender-neutral remedies. In order to promote the participation of DBEs and small businesses in LTD's FTA-assisted contracting program and to increase the effectiveness of established measures, LTD will continue to explore options for consideration based on the agency's success in meeting its overall DBE goals.

LTD will:

- Encourage DBE and other small business contracting community to register and receive solicitation notices through its on-line procurement website: <https://ltd.gob2g.com/>.
- Host and/or participate in workshops for the DBE and small business contracting community. LTD will attend and participate in vendor fairs hosted by unrepresented groups and other public agencies.
- Unbundle solicitations, provide pre-bid/pre-proposal conferences to afford networking opportunities for primes and subcontractors. LTD will promote and encourage teaming opportunities between prospective prime contractors and the DBE and small business contracting community. Arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE and other small business participation.

- Structure solicitations to remove barriers such as the inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing).
- Solicit DBEs and other small businesses participation by carrying out information programs through use of advertisement and other communication methods on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists of bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors; provision of information in languages other than English, where appropriate).
- Actively promote the small business conferences, programs, and support services offered by other agencies that have established DBE and other small business programs as a supportive service to help develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses. LTD will also begin conducting “How to do Business with LTD” and DBE workshops.
- Advise its contracting community of the online directory of certified DBEs, found at the Certification Office for Business Inclusion and Diversity Certification Management System website: <https://oregon4biz.diversitysoftware.com/>.
- Advise the DBE and small business community to participate in ODOT’s related bidding/proposal opportunities at <https://www.oregon.gov/ODOT/Business/Procurement/Pages/HowTo.aspx>. LTD will also encourage DBEs and small businesses to seek the assistance and training through the U.S. Small Business Administration at www.sba.gov and the Oregon Government Contract Assistance Program (GCAP) at www.gcap.org.

In addition to the measures specified above, LTD has also implemented strategies to foster *Small Business Participation*² in its contracting process. These include the following:

- Conducting “How to do Business with LTD” and DBE workshops.
- On larger prime contracts requiring the prime contractor to consider subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved.
- Identifying alternative acquisition strategies and structuring procurements to facilitate the ability of consortia or joint ventures consisting of small businesses, including DBEs, to compete for and perform prime contracts.
- Ensuring that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.
- Provide outreach to current LTD contractors or past LTD contractors who may qualify for DBE-certification by encouraging them to seek and obtain DBE-certification.

² See Title 49 CFR Part 26 Section 26.39 “Fostering Small Business Participation.”

VII. PUBLIC PARTICIPATION AND FACILITATION

In accordance with Public Participation Regulatory Requirements of Title 49 CFR Part 26, minority, women, local business associations, and community organizations within LTD's market area will be provided an opportunity to review the goal analysis and provide input.

A Public Notice will be posted on LTD's website, as well as the local newspaper, announcing the Proposed FTA Overall DBE Goal-Setting Methodology for FFY 2023-FFY 2025 and will include:

- A statement that the methodology and proposed overall goal for DBE participation in LTD's federally-assisted contracts are available for public inspection for a period of 30 days from the date of publication.
- Notification that LTD will accept public comments on the proposed goal and rationale for a period of 45 days from the date of publication.
- Instructions for the submission of comments.

LTD's overall goal submission to DOT will include a summary of information and comments received during this public participation process and associated responses. The proposed overall goal may be adjusted as necessary.

In addition to the provision of public notice regarding the overall DBE goal, LTD will undertake specific efforts to foster public participation and to consult with and to solicit input from a variety of constituent groups reasonably expected to possess information regarding the availability of disadvantaged and non-disadvantaged businesses, the impacts and effects of discrimination on opportunities for DBEs, and the agency's efforts to promote fair competition for DBEs.

Lane Transit District DISADVANTAGED BUSINESS ENTERPRISE POLICY AND PROGRAM

Revised February 14, 2023

I. GENERAL

A. Applicability

Lane Transit District (District) has established this Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26, as it may be amended from time to time (see Appendix A). The District has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, the District has signed an assurance (see Appendix B) that it will comply with 49 CFR Part 26.

B. Objectives

It is the policy of the District to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also LTD's policy:

1. To ensure nondiscrimination in the award and administration of DOT - assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT-assisted contracts;
3. To ensure that the DBE program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts; and
6. To assist the development of firms that can compete successfully in the market place outside the DBE program.

C. Definitions

The definitions of terms contained in 49 CFR 26.5 shall be used as definitions in this DBE Policy and the program, and are hereby incorporated by reference.

D. Non-discrimination Requirements

It is the policy of the District to never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, the District will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

E. Record Keeping Requirements

1. The District will report DBE participation on a semiannual basis.

The District will use the FTA form Semiannual DBE Report, Uniform Report of DBE Commitments/Awards and Payments, reflecting payments actually made to DBEs on DOT-assisted contracts, and submit the reports in TrAMS.

2. The District will create a bidders list.

The bidders list will consist of information about all DBE and non-DBE firms that bid or quote on DOT-assisted contracts, for purposes of allowing the bidders list approach to calculating overall goals. The bidders list will include the name, address, DBE or non-DBE status, age, and annual gross receipts of firms. The information will be collected on a required form with all solicitations, and in the form of a contract clause requiring prime bidders to report this information for all firms who quote to them on subcontracts or are utilized throughout the course of the contract.

F. Federal Financial Assistance Agreement Assurance and Contract Assurance

The District has signed the assurances, applicable to all DOT-assisted contracts and their administration, attached hereto as Appendix B.

II. ADMINISTRATIVE REQUIREMENTS

A. DBE Program Updates

Since the District has received \$250,000 or more in FTA planning capital and/or operating assistance in a federal fiscal year, the District will continue to carry out this program until all funds from DOT financial assistance have been expended. The District will provide updates to DOT representing significant changes in the program.

B. Policy Statement

The Policy Statement is elaborated on the preface to this document.

C. DBE Liaison Officer (DBELO)

The District has designated the following individual as its DBELO:

Wendi Frisbie
Interim Compliance Manager^[WF1]
Lane Transit District
3500 East 17th Avenue
Eugene, OR 97403
541-682-6194
Wendi.frisbie@ltd.org

In that capacity, the DBELO is the primary person responsible for implementing all aspects of the DBE program and ensuring that the District complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Chief Executive Officer concerning DBE program matters. LTD has adequate staff and the DBELO has authority to administer all aspects of the DBE program. An organization chart displaying the DBELO's position in the organization is found in Appendix C to this Disadvantaged Business Enterprise Policy and Program.

The DBELO will work closely with operating divisions and other departments and consultants of the District, including legal, procurement, engineering, insurance, finance and others who are responsible for making decisions relating to the District's construction, procurement and professional service contracts. The DBELO, in coordination with appropriate operating divisions, other departments and consultants of the District, has primary responsibility for

developing, implementing and monitoring the DBE program. The duties and responsibilities undertaken under the authority and direction of the DBELO include the following:

1. Gather and report statistical data and other information as required by DOT.
2. Review third party contracts and purchase requisitions for compliance with this Policy and the program.
3. Ensure that bid notices and requests for proposals are available to DBEs in a timely manner.
4. Identify contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitor results.
5. Analyze the District's progress toward attainment and identify ways to improve progress.
6. Participate in pre-bid meetings.
7. Advise the Chief Executive Officer on DBE matters and achievements.
8. Work with counsel and project managers to determine contractor compliance with "good faith efforts" requirements
9. Provide DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
10. Plan and participates in DBE training seminars.
11. Provide outreach to DBEs and community organizations to advise them of opportunities.

D. Financial Institutions

It is the policy of the District to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contract to make use of these institutions. The District has performed a search of the database maintained by the Certification Office for Business Inclusion and Diversity (COBID), Oregon's sole Unified Certification Program (UCP). To date, there are no DBE certified financial institutions in Oregon, which are classified as commercial banks. An annual search will be completed in September of each year reviewing the COBID database to determine whether there are any financial institutions in Oregon that meet the needs of the District.

E. DBE Directory

The COBID database directory is a consolidated and automated directory that identifies firms that have been certified under Oregon classifications as minority owned business enterprises (MBE), women owned business enterprises (WBE), service disabled veteran owned enterprises (SDV) and emerging small business enterprises (ESB); and is the sole UCP for Oregon which certifies DBEs. The COBID database is maintained and updated daily by COBID. Pursuant to 49 CFR Part 26, the District will use the COBID database as the primary resource in developing overall and contract-specific DBE participation goals and conducting outreach and other activities to promote DBE participation in DOT contracts. The COBID directory is available at:

<https://oregon4biz.diversitysoftware.com/FrontEnd/SearchCertifiedDirectory.asp?XID=2315&TN=oregon4biz>

A copy of the directory shall be made available at the District to the public upon request. The DBE database shall not in any way prequalify the identified DBE firms with respect to licensing, bonding capacity, competence, or financial responsibility.

F. Overconcentration

The District has not currently identified over-concentration in any types of work that are the subject of its procurements. The District will continue to monitor for overconcentration. The District has not established a business development program as of this date.

G. Monitoring and Enforcement Mechanisms

The District will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. The District will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with the District's Policy and its program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in Section V. A. of this Policy and Program.
2. The District will consider similar action under its own legal authority, including responsibility determinations in future contracts. Appendix D contains a non-exhaustive summary of remedies available to the District in the events of non-compliance with the DBE regulation by a participant in its procurement activities.
3. The District will provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by routine site visits and regular review of contract performance conducted by staff assigned to manage contracted work.
4. The District will monitor actual payments to DBE firms for work committed to them at the time of contract award.

H. Prompt Payment Mechanisms

The District will include the following clause in each DOT-assisted prime contract:

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than thirty (30) days from the receipt of each payment the prime contract receives from the District. The prime contractor agrees further to return retainage payments to each subcontractor within thirty (30) days after the subcontractors work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the District. This clause applies to both DBE and non-DBE subcontracts.

III. GOOD FAITH EFFORTS AND COUNTING

A. Set-asides or Quotas

The District does not utilize quotas in any way in the administration of its DBE Policy and Program.

B. Overall Goals

A description of the methodology to calculate the overall goal and the goal calculations can be found in Appendix E to this program. The District will update its overall goal every three years and submit its goal to FTA. Before establishing the overall goal, the District will consult with minority, women's and general contractor groups, COBID, and other reliable sources (e.g. census data, NAICS codes) to obtain information concerning the availability of disadvantaged and non-disadvantaged businesses, the effects of discrimination on opportunities for DBEs, and the District's efforts to establish a level playing field for the participation of DBEs.

Following this consultation, the District will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at the District's principal office for 30 days following the date of the notice, and informing the public that the District will accept comments on the goals for 45 days from the date of the notice. The notice will be published on the District's website at ltd.org. The notice must include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

The District's overall goal submission will include a summary of information and comments received during this public participation process and our responses.

The District will begin using its overall goal on October 1 of each year, unless it has received other instructions from FTA. If the District establishes a goal on a project basis, the District will begin using the project goal by the time of the first solicitation for a DOT-assisted contract for the project.

C. Transit Vehicle Manufacturers Goals

The District will require each transit vehicle manufacturer (TVM), as a condition of being authorized to bid or propose on FTA assisted transit vehicle procurements, to certify that it has complied with the requirements of this section. Alternatively, the District may, at its discretion and with FTA approval, establish project-specific goals for DBE participation in the procurement of transit vehicles in lieu of the TVM complying with this element of the program.

D. Breakout of Estimated Race-Neutral and Race-Conscious Participation

The District intends to use race-neutral methods to the maximum extent feasible to achieve its overall goals. DBE participation that is obtained on contracts that have no specific DBE goal, or where prime contractors use a strictly competitive bidding process, or do not consider the

DBE's status as a DBE in awarding a subcontract shall be considered race-neutral DBE participation. In addition, the District will use the following measures as appropriate:

1. Structuring contracting requirements to facilitate competition by small business concerns.
2. Taking reasonable steps to eliminate obstacles to small business participation (e.g. eliminating unnecessary and unjustified bundling by configuring large contracts into smaller contracts when feasible), when to do so would make contracts more accessible to small business and would not impose significant additional cost, delay or risk to the District.
3. Providing technical assistance in orienting small businesses to public contract procedures, use of the internet, and facilitating introductions to the District's contracting activities.
4. Providing outreach and communications on contract procedures and opportunities to ensure the inclusion of DBEs.
5. Ensuring distribution of the DBE database to the widest feasible universe of potential prime contractors.

E. Demonstration of Good Faith Efforts

The obligation of a bidder is to make good faith efforts (GFE). A bidder can demonstrate that it has done so either by meeting a contract goal or by documenting GFE. The ~~Procurement Manager (is this still true?)~~ Procurement Staff is responsible for determining whether a bidder has documented sufficient GFE to be regarded as responsible. The Procurement ~~Manager~~ Staff will ensure that information is complete and accurate and adequately documents GFE prior to ^[WF2]committing to the performance of a contract by the bidder.

1. Information to Be Submitted

The District treats bidders' compliance with GFE as a matter of responsibility. Each solicitation for which a contract goal has been established will require bidders to submit the following information:

- a) *The names and addresses of DBE firms that will participate in the contract*
- b) *A description of the work that each DBE will perform*
- c) *The dollar amount of the participation of each DBE firm participating*
- d) *Written and signed documentation of the commitment to use a DBE subcontractor whose participation it submits to meet a contract goal*
- e) *Written and signed confirmation from the DBE that it is participating in the contract as provided in the prime contractor's commitment*
- f) *If the contract goal is not met, evidence of GFE*

2. Administrative Reconsideration

Within seven days of being informed by the District that it is not responsible because it has not documented sufficient GFE, a bidder may request administrative reconsideration. Bidders shall make this request in writing to the DBELO, at the address listed in Section II C of this Policy and Program. The DBELO will not have played any role in the original determination that the bidder did not document sufficient GFE. As part of this reconsideration, the bidder will have the opportunity to provide written documentation or argument concerning whether it met the goal or made adequate GFE to do so. The bidder will also have the opportunity to meet in person with the DBELO to discuss whether it met the goal or made GFE to do so. The result of the reconsideration process is not administratively appealable to the DOT.

3. GFE When a DBE is Replaced on a Contract

The District will require a contractor to make GFE to replace a DBE that is terminated or has otherwise failed to complete its work on a contract with another certified DBE, to the extent needed to meet the contract goal. The District will require the contractor to notify the DBELO immediately of the DBE's inability or unwillingness to perform and provide reasonable documentation. In such a situation, the District requires the prime contractor to obtain the District's prior written approval of the substitute DBE and to provide copies of new or amended subcontracts and documentation of GFE.

If the contractor fails or refuses to comply in the time specified, the Procurement Manager will issue an order stopping all or part of payment/work until satisfactory action has been taken. If the contractor still fails to comply, the District may issue a termination for default proceeding and seek all remedies then available.

4. Counting DBE Participation

The District will count DBE participation toward its overall goals and contract goals, if any, as provided in 49 CFR 26.55.

IV. CERTIFICATION

The District is the member of a Unified Certification Program (UCP) administered by COBID. COBID will meet all of the requirements of 49 CFR Part 26, which are attached as Appendix A.

V. COMPLIANCE AND ENFORCEMENT

A. Information, Confidentiality, Cooperation

The District will safeguard from disclosure to third parties information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. (See ORS Chapter 192) Notwithstanding any contrary provisions of state or local law, the District will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

B. Monitoring Payments to DBEs

The District will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of the District or DOT. This reporting requirement also extends to any certified DBE subcontractor. The District will perform interim audits of contract payments to DBEs. The audit will review payments to DBE

subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.



RESOLUTION NO. 2023-06-21-032

ADOPTION OF LANE TRANSIT DISTRICT'S REVISED DISADVANTAGED BUSINESS ENTERPRISE POLICY AND PROGRAM

WHEREAS, Pursuant to 49 CFR §26.23, agencies who let United States Department of Transportation-assisted contracts, including Federal Transit Administration (FTA) recipients receiving planning, capital, and/or operating assistance who will award prime contracts (excluding transit vehicle purchases) exceeding \$250,000 in FTA funds in a Federal fiscal year, must have a Disadvantaged Business Enterprise (DBE) program;

WHEREAS, LTD's Board of Directors is responsible for establishing the DBE Policy and Program for the District;

WHEREAS, LTD's General Manager is responsible for adherence to the DBE Policy and Program;

WHEREAS, LTD's DBE Liaison Officer is responsible for implementing all aspects of the DBE Program and coordinating elements of the program with various LTD representatives who make decisions with respect to LTD contracts; and

WHEREAS, LTD has revised the DBE Policy to reflect the updated Triennial Goal. The revised DBE Policy and Program documents reflecting this change are set forth in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors hereby adopts the DBE Policy and Program as set forth in Exhibit A, which is attached hereto and is incorporated herein by this reference.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21st DAY OF JUNE, 2023.

Board Vice President, Susan Cox

Lane Transit District Performance Report | May, 2023

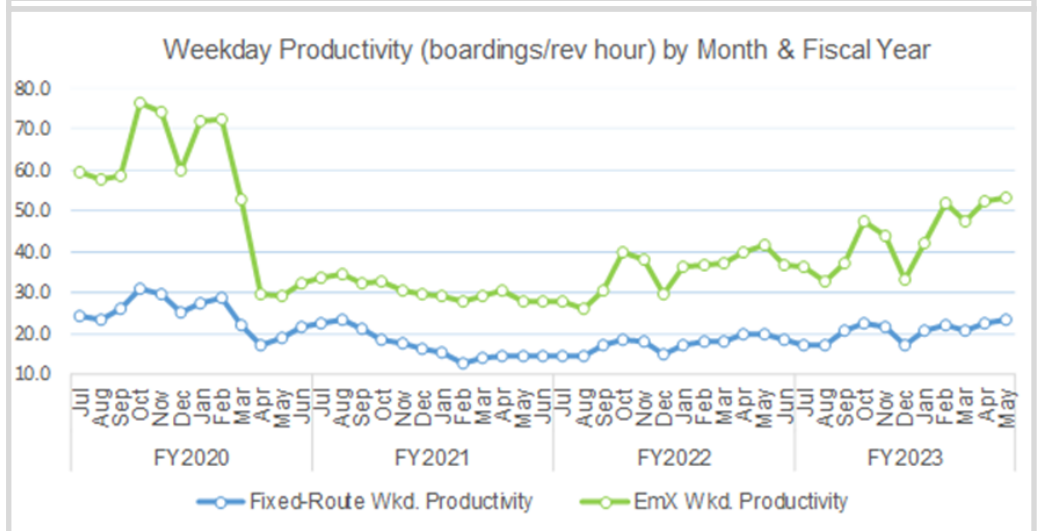
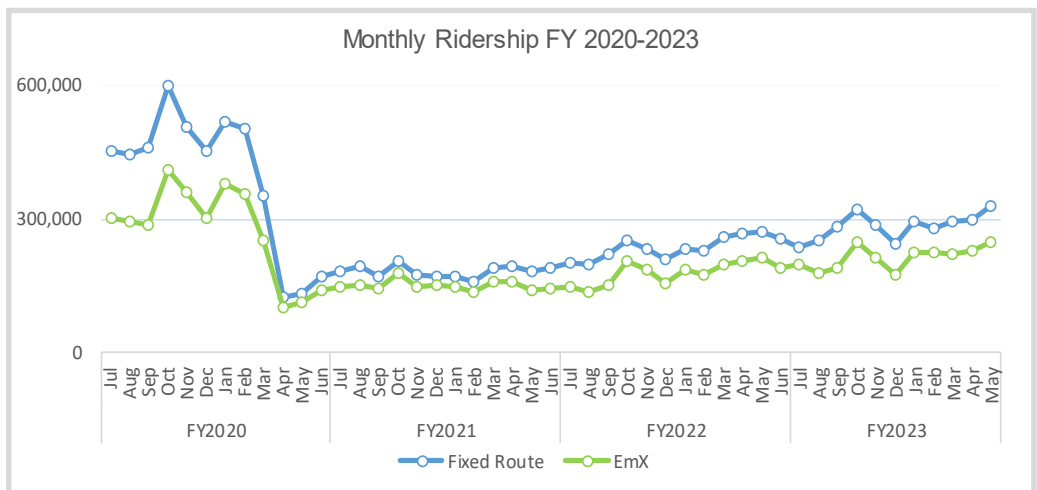
Updated monthly, this dashboard provides a snapshot of Lane Transit District’s operating performance. These key indicators help us identify trends and measure our efficiency and effectiveness. We plan to expand this tool over time, so feedback on how we can make it more useful for you is appreciated.

RIDERSHIP

Bus and EmX

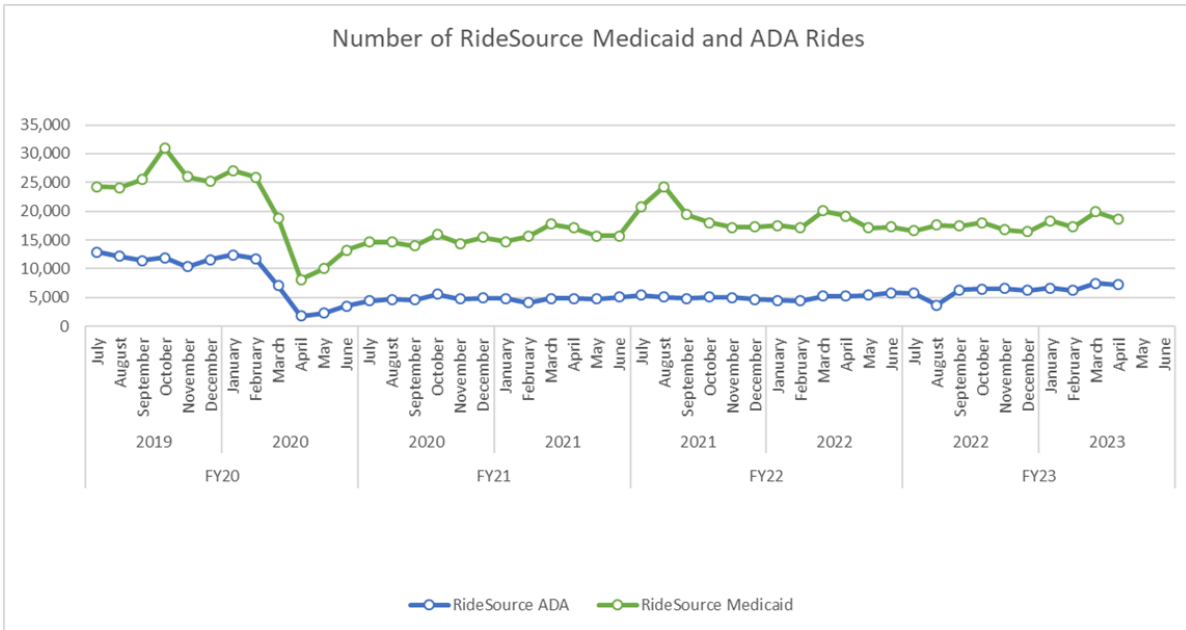
Monthly system-wide bus ridership increased 18% in May compared to the prior year’s level, and is -40% of pre-pandemic levels. FY 2023 year-to-date (July 2022-May 2023), ridership increased 20% over FY 2022, and is -40% of pre-pandemic levels.

- **EmX:** 229,094 boardings occurred on EmX buses in May, increasing 15% compared to the prior year. Average weekday boardings totaled 9,202, increasing 12% from the prior year. FY 2023-to-date EmX ridership is up 21% compared to FY 2022, and is -33% from pre-pandemic levels.
- **Fixed-route:** 328,412 boardings occurred on fixed-route buses in May, an increase of 20% compared to the prior year. Average weekday boardings totaled 12,873, an increase of 18% from the prior year. FY 2023-to-date fixed-route ridership has increased 21% compared to FY 2022, and is -44% of pre-pandemic levels.
- **Bus Service Levels and Productivity:** overall system-wide revenue service levels in May 2023 were slightly reduced (-3%) from May 2022. Scheduled service in May was 85% of pre-pandemic levels, with weekdays at 76%.
- **EmX Productivity (boardings per revenue hour) on May weekdays** was 53.1, increasing 28% from the previous year’s rate. FY 2023-to-date weekday productivity for EmX was 42.0, a 24% increase over the previous year and -35% from pre-pandemic levels. Fixed-Route May weekday productivity was 23.4, up 17% from the previous year. FY 2023-to-date weekday productivity for fixed-route was 20.5, an 18% increase over the previous year and -28% from pre-pandemic levels.



RideSource Services

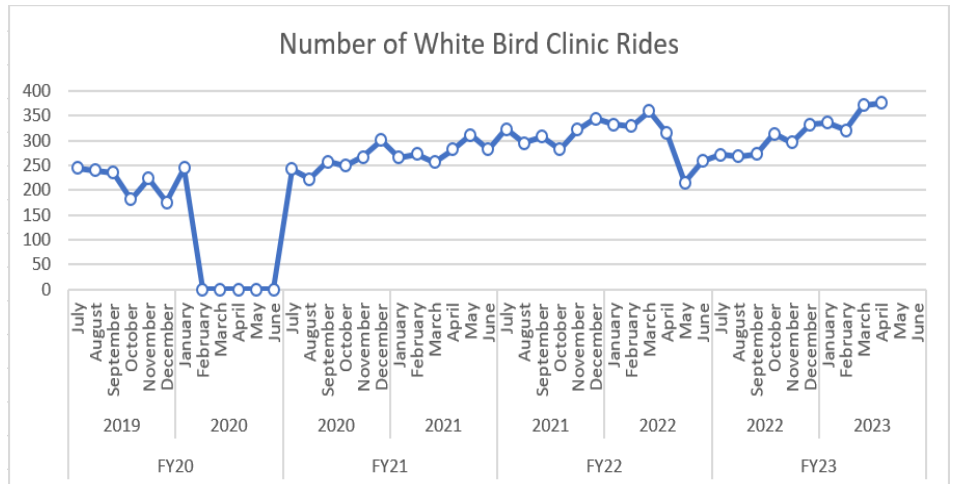
Medicaid and ADA Paratransit—LTD’s RideSource services provide a one-call resource for a variety of specialized transportation resources. This includes origin to destination service serving people with disabilities who are unable to use the bus due to a disability, and operates in the Eugene-Springfield metropolitan area. In addition, RideSource contracts with our regional Coordinated Care Organizations to coordinate transportation for Medicaid eligible purposes. While RideSource coordinates a variety of transportation programs, these generate most of the trips.



- RideSource provided 7,266 ADA rides in April 2023, a 37 percent increase from April 2022. The number of ADA rides offered in March 2023 is 42 percent below pre-pandemic levels (January 2020).
- RideSource provided 18,557 Medicaid rides in April 2023, a 3 percent decrease from the 19,165 rides provided in April 2022. The number of Medicaid rides provided in March 2023 is 31 percent below pre-pandemic levels (January 2020).

White Bird/Mental Health Transportation—Through RideSource LTD partners with White Bird Clinic to coordinate trips for people who are experiencing mental health issues to help them get where they need to go continue to live an active life in the community.

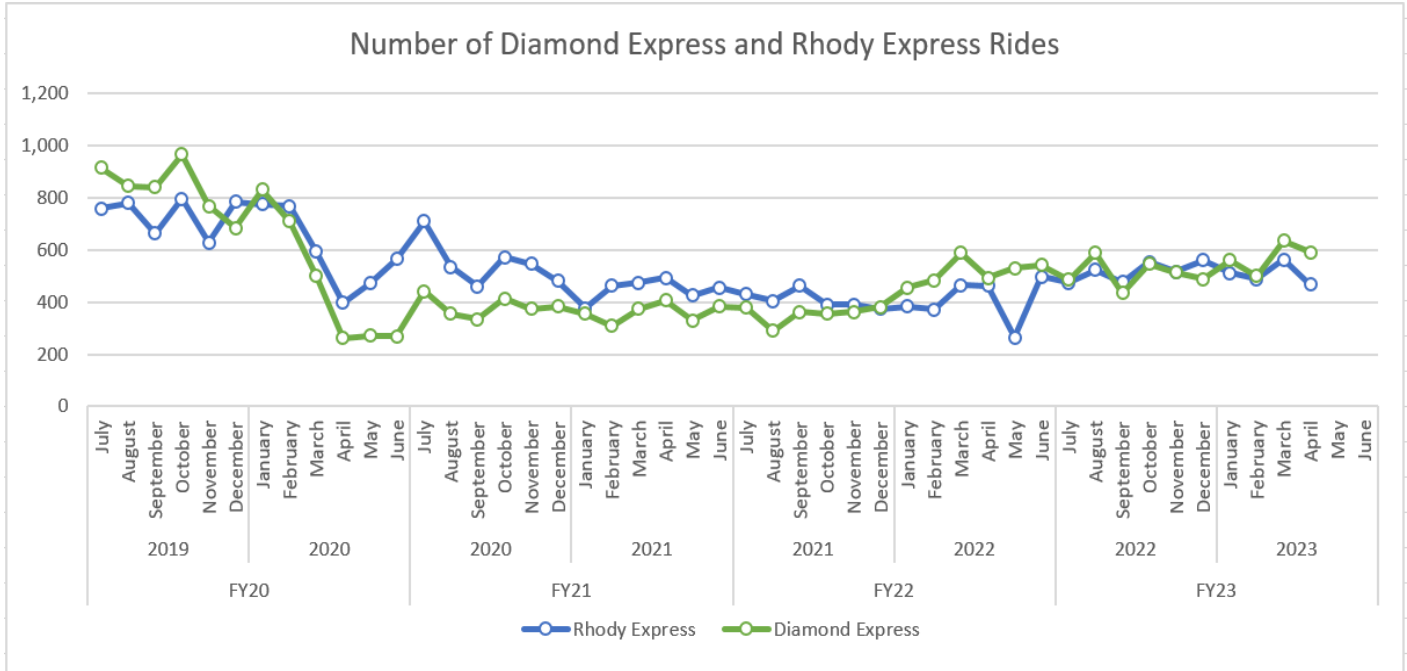
- White Bird Clinic provided 376 rides in April 2023, a 19% increase from the 315 rides provided in April 2022. The number of rides provided in March 2023 reflect a 114 percent increase from pre-pandemic levels (January 2020).



Oakridge Diamond Express and Florence Rhody Express

LTD coordinates two rural transportation services to support our regional network. This includes the Diamond Express, operating four weekday roundtrips and two Saturday roundtrips between Eugene and Oakridge. This service provides vital connections to services, jobs, and education, as well as opportunities for recreation in the Oakridge community and many bike trails.

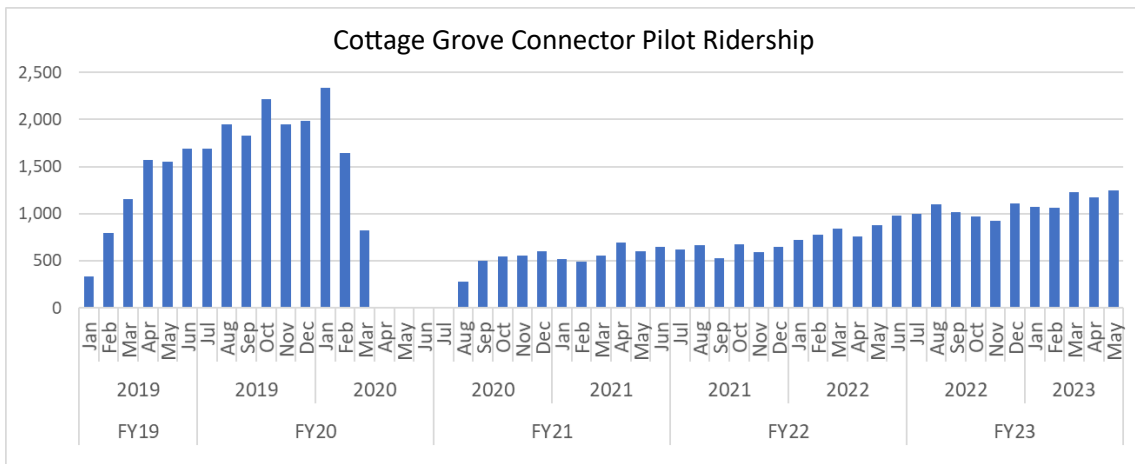
LTD's Rhody Express provides eight one-hour loops through the Florence community on weekdays, providing service between the many destinations for residents and visitors alike.



- Diamond Express provided 590 rides in April 2023, a 19 percent increase over the 492 rides provided in April 2022. Some of this increase is due to an expansion in service. The number of rides provided in April 2023 is 28 percent below pre-pandemic levels (January 2020).
- Rhody Express provided 466 rides in April 2023, a negligible increase over the 462 rides provided in April 2022. The number of rides provided in April 2023 is 39 percent below pre-pandemic levels (January 2020).

Cottage Grove Connector Pilot

LTD operates an on-demand general public service within the City of Cottage Grove. This service utilizes a mobile application to request a trip, and provides an ETA for pickup, and updates the pickup time to keep riders informed.

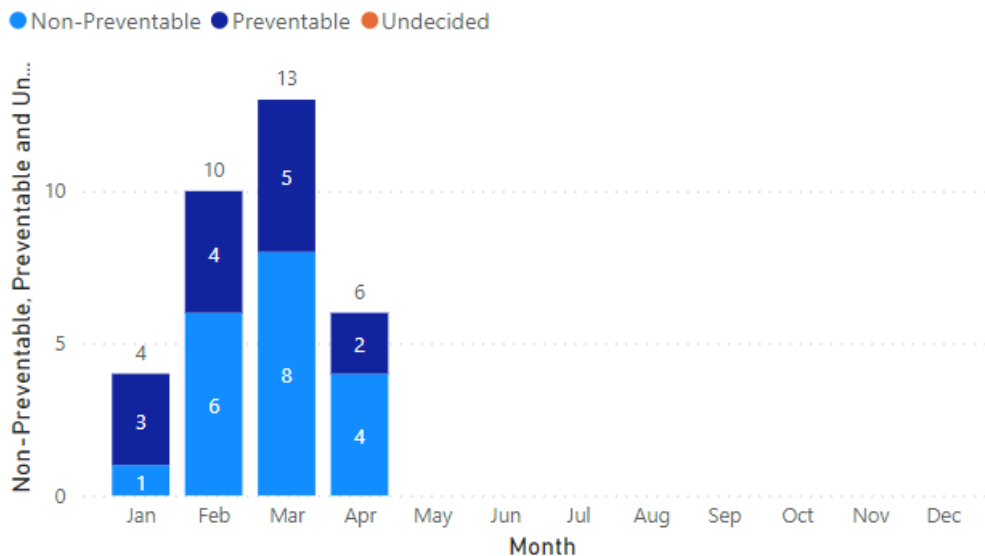


SAFETY

Accidents

One of our highest priorities is safety for our passengers, our employees, and our assets.

Non Preventable, Preventable and Undetermined Accidents by Month



- The number of accidents/incidents dropped by over half from the previous month as there were only six for April. The number of preventable accidents out of that were the lowest of the year at two for the month.

Public Safety

LTD maintains a team of Public Safety Officers and Supervisors to create a safe environment for all who ride, work, and come into contact with our system. Our system is governed by Ordinance 36, which sets out strict behavior standards on our bus. In addition, our team is conducting regular fare inspections, providing an ongoing presence on our system.

Ordinance 36 Violations

type	Jan	Feb	Mar	Apr	Total
Ordinance 36 Violation	165	177	213	272	827

April, 2023 Fare Inspections

Nmbr of Buses Inspected	Nmbr of People Inspected
1,392	14,014

April 2023 Fare Inspection - Outcomes

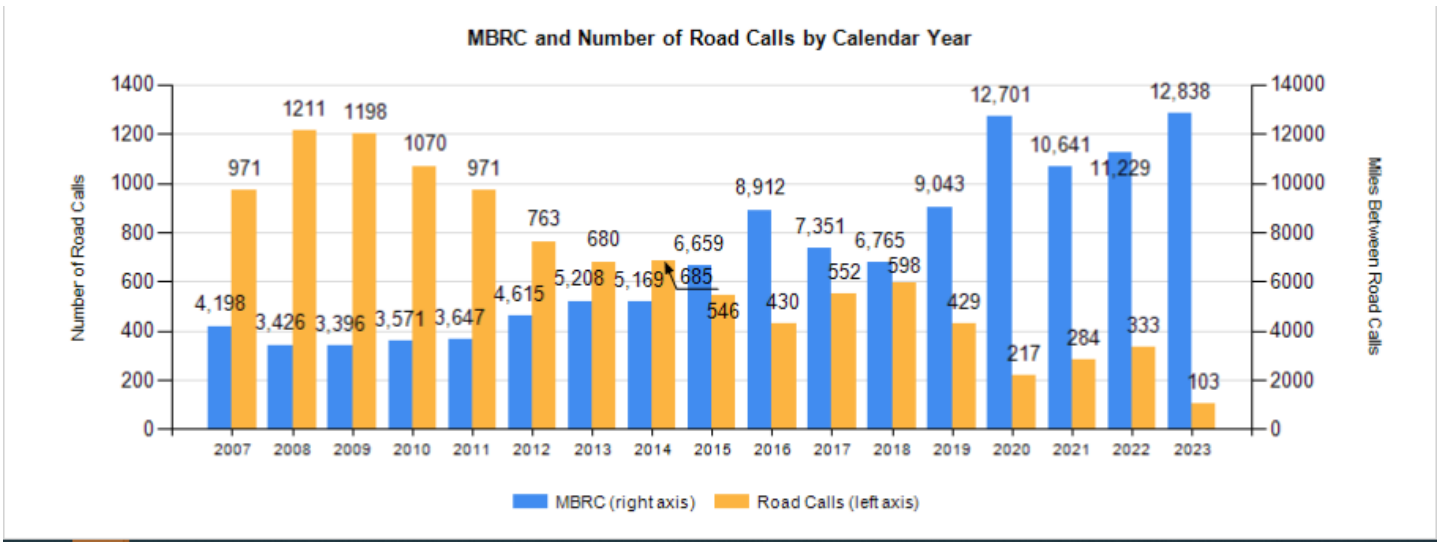
Fare Vending Machine Assist Provided	Education/ Courtesy Ride	Education/ Fare Compliance	Education/ Non-Compliance	Left the Bus	Written Warning	Excluded
33	181	13	12	218	5	0

FLEET

Reliability

Our Fleet Maintenance Team works hard to keep our vehicles in service through a rigorous preventive maintenance program and prompt servicing.

Miles Between Road Calls (MBRC) and Number of Road Calls By Calendar Year, as of April, 2023



Miles Between Road Calls (MBRC) Per Bus Series

Class	Life	Veh	Miles	Fuel				Metered Fluids		Repair			PM		
				Qty	Cost	MPG	CPM	Cost	CPM	Labor	Parts	CPM	Labor	Parts	CPM
1000	414,795	5	10,212	2998.3	\$8,857	3.4	\$0.87	\$9	\$0.001	\$12,993	\$41,759	\$5.36	\$854	\$389	\$0.12
1100	472,742	24	67,474	11466.2	\$33,878	6.8	\$0.50	\$584	\$0.009	\$44,025	\$109,118	\$2.27	\$8,394	\$3,269	\$0.17
1400	278,271	3	7,630	1902.3	\$5,623	4.6	\$0.74	\$176	\$0.023	\$5,644	\$3,135	\$1.15	\$216	\$647	\$0.11
15100	271,531	7	29,109	7364.5	\$21,675	4.0	\$0.74	\$588	\$0.020	\$16,076	\$27,781	\$1.51	\$3,309	\$3,602	\$0.24
16200	212,564	5	14,975	2895.8	\$8,556	5.1	\$0.57	\$289	\$0.019	\$7,583	\$9,637	\$1.15	\$231	\$857	\$0.07
19100	85,858	6	17,322	4606.0	\$13,626	3.6	\$0.79	\$366	\$0.021	\$6,448	\$6,289	\$0.74	\$5,526	\$3,484	\$0.52
19200	59,878	1	3,237	561.7	\$1,658	5.9	\$0.51	\$39	\$0.012	\$954	\$45	\$0.31	\$985	\$186	\$0.36
20100	103,844	5	13,708	2928.2	\$8,664	5.0	\$0.63	\$186	\$0.014	\$6,908	\$5,555	\$0.91	\$3,766	\$2,304	\$0.44
20200	52,422	11	26,289	0.0	\$0		\$0.00	\$0	\$0.000	\$7,574	\$8,698	\$0.62	\$1,954	\$492	\$0.09
22100	251	10	4	0.0	\$0		\$0.00	\$0	\$0.000	\$4,134	\$201	\$1,083.93	\$0	\$0	\$0.00
3003	704,688	2	2,524	580.4	\$1,722	4.2	\$0.68	\$14	\$0.006	\$2,079	\$3,564	\$2.24	\$60	\$112	\$0.07
6100	554,605	4	11,267	3618.2	\$10,696	3.2	\$0.95	\$78	\$0.007	\$17,125	\$13,368	\$2.71	\$3,042	\$1,112	\$0.37
6200	674,246	20	63,930	15792.6	\$46,595	4.0	\$0.73	\$56	\$0.001	\$36,891	\$43,078	\$1.25	\$6,626	\$3,353	\$0.16
9100	562,366	5	10,119	3120.9	\$9,264	3.2	\$0.92	\$15	\$0.001	\$13,976	\$18,502	\$3.21	\$95	\$137	\$0.02
nr_diesel	39,520	5	2,042	194.8	\$573	11.0	\$0.28	\$2	\$0.001	\$286	\$0	\$0.14	\$0	\$0	\$0.00
nr_gas	73,702	22	16,694	1230.4	\$4,102	13.5	\$0.25	\$0	\$0.000	\$729	\$6,901	\$0.46	\$0	\$0	\$0.00
nr_hybrid	133,257	5	2,103	93.9	\$314	22.5	\$0.15	\$0	\$0.000	\$32	\$1,440	\$0.70	\$80	\$61	\$0.07
	306,047	140	298,639	59354.2	\$175,804	6.7	\$0.59	\$2,403	\$0.008	\$183,457	\$299,070	\$1.62	\$35,137	\$20,006	\$0.18

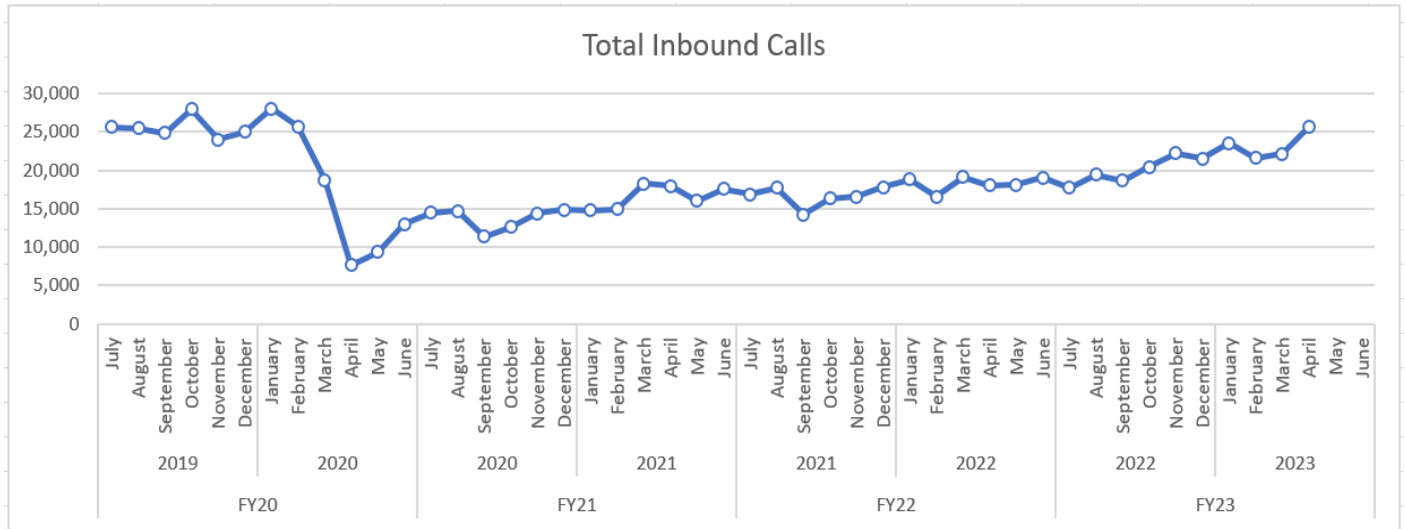
Notes:

- Battery Electric Buses (BEB) 20200 and 22100 Class Buses:
 - No traditional fuel cost. Electricity costs needs to be added to this data.
 - 20200 repair Labor and Parts CPM is low due to bus being under warranty for first two years (expires in June '23).
 - 22100 repair Labor and Parts CPM is low or non-existent for same reason, and only 3 of 16 buses have been out in service for two months due to Safety Recall.

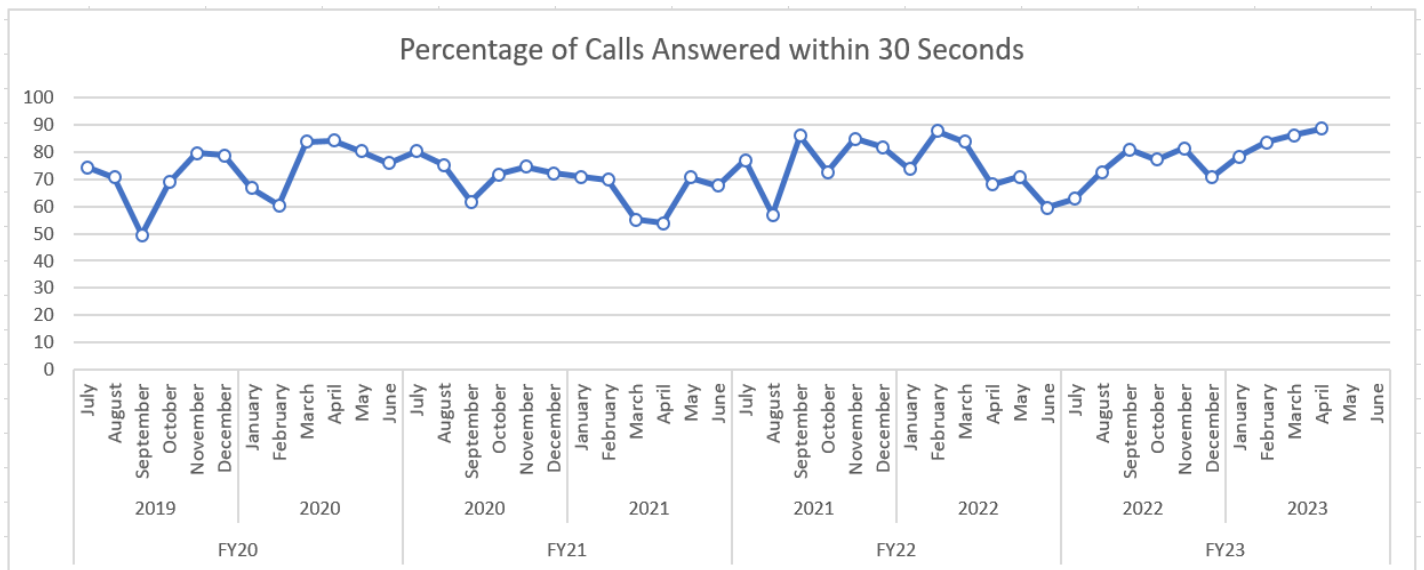
CUSTOMER SERVICE

Phone Metrics—RideSource

Our RideSource Call Center connects people to specialized services to help them live independent, healthy, active lives.



- The RideSource Call Center received 25,611 calls in April 2023, a 41 percent increase from April 2022. The number of calls received in April 2023 is 8 percent below pre-pandemic levels (January 2020).



- The RideSource Call Center aims to answer 85 percent of calls within 30 seconds, and it exceeded this goal in April 2023 (88.3 percent). The April 2023 30-second answer rate was 20.5 percent higher than the April 2022 rate.

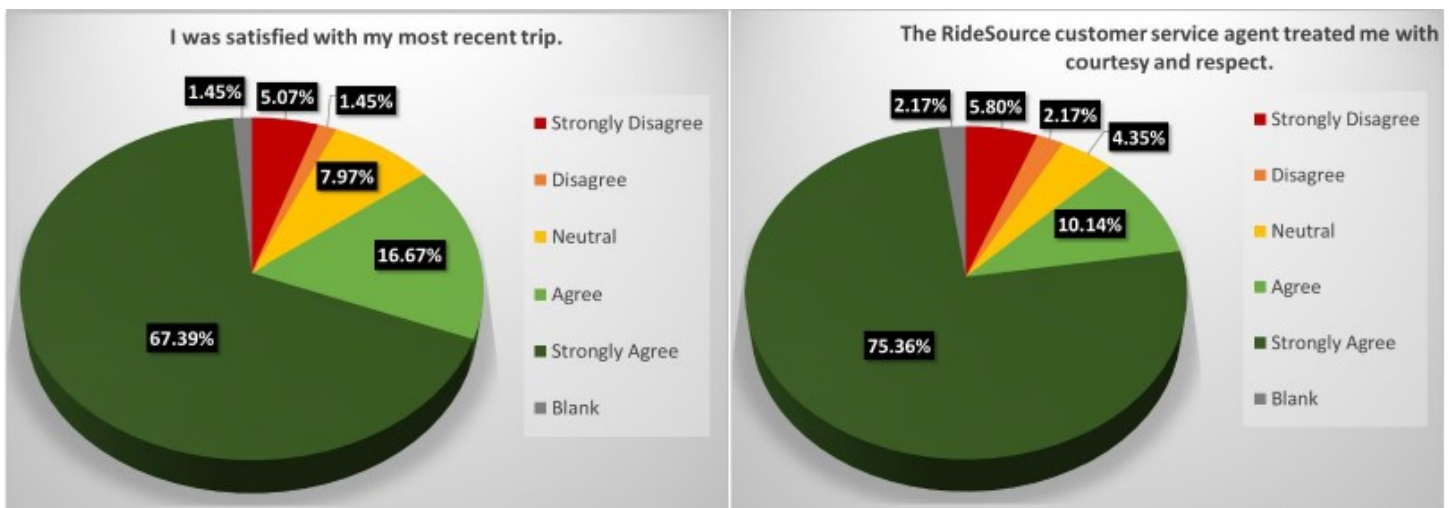
Ambassador Program

Having a presence on our service to provide a welcoming experience. 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 May, ambassadors had a total of 873 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.



RideSource Quarterly Survey

In February, LTD’s Accessible Services department 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 twelve months. We received nearly 140 survey responses and have analyzed the results below.



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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
5/1/2023	Chambers Construction	Springfield Station Caulking, Grouting and Concrete Repairs	Task Order	Apr 18, 2023 - Jun 30, 2023	\$8,500,000.00	TO NTE: \$39,715.00	M. Imlach	Task Order 202148-2023-010 to contract 2021-48
5/4/2023	RU Talking Consultants	HR Employee Engagement & Training	Amendment	Jan 5, 2023 - Jun 30, 2023	\$10,000.00	\$15,000.00	J. Auten	Amendment to add funds for extra duties to complete scope of work.
5/9/2023	SiteCrafting	Web Maintenance and Hosting	Amendment	Jun 26, 2020 - Jun 25, 2024	\$67,200.00	\$94,400.00	J. Auten	Amendment to exercise option year 2 renewal for hosting fees (\$7,200) and annual Maintenance Fee (\$20,000)
5/9/2023	PIVOT Architecture	Fleet Bay 1 Fall Protection and Crane	Task Order	Jul 1, 2023 - Dec 30, 2024	Annually Budgeted	TO NTE: \$180,788.53	J. Auten	Task Order 2020165-2023-014 to Contract 2020-165
5/9/2023	Reece Complete Security Solutions	System Security Updates	Amendment	Dec 28, 2021 - Apr 16, 2024	\$4,400,000.00		J. Auten	Amendment to revise base term and renewal periods to reflect GSA contract.
5/9/2023	Eugene Municipal Airport	Eug/Spfld Fire Department Airpot Exercise	IGA	May 24, 2023 0600 hours - May 24, 2023 2100 hours			J. Auten	LTD allowed Eug/Spfld Fire Dept to use (2) buses for training event at Eugene Airport.
5/18/2023	Chambers Construction	Pioneer Parkway EmX Station Repairs	Task Order	July 1, 2023 - Oct 1, 2023	\$8,500,000.00	TO NTE: \$289,645.00	J. Auten	Task Order 202148-2023-011 to Contract 2021-48
5/18/2023	Bell & Funk	EmX Safety Campaign	Task Order	Apr 21, 2023 - Sept 30, 2023	\$195,000.00	TO NTE: \$16,400.00	P. Walsh	Task Order 201933-2023-003 to Contract 2019-33
5/19/2023	University of Oregon	UO 23-24 Extended Services	IGA	Jul 1, 2023 - Jun 30, 2024	\$99,916.34		J. Auten	Yearly Extended Services Contract for 79X
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES
5/9/2023	Butte to Butte	Fare Purchase Agreement	Fare Purchase	May 9, 2023 - Event Date - July 4, 2023	\$2,625.00	Estimate of 1500 boardings	J. Auten	Fare Purchase Agreement



Procurement

Wendi Frisbie, Director of Procurement

Materials Management:

The Materials Management Team continues to successfully manage LTD's warranty program. The team recovered \$114,859.05 in warranty claims and vendor errors in the 3rd quarter, with a fiscal year to date total being \$269,853.50. Since tracking began LTD recovered \$678,610.81 through these efforts.

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 this summer)
- ISM and ISL In-Frame Kits (coming this summer)
- Hybrid Allison & BAE Parts (coming this summer)
- Video Camera updates on Buses (coming this fall)
- Website Replacement (coming this summer)
- Contracted Service Providers Rural Areas (coming this summer)
- Behavioral Health Transportation and Assessment (coming this summer)

TRANSIT OPERATIONS

Cosette Rees, Chief Customer Experience Officer

TRANSIT:

- In a collaborative effort with many departments throughout the District, Operations has worked to adjust and better align our SBP goals. We feel that the adjustments and updates will help us to better meet not only our goals but the goals of the District. These include improving processes to collaborate and communicate within our department and across the organization to incorporate employee ideas and feedback, and better track trends to prioritize our resources to improve the customer experience.
- Six total accidents in April. This represents a -50% reduction in comparison to the previous month.

Training:

- New Operator class graduates on June 9.
- In-Service training curriculum is in process of development and will be held this fall.

Public Safety:

- Ongoing monitoring of the system to ensure proper deployment of public safety officers. The department recently added an additional Operations Supervisors and a Public Safety Officer
- On April 27th, 2023, PSO Peter Martindale was honored by the University of Oregon Police Department for assisting in identifying and apprehending a Sex Offender.
- On April 25, 2023, Josh Schmit attended a public hearing in Salem regarding Senate Bill 787.

Fare Validations

Month	Cust. Inspected	Buses or Platforms Inspected
February	11,950	1,113
March	16,513	1,584
April	14,014	1,392
Total	42,477	4,089

Ordinance 36 Violations

Month	Total
February	177
March	213
April	271
Total	661

PLANNING & DEVELOPMENT

Joe McCormack, Chief Development Officer

Projects:

LTD's Finance and Procurement teams are currently in the process of implementing a major upgrade to our financial system. This new system will improve departmental collaboration by streamlining purchasing, financial management, and financial forecasting processes. The go-live date for the new system is scheduled for December 2023. After the system is up and running, our focus will be on continuously improving and monitoring the system's performance to ensure it delivers the expected benefits and efficiencies.

Planning:

The planning process underlying LTD 2.0/Reimagine the Ride involves the procurement of consulting services for each part of the process. Currently procurement of consultants is complete for the Community Outreach and Communications Assessment (COCA) - InfraStrategies; RideSource Operations Analysis (ROA) - Fehr and Peers; and the Comprehensive Operations Analysis (COA) - Nelson/Nygaard. Scoping and procurement are underway for both the Long-Range Transit Plan (LRTP) and the Strategic Business Plan (SBP). Project-specific updates will be provided to SPC and the Board as each project progresses.

MARKETING & COMMUNICATIONS

Pat Walsh, Chief Information Officer

Communications:

The Department continues to focus on messaging designed to both encourage people to ride LTD along with consider a career working for LTD. This included a recent photo at the Santa Clara station and the creation of an instructional video which shows how to ride LTD with your bike.

Market Research:

ABBG Survey ended on May 6 with 3,551 responses, a 57% increase over 2021. We await the results and look forward to sharing with the Board.

Student Pass Program:

Siuslaw and Cottage Grove School district will begin participating in the Student Pass Program passes in May.

Employer Programs: Staff has created a marketing plan to launch this fall to help increase the number of participating employers in the Group Pass Program along with tell the story of organizations that participate in the program and how that benefits the employers and the employees. The efforts will include social media, video, paid ads and enhancements to the LTD webpage along with direct face to face meetings with prospective regional businesses.

Website & Social Media Highlights:

Date range April 21 – May 25, 2023

- 113,900 website pageviews
- 29 new Facebook page likes; 5.9k total Facebook page likes
- 253k Facebook accounts reached
- -2 new Twitter followers; 3.6k total Twitter followers
- 27 new LinkedIn followers; 996 total LinkedIn followers
- 42 new Instagram followers; 682 total Instagram followers
- 65k Instagram accounts reached



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.

JULY –_The July meetings have been canceled.

AUGUST

Action	Information
Audit Services Contract	GM Evaluation Criteria
	Strategic Business Plan – Quarter 4



AGENDA ITEM SUMMARY

DATE OF MEETING: June 14, 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.