



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

Wednesday, February 20, 2019
5:30 – 7:30 p.m.

LTD Board Room
3500 E. 17th Avenue, Eugene
(Off Glenwood Blvd. in Glenwood)

AGENDA

Time	ITEM	Page
5:30 p.m.	I. CALL TO ORDER	
5:31 p.m.	II. ROLL CALL	
	<input type="checkbox"/> Carl Yeh (President) <input type="checkbox"/> Kate Reid (Vice President) <input type="checkbox"/> Joshua Skov (Secretary) <input type="checkbox"/> Don Nordin (Treasurer) <input type="checkbox"/> Caitlin Vargas <input type="checkbox"/> Steven Yett <input type="checkbox"/> Emily Secord	
5:32 p.m.	III. PRELIMINARY REMARKS FROM BOARD PRESIDENT	
5:34 p.m.	IV. COMMENTS FROM THE GENERAL MANAGER	
	<i>This agenda item provides an opportunity for the general manager to formally communicate with the Board on any current topics or items that may need consideration.</i>	
5:36 p.m.	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>	
5:38 p.m.	VI. BOARD CALENDAR	
	<i>Board members are asked to coordinate the Board activity calendars with their personal calendars for discussion at each Board meeting. Board members are also asked to contact the Clerk of the Board with any changes in availability for LTD-related meetings and events, and to provide their vacation dates.</i>	
5:40 p.m.	VII. EMPLOYEE OF THE MONTH - MARCH	5
5:45 p.m.	VIII. AUDIENCE PARTICIPATION	
	♦ <i><u>Public Comment Note:</u> This part of the agenda is reserved for members of the public to address the Board on any issue. The person speaking is requested to sign-in on the audience participation form. When your name is called, please step up to the podium and state your name, city of residence, and who you are representing for the audio record. If you are unable to utilize the podium, you may address the Board from your seat.</i>	
	♦ <i>Community member testimony is limited to three (3) minutes.</i>	
	IX. ITEMS FOR ACTION AT THIS MEETING	
5:55 p.m.	A. PUBLIC HEARING: PROPOSED FISCAL YEAR 2018-2019 SUPPLEMENTAL BUDGET [Christina Shew]	6
	i. Staff Presentation	
	ii. Opening of Public Hearing by Board President	
	iii. Public Testimony	
	♦ <i>Each speaker is limited to three (3) minutes.</i>	
	iv. Closing of Public Hearing	
	v. Board Comments and Questions	

Time		Page
6:10 p.m.	<p>B. PUBLIC HEARING: GRANT APPLICATIONS - IN AND OUT-OF-DISTRICT ENHANCED MOBILITY SERVICES [John Ahlen]</p> <ul style="list-style-type: none"> vi. Staff Presentation vii. Opening of Public Hearing by Board President viii. Public Testimony <ul style="list-style-type: none"> ♦ <i>Each speaker is limited to three (3) minutes.</i> ix. Closing of Public Hearing x. Board Comments and Questions 	11
6:25 p.m.	<p>C. ADOPTION: GRANT APPLICATIONS - IN AND OUT-OF-DISTRICT ENHANCED MOBILITY SERVICES [John Ahlen]</p> <p>Action Needed: Adoption</p> <p><i>The Board will be asked to approve grant applications for and out-of-district enhanced mobility services for older adults and people with disabilities.</i></p>	11
6:30 p.m.	<p>D. CONSENT CALENDAR:</p> <p>Action Needed: Approval</p> <ul style="list-style-type: none"> 1. Minutes from the January 16, 2019, Special Board Meeting 2. Minutes from the January 16, 2019, Regular Board Meeting 3. Delegated Authority Report – FEBRUARY 4. STIF Committee Bylaws 	15
	X. ITEMS FOR INFORMATION AT THIS MEETING	
6:35 p.m.	<p>A. CITY OF EUGENE FRANKLIN BOULEVARD TRANSFORMATION PROJECT UPDATE [Larisa Varela, City of Eugene]</p> <p>Action Needed: None. Information Only</p> <p><i>The City of Eugene is currently conducting the Franklin Boulevard Transformation project. Larisa Varela, Eugene's project manager, will provide an update on this project.</i></p>	55
6:55 p.m.	<p>B. BOARD TRAVEL AND REIMBURSEMENT POLICY UPDATE [Aurora Jackson]</p> <p>Action Needed: None. Information Only</p> <p><i>The Board will receive updated information regarding the status of the Board Travel and Reimbursement Policy.</i></p>	65
7:05 p.m.	<p>C. BOARD MEMBER REPORTS – FEBRUARY [Aurora Jackson]</p> <p>Action Needed: Information Only</p> <p><i>This report provides an overview of the topics 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></p>	73

Time	Page
7:15 p.m.	<p>D. FINANCIAL REPORT – JANUARY [Christina Shew]</p> <p>Action Needed: Information Only</p> <p><i>Attached is the Year-to-Date Financial Report. Financial reports are considered a draft until the conclusion of the fiscal year and completion of the Comprehensive Annual Financial Report.</i></p> <p>76</p>
7:20 p.m.	<p>X. WRITTEN REPORTS</p> <p>A. MONTHLY CASH DISBURSEMENTS – JANUARY [Christina Shew]</p> <p>Action Needed: Information Only</p> <p><i>This report is provided in response to the Board's request to implement financial practices consistent with other public entities. This report provides a complete listing of all non-payroll disbursements for the current month.</i></p> <p>81</p> <p>B. QUARTERLY GRANT REPORT – PRESENTED IN: MARCH / JUNE / SEPTEMBER / DECEMBER [Christina Shew]</p> <p>Action Needed: Information Only</p> <p><i>The Grant Report contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants that have a remaining balance or that have had activity within the last quarter. The sources of information are the Transit Award Management System (TrAMS) and the Oregon Public Transit Information System (OPTIS).</i></p> <p>C. MONTHLY PERFORMANCE REPORTS – NOVEMBER/ DECEMBER [Aurora Jackson]</p> <p>Action Needed: Information Only</p> <p><i>Monthly performance reports will be provided to the Board in response to their request for regular reporting on the District's performance in several areas. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.</i></p> <p>87</p> <p>D. MONTHLY DEPARTMENT REPORTS – FEBRUARY [Aurora Jackson]</p> <p>Action Needed: Information Only</p> <p><i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i></p> <p>91</p>
7:25 p.m.	<p>XI. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING</p> <p><i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i></p> <p>97</p>
7:30 p.m.	<p>XII. ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING – REQUESTED BY THE BOARD</p> <p><i>Action or Information items the Board has requested to be included on future Board meeting agendas are listed below.</i></p>
	<p>XIII. EXECUTIVE (NON-PUBLIC) SESSION - NONE</p>

<u>Time</u>	<u>Page</u>
7:35 p.m. XIV. ADJOURNMENT	
The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD’s Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).	



AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2019

ITEM TITLE: MARCH EMPLOYEE OF THE MONTH

PREPARED BY: Camille Gandolfi, Clerk of the Board

BACKGROUND:

Operations Field Supervisor Van Snyder has been selected to receive the March 2019 Employee of the Month (EOM) award. Van was hired in May of 2003 as a bus operator and was promoted to a supervisor in May 2007; during his employ, Van has received numerous monthly value awards for 'Be Professional', 'Take Initiative', and 'Work Together'. He received EOM in February of 2009, Employee of the Year in 2009, and the General Manager's Excellence Award in 2004, 2005, and 2006. Van is also a past member of the Safety Committee and EOM Selection Committee.

Van was selected for this honor after being recognized for his actions in dealing with a medical situation involving a customer. The person nominating Van wanted to express their appreciation for the care and thoughtfulness that Van displayed during the incident. Van was sitting on the ground, cradling the person's head and comforting him until medical help could arrive. This display of care and empathy is a consistent standard that Van holds himself to every day.

When asked to comment on Van's selection as EOM, Director of Operations, Jake McCallum said:

"Dedicated and excellent customer service is obviously a part of Van's everyday job. He truly cares about the customers, his coworker's and the community."

AWARD:

Van will attend the February 20 regular Board meeting to be introduced to the Board and receive his award.



AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2019

ITEM TITLE: PROPOSED FISCAL YEAR 2018-2019 SUPPLEMENTAL BUDGET

PRESENTOR: Christina Shew, Director of Finance

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Hold a public hearing

PURPOSE:

To hold a public hearing regarding the proposed fiscal year 2018-2019 supplemental budget for the Medicaid Fund in accordance with ORS 294.471 allowing the appropriation of additional funds.

HISTORY:

Annually in May or June, the LTD Board adopts a budget for each of its 5 funds. The budget for each fund reflects LTD's financial plan for the fiscal year that starts every July 1 and ends every June 30. The budget is reviewed and approved by the LTD Budget Committee (the LTD Board plus an equal number of citizen electors) who provide a recommendation to the Board of Directors to adopt the budget as presented or as amended on or before June 30 of every year. Each of the 5 funds have their own budget and the resources and expenditures within those funds must balance (resources \geq expenditures) in order for the budget to be adopted. The Budget adopted by the LTD Board of Directors creates the authority for LTD to spend public money.

The adopted budget reflects input from the LTD Budget Committee and the public. It is based on LTD's good faith estimate of expected resources and expenditures for the year. Because the budget is based on estimates, Oregon budget law allows for changes after the budget is adopted known as a "supplemental budget" (ORS 294.471). Supplemental budgets are required for transfers and expenditures that expect to exceed the adopted budget. The last time the LTD Board of Directors adopted a supplemental budget was November 15, 2017.

- Monthly, LTD provides financial results to the Board of Directors. Starting with the November 2018 Board meeting, the LTD Financial report forecasted an annual expenditure overage in the Medicaid Fund of ~\$1.2M based on the expenditure trends to date. LTD communicated a projected need for a supplemental budget. The root cause of this forecasted expenditure increase is an unanticipated increase in the costs charged for the Trillium non-emergency medical provider services.
- Annually, each January, LTD performs a mid-year forecast. This activity reviews actual expenditures for the 1st half of the year and forecasts where resources and expenditures are expected to be at the end of the fiscal year (June 30). This mid-year forecast process allows LTD to identify expenditures and transfers that are at risk of exceeding the adopted budget. The below risks were identified to the 2018-2019 Budget:
 1. Medicaid Fund: Expenditures are forecasted to exceed budget by \$1,350,000 as a result of increases in costs charged for the Trillium non-emergency medical provider services. LTD does not control the costs charged by Trillium and the Federal Government mandates that Medicaid Fund services be provided within a three quarter mile of our fixed route service for all transit agencies receiving Federal Funds. Trillium reimburses LTD 100 percent for the costs to provide the non-emergency medical services.
 2. Medicaid Fund: In December 2018, the comprehensive annual financial report was issued. The Medicaid Fund had \$369K of expenditures in excess of resources. This resulted in a change to our fiscal year 2018-2019 budgeted beginning working capital assumption of \$0.

The 2 risks identified above require a request for a public hearing and a supplemental budget in order to comply with Oregon Budget Law. The 2018-2019 supplemental budget request is summarized below:

Medicaid Fund:

- Increase the budgeted expenditures by \$1.3M which results in an amended expenditure budget of \$11,924,775. This increase in expenditures is planned to be offset by a \$1.3M increase in resources through reimbursements from the Trillium.
- Increase the transfer from the General Fund by \$369,159 to cover the negative beginning working capital fund balance
- There are no other budget changes to the Medicaid Fund expenditures, transfers or reserves and with these changes the Medicaid Fund is in balance.

General Fund:

- Increase the transfer to the Medicaid Fund by \$369,159 which results in an amended transfer out to the Medicaid fund of \$766,659. This increase in transfer out of the General Fund is offset by a higher than budgeted beginning working capital in the General Fund when the comprehensive annual financial report was issued.
- There are no other budget changes to the General Fund expenditures, transfers or reserves and with these changes the General Fund resources are >= expenditures.

RECOMMENDATION:

In alignment with Oregon budget law, staff recommend that the Board hold a public hearing regarding the supplemental budget for the Medicaid and General Funds for fiscal year 2018-2019 which increases the appropriated expenditures and transfers. Supplemental budget details are contained in the attachment “Supplemental Budget Details” and summarize below:

- Medicaid Fund expenditure increase of \$1.3M resulting in a total expenditure budget of \$11,924,775
- General Fund transfer increase of \$369,159 which results in an amended transfer out to the Medicaid fund of \$766,659.

ALTERNATIVES:

1. Postpone the public hearing to the March Board meeting
2. Postpone the public hearing to an alternate date and hold a special Board meeting

NEXT STEPS:

The next steps are as follows:

- Adopt the 2018-2019 supplemental budget as presented or as amended
- In alignment with Oregon budget law, staff will follow the required reporting

SUPPORTING DOCUMENTATION:

- 1) Lane Transit District Resolution No. 2018-05-16-12
- 2) Adopted Budget 2018-2019 <https://www.ltd.org/annual-budget/>
- 3) Supplemental Budget Details

PROPOSED MOTION: None.



LANE TRANSIT DISTRICT RESOLUTION NO. 2018-05-16-12

BE IT RESOLVED that the Board of Directors of Lane Transit District (LTD) hereby adopts the budget for Fiscal Year 2018-2019 in the total combined fund sum of \$97,851,910 now on file at the LTD offices.

BE IT FURTHER RESOLVED that the amounts for the fiscal year beginning July 1, 2018, and for the purposes shown below, are hereby appropriated as follows:

GENERAL FUND - OPERATING BUDGET

Transit Services	\$47,737,731
Operating Reserve	7,026,933

GENERAL FUND - NON-OPERATING

Transfer to Accessible Services Fund	2,550,288
Transfer to Medicaid Fund	406,500
Transfer to Point2point Fund	190,000
Transfer to Capital Projects Fund	5,414,168
Operating Contingency	52,457
Total Non-operating	<u>8,613,413</u>

Total General Fund	<u>63,378,077</u>
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ACCESSIBLE SERVICES FUND

Transit Services	7,361,574
Operating Contingency	130,000
Operating Reserve	162,623
Total Accessible Services Fund	<u>7,654,197</u>

MEDICAID FUND

Transit Services	10,492,775
Operating Contingency	132,000
Total Medicaid Fund	<u>10,624,775</u>

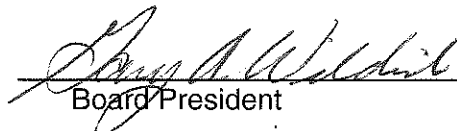
POINT2POINT FUND

Transit Services	1,377,583
Operating Contingency	33,515
Total Medicaid Fund	<u>1,411,098</u>

CAPITAL PROJECTS FUND

Capital Outlay	13,240,489
Operating Contingency	0
Reserve for Future Capital	1,543,274
Total Capital Projects Fund	<u>14,783,763</u>

May 16, 2018
Date Adopted


Board President

Supplemental Budget Details

Medicaid Fund

Resources	FY 2018-19 Adopted	Increase/(Decrease)	FY 2018-19 Amended
Beginning Working Capital	\$0	(\$369,159)	(\$369,159)
Operating Revenues	\$10,218,275	\$1,300,000	\$11,518,275
Transfer from General Fund	\$406,500	\$369,159	\$775,659
			-
Total Resources	\$10,624,775	\$1,300,000	\$11,924,775

Requirements	FY 2018-19 Adopted	Increase/(Decrease)	FY 2018-19 Amended
Operating Requirements	\$10,492,775		\$10,492,775
Contingency	\$132,000	\$0	\$132,000
Total Requirements	\$10,624,775	\$1,300,000	\$11,924,775

Appropriated (Board Required Operating Reserves)	FY 2018-19 Approved	Increase/(Decrease)	FY 2018-19 Amended
Operating Reserve			
Working Capital	0	0	0
Requirements & Working Capital	\$10,624,775	\$1,300,000	\$11,924,775

** - Not appropriated; Board required operating reserves cannot be used without Board approval

GENERAL FUND

Resources	FY 2018-19 Approved	Increase/(Decrease)	FY 2018-19 Amended
Beginning Working Capital	\$9,918,411	\$2,895,621	\$12,814,032
Operating Revenues	\$7,127,011	\$0	\$7,127,011
Nonoperating Revenues	\$46,332,655	\$0	\$46,332,655
Total Resources	\$63,378,077	\$2,895,621	\$66,273,698

Requirements	FY 2018-19 Approved	Increase/(Decrease)	FY 2018-19 Amended
Operating Requirements	\$47,737,731	\$0	\$47,737,731
Transfers			
Transfer to Accessible Services Fund	2,550,288		2,550,288
Transfer to Medicaid Fund	406,500	369,159	775,659
Transfer to Point2point Fund	190,000		190,000
Transfer to Capital Projects Fund	5,414,168	0	5,414,168
Transfers	\$8,560,956	\$369,159	\$8,930,115
Reserves	\$52,457	\$0	\$52,457
Total Requirements	\$56,351,144	\$369,159	\$56,720,303

Not Appropriated (Board Required Operating Reserve) **	FY 2018-19 Approved	Increase/(Decrease)	FY 2018-19 Amended
Operating Reserve	7,026,933		7,026,933
Requirements & Working Capital	\$63,378,077	\$369,159	\$63,747,236

** - Not appropriated Board required operating reserves cannot be used without Board approval

AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2019

ITEM TITLE: GRANT APPLICATIONS: IN AND OUT-OF-DISTRICT ENHANCED MOBILITY SERVICES

PREPARED BY: John Ahlen, Accessible Services Specialist

ACTION REQUESTED: Public Hearing and Adoption

PURPOSE:

To hold a public hearing regarding grant applications to fund in-district and out-of-district enhanced mobility transportation services that benefit older adults and people with disabilities and request Board adoption.

BACKGROUND:

Lane Transit District (LTD) provides in-district and out-of-district enhanced mobility transportation services that benefit older adults and people with disabilities. These services are provide through contracting or partnerships with nonprofits, for profits, and local governments.

These services are funded by two formula grant resources, one federal and one state. The federal grant funding is Enhanced Mobility of Seniors & Individuals with Disabilities – Section 5310 provided by the Federal Transit Administration. The State grant funding is the Special Transportation Fund. These resources are grants distributed by ODOT through a biennial allocation.

Each grant resource provides funds as follows:

- **Section 5310 Funding** – Grants are available to fund eligible capital, contracted service, and preventative maintenance projects for transportation providers serving older adults and individuals with disabilities.
- **Special Transportation Fund (STF)** – Funds transportation services benefiting older adults and individuals with disabilities.

On February 1, 2019, the Special Transportation Fund Committee, the LTD advisory committee that oversees the solicitation of projects for these funds, finalized their recommendations for consideration and approval of the LTD Board of Directors.

NEXT STEPS:

On March 15, 2019, LTD will submit an application to the Oregon Department of Transportation for both grants.

ATTACHMENTS:

- 1) Funding Recommendations for FY 2019-2020 and FY 2020-2021

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-02-20-008:

It is hereby resolved that the LTD Board of Directors approves the applications for Section 5310 and STF formula funds as presented [amended].

RESOLUTION NO. 2019-02-20-008

AUTHORIZING GRANT APPLICATIONS TO FUND IN AND OUT-OF-DISTRICT ENHANCED MOBILITY SERVICES

WHEREAS, Lane Transit District (LTD) operates enhanced mobility transit services intended to benefit older adults and people with disabilities;

WHEREAS, services intended to benefit older adults and people with disabilities are specified in the Lane Coordinated Transportation Plan;

WHEREAS, The LTD Special Transportation Fund (STF) Committee has forwarded their recommendations to the LTD Board for consideration;

WHEREAS, LTD has historically used §5310 and STF to fund these services;

WHEREAS, LTD will apply for \$2,016,742 Section 5310 federal formula funds to continue to provide these services;

WHEREAS, LTD will apply for \$1,757,977 in STF state formula funds to continue to provide these services;

WHEREAS, grant funds are allocated on a biennial cycle and must be renewed to continue services;

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

The Lane Transit District Board of Directors approves the applications for federal Section 5310 and for state STF grants to fund enhanced mobility transit services.

ADOPTED BY THE LANE TRANSIT DISTRICT ON THIS _____ DAY OF _____, 2019.

PRESIDENT, Carl Yeh

LTD 2019-2020 and 2020-2021 Discretionary Grant Applications

5310/STF Funding Recommendations

Agency	Project	Application Totals			Project Cost Adjustments		5310/STF Funding Allocation				
		FY 20&21 Grant Request	Non-LTD Match Provided	Project Cost	Committee Changes	Adjusted Project Cost	5310 (State)	5310 (LTD)	STF	Total other funding sources	Total Funds
Lane Transit District	Vehicle Replacement	\$878,053		\$878,053	\$0	\$878,053	\$0	\$731,711	\$146,342	\$0	\$878,053
LTD Paratransit and Rural Fleet	Vehicle Preventive Maintenance	\$733,200	\$0	\$733,200	\$0	\$733,200	\$657,900		\$75,300	\$0	\$733,200
Medical Transportation Management	RideSource ADA & Shopper	\$4,965,517	\$280,000	\$5,245,517	\$0	\$4,965,517	\$233,124		\$1,034,452	\$3,977,941	\$5,245,517
LCOG Sr. and Disability Services	Volunteer Escort Mileage Reimbursement	\$208,235	\$147,709	\$355,944	\$0	\$208,235	\$208,235		\$0	\$147,709	\$355,944
White Bird Clinic	Mental Health Transportation	\$231,064	\$0	\$231,064	\$0	\$231,064	\$207,334		\$23,730	\$0	\$231,064
Lane Transit District	Veterans & Crucial Connections	\$40,000	\$0	\$40,000	\$0	\$40,000	\$35,892		\$4,108	\$0	\$40,000
Pearl Buck Center, Inc.	Preschool Transportation	\$177,116	\$118,077	\$295,193	\$0	\$177,116	\$177,116		\$0	\$118,077	\$295,193
South Lane Wheels / City of Cottage Grove	South Lane Operations	\$186,750	\$10,600	\$197,350	\$0	\$186,750	\$0		\$186,750	\$10,600	\$197,350
Alternative Work Concepts	Travel Training & Transit Host	\$308,076	\$0	\$308,076	\$0	\$308,076	\$276,437		\$31,639	\$0	\$308,076
LCOG Sr. and Disability Services	Mobility Management - Transportation Assessments	\$220,704	\$434,467	\$655,171	\$0	\$220,704	\$220,704		\$0	\$434,467	\$655,171
River Cities Taxi	Florence Services	\$101,950	\$249,062	\$351,012	\$0	\$101,950	\$0		\$0	\$351,012	\$351,012
Pacific Crest Bus Lines	Oakridge Services	\$153,706	\$252,170	\$405,876	\$0	\$153,706	\$0		\$0	\$405,876	\$405,876
SUBTOTAL		\$8,204,371	\$1,492,085	\$9,696,456	\$0	\$8,204,371	\$2,016,742	\$731,711	\$1,502,321	\$5,445,682	\$9,696,456

Difference in General Fund contribution from FY 18 & 19



AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2019
ITEM TITLE: CONSENT CALENDAR
PREPARED BY: Camille Gandolfi, Clerk of the Board
ACTION REQUESTED: Adoption

BACKGROUND:

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

The Consent Calendar for February 20, 2019, consists of:

- Approval of the Minutes of the January 16, 2019, Special Board Meeting/Work Session
- Approval of the Minutes of the January 16, 2019, Regular Board Meeting
- Approval of Delegated Authority Report – FEBRUARY
- Approval of STIF Committee Bylaws

ATTACHMENT:

- 1) Minutes of the January 16, 2019, Special Board Meeting/Work Session
- 2) Minutes of the January 16, 2019, Regular Board Meeting
- 3) Delegated Authority Report – FEBRUARY
- 4) STIF Committee Bylaws

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-02-20-006; It is hereby resolved that the Consent Calendar for February 20, 2019, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING
LANE TRANSIT DISTRICT
SPECIAL BOARD MEETING/WORK SESSION

Wednesday, January 16, 2019

Pursuant to notice given to *The Register-Guard* for publication on January 9, 2019, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a Special board meeting on Wednesday, January 16, 2019, beginning at 4:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh, President
Kate Reid, Vice President
Josh Skov, Secretary (via teleconference)
Don Nordin, Treasurer
Emily Secord
Caitlin Vargas
Steven Yett
Aurora Jackson, General Manager
Camille Gandolfi, Clerk of the Board
Lynn Taylor, Minutes Recorder

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll. He noted that Ms. Secord would arrive later in the meeting.

PRELIMINARY REMARKS BY BOARD PRESIDENT — There were none.

COMMENTS FROM THE GENERAL MANAGER — There were none.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — There were no announcements or additions.

ITEMS FOR INFORMATION AT THIS MEETING

MovingAhead Update – Development Planner Andrew Martin and City of Eugene Transportation Planning Engineer Chris Henry showed a video explaining the MovingAhead project.

Mr. Henry explained that MovingAhead studied five key transportation corridors in Eugene within the context of the City and LTD's plans and ordinances, as well as community values. He said that scalable options for making investment choices for people walking, biking, using mobility devices, and riding the bus. Those options included no build, enhanced corridor, and EmX (bus rapid transit).

Mr. Martin reviewed the toolbox of options for enhanced and EmX corridors. He said the MovingAhead project began in 2015 and following an in depth analyses of corridors in the fall of 2018, an alternatives analysis was published. Executive summaries of the analysis were provided to Board members in the meeting materials. He said many of the 17 environmental factors required to be considered in the federal analysis process did not indicate significant

differences among alternatives or corridors and those that did had benefits and impacts that scaled proportionately with the level of investment. He said there was no clear technical answer to which options and corridors were best; that was a values-based decision.

Mr. Yett asked how the project defined the return on investment. Mr. Martin replied that the project did not lend itself well to the traditional definition. Staff considered that there were many returns on investment because it took a multi-modal approach rather than just considering transit. For example, significant safety improvements for people walking, biking, and using mobility devices would have less of an impact on transit ridership increases, making it difficult to quantify return on investment into a singular number. A technical member accompanying the investment packages examined issues such as the cost per added ride, the amount of travel time riders would experience, and investments in safety.

Mr. Martin said there were a number of MovingAhead reports and documents available and staff could help the Board obtain those. He described the public engagement process following the release of the alternatives analysis. He said that people were asked to rate the alternatives and to identify, among all of the evaluation criteria, which were most important. He said the top five criteria were:

- bike and pedestrian improvements (safety and access)
- ridership increase
- travel time savings
- changes in operating costs
- number of people and jobs served

Mr. Martin said people also rated options for each corridor. The no build option was not selected for any corridor, EmX was supported for the River Road corridor and the enhanced option was favored for all other corridors.

Mr. Yeh asked if information was collected on the reasons why a particular option was supported. Mr. Martin replied that comments from respondents could be made available, but there did not appear to be any single reason for preferences.

Mr. Yett asked how many responses were received. Mr. Henry said 400 responses were received online, through open houses, and listening sessions. He said that respondents were asked about option preferences on a specific corridor, rather than making choices among corridors. He said that would occur during the next phase of the project.

Mr. Yett expressed concern with drawing conclusions and making decisions based on a small, self-selecting sample of the community. Mr. Henry said that he agreed that was a reasonable concern, but the response rate was typical for the community. He said that because there was no numerical solution to determining the best options and prioritizing corridors, policy makers would make their decisions based on community input.

Ms. Reid said it appeared that a large amount of information was distributed during the public communication efforts, with letters sent to over 7,000 property owners and residents, a 30 percent open rate on emails, and considerable website activity. She said that she agreed that respondents were self-selecting and asked what strategies could be used to get more people to engage with the process. Mr. Martin said that more than 40,000 postcards were sent to every person within a half mile of a corridor, but it was a challenge to get people involved. He said that staff were exploring more ways to reach out and make contact, particularly property owners who would be most impacted by a corridor project.

Ms. Vargas asked if the proposed Santa Clara Transit Center project would impact a River Road corridor project. Mr. Martin said MovingAhead and the Transit Center were independent projects, but MovingAhead would use the Santa Clara Transit Center as the terminus of that corridor. He said the Transit Center project was necessary to meet LTD's needs regardless of whether there was a MovingAhead project on the corridor.

Mr. Henry said the project was at the beginning stages of decision-making and there would be many more opportunities for people to offer their opinions. He said that as choices and who would be affected by them became clearer, people would become more engaged, which was typical of long-range transportation and land use planning activities. He reviewed the proposed investment packages that would be released following the joint meeting of the LTD Board and Eugene City Council on February 19. He said a 30-day comment period would collect community feedback on the packages and include a wide range of outreach strategies. He said that he expected that during the summer of 2019 the Board and City Council would be provided with community feedback, and work sessions could be held in the fall. Decisions regarding corridor options and funding strategies could be made later in the fall or winter.

Ms. Reid said some concerns had been expressed about investments based on the lack of funds available immediately. She said that she hoped that the next project phase could provide more specific information about funding timeframes to the public. Mr. Henry said MovingAhead had been clear that it would result in a 10-year plan and it was expected that investments would be made through that time period. He said it was important to establish a vision, even if the funding strategies were not in place. He also said it was prudent to determine what the community needed and wanted, and then find the resources to make that a reality.

Mr. Nordin asked if the Main Street/McVay Highway project in Springfield was being considered. Mr. Martin replied that MovingAhead was a joint Eugene/LTD project focused on corridors within the city. He explained that Springfield was focused on its Main Street/McVay project and did not participate in MovingAhead, although LTD was working closely with Springfield on its project. He said MovingAhead included assumptions that there would be capital improvements on Main Street.

Mr. Skov asked to at some point to have information on how those packages emerged. He said that he agreed with Mr. Yett's remarks about the small quantity of respondents to date and said that he hoped to see more robust samples in the next round of public engagement. He added that he did not feel the 17 environmental factors required in the analysis provided a large enough perspective; impacts on ridership and the broader transit system, as well as impacts on real estate development in the corridors should also be considered. He said there was a bigger transportation system transformation affecting all modes that scaled with the investment levels. He also said that he hoped the connection between MovingAhead and Transit Tomorrow could be made clearer.

Mr. Martin said Transit Tomorrow was a 3-year look at the entire region, while MovingAhead was a 10-year plan for capital improvements in Eugene. He said Transit Tomorrow decisions would be made before MovingAhead decisions.

Ms. Jackson explained that Transit Tomorrow was a locally funded analysis, which LTD had full control of in terms of marketing, outreach, and presentation. The analysis had to be independent of other activities in the community and not connected to any other ongoing projects.

Mr. Martin said staff was looking at ways to improve MovingAhead messaging, such as how the no build option had no effect from an environmental analysis perspective, but would in terms of the community such as congestion and increased operating costs, less access and higher capital costs when improvements were eventually made as part of the Transportation System Plan and other city plans and policies.

Mr. Skov said his concern was that there were some intersects between Transit Tomorrow and MovingAhead, such as the desire to increase transit ridership, particularly in some areas, and that he wanted to see how decisions on one project could be related to decisions on the other to assure they were not working at cross purposes.

Ms. Reid suggested working with Better Eugene-Springfield Transportation (BEST) because the organization had been successful in reaching out to the community.

Grant Applications to Fund Out-of-District Services-5311 and 5311(f) Funds — Accessible Services Specialist John Ahlen discussed programs related to American with Disabilities Act (ADA) paratransit and rural services. He said that LTD's goal was to maintain paratransit and rural services programs. He said that federal 5311 and 5311(f) funds support the Rhody Express services within Florence and the Diamond Express services Oakridge. The grant funds were awarded biennially.

Mr. Ahlen said the Diamond Express connected Oakridge residents with the metro area and gave them access to transportation options, such as Amtrak, the airport, or local bus system. The fare was \$2.50 one-way and a \$5.00 round trip could be converted into a day pass for the LTD metro system. There were three trips per day and more than 12,000 rides were provided annually. He explained that LTD contracts with Pacific Crest Bus lines to provide the service. The service was supported with 5311(f) funds, a direct financial contribution from the City of Oakridge, farebox revenue, and state STF funds provided the required match. He reviewed the program budget and said the proposed award would maintain the core level of service and appear on the Board's Consent Calendar for approval. He said federal 5311(f) funds had to be applied for competitively at the state level. The state was seeking transit network programs that connected communities to other transit options. He said LTD was well positioned to compete for funding and had done well in the past.

Ms. Secord arrived at 4:50 p.m.

Mr. Ahlen said the Rhody Express service operated two loops within the Florence city limits, with an extra loop that connected with the casino, making it essentially a fixed route service. Eight hourly trips each day are provided to meet the service requirement of at least once per hour. He indicated that over 10,000 fixed route rides were provided annually, along with over 1,000 complementary ADA paratransit trips. He reviewed the biennium budget and said federal 5311 formula funds provided the program's core funding, based on population and ridership data. The budget also included farebox revenue and a financial contribution from the City of Florence. STF funds helped meet the match requirement.

Mr. Ahlen said applications for the competitive 5311(f) funds were due February 1 and applications for 5311 formula funds were due February 8.

In response to a question from Ms. Reid, Mr. Ahlen said match rates were split as a percentage of federal and local funds. The match requirements were met using STF funds, contributions from the cities of Oakridge and Florence, and farebox revenues.

Mr. Nordin asked if any of the funds described in the presentation could be used for the Florence to Yachats connection. Mr. Ahlen replied that his presentation only related to Oakridge and Florence services. The Florence-Yachats service would be the subject of a separate presentation and funding strategies.

State 5310 Enhanced Mobility of Older Adults and People with Disabilities and Special Transportation Fund (STF) Program Overview — Mr. Ahlen distributed information on the core ADA and paratransit services provided with 5310 and STF funds and a spreadsheet of the FY 2020/2021 program applications. He said services were funded through grant and local funds and the LTD Board would be presented with information about the cost to maintain services, and the funding sources that would be used. He said the applications for 5310 and STF funds had a slightly later deadline than applications for 5311 and 5311(f) funds, and he would provide the Board with a formal presentation of recommendations from the STF Committee at its February meeting.

Mr. Ahlen said 5310 funds required a local match 10.27 percent and typically STF funds were used for that purpose. He said that the 5310 and STF for formula funds were allocated through the Oregon Department of Transportation to eligible transportation agencies throughout the state. He said STF funds were the most flexible in their use and ideal for matching federal funds. He briefly reviewed the list of program applications, requested level of funding, and proposed funding sources.

Mr. Ahlen agreed to continue his presentation at the regular Board meeting due to lack of time.

ADJOURNMENT

Mr. Yeh adjourned the meeting at 5:00 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, January 16, 2019

Pursuant to notice given to *The Register-Guard* for publication on January 9, 2019, and distributed to persons on the mailing list of the District, the Board of Directors of the Lane Transit District held a regular board meeting on Wednesday, January 16, 2019, beginning at 5:30 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh, President
Kate Reid, Vice President
Josh Skov, Secretary (via teleconference)
Don Nordin, Treasurer
Emily Secord
Caitlin Vargas
Steven Yett
Aurora Jackson, General Manager
Dwight Purdy, General Counsel
Camille Gandolfi, Clerk of the Board

CALL TO ORDER/ROLL CALL — Mr. Yeh convened the meeting and called the roll.

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh expressed his appreciation for the leadership of previous Board chair Gary Wildish. He said that he was the right person for the job at the right time and he would be missed. He welcomed new Board members Ms. Secord, Mr. Skov, and Ms. Vargas and thanked them for their willingness to serve. He encouraged them to ask questions during meetings.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson introduced recently hired Development Planner Jennifer Zankowski. She asked Accessible and Customer Services Manager Cosette Rees to briefly explain the mobility on demand (MOD) soft pilot program that recently began in Cottage Grove.

Ms. Rees said the soft launch of the MOD LTD connector project was in its third day. She said there was a ridership of 15 trips on the first day, most of them were LTD staff trying out the service. She said on the second day, when no LTD staff rode, there were 25 completed trips and of those, four trips had six people. She said wait times for riders, once they had booked a trip, were between one and 10 minutes, with an average wait time of 6 minutes for the vehicle to arrive.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — There were no announcements or additions.

BOARD CALENDARS — Ms. Jackson reviewed upcoming events and noted that Transit Tomorrow was also included for those that wished to attend. She said that Board members were invited to attend the LTD employee celebration on January 27, 2019.

Mr. Yeh announced that the City of Eugene Franklin Boulevard design discovery workshop would be held on January 28, 29, and 31.

EMPLOYEE OF THE MONTH – DECEMBER — The Board recognized Accounts Payable Accounting Technician Cassie Mostert as the February 2019 Employee of the Month. Mr. Yeh presented Ms. Mostert with her award and thanked her for her outstanding service and dedication to LTD's mission. Ms. Mostert thanked the Board for her award and expressed appreciation to her colleagues.

AUDIENCE PARTICIPATION — Mr. Yeh explained the procedures for providing public testimony.

Webb Sussman, Eugene, brought two concerns to the Board's attention. He said that better transit access was needed for the new residential development in South Eugene, as current options for those living south of 13th Avenue and west of Chambers were severely limited. He said there had been some improvement with rerouting buses in the area, but more was required. He suggested a line haul service on 18th Avenue from the University to the former Hynix facility would be a welcome addition, as would a cross town route from the River Road station to the Amazon station. He said that would allow better access to shopping and other services along the corridor without having to go downtown and transfer. He said currently he could make the trip by car in 10 minutes, whereas by bus it was about 45 minutes, which was not competitive.

Rob Zako, Eugene, representing Better Eugene-Springfield Transportation (BEST), commented on the Board's work session discussion about how the MovingAhead and Transit Tomorrow projects related to each other. He said Transit Tomorrow was a short-term project about service and whether to provide more ridership or coverage using available funds. If the community wanted more frequency and ridership, investments in the MovingAhead corridors would make that happen. If the community preferred more coverage instead of more frequency, that could result in investments in corridors with infrequent service. He said the Board would be making decisions on Transit Tomorrow in 2 months and encouraged a focus on that project now as it would inform other decisions in the future. He introduced Claire Roth, BEST Safe Schools Coordinator, and Marianne Nolte, BEST Transportation Options Coordinator.

Mr. Skov pointed out that the concerns raised by Mr. Sussman were the types of issues that Transit Tomorrow was designed to address.

ITEMS FOR ACTION AT THIS MEETING

Consent Calendar — Mr. Skov asked that the December 19, 2018, Regular Board Meeting minutes be corrected to identify Bill Bradley as an Amalgamated Transit Union (ATU) Executive Board officer in the Audience Participation section on page 2.

MOTION Ms. Vargas moved to remove the Minutes of the December 19, 2018, Regular Board Meeting from the Consent Calendar. Ms. Reid provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

MOTION Ms. Reid moved to adopt LTD Resolution No. 2019-01-16-001; It is hereby resolved that the Consent Calendar for January 16, 2019, be approved as amended. The Consent Calendar consisted of the Delegated Authority Report-December, Approval of the Grant applications to fund Out-of-District Services-5311 and 5311(f) funds; and Committee Member Appointment-Statewide Transportation Improvement Fund (STIF) Advisory Committee.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

MOTION Mr. Skov moved to amend the Minutes of the December 19, 2018, Regular Board Meeting by identifying Bill Bradley, the second speaker under the Audience Participation section on page 2, as an executive board officer of ATU Local 757. Ms. Reid provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

MOTION Ms. Reid moved to approve the December 19, 2018, Regular Board Meeting Minutes as amended. Ms. Vargas provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Fiscal Year 2017-2018 Independent Audit Report and Comprehensive Annual Financial Report — Director of Finance Christina Shew introduced Julie Desimone, Moss Adams, LLP audit partner, to present the audit report.

Ms. Desimone explained the audit methodology and said the first step was risk assessment, followed by development of specific procedures for the District. She said assistance in preparing the Comprehensive Annual Financial Report (CAFR) was also provided to assure it was consistent with Generally Accepted Accounting Principles (GAAP). LTD's receipt of federal grants also required that the audit comply with both state and federal requirements.

Ms. Desimone said she was pleased to provide an unmodified opinion and noted that some of the material issues identified in last year's audit had been resolved. LTD's financial statements were presented fairly and in accordance with GAAP. She said the risk assessment included both quantitative and qualitative analyses. There were no internal control issues to report and no compliance findings on the grant audit. She said a material weakness in financial reporting had been identified in the previous year, but that had been resolved. Both state and federal cognizant agencies had been notified that there were no compliance findings.

Ms. Desimone said significant audit areas included cash, capital assets, pension plans, grant funding and Oregon budget standards. Also reviewed were the District's significant accounting policies. She said details were provided in the audit letter to the Board and was pleased to report

there were no adjustments required over the course of the audit. She commended LTD staff for their efforts to have all documents completed and available for the audit and their cooperation throughout the process.

Ms. Desimone said best practices related to timeliness of reconciliations and capital assets were shared with management. She said the Governmental Accounting Standards Board (GASB) was issuing new accounting standards and she felt that LTD management was well equipped to implement them. In summary, she reported clean audit opinions, no material weaknesses over financial reporting, no compliance issues or significant findings, and all communications had been filed with the appropriate agencies.

Mr. Nordin asked about the new standards that were being issued. Ms. Desimone said the focus was in assuring all agency obligations were reflected on its balance sheet, including all leases. For example, the lease of a truck would be reflected in capital asset balances and recorded as both an obligation and asset. She said GASB was also considering a new financial reporting model that would add significant details. She said there were conflicting opinions in the accounting community about whether adding more information equated to actual transparency.

Mr. Skov asked if it was an appropriate time to discuss the management discussion and analysis section of the audit. Ms. Desimone said the management discussion and analysis under GASB, unlike those documents in the corporate world, was extremely regulated in terms of content and not intended to be forward looking.

Mr. Skov said he noted in reviewing the audit there was a decline in capital assets, specifically the value of rolling stock, and there was no discussion of that in the audit. He asked whether that was a matter of concern or just reflecting standard depreciation of vehicles. Ms. Shew said while there had been acquisition of vehicles, the decline was primarily the result of vehicle depreciation. She said she would research the issue and provide the Board with the results of her analysis.

Mr. Yeh commended financial staff for the many improvements that resulted in a clean audit report.

MOTION Ms. Secord moved to adopt LTD Resolution No. 2019-01-15-004: It is hereby resolved that the LTD Board of Directors received the independent audit for Fiscal Year 2017-2018 and accepts the independent auditor's reports contained in the Comprehensive Annual Financial Report and Single Audit for the fiscal year ending June 30, 2018. Mr. Nordin provided the second.

VOTE The resolution was adopted as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Merging the Accessible Transportation Committee and Service Committee — Mr. Yeh said the recommendation was to merge the committees into a single committee to review service changes. The committee would include representatives of the ridership community, including seniors and people with disabilities, and up to three Board members. The new Comprehensive and Accessible Transportation Committee (CATC) would review proposed service changes and provide advice to the LTD Board on matters related to transit service.

Ms. Secord asked if the group could be used as an ad hoc committee when services changes were being proposed instead of a standing committee. Ms. Jackson said the Board previously had a Service Subcommittee composed only of three Board members. That subcommittee met only once or twice a year to review service changes, typically the fall changes, and provided recommendations to the Board on those changes. She said the Board recognized that many of the service changes most adversely affected older adults and people with disabilities. The ATC also addressed topics related to ADA accessibility issues and included one Board member, but the rest of the Board had not been engaged in those discussions.

Ms. Reid said not having a Service Subcommittee allowed the Board to be more engaged in the review and discussion of proposed service changes. She said that she agreed with the proposed merger and felt it would not only facilitate better involvement of the Board in service changes, but also establish a better connection with community partners during those discussions and prior to implementation of changes.

Mr. Nordin spoke in favor of the merger as it would allow the Board to provide better oversight of District operations.

MOTION Mr. Nordin moved to adopt LTD Resolution No. 2019-01-16-005: Be it resolved that the LTD Board of Directors approves the merger of the Accessible Transportation Committee and the Service Subcommittee to create the Comprehensive and Accessible Transportation Committee. Mr. Yett provided the second.

VOTE The resolution was adopted as follows:
AYES: Nordin, Reid, Secord, Skov, Vargas, Yeh, Yett (7)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Board Member Committee Assignments — Mr. Yeh reviewed the list of Board committee assignments. He asked for a volunteer to fill the vacancy on the Special Transportation Fund (STF) Committee.

Mr. Nordin said he was willing to serve on the STF Committee.

Mr. Yeh determined there was consensus to accept the committee assignments as presented.

ITEMS FOR INFORMATION AT THIS MEETING

State 5310 Enhanced Mobility of Older Adults and People with Disabilities and Special Transportation Fund (STF) Program Overview — Accessible Services Specialist John Ahlen continued his presentation, which began during the preceding work session. He said LTD was pursuing funding to maintain current services and the STF Committee, which was currently reviewing program applications and interviewing applicants, would provide a formal recommendation to the Board at its February meeting.

Mr. Ahlen provided a spreadsheet of available resources and grant application requests. He briefly reviewed the following applications for 5310 and STF funds:

- LTD - vehicle replacement
- LTD Paratransit and Rural Fleet - vehicle preventive maintenance
- Medical Transportation Management (MTM) - RideSource ADA and Shopper

- Lane Council of Governments Senior and Disability Services- volunteer escort mileage reimbursement
- White Bird Clinic - mental health transportation
- LTD - veterans and crucial connections
- Pearl Buck Center - preschool transportation
- South Lane Wheels/City of Cottage Grove - South Lane operations
- Alternative Work Concepts - travel training and transit host
- Lane Council of Governments Senior and Disability Services- mobility management/transportation assessments
- River Cities Taxi - Florence services
- Pacific Crest Bus - Oakridge services

Mr. Ahlen stressed that LTD was mandated to provide paratransit service that was complementary and in addition to the fixed-route service. Paratransit services were supported by federal and state grant funds and farebox revenues, with money from the General Fund supplementing programs when those sources did not cover all of the costs. Contributions for organizations operating programs, both in-kind and cash, helped to meet match requirements.

Mr. Ahlen expected that service and funding levels would be comparable to the last biennium. The total cost of the programs for which applications had been submitted was approximately \$9 million, with over half of that going to RideSource ADA paratransit. He said following the review and approval by the Board, applications were to be submitted to the state by March 15.

Mr. Nordin asked what types of vehicles were being obtained for LTD's vehicle replacement program. Mr. Ahlen said LTD went out to bid for the purchase of new vehicles and because some vendors were available through the state pricing agreement, the fleet was composed primarily of Eldorado Aerotech vehicles, but also included minivans and other types of vehicles. The vehicle specifications were established and bids were evaluated based on those criteria. Any number of vehicle types could be selected, depending on need.

Mr. Skov observed that paratransit services were expensive per ride for transit agencies to provide. He said in a report from the general manager last fall there was a reference to partnerships between ride-hailing companies and transit agencies to provide paratransit services. He asked if that was something LTD had considered pursuing. Mr. Ahlen said LTD was open to working with anyone that could meet its needs and RideSource worked regularly with local taxi companies. The wide range of services listed on the spreadsheet could only be provided by working through community partnerships to leverage grant funds. He said that all opportunities to expand services and stretch available dollars would be pursued.

Board Travel and Reimbursement Policy — Ms. Jackson said the policy had been developed following previous discussions about how to handle travel and reimbursements. Board members sometimes incurred expenses related to their duties on behalf of the District and it was important to assure that did not become a barrier to someone serving on the Board because of the cost. In that spirit the Board had directed her to prepare draft language for its consideration. The draft would be refined based on feedback from the Board.

Mr. Purdy said LTD was a special purpose mass transit district and Board members were entitled, if they chose, to \$50 per day for a full or partial day of service, plus actual and reasonable reimbursement of travel and other expenses. He said the draft policy contained provisions related to per diem, but it was preferable to have reimbursement on the basis of actual expenses. He said references to actual and necessary expenses should also include "reasonable" as part of the definition as that language was in the state statute.

Mr. Yett suggested tying private vehicle mileage reimbursements to the then current Internal Revenue Service rate. He also suggested adding the word "reasonable" to language related to the use of rented vehicles.

Ms. Reid asked for further exploration of per diem because the inability to pay for meals and other incidental expenses up front could prevent someone from participating in an activity such as the United Front trip to Washington D.C. Mr. Purdy said there was no reason why LTD could not advance travel funds to a Board member, providing a reconciliation at the end of the trip based on actual receipts were done, and return any unspent funds.

In response to a question from Mr. Nordin, Mr. Purdy explained that the statute did not provide for a travel per diem payment, rather it required reimbursement for actual and reasonable expenses. A per diem rate could be used to advance travel funds to a Board member prior to traveling, but the Board member would be responsible for retaining receipts and reconciling trip expenditures with that advance.

Mr. Yeh said the Board's intent with establishing a travel and reimbursement policy was to remove barriers and assure equitability among members in discharging their duties. He asked Ms. Jackson to continue to refine the policy.

Ms. Jackson asked the Board to consider delegating to a Board officer the responsibility for determining the reasonableness of expenses so it did not fall upon staff to make that judgment. She said the Board was accountable to the public and each other, not to the staff.

Mr. Purdy suggested that travel reimbursements be placed on the Consent Calendar for review and approval by the Board.

Ms. Secord said it was the practice of many organizations to make travel arrangements such as booking hotels and flights on behalf of board members and asked if that was feasible for LTD to do that. Ms. Jackson said that was typically how Board travel had been handled, the same procedures used for staff travel, but there was no requirement to do that. That was a decision the Board could make. Mr. Purdy said an example would be a Board member who preferred to fly first class and booked their own flight, but was reimbursed for the cost of the flight at the economy rate.

Ms. Reid said as part of equity considerations, the policy could contain language that allowed the District to take care of those types of travel expenses up front. She interpreted language in the Out-of-District Travel section of the policy to require the Board to approve in advance any travel and its cost. Ms. Jackson said that was recommended language and in current practice she made those decisions. The policy as drafted would remove that authority from the general manager and vest it in the Board or a designated member.

Mr. Purdy said other Boards would pre-approve attendance at an event, but not the cost of travel. Ms. Jackson said travel costs were budgeted in advance.

Mr. Nordin said he preferred to have the District book his travel arrangements as it would likely be able to obtain better prices.

Mr. Purdy determined there was a preference for continuing to use a per diem advance approach with reimbursement for actual and reasonable expenses and repayment of unspent per diem funds.

Ms. Jackson said she would refine the policy and provide an update at the next Board meeting.

Safety-Conscious Resolution No. 2016-012 Annual Update — Ms. Jackson said the LTD Board adopted Resolution No. 2016-012 for the purpose of reducing deaths and serious injuries from transportation related crashes. She said the resolution included strategies for achieving that goal and a requirement to provide the Board with an annual report on the District's efforts.

Ms. Jackson said the state, Lane County, and the cities of Eugene and Springfield had also adopted resolutions related to a safety-focused environment. She said LTD's approach focused in four areas:

- implementing safety focus on existing and future capital construction projects,
- initiating a Pedestrian Network Analysis (PNA),
- applying safety criteria to existing operations, and
- employee training to promote a safety conscious culture within the organization.

Ms. Jackson reviewed the work plan and summary of projects included in the agenda packet. She explained how safety was addressed during each phase of a project from design and engineering to final implementation. She said the PNA was recently completed and distributed to staff for comments; it would be finalized by the consultants and released in about 2 weeks.

Mr. Skov said that he hoped the Board would receive the PNA as soon as possible to provide more details about safety issues. He asked if LTD had conducted other PNAs in the past. Ms. Jackson said others had been done, but not as part of a comprehensive operations analysis, and prior analyses had been in a very different format. She said that she would work with consultants to assure the PNA was quickly available.

Mr. Skov commented that transit was much safer per passenger mile than driving a private vehicle.

Mr. Yeh thanked Ms. Jackson for the organizations efforts to keep safety as a foremost consideration in its operations.

In response to a question from Mr. Nordin, Mr. Skov said the safety-conscious resolution adopted by the Board was LTD's version of Vision Zero.

Board Member Reports — Mr. Nordin said the LaneACT received a report on the feasibility study of transit between Florence and Yachats. He said the study concluded there was a market for the service and efforts were under way to identify funding.

Ms. Reid said the State Transportation Improvement Fund (STIF) Committee was staffed by Lane Council of Governments. They were scheduled to meet the following week and again on February 5 to finalize its recommendations to the LTD Board on the use of STIF dollars. She said a number of applications were received for both in-district and out-of-district projects.

Financial Report — Ms. Shew said rather than reviewing the detailed written report included in the agenda packet she would highlight any significant issues. She would provide a more detailed review for new Board members at the next meeting. She said she was pleased to report that as of December, payroll taxes were on target at \$18.4 million. There were no questions from the Board.

Mr. Yett and Ms. Reid commended Ms. Shew and her staff for their work on the District's financial management practices that resulted in a clean audit report and for receiving a certificate of achievement for excellence in financial reporting. Ms. Shew thanked the Board for its support

Monthly Cash Disbursements - December — There were no questions.

Monthly Performance Reports - November/December — Ms. Jackson noted that service hours and miles had declined slightly as a result of the last fall service changes and ridership was still strong, showing more efficiency in operations.

Monthly Department Reports - December — There were no questions.

ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING - REQUESTED BY THE BOARD — Mr. Nordin said that mobility on demand (MOD) service was recently launched in Cottage Grove and that he felt it would work well and also provide opportunities to leverage more services for the community and support economic development. He said that he was hoping to identify a location for a mobility hub.

Ms. Reid noted there was a report on electric bus acquisition in the packet. She asked when delivery was expected. Assistant General Manager Service Delivery Mark Johnson said delivery was expected in March and would be placed in service as soon as possible. Ms. Jackson said a soft launch was planned and once tested with customers for performance, an official announcement would be made to the community. The Board would be made aware of the soft launch and the date of the official launch.

In response to a question from Mr. Nordin, Mr. Johnson said the electric buses had a specific color scheme and would be identified as all-electric.

Mr. Yeh said he expected there would be significant public interest in the electric buses.

ADJOURNMENT

Mr. Wildish adjourned the meeting at 7:40 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved:_____

**LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
December 2018**

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
12/04/2018	Med-Tech Resource, LLC	First Aid Supplies	Firm, Fixed-Price	Dec. 10, 2018 - Dec. 9, 2020	2-year base + three 1-year options	\$ 4,000.00	A. Jackson	
12/05/2018	Oregon Department of Transportation	Grant Agreement 30139, Amendment 05 - Franklin Blvd. Phase 1 Transit Stations	Amendment	Oct. 15, 2014 - Dec. 31, 2019	NA	\$ 935,000.00	A. Jackson	To revise milestone dates, add ADA language, and update the ODOT contract
12/06/2018	Springfield Public Schools	Change Notice #4 to LTD Contract 2011-57 - Springfield Public Schools Group Pass Agreement	Change Notice	Oct. 1, 2011 - ongoing	NA		A. Jackson	To update contact Springfield School District contract information
12/10/2018	Willamalane Park and Recreation District	Friday Van Transportation Service Reimbursement	Memorandum of Understanding	July 1, 2016 - ongoing	NA	\$6,200.00/year	A. Jackson	
12/13/2018	Lynx Group, Inc.	Rider's Digest Printing	Firm, Fixed-Price	Dec. 1, 2018 - Nov. 30, 2019	1-year base + two 24-month options	\$ 54,244.00	A. Jackson	
12/13/2018	Lane Community College	Group Pass	Group Pass	Sept. 1, 2018 - ongoing	NA		A. Jackson	
12/14/2018	JLA Public Involvement, Inc.	Amendment One to Contract 2017-56 - Alternatives Analysis of the MovingAhead Project	Amendment	Jan. 2, 2018 - Dec. 31, 2019	na	\$ 326,761.00	A. Jackson	Amendment to extend the date; no dollar amount change.
12/17/2018	Oregon Department of Transportation	Amendment 2 to Grant Agreement 32359 - Transportation Options Liaison Toolkit	Amendment	Oct. 12, 2017 - June 30, 2019	NA	\$30,124 grant award \$ 4,559 match	A. Jackson	Amendment to extend the date; no dollar amount change.
12/18/2018	Good Company	Greenhouse Gas Inventory & Technical Assistance	Firm, Fixed-Price	Dec. 15, 2018 - Dec. 14, 2019	NA	\$ 7,439.00	A. Jackson	
12/21/2018	Lynx Group, Inc.	Amendment One to Contract 2018-88 - Rider's Digest Printing Services	Amendment	Dec. 1, 2018 - Nov. 30, 2019	1-year base + two 24-month options	\$ 54,186.00	A. Jackson	Amendment to adjust quantities and price



AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2019

ITEM TITLE: STIF ADVISORY COMMITTEE BYLAWS

PRESENTOR: Camille Gandolfi, Clerk of the Board

ACCOUNTABLE DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: Adoption

PURPOSE:

To request that the Board of Directors adopt a resolution establishing the Statewide Transportation Improvement Fund (STIF) Advisory Committee Bylaws.

HISTORY:

During the 2017 legislative season, House Bill 2017 was passed establishing a new source of funding for public transportation in the state of Oregon called the STIF. To allocate these funds, Qualified Entities were chosen across the state; Lane Transit District (LTD) is the Qualified Entity for Lane County.

In accordance with OAR 732-040-0030, the LTD Board of Directors is required to appoint a STIF Advisory Committee for the purpose of advising and assisting the District in carrying out the purposes of STIF, and prioritizing projects to be funded by STIF moneys received by the District. Additionally, the Advisory Committee is required to adhere to written bylaws that meet the minimum criteria established by OAR 732-040-0030.

The attached bylaws were written in collaboration with the Lane Council of Governments and reviewed by the STIF Advisory Committee.

RECOMMENDATION:

It is recommended that the Board of Directors adopt the STIF Advisory Committee Bylaws.

ALTERNATIVES:

- 1) Request further amendments and adopt at a later date

NEXT STEPS:

The adopted bylaws will be distributed to the STIF Advisory Committee and will be submitted to the Oregon Department of Transportation.

SUPPORTING DOCUMENTATION:

- STIF Advisory Committee Bylaws

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-02-20-007:

It is hereby resolved that the LTD Board of Directors approves the STIF Advisory Committee Bylaws as presented [amended].



Lane Transit District
P. O. Box 7070
Springfield, Oregon 97401

(541) 682-6100
Fax: (541) 682-6111

LTD RESOLUTION NO. 2019-02-20-007

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

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

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

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

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

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

Adopting the State Transportation Improvement Fund (STIF) Committee Bylaws, as set forth in Exhibit 1, which is attached hereto and is incorporated herein by this reference.

Date

President, LTD Board of Directors



**STATE TRANSPORTATION IMPROVEMENT FUND (STIF) COMMITTEE
COMMUNITY ADVISORY COMMITTEE
BYLAWS**

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ARTICLE I **PURPOSE**

SECTION 1.1 Purpose. Pursuant to Oregon Administrative Rule ("OAR") 732-040-0030, the Lane Transit District ("LTD" or the "District") Board of Directors shall appoint a State Transportation Improvement Fund Committee (the "Committee" or "Advisory Committee") as an advisory committee for the purpose of advising and assisting the District in carrying out the purposes of the State Transportation Improvement Fund ("STIF") and prioritizing Projects to be funded by STIF moneys received by the District. The Committee may also advise the District regarding the opportunities to coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

In addition to any other duties, the Committee may also propose any changes to the policies or practices of the LTD Board of Directors that the Committee considers necessary to ensure that:

- a. A Public Transportation Service Provider that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and
- b. A Project proposal submitted by a Public Transportation Service Provider does not fragment the provision of public transportation services.

Defined terms, as used herein, shall have the same meaning as given in the Oregon Administrative Rules, Chapter 732, Divisions 040,042, and 044. Those definitions are set forth in Exhibit A. Definitions shall be amended consistent with the Oregon Administrative Rules.

ARTICLE II **GOVERNANCE PROCEEDINGS**

SECTION 2.1 Governance Procedures. The Committee will comply with Oregon's Public Meetings Law, Public Records Law, and all applicable governance procedures set forth in the LTD Ordinance 52 Providing Rules for Meetings of the Lane Transit Board of Directors, attached hereto as Exhibit B.

ARTICLE III **MEMBERSHIP, COMPOSITION, APPOINTMENT**

SECTION 3.1 Membership. Pursuant to OAR 732-040-0035(3), the Committee shall consist of at least seven (7) members. All members of the Committee are voting members. The Oregon Department of Transportation will be notified of changes in Committee membership when LTD submits its STIF Plan or grant application.

SECTION 3.2 Composition. To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from LTD's service area or Lane County; and be a person who is a member of or represents one or more of the following:

- a. local governments, including land use planners;
- b. Public Transportation Service Providers;
- c. non-profit entities which provide public transportation services;
- d. neighboring public transportation service providers;
- e. employers;



- f. public health, social and human service providers;
- g. transit users;
- h. transit users who depend on transit for accomplishing daily activities;
- i. individuals age 65 or older;
- j. people with disabilities;
- k. low-income individuals;
- l. social equity advocates;
- m. environmental advocates;
- n. bicycle and pedestrian advocates;
- o. people with limited English proficiency;
- p. educational institutions; or,
- q. major destinations for users of public transit.

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

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

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

SECTION 3.3 Appointment. Pursuant to OAR 732-040-0030(6), Committee members shall represent diverse interests, perspectives, geography, and the population demographics of the area, as described in OAR 732-040-0035. Applications for membership will be available electronically on the District's website with submissions going to the clerk of the Board. Pursuant to OAR 732-040-0030, applications for Committee membership will be reviewed and decided on by the LTD Board of Directors.

ARTICLE IV TERMS OF SERVICE, VACANCIES

SECTION 4.1 Terms of Service. Members shall serve for two (2) year terms. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight (8) years.

SECTION 4.2 Vacancies. For members whose positions are vacated prior to the end of their term, the LTD Board of Directors shall appoint the member's successor to serve for the remainder of the unexpired term. Vacancies that occur as a result of a member's term expiring will be filled by the LTD Board of Directors.

ARTICLE V OFFICERS

SECTION 5.1 Officers. The Committee shall choose from among its members, by majority vote of the members, a president and vice president to serve one (1) year terms. Terms of office shall begin on the first day of January and end on the last day of December.

SECTION 5.2 President. The president, and in the president's absence, the vice president; and in the absence of both, a member selected by the members present to act as president pro tem, shall preside at Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.



SECTION 5.3 Vice President. In the event of the absence of the president, or of the president's inability to perform any of the duties of the president's office or to exercise any of the president's powers, the vice president shall perform such duties and possess such powers as are conferred on the president, and shall perform such other duties as may from time to time be assigned to the vice president by the president or Committee.

SECTION 5.4 Secretary. This section intentionally left blank.

SECTION 5.5 Treasurer. This section intentionally left blank.

SECTION 5.6 Vacancies. In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

SECTION 5.7 Committee Assignments. This section intentionally left blank.

ARTICLE VI **DUTIES**

SECTION 6.1 Advisory Committee Review of Proposed Projects. Public Transportation Providers seeking STIF funding from the District through the District's STIF Plan shall submit a Project proposal to the Committee for review and approval. A standard form will be provided for use during application windows. The Project proposal must include the contents described in OAR 732-042-0015(3).

- a. The Committee shall conduct its reviews and activities in compliance with the requirements of this Section 6.1 and with these bylaws.
- b. The Advisory Committee shall meet as often as needed to advise the LTD Board of Directors and review Project proposals but no less than two times per year
- c. The Committee shall:
 1. Hold public meetings, as applicable, to review every Project proposed for inclusion in LTD's STIF Plan;
 2. Recommend approval or rejection of proposed Projects and recommend prioritization of approved Projects within the geographic boundary for which LTD receives funding to the LTD Board of Directors.
- d. The Committee shall consider the following criteria when reviewing Projects under the STIF Formula Fund:
 1. Whether the Project would:
 - i. Increase the frequency of bus service to communities with a high percentage of Low- Income Households;
 - ii. Expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
 - iii. Reduce fares for public transportation in communities with a high percentage of Low- Income Households;



- iv. Result in procurement of buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
 - v. Improve the frequency and reliability of service connections between communities inside and outside of LTD's service area;
 - vi. Increase the coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service; or
 - vii. Expand student transit services for students in grades 9 through 12.
2. Whether the Project would maintain an existing, productive service;
 3. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds; and
 4. Other factors to be determined by the LTD Board of Directors or Advisory Committee such as geographic equity.
- e. The Committee shall also review Projects under the STIF Discretionary and Intercommunity Funds. The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding. The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network. As a competitive funding source, ongoing operations Projects are subject to risk of not receiving continuous funding.

When reviewing a Project proposal for acceptance, rejection or prioritization, the Committee shall consider the extent to which the Project:

1. Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000 and set forth in Section 6.1 (e), above.
2. Meets the criteria established under OAR 732-044-0030 (1), which is set forth below:
 - i. Improvement of Public Transportation Service to Low-Income Households;
 - ii. Improved Coordination between Public Transportation Service Providers and reduced fragmentation of Public Transportation Services;
 - iii. Consistency with Oregon Public Transportation goals, policies, and implementation plans, including:
 - i. Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects.
 - ii. Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network.
 - iii. Advancement of State greenhouse gas emission reduction goals.
 - iv. Support or improvement of a useful and well-connected Statewide Transit Network;



- iv. Operations Projects that do not substantially rely on discretionary state funding beyond a pilot phase;
 - v. Geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal); and
 - vi. Other factors as determined by the Oregon Transportation Commission.
3. Meets any additional criteria established by the Oregon Transportation Commission.
 - 1.

SECTION 6.2 *High-Percentage of Low-Income Households.* The STIF Plan must contain an explanation of how the Plan defines and identifies “communities with a high percentage of Low-Income Households.” A “high percentage of Low-Income Households” is defined in Exhibit A. It shall be the responsibility of the Committee to identify the areas of Lane County in which there exist a high percentage of Low-Income Households, and to publish said determination in its Committee minutes and printed public materials.

Improvements benefiting areas with a high percentage of Low-Income Households are not limited to services provided directly to areas with high percentages of Low-Income Households. As is set forth in Section 6.1 (d)(1)(ii), improvements are also defined as services that connect individuals from areas with a high percentage of Low-Income Households with employment, services, shopping, social centers, places of worship, etc. In evaluating the value of proposed Projects, this aspect is an important consideration

ARTICLE VII

DISTRICT/COMMITTEE RELATIONSHIP

SECTION 7.1 *Project Consultation.* Prior to adopting a STIF Plan, the LTD Board of Directors shall consult the Committee regarding the Projects proposed in the STIF Plan and seek a recommendation on the prioritization of those Projects from the Committee. The purpose of this consultation is to ensure that the STIF Plans reflect a coordinated regional approach to Public Transportation Service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of the District as well as larger regional population centers and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.

SECTION 7.2 *Project Recommendation.* The LTD Board of Directors may accept the Committee’s recommendation to approve or reject a Project proposal and consider the Committee’s recommended prioritized list of Projects, may return it to the Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Oregon Department of Transportation. If the LTD Board of Directors modifies the Committee’s recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.

ARTICLE VIII

CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

SECTION 8.1 *Code of Ethics and Conflicts of Interest Policy.* Each Committee member is governed by Oregon’s Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest.



ARTICLE IX **MEETINGS**

SECTION 9.1 Meetings. The Committee will meet a minimum of two times per year, or a sufficient number of times so as to advise the LTD Board of Directors regarding its review of Project proposals and the STIF Plan.

The Committee will comply with Oregon's Public Meetings Law, Public Records Law, and all governance procedures and meeting requirements set forth in the LTD Ordinance Providing Rules for Meetings of Lane Transit District Board of Directors, attached hereto as Exhibit A. This Article IX is intended to supplement the law and LTD's Ordinances.

SECTION 9.2 Quorum Requirements. A quorum of Committee members is a majority of the Committee members, even if a member is absent or a position is vacant with the intention of being filled. This Committee can have a varying number of members, with a minimum of seven (7) and a maximum of 14 members. If a position is vacant because a member appointed is no longer a member, that position should be counted in determining whether there is a quorum. If a position is vacant because a member appointed is no longer a member, and that position is not intended to be filled, that position should not be counted in determining whether there is a quorum. A quorum is required to pass a vote at a public meeting.

- a) By way of example, assume there are 12 Committee members. A member appointed to the Committee resigns so that there are now 11 Committee members and one vacancy. Seven (of twelve) Committee members are required for a quorum.
- b) By way of example, assume there are 12 Committee members. A member appointed to the Committee resigns so that there are now 11 Committee members. The General Manager informs the Committee that she/he does not intend to fill the vacancy, so there is no vacancy, meaning there are now 11 Committee members. Six (6) (of eleven) Committee members are required for a quorum.

SECTION 9.3 Meeting Times. The Committee shall meet no less than twice per year. Committee meetings will occur on the first Tuesday of January, April, July and October, and as needed during STIF funding windows. Scheduled meetings may be cancelled by the president, or upon written notice to the Committee by any four (4) members. Special meetings may be called, with reasonable notice. Committee members must respect the scheduled starting and ending times for meetings. The vice president will assist the president with keeping on schedule.

SECTION 9.4 Attendance. All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Committee meetings, unless prevented by illness or an unavoidable cause.

SECTION 9.5 Telephonic Attendance. If a Committee member is unable to attend a meeting, there is an option to attend telephonically. A Committee meeting can also be held telephonically, without any members having to physically attend, so long as all the requirements of the Public Meetings Law are still followed (notice, recording, and a location for the public to attend and listen).

SECTION 9.6 Committee Meeting Discussion. Committee discussions should be thorough yet concise and pertinent to the issues on the agenda.

SECTION 9.7 Public Participation. Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president and the Board of Directors.



SECTION 9.8 Scheduling. All Committee members are expected to cooperate in scheduling special meetings and/or work sessions for training purposes.

ARTICLE X **VOTING RULES**

SECTION 10.1 Voting. Committee members are expected to cast a vote on all matters except when a conflict of interest arises.

SECTION 10.2 Conflict of Interest. Committee members should be familiar with Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest. If a Committee member believes he/she may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the General Manager in advance of the Committee meeting. Committee members may consult with legal counsel.

SECTION 10.3 Voting Requirements. The affirmative vote of a majority of all Committee members is required to pass a motion. For example, assume there are ten Committee members. Even if only seven Committee members attend the meeting, six must vote affirmatively to pass the motion.

ARTICLE XI **PUBLIC MEETINGS LAW AND PUBLIC RECORDS LAW**

SECTION 11.1 Legal Requirements. The requirements of Oregon's Public Meetings Law must be followed whenever a quorum of Committee members meet to deliberate towards a decision. All Committee communications are subject to the Public Records Law. Pursuant to OAR 732-040-0030(4)(b) copies of these bylaws, meeting minutes and meeting notices will be published by LTD and made available for public review in a reasonable and timely manner and will be maintained for six years. This Article XI is intended to supplement the requirements of the Public Meetings Law and Public Records Law.

SECTION 11.2 Serial Communications. If Committee members have serial communications among a quorum of its members, the requirements of the Public Meetings Law apply. A serial communication occurs when Committee member 1 deliberates towards a decision with Committee member 2; Committee member 2 then deliberates towards a decision with Committee member 3, and so on, until a quorum of Committee members (which is a majority of Committee members) is involved. While serial communications can take place in person or over the phone, they most often occur via email.

SECTION 11.3 Committee E-mail. The following guidelines apply to use of Committee email:

- a. Do not reply to Committee emails to deliberate towards a decision that should occur in public session;
- b. "Deliberation towards a decision" can only occur among Committee members. It is acceptable to reply to an email from the General Manager and/or Clerk of the Board, so long as the General Manager and/or Clerk of the Board do not share your opinion with any other Committee members; and
- c. Committee emails are subject to public records request. As a general rule, do not write anything in an email that you would not want printed in the newspaper.

ARTICLE XII **SEVERABILITY**

SECTION 12.1 Severability. If any provision of these Bylaws or its application to any person or



circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.

ARTICLE XIII **AMENDMENTS**

SECTION 13.1 *Action.* These Bylaws, as adopted by the LTD Board of Directors, may be revised or amended at any regular or special meeting of the LTD Board of Directors by a vote of the majority of the whole membership of the Board.



Exhibit A

DEFINITIONS

The following definitions apply to rules in Chapter 732, Divisions 040, 042, and 044:

1. **"Advisory Committee"** means a committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee requirements specified in ORS 184.761(1).
2. **"Agency"** means Oregon Department of Transportation ("ODOT").
3. **"Americans with Disabilities Act"** ("ADA") means section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008.
4. **"Biennium"** (plural, "Biennia") means a two-year period which runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.
5. **"Calendar Year"** means the year which begins on January 1 and ends on December 31.
6. **"Capital Asset"** means real property or tangible items purchased or leased with STIF Fund moneys, including vehicles and structures, with a purchase price of \$5,000 or more and a useful life of at least one year.
7. **"Commission"** means the Oregon Transportation Commission ("OTC") established under ORS 184.612.
8. **"Coordinate"** ("Coordination") means meet and develop sub-allocation methods, plans, programs, and schedules with other Public Transportation Service Providers and non-profit public transportation service providers with the intent of developing efficient and seamless public transportation services and reducing gaps in service.
9. **"Discretionary Fund"** means up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(1)(b).
10. **"Fiscal Year"** means the Agency's fiscal year which begins on July 1 and ends on June 30.
11. **"Governing Body"** means the decision-making body or board of a Qualified Entity.
12. **"High percentage of Low-Income Households"** means an area where the percentage of Low-Income Households is above the State of Oregon average number of Low-Income Households statewide in the same year.
13. **"Intercommunity Discretionary Fund"** means up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(1)(c).
14. **"Intergovernmental Entity"** means entities organized under ORS 190.010.
15. **"Low-Income Household"** means a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902 (2) for the 48 Contiguous States and the District of Columbia.
16. **"Local Plan"** means a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public



Transportation Service Provider, or Metropolitan Planning Organization and which includes, at a minimum:

- a. A planning horizon of at least four years;
- b. An existing and future conditions analysis that includes:
 - i. Current and forecast population and demographics, including locations of people who are often transit dependent, including low income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;
 - ii. Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;
 - iii. Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;
- c. Prioritized lists of public transportation improvements and capital projects; and
- d. Identified opportunities to coordinate public transportation services within and outside the county, district, or tribal area and with other agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service.
- e. Local Plans include, but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.

17. **"Mass Transit District"** means a district organized under ORS 267.010 to 267.390.
18. **"Project"** means a public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.
19. **"Public Corporation"** means an independent legal entity that was formed by legislative action, serves a public purpose, and is under exclusive public management or control.
20. **"Public Transportation Advisory Committee"** ("PTAC") means the ODOT Public Transportation Advisory Committee established by the Commission in 2000.
21. **"Public Transportation Service Provider"** means a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.
22. **"Public Transportation Services"** means any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may be for purposes such as health care, shopping, education, employment, public services, personal business, or recreation.
23. **"Qualified Entity"** means, a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.



-
24. **"Recipient"** means a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with the Agency to receive STIF funds.
 25. **"Satisfactory Continuing Control"** means the legal assurance that a Capital Asset will remain available to be used for its originally authorized purpose throughout its useful life or until disposition.
 26. **"Special District"** means a service district organized under ORS 451.010(1)(h).
 27. **"STIF Formula Fund"** means up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission's approval of a STIF Plan, pursuant to ORS 184.758(1)(a).
 28. **"STIF Fund"** means the fund established under ORS 184.751.
 29. **"STIF Plan"** means a public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.
 30. **"Statewide Transit Network"** means the collection of all transit service that operates in Oregon.
 31. **"Sub-Recipient"** means any entity that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between the Agency and the Recipient.
 32. **"These Rules"** means OAR Chapter 732 Divisions 040, 042, and 044.
 33. **"Transportation District"** means a district organized under ORS 267.510 to 267.650.



Exhibit B

Ordinance No. 52 attached on following page

APR 24 2018

LANE COUNTY CLERK

BY

ORDINANCE NO. 52

**AN ORDINANCE PROVIDING RULES FOR MEETINGS OF THE
LANE TRANSIT DISTRICT BOARD OF DIRECTORS, AND
AMENDING AND RESTATING ORDINANCE NO. 45.**

WHEREAS Lane Transit District is reorganizing and updating its Board governance procedures:

BE IT ENACTED BY LANE TRANSIT DISTRICT:

Lane Transit District Ordinance No. 45 is amended and restated in its entirety to read as follows:

Section 1. Meetings to Be Public

In accordance with Public Meetings Law, all meetings of the Board of Directors shall be open to the public and all persons, unless otherwise excluded, shall be permitted to attend, except that the public may be excluded from executive sessions.

Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at regular monthly Board meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president.

Section 2. Regular Meetings***a. Time***

The Board of Directors shall hold regular monthly meetings at the time and day as designated by the Board Resolution Setting Time and Day for Regular Monthly Board Meetings. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held at the same time on the next succeeding day not a holiday, or as otherwise directed by the Board.

b. Place

Regular meetings shall be held in the Board Room at the District's Glenwood-area facility, or at such other location as the Board of Directors may specify from time to time and cause to be included in the notice of meeting.

c. Notice

Public notice shall be given, reasonably calculated to give actual notice, to interested persons of the time and place for holding regular meetings. The notice also shall include a list of the principal subjects anticipated to be considered at the meeting, but this requirement shall not limit the ability of the Board of Directors to consider additional subjects.

Section 3. Adjourned or Canceled Meetings

Meetings may be adjourned to a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Meetings may be canceled. In the event a meeting is canceled, a notice of cancellation of meeting shall be posted on the Lane Transit District website as soon as is reasonably possible.

Section 4. Special Meetings

a. Call

The president of the Board or a majority of the directors may call special meetings.

b. Notice

At least 24 hours' notice of special meetings shall be given to the directors, the news media which have requested notice, and the general public. The notice shall state the time, place, and purpose of the meeting.

Section 5. Emergency Meetings

a. Call

The president of the Board or a majority of the directors may call emergency meetings.

b. Notice

In case of an actual emergency, a meeting may be held upon such notice as is appropriate to the circumstances both to the directors and to the public. The minutes and/or recording for such a meeting shall describe the emergency justifying less than 24 hours' notice. The notice shall state the time, place, and purpose of the meeting.

Section 6. Executive Sessions

The Board of Directors may hold executive sessions during a regular, special, or emergency meeting after the presiding officer has identified the specific provision of the Public Meetings Law that authorizes the executive session.

If an executive session only will be held, notice shall be given to the members of the Board of Directors and to the general public, stating the specific provision of law authorizing the executive session.

Section 7. Telephone or Other Electronic Communication

Any meeting of the Board of Directors, including an executive session, may be held through the use of telephone or other electronic communication, provided it is conducted in accordance with Public Meetings Law and with this ordinance. When telephone or other

electronic means of communication is used and the meeting is not in executive session, the Board of Directors shall make available to the public a place where the public can listen to the communication at the time it occurs. The place provided may be a place where no Board member is present, but said place shall be located within the geographic boundaries of the District.

Section 8. Place of Meetings

All meetings shall be held within the geographic boundaries of the District, and shall be in a place accessible to persons with disabilities. A meeting of the Board of Directors that is held through the use of telephone or other electronic communication shall be deemed held within the geographic boundaries of the District if the place provided for the public to listen to the communication is located within the geographic boundaries of the District. Training sessions may be held outside the geographic boundaries of the District as long as no deliberations towards a decision are involved.

Section 9. Conduct of Meetings

a. Presiding Officer

The president, and in the president's absence, the vice president; and in the absence of both, a director selected by the directors present to act as president pro tem, shall preside at meetings of the District directors.

The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

b. Minutes

The secretary, or a person so designated by the secretary or Board of Directors, shall keep a sound, video or digital recording or prepare written minutes of the District Board meetings. Neither a full transcript nor a full recording of the meeting is required, except as otherwise provided by law, but the written minutes or recording must give a true reflection of the matters discussed at the meeting and the views of the participants. All minutes or recordings shall be available to the public within a reasonable time after the meeting, and shall include at least the following information:

1. All members of the Board of Directors who are present at the meeting;
2. All motions, proposals, resolutions, orders, ordinances and measures proposed and their disposition;
3. The substance of any discussion on any matter; and
4. Subject to Public Records Law, a reference to any document discussed at the meeting.

If written minutes are kept for a regular meeting, minutes of executive sessions shall be kept the same as the minutes of regular meetings, except that instead of written minutes, a record of any executive session may be kept in the form of a sound or video tape or digital recording which need not be transcribed unless

otherwise required by law. Material, the disclosure of which is inconsistent with the purpose for which an executive session is authorized to be held, may be excluded from disclosure unless otherwise ordered by the court in any legal action.

The approved written minutes, or the sound, video, or digital recording shall be considered the official record of the Board meeting and shall be retained by the Clerk of the Board in accordance with the Public Meetings Law and Oregon Administrative Rules regarding document retention.

c. Quorum

A quorum of Board members is a majority of the Board members, even if a position is vacant or a director is absent. Therefore, four (of seven) Board members are required for a quorum. A quorum is required to hold a public meeting.

d. Rules

Roberts' Rules of Order shall be the parliamentary procedure for meetings of the District Board, except when a specific rule is provided by statute or this ordinance, or by a resolution of this Board.

e. Matters to be considered

1. At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters that they desire to consider, whether in the published agenda or not, except that an ordinance can be considered only at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting.
2. At special meetings, only those matters that were specified in the notice of the meeting shall be considered.
3. At emergency meetings, only the emergency matters shall be considered.
4. No final action may be taken in executive session; however, a consensus of the Board may be determined.

Section 10. Notices

a. Notices to Directors

Notice to directors shall be deemed given when sent, via e-mail, to the director's LTD email address.

b. Public Notice

All public notices shall be given in one or more newspapers of general circulation within the District, published on the District's website, and in such other and additional manner as the Board of Directors shall from time to time direct.

c. News Media

Notice of all meetings must be given to news media which have requested notice.

Section 11. Ordinances

a. Publication of Agenda

1. Except in an emergency, an ordinance shall not be considered or voted upon by the Board unless the ordinance is included in the published agenda of the meeting. The agenda of a meeting shall state the time, date, and place of the meeting; give a brief description of the ordinance to be considered at the meeting; and state that copies of the ordinance are available at the office of the District.
2. The presiding officer shall cause the agenda to be published not more than ten days nor less than four days before the meeting, in one or more newspapers of general circulation within the District.

b. Adoption

Except as provided by subsection 3 of this section, before an ordinance is adopted, it shall be read during regular meetings of the District Board on two different days at least six days apart. If the ordinance as initially read is substantially amended prior to adoption, it shall be read as amended during regular meetings of the District Board on two different days at least six days apart, the first of which may be the meeting at which it is amended.

1. The reading of an ordinance shall be full and distinct unless at the meeting:
 - 1.1. A copy of the ordinance is available for each person who desires a copy; and
 - 1.2. The Board directs that the reading be by title only.
2. Except as provided by subsection 3 of this section, the affirmative vote of a majority of the members of the District Board is required to adopt an ordinance.
3. An ordinance to meet an emergency may be introduced, read once and put on its final passage at a regular, special, or emergency Board meeting, without being described in a published agenda, if the reasons requiring immediate action are described in the ordinance. The unanimous approval of all members of the Board at the meeting, a quorum being present, is required to adopt an emergency ordinance. No emergency ordinance shall be adopted imposing an income tax nor changing the boundaries of the District.

c. *Signing and Filing*

1. Within seven days after adoption of an ordinance, the enrolled ordinance shall be:
 - 1.1. Signed by the presiding officer;
 - 1.2. Attested by the person who served as recording secretary of the District Board at the session at which the Board adopted the ordinance; and
 - 1.3. Filed in the records of the District.
2. A certified copy of each ordinance shall be filed with the county clerk, available for public inspection.
3. Within 15 days after adoption of an emergency ordinance, notice of the adoption of the ordinance shall be published in one or more newspapers of general circulation within the District. The notice shall:
 - 3.1. Briefly describe the ordinance;
 - 3.2. State the date when the ordinance was adopted and the effective date of the ordinance; and
 - 3.3. State that a copy is on file at the District office and at the office of the county clerk of the county, available for public inspection.

d. *Effective Date*

1. Except as provided by subsection 2 of this section, an ordinance shall take effect on the 30th day after it is adopted, unless a later date is prescribed by the ordinance. If an ordinance is referred to the voters of the District, it shall not take effect until approved by a majority of those voting on the ordinance.
2. An emergency ordinance may take effect upon adoption.

e. *Petition to Adopt, Amend, or Repeal an Ordinance*

Any interested person who is a landowner within the District or an elector registered in the District may petition the Board of Directors to adopt, amend, or repeal an ordinance. Any such person may appear at any regular meeting of the Board and shall be given a reasonable opportunity to be heard.

Section 12. Resolutions and Motions

- a. All matters, other than legislation coming before the District Board and requiring Board action, shall be handled by resolution or motion. A motion approved by the vote of the majority of all Board members shall have the same force and effect as a resolution.

- b. The affirmative vote of a majority of all Board members (four of seven) is required to pass a motion. Even if only five members attend the meeting, four must vote affirmatively to pass the motion.

Section 13. Officers

The Board shall choose from among its members, by majority vote of the members, a president, vice president, treasurer, and secretary to serve for terms of two years. Terms of office shall begin on the first day of January and end on the last day of December in even-numbered years. In case of a vacancy in any office other than by expiration of the officer's term, the vacancy shall be filled by election by the Board of Directors when the need arises and the newly-elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

Section 14. Committees

The president, on the president's own motion, or the directors by majority vote, may appoint committees to make investigations, to study problems, and to make recommendations to the Board of Directors. A committee that reports directly to the Board is a "Board subcommittee" or a "community advisory committee." Board subcommittees only include directors. Community advisory committees may include persons who are not directors. The appointment shall include a designation of a president of the committee. All provisions of this ordinance shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board of Directors," and "committee members" for "directors."

Two or more committees may meet jointly so long as a quorum of the Board of Directors is not present, unless the required notice for a Board meeting has been given. Although two or more committees may meet jointly, separate minutes or recordings and separate votes must be taken for each committee.

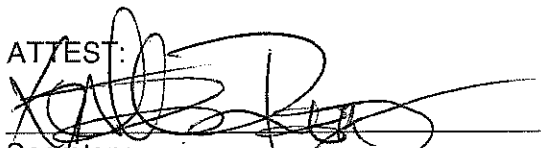
Section 15. General Manager


The general manager shall attend all Board meetings and may participate in such meetings, but has no vote. The Board of Directors may appoint a general manager pro tempore during the absence or disability of the general manager.

ADOPTED this 18 day of April, 2018.



President and Presiding Officer

ATTEST:


Secretary


Recording Secretary



Lane Transit District
P. O. Box 7070
Springfield, Oregon 97475
(541) 682-6100
Fax: (541) 682-6111

CERTIFICATION

The undersigned duly qualified and acting Clerk of the Board of the Lane Transit District certifies that the foregoing is a true and correct copy of Ordinance No. 52, "an ordinance providing rules for meetings of the Lane Transit District Board of Directors, and amending and restating Ordinance No. 45," as adopted at a legally convened meeting of the Board of Directors held on April 18, 2018.



Signature of Recording Officer

Clerk of the Board
Title of Recording Officer

April 18, 2018
Date

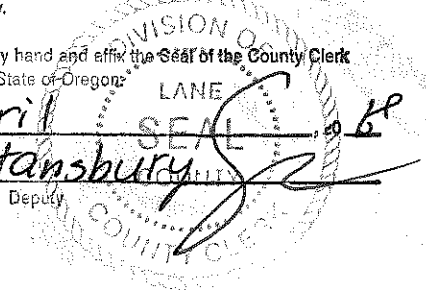
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STATE OF OREGON)
COUNTY OF LANE)

This is to certify that I have compared this document with the original and that it is a correct transcript of the whole original document as it appears on file or record in this office in my official care and custody.

Attending to this fact, I hereby set my hand and affix the Seal of the County Clerk
(Ex-Officio) in and for Lane County, State of Oregon.

This 24th day of April 2018
By Susan S. Stansbury
Deputy



AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2019

ITEM TITLE: CITY OF EUGENE FRANKLIN BLVD TRANSFORMATION
PROJECT UPDATE

PREPARED BY: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: None. Information Only

BACKGROUND:

The City of Eugene is currently conducting the Franklin Boulevard Transformation project. With this project, the City is looking to develop multimodal alternative design options to reconfigure the 1.5 miles of Franklin Boulevard from Alder Street to Interstate 5 to:

- transform Franklin Boulevard from an auto-oriented thoroughfare to a pleasant, safe, comfortable, multimodal street;
- reinforce Franklin Boulevard as the spine of the regional EmX system;
- strengthen connections for all modes across and along Franklin Boulevard; and
- redevelop Franklin Boulevard consistent with adopted plans and considering environmental impacts.

Larisa Varela, Eugene's project manager, will provide an update on this project.

ATTACHMENTS:

- 1) Franklin Blvd Transformation Project - Draft Project Overview

PROPOSED MOTION: None. Information only.



DRAFT

Project Overview

- Project Purpose
- Project Needs
- Vision for Franklin Blvd
- Project Goals & Objectives
- Evaluation Criteria

January 22, 2019





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Attachment 1: Planning Documents Review

Contains a review and excerpts of planning related documents with relevance and guidance pertaining to the transformation and redesign of Franklin Boulevard



Introduction

Project Overview

Franklin Boulevard is designated as an arterial street that connects downtown Eugene to the University of Oregon and Springfield, provides access to several businesses and other land uses, and is a transit spine for the area. Its present design still looks and operates like an antiquated state highway that does not take into consideration the urban land uses around it. Its fast speeds and driver behavior does not adequately or safely serve the multimodal needs of our urban Eugene community. As Eugene and the University of Oregon grow, our transportation needs and values are evolving to achieve several community goals and objectives.

The City of Eugene (City) has been planning for Franklin Boulevard's redesign for years. The Walnut Station Specific Area Plan, adopted in 2010, envisioned a corridor transformation so that this segment of Franklin Boulevard could serve as a catalyst for redevelopment of the corridor. To achieve this, however, Franklin Boulevard needs design changes.

With this project, the City is looking to develop multimodal alternative design options to reconfigure the 1.5 miles of Franklin Boulevard from Alder Street to Interstate 5 to:

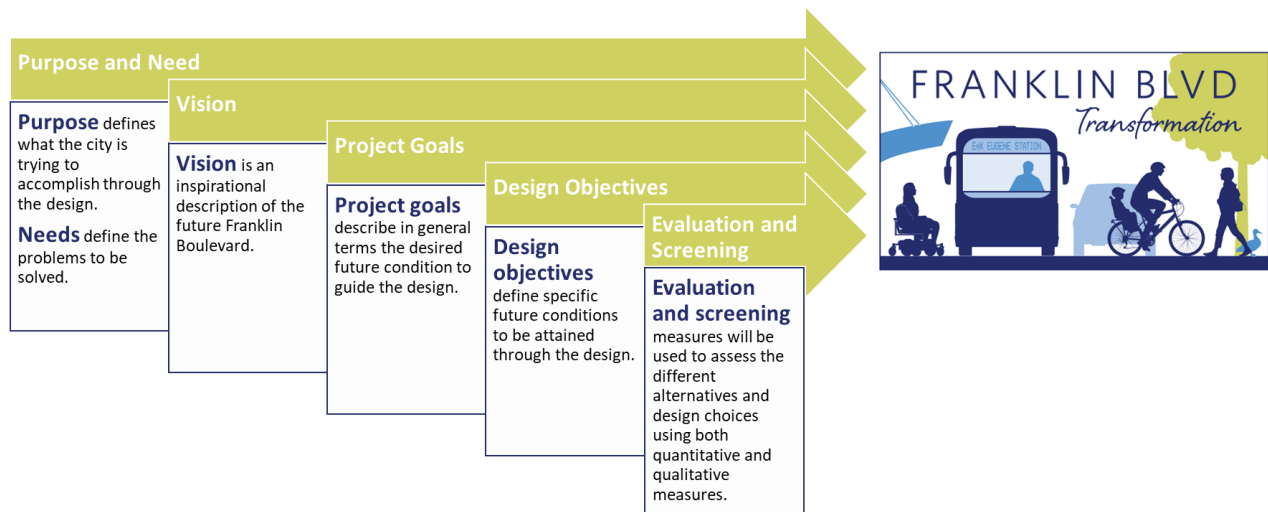
- Transform Franklin Boulevard from an auto-oriented thoroughfare to a pleasant, safe, comfortable, multimodal street.
- Reinforce Franklin Boulevard as the spine of the regional EmX system.
- Strengthen connections for all modes across and along Franklin Boulevard.
- Redevelop Franklin Boulevard consistent with adopted plans and considering environmental impacts.

Through the project, the City will also evaluate the environmental impacts of the project in a subsequent environmental/permitting phase. The project's development process will link transportation planning and environmental analysis through an integrated and coordinated approach. It will consider both planning and National Environmental Policy Act (NEPA) considerations to allow decisions to carry forward through subsequent project development and approval activities.

Purpose of the Memo

This memo serves as a base of information to provide background and context for the transformation of Franklin Boulevard. It describes the purpose of the project and the needs (problems) the project is intended to resolve. It presents a draft vision statement, goals, and objectives for the corridor based on a review

of existing planning documents¹. The vision, goals and objectives will be refined through the project's planning process as we hear from the community about what they would like to stay on Franklin, what they would like changed, and what they would like created. Finally the memo presents criteria for evaluating project design elements and to aid the City in identifying the best design concepts to move forward for further consideration in subsequent phases of project development.



The contents of the memo will be used by project designers and the public to communicate and shape the transformation of Franklin Boulevard.

Project Area

The extent of the project is from Alder Street on the west side to Interstate 5 on the east side. It also includes consideration of bicycle and pedestrian accommodation on Garden Avenue near the middle of the corridor, in addition to repaving for automobile travel.

¹ Attachment 1 contains an annotated bibliography with excerpts of relevant guiding statements for consideration in the redesign of Franklin Boulevard



Purpose and Need

Draft Purpose

The purpose of the project is to transform Franklin Boulevard from an automobile-oriented state highway arterial to be a pleasant, safe, comfortable, high quality, walking, biking, and transit street, and be consistent with adopted land use and transportation plans, which also call for supportive increased residential density, changes in urban form, and mixed-use development.

Draft Needs (Problems)

1. Franklin Boulevard has a deficient bicycle and pedestrian network, across and along it, especially given changes in adjacent and planned land uses.
 - a. The quality of the pedestrian and bicycle facilities on Franklin Boulevard and Garden Avenue are substandard for Eugene and do not meet current street design guidelines. Land development patterns to the north of Franklin Boulevard create a growing demand for people walking and biking to safely, comfortably, and conveniently cross



Sidewalks without a buffer and standard bike lanes are not comfortable places for people to walk and bike on Franklin.



- Franklin Boulevard. The wide street, number of lanes, fast speeds, and lack of quality crossing treatments and distance between existing suitable crossings create safety concerns for people walking and biking.
- b. Higher quality bicycle and pedestrian facilities that flow into the corridor are not well connected to Franklin Boulevard. Bike and pedestrian connectivity along and across the corridor are lacking and are poorly designed.
2. The EmX bus rapid transit system (BRT) in the corridor is near capacity and does not support desired future headways.
 - a. In part of the corridor, the EmX vehicles have to share one dedicated travel lane for both directions. As ridership has grown, the single, shared lane does not provide sufficient operational capacity.
 - b. Planned headways (7 minutes) aren't possible given the current single lane configuration.
 3. Franklin Boulevard's current design and operating conditions are incompatible with adopted land use, development, and transportation plans.
 - a. Franklin Boulevard bisects the University of Oregon, which is undergoing a major expansion across Franklin into what will be North Campus in the future. As an auto-oriented, former State-owned highway, the design of the street (e.g., wide lanes and auto-oriented character) and speeds of motorists are incompatible with the current and future planned uses. The corridor's future condition needs to respond to this redevelopment and growth in a safe manner.
 - b. Land use plans, particularly the Walnut Station Plan, call for increasing residential and commercial density and a high-quality, walkable, bikeable streetscape. The increased density is planned to support the investment in the EmX line through increased ridership.
 - c. The street network, parallel streets, and connectivity are lacking in the area due to several factors (e.g., the railway lines, the river, topography, numerous street closures on parallel streets, and the past emphasis on a hierarchy of roads and superblocks). Because Franklin Boulevard was considered more or less a highway, the past design direction emphasized motor vehicle throughput, volume, and speed, over access, walkability, bikeability, transit, urban design, etc. Urban ideas like connectivity, access, parallel networks, and multimodalism were unimportant. However, the evolution of adopted plans (see Attachment), mean they are important today and the legacy of those past design ideas means that Franklin Boulevard is being asked to play several roles simultaneously. Simultaneously achieving all of the roles (safe, comfortable accommodation of all modes, access to parcels, creation of a "place," etc.) to a high degree on one street is a major policy and design challenge because of limited space and ability to create new right-of-way. Trade-offs will undoubtedly be needed.

Vision

After the project and the area's redevelopment, Franklin Boulevard will be transformed. The following vision is from the Walnut Station Specific Area Plan. The project's goals and objectives provide refinement of the vision. The vision, goals and objectives presented here are drafts based on adopted plans. These draft elements will be revised as the project progresses and we hear from the community through our outreach process.

In this vision from the *Walnut Station Specific Area Plan*, Franklin is transformed by:

Providing the retail services needed by residents of a vibrant neighborhood and an attractive and distinctive travel corridor that facilitates safe and efficient movement by all modes of transportation. Residents and visitors experience a unique and welcoming entrance to the city and the University of Oregon, arriving by bike, bus, car and foot. The multiway boulevard encourages use by pedestrians and shoppers by separating through traffic from local access traffic, increasing safety throughout the corridor and providing a quieter edge as well as parking options on the local access lane.

Vibrant, green foliage in well-designed landscaping, pedestrian scale lighting and attractive, human-scaled architecture all blend to create a sense of vitality fused with elements of nature.²



Franklin Boulevard redesign as envisioned in the Walnut Station Specific Area Plan (p. 28)

While the street typology may change through the Franklin Boulevard Transformation, any new design concepts that emerge will retain the values articulated in the Walnut Station Specific Area Plan vision.

² *Walnut Station Specific Area Plan*. City of Eugene. 2010. P. 11.



Project Goals, Objectives, and Evaluation Measures

Goals	Design Objectives	Evaluation Measures
Project goals describe in general terms the desired future condition to guide the design.	Design objectives define how specific future conditions will be attained through the design.	Evaluation measures will be used to assess the different alternatives and design choices using both quantitative and qualitative analysis.
Goal 1: Transform Franklin Boulevard into a pleasant, safe, comfortable, multimodal street.	<ul style="list-style-type: none">• Redesign Franklin Boulevard as a complete street that is safe and comfortable to walk and bike both along and across and to transit stations• Use design tools such as multiway boulevard sections, protected intersections, protected bicycle infrastructure, and wider sidewalks with planted buffers to increase safety and comfort for all users.• Increase accessibility for all users to increase social and economic exchange across and along the street.• Integrate furnishings, lighting, landscape elements, distinct materials, and character-supporting elements into the design to result in an attractive place with a desirable image• Street trees are of particular importance to create a sense of enclosure, pedestrian comfort (e.g., shade in the summer), and beauty.• Integrate gateways and key entry points to the corridor to create a sense of arrival, help change driver behavior to match the desired context, and emphasize the desired character of Franklin Boulevard.• Consider freight needs in the design (i.e., appropriate routes, appropriate design vehicle for urban environments, and encroachment policy that allows for urban outcomes)• Reinforce the urban design direction for buildings along the street to “hold” the street, increase pedestrian comfort, help calm traffic, help change driver expectations, and create an urban sense of enclosure/space.• Discourage design features that encourage high motor vehicles speeds (e.g., right turn lanes, wide lanes, highway-scaled signs, etc.) and encourage measures that help self-enforce desired speeds/calm motorists such cross-section changes, textures, optical narrowings and other measures that are compatible with multimodal corridors.• Explore street connectivity to promote direct routing/lower VMT, lower automobile dependencies on Franklin Boulevard, redundant routing options. Connectivity is important for emergency services’ response times, during times of maintenance, special events, collisions, or other emergencies along Franklin Boulevard.	<p>Pedestrians</p> <ul style="list-style-type: none">• Pedestrian Level of Traffic Stress• Continuity of walking network• Distance between suitable pedestrian crossings of Franklin• Safety• Accommodation of people with mobility and visual impairments <p>Bicycle Travel</p> <ul style="list-style-type: none">• Bicycle Level of Traffic Stress• Continuity of biking network• Safety <p>Transit</p> <ul style="list-style-type: none">• Frequency and On-Time Reliability• Schedule Speed/Travel Times• Presence of Transit Stop Amenities• Connectivity to Pedestrian/Bike Network• Safety <p>Motor Vehicles</p> <ul style="list-style-type: none">• Level of Service• On-street parking supply• Travel Time• Vehicle Miles Traveled (VMT = average trip length x # of motor vehicle trips)• Modal spilt• Emissions/carbon footprint• Safety• Network connectivity <p>Freight</p> <ul style="list-style-type: none">• Appropriate truck routes <p>Environmental</p>
Goal 2: Reinforce Franklin Boulevard as the spine of the regional EmX system.	<ul style="list-style-type: none">• Provide continuous bi-directional travel for EmX buses along the corridor with high-quality, well-integrated, and accessible stations.• Design for planned transit frequency and capacity needs and meet on-time performance goals.• Design for ease of access to the stations for pedestrians and cyclists.	



Goals	Design Objectives	Evaluation Measures
Project goals describe in general terms the desired future condition to guide the design.	Design objectives define how specific future conditions will be attained through the design.	Evaluation measures will be used to assess the different alternatives and design choices using both quantitative and qualitative analysis.
	<ul style="list-style-type: none">• Design for a comfortable and dignified waiting and transfer experience.	<ul style="list-style-type: none">• Historic Sites Affected• Acres of Land Use Type Impacted• Number of Charter Trees Affected• Acres of Impervious Surface• Right-of-way Acreage needed• Number of Noise Sensitive Land Uses• On-street parking Supply <p>Economic</p> <ul style="list-style-type: none">• Construction cost• Maintenance costs
Goal 3: Strengthen connections across and along Franklin Boulevard.	<ul style="list-style-type: none">• Create a consistently high-quality experience along Franklin Boulevard for people using all travel modes, for example through a wide, well-appointed pedestrian realm, more frequently-spaced pedestrian crossings, and mutually supportive design elements.• Design accessible, engaging, safe and comfortable connections to and from adjoining neighborhoods and destinations on the corridor and connections across the corridor.• Design so that motorists intuitively know to drive at the desired/target speeds, expect to yield or stop for pedestrians and cyclists, slow for turning motorists, and other urban circumstances, due to design queues and not have to rely on posted speed limit signs, crossing signs, police enforcement, etc.	
Goal 4: Reconstruct Franklin Boulevard to be consistent with adopted plans and considering environmental impacts and cost.	<ul style="list-style-type: none">• Consider design and performance guidance from adopted plans• Avoid or minimize adverse impacts of the design alternatives on the natural and human environment and promote design elements that result in positive impacts on the natural and human environments• Avoid or minimize impacts of the design that would preclude parcel redevelopment to desired form/use in adopted plans. Advance that ability to redevelop parcels to the desired form by designing the street to be supportive of the desired form of development.	



AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2019

ITEM TITLE: DRAFT BOARD TRAVEL & EXPENSE REIMBURSEMENT POLICY

PRESENTOR: Aurora Jackson, General Manager

DIRECTOR: N/A

ACTION REQUESTED: Discussion and Gather Input

PURPOSE:

To engage the Board of Directors in a discussion about the Draft Board Travel & Expense Reimbursement Policy and to gather addition input prior to preparing a final document for adoption at the March Board of Directors' meeting.

HISTORY:

At the November 2018 Board of Directors' meeting, the Board directed the general manager to draft a policy addressing travel and reimbursement for expenses incurred by the Board. A draft was presented at the January 2019 Board of Directors' meeting for discussion and to gather input.

At the January 2019 Board of Directors' meeting, the Board provided input and requested clarifying language that addressed reimbursement for expenses; advancements for meals when traveling out-of-district; and the process for making travel arrangements. The draft policy has been updated with the requested information for further discussion and to gather additional input.

RECOMMENDATION:

N/A

NEXT STEPS:

After gathering additional input on the draft policy, a final document will be presented for adoption at the March Board of Directors meeting. At that time, staff will recommend the policy be made retroactive to July 1, 2018, in order to process any outstanding reimbursement requests.

SUPPORTING DOCUMENTATION:

- 1) Draft Board Travel & Expense Reimbursement Policy
- 2) Red-lined version of the Draft Board Travel & Expense Reimbursement Policy

PROPOSED MOTION:

N/A



Board Travel, Meetings and Miscellaneous Expense Reimbursement

101. PURPOSE

The purpose of this policy is to establish procedures relative to travel, meetings and miscellaneous expense reimbursement for the members of the Board of Directors of Lane Transit District in the performance of their duties; to define authorizations required to incur such expenses; and to ensure uniform and fair payment of expenses.

102. APPLICABILITY

This policy applies to members of the Board of Directors only.

103. DEFINITIONS

"Board" shall mean the Board of Directors of LTD.

"Board Meeting" shall mean any official meeting of the Board, any committee meeting of the Board, or any meeting related to District Business.

"Director[s]" shall mean a member of the Board.

"District" or "LTD" shall mean Lane Transit District.

"District Business" shall mean activities related to the business of LTD or the operation of a mass transit district generally.

"Meeting" shall mean any Board meeting, District meeting, conference, seminar, committee meeting or gathering related to District Business.

"Personal Business" shall mean activities that are personal in nature and not related to District Business.

"Incidental Expense" shall mean any fee or tip given to a porter, bellhop, skycap, hotel maid, taxi cab driver, Uber or Lyft driver, valet, or any similar person.

"Travel Documentation" shall mean any receipt, paid bill or written document related to an expense, including an email, text, fax, log, or any other digital or written format that provides a record of the expense.

104. TRAVEL AUTHORIZATION AND APPROVAL

Out-of-District Travel. All out-of-district travel for Directors to attend a Meeting at District expense shall be approved by action of the Board prior to incurring such expense. In unusual or emergency circumstances, if prior Board approval is not possible, the Board President may approve out-of-district travel for Directors. In such unusual or emergency situations, the travel authorization shall be presented to the Board of Directors for ratification at its next scheduled Board meeting. If a Director is assigned to a committee, then attendance at those committee meetings shall not require prior approval of the Board. For periodic out-of-District Meetings, which occur several times per year, the Board may approve such Meetings annually. It is recommended

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The General Manager shall prepare and implement a separate administrative regulation establishing appropriate travel and meeting expense reimbursement guidelines for employees of the District.

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that the Clerk of the Board keep authorizations on file.

In-District Travel. Each Director is authorized to travel at District expense, within the District, when, in his/her judgment, such travel is required for District Business. Expenses for Personal Business, meal per diem, and lodging are not reimbursable for in-district travel. Directors are entitled to receive reimbursement for actual, reasonable and necessary expenses incurred in the performance of official District duties (e.g. personal vehicle mileage reimbursement, parking fees, etc.).

105. PERSONAL EXPENSES

The District shall not be responsible for any travel associated with Personal Business. If a Director attends a Meeting for which reimbursement is claimed that also includes Personal Business, the Director shall only seek reimbursement for the expenses associated with District Business.

106. MEALS

Advancement for Meals. Unless a Director requests otherwise, the District shall advance money to a Director for out-of-district maximum full day meal and incidental expenses rate equal to the maximum federal per diem and incidental expenses rate established by the Internal Revenue Service (IRS) and the U.S. General Services Administration (GSA) for travel within the continental United States, outside the continental United States, and foreign rates as published by the United States Government, or \$50 per day if the rate is unpublished. Per diem rates can be found at www.gsa.gov/perdiem. Advancements for the first and last day of actual out-of-district travel shall be based on the Meals and Incidental Expenses (M&IE) Breakdown as published on the GSA website at the rate published for the First and Last Day of Travel for the corresponding M&IE total.

After travel, the Director shall submit to the Clerk of the Board evidence of the actual expenses. If the actual expenses exceed the advancement, then the District shall reimburse the difference. If the actual expenses are less than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental Expense is reimbursable if reasonable and documented.

107. LODGING

Commercial Lodging Expenses. Directors are entitled to receive reimbursement for actual, reasonable and necessary out-of-district lodging expenses incurred in the performance of District Business. All efforts should be made to obtain reasonable lodging rates as appropriate for the nature of the District Business. Unless a Director requests otherwise, the District shall advance money to a Director for out-of-district lodging expense equal to the maximum federal per diem established by the Internal Revenue Service (IRS) and the U.S. General Services Administration (GSA) for travel within the continental United States, outside the continental United States, and foreign rates as published by the United States Government, or \$200 per day if the rate is unpublished. Per diem rates can be found at www.gsa.gov/perdiem.

After travel, the Director shall submit to the Clerk of the Board evidence of the actual expenses. If the actual expenses exceed the advancement, then the District shall reimburse the difference.

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If the actual expenses are less than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental Expense is reimbursable if reasonable and documented.

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108. TRANSPORTATION

Airfare. Airfare, reasonable baggage fees, and Incidental Expense, shall be reimbursed based on the value of the applicable round-trip coach airfare from EUG to the proposed destination.

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Use of Rented Vehicle. Except as otherwise provided by law, Directors are entitled to receive reimbursement for actual, reasonable and necessary out-of-district rented vehicle expenses incurred in the performance of District Business.

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Private Vehicle Mileage Reimbursement. Directors are entitled to receive reimbursement for actual, reasonable and necessary private vehicle mileage reimbursement (in-district or out-of-district) incurred in the performance of official District duties.

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BOOKING TRAVEL.

Whenever possible, the Clerk of the Board shall arrange for the booking of all out-of-District travel and lodging. The District shall advance the cost of such travel and lodging.

After travel, the Director shall submit to the Clerk of the Board evidence of the actual expenses.

If the actual expenses exceed the advancement, then the District shall reimburse the difference.

If the actual expenses are less than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental Expense is reimbursable if reasonable and documented.

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109. TRAVEL DOCUMENTATION

Record of Expenses and Revenues. The District shall maintain a record all travel expenses paid by the District in its financial records.

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Board Travel, Meetings and Miscellaneous Expense Reimbursement

101. PURPOSE

The purpose of this policy is to establish procedures relative to travel, meetings and miscellaneous expense reimbursement for the members of the Board of Directors of Lane Transit District in the performance of their duties; to define authorizations required to incur such expenses; and to ensure uniform and fair payment of expenses.

102. APPLICABILITY

This policy applies to members of the Board of Directors only.

103. DEFINITIONS

"Board" shall mean the Board of Directors of Lane Transit District.

"Board Meeting" shall mean any official meeting of the Board, any committee meeting of the Board, or any meeting related to District Business.

"Director[s]" shall mean a member of the Board.

"District" or **"LTD"** shall mean Lane Transit District.

"District Business" shall mean activities related to the business of LTD or the operation of a mass transit district generally.

"Meeting" shall mean any Board meeting, District meeting, conference, seminar, committee meeting or gathering related to District Business.

"Personal Business" shall mean activities that are personal in nature and not related to District Business.

"Incidental Expense" shall mean any fee or tip given to a porter, bellhop, skycap, hotel maid, taxi cab driver, Uber or Lyft driver, valet, or any similar person.

"Travel Documentation" shall mean any receipt, paid bill or written document related to an expense, including an email, text, fax, log, or any other digital or written format that provides a record of the expense.

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In-District Travel. Each Director is authorized to travel at District expense, within the District, when, in his/her judgment, such travel is required for District Business. Expenses for Personal Business, meals, and lodging are not reimbursable for in-district travel. Directors are entitled to

receive reimbursement for actual, reasonable and necessary expenses incurred in the performance of District Business (e.g. personal vehicle mileage reimbursement, parking fees, etc.).

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Airfare. Airfare shall be reimbursed based on the value of the applicable round-trip coach airfare from EUG to the proposed destination.

Use of Rented Vehicle. Except as otherwise provided by law, Directors are entitled to receive reimbursement for actual, reasonable and necessary out-of-district rented vehicle expenses

incurred in the performance of District Business.

Private Vehicle Mileage Reimbursement. Directors are entitled to receive reimbursement for actual, reasonable and necessary private vehicle mileage reimbursement (in-district or out-of-district) incurred in the performance of District Business. Directors shall maintain a log, kept contemporaneously, which lists the date, purpose of travel and the number of miles driven for District Business. The Director shall submit the log to the Clerk of the Board for reimbursement. Directors will be reimbursed bases on the Internal Revenue Service *Business Standard Mileage Rate*. Parking fees and tolls may be reimbursed, in addition to the *Standard Mileage Rate*.

109. BOOKING TRAVEL.

Whenever possible, the Clerk of the Board shall arrange for the booking of all out-of-District travel and lodging. The District shall advance the cost of such travel and lodging.

After travel, the Director shall submit to the Clerk of the Board Travel Documentation of the actual expenses. If the actual expenses exceed the advancement, then the District shall reimburse the difference. If the actual expenses are less than the advancement, then the District shall invoice the Director for the difference. All such invoices shall be paid promptly, but in no event later than the end of the fiscal year. Incidental Expense is reimbursable if reasonable and documented.

110. TRAVEL DOCUMENTATION

Record of Expenses and Revenues. The District shall maintain a record all travel expenses paid by the District in its financial records.



Board Member Expense Report

Name _____

Travel Purpose _____

Travel Dates _____

Date	Description	Hotel	Rental Car	Parking	Gas	Meals	Total
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
							\$0.00
Total		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Mileage \$0.00

Subtotal \$0.00

2018 Mileage rate = .545					
Date	Description	Starting Location	Destination	Total Mileage	Total
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
					\$0.00
Total				0.00	\$0.00



AGENDA ITEM SUMMARY

DATE OF MEETING: February 20, 2019

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Camille Gandolfi, Clerk of the Board

ACTION REQUESTED: None. Information Only

BACKGROUND:

The Lane Transit District Board of Directors has several subcommittees and Community Advisory Committees in which Directors are assigned to attend as representatives of the Board. Directors also are assigned to represent the District at a variety of local governmental and stakeholder committees. This report provides an overview of the topics 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 during Board meetings.

The following activities have occurred since the last Board meeting:

MEETINGS HELD:

Board members may take this opportunity to also 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. **State Transportation Improvement Fund (STIF) Committee:** The Committee is administered by LCOG. The Committee will meet a minimum of two times per year, or a sufficient number of times to advise the LTD Board of Directors regarding its review of project proposals and the STIF Plan. The committee, in accordance with state law, is composed of 14 members with eight (8) members representing in-district communities, two (2) members representing out-of-district communities, and three (3) ex-officio (non-voting) members; the ex officio LTD Board members are Kate Reid and Carl Yeh. At the January 22 meeting, committee members did a project prioritization overview and reviewed in and out-of-District projects. At the February 5 meeting, committee members discussed sub-allocation and received project updates.
2. **Special Transportation Fund (STF) Committee:** The Committee will meet a minimum of two times per year, or a sufficient number of times to advise and assist the Board in carrying out the purposes of the Special Transportation Fund for the elderly and people with disabilities Transportation Operating Grants Program. The committee is composed of local community member representatives in accordance with state law; the ex officio LTD Board member is Don Nordin. The alternate ex-officio LTD Board member is Emily Secord. At the January 24 & 25 meetings, committee members held biennial grant interviews. At the February 1 meeting, committee members developed final funding recommendations.
3. **Oregon Metropolitan Planning Organization Consortium (OMPOC):** The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Kate Reid attends the committee meetings as LTD's representative. At the January 30 meeting, committee members reviewed OMPOC chairs for 2019; received an ODOT update and discussed the ODOT Speed Methodology Workgroup; discussed the 2019 legislative session and OMPOC priorities;

discussed transit safety plans; discussed the Metropolitan Transportation Improvement Program Platform; discussed the Safe Lane Transportation Coalition; discussed tactical design and speed zones; and received a tour of downtown Albany and the historic carousel.

4. **Strategic Planning Committee (SPC)**: This committee generally meets monthly and is composed of Board Members Carl Yeh and Kate Reid, members of local units of government, and community representatives. At the February 5 meeting, committee members received a presentation regarding the City of Eugene Franklin Blvd. Transformation Project; and received updates on fare collection, Transit Tomorrow, sustainable cities, and the Pedestrian Network Analysis.
5. **Metropolitan Policy Committee (MPC)**: Board members Kate Reid and Carl Yeh are LTD's MPC representative; the alternate Board member is Steven Yett; General Manager Aurora Jackson is the District's ex-officio attendee. MPC meetings are held on the first Thursday of each month. At the February 8 meeting, committee members elected the 2019 chair and vice chair, and appointed members; adopted the Metropolitan Transportation Improvement Program Amendment; discussed Transit Asset Management Performance Measures; received a Transit Tomorrow presentation; reviewed the MPO Obligation Report; and received updates regarding Interstate 105, Safe Routes to Schools, and the Safe Lane Coalition.
6. **LTD Pension Trust Committee**: LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Steven Yett serves as one of the trustees. At the February 12 meeting, committee members discussed fiduciary liability amounts, deferred compensation; received a Report of investment on 4th quarter performance and IPS updates; receive an administrators report regarding expenses and retirees since the previous meeting; received updates from the 3 percent COLA increase work group.
7. **Lane Area Commission on Transportation (LaneACT)**: In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, LCOG, and LTD, and meets on the second Wednesday of the month. Board Member Don Nordin serves as LTD's representative on the LaneACT. At the February 13 meeting, committee members discussed the Lane County and MPO Transportation Safety Plans implementation; received an LTD Transit Tomorrow Phase 2 update; discussed State Transit Network Funding application review criteria; received a legislative preview; and received a STIP 2015-18 Enhanced Projects update.

NO MEETINGS HELD:

1. **LTD Board Finance Committee**: The Board Finance Committee is composed of Board Members Carl Yeh, Emily Secord, and Joshua Skov. The committee meetings are scheduled for the second Monday of each month. The next meeting is scheduled for March 11.
2. **Accessible Transportation Committee (ATC)**: The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Members Carl Yeh, Don Nordin, and Caitlin Vargas represent the LTD Board on this committee. The February 19 meeting was canceled. The next meeting, is scheduled for March 19.
3. **LCOG Board of Directors**: LTD Board Member Don Nordin represents LTD on the LCOG Board of Directors as a non-voting member; Board Member Caitlin Vargas is the alternate. The next meeting is scheduled for April 26.

4. **LTD Board Human Resources Committee**: The Board Human Resources Committee meets on the second Thursday of the month on an as needed basis. The Committee is composed of Chair Carl Yeh and Board members Caitlin Vargas, and Steven Yett. The next meeting has not been scheduled.
5. **LTD Board Budget Committee**: The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of 3 years. The next meeting has not been scheduled.
6. **MovingAhead Oversight Committee**: This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board member's Don Nordin and Carl Yeh serve as LTD's representative on this committee. The next meeting has not been scheduled.
7. **Vision Zero Task Force**: The City of Eugene, as part of its Vision Zero implementation, has developed a Vision Zero Task Force. Board Member Joshua Skov has been appointed the LTD representative to the Task Force. The next meeting has not been scheduled.
8. **Main Street Projects Governance Team**: This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Study and four other concurrent projects along Main Street in Springfield. Board Members Steven Yett and Kate Reid serve as LTD's representatives on this committee. The next meeting is scheduled for March 21.
9. **Ad Hoc Fare Policy Committee**: This is an ad hoc committee that has been created for the purpose of reviewing the District's fare system. The committee is composed of Board members Kate Reid, Carl Yeh, and community representatives. The next meeting has not been scheduled.

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**Lane Transit District
Revenue and Expenditure by Fund**

Fiscal Year: P6 2019 (December 31, 2018)

Year to date through: 12/31/2018

	Annual Budget	P6			
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget
					(pts) \$\$

GENERAL FUND

General Fund Resources	63,378,077	31,689,039	29,482,073	47%	-3 pts	(2,206,966)
General Fund Expenditures	63,378,077	31,689,039	27,382,856	43%	7 pts	4,306,183
General Fund Revenues higher/(lower) than expenditures	0	0	2,099,217			

Resources are lower than budget (\$2.2M) due to timing of grant assistance (\$3.4M), which is partially offset by beginning working capital (\$1.4M). Grant assistance shortage of \$2.1M for preventative maintenance is timing related. Remaining grant assistance shortage of \$1.3M relates to HB 2017. Placeholder was put in the General Fund for HB 2017 dollars. Minimal HB 2017 spend and no revenue drawdown has taken place to date. Through December, vs. same time 1 year ago, payroll taxes are \$1M higher than in FY18. Unfortunately, this masks a December overpayment of \$1.3M due to taxpayer misclassification of their withholding tax as a transit tax. Excluding this error, we are \$300K lower than FY18 despite a budgeted growth of 2%. Lane County issued its December 2018 labor force report. This report shows a decline of 2,602 employed persons vs. the same time a year ago (see page 5).

Expenditures are favorable to budget by \$4.3M, inclusive of the operating reserve. Excluding this reserve, expenditures are ~\$766K lower than budget. The largest savings vs. budget in: 1) professional services (\$268K); 2) fuel & lubricants (\$121K); and 3) general maintenance and repair (\$104K).

MEDICAID FUND

Medicaid Fund Resources	10,624,775	5,312,388	4,526,549	43%	-7 pts	(785,838)
Medicaid Fund Expenditures	10,624,775	5,312,388	5,893,037	55%	-5 pts	(580,649)
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(1,366,487)			

Expenditures exceed resources \$1.4M due to timing. There was typically a ~6 (~\$800K) week lag between expenditures and claims reimbursement. As of 1/31/19, \$5.1M has been received. Expenditure to claim reimbursement was slower through December, but has returned to the ~6 week lag in January.

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**Lane Transit District
Revenue and Expenditure by Fund**

Fiscal Year: P6 2019 (December 31, 2018)

Year to date through: 12/31/2018

	Annual Budget	P6				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$

ACCESSIBLE SERVICES FUND

Accessible Services Fund Resources	7,654,197	3,827,099	2,402,988	31%	-19 pts	(1,424,110)
Accessible Services Fund Expenditures	7,654,197	3,827,099	2,724,527	36%	14 pts	1,102,571
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(321,539)			

Resources exceed expenditures by **\$322K**. Expenditures are higher than the same time a year ago (~\$538K higher), but not in excess of FY19 YTD budget. Reimbursement percentage budgeted is 65%.

P2P FUND

P2P Fund Resources	1,411,098	705,549	348,557	25%	-25 pts	(356,992)
P2P Fund Expenditures	1,411,098	705,549	361,741	26%	24 pts	343,808
P2P Fund Revenues higher/(lower) than expenditures	0	0	(13,184)			

Expenditures exceed resources for the Point2point Fund due to grant reimbursement timing. P2P is primarily funded by grants.

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	14,783,763	7,391,882	11,521,598	78%	28 pts	4,129,716
Capital Projects Fund Expenditures	14,783,763	7,391,882	1,038,762	7%	43 pts	6,353,120
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	10,482,836			

Resources exceed expenditures due to beginning working capital and monthly General Fund transfers. Drawdowns have been keeping up with expenditures through November 2018. Expenditures = \$1,037K, revenues = \$971K.

FY19 Resources

	FY19 Adopted Budget <small>Budget Adopted by Resolution 2018-05-16-12 on May 16, 2018</small>	FY19 YTD Budget 31-Dec-18	FY19 Actuals as of:	Material entries to be booked	FY19 Actuals as of: 31-Dec-18	Better/(Worse) than Budget	Description
GENERAL FUND							
Beginning Working Capital	\$ 9,918,411	\$ 4,959,205.50	\$ 6,407,016	\$ -	\$ 6,407,016	\$ 1,447,811	Based on finalized, published CAFR
Operating Revenues							
Cash Fares & Passes	4,241,700	2,120,850	\$ 2,219,952		2,219,952	99,102	Roughly in line with budget
Group Passes	2,227,311	1,113,656	\$ 520,285	454,509	974,794	(138,862)	Group passes are lower in FY19 vs. FY18 as LCC had an add'l service fee last year and there is a significant reduction in Symantec employees. The UoFo group passes are included in "Special Services". Combining group passes and special services, we are roughly on target
Advertising	420,000	210,000	\$ 300,000		300,000	90,000	\$300K is the minimum annual guarantee for FY19
Special Services	238,000	119,000	\$ 340,799		340,799	221,799	See comment under "group passes"
Total Operating Revenues	\$ 7,127,011	\$ 3,563,506	\$ 3,381,035	\$ 454,509	\$ 3,835,544	\$ 272,039	
Nonoperating Revenues							
Payroll Taxes	36,490,588	18,245,294	\$ 18,444,742		18,444,742	199,448	Timing as peak is in August, Nov, Feb & May. Through December, vs same time 1 year ago, FY19 is \$1M higher than in FY18. Unfortunately this masks a December overpayment of \$1.3M due to taxpayer misclassification of their withholding tax as a transit tax. Excluding this error, we are \$300K lower than FY18 despite a budgeted growth of 2%. Lane County issued its December 2018 Labor force report. This report shows a decline of 2,602 employed persons vs. the same time a year ago (see page 5)
Self-employment Taxes	2,307,567	1,153,784	\$ 274,534		274,534	(879,250)	Budget is a 3% growth, however vs. same time a year ago we are short \$100K. A similar trend seen with payroll taxes. Employment vs. the same time a year ago is also lower (see page 5)
State-in-Lieu	433,000	216,500	\$ 195,730		195,730	(20,770)	Budget is roughly flat vs. the prior year, but December YTD is \$21K lower than December YTD FY18
Grant Assistance	6,725,000	3,362,500	\$ -		0	(3,362,500)	Timing. Preventative Maintenance (\$2.1M) and revenues for House Bill 2017 (\$1.3M). Once projects are approved, funds will be moved to appropriate funds via resolution
Miscellaneous	232,500	116,250	\$ 175,514		175,514	59,264	Roughly in line with budget. SAIF Year-end dividend of \$77K is the minor increase
Interest	144,000	72,000	\$ 143,348		143,348	71,348	Rising interest rates & a change to the banking structure in FY19 to interest rates and away from an earnings credit rate, which when not fully used, is lost.
Sale of Assets		0	\$ 5,645		5,645	5,645	
Total Non-operating	\$ 46,332,655	\$ 23,166,328	\$ 19,239,513	\$ -	\$ 19,239,513	\$ (3,926,815)	
Total General Fund Resources	\$ 63,378,077	\$ 31,689,039	\$ 29,027,564	\$ 454,509	\$ 29,482,073	\$ (2,206,966)	
ACCESSIBLE SERVICES FUND							
Beginning Working Capital	292,623	146,312	\$ 73,322		73,322	(72,990)	Updated based on finalized, published CAFR
Operating Revenues	4,811,286	2,405,643	\$ 1,054,522		1,054,522	(1,351,121)	Expected reimbursement percentage is 65%. Current reimbursement is lower at 39% due to reimbursement timing
Transfer from the General Fund	2,550,288	1,275,144	\$ 1,275,144		1,275,144	-	As budgeted. Updated when CAFR published
Total Resources	\$ 7,654,197	\$ 7,654,197	\$ 2,402,988	\$ -	\$ 2,402,988	\$ (5,251,209)	
MEDICAID FUND							
Beginning Working Capital	-	-	\$ (184,580)		(184,580)	(184,580)	Updated based on finalized, published CAFR
Operating Revenues	10,218,275	5,109,138	\$ 4,507,879		4,507,879	(601,259)	As of 1/31/19, \$5.1M has been received. Expenditure to claim payment was slower through December, but returned to the ~6 week lag in January 2019
Transfer from the General Fund	406,500	203,250	\$ 203,250		203,250	-	As budgeted
Total Resources	\$ 10,624,775	\$ 10,624,775	\$ 4,526,549	\$ -	\$ 4,526,549	\$ (6,098,226)	
POINT2POINT FUND							
Beginning Working Capital	-	-	\$ 175,991			-	Updated based on finalized, published CAFR
Operating Revenues	1,221,098	610,549	\$ 253,557		253,557	(356,992)	Reimbursement timing. Most of P2P is grant funded. Expenditures through December total \$362K
Transfer from the General Fund	190,000	95,000	\$ 95,000		95,000	-	As budgeted
Total Resources	\$ 1,411,098	\$ 1,411,098	\$ 348,557	\$ -	\$ 348,557	\$ (1,062,541)	
CAPITAL PROJECTS FUND							
Beginning Working Capital	5,398,538	2,699,269	\$ 9,573,136		9,573,136	6,873,867	Updated based on finalized, published CAFR
Grants	3,971,057	1,985,529	\$ 2,701,378	(1,730,000)	971,378	(1,014,150)	Only \$1,037K of expenditures through December. Drawdowns are keeping up with expenditures
Transfer from the General Fund	5,414,168	2,707,084	\$ 2,707,084	(1,730,000)	977,084	(1,730,000)	As budgeted
Total Resources	\$ 14,783,763	\$ 14,783,763	\$ 5,408,462	\$ (1,730,000)	\$ 4,655,462	\$ (3,262,165)	

FY19 Expenditures

	FY19 Adopted Budget <small>Budget Adopted by Resolution 2018-05-16-12 on May 16, 2018</small>	FY19 YTD Budget 31-Dec-18	FY19 Actuals as of:	Material entries to be booked	FY19 Actuals as of: 31-Dec-18	Better/(Worse) than Budget	Description
GENERAL FUND - OPERATING							
Transit Services	\$ 47,737,731	\$ 23,868,865.50	\$ 23,102,378		\$ 23,102,378	\$ 766,488	Below budget across the board, but largest savings vs budget in: 1) professional services (\$268K), 2) Fuel & lubricants (\$121K), 3) General maintenance and repair (\$104K)
		-			-	-	
GENERAL FUND - NON-OPERATING							
Transfer to Accessible Services Fund	2,550,288	1,275,144	1,275,144		1,275,144	-	As budgeted
Transfer to Medicaid Fund	406,500	203,250	203,250		203,250	-	As budgeted
Transfer to Point2point Fund	190,000	95,000	95,000		95,000	-	As budgeted
Transfer to Capital Projects Fund	5,414,168	2,707,084	2,707,084		2,707,084	-	As budgeted
Operating Contingency	52,457	26,229	-		-	26,229	Contingency for FY19
Total Non-operating	\$ 8,613,413	\$ 4,306,707	\$ 4,280,478		\$ 4,280,478	\$ 26,229	
Operating Reserve	\$ 7,026,933	3,513,467				3,513,467	Not authorized to use in FY19
Total General Fund	\$ 63,378,077	\$ 31,689,039	\$ 27,382,856		\$ 27,382,856	\$ 4,306,183	
ACCESSIBLE SERVICES FUND							
Transit Services	7,361,574	3,680,787	2,724,527		2,724,527	956,260	Expenditures \$538K higher vs. same time in FY18, but not in excess of FY19 YTD budget.
Operating Contingency	130,000	65,000	-		-	65,000	Contingency for FY19
Operating Reserve	162,623		-				Not authorized to use in FY19
Total Accessible Services Fund	\$ 7,654,197	\$ 7,654,197	\$ 2,724,527		\$ 2,724,527	\$ 4,929,670	
MEDICAID FUND							
Transit Services	10,492,775	5,246,388	5,893,037		5,893,037	(646,649)	Medicaid project team is projecting current expenditures to exceed budget by \$1.3M based on activity to date. At the mid-year point (Dec) we are \$647K over budget. Annualized, this results in a annual overage of \$1.3M. Increase is due to increased costs associated with the Trillium NEMT provider payment cost increase which is offsettable by reimbursements.
Operating Contingency	132,000	66,000	-		-	66,000	Contingency for FY19
Total Medicaid Fund	\$ 10,624,775	\$ 10,624,775	\$ 5,893,037		\$ 5,893,037	\$ 4,731,738	
POINT2POINT FUND							
Transit Services	1,377,583	688,792	361,741		361,741	327,051	Payment & project timing
Operating Contingency	33,515	16,758	-		-	16,758	Contingency for FY19
Total Point2point Fund	\$ 1,411,098	\$ 1,411,098	\$ 361,741		\$ 361,741	\$ 1,049,357	
CAPITAL PROJECTS FUND							
Capital Outlay	13,240,489	6,620,245	1,038,762		1,038,762	5,581,483	Payment & project timing. Largest timing impacts are buses which will likely not be received until FY20
Capital Reserve	1,543,274	771,637	-		-	771,637	Not authorized to use in FY19
Total Capital Projects Fund	\$ 14,783,763	\$ 7,391,882	\$ 1,038,762		\$ 1,038,762	\$ 6,353,120	

Eugene MSA (Lane County) Current Labor Force and Industry Employment

	--Change From--				
	December 2018	November 2018	December 2017	November 2018	December 2017
Labor Force Status					
Civilian labor force	182,636	184,134	184,824	-1,498	-2,188
Unemployed	7,930	7,864	7,516	66	414
Unemployment rate	4.3%	4.3%	4.1%	0.0	0.2
<i>Unemployment rate (seasonally adjusted)</i>	4.6%	4.5%	4.3%	0.1	0.3
Employed	174,706	176,270	177,308	-1,564	-2,602
Nonfarm Payroll Employment					
Total nonfarm employment	161,600	162,200	162,500	-600	-900
Total private	132,000	132,400	130,700	-400	1,300
Mining, logging, and construction	8,100	8,300	8,000	-200	100
Mining and logging	900	900	900	0	0
Construction	7,200	7,400	7,100	-200	100
Manufacturing	14,600	14,500	14,100	100	500
Durable goods	9,500	9,400	9,200	100	300
Wood product manufacturing	3,500	3,500	3,400	0	100
Transportation equipment manufacturing	700	700	700	0	0
Nondurable goods	5,100	5,100	4,900	0	200
Trade, transportation, and utilities	30,600	30,700	31,000	-100	-400
Wholesale trade	6,400	6,400	6,300	0	100
Retail trade	20,500	20,700	21,100	-200	-600
Food and beverage stores	4,500	4,500	4,500	0	0
Transportation, warehousing, and utilities	3,700	3,600	3,600	100	100
Information	2,500	2,500	2,700	0	-200
Financial activities	8,000	8,000	8,000	0	0
Professional and business services	18,100	18,400	18,400	-300	-300
Administrative and support services	8,700	8,900	9,000	-200	-300
Education and health services	27,500	27,300	26,100	200	1,400
Health care and social assistance	25,500	25,300	24,000	200	1,500
Leisure and hospitality	17,200	17,300	17,000	-100	200
Accommodation and food services	15,300	15,400	15,000	-100	300
Food services and drinking places	13,600	13,600	13,200	0	400
Other services	5,400	5,400	5,400	0	0
Government	29,600	29,800	31,800	-200	-2,200
Federal government	1,900	1,800	1,800	100	100
State government	1,600	1,600	3,500	0	-1,900
State education	0	0	0	0	0
Local government	26,100	26,400	26,500	-300	-400
Local education	18,900	19,100	19,500	-200	-600

The most recent month is preliminary, the prior month is revised. Prepared in cooperation with the U.S. Department of Labor, Bureau of Labor Statistics.



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100098	01/03/2019	AMERICAN FAMILY LIFE	1,480.73
100099	01/03/2019	ASTRO-TECH, INC. - Termination of OM4 Fiber cable	549.00
100100	01/03/2019	BARRETT BUSINESS SERVICES INC	5,280.00
100101	01/03/2019	BUILDER'S ELECTRIC, INC. - Installing USB ports in conf. Rooms	659.49
100102	01/03/2019	CHAPTER 13 TRUSTEE	265.39
100103	01/03/2019	CITY OF EUGENE	1,350.00
100104	01/03/2019	COAST PROFESSIONAL INC	292.58
100105	01/03/2019	COMCAST	161.00
100106	01/03/2019	DISH NETWORK	112.02
100107	01/03/2019	ELMS LANDSCAPE MAINTENANCE INC	530.00
100108	01/03/2019	ESRI, INC. - ARCGIS For desktop basic maintenance	1,400.00
100109	01/03/2019	EUGENE WATER & ELECTRIC BOARD	0.00
100110	01/03/2019	EUGENE WATER & ELECTRIC BOARD	1,091.12
100111	01/03/2019	FASTENAL COMPANY	45.77
100112	01/03/2019	HEYMAN'S ENTERPRISES, LTD	62.50
100113	01/03/2019	MATTHEW S. IMLACH - Petty cash reimbursement for SCTS	318.00
100114	01/03/2019	INTERNAL REVENUE SERVICE-EFTPS	7,774.17
100115	01/03/2019	LIFEMAP ASSURANCE COMPANY	1,585.48
100116	01/03/2019	MAN-DATA, INC. - Harnishment	383.77
100117	01/03/2019	MEDICAL TRANSPORTATION MGT - RideSource for Nov '18	523,124.83
100118	01/03/2019	OMLID&SWINNEY FIRE PROTECTION - 2018 Back Flow testing	3,248.00
100119	01/03/2019	OREGON DEPARTMENT OF REVENUE	938.36
100120	01/03/2019	OREGON DEPARTMENT OF REVENUE	1,680.11
100121	01/03/2019	OVERHEAD DOOR COMPANY	1,170.00
100122	01/03/2019	RG MEDIA COMPANY	247.50
100123	01/03/2019	THOMAS B SCHWETZ - Per diem TRB meeting	125.50
100124	01/03/2019	SPRINGFIELD UTILITY BOARD	0.00
100125	01/03/2019	SPRINGFIELD UTILITY BOARD	1,224.69
100126	01/03/2019	UNIV OF OR NERO NETWORK - Internal port - NERO Dec '18	1,110.00
100127	01/03/2019	VERIZON WIRELESS	8,081.90
100128	01/03/2019	WHITE BIRD CLINIC	7,369.00
100129	01/03/2019	WILLIAMS JEWELRY & MFG CO - Safe Driver pins	992.24
100130	01/03/2019	JEANETTE L. BAILOR - Procurement	10,000.00
100131	01/03/2019	BUCK'S SANITARY SERVICE, INC.	89.00
100132	01/03/2019	CAIC PRIMARY	1,501.37
100133	01/03/2019	JERRY'S HOME IMPROVEMENT CTR	212.06
100134	01/03/2019	LTD & ATU PENSION TRUST	110,971.92
100135	01/03/2019	LTD EMPLOYEES FUND	184.00
100136	01/03/2019	LTD SALARIED EMP. PENSION PLAN	18,842.54
100137	01/03/2019	MARGARET E. MERHOFF - procurement	5,000.00
100138	01/03/2019	MODA HEALTH	2,418.14
100139	01/03/2019	NORTH COAST ELECTRIC	411.96
100140	01/03/2019	PARKEON, INC.	2,590.00
100141	01/03/2019	PRE-PAID LEGAL SERVICES INC.	200.35
100142	01/03/2019	ROADRUNNER DELIVERY	414.00
100143	01/03/2019	SITECRAFTING, INC. - Website Hosting + SSL certification	400.00
100144	01/03/2019	TAC TRANSPORTATION, INC. - Diamond express	18,184.49
100145	01/03/2019	TOUCHPOINT NETWORKS LLC	180.00
100146	01/03/2019	UNITED WAY OF LANE COUNTY	615.00
100147	01/03/2019	VISION SERVICE PLAN	4,774.75
100148	01/03/2019	PHYLLIS L WALKER - procurement	10,000.00
100149	01/10/2019	A-1 FIRE PROTECTION	126.00
100150	01/10/2019	ALTERNATIVE WORK CONCEPTS - Travel/Training, Transit Host + assessment.	11,597.50
100151	01/10/2019	ELMS LANDSCAPE MAINTENANCE INC	7,569.00



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100152	01/10/2019	EUGENE WATER & ELECTRIC BOARD	1,062.00
100153	01/10/2019	FASTENAL COMPANY	771.40
100154	01/10/2019	LLC FUSSY'S @ VALLEY RIVER PLAZA	66.50
100155	01/10/2019	HEYMAN'S ENTERPRISES, LTD -keys + locks	31.45
100156	01/10/2019	LIFEMAP ASSURANCE COMPANY	16,318.51
100157	01/10/2019	MEDICAL TRANSPORTATION MGT -Ridesource Brokerage	1,429,268.67
100158	01/10/2019	MID-STATE INDUSTRIAL SERVICE	280.26
100159	01/10/2019	NORTHWEST NATURAL GAS	6,662.25
100160	01/10/2019	OFFICE DEPOT	212.66
100161	01/10/2019	OIL PRICE INFORMATION SERVICE	268.00
100162	01/10/2019	PETERSON MACHINERY CO.	8,724.91
100163	01/10/2019	PROTECTIVE SERVICE LLC	832.44
100164	01/10/2019	RFI ELECTRONICS, INC.-OREGON	1,076.40
100165	01/10/2019	RG MEDIA COMPANY	50.00
100166	01/10/2019	SANIPAC	3,686.25
100167	01/10/2019	SIX ROBBLEES' INC	253.44
100168	01/10/2019	SPRINGFIELD UTILITY BOARD	17,866.53
100169	01/10/2019	STAPLES BUSINESS ADVANTAGE	689.99
100170	01/10/2019	THERMO KING NORTHWEST, INC.	246.48
100171	01/10/2019	THYSSENKRUPP ELEVATOR -Elevator service Jan-March '19	673.59
100172	01/10/2019	WHA INSURANCE AGENCY, INC.	707.25
100173	01/10/2019	WILLAMETTE COMM HEALTH SOLUTNS Drug + alcohol testing	260.00
100174	01/10/2019	THE AFTERMARKET PARTS COMPANY LLC	0.00
100175	01/10/2019	THE AFTERMARKET PARTS COMPANY LLC	12,279.62
100176	01/10/2019	CHAVES CONSULTING, INC.	370.20
100177	01/10/2019	CITY OF COTTAGE GROVE -South Lane wheels ops-2nd quarter	22,486.25
100178	01/10/2019	CUMMINS NORTHWEST, INC.	11,516.45
100179	01/10/2019	GLORIA, J GALLARDO -2 months	20,000.00
100180	01/10/2019	GILLIG CORPORATION	39,577.06
100181	01/10/2019	GRAINGER INC	791.16
100182	01/10/2019	JARRETT WALKER & ASSOCIATES -planning Transit Tomorrow	45,319.00
100183	01/10/2019	KUHN INVESTMENTS, INC.	19,486.18
100184	01/10/2019	LANE COUNCIL OF GOVERNMENTS -Transportation Assessment Nov'18	14,069.05
100185	01/10/2019	LTD SALARIED EMP. PENSION PLAN	85,748.00
100186	01/10/2019	MODA HEALTH	18,122.60
100187	01/10/2019	MOHAVE AUTO PARTS, INC.	615.04
100188	01/10/2019	MOSS ADAMS LLP -Audit services FY end 6/30/18	40,351.00
100189	01/10/2019	MOTION & FLOW CONTROL PRD, INC	734.25
100190	01/10/2019	MUNCIE TRANSIT SUPPLY	1,098.56
100191	01/10/2019	NEOPART TRANSIT LLC	96.03
100192	01/10/2019	NINFA'S ELITE CORPORATION	71,055.42
100193	01/10/2019	NORTH COAST ELECTRIC	54.47
100194	01/10/2019	PACIFIC ARMORED INC.	2,166.00
100195	01/10/2019	PACIFICSOURCE HEALTH PLANS	549,895.23
100196	01/10/2019	SMART SNACKS-PORTLAND LLC	1,143.16
100197	01/10/2019	WANNAMAKER CONSULTING, INC.	4,560.00
100198	01/10/2019	WOODBURY ENERGY CO. INC.	7,976.06
100199	01/17/2019	2G CONSTRUCTION	2,560.00
100200	01/17/2019	A-1 AUTO GLASS	445.00
100201	01/17/2019	AMAL TRANSIT UNION #757	16,831.97
100202	01/17/2019	BARRETT BUSINESS SERVICES INC	4,115.84
100203	01/17/2019	CENTURY LINK	2,963.43
100204	01/17/2019	CHAPTER 13 TRUSTEE	265.39
100205	01/17/2019	CINTAS CORPORATION	4,943.89



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100206	01/17/2019	COAST PROFESSIONAL INC	305.58
100207	01/17/2019	CROCKETTS INTERSTATE TOWING	250.00
100208	01/17/2019	ERGOMETRICS & APPLIED - Start operators/PSO video testing	175.00
100209	01/17/2019	EUGENE WATER & ELECTRIC BOARD	0.00
100210	01/17/2019	EUGENE WATER & ELECTRIC BOARD	7,968.76
100211	01/17/2019	FORMFOX, INC.	50.00
100212	01/17/2019	LLC FUSSY'S @ VALLEY RIVER PLAZA	23.05
100213	01/17/2019	HEYMAN'S ENTERPRISES, LTD	25.20
100214	01/17/2019	JOHNSON, ROBERTS, & ASSOCIATES	17.00
100215	01/17/2019	KAISER BRAKE & ALIGNMENT INC.	100.70
100216	01/17/2019	THE LAMAR COMPANIES	400.00
100217	01/17/2019	LUCC	100.00
100218	01/17/2019	MAN-DATA, INC.	358.30
100219	01/17/2019	MARKETING & TECHNICAL MATERIAL	562.71
100220	01/17/2019	MCKENZIE SEW-ON - Eom + Bus operator uniforms	2,155.50
100221	01/17/2019	GERALD P MORSELLO - Proof Operator work blocks for Service Bid	650.00
100222	01/17/2019	MOTOR VEHICLES DIVISION	24.00
100223	01/17/2019	NORTHWEST HAZMAT, INC. - Disposal of oil + Flammable waste	2,907.50
100224	01/17/2019	NORTHWEST NATURAL GAS	1,816.01
100225	01/17/2019	OFFICE DEPOT	0.00
100226	01/17/2019	OFFICE DEPOT	1,137.21
100227	01/17/2019	OMLID&SWINNEY FIRE PROTECTION - Transit bus Firesuppression system	1,431.00
100228	01/17/2019	OR DEPT/CONSUMER-BUSINESS SVC - service	197.12
100229	01/17/2019	OREGON DEPARTMENT OF REVENUE - Elevator permit renewal	714.96
100230	01/17/2019	OREGON STATE POLICE - background checks	200.00
100231	01/17/2019	PACIFICSOURCE ADMINISTRATORS, - Admin Fees Jan'19	349.00
100232	01/17/2019	PETERSON MACHINERY CO.	7,009.93
100233	01/17/2019	PIVOT ARCHITECTURE	3,505.36
100234	01/17/2019	SHI INTERNATIONAL CORP - VM Ware Production Support	14,671.63
100235	01/17/2019	SMALL WORLD AUTO CENTER, INC	13,830.50
100236	01/17/2019	SPRINGFIELD MOTORS, INC.	160.59
100237	01/17/2019	SPRINGFIELD UTILITY BOARD	579.85
100238	01/17/2019	THERMO KING NORTHWEST, INC.	2,987.27
100239	01/17/2019	THOMSON REUTERS - WEST	162.68
100240	01/17/2019	WHITE BIRD CLINIC	7,075.66
100241	01/17/2019	WILLAMALANE PARK & RECREATION - Van transportation Shuttle July-Dec '18	3,099.42
100242	01/17/2019	WYATT'S TIRE COMPANY	3,214.50
100243	01/17/2019	THE AFTERMARKET PARTS COMPANY LLC	11,145.59
100244	01/17/2019	BEDFORD FALLS, LLC	2,956.50
100245	01/17/2019	BELL+FUNK	6,123.57
100246	01/17/2019	BPA VEBA-HRA SERVICES	65.00
100247	01/17/2019	INC. CRAWFORD, DRUMMOND & ASSOC.	1,550.00
100248	01/17/2019	CUMMINS NORTHWEST, INC.	13,131.02
100249	01/17/2019	EAN HOLDINGS, LLC - Vanpool Subsidies + Wraps	12,859.50
100250	01/17/2019	EUROFINS ANA LABORATORIES, INC	354.00
100251	01/17/2019	GILLIG CORPORATION	12,796.94
100252	01/17/2019	GRAINGER INC	11,487.62
100253	01/17/2019	JERRY'S HOME IMPROVEMENT CTR	23.19
100254	01/17/2019	LTD & ATU PENSION TRUST	112,626.89
100255	01/17/2019	LTD SALARIED EMP. PENSION PLAN	15,713.66
100256	01/17/2019	MODA HEALTH	1,671.30
100257	01/17/2019	MYRMO & SONS	7,057.44
100258	01/17/2019	NEOPART TRANSIT LLC	1,266.70
100259	01/17/2019	OXLEY & ASSOCIATES, INC. - State Government Relation services	10,000.00



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100260	01/17/2019	PACIFIC POWER GROUP, LLC <i>Parts</i>	54,051.02
100261	01/17/2019	PHOENIX BUSINESS SOLUTIONS LLC <i>-Task 2 Amendment</i>	6,625.00
100262	01/17/2019	ROADRUNNER DELIVERY	129.00
100263	01/17/2019	SITECRAFTING, INC.	790.00
100264	01/17/2019	SMART SNACKS-PORTLAND LLC	374.47
100265	01/17/2019	SMITH DAWSON & ANDREWS, INC. <i>-Federal Lobbying Consulting</i>	2,500.00
100266	01/17/2019	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS <i>-vehicle preventive maint.</i>	1,980.36
100267	01/17/2019	THORP, PURDY, JEWETT, URNESS, <i>-Legal services</i>	5,947.82
100268	01/17/2019	TRAPEZE ITS USA, LLC	4,650.00
100269	01/17/2019	UNITED WAY OF LANE COUNTY	615.00
100270	01/24/2019	BARRETT BUSINESS SERVICES INC	964.25
100271	01/24/2019	THERESA M BRAND <i>-State to MTC per diem</i>	127.00
100272	01/24/2019	CINTAS CORPORATION	4,662.23
100273	01/24/2019	COTTAGE GROVE CHMBR COMMERCE <i>-Annual Dues</i>	300.00
100274	01/24/2019	CRESWELL CHAMBER OF COMMERCE <i>-Annual membership</i>	290.00
100275	01/24/2019	CROCKETTS INTERSTATE TOWING	250.00
100276	01/24/2019	DHS RECEIPTING & TRUST <i>-DD53 Local match</i>	99,171.85
100277	01/24/2019	EUGENE WATER & ELECTRIC BOARD	1,199.20
100278	01/24/2019	KOKE NEW CENTURY, INC.	1,297.20
100279	01/24/2019	LTD REIMBURSEMENT PLAN	3,714.31
100280	01/24/2019	LLC MAGIC W/ HART ENTERTAINMENT <i>-magic show for employee celebration</i>	1,750.00
100281	01/24/2019	MEDICAL TRANSPORTATION MGT <i>-Ridesource Admin+Internal Fleet</i>	1,359,999.02
100282	01/24/2019	MIDWEST BUS	3,351.00
100283	01/24/2019	OFFICE DEPOT	182.94
100284	01/24/2019	OMLID&SWINNEY FIRE PROTECTION	0.00
100285	01/24/2019	OMLID&SWINNEY FIRE PROTECTION <i>> Bus Fire Suppression System Service</i>	2,388.00
100286	01/24/2019	OR DEPT/ENVIRONMENTAL QUALITY	2,205.00
100287	01/24/2019	PETERSON MACHINERY CO. <i>Parts</i>	20,441.54
100288	01/24/2019	RECORDXPRESS OF CALIFORNIA, LLC	67.31
100289	01/24/2019	RG MEDIA COMPANY	317.50
100290	01/24/2019	SMALL WORLD AUTO CENTER, INC	5,218.40
100291	01/24/2019	SPECIAL DISTRICTS INSURANCE <i>-2019 prepaid property insurance</i>	209,174.00
100292	01/24/2019	SPRINGFIELD CHAMBER COMMERCE <i>-sponsorship - Springfield board installation</i>	5,750.00
100293	01/24/2019	SPRINGFIELD MOTORS, INC. <i>community builder partnership annual dues</i>	78.50
100294	01/24/2019	SPRINGFIELD PUBLIC SD 19 <i>SRTS bike parking</i>	4,900.00
100295	01/24/2019	SPRINGFIELD UTILITY BOARD	439.02
100296	01/24/2019	SUNSHINE PLANT CARE	150.00
100297	01/24/2019	TRI-COUNTY CHAMBER OF COMMERCE <i>-annual dues</i>	255.00
100298	01/24/2019	WHA INSURANCE AGENCY, INC.	100.00
100299	01/24/2019	WSTA <i>- Annual dues</i>	5,000.00
100300	01/24/2019	WYATT'S TIRE COMPANY	4,705.50
100301	01/24/2019	THE AFTERMARKET PARTS COMPANY LLC	8,467.37
100302	01/24/2019	JUDITH K BETTS <i>-First aid/CPR class</i>	250.00
100303	01/24/2019	C & K PETROLEUM EQUIPMENT CO,	2,422.52
100304	01/24/2019	CELTIS VENTURES, INC. <i>-communications Analysis</i>	18,700.00
100305	01/24/2019	INC. CONSOLIDATED STORAGE COMPANIES <i>-parts shelving for warehouse</i>	13,448.68
100306	01/24/2019	CUMMINS NORTHWEST, INC.	2,721.80
100307	01/24/2019	GILLIG CORPORATION	9,492.55
100308	01/24/2019	GORDON TRUCK CENTERS, INC.	82.64
100309	01/24/2019	GRAINGER INC	2,048.96
100310	01/24/2019	JERRY'S HOME IMPROVEMENT CTR	312.30
100311	01/24/2019	LANE COUNCIL OF GOVERNMENTS <i>-Transportation Assessment Dec'18</i>	18,630.89
100312	01/24/2019	MYRMO & SONS	138.59
100313	01/24/2019	NEOPART TRANSIT LLC	881.71



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100314	01/24/2019	NORTH COAST ELECTRIC	231.40
100315	01/24/2019	ONE CALL CONCEPTS, INC.	17.85
100316	01/24/2019	PACIFIC POWER GROUP, LLC	94.83
100317	01/24/2019	RICOH USA, INC. - Maintenance for printer/copier + Toner for check printer	2,072.52
100318	01/24/2019	ROADRUNNER DELIVERY	734.10
100319	01/24/2019	SILKE COMMUNICATIONS, INC.	126.07
100320	01/24/2019	SPRAGUE PEST SOLUTIONS	115.00
100321	01/24/2019	TAC TRANSPORTATION, INC. - Diamond Express	15,807.22
100322	01/24/2019	WOODBURY ENERGY CO. INC.	114,820.08
100323	01/31/2019	AMERICAN FAMILY LIFE	1,527.92
100324	01/31/2019	BARRETT BUSINESS SERVICES INC	1,179.18
100325	01/31/2019	CHAPTER 13 TRUSTEE	265.39
100326	01/31/2019	CINTAS CORPORATION	1,673.13
100327	01/31/2019	ENGINEERING DIVISION CITY OF SPRINGFIELD	50,433.49
100328	01/31/2019	COAST PROFESSIONAL INC	322.50
100329	01/31/2019	COMCAST	161.00
100330	01/31/2019	MACKENZIE I COWAN - Per diem SDAO Annual Conference	274.50
100331	01/31/2019	CSO FINANCIAL, INC. - Garnishment	368.11
100332	01/31/2019	TRACY L ELLIS - per diem state to MTC	350.30
100333	01/31/2019	ELMS LANDSCAPE MAINTENANCE INC	7,569.00
100334	01/31/2019	EUGENE WATER & ELECTRIC BOARD	681.81
100335	01/31/2019	JEFFREY HADDEN - Transit Supervisor Cert.	147.50
100336	01/31/2019	MATTHEW S. IMLACH - Per diem - Transit Bus Summit	91.50
100337	01/31/2019	KAISER BRAKE & ALIGNMENT INC.	100.70
100338	01/31/2019	LANE COMMUNITY COLLEGE - misc. printing needs	77.14
100339	01/31/2019	LIFEMAP ASSURANCE COMPANY	1,585.23
100340	01/31/2019	LTD REIMBURSEMENT PLAN	4,121.15
100341	01/31/2019	JOSEPH C MCCORMACK - NTL Quality Assurance + control - per diem	231.00
100342	01/31/2019	AMANDA BETH MCGILL - Transit Supervisor Cert	147.50
100343	01/31/2019	MCKENZIE SEW-ON	73.00
100344	01/31/2019	MED-TECH RESOURCES, INC.	1,414.74
100345	01/31/2019	OFFICE DEPOT	194.64
100346	01/31/2019	OREGON DEPARTMENT OF REVENUE	369.19
100347	01/31/2019	OREGON STATE POLICE - Criminal Record check	120.00
100348	01/31/2019	ROWELL BROKAW ARCHITECTS, PC - Santa Clara - Transit Station design phase	55,015.26
100349	01/31/2019	SPAN ENTERPRISES - ACA Reporting 2015-2017	501.00
100350	01/31/2019	SPECIAL DISTRICTS INSURANCE SV	1,014.51
100351	01/31/2019	SPRINGFIELD UTILITY BOARD	0.00
100352	01/31/2019	SPRINGFIELD UTILITY BOARD	979.72
100353	01/31/2019	SUNSHINE PLANT CARE	150.00
100354	01/31/2019	TANK TESTERS, LLC - annual line link detectors	2,111.00
100355	01/31/2019	VERIZON WIRELESS	7,809.52
100356	01/31/2019	WYATT'S TIRE COMPANY	1,237.50
100357	01/31/2019	THE AFTERMARKET PARTS COMPANY LLC	12,449.08
100358	01/31/2019	CAIC PRIMARY	1,713.65
100359	01/31/2019	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND - Guide deployment for electric buses	30,871.03
100360	01/31/2019	CUMMINS NORTHWEST, INC.	865.22
100361	01/31/2019	DEPARTMENT OF HUMAN SERVICES - medicaid non-medical match	21,230.02
100362	01/31/2019	GILLIG CORPORATION	89,271.53
100363	01/31/2019	GOOD COMPANY LLC - Green house gas Inventory	1,500.00
100364	01/31/2019	JERRY'S HOME IMPROVEMENT CTR	152.32
100365	01/31/2019	JLA PUBLIC INVOLVEMENT - moving ahead LPA decision	12,880.28
100366	01/31/2019	LTD & ATU PENSION TRUST	108,030.11
100367	01/31/2019	LTD EMPLOYEES FUND	182.00



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Check #	Date	Vendor	Check Amount
100368	01/31/2019	LTD SALARIED EMP. PENSION PLAN	15,584.19
100369	01/31/2019	MODA HEALTH	34,243.52
100370	01/31/2019	MOSS ADAMS LLP - <i>Audit services</i>	22,506.00
100371	01/31/2019	MUNCIE TRANSIT SUPPLY	1,682.91
100372	01/31/2019	NEOPART TRANSIT LLC	585.04
100373	01/31/2019	NORTH COAST ELECTRIC	287.22
100374	01/31/2019	PACIFIC POWER GROUP, LLC	1,080.00
100375	01/31/2019	PACIFICSOURCE HEALTH PLANS	607,036.92
100376	01/31/2019	PARKEON, INC.	2,933.40
100377	01/31/2019	PRE-PAID LEGAL SERVICES INC.	200.35
100378	01/31/2019	UNITED WAY OF LANE COUNTY	615.00
100379	01/31/2019	VISION SERVICE PLAN	4,653.70
100380	01/31/2019	WILDISH BUILDING COMPANY	109,482.03
91020119	01/31/2019	BENEFIT PLANS ADMIN SVCS, LLC	29,195.00
92012519	01/25/2019	BENEFIT PLANS ADMIN SVCS, LLC	4,662.00
92020219	01/31/2019	BENEFIT PLANS ADMIN SVCS, LLC	4,237.00
802738944	01/19/2019	OREGON DEPARTMENT OF REVENUE	270.06
802976256	01/04/2019	VALIC %CHASE BANK OF TEXAS	93,960.77
802994123	01/18/2019	VALIC %CHASE BANK OF TEXAS	78,914.42
809593361	01/04/2019	MASS MUTUAL FINANCIAL GROUP	3,567.48
809849600	01/28/2019	OREGON DEPARTMENT OF REVENUE	722.39
812006124	01/05/2019	INTERNAL REVENUE SERVICE-EFTPS	60.90
815157650	01/22/2019	BANK OF AMERICA	38,308.01
816102442	01/02/2019	BANK OF AMERICA	24.90
816102447	01/02/2019	BANK OF AMERICA	2,390.36
816102448	01/02/2019	BANK OF AMERICA	2,426.99
818282647	01/18/2019	MASS MUTUAL FINANCIAL GROUP	3,632.18
818583552	01/07/2019	OREGON DEPARTMENT OF REVENUE	4,546.37
820759193	01/19/2019	INTERNAL REVENUE SERVICE-EFTPS	991.30
821076480	01/05/2019	OREGON DEPARTMENT OF REVENUE	14.69
830691840	01/04/2019	OREGON DEPARTMENT OF REVENUE	4,203.05
831610612	01/04/2019	INTERNAL REVENUE SERVICE-EFTPS	185,033.73
842261760	01/04/2019	OREGON DEPARTMENT OF REVENUE	49,290.78
853227927	01/18/2019	OREGON DEPARTMENT OF JUSTICE	2,120.60
853626624	01/18/2019	OREGON DEPARTMENT OF REVENUE	51,081.29
858307985	01/04/2019	OREGON DEPARTMENT OF JUSTICE	2,120.60
884916403	01/18/2019	INTERNAL REVENUE SERVICE-EFTPS	193,026.20
890024726	01/28/2019	INTERNAL REVENUE SERVICE-EFTPS	3,057.16
308 Checks			\$7,577,545.83

LANE TRANSIT DISTRICT
November 2018 Performance Report
23-January-2019

Performance Measure	Current Month	Prior Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
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Fixed Route Service

Passenger Boardings	692,980	719,599	- 3.7%	4,870,714	4,837,079	+ 0.7%	10,244,958	10,208,076	+ 0.4%
Mobility Assisted Riders	12,218	11,350	+ 7.6%	83,120	76,465	+ 8.7%	158,773	150,743	+ 5.3%

Average Passenger Boardings:

Weekday	28,011	29,053	- 3.6%	32,008	31,442	+ 1.8%	33,831	33,514	+ 0.9%
Saturday	15,970	16,859	- 5.3%	18,378	19,813	- 7.2%	18,631	19,136	- 2.6%
Sunday	10,580	10,851	- 2.5%	11,646	11,131	+ 4.6%	11,794	11,264	+ 4.7%

Monthly Revenue Hours	22,754	24,400	- 6.7%	145,181	147,327	- 1.5%	295,206	290,768	+ 1.5%
Boardings Per Revenue Hour	30.5	29.5	+ 3.3%	33.55	32.83	+ 2.2%	34.70	35.11	- 1.1%
Weekly Revenue Hours	5,138	5,890	- 12.8%	5,553	5,704	- 2.6%	5,678	5,626	+ 0.9%
Weekdays	21	20		128	127		256	258	
Saturdays	5	5		28	27		54	52	
Sundays	5	4		27	27		54	52	

Farebox Revenues & Sales*

Farebox Revenue	\$129,601	\$122,023	+ 6.2%	\$836,758	\$880,610	- 5.0%	\$1,643,244	\$1,736,100	- 5.3%
Adult Pass	2,953	2,907	+ 1.6%	17,707	15,699	+ 12.8%	35,906	33,009	+ 8.8%
Youth Pass	800	784	+ 2.0%	3,818	3,670	+ 4.0%	8,557	9,185	- 6.8%
Reduced Fare Pass	755	986	- 23.4%	5,085	5,474	- 7.1%	35,906	33,009	+ 8.8%
Adult 3 Month Pass	111	98	+ 13.3%	756	772	- 2.0%	1,603	1,739	- 7.8%
Youth 3 Month Pass	62	66	- 6.1%	410	409	+ 0.2%	827	699	+ 18.3%
Reduced Fare 3 Month Pass	51	46	+ 10.9%	314	298	+ 5.4%	594	620	- 4.2%
Adult 10-Ride Ticket Book	1,379	1,588	- 13.2%	10,441	10,010	+ 4.3%	20,729	21,225	- 2.3%
Half-Fare 10-Ride Ticket Book	333	202	+ 64.9%	2,246	2,084	+ 7.8%	4,091	4,196	- 2.5%
RideSource 10-Ride Ticket Book	378	372	+ 1.6%	2,419	2,303	+ 5.0%	4,829	4,687	+ 3.0%

*Group Pass Program revenues, which typically make up about 1/3 of all passenger revenues, are not included in this report. Finance reports total passenger revenues inclusive of Group Pass on a quarterly basis.

Fleet Services

Fleet Miles	316,191	358,315	- 11.8%	1,981,908	2,065,249	- 4.0%	4,036,442	4,065,311	- 0.7%
Average Passenger Boardings/Mile	2.19	2.01	+ 9.1%	2.46	2.34	+ 4.9%	2.54	2.51	+ 1.1%
Fuel Cost	\$167,296	\$174,157	- 3.9%	\$1,214,397	\$1,035,444	+ 17.3%	\$2,437,854	\$1,965,683	+ 24.0%
Fuel Cost Per Mile	\$0.529	\$0.486	+ 8.9%	\$0.613	\$0.501	+ 22.2%	\$0.604	\$0.484	+ 24.9%
Repair Costs	\$311,288	\$259,640	+ 19.9%	\$1,701,615	\$1,614,725	+ 5.4%	\$3,760,731	\$3,396,265	+ 10.7%
Total Repair Cost Per Mile	\$0.984	\$0.725	+ 35.9%	\$0.859	\$0.782	+ 9.8%	\$0.932	\$0.835	+ 11.5%
Preventive Maintenance Costs	\$37,086	\$34,325	+ 8.0%	\$223,530	\$211,009	+ 5.9%	\$461,787	\$426,874	+ 8.2%
Total PM Cost Per Mile	\$0.117	\$0.096	+ 22.4%	\$0.113	\$0.102	+ 10.4%	\$0.114	\$0.105	+ 9.0%
Mechanical Road Calls	39	34	+ 14.7%	231	197	+ 17.3%	474	442	+ 7.2%
Miles/Mech. Road Call	8,107	10,539	- 23.1%	8,580	10,483	- 18.2%	8,516	9,198	- 7.4%

RideSource Internal Fleet

MTM Rides	12,508	12,504	+ 0.0%	78,276	80,208	- 2.4%	158,986	171,484	- 7.3%
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December Revenue Hours



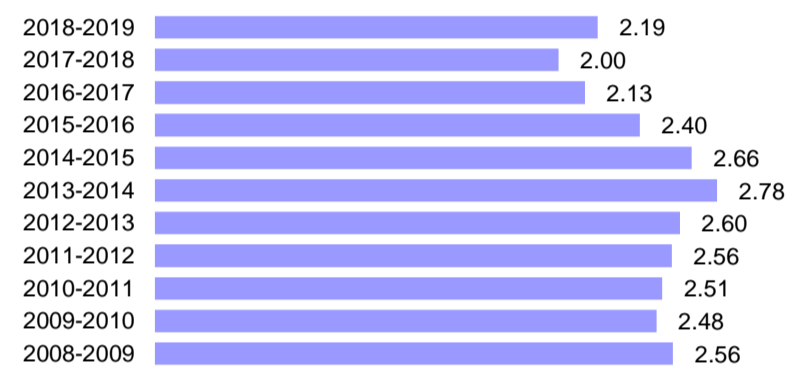
December Passenger Boardings per Revenue Hour



December Fleet Miles



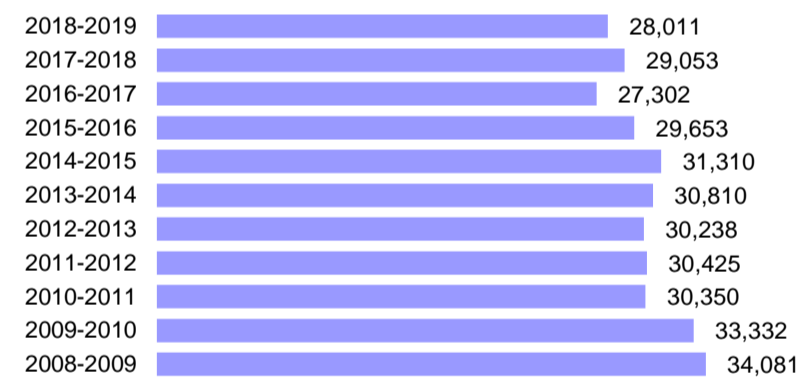
December Passenger Boardings per Mile



December Passenger Boardings

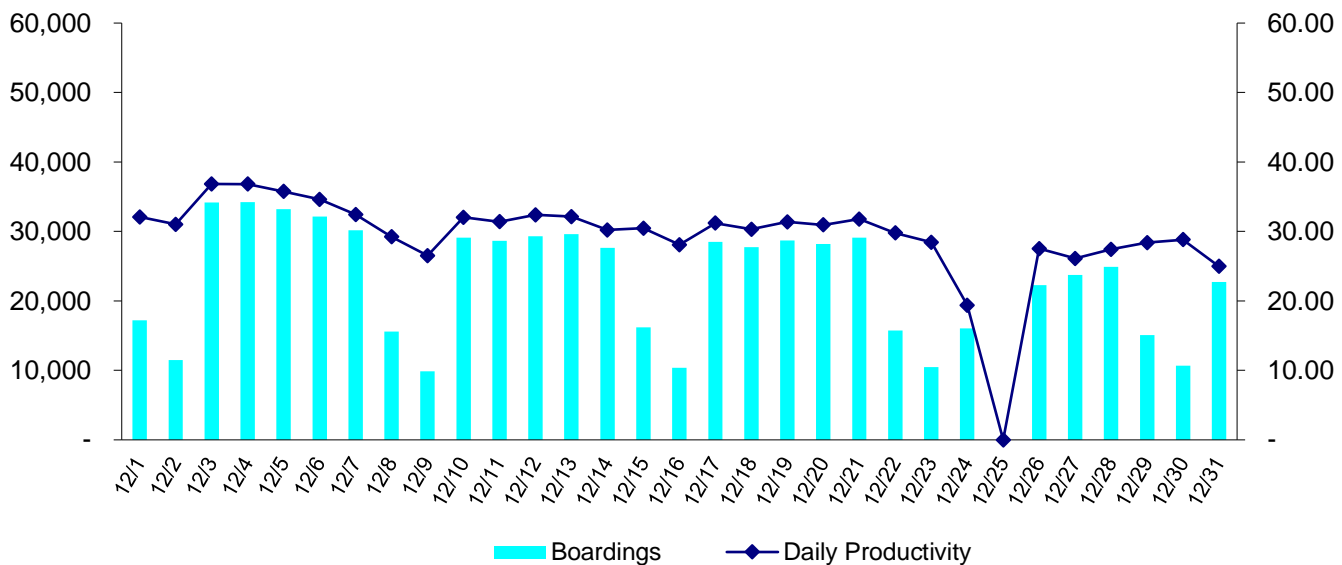


December Average Weekday Passenger Boardings



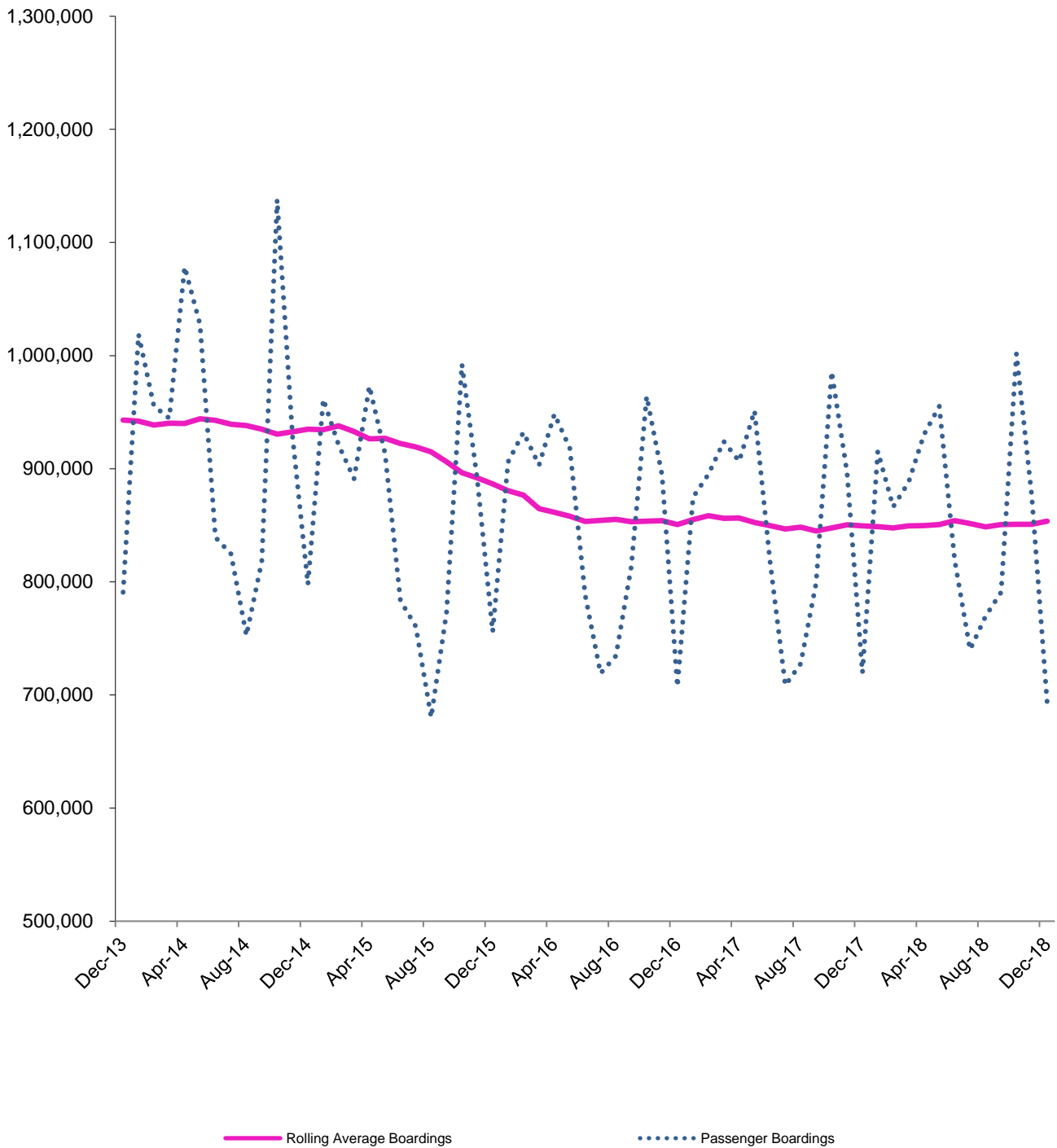
Daily Ridership Recap December 2018

Date	Day	Service	Boardings	Mobility Assisted Boardings	Revenue Hours	Daily Productivity
12/1/2018	Saturday	Saturday	17,206	254	536	32.10
12/2/2018	Sunday	Sunday	11,511	225	371	31.03
12/3/2018	Monday	Weekday	34,149	657	927	36.84
12/4/2018	Tuesday	Weekday	34,241	560	930	36.82
12/5/2018	Wednesday	Weekday	33,220	454	929	35.76
12/6/2018	Thursday	Weekday	32,151	504	929	34.61
12/7/2018	Friday	Weekday	30,159	521	930	32.43
12/8/2018	Saturday	Saturday	15,611	325	534	29.23
12/9/2018	Sunday	Sunday	9,844	209	371	26.53
12/10/2018	Monday	Weekday	29,134	607	909	32.05
12/11/2018	Tuesday	Weekday	28,640	552	912	31.40
12/12/2018	Wednesday	Weekday	29,306	503	905	32.38
12/13/2018	Thursday	Weekday	29,609	516	921	32.15
12/14/2018	Friday	Weekday	27,643	420	915	30.21
12/15/2018	Saturday	Saturday	16,202	324	532	30.45
12/16/2018	Sunday	Sunday	10,360	175	369	28.08
12/17/2018	Monday	Weekday	28,523	551	914	31.21
12/18/2018	Tuesday	Weekday	27,762	388	916	30.31
12/19/2018	Wednesday	Weekday	28,687	547	914	31.39
12/20/2018	Thursday	Weekday	28,223	386	912	30.95
12/21/2018	Friday	Weekday	29,127	519	916	31.80
12/22/2018	Saturday	Saturday	15,725	311	528	29.78
12/23/2018	Sunday	Sunday	10,492	201	369	28.43
12/24/2018	Monday	Weekday	16,046	331	828	19.38
12/25/2018	Tuesday	Weekday				-
12/26/2018	Wednesday	Weekday	22,259	415	907	27.52
12/27/2018	Thursday	Weekday	23,724	366	909	26.10
12/28/2018	Friday	Weekday	24,896	467	908	27.42
12/29/2018	Saturday	Saturday	15,108	276	532	28.40
12/30/2018	Sunday	Sunday	10,695	188	371	28.83
12/31/2018	Monday	Weekday	22,727	466	910	24.97
Totals			692,980	12,218	22,754	30.46



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings





OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

There is no report this month.

SERVICE DELIVERY & ADMINISTRATION

Mark Johnson, Assistant General Manager

BYD Update

The BYD all electric pilot bus went into revenue service on February 3. It is on a regular run and Operations staff report that the bus performing well. Staff decided to do a soft launch to make sure that the bus would perform as expected. A more public launch is planned for a later date. The other four buses are scheduled to be delivered by March 21 and our technical advisory team has developed a testing plan for acceptance of those vehicles.

Mobility on Demand-Downtown Eugene

A project that is being explored in partnership between Lane County, the City of Eugene, and LTD in response to the immanent parking shortage in downtown Eugene is an on demand service using all electric low speed vehicles. The city and county are concerned that as people spread out to outlying parking options they will need to be able to get to their work places in a timelier manner than walking. LTD is considering buying all electric 6 passenger low speed vehicles to provide this service. It would most likely use the same software as the Cottage Grove MOD service. There also appears to be an opportunity for private partnerships in this project and staff are currently getting interested parties lined up to understand the funding and who would provide the service.

In addition to assisting the movement of people downtown with MOD, staff are exploring other opportunities. They will be working with the city, county, and private employers to explore reduced bus pass costs, carpooling, and other options to help alleviate the anticipated shortage of up to 500 parking spots because of construction projects over the next few years. Getting more people on buses or carpools and assisting them to get to their worksite is a worthwhile effort to help people consider alternative options other than driving alone and paying for parking.

ACCESSIBLE AND CUSTOMER SERVICE

Cosette Rees, Director of Specialized Services

LTD Connector – Cottage Grove Pilot

LTD launched its on-demand service within the Cottage Grove city limits on January 14. The service is available to the general public, from origin to destination, and is an on-demand shared ride service.

The service will replace the in-town loop portion of six trips of LTD's Route 98. These loops will be eliminated beginning February 4, 2019. The goal of the 12 ½ hours per weekday of on-demand service include:

- Better connect the community to businesses, services, and other destinations within the city, as well as connect to the broader transportation network.
- Enhance independence and equity through better access.
- Create diversity with all who use public transit.
- Gain experience with the model within the District.

Some of the highlights from the first 2 weeks:

- Since January 14, the service has completed 201 trips and carried 237 people.
- The most trips completed in a single day was 27; the most passengers carried 46.
- Most trips had wait times of 8-12 minutes from time requested until the vehicle arrived.
- Median ride duration (time on the vehicle) ranged from 5 – 10 minutes.
- 10 to 11 a.m. has had the highest average ridership.

The pilot service is funded primarily through STIF funding, and the pilot will continue through February 2, 2020. LTD is partnering with the City of Cottage Grove and South Lane Transit in the evaluation of the pilot, and service operations. Staff will provide updates throughout the pilot.

Paw Print Program/Half Fare Certification

In 2018 LTD launched a program called the Paw Print program, and went through a total recertification program for individuals in the Half-Fare and Honored Rider programs.

The Paw Print program is a pilot LTD created to provide a better experience for customers who are traveling on the system with a service animal. Through this optional program, customers meet with Accessible Services staff to have a conversation about their service animal, and if eligible, receive a "paw print" on an ID card. This signals to operators the District is satisfied this is a service animal and they don't need to ask questions as they board. The pilot has proven to be successful from customer and operator feedback. The Operations department has ensured that individuals can still board by answering the basic questions at boarding as an optional program. Accessible Service staff provided program training during the 2017 and 2018 fall training and have heard positive comments that it has reduced conflicts, improved efficiency, and has been appreciated by customers who are using it. Staff are working with other agencies who are interested in replicating the program in their area.

In the last year, LTD has created 6,000 new and replacement cards. Of those, 2,237 are for the Half-Fare program, and 3,716 are Honored Rider program cards. Staff also created 115 Paw Print cards, and 463 "Attendant OK" ID cards.

Fare Collection Update

Staff have received responses from five vendors; three vendors have been identified for further evaluation. Staff will be bringing a contract to the Board at their March 20 meeting for the selected vendor, with the planned implementation of August 1. Staff will provide an update at the February 20 Board meeting.

Comprehensive and Accessible Transportation Committee Update

Staff are developing bylaws for this new community advisory committee, and will come to the Board at a future meeting for review and adoption of the bylaws.

Point2point (P2p)

Theresa Brand, Transportation Options Manager

- P2p staff are supporting the Lane Regional Safe Routes to Schools (SRTS) Program in a number of key ways, including:
 - managing the newly updated SRTS website,
 - serving as the program grant agent for all three district program,
 - facilitating the purchasing on new school bike parking,
 - and the regional leadership for the comprehensive program.
- The P2p schools coordinator led a SRTS Retreat along with a regional partner workshop focused on the refinement of work plans, data needs, and continuing progress on the Eugene-Springfield SRTS Strategic Plan. Training for the new SRTS assistant is complete and he has begun assisting SRTS efforts in the 4J school district.
- P2p staff will be assisting the Oregon Department of Transportation and other regional partner efforts on congestion mitigation efforts around the Highway I-105 construction project through the duration of the project in mid-2020.

International Way/ Gateway Outreach

- P2p is working with LTD's Planning Department to finalize data analysis for survey responses collected on-board the Gateway EmX loop during peak hours in early November 2018. An analysis of additional survey data collected from employers along the International Way corridor is also being finalized.
- In coordination with LTD's Planning and Marketing Departments, P2p sent a third survey to 1,808 households in the Gateway area. Responses are currently being received online and via return mailer. Planning for further outreach to employers along the EmX corridor is underway.

Business Commute Challenge (BCC)

- Staff are gearing up for the 2019 BCC by meeting with community stakeholders, procuring sponsorships, updating the website, and creating new marketing collateral.
- Interviews for the BCC Program Assistant were held on January 17 and the new Program Assistant is anticipated to start in mid-February, pending a background check.

Drive Less Connect

- Tracy Ellis, Rideshare Specialist, has been working with ODOT on the RFP process and evaluation of new software for the statewide, online ridematching database. Five proposals were received in response to the RFP. The evaluation committee selected RideAmigos to provide the new software platform for Drive Less Connect.
- Ms. Ellis will be assisting ODOT with the process of switching over to new software. Validation of current users will be conducted in March.

- P2p is also represented on the visual identity working group to develop a new logo, name, and visual presence.

Drive Less Connect Statistics for January 2019

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
New Users	26	14	470	611
Ridematch Searches Performed	21	41	360	426
Match Success Rate	52%	61%	35%	41%
Ridematch Requests Sent	1	5	146	78
Non SOV Miles Reported	14,949	16,106	350,050	378,832
Non SOV Trips Reported	722	682	30,297	28,624
CO2 Savings	11,708	12,529	257,996	280,987

Vanpool (Eugene Vans as part of Valley Vanpool partnership)

Statistics for December 2018 (vanpool reporting experiences a 30-day lag)

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
# of Vanpools	15	15	15	15
# of Riders	113	122	141	143
Passenger Boardings	2,535	2,653	19,648	19,035
Total Passenger Miles	147,721	149,808	1,124,946	110,895
CO2 Reduced	89,814	91,083	683,967	675,424
<i>*Two vanpools not reporting due to Fed Government Shutdown</i>				

School Programs – SRTS Outreach Programs

- P2p Staff facilitated the interviewing and onboarding of the new Bethel SRTS Coordinator Syd Shoaf. The new coordinator will take over the 0.5 FTE position and continue the implementation of the 6 E's in the Bethel School District.
- A review of the findings from the Regional SRTS Advisory Committee has led to the creation of the Regional SRTS Media Plan. Rylee Kahan, a Journalism student at the University of Oregon, has been brought on as an intern to assist in the creation of a qualitative data collection effort that will provide partners and stakeholders with testimonial accounts of the effects of SRTS programming.
- The Schools Coordinator has begun the planning phase of an Equity training that will focus on creating messaging and outreach strategies to reach historically underserved communities. This training will build an intentional and strategic direction for the future of the Regional SRTS program's communications.

- P2p staff, along with the Regional SRTS team, are preparing for May is Bike Month and the multitude of regional and district specific events that will take place. Backwards planning with the City of Springfield, the City of Eugene, and the regional partners is being coordinated to ensure that the effect of programming and events is maximized.

PUBLIC AFFAIRS

Aurora Jackson, General Manager

Marketing and Communications

Charlie Clarke, Marketing and Communications Manager

Sponsorships/Donations

- Lane County Circuit Court - LTD provides day pass coupons to the Circuit Court for juror's who need transportation to fulfill their civic responsibility.
- Martin Luther King Jr. Day March – We sponsored the March by providing interior posters, day pass coupons, promotion on Facebook, and a blurb in Bus Talk.

Public Engagement/Outreach/Participation/Partnerships

- Outreach for LTD | Connector (Mobility on Demand) – this new service is a big change for the city of Cottage Grove and demanded an outreach and marketing plan. We worked diligently with the City and South Lane Wheels (SLW) in December to come up with a plan to notify as many people as possible about the upcoming service change. In January, LTD, the City, and SLW presented to many community stakeholders, placed many ads and articles, and provided significant rider outreach.
- Lane County Health and Human Services “Point in Time Count” – The County conducts an annual one-night homeless count. LTD is a partner in the project by selling the County day pass coupons for \$1.75 for each pass redeemed. The County uses the coupons as an incentive for the individuals to turn up at the event and get counted.

Group Pass Engagement/Outreach/Participation/Partnerships

- Staff formed relationships with UO and LCC for promoting the use of the Group Pass program. At LCC, LTD now can display promotions on their 133 digital displays throughout campus for the year at no cost. In addition, through the UO Student Life program, LTD can now do on-campus promotions via table tents in meal areas, posters throughout campus and housing areas, and digital displays through the year at no cost. Conversations with the ASUO president and UO Student Life Director are ongoing in an effort to determine other avenues available to communicate with students about transit and other modes.
- Staff worked with the ASUO Budget Committee, and the committee voted to move forward for the 2019/20 school year reducing the 79X service to once an hour after 6:00p.m., Monday through Friday, due to fund availability, and continue Group Pass for all students.

New Group Pass Participants:

- Home2Suites, a hotel on 11th and Olive, began on February 1 (28 employees)
- Baker Charter School, an online program with a resource center, began January 15 (50 students)
- Homes for Good signed up their Madrone program, began January 1 (38 participants)
- Nemametrix, located on W 7th, began January 1 (45 employees)
- Sublime Solutions, located on S Danebo Ave, began in October (29 employees)
- Mercury Metal Fab, located on West 7th and Garfield, began in October (10 employees)

In working with the City of Springfield, LTD will be part of a group that will meet with the Wayfair group to introduce their services. Wayfair will be occupying the Symantec building on International Way. With more than 600 employees and its location right on the EmX line, the Group Pass program (along with other employer programs) is ideal for this company.

Graphic Design/Production

Staff coordinated with different departments to design, work, and produce the following items:

- Point2point Transportation Coordinator Toolkit and Collateral Pieces
- Annual Calendar
- Station Graphics
- Estimating for Fare Instruments, with production starting end-of-January
- Employee Celebration collateral (invite, posters & banners)
- Register Guard Ads
- Ongoing SOP development (Rider's Digest)
- Service Change Communication Signage

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

There is no report this month.



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
January 16 - Regular Board Meeting			Time (minutes)	January 16 Board Work Session			Time (minutes)
Public Hearing:				MovingAhead Update		Andrew Martin	40
<u>Items for action:</u>				Presentation: 5311 & 5311f Funding Applications		John Ahlen	10
Consent Calendar:			5	Presentation: 5310 & STF Funding Applications		John Ahlen	10
1. Minutes from the December 19, 2018, Regular Board Meeting		Camille Gandolfi					
2. Delegated Authority Report – DECEMBER		Collina Beard					
3. Grant applications to fund out-of-District services – 5311 and 5311(f) funds		John Ahlen					
4. Committee Member Appointment – Statewide Transportation Improvement Fund (STIF) Advisory Committee							
Adoption: CAFR/Audit Results		Christina Shew	25				
Adoption: Merging of the ATC & Service Committee		Director Yeh	10				
Adoption: Board Committee Assignments		Director Yeh	5				
<u>Items for Information:</u>							
Board Travel & Reimbursement Policy		Aurora Jackson	10				
Safety-Conscious Resolution Annual Update		Aurora Jackson	10				
<u>Written Reports:</u>							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<u>Executive Session:</u>							
TOTAL TIME			65	TOTAL TIME			60



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
February 20 - Regular Board Meeting			Time (minutes)	CONFIRMED: February 19 - Joint Work Session City of Eugene			Time (minutes)
Public Hearing: Proposed Supplemental Budget		Christina Shew	10	MovingAhead		Andrew Martin/ Tom Schwetz	
Items for Action:							
Consent Calendar:			5	CONFIRMED: February 20 Work Session			Time (minutes)
1. Minutes from the January 16, 2018, Special Board Meeting/Work Session		Camille Gandolfi		Transit Tomorrow		Tom Schwetz	30
2. Minutes from the January 16, 2018, Regular Board Meeting		Camille Gandolfi		Fare Collection		Cosette Rees	30
3. Delegated Authority Report – JANUARY		Collina Beard					
Adoption: STIF Bylaws		Camille Gandolfi					
Adoption: Supplemental Budget		Christina Shew	5				
Adoption: 5310 & STF Funding Applications		John Ahlen	15				
Items for Information:							
City of Eugene Franklin Blvd. Project Update		Larisa Varela City of Eugene	20				
Board Travel and Reimbursement Policy		Aurora Jackson	10				
Board Member Reports		Camille Gandolfi	10				
Monthly Financial Report		Christina Shew	5				
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Monthly Department Reports							
<i>BYD Update</i>		Mark Johnson					
<i>MOD Update</i>		Mark Johnson					
<i>LTD Connector</i>		Cosette Rees					
<i>Paw Print Program/Half-Fare Certification</i>		Cosette Rees					
<i>Fare Collection Update</i>		Cosette Rees					
<i>CATC Bylaws Update</i>		Cosette Rees					
<i>Point2point</i>		Theresa Brand					
<i>Marketing & Communications</i>		Charlie Clark					
Executive Session:							
		TOTAL TIME	80			TOTAL TIME	60
March 20 - Regular Board Meeting			Time (minutes)	CONFIRMED: March 18 Work Session			Time (minutes)
Public Hearing: Fare Policy (Ordinance) - Low income & youth pass		Tom Schwetz/ Public Affairs	15	American Bus Benchmarking (ABBG)		Mark Johnson	
Public Hearing: Service Changes		Tom Schwetz	15	Sustainability		Mark Johnson	
Public Hearing: STIF Applications		Tom Schwetz	15	Transit Tomorrow		Tom Schwetz	
Items for Action:							
Consent Calendar:			5				
1. Minutes from the February 20, 2018, Regular Board Meeting		Camille Gandolfi					
2. Delegated Authority Report – JANUARY		Collina Beard					
Adoption: Updated Public Records Request Policy		Camille Gandolfi	5				
Adoption: Budget Committee Member		Director Yeh	5				
Adoption: Fare Collection System Contract		Cosette Rees	10				
Items for Information:							



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Board Member Reports		Camille Gandolfi	5				
Monthly Financial Report		Christina Shew	5				
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<i>Disaster Preparedness Plan</i>		Jake McCallum					
<i>STIF Update</i>		Tom Schwetz					
Executive Session:							
		TOTAL TIME	80			TOTAL TIME	0
April 17 - Regular Board Meeting			Time (minutes)				Time (minutes)
Public Hearing: FY 19-20 Proposed Budget		Christina Shew					
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting		Camille Gandolfi					
2. Delegated Authority Report – JANUARY		Collina Beard					
Adoption: Fare & Service Changes		Tom Schwetz					
Adoption: STIF Applications		Tom Schwetz					



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Second Reading & Adoption Fare Policy ordinance change							
Items for Information:							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
		TOTAL TIME	0			TOTAL TIME	0
May 15 - Regular Baord Meeting			Time (minutes)	Tentative: Joint Work Session City of Eugene			Time (minutes)
Public Hearing:				MovingAhead		Andrew Martin	
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting		Camille Gandolfi					



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
2. Delegated Authority Report – JANUARY		Collina Beard					
Adoption: Proposed Budget		Christina Shew					
Adoption: Lane Coordinated Plan							
<u>Items for Information:</u>							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
<u>Written Reports:</u>							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
<u>Executive Session:</u>							
		TOTAL TIME	0			TOTAL TIME	0
June 19 Regular Board Meeting			Time (minutes)	Tentative: Joint Work Session City of Eugene			Time (minutes)
Public Hearing:				MovingAhead		Andrew Martin/ Tom Schwetz	
<u>Items for Action:</u>							



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Consent Calendar:				CONFIRMED: June 19 Work Session			Time (minutes)
1. Minutes from the January 16, 2018, Regular Board Meeting		Camille Gandolfi		MovingAhead Investment Packages		Andrew Martin/ Tom Schwetz	
2. Delegated Authority Report – JANUARY		Collina Beard		Mobility on Demand			
Adoption: District Boundary Renewal & Special District Designation							
Items for Information:							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
		TOTAL TIME	0			TOTAL TIME	0



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
July 17 - Regular Board Meeting			Time (minutes)	TENTATIVE: Joint Work Session City of Eugene			Time (minutes)
Public Hearing:				MovingAhead		Andrew Martin/ Tom Schwetz	
<u>Items for Action:</u>							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting		Camille Gandolfi					
2. Delegated Authority Report – JANUARY		Collina Beard					
Board Decision: MovingAhead		Andrew Martin/ Tom Schwetz					
<u>Items for Information:</u>							
Preliminary Financial Report		Christina Shew					
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
<u>Written Reports:</u>							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Executive Session:							
		TOTAL TIME	0			TOTAL TIME	0
August 21 - Regular Board Meeting			Time (minutes)				Time (minutes)
Public Hearing:							
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting							
2. Delegated Authority Report – JANUARY							
Items for Information:							
Preliminary Financial Report		Christina Shew					
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Executive Session:							
		TOTAL TIME	0			TOTAL TIME	0
September 18 - Regular Board Meeting			Time (minutes)				Time (minutes)
Public Hearing: Community Investment Plan		Christina Shew					
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting							
2. Delegated Authority Report – JANUARY							
Items for Information:							
Strategic Business Plan Retreat							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Monthly Department Reports							
<u>Executive Session:</u>							
		TOTAL TIME	0			TOTAL TIME	0
October 16 - Regular Board Meeting			Time (minutes)				Time (minutes)
Public Hearing:							
<u>Items for Action:</u>							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting							
2. Delegated Authority Report – JANUARY							
Adoption: Registered Agent Designation		Camille Gandolfi					
Adoption: Community Investment Plan		Christina Shew					
<u>Items for Information:</u>							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
<u>Written Reports:</u>							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Monthly Department Reports							
<u>Executive Session:</u>							
		TOTAL TIME	0			TOTAL TIME	0
November 20 - Regular Board Meeting			Time (minutes)				Time (minutes)
Public Hearing:							
<u>Items for Action:</u>							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting							
2. Delegated Authority Report – JANUARY							
<u>Items for Information:</u>							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
<u>Written Reports:</u>							
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
		TOTAL TIME	0			TOTAL TIME	0
December 18 - Regular Board Meeting			Time (minutes)				Time (minutes)
Public Hearing:							
Items for Action:							
Consent Calendar:							
1. Minutes from the January 16, 2018, Regular Board Meeting							
2. Delegated Authority Report – JANUARY							
Items for Information:							
Board Member Reports		Camille Gandolfi					
Monthly Financial Report		Christina Shew					
Written Reports:							
Monthly Cash Disbursements		Christina Shew					



Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
		TOTAL TIME	0			TOTAL TIME	0