



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

Wednesday, August 17, 2022
4:30 – 6:30 p.m.

IN-PERSON & VIRTUAL MEETING

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

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

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

AGENDA

	<u>ITEM</u>	<u>Time</u>	<u>Page</u>
I.	CALL TO ORDER	4:30 p.m.	
II.	ROLL CALL <input type="checkbox"/> Caitlin Vargas (President) <input type="checkbox"/> Gino Grimaldi <input type="checkbox"/> Don Nordin (Vice President) <input type="checkbox"/> Vacant (Secretary) <input type="checkbox"/> Michelle Webber (Treasurer) <input type="checkbox"/> Pete Knox <input type="checkbox"/> Susan Cox		
III.	COMMENTS FROM BOARD PRESIDENT <i>This agenda item provides an opportunity for the Board president to formally communicate with the Board on any current topics or items that may need consideration.</i>		
IV.	COMMENTS FROM THE GENERAL MANAGER <i>This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.</i>		
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA <i>This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements.</i>		
VI.	EMPLOYEE OF THE MONTH - AUGUST	4:40 p.m.	4
VII.	AUDIENCE PARTICIPATION	4:45 p.m.	
<i>Public Comment Note: This part of the agenda is reserved for members of the public to address the Board on any issue. For virtual testimony please note the following instructions:</i>			
	<ol style="list-style-type: none"> 1. To indicate that you would like to provide testimony, please use the raise your hand button. 2. For those attending via phone only, press *9 on your phone to raise your hand. 3. When it is your time to speak, your name will be called. <ul style="list-style-type: none"> o For those attending via phone only, the last three (3) digits of your phone number will be called. 4. Please state your name, city of residence, and who you are representing for the audio record. 5. Once you have provided testimony, your hand will be lowered. Please do not raise your hand again. Only one opportunity to speak is provided. 6. For those unable or not wanting to speak publicly, testimony may be provided via e-mail at clerk@ltd.org. 7. Public testimony is limited to three (3) minutes per community member. A timer will be displayed on the screen and will beep when the three (3) minutes is up. 		
VIII.	PUBLIC HEARING: <i>None.</i>		

	<u>Time</u>	<u>Page</u>
IX. BOARD MEMBER REPORTS <i>This report provides an overview of the topics that have been covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates.</i>	4:55 p.m.	5
X. CONSENT CALENDAR: Action Needed: Approval 1. Approval of Delegated Authority Report - June 2. Approval of Delegated Authority Report - July 3. Approval of Board Member Travel – Caitlin Vargas & Pete Knox 4. Approval of Board Member Travel – Caitlin Vargas 5. Approval of Board Member Travel – Pete Knox 6. Budget Committee Member Nomination – Steve Wheeler 7. Budget Committee Member Nomination – Jason Williams 8. District Boundary Reaffirmation	5:00 p.m.	8
XI. ELECTION OF BOARD OFFICER - SECRETARY: <i>Materials Included</i> [Director Vargas] Action Needed: Vote	5:05 p.m.	25
XII. AMENDED & RESTATED BOARD BYLAWS AND GOVERNANCE POLICY'S: <i>Materials Included</i> [Mark Johnson] Action Needed: Adoption	5:10 p.m.	26
XI. STRATEGIC BUSINESS PLAN QUARTERLY UPDATE: <i>Materials Included</i> [Collina Beard] Action Needed: None. Information Only	5:15 p.m.	31
XIII. INTERIM GENERAL MANAGER QUARTER 4 REVIEW: <i>Materials Included</i> [Mark Johnson] Action Needed: Adoption	5:30 p.m.	32
XIV. FINANCIAL PLANNING POLICY: <i>Materials Included</i> [Christina Shew] Action Needed: Adoption	5:40 p.m.	34
XII. COTTAGE GROVE MOBILITY ON DEMAND UPDATE: <i>Materials Included</i> [John Ahlen] Action Needed: None. Information Only	5:50 p.m.	37
XIII. WRITTEN REPORTS – RESPOND IF QUESTIONS A. FINANCIAL PERFORMANCE INDICATORS AND QUARTERLY FINANCIAL REPORT: <i>PROVIDED QUARTERLY</i> [Christina Shew] <i>Reports are provided on the financial health of the district on a Quarterly basis. These reports provide District financial information including highlights, trends, audits, key statistics and operating performance in order to provide context and aid the Board decision that impact the financial health of the District.</i>		39

	<u>Time</u>	<u>Page</u>
B. MONTHLY DEPARTMENT REPORTS – AUGUST [Mark Johnson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>		42
C. ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING <i>Attached is a list of action or information items that will be included on the agenda for future Board meetings.</i>		55
XIV. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		57
XV. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO “ORS 192.660(2)(a), to consider the employment of a public officer, employee, staff member, or individual agent.”	6:10 p.m.	
XVI. ADJOURNMENT <i>The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).</i>	6:30 p.m.	



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: JULY EMPLOYEE OF THE MONTH

PREPARED BY: Jeff Hadden, Transit Operations Supervisor

DIRECTOR: Jake McCallum, Director of Transit Operations and Public Safety

ACTION REQUESTED: None. Information Only

BACKGROUND: Bus Operator, Dianna Strye has been selected to receive the July 2022 Employee of the Month (EOM) award. Dianna was hired as a Bus Operator on September 17, 2007; and during that time, she has received twelve safe driving awards.

Dianna was nominated for the Employee of the Month because of her excellent customer service. She received two separate compliments from two different passengers expressing their gratitude. One compliment came from an individual who boarded Dianna's bus at Monroe and 7th Avenue. A fellow passenger was very rude and was harassing other riders. Dianna was able to de-escalate the situation perfectly. Dianna received a second compliment from a passenger who shared, "after deboarding a passenger in a power chair, there were several large pieces of wood on the sidewalk blocking the passenger's path. Dianna got out of the bus and moved the boards so the passenger could continue."

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

I was not surprised to learn that Dianna had been made Employee of the Month. She has a remarkable record of 10 years safe driving, virtually no complaints, lots of compliments and scores as Outstanding in nearly every category in her annual reviews. Dianna's husband Tom once described her as the rock of their family, and I think that describes her perfectly. She's solid and dependable, handles problems with ease and always gives our riders great customer service! Congratulations Dianna for this well-deserved recognition.

AWARD: Director of Transit Operations and Public Safety, Jake McCallum, will attend the August 17th Board meeting to speak to Dianna Strye nomination. Dianna's award will be provided to her by the Human Resources department.



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Mark Johnson, Interim General Manager

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. **LCOG Board of Directors:** Board member Pete Knox serves as LTD's representative on the LCOG Board of Directors as a non-voting member; Board member Michelle Webber is the alternate. The LCOG Board of Directors meets five times per year on the 4th Thursday of: February, April, June, September and December. At the June 23 meeting, board members held a public hearing and adopted the FY 2023 Budget; performed the executive director's annual evaluation; ratified & adopted a resolution regarding the SEIU contract. The next meeting is scheduled for September 22. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.
2. **Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board members Pete Knox and Susan Cox, members of local units of government, and community representatives. At the June 28 meeting, committee members received a general manager recruitment update; a Strategic Business Plan quarterly update; and discussed the committee purpose and schedule. At the August 30 meeting, committee members received a general manager recruitment update; a Strategic Business Plan quarterly update; a Mobility Management Strategy update; an STIF/STF committee consolidation update; a safety plan update; and discussed the committee purpose and schedule. The next meeting is scheduled for September 27.
3. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative, Interim General Manager Mark Johnson is the alternate. The July 13 meeting was canceled. At the August 10 meeting, committee members received an ODOT update; a Central Lane Metropolitan Policy Committee update; a 2022 World Athletics Championships debrief; discussed a letter of support requested by Lane County; received an update on the ODOT Great Streets Program; and reviewed the draft Low-Income Toll Report. The next meeting is scheduled for September 14. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.
4. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Caitlin Vargas attends the committee meetings as LTD's representative. At the July 30 meeting committee members received presentations on Climate Friendly and Equitable Communities Rulemaking; Oregon Household Activity Survey. AKA Oregon Travel Study; the Interstate Bridge Replacement Program; held discussion on OMPOC Direction; and received

an ODOT update. The next meeting is scheduled for October 28. For more information about OMPOC, please go to: <https://www.ompoc.org/>.

5. **Metropolitan Policy Committee (MPC):** Board members Caitlin Vargas and Don Nordin are LTD representatives; Board member Pete Knox is the alternate; Interim General Manager Mark Johnson is the District's ex-officio attendee. MPC meetings are held on the first Thursday of each month. The July 7 meeting was canceled. At the August 4 meeting, committee members held a public hearing on Project Proposals & Recommended MPO Funding Package for 2023-2027; received an update regarding PeaceHealth Rides Bike Share; held discussion on the Title VI Plan update and survey; and approved a letter of support for use of ODOT CMAQ funding. The next meeting is scheduled for September 1. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
6. **Comprehensive and Accessible Transportation Committee (CATC):** The Comprehensive and Accessible Transportation Committee advises and assists the Board in considering the impacts of potential, proposed, or actual service changes on individuals who are transit-dependent, especially those who are older adults or people with disabilities. Board members Pete Knox, Susan Cox, and Don Nordin, serve as LTD's representatives. The third Board seat is vacant. The July 19 meeting was canceled. At the August 9 meeting, committee members received presentations on the Special Transportation Fund/Statewide Transportation Improvement Fund; the Eugene Station Modernization Project; vehicle procurement and securement; and received the Strategic Business Plan Quarterly Update. The next meeting is scheduled for October 18.
7. **LTD Pension Trust Committee:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gino Grimaldi serves as one of the trustees. At the August 16 meeting, committee members reviewed and discussed the report of investment consultant and the report of the actuary. The next meeting has not been scheduled.

No Meetings were held for the following committees:

1. **LTD Board Contract Committee:** The Board Contract Committee is composed of Board members Michelle Webber, and Susan Cox; the third seat is vacant. The committee meetings are scheduled for the second Monday of each month. The July 11 and August 8 meetings were canceled. The next meeting is scheduled for September 12.
2. **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 7.
3. **Ad Hoc Board Bylaw Review Committee:** This ad hoc committee has been created for the purpose of reviewing and updating the Board of Directors bylaws. The committee is composed of Board members Michelle Webber, and Susan Cox, the third seat is vacant. The next meeting has not been scheduled.
4. **Ad Hoc GM Evaluation Committee:** This ad hoc committee has been created for the purpose of the General Managers review process. The committee is composed of Board members Caitlin Vargas, Michelle Webber, the third seat is vacant. The next meeting has not been scheduled.
5. **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/>.
6. **Ad Hoc Sustainability Committee:** This ad hoc committee has been created for the purpose of reviewing the District's sustainability Policies. The committee is composed of Board member Don Nordin; the second and third seats are vacant. The next meeting has not been scheduled.
7. **State Transportation Improvement Fund (STIF) Committee:** Pursuant to the Oregon Transportation Commission's January approval of the rules consolidating the STIF and STF plans, staff will bring an overview of the changes, and recommendations reflecting these changes to a future LTD Board meeting.

8. **Special Transportation Fund (STF) Committee:** Pursuant to the Oregon Transportation Commission's January approval of the rules consolidating the STIF and STF plans, staff will bring an overview of the changes and recommendations reflecting these changes to a future LTD Board meeting.
9. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board member's Gino Grimaldi, Don Nordin and Susan Cox serve as LTD's representatives. The next meeting has not been scheduled. For more information about MovingAhead, please go to: <https://www.movingahead.org>.
10. **Vision Zero Task Force:** The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. LTD Board member Gino Grimaldi serves as LTD's representative; Interim General Manager Mark Johnson is the alternate. The next meeting has not been scheduled. For more information about Vision Zero, please go to: <https://www.eugene-or.gov/4270/Vision-Zero>.



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Mark Johnson, Interim General Manager

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 August 17, 2022, consists of:

- Approval of Delegated Authority Report - June
- Approval of Delegated Authority Report - July
- Approval of Board Member Travel – Caitlin Vargas & Pete Knox
- Approval of Board Member Travel – Caitlin Vargas
- Approval of Board Member Travel – Pete Knox
- Approval of District Boundary Reaffirmation

ATTACHMENT:

- 1) Delegated Authority Report - June
- 2) Delegated Authority Report - July
- 3) Approval of Board Member Travel – Caitlin Vargas & Pete Knox
- 4) Approval of Board Member Travel – Caitlin Vargas
- 5) Approval of Board Member Travel – Pete Knox
- 6) District Boundary Reaffirmation

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-08-17-037; It is hereby resolved that the Consent Calendar for August 17, 2022, is approved as presented [amended].

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
5/23/2022	South Lane Wheels	Vehicle Lease and Preventative Maintenance	Amendment	Jul. 1, 2019 - Jun. 30, 2023		\$ 196,000.00	M.Johnson	Vehicle Updates
5/25/2022	Salem Area Mass Transit District and TriMet	Mutual Aid Agreement	IGA	May 25, 2022 - mutually agreed termination		Based on reimbursement	M.Johnson	Initiated for OR 22 services and future emergencies.
5/31/2022	Pacific Armored, Inc.	Ticket Vending Machine Collection Services	Amendment	May 25, 2018 - May 31, 2023		\$ 142,750.00	M.Johnson	Option year and updates to the scope for scheduling
6/23/2022	City of Eugene	EmGo Use for Downtown Festival	IGA	Jul. 1, 2022 - Aug. 5, 2022		No Value	M.Johnson	New Agreement
6/24/2022	Lane Council of Governments	Cablecasting	Amendment	Jan. 22, 2021 - Jun. 30, 2023		\$ 153,628.00	M.Johnson	Option year
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
6/6/2022	Connected Lane County	Non-Profit Pass Agreement	Non-Profit Pass	Jun. 1, 2022 - Ongoing			M. Johnson	New Agreement
6/5/2022	Home2 Suites Eugene Downtown University Area	Group Pass Agreement	Group Pass	Apr. 1, 2022 - Ongoing			M. Johnson	New Agreement
6/23/2022	Oregon Hostel	Group Pass Agreement	Group Pass	Jul. 1, 2022 - Ongoing		\$ 650.40	M. Johnson	New Agreement

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
6/27/2022	Dr. Johnny Lake Consulting, LLC	DEI Consulting Services	Amendment	May 3, 2021 - Completion		\$ 140,000.00	M.Johnson	Additional Services, NTE increase
7/4/2022	Turell Group	We Ride Together Return to Ridership Campaign	Task Order	Jul. 1, 2022 - Jun. 30, 2023		\$ 225,000.00	M.Johnson	Phase IV Return to Ridership
7/7/2022	Taryn M Consulting	HR Consulting Services	Personal Services	Jul. 1, 2022 - Jun. 30, 2023		\$ 51,000.00	M.Johnson	New Contract
7/11/2022	University of Oregon	Extended Services Agreement	Extended Services Agreement	Jul. 1, 2022 - Jun. 30, 2023		\$ 93,413.37	M.Johnson	New Annual Agreement
7/21/2022	Pave Northwest Inc.	Hunsaker Property Site Lease	Lease Agreement	Jul. 27, 2022 - Aug. 12, 2022		\$ 500.00	M. Johnson	New Lease Agreement
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
7/12/2022	HSFoods LLC dba Capella Market	Group Pass Program	GPP	Apr. 19, 2022 - Ongoing			M. Johnson	New Agreement with Vendor Name Change Update



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: BOARD MEMBER TRAVEL EXPENSE REIMBURSEMENT APPROVAL:
CAITLIN VARGAS & PETE KNOX

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To obtain approval of travel & expense reimbursement for Board members Caitlin Vargas & Pete Knox attendance at the 2022 APTA TRANSform conference.

BOARD COMMUNICATION: This is the first Board communication for this item.

PUBLIC COMMUNICATION: This is the first public communication for this item.

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

This agenda item aligns with the strategic area of: Community Value.

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

TRAVEL AUTHORIZATION AND APPROVAL

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

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

BOOKING TRAVEL

The Board is encouraged to use the Clerk of the Board to arrange for the booking of all out-of-District travel and lodging. The District shall advance the cost of such travel and lodging. However, Directors are allowed to book their own travel, but will be reimbursed at the standard or economy rate, similar to what other Directors or employees going to the same meeting paid for similar arrangements. After travel, the Director shall submit to the Clerk of the Board travel documentation of the actual expenses. If the actual expenses exceed the advancement, then the District shall reimburse the difference. If the actual expenses are less

than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental expenses are reimbursable if reasonable and documented.

Lane Transit District is a member of the American Public Transportation Association (APTA). Every year APTA holds seminars, conferences, and trainings for public transit agencies across the nation. One of the annual conferences is the APTA TRANSform, which allows transit agencies to stay apprised of industry technologies, services, etc. It also provides the opportunity for transit agencies across the nation to network with each other. It is standard practice to have LTD representation at conference. Additional information on this conference can be found [here](#).

CONSIDERATIONS: Board members Caitlin Vargas and Pete Knox would like to attend the October 9-12 APTA TRANSform conference being held in Seattle, Washington as District Board representatives.

ALTERNATIVES: N/A

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

SUPPORTING DOCUMENTATION:

- 1) Board Travel Expense Sheet – APTA Transit Board Members and Transit Administrator's Conference

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-08-17-038:

It is hereby resolved that the LTD Board of Directors approves Board members Caitlin Vargas & Pete Knox attendance at the 2022 APTA TRANSform conference and travel expenses incurred in accordance with the Board Travel Policy.



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: BOARD MEMBER TRAVEL EXPENSE REIMBURSEMENT APPROVAL: PETE KNOX

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To obtain approval of travel expense reimbursement for Board member Pete Knox' expenses incurred in attending the annual APTA Transit Board Members and Transit Administrator's Conference in Salt Lake City, Utah.

BOARD COMMUNICATION: This is the first Board communication for this item.

PUBLIC COMMUNICATION: This is the first public communication for this item.

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

This agenda item aligns with the strategic area of: Community Value.

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BOOKING TRAVEL

The Board is encouraged to use the Clerk of the Board to arrange for the booking of all out-of-District travel and lodging. The District shall advance the cost of such travel and lodging. However, Directors are allowed to book their own travel, but will be reimbursed at the standard or economy rate, similar to what other Directors or employees going to the same meeting paid for similar arrangements. After travel, the Director shall submit to the Clerk of the Board travel documentation of the actual expenses. If the actual expenses exceed the advancement, then the District shall reimburse the difference. If the actual expenses are less

than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental expenses are reimbursable if reasonable and documented.

Lane Transit District is a member of the American Public Transportation Association (APTA). Every year APTA holds seminars, conferences, and trainings for public transit agencies across the nation. One of the annual conferences is the APTA Transit Board Members and Board Administrators conference. This conference provides the opportunity for transit Board members across the nation to network with each other, and receive training on industry best practices as they relate to being an effective Board member. It is standard practice to have LTD representation at conference. Additional information on this conference can be found [here](#).

CONSIDERATIONS: This request for travel reimbursement has come to the Board post conference attendance as opposed to prior to attendance due to the July Board meetings having been canceled. Board member Pete Knox attended the July 30- August 2 APTA Transit Board Members and Transit Administrator's Conference as one of the Board members representing the District this year.

ALTERNATIVES: N/A

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

SUPPORTING DOCUMENTATION:

- 1) Board Travel Expense Sheet – APTA Transit Board Members and Transit Administrator's Conference

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-08-17-039:

It is hereby resolved that the LTD Board of Directors approves Board member Pete Knox' expense reimbursement for attendance of the APTA Transit Board Members and Transit Administrator's Conference.



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: BOARD MEMBER TRAVEL EXPENSE REIMBURSEMENT APPROVAL:
CAITLIN VARGAS

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To obtain approval of travel expense reimbursement for Board member Caitlin Vargas' expenses incurred in attending the annual APTA Transit Board Members and Transit Administrator's Conference in Salt Lake City, Utah.

BOARD COMMUNICATION: This is the first Board communication for this item.

PUBLIC COMMUNICATION: This is the first public communication for this item.

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

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

TRAVEL AUTHORIZATION AND APPROVAL

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

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

BOOKING TRAVEL

The Board is encouraged to use the Clerk of the Board to arrange for the booking of all out-of-District travel and lodging. The District shall advance the cost of such travel and lodging. However, Directors are allowed to book their own travel, but will be reimbursed at the standard or economy rate, similar to what other Directors or employees going to the same meeting paid for similar arrangements. After travel, the Director shall submit to the Clerk of the Board travel documentation of the actual expenses. If the actual expenses

exceed the advancement, then the District shall reimburse the difference. If the actual expenses are less than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental expenses are reimbursable if reasonable and documented.

Lane Transit District is a member of the American Public Transportation Association (APTA). Every year APTA holds seminars, conferences, and trainings for public transit agencies across the nation. One of the annual conferences is the APTA Transit Board Members and Board Administrators conference. This conference provides the opportunity for transit Board members across the nation to network with each other, and receive training on industry best practices as they relate to being an effective Board member. It is standard practice to have LTD representation at conference. Additional information on this conference can be found [here](#).

CONSIDERATIONS: This request for travel reimbursement has come to the Board post conference attendance as opposed to prior to attendance due to the July Board meetings having been canceled. Board member Caitlin Vargas attended the July 30- August 2 APTA Transit Board Members and Transit Administrator's Conference as one of the Board members representing the District this year.

ALTERNATIVES: N/A

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

SUPPORTING DOCUMENTATION:

- 1) Board Travel Expense Sheet – APTA Transit Board Members and Transit Administrator's Conference

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-08-17-040:

It is hereby resolved that the LTD Board of Directors approves Board member Caitlin Vargas' expense reimbursement for attendance of the APTA Transit Board Members and Transit Administrator's Conference.



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: BUDGET COMMITTEE MEMBER APPOINTMENT: STEVEN WHEELER

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To request the Board approve the appointment of nominee Steven Wheeler to fill the current Budget Committee vacancy.

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board. This means that the Board's role in this instance is to appoint members to an advisory committee.

BOARD DIRECTIVE ALIGNMENT: In accordance with ORS 294.414, the Board of Directors is required to appoint a Budget Advisory Committee that shall be comprised of fourteen (14) members for the purpose of reviewing and approving the operating and capital budget proposed by LTD's budget officer. The committee shall consist of seven (7) Board members and seven (7) appointed members who live within the LTD service area and who all have equal authority. Each Board member may appoint one (1) member to the Committee so long as the member resides within LTD's service area, regardless of whether the member resides within that Board member's sub-district.

COMMUNICATION: This is the first Board communication for this item.

DATES PRESENTED TO THE PUBLIC: This is the first public communication for this item.

HISTORY: The term for budget committee member Kim Thompson has expired and she elected not to renew her seat for another term. The nomination to fill this seat falls under Board member Gino Grimaldi.

CONSIDERATIONS: Board member Gino Grimaldi is nominating Steven Wheeler to be appointed to the Budget Committee.

ALTERNATIVES:

- The Board could approve the appointment of Steven Wheeler to the Boards Budget Committee.
- The Board could request additional nominees to consider for appointment.

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

SUPPORTING DOCUMENTATION:

- 1) Current Budget Committee Roster
- 2) Nominee Application
- 3) Resolution No. 2022-08-17-041

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-08-17-041:

It is hereby resolved that the LTD Board of Directors approves appointment of Steven Wheeler to the Budget Advisory Committee filling the vacancy of the term expiring December 31, 2023.



LTD RESOLUTION NO. 2022-08-17-041

APPOINTMENT OF STEVEN WHEELER TO THE LTD BUDGET ADVISORY COMMITTEE

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

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

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

WHEREAS, the Advisory Committee is guided by written bylaws;

WHEREAS, the committee has a community member vacancy under the seat of Board member Gino Grimaldi;

WHEREAS, the term for the current vacancy expires December 31, 2023; and,

WHEREAS, Board member Gino Grimaldi nominates Steven Wheeler to fill vacancy for the term expiring December 31, 2023.

WHEREAS, Board member Gino Grimaldi nominates Steven Wheeler to serve the subsequent the term expiring December 31, 2023.

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

Appointment of Steven Wheeler to fill the vacancy of the term expiring December 31, 2023.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF AUGUST 2021.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022
ITEM TITLE: BUDGET COMMITTEE MEMBER APPOINTMENT: JASON WILLIAMS
PREPARED BY: Camille Gandolfi, Clerk of the Board
DIRECTOR: Mark Johnson, Interim General Manager
ACTION REQUESTED: Adoption

PURPOSE: To request the Board approve the appointment of nominee Jason Williams to fill the current Budget Committee vacancy.

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board. This means that the Board's role in this instance is to appoint members to an advisory committee.

BOARD DIRECTIVE ALIGNMENT: In accordance with ORS 294.414, the Board of Directors is required to appoint a Budget Advisory Committee that shall be comprised of fourteen (14) members for the purpose of reviewing and approving the operating and capital budget proposed by LTD's budget officer. The committee shall consist of seven (7) Board members and seven (7) appointed members who live within the LTD service area and who all have equal authority. Each Board member may appoint one (1) member to the Committee so long as the member resides within LTD's service area, regardless of whether the member resides within that Board member's sub-district.

COMMUNICATION: This is the first Board communication for this item.

DATES PRESENTED TO THE PUBLIC: This is the first public communication for this item.

HISTORY: Budget committee member William "Bill" Whalen relocated outside of LTD's service area, creating a community member vacancy on the committee. Mr. Whalen's term runs through December 31, 2022. The nomination to fill this seat falls under Board member Caitlin Vargas.

CONSIDERATIONS: Board member Caitlin Vargas is nominating Jason Williams to be appointed to fill this Budget Committee vacancy for the remainder of the current term and the subsequent term beginning January 1, 2023 through December 31, 2024.

ALTERNATIVES:

- The Board could approve the appointment of Jason Williams to the Boards Budget Committee.
- The Board could request additional nominees to consider for appointment.

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

SUPPORTING DOCUMENTATION:

- 1) Current Budget Committee Roster
- 2) Nominee Application & Resume
- 3) Resolution No. 2022-08-17-042

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-08-17-042:

It is hereby resolved that the LTD Board of Directors approves appointment of Jason Williams to the Budget Advisory Committee filling the vacancy of the term expiring December 31, 2022 and serve the subsequent term beginning January 1, 2023 through December 31, 2024.



LTD RESOLUTION NO. 2022-08-17-042

APPOINTMENT OF JASON WILLIAMS TO THE LTD BUDGET ADVISORY COMMITTEE

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

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

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

WHEREAS, the Advisory Committee is guided by written bylaws;

WHEREAS, the committee has a community member vacancy under the seat of Board member Caitlin Vargas;

WHEREAS, the term for the current vacancy expires December 31, 2022;

WHEREAS, Board member Caitlin Vargas nominates Jason Williams to fill the remainder of the term for the current vacancy expiring December 31, 2022; and,

WHEREAS, Board member Caitlin Vargas nominates Jason Williams to serve the subsequent term beginning January 1, 2023, and expiring December 31, 2024.

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

Appointment of Jason Williams to fill the vacancy of the term expiring December 31, 2022, and serve the subsequent term beginning January 1, 2023, through December 31, 2024.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF AUGUST 2021.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022
ITEM TITLE: DISTRICT BOUNDARY REAFFIRMATION
PREPARED BY: Camille Gandolfi, Clerk of the Board
DIRECTOR: Mark Johnson, Interim General Manager
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.

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

This agenda item aligns with the strategic area of: Community Value, Sustainability.

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 2021-2022. Attached for the Board's approval, as part of the Consent Calendar for August 17, 2022, 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. 2022-08-17-043

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-08-17-043:

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: 2022-08-17-043

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 2022– 2023, 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 17TH DAY OF AUGUST, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022
ITEM TITLE: ELECTION OF BOARD OFFICER – BOARD SECRETARY
PREPARED BY: Camille Gandolfi, Clerk of the Board
DIRECTOR: Mark Johnson, Interim General Manager
ACTION REQUESTED: Vote

PURPOSE: To vote on and approve the Board officer role of Secretary.

BOARD COMMUNICATION: This is the first communication on this agenda item.

PUBLIC COMMUNICATION: This is the first communication on this agenda item.

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

This agenda item aligns with the strategic area of: Community Value.

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

BACKGROUND: Former Board member Emily Secord resigned her Board seat effective July 1, 2022. Ms. Secord held the officer position of Board Secretary; her departure has left the officer position vacant. With the July Board meetings having been canceled, the August 17 meeting is the first opportunity for the Board to fill the vacant officer role.

CONSIDERATIONS: The current officers are Caitlin Vargas, president; Don Nordin, vice president; Michelle Webber, Treasurer. The Board secretary position is vacant. In accordance with the Board of Director's bylaws, the Board member elected to fill the vacant officer role will fill the remainder of the current term, which began on January 1, 2021, and will expire on December 30, 2022.

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

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

NEXT STEPS: The Board president opens the floor for nominations and Board members nominate the Board member of their choosing.

I nominate _____ as the LTD Board Secretary, to fill the remainder of the term set to expire on December 30, 2022 . (Nominations do not require a second.)

After closing the nominations, the presiding officer will take the vote on each candidate or on a slate of candidates, by either roll call or voice vote.

Based on Board direction, staff will then take the appropriate administrative steps.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: BOARD BYLAWS AND GOVERNANCE POLICY'S

PREPARED BY: Camille Gandolfi, Clerk of the Board

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To provide the Board with final draft amended and restated Board Bylaws, Board Working Agreement, and Board Harassment, Discrimination, and Retaliation Policy for review and recommendation for adoption.

BOARD COMMUNICATION:

- Board bylaws were developed in 2018 and were adopted at the March 21, 2018, special Board meeting.
- Draft bylaw amended and restated bylaws and Policy Governance Manual were brought before the Board at its October 20, 2021, regular Board meeting.
- Draft bylaw amended and restated bylaws with Board member feedback were brought before the Board at its November 17, 2021, regular Board meeting.
- Draft amended and restated bylaws were reviewed and discussed by the Ad Hoc Board Bylaw Review Committee at its December 9, 2021, meeting.
- Draft amended and restated bylaws with committee requested revisions were reviewed and discussed by the Ad Hoc Board Bylaw Review Committee at its January 3, 2022, meeting.
- Draft amended and restated bylaws with committee recommended revisions were provided to the Board at its January 19, 2022, meeting.
- Draft amended and restated bylaws and the Board Governance Policy Manual were provided to the Ad Hoc Board Bylaw Review Committee at its February 7, 2022, meeting.
- Draft amended and restated bylaws and the Board/GM Working Agreement with committee requested revisions were provided to the Ad Hoc Board Bylaw Review Committee at its March 7, 2022, meeting.
- Draft amended and restated bylaws and the Board/GM Working Agreement with committee requested revisions were provided to the Ad Hoc Board Bylaw Review Committee at its March 21, 2022, meeting.
- Draft amended and restated bylaws with committee recommended revisions were provided to the Board at its April 20, 2022, meeting.
- Draft amended and restated bylaws were reviewed and discussed by the Ad Hoc Board Bylaw Review Committee at its June 20, 2022, meeting.

PUBLIC COMMUNICATION: The public has received communications via the publicly posted meeting packets for the noted Board and committee meetings and via the public meetings, which are available for attendance.

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

This agenda item aligns with the strategic areas of: Community Value and sustainability.

DESCRIPTION: In accordance with the recommendation of the state of Oregon in the Board Members Handbook, bylaws were developed for the LTD Board of Directors. Bylaws are the guidelines by which a Board functions in adherence to all relevant statutes, administrative rules and public meeting laws.

BACKGROUND: Bylaws were developed for the Board of Directors and its advisory committees throughout 2017 and 2018. The Board bylaws were drafted and brought to the Board for review at the November 15, 2017, regular Board meeting and the February 21, 2018, Board retreat. The Board adopted their bylaws at the March 21, 2018, regular meeting. In 2004, the Board adopted a Board/GM working agreement, which defines the roles and responsibilities of the Board and the general manager. Over the course of the last several years the Board has also adopted several Board governance policies.

In response to recent Board discussion, the Board bylaws have been amended and restated with the assistance of the interim general manager, Human Resources and District general counsel.

At the October 20 and November 17, 2021, Board meetings, the Board was provided an opportunity to review Draft bylaws and provide feedback.

At the November 17, 2021, regular Board meeting, the Board created an Ad Hoc Board Bylaw Review Committee. The committee was created to review and discuss the proposed changes to the Board's current bylaws and provide the full Board a recommendation at a future meeting.

At the December 9, 2021, meeting the Ad Hoc Board Bylaw Review Committee reviewed and discussed the proposed amended and restated Board bylaws and current Board policies.

At the January 3, 2022, meeting the Ad Hoc Board Bylaw Review Committee reviewed an updated side-by-side comparison of the bylaws originally approved in 2018 and the proposed revised bylaws. At the January 3 meeting the committee proposed the following amendments to the bylaws:

- All sections: amend language to be more concise and eliminate redundant information already stated in referenced policies or statutes.
- Section 1.1: add a reference to the McKenzie River area.
- Section 2.4: correct unlimited terms to "as determined by the governor".
- Section 2.5: recommended a policy change with regard to Board involvement in the general counsel contract administration
- Section 2.7: add guidelines for Board recommendation for Board member removal to governor's office.
- Article 3: the Ad Hoc Bylaw Review Committee will evaluate the roles and responsibilities of Board officers and amend language to better reflect officer responsibilities.
- Section 3.1: remove GM from breaking ties; the Ad Hoc Bylaw Review Committee will refine officer election process.
- Section 3.3.1: add language "Board majority can overrule decisions made by the Board President"; remove Board President appointment of committee chairs.
- Section 3.3.3: amend language to state that their duties have been delegated to the LTD Finance Director.
- Section 3.3.4: amend language to state that their duties have been delegated to the Clerk of the Board.
- Section 4.2: amend the statement: "*In all cases, if a director intends to request that an item be taken off of the consent agenda, they shall notify the Clerk of the Board and/or the General Manager no later than the day prior to the meeting of that intent so the appropriate staff member can attend the meeting, prepared to respond to the director's inquiries.*" To "to the greatest extent possible... or similar language.
- Section 4.4: amend language to include virtual meeting availability.
- Section 4.4.4: amend language to reflect nonstandard practice of email meetings.
- Section 5.1: adjust language from "in consultation" to "may consult".
- Section 5.2: adjust language from "in consultation" to "may consult".
- Article 6: remove dollar amount of contract authority and amend language to "amount determined by the Board; exclude general counsel contract from delegated authority.

- Section 7.1: use language from Cherriots (Salem Transit Agency) bylaws.
- Section 7.2: use language from Cherriots (Salem Transit Agency) bylaws.

At the January 19, 2022, regular Board meeting, Draft amended and restated bylaws with recommended revisions by the Committee were provided to the Board. At this meeting, the Board granted approval to the Committee to review the Board's governance policies in addition to the bylaws.

At the February 7, 2022, meeting, the Ad Hoc Bylaw Review Committee reviewed the updated amended and restated bylaws and recommended additional changes. These changes are reflected in the redlined copy included in this packet. The committee also completed the first review of the Board Working Agreement and recommended changes. These changes are reflected in the redlined copy included in this packet.

At this meeting, the committee also requested the following industry best practices be brought back to the committee:

A. Role of the Board: Attachment A

Provided out of:

- American Public Transportation Association (APTA) Board Member Handbook*
- PennTrain Roles and Responsibilities of Transit Board Members booklet*
- TCRP Board Governance Guidebook*

B. Role of the Board President: Attachment B

Provided out of:

- American Public Transportation Association (APTA) Board Member Handbook*
- C-TRAN Board Bylaws*
- Spokane Board Bylaws*

C. Board/staff communication: Attachment C

Provided out of:

- C-Tran Board Bylaws*

D. Officer election process: [Officer Election Process Examples - Toastmasters](#)

E. Board self-evaluation: Attachment D

Provided out of:

- American Public Transportation Association (APTA) Board Member Handbook*
- TCRP Board Governance Guidebook - Board Self-Assessment*

The committee referenced the best practices provided in their additional review of the amended and restated bylaws and working agreement.

At the March 7 meeting, the committee:

- Requested additional revisions to the amended and restated bylaws and the working agreement. These revisions are reflected in the attached redlined versions of both documents.
- Requested that counsel review both documents for legal compliance. Counsel's comments are reflected in the attached redlined versions of both documents.
- Requested that staff cross-reference the process for Board members to add topics to future meeting agendas with the Eugene City Council process. The committee requested that the Board's process be similar to that of the Eugene City Council. Staff made this comparison and determined that the Board's current process, while slightly less formal, is similar to that of the Eugene City Council.

At the March 21, 2022, meeting, the committee reviewed the revisions made at the March 7 meeting and general council's comments related to the draft amended and restated bylaws and the working agreement. The committee indicated that they would like the full Board to review and discuss these documents at the April 20, 2022, regular Board meeting. The committee would like to have discussion on the following:

Bylaws:

- Section 3.3.1: Board president's authority to decide who attends executive sessions

- General Council's comments
- Section 2.9: Complaint process if a complaint is received by the Board regarding the GM or Clerk of the Board?

Working Agreement:

- Comments from general council
- Section 100.10.8: Self-Assessment: Staff recommend that the Board reference the agreement to perform an annual self-assessment.

At the April 20, 2022, regular Board meeting, the committee and Board discussed the work that has been done to date on the Board Bylaws and Board/General Manager Working Agreement. The Board directed the committee to

- Address counsel's comments in the Board bylaws and Board/GM working agreement

Additionally, the committee had previously requested that the Board's Harassment Policy be sent for review by general counsel and brought back for further review by the committee. The policy has been reviewed by general counsel and is included in this meeting packet.

Based on Board feedback, the objectives for today's meeting are:

- Review and make final revisions to Board Bylaws & Board/General Manager Working Agreement
 - General counsel's comments
 - Role of Board President
- Review the Board of Directors Harassment, Discrimination & Retaliation Policy

At the June 20, 2022, meeting, the Ad Hoc Bylaw Review Committee, in consultation with general counsel, performed a final review of the Board's bylaws, working agreement, and harassment, discrimination and retaliation policy. The committee requested that general counsel make the recommended edits to the harassment, discrimination and retaliation policy and that final clean versions of all three documents be brought to the Board for final review and adoption.

At the August 3 Board work session, the Board reviewed and discussed the final drafts of the amended & restated Board Bylaws, Board/General Manager Working Agreement, and Board of Directors Harassment, Discrimination & Retaliation Policy. The Board requested that the aforementioned documents be brought to the August 17 regular Board meeting for adoption.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

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

SUPPORTING DOCUMENTATION: *(All supporting documentation is uploaded as individual attachments)*

- 1) Proposed Draft Amended & Restated Bylaws
- 2) Proposed Draft Amended Board Working Agreement
- 3) Proposed Draft Board Harassment Policy
- 4) Resolution No. 2022-08-17-044

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-08-17-044:

It is hereby resolved that the LTD Board of Directors approves/adopts the amended and restated Board Bylaws, updated Board/General Manager Working Agreement, and Board Harassment, Discrimination & Retaliation Policy as presented [amended].



RESOLUTION NO. 2022-08-17-044

APPROVAL OF AMENDED & RESTATED BOARD BYLAWS AND GOVERNANCE POLICIES

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

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

WHEREAS, at its November 17, 2021, meeting, the Board appointed its Ad Hoc Board Bylaw Review Committee to review and update the board governance bylaws and policies in consultation with the District's general counsel;

WHEREAS, the Board Bylaws adopted at the Board's March 21, 2018, Board meeting have been amended and restated;

WHEREAS, the Board Working Agreement and Policy adopted at the Board's June 14, 2004, Board Meeting has been amended and restated; and,

WHEREAS, the Board Harassment, Discrimination, and Retaliation Policy adopted at the Board's December 16, 2020, Board meeting has been amended and restated.

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

- Approving the amended and restated Board Bylaws, Board Working Agreement & Policy, and Board Harassment, Discrimination, and Retaliation Policy

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17th DAY OF AUGUST, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: STRATEGIC BUSINESS PLAN QUARTERLY UPDATE

PREPARED BY: Collina Beard, Strategic Business Plan Champion

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Information and Discussion

PURPOSE: To provide progress update on the fiscal year 2022-2024 Strategic Business Plan (SBP) for fiscal year 2022 Quarter 4 (April 1 – June 30, 2022).

BOARD COMMUNICATION:

- October 20, 2021: Provided an update on the SBP rollout plan upon the Board's July 2021 adoption;
- February 16, 2022: Provided Quarterly Update for period 2 (October 1 – December 31, 2021).
- May 18, 2022: Provided Quarterly Update for period 3 (January 1 – March 31, 2022).

PUBLIC COMMUNICATION: N/A

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

This agenda item aligns with the strategic area of: Community Value.

DESCRIPTION: The FY22-24 Strategic Business Plan guides the direction for Lane Transit District. The SBP includes five strategic areas of focus or success outcomes that the District strives to achieve in the next three years. Each element of the plan is purposefully aligned so that there is clarity around how work activities (tactics) and performance metrics impact these overall strategic outcomes.

BACKGROUND: The Board of Directors adopted LTD's first-ever Strategic Business Plan in July 2021. Implementation of the Plan began in October 2021 (FY22 Q2) and will span into June 2024. Since the last staff update to the Board in February 2022, staff have continued implementing the tactics and monitoring the District's performance metrics as adopted in the SBP. This quarterly report provides an update to the Board to ensure that LTD is on our way to achieving success outcomes in the five strategic areas of focus.

A presentation will be provided to explain this topic in further detail.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Staff will provide the Q1 SBP Progress Report at the Regular Meeting of the Board of Directors to be held in October 2022.

SUPPORTING DOCUMENTATION:

- 1) Presentation Deck: Strategic Business Plan FY22 Q4 Board Update

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022
ITEM TITLE: INTERIM GENERAL MANAGER QUARTER FOUR REVIEW
PREPARED BY: Mark Johnson, Interim General Manager
DIRECTOR: N/A
ACTION REQUESTED: Discussion and Adoption

PURPOSE: The purpose of this item is to review the Interim General Manager's performance for quarter four (4) to determine if it is consistent with the LTD values and if the Interim General Manager's efforts are achieving progress as defined in the Strategic Business Plan and the employment agreement between the parties. Approve performance based compensation, if any, for the quarter.

BOARD COMMUNICATION: The Interim General Manager's employment agreement was approved by the Board at its September 15, 2021, Board meeting indicating that a quarterly review would take place and bonus compensation would be considered based on specific goals.

PUBLIC COMMUNICATION: NA

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

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

DESCRIPTION: This is a quarterly Board function to discuss the Interim General Manager's performance and agree on performance based compensation based on specific goals set out in the employment agreement between the parties.

BACKGROUND: This is the third quarterly performance report and review of the Interim General Manager. It is based on the Board adoption of a performance-based compensation model and agreed upon discussion about the General Manager's performance on a quarterly basis.

CONSIDERATIONS: A self-evaluation from the Interim General Manager and compensation recommendation will be provided to the Board in an attachment.

ALTERNATIVES: The Board is generally obligated to discuss and evaluate the General Manager's performance but the Board could postpone the discussion and delay the compensation discussion to another time.

NEXT STEPS: Approve or amend the recommendation for the Interim General Manager's performance evaluation and performance based compensation.

SUPPORTING DOCUMENTATION:

- Interim General Manager's self-evaluation and compensation recommendation
- Resolution No. 2022-08-17-045

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-08-17-045:

It is hereby resolved that the LTD Board of Directors approves the quarter four (4) performance review of the Interim General Manager as presented {amended}.



RESOLUTION NO. 2022-08-17-045

**APPROVAL OF QUARTERLY PERFORMANCE REVIEW FOR THE LANE TRANSIT DISTRICT
INTERIM GENERAL MANAGER**

WHEREAS, ORS 267.135 authorizes the Lane Transit District (“LTD” or “District”) Board of Directors (“Board”) to appoint a General Manager, whose duties are described in ORS 267.140 and include having full charge of the administration of the business affairs of the District;

WHEREAS, effective on September 7, 2021, Mark Johnson is hereby appointed as Lane Transit District’s Interim General Manager, and shall serve until the Board appoints a replacement General Manager;

WHEREAS, at its September 15, 2021, regular meeting the Board adopted quarterly performance measures for the Interim General Manager;

WHEREAS, at its February 16, 2022, regular meeting the Board reviewed the performance of the Interim General Manager;

WHEREAS, at its May 18, 2022, regular meeting the Board reviewed the performance of the Interim General Manager; and,

WHEREAS, at its August 17, 2022, regular meeting the Board reviewed the performance of the Interim General Manager.

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

Approving the performance of the Interim General Manager in achieving District goals and approving the recommended performance based compensation for the Interim General Manager for the fourth quarter of FY 2022.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17th DAY OF AUGUST 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: FINANCIAL PLANNING POLICY

PREPARED BY: Christina Shew, Director of Finance

DIRECTOR: Mark Johnson, Interim General Manager

ACTION REQUESTED: Adoption

PURPOSE: To request that the Board of Directors adopt a resolution approving the Financial Planning Policy.

BOARD COMMUNICATION: At the October 20, 2021, Board meeting, the Director of Finance provided a presentation titled "Financial Health monitoring". This presentation identified 5 strategies that provide an effective and efficient approach to effectively monitor the District's financial health and influence decision-making. One of those 5 strategies is establishing policies. The District committed to developing 4 policies, one of which is Financial planning which is addressed through the development of a Financial Planning Policy.

PUBLIC COMMUNICATION: At the October 20, 2021, Board meeting, the Director of Finance provided a presentation titled "Financial Health monitoring". This presentation identified 5 strategies that provide an effective and efficient approach to effectively monitor the District's financial health and influence decision-making. One of those 5 strategies is establishing policies. The District committed to developing 4 policies, one of which is Financial planning which is addressed through the development of a Financial Planning Policy.

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

This agenda item aligns with all five strategic area of focus.

DESCRIPTION: The District's Strategic Business Plan identifies Financial Health as one of the strategic focus areas required to achieve our mission of connecting our community. A robust financial planning policy is central to a strategic, long-term approach to achieving financial health. The District's Financial Planning Policy was created to promote good financial planning practices that provide the District long-term financial stability and manage its resources in a way that provides the best value to the community.

The Financial Planning Policy has 4 components which address financial resources, expenditures, investments and reserves. The 4 components are:

1. Budgeting
2. Reserve Policy
3. Community Investment Planning Policy
4. Long-range Financial Planning

BACKGROUND: The District has not historically had a formal Financial Planning policy. However, it has annually created a budget and updated 10-year plans for its community investments, operating resources and expenditures. In FY22, the Board adopted a reserve policy which was implemented in the FY23 Budget cycle. The Financial Planning policy formalizes the process and guidelines currently being used for financial planning and provides for routine review to ensure that the policy continues to align with updated strategic and other priorities.

This is the recorded presentation on the Financial Planning Policy:

https://ltd.zoom.us/rec/share/miTb7gLPT8-pAzR_h0DHZHK7LvHewl4UfDeKQmN9CtH8DfyvLkyG5EUIcSaV-Hv3.wB20THtbBeyb4UfS

CONSIDERATIONS: Staff recommends that the Board adopt the Financial Planning Policy.

ALTERNATIVES:

1. The Board may amend the Financial Planning policy and elect to adopt the amended policy at a later date.
2. The Board may amend the Financial Planning policy and elect to adopt the amended policy at today's Board meeting

NEXT STEPS: The adopted policy will become effective immediately.

SUPPORTING DOCUMENTATION:

- 1) Recorded presentation on the Financial Planning Policy:
https://ltd.zoom.us/rec/share/miTb7gLPT8-pAzR_h0DHZHK7LvHewl4UfDeKQmN9CtH8DfyvLkyG5EUIcSaV-Hv3.wB20THtbBeyb4UfS
- 2) Financial Planning Policy
- 3) Resolution No. 2022-08-17-046

PROPOSED MOTION: I move adoption of LTD Resolution No. 2022-08-17-046:

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



RESOLUTION NO. 2022-08-17-046

ADOPTION OF THE LANE TRANSIT DISTRICT FINANCIAL PLANNING POLICY

WHEREAS, a component to Board Financial Health monitoring and influence on decision-making are policies that ensure long-term financial thinking;

WHEREAS, The District's Strategic Business Plan identifies Financial Health as one of the strategic focus areas required to achieve our mission of connecting our community;

WHEREAS, A robust financial planning policy is central to a strategic, long-term approach to achieving financial health;

WHEREAS, The District's Financial Planning Policy was created to promote good financial planning practices that provide the District long-term financial stability and manage its resources in a way that provides the best value to the community;

WHEREAS, The Financial Planning Policy has 4 components which address financial resources, expenditures, investments and reserves. The 4 components are:

1. Budgeting
2. Reserve Policy
3. Community Investment Planning Policy
4. Long-range Financial Planning

WHEREAS, the Policy is reviewed routinely.

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

- Approving the Financial Planning Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF AUGUST, 2022.

Board President, Caitlin Vargas



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022

ITEM TITLE: COTTAGE GROVE MOBILITY ON DEMAND UPDATE

PREPARED BY: John Ahlen, Accessible Services Program Manager

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services

ACTION REQUESTED: None. Information Only

PURPOSE: To provide information to the Board regarding continuation of the Cottage Grove Mobility on Demand (MOD) service.

BOARD COMMUNICATION: Staff provided presentations to representatives of the Board regarding Cottage Grove Mobility on Demand service on 8/6/19, 9/18/19, 11/20/19, 12/18/19, 9/14/20, and 9/16/20.

PUBLIC COMMUNICATION: As a Statewide Transportation Improvement Fund project, Mobility on Demand has been represented in STIF and budget planning meetings. All meetings have included public participation and have been issued public notice and minutes.

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

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

DESCRIPTION: Though no Board action is needed at this time, this agenda item marks LTD's intention to continue pursuing the Cottage Grove Connector as an ongoing project upon completion of the current contract, developing a proposal to continue service using STIF funds in the upcoming biennium. Upon the natural expiration of the current contract, this would also mark the formal completion of the pilot project status of the project, with LTD intending to initiate a new contract for service dependent on the successful award of STIF funds. All STIF funded projects are vetted through a public process allowing for robust public participation and review of the LTD Board, of which Mobility on Demand will be no exception. LTD continues to explore other areas of opportunity to deploy mobility on demand projects or utilize technology to create efficiencies or better serve our community's transportation needs.

BACKGROUND: In 2019 LTD began two pilot projects for Mobility on Demand service to test new technologies utilizing new and innovative methods of service delivery. These began as EmGo service centralized in downtown Eugene and the Cottage Grove Connector within the Cottage Grove city limits. Both services utilized a technology platform known as TransLoc, which allowed members of the public to book trips on demand directly from their phones.

Unfortunately, before even a years' worth of pilot project data had been collected, the onset of the global pandemic necessitated drastic changes to these programs, which included the suspension of MOD service in early 2020. The Cottage Grove Connector resumed service in August of 2020 with modifications and lessons learned from the original pilot project, and we changed our technology provider from TransLoc to Via in February of 2021.

The current contract for Mobility on Demand Service with the City of Cottage Grove has been approved by the Board through July 1 of 2023, which matches the end of the current STIF biennium, representing the funding source being used for the project.

CONSIDERATIONS: The pandemic has heightened the need for LTD to explore increased exploration and incorporation of technology and alternative modes of transportation such as Mobility on Demand. Smaller, more versatile vehicles have the ability to go more places and offer flexibility not available through our fixed route buses.

COTTAGE GROVE MOBILITY ON DEMAND UPDATE

Mobility on Demand also allows us to pick up passengers directly where they are, which increases transportation options for older adults and people with disabilities not able to travel to the nearest bus stop.

ALTERNATIVES: N/A

NEXT STEPS: The Board may request additional information or provide direction to Staff as it deems necessary. Additional information regarding Cottage Grove Connector service is planned to be made available as part of the upcoming STIF biennium project proposals unless direction from the Board states otherwise.

SUPPORTING DOCUMENTATION: State what your supporting documentation is below

- 1) 2019-07 - Mobility on Demand - City of Cottage Grove - Amendment Three.pdf

PROPOSED MOTION: N/A



Q4 FY22 FINANCIAL PERFORMANCE INDICATORS

INDICATORS	CADENCE	MEASURE	FY 2022				NOTES
			Q4	Q3	Q2	Q1	
AUDITS OF GENERAL HEALTH							
Report of Independent auditors	Annual	Unmodified opinion	F	F	F	F	FY21 Annual Report
Deficiencies in Internal Control	Annual	No material weaknesses noted No significant deficiencies or non-compliance noted	W	W	W	F	The District identified an error related to timing and recording of grant revenue which required prior years to be restated. The restatement changed the year in which the revenue was recorded. It did not affect any grant expenditures eligible for reimbursement. The error was due to an interpretation of GASB Statement No. 33, which was recently clarified as a result of the COVID expenditure grants.
Fraud & Noncompliance with Laws & Regulations	Annual	No instances of fraud or noncompliance with laws and regulations identified	F	F	F	F	FY21 Annual Report
FTA Comprehensive Review	Every 3 years	No significant deficiencies or material internal control weaknesses noted	F	F	F	F	FY20 review found no deficiencies in any of the 21 areas it examined.
STIF Agreed Upon Procedures	Annual	No material noncompliance with requirements	F	F	F	F	FY21 Annual Report
NTD Agreed Upon Procedures	Annual	No material noncompliance with requirements	F	F	F	F	FY21 Annual Report
ODOT Urban Remote Compliance Monitoring Review	Annual	No material noncompliance with requirements	F	F	F	F	2021 Report
TRANSPARENCY							
GFOA Excellence in Financial Reporting Award	Annual	Award received	F	F	F	F	FY20 Annual Report; FY21 Annual Report review in process.
COMPLIANCE WITH WRITTEN POLICIES							
Reserve	Annual	Financial Planning documents align with policy	F	F	F	F	The new reserve policy adopted in February was implemented as part of the FY23 Budget.
Financial Planning	Annual	Financial Planning documents align with policy	N/A	N/A	N/A	N/A	Financial Planning Policy is being presented for Board adoption at the August 2022 Board meeting.
Pension Funding	Annual	Financial Planning documents align with policy	N/A	N/A	N/A	N/A	Proposed policy is being developed utilizing best practices.
Community Investment Policy (Capital Planning)	Annual	Financial Planning documents align with policy	F	N/A	N/A	N/A	Community Investment Policy was adopted at the June 2022 Board meeting.
BOARD ADOPTED POLICIES							
Reserve	Annual	Board revision adoption by < Feb 2022	F	F	F	N/A	FY23 budget is aligned with Board adopted Reserve policy.
Financial Planning	Annual	Board Adoption by <Q2 FY23	N/A	N/A	N/A	N/A	Financial Planning Policy is being presented for Board adoption at the August 2022 Board meeting.
Pension Funding	Annual	Board Adoption by <Q2 FY23	N/A	N/A	N/A	N/A	SBP only required Reserve policy to be adopted by Feb 2022. Remaining policies will be developed with a target adoption of <Q2 FY23
Community Investment Policy (Capital Planning)	Annual	Board Adoption by <Q2 FY23	F	N/A	N/A	N/A	Community Investment Policy was adopted at the June 2022 Board meeting.

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

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

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

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



Q3 FY22 FINANCIAL PERFORMANCE INDICATORS



INDICATORS	CADENCE	MEASURE	FY 2022				NOTES
			Q4	Q3	Q2	Q1	
REVENUE							
YTD Payroll Tax Revenue vs. Budget	Quarterly	Payroll tax actuals > Budget	F	F	F/C	F/C	Pandemic recovery is faster than anticipated. Preliminary FY22 payroll-type tax collections are up 8% over FY21. FY22 taxes are somewhat inflated as the 1st half included temporary COVID-19 related spikes in employment from vaccine, testing sites and other health care and social assistance providers and Q4 FY22 included increased economic activity in the run up to the world championships.
Planned Grant Coverage For CIP Projects	Annual	Greater than 70% of project costs covered by grants	F	F	F	F	FY22 preliminary analysis of grant funded projects in the Capital Projects fund shows 82% of projects eligible for grant funding - exceeding metric goal. Non grant funded projects are minimal. Nearly 80% of non-grant funded projects are for non-revenue vehicles, operations planning and revenue generating disposal costs. These projects are typically not grant funded. The remaining non-grant funded projects are for software to improve efficiencies. In addition to project grant funding, LTD is utilizing COVID-19 relief funds for operating. Operating grant funding is not reflected in the 82%.
EXPENDITURES							
YTD Expenditures vs Budget	Quarterly	Expenditures < Budget	F/C	F/C	F	F	June CPI is up 9.1% from where it was a year ago, a 40-year high. Fuel prices have been trending up due to supply chain issues and R99 shortages. Budget was \$2.25/gallon. FY22 June YTD is at \$3.41/gallon with the last purchase on 7/11 at \$5/gallon. Inflation and the impacts of Russia invading Ukraine pose expenditure risks.
Fringe Benefits (excluding pension)	Quarterly	Expenditures < Budget	W	W	W	W	Medical costs premiums change every January. With the exception of 2019, increases over the last 5 years have been 7% - 9%.
Capital Fund Project Spend	Quarterly	Expenditures < Budget	F	F	F	F	Bus delivery timing will push expenditures to FY23.
OPERATING POSITION							
Unrestricted Fund Balance	Annual	> 2 months of operating	F	F	F	F	Currently exceeding as demonstrated by unrestricted cash balance.
UNFUNDED LIABILITIES							
ATU Pension funding	Annual	Annual contributions align with actuary recommendations and unfunded liability <= prior year	F/C	F/C	F/C	F	On track for full funding in 20 years. Contributions made align with actuary recommendations. Future economic growth is facing headwinds with record high inflation which reduces margins for stocks and puts pressure on interest rate increases, making long-term bond investments less attractive.
Admin Pension Funding	Annual	Annual contributions align with actuary recommendations and unfunded liability <= prior year	F/C	F/C	F/C	F	On track for full funding in 10 years. Contributions made align with actuary recommendations. Future economic growth is facing headwinds with record high inflation which reduces margins for stocks and puts pressure on interest rate increases, making long-term bond investments less attractive.

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

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

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

U Unfavorable – This trend is negative, and there is an immediate need for LTD to take action

KEY FINANCIAL HIGHLIGHTS

- LTD received a total of \$44.9M in federal funding for FY 21-22. These funds supported Operational Assistance and Preventive Maintenance; and is supporting ongoing capital projects, including rolling stock (electric vehicles), ADA replacement vehicles, and an information technology project. LTD also submitted an application for the FY 22 Bus and Bus Facilities grant program during the reporting period. It is anticipated that projects under this competitive grant program will be selected in August.
- Cash is on target to meet the Board adopted reserve policy minimums with \$3.9M additional working capital buffer beyond the minimums.
- FY22 payroll-type tax collections are up 8% over FY21. FY22 taxes are somewhat inflated as the 1st half included temporary COVID-19 related spikes in employment from vaccine, testing sites and other health care and social assistance providers and Q4 FY22 included increased economic activity in the run up to the world championships. Also, included collections of deferred Payroll (Jul21) and Self-Employment (4/22) payroll for FY21.
- Inflation, fueled by worker shortages, supply chain issues and consumer demand finished June at 9.1% - a 40 year high, exceeding March's CPI of 8.5%.
- Lane county seasonally adjusted unemployment rate dropped to 3.9% in June, continuing a downward trend and a strong recovery from the 14.4% pandemic level.
- Supply chain bottlenecks continue to impact bus and capital fund expenditure timing.
- Expenditures for salaries and wages are projected to be below budget due to hiring challenges experienced at all transit agencies.
- Pension Funding changes based on the market value of the assets in the portfolio. As a defined benefit plan, the District bears the risk of covering shortages needed to meet pension commitments. Current market is showing declines as the inflationary environment worsened (CPI 9.1% June) despite tightened monetary policies. Recession probability risks have also been on the rise.
- To see a comprehensive review of the preliminary financial results for FY22 see the FY22 Year-end Preliminary Financial Report (video) at www.ltd.org/annual-report

OPERATING FINANCIAL PERFORMANCE

GENERAL FUND

YTD Expenditures/Budget	95%		
YTD Operating Revenues/Budget	101%		
	YTD	YE Projection	YE Budget
Fund Balance		\$14	\$9

Payroll Taxes above budget. Fare revenue lags budget. Pandemic relief grant draw downs are in process. Spending down due to less staff - hiring of more operators in process. M&S costs match budget. Fuel 13% over annual budget.

OPERATING FINANCIAL PERFORMANCE

SPECIALIZED SERVICES

YTD Expenditures/Budget	43%		
YTD Operating Revenues/Budget	49%		
	YTD	YE Projection	YE Budget
Fund Balance		\$0.7	\$0.7

New State STIF budget delayed start of projects. Some programs have not re-started.

OPERATING FINANCIAL PERFORMANCE

MEDICAID

YTD Expenditures/Budget:	73%		
YTD Operating Revenues/Budget:	73%		
	YTD	YE Projection	YE Budget
Fund Balance		\$0.8	\$0.2

Increase in services over prior year but below budget projections.

OPERATING FINANCIAL PERFORMANCE

POINT2POINT

YTD Expenditures/Budget:	18%		
YTD Operating Revenues/Budget:	75%		
	YTD	YE Projection	YE Budget
Fund Balance		\$0.2	\$0

OPERATING FINANCIAL PERFORMANCE

CASH SUMMARY

Restricted Cash balance			\$29
Committed Reserves			\$10
Assigned			\$4
Unassigned			\$0

Definitions:

Restricted - amounts are considered subject to externally enforceable restrictions

Committed - amounts are based on a limitation set by the Board and requires formal action to remove such as a resolution

Assigned - amounts under an informal limitation **Unassigned** - remaining resources available

KEY STATISTICS (\$ IN MILLIONS)

PAYROLL TAX COLLECTIONS

Current (thru 6/30/)	\$48
Projection	\$48
Budget	\$44

PENSION FUNDING (ACTUARIAL VALUE)**

ATU	81%
Salaried	71%
Goal	100%

** - vs. market value. Actuarial value defers/smoothes asset gains & losses over 3 years.

MEDICAL PREMIUM INCREASES

Current	7%
Projection	7%
Budget	7%

OPERATOR FTE'S

Current	172
Projection	177
Budget	186

TOTAL FTE'S

Current	315
Projection	315
Budget	330.4

COST PER REVENUE HOUR

Current	\$209.06
Projection	\$210.00
Budget	\$222.00

CARES

Total Available	\$25.5
FY20 for operations	\$3.8
FY21 for operations	\$6.8
Operating Assistance	\$14.9

CRRSAA (5307)

Total Available	\$17.3
FY22 for Operations	\$11.5
Preventative Maintenance	\$3.9
Operating Assistance	\$1.9

CRRSAA (5310)

Total Available	\$0.05
ADA Vehicle Replacement	\$0.05

ARPA (5307)

Total Available	\$32.6
Received	\$0.0
Preventive Maintenance	\$8.6
Operating Assistance	\$24.0

ARPA (5310)

Total Available	\$0.05
ADA Vehicle Replacement	\$0.05

OPERATING COST PER BOARDING

Current	\$9.98
Pre-pandemic	\$4.66

MAINTENANCE COST PER MILE (ACFR CALCULATION METHODOLOGY)

Current	\$3.19
Pre-Pandemic	\$1.82

VEHICLE HOURS PER LABOR HOUR

Current	0.81
Pre-Pandemic	0.86



OFFICE OF THE GENERAL MANAGER

Mark Johnson, Interim General Manager

EXECUTIVE OFFICE

There is no report this month.

SERVICE DELIVERY & ADMINISTRATION

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and development

There is no report this month.

FINANCE

Christina Shew, Director of Finance

There is no report this month.

BUSINESS SERVICES

Collina Beard, Director of Business Services

There is no report this month.

INFORMATION TECHNOLOGY

Cosette Rees, Interim Director of Information Technology & Strategic Innovation

There is no report this month.

HUMAN RESOURCES

Perry Adams, Director of Human Resources

There is no report this month.

ACCESSIBLE AND CUSTOMER SERVICE

Cosette Rees, Director of Customer & Specialized Services

There is no report this month.

MARKETING AND COMMUNICATIONS

Pat Walsh, Director of Marketing & Communications

Theresa Brand, Marketing and Communications Manager

The August Marketing and Communication highlights include a continued effort on the Rider Communications Campaign, which remains pivoted to focus on a message encouraging people to **Ride with LTD**. Staff continues to work closely with the Turell Marketing Group to develop video and digital assets through the summer focusing on

promoting the community to ride with us. The newly produced video materials will continue to run on local TV with new videos running each month through at least late fall or early winter of 2023. In addition, there has been 5 destination videos produced that are running in the month of July and will showcase some key regional locations where someone can take the bus to access it.

The Marketing Team executed plans for many high-profile special events happening during the month of July including *The Butte to Butte Run (July 4)*, *Oregon Country Fair (July 8-10)*, and *the WCH Oregon 22 (July 15-24)*.

For WCH Oregon22, the team developed a host of digital and print assets that informed local riders and visitors with current information on all of the public transportation available through LTD and others during this busy time. There were banners hung at Eugene station and signage in the Customer Service windows that read Welcome translated into nine languages. Visitors were also directed to a QR code on the Welcome banners and on business cards passed out to visitors (by hotels, bus operators, CSC, and airport shuttle) that will take them to LTD's Visitor Guide (updated frequently) that provides information on detours, fares, airport shuttle, destinations, and more. Through an icon on our website, all information was and can be translated into more than 40 languages. Staff worked closely with the Eugene Airport, WCH Oregon22, and Travel Lane County, including hotels, to ensure visitors know about the airport shuttle service, detours, where to go aboard LTD to explore our community, and regular bus service. In addition, we kept the media informed about service changes, community collaborations, and other information about how LTD is providing bus service during this once in a lifetime event.

Staff hosted 4 Rider Appreciation Events at the Eugene and Springfield Stations during early July. Riders received information about the upcoming detours and were informed of potential capacity issues during the WCH Oregon22 event and to be prepared and plan ahead. They also were given a thank you for riding item including a clear LTD branded Belt Bag or an insulated cup.

Staff are working with Facilities and is drafting communication plans for the Operations Command Center and the Downtown Station renovation projects.

Staff launched LTD's Instagram account on World Social Media Day, June 30. As part of the Instagram launch strategy, staff is following and engaging with community members and organizations, deliberately using hashtags, and tagging relevant accounts in posts to increase followers and engagement metrics.

STUDENT TRANSIT PASS:

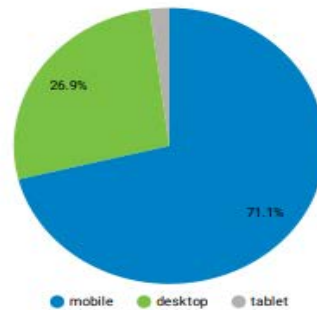
Staff are working on new deliverables to provide schools with for the promotion of the pass. To students and parents. In addition, FAQs are being drafted to provide school coordinators who are issuing the passes. Plans are still being made for the High School vs High School competition in the fall.

Lane Transit District | Board Report | Website Analytics Jun 24, 2022 - Jul 20, 2022

Website Overview

Users 27,111 ↑ 11.1%	Pageviews 135,782 ↑ 13.4%	Avg. Time on Page 00:01:48 ↓ -4.4%
New Users 23,360 ↑ 13.6%	Unique Pageviews 110,918 ↑ 13.5%	Pages / Session 2.36 ↑ 3.1%

Device Source for Website



Latest News

Press Releases 9	Pageviews 2,575 ↑ 88.2%	Avg. Time on Page 00:01:44 ↑ 12.9%
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Device Category	Users	% Δ
mobile	19,375	13.3% ↑
desktop	7,327	7.4% ↑
tablet	552	33.7% ↑

LTD.org Home Page



Facebook Jun 2022, 24 - Jul 2022, 20

Facebook: Audience Summary

TOTAL PAGE LIKES

5.5k

NEW LIKES

35

↑ 133.33%

Avg. per day :1

LIKES LOST

9

↑ 12.5%

Avg. per day :<1

ORGANIC VS PAID LIKES

100% Organic
0% Paid

Facebook: Impression Summary

PAGE IMPRESSIONS

95k

↑ 202.68%

Avg. per day :3,529

PAGE REACH

69k

↑ 161.28%

Avg. per day :2,571

ORGANIC VS PAID REACH

32.53% Organic
67.47% Paid

TOP COUNTRY

COUNTRIES	COUNT	%
United States	65k	99.21%

Facebook: Post & Engagement Summary

TOTAL POSTS


48

↑ 200%

Avg. per day:2

TOP POST

via Zoho Social
15 Jul 2022 06:00 AM



The World Athletics Championships are here! Please plan extra time for your transit trips and expect delays...

Reactions	12
Comments	1
Shares	10
Engagement	23
Engagement Rate	<1%

ENGAGEMENT BY POST TYPE

322
Engagement

TYPE	ENGAGEMENT	%
Image	232	72.05%
Link	71	22.05%
Video	19	5.9%
Text	0	0%

TOTAL ENGAGEMENT


322

↑ 18.82%

Avg. per day:12

Facebook: Top Posts by Engagement Rate


via Zoho Social by hailey.pratt
15 Jul 2022 06:00 AM



The World Athletics Championships are here! Please plan extra time for...

Reactions	12
Comments	1
Shares	10
Engagement	23
Engagement Rate	<1%


via Zoho Social by hailey.pratt
11 Jul 2022 01:29 PM



We ☐ LTD Riders! We're giving away clear belt bags tonight & tomorrow evenin...

Reactions	13
Comments	2
Shares	6
Engagement	21
Engagement Rate	<1%

via Zoho Social by hailey.pratt
6 Jul 2022 05:32 PM



LTD riders, you mean the world to us! LTD staff will be at Eugene and Springfield...


Reactions	10
Comments	3
Shares	7
Engagement	20
Engagement Rate	<1%

directly via Facebook
8 Jul 2022 04:35 PM

Looking for transportation connections between Eugene and Portland? POINT has you covered! Learn more about the Cascades Route.

Reactions	12
Comments	2
Shares	4
Engagement	18
Engagement Rate	<1%

via Zoho Social by hailey.pratt
6 Jul 2022 01:00 PM



9 days until #WCHOregon22! LTD has 9 active stations serving the Eugene-...

Reactions	9
Comments	5
Shares	3
Engagement	17
Engagement Rate	<1%

Twitter Jun 2022, 24 - Jul 2022, 20

Twitter: Audience Summary

TOTAL FOLLOWERS

3.6k

NEW FOLLOWERS

18 ↑ 800%

Avg. per day: <1

Twitter: Tweets & Engagement Summary

TOTAL TWEETS

82 ↑ 382.35%

Avg. per day: 3

TOTAL ENGAGEMENT

189 ↑ 339.53%

Avg. per day: 7

TOP TWEET

via Twitter for iPhone

9 Jul 2022 02:27 PM



6 days until #WCHOregon22! View the thread below for 6 things to know about bus service during the World...

Likes	11
Replies	1
Retweets	5
Engagement	17
Engagement Rate	<1%

ENGAGEMENT BY TWEET TYPE



TYPE	ENGAGEMENT	%
Image	95	50.26%
Link	89	47.09%
Text	3	1.59%
Video	2	1.06%
GIF	0	0%
Poll	0	0%

Twitter: Top Posts by Engagement Rate

<p>via Twitter for iPhone</p> <p>9 Jul 2022 02:27 PM</p> <p>6 days until #WCHOregon22! View the thread below for 6 things to know about bus...</p> <table border="1"> <tr><td>Likes</td><td>11</td></tr> <tr><td>Replies</td><td>1</td></tr> <tr><td>Retweets</td><td>5</td></tr> <tr><td>Engagement</td><td>17</td></tr> <tr><td>Engagement Rate</td><td><1%</td></tr> </table>	Likes	11	Replies	1	Retweets	5	Engagement	17	Engagement Rate	<1%	<p>via Twitter for iPhone</p> <p>14 Jul 2022 06:26 PM</p> <p>How will #WCHOregon22 affect your travel? Learn what you need to know in the thread below ↓</p> <table border="1"> <tr><td>Likes</td><td>6</td></tr> <tr><td>Replies</td><td>2</td></tr> <tr><td>Retweets</td><td>6</td></tr> <tr><td>Engagement</td><td>14</td></tr> <tr><td>Engagement Rate</td><td><1%</td></tr> </table>	Likes	6	Replies	2	Retweets	6	Engagement	14	Engagement Rate	<1%	<p>via Zoho Social by hailey.pratt</p> <p>9 Jul 2022 05:00 PM</p> <p>10 days until #WCHOregon22! With service every 10 to 15 minutes, the EmX provides rapid transit along busy corridors between Eugene and Springfield. The EmX serves UO, Hayward Field...</p> <table border="1"> <tr><td>Likes</td><td>9</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Retweets</td><td>4</td></tr> <tr><td>Engagement</td><td>13</td></tr> <tr><td>Engagement Rate</td><td><1%</td></tr> </table>	Likes	9	Replies	0	Retweets	4	Engagement	13	Engagement Rate	<1%	<p>via Twitter Web App</p> <p>18 Jul 2022 10:50 AM</p> <p>Thanks to all the people @SPDOregon @EugenePolice @cityofeugene @spfldoregon for keeping us safe and clearing the roads quickly. Event detours for Routes 13, 66, 85, and Em...</p> <table border="1"> <tr><td>Likes</td><td>8</td></tr> <tr><td>Replies</td><td>1</td></tr> <tr><td>Retweets</td><td>2</td></tr> <tr><td>Engagement</td><td>11</td></tr> <tr><td>Engagement Rate</td><td><1%</td></tr> </table>	Likes	8	Replies	1	Retweets	2	Engagement	11	Engagement Rate	<1%	<p>via Twitter Web App</p> <p>7 Jul 2022 03:12 PM</p> <p>! Import Rider Information i @WCHoregon22 will have a clear-bag policy at Hayward Field. Bus riders on their way to #WCHOregon22, please plan accordingly. For more information on LTD Rules for Riding, visit ltd.org/rules-to...</p> <table border="1"> <tr><td>Likes</td><td>5</td></tr> <tr><td>Replies</td><td>0</td></tr> <tr><td>Retweets</td><td>4</td></tr> <tr><td>Engagement</td><td>9</td></tr> <tr><td>Engagement Rate</td><td><1%</td></tr> </table>	Likes	5	Replies	0	Retweets	4	Engagement	9	Engagement Rate	<1%
Likes	11																																																					
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LinkedIn Jun 2022, 24 - Jul 2022, 20

LinkedIn: Audience Summary

TOTAL FOLLOWERS

710

Avg. per day :7

NEW FOLLOWERS

10 ↓37.5%

Avg. per day :<1

ORGANIC VS SPONSORED

100% Organic
0% Sponsored

TOP COUNTRY

COUNTRIES	FOLLOWER COUNT	%
UNITED STATES	640	90.65%

LinkedIn: Performance Summary

TOTAL IMPRESSIONS

202 ↓25.49%

Avg. per day :7

TOTAL REACH

76 ↓28.37%

Avg. per day :3

TOTAL CLICKS

0 ↑0%

Avg. per day :0

LinkedIn: Engagement Summary

TOTAL POSTS

34 ↑126.67%

Avg. per day:1


TOTAL ENGAGEMENT

122 ↑0.83%

Avg. per day:5

TOP POST


directly via LinkedIn
1 Jul 2022 10:25 AM



LTD's new mass transit district map has been adopted by the Oregon Secretary of State and will go into...

Likes	11
Comments	0
Shares	3
Engagement	14
Engagement Rate	2%

ENGAGEMENT BY POST TYPE



TYPE	ENGAGEMENT	%
Image	108	88.52%
Link	8	6.56%
Video	6	4.92%
Text	0	0%

LinkedIn: Top Posts by Engagement Rate



Post Content	Likes	Comments	Shares	Engagement	Engagement Rate
LTD's new mass transit district map has been adopted by the Oregon...	11	0	3	14	2%
9 days until #WCHOregon22! LTD has 9 active stations serving the Eugene...	12	0	0	12	2%
We LTD Riders! We're giving away clear belt bags tonight & tomorrow evenin...	9	1	1	11	2%
LTD and the City of Eugene are collaborating to enhance mobility options for people...	9	0	0	9	1%
LTD riders, you mean the world to us! LTD staff will be at Eugene and Springfield...	7	0	0	7	<1%

Instagram Jun 2022, 30 - Jul 2022, 20

Instagram: Audience Summary

TOTAL FOLLOWERS 135	NEW FOLLOWERS 122 ↑ 1255.56% Avg. per day: 6
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Instagram: Post & Engagement Summary

TOTAL POSTS 31 ↑ 100% Avg. per day: 1	<p>TOP POST</p> <p>directly via Instagram 18 Jul 2022 08:28 AM</p>  <p>Go @emmajanelbates and @teamusa! The women's @wchoregon22 marathon is...</p> <table border="1"> <tr><td>Reactions</td><td>547</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Engagement</td><td>547</td></tr> <tr><td>Engagement Rate</td><td>405%</td></tr> </table>	Reactions	547	Comments	0	Engagement	547	Engagement Rate	405%	<p>ENGAGEMENT BY POST TYPE</p>  <table border="1"> <thead> <tr> <th>TYPE</th> <th>ENGAGEMENT</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Video</td> <td>602</td> <td>89.05%</td> </tr> <tr> <td>Image</td> <td>74</td> <td>10.95%</td> </tr> <tr> <td>Carousel</td> <td>0</td> <td>0%</td> </tr> </tbody> </table>	TYPE	ENGAGEMENT	%	Video	602	89.05%	Image	74	10.95%	Carousel	0	0%
Reactions	547																					
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TYPE	ENGAGEMENT	%																				
Video	602	89.05%																				
Image	74	10.95%																				
Carousel	0	0%																				

Instagram: Impression Summary

IMPRESSIONS 13k ↑ 44373.33% Avg. per day :635	REACH 10k ↑ 43475% Avg. per day :498
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Instagram: Top Posts By Engagement Rate

<p>directly via Instagram 18 Jul 2022 08:28 AM</p>  <p>Go @emmajanelbates and @teamusa! The women's @wchoregon22 marathon i...</p> <table border="1"> <tr><td>Reactions</td><td>547</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Engagement</td><td>547</td></tr> <tr><td>Engagement Rate</td><td>405%</td></tr> </table>	Reactions	547	Comments	0	Engagement	547	Engagement Rate	405%	<p>directly via Instagram 18 Jul 2022 07:45 AM</p>  <p>It's a beautiful day for a marathon in downtown Springfield! Go Team USA!</p> <table border="1"> <tr><td>Reactions</td><td>13</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Engagement</td><td>13</td></tr> <tr><td>Engagement Rate</td><td>10%</td></tr> </table>	Reactions	13	Comments	0	Engagement	13	Engagement Rate	10%	<p>directly via Instagram 17 Jul 2022 04:00 PM</p>  <p>THE MCKENZIE RIVER TRAIL</p> <p>Want to get away from the traffic? Take route 91 along the scenic McKenzie River...</p> <table border="1"> <tr><td>Reactions</td><td>11</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Engagement</td><td>11</td></tr> <tr><td>Engagement Rate</td><td>8%</td></tr> </table>	Reactions	11	Comments	0	Engagement	11	Engagement Rate	8%	<p>directly via Instagram 19 Jul 2022 06:00 AM</p>  <p>PANORAMIC VIEWS</p> <p>Have a free morning? Take Route 1 to the edge of Skinner Butte Park. Stretch...</p> <table border="1"> <tr><td>Reactions</td><td>10</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Engagement</td><td>11</td></tr> <tr><td>Engagement Rate</td><td>8%</td></tr> </table>	Reactions	10	Comments	1	Engagement	11	Engagement Rate	8%	<p>via Instagram by hailey.pratt 5 Jul 2022 05:00 PM</p>  <p>10 days until #WCHOregon22! With service every 10 to 15...</p> <table border="1"> <tr><td>Reactions</td><td>8</td></tr> <tr><td>Comments</td><td>1</td></tr> <tr><td>Engagement</td><td>9</td></tr> <tr><td>Engagement Rate</td><td>7%</td></tr> </table>	Reactions	8	Comments	1	Engagement	9	Engagement Rate	7%
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Group Pass:

A new organization, Oregon Hostel, joined the Group Pass program on July 1. East Blair Housing Cooperative resumed participating in the Group Pass program on July 1 as well after having their program placed on pause during the COVID-19 Pandemic.

Staff continue to outreach to local businesses in the Eugene and Springfield area. During the month of June, staff met with two business interested in learning more about LTD's Group Pass and Employer programs.

Vanpool:

Staff continued to work with Commute by Enterprise vanpool partners and the ODOT Transportation Options program to coordinate administration of regional vanpool programs.

Two vanpools started revenue service during the month of June. These vanpools serve United States Department of Forestry employees working at the Middle Fork and McKenzie Bridge Ranger Stations, respectively.

Monthly Vanpool Statistics*

Month	Vanpools	Passengers	Passenger Boarding's	Vanpool Revenue Miles	Personal Vehicle Miles Reduced
May	4	21	662	6753	36087

*Vanpool reporting experiences a 30 day delay.

FACILITIES

Joe McCormack, Director of Facilities

*Updated information in italic

FIXED ASSET MAINTENANCE

1. *Annual Fire Systems testing corrective actions found: Private hydrant repairs have been completed at the Glenwood campus. Additional device testing needs to occur at Eugene Station, but is being slowed due to LTD's contracted elevator service provider not proactively engaging to resolve issues within their associated contract language.
These reoccurring services occur at LTD's: Glenwood Campus, Ridesource, Eugene Station, Springfield Station, Willow Creek, and Santa Clara Station.*
2. *Data refinements have been completed to the Facilities Management's CMMS tool, and it has been submitted to Facility Dude (Brightly). This effort focused on ensuring: only relevant data is being kept; reporting is clean & effective; day-to-day operating efficiency; the data supports other District workgroups; the data fulfills our various compliance needs. The next step will involve transferring the refined Facilities data to the updated software, ensuring all data is properly transferred, and verifying the finished product has the intended functionality. This step will begin once the contract language has been finalized.*

The scope is primarily comprised of:

- *New Locations & Bldgs./Units Hierarchy – Application of expanded hierarchy & refinement of associated designations.*
- *Purpose Codes – Refined scope of available entries and utilization of codes.*
- *Class & Type - Refined scope of available entries and utilization of associated equipment Class & Type designations.*
- *Status - Refined scope of available entries and intended applications.*
- *Saved Actions – Existing user defined reoccurring reports to carry over.*
- *Custom Category – Unique user defined reporting category to carry over.*
- *Equipment - Refinement of unique asset/equipment identifications and associated application of new 'Locations & Bldgs./Units Hierarchy'.*
- *Inventory – Enhanced tracking of Facilities Management inventory items, which is primarily comprised of spare: assemblies (e.g. light fixtures), parts (e.g. lamps & ballasts) and consumables (e.g. lubricants, adhesives. & cleaners).*
- *Bus Stop – Refinement of overall data tracking practices, utilization of the District's standard bus stop identification numbers, & the introduction of 'bus stop specific' assets & attributes tracking.*

3. *Facilities Management Crew Hours for June 17, 2022 - July 22, 2022:*

- *Preventative Maintenance: 266 hours*
- *Corrective & Emergency Maintenance: 321 hours*
- *Alteration and Improvements: 53 hours*
- *Marketing Activities: 50 hours*
- *Utility Locates: 12 hours*
- *Vandalism (Graffiti Removal, Cleaning, Damages, & Theft): 39 hours*
- *Misc. (General Maintenance, waste disposal, administrative time, cleaning): 80*
- *Total Crew Hours Reported for period: 821 hours*
- *Average Rate of Work Hours Reported, per Crewmember for period: 137 hours*

CONTRACTED SERVICES

1. **Cleaning Services:** *New contracts for LTD's contracted cleaning services has been approved by the board. Notices of intent to award have been signed and the start date for the new cleaning contracts begin September 1, 2022. We have two cleaning contracts to perform all the cleaning for the district. Ninfa's Elite Janitorial Services for all outdoor cleaning and Township-United Building Services for all indoor cleaning.*
Increase in cleaning frequencies and close monitoring of conditions at all LTD public facilities has been a focal point with all the events happening in the community.
2. **Electrical Contracted Services:** *Hand Dryers were installed in the Springfield Station public restrooms. This was the last step to eliminate all tri-fold paper towels that were proven to be wasteful. More efficient automatic Paper towel roll dispensers and hand dryers are now the standard or LTD.*
3. **Landscaping:** *Tree pruning was completed at the Eugene Station to allow for more bus and pedestrian clearance. Mowing of LTD unimproved properties are increasing as we move closer to fire season.*

PROJECT MANAGEMENT

1. **Passenger Boarding Improvements and System Facility Improvements:** This CIP project comprises multiple small projects including:
 - a. **Parking Lot Maintenance:** *At the RideSource and Springfield Station facilities, the work includes crack sealing, slurry seal coat and restriping. A Task Order has been initiated for the project, work is scheduled to start in late September, and complete in October.*
 - b. **Bus Stop Standards:** *LTD Facilities receive requests continuously from both internal LTD employees as well as the public to install new fixed route stops. These requests come from change in service, higher ridership in areas due to development, and ADA requests. This project developed fixed-route bus stop design standards compatible with LTD's Fixed Route Service Policy and provided more detailed information related to ADA boarding and alighting.*
 - c. **RideSource Master Planning:** *LTD updated the RideSource Master Plan (originally developed in 2007) to reflect current business practices and staffing. LTD owns two parcels around the RideSource facility; the primary site at 240 Garfield includes the RideSource administration and maintenance building, the wash building and fleet and staff parking. The adjacent parcel to the south, 310 Garfield, is vacant land that the City of Eugene would like to purchase. A portion of the 310 Garfield lot is currently used for overflow staff parking. The primary intent of the master plan update was to determine future space needs for RideSource operations and how much surplus property would be available to sell. The new master plan takes in to account current and future needs for the bus lot parking, staff parking, maintenance shop expansion, call*

center expansion, storm water planters and needs for zero emission bus charging/fueling infrastructure. The master plan is a high-level conceptual study.

2. **Transit Facilities State of Good Repairs:** This CIP project comprises multiple medium sized projects including:
 - a. Design, Engineering and Construction to replace the bus wash at the RideSource Facility. The construction contract with Chambers Construction was approved at the February 2022 Board Meeting. *Construction began July 25, 2022.*
 - b. RideSource DDC: Consistent with all other LTD Facilities, install Direct Digital Controls on all HVAC equipment at RideSource. The contractor is working on the control design and sequencing of the work. *The work onsite will start in May and be completed in June.*
 - c. Glenwood Electrical Assessment: The project will evaluate the current and projected future electrical loads with the additional electrical bus charging stations and the expansion or modifications of the Glenwood facilities. The project includes an Arc Flash Study of existing electrical equipment and recommendations for repairs, replacements, and future growth needs. *This project started in early July with a project kick-off meeting and Liztek Electrical Engineering will be providing a schedule of activities including power shutdowns required to minimize the impact to normal operations. The work is schedule to be completed in late August.*
 - d. Digital Signage Replacement: *Many of the digital signs (Map Signs and Real Time Signs) along the West Eugene EmX line are experiencing chronic failures and/or vandalism requiring options for replacement. The first phase of this project is to address the signs with immediate replacement needs by retrofitting existing map cabinets to a back lit cabinet similar to the Franklin and Gateway EmX lines. This phase also includes replacing failed real time signs with improved life cycle cost screens. The second phase is the long-term replacement strategy with a CIP request to manage the cost and schedule of the replacements required to avoid diminishing the passenger experience.*
3. **System Security Improvements:** *New cameras have begun to be installed at Eugene Station, Springfield Station, Santa Clara Station, the Glenwood Campus and some EmX stations. Due to continued material delays, the camera installation will be gradual with a final completion estimated for December 2022. A new access control system will be installed facility-wide in the Fall 2022.*
4. **FTN Safety and Amenity Improvements:** This project is focusing on the safety concerns of driving conditions throughout all of the EmX corridors in Eugene and Springfield. Design and engineering for the West Eugene and Gateway EmX Corridors is in review with the City of Eugene and City of Springfield for comments and approval. An invitation for bid will be issued in Fall 2022 for construction services. Construction and implementation for these corridors is expected to occur Winter 2022-Summer 2023.
5. **Bus Wash Improvements:** The Glenwood Bus Wash is the main bus wash used to clean LTD's EmX and fixed route buses. The construction contract with Chambers Construction was approved at the February 2022 Board Meeting. *Construction began July 25, 2022.*
6. **Operation Command Center/ Training / Lounge:** This project will update the Operations areas at LTD's Glenwood headquarters to include modern operations dispatch, operator report area, training/simulator classrooms, restrooms/showers, and operator rest areas. These updates will improve safety and security, accessibility, customer service, employee engagement, and our financial position by reducing training costs, streamlining everyday operations, and increasing employee development, training and morale. The staff members of Sponsor Program End-user Champion (SPEC) team and Technical Advisory Committee have started meeting for preliminary programming input of project goals and objectives along with scope development. *In June, the Board approved a contract for PIVOT Architecture to provide A&E Services for the project. The SPEC and TAC groups will begin meeting with the Architects in late August to provide input for concept design options. Last April the Board adopted the CM/GC finding and approved the use of this alternative contracting method. The solicitation for CM/GC Services was issued on June 20 and closed on July 29. The evaluation team will forward a recommendation to the Board in September for a contract approval. Pending approval, the CMGC will start working with the project management team on existing facilities condition assessment, phasing, sequencing, and current construction market conditions of cost and available. Construction is scheduled to start in late spring 2023 and complete in summer of 2024.*
7. **Eugene Station Modernization:** This project will maintain and improve both the buildings and exterior features of the station, enhancing both the customer and employee experience and updating the stations for better operation well into the future. Examples of possible improvements include (but aren't limited to): updating wayfinding signs, improving real time signage, installing energy efficient lighting fixtures and updating public restrooms. This project

is in the project initiation phase of reviewing the identified list of needs for preliminary scope, schedule, and budget development. The staff members of Sponsor Program End-user Champion (SPEC) team and Technical Advisory Committee have started meeting for preliminary programming input of project goals and objectives along with scope development. *In June, the Board approved a contract for PIVOT Architecture to provide A&E Services for the project. The SPEC and TAC teams will begin meeting with the Architects in late August to provide input for the first phase of design, a scope and cost study to be completed in December 2022. The second phase of design is scheduled to start in January 2023 and complete in October of 2023 with construction documents. Last April the Board adopted the CM/GC finding and approved the use of this alternative contracting method. The solicitation for CM/GC Services is scheduled for issuance in July 2022 and the evaluation team is projected to have a recommendation to Board in September 2022 for contract approval. Pending approval, the CMGC will start working with the project management team on existing facilities condition assessment, phasing, sequencing, and providing a estimate for the first phase of design, the scope and cost study. Construction of the project is scheduled to start in late spring 2023 and completed early spring 2024.*

8. **Glenwood Petroleum Fuel System:** *This project will upgrade and replace LTD's petroleum and fluid dispensing systems, much of which has reached its end of useful life. Maintaining the components of this system are not only crucial to our operations, but to protecting the environment. Necessary improvements include: storage vessels, pumps, product lines, leak detection, and dispensing equipment. Design will occur in FY23, construction in FY24.*
9. **Other**
 - a. Station Painting Repairs: The EmX Stations – Walnut St., Agate St., Dad's Gate, Hilyard St., 11th Ave./High St., High St./10th Ave. and the U of O Station – South are all scheduled to be repainted in May and June of 2022. *This work is completed.*

MAINTENANCE

Matt Imlach, Director of Maintenance

There is no report this month.

TRANSIT OPERATIONS

Jake McCallum, Director of Transit Operations & Public Safety

Transit Operations

Transit Operations was heavily involved in many events during July that helped connect our community with Butte to Butte, Oregon Country Fair, and the Oregon 22 World Games. All of which required a significant commitment from all Transit Operations Staff. We had many supervisors, operators, and public safety staff who worked long hours and were committed to making all these events successful. We helped coordinate airport shuttles and added extra EmX trips to ensure we had a good level of service during the games. During the 10-day event, we had 20,600 more boarding than average on the EmX. The Oregon 22 World Games success was largely dependent on all LTD staff and a mix of existing bus operators, retirees and other temporary employees. It truly took a village to pull off this service.

Transit Operations is currently working on two large-scale projects; one is replacing the current aging camera system in all buses, and the other is replacing our scheduling and operating software. With operators' safety in mind, we are moving toward a camera system that will allow us to view live events and have better quality recordings of anything that occurs on or near our buses. We currently use a scheduling and operating software system that is outdated and does not have any support for expansion. We will be looking for something that will allow us to become more streamlined in our operator bidding process and be more efficient in our daily activities. For both projects, the scope of work is completed and in the review stage. We hope to have those completed soon.

Transit Operations is also collaborating with the facilities department on the Eugene Station Modernization and the Transit Operations Command Center Projects. We are selecting architects and will soon be looking for feedback from all staff that uses these areas to help make them successful and allow us to have functional workspaces for everyone who uses them.

As we move into August, we will be working on and conducting our Fall Operator Bid from August 22nd through August 26th, allowing operators to select the work they will be doing from September 2022 through February 2023. This process occurs at least three times a year and will enable operators to change days off and have various work shifts throughout the year.

We had twenty-two operators that celebrated a work anniversary during July. One operator celebrates three years, and the other twenty-one celebrates six to twenty-one years. This represents the commitment to LTD by these operators, and it is greatly appreciated.

Training

SBP - Customer Service training modules have been developed for supervisory and operations personnel. Supervisory training focuses on internal customer service, emphasizing respectful communication and self-awareness. In-service training kicks off this fall. The new curriculum for all attendees will highlight empathy as it relates to our ridership, particularly focusing on the unhoused and marginalized groups. Further development of this training is continuing as we seek to achieve the highest customer experience standards while using our service. By working with other service-oriented entities, we will explore additional tools to help achieve these standards.

The training department has also introduced new operator training, TAPTCO. The TAPTCO Driver Training Program has been integrated with the current training curriculum to ensure compliance with ELDT (Entry Level Driver Training) standards for CDL operators. These standards were set forth by the US Department of Transportation in February of 2022. The TAPTCO Training Program is highly rated and will enhance the quality and consistency of LTD's New Operator Training by ensuring compliance and enhancing the development of the instructor group to provide an even more comprehensive training curriculum. The new training was implemented on July 25, 2022, and is currently being utilized with our newest class of operator trainees.

New Operator Classes

We have a class of four new operators that started on July 25, 2022. Please join us in welcoming the following new operators:

- Mindy Meakins
- Amie Annsa
- Jeffrey Todd
- Mike Bowen

The next new class of operators will begin on August 29, 2022, and the number of Operators is yet to be determined.

Retirements

LTD had two long-term operators retire in July. They had a combined 57 years of driving experience! We want to thank them for their dedicated service and wish them well as they move on to a new chapter in their life.

Operations has several upcoming retirements in the next coming months and is working closely with HR to fill those positions as quickly as possible.

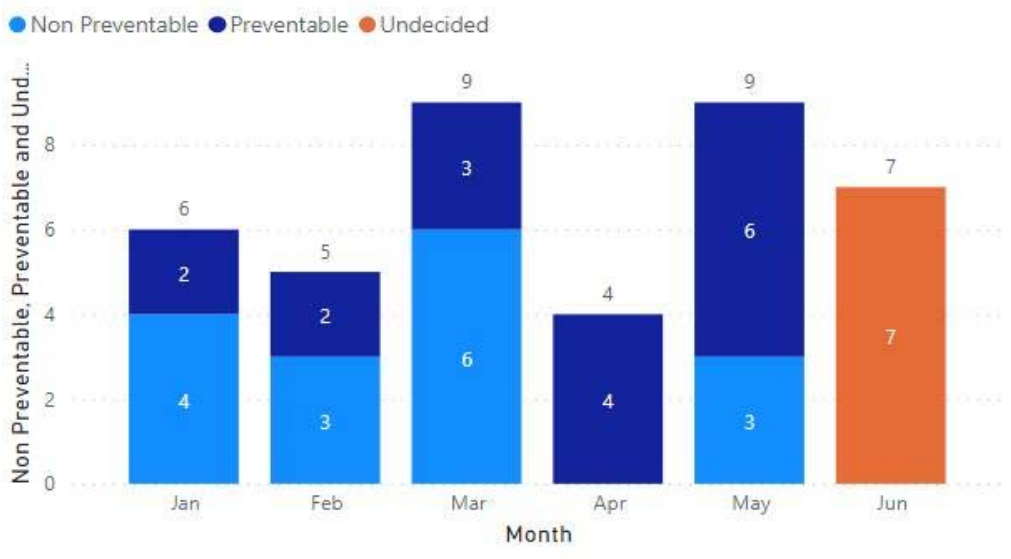
Retirements for July 2022

Name	Years of Service
Sherry Watson	32
Mike Gutierrez	25

SBP - We have also begun work on improving the number of preventable accidents. We have recently implemented PCR (Personal Coaching Refresher) classes tailored to an operator’s specific needs. We can use these along with a Smith System refresher when needed to help operators work on and improve their skills. These classes, along with the more consistent training with the TAPTCO Program, should help bring down preventable accidents. We will continue to look at these numbers and analyze other ways that we feel will help reduce these numbers in the future.

Month	Non Preventable	Preventable	Undecided
Jan	4	2	0
Feb	3	2	0
Mar	6	3	0
Apr	0	4	0
May	3	6	0
Jun	0	0	7
Total	16	17	7

Non Preventable, Preventable and Undecided by Month



Public Safety

April, May, and June were dominated mainly by preparations for the Oregon 22 World Athletic Championships. This included “live” training exercises with the Emergency Response Teams from the Eugene Police Department, Lane County Sheriff’s Office, and the Oregon State Police. These exercises enabled all involved to become familiar with the other’s operations and capabilities. Along with the emergency response teams, the Oregon State Police K-9 Team trained on and became familiar with LTD’s buses, facilities, and operations.

In June, the Public Safety Division added a new part-time Public Safety Officer, Jeff Long. Jeff came to us from Rogue Community College, where he was the Public Safety Supervisor. Effective July 1, 2022, Jeff converted to a full-time employee. On July 19, 2022, PSO Octavio Solorzano was deployed from his Oregon Air National Guard Reserve status to active duty until mid-December 2022. The Public Safety Department will now look to fill the open part-time position.

In early July, LTD participated with the Department of Homeland Security, conducting a Security Enhancement through an assessment exercise. This was a follow-up to the assessment of training we received from DHS over the last three years. LTD continued to show excellent performance in the assessment. During Oregon 22, LTD’s Public Safety Staff was occasionally augmented by a US Department of Homeland Security Law Enforcement Contingent, bringing passenger and employee safety to a higher level.

During July, Lane County experienced an extraordinary number of events. From marathons to Oregon Country Fair, Oregon 22 WAC, and the Lane County Fair. The operations and public safety staff worked together as a unit and responded to fewer incidents than expected during the high-activity period. It’s been a very busy month. All divisions of the District came together to support our service commitment to the community.



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022
ITEM TITLE: ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING
PREPARED BY: Camille Gandolfi, Clerk of the Board
DIRECTOR: Mark Johnson, Interim General Manager
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.

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

This agenda item aligns with the strategic area of: Community Value.

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

SEPTEMBER

Action

- Contract Approvals
- Mobility Management Strategy
- Property Transfer to City of Eugene
- Updated Salaried Retirement Plan Funding Policy
- Updated ATU Pension Plan Funding Policy

Information

- FY25-27 Comprehensive Operations Analysis
- Social Media Update
- Auditors Audit Plan Presentation

OCTOBER

Public Hearing:

- Community Investment Plan

Action

- Contract Approvals

Information

- Strategic Business Plan Quarterly Update
- Community Value Report
- Return to Ridership Campaign

- Student Pass Update
- FY 24-25 STIF Discretionary/Statewide Transit Fund Update
- Employer Program Update
- Strategic Planning Committee Purpose & Schedule Discussion
- Strategic Business Refresh – Year 2

NOVEMBER

Action

- Contract Approvals
- Community Investment Plan Adoption

Information

- Strategic Business Plan Annual Refresh
- Operations Command Center Update
- Eugene Station Modernization Update
- FY 24-25 STIF Discretionary/Statewide Transit Fund Update
- FY 2022 Annual Report Issuance



AGENDA ITEM SUMMARY

DATE OF MEETING: August 17, 2022
ITEM TITLE: ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD
PREPARED BY: Camille Gandolfi, Clerk of the Board
DIRECTOR: Mark Johnson, Interim General Manager
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.

BOARD COMMUNICATION: This is a reoccurring monthly agenda item.

PUBLIC COMMUNICATION: This is a reoccurring monthly agenda item.

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

This agenda item aligns with the strategic area of: Community Value.

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.

BACKGROUND: N/A

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: Based on direction from the Board, staff will add Board approved agenda items to a future meeting.

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: N/A