



LANE TRANSIT DISTRICT BOARD OF DIRECTORS FINANCE COMMITTEE MEETING

Tuesday, August 08, 2023
5:30 p.m. – 6:30 p.m.

IN-PERSON & VIRTUAL MEETING

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

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

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

AGENDA

ITEM	Time	Page
I. CALL TO ORDER	5:30 p.m.	
II. ROLL CALL		
<input type="checkbox"/> Susan Cox (Chair) <input type="checkbox"/> Gino Grimaldi (vice chair) <input type="checkbox"/> Lawrence Green		
III. COMMENTS FROM THE CHAIR		
IV. AUDIENCE PARTICIPATION	5:35 p.m.	
<i>Public Comment Note:</i> The Committee 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 Committee. If a Committee 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 . Public testimony is limited to three (3) minutes per community member. A timer will be displayed on the screen and will beep when the three (3) minutes is up.		
V. ITEMS FOR BOARD RECOMMENDATION		
A. CONTRACT NO. 2023-31: CITYFI, LLC Tom Schwetz, Director of Planning and Development	5:40 p.m.	3
B. AMENDMENT TO CONTRACT NO. 2022-80: INFRASTRATEGIES, LLC Tom Schwetz, Director of Planning and Development	5:45 p.m.	7
C. CONTRACT NO. 2023-02-CUMMINS, 2023-02-GILLIG, 2023-02-PACPG Eric Evers, Director of Fleet Management	5:50 p.m.	11
VI. ITEMS FOR INFORMATION		
A. LONG-RANGE FINANCIAL PLAN Pam Strutz, Director of Finance	5:55 p.m.	14
B. PRELIMINARY FINANCIALS Pam Strutz, Director of Finance	5:20 p.m.	26
VII. ADJOURNMENT	6:30 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 8, 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:	Forward to the Board of Directors with a recommendation of approval

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

PROPOSED MOTION: I move to forward contract no. 2023-31 to the Board of Directors with a recommendation for approval.

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 8, 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: Forward to the Board of Directors with a recommendation of approval

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

PROPOSED MOTION: I move to forward contract no.2022-80 to the Board of Directors with a recommendation for approval.

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 8, 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: Forward to the Board of Directors with a recommendation of approval

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

PROPOSED MOTION: *I move to forward Contract Numbers: 2023-02-CUMMINS, 2023-02-GILLIG, 2023-02-PACPG, to the Board of Directors with a recommendation for approval.*

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 8, 2023
ITEM TITLE: LONG-RANGE FINANCIAL PLAN
PRESENTER: Pamela Strutz, Director of Finance
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: Committee Discussion

PURPOSE: To hold discussion with the finance committee on the Long-Range Financial Plan (LRFP) process, impacting factors and process.

DESCRIPTION: At the May 2, 2023, Budget Committee meeting, staff informed the Committee that the LRFP was in the process of being restructured to better align with the post-pandemic economy. This conversation is to serve as the introduction into the process of restructuring the LRFP.

BACKGROUND: The LRFP is one of three key documents, developed with community input, that provide the information we need to develop a proposed budget and the timing of community investment projects. It is a 10-year plan that projects the anticipated resources and expenditures over a 10-year period. At its core, the LRFP aligns our financial capacity with the objectives outlined in our Strategic Business Plan and is therefore aligned with all five of our strategic areas of focus.

The LRFP is normally updated on an annual basis. During the FY24 budget process it became apparent that some of the information necessary to prepare an accurate plan would not be available in time for the budget meetings. In addition, the amount needed in the FY24 budget for Materials & Supplies did not align with key assumptions in the LRFP. More time was needed to research the assumptions in the previous year's LRFP before spending extensive hours updating the new plan.

The LRFP has no spending authority. The District's final decision to commit funds occurs through the annual budget process. The LRFP is the starting point for the new annual budget. This plan illustrates the interconnections between our revenues, anticipated expenditures and the timing of our community investments. As the anticipated resources and economic conditions change each year from those planned in the LRFP, the proposed budget is adjusted accordingly to ensure the long-term financial well-being of the District and the sustainability of our existing services.

NEXT STEPS: Staff will bring the updated LRFP to the Budget Committee this coming fall for review and discussion.

SUPPORTING DOCUMENTATION:

- 1) Presentation

PROPOSED MOTION: None. Information only.

Long Range Financial Plan Review

Finance Committee – August 8, 2023





Agenda

- What the LRFP drives and what drives the LRFP
- Key inputs
- LRFP vs. Budget Analysis
- Trends
- What's changed
- Moving forward

Long-Range Financial Plan (LRFP) projects LTD’s resources and expenditures over a 10-year period. The resource projections in the LRFP determine the planned timing of projects in the CIP. Near-term, funded projects move into the annual budget.



Long-Range Transit Plan (LRTP) is strategically laid out to provide a clear understanding of our existing conditions and our responsibilities to the community. The Plan identifies future uncertainties that will challenge how LTD operates and provides services. It then establishes a framework of goals, policies, and strategies to address those challenges and suggests performance measurements to track progress.



Community Investment Plan (CIP) defines the on-going projects that allow the delivery of an efficient, safe and sustainable ridership experience. This plan is updated annually.



Strategic Business Plan (SBP) defines our strategic position. Project choices and progress are evaluated through the filter of the SBP. This plan is static over its lifetime. Once created, it serves as a strategy guide for 3-5 years.

Key Inputs to the LRFP

- CY budget estimate, request
- Staffing current, historical, projected
- Tax revenues (OEA variables)
- Operational data (i.e. revenue speed, productivity)
- Other short and long-range plans: (i.e. LTD 2.0, STIF, Fleet Plan, FTN, LRTP, CIP)
- Transfers for other services & capital
- ~ 30 drivers/assumptions (independent factors or driven by assumed service levels in plan year)
- ~ 20 years 2002-2023 historical actuals (financial, operational, staffing, etc.)



LONG-RANGE FINANCIAL PLAN

REVENUES: LRFP KEY DRIVERS & ASSUMPTIONS

PASSENGER FARE ASSUMPTIONS: YEARS 1-3 (FY2021-2023)

Before the COVID-19 pandemic, policy changes related to STIF-funded fare programs combined with our investment in the TouchPass fare system resulted in lower fare revenues than in previous years. For the protection of our employees and passengers during the COVID-19 pandemic, the District did not collect fares for portions of FY2020 and the majority of FY2021. Fare collection resumed in the latter half of FY2021. We expect our projected fare revenues to recover to roughly 95% of pre-pandemic levels by FY2023 as we continue to return to full service.



Analysis 'LRFP 2022-2031 FY24' vs. FY24 Budget

Revenues: (Budget FY24 +5 %)

Tax Revenue: +\$350k

Operating Assistance: +\$4.1m

Operating Revenue: -\$750k

Expenditures less transfers (Budget + 3%)

Personnel: +\$1.8m

M&S: +\$100k

Reserve costs/transfers: + \$1.5m

Service and Productivity

Service levels: -3.2%, 8,300 VRH, -9% boardings

Staffing: +7.5% Admin, +13.5% PS Contract



Trends

Revenues: steady growth +4%

Tax Revenue: strong growth. Approx. $\frac{3}{4}$ resources/+2-3% annual

Operating Assistance: high reliance. FY19: 5% resources, FY24 = 20%

Operating Revenue: lower reliance: FY19: 15% resources, FY24 < 10%



Expenditures: growing also ~ 3-4%

Personnel: growing. Approx. $\frac{3}{4}$ expense/+2.0%

Materials & Services: recent fast growth. +5-7.5 %

Specialized Services Transfer: long term growth. FY23/FY24 average
+20% previous maximum (FY18), (+11% 10-year average growth)

Service and Productivity

Cost/service hour rate of growth outpaces growth in cost alone



Trend Changes

Considered in FY23 LRFP

- Post Pandemic Economy
- Increasing Healthcare Costs
- Covid Relief Funding
- Electric Bus Migration

Changing trends

- Increasing Inflation
- Labor Contract

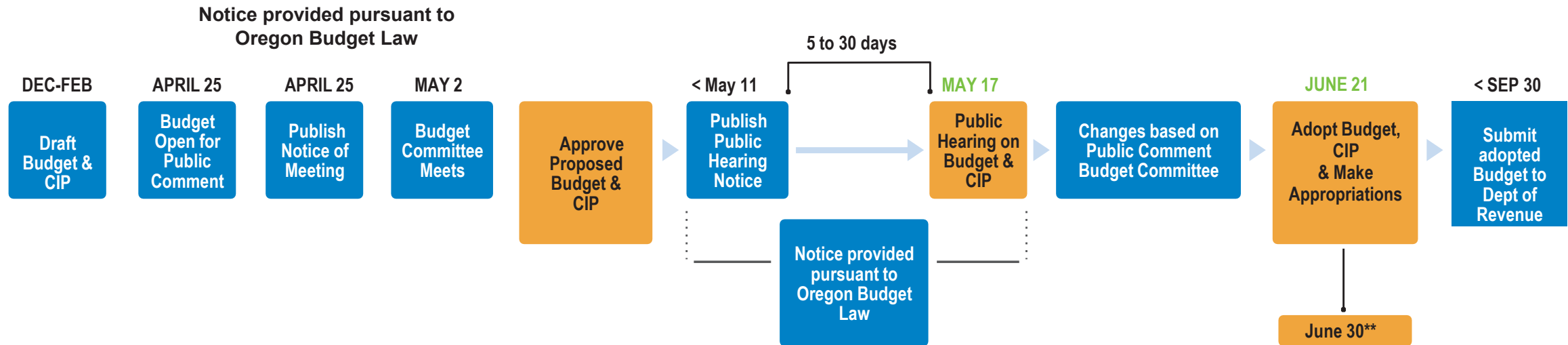


Moving Forward

- Alternative Revenue Sources – non public transit and other sources
- Tracking cost drivers – realign
- Technology investment returns
- Transition to the area Mobility Manager



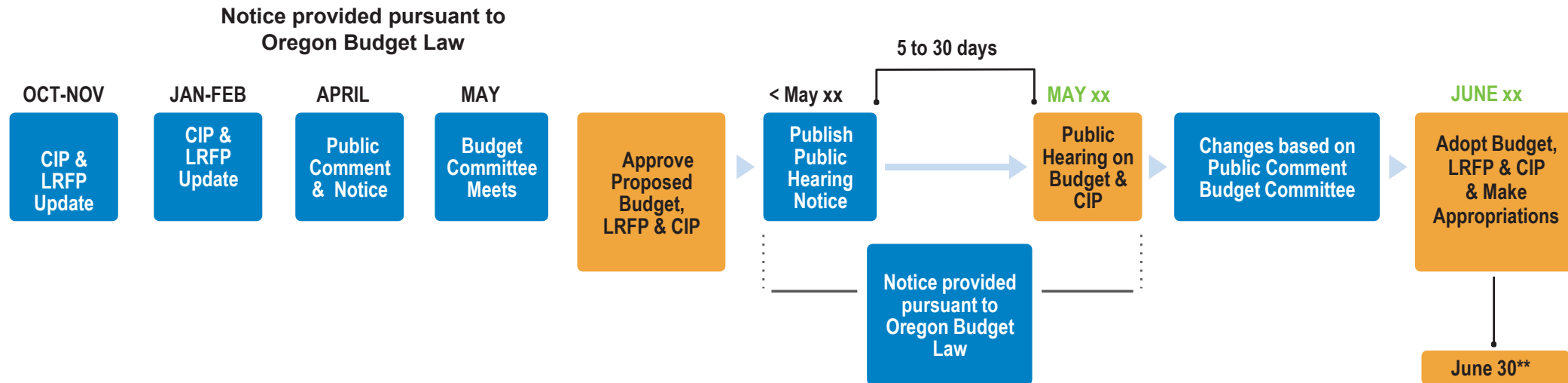
BUDGET PROCESS NOW



****NOTE:** Budget must be adopted by June 30, 2023 (ORS 294.408)



BUDGET PROCESS PROPOSED



****NOTE: Budget must be adopted by June 30 (ORS 294.408)**



Questions?

FY23 Year-End Preliminary Financial Report

As of June 30, 2023



LTD.org

Table of Contents

- **FY23 Projection Highlights**
- **General Fund**
- **Other Operating Funds**
- **Capital Fund**
- **Cash & Reserves**



LTD.org

FY23 Projection Highlights

General:

- No fund will end with a negative fund balance (expenditures =< resources)
- Cash Reserves meet our Financial Reserve policy

Resources:

- Operating revenues will end ~\$569K above budget (group, spec services, cash fares & passes, advertising)
- Payroll-type taxes will end ~\$1.7M above budget (payroll taxes, self-employment taxes, state-in-lieu)

Expenditures:

- General Fund expenditures will end \$4.4M below budget (final invoices estimated) due to hiring challenges, fuel price decreases, parts deliveries slow down, and spending less on services:
 - Personnel services will end \$1.7M below budget
 - M&S will end \$2.6M below budget
 - Insurance and risk services will end \$70k below budget
- GF transfers to all funds will be at or below the budgeted amount
- Expenditures in all funds will be below amount budgeted/appropriated amounts



GENERAL FUND



LTD.org

Assumption Estimates

General Fund Operating Revenue – Performance against Budget

GOAL: Revenue that meets or exceeds budgeted revenues

Resources	FY2022-23 Budget	FY2022-23 Estimate	Comparison to Budget	Percent of Budget
Operating Revenues				
Fares & Touchpass	2,199,300	2,483,805	284,505	13%
Group/Monthly Passes	1,580,706	1,889,271	308,565	19%
Advertising	0	0	0	
Special Services	55,000	31,300	(23,700)	-43%
	\$3,835,006	\$4,404,376	\$569,370	15%

Operating revenues are estimated to end \$569K above budget. This is split fairly evenly between Fares and Passes. Although service and fares are increasing, they continue to be below pre-COVID levels.



LTD.org

Assumption Estimates

General Fund Non-Operating Revenue – Performance against Budget

GOAL: Revenue that meets or exceeds budgeted revenues.

Resources	FY2022-23 Budget	FY2022-23 Estimate	Comparison to Budget	Percent of Budget
Nonoperating Revenues				
Payroll Taxes	47,005,600	48,854,738	1,849,138	4%
Self-employment Taxes	2,451,900	2,482,179	30,279	1%
State-in-Lieu	658,500	521,887	(136,613)	-21%
Federal Assistance	16,730,604	16,731,288	684	0%
State Assistance	1,078,000	1,141,447	63,447	6%
Local Assistance	0	5,000	5,000	100%
Other Revenue	383,688	1,670,416	1,114,490	290%
	\$68,308,292	\$71,406,955	\$2,926,425	4%

Payroll taxes are conservatively budgeted. Actual receipts to date show an increase from the prior fiscal year. Federal assistance represents the budgeted CRRSAA & ARPA Act dollars to cover cost increases. The actual assistance requested could be less. Other Revenue increase is due to rising interest rates on our investment earnings.



Assumption Estimates

General Fund Operating Expenses – Performance against Budget

GOAL: Spend that is at or below appropriated budget. Reduce spend in anticipation of revenue changes

Requirements	<i>FY2022-23 Budget</i>	<i>FY2022-23 Estimate</i>	<i>Comparison to Budget</i>	<i>Percent of Budget</i>
Operating Requirements			-	
Personnel Services	42,354,073	40,511,111	1,740,962	4%
Materials & Services, Contingency	14,126,733	11,594,358	2,634,875	18%
Insurance & Risk Services	691,685	622,076	69,109	10%
Total Operating Requirements	\$57,172,491	\$52,727,545	\$4,444,946	8%
Transfers to other funds	\$25,492,451	\$25,492,451	\$0	0%
Total Requirements	\$82,664,942	\$78,219,996	\$4,444,946	5%

Personnel services costs are lower due to fewer positions being filled than expected, and benefits costs were less than budgeted. Materials costs are \$1.2M under budget due to lower than expected fuel and parts price increases. Services are \$1.5M below budget and are anticipated to end lower than originally forecast. Transfers are estimated at budget, but the actual transfers will be based on the actual results and may be lower.



LTD.org

OTHER OPERATING FUNDS



LTD.org

Assumption Estimates

Specialized Services Fund - Performance against budget

GOAL: Revenue that adequately covers spend inclusive of general fund match transfers and spend that is at or below appropriated budget. Proactively reduce spend in anticipation of revenue changes

Description	FY2022-23 Budget	FY2022-23 Estimate	Comparison to Budget	Percent of Budget
Resources				
Operating Revenues	8,820,934	2,045,329	(6,775,605)	-77%
Transfer from General Fund	4,748,461	4,748,461	0	0%
Total Resources	13,569,395	6,793,790	(6,775,605)	-50%
Total Requirements	13,569,395	6,357,671	(7,211,724)	-53%

Resources and requirements are below budget due to lower ADA Ridesource and Mental Health transportation volume and delayed STIF-funded programs - both attributed to COVID. Transfer from the General Fund is conservatively estimated at budget, but may be lower based on business need.



Assumption Estimates

Medicaid Fund - Performance against budget

GOAL: Revenue that adequately covers spend inclusive of general fund match transfers and spend that is at or below appropriated budget. Proactively reduce spend in anticipation of revenue changes

Description	<i>FY2022-23 Budget</i>	<i>FY2022-23 Estimate</i>	<i>Comparison to Budget</i>	<i>Percent of Budget</i>
Resources				
Operating Revenues	15,395,845	11,790,842	(3,605,003)	-23%
Transfer from General Fund	327,750	327,750	0	0%
Total Resources	15,723,595	12,118,592	(3,605,003)	-23%
Total Requirements	15,723,595	12,138,939	(3,584,656)	-23%

Medicaid program is below budget due to a reduction in ridership activity from COVID-19. Transfer from the General Fund is estimated at budget, but may be lower based on business need



Assumption Estimates

Point2Point Fund - Performance against budget

GOAL: Revenue that adequately covers spend inclusive of general fund match transfers and spend that is at or below appropriated budget. Proactively reduce spend in anticipation of revenue changes

Description	FY2022-23 Budget	FY2022-23 Estimate	Comparison to Budget	Percent of Budget
Resources				
Operating Revenues	363,407	116,485	(246,922)	-68%
Transfer from General Fund	280,655	280,655	0	0%
Total Resources	644,062	397,140	(246,922)	-38%
Total Requirements	588,000	376,787	(211,213)	-36%

Point2Point program is below budget due to a delay in projects because of COVID-19. Operating Revenues exceed requirements due to grant timing (grant revenues reflect reimbursement for pre-FY23 expenditures) Transfer from the General Fund is estimated at budget, but may be lower based on business need



CAPITAL PROJECTS FUND



LTD.org

Assumption Estimates

Capital Projects Revenue – Performance against Budget

GOAL: Adequate funding for community investments. Maximize leverage of grant opportunities by ensuring available grant match is available. Timing of community investment spend is less critical than meeting project’s overall budget.

Resources	<i>FY2022-23 Budget</i>	<i>FY2022-23 Estimate</i>	<i>Comparison to Budget</i>	<i>Percent of Budget</i>
Grants				
Federal Assistance	32,416,327	17,261,588	(15,154,739)	-47%
State Assistance	8,508,800	2,993,614	(5,515,186)	-65%
Local Assistance	0	0	0	0%
Total Grants	\$40,925,127	\$20,255,202	(\$20,669,925)	-50%
Transfer from General Fund				
	9,123,845	9,123,845	0	0%

Capital Project revenue is below budget due to timing of projects. Transfer from the General Fund mostly represents Match, is estimated at budget, and may be adjusted lower based on final spend.



Assumption Estimates

Capital Projects Expenditures - Performance against budget

Project	FY2022-23 Budget	FY2022-23 Estimate	Comparison to Budget	Percent of Budget
Improvement Projects				
Frequent Transit Network	3,501,480	328,990	(3,172,490)	-91%
Facilities	5,100,000	1,032,052	(4,067,948)	-80%
Technology Infrastructure & Systems	1,895,000	0	(1,895,000)	-100%
Safety & Security	2,645,000	1,456,228	(1,188,772)	-45%
Total Improvement Projects	13,141,480	2,817,270	(10,324,210)	-78%
State of Good Repair				
Frequent Transit Network-Fleet	28,185,972	17,473,130	(10,712,842)	-38%
Facilities	1,450,000	1,198,867	(251,133)	-17%
Technology Infrastructure & Systems	7,271,520	1,105,433	(6,166,087)	-85%
Total State of Good Repair	36,907,492	19,777,430	(17,130,062)	-46%
Other Projects	0	0	0	0%
Total Capital Projects	50,048,972	22,594,700	(27,454,272)	-55%

Capital Project spend is below budget due to delay in projects. Project timing is being impacted by supply chain constraints



CASH & RESERVES



LTD.org

Operating Cash Summary June 30, 2023

GOAL: Adequate cash on hand to pay employees, meet payment obligations & match grants while meeting cash reserve policy.

	6/30/2023 Actual	FY23 Budget	Actual	Policy
Cash Balances				
Operating accounts	2,777,830			
LGIP	<u>45,697,934</u>			
Total Operating Cash balance (actual)	48,475,764			
Reserves:				
Working Capital	10,167,880	3,127,663	N/A	Represents buffer, but no policy requirement
Sustainable Service	11,011,740	11,011,740	17%	2 – 6 months
Cash Flow Operating Reserve	10,044,691	10,044,691	16%	2 - 3 months
Capital Restricted for Grant Match	17,251,453	17,251,453	~2 year need	20% of 2 year expected cost – 10 year CIP



Ending FY23 cash balance of \$48.5M adequately covers minimum reserve policy requirements for FY23 with a remaining working capital buffer of \$10.2M

Appendix



LTD.org

Resource Assumptions

- Cash fares & passes are fully accounted for
- Conservative estimates of CRRSA/ARPA Acts \$\$ which are accruable. Currently aligning calculation methodology with the FTA.
- Point2point, Specialized Services and Medicaid Fund resources based on historical expenditure to revenue ratios not final pre-overhead allocations or final invoices (not yet received)
- Capital fund resources based on grant funding preliminary estimates provided by the grants analyst

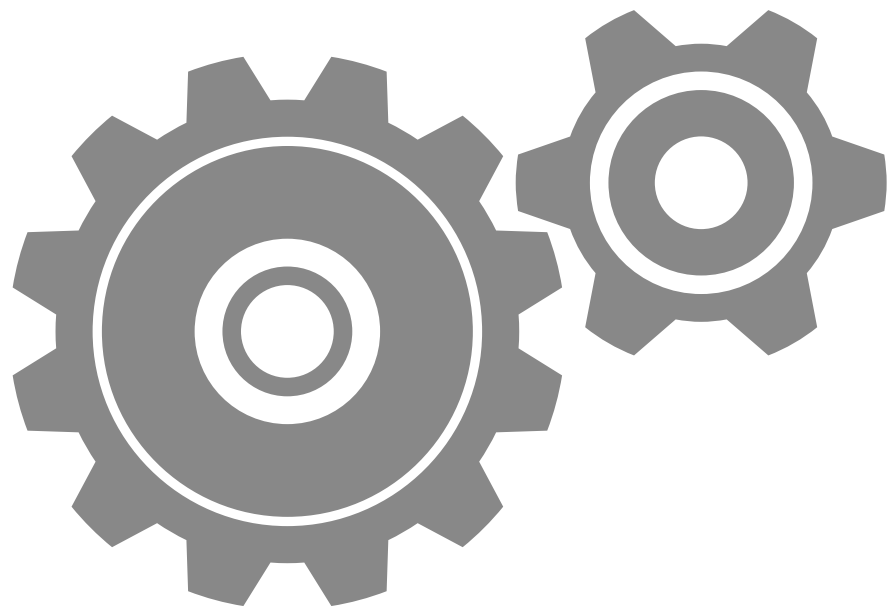


LTD.org

Expenditure Assumptions

- Material goods & services received =<6/30 estimated based on outstanding invoices
- Personnel services complete
- Transfers out of the General Fund to other funds will be <= the Adopted budget
- Point2point, Specialized Services and Medicaid Fund expenditures estimates based on historical expenditure trends. Final overhead allocations and final invoices have not yet been received.
- Capital fund project spend is below approved total project spend amount and total FY23 budgeted capital spend is below the amount appropriated.



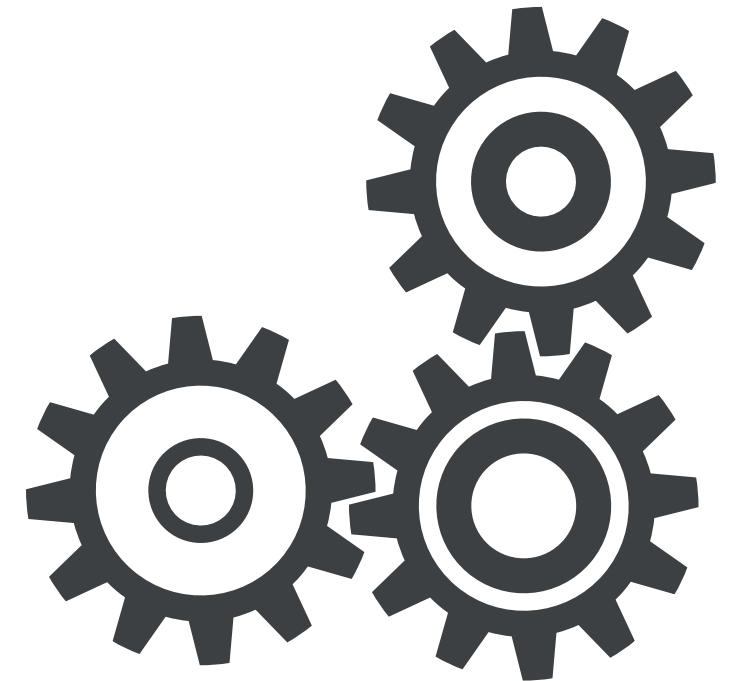


Lane Transit District

CUMMINS, GILLIG, PACPG

Contract Review

Finance Committee Presentation



CONTRACT NO. 2023-02-CUMMINS, 2023-02-GILLIG, 2023-02-PACPG

<u>BIDDER NAME</u>	<u>BID AWARD CATEGORY</u>	<u>BIDS RANKING</u>	<u>EXT. BID TOTALS (One (1) Each Part)</u>
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.

