



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, September 20, 2023

Time: Meeting will directly follow Board work session schedule

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

ITEM		Time	Pg
I.	CALL TO ORDER		
II.	ROLL CALL		
	<input type="checkbox"/> Gino Grimaldi (President) <input type="checkbox"/> Susan Cox (Vice President) <input type="checkbox"/> Pete Knox (Secretary) <input type="checkbox"/> Kelly Sutherland <input type="checkbox"/> Lawrence Green (Treasurer) <input type="checkbox"/> Michelle Webber <input type="checkbox"/> Heather Murphy		
III.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA		
	<i>This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements.</i>		
IV.	EMPLOYEE OF THE MONTH - SEPTEMBER	5 minutes	3
V.	AUDIENCE PARTICIPATION	10 minutes	
	<u>Public Comment Note:</u> The Board sets aside time at the beginning of the meeting for members of the public to provide public comment. We appreciate hearing from the public and encourage use of this opportunity. Comments are directed to the Board. If a Board member has a clarifying question, it will be directed to staff when the person testifying has completed his/her comments. Public testimony is limited to three (3) minutes per community member. Testimony may be provided via e-mail at clerk@ltd.org .		
IX.	BOARD MEMBER REPORTS	10 minutes	4
	<i>This report provides an overview of the topics that have been covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates.</i>		
X.	CONSENT CALENDAR:	5 minutes	6
	Action Needed: Approval		
	1. General Manager Evaluation Process		
XI.	CONTRACT NO. 2014-07 TRAPEZE-VONTAS: Scott Sorensen, IT Manager	15 minutes	16
	Action Needed: Adoption		
XII.	WRITTEN REPORTS – RESPOND IF QUESTIONS		
	A. DELEGATED AUTHORITY REPORT Wendi Frisbie, Director of Procurement		
	<i>This report provides a listing of contracts that the General Manager has signed under their delegated authority.</i>		

	<u>Time</u>	<u>Page</u>
B. MONTHLY DEPARTMENT REPORTS – SEPTEMBER Jameson Auten, General Manager/Chief Executive Officer		25
<i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>		

XVI. ADJOURNMENT

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

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

Bus:

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

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

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

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



AGENDA ITEM SUMMARY

DATE OF MEETING: September 20, 2023

ITEM TITLE: SEPTEMBER EMPLOYEE OF THE MONTH

PRESENTER: Brian Penn, Transit Operations Manager

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: None. Information Only

BACKGROUND: Amanda McGill, Transit Operations Supervisor has been selected to receive the September 2023 Employee of the Month (EOM) award. Amanda was hired as a Bus Operator on January 3, 2006, and during that time, Safe Driving Awards 2007- 2010, Employee of the Month November 2008.

Amanda has been recognized by several team members for all her hard work, courtesy, respect, encouragement, and great attitude. She greets with a smile, no matter how tired she may be, and is everyone's sounding board. She listens, cares, and understand where others are coming from. She does all of these things while taking on all the tasks of her job of constant troubleshooting and responsibilities. She is interrupted all day long and yet smiles, and continues working. She is admired and respected by all!

When asked to comment on Amanda's selection as EOM, Brian Penn, Operations Supervisor, said:

I am excited that Amanda has been recognized as the September employee of the month. Amanda always goes out of way to ensure that the operators start their day on a positive note and she always does her best to take care of anything they need. She really has a great passion for what she does and it shows in the customer service she provides to everyone she encounters. Congratulations Amanda and keep up the great work!!

AWARD: Amanda McGill will attend the September 20 Board Meeting to be introduced to the Board and receive her award.



AGENDA ITEM SUMMARY

DATE OF MEETING: September 20, 2023

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Allie Brusasco, Board Administrator

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

ACTION REQUESTED: None. Information Only

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

The following activities have occurred since the last Board meeting:

MEETINGS HELD:

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

1. **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. With no immediate time-sensitive need to meet, and several agenda topics on track for an October meeting, the September 7th meeting was cancelled. The next meeting is scheduled for October 5th. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.
2. **LTD Board Finance Committee:** This Committee meets bi-monthly on the second Tuesday of the month and is composed of Board members Susan Cox, Gino Grimaldi and Lawrence Green. At the September 12 meeting, committee members reviewed contracts scheduled to go to the Board of Directors for approval. The next meeting is scheduled for November 14th.
3. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. The Board Member representative is Heather Murphy, General Manager/Chief Executive Officer Jameson Auten is the alternate. At the August 9th meeting, committee members discussed City of Florence transportation improvements as well as updates on preparations for the LaneACT Chair's presentation to the Oregon Transportation Commission on September 14th. The next meeting is scheduled for September 14th. For more information about LaneACT, please go to: https://www.oregon.gov/ODOT/Get-Involved/Pages/ACT_Lane.aspx.

No Meetings were held for the following committees:

4. **LCOG Board of Directors:** Board member Pete Knox serves as LTD's representative on the LCOG Board of Directors as a non-voting member; Board member Michelle Webber is the alternate. The LCOG Board of Directors meets five times per year on the fourth Thursday of: February, April, June, September and December. The next meeting is scheduled for April 22. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.
5. **LTD Pension Trust Committee:** LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board **Member Michelle Webber** serves as one of the trustees. The next meeting is scheduled for May 11.
1. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Caitlin Vargas attends the committee meetings as LTD's representative. The next meeting has not been scheduled. For more information about OMPOC, please go to: <https://www.ompoc.org/>.
2. **State Transportation Improvement Fund (STIF) Committee:** The Committee is administered by LCOG. The Committee will meet a minimum of two times per year, or a sufficient number of times to advise the LTD Board of Directors regarding its review of project proposals and the STIF Plan. The committee, in accordance with state law, is composed of 14 members with eight (8) members representing in-district communities, two (2) members representing out-of-district communities, and three (3) ex-officio (non-voting) members; the ex officio LTD Board member is Pete Knox. The second Board seat is currently vacant. The next meeting has not been scheduled. For more information about STIF, please go to: <https://www.lcog.org/bc-stif>.
3. **MovingAhead Oversight Committee:** This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board member's Gino Grimaldi, Don Nordin and Susan Cox serve as LTD's representatives. The next meeting has not been scheduled. For more information about MovingAhead, please go to: <https://www.movingahead.org>.
6. **Vision Zero Task Force:** The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. LTD Board member Gino Grimaldi serves as LTD's representative; **Interim General Manager Mark Johnson** is the alternate. The next meeting has not been scheduled. For more information about Vision Zero, please go to: <https://www.eugene-or.gov/4270/Vision-Zero>.
7. **Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board members Pete Knox and Susan Cox, members of local units of government, and community representatives. At the _____ meeting, committee members _____. The next meeting is scheduled for _____.
8. **LTD Board Budget Committee:** The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of three years. At the _____ meeting, committee members _____. The next meeting is scheduled for October 7.
9. **Main Street Projects Governance Team:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board members Gino Grimaldi and Michelle Webber serve as LTD's representatives. At the _____ meeting, committee members _____. The next meeting is scheduled for _____. For more information about Main Street, please go to: <http://ourmainstreetspringfield.org/>.



AGENDA ITEM SUMMARY

DATE OF MEETING: September 20, 2023

ITEM TITLE: CONSENT CALENDAR

PREPARED BY: Allie Brusasco, Board Administrator

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

ACTION REQUESTED: Adoption

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

The Consent Calendar for September 20, 2023, consists of:

- Approval of General Manager Evaluation Process

ATTACHMENT:

- 1) Evaluation Process Memo and Evaluation Documents
- 2) Resolution No. 2023-09-20-042

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-09-20-042; It is hereby resolved that the Consent Calendar for September 20, 2023, is approved as presented [amended].



AGENDA ITEM SUMMARY

DATE OF MEETING: September 20, 2023

ITEM TITLE: GENERAL MANAGER EVALUATION PROCESS

PRESENTER: Camille Gandolfi, Chief of Staff

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

ACTION REQUESTED: Information and Discussion

PURPOSE: To approve the process and documents for the General Manager review process.

DESCRIPTION: Staff have contracted with Mark Knudson of the Special Districts Association of Oregon to assist with developing a review process for the General Manager. At the August 16, 2023, regular Board meeting, Mr. Knudson presented and reviewed the proposed process, timeline, and evaluation criteria with the Board.

Enclosed in this packet are the discussed documents for approval.

SUPPORTING DOCUMENTATION:

- 1) Evaluation Process Memo and Evaluation Documents
- 2) Resolution No. 2023-09-20-042

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-09-20-042:

It is hereby resolved that the LTD Board of Directors approves the process, timeline, and documentation for the General Manager review process as presented [amended].

Date: September 11, 2023

To: Lane Transit District Board of Directors

From: Mark Knudson, SDAO Senior Consultant



Subject: Request for Board Approval of CEO Performance Evaluation Process, Criteria & Form

As discussed with the LTD Board of Directors on August 16, 2023, below is the proposed process and schedule to complete the performance evaluation of the District CEO for the period of November 7, 2022 through October 31, 2023. It is requested the Board formally adopt this proposed process and schedule as well as the attached performance evaluation criteria and rating scale, and the evaluation form to be used for the CEO's performance evaluation.

Step	Start	Who	Activity	Finish
1	8/16/23	Board	Board Overview of Process & Criteria: Board receives briefing on proposed process; review proposed process & schedule, criteria, rating scale, and form.	8/16/23
2	9/20/23	Board	Board Adopts Process, Criteria & Form: Board adopts process, schedule, criteria, rating scale, and form.	9/20/23
3	9/21/23	Jameson	Self-Evaluation: Jameson completes self-evaluation using Board-approved criteria; distributes to Board of Directors.	10/11/23
4	10/12/23	Directors	Directors' Evaluation: Each Director independently completes an evaluation form and sends their completed form to Mark (only).	11/8/23
5	11/8/23	Mark	Compile Results: Mark compiles evaluation results from all Directors and prepares an anonymous summary evaluation with average scores & input from all Directors.	11/10/23
6	11/15/23	Board & Mark	Board Meeting: Directors meet in executive session per ORS 192.660 (2)(i) "to review and evaluate the employment-related performance of the chief executive officer". The Board first meets without Jameson to review the summary evaluation, and then meets with Jameson to present the Board's agreed-to summary evaluation.	11/15/23

Please direct any questions or concerns to me; do not copy other Directors with communications related to this matter to avoid potential violation of Oregon public meeting requirements.

Please contact me at mknudson@sdao.com or 503-319-5256 if there are questions or concerns.

Attachments

c: Jameson Auten & Camille Gandolfi

Lane Transit District

CEO Performance Evaluation Criteria & Rating Scale

September 11, 2023 – Page 1 of 3

CEO Performance Evaluation Criteria & Rating Scale

For the Evaluation Period of 11/7/23 to 10/31/23

CRITERIA: *The following criteria will be used to guide the Board's evaluation of the CEO's performance during the stated evaluation period.*

SUCCESS FACTORS

1. Provides Effective Administration of the District and Transit System

- Effectively administers business affairs of the District
- Effectively implements, administers and abides by policies, regulations and ordinances adopted by the Board
- Establishes and implements district policies, goals, objectives, and procedures in coordination with Board members, organization officials, and staff members
- Assures the effective and efficient administration of the acquisition, construction and operation of the transit system
- Provides effective oversight and coordination of plans for the acquisition of equipment or construction of improvements and facilities
- Ensures compliance with all laws for Mass Transit Districts, ORS 267.101 to 267.390, and all laws regulations, circulars and notices of the Federal Transit Administration, as applicable
- Oversees an effective marketing plan to promote a positive atmosphere and culture, and strong public image with the goal of increasing ridership

2. Provides Effective Support of the Board of Directors

- Effectively communicates with the Board and individual Directors
- Maintains effective working relationships with the Board and individual Directors
- Assists in preparing Board meeting agendas
- Attends Board meetings, including executive sessions; reports to the Board monthly
- Provides timely and accurate reports to the Board regarding district programs, resources, facilities, opportunities, and challenges
- Provides sound policy input and presents information that supports effective and timely decisions by the Board
- Keeps the Board informed of current and projected needs of the district

3. Provides Effective Leadership and Management of District Staff

- Hires, appoints, promotes, disciplines, or removes all employees (and volunteers) except those employees and office directly employed or appointed by the Board
- Challenges management staff and their teams to offer solutions in support of district goals and policies

Lane Transit District

CEO Performance Evaluation Criteria & Rating Scale

September 11, 2023 – Page 2 of 3

- Develops and promotes a positive working atmosphere and clearly defined expectations; maintains high quality staff, positive morale, and a safe and secure work environment
- Provides effective and efficient administration of district personnel; mentors, develops and evaluates all levels of staff
- Manages and monitors performance of key work areas; evaluates objectives, effectiveness, organizational goals, and alignment of work and staffing assignments
- Provides effective oversight, direction, supervision, and management to maintain compliance with all applicable labor laws, policies, and collective bargaining agreements

4. Provides Effective Oversight and Management of District Financial Resources

- Provides oversight of implementation and maintenance of financial auditing and accounting systems to show the complete financial condition of the district at all times
- Provides oversight for the preparation and submits to the Board a complete report on the finances and activities of the district for the prior fiscal year within thirty (30) days following the end of the fiscal year
- Arranges to have prepared and timely file annual financial report to the Oregon Secretary of State, the Comprehensive Annual Financial Report (CAFR), and Annual Transit Database reporting, and the Grant Reports to the Federal Transit Administration
- Provides effective financial oversight with the aspiration that annual audit findings have no “significant deficiencies” or “material weaknesses”
- Keeps the Board informed of the current and project financial future status of the district
- Oversees, assists and manages preparation and administration of annual budgets for the district and applicable departments
- Oversees effective cost-control measures; ensures cost-control measures are in place at all levels of the district
- Provides oversight to assure adherence to procurement policies and procedures
- Manages contract compliance

5. Effectively Represents the District at Local, Regional, and National Levels

- Maintains effective working relationships with the community, regulatory agencies, and local public agencies in support of the goals and priorities of the district
- Interacts and communicates regularly with employees, community members, Board of Directors, and all other stakeholders to provide transparency and insight into the implementation of district policies and agendas
- Effectively represents the district through participation in industry events and conferences
- Participates in district-related boards, professional associations and organizations
- Regularly engages with federal funders and peer agencies
- Maintains on-going effective communication with internal and external stakeholders

Lane Transit District

CEO Performance Evaluation Criteria & Rating Scale

September 11, 2023 – Page 3 of 3

- Participates in civic and charitable activities and keeps the Board informed of such activities

GOALS

6. Achieves Organizational Goals Identified in District Strategic Business Plan (Incentive Goals)

- Achieves Customer Satisfaction Goals
- Achieves Employee Engagement Goals
- Achieves Community Value Goals
- Achieves Financial Health Goals
- Achieves Sustainability Goals

7. Progress in Achieving Individual Performance Goals

- Demonstrates continued progress in achieving personal performance goals identified in the previous performance evaluation

RATING SCALE: *The following rating scale will be used for all ratings in the Board's evaluation of the CEO's performance during the stated evaluation period.*

Underperforming	Significant and sustained improvement is required to effectively complete major duties and responsibilities of the position. Employee is not contributing to success of department and the District as needed.
Developing Performance	Further development is required to effectively complete major duties and responsibilities of the position. Employee is working towards becoming a solid contributor to the success of the Department and the District as needed.
Successful Performance	Effectively completes major duties and responsibilities of the position. Solid contributor to the success of the Department and the District as needed.
Exceptional Performance	Effectively and efficiently completes major duties and responsibilities as it relates to the position. Employee is an exceptional contributor to the success of the Department and the District and goes above and beyond or generally takes on additional duties outside their scope.

Adopted by the Lane Transit District Board of Directors on _____.

Board Chair



CEO Performance Evaluation
For the Period of 11/7/22 through 10/31/23

Our Mission: Connecting Our Community

Our Vision: In all that we do, we are committed to creating a more connected, sustainable, and equitable community

Values: Respect, Integrity, Innovation, Equity, Safety, Collaboration

Employee: Jameson Auten, Chief Executive Officer

Date:

Supervisor: Board of Directors

Department:

Purpose: To assess how the employee is performing as it relates to the employee's job description, LTD's values, and goals, and Board-adopted evaluation criteria.

The following scale is used for all ratings in the review.

Underperforming	Significant and sustained improvement is required to effectively complete major duties and responsibilities of the position. Employee is not contributing to success of department and the District as needed.
Developing Performance	Further development is required to effectively complete major duties and responsibilities of the position. Employee is working towards becoming a solid contributor to the success of the Department and the District as needed.
Successful Performance	Effectively completes major duties and responsibilities of the position. Solid contributor to the success of the Department and the District as needed.
Exceptional Performance	Effectively and efficiently completes major duties and responsibilities as it relates to the position. Employee is an exceptional contributor to the success of the Department and the District and goes above and beyond or generally takes on additional duties outside their scope.

SUCCESS FACTORS

1. Provides Effective Administration of the District and Transit System

Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments:			

2. Provides Effective Support of the Board of Directors

Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments:			



CEO Performance Evaluation
For the Period of 11/7/22 through 10/31/23

3. Provides Effective Leadership and Management of District Staff			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments:			
4. Provides Effective Oversight and Management of District Financial Resources			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments:			
5. Effectively Represents the District at Local, Regional, and National Levels			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments:			

GOALS

6. Achieves Organizational Goals Identified in Strategic Business Plan (Incentive Goals)			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments:			
7. Progress in Achieving Individual Performance Goals			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments:			



CEO Performance Evaluation
For the Period of 11/7/22 through 10/31/23

OVERALL PERFORMANCE

Overall Job Performance Rating			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments:			

INDIVIDUAL GOALS FOR NEXT EVALUATION PERIOD

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Compensation Recommendation



RESOLUTION NO. 2023-09-20-042

APPROVAL OF GENERAL MANAGER PROCESS, TIMELINE, AND REVIEW PROCESS

WHEREAS, Special Districts Association of Oregon was retained to assist in developing an updated General Manager review process; and,

WHEREAS, Special Districts Association of Oregon presented a proposed process, timeline, and documentation to the Board at its August 18, 2023, Board work session.

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

- Approving the presented process, timeline, and documentation for the General Manager review process.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20th DAY OF SEPTEMBER 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: September 20, 2023

ITEM TITLE: CONTRACT NO. 2014-07 TRAPEZE-VONTAS

PRESENTER: Scott Sorensen, IT Manager

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

ACTION REQUESTED: Adoption

PURPOSE: To authorize the General Manager to execute a contract with Vontas, through amending an existing agreement, for upgrade and enhancement of the District's Computer Aided Dispatch (CAD) and Automatic Vehicle Location (AVL) onboard bus Intelligent Transportation Systems (ITS).

DESCRIPTION: LTD's CAD-AVL system is part of our mission critical operations, including Operations and Fleet; communications with operators; monitoring real-time vehicle locations; and General Transit Feed Specification (GTFS) data. The system also provides functionality we use to manage the daily operations of vehicle fleet including communications between operators and dispatch operations; monitoring service in real time; vehicle locations; GTFS data that feeds to Google Maps; automatic stop announcements; importing schedule data and tracking adherence; mobile data terminals in vehicles; and the LTD website as well as other applications. In short, the system encompasses most of the technology needed to move our vehicles and passengers effectively in our community.

BACKGROUND: The LTD teams from ITS, Operations, and Fleet identified requirements to maintain necessary continuity of the bus services, maintenance, and key to day to day operations functionality by replacing and upgrading older and aging technology infrastructure. Due to the need for fit and compatibility to a very specific system of tools which run the intelligent systems existing at LTD, a sole source direct award was determined appropriate for adding to the current Vontas contract under the Trapeze Master Services Agreement. Procurement Staff reviewed this request and found it fit in consideration of the provision: *"efficient utilization of existing goods requires acquiring compatible goods or services"* et seq ORS 279B.075, (2). Per LTD Policy, ORS 279A.065, 279B.075, and OAR 137-047-0275.

CONSIDERATIONS: The funding is set under grant number 21-24-0142 and GL 030.815.00.87413. The total project is estimated at \$804,000.00. This upgrade is a foundational part of our overall ITS upgrade efforts. Additional ITS upgrade projects include our Mobile Video (onboard vehicle video) replacement project; radio and radio network enhancements; on-vehicle Cellular modems upgrade; and TransitMaster system upgrades. Together these upgrades/enhancements will provide Operations, Planning, Fleet and Operators with updated and enhanced capabilities to better serve our riders and our community. The CAD-AVL upgrade and Synchronization project is a key piece of this overall effort and will synergize these systems and leverage our overall investment in them.

SUPPORTING DOCUMENTATION:

- 1) Presentation
- 2) Resolution No. 2023-09-20-041

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-09-20-041:

It is hereby resolved that the LTD Board of Directors approves Contract No. 2014-07 TRAPEZE-VONTAS as presented.

Vontas – CAD/AVL Upgrade and Synchronization

Finance Committee – 9/12/23





MISSION

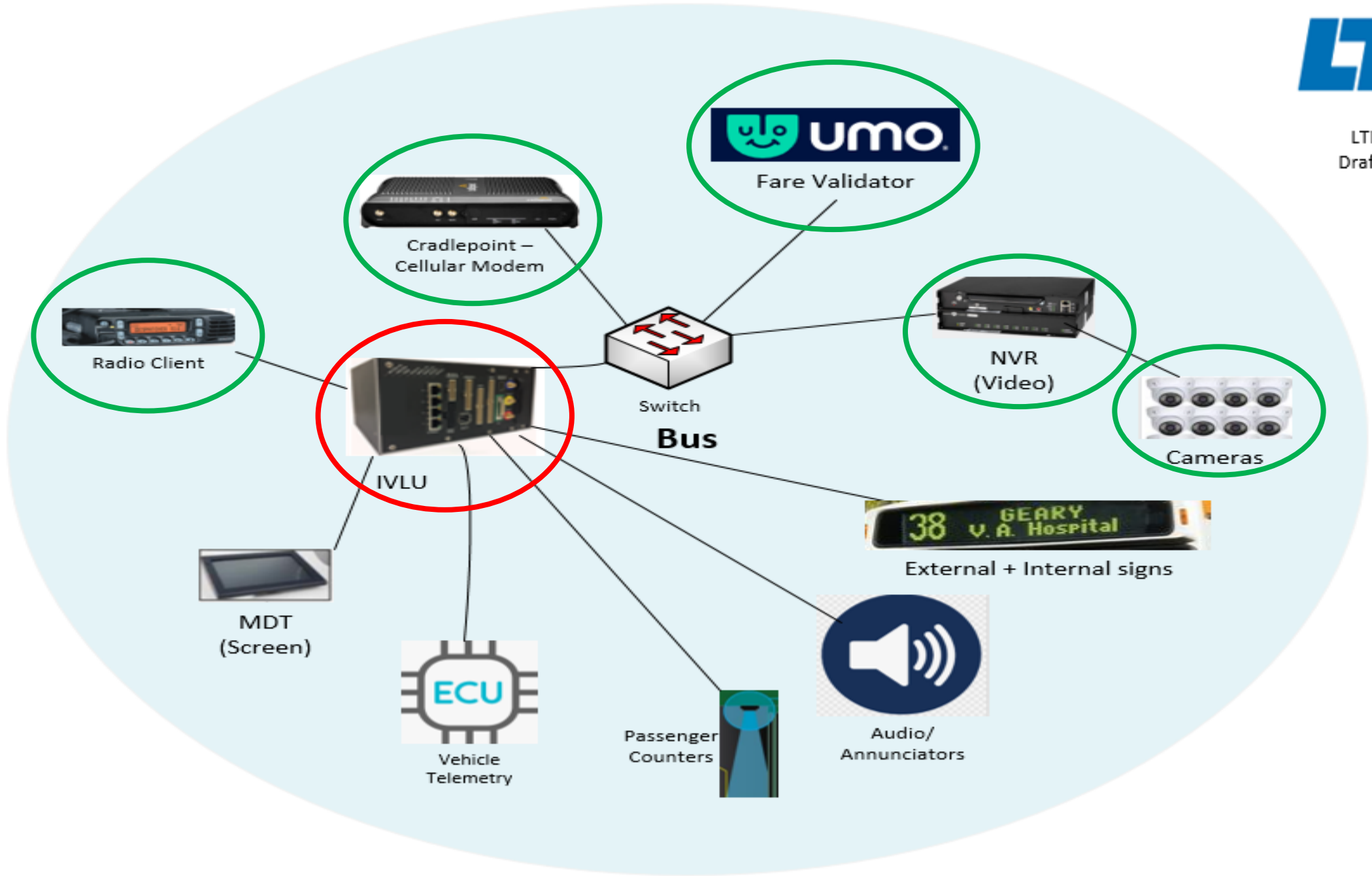
Connecting Our Community

VISION

In all that we do, we are committed to creating a more connected, sustainable, and equitable community

VALUES

Respect, Integrity, Innovation, Equity, Safety, and Collaboration



Benefits to LTD

- Increased efficiency of Bus IT systems with upgraded systems & technology
- Better rider experience with on route updates
- Ease of support and maintenance through standardization of Bus IT systems
- More effective support for current and future needs and upgrades
- Better support of Operators with navigation on their routes
- Increased system reliability and performance of Bus IT systems through remote monitoring, testing and upgrading
- Synergizes our Bus IT systems and leverages our investment in them

Questions?



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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
8/1/2023	Camp Creek Electric	Glenwood Electrical Assessment	Task Order	Jul 1, 2021 - Jun 30, 2024	\$149,999.00	TO NTE: \$15,522.85	M. Imlach	Amendment to Task Order 202104-2022-002 to add SOW and \$1,178.85
8/3/2023	InfraStrategies	Community Outreach Communications Assessment	Amendment	Jan 26, 2023 - Jan 23, 2025	\$239,670.00	New NTE: \$300,000.00	T. Schwetz	Amendment to add SOW & NTE by \$60,000.00
8/3/2023	Taryn M Consulting	Human Resources Services	Personal Services	Jul 1, 2023 - Jun 30, 2024	\$75,000.00		M. Peterson	New Contract
8/10/2023	Lance Robertson	Public Engagement and Education Coaching	Personal Services	Aug 3, 2023 - Jun 30, 2024	\$6,225.00		P. Walsh	New Contract
8/16/2023	Chambers Construction	Glenwood Generator Fuel Tank Replacement	Task Order	Oct 10, 2023 - Dec 1, 2023	\$8,500,000.00	TO NTE: \$87,946.00	M. Imlach	Task Order 202148-2023-17 to contract 2021-48
8/25/2023	Lane Council of Governments	South Lane County Transportation Services	IGA	Jul 1, 2023 - Sep 30, 2023	\$8,957.75		J. Auten	New Short Term Contract
8/25/2023	Lane Council of Governments	Safe Routes to School	Amendment	Jan 1, 2021 - Sep 30, 2025	\$305,335.00	No Change	J. Auten	Amendment to extend services for two (2) additional years
8/28/2023	Carolina Selva	Professional Training Services	Personal Services	Aug 28, 2023 - Jun 30, 2024	\$45,000.00		J. Auten	New Contract
8/31/2023	Eide Bailly	Independent Audit Services	Cooperative	Jul 1, 2023 - Apr 30, 2027	\$550,454.00		P. Strutz	New Contract
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES

Lane Transit District Performance Report | September, 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.

A. Ridership	22-Jul	23-Jul	% CHG	YTD 22	YTD 23	% CHG
EmX Boardings:						
Average Daily Weekday	7,170	7,480	4%	7,326	8,339	14%
Average Daily Saturday	5,649	5,263	-7%	5,159	5,990	16%
Average Daily Sunday	4,047	3,657	-10%	3,691	4,128	12%
Fixed Route Boardings:						
Average Daily Weekday	9,082	10,235	13%	10,058	11,658	16%
Average Daily Saturday	6,111	6,155	1%	5,568	6,381	15%
Average Daily Sunday	4,093	4,336	6%	3,774	4,310	14%
Specialized Services Boardings (Totals):						
ADA Paratransit	5,783	8,141	41%	36,507	40,207	10%
Medicaid	16,611	17,980	8%	124,892	142,532	14%
Mental Health Program	272	440	62%	2,083	2,867	38%
Oakridge Diamond Express	473	567	20%	2,915	3,438	18%
Florence Rhody Express	485	533	10%	3,571	4,160	16%
Cottage Grove Connector	888	991	12%	5,280	6,242	18%
Total Specialized Svcs Ridership	24,512	28,652		175,248	199,446	

B. Accidents	22-Jul	23-Jul	% CHG	YTD 22	YTD 23	% CHG
Preventable		*				
Non-Preventable		*				
Total Accidents *The Accident/Review Committee did not meet - to be updated in September						

C. Public Safety	22-Jul	23-Jul	% CHG	YTD 22	YTD 23	% CHG
Total Ordinance Violations	153	298	9.5%	1,022	1,704	6.7%
Fare Inspections	10,444	13,131	2.6%	58,178	92,539	5.9%
Fare Exclusions	19	49	15.8%	102	194	9.0%

D. Fleet Maintenance	22-Jul	23-Jul	% CHG	YTD 22	YTD 23	% CHG
Miles Between Road Calls	9,158	9,188	0.004	11,229	10,807	0.038

E. Customer Service - Fixed Route	22-Jul	23-Jul	% CHG	YTD 22	YTD 23	% CHG
On-time Performance	94.9%	93.0%	-0.2%	92.9%	92.4%	-0.1%

F. Customer Service - RideSource	22-Jul	23-Jul	% CHG	YTD 22	YTD 23	% CHG
Calls Received - RSCC	17,697	20,099	13.6%	127,422	151,486	18.9%
Calls Answered under :30	62.8%	83.2%	20.4%	72.4%	84.9%	12.5%

Lane Transit District Performance Report | September, 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.

A. Ridership	<u>22-Jul</u>	<u>23-Jul</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
EmX Boardings:						
Average Daily Weekday	7,170	7,480	4%	7,326	8,339	14%
Average Daily Saturday	5,649	5,263	-7%	5,159	5,990	16%
Average Daily Sunday	4,047	3,657	-10%	3,691	4,128	12%
Fixed Route Boardings:						
Average Daily Weekday	9,082	10,235	13%	10,058	11,658	16%
Average Daily Saturday	6,111	6,155	1%	5,568	6,381	15%
Average Daily Sunday	4,093	4,336	6%	3,774	4,310	14%
Specialized Services Boardings (Totals):						
ADA Paratransit	5,783	8,141	41%	36,507	40,207	10%
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Oakridge Diamond Express	473	567	20%	2,915	3,438	18%
Florence Rhody Express	485	533	10%	3,571	4,160	16%
Cottage Grove Connector	888	991	12%	5,280	6,242	18%
Total Ridership						

B. Accidents	<u>22-Jul</u>	<u>23-Jul</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
Preventable		*				
Non-Preventable		*				
Total Accidents *The Accident/Review Committee did not meet - to be updated in September						

C. Public Safety	<u>22-Jul</u>	<u>23-Jul</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
Total Ordinance Violations	153	298	9.5%	1022	1704	6.7%
Fare Inspections	10,444	13,131	2.6%	58,178	92,539	5.9%
Fare Exclusions	19	49	15.8%	102	194	9.0%

D. Fleet Maintenance	<u>22-Jul</u>	<u>23-Jul</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
Miles Between Road Calls	9,158	9,188	0.004	11,229	10,807	0.038

E. Customer Service - Fixed Route	<u>22-Jul</u>	<u>23-Jul</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
On-time Performance	94.9%	93.0%	-0.2%	92.9%	92.4%	-0.1%
Complaints per Boarding (FR)	8	8	0.0%	43	57	2.5%

F. Customer Service - RideSource	<u>22-Jul</u>	<u>23-Jul</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
Calls Received - RSCC	17,697	20,099	13.6%	127,422	151,486	18.9%
Calls Answered under :30	62.8%	83.2%	20.4%	72.4%	84.9%	12.5%



MONTHLY DEPARTMENT REPORTS

September 20, 2023

TRANSIT OPERATIONS

Cosette Rees, Chief Customer Experience Officer

TRANSIT OPERATIONS & PUBLIC SAFETY

Jake McCallum, Director of Operations & Public Safety

Transit Operations

Transit Operations recently completed the Fall Operator Bid. There will be slight changes in the schedules to accommodate all students returning to class. There were 171 Operators bid on this work, and this run bid will last until February 4, 2024.

September Retirements

Bea Landeros – 30+ years

Training

- A new operator class of ten is scheduled to graduate September 16.
- The in-service training curriculum and the schedule have been finalized. This training will focus on customer service and mandated training for the District. Training is scheduled for September 18 - October 27, 2023.
- The next new operator class is scheduled to start on October 30, 2023.

Public Safety

LTD Public Safety participated in a disaster preparedness tabletop exercise with the City of Springfield and surrounding agencies. This tabletop focused on disaster preparedness and was focused on collaborative efforts for responding to emergencies.

Participants included:

- 32 participants representing 16 organizations
- 3 Observers
- 11 Exercise Staff, including Controller/Evaluators, Scribes, and Support Staff
- 46 total participants

	# of Buses or Platforms		
☑ People Inspected	checked	Minutes	
⊕ January	11,502	1,183	4,338
⊕ February	11,950	1,113	5,374
⊕ March	16,513	1,584	8,617
⊕ April	14,014	1,392	8,178
⊕ May	13,505	1,280	8,514
⊕ June	11,924	1,123	7,045
⊕ July	13,131	1,327	7,576
Grand Total	92,539	9,002	49,642

Ordinance 36 Violations for July	
Criminal Activity	185
Disorderly Conduct	36
Other	77
Total	298

	Walk Throughs	Shown Fare Machine	Courtesy Ride	Fare Compliance	Noncompliance	Took Offs	Written Warnings	Exclusions
February		31	125	32	18	180	1	
March		60	290	49	65	321		5
April		33	181	13	12	218	5	
May	13	25	203	41	30	186		1
June	26	51	229	90	42	260		2
July	65	35	279	124	53	234		
Grand Total	104	235	1307	349	220	1399	6	8

MARKETING & COMMUNICATIONS

MARKETING AND COMMUNICATIONS

Pat Walsh, Chief Marketing Officer

The September Marketing and Communication highlights include:

- A Rider Communications Campaign and messaging on 'LTD is hiring.' The new materials include new videos along with candid photos in order to promote working for LTD.
- A Read, Ride and Rock Block Party was held at the Downtown Eugene Station. This was a fun event to highlight fun and safe activities to do downtown. Partners included the City of Eugene and Lane Community College.
- Outreach for the free Student Transit Pass Program kicked off with onsite registration events held at many local high schools.
- Employee Group Pass and Vanpool Program marketing efforts are expanding this fall with ads, video, and photo shoots occurring.

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 WasteWise newsletter
- Submitted ½ page ad to Eugene Chamber for Open for Business online news site and printed magazine
- Submitted Group Pass program ad copy to Eugene Cascades and Coast for weekly newsletter
- Planning presentation to local hotels in partnership with Eugene Cascades and Coast
- Making weekly contacts with local business and nonprofit partners that are potential Employer Program participants

WEBSITE & SOCIAL MEDIA HIGHLIGHTS:

Date range July 27 – August 27, 2023

- 123,050 website pageviews
- 52 new Facebook page likes; 6k total Facebook page likes
- 257k Facebook accounts reached
- -3 new Twitter followers; 3.6k total Twitter followers
- 27 new LinkedIn followers; 1.1k total LinkedIn followers

- 57 new Instagram followers; 897 total Instagram followers
- 23k Instagram accounts reached

INTERNAL COMMUNICATIONS TASK FORCE:

- Cross-departmental team has finalizing internal communications plan. The plan is being shared with the Chiefs and Executive Team. The plan is being implemented and will be adjusted as we move forward.

INTERNAL COMMUNICATIONS SPECIALIST POSITION:

- The internal communications specialist will be announced in the next week. They will start on Sept. 18.

STUDENT TRANSIT PASS PROGRAM

- The Student Pass Program Coordinator started in Mid-August and training is ongoing. They will be going out to schools and conducting trainings so that all school have staff will know the details of the program.
- During August, staff assisted 4j high schools at their back to school registration events by issuing passes. Staff issued the following number of passes:
 - Churchill: 697
 - North Eugene: 496
 - Sheldon: 221
 - South Eugene: 123
- Staff are beginning to plan the second annual High School Challenge to be held in November.

LTD STATION EVENTS:

- On August 4, LTD coordinated and hosted the Ride, Read, and Rock Block Party in partnership with City of Eugene Library and LCC. More than 150 kids participated in activities with their families.
- On August 11 and Sept 1, Harlan Music Live performed at the downtown station with riders and passersby coming over to listen to his music. More musicians are scheduled for September.