



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, August 16, 2023

Time: Meeting will directly follow Board work session schedule to begin at 5:30 p.m.

IN-PERSON & VIRTUAL MEETING

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

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

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

AGENDA

Table with 3 columns: ITEM, Time, Page. Includes items like CALL TO ORDER, ROLL CALL, ANNOUNCEMENTS AND ADDITIONS TO AGENDA, EMPLOYEE OF THE MONTH - AUGUST, AUDIENCE PARTICIPATION, BOARD MEMBER REPORTS, CONSENT CALENDAR, DISTRICT POLICIES - SURPLUS VEHICLES; CHARTER SERVICES; SPONSORSHIPS, and CONTRACT NO. 2023-16: EIDE BAILLY LLP.

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XIII. WRITTEN REPORTS – RESPOND IF QUESTIONS		
A. OPERATIONS PERFORMANCE REPORT FOR JULY 2023 [Cosette Rees, Chief Customer Experience Officer] <i>This report provides monthly information on system ridership, service levels, and productivity for fixed-route and EmX services.</i>		41
B. FINANCIAL PERFORMANCE INDICATORS AND QUARTERLY FINANCIAL REPORT: PROVIDED QUARTERLY – FEBRUARY, MAY, AUGUST, NOVEMBER [Pam Strutz, Director of Finance] <i>Reports are provided on the financial health of the district on a Quarterly basis. These reports provide District financial information including highlights, trends, audits, key statistics and operating performance in order to provide context and aid the Board decision that impact the financial health of the District.</i>		48
C. DELEGATED AUTHORITY REPORT [Wendi Frisbie, Director of Business Services] <i>This report provides a listing of contracts that the General Manager has signed under their delegated authority.</i>		51
D. MONTHLY DEPARTMENT REPORTS – AUGUST [Jameson Auten, General Manager/Chief Executive Officer] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board’s information.</i>		53
E. ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING <i>Attached is a list of action or information items that will be included on the agenda for future Board meetings.</i>		56
XVI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		57
XVII. ADJOURNMENT	7:30 p.m.	

The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD’s Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).

LTD Administrative Office: The office is located at 3500 East 17th Avenue (off Glenwood Blvd. in Glenwood). Click [here](#) for a map.

Bus:
From Eugene Station: Take the EmX bus from the LTD Downtown Station and get off at the outbound Glenwood EmX stop (in front of Planned Parenthood). From there walk west to the corner of Franklin Blvd. and Glenwood Blvd. and turn left. Continue walking south on Glenwood Blvd to 17th Avenue and turn left. The building entrance faces 17th Avenue.

From Springfield Station: Take the EmX bus from the Springfield Station and get off at the outbound Glenwood EmX stop (across Franklin Blvd. from Lane Forest Products). From there walk east to the crosswalk to cross Franklin Blvd., proceed south on Glenwood Blvd. Continue walking south on Glenwood Blvd to 17th Avenue and turn left. The building entrance faces 17th Avenue.

Bicycles: There are covered bicycle racks located by the front entrance.

Parking: Parking is available for free in the parking lot at the front of the building on 17th Avenue.



AGENDA ITEM SUMMARY

DATE OF MEETING: August 16, 2023

ITEM TITLE: AUGUST EMPLOYEE OF THE MONTH

PRESENTER: Cosette Rees, Chief Customer Experience Officer

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: None. Information Only

BACKGROUND: Javier Rodriguez has been selected to receive the August 2023 Employee of the Month (EOM) award. Javier was hired as a Bus Operator on July 25, 2001 and during that time, Javier was promoted to Transit Operations Supervisor in June 2013. He was awarded Employee of the Month in both February 2022 and February 2012 and then awarded Employee of the Year for 2012. He was awarded the Safe Driving Award 8 years.

From fellow co-worker Cheri Winter, on April 20, Javier left the Glenwood office in a field rig to assist Public Safety Officer Price. Officer Price was being attacked by a woman at the Springfield Station. He was able to assist with getting the woman on the ground until Springfield Police arrived. Javier is always the first to jump in when an emergent situation arises. He's always helpful to the operators and if we have a problem he is great at solving our problems. Also, Javier is integral with solving problems and streamlining processes behind the counter at Lane Transit District. I personally feel more confident when is answering the calls at night.

When asked to comment on Javier's selection as EOM, Brian Penn said:

"Javier really takes pride in the job he does every day and I am pleased that he was chosen for this honor. I really appreciate that he comes to work every day with a positive attitude and I am thankful for his commitment to providing great customer service to everyone. His willingness to always step in to help out has always been a big part of who he is and this is no exception. Keep up the great work!!" – Brian Penn,

AWARD: Javier Rodriguez will attend the August 16 Board Meeting to be introduced to the Board and receive his award.



AGENDA ITEM SUMMARY

DATE OF MEETING:	August 16, 2023
ITEM TITLE:	BOARD MEMBER REPORTS
PRESENTER:	Allie Brusasco, Board Administrator
CHIEF OFFICER:	Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED:	None. Information Only

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

The following activities have occurred since the last Board meeting:

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

- Metropolitan Policy Committee (MPC):** The two Board members representatives are Susan Cox and Kelly Sutherland; Board member Pete Knox is the alternate; General Manager/Chief Executive Officer Jameson Auten is the District's ex-officio attendee. **At the July 6 meeting**, committee members discussed a letter of Support for the MPO Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) Grant Program; received a Public Participation Plan update; and received an ODOT update. The next meeting is scheduled for September 7. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
- Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. The Board Member representative is Heather Murphy, General Manager/Chief Executive Officer Jameson Auten is the alternate. **At the July 12 meeting**, committee members are asked to provide an update on their progress in identifying their priority needs, for the purpose of developing a list of investment policy and project funding priorities for the LaneACT area. **At the August 9 meeting**, committee members discussed Florence's recent and planned transportation improvements; and received an update on preparations for the LaneACT Chair's presentation to the Oregon Transportation Commission on September 14. The next meeting is scheduled for September 13. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.
- LCOG Board of Directors:** Board member Pete Knox serves as LTD's representative on the Lane Council of Governments (LCOG) Board of Directors as a non-voting member; Board member Michelle Webber is the alternate. The LCOG Board of Directors meets five times per year on the fourth Thursday of: February, April, June, September and December. **At the June 22 meeting**, board members reviewed Public Contracting Rules; held a Public Hearing and Adopt Resolution approved the Consent Agenda: April 27, 2023 Minutes, Executive Director's Review, Energy Assistance Program. The next meeting is scheduled for September 28. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.
- LTD Board Finance Committee:** This Committee meets bi-monthly on the second Tuesday of the month and is composed of Board members Gino Grimaldi, Susan Cox, and Lawrence Green. The July 11 board meeting was canceled. **At the August 8 meeting**, committee members went over items for recommendation: Contract No. 2023-31: CITYFI, LLC, Contract No. 2022-80: INFRASTRATEGIES, LLC, Contract No. 2023-02-CUMMINS, 2023-02-GILLIG, 2023-02-PACPG; received a presentation on the Long Range Financial plan; and reviewed District financials. The next meeting is scheduled for September 12.

No Meetings were held for the following committees:

1. **Strategic Planning Committee (SPC)**: This committee meets bi-monthly on the fourth Tuesday of the month and is composed of Board members Pete Knox and Gino Grimaldi, members of local units of government, and community representatives. The next meeting is scheduled for July 25.
2. **LTD Pension Trust Committee**: LTD's two pension plans (one for Amalgamated Transit Union (ATU) represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Gino Grimaldi serves as one of the trustees. The next meeting is scheduled for August 30.
3. **LTD Board Budget Committee**: The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of three years. The next meeting is scheduled for October 4.
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 Susan Cox attends the committee meetings as LTD's representative. **The July 28 meeting** was canceled, The next meeting is scheduled for October 27. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
5. **State Transportation Improvement Fund (STIF) Committee**: The Committee is administered by LCOG. The Committee will meet a minimum of two times per year, or a sufficient number of times to advise the LTD Board of Directors regarding its review of project proposals and the STIF Plan. The committee, in accordance with state law, is composed of 14 members with eight (8) members representing in-district communities, two (2) members representing out-of-district communities, and three (3) ex-officio (non-voting) members; the ex officio LTD Board members are Gino Grimaldi and Susan Cox. The next meeting has not been scheduled. For more information about STIF, please go to: <https://www.lcog.org/bc-stif>.
6. **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/>.
7. **MovingAhead Oversight Committee**: This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board member's Pete Knox and Lawrence Green serve as LTD's representatives. The next meeting has not been scheduled. For more information about MovingAhead, please go to: <http://www.movingahead.org/>.
8. **Vision Zero Task Force**: The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. LTD Board member Lawrence Green serves as LTD's representative; General Manager/Chief Executive Officer Jameson Auten is the alternate. The next meeting has not been scheduled. For more information about Vision Zero, please go to: <https://www.eugene-or.gov/4270/Vision-Zero>.



AGENDA ITEM SUMMARY

DATE OF MEETING: August 16, 2023

ITEM TITLE: CONSENT CALENDAR

PRESENTER: Allie Brusasco, Board Administrator

DIRECTOR: Jameson Auten, General Manager/Chief Executive Officer

ACTION REQUESTED: Adoption

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

The Consent Calendar for August 16, 2023, consists of:

- Approval of Contract No. 2023-02 –GILLIG, LLC; CUMMINS; PACPG
- Approval of Contract No. 2023-31 – Cityfi, LLC
- Approval of Contract No. 2022-80 – Infrastrategies, LLC

ATTACHMENT:

- Contract No. 2023-02 –GILLIG, LLC; CUMMINS; PACPG
- Contract No. 2023-31 – Cityfi, LLC
- Contract No. 2022-80 – Infrastrategies, LLC

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-08-16-033; It is hereby resolved that the Consent Calendar for August 16, 2023, is approved as presented [amended].



AGENDA ITEM SUMMARY

DATE OF MEETING: August 16, 2023

ITEM TITLE: CONTRACT NO. 2023-02-CUMMINS; 2023-02-GILLIG; 2023-02-PACPG

PRESENTER: Eric Evers, Director of Fleet Management

CHIEF/DIRECTOR: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: Adoption

PURPOSE: To authorize Lane Transit District’s (LTD’s) Chief Executive Officer/General Manager to execute new contracts with Cummins Inc., Gillig LLC, and Pacific Power Group for the facilitation of on-demand purchases of various Bus Engine and Hybrid parts to maintain the LTD fleet.

CONTRACT TYPE: New Contract facilitated via competitive Invitation For Bids (IFB) process.

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

DESCRIPTION: This purchase was included in the LTD Community Investment Plan (CIP) as part of our state of good repair fleet projects for specialized services fleet replacement. LTD staff requested a solicitation to contract for and obtain these on-demand bus engine and hybrid parts for up to a five year period. The IFB process was designated and facilitated to identify and award the most responsive, responsible low bids to satisfy this need.

BACKGROUND: ORS 279B.055 and the LTD Procurement Policy provide for competitive sealed bidding and a contracting agency may solicit and award a public contract for goods or services. They may award multiple public contracts for goods or services when specified in the invitation to bid. On March 28, 2023, LTD released an IFB No. 2023-02 to seek bids from qualified suppliers capable of providing specific bus engine and hybrid parts for maintaining the LTD fleet.

Bids were due on May 4, 2023, and four suppliers responded with offers: DLR Distributors, Cummins, Inc., Gillig LLC, Pacific Power Group. After a thorough review of the bids, Cummins Inc. Gillig LLC, and Pacific Power Group were identified as having the only, lowest, and most responsible bids for the identified parts. Prices for award were identified on a per item basis.

Contract not-to-exceed (NTE) amounts submitted for recommendation are estimated by pulling together the approximate purchases for the first year and potential options to extend and renew for up to five years using the forecasted totals in the solicitation documents.

BIDDER NAME	BID AWARD CATEGORY	BIDS RANKING	EXT. BID TOTALS (One (1) Each Part)
CUMMINS INC.	Cummins	1	\$4,951,063.50
DLR DISTRIBUTORS	Cummins	2	Not low bid/no award, see attachment
GILLIG LLC	BAE	1	\$1,817,500.00
PACIFIC POWER GROUP	Allison	1	\$1,919, 895.15
DLR DISTRIBUTORS	Allison	2	Not low bid/no award, see attachment

FINANCIAL IMPACT/FUNDING SOURCE: The total value of all contract awards, or the total five-year project cost is estimated up to \$12,290,842.93. This project has multiple funding sources to make up the overall contract total.

These included 1) GL 010.421.00.65310 Parts 2) GL 030.800.00.87220 Hybrid Bus DPIM Replacement 3) GL 020.800.00.87240 ACM.

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

ALTERNATIVES:

1. Delay facilitation of necessary purchase until a later date.

SUPPORTING DOCUMENTATION:

- 1) Summary Tabulation
- 2) Resolution No. 2023-08-16-034
- 3) Resolution No. 2023-08-16-035
- 4) Resolution No. 2023-08-16-036

PROPOSED MOTION: I move adoption of LTD Resolution No.'s 2023-08-16-034; 035; and 036:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2023-02 CUMMINS, 2023-02 GILLIG, 2023-02 PACPG as presented [amended].



RESOLUTION NO. 2023-08-16-034

**APPROVAL OF CONTRACT NO. 2023-02-CUMMINS,
BETWEEN LANE TRANSIT DISTRICT AND CUMMINS INC.**

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

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

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

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

WHEREAS, the Finance Committee reviewed the proposed contract number 2023-02-CUMMINS between LTD and CUMMINS, INC. on August 8 2023, and recommended adoption;

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with CUMMINS, INC. for the purpose of purchasing engine in-frame kits and new engines; 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 16th DAY OF AUGUST, 2023.

Board President, Gino Grimaldi



RESOLUTION NO. 2023-08-16-035

**APPROVAL OF CONTRACT NO. 2023-02-GILLIG,
BETWEEN LANE TRANSIT DISTRICT AND GILLIG LLC**

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

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

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

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

WHEREAS, the Finance Committee reviewed the proposed contract number 2023-02-GILLIG between LTD and GILLIG LLC on August 8 2023, and recommended adoption;

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with GILLIG LLC for the purpose of BAE Hybrid Parts; 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 16th DAY OF AUGUST, 2023.

Board President, Gino Grimaldi



RESOLUTION NO. 2023-08-16-036

APPROVAL OF CONTRACT NO. 2023-02-PACPG, BETWEEN LANE TRANSIT DISTRICT AND PACIFIC POWER GROUP

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

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

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

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

WHEREAS, the Finance Committee reviewed the proposed contract number 2023-02-PACPG between LTD and PACIFIC POWER GROUP on August 8 2023, and recommended adoption;

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with PACIFIC POWER GROUP for the purpose of purchasing Allison Hybrid Parts; 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 16th DAY OF AUGUST, 2023.

Board President, Gino Grimaldi

SUMMARY TABULATION - IFB 2023-02 BUS ENGINE AND HYBRID PARTS with Five-Year Projections														
ITEM DESCRIPTIONS			DLR DISTRIBUTORS			CUMMINS			GILLIG LLC			PACIFIC POWER GROUP		
LTD No.	MFG Description	MFG No.	Bid Amount Qty-1	Projected Need QTY	Total EXT Cost	Bid Amount Qty-1	Projected Need QTY	Total EXT Cost	Bid Amount Qty-1	Projected Need QTY	Total EXT Cost	Bid Amount Qty-1	Projected Need QTY	Total EXT Cost
1417-0000	EV40 EV50 Rebuild Kit	Allison	\$27,030.91	9	\$243,278.19	\$0.00		\$0.00	\$0.00		\$0.00	\$25,669.12	9	\$231,022.08
		Totals >>	\$27,030.91		\$243,278.19	\$0.00		\$0.00	\$0.00		\$0.00	\$25,669.12		\$231,022.08
1417-0057	ALLISON	29548557	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$92,003.32	7	\$644,023.24
12418	ALLISON	R29548557	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$53,587.50	3	\$160,762.50
12363	ALLISON	29557378	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$96,742.93	17	\$1,644,629.81
12364	ALLISON	29551904	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00	ITEM OBSOLETE	\$0.00
12419	ALLISON	29550066	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$38,658.72	5	\$193,293.60
12420	ALLISON	29550067	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$38,658.72	5	\$193,293.60
12421	ALLISON	29550068	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$38,658.72	5	\$193,293.60
		Totals >>	\$0.00		\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	\$358,309.91		\$3,029,296.35
12365	BAE	A123 ESS KIT	\$0.00		\$0.00	\$0.00		\$0.00	43,000.00	8	\$344,000.00	\$0.00		\$0.00
		Totals >>	\$0.00		\$0.00	\$0.00		\$0.00	43,000.00		\$344,000.00	\$0.00		\$0.00
12366	BAE	32K ESS KIT	\$0.00		\$0.00	\$0.00		\$0.00	\$57,000.00	5	\$285,000.00	\$0.00		\$0.00
		Totals >>	\$0.00		\$0.00	\$0.00		\$0.00	\$57,000.00		\$285,000.00	\$0.00		\$0.00
12367	BAE	115E5031G1	\$0.00		\$0.00	\$0.00		\$0.00	\$32,200.00	15	\$483,000.00	\$0.00		\$0.00
11834	BAE	115E5031G1	\$0.00		\$0.00	\$0.00		\$0.00	\$7,200.00	15	\$108,000.00	\$0.00		\$0.00
12368	BAE	115E4662G	\$0.00		\$0.00	\$0.00		\$0.00	\$36,600.00	15	\$549,000.00	\$0.00		\$0.00
12369	BAE	115E4662G	\$0.00		\$0.00	\$0.00		\$0.00	\$8,500.00	15	\$127,500.00	\$0.00		\$0.00
12370	BAE	115E5234G1	\$0.00		\$0.00	\$0.00		\$0.00	\$41,600.00	15	\$624,000.00	\$0.00		\$0.00
11779	BAE	115E5234G1	\$0.00		\$0.00	\$0.00		\$0.00	\$10,000.00	15	\$150,000.00	\$0.00		\$0.00
11937	BAE	19HDS300TMGBX180-1	\$0.00		\$0.00	\$0.00		\$0.00	\$68,000.00	15	\$1,020,000.00	\$0.00		\$0.00
12371	BAE	17HDS300TMGBX180-1	\$0.00		\$0.00	\$0.00		\$0.00	\$29,700.00	15	\$445,500.00	\$0.00		\$0.00
12372	BAE	13HDS300TMGBX180-1	\$0.00		\$0.00	\$0.00		\$0.00	\$29,700.00	15	\$445,500.00	\$0.00		\$0.00
		Totals >>	\$0.00		\$0.00	\$0.00		\$0.00	\$263,500.00		\$3,952,500.00	\$0.00		\$0.00
10196	CUMMINS	9100 and 1000ISL	\$40,364.62	1	\$40,364.62	\$31,540.00	1	\$31,540.00	\$0.00		\$0.00	\$0.00		\$0.00
12113	CUMMINS	1400 and 15100 and 16200 ISL	\$46,696.68	12	\$560,360.16	\$35,999.00	12	\$431,988.00	\$0.00		\$0.00	\$0.00		\$0.00
12373	CUMMINS	19100 L9	\$49,057.91	3	\$147,173.73	\$40,906.00	3	\$122,718.00	\$0.00		\$0.00	\$0.00		\$0.00
12374	CUMMINS	19200 L9	\$50,525.62	5	\$252,628.10	\$41,562.00	5	\$207,810.00	\$0.00		\$0.00	\$0.00		\$0.00
12375	CUMMINS	20100 L9	\$42,825.82	5	\$214,129.10	\$37,300.00	5	\$186,500.00	\$0.00		\$0.00	\$0.00		\$0.00
10558	CUMMINS	6200 ISM	\$56,968.14	7	\$398,776.98	\$41,970.00	7	\$293,790.00	\$0.00		\$0.00	\$0.00		\$0.00
		Totals >>	\$286,438.79		\$1,613,432.69	\$229,277.00		\$1,274,346.00	\$0.00		\$0.00	\$0.00		\$0.00
12376	CUMMINS	35171846	\$0.00		\$0.00	\$84,422.61	5	\$422,113.05	\$0.00		\$0.00	\$0.00		\$0.00
10634	CUMMINS	74494289	\$0.00		\$0.00	\$50,802.05	5	\$254,010.25	\$0.00		\$0.00	\$0.00		\$0.00
12377	CUMMINS	73002772	\$0.00		\$0.00	\$76,400.23	5	\$382,001.15	\$0.00		\$0.00	\$0.00		\$0.00
12378	CUMMINS	73047149	\$0.00		\$0.00	\$76,400.23	5	\$382,001.15	\$0.00		\$0.00	\$0.00		\$0.00
12188	CUMMINS	73682114	\$0.00		\$0.00	\$79,600.43	5	\$398,002.15	\$0.00		\$0.00	\$0.00		\$0.00
12379	CUMMINS	73836675	\$0.00		\$0.00	\$74,972.43	5	\$374,862.15	\$0.00		\$0.00	\$0.00		\$0.00
12380	CUMMINS	74027761	\$0.00		\$0.00	\$78,384.43	5	\$391,922.15	\$0.00		\$0.00	\$0.00		\$0.00
12381	CUMMINS	74585469	\$0.00		\$0.00	\$80,772.43	5	\$403,862.15	\$0.00		\$0.00	\$0.00		\$0.00
12382	CUMMINS	74589589	\$0.00		\$0.00	\$81,530.43	5	\$407,652.15	\$0.00		\$0.00	\$0.00		\$0.00
12383	CUMMINS	74655468	\$0.00		\$0.00	\$77,650.43	5	\$388,252.15	\$0.00		\$0.00	\$0.00		\$0.00
		Totals >>	\$0.00		\$0.00	\$760,935.70		\$3,804,678.50	\$0.00		\$0.00	\$0.00		\$0.00
Five (5) Year Totals for Apparent Low or Only Bidders - Intent To Award >>			\$0.00	0	\$0.00	\$990,212.70		\$5,079,024.50	\$363,500.00		\$4,581,500.00	\$383,979.03		\$3,260,318.43

Year five (5) Projections Based Upon Estimated Total Purchase Projections from all awarded Vendors >> \$12,920,842.93



AGENDA ITEM SUMMARY

DATE OF MEETING:	August 16, 2023
ITEM TITLE:	CONTRACT NO. 2023-31: CITYFI, LLC
PRESENTER:	Tom Schwetz, Director of Planning & Development
CHIEF OFFICER:	Joe McCormack, Chief Development Officer
ACTION REQUESTED:	Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the General Manager to execute a contract with Cityfi, LLC for development of LTD's Mobility Management Framework.

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.

DESCRIPTION: The purpose of this contract is to assist LTD in creating a more tangible definition around its intent to develop a Mobility Management Framework. This project would:

- facilitate internal and external discussions around "Reimagining the Ride," including envisioning sessions with employees and the Board of Directors;
- assist in the development of strategies that LTD can use to build toward "Reimagining the Ride," including identifying:
 - key partnerships for workforce development;
 - performance measures that help LTD gauge our progress toward "Reimagining the Ride";
 - long-term delivery models that will result in new funding sources;
 - identifying barriers and opportunities at the State and Federal level in LTD's pursuit of its next iteration;
- assist in incorporating the concept "Shared Mobility" into the work currently underway on LTD's Comprehensive Operations Analysis (COA).

LTD intends to incorporate this effort as an element of our Long-Range Transit Plan update (underway in Fall 2023). LTD is also seeking assistance in developing a long-range goal for "Shared Mobility" and a set of policies to include in the plan. Deliverables include:

- summary of best practices of transit agencies making a similar stretch to the mobility managers;
- summaries of internal and external discussions and visioning sessions on LTD's role as a mobility manager in the region;
- development of shared mobility goals and policies related to LTD's role as a regional mobility manager for use in LTD's update to its Long-Range Transit Plan; and
- preliminary concepts for branding LTD's efforts in around Mobility and workforce development in the Eugene-Springfield region.

BACKGROUND: Transit agencies across the country are recognizing the increasing need to diversify their mobility offerings. Over the last several years, new transportation modes have emerged that provide first- and last-mile solutions as well as alternatives to traditional transit. Broadly, LTD is already a Mobility Manager and has a history of exploring and delivering a range of innovative transportation solutions. For example, LTD's RideSource Shopper service provides origin to destination service to people with limited mobility, connecting them with grocery stores in a shared trip format. With the LTD Connector in Cottage Grove, LTD provides origin to destination, flexibly routed service to serve trips within the community, but relies on Route 98, a fixed-route service, to provide connections

between Cottage Grove and the metro area. Major destinations like the University of Oregon are best served by high capacity, very frequent service like LTD's EmX Bus Rapid Transit system.

Over this time, LTD has developed a strong sense of service to the community, service that has provided community members with reliable transportation - transportation that has connected them to work, services, family, and friends access to life. While the quality and quantity of LTD's fixed route service has continued to increase, the fixed route system does not meet all transportation needs and does not provide accessibility to significant parts of LTD's service boundary - District-wide, 59% of the population is further than half a mile from LTD's routes with at least 30-minute frequencies.

On June 23, 2023, LTD issued a Requests for Proposal No. 2023-31 seeking qualified contractors or firms capable providing consulting services for a Mobility Management Framework. On July 12, 2023, (Proposal Due Date), proposals were received from two (2) contractors, but only one was considered to be responsive: Cityfi, LLC.

The proposal was provided to an Evaluation Committee to determine responsibility and for full evaluation. The evaluation criteria were: project understanding, experience and qualifications, diversity and cultural competency commitment, and proposal pricing. (Please see Attachment A for scoring criteria).

Following their review, discussion and evaluation, the evaluation committee determined they had sufficient information/documentation Cifyfi, LLC was deemed to be the most responsive and responsible highest-scored proposer.

FINANCIAL IMPACT/FUNDING SOURCE: General Fund, in an amount not to exceed \$300,000.00.

CONSIDERATIONS: This project is intended to serve as a framework within which the outcomes of LTD's efforts in reimagining the ride can be focused. This includes the Community Outreach Communications Assessment (COCA), RideSource Operations Analysis, Comprehensive Operations Analysis, and the Long-Range Transit Plan Update. It will also inform future updates of LTD's Strategic Business Plan.

ALTERNATIVES: The Finance Committee could (1) deny approval of contract; requesting that staff review or re-initiate a request for proposals, or (2) request LTD to look into other alternatives.

SUPPORTING DOCUMENTATION

- 1) Attachment A
- 2) Resolution No. 2023-08-16-037

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-08-16-037:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract no. 2023-31: Cityfi, LLC as presented [amended].



RESOLUTION NO. 2023-08-16-037

APPROVAL OF AMENDMENT TO CONTRACT NO. 2023-31:

BETWEEN LANE TRANSIT DISTRICT AND CITYFI, LCC

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

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

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

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

WHEREAS, LTD has developed a strong sense of service to the community and needs to look beyond its current services to address the access needs of our regional community more fully;

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and Cityfi, LLC on August 9, 2023, and recommended adoption;

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or his designee, is hereby authorized to: (a) negotiate and enter into a contract with Cityfi, LLC for the purpose of development of LTD's Mobility Management Framework.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF AUGUST 2023.

Board President, Gino Grimaldi

ATTACHMENT A –

EVALUATION CRITERIA AND SCORING MATRIX

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

Criteria	Potential Points
Project Understanding	30
Experience and Qualifications	30
Diversity and Cultural Competency Commitment	25
Proposed Pricing	15
Total:	100

Project Understanding (30 Points) The Proposal based on the extent to which the Proposal reflects the objectives of the RFP

- i. Provide a detailed narrative reflective of our goals for this project.

Experience and Qualifications (30 Points) In response to this section, Proposer should demonstrate qualifications and experience relating to the services requested by addressing the items as follows:

- i. Describe the nature and scope of the Proposer’s experience in providing the services offered and described in the Scope of Work.
- ii. Describe Proposer’s experience working with public agencies; and
- iii. Provide a list and description of recent, relevant work performed by Proposer and, if applicable, each subcontractor within the last three years. The Proposer should provide five references for which the Proposer has completed similar work and each subcontractor should provide three references. The references may be included within the Proposal or on an attached document accompanying the Proposal. For each client

referenced, Proposer should include the following information:

- 1) Project Title;
- 2) Name and address of client;
- 3) Name, title, telephone number and e-mail address of contact person for the client;
- 4) Services provided to client during most recent engagement, including specific disciplines and tasks performed;
- 5) Current status of the most recent engagement, including start and end dates for the engagement, and, if the engagement is complete, whether the engagement was completed on time and within budget; and
- 6) Dates of work performed, including any ongoing projects/work.

Diversity and Cultural Competency Commitment (25 Points) Proposing firm's Workforce Diversity and Disadvantaged Business Enterprise (DBE) utilization on this project. The narrative should also include identification of Proposer's certifications and/or nondiscrimination practices, and any historical DBE collaborations, Subcontracting, or Mentoring plans.

Project Cost (15 Points) The evaluation committee will review the proposed fee(s), scored and ranked by points assigned to determine:

- i. Does the overall project cost meet the requirements of the project?
- ii. Does the total project cost seem reasonable in relation to the Scope of Work proposed?
- iii. Is the ratio of reimbursable expenses to the overall fee within reason?
- iv. How well does the overall project cost reflect the quality of work anticipated by the contractor?



AGENDA ITEM SUMMARY

DATE OF MEETING: August 16, 2023

ITEM TITLE: AMENDMENT TO CONTRACT NO. 2022-80: INFRASTRATEGIES, LLC

PRESENTER: Tom Schwetz, Director of Planning & Development

CHIEF OFFICER: Joe McCormack, Chief Development Officer

ACTION REQUESTED: Adoption

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to amend a current contract with InfraStrategies, LLC for development of Lane Transit Districts (LTD's) Mobility Management Framework.

CONTRACT TYPE: Contract Amendment

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.

DESCRIPTION: As LTD embarks on its effort to "Reimagine the Ride", the Community Outreach and Communications Assessment (COCA) is a foundational effort in rebuilding trust with the community. It will be important to leverage the lessons gained from this effort as work begins on the development of LTD's Mobility Management Framework. The COCA project is being managed by InfraStrategies with Joshua Shank serving as the Principal in Charge. In addition to his engagement in the COCA project, Joshua brings his experience working for LA Metro. While at LA Metro, Joshua led that agency's efforts in becoming a mobility manager. In that context, Joshua will leverage his core role in the COCA project and his experience helping a major transit District make the transition that LTD is currently undertaking.

BACKGROUND: The COCA project is intended to rebuild trust with the community so that LTD can move forward to provide the improvements and outcomes that its residents desire. Given the changing nature of transportation and increasing evidence that the issues the community cares about cannot be solved through better mass transit alone, the outcomes of the COCA will need to be applied in consideration of how LTD can play a critical role in managing and delivering the mobility services that people need.

Over the last decade many transit agencies have gone down this road and provided or coordinated new types of services as mobility managers, over and above the provision of bus services. LTD already exhibits several characteristics of a mobility manager, and has several different planning efforts currently underway or in a nascent stage that will be relevant to this transformation. Not only will it be beneficial for LTD to understand how other agencies have progressed in this pursuit and learn from their experiences, but LTD needs to strategically leverage and concurrently advance its COCA Framework, Mobility Management Strategy, Strategic Business Plan, Comprehensive Operations Analysis, and Long-Range Transportation Plan update successfully, so they are not disparate and conflicting efforts.

On December 2, 2022, LTD issued a Requests for Proposals No. 2022-80 seeking qualified contractors or firms capable of providing consulting services for a Community Outreach and Communications Assessment program. On January 3, 2023 (Proposal Due Date), proposals were received from two contractors: Grand Splash Marketing, LLC and InfraStrategies, LLC.

These proposals were provided to an Evaluation Committee to determine responsibility and to fully evaluate proposals. The evaluation criteria were: project understanding, experience and qualifications, diversity and cultural competency commitment, and proposed pricing. (Please see Attachment A for scoring criteria).

Following their review, discussion and evaluation, the evaluation committee requested to interview the two proposers. Interviews were conducted on January 13, 2023. The evaluation criteria were: content and value of

presentation, demonstrated ability to sufficiently provide the best approach to the work, as well as, the proposers' thoroughness and ability responding to questions. The interviews resulted in unanimous consensus recommending InfraStrategies, LLC as deemed to be the most responsive and responsible highest-scored proposer.

Combined Proposal and Presentation rankings:

<u>NAME</u>	<u>SCORE</u>
InfraStrategies, LLC	1368
Grand Splash Marketing, LLC	791

FINANCIAL IMPACT/FUNDING SOURCE: General Fund in a not to exceed amount of \$299,670.00 [\$239,670 (original amount of the contract) + \$60,000 for the amendment].

CONSIDERATIONS: In addition to his engagement in the COCA project, Joshua brings his experience working for LA Metro. While at LA Metro, Joshua led that agency's efforts in becoming a mobility manager. In that context, Joshua will leverage his core role in the COCA project and his experience helping a major transit District make the transition that LTD is currently undertaking.

As this was originally under the Board approval threshold, it was not taken for initial approval. With the refined scope that aligns with the Mobility Management Framework also being presented at this meeting, the amendment will bring the price over the approval threshold.

ALTERNATIVES: The Finance Committee could (1) deny approval of contract; requesting that staff review or re-initiate a request for proposals, or (2) request LTD to look into other alternatives.

SUPPORTING DOCUMENTATION:

- 1) Attachment A
- 2) Resolution No. 2023-08-16-038

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-08-16-038:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract no. 2022-80 as presented [amended].



RESOLUTION NO. 2023-08-16-038

**APPROVAL OF AMENDMENT TO CONTRACT NO. 2022-80
BETWEEN LANE TRANSIT DISTRICT AND INFRASTRATEGIES**

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

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

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

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

WHEREAS, InfraStrategies' work on LTD's Community Outreach Communications Assessment (COCA) project together with their work in guiding other transit agencies in the transition to being mobility managers provides critical experience in facilitating LTD's efforts in becoming a mobility manager;

WHEREAS, the Finance Committee reviewed the proposed contract amendment between LTD and InfraStrategies on August 9, 2023, and recommended adoption;

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to:

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF AUGUST 2023.

Board President, Gino Grimaldi

ATTACHMENT A –

EVALUATION CRITERIA AND SCORING MATRIX

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

Criteria	Potential Points
Project Understanding	30
Experience and Qualifications	30
Diversity and Cultural Competency Commitment	30
Proposed Pricing	10
TOTAL	100

Project Understanding (30 Points) The Proposal based on the extent to which the Proposal reflects the objectives of the RFP

- i. Provide a detailed narrative reflective of our goals for this project.

Experience and Qualifications (30 Points) In response to this section, Proposer should demonstrate qualifications and experience relating to the services requested by addressing the items as follows:

- i. Describe the nature and scope of the Proposer’s experience in providing the services offered and described in the Scope of Work.
- ii. Describe Proposer’s experience working with public agencies; and
- iii. Provide a list and description of recent, relevant work performed by Proposer and, if applicable, each subcontractor within the last three years. The Proposer should provide five references for which the Proposer has completed similar work and each subcontractor should provide three references. The references may be included within

the Proposal or on an attached document accompanying the Proposal. For each client referenced, Proposer should include the following information:

- 1) Project Title;
- 2) Name and address of client;
- 3) Name, title, telephone number and e-mail address of contact person for the client;
- 4) Services provided to client during most recent engagement, including specific disciplines and tasks performed;
- 5) Current status of the most recent engagement, including start and end dates for the engagement, and, if the engagement is complete, whether the engagement was completed on time and within budget; and
- 6) Dates of work performed, including any ongoing projects/work.

Diversity and Cultural Competency Commitment (30 Points) Proposing firm's Workforce Diversity and Disadvantaged Business Enterprise (DBE) utilization on this project. The narrative should also include identification of Proposer's certifications and/or nondiscrimination practices, and any historical DBE collaborations, Subcontracting, or Mentoring plans.

Project Cost. (10 Points) The evaluation committee will review the proposed fee(s), scored and ranked by points assigned to determine:

- i. Does the overall project cost meet the requirements of the project?
- ii. Does the total project cost seem reasonable in relation to the Scope of Work proposed?
- iii. Is the ratio of reimbursable expenses to the overall fee within reason?
- iv. How well does the overall project cost reflect the quality of work anticipated by the contractor?



AGENDA ITEM SUMMARY

DATE OF MEETING: August 16, 2023
ITEM TITLE: POLICIES: SURPLUS VEHICLES, CHARTER SERVICES, SPONSORSHIPS
PRESENTER: Camille Gandolfi, Chief of Staff
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Information and Discussion

PURPOSE: To request adoption of the enclosed policies

DESCRIPTION: Staff have developed the following policies to support consistent and equitable processes related to surplus vehicles, charter services and sponsorships. Staff will be available for any questions

SUPPORTING DOCUMENTATION:

- 1) Surplus Vehicles Policy
- 2) Charter Service Policy
- 3) Sponsorships Policy
- 4) Resolution No. 2023-08-16-039

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-08-16-039:

It is hereby resolved that the LTD Board of Directors adopts the Surplus Vehicles, Charter Services, and Sponsorships Policies as presented [amended].



RESOLUTION NO. 2023-08-16-039

ADOPTION OF LTD CHARTER SERVICES POLICY; SURPLUS VEHICLE POLICY; SPONSORSHIP POLICY

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

WHEREAS, staff have established a Policy providing procedures charter services that is in compliance with Federal Transit Administration guidelines;

WHEREAS, staff have established a Policy providing procedures surplus vehicles that is in compliance with state and federal regulation;

WHEREAS, staff have established a Policy providing procedures District sponsorships that is in aligned with District Mission, Vision, Values and agency goals;

WHEREAS, LTD shall make these policies available to all LTD employees and members of the LTD Board of Directors; and,

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

- Surplus Vehicles Policy
- Charter Services Policy
- Sponsorship Policy

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16TH DAY OF AUGUST, 2023.

Board President, Gino Grimaldi

Lane Transit District

Non-Federal Surplus Vehicle(s)

In-Kind Sponsorship Program

The purpose of the Surplus Vehicle(s) In-Kind Sponsorship Program is to exchange approved non-federal surplus or vehicles approved as state surplus by ODOT with government entities, non-profits, and community-based businesses for in-kind services and products that LTD needs to support its operations, enhance passenger experience, and demonstrate community value. This program provides LTD with opportunities to extend the life of its surplus vehicles by connecting with community organizations who need vehicles to deliver products and services to fulfill their missions to serve the community.

Definitions	
Fair Market Value:	The price at which the item of Surplus Property would change hands in a competitive and open market under conditions requisite to a fair sale between a willing buyer and a willing seller, neither being under any compulsion to buy or to sell and both acting prudently and having reasonable knowledge of the relevant facts.
Fixed Asset:	Any LTD/ODOT-owned personal property with an acquisition cost in excess of \$5,000 per unit and a useful life of one year or greater.
In-Kind	Consisting of something (such as goods or commodities) other than money.
In-Kind Sponsorship:	A mutually beneficial business arrangement wherein an external party, whether it be a government entity, non-profit, or community-based business, provides in-kind services to Lane Transit District in return for a non-federal surplus vehicle(s) lease agreement. The in-kind services to LTD may take the form of publicity/advertisement, promotional consideration, merchandising opportunities, etc.
In-Kind Non-Federal Surplus Vehicle(s):	An LTD asset that has met the regulatory requirements set forth below in Section XX and is no longer of use for its intended purpose.
Lease:	A fully executed contract or agreement in which the owner/Lessor grants the use of vehicle(s) for a specified period of time to the Lessee for regulated transportation use, in exchange for in-kind services to LTD.
Lessee:	In a lease, the party acquiring the use of vehicle(s) from another.
Lessor:	In a lease, the party granting the use of vehicle(s) to another.
Owner:	A person (1) to whom title to vehicle(s) has been issued, or (2) who, without title, has the right to exclusive use of vehicle(s), or (3) who has lawful possession of vehicle(s) registered and licensed in any State in the name of that person.
Personal Property:	Personal Property is physical and movable, subject to ownership, with exchangeable value.
Surplus Property	Property received by the Oregon Dept. of Administrative Services or a state agency as surplus from state agencies, local governments, special government bodies, not-for-profit organizations, other states and private entities. For purposes of this program, surplus received from federal government units is not included in this definition.

Rather than designating non-federally funded vehicles for the LTD vehicle disposal process, they are to be evaluated for the Surplus Vehicle(s) In-Kind Sponsorship Program using the following process and criteria:

1. An assessment needs to be made about what type of vehicle is to be included in this program. Vehicles must conform to the **LTD Inventory and Disposition Policy for Personal Property** before being considered for this program. Please reference Materials Management SharePoint site for the policy.
2. The Department Representative disposing of the asset must complete the disposal form before working with Marketing on creating an in-kind sponsorship. This will allow LTD to determine if the vehicle can be considered for this program. Please reference Materials Management SharePoint site for disposal form.

3. **The benefitting LTD department** must work with Procurement to create a lease agreement with the potential government entity, non-profit, or community-based business that would like to lease an approved non-federal surplus vehicle.
4. The agreement must state the term of the lease and what in-kind services will be offered to LTD in exchange for the leased vehicle.
5. The lease agreement must be signed by all parties before any exchange can take place.

WHY ARE ONLY NON-FEDERAL SURPLUS VEHICLES BEING INCLUDED IN THIS PROGRAM?

Per LTD's Inventory and Disposition Policy for Personal Property, federally funded vehicles are subject to the FTA disposal guidelines, which differ from those guidelines governing non-federal surplus vehicles. For more information on disposition of federal funded vehicles, see LTD Procurement Policy Sec. 19.3

WHAT DOES LTD'S INVENTORY AND DISPOSITION POLICY FOR PERSONAL PROPERTY SAY ABOUT LOCALLY FUNDED PERSONAL PROPERTY?

Oregon Public Contracting Rules Apply. The Oregon Public Contracting Code (ORS Ch. 279A – 279C) and Oregon Administrative Rules OAR Ch. 137, Division 046 – 049 apply to the "sale or other disposal" of Locally-Funded Personal Property. LTD may sell, transfer, or dispose of Locally-Funded Personal Property in accordance with the requirements, stated above, and as set forth in Section 19.4 of the LTD Procurement Policy.

Business Services Approval. Any disposition of Locally-Funded Personal Property must be approved in advance by Business Services. The department seeking to dispose, transfer, or sell such property must make a determination that the proposed method of disposal:

- complies with the requirements of the Oregon Public Contracting Code; and
- is in the best interest of the District. Factors to consider in determining the method of disposal include, but are not limited to: costs of sale, administrative costs, processing fees, disposal fees, and public benefits to the District.

Transfer to Other Government Entities. LTD may sell or transfer Locally-Funded Personal Property to another government entity, unless specifically prohibited by a particular State grant which funded the procurement of that property, and providing the property is used for public purpose or benefit and not for resale to a private purchaser. For any such transfer, the parties must enter into a written agreement to affect such transfer. The transfer must be approved in advance by Business Services and is subject to the delegated authority threshold established by the LTD Board of Directors.

Sale. LTD may sell Locally-Funded Personal Property by auction, bids, liquidation sale, fixed price sale, trade-in or other competitive process. Proceeds from the sale must be used for public purpose or benefit.

Disposal as Waste or Other Means. LTD may dispose of Locally-Funded Personal Property for which the costs of sale are likely to exceed sale proceeds. Such property may be disposed of by recycling, donation, or designation as waste. District employees making such a disposal shall make a record of the estimated value of the item and the manner of disposal.

Restriction on Transfer to District Employees. LTD employees shall not compete for the purchase of publicly sold Personal Property. Further, Oregon Government Ethics Law (ORS Ch. 244) prohibits employees from using their office to obtain financial gain for the employee, a relative, or a member of the employee's household. Receipt of surplus LTD Personal Property by an LTD employee, relative, or member of the employee's household violates ORS 244.040 and is prohibited.

(See LTD Procurement Policy Sec. 19.4)

WHAT IS A NON-FEDERAL SURPLUS VEHICLE?

A vehicle(s) becomes a state surplus vehicle (i.e., non-federal) when these **requirements have been met:**

- ODOT has approved the vehicle as "surplus."
- The Department Representative has completed the Disposal/Surplus form and the form has been approved and signed off by Finance.

WHO CAN LEASE A NON-FEDERAL SURPLUS VEHICLE(S)?

LTD may lease in-kind sponsorship surplus vehicle(s) to:

- Governmental Entities
- Non-Profit Organizations

- Community Based Businesses

WHAT IS A GOVERNMENT ENTITY?

In most cases it is clear that an entity is governmental; however, in some cases it may not be immediately clear. The identity of an entity as a government is based on constitutional, federal, and state law, as well as on court decisions.

Below are the different types of government entities:

- **State Government:** The states have primary responsibility for many aspects of government. Some services for which the state has primary responsibility include:
 - Protection of lives and property by maintenance of a police force
 - Regulation and improvement of transportation within the state
 - Regulation of business within the state
 - Education
- **Local Government and Subdivisions:** Local governments are generally political subdivisions of states. Local government units bear a variety of names, such as city, county, township, village, parish, district, etc. The authority of local governments varies greatly. Generally, a local government has the authority to:
 - Impose taxes
 - Try people accused of breaking local laws or ordinances
 - Administer local programs within its boundaries

State of Oregon Local Governments:

- City Government
- County Government
- Regional Government
- Metro
- Port Districts of Oregon
- Special Service Districts (Lane Transit District)
- **Indian Tribal Governments:** Tribal entities are recognized as governments under Federal law.
- **Instrumentalities:** An instrumentality is an organization created by or pursuant to state statute and operated for public purposes. Generally, an instrumentality performs governmental functions, but does not have the full powers of a government, such as police authority, taxation and eminent domain.

An interstate instrumentality is an independent legal entity organized by two or more states to carry on governmental functions. Examples include a regional planning authority, transportation system or water district.

Characteristics of Instrumentalities: Schools, hospitals and libraries, as well as associations formed for public purposes, such as soil and water conservation, may be instrumentalities, depending on the facts and circumstances. State sponsorship of an organization, state regulation of its activities, the participation of its employees in a public retirement system and operation with public funds are among the factors to be considered in determining whether an organization is an instrumentality. **If an organization is essentially under private ownership and control, it is not an instrumentality.** Associations formed for conservation, protection and promotion, although carrying out a public purpose, may not rise to the level of state instrumentalities. The following associations may or may not be state instrumentalities:

- Soil and water conservation districts
- Fire associations that protect forestland
- Associations that promote a state or municipality

WHAT IS A NON-PROFIT ORGANIZATION?

According to the IRS, in order for an organization to qualify as a tax-exempt organization it must be organized to operate according to guidelines set forth in section 501(c)(3) of the IRC and must not benefit any one individual.

The exempt purposes set forth in section 501(c)(3) are charitable, religious, educational, scientific, literary, testing for public safety, fostering national or international amateur sports competition, and preventing cruelty to children or animals. The term **charitable** is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erecting or maintaining public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood

tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.

Section 501(c)(3) organizations are restricted in how much political and legislative (*lobbying*) activities they may conduct.

- Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office.
- In general, no organization may qualify for section 501(c)(3) status if a substantial part of its activities is attempting to influence legislation (commonly known as **lobbying**).
- An organization will be regarded as attempting to influence legislation if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation.
- Organizations may, however, involve themselves in issues of public policy without the activity being considered as lobbying. For example, organizations may conduct educational meetings, prepare and distribute educational materials, or otherwise consider public policy issues in an educational manner without jeopardizing their tax-exempt status.

Internal Revenue Code Section 501(c)(3): In order to qualify as a tax-exempt, 501(c)(3) organization, a nonprofit must exist for one or more exclusively charitable purposes:

- Religious
- Charitable
- Scientific
- Testing for Public Safety
- Literary
- Educational
- Fostering of national or international amateur sports, and
- Prevention of cruelty to animals and children

Ongoing Compliance: Having 501(c)(3) status comes with compliance requirements at both the state and federal level. Tax Exempt Organizations Search: <https://apps.irs.gov/app/eos/>

WHAT IS A COMMUNITY-BASED BUSINESS?

Industrial, manufacturing, commercial, retail or office- related businesses licensed by the City whose principal place of business or headquarters is located within LTD boundaries.

- The local business must fall within Lane Transit District boundaries to be considered. Since our community pays taxes that help LTD operate, it is just another way to achieve our goal of connecting our community.

HOW MUCH DOES IT COST TO LEASE A NON-FEDERAL SURPLUS VEHICLE(S)?

- Governmental Entities, Non-Profit Organizations, and Community-Based Business must be able to provide an in-kind service to LTD in the form of publicity, promotional consideration, merchandising opportunities, products, services, etc. In return, LTD will provide the lease of a surplus vehicle.

HOW LONG MAY A NON-FEDERAL SURPLUS VEHICLE(S) BE LEASED?

This will depend on the in-kind services being offered to LTD and the needs of both LTD and the organization.

HOW DOES THE SELECTION PROCESS WORK FOR A NON-FEDERAL SURPLUS VEHICLE(S)?

Applications will be evaluated by a committee of Lane Transit District staff. Given the limited pool of available surplus vehicles, the application process is competitive. The committee will evaluate the applications by taking into consideration the selection criteria, and may seek additional information from the applicant before making final selections.

Selection Criteria: Successful applications will address the selection criteria, as well as provide data and relevant information, as requested.

1. **Demonstrate Community Benefit:** Clearly explain the scope and nature of your agency transportation needs and provide data to back up that need. Identify the transportation services you currently use, what other options are available to your agency or organization and how your program will coordinate with other programs to get maximum use.

2. **Proposal of In-Kind Services:** Please list the services your organization will provide LTD in exchange for the lease of a surplus vehicle(s).

BEGINNING THE SURPLUS VEHICLE(S) IN-KIND DISPOSAL PROCESS:

1. The **Department Representative** disposing of the asset must complete the disposal form before working with the benefitting department to create an in-kind sponsorship. This form will allow LTD to determine if the vehicle can be considered for this program. Please reference Materials Management SharePoint site for disposal form.
2. The **benefitting LTD department** will work with Procurement to create a lease agreement with the potential government entity, non-profit, or community-based business that would like to lease an approved non-federal surplus vehicle.
3. The **Department Representative** will work with the Marketing and Communications Department to ensure brand standards are adhered to in any announcement or promotion of the vehicle exchange for in-kind services or products.

Lane Transit District Charter Service Policy

Transit District has enacted this policy to provide a consistent and easy method to manage Charter Requests, while maintaining compliance with Federal Transit Administration Guidelines. **Compliance with this policy is required for Any and All Charter Services.**

Federal Transit Administration (FTA) Guidelines:

In accordance with Federal regulations, LTD is only allowed to operate charter services as allowed under 49 CFR Part 604, which governs the provision of charter service by recipients of federal funds from FTA. LTD is allowed to operate community-based charter services exempted under the regulations; some irregular or limited duration services; and those that are covered by the exceptions.

The Federal regulations define charter service as follows:

1. Transportation provided at the request of a third party for the exclusive use of a bus or van for a negotiated price. The following features may be characteristics of charter service:
 - a. A third party pays a negotiated price for the group;
 - b. Any fares charged to individual member of the group are collected by a third party;
 - c. The service is not part of the regularly scheduled service, or is offered for a limited period of time; or
 - d. A third party determines the origin and destination of the trip as well as scheduling; **or**
2. Transportation provided to the public for events or functions that occur on an irregular basis or for a limited duration and:
 - a. A premium fare is charged that is greater than the usual or customary fixed route fare; or
 - b. The service is paid for in whole or in part by a third party.

Irregular or Limited Duration Services:

The examples of irregular or limited duration services LTD is allowed to operate under the regulation are as follows:

1. Service that is irregular or on a limited basis for an exclusive group of individuals and provides the service free of charge when a third-party requests service. When LTD initiates service it is allowed so long as LTD does not charge a premium fare for the service and there is no third party paying for the service in whole or in part.
2. Shuttle service for a one-time event if the service is open to the public; the itinerary is determined by LTD; LTD charges its customary fixed route fare; and there is no third-party involvement.
3. When a university pays LTD a fixed charge to allow all faculty, staff, and students to ride the transit system for free. So long as LTD provides the service on a regular basis, along a fixed route, and the service is open to the public.

4. When LTD sees a need and wants to provide service for a limited duration at the customary fixed route fare.

Community-based Charter Services Exceptions:

LTD is allowed to operate community-based charter services under the following exceptions:

1. Government Officials: LTD is allowed to provide charter service (up to 80 service hours annually) to government officials (Federal, State and Local) for official government business, which can include non-transit related purposes, if LTD:
 - a. Provides the service in its geographic service area;
 - b. Does not generate revenue from the charter service, except as required by law;
 - c. Records the following information after providing such service:
 - i. The government organization's name, address, phone number and e-mail address;
 - ii. The date and time of service;
 - iii. The number of government officials and other passengers;
 - iv. The fee collected, if any; and
 - v. The vehicle number for the vehicle used to provide the service.

Charter service hours include both time spent transporting passengers and time spent waiting for passengers. Charter service hours also include "deadhead" hours which is time spent getting from the garage to the origin of the trip and then the time spent from trip's ending destination back to the garage.

2. Qualified Human Service Organization (QHSO): LTD is allowed to provide charter service to a QHSO for the purpose of serving persons:
 - a. With mobility limitations related to advanced age;
 - b. With disabilities; or
 - c. With low income.

If the QHSO receives funding, directly or indirectly, from the programs listed in Appendix A of the regulation, the QHSO is not required to register on the FTA's charter registration Web site. Otherwise, the QHSO is required to register.

LTD may provide service only if the QHSO is registered at least 60 days before the date of the first request for charter service.

LTD is required to record the following information after providing such service:

- a. The QHSO's name, address, phone number and e-mail address;
- b. The date and time of service;
- c. The number of passengers;
- d. The origin, destination, and trip length (miles and hours);
- e. The fee collected, if any; and
- f. The vehicle number for the vehicle used to provide the service.

3. Leasing of Equipment and Driver: LTD is allowed to lease its FTA-funded equipment and drivers to registered charter providers for charter service only if the following conditions exist:
 - a. The private charter operator is registered on the FTA charter registration Web site;
 - b. The registered charter provider owns and operates buses or vans in a charter service business;
 - c. The registered charter provider received a request for charter service that exceeds its available capacity either of the number of vehicles operated or the number of accessible vehicles operated by the registered charter provider; and
 - d. The registered charter provider has exhausted all of the available vehicles of all registered charter providers in LTD's geographic service area.

LTD is required to record the following information after leasing equipment and drivers:

- a. The registered charter provider's name, address, telephone number, and e-mail address;
- b. The number of vehicles leased, type of vehicles leased, and vehicle identification numbers; and
- c. The documentation provided is the registered charter provider in support of the four conditions discussed above.

4. No Response by Registered Charter Provider: LTD is allowed to provide charter service, on its own initiative or at the request of a third party, if no registered charter provider responds to the notice issued:
 - a. Within 72 hours for charter service requested to be provided in less than 30 days; or
 - b. Within 14 calendar days for charter service requested to be provided in 30 days or more.

LTD is not allowed to provide charter service under this exception if a registered charter provider indicates an interest in providing the charter service described in the notice and the registered charter provider has informed LTD of its interest in providing the service. This is true even if the registered charter provider does not ultimately reach an agreement with the customer.

LTD is required to record the following information after providing the service:

- a. The group's name, address, phone number and e-mail address;
- b. The date and time of service;
- c. The number of passengers;
- d. The origin, destination, and trip length (miles and hours);
- e. The fee collected, if any; and
- f. The vehicle number for the vehicle used to provide the service.

LTD is required to provide notice to registered charter providers in LTD's geographic service area under this exception. The details of the time frame and contents of the notice are discussed in *Process to Determine Interest from a Private Provider*.

If a registered charter provider indicates interest in providing charter service to a particular customer and fails to negotiate in good faith with the customer, and LTD was willing to provide the service, then LTD can file a complaint against the registered charter provider.

5. Agreement with All Registered Charter Providers: LTD is allowed to provide charter service directly to a customer consistent with an agreement entered into with all registered charter providers in LTD's service area. LTD is allowed to provide charter service up to 90 days without an agreement with the newly registered charter provider in the geographic service area subsequent to the initial agreement. Any parties to an agreement may cancel the agreement after providing a 90-day notice to LTD.
6. Petition to the Administrator: LTD may petition the Administrator for an exception to the charter service regulations to provide charter service directly to a customer for:
 - a. Events of regional or national significance; or
 - b. Unique and time sensitive events (e.g., funerals of local, regional or national significance) that are in the public's interest.

Process to Determine Interest from a Private Provider:

1. Upon receiving a request for charter service, LTD may:
 - a. Decline to provide the service with or without referring the requestor to FTA's charter registration web site; www.fta.dot.gov/charterregistration
 - b. Provide the service under an exception discussed above; or
 - c. Provide notice to registered charter providers as discussed below.
2. If LTD is interested in providing charter service under the exception "No Response by Registered Charter Provider" discussed above, then upon receipt of a request for charter service, LTD shall provide e-mail notice to registered charter providers in LTD's geographic service area in the following manner:
 - a. By the close of business on the day LTD received the request unless the request was received after 2:00 PM; in which case the notice shall be sent by the close of business the next business day;
 - b. E-mail notice sent to the list of registered charter providers shall include:
 - i. Customer name, address, phone number, and e-mail address (if available);
 - i. Requested date of service;
 - ii. Approximate number of passengers;
 - iii. Type of equipment requested, bus(es) or Van(s);
 - iv. Trip itinerary and approximate duration; and
 - v. The intended fare to be charged for the service.
 - c. As a courtesy, LTD will forward the client requesting service the contact information to any interested charter providers. It is the responsibility of the charter provider to contact the potential client to make arrangements.

LTD shall retain an electronic copy of the e-mail notice and the list of registered charter providers that were sent e-mail notice of the requested charter service for a period of at least three years from the date the e-mail notice was sent. If LTD receives an “undeliverable” notice in response to its e-mail notice, LTD shall send the notice via facsimile. LTD shall maintain the record of the undeliverable e-mail notice and the facsimile sent confirmation for three years.

Additional Charter Service Guidelines:

1. No request for charter service may be approved if it will result in the forced cancellation of operator vacations.
2. No request for charter service may be approved if it will result in a reduction in LTD’s general services.
3. If a request for charter service is approved by LTD staff:
 - a. A Charter Service Report will be completed by LTD staff. The report shall identify which exception LTD relied upon to provide the service.
 - b. If LTD charges a fee (as allowed under the exceptions) it will not be less than the fully allocated cost and is charged from garage back to garage with a three-hour minimum per bus charge.
 - c. A three-hour minimum deposit is required prior to delivery of service.
 - d. The service area is defined as within Lane County.
 - e. Upon completion of the service, LTD staff will forward a finalized copy of the Charter Service Report form and the completed Invoice Request form to the Accounts Receivable office. The original LTD Charter Service Report will be forwarded to the Purchasing Division. The Special Service order forms will be forwarded to the Statistical Data Manager.
 - f. Details about the service provided are documented on the Charter Service Usage form and include: exception, registered charter, provider, date of service, number of days service was provided, the cumulative number of hours service was provided, the cumulative number of buses used to provide the service, the cumulative total miles traveled garage to garage, the cumulative number of passengers carried, and revenues collected for the service provided. Copies will be forwarded to the Director of Planning and Director of Marketing. One copy will remain on file in the Transportation Department.
 - g. If LTD provides charter service under one or more of the exceptions under this regulation it is required to maintain notices and records in an electronic format for a period of at least three years from the date of service or lease. LTD may maintain the required records in other formats in addition to the electronic format.
 - h. If LTD provides charter service under the exceptions, it shall post the required records on the FTA charter web site, through the TEAM system, 30 days after the end of each calendar quarter, as follows:
 - i. October 1 to December 31: on January 30th;
 - ii. January 1 to March 31: on April 30th;
 - iii. April 1 to June 30th: on July 30; and
 - iv. July 1 to September 30th: October 30.

4. A single document or charter log may include all charter service trips provided during the quarter. LTD may exclude specific origin to destination information for safety and security reasons. If such information is excluded, the record of the service shall describe the reason why such information was excluded and provide generalized information.
5. The Planning Department will keep a record of all FTA advisory opinions and documentation that the FTA advisory opinion was followed. This includes all cease-and-desist orders from FTA. If a cease-and-desist order is rendered, LTD is required to follow it.
6. The Planning Department will be notified of all charter service exceptions and record each on the TEAM system.

Charter Service Rules:

1. Charter Services are granted on a first come – first serve basis and are dependent upon vehicle availability.
 - a. Wheelchair accessible buses are available.
2. Requests must be received no later than 5 business days prior to the proposed reservation date.
3. Service hours are from 6:00a.m until 12:00a.m. No overnight services are provided.
4. Services can be provided throughout the week excluding the following Holidays:
 - a. New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.
5. Service is limited to a 30-mile radius of the Eugene- Springfield metro area.
6. Number of vehicles required will be determined by LTD staff based on capacity and expected number of passengers.
7. The hourly Charter Service Rate is \$100.00 with a three-hour minimum.
8. Service time will begin 30 minutes prior to departure from the station and 30 minutes after the vehicle has returned to allow for pre and post-service inspections.
9. Possession of hazardous materials or weapons is strictly prohibited.
10. Use of tobacco products or illegal substances is strictly prohibited.
11. No open alcoholic beverages allowed.

Lane Transit District

Sponsorship Policy

Lane Transit District (LTD) frequently works with non-profit organizations, private businesses, and other public entities interested in soliciting sponsorship of various community events and activities. This policy provides direction and sets guidelines for LTD to enter into sponsorship agreements that result in granting funds or in-kind services for third parties.

Defining LTD's Role in Community Events

LTD's participation in community events must align with the District's core mission, which is to connect our community. LTD will not sponsor events which, at the sole discretion of LTD, do not align with LTD's mission, vision or values and meet the evaluation criteria listed below.

Every sponsorship opportunity will be evaluated based on the following criteria:

- Enhancement of current priorities, programs, and core services of the District
- Fiscally accountable to the taxpayer
- Availability of District resources
- Alignment with District Mission, Vision, and Values
- Enhancement of community partner and stakeholder relationships
- Compatibility with District Policies

Examples include:

- Educating community members about service. For example, registering youth for Student Pass or senior citizens for an Honored Rider Pass.
- Building awareness about employment opportunities. For example, tabling at the Martin Luther King, Jr. Day celebration or participation in Lane Community College's Diesel Days attended by students studying vehicle maintenance.

Fundraising, religious, and political events are excluded from LTD sponsorship consideration. By accepting LTD sponsorship, all sponsorees acknowledge that a sponsorship will not result in, or be perceived to result in, any competitive advantage, benefit, or preferential treatment outside the sponsorship. By accepting LTD sponsorship, all sponsorees acknowledge that LTD has not endorsed the products, services, or ideas of any sponsoree and any sponsoree is prohibited from implying that their products, services, or ideas are sanctioned by LTD.

Decision Making

All sponsorship requests must be forwarded to the Marketing and Communications team for evaluation. After consultation with those involved with the sponsorship opportunity, The Chief Marketing Officer and members of the Marketing and Communications Department will make a final decision about sponsorship participation after consultation with representatives of the proposed sponsorship opportunity.

Accountability

Measuring accountability is at the forefront of LTD investments in community events, and all measurements must be quantifiable. For example:

- Willamalane's One Pass event offers LTD an opportunity to register students for the free Student Pass. Accountability is measured by the number of Student Passes issued over the course of two days.
- Accountability at the Pride Day Celebration is measured by the number of people interested in employment with the District. This is measured by asking applicants how they heard about the job. It is also an opportunity to register senior citizens for Honored Ride Passes, youth for Student Pass, increase queries about Group Pass, etc.

Paying for Sponsorship

LTD's contribution preference for sponsorships is in-kind services and donations, as opposed to direct financial contributions. LTD's preference is to exchange buses passes, provide marketing support to its passengers, and factor in the cost of staff and equipment (bus) participation towards District contributions as a sponsor.

Business and Civic Events

Civic events shall be attended by members of the volunteer Board of Directors, who will be accompanied by the District's Chief Officers and Directors. Civic events may include such events as: the Eugene Area Chamber of Commerce Evening of Tribute, the Lane Council of Government's Annual Dinner, and other local non-profit, charitable or government related events that are for the benefit of the public.

LTD recognizes that the opportunity to exchange in-kind services and donations are limited at many civic events, and the preference for in-kind contributions over direct financial contributions is subject to waiver in these cases. Accountability will be measured in the number of pertinent follow up contacts with individuals that occur based on contacts made at the event.

Events organized by private-nonprofit organizations whose main purpose is to support social services or other similar causes are precluded from LTD sponsorship.

Staffing

Because LTD sponsored events are important part of the District's work to engage the community, unless it is part of their job or they have been assigned by a supervisor, staff are authorized to use their annual volunteer time to participate in LTD sponsored events.



AGENDA ITEM SUMMARY

DATE OF MEETING: August 16, 2023

ITEM TITLE: CONTRACT NO. 2023-16: EIDE BAILLY LLP

PRESENTER: Pamela Strutz, Director of Finance

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

ACTION REQUESTED: Adoption

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

CONTRACT TYPE: New Contract

REASON FOR CONTRACT TYPE: Oregon Public Contracting Code and LTD's Purchasing Policy Rules allow for such purchases to be completed utilizing valid cooperative price agreements.

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

Additional requirements include:

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

BACKGROUND: February 4, 2022, Tri-County Metropolitan Transportation District of Oregon (TriMet) performed a Request for Proposal (RFP) for Independent Audit Services, which was ultimately awarded to Eide Bailly, LLP on March 24, 2022. This RFP, pursuant to ORS 279A.215 contained Intergovernmental Cooperative Agreement ("piggyback") provisions providing governmental agencies, such as LTD, the opportunity to procure the services based upon the TriMet public solicitation and awarded contract.

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

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

The term of the LTD contract with Eide Bailly shall be from July 1, 2023, through April 30, 2027, – upon the completion of the TriMet contract.

ALTERNATIVES:

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

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2023-08-16-040

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-08-16-040:

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



RESOLUTION NO. 2023-08-16-040

APPROVAL OF CONTRACT NO. 2023-16: CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND EIDE BAILLY, LLC

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

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

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

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

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

- 1) The contract shall be in compliance with all applicable laws and regulations.

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Eide Bailly, LLC for the purpose of auditing the LTD basic financial statements and providing other auditing and accounting services; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or \$250,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF AUGUST 2023.

Board President, Gino Grimaldi

Lane Transit District Performance Report | July, 2023

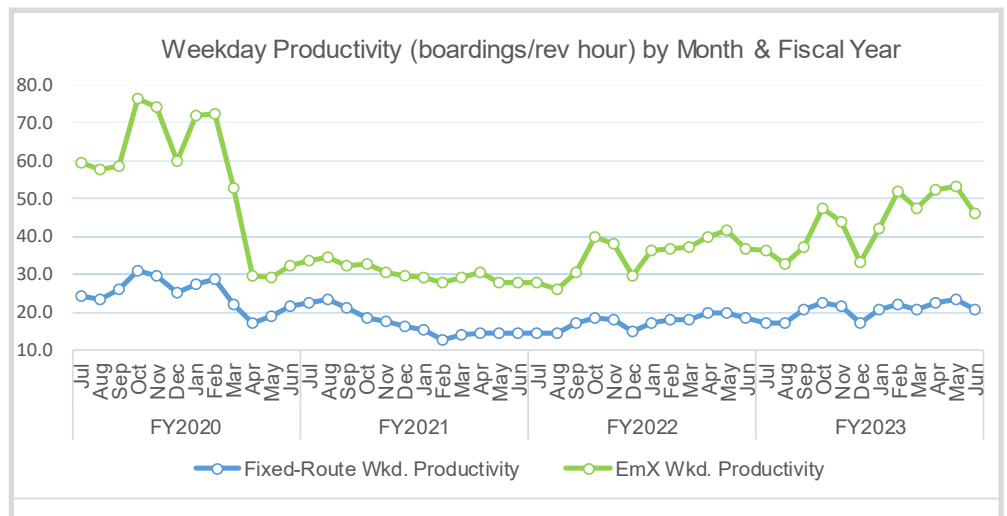
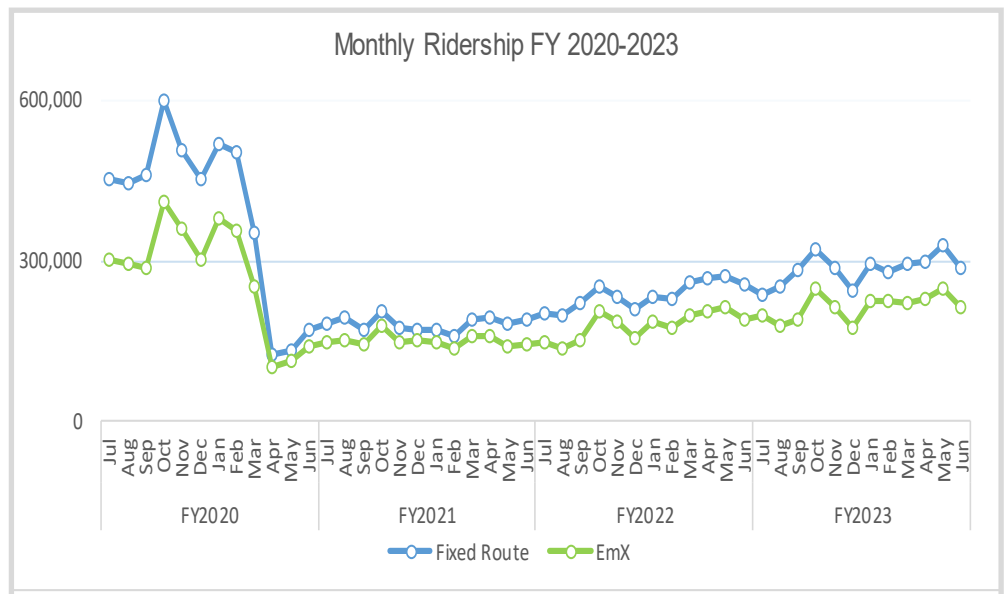
Updated monthly, this dashboard provides a snapshot of Lane Transit District’s operating performance. These key indicators help us identify trends and measure our efficiency and effectiveness. Due to the reporting nature, some metrics may be up to a month old.

RIDERSHIP

Bus and EmX

Monthly system-wide bus ridership increased 13% in June compared to the prior year’s level, and is -36% of pre-pandemic levels. FY 2023 (July 2022-June 2023), ridership increased 20% over FY 2022, and is -40% of pre-pandemic levels.

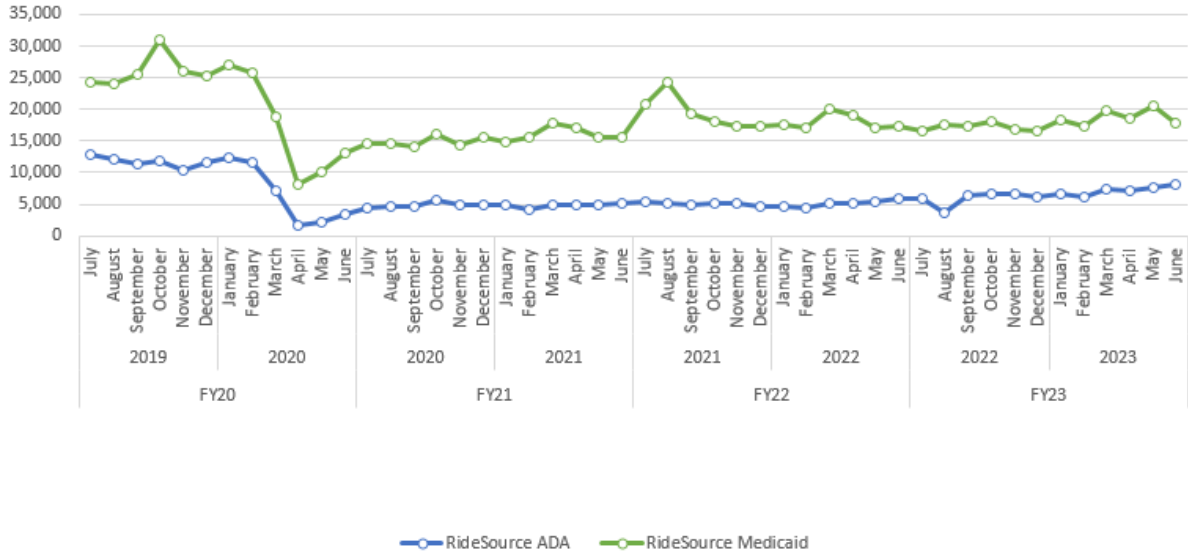
- **EmX:** 214,775 boardings occurred on EmX buses in June, increasing 13% compared to the prior year. Average weekday boardings totaled 7,969, increasing 12% from the prior year. FY 2023 EmX ridership is up 19% compared to FY 2022, and is -33% from pre-pandemic levels.
- **Fixed-route:** 288,279 boardings occurred on fixed-route buses in June, an increase of 13% compared to the prior year. Average weekday boardings totaled 11,082, an increase of 12% from the prior year. FY 2023 fixed-route ridership has increased 20% compared to FY 2022, and is -44% of pre-pandemic levels.
- **Bus Service Levels and Productivity:** overall system-wide revenue service levels in June 2023 were slightly reduced (-2%) from June 2022. Scheduled service in June was 85% of pre-pandemic levels, with weekdays at 76%.
- **EmX Productivity (boardings per revenue hour) on June weekdays** was 46, increasing 25% from the previous year’s rate. FY 2023 weekday productivity for EmX was 43.3, a 24% increase over the previous year and -34% from pre-pandemic levels. Fixed-Route June weekday productivity was 20.9, up 12% from the previous year. FY 2023 weekday productivity for fixed-route was 20.5, a 17% increase over the previous year and -27% from pre-pandemic levels.



RideSource Services

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

Number of RideSource Medicaid and ADA Rides

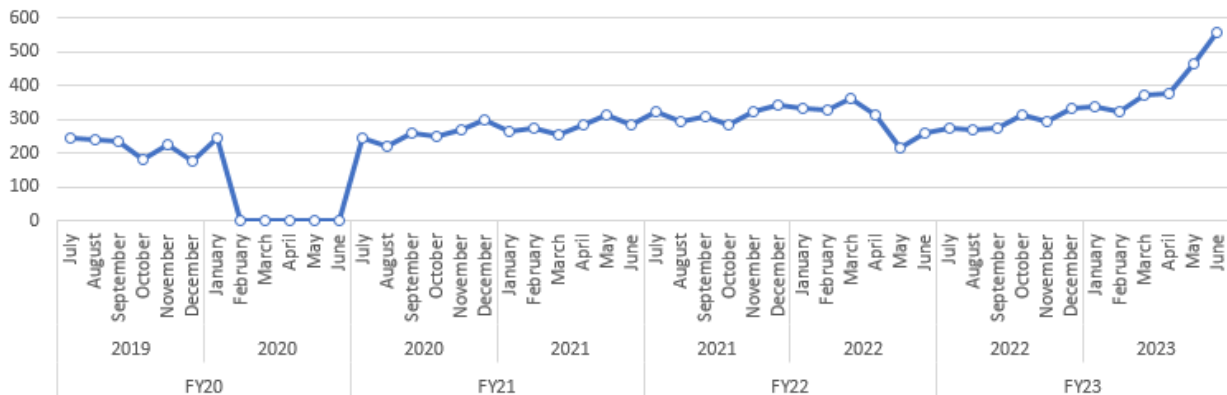


- RideSource provided 8,141 ADA rides in April 2023, a 39 percent increase from June 2022. The number of ADA rides offered in June 2023 is 34 percent below pre-pandemic levels (January 2020).

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

- White Bird Clinic provided 559 rides in June 2023, a 115 percent increase from the 259 rides provided in June 2022. The number of rides provided in June 2023 reflect a 128 percent increase from pre-pandemic levels (January 2020).

Number of White Bird Clinic Rides

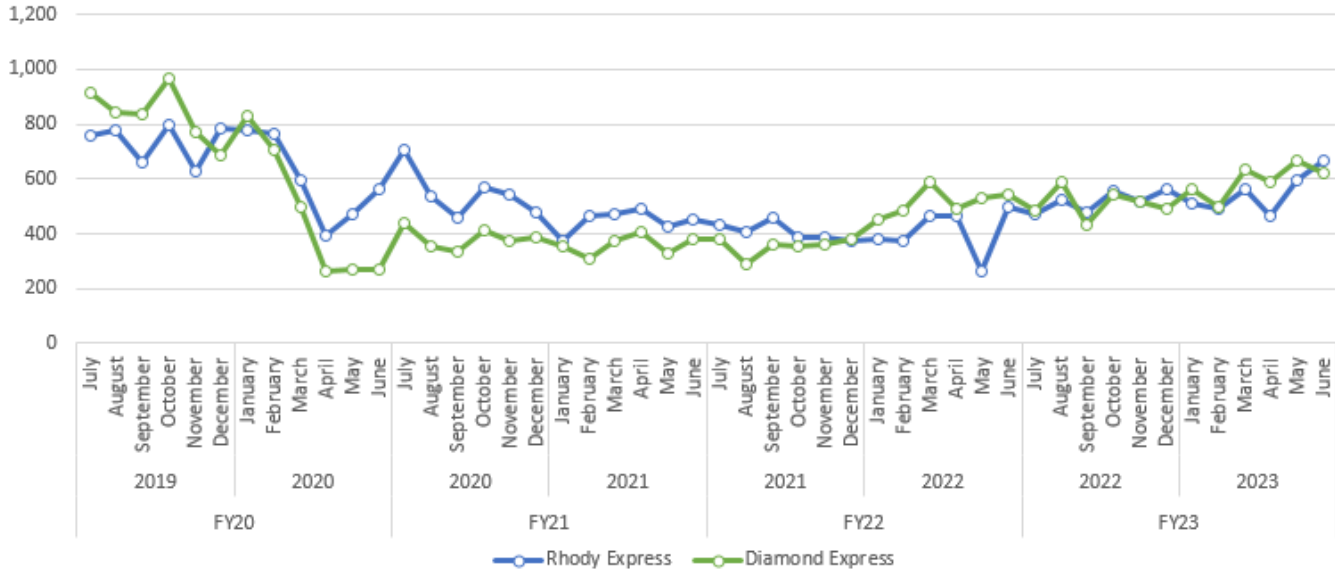


Oakridge Diamond Express and Florence Rhody Express

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

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

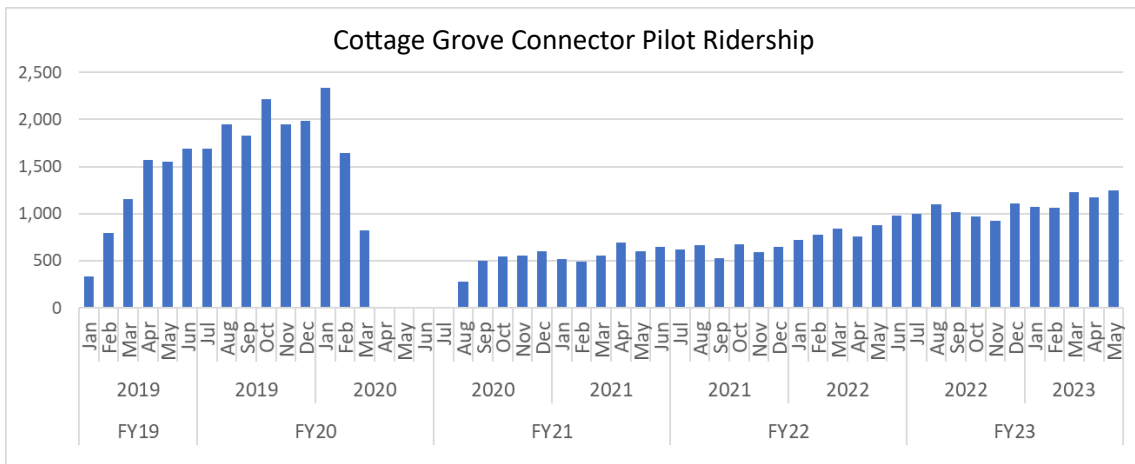
Number of Diamond Express and Rhody Express Rides



- Diamond Express provided 618 rides in June 2023, a 19 percent increase over the 492 rides provided in June 2022. Some of this increase is due to an expansion in service. The number of rides provided in June 2023 is 25 percent below pre-pandemic levels (January 2020).
- Rhody Express provided 666 rides in June 2023, a 33 percent increase over the 498 rides provided in June 2022. The number of rides provided in June 2023 is 14 percent below pre-pandemic levels (January 2020).

Cottage Grove Connector Pilot

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

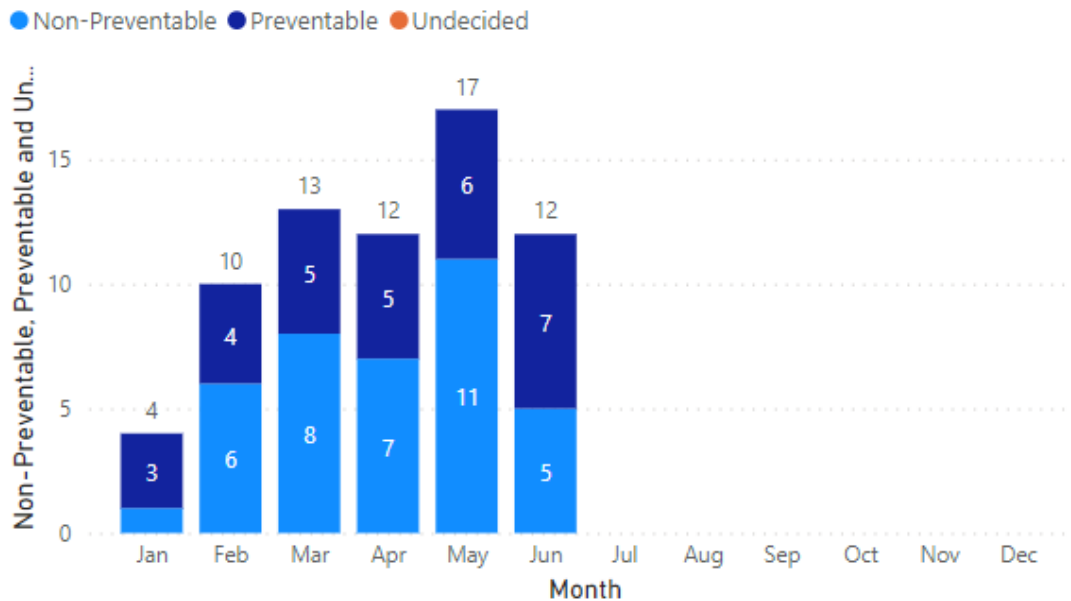


SAFETY

Accidents

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

Non Preventable, Preventable and Undetermined Accidents by Month



- The number of accidents/incidents dropped by five from the previous month, as there were only twelve for June. The number of preventable accidents was seven, up one from last month.

Public Safety

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

Ordinance 36 Violations							
type	Jan	Feb	Mar	Apr	May	Jun	Total
Ordinance 36 Violation	165	177	213	272	242	338	1407

June, 2023 Fare Inspections	
Nmbr of Buses Inspected	Nmbr of People Inspected
1,123	11,924

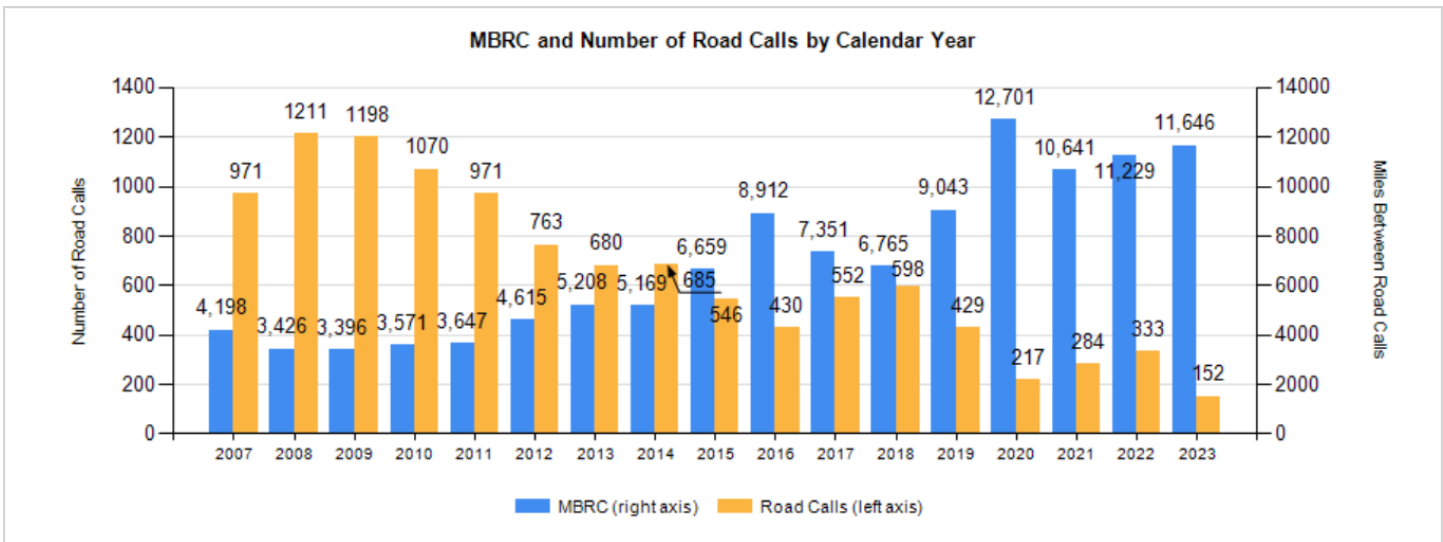
June 2023 Fare Inspection - Outcomes						
Fare Vending Machine Assist Provided	Education/ Courtesy Ride	Education/ Fare Compliance	Education/ Non-Compliance	Left the Bus	Written Warning	Excluded
51	229	90	42	260	0	2

FLEET

Reliability

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

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



Miles Between Road Calls (MBRC) Per Bus Series (June '23)

Class	Life	Veh	Miles	Fuel				Metered Fluids		Repair			PM		
				Qty	Cost	MPG	CPM	Cost	CPM	Labor	Parts	CPM	Labor	Parts	CPM
1000	419,983	5	11,577	3410.1	\$9,884	3.4	\$0.85	\$2	\$0.000	\$14,527	\$6,195	\$1.79	\$86	\$184	\$0.02
1100	476,696	23	66,441	12058.3	\$34,923	5.5	\$0.53	\$643	\$0.010	\$15,117	\$17,809	\$0.50	\$4,230	\$1,630	\$0.09
1400	282,357	3	7,563	1902.0	\$5,510	3.9	\$0.73	\$163	\$0.022	\$3,269	\$5,349	\$1.14	\$1,297	\$849	\$0.28
15100	276,815	7	25,556	6819.0	\$19,745	3.8	\$0.77	\$556	\$0.022	\$17,128	\$16,096	\$1.30	\$3,235	\$2,272	\$0.22
16200	218,170	5	12,577	2397.3	\$6,949	5.3	\$0.55	\$245	\$0.019	\$3,993	\$3,274	\$0.58	\$1,968	\$1,369	\$0.27
19100	90,400	6	14,036	3795.4	\$10,994	3.7	\$0.78	\$309	\$0.022	\$7,103	\$6,203	\$0.95	\$2,882	\$1,939	\$0.34
19200	66,384	1	4,432	699.5	\$2,026	6.3	\$0.46	\$51	\$0.011	\$203	\$177	\$0.09	\$68	\$177	\$0.06
20100	112,831	4	15,430	3740.6	\$10,845	4.2	\$0.70	\$273	\$0.018	\$4,115	\$4,678	\$0.57	\$141	\$908	\$0.07
20200	54,597	11	23,434	0.0	\$0		\$0.00	\$0	\$0.000	\$8,113	\$13,928	\$0.94	\$836	\$454	\$0.06
22100	273	13	5	0.0	\$0		\$0.00	\$0	\$0.000	\$1,115	\$0	\$222.92	\$0	\$0	\$0.00
3003	750,446	1	3,200	708.1	\$2,052	4.5	\$0.64	\$27	\$0.008	\$293	\$297	\$0.18	\$62	\$117	\$0.06
6100	561,017	4	9,945	3231.3	\$9,359	3.1	\$0.94	\$71	\$0.007	\$12,770	\$33,087	\$4.61	\$837	\$617	\$0.15
6200	678,697	19	53,310	13253.1	\$38,388	4.0	\$0.72	\$34	\$0.001	\$30,403	\$29,812	\$1.13	\$7,184	\$2,403	\$0.18
9100	563,592	5	10,819	3410.3	\$9,881	3.2	\$0.91	\$7	\$0.001	\$21,366	\$88,515	\$10.16	\$1,893	\$841	\$0.25
nr_diesel	41,186	5	1,761	167.3	\$483	11.8	\$0.27	\$2	\$0.001	\$0	\$0	\$0.00	\$0	\$0	\$0.00
nr_gas	57,557	27	15,655	1085.1	\$3,766	11.5	\$0.24	\$32	\$0.002	\$2,111	\$148	\$0.14	\$45	\$60	\$0.01
nr_hybrid	120,711	5	1,205	64.5	\$221	17.2	\$0.18	\$0	\$0.000	\$0	\$0	\$0.00	\$0	\$0	\$0.00
	275,521	144	276,946	56741.9	\$165,025	6.4	\$0.60	\$2,415	\$0.009	\$141,627	\$225,568	\$1.33	\$24,762	\$13,821	\$0.14

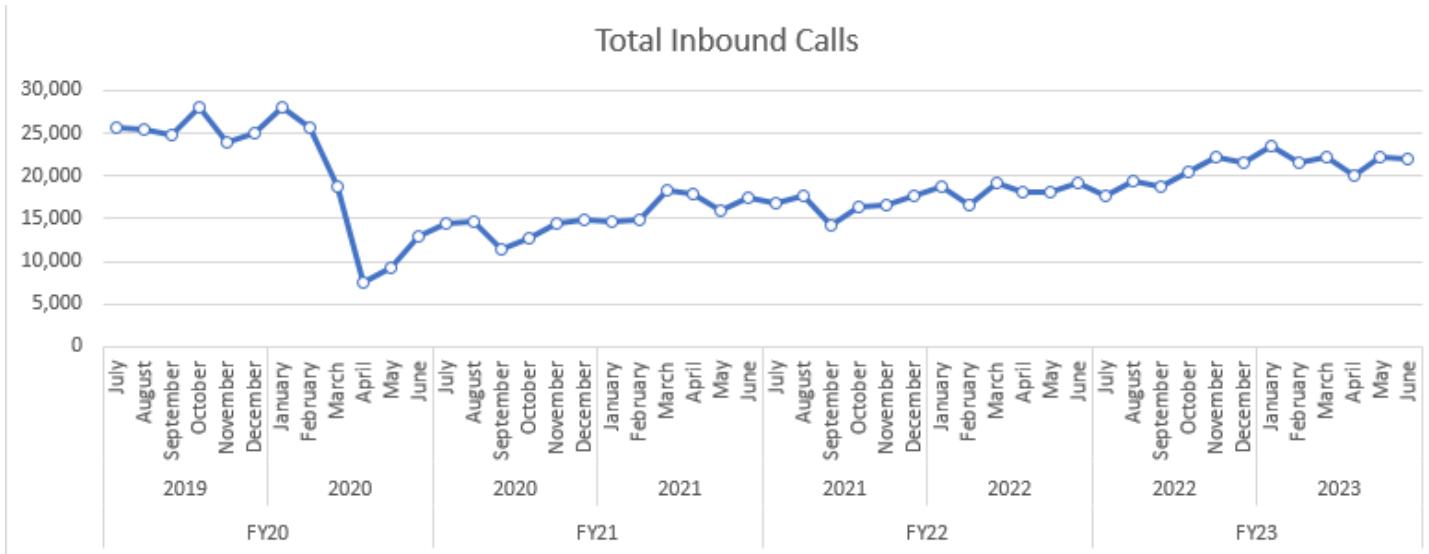
Fleet Department Notes:

- New Battery Electric Buses (BEB) 22100s went into service 17 July:
 - New Flyer repair of the Safety Recall on the Energy Storage Systems (ESS) as completed the last week of June. LTD accepted the buses on 30 June and completed purchase the following week.
 - 22100 (New BEBs) repair Labor and Parts CPM will be low due to bus being under warranty for first two years of service.
 - LTD should start to see actual Labor and Parts cost on 20200 series buses (first BEBs). LTD will reoup some of that cost through our warranty process.

CUSTOMER SERVICE

Phone Metrics—RideSource

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



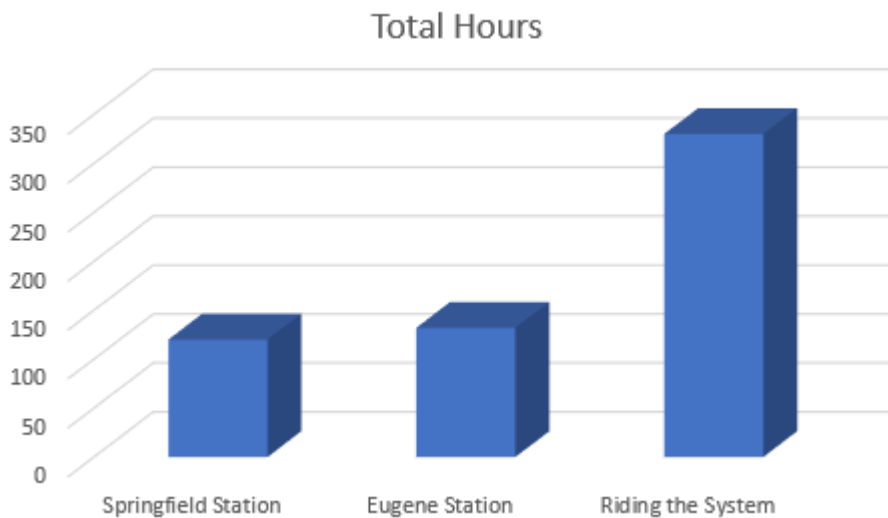
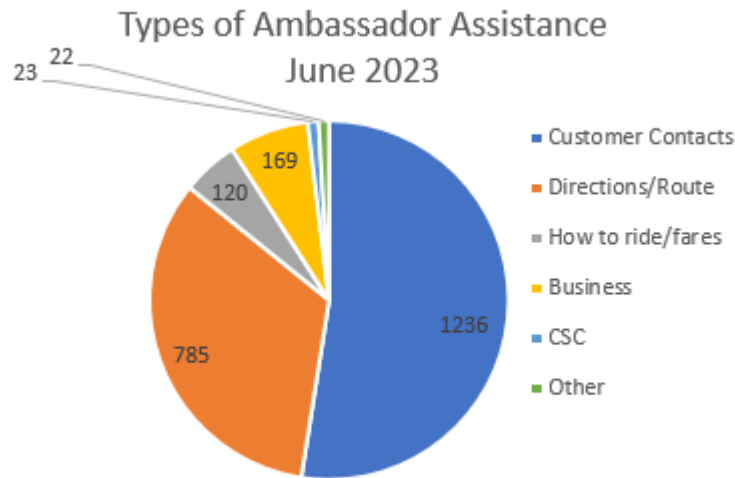
- The RideSource Call Center received 21,937 calls in June 2023, a 14 percent increase from June 2022. The number of calls received in June 2023 is 21 percent below pre-pandemic levels (January 2020).



- The RideSource Call Center aims to answer 85 percent of calls within 30 seconds, and it exceeded this goal in June 2023 (86.3 percent). The June 2023 30-second answer rate was 26.8 percent higher than the June 2022 rate.

Ambassador Program

Having a presence on our service to provide a welcoming experience. Transit Ambassadors serve as a welcoming presence at LTD stations and on LTD vehicles. They offer help to customers and answer questions, and their presence can serve as a potential deterrent to challenging situations, while avoiding over-policing. Ambassadors are not Public Safety Officers, but they are equipped with radios to report any concerns they observe. LTD rolled out a soft launch of its Transit Ambassador Program on March 6, 2023, with several light-duty operators serving as Transit Ambassadors. In May, ambassadors had a total of 2,355 contacts with LTD passengers. They assisted passengers with directions and routes, provided information about how to ride the bus and pay fares, directed passengers to the LTD Customer Service Center, and gave out information about local businesses and attractions.





Q4 FY23 FINANCIAL PERFORMANCE INDICATORS

INDICATORS	CADENCE	MEASURE	FY 2023				NOTES
			Q4	Q3	Q2	Q1	
AUDITS OF GENERAL HEALTH							
Report of Independent Auditors	Annual	Unmodified opinion	F	F	F	F	FY22 received a clean independent audit opinion indicating that LTD's financial statements are accurate and fairly presented.
Deficiencies in Internal Control	Annual	No material weaknesses noted No significant deficiencies or non-compliance noted	F	F	F	F	FY22 received a clean independent audit opinion indicating that no material weaknesses or significant deficiencies were found.
Fraud & Noncompliance with Laws & Regulations	Annual	No instances of fraud or noncompliance with laws and regulations identified	F	F	F	F	FY22 received a clean independent audit opinion indicating that no fraud or noncompliance with laws and regulations were identified.
FTA Comprehensive Review	Every 3 years	No significant deficiencies or material internal control weaknesses noted	F	F	F	F	FY20 review found no deficiencies in any of the 21 areas it examined. Next comprehensive review will be in FY24.
STIF Agreed Upon Procedures	Annual	No material noncompliance with requirements	F	F	F	F	FY22 agreed upon procedures are in progress. Expectation is a clean report.
NTD Agreed Upon Procedures	Annual	No material noncompliance with requirements	F	F	F	F	FY22 received a clean independent audit opinion indicating no issued identified.
ODOT Urban Remote Compliance Monitoring Review	Annual	No material noncompliance with requirements	F	F	F	F	2021 Report. No new audit request by ODOT has been received.
TRANSPARENCY							
GFOA Excellence in Financial Reporting Award	Annual	Award received	F	F	F	F	FY21 Annual Report received award; FY22 Annual Report review in process.
COMPLIANCE WITH WRITTEN POLICIES							
Reserve	Annual	Financial Planning documents align with policy	F	F	F	F	The new reserve policy adopted in February was implemented as part of the FY23 Budget.
Financial Planning	Annual	Financial Planning documents align with policy	F	F	F	F	The new Financial Planning policy was adopted in August 2022 and will be implemented as part of the FY24 budget and long-range financial plan.
Pension Funding	Annual	Financial Planning documents align with policy	F	F	F	F	The updated Pension funding policies were adopted in September 2022. We are in compliance with this updated policy.
Community Investment Policy (Capital Planning)	Annual	Financial Planning documents align with policy	F	F	F	F	Community Investment Policy was adopted at the June 2022 Board meeting. We are in compliance with this policy.
BOARD ADOPTED POLICIES							
Reserve	Annual	Board revision adoption by < Feb 2022	F	F	F	N/A	FY23 budget is aligned with Board adopted Reserve policy.
Financial Planning	Annual	Board Adoption by <Q2 FY23	F	F	F	N/A	The new Financial Planning was policy adopted in August 2022 and will be implemented as part of the FY24 budget and long-range financial plan.
Pension Funding	Annual	Board Adoption by <Q2 FY23	F	F	F	N/A	The updated Pension funding policies were adopted in September 2022. We are in compliance with this updated policy.
Community Investment Policy (Capital Planning)	Annual	Board Adoption by <Q2 FY23	F	F	F	N/A	Community Investment Policy was adopted at the June 2022 Board meeting

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

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

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

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



Q4 FY23 FINANCIAL PERFORMANCE INDICATORS

INDICATORS	CADENCE	MEASURE	FY 2023				NOTES
			Q4	Q3	Q2	Q1	
REVENUE							
YTD Payroll Tax Revenue vs. Budget	Quarterly	Payroll tax actuals >Budget	F	F	F	F	Pandemic recovery continues to be on trend with a 3.7% increase over FY22 YTD. This indicates employment continues to be stable and wage increases are increasing to keep up with inflation which has tempered as of late. Self-employment tax trends are too early to assess as payments are received annually, primarily in April & May
Planned Grant Coverage For CIP Projects	Annual	Greater than 70% of capital project costs covered by grants	F	F	F	F	FY23 grant funded capital projects in the Capital Projects fund shows 90% of projects were covered by Federal and State grants - far exceeding the metric goal. In addition to project grant funding, LTD is utilizing COVID-19 relief funds for operating. Operating grant funding is not reflected in the 90%.
EXPENDITURES							
YTD Expenditures vs Budget	Quarterly	Expenditures < Budget	F	F/C	W	F/C	June CPI is down 4.6 percent from where it was a year ago. This is down from December 2022 at 8.0%. Fuel prices also showed some relief, declining from a FY22 high of \$5.56/gallon in June2022 to a Q4 June 2023 price of \$3.38/gallon. The FY23 budget is \$3.53/gallon. Last quarter expenditures were forecasted to exceed budget and a FY23 supplemental budget for \$371k was approved in May 2023. Preliminary expenditures are now expected to end below budget.
Fringe Benefits (excluding pension)	Quarterly	Expenditures < Budget	F	F	F	W	Medical cost premiums change every January. With the exception of 2019, increases over the last 5 years have been 7% - 9%.
Capital Fund Project Spend	Quarterly	Expenditures < Budget	F	F	F	F	Projects are not expected to exceed FY23 budget. Supply chain issues persist.
OPERATING POSITION							
Unrestricted Fund Balance	Annual	> 2 months of operating	F	F	F	F	Currently exceeding as demonstrated by unrestricted cash balance.
UNFUNDED LIABILITIES							
ATU Pension funding	Annual	Annual contributions align with actuary recommendations and unfunded liability <= prior year	F/C	F/C	F/C	F	On track for full funding in 20 years despite global equities & fixed income investment declines, sticky inflation and recession risks. The District continues to make contributions in line with our actuary's recommendations and expectations for long-term returns rather than short-term fluctuations.
Admin Pension Funding	Annual	Annual contributions align with actuary recommendations and unfunded liability <= prior year	F/C	F/C	F/C	F	On track for full funding in 10 years despite global equities & fixed income investment declines, sticky inflation and recession risks. The District continues to make contributions in line with our actuary's recommendations and expectations for long-term returns rather than short-term fluctuations

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

KEY FINANCIAL HIGHLIGHTS

- The ARPA funded operating assistance, preventative maintenance and security activities project is progressing as scheduled. LTD submitted an application to the Department of Homeland Security (DHS) under the Transit Security Grant Program for the Mobile Security Surveillance Project. It is anticipated that DHS project awards will be announced in July. LTD also received the three ODOT STIF Discretionary grants for the EmX Bus Replacement Project, Diamond Express Operations and Florence Bus Shelter Replacement Projects during the reporting period.
- Cash is on target to meet the Board adopted reserve policy minimums.
- FY23 payroll-type tax collections will exceed budget by 3.8%, trending 3.7% above FY22 levels.
- Inflation has continued to temper slightly with the June 2023 CPI down 3 to 4.5% from 4.8% in March 2023. This is down 4.6% from the 40 year high in June 2022 of 9.1%.
- Fuel prices have seen some relief falling from over \$5 per gallon in June 2022 to \$3.38 per gallon in June 2023. This trends up from \$3.12 per gallon in March.
- Lane county seasonally adjusted unemployment rate decreased in June 2023 from last quarter to 4.0 % from 4.8. The rate is slightly up from 3.8% in July 2022.
- Pension Funding changes based on the market value of the assets in the portfolio. As a defined benefit plan, the District bears the risk of covering shortages needed to meet pension commitments. Pension funding status in this report is based on a valuation for the Salaried Plan as of June 2022 and on a valuation for the ATU plan as of December 2022. Current market is showing declines from sticky inflation and recession risks which has reduced the funding status.
- Personnel Services costs are projected to end 4% below budget. The cost anticipated to increase in the 4th quarter was mitigated by hiring challenges and lower than expected benefits costs. ATU contract retroactive increases have been applied, along with compression and Admin market analysis wage increases. A Supplemental budget increase of \$371k was adopted by the Board in May.

OPERATING FINANCIAL PERFORMANCE

GENERAL FUND

YTD Expenditures/Budget	95%		
YTD Operating Revenues/Budget	105%		
	YTD	YE Projection	YE Budget
Fund Balance		\$34	\$20

Payroll Taxes on track. Ridership return is slower than budgeted impacting fares. Pandemic relief grant drawdowns are in process. Operating Revenue is 15% above budget. Spending is below budget in Personnel and M&S. Fuel ended below budget.

OPERATING FINANCIAL PERFORMANCE

SPECIALIZED SERVICES

YTD Expenditures/Budget	47%		
YTD Operating Revenues/Budget	50%		
	YTD	YE Projection	YE Budget
Fund Balance		\$2.4	\$0.7

Service levels are down and marketplace challenges delayed start of projects.

OPERATING FINANCIAL PERFORMANCE

MEDICAID

YTD Expenditures/Budget:	77%		
YTD Operating Revenues/Budget:	77%		
	YTD	YE Projection	YE Budget
Fund Balance		\$.8	\$.2

Increase in services over prior year but below budget projections.

OPERATING FINANCIAL PERFORMANCE

POINT2POINT

YTD Expenditures/Budget:	70%		
YTD Operating Revenues/Budget:	74%		
	YTD	YE Projection	YE Budget
Fund Balance		\$0	\$0

Revenue from timing, expenditures in previous year. Programs lagging due to COVID.

OPERATING FINANCIAL PERFORMANCE

CASH SUMMARY

Restricted Cash balance			\$38
Committed Reserves			\$21
Assigned			\$11
Unassigned			\$10

Definitions:

Restricted – amounts are considered subject to externally enforceable restrictions

Committed – amounts are based on a limitation set by the Board and requires formal action to remove

Assigned – amounts under an informal limitation Unassigned – remaining resources available

KEY STATISTICS (\$ IN MILLIONS)

PAYROLL TAX COLLECTIONS	
Current (thru 6/30)	\$51.9
Projection	\$51.8
Budget	\$50.1
PENSION FUNDING (ACTUARIAL VALUE)**	
ATU	81%
Salaried	71%
Goal	100%
** - vs. market value. Actuarial value defers/smoothes asset gains & losses over 3 years.	
MEDICAL PREMIUM INCREASES	
Current	7%
Projection	7%
Budget	7%
OPERATOR FTE'S	
Current	172
Projection	195
Budget	186
TOTAL FTE'S	
Current	322
Projection	325.5
Budget	330.4
COST PER REVENUE HOUR	
Current	\$228.78
Projection	\$230.00
Budget	\$222.00
CARES	
Total Available	\$25.5
FY20 for Operations	\$3.8
FY21 for Operations	\$6.8
FY22 for Operations	\$0
Operating Assistance	\$14.9
CRRSAA (5307)-FUNDS EXHAUSTED, GRANT CLOSED	
Total Available	\$17.3
FY22 for operations	\$8.3
Preventive Maintenance	\$2.9
Operating Assistance	\$6.1
CRRSAA (5310)	
Total Available	\$0.5
ADA Vehicle Replacement	\$0.5
ARPA (5307)	
Total Available	\$32.6
Received	\$6.1
Preventive Maintenance	\$7.8
Operating Assistance	\$18.7
ARPA (5310)	
Total Available	\$0.05
ADA Vehicle Replacement	\$0.05
OPERATING COST PER BOARDING (ACFR CALCULATION METHODOLOGY)	
Current	\$8.85
FY22 Actual	\$9.59
Pre-Pandemic	\$4.66
MAINTENANCE COST PER MILE (ACFR CALCULATION METHODOLOGY)	
Current	\$2.77
FY22 Actual	\$3.19
Pre-Pandemic	\$1.82
VEHICLE HOURS PER LABOR HOUR*	
Current	\$0.65
FY22 Actual	\$0.62
FY 21 Actual	\$0.62
Pre-pandemic	\$0.61

*measures updated to align with strategic business plan reporting

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
7/15/2023	Chambers Construction	Fleet DDC Replacement	Task Order	Jul 1, 2023 - Oct 1, 2023	\$8,500,000.00	TO NTE: \$62,465.00	M. Imlach	Task Order 202148-2023-014 to contract 2021-48
7/5/2023	Chambers Construction	Fleet Door Repair and 1099 IT Door Rotation	Task Order	Jul 1, 2023 - Oct 1, 2023	\$8,500,000.00	TO NTE: \$1,3811.00	M. Imlach	Task Order 202148-2023-015 to contract 2021-48
7/5/2023	City of Cottage Grove	Transportation Asset Transfer	IGA	Jun 30,2023	no dollars		C. Rees	IGA for Transportation Asset Transfer
7/6/2023	Turrell Group	LTD Downtown 4 Corners Event Project	Task Order	Jun 16, 2023 - Aug 1, 2023	\$195,000.00	TO NTE: \$10,000.00	P. Walsh	Task Order 201933-2023TU-007 to contract 2019-33
7/7/2023	Noctel Communications	Hosted VOIP Services and Products	Amendment	Oct 1, 2021 - Sep 30, 2024	\$567,519.30	no change	S. Sorensen	Amendment to extend the term another year and updated Key personnel.
7/7/2023	Willamalane	Bike Ped Program Support	In Kind Agreement	Jul 1, 200. - Jun 30, 2026	\$30,000.00		C. Rees	New Contract
7/10/2023	WSP USA, Inc.	Roudabout Bus Rapid Transit Engineering Consulting	Personal Services	Jun 1, 2023 - Jun 30, 2024	\$82,132.00		T. Schwetz	New Contract
7/12/2023	Lane Council of Governments	Cablecasting	Amendment	Jan 22, 2021 - June 30, 2024	\$149,000.00	\$154,654.00	J. Auten	Amendment to extend the term another year and increase the NTE amount by \$32,162.00
7/13/2023	Reece Complete Security Solutions	System Security Updates	Amendment	Dec 28, 2021 - Apr 16, 2027	\$4,400,000.00	no change	J. McCormack	Amendment to the SOW to extend the Substantial and Final completion dates
7/18/2023	Smith Dawson & Andrews Associates, Inc.	Federal Government Relations Services	Amendment	Jul 1, 19 - Jun 30, 2024	\$120,000.00	\$150,000.00	P. Walsh	Amendment to extend the term another year, update Key personnel and increase the NTE by \$30,000.00
7/18/2023	Fehr & Peers	RideSource Operations Analysis	Personal Services	Jul 3, 2023 - Jul 2, 2024	\$197,535.00		C. Rees	New Contract
7/26/2023	Chambers Construction	Q St NB and Hayden Bridge Irrigation Repairs	Task Order	Jul 20, 2023 - Sep 30, 2023	\$8,500,000.00	TO NTE: \$8,837.00	M. Imlach	Task Order 202148-2023-016 to contract 2021-48
7/26/2023	Cascadia Mobility	Trade Agreement for the use of EmGo Vehicle	In Kind Agreement	Jul 26, 2023 - Dec 31, 2024	no dollars		T. Schwetz	New Agreement
7/31/2023	Chambers Construction	Pioneer Parkway EmX Stations Task Order	Amendment	Jul 1, 2023 - Oct 1, 2023	\$8,500,000.00	New NTE: \$302,523.00	M. Imlach	Amendment to Task Order 202148-2023-011 to add SOW and \$12,878.00
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
6/7/2023	Chambers Construction	Glenwood Fuel Tank Monitoring and Leak Detection Replacement	Task Order	Apr 18, 2023 - Jun 30, 2023	\$8,500,000.00	TO NTE: \$277,946.00	M. Imlach	Task Order 202148-2023-012 to contract 2021-48
6/7/2023	Chambers Construction	EmX Rub Rail Repairs	Task Order	Apr 18, 2023 - Jun 30, 2023	\$8,500,000.00	TO NTE: \$212,680.00	M. Imlach	Task Order 202148-2023-012 to contract 2021-48
6/8/2023	MPI Consulting	Accounting Services	Personal Services Contract	Jun 8, 2023 - Jun 30, 2024	\$9,900.00		P. Strutz	NTE Personal Services Contract with 1 option year to renew.
6/15/2023	Springfield Public Schools	Excess Dirt Removal from Glenwood	IGA	Jun 1, 2023 - Oct 31, 2023	no dollars		J. Auten	Agreement to remove excess fill dirt from Glenwood.
6/16/2023	Advanced Security	On Call Security Services	Amendment	Jun 25, 2019 - Jun 24, 2024	\$205,000.00	no change	J. Auten	Amendment to extend the term another year.
6/27/2023	Trapeze	ERP Integrations	Amendment	Jan 14, 2014 - Jun 30, 2028	As budgetted	\$71,110.00	J. Auten	Amendment to extend contract through 2028 and additional SOW.
6/8/2023	Macerich	Valley River Center Park and Ride for OCF	RLA Contract	July 6, 2023 - July 10, 2023	\$2,500.00		J. Auten	New Revocable License Agreement
6/15/2023	Thorp, Purdy, Jewett, Urness & Wilkinson, P.C.	Legal Services	Amendment	July 1, 2019 - June 30, 2024	\$800,000.00	no change	J. Auten	Scope of Work Adjustment, Key personnel update
6/15/2023	City of Eugene	Bike Share Program Supplement Payment	Amendment	Jan 1, 2023 - Jun 30, 2024	\$250,000.00	no change	J. Auten	Terminology update from "donation" to "supplemental payment"
6/17/2023	TransTrack	NTD Reporting	Amendment	Nov 13, 2020 - Nov 12, 2025	\$449,569.00	\$ 14,800.00	J. Auten	Amendment to add finance importing to new ERP to scope of work
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES
6/21/2023	Sexual Assault Support Services	Non-Profit Program	NPP	Jun 12, 2023 - Ongoing	NTE: \$750,000.00	Varies	J. Auten	Fare Purchase Agreement
6/22/2023	Long-Term CareWorks	Non-Profit Program	NPP	Jun 9, 2023 - Ongoing	NTE: \$750,000.00	Varies	J. Auten	Fare Purchase Agreement
6/26/2023	TransPonder	Non-Profit Program	NPP	Jun 21, 2023 - Ongoing	NTE: \$750,000.00	Varies	J. Auten	Fare Purchase Agreement
6/27/2023	NAMI Lane County	Non-Profit Program	NPP	Jun 13, 2023 - Ongoing	NTE: \$750,000.00	Varies	J. Auten	Fare Purchase Agreement



ADMINISTRATION

PROCUREMENT

Wendi Frisbie, Director of Procurement

Records Management Update: Records continues to help archive important records and properly destruct files that are out of retention. To date, we have been able to add 46,752 records to our record keeping system, ORMS. This is an increase of 1,892 in the last quarter.

We have also been able to destroy 278 cubic feet of records; with 25 cubic feet added in the last quarter. This equates to 139 wheelbarrows full of documents!

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

- Video Camera updates on Buses (coming this fall)
- Website Replacement (coming this summer)
- Contracted Service Providers Rural Areas (coming this summer)
- Behavioral Health Transportation and Assessment (coming this summer)

Materials Management: The team will be presenting to the Board this fall with a year in review.

TRANSIT OPERATIONS

Cosette Rees, Chief Customer Experience Officer

TRANSIT OPERATIONS

Jake McCallum, Director of Operations and Public Safety

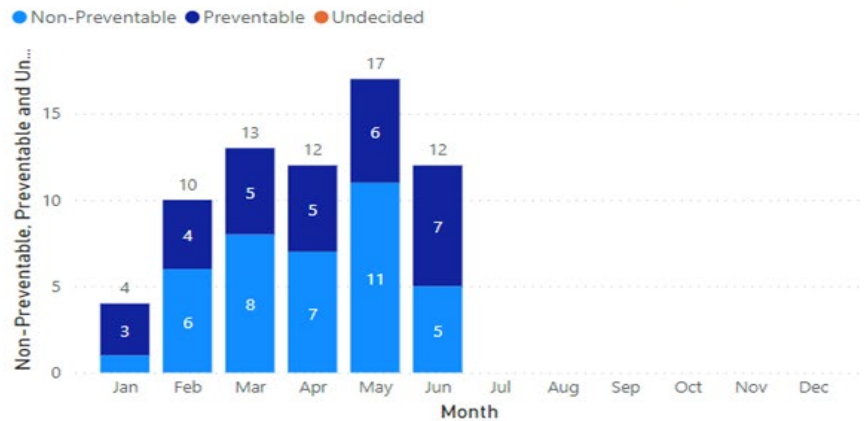
Transit Operations

- Operations was instrumental in providing a successful service to the Oregon Country Fair from July 7th- July 9th. In collaboration with Fleet, Marketing, Planning and others we were able to provide over 18,000 trips to and from the three-day event.
- Operations held their annual Bus Rodeo event at the Glenwood Facility on July 16th. With the help of many volunteers, including some retirees, the event was a success. We had over 40 participants and Operator Shannon Phillips took first place in the Masters Division. She will now go on to represent the District at the WSTA Rodeo in Vancouver in August and then again at the APTA National Rodeo in Portland next April.

Accidents

Month	Non-Preventable	Preventable	Undecided
Jan	1	3	0
Feb	6	4	0
Mar	8	5	0
Apr	7	5	0
May	11	6	0
Jun	5	7	0
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			
Total	38	30	0

Non Preventable, Preventable and Undetermined Accidents by Month



Training

- We currently have a class of 10 new Operators. This class is due to graduate on September 14, 2023.
- We have selected five new Instructors and are currently in the process of training them for active Instructor duties.
- Curriculum development for In-Service training for all district employees is progressing well and scheduling for this training will be completed by August 1, 2023
- Preparations are also being made for the next new Operator class with a scheduled start date of October 30, 2023

Public Safety

- PSO Quinten Price was chosen for the June Employee of the month.
- Sam Lierman is our newest Public Safety officer hired June 28, 2023.

MARKETING & COMMUNICATIONS

MARKETING AND COMMUNICATIONS

Pat Walsh, Chief Information Officer

Theresa Brand, Marketing and Communications Manager

The August Marketing and Communication highlights include:

- A Rider Communications Campaign and messaging on LTD is hiring in order to fill open positions, especially Bus Operators. There will be new video stories on existing riders, developed this all to encourage the traveling public to choose riding LTD.

STUDENT TRANSIT PASS PROGRAM:

Staff have been promoting the pass at all community events. Promotional materials and outreach plan are being done for Fall back to school. Passes were distributed to students at the 2-day Willamalane event, Children’s Festival, NAACP Thrift Shop, and El Mercado.

EMPLOYER PROGRAMS:

- Planned pin trading campaign with graphics for September 2023
- Created raffle baskets to give away and promote Employer Program at Eugene & Springfield greeters networking breakfasts

- Published article on Employer Program in Lane County’s Waste Wise newsletter

VANPOOL:

Beginning in July, staff are conducting additional marketing and advertising efforts for the Vanpool program through paid and free social media posts in order to both fill existing vans to full capacity along with start new vans if there is the need and interest.

- Photoshoot on September 7

June Vanpool highlights:

5 Operating Vans
Vans traveled 9940 miles up and down the Willamette Valley
46,243 – June miles reduced (not driven) due to vanpool program

WEBSITE & SOCIAL MEDIA HIGHLIGHTS:

Date range May 26 - July 26, 2023

- 261,220 website pageviews
- 28 new Facebook page likes; 5.9k total Facebook page likes
- 271k Facebook accounts reached
- 6 new Twitter followers; 3.6k total Twitter followers
- 41 new LinkedIn followers; 996 total LinkedIn followers
- 156 new Instagram followers; 838 total Instagram followers
- 67k Instagram accounts reached

INTERNAL COMMUNICATIONS TASK FORCE:

Cross-departmental team is finalizing internal communications plan. Team will tackle communications systems in next quarter.

INTERNAL COMMUNICATIONS SPECIALIST POSITION:

Interviews have been conducted. Top three candidates were identified. An offer has been made to the leading candidate. Start date for the new staff member is expected to be within the month.

WILLAMALANE BICYCLE AND PEDESTRIAN PROGRAM INKIND SPONSORSHIP:

The contract with Willamalane was signed in early July. The three-year sponsorship will be announced in the coming weeks. Coordinating with Willamalane on promoting bicycle stations/partnership as they are installed.

EMERALDS TWO FOR ONE TICKET PROMOTION:

- To date, 80 LTD bus pass users have taken advantage of the two for one ticket offer. The LTD branded EmGo has delivered approximately 300 people from the parking to the stadium and back. The EmGo also delivers the team mascot to homeplate before each game. Game attendance is averaging 2,000+.

RIDE, READ, AND ROCK BLOCK PARTY:

- Staff have been coordinating the Party with, the Eugene Public Library and LCC Will be held on, Friday, August 4, 4-8 pm. This event includes: Face painting, book bag coloring, sidewalk chalk art, Storytime on a bus, button making, book marks, food trucks and a live KDUK remote.
- This event is in conjunction with sponsorship of the First Friday art walk being held at the same time and will be providing a Ride Source vehicle as a shuttle to assist people with mobility needs and other attendees get to and from each event. Attendees will also be able to redeem a code in Umo for a free day pass to get to the event.



AGENDA ITEM SUMMARY

DATE OF MEETING: August 16, 2023

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

PRESENTER: Allie Brusasco, Board Administrator

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

ACTION REQUESTED: None. Information Only

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

BOARD COMMUNICATION: This is a reoccurring monthly agenda item.

PUBLIC COMMUNICATION: This is a reoccurring monthly agenda item.

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

SEPTEMBER

Action	Information
Contract Approvals	DEI Report
Warranty Program Review/Presentation	Warranty Work/Department Report
Updated Procurement Policy	Surplus Property
Surplus Vehicle Policy	Legislative Update

OCTOBER

Action	Information
Employee of the Month	COCA/CSC
Public Hearing: Supplemental Budget & CIP	ROA/Department Report
Board Member Reports	Reimagine the Ride
	FY23 in review and SBP Refresh

NOVEMBER

Action	Information
Employee of the Month	Ridesource – App/Call Center
Public Hearing:	Surplus Property Scenarios
Board Member Reports	ORS 267
Contract Approvals	



AGENDA ITEM SUMMARY

DATE OF MEETING: August 16, 2023

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

PREPARED BY: Allie Brusasco, Board Administrator

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

ACTION REQUESTED: Information and Discussion

PURPOSE: To provide the Board with an opportunity to add agenda topics to future meetings and view previously requested agenda items with an estimated date of delivery.

DESCRIPTION: Listed below are Action or Information items that the Board has requested be included on the agendas for future Board meetings.

There are no Board requested agenda items at this time.