



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

Wednesday, September 21, 2022  
4:30 – 6:30 p.m.

**IN-PERSON & VIRTUAL MEETING**

**LTD Board Room**  
3500 E. 17<sup>th</sup> Avenue, Eugene  
(Directions below)

**Zoom:** Link to watch live and provide public participation provided on the web calendar at [www.LTD.org](http://www.LTD.org).

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

**AGENDA**

	<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 <input type="checkbox"/> Michelle Webber (Treasurer) <input type="checkbox"/> Pete Knox (Secretary) <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 - SEPTEMBER	4:40 p.m.	4
VII. AUDIENCE PARTICIPATION	4:45 p.m.	

Public Comment Note: The Board sets aside time at the beginning of the meeting for members of the public to provide public comment. We appreciate hearing from the public and encourage use of this opportunity.

Sign-up sheets were provided for anyone wishing to address the Board.

Comments are directed to the Board. If a Board member has a clarifying question, it will be directed to staff when the person testifying has completed his/her comments.

For virtual testimony please note the following instructions:

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.
  - o For those attending via phone only, the last four (4) 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](mailto:clerk@ltd.org).

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.

	<u>Time</u>	<u>Page</u>
VIII. PUBLIC HEARING: <i>None</i>		
IX. BOARD MEMBER REPORTS	4:55 p.m.	5
<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>		
X. CONSENT CALENDAR:	5:05 p.m.	7
<b>Action Needed:</b> Approval		
<ol style="list-style-type: none"> <li>1. Delegated Authority Report – AUGUST</li> <li>2. Board Member Travel – Caitlin Vargas, Pete Knox, Michelle Webber</li> <li>3. State Transportation Improvement Fund Advisory Committee Bylaws</li> <li>4. State Transportation Improvement Fund Advisory Committee Membership</li> </ol>		
XI. FISCAL YEAR 2021-2022 AUDIT PLAN: <i>Materials Included</i> [Christina Shew, Moss Adams]	5:10 p.m.	21
<b>Action Needed:</b> None. Information Only		
XI. CONTRACT 2022-36: FORTIS CONSTRUCTION, INC.: <i>Materials Included</i> [Todd Smith, Facilities Project Manager]	5:25 p.m.	22
<b>Action Needed:</b> Adoption		
XII. UPDATED SALARIED EMPLOYEES’ RETIREMENT PLAN FUNDING POLICY: <i>Materials Included</i> [Christina Shew, Director of Finance; Moss Adams, Independent Auditor]	5:35 p.m.	25
<b>Action Needed:</b> Adoption		
XIII. UPDATED LTD ATU LOCAL 757 PENSION FUNDING POLICY: <i>Materials Included</i> [Christina Shew, Director of Finance]	5:40 p.m.	28
<b>Action Needed:</b> Adoption		
XIV. WEST EUGENE EMX PROPERTY TRANSFER AGREEMENT: <i>Materials Included</i> [Joe McCormack, Director of Facilities Management]	5:45 p.m.	31
<b>Action Needed:</b> Adoption		
XV. 2022 WORLD ATHLETICS CHAMPIONSHIPS SUMMARY: <i>Materials Included</i> [Brett Smith, Transit Planner]	6:05 p.m.	34
<b>Action Needed:</b> None. Information Only		
XVI. WRITTEN REPORTS – RESPOND IF QUESTIONS	6:15 p.m.	
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>		
B. MONTHLY DEPARTMENT REPORTS – SEPTEMBER [Mark Johnson]		36
<i>Monthly department activity reports, and reports throughout the District, are provided for the Board’s information.</i>		

	<u>Time</u>	<u>Page</u>
C. ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING		51
<i>Attached is a list of action or information items that will be included on the agenda for future Board meetings.</i>		
XVI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		53
XVII. EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO “ORS 192.660(2)(d), to conduct deliberations with persons designated by the governing body to carry on labor negotiations.	6:20 p.m.	
XVIII. ADJOURNMENT	6:40 p.m.	
<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>		
<b>LTD Administrative Office:</b> The office is located at 3500 East 17th Avenue (off Glenwood Blvd. in Glenwood). Click <a href="#">here</a> for a map.		
<b>Bus:</b>		
<u>From Eugene Station:</u> Take the EmX bus from the LTD Downtown Station and get off at the outbound Glenwood EmX stop (in front of Planned Parenthood). From there walk west to the corner of Franklin Blvd. and Glenwood Blvd. and turn left. Continue walking south on Glenwood Blvd to 17 <sup>th</sup> Avenue and turn left. The building entrance faces 17 <sup>th</sup> Avenue.		
<u>From Springfield Station:</u> Take the EmX bus from the Springfield Station and get off at the outbound Glenwood EmX stop (across Franklin Blvd. from Lane Forest Products). From there walk east to the crosswalk to cross Franklin Blvd., proceed south on Glenwood Blvd. Continue walking south on Glenwood Blvd to 17 <sup>th</sup> Avenue and turn left. The building entrance faces 17 <sup>th</sup> Avenue.		
<b>Bicycles:</b> There are covered bicycle racks located by the front entrance.		
<b>Parking:</b> Parking is available for free in the parking lot at the front of the building on 17 <sup>th</sup> Avenue.		



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 2022

**ITEM TITLE:** SEPTEMBER EMPLOYEE OF THE MONTH

**PREPARED BY:** Tom Schwetz, Director of Planning and Development

**DIRECTOR:** Mark Johnson, Interim General Manager

**ACTION REQUESTED:** None. Information Only

---

**BACKGROUND:** Service Planner, Bret Smith has been selected to receive the September 2022 Employee of the Month (EOM) award. Bret was hired as a Bus Operator in October 2012, and joined the Planning Department as a Service Planner in August 2017.

LTD literally faced a global challenge as the region hosted the World Athletics Championships. We were asked to increase our services, adjust our routes and schedules to accommodate events like the Marathon, and set up an airport-hotel shuttle from scratch. There is no doubt that we successfully met those challenges.

Working on a tight timeline over two months before the games, Bret Smith developed numerous concepts for safely getting people attending the championships from the airport to local hotels and back again in a timely manner. These concepts were vetted by representatives from the governor's office, ODOT and TriMet, Cherriots, and LTD. With days left before the World Games began, LTD learned that the best option for this service was going to be to operate it directly. Bret oversaw the service design and scheduling and then provided assistance with adjusting the schedules to facilitate the range operator experience. He held daily meetings to assure the service was working and continued to make sure the service was operating effectively. He worked tirelessly throughout the entire operation of the service, working day and night in continuing to refine and shepherd the service along.

When asked to comment on Bret's selection as EOM; Director of Planning and Development, Tom Schwetz said:

*Every so often we face challenges where, when the dust clears, there is one individual that seems to have been made to handle them. In this case, Bret Smith did an outstanding job facing numerous tests in putting together what turned out to be a very successful airport-hotel shuttle service. Bret definitely deserves a gold medal for his efforts!*

**AWARD:** Director of Planning and Development, Tom Schwetz, will attend the September 21<sup>st</sup> Board meeting to speak to Bret's nomination.



## AGENDA ITEM SUMMARY

<b>DATE OF MEETING:</b>	September 21, 2022
<b>ITEM TITLE:</b>	BOARD MEMBER REPORTS
<b>PREPARED BY:</b>	Camille Gandolfi, Clerk of the Board
<b>DIRECTOR:</b>	Mark Johnson, Interim General Manager
<b>ACTION REQUESTED:</b>	None. Information Only

**BACKGROUND:** The Lane Transit District Board of Directors has several subcommittees and Community Advisory Committees in which Directors are assigned to attend as representatives of the Board. Directors also are assigned to represent the District at a variety of local governmental and stakeholder committees. This report provides an overview of the topics covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates during Board meetings.

The following activities have occurred since the last Board meeting:

**MEETINGS HELD:** Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

- 1. 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 September 1 meeting was canceled. A special meeting was held on September 14 to consider a request from the City of Eugene for a letter of support for a grant application. The next meeting is scheduled for October 6. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
- 2. 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 September 14 meeting, committee members received an ODOT update; a Central Lane Metropolitan Policy Committee update; held discussion on Oregon Transportation Commission Liaison Discussion Topics; received a presentation on the Oregon Toll Program; and received an update on the Oregon Freight Plan. The next meeting is scheduled for October 12. For more information about LaneACT, please go to: [https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT\\_Lane.aspx](https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx).
- 3. 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 Mobility Management Strategy update; and discussed the committee purpose, schedule, and membership. The next meeting is scheduled for September 27.

**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 September 12 meeting was canceled. The next meeting is scheduled for October 10.
- 2. 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 4<sup>th</sup> Thursday of: February, April, June, September and December. The next meeting is scheduled for September 22. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.

3. **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 next meeting is scheduled for October 18.
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. The next meeting is scheduled for October 28. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
5. **LTD Pension Trust Committee**: LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gino Grimaldi serves as one of the trustees. The next meeting is scheduled for November 8.
6. **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 5.
7. **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.
8. **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.
9. **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/>.
10. **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.
11. **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.
12. **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.
13. **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>.
14. **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:** September 21, 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 September 21, 2022, consists of:

- Approval of Delegated Authority Report - August
- Approval of Board Member Travel – Caitlin Vargas, Pete Knox, Michelle Webber
- Approval of State Transportation Improvement Fund Advisory Committee Bylaws
- Approval of State Transportation Improvement Fund Advisory Committee Membership

**ATTACHMENT:**

- 1) Delegated Authority Report - August
- 2) Board Member Travel – Caitlin Vargas, Pete Knox, Michelle Webber
- 3) State Transportation Improvement Fund Advisory Committee Bylaws
- 4) State Transportation Improvement Fund Advisory Committee Membership

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2022-09-21-048; It is hereby resolved that the Consent Calendar for September 21, 2022, is approved as presented [amended].

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

<b>Contracts</b>								
<b>DATE EXECUTED</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT TERM</b>	<b>CONTRACT VALUE</b>	<b>NEW CONTRACT VALUE</b>	<b>SIGNER</b>	<b>NOTES</b>
8/4/2022	EnerDel	Energy Storage Systems	Amendment	Jun 29, 2018 - June 28, 2023	\$2,184,000.00		M. Johnson	Final Option Amendment
8/5/2022	Pivot Architecture	OCC	Limited Notice to Proceed	Aug 1, 2022 - Aug 30, 2022	\$10,000.00		J. McCormack	LNTP
8/15/2022	Moss Adams	External Auditing Services	Personal Services	Jul 1, 2022 - Jun 30, 2023	\$115,000.00		M. Johnson	New Contract
8/15/2022	Springfield Utility Board	Dark Fiber Agreement	Amendment	Jun 7, 2005 - Ongoing		Additional \$9.82 per month	M. Johnson	Additional 0.18 Miles
8/21/2022	Smith-Wagar Brucker Consulting LLC.	Financial Writing Services	Personal Services	Aug 17, 2022 - Aug 16, 2023	\$6,900.00		M. Johnson	New Contract
8/23/2022	LCOG	Unified Planning Work Program (UPWP)	IGA	Jul 1, 2022 - Jun 30, 2023	\$55,722.72		M. Johnson	LTD to match 10.27% \$5,722.72
<b>Group Pass/Non-Profit Program - Revenue Agreements</b>								
<b>DATE EXECUTED</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT TERM</b>	<b>ANNUAL CONTRACT VALUE</b>	<b>NUMBER of PARTICIPANTS</b>	<b>SIGNER</b>	<b>NOTES</b>
8/18/2022	Homes for Good, Bridges on Broadway	Group Pass Program	GPP	Sep 1, 2022 - Ongoing	\$2,646.00	35	M. Johnson	New Agreement
8/5/2022	HIV Alliance	Non-Profit Program	NPP	Jan 1, 2022 - Ongoing	NTE \$750,000.00	Varies	M. Johnson	New Agreement
8/25/2022	St. Vincent de Paul - Connections Program	Non-Profit Program	NPP	Oct 1, 2022- Ongoing	NTE \$750,000.00	Varies	M. Johnson	New Agreement
8/25/2022	St. Vincent de Paul - LIFT Program	Non-Profit Program	NPP	Oct 1, 2022- Ongoing	NTE \$750,000.00	Varies	M. Johnson	New Agreement
8/25/2022	St. Vincent de Paul - SSVF Program	Non-Profit Program	NPP	Oct 1, 2022- Ongoing	NTE \$750,000.00	Varies	M. Johnson	New Agreement
8/25/2022	St. Vincent de Paul - Vet LIFT Program	Non-Profit Program	NPP	Oct 1, 2022- Ongoing	NTE \$750,000.00	Varies	M. Johnson	New Agreement





## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 2022

**ITEM TITLE:** BOARD MEMBER TRAVEL AND EXPENSE REIMBURSEMENT APPROVAL

**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, and Michelle Webber's 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 – Caitlin Vargas
- 2) Board Travel Expense Sheet – Pete Knox
- 3) Board Travel Expense Sheet – Michelle Webber

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2022-09-21-049:

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









## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 2022

**ITEM TITLE:** BOARD APPOINTMENT OF STATE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE MEMBERS

**PREPARED BY:** Tom Schwetz, Director of Planning and Development

**DIRECTOR:** Mark Johnson, Interim General Manager

**ACTION REQUESTED:** Adoption

---

**PURPOSE:** To request that the Board approve the appointment of the below noted applicants to the Statewide Transportation Improvement Fund (STIF) Advisory Committee.

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

**PUBLIC COMMUNICATION:** This is the first Board 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, Financial Health and Customer Satisfaction.

**DESCRIPTION:** 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.

The STIF Committee currently has vacancies that need to be filled to meet the requirements of Oregon Administrative Rules. Staff is proposing that the following individuals be appointed as new SAC members:

- Alma Hesus – Chair, Strategic Planning Committee (SPC)
- Hoover Chambliss – Member Comprehensive and Accessible Transportation Committee (CATC)
- Ed Necker – Former LTD Board Member
- Kelly Clarke – LCOG Manager of LinkLane Service
- Cosette Rees – LTD Director of Customer and Specialized Services
- Vidal Francis – ODOT Area Manager (non-voting)

**HISTORY:** The STIF program was established in Section 122 of House Bill 2017 to provide a dedicated source of funding for improving, maintaining, and expanding public transportation for all users. Every two years, public transportation funding is made available to support access to jobs, improve mobility, relieve congestion, and reduce greenhouse gas emission in Oregon.

Effective July 1, 2023, the STIF and Special Transportation Fund (STF) programs are consolidated and collectively known as the Statewide Transportation Improvement Fund. Key components of the STF program have been preserved in rule including as to investment priorities.

The STIF program is funded by a combination of ID card fees, non-highway gas tax, cigarette tax, and payroll tax dollars. STIF funds are divided into Formula Funds (90 percent) which are distributed as population-based funds

and payroll-based funds, Discretionary Funds (five percent), Intercommunity Discretionary Funds (four percent), and administrative funds (one percent). ODOT disburses Formula funds to mass transit districts, transportation districts, or counties without either a mass transit or transportation district, and to federally-recognized tribes based on formula allocation. Lane County is estimated to receive approximately \$17 million over FY24 and FY25 (July 1, 2023 through June 30, 2025). Of those funds, approximately \$15,790,000 will be generated within the LTD District, and approximately \$1,207,000 will be generated outside of the LTD District.

**CONSIDERATIONS:** It is the goal of the District and a requirement of Oregon Administrative Rule to maintain diverse representation on all advisory committees. Staff believe that the proposed applicants support enhancing the diversity of voices on the STIF Advisory Committee. In addition, the state has set an aggressive timeline for completion and adoption of the FY 24-25 STIF Plan which must be submitted to ODOT no later than January 16, 2023. To meet that deadline, the STIF Advisory Committee will be holding its first meeting in late September.

**ALTERNATIVES:**

- Maintain the seats as vacant and request that alternate membership be considered.
- Delay appointment of committee membership to a future meeting.

**NEXT STEPS:** Following the Board's decision, staff will take the appropriate action.

**SUPPORTING DOCUMENTATION:** NA

- Resolution No. 2022-09-21-050

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2022-09-21-050:

It is hereby resolved that the LTD Board of Directors approves the State Transportation Improvement Fund Advisory Committee appointments as presented [amended].



**RESOLUTION NO. 2022-09-21-050**

**APPOINTMENT OF STATE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE MEMBERS**

**WHEREAS**, OAR 732-040-0030 requires LTD ('District') to appoint a State Transportation Improvement Fund (STIF) Advisory Committee;

**WHEREAS**, the purpose of the Advisory Committee is to advise and assist the District in carrying out the purposes of the State Transportation Improvement Fund and prioritizing Projects to be funded by STIF moneys received by the District;

**WHEREAS**, the rules in chapter 732, divisions 40, 42, and 44 establish the procedures and requirements of the Public Transit Division for the administration of the State Transportation Improvement Funds;

**WHEREAS**, the Advisory Committee members are required to meet one of the following criteria:

- a. local governments, including land use planners;
- b. public transportation service providers;
- c. non-profit entities which provide public transportation services;
- d. neighboring public transportation service providers;
- e. employers;
- f. public health, social and human service providers;
- g. transit users;
- h. transit users who depend on transit for accomplishing daily activities;
- i. individuals age 65 or older;
- j. people with disabilities;
- k. low-income individuals;
- l. social equity advocates;
- m. environmental advocates;
- n. bicycle and pedestrian advocates;
- o. people with limited English proficiency;
- p. educational institutions; or,
- q. major destinations for users of public transit.

The Committee must also include at least one member who is a member of or represents each of the following three groups:

- a. low-income individuals;
- b. individuals age 65 or older or people with disabilities; and
- c. Public Transportation Service Providers or non-profit entities which provide public transportation services.

The Committee must also include members from both within and outside LTD's boundaries.

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

Appointing the following individuals who meet the qualifications set forth by OAR 732-040-0030 to the State Transportation Improvement Fund (STIF) Advisory Committee:





- Alma Hesus – Chair, Strategic Planning Committee (SPC)
- Hoover Chambliss – Member Comprehensive and Accessible Transportation Committee (CATC)
- Ed Necker – Former LTD Board Member
- Kelly Clarke – LCOG Manager of LinkLane Service
- Cosette Rees – LTD Director of Customer and Specialized Services
- Vidal Francis – ODOT Area Manager (non-voting)

---

Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 2022

**ITEM TITLE:** STATE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE BYLAWS UPDATE

**PREPARED BY:** Tom Schwetz, Director of Planning and Development

**DIRECTOR:** Mark Johnson, Interim General Manager

**ACTION REQUESTED:** Adoption

---

**PURPOSE:** To request that the Board approve an update to the State Transportation Improvement Fund (STIF) Advisory Committee Bylaws.

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

**PUBLIC COMMUNICATION:** This is the first Board 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, Financial Health and Customer Satisfaction.

**DESCRIPTION:** Effective July 1, 2023, the STIF and Special Transportation Fund (STF) programs will be consolidated and collectively known as the Statewide Transportation Improvement Fund. Key components of the STF program have been preserved in rule regarding investment priorities.

The STIF program is funded by a combination of ID card fees, non-highway gas tax, cigarette tax, and payroll tax dollars. STIF funds are divided into Formula Funds (90 percent) which are distributed as population-based funds and payroll-based funds, Discretionary Funds (five percent), Intercommunity Discretionary Funds (four percent), and administrative funds (one percent). ODOT disburses Formula funds to mass transit districts, transportation districts, or counties without either a mass transit or transportation district, and to federally-recognized tribes based on formula allocation. Lane County is estimated to receive approximately \$17 million over FY24 and FY25 (July 1, 2023 through June 30, 2025). Of those funds, approximately \$15,790,000 will be generated within the LTD District, and approximately \$1,207,000 will be generated outside of the LTD District.

Recent changes to the regulations and requirements of Oregon's STIF program have led to the need to update the STIF Advisory Committee bylaws. These changes include definitions concerning the composition of the STIF Advisory Committee, changes in some of the terminology the state is used to identify potential recipients, clarifying the committee's responsibilities for consideration of eligible for population-based funding (STF), and clarifications and additions to the criteria to be considered by the Committee in the development of its recommendations to the LTD Board acting as the Qualified Entity (QE). Revisions to the bylaws are provided as Attachment 1 - STIF Advisory Committee Bylaws - Final. A copy of these bylaws showing markups is provided as Attachment 2.

**BACKGROUND:** The State Transportation Improvement Fund (STIF) program was established in Section 122 of House Bill 2017 to provide a dedicated source of funding for improving, maintaining, and expanding public transportation for all users. Every two years, public transportation funding is made available to support access to jobs, improve mobility, relieve congestion, and reduce greenhouse gas emission in Oregon.

**CONSIDERATIONS:** The state has set an aggressive timeline for completion and adoption of the FY 24-25 STIF Plan which must be submitted to ODOT no later than January 16, 2023. To meet that deadline, the STIF Advisory Committee will be holding its first meeting in late September. The Board's adoption of the updated bylaws will facilitate the committee's expeditious consideration of STIF applications and development of a recommendation for the board's adoption.

**ALTERNATIVES:** NA

**NEXT STEPS:**..NA

**SUPPORTING DOCUMENTATION:**

- Attachment 1: STIF Advisory Committee Bylaws 2022 Update -Final
- Attachment 2: STIF Advisory Committee Bylaws 2022 Update –Mark Up
- Resolution No. 2022-09-21-051

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2022-09-21-051:

It is hereby resolved that the LTD Board of Directors adopts the updated State Transportation Improvement Fund Advisory Committee bylaws as presented [amended].



**RESOLUTION NO. 2022-09-21-051**

**ADOPTION OF STATE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE  
BYLAWS**

**WHEREAS**, OAR 732-040-0030 requires Lane Transit District to appoint an STIF Advisory Committee (“Advisory Committee”);

**WHEREAS**, the purpose of the Advisory Committee is to advise and assist the District in carrying out the purposes of the STIF and prioritize projects to be funded by STIF moneys received by the District;

**WHEREAS**, OAR Chapter 732, Divisions 040, 042, and 044 establish the procedures and requirements for the administration of the STIF to improve public transportation service in Oregon;

**WHEREAS**, OAR 732-040-0030(4)(a) requires the Advisory Committee is guided by written bylaws that meet the requirements set forth in OAR 732-040-0030(4)(a);

**WHEREAS**, effective July 1, 2023, the STIF and Special Transportation Fund programs will be consolidated and collectively known as the Statewide Transportation Improvement Fund; and,

**WHEREAS**, recent changes to the regulations and requirements of Oregon’s STIF program have led to the need to update the STIF Advisory Committee bylaws.

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

Adopting the updated State Transportation Improvement Fund Advisory Committee Bylaws.

---

Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 2022

**ITEM TITLE:** FISCAL YEAR 2021-2022 AUDIT PLAN

**PRESENTER:** Ashley Osten and Kelly Jones, Moss Adams, LLP

**DIRECTOR:** Christina Shew, Director of Finance

**ACTION REQUESTED:** None. Information Only

---

**PURPOSE:** To provide information to the Board on the audit plan for Lane Transit District for Fiscal Year 2021-2022 ending June 30, 2022.

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

**PUBLIC COMMUNICATION:** This is the first Board 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: Financial Health and Employee Engagement

**DESCRIPTION:** Ashley Osten and Kelly Jones of Moss Adams, LLP will attend the September 21, 2022 Board meeting to make a presentation and answer any questions Board members may have about the audit plan currently in progress.

**BACKGROUND:** At the conclusion of each fiscal year, an independent audit of Lane Transit District's financial statements and internal controls are performed. The results of the independent audit, including the independent auditor's reports, are incorporated into the District's Comprehensive Annual Financial Report and Single Audit.

Moss Adams, LLP's last presentation to the Board was on February 16, 2022. At that meeting they presented the results of the District's Comprehensive Annual Financial Report and Single Audit for the fiscal year ending June 30, 2021.

**CONSIDERATIONS:** N/A

**ALTERNATIVES:** N/A

**NEXT STEPS:** N/A

**SUPPORTING DOCUMENTATION:**

- Pre-Audit Presentation

**PROPOSED MOTION:** None. Information Only



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 2022

**ITEM TITLE:** CONTRACT NO. 2022-25: FORTIS CONSTRUCTION INC.

**PREPARED BY:** Todd R Smith, Facilities Project Manager; Sarah Brightman, Contracting Officer

**DIRECTOR:** Joe McCormack, Director of Facilities Management

**ACTION REQUESTED:** Adoption

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

**PURPOSE:** To authorize the general manager to execute a contract with Fortis Construction to provide Construction Manager General Contractor (CM/GC) Services for the Operations Command Center (OCC) project.

**CONTRACT TYPE:** New Contract

**REASON FOR CONTRACT TYPE:** Oregon Public Contracting Code and LTD's Purchasing Policy Rules require that such services be obtained utilizing a competitive solicitation process, unless otherwise exempt. The use of the CM/GC Alternative Contracting Method was adopted by the Board with LTD Resolution No. 2022-04-20-01 at the April 20, 2022 Board meeting.

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

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

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

**DESCRIPTION:** Fortis Construction will perform CM/GC Services of all the standard pre-construction and construction services in connection with Operations Command Center project including collaboration with both the District and PIVOT Architecture. The CM/GC shall regularly coordinate with the District and PIVOT Architecture during pre-construction on the review, analysis and incorporation of cost estimating, scheduling, constructability reviews, value engineering, phasing and sequencing, bidding and bid buy-out. The CM/GC will provide cost estimates for each design phase milestone of the project, schematic design, design documents, construction documents and shall reconcile estimates with a third party independent cost estimator. The CM/GC must work with the District and PIVOT to identify a cost path to the District's approved budget at each of these milestones. The CM/GC will provide several community sub-contractor engagement events prior to solicitation of bid packages and develop and negotiate with the District a Guaranteed Maximum Price (GMP) based on solicitation results. The CM/GC will phase and sequence the construction the project in a safe manner in cooperation with the District to minimize impacts to noise, odors, dust, and traffic in and around the existing building.

**BACKGROUND:** ORS 279C.335 and the LTD Procurement Policy provide for requesting competitive solicitations to seek services of this nature. Procurement developed a Request for Proposals solicitation with LTD Facilities to obtain Technical Proposals from interested CM/GC firms. Posting for approximately six (6) weeks, the RFP resulted in the receipt of two (2) proposals from the following: Fortis Construction, Inc. and GBC Construction, LLC. The Evaluation Committee comprised of LTD staff reviewed and scored the proposals, upon review of the scores the top ranked CM/GC for the OCC project were invited to present further and interview with their proposed teams (as

shown below). The Evaluation Committee proceeded with presentation interviews confirming the ranking set forth in the first rounds of evaluation.

The most responsible, responsive, highest-scored vendor recommended for award on the OCC Project is Fortis Construction, Inc.

<u>VENDOR</u>	<u>SCORE</u>
Fortis Construction, Inc	137
GBC Construction, LLC	126

**FINANCIAL IMPACT/FUNDING SOURCE:** The contract value for preconstruction services on the OCC project is \$65,000 and the targeted GMP is \$8.2 Million. The recommended total contract value is \$8,265,000 over the next three (3) years.

CIP Name: Operations Command Center

CIP Number: Grant: 1738-2022-9; Project #: 23-OPERCC-0301004; STIP Key: 22569

**CONSIDERATIONS:** Procurement is active in its initiative to increase utilization of certified Disadvantaged Business Enterprises (DBE) and Certification Office for Business Inclusion and Diversity (COBID) recognized businesses through a number of ways. In their proposal response, Fortis identified an overall target of 6.7% for DBE.

**ALTERNATIVES:**

1. Deny approval of new contract and request team to re-solicit; this would result in not being able to provide Critical pre-construction services per the project schedule and result in additional costs due to delayed assistance in cost estimating, value engineering, constructability reviews, phasing and sequencing.
2. Deny approval of new contract and request the team to renegotiate pre-construction fee with selected CM/GC; this may result in a delay to the project schedule and potential cost implications.

**SUPPORTING DOCUMENTATION:**

- LTD Resolution No. 2022-09-21-052

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2022-09-21-052:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2022-25 as presented [amended].



**RESOLUTION NO. 2022-09-21-052**

**APPROVAL OF CONTRACT NO. 2022-25: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND FORTIS CONSTRUCTION, INC.**

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

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

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

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

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

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21<sup>ST</sup> DAY OF SEPTEMBER 2022.

---

Board President, Caitlin Vargas





## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 2022

**ITEM TITLE:** UPDATED SALARIED EMPLOYEES' RETIREMENT PLAN FUNDING POLICY

**PREPARED BY:** Christina Shew, Director of Finance

**DIRECTOR:** Mark Johnson, Interim General Manager

**ACTION REQUESTED:** Adoption

---

**PURPOSE:** To request Board adoption of the updated Lane Transit District (LTD) Salaried Employees' Retirement Plan Funding Policy.

**BOARD COMMUNICATION:** The last update to this policy was made in July 2020. Changes made at that time were primarily administrative. In October 2021, staff presented a reimagined approach to Board financial oversight. In that presentation, staff committed to developing or updating a number of policies. All committed to new and updated policies have been adopted except the pension policy updates. The updated salaried employees' retirement plan funding policy and the ATU local 757 Pension Funding Policy, once adopted, completes all policy creation and update commitments made to the Board.

**PUBLIC COMMUNICATION:** The last update to this policy was made in July 2020. Changes made at that time were primarily administrative. In October 2021, staff presented a reimagined approach to Board financial oversight. In that presentation, staff committed to developing or updating a number of policies. All committed to new and updated policies have been adopted except the pension policy updates. The updated salaried employees' retirement plan funding policy and the ATU local 757 Pension Funding Policy, once adopted, completes all policy creation and update commitments made to the Board.

**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: Financial Health and Employee Engagement

### **DESCRIPTION:**

**Lane Transit District Salaried Employees' Retirement Plan Trust:** The Lane Transit District Salaried Employees' Retirement Plan Trust is a tax-exempt trust that holds assets and funds benefits for the Lane Transit District Salaried Employees' Retirement Plan (Plan), which covers non-represented management and staff employees at the District. The defined benefit portion of the Plan is closed to new participants hired or rehired on or after January 1, 2012. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the Plan and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Plan investments.

**Salaried Employees' Retirement Plan Trust Policy:** The purpose of this policy is to provide a framework, including:

1. the roles, responsibilities and authority of the trustees, the Board, and the advisors; AND,
2. how the benefit commitments will be achieved including the decision-making process for financing the pension plan obligations

This funding policy may be amended by the Board at any time, for any reason. Although citations in this document will be updated from time to time, the core policy principles will only change through Board resolution.

At July 1, 2021, the Plan had an actuarial funded ratio of 71 percent.

**UPDATED SALARIED EMPLOYEES' RETIREMENT PLAN FUNDING POLICY**

**BACKGROUND:** The last update to this policy was made in July 2020. The changes made at that time were primarily administrative. The current policy update is more substantial. It does not change current practice, but clarifies and formalizes existing roles, responsibilities, processes and assumptions. A summary of the key changes to this document are as follows:

- The purpose has been rewritten to align with our strategic business plan
- The roles & responsibilities have been updated to replace the "Executive Officer" role with "Director of Finance".
- Added roles & responsibilities for the pension trustees. This was not defined in the past so we thought it would be useful to distinguish the trustee role from the Board role
- Clarified that the Board has discretion to determine the amount of funding through the annual budget process.

**This is the recorded presentation on the Pension Funding Policy:**

[https://ltd.zoom.us/rec/share/sXcOP4ymb14zqzcidoEdUAMjPOPiLAivpp- ea9XtkPthIR4Zc3DmwQn-J\\_0s-J2.lqK9hHeOH8rQe07H?startTime=1660841151000](https://ltd.zoom.us/rec/share/sXcOP4ymb14zqzcidoEdUAMjPOPiLAivpp- ea9XtkPthIR4Zc3DmwQn-J_0s-J2.lqK9hHeOH8rQe07H?startTime=1660841151000)

**CONSIDERATIONS:** Staff recommends that the Board adopt the Salaried Employees' Retirement Plan Funding Policy.

**ALTERNATIVES:**

1. The Board may amend the Salaried Employees' Retirement Plan Funding policy and elect to adopt the amended policy at a later date.
2. The Board may amend the Salaried Employees' Retirement Plan Funding policy and elect to adopt the amended policy at today's Board meeting

**NEXT STEPS:** The adopted policy will become effective immediately.

**SUPPORTING DOCUMENTATION:**

- LTD Salaried Employee's Retirement Plan Funding Policy
- Salaried Plan Actuary Report
- LTD Resolution No. 2022-09-21-053

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2022-09-21-053:

It is hereby resolved that the LTD Board of Directors adopts the updated Salaried Employees' Retirement Plan Funding Policy as presented [amended].



**RESOLUTION NO. 2022-09-21-053**

**ADOPTION OF THE REVISED SALARIED EMPLOYEES' PLAN FUNDING POLICY**

**WHEREAS**, the Lane Transit District (“LTD”) Salaried Employees’ Retirement Plan Trust (“Trust”) is a tax-exempt trust that holds assets and funds benefits for the LTD Salaried Employees’ Retirement Plan (“Plan”), which covers non-represented management and staff employees hired prior to January 1, 2012;

**WHEREAS**, the Plan is closed to new participants;

**WHEREAS**, the assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the Plan and cannot be used to pay any benefits or expenses of any other retirement plan or trust;

**WHEREAS**, the benefits are funded by employer contributions and earnings from pension plan investments;

**WHEREAS**, the purpose of this policy is to provide a process to determine an appropriate actuarially determined contribution (ADC) in order to systematically fund the liabilities of the Plan on a sound actuarial basis, taking into account the closed status of Plan

**WHEREAS**, this funding policy may be amended by the Board at any time, for any reason;

**WHEREAS**, the updates do not change current practice, but clarify and formalize existing roles, responsibilities, processes and assumptions;

**WHEREAS**, the key changes to this policy document are as follows:

- The purpose has been rewritten to align with our strategic business plan
- The roles & responsibilities have been updated to replace the “Executive Officer” role with “Director of Finance”.
- Added roles & responsibilities for the pension trustees. This was not defined in the past so we thought it would be useful to distinguish the trustee role from the Board role
- Clarified that the Board has discretion to determine the amount of funding through the annual budget process.

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

- Approving the revised Salaried Employees’ Retirement Plan Funding Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21<sup>st</sup> DAY OF SEPTEMBER, 2022.

---

Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 2022

**ITEM TITLE:** UPDATED LTD AMALGAMATED TRANSIT UNION LOCAL 757 PENSION FUNDING POLICY

**PREPARED BY:** Christina Shew, Director of Finance

**DIRECTOR:** Mark Johnson, Interim General Manager

**ACTION REQUESTED:** Adoption

---

**PURPOSE:** To request Board adoption of the proposed updated Lane Transit District (LTD) Amalgamated Transit Union (ATU) Local 757 Pension Funding Policy.

**BOARD COMMUNICATION:** The last update to this policy was made in July 2020. Changes made at that time were primarily administrative. In October 2021, staff presented a reimagined approach to Board financial oversight. In that presentation, staff committed to developing or updating a number of policies. All committed to new and updated policies have been adopted except the pension policy updates. The updated salaried employees' retirement plan funding policy and the ATU local 757 Pension Funding Policy, once adopted, completes all policy creation and update commitments made to the Board.

**PUBLIC COMMUNICATION:** The last update to this policy was made in July 2020. Changes made at that time were primarily administrative. In October 2021, staff presented a reimagined approach to Board financial oversight. In that presentation, staff committed to developing or updating a number of policies. All committed to new and updated policies have been adopted except the pension policy updates. The updated salaried employees' retirement plan funding policy and the ATU local 757 Pension Funding Policy, once adopted, completes all policy creation and update commitments made to the Board.

**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: Financial Health and Employee Engagement

### **DESCRIPTION:**

**Lane Transit District ATU Local 757 Pension Trust:** The Lane Transit District and Amalgamated Transit Union Local No 757 Pension Trust is a tax-exempt trust that holds assets and funds benefits under a single employer defined benefit plan of the same name. The assets of the Plan are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established pursuant to collective bargaining agreements between Lane Transit District and Division 757 of the Amalgamated Transit Union (AFL-CIO) (ATU Division 757) and cannot be used to pay any benefits or expenses of any other retirement plan or trust. The benefits are funded by employer contributions and earnings from Pension Plan investments.

**ATU Local 757 Pension Trust Policy:** The purpose of this policy is to provide a framework, including:

1. the roles, responsibilities and authority of the trustees, the Board, and the advisors AND
2. how the benefit commitments will be achieved including the decision-making process for financing the pension plan obligations

This funding policy may be amended by the Board at any time, for any reason. Although citations in this document will be updated from time to time, the core principles will only change through Board resolution.

At January 1, 2022 the Plan had an actuarial funded ratio of 79.3 percent

**UPDATED LTD AMALGAMATED TRANSIT UNION LOCAL 757 PENSION FUNDING POLICY**

**BACKGROUND:** The last update to this policy was made in July 2020. The changes made at that time were primarily administrative. The current policy update is more substantial. It does not change current practice, but clarifies and formalizes existing roles, responsibilities, processes and assumptions. A summary of the key changes to this document are as follows:

- The purpose has been rewritten to align with our strategic business plan
- The roles & responsibilities have been updated to replace the “Executive Officer” role with “Director of Finance”.
- Added roles & responsibilities for the pension trustees. This was not defined in the past so we thought it would be useful to distinguish the trustee role from the Board role
- Clarified that the Board has discretion to determine the amount of funding through the annual budget process.

**This is the recorded presentation on the Pension Funding Policy:**

[https://ltd.zoom.us/rec/share/sXcOP4ymb14zqzcd0EdUAMjPOPiLAivpp- ea9XtkPthIR4Zc3DmwQn-J\\_0s-J2.lqK9hHeOH8rQe07H?startTime=1660841151000](https://ltd.zoom.us/rec/share/sXcOP4ymb14zqzcd0EdUAMjPOPiLAivpp- ea9XtkPthIR4Zc3DmwQn-J_0s-J2.lqK9hHeOH8rQe07H?startTime=1660841151000)

**CONSIDERATIONS:** Staff recommends that the Board adopt the ATU Local 757 Pension Trust Policy.

**ALTERNATIVES:**

1. The Board may amend the ATU Local 757 Pension Trust policy and elect to adopt the amended policy at a later date.
2. The Board may amend the ATU Local 757 Pension Trust policy and elect to adopt the amended policy at today’s Board meeting

**NEXT STEPS:** The adopted policy will become effective immediately.

**SUPPORTING DOCUMENTATION:**

- LTD ATU Local 757 Pension Trust Policy
- LTD ATU Local 757 Pension Trust Policy - red-lined
- ATU Plan Actuary Report
- LTD Resolution No. 2022-09-21-054

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2022-09-21-054:

It is hereby resolved that the LTD Board of Directors adopts the updated Amalgamated Transit Union Employees’ Retirement Plan Funding Policy as presented [amended].



**RESOLUTION NO. 2022-09-21-054**

**ADOPTION OF THE REVISED LANE TRANSIT DISTRICT (“LTD) AMALGAMATED TRANSIT UNION (“ATU”) LOCAL 757 PENSION FUNDING POLICY**

**WHEREAS**, the ATU, Local No. 757 Pension Trust (“Trust”) is a tax-exempt trust that holds assets and funds benefits under a single employer defined benefit plan of the same name;

**WHEREAS**, the assets of the Pension Plan (“Plan”) are held for the exclusive benefit of participants and beneficiaries under the terms of the retirement plan established pursuant to collective bargaining agreements between LTD and Division 757 of the ATU (AFL-CIO) (ATU Division 757) and cannot be used to pay any benefits or expenses of any other retirement plan or trust;

**WHEREAS**, the benefits are funded by employer contributions and earnings from Pension Plan investments;

**WHEREAS**, the purpose of this policy is to provide a process to determine an appropriate actuarially determined contribution (ADC) in order to systematically fund the liabilities of the Plan on a sound actuarial basis;

**WHEREAS**, The Funding Policy reflects ADC that, at a minimum, provides funding as agreed in the Working and Wage Agreement. This funding policy may be amended by the Board at any time, for any reason;

**WHEREAS** Although citations in this document will be updated from time to time, the core principles will only change through Board resolution;

**WHEREAS**, the updates to the policy do not change current practice, but clarify and formalize existing roles, responsibilities, processes and assumptions

**WHEREAS**, A summary of the key changes to this policy document are as follows:

- The purpose has been rewritten to align with our strategic business plan
- The roles & responsibilities have been updated to replace the “Executive Officer” role with “Director of Finance”.
- Added roles & responsibilities for the pension trustees. This was not defined in the past so we thought it would be useful to distinguish the trustee role from the Board role
- Clarified that the Board has discretion to determine the amount of funding through the annual budget process.

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

- Approving the revised ATU Local 757 Pension Funding Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21<sup>st</sup> DAY OF SEPTEMBER 2022.

---

Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 2022

**ITEM TITLE:** WEST EUGENE EMX PROPERTY TRANSFER AGREEMENT

**PREPARED BY:** Joe McCormack, Director of Facilities Management

**DIRECTOR:** Mark Johnson, Interim General Manager

**ACTION REQUESTED:** Adoption

---

**PURPOSE:** Pursuant to LTD Resolution NO 2021-09-15-048, Amended Public Contracting Procedures; Intergovernmental Agreements with a value of more than \$249,999 shall be presented to the Board of Directors prior to entering into. Also, Real Property Agreements shall be presented to the Board of Directors prior to entering into. "Real Property Agreements" shall include following relevant types:

- a) Agreements for the sale or purchase of real property;
- b) Agreements for the granting of an easement or other encumbrance on real property.

**BOARD COMMUNICATION:** During the West Eugene EmX (WEE) project development phase which took place over multiple years; the Board was provided information on the breadth, scope, cost, and schedule. This information included tasks to comply with federal regulations and project oversight. One such task was drafting The Real Estate Acquisition Management Plan (RAMP) which serves as a guide for implementing the real estate requirements of the WEE project. It defines the roles and responsibilities of the WEE property acquisition team, describes the acquisition process, and lists applicable federal, state, and local requirements. Resolution 2013-33 was adopted by the Board in December 2013 directing staff to proceed with the property acquisition process.

**PUBLIC COMMUNICATION:** Public presentations, input opportunities and local jurisdictional concurrence occurred over several years leading up to the Finding of No Significant Impact (FONSI) issued by the Federal Transit Administration (FTA) in 2012, as required by the National Environmental Policy Act (NEPA) of 1970. Resolution 2013-33 was adopted by the Board in a public meeting on December 18, 2013 directing staff to proceed with the property acquisition process.

**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, and Financial Health

**DESCRIPTION:** LTD plans to transfer ownership of right of way easements and property deeds acquired during the WEE project to the City of Eugene. As outlined in the RAMP the property acquisition closeout phase includes transfer of all new right of way deeds and/or easements to the adjacent road authority. Per both local jurisdictions at the time all acquisitions (120 transactions) would need to be completed, certified, and transferred in a single batch. The City of Eugene is the sole road authority currently for the project area. LTD and City staff along with respective legal counsels have completed reviews and drafted an agreement to transfer properties to City ownership. This is an action between both organizations and does not require any action by others, including current and past property owners within the project area.

**BACKGROUND:** During the WEE project development phase which took place over multiple years; the Board was provided information on the breadth, scope, cost, and schedule. This information included tasks to comply with federal regulations and project oversight. One such task was drafting The Real Estate Acquisition Management Plan (RAMP) serves as a guide for implementing the real estate requirements of the WEE project. It defines the

roles and responsibilities of the WEE property acquisition team, describes the acquisition process, and lists applicable federal, state, and local requirements. Resolution 2013-33 was adopted by the Board in December 2013 directing staff to proceed with the property acquisition process.

In 2014, LTD began acquiring properties to expand its EmX line to southwest Eugene, primarily via West 6th, 7th and 11th Avenues and Garfield Street. LTD acquired permanent property interests, which became expanded roadway (to accommodate dedicated EmX lanes), sidewalk, ADA sidewalk ramps, concrete fillets at cross streets, driveway aprons and many other improvements. A presentation will be provided to explain this topic further and answer questions.

**CONSIDERATIONS:** The transfer of property interests from LTD to the City of Eugene fulfills the closeout phase of the project RAMP. Currently LTD holds interest of certain public facilities that are required to be permanently owned and managed by the adjacent road authority. Facilities such as sidewalks, pedestrian ramps, and traffic lanes are outside of LTD's authority to manage permanently.

**ALTERNATIVES:**

1. Deny adoption and direct staff to amend the agreement as needed.

**NEXT STEPS:** Upon adoption of the proposed motion; the agreement will be signed and executed by LTD's Interim General Manager and the City Manager for Eugene. Staff will facilitate the legal transfer and recording with Lane County.

**SUPPORTING DOCUMENTATION:**

- 1) IGA for LTD transfers to City for EmX with exhibits
- 2) Resolution No. 2022-09-21-055

**PROPOSED MOTION:** I move adoption of LTD Resolution No. 2022-09-21-055:

It is hereby resolved that the LTD Board of Directors approves the property transfer documents, transferring the acquired property interests to the City of Eugene, and authorizes the Interim General Manager to execute such documents.





**RESOLUTION NO. 2022-09-21-055**

**APPROVAL OF PROPERTY INTERESTS TRANSFER TO CITY OF EUGENE FOR WEST EUGENE EMX**

**WHEREAS**, resolution 2013-33 was adopted by the Board in December 2013 directing staff to proceed with the property acquisition process;

**WHEREAS**, in 2014, LTD began acquiring properties to expand its EmX line to southwest Eugene, primarily via West 6th, 7th and 11th Avenues and Garfield Street;

**WHEREAS**, LTD acquired permanent property interests, which became expanded roadway (to accommodate dedicated EmX lanes), sidewalk, ADA sidewalk ramps, concrete fillets at cross streets, driveway aprons and many other improvements; and,

**WHEREAS**, the transfer of property interests from LTD to the City of Eugene fulfills the closeout phase of the project RAMP.

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

- Approving the property transfer documents, transferring the acquired property interests to the City of Eugene, and authorizes the Interim General Manager to execute such documents.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21<sup>st</sup> DAY OF SEPTEMBER, 2022.

---

Board President, Caitlin Vargas



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 2022

**ITEM TITLE:** 2022 WORLD ATHLETICS CHAMPIONSHIPS SUMMARY

**PREPARED BY:** Bret Smith, Transit Planner

**DIRECTOR:** Tom Schwetz, Director of Planning and Development

**ACTION REQUESTED:** None. Information Only

---

**PURPOSE:** Provide an overview of transportation provided by LTD for the 2022 World Athletics Championships (Oregon 22).

**BOARD COMMUNICATION:** None.

**PUBLIC COMMUNICATION:** None.

**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 and Community Value. Throughout this event, LTD has focused on the valued customers we serve every day to access our community, and the many visitors that came to our area to experience and access businesses and attractions.

**DESCRIPTION:** The World Athletics Championships was held in Eugene, Oregon on July 15 – 24, 2022. This event is the first time in history the championships have been held in the United States. This event brought athletes and fans to our community from all over the world, putting us on the world stage in an unprecedented way.

While there was a larger transportation network coordinating to support our community and visitors during the event, LTD played a key role as the public transportation provider in our region.

Lane Transit District and its partners supported the event in many ways. The two main support areas for LTD were the following:

1. Increased Bus Rapid Transit service and extended Sunday evening departures for regular service:
  - LTD provided additional resources during the event on the Franklin portion of LTD's BRT (EmX) line anytime the service was less than 10-minute frequency. This included increasing the frequency on Saturday and Sunday's from 15-minute service to 7 to 8-minute service and increasing frequency in the evenings on weekdays when the service would normally reduce from 10-minute to 15-minute service.
  - The added frequency increased the accessibility of those attending the event to access area hotels, events held at Autzen Stadium, River Front events, as well as access to other great attractions in the Lane County area.
  - During the 10-day event LTD added approximately 268 additional revenue hours to the EmX line.
  - LTD also added an extra departure on each of the two Sundays, extending the service by an additional hour in the evenings. The extra service for these two days added an additional 49 revenue hours. This service allowed those who were leaving the stadium on Sunday evenings to be able to utilize both fixed route and BRT services to access local restaurants and return to area hotels.
2. Airport to Hotel shuttle service

**WORLD ATHLETICS CHAMPIONSHIPS OREGON22 OVERVIEW**

- This service was intended to supplement local resources such as TNC's, Taxi's, and local hotel shuttle services. LTD provided this service with no fares collected and no reimbursement for service provided. This was in order to meet FTA guidelines surrounding the definitions of Charter Service.
- This service was provided strategically during peak ingress and egress periods at the Eugene Airport.
- LTD provided this service by the hiring of temporary drivers composed of retired LTD drivers and community members. LTD fixed route drivers in cooperation with ATU were also used to provide this service.
- The service started two days before the event and ran till two days after the event. This allowed for those arriving early and staying after the event to acquire transportation to and from the airport from local hotels.
- There were a total of 15 vehicles used to provide service to two "Zones". Zone 1 was Valley River Inn and Gateway hotels. Zone 2 was the downtown Eugene area. These vehicles were provided by RideSource (LTD), TriMet, and Cherriots.
- Service provided was well received and appreciated by area stake holders and those using the service. LTD utilized about 1,800 revenue hours to provide this service for the 14 days. 570 rides were provided.

**CONSIDERATIONS:** NA

**ALTERNATIVES:** NA

**NEXT STEPS:** NA

**SUPPORTING DOCUMENTATION:**

- 1) System wide ridership WC22.
- 2) Airport Ridership WC22.

**PROPOSED MOTION:** NA



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

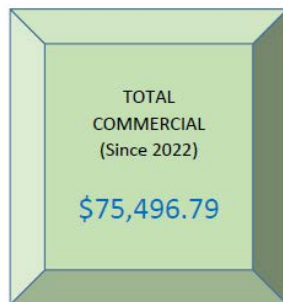
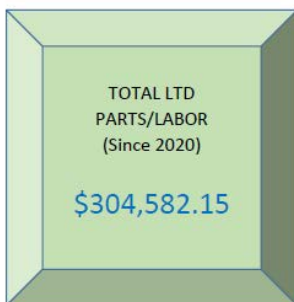
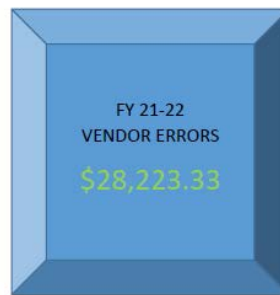
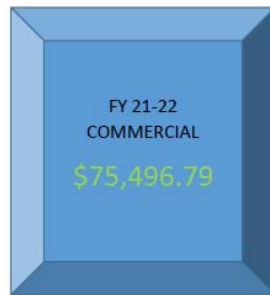
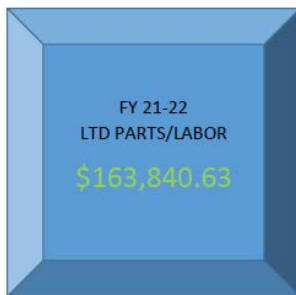
Christina Shew, Director of Finance

There is no report this month.

BUSINESS SERVICES

Collina Beard, Director of Business Services

Materials Management Update: The Materials Management team has been working hard to stand-up a full warranty program. For the fiscal year 2021-2022 here are the results of the team's efforts.



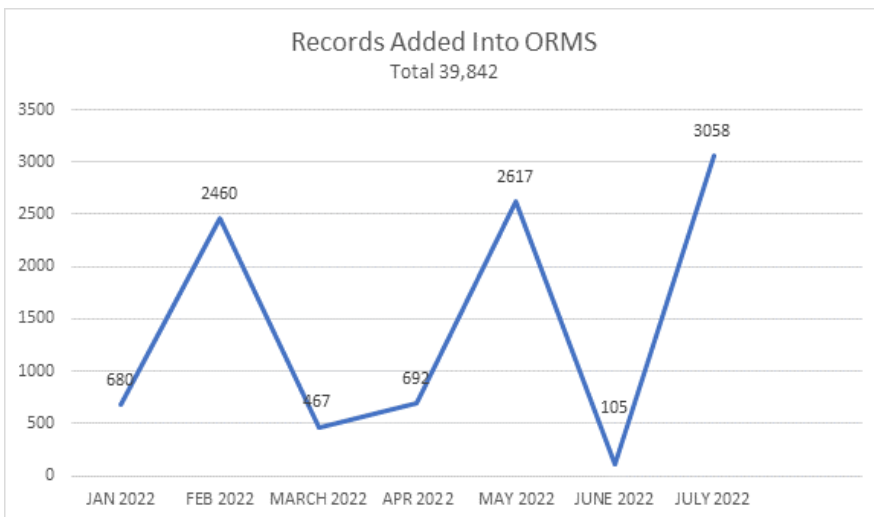
The team has been able to recoup \$267,560.75 in warranty claims and vendor errors. Since they started the program in late 2020, they have been able to recoup \$419,175.46.

We will be reporting their numbers on a quarterly basis moving forward.

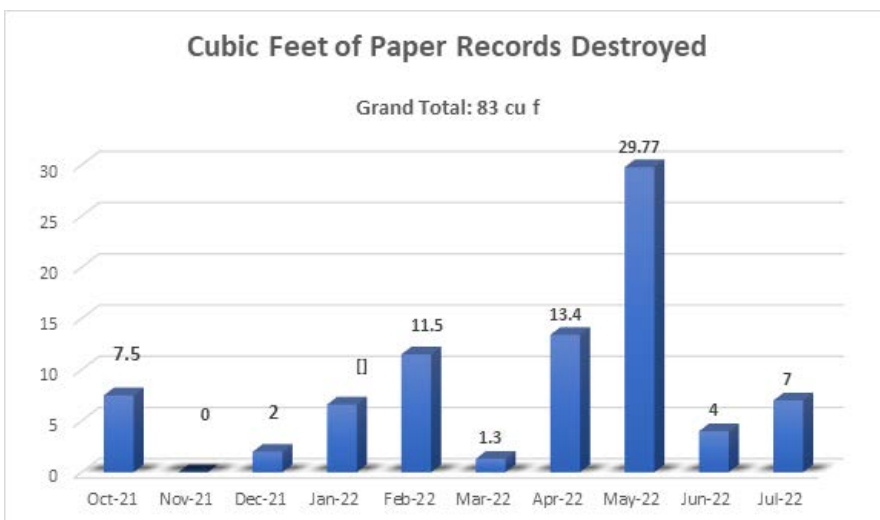
**Procurement Update:** The team is involved in several solicitation processes. The Contract Committee and Board will see the following projects in the coming months:

- Transit Operations Uniforms and Supplies (coming to the Board in this winter)
- Operations Scheduling Software (coming this winter)
- Video Camera updates on Buses (coming this fall)
- RideSource Call Center & Operations (coming this winter)

**Records Management Update:** The staff have been working to convert all of our paper records to electronic records, as well as properly destructing records that are out of the retention period. We have been able to add 39,842 records to our ORMS system for record retention.



With these efforts, we have been able to destroy a total of 83 cubic feet of paper records.



We will also be reporting these numbers on a quarterly basis.

**INFORMATION TECHNOLOGY**

*Cosette Rees, Interim Director Information Technology*

*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*

The September 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, Staff is working with Turell Group on a sustainability video, highlighting our low-emission electric buses. The theme will involve youth and keeping our air clean for their future.

Staff, especially graphics, has been busy preparing for the Fall service change on Sept 11, creating gators for route changes, BSIs, signage, website, rider communications, and more. The station graphic ad space will be information to our riders about Fare Capping – “A Fare that’s Fair”

Community Values Survey was launched on Aug. 23. It is a random phone or text-to-web site survey to measure how the community values LTD services. In addition, a link to the survey was sent to communities that can oftentimes be missed in a random survey, including NAACP, Asian Community, Northwest Indigenous Language Institute, Centro Latino Americano, United Way, St. Marks CME Church, Latino Professional Network, Transponder, and several other organizations. Results from the survey are expected in late September and will be shared with the Board of Directors.

The annual Report is nearly completed. This is a companion piece to the Budget Book and CIP. Information is more factual about employees, buses, etc., and will be presented as an infographic. It is the first year LTD has produced such a document and was called for in the Strategic Business Plan. The Annual Report will be folded in the Budget Book/CIP in the future.

Marketing assisted with the announcement of Jameson Auten’s hiring as GM/CEO. We crafted the news release as well as drafted the message sent to employees and community leaders. We are involved with the Executive Office in the development and implementation of the GM/CEO introduction to the District and Community.

Marketing also coordinated media relations efforts with the Governor’s Office during her visit to LTD to thank bus operators and the whole team for their work during the World Athletic Championships.

Marketing will keep the multi-language Welcome signage on the windows of the Eugene Station and want to add Welcome in the Kalapuya language to the mix. We are in discussions with the Northwest Indigenous Language Institute at the University of Oregon to determine the cultural appropriateness of the idea.

Marketing met with Michael Wargo from Willamalane, to discuss opportunities to work together. Marketing will present a plan to Willamalane to begin discussions and refinement of collaborative initiatives.

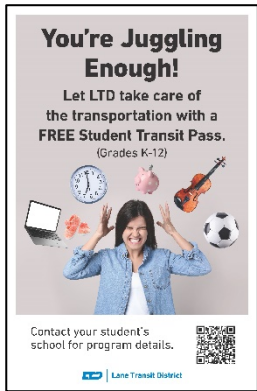
Continue meeting with LTD departments to administer employee communications surveys to identify the best channels to communicate with employees. The plan will be completed in October.

Continue to monitor MovingAhead neighborhood communications and the city councilor recall effort. Using legacy media and social media to correct misinformation about the project. Collaborate with the city of Eugene on this initiative,

Student Transit Pass:

Local schools did not push out a lot of communication to the students and parents about the passes before school got out for the summer. To help with transportation for students, staff issued special passes at Willamalane and CSC issued them as well. Between Willamalane and CSC, as of 8/25, 1,155 cards were issued and 5,797 trips were taken June 1 – August 25 just for that particular pass.

School registrations began the week of 8/22 and staff has been busy assisting schools with questions. Materials were developed to promote the program. In addition, staff is working with Willamalane and other community partners to display posters promoting the pass directly to the youth (Place the information where they go).



Posters in office - Parents



Posters at schools



Posters out in the community

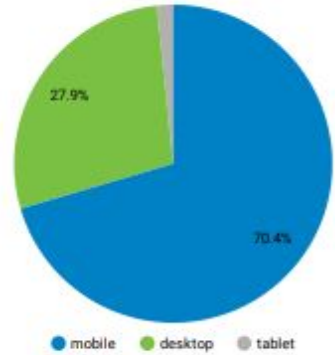
Since the bulk upload feature is not available in Umo, schools, especially high schools, were concerned about the staff time it would take to add passes to returning students that already had a card. LTD assisted with this effort by utilizing a light-duty operator who added this year's pass to all 4J and Springfield high school student cards. The school districts were very appreciative.

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

**Website Overview**

Users <b>28,566</b> -17.6%	Pageviews <b>143,084</b> -21.0%	Avg. Time on Page <b>00:01:56</b> +7.0%
New Users <b>24,284</b> -21.0%	Unique Pageviews <b>117,733</b> -20.2%	Pages / Session <b>2.26</b> -4.7%

Device Source for Website



**Latest News**

Press Releases <b>6</b>	Pageviews <b>1,698</b> -43.6%	Avg. Time on Page <b>00:01:59</b> +18.1%
----------------------------	-------------------------------------	--

Device Category	Users	% Δ
mobile	20,112	-18.4%
desktop	7,976	-16.5%
tablet	471	-29.7%

LTD.org Home Page





**Facebook** Jul 2022, 20 - Aug 2022, 24

### Facebook: Audience Summary

TOTAL PAGE LIKES

# 5.5k

NEW LIKES

# 28

↓ 28.21%

Avg. per day :<1

LIKES LOST

# 7

↓ 41.67%

Avg. per day :<1

ORGANIC VS PAID LIKES

100% Organic  
0% Paid

### Facebook: Impression Summary

PAGE IMPRESSIONS

# 203k

↑ 77.38%

Avg. per day :5,641

PAGE REACH

# 185k

↑ 117.07%

Avg. per day :5,144

ORGANIC VS PAID REACH

9.9% Organic  
90.1% Paid

TOP COUNTRY

COUNTRIES	COUNT	%
United States	151k	99.68%

### Facebook: Post & Engagement Summary

TOTAL POSTS


# 34

↓ 38.18%

Avg. per day :<1

TOP POST

via Zoho Social  
17 Aug 2022 07:00 PM



**General Manager/Chief Executive Officer**

The LTD Board of Directors voted unanimously at its August 17, 2022 meeting to approve the employment...

Reactions	31
Comments	4
Shares	3
Engagement	38
Engagement Rate	<1%

ENGAGEMENT BY POST TYPE

TYPE	ENGAGEMENT	%
Image	208	99.05%
Video	2	0.95%
Text	0	0%
Link	0	0%

TOTAL ENGAGEMENT

# 210

↓ 48.53%

Avg. per day :6

### Facebook: Top Posts by Engagement Rate



Post Source	Date	Reactions	Comments	Shares	Engagement	Engagement Rate
via Zoho Social by hailey.pratt	17 Aug 2022 07:00 PM	31	4	3	38	<1%
via Zoho Social by hailey.pratt	29 Jul 2022 07:00 PM	16	0	2	18	<1%
via Zoho Social by hailey.pratt	3 Aug 2022 10:00 AM	6	1	10	17	<1%
via Zoho Social by hailey.pratt	23 Aug 2022 09:00 AM	6	2	3	11	<1%
directly via Facebook	4 Aug 2022 02:53 PM	8	0	2	10	<1%

Twitter Jul 2022, 20 - Aug 2022, 24






### Twitter: Audience Summary

<b>TOTAL FOLLOWERS</b> <b>3.6k</b>	<b>NEW FOLLOWERS</b> <b>16</b> ↓27.27% Avg. per day: <1
---------------------------------------	---

### Twitter: Tweets & Engagement Summary

<b>TOTAL TWEETS</b> <b>38</b> ↓57.3% Avg. per day: 1	<b>TOP TWEET</b> via Zoho Social by hailey.pratt 22 Jul 2022 08:00 AM  <b>MOVIES. FOOD. SHOPS.</b> Whether you need to do some shopping, run errands or meet up with friends, we can take you to all the... Likes: 3 Replies: 0 Retweets: 3 Engagement: 6 Engagement Rate: <1%	<b>ENGAGEMENT BY TWEET TYPE</b>  <table border="1"> <thead> <tr> <th>TYPE</th> <th>ENGAGEMENT</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Image</td> <td>41</td> <td>91.11%</td> </tr> <tr> <td>Link</td> <td>3</td> <td>6.67%</td> </tr> <tr> <td>Text</td> <td>1</td> <td>2.22%</td> </tr> <tr> <td>Video</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Gif</td> <td>0</td> <td>0%</td> </tr> <tr> <td>Poll</td> <td>0</td> <td>0%</td> </tr> </tbody> </table>	TYPE	ENGAGEMENT	%	Image	41	91.11%	Link	3	6.67%	Text	1	2.22%	Video	0	0%	Gif	0	0%	Poll	0	0%
TYPE	ENGAGEMENT	%																					
Image	41	91.11%																					
Link	3	6.67%																					
Text	1	2.22%																					
Video	0	0%																					
Gif	0	0%																					
Poll	0	0%																					

### Twitter: Top Posts by Engagement Rate

via Zoho Social by hailey.pratt 22 Jul 2022 08:00 AM  <b>MOVIES. FOOD. SHOPS.</b> Whether you need to do some shopping, run errands or meet up with friends, we... Likes: 3 Replies: 0 Retweets: 3 Engagement: 6 Engagement Rate: <1%	via Zoho Social by hailey.pratt 9 Aug 2022 08:00 AM  <b>Tuesday Tip</b> #TuesdayTip When riding EmX with your bike, enter through the back door, plac... Likes: 4 Replies: 1 Retweets: 1 Engagement: 6 Engagement Rate: <1%	via Zoho Social by hailey.pratt 17 Aug 2022 07:00 PM  <b>General Manager/Chief Executive Officer</b> The LTD Board of Directors voted unanimously at its August 17, 2022 meeting L... Likes: 3 Replies: 0 Retweets: 0 Engagement: 3 Engagement Rate: <1%	via Zoho Social by hailey.pratt 21 Jul 2022 06:00 AM  <b>The World Athletics Championships</b> will bring more than 200,000 visitors ... Likes: 3 Replies: 0 Retweets: 0 Engagement: 3 Engagement Rate: <1%	via Zoho Social by hailey.pratt 29 Jul 2022 07:00 PM  <b>EmX bus ridership</b> increased 26% during #WCHORegion22, and ridership on all routes... Likes: 3 Replies: 0 Retweets: 0 Engagement: 3 Engagement Rate: <1%
---	---	--	---	---

**LinkedIn** Jul 2022, 20 - Aug 2022, 24

### LinkedIn: Audience Summary

TOTAL FOLLOWERS

**751**

NEW FOLLOWERS

**39** ↑ 105.26%

Avg. per day :1

ORGANIC VS SPONSORED

100% Organic  
0% Sponsored

TOP COUNTRY

COUNTRIES	FOLLOWER COUNT	%
UNITED STATES	679	90.78%

### LinkedIn: Performance Summary

TOTAL IMPRESSIONS

**339** ↑ 53.15%

Avg. per day :9

TOTAL REACH

**170** ↑ 22.38%

Avg. per day :5

TOTAL CLICKS

**0** ↑ 0%

Avg. per day :0

### LinkedIn: Engagement Summary


TOTAL POSTS

**31** ↓ 22.5%

Avg. per day :<1

TOP POST

directly via LinkedIn  
11 Aug 2022 11:00 AM



ICYMI: LTD Board Enters Negotiations with GM Candidate  
The LTD Board of Directors voted...

Likes	99
Comments	12
Shares	5
Engagement	116
Engagement Rate	15%

ENGAGEMENT BY POST TYPE

TYPE	ENGAGEMENT	%
Image	317	85.91%
Link	52	14.09%
Text	0	0%
Video	0	0%

### LinkedIn: Top Posts by Engagement Rate

Post Title	Likes	Comments	Shares	Engagement	Engagement Rate
ICYMI: LTD Board Enters Negotiations with GM Candidate...	99	12	5	116	15%
The LTD Board of Directors voted unanimously at its August 17, 2022 meeting t...	92	8	6	106	14%
LTD Board of Directors President Caitlin Vargas shared a guest view in The...	24	0	4	28	4%
EmX bus ridership increased 26% during #WCHOregon22, and ridership on all routes...	19	0	1	20	3%
Do you want to make a difference in your community? Apply to be an...	14	0	2	16	2%

**Instagram** Jul 2022, 20 - Aug 2022, 24

**Instagram: Audience Summary**

TOTAL FOLLOWERS <b>253</b>	NEW FOLLOWERS <b>118</b> ↓ 8.53% Avg. per day: 3
-------------------------------	--

**Instagram: Post & Engagement Summary**

TOTAL POSTS <b>22</b> ↓ 29.03% Avg. per day: <1	<p><b>TOP POST</b></p> <p>directly via Instagram 22 Aug 2022 08:01 AM</p>  <p>Do you want to make a difference in your community? Apply to be an LTD bus operator!...</p> <table border="1"> <tr><td>Reactions</td><td>16</td></tr> <tr><td>Comments</td><td>0</td></tr> <tr><td>Engagement</td><td>16</td></tr> <tr><td>Engagement Rate</td><td>6%</td></tr> </table>	Reactions	16	Comments	0	Engagement	16	Engagement Rate	6%	<p><b>ENGAGEMENT BY POST TYPE</b></p>  <table border="1"> <thead> <tr> <th>TYPE</th> <th>ENGAGEMENT</th> <th>%</th> </tr> </thead> <tbody> <tr> <td>Image</td> <td>114</td> <td>69.51%</td> </tr> <tr> <td>Video</td> <td>42</td> <td>25.61%</td> </tr> <tr> <td>Carousel</td> <td>8</td> <td>4.88%</td> </tr> </tbody> </table>	TYPE	ENGAGEMENT	%	Image	114	69.51%	Video	42	25.61%	Carousel	8	4.88%
Reactions	16																					
Comments	0																					
Engagement	16																					
Engagement Rate	6%																					
TYPE	ENGAGEMENT	%																				
Image	114	69.51%																				
Video	42	25.61%																				
Carousel	8	4.88%																				
TOTAL ENGAGEMENT <b>164</b> ↓ 77.13% Avg. per day: 5																						

**Instagram: Impression Summary**

IMPRESSIONS <b>72k</b> ↑ 361.48% Avg. per day :1,996	REACH <b>61k</b> ↑ 403.93% Avg. per day :1,688
--	--

**Instagram: Top Posts By Engagement Rate**

Post Source	Post Date	Reactions	Comments	Engagement	Engagement Rate
directly via Instagram	22 Aug 2022 08:01 AM	16	0	16	6%
directly via Instagram	20 Jul 2022 01:00 PM	14	1	15	6%
directly via Instagram	8 Aug 2022 11:07 AM	12	3	15	6%
via Instagram by hailey.pratt	29 Jul 2022 04:00 PM	14	0	14	6%
directly via Instagram	22 Jul 2022 08:01 AM	10	1	11	4%

**Group Pass:**

A new organization, Homes for Good – Bridges on Broadway, joined the Group Pass program on September 1.

Staff continues to outreach to local businesses in Eugene, Springfield, and the surrounding service area. During August, staff met with three organizations interested in learning more about LTD’s Group Pass and Employer programs.

**Vanpool:**

Staff continued to work with Commute with Enterprise, other vanpool partners located in the Willamette Valley, and the ODOT Transportation Options program to coordinate the administration of regional vanpool programs.

Monthly Vanpool Statistics\*

Month	Vanpools	Passengers	Passenger Boarding’s	Vanpool Revenue Miles	Personal Vehicle Miles Reduced
July	5	28	757	8645	38118

\*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, remaining corrective action required: Additional testing needs to occur at Eugene Station. LTD’s contracted elevator service provider has recently provided requested contract information, so testing of the final fire alarm device should occur in early September, fulfilling the District’s 2022 fire systems testing requirements.  
Reoccurring fire system services occur at LTD’s: Glenwood Campus, Ridesource, Eugene Station, Springfield Station, Willow Creek, and Santa Clara Station.
2. *Annual backflow device testing: Testing is expected to occur in late September and early October. A total of 81 District backflows require testing each year.  
These reoccurring services occur at LTD’s: Glenwood Campus Qty-4, Ridesource Qty-5, Eugene Station Qty-5, Springfield Station Qty-5, Neighborhood Stations Qty-10, and EmX Stations Qty-52.*
3. *Data refinements continue to be identified in preparation for the update of Facilities Management’s CMMS tool, 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. -This process is anticipated to begin in early September.*

*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.*
4. *Facilities Management Crew Hours for July 24, 2022 - August 20, 2022:*
- *Preventative Maintenance: 136.5 hours*
  - *Corrective & Emergency Maintenance: 311 hours*
  - *Alteration and Improvements: 115.5 hours*
  - *Marketing Activities: 23.5 hours*
  - *Utility Locates: 18 hours*
  - *Vandalism (Graffiti Removal, Cleaning, Damages, & Theft): 11 hours*
  - *Misc. (General Maintenance, waste disposal, administrative time, cleaning): 291*
  - *Total Crew Hours Reported for period: 906.5 hours*
  - *Average Rate of Work Hours Reported, per Crewmember for period: 151 hours*

## CONTRACTED SERVICES

1. **Cleaning Services:** *New contracts for LTD's contracted cleaning new cleaning 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.*
2. **Electrical Contracted Services:** *Alterations to back-up power system at RideSource are being made to increase reliability to IT equipment.*
3. **Generator services:** *Preventative maintenance and load testing services are being performed to back-up generators for Glenwood and RideSource facilities.*
4. **H.V.A.C:** *Yearly air filter order for all locations is placed in September.*

## PROJECT MANAGEMENT

1. **West Eugene EmX Fiber and In-Kind Agreement:** *LTD and the City of Eugene will enter into an agreement whereby LTD leases to the City 12 fiber strands from the fiber that was installed as part of the West EmX Eugene expansion project in exchange for waiver of the annual license fee LTD would owe for use of the City's rights-of-way pursuant to EC 3.415.*

LTD installed conduit and dark fiber within the City's rights-of-way along the EmX West Eugene route. This included 24,323 linear feet for LTD's primary trunk line; 1,696 linear feet for lateral lines for shared use between LTD and the City; and 4,709 linear feet for lateral lines for the City's use for its traffic signals. The City has been allowed to use, and actually has been using, a portion of the fiber since, or shortly after, it was installed by LTD.

Using EWEB's established for-profit lease rate, the value of the leased fiber is \$49,614.34, which exceeds the annual license fee amount of \$48,648 that LTD would owe for use of the City's rights-of-way. It will mutually benefit the parties if LTD leases to the City 12 fiber strands in exchange for waiver of the annual license fee LTD would owe for use of the City's rights-of-way.

The City of Eugene's telecommunications ordinance, EC 3.005 and EC 3.400 – 3.430, generally requires that persons or entities that place communications facilities within City rights-of-way must obtain a license from the City and pay an annual license fee for such use. The ordinance provides for a per foot annual license fee for private communications systems, which is currently \$2.00 per linear foot. The City's telecommunications ordinance (EC 3.415(6)) provides that "in lieu of part or all of the annual registration and license fees, the city may accept in-kind services which the city manager determines have a value to the city equal to or greater than the registration and license fees, or the portion of those fees in lieu of which the city will accept services."

2. **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) **Springfield Station Clock Replacement:** *The existing clocks at Springfield Station are original to the build of the station. This technology is outdated, which is now providing unreliable time displays and high maintenance requirements. New power-over-ethernet (POE) clocks have been ordered and will be installed in early Winter.*
3. **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 *and is anticipated to be complete in October 2022.*
  - b) **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. *Liztek Electrical Engineering will provide some potential dates to schedule the power shutdown. This project requires one 6-hour power shutdown to the main electrical distribution gear which is located at the south end of the Fleet Building. The shutdown will shut off the normal power circuits in the following buildings; Fleet, Admin, Bus Wash, Fuel, and Facilities Storage Buildings. When the power is shutdown, the generator will start-up within minutes by the automatic transfer switch. The generator will energize all the emergency power circuits. This project is scheduled to be completed in late September.*
4. **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. A prototype has been built for retrofitting the existing map cabinets and a magnetic anchoring system has been develop to replace failing Velcro attachments.
5. **System Security Improvements:** New cameras have begun to be installed at Eugene Station, Springfield Station, Santa Clara Station, the Glenwood Campus, *Ridesource* 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.

6. **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.
7. **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 *and is anticipated to be complete in October 2022.*
8. **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 has forwarded 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.*

9. **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 September to provide input for the projects goals & objectives and then go into 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 was issued on July 25, 2022 and Closes on September 7, 2022.*

*The evaluation team is projected to have a recommendation to Contract Committee and Board in October 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.*

10. **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.



**MAINTENANCE**

*Matt Imlach, Director of Maintenance*

*There is no report this month.*

**TRANSIT OPERATIONS**

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

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 new updated camera system that will allow provide us with many updated tools to streamline downloading, securing and viewing video options. 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. ***Update - The scope of work for the camera replacement project is submitted it to the procurement and moving to the next stages in the process. The software project has entered the next stages and is currently being reviewed by procurement. Upon completion of the review, an RFP will then be sent out for proposals.***

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. ***Update - The architect and the CM/GC for the OCC project have been selected. We are moving forward in gathering information for the design needs of this building and the needs in the currently occupied space that will be renovated. No updates as of yet for the ESM project.***

Our Fall Operator Bid was successfully run from August 22, 2022, through August 26, 2022. We had 167 operators select the work they will start on September 11, 2022. This will be the last of required three bids this year, and operators will be scheduled to continue on the work they bid until February 4, 2023.

We had nineteen operators that celebrated a work anniversary during August. These anniversaries range from one year to twenty-seven years. This represents these operators' commitment over the years to LTD, and it is greatly appreciated.

**Training**

New Customer Service Modules have been created and used for Supervisor and Instructor Training. Discussion from those trainings has been used to develop a new Customer Service Module for the upcoming In-Service Training this fall.

New training emphasizes self-awareness in dispensing customer service at all levels, focusing on marginalized communities and the unhoused. Further development of District Customer Service standards include collaboration with other service industries to attain more tools to enhance our level and consistency in delivering customer service district-wide.

The first class of operators to receive the TAPTCO training have completed their coursework and are now moving on to the on-route training portion. Upon completion, these operators will start their work on September 18, 2022.

**New Operator Classes**

We have a class of four new operators that started on August 29, 2022. Please join us in welcoming the following new operators:

- Eric Moore
- Joe Hansey
- Sean Tichnell
- Brian Cravens

Retirements

LTD had two long-term operators retire in August. They had a combined 31 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.

Name	Years of Service
Gary Janz	17+
Pam Guthrie	25+

Operations have several upcoming retirements in the coming months and are working closely with the Human Resources Department to fill those positions as quickly as possible.

Accidents

SBP - We are continuing our 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 and the more consistent training with the TAPTCO Program should help reduce 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.

PUBLIC SAFETY

Public Safety, Transit Operations, and Information Technology have been working on implementing the new onboard computer system. These systems will be mounted in three of the Public Safety/Field Supervisor vehicles. The systems will allow mobile access to various Operations and Public Safety programs previously accessible only in fixed locations. One example of the expanded function will give an Operations Supervisor the capability to dispatch the transit system remotely in an emergency.

Public Safety and Operations continue participating in "live" field exercises with the Oregon State Police crisis negotiation and resolution teams. These exercises allow both entities to peek into the other's operations, enhancing and accelerating favorable resolutions to a possible crisis situation.

Public Safety is continuing to review and update the training, guidelines, and equipment to enhance the services we can provide to the riding public and community.



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 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.

### OCTOBER

Public Hearing:

- Supplemental Budget & Community Investment Plan

Action

- Contract Approvals

Information

- Strategic Business Plan Quarterly Update
- American Bus Benchmarking Group Update
- Community Value Report
- Return to Ridership Campaign
- FY 24-25 STIF Discretionary/Statewide Transit Fund Update

### NOVEMBER

Action

- Contract Approvals
- Community Investment Plan Adoption
- Board Travel Policy

Information

- Strategic Business Refresh – Year 2
- Strategic Planning Committee Purpose & Schedule Discussion
- Employer Program Update
- Strategic Business Plan Annual Refresh

- Operations Command Center Update
- Eugene Station Modernization Update
- FY 24-25 STIF Discretionary/Statewide Transit Fund Update

## **DECEMBER**

### Action

- Contract Approvals
- STIF Plan Adoption

### Information

- FY25-27 Comprehensive Operations Analysis
- Social Media Update
- Student Pass Update
- Strategic Business Plan Quarterly Update
- FY 24-25 STIF Discretionary/Statewide Transit Fund Update



## AGENDA ITEM SUMMARY

**DATE OF MEETING:** September 21, 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