



LANE TRANSIT DISTRICT BOARD OF DIRECTORS AGENDA PACKET

Wednesday, December 13, 2023
5:30 – 7:30 p.m.

IN-PERSON & VIRTUAL MEETING

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

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

Broadcasting: Watch live on channel 21 or via link: <https://metrotv.ompnetwork.org/>

WORK SESSION

	<u>ITEM</u>	<u>Time</u>	<u>Pag</u>
I.	CALL TO ORDER	5:30 p.m.	
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.	COMMENTS FROM BOARD PRESIDENT		
	<i>This agenda item provides an opportunity for the Board president to formally communicate with the Board on any current topics or items that may need consideration.</i>		
IV.	COMMENTS FROM THE GENERAL MANAGER / CHIEF EXECUTIVE OFFICER		
	<i>This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.</i>		
V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA		
	<i>This agenda item provides a formal opportunity for the Board president to announce additions to the agenda, and also for Board members to make announcements.</i>		
VI.	AUDIENCE PARTICIPATION	5:05 p.m.	
	<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 .		
A.	PUBLIC SAFETY UPDATE: <i>Materials Included</i>	5:11 p.m.	5
	Josh Schmit, Public Safety Manager & System Security Manager and John Ahlen, Accessible Services Program Manager		
	Action Needed: None. Information Only		
B.	RIDESOURCE PASSENGER PORTAL: <i>Materials Included</i>	5:40 p.m.	16
	John Ahlen, Accessible Services		
	Action Needed: None. Information Only		

	<u>Time</u>	<u>Page</u>
C. FLEET PROCUREMENT DISCUSSION: <i>Materials Included</i> Eric Evers, Director of Fleet Management Action Needed: None. Information Only	6:00 p.m.	24

**LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
EXECUTIVE SESSION**

	<u>Time</u>	<u>Page</u>
GENERAL MANAGER/ CHIEF EXECUTIVE OFFICER EVALUTION ORS 192.660(2)(l): TO REVIEW AND EVALUATE THE EMPLOYMENT-RELATED PERFORMANCE OF THE CHIEF EXECUTIVE OFFICER OF ANY PUBLIC BODY, A PUBLIC OFFICER, EMPLOYEE OR STAFF MEMBER WHO DOES NOT REQUEST AN OPEN HEARING. Mark Knudson, Senior Consultant Special Districts Association of Oregon Action Needed: Discussion and Approval	6:30 p.m.	53

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

<u>ITEM</u>	<u>Time</u>	<u>Page</u>
VII. AUDIENCE PARTICIPATION	7:45 p.m.	
VIII. <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. 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>		
X. EMPLOYEE OF THE MONTH – NOVEMBER & DECEMBER	7:50 p.m.	38
IX. BOARD MEMBER REPORTS <i>This report provides an overview of the topics that have been covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates.</i>		40
XI. CONTRACT NO. 2023-74 CAD/AVL IMPLEMENTATION SERVICES: <i>Materials Included</i> Scott Sorensen, IT Manager Action Needed: Adoption	8:15 p.m.	42

		Time	Page
XII.	CONTRACT NO. 2023-45: LES SCHWAB SERVICE CENTER Eric Evers, Director of Fleet Management Action Needed: Adoption	8:25 p.m.	46
XIII.	CONTRACT NO. 2023-82: STATE COOPERATIVE PURCHASE: GILLIG LLC: <i>Materials Included</i> Eric Evers, Director of Fleet Management Action Needed: Adoption	8:30 p.m.	49
XIV.	CONTRACT NO. 2023-81: STATE COOPERATIVE PURCHASE: NEW FLYER OF AMERICA, INC: <i>Materials Included</i> Eric Evers, Director of Fleet Management Action Needed: Adoption	8:35 p.m.	51
XI.	GENERAL MANAGER/ CHIEF EXECUTIVE OFFICER EVALUTION: <i>Materials Included</i> Mark Knudson, Senior Consultant Special Districts Association of Oregon Action Needed: Discussion and Approval	8:40 p.m.	53
XIII.	WRITTEN REPORTS – RESPOND IF QUESTIONS		
A.	DELEGATED AUTHORITY REPORT Wendi Frisbie, Chief Administrative Officer <i>This report provides a listing of contracts that the General Manager has signed under their delegated authority.</i>		55
B.	MONTHLY DEPARTMENT REPORTS – DECEMBER 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>		63
C.	ITEMS FOR ACTION OR INFORMATION AT A FUTURE MEETING <i>Attached is a list of action or information items that will be included on the agenda for future Board meetings.</i>		66
XVI.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD		67
XVII.	ADJOURNMENT	8:45 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

Time Page

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: December 13, 2023

ITEM TITLE: PUBLIC SAFETY UPDATE

PRESENTER: Josh Schmit, Public Safety Manager & System Security Manager and John Ahlen, Accessible Services Program Manager

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: None. Information Only

PURPOSE: Provide an update on Public Safety and the Transit Ambassador Program at Lane Transit District (LTD.)

DESCRIPTION: This presentation aligns in general with all of our adopted values, in particular safety by supporting a safe experience riding the system and delivering that service; and innovation as we implement new techniques and programs to provide a positive rider experience.

BACKGROUND: Everyone deserves a safe ride, a safe work-shift, and a safe experience aboard public transportation. With this in mind, LTD utilizes multiple tools in our mission to deliver a safe and comfortable experience for our riders. These include strategies such as safety-by-design in our built environment; systems to monitor and alert; and staffing and collaborative relationships to encourage positive behavior while using public transportation.

Today's presentation, will focus on the efforts of the steps that have been accomplished since the last Board presentation in March, 2023, which will include safety trends, and steps to continuously evaluate current needs.

We will discuss some of the ways we are meeting the challenges, including:

- Monitoring the System & Assessing Trends
- LTD Presence
- Technology & Innovation
- Ambassador Program/Employee Ridership

NEXT STEPS: Updates to the Board are included in the Board packet performance report and the Department Reports. Staff will continue to provide periodic staff updates at the Board meetings.

SUPPORTING DOCUMENTATION:

- 1) PowerPoint Presentation



Lane Transit District

EmX

OREGON
E267453
PUBSHELT OREGON

Public Safety Update
December 13, 2023

Lane Transit District | LTD.org



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

LTD Public Safety Department - Update



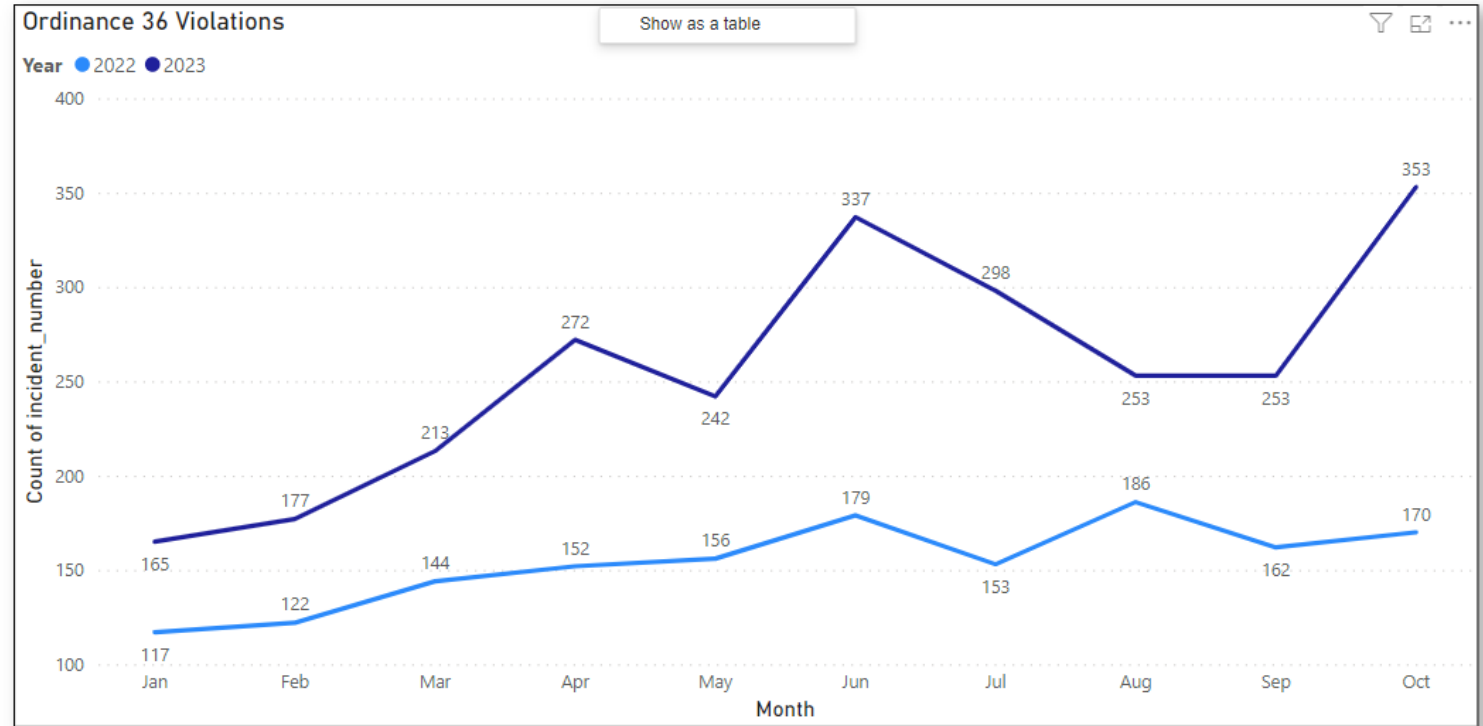
- Monitoring & Assessing Trends
- LTD Presence
- Technology & Innovation
- Ambassador Program/Employee Ridership

Response Through Monitoring & Assessing Trends

- Ordinance 36 tracking
- Industry comparisons -
 - American Bus Benchmarking Group (ABBG)
 - American Public Transportation Association (APTA)
 - Transportation Security Administration (TSA)
- Rider Code of Conduct
- Network with law enforcement and community groups
- Network with other public transit agencies

Response Through Monitoring & Assessing Trends

Ordinance 36 Violations



LTD Presence

- In the system - See and be seen
 - Public Safety Officers
 - Transportation Supervisors
 - Employees Riding the Bus
 - Ambassadors

LTD Presence - Passenger Inspecting

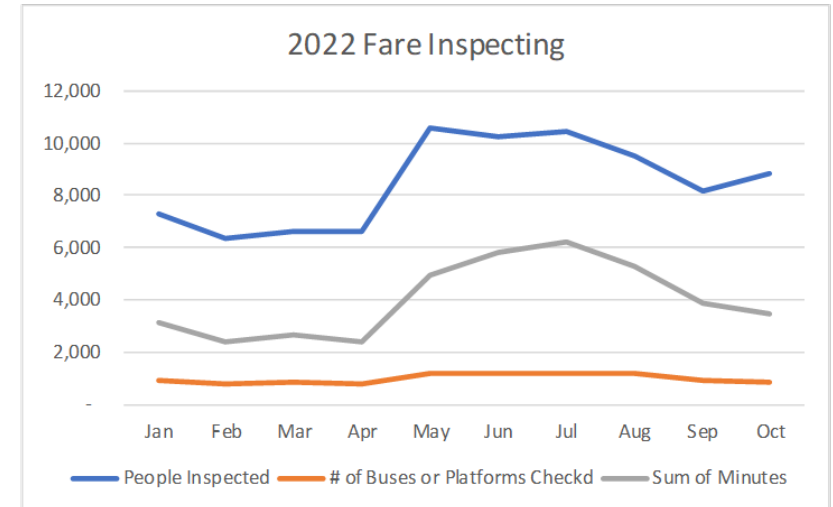
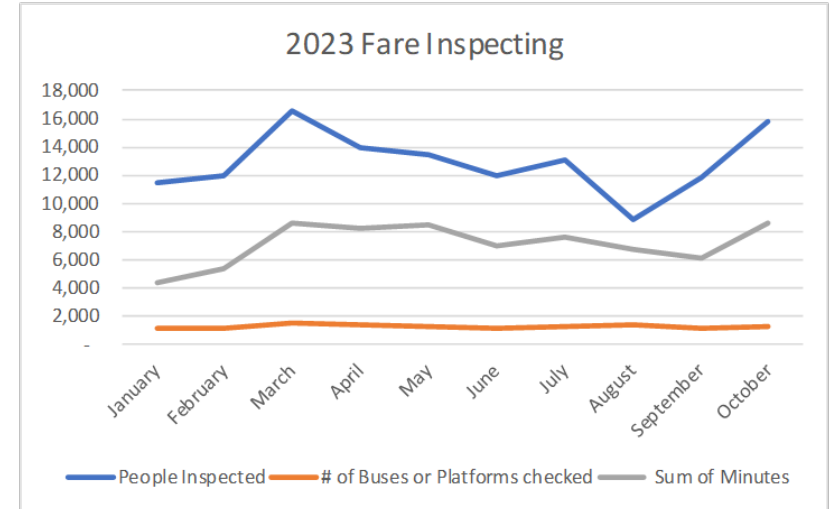


2023

Month	People Inspected	# of Buses or Platforms checked	Sum of 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	7,606
August	8,810	1,425	6,765
September	11,869	1,099	6,112
October	15,788	1,324	8,592
Grand Total	136,872	13,809	74,601

2022

Month	People Inspected	# of Buses or Platforms Checkd	Sum of Minutes
Jan	7,282	913	3,104
Feb	6,369	763	2,391
Mar	6,615	837	2,647
Apr	6,630	754	2,400
May	10,593	1,174	4,910
Jun	10,245	1,207	5,825
Jul	10,444	1,180	6,191
Aug	9,510	1,181	5,246
Sep	8,195	939	3,848
Oct	8,834	866	3,477
Grand Total	84,717	9,814	40,039

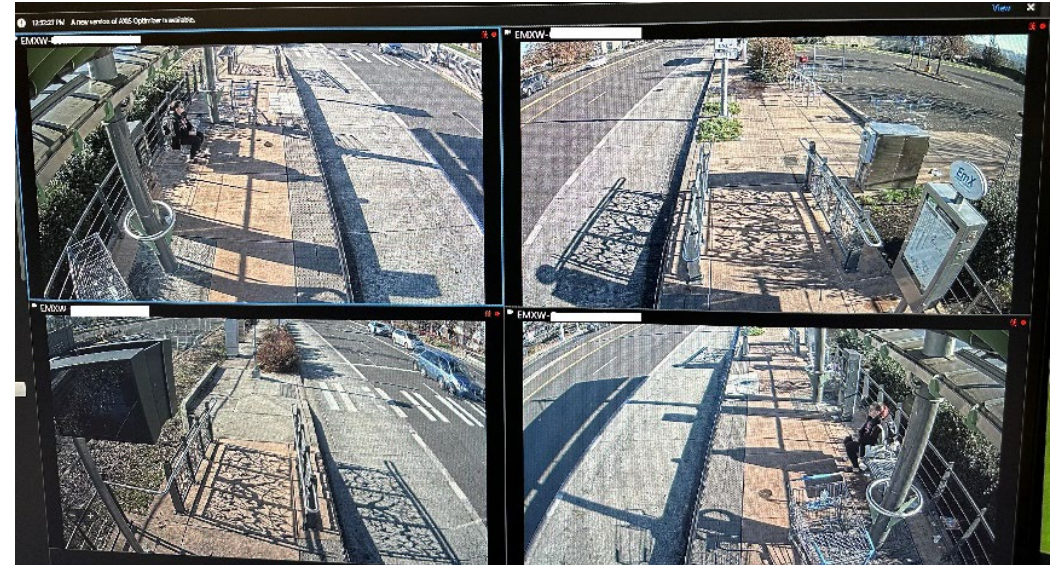


Technology and Innovation

- System security surveillance
- On-board camera systems
- Security assessment

Future –

- Electronic alert system
- Evaluating new technologies and strategies



■ LTD Ambassador Program/Employee Ridership



■ Questions?





AGENDA ITEM SUMMARY

DATE OF MEETING: December 13, 2023

ITEM TITLE: RIDESOURCE PASSENGER PORTAL

PRESENTER: John Ahlen, Accessible Services Program Manager

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: None. Information Only

PURPOSE: Provide the Board with an introduction to the RideSource Passenger Portal.

DESCRIPTION: This presentation aligns with our adopted values, in particular innovation as we implement new techniques and programs to provide a positive rider experience.

BACKGROUND: Prior to 2023, RideSource riders have been required to contact the RideSource Call Center to schedule their rides. Beginning this year, Lane Transit District (LTD) introduced the RideSource Passenger Portal, which allows riders to schedule their ADA Paratransit and NEMT rides through an online platform. Members can schedule their ride requests, make changes to their scheduled trips, cancel rides, and review ETAs for scheduled vehicles through the Passenger Portal. Rides scheduled on our internal fleet can be tracked by their riders in real time, and trip reminders and notifications can be sent via text, e-mail, or phone. This service is particularly valuable for members who prefer a technology centered solution for their ride scheduling, or whose disabilities make it challenging to schedule their trips using the Call Center. While this service is quite new, LTD anticipates that booking rides online will become an increasingly popular option for RideSource members in the future. In addition to being easy to use for riders, online trip scheduling also reduces strain on the Call Center and reduces wait times when someone does need to speak with a call center representative.

RideSource members can access the Passenger Portal on the LTD website (<https://www.ltd.org/RSPortal/>). This page also provides a video that shows members how to use the Passenger Portal.

A presentation will be provided to explain this topic in further detail and provide a demonstration of the Passenger Portal.

SUPPORTING DOCUMENTATION:

- 1) [Powerpoint Presentation](#)



RideSource Passenger Portal
December 13, 2023



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RideSource Passenger Portal

The screenshot displays the RideSource Passenger Portal interface. On the left is a blue navigation sidebar with the following items: a user profile icon for Mickey Mouse (Birth Date: 11/28/1988), Home Address: 6 W Q St, Springfield, Seat Type: Ambulatory, Home, My Trips (highlighted in yellow), Book a Trip, Bulletins, Profile, LTD.org, and Help. The main content area shows a calendar for March 2023. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat. Dates 2, 6, 9, 21, 22, 23, 26, 27, 28, 29, and 30 are highlighted in blue. Date 23 is also highlighted in red. Below the calendar, there is a legend for '23 Today' and 'fewer trips' (light blue) and 'more trips' (dark blue). At the bottom of the calendar view are two buttons: 'View Recurring Trips' and 'View All Future Trips'.

- Book trips for upcoming appointments or events
- View upcoming trips
- Edit or cancel a scheduled trip
- Get accurate ETAs of approaching vehicle
- Manage your personal profile

Empowering Riders

Mickey Mouse
Birth Date: 11/28/1988

Home Address:
6 W Q St, Springfield

Seat Type: Ambulatory

- Home
- My Trips
- Book a Trip
- Bulletins
- Profile
- LTD.org
- Help

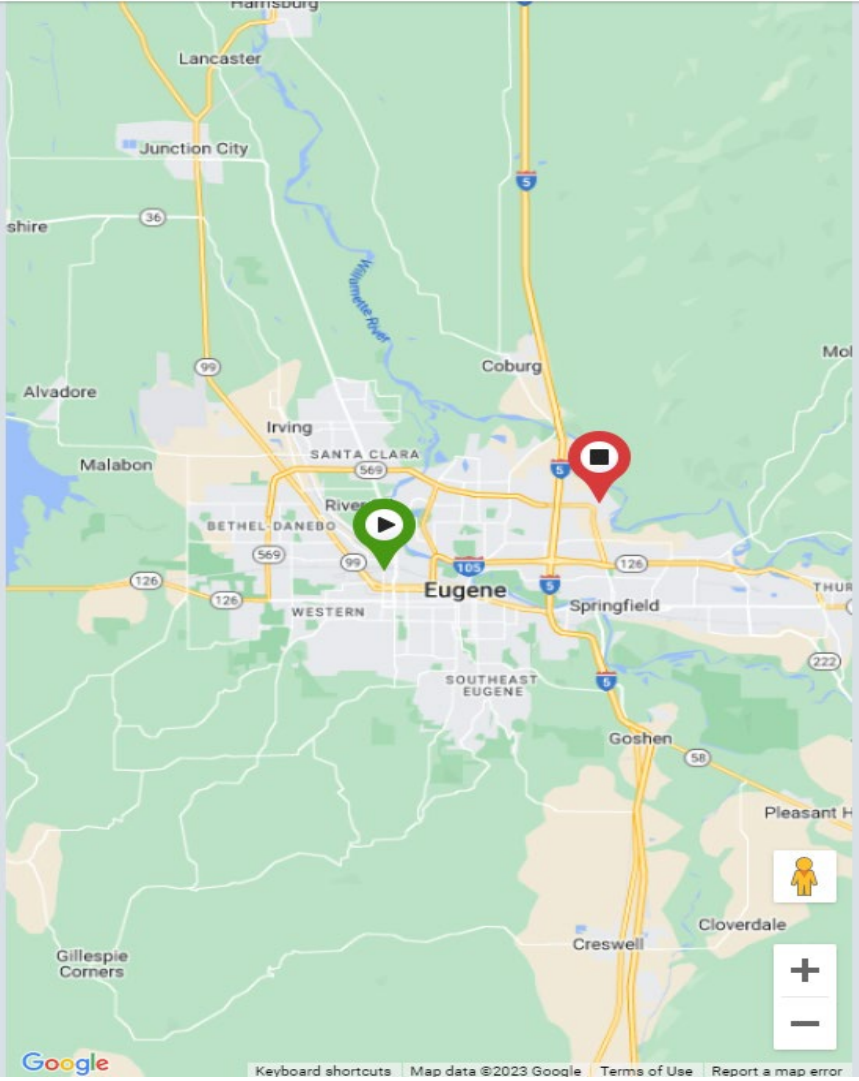
My Upcoming Trips

Sunday, March 26, 2023 at 8:20 AM

- PICK UP**
8:20 AM
6 W Q St, Springfield
- DROP OFF**
8:25 AM
Day Surgery At Riverbend, 3355 Riverbend Dr, #STE #110, Springfield
- RETURN**
10:25 AM
Return to 6 W Q St, Springfield

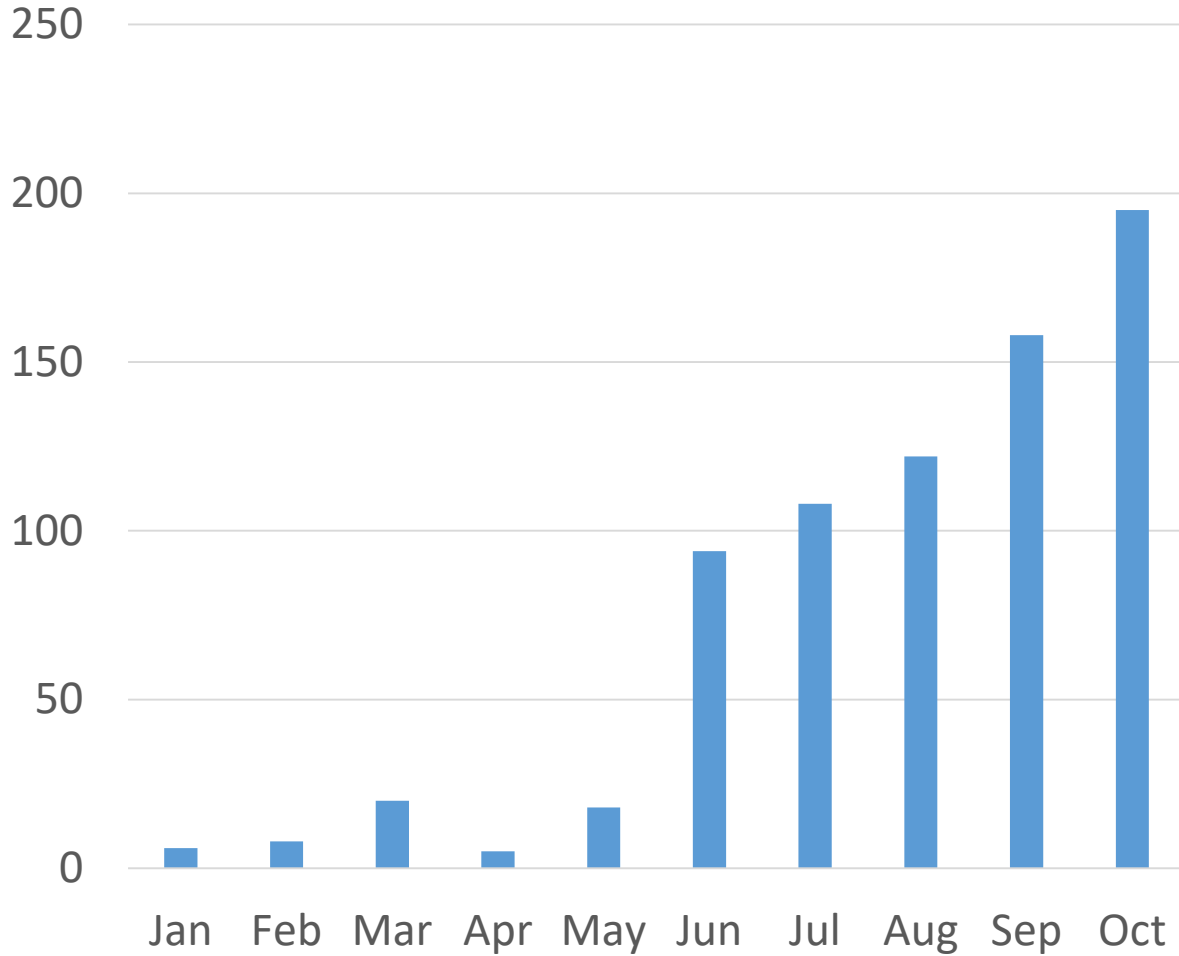
[View Map](#)

[View All Trips »](#)

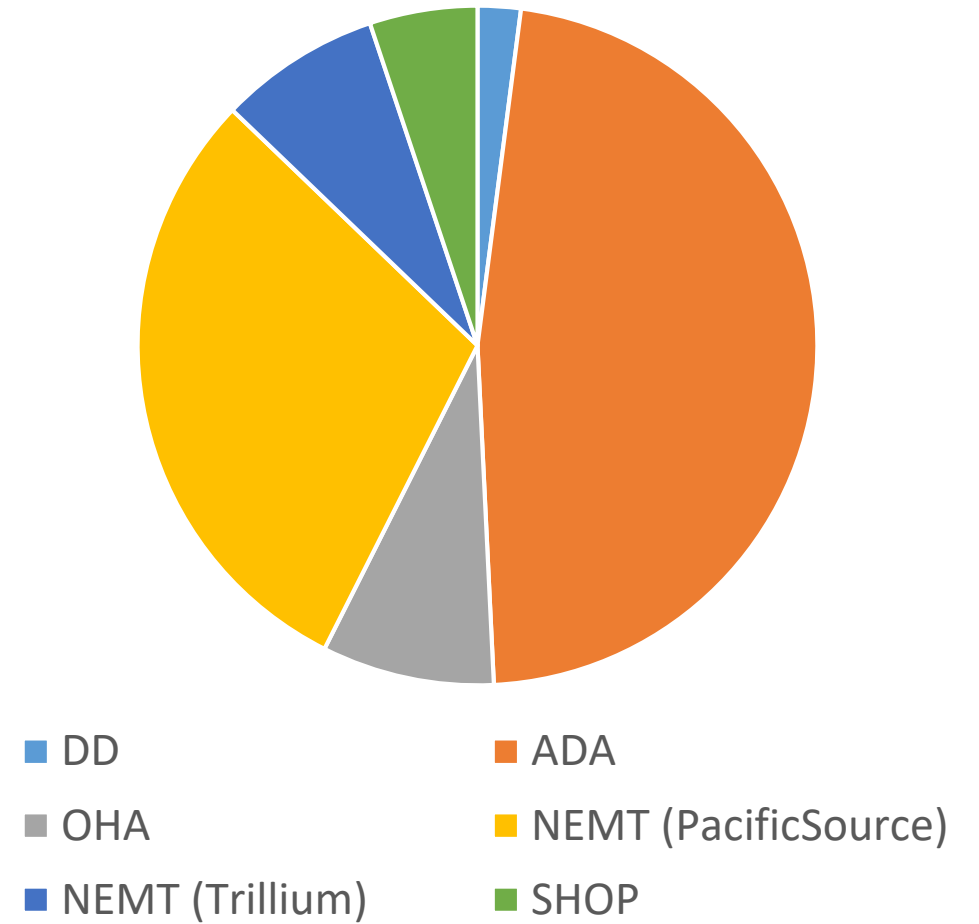


2023 Metrics

Passenger Portal Utilization

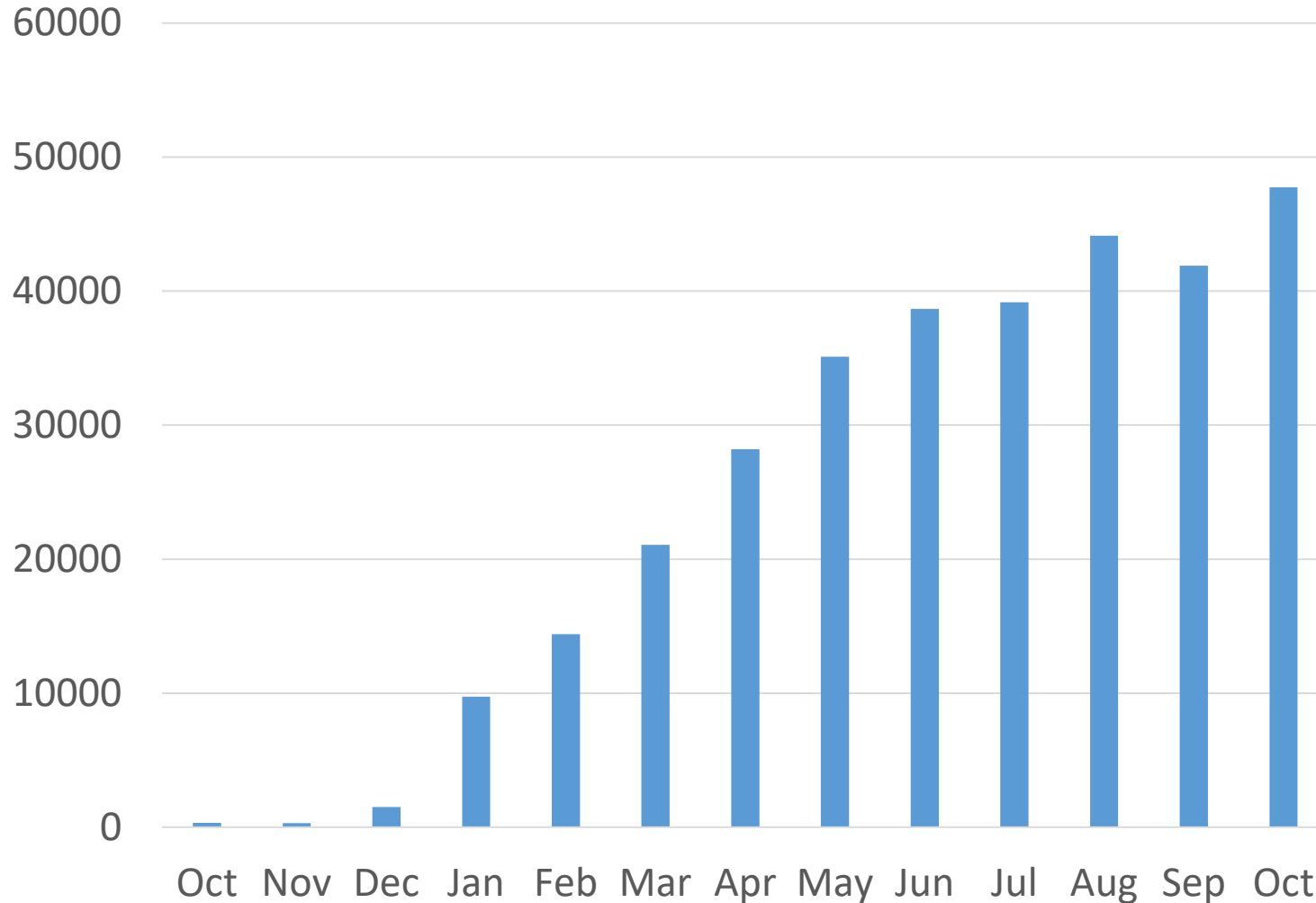


Passenger Portal Trip Types



Notification Metrics

Automated Trip Notifications



36% of all riders have opted in.

Q

&

A



Questions and Answers





Lane Transit District

Connecting our Community

Fleet Procurement Plan – Next Steps

December 2023

Lane Transit District | LTD.org



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OUTLINE



Board Adopted Policy

Where We Are and Where We Need to Be



Current State of Fleet

Fleet Make-up and State of Battery electric Bus (BEB) Fleet



Access to Propulsion Options

Major Components and Fuels



Summary & Considerations

PURPOSE:

Informed discussion on the number of buses and fuel type we procure as we look to the future.



Board Adopted Policy

Climate Action Policy



RESOLUTION NO. 2020-06-17-038

Adoption of a climate action policy *statement* and goals

Adopted by the lane transit district board of directors on the 17th day of June, 2020.

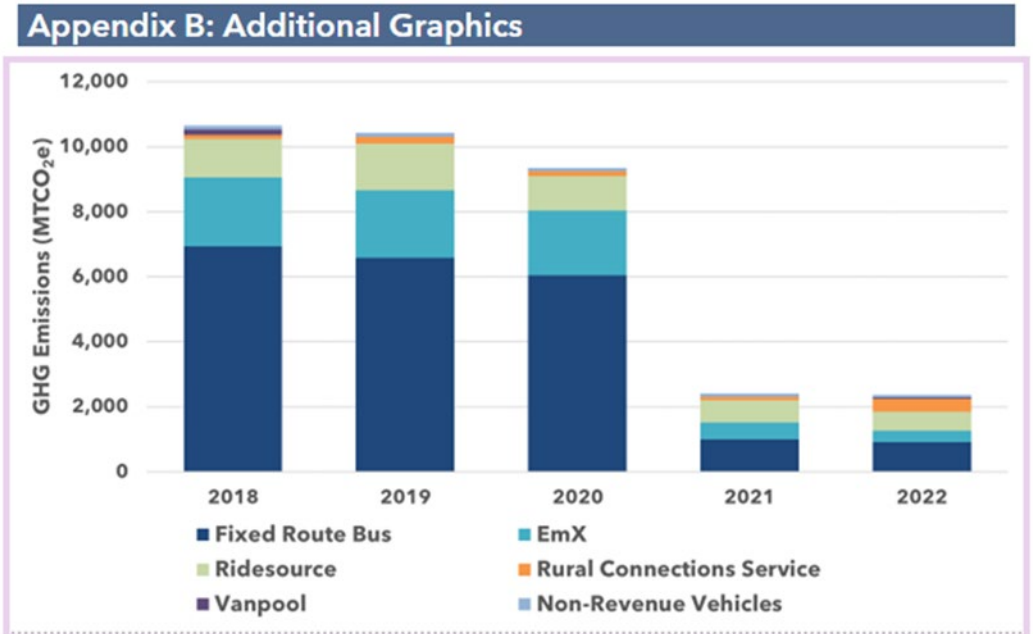
These are aggressive goals with emerging technologies.

Goal 1 – Short-term

- 25 Electric buses in 3 years – Current Fleet of 30 BEBs

Goal 2 - Long-term

- 100% fleet turnover and phase out of fossil fuels by 2035
 - With R99 we've transitioned away from Fossil Fuels by 99%.
- 75% GHG emissions reduction by 2030
 - Were already there...



Climate Action Policy (cont'd)



Goal 3 – Other considerations

- Deliberate exploration of emerging technology and fuels
 - We continue to engage through paid studies and memberships
 - *ZEBRA (Zero Emissions Bus Resource Alliance)*
 - *ABBG (American Bus Benchmarking Group)*
 - *APTA (American Public Transportation Association)*
 - *NW Alliance*
- Joint community GHG emission reduction goals with partner jurisdictions
- Iterative process to review progress & goals annually
 - *Parametrix*
 - Annual LTD FY Operations GHG Inventory (Audit)

CURRENT STATE OF FLEET

Fleet Posture



Clarifying Notes

- FTA Allowance for Spare Ratio is 20 Percent of peak buses (*Allowance when introducing Zero Emission*)
 - Goes against entire fleet...not each series
 - EmX Accounts for ~40% of Revenue Miles
 - Bus Down
 - Not available for service due to Defect or Preventative Maintenance Inspection (PMI)
 - Measured at Roll-Out each morning
 - This fluxes through out the day
-
- **EmX Fleet - 18 Total (Current 13 Peak)**
 - Average 4 Down for Defects Per Day
 - 6100 Series is Our Oldest Fleet...Only 1 Remaining (2 Awaiting Disposal)
 - 7 New Scheduled for Delivery Late Feb 2024
 - Planned Contingency Fleet
 - **60' Articulated (Artic) Fleet - 14 Total (Current Peak 14)**
 - Averages 2 Down Per Day...Below Spare Ratio

Fleet Posture (cont'd)



- **40 Foot Fleet - 48 Total (Current Peak 17)**
 - Averages 12 Down Per Day...Right At Spare Ratio
 - This Is Exacerbated by BEB Fleet Availability Rate
 - This Fleet Is the Back-Up for the BEBs and the Artics
 - Planned Contingency Fleet
- **BEB Fleet - 30 Total (Current Peak 22)**
 - (11 each 20200 Series and 19 each 22100 Series)
 - 20200 Fleet Averages 4 Down Per Day...36 %
 - 22100 Fleet Averages 6 Down Per Day...32%
 - First 16 Buses Went Into Service Between Sept and Dec 2022.
 - Fleet Sat Four (4) Months Due To Safety Recall and Solution Implementation
 - Last 3 Buses Went Into Service Between Sept and Oct 2023
 - Entire BEB Fleet Has Experienced Issues with Recall Solution

ACCESS TO PROPULSION OPTIONS

Buses and Propulsion



- **Buses**

- Gillig - Will Continue Support Customer Needs
 - New Flyer - Will Continue To Support Customer Needs
-

- **Engines (Cummins)**

- New X10 Engine (2027) Will Support Three Fuel Types (Diesel, Natural Gas, Hydrogen)
-

- **Fuel**

- Diesel (R99)
 - In Line With Oregon's Clean Fuel Program
 - Increase Production Every Year
- Battery Electric
 - Evolving Technology
 - Range/Reliability creates challenges
- Renewable Natural Gas
 - Developed Technology
 - Significant Infrastructure Cost
- Hydrogen
 - Evolving Technology
 - Significant Infrastructure Cost

CONSIDERATIONS

Recommendations



Order 38 Diesel Buses Over the Next 3 Years

- 30 40 Foot Diesel Buses
- 8 Artic Diesel Buses

- Supported by Community Investment Plan (CIP)

Questions?





AGENDA ITEM SUMMARY

DATE OF MEETING: December 13, 2023

ITEM TITLE: NOVEMBER EMPLOYEE OF THE MONTH

CHIEF OFFICER: Wendi Frisbie, Chief Administrative Officer

PRESENTER: Pamela Strutz, Director of Finance

ACTION REQUESTED: None. Information Only

BACKGROUND: Diana Williams has been selected to receive the November 2023 Employee of the Month (EOM) award. Diana was hired as an Accounting Technician on September 12, 2022.

Diana was recognized not only for being the top contributor in hours to the Enterprise Resource Solution project, as well as bringing tremendous support to her team by always being willing to assist with process questions and streamlining, but also for her part in the medical emergency that took place in the Finance office. Working with her peers and the 911 operator, Diana was able to reassure that help was on the way. She remained calm, spoke softly, acted quickly, and created a space for him to be safe and comfortable until emergency responders arrived.

When asked to comment on Diana's selection as EOM, Director of Finance Pam Strutz said:

"Diana is an integral part of the Finance team, and we commend her for her contributions both personally and professionally."

AWARD: Diana will attend the December 13, 2023, Board meeting to be introduced to the Board and receive her award.



AGENDA ITEM SUMMARY

DATE OF MEETING: December 13, 2023

ITEM TITLE: DECEMBER EMPLOYEE OF THE MONTH, THOM LOCKE

PRESENTER: Jake McCallum, Director of Transit Operations & Public Safety

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: None. Information Only

BACKGROUND: Thom Locke has been selected to receive the December 2023 Employee of the Month (EOM) award. Thom was hired as a Bus Operator in July 2015; and during that time, he was awarded EOM – June 2019; Safe Driving Award awarded for 5 years.

Thom Locke has been a Transit Ambassador on several different routes. His co-workers have noted: He is super helpful to his fellow operators and all of the customers. He is great with the kids, elderly, and the homeless. It doesn't seem to matter who it is. He gets to know the customer and their story. He shows that he doesn't do this because it is his job, he does it because it is the type of person he is. He is a great representative for Lane Transit District.

When asked to comment on Thom's selection as EOM, Jeff Hadden said:

"Thom was nominated to be December's Employee of the Month for helping an out of town traveler with a tight time frame get to the Amtrak bus at Knight Law School, so she could make it home that night. Thom took the time to, not only start work early to assist the weary traveler, but also got on the bus with her to make sure got to her destination in time to make her connection. Thom is a great ambassador for LTD and this is only one story of many, that reflects his excellent customer service and dedication to our community."

AWARD: Thom will attend the December 13, 2023, Board meeting to be introduced to the Board and receive his award.



AGENDA ITEM SUMMARY

DATE OF MEETING:	December 13, 2023
ITEM TITLE:	BOARD MEMBER REPORTS
PREPARED BY:	Allie Brusasco, Board Administrator
CHIEF OFFICER:	Jameson Auten, Chief Executive Officer
ACTION REQUESTED:	None. Information Only

BACKGROUND: The Lane Transit District (LTD) 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; Chief Executive Officer Jameson Auten is the District's ex-officio attendee. MPC meetings are held on the first Thursday of each month. At the November 2, 2023 meeting, committee members discussed the following:

- Adjustments to the Agenda/Announcements from MPC members
- Amendment to the Metropolitan Policy Committee Bylaws to include Coburg in CFEC Governance structure
- Metropolitan Planning Organization (MPO) Issues
 - Transportation, Housing and Urban Development (THUD)
 - Eugene Connecting Communities Grant Letter of Support Update
 - MPO Promoting Resilient Operations for Transformative, Efficient and Cost-saving Transportation (PROTECT) Grant Program Letter of Support Update
 - Link Lane Transit Development Plan
 - Transportation Options (TO) Program Updates

The next meeting is scheduled for January 4, 2024. For more information about MPC, please go to: <https://www.lcog.org/346/Metropolitan-Policy-Committee>.

2. **Strategic Planning Committee (SPC):** This committee generally meets monthly and is composed of Board members Gino Grimaldi and Peter Knox, members of local units of government, and community representatives. At the November 28, 2023 meeting, committee members discussed the following:

- Lane Transit District's Current State, Range of Possibilities and Path Forward

. The next meeting is scheduled for January 23, 2024.

3. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes

representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. Board Member Heather Murphy serves as LTD's representative, Chief Executive Officer, Jameson Auten is the alternate. At the November 8, 2023 meeting, committee members discussed:

- LaneACT members and officers
- LaneACT Member & Area Priority Needs
- LaneACT 2024-25 Work Plan
- Oregon intercity bus and passenger rail service

The next meeting is scheduled for December 13, 2023. 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 LCOG Board of Directors as a non-voting member; Board member Michelle Webber is the alternate. At the September 28, 2023 meeting committee members discussed:

- FY24 Proposed Budget
- Public Contracting Rules

The next meeting is scheduled for October 26, 2023. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/bc-bod>.



AGENDA ITEM SUMMARY

DATE OF MEETING:	December 13, 2023
ITEM TITLE:	CONTRACT NO. 2023-74: INTUEOR CONSULTING, INC.
PRESENTER:	Scott Sorensen, IT Manager
CHIEF OFFICER:	Jameson Auten, Chief Executive Officer
ACTION REQUESTED:	Adoption

PLEASE DISCLOSE ANY ACTUAL OR POTENTIAL CONFLICT OF INTEREST.

PURPOSE: To authorize the Chief Executive Officer to execute a contract with Intueor Consulting, Inc. for Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL) System Upgrade Implementation Oversight and Support as well as a Gap Analysis for the District's Computer Aided Dispatch (CAD) and Automatic Vehicle Location (AVL) onboard bus Intelligent Transportation Systems (ITS).

DESCRIPTION: Lane Transit District's (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: On September 25, 2023, LTD issued a Requests for Proposal No. 2023-74 seeking qualified contractors or firms capable providing implementation services for the Trapeze/Vontas CAD/AVL System. On October 11, 2023, (Proposal Due Date), one proposal was received from Intueor Consulting in the amount of \$417,956.13.

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, references, and proposal pricing.

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

CONSIDERATIONS: The funding is set under grant number 21-24-0142. The total project is \$417,956.13. The oversight and support are a key part of our CAD/AVL upgrade project providing experienced expertise and in-depth analysis on a foundational part of our overall ITS system. 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.

ALTERNATIVES:

1. Deny the approval of the new contract and request team to re-solicit for this installation service. This would result in a delay of installation and use of the new CAD/AVL upgrade.
2. Deny the approval of the new contract and postpone the purchase of this installation service to a later date.

SUPPORTING DOCUMENTATION:

- 1) ITS Topologies Board
- 2) Resolution No. 2023-12-13-043

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-12-13-043:

It is hereby resolved that the LTD Board of Directors approves Contract No.2023-74 as presented [amended].



RESOLUTION NO. 2023-12-13-043

AUTHORIZING THE GENERAL MANAGER TO ENTER INTO CONTRACT NO. 2023-74 WITH INTUEOR CONSULTING, INC FOR THE PURPOSE OF CAD/AVL IMPLEMENTATION SERVICES

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;

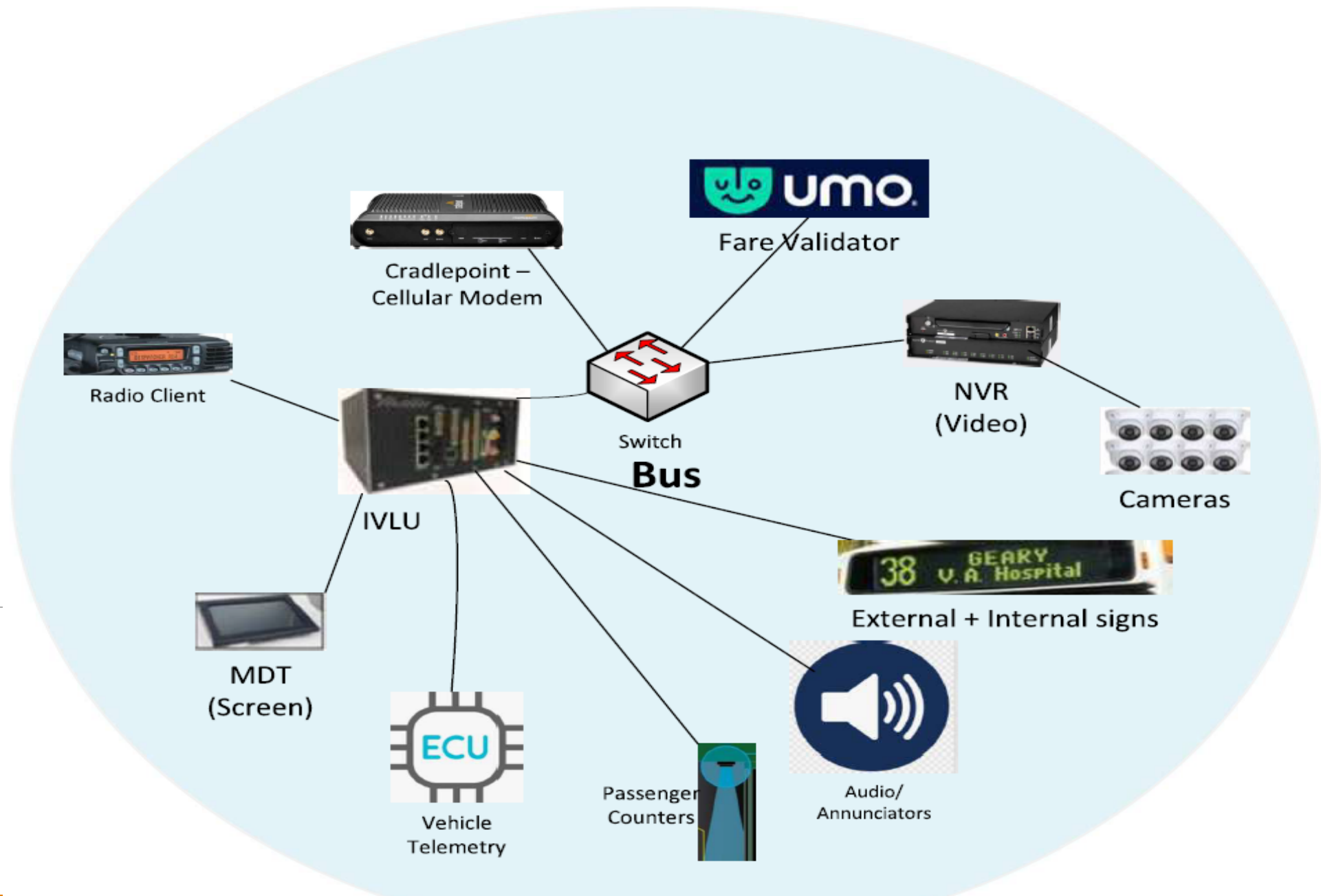
WHEREAS, pursuant to LTD resolution No. 2021-09-15-043, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding \$249,999;

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or their designee, is hereby authorized to: (a) negotiate and enter into a contract with Intueor Consulting, Inc. for the purpose of CAD/AVL Implementation Services in an amount not-to-exceed \$417,956.13; and (b) as needed, execute amendments to the contract not to exceed \$41,795.61.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 13 DAY OF DECEMBER, 2023.

Board President, Gino Grimaldi





AGENDA ITEM SUMMARY

DATE OF MEETING: December 13, 2023

ITEM TITLE: CONTRACT NO. 2023-45: LES SCHWAB SERVICE CENTER

PREPARED BY: Eric Evers, Director of Fleet Management

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: Adoption

Please Disclose any actual or potential conflict of interest.

PURPOSE: To authorize the General Manager to execute a new contract with Les Schwab Warehouse Center for the facilitation of on-demand purchases of new Bus Tires and Tires Repair and Disposition Services to maintain and service the Lane Transit District (LTD) bus fleet.

DESCRIPTION: LTD's bus fleet relies on safety and quality, along with responsible spending to achieve this. The current contracts for bus tires and tire services are nearing the end of their contract terms. LTD Fleet Maintenance prepared their current data surrounding tire and service needs and requested a new procurement.

BACKGROUND: On September 13, 2023, Lane Transit District (LTD) released **Invitation for Bid (IFB) No. 2023-45** seeking bids from qualified firms capable of providing new bus tires and provide on-demand bus tire repair and disposition services for maintaining the LTD fleet. On October 11, 2023, bid responses were received from five (5) firms, shown in the bid tally table below. After a thorough review of the bids, Les Schwab Warehouse Center was identified as providing the lowest responsive and responsible bid meeting specifications for the identified tires and tires services. Prices were identified for estimated purchases for one year, and extended for up to five (5) years.

VENDOR	TIRES PURCHASES	TIRES SERVICES	TOTAL COMBINED PURCHASES
Les Schwab Service Center	\$971,777.90	\$654,890.40	\$1,626,668.30
Wyatts Tire Co	\$1,118,210.00	\$799,005.00	\$1,917,215.00
Superior Tire Service	\$1,163,210.90	\$865,033.60	\$2,028,244.50
Jacob's Discount Tires	Did Not Meet Specifications	1,872,000.00	Unable to Calculate
Pomps Tire Services	Incomplete Bid	Incomplete Bid	Unable to Calculate

CONSIDERATIONS: The total contract value is not-to-exceed \$1,626,668.30. This purchase was included in our Capital Investment Plan (CIP) as part of our State of Good Repair Fleet Projects for Specialized Services Fleet Replacement. This project is covered from our operational funds.

ALTERNATIVES:

1. Deny the approval of the new contract and request team to re-solicit for this installation service. This would result in a delay of the purchase of new bus tires and tires repair and disposition services.
2. Deny the approval of the new contract and postpone the purchase of this installation service to a later date.

SUPPORTING DOCUMENTATION:

Resolution No. 2023-12-13-044

PROPOSED MOTION:

I move adoption of LTD Resolution No. 2023-12-13-044:

It is hereby resolved that the LTD Board of Directors approves Contract No. 2023-45 as presented [amended].



RESOLUTION NO. 2023-12-13-044

AUTHORIZING THE GENERAL MANAGER TO ENTER INTO CONTRACT NO. 2023-45 WITH LES SCHWAB SERVICE CENTER FOR THE PURPOSE OF BUS TIRES AND TIRE REPAIR

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 Finance Committee has reviewed the Agenda Item Summary and accompanying resolution regarding the proposed contract between LTD and Les Schwab Service Center on December 6, 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 their designee, is hereby authorized to: (a) negotiate and enter into a contract with Les Schwab Service Center for the purpose of new bus tires and services for repair, requalification, retread, and disposal of tires in an amount not to exceed \$1,626,668.30; and (b) as needed, execute amendments to the contract not to exceed a cumulative total \$162,666.83.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 13 DAY OF DECEMBER 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: December 13, 2023
ITEM TITLE: CONTRACT NO. 2023-82 STATE COOPERATIVE PURCHASE: GILLIG LLC
PREPARED BY: Eric Evers, Director of Fleet Management
CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer
ACTION REQUESTED: Adoption

PLEASE DISCLOSE ANY ACTUAL OR POTENTIAL CONFLICT OF INTEREST.

PURPOSE: To authorize the general manager to execute a contract with Gillig LLC for the purpose of purchasing up to thirty (30) 40' Diesel Heavy Duty Bus to be used for our fixed route service.

DESCRIPTION: Federal Transit Administration (FTA) considers heavy-duty buses to have a minimum useful life at 12-years or 500,000 miles. All vehicles identified to be replaced have already exceeded their minimum life and allowing for this purchase will ensure that vehicles get replaced on schedule to continue to provide service. Currently our EmX service provides approximately 40% of our overall ridership to our community.

BACKGROUND: Procurement has reviewed the current cooperative contracts, also previously successfully finding it meets the requirements and is in the best interest to utilize for this purchase.

The total contract value is up to \$19,800,000. This purchase was included in our Capital Investment Plan (CIP) as part of our State of Good Repair for our Ten-Year Fixed Route Fleet Replacement. This purchase has identified funding utilizing Statewide Transportation Improvement Funds and Urbanized Area Formula Funds (Section 5307).

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

ALTERNATIVES:

1. Deny the approval of the new contract and request team to solicit for these buses, not utilizing a cooperative. This would result in a delay of putting the bus into service and with the supply chain issues, it could also impact the delivery timeline substantially.
2. Deny the approval of the new contract and postpone the purchase of the bus to a later date.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2023-12-13-045

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-12-13-045:

It is hereby resolved that the LTD Board of Directors approves Contract No. 2023-82 as presented [amended].



RESOLUTION NO. 2023-12-13-045

AUTHORIZING THE GENERAL MANAGER TO ENTER INTO A CONTRACT WITH GILLIG, LLC FOR THE PURPOSE OF PURCHASING BUSES

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

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

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

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

- 1) The contract shall be in compliance with all applicable laws and regulations.
- 2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Gillig, LLC for the purpose of up to Thirty (30) 40' buses in an amount not to exceed \$19,800,000; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$250,000.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 13th DAY OF DECEMBER 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: December 13, 2023

ITEM TITLE: CONTRACT NO. 2023-81 STATE COOPERATIVE PURCHASE: NEW FLYER OF AMERICA, INC.

PREPARED BY: Eric Evers, Director of Fleet Management

CHIEF OFFICER: Cosette Rees, Chief Customer Experience Officer

ACTION REQUESTED: Adoption

PLEASE DISCLOSE ANY ACTUAL OR POTENTIAL CONFLICT OF INTEREST.

PURPOSE: To authorize the general manager to execute a contract with New Flyer of America, Inc. for the purpose of purchasing up to eight (8) 60' Diesel Heavy Duty Bus to be used for our fixed route service.

DESCRIPTION: Federal Transit Administration (FTA) considers heavy-duty buses to have a minimum useful life at 12-years or 500,000 miles. All vehicles identified to be replaced have already exceeded their minimum life and allowing for this purchase will ensure that vehicles get replaced on schedule to continue to provide service.

BACKGROUND: Procurement has reviewed the current cooperative contracts, also previously successfully finding it meets the requirements and is in the best interest to utilize for this purchase.

The total contract value is up to \$7,200,000. This purchase was included in our Capital Investment Plan (CIP) as part of our State of Good Repair for our Ten-Year Fixed Route Fleet Replacement. This purchase has identified funding utilizing Statewide Transportation Improvement Funds and Urbanized Area Formula Funds (Section 5307).

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

ALTERNATIVES:

1. Deny the approval of the new contract and request team to solicit for these buses, not utilizing a cooperative. This would result in a delay of putting the bus into service and with the supply chain issues, it could also impact the delivery timeline substantially.
2. Deny the approval of the new contract and postpone the purchase of the bus to a later date.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2023-12-13-046

PROPOSED MOTION: I move adoption of LTD Resolution No. 2023-12-13-046:

It is hereby resolved that the LTD Board of Directors approves Contract No. 2023-81 as presented [amended].



RESOLUTION NO. 2023-12-13-046

AUTHORIZING THE GENERAL MANAGER TO ENTER INTO CONTRACT NO. 2023-81 WITH NEW FLYER OF AMERICA, INC. FOR THE PURPOSE OF PURCHASING BUSES

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 Finance Committee reviewed the Agenda Item Summary and accompanying resolution regarding the proposed contract between LTD and New Flyer of America, Inc. on December 13, 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 designee, is hereby authorized to: (a) negotiate and enter into a contract with New Flyer of America, Inc. for the purpose of up to eight (8) 60' buses in an amount not to exceed \$7,200,000; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$250,000.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 13th DAY OF DECEMBER 2023.

Board President, Gino Grimaldi



AGENDA ITEM SUMMARY

DATE OF MEETING: December 13, 2023
ITEM TITLE: CHIEF EXECUTIVE EVALUATION
PREPARED BY: Allie Brusasco, Board Administrator
CHIEF OFFICER: Jameson Auten, General Manager/Chief Executive Officer
ACTION REQUESTED: None. Information Only

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. The Chief Executive Officer evaluation review will take place in Executive session during the Board meeting on December 13, 2023.

SUPPORTING DOCUMENTATION:

- 1) Summary – LTD CEO Evaluation

Proposed Motion:

I move approval of Chief Executive Evaluation as presented



RESOLUTION NO. 2022-08-17-047

**APPROVAL OF THE ANNUAL PERFORMANCE REVIEW FOR THE LANE TRANSIT DISTRICT
GENERAL MANAGER/CHIEF EXECUTIVE OFFICER**

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

WHEREAS, Mr. Jameson Auten began employment with Lane Transit District on November 1, 2022;

WHEREAS, staff contracted with Special Districts Association of Oregon (SDAO) to assist with the development of a review process, timeline, and evaluation criteria;

WHEREAS, at its August 16, 2023, regular meeting, the Board approved the process, timeline, and evaluation criteria presented by SDAO; and,

WHEREAS, at its December 13, 2023, regular meeting the Board performed the annual review of Lane Transit District’s General Manager/Chief Executive officer in public session.

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

Approving a favorable annual performance review of the General Manager/Chief Executive Officer.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 13th DAY OF DECEMBER 2023.

Board President, Gino Grimaldi

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
11/3/2023	Sarah Koski	Operations Liaison	Personal Services	Nov 6, 2023 - May 6, 2024	\$125,100.00		C. Rees	New Contract
11/11/2023	White Bird Clinic	Urgent Need Crisis Transportation	Professional Services	Jul 1, 2019 - Mar 31, 2024	\$519,813.67	\$569,795.75	J. Ahlen	Amendment to extend services for 5 months and increase the NTE amount.
11/11/2023	Harvey & Price	HVAC Services	Goods & Services	Dec 1, 2019 - Nov 30, 2024	\$193,007.00	\$285,548.00	M. Imlach	Amendment to clarify services and updated NTE amount.
11/13/2023	Upward, Inc.	On-Call Snow and Ice Removal	Personal Services	Nov 1, 2023 - Apr 30, 2028	\$108,480.00		M. Imlach	New Seasonal Contract
11/13/2023	Alternative Work Concepts	Transit Host and Training Services	Professional Services	Jul 1, 2019 - Mar 31, 2024	\$845,084.00	\$933,113.58	J. Ahlen	Amendment to extend services for 5 months and increase the NTE amount.
11/16/2023	Pacific Armored	TVM & Cash Counting Services	Professional Services	May 25, 2018 - May 31, 2024	\$142,750.00	\$182,750.00	P. Strutz	Amendment to extend services, update SOW, Key Personnel and NTE amount.
11/28/2023	Omlid & Swinney	Fire and Backflow Compliance	Professional Services	Jan 1, 2024 - Dec 31, 2025	\$118,817.00		M. Imlach	New Contract
11/28/2023	City of Cottage Grove	South Lane Connector Services	Assignment and Assumption	Dec 31, 2023 - Mar 31, 2024	\$486,189.00	\$684,083.00	J. Ahlen	Amendment to extend services for 3 months and increase the NTE amount.
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES
11/1/2023	Surata Soyfoods	Group Pass Program	Agreement	ongoing until termination	\$1,235.76	19	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/3/2023	Organic Materials Review Institute	Group Pass Program	Agreement	ongoing until termination	\$4,460.40	59	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/3/2023	WOW Hall	Group Pass Program	Agreement	ongoing until termination	\$756.00	10	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/5/2023	The Gordon Hotel	Group Pass Program	Agreement	ongoing until termination	\$1,951.20	30	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/5/2023	AccessOne	Group Pass Program	Agreement	ongoing until termination	\$756.00	10	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/5/2023	4J Transition-Connections	Group Pass Program	Agreement	ongoing until termination	\$650.40	10	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/6/2023	Oregon Hostel	Group Pass Program	Agreement	ongoing until termination	\$650.40	10	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/6/2023	Oregon Outreach Clinic	Non-Profit Pass Program	Agreement	ongoing until termination	varies	varies	P. Walsh	New Contract
11/9/2023	Northwest Youth Corps	Group Pass Program	Agreement	ongoing until termination	\$1,814.40	24	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/9/2023	Alko Hotels	Group Pass Program	Agreement	ongoing until termination	\$1,626.00	25	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
11/9/2023	LCOG Senior & Disabled Services	Group Pass Program	Agreement	ongoing until termination	\$15,422.40	204	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/11/2023	Whitewater Designs	Group Pass Program	Agreement	ongoing until termination	\$650.40	10	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/13/2023	Homes for Good - MLK	Group Pass Program	Agreement	ongoing until termination	\$3,213.00	51	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/17/2023	Pivot Architecture	Group Pass Program	Agreement	ongoing until termination	\$1,951.20	30	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/22/2023	The Arc of Lane County	Group Pass Program	Agreement	ongoing until termination	\$3,931.20	52	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
11/27/2023	Merete Hotel Management	Group Pass Program	Agreement	ongoing until termination	\$3,772.32	58	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
10/9/2023	Alternative Work Concepts	Fixed Route Transit Host & Associated Services	Professional Services	Jul 1, 2019 - Oct 31, 2023	\$633,813.00	\$714,646.33	J. Ahlen	Amendment to extend services for 3 months and increase the NTE amount.
10/13/2023	Darren Muci	Procurement Technical Assistance	Personal Services	Aug 1, 2023 - Jul 31, 2024	\$120,000.00		W. Frisbie	New Contract
10/17/2023	Lane Council of Governments	South Lane County Transportation Services	IGA	Jul 1, 2023 - Mar 31, 2024	\$26,250.00		J. Ahlen	Amendment to extend services and update compensation amount.
10/18/2023	MPI Consulting, Inc.	Accounting Services	Personal Services	Jun 8, 2023 - Jun 7, 2024	\$9,900.00	\$19,900.00	P. Strutz	Amendment to increase NTE amount.
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES
10/5/2023	Best Western New Oregon	Group Pass Program	Agreement	ongoing until termination	\$975.60	15	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/5/2023	DPI Security	Group Pass Program	Agreement	ongoing until termination	\$1,626.00	25	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/5/2023	Bridgeway House	Group Pass Program	Agreement	ongoing until termination	\$2,268.00	30	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/13/2023	Eugene Alliance for Somatic Education	Group Pass Program	Agreement	ongoing until termination	\$650.40	10	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/18/2023	Homes for Good Madrone Program	Group Pass Program	Agreement	ongoing until termination	\$2,872.80	38	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/19/2023	Incline Mangement, Inc.	Group Pass Program	Agreement	ongoing until termination	\$5,528.40	85	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/20/2023	Homes for Good Bridges on Broadway	Group Pass Program	Agreement	ongoing until termination	\$2,646.00	35	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/20/2023	La Quinta Inn & Suites	Group Pass Program	Agreement	ongoing until termination	\$1,170.72	18	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/23/2023	The Kiva Grocery	Group Pass Program	Agreement	ongoing until termination	\$3,121.92	48	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/25/2023	Opportunity Village Eugene	Group Pass Program	Agreement	ongoing until termination	\$2,646.00	35	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/25/2023	Looking Glass Counseling	Group Pass Program	Agreement	ongoing until termination	\$2,268.00	30	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/25/2023	Home2Suites University	Group Pass Program	Agreement	ongoing until termination	\$650.40	10	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/25/2023	Public Defender Services	Group Pass Program	Agreement	ongoing until termination	\$2,406.48	37	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
10/25/2023	Red Barn Natural Grocery	Group Pass Program	Agreement	ongoing until termination	\$1,436.40	19	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/25/2023	NextStep Recycling	Group Pass Program	Agreement	ongoing until termination	\$1,360.80	18	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.
10/25/2023	East Blair Housing Cooperative	Group Pass Program	Agreement	ongoing until termination	\$650.40	10	P. Walsh	Amendment to clarify Definitions, Payment to LTD and Termination.

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Lane Transit District Operations Report

October, 2023

A. Ridership	<u>22-Oct</u>	<u>23-Oct</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
EmX Boardings:						
Average Daily Weekday	9,255	10,097	9%	7,441	8,398	13%
Average Daily Saturday	6,353	6,782	7%	5,182	6,004	16%
Average Daily Sunday	4,242	4,875	15%	3,703	4,196	13%
Fixed Route Boardings:						
Average Daily Weekday	12,709	13,192	4%	10,332	11,593	12%
Average Daily Saturday	6,360	6,457	2%	5,751	6,404	11%
Average Daily Sunday	4,489	5,913	32%	3,944	4,478	14%
Specialized Services Boardings (Totals):						
ADA Paratransit	6,530	9,564	46%	53,079	78,782	48%
Medicaid	18,028	23,907	33%	177,996	192,922	8%
Mental Health Program	314	482	54%	2,938	4,412	50%
Oakridge Diamond Express	545	613	12%	5,139	5,885	15%
Florence Rhody Express	554	498	-10%	4,468	5,561	24%
Cottage Grove Connector	969	1,134	17%	9,041	11,548	28%
Total Ridership	26,940	36,198		252,661	299,110	

B. Accidents	<u>22-Oct</u>	<u>23-Oct</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
Preventable	3	2	-33%	40	51	28%
Non-Preventable	8	3	-63%	39	54	38%
Total Accidents *The Accident/Review Committee did not meet - to be updated in September						

C. Public Safety	<u>22-Oct</u>	<u>23-Oct</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
Total Ordinance Violations	170	354	108%	1,541	2,564	66%
Fare Inspections	8,834	15,788	79%	84,717	136,872	62%
Fare Exclusions	15	37	147%	148	328	122%
Operator Assaults	N/A	4			8	
Passenger Assaults	N/A	4			9	

D. Fleet Maintenance	<u>22-Oct</u>	<u>23-Oct</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
Miles Between Road Calls	19,556	16,818	-14%	11,229	11,422	2%
Repair Cost Per Mile - 13 Month	\$1.09	\$1.51	39%	\$1.22	\$1.43	17%
PM Cost Per Mile - 13 Month	\$0.17	\$0.20	18%	\$0.17	\$0.17	0%

E. Cust. Svc.- Fixed Route	<u>22-Oct</u>	<u>23-Oct</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
On-time Performance	92.7%	90.4%	-2%	94.3%	92.0%	-2%
Complaints per 100k Boardings(FR)	7	5	-29%	62	76	23%
Calls Recvd. - Customer Service	1,670	1,946	17%	14,752	18,745	27%
Calls Answered under :30	1,463	1,588	9%			

F. Cust. Svc. - RideSource	<u>22-Oct</u>	<u>23-Oct</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
On-time Performance	85.31	90.19	6%			
Complaints per 100k Boardings(RS)	413	292	-29%	337	402	19%
Calls Received - RideSource	20,409	20,216	-1%			
Calls Answered under :30	77.4%	86.9%	12%			

Lane Transit District Operations Report

September, 2023

A. Ridership	<u>22-Sep</u>	<u>23-Sep</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
EmX Boardings:						
Average Daily Weekday	7,223	8,387	16%	7,241	8,203	13%
Average Daily Saturday	4,558	6,021	32%	5,028	5,924	18%
Average Daily Sunday	3,657	4,218	15%	3,638	4,115	13%
Fixed Route Boardings:						
Average Daily Weekday	11,181	11,795	5%	10,068	11,407	13%
Average Daily Saturday	6,113	6,573	8%	5,671	6,399	13%
Average Daily Sunday	4,417	4,560	3%	3,880	4,341	12%
Specialized Services Boardings (Totals):						
ADA Paratransit	6,342	8,453	33%	48,700	55,038	13%
Medicaid	17,436	18,152	4%	160,094	181,124	13%
Mental Health Program	273	535	96%	2,627	3,930	50%
Oakridge Diamond Express	434	547	26%	4,594	5,272	15%
Florence Rhody Express	476	523	10%	3,914	5,063	29%
Cottage Grove Connector	1,018	1,040	2%	8,072	10,414	29%
Total Ridership	25,979	29,250		228,001	260,841	

B. Accidents	<u>22-Sep</u>	<u>23-Sep</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
Preventable	5	8	60%	37	49	32%
Non-Preventable	4	4	0%	31	51	65%
Total Accidents *The Accident/Review Committee did not meet - to be updated in September						

C. Public Safety	<u>22-Sep</u>	<u>23-Sep</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
Total Ordinance Violations	162	253	56%	1,371	2,210	61%
Fare Inspections	8,195	11,869	45%	75,883	129,006	70%
Fare Exclusions	14	51	264%	133	291	119%
Operator Assaults	N/A	0			4	
Passenger Assaults	Na/A	3			5	

D. Fleet Maintenance	<u>22-Sep</u>	<u>23-Sep</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
Miles Between Road Calls	10,630	15,082	42%	11,229	11,422	2%
Repair Cost Per Mile - 13 Month	1.54	0.95	-38%	\$1.30	\$1.43	10%
PM Cost Per Mile - 13 Month	0.17	0.18	6%	\$0.16	\$0.17	6%

E. Cust. Svc.- Fixed Route	<u>22-Sep</u>	<u>23-Sep</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
On-time Performance	92.7%	89.1%	-4%	94.5%	92.2%	-2%
Complaints per 100k Boardings(FR)	6	8	33%	55	71	29%
Calls Recvd. - Customer Service	1,876	2,078	11%	13,082	16,799	28%
Calls Answered under :30	1,654	1,723	4%			

F. Cust. Svc. - RideSource	<u>22-Sep</u>	<u>23-Sep</u>	<u>% CHG</u>	<u>YTD 22</u>	<u>YTD 23</u>	<u>% CHG</u>
On-time Performance	96.28	88.81	-8%			
Complaints per 100k Boardings(RS)	441	272	-38%	312	525	68%
Calls Received - RideSource	18,685	18,386	-2%			
Calls Answered under :30	80.9%	86.3%	7%			



TRANSIT OPERATIONS

Jake McCallum, Director of Operations & Public Safety

Transit Operations

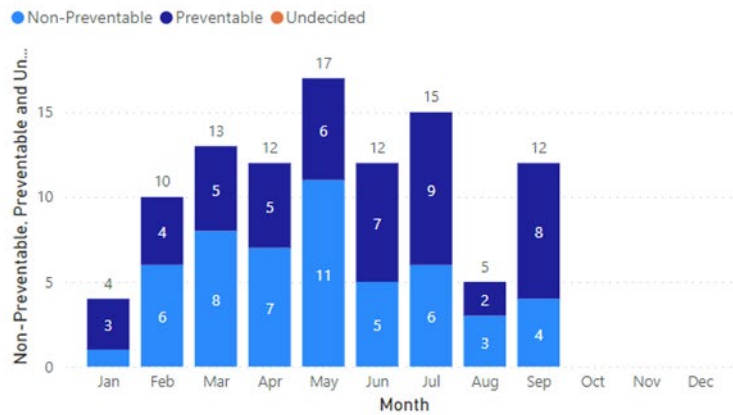
Operations just recently received new operator uniform samples for operator to try and review. We have had some good feedback and we should now be able get back on track with a more professional look as more uniform items have become available.

Operations is still working on several large projects that will enhance the safety and efficiency of the department. Staff will be upgrading several systems we currently use including cameras, radios and operating software. Staff are also continuing our expansion project that will add some much-needed space as well as an upgraded Operations Command Center.

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	6	9	0
Aug	3	2	0
Sep	4	8	0
Oct	0	0	0
Nov			
Dec			
Total	51	49	0

Non Preventable, Preventable and Undetermined Accidents by Month



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Public Safety

Public Safety worked closely with Fleet to complete the upfitting process on the new patrol vehicles. The upgrading of the radios and camera system will be an enhancement to the safety and efficiency of the department.

MARKETING AND COMMUNICATIONS*Pat Walsh, Chief Marketing Officer*

The December Marketing and Communication highlights include:

- A continued effort to develop new campaign messaging about riding LTD and working for LTD. New video stories on are being filmed every month to keep the messaging fresh along with parallel social media content to amplify the messages. An updated Hiring Campaign visual have been developed and deployed at the Eugene, Gateway and Springfield stations along with the Next Stop and Downtown Customer Service Center display messages. New updated English and Spanish hiring posters have been deployed in all LTD buses.
- Marketing is working closely with the Human Resources Department to assist with follow up communications with interested hiring prospects.

EMPLOYER PROGRAMS:

- Submitted Associated Students of the University of Oregon budget request for UO student Group Pass Program/79X extended service on November 2, 2023
 - Submitted September Board meeting agenda where Camille presented on the DEIB strategic work plan
 - Collaborated with Chiefs, Pat 7 Cosette, on requests from the Associated Students of the University of Oregon regarding EmX ambassadorship, transportation to Riverbend, changes to their group pass program model
- Promote employer transportation options at Latinx Outreach Network meeting on November 9, 2023
- Provide a service introduction to Associated Students of the University of Oregon board chairs on Nov 10
- Making weekly contacts with local business, government, and nonprofit partners that are potential Employer Program participants
 - SquareOne Villages (Peace Village Co-Op)
 - At Ease Home Care
 - Café Yumm!
 - KEZI
- Recruit talent for the Group Pass Program video/photoshoot with Turell Group on December 5
- Brainstorm/plan Group Pass Program existing customer usage promotion campaign

VANPOOL:

- Three hybrid model vanpool informational sessions for University of Oregon staff on November 7
 - Session 1: Salem/Albany vanpool
 - Session 2: Corvallis/Junction City vanpool
 - Session 3: Cottage Frove/Creswell vanpool
- Vanpool promotional video released on November 13 on rideltd.org
- Reach out to potential vanpool client candidates for in-person consults on January 10
 - Bigfoot Beverages
 - KEZI

WEBSITE & SOCIAL MEDIA HIGHLIGHTS:

Date range November 1-30

- 232,953 website pageviews
- 27 new Facebook page followers; 6,486 total Facebook page followers
- 35,376 Facebook accounts reached
- -13 new Twitter followers; 3,614 total Twitter followers
- 23 new LinkedIn followers; 1,138 total LinkedIn followers
- 11 new Instagram followers; 984 total Instagram followers
- 59,000 Instagram accounts reached

INTERNAL COMMUNICATIONS SPECIALIST POSITION:

Anni Katz, the new Internal Communications Specialist has developed LTD's first Internal Communications Action Plan to be implemented over the next year, using guidance from the Internal Communications Taskforce and results from

the annual Employee Engagement Survey. Anni has developed a more robust InSide Lane, re-formatted LTD's internal memo system, in addition to a re-organization of LTD's bulletin boards system and digital billboards.

STUDENT TRANSIT PASS PROGRAM:

LTD hosted the 2nd annual High School Challenge, November 6-19. Area high schools competed to see which school has the highest percent of participation per school Prizes were based on school size 0-25 and 25+ with each category winning \$500 towards a sustainable initiative of their choice. Individual students won prizes as well including various local gift cards, t-shirts, water bottles, etc. this year winners were:

Kalapuya High school (0-250) with a 22.13% participation rate
Thurston High School (250+) with a 11.03% participation rate

Total trips taken during the two weeks period was 18,738, an increase of 925 from 2022.

Staff continues to meet with each school individually to promote participation in the program and assist with issuing passes where needed.

OTHER:

The SMS Text Message platform (Gov. Delivery) is slated to launch on January 1, with the initial roll out being to LTD internal staff. This will allow staff members to opt in to receive LTD employee news and updates by text message. The goal is to launch to riders by February 1. This service will allow riders to opt in to receive service alerts, news letters, and project information by text without the need to have access to internet.

On November 17, staff attended the Herencia Hispana, a Hispanic Heritage event held at Willamette High School, and talked with local families about our service and issued more than 20 student transit passes.



AGENDA ITEM SUMMARY

DATE OF MEETING: December 13, 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.



AGENDA ITEM SUMMARY

DATE OF MEETING: December 13, 2023

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

PREPARED BY: Allie Brusasco, Board Administrator

DIRECTOR: 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.

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

JANUARY

Action	Information
Budget	American Bus Benchmarking Group Survey Results
GM/CEO Compensation/Contract	
Information Management Policy update	
Moving Ahead Decision	

FEBRUARY

Action	Information
Strategic Planning Committee Members	