Public notice was given to The Register-Guard for publication on July 12, 2019

LANE TRANSIT DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING

Wednesday, July 17, 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	
		❒ Carl Yeh (President) ❒ Kate Reid (Vice President) ❒ Joshua Skov (Secretary) ❒ Don Nordin (Treasurer) ❒ Caitlin Vargas ❒ Steven Yett ❒ Emily Secord	
5:32 p.m.	III.	COMMENTS FROM THE BOARD PRESIDENT	
		This agenda item provides an opportunity for the Board president to formally communicate with the Board on any current topics or items that may need consideration.	
5:34 p.m.	IV.	COMMENTS FROM THE GENERAL MANAGER	
		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.	
5:36 p.m.	V.	ANNOUNCEMENTS AND ADDITIONS TO AGENDA	
		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.	
5:38 p.m.	VI.	BOARD CALENDAR	
		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.	
5:40 p.m.	VII.	EMPLOYEE OF THE MONTH - AUGUST	4
5:45 p.m.	VIII.	AUDIENCE PARTICIPATION	
		♦ *Public Comment Note: 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.* ♦ *Community member testimony is limited to three (3) minutes.*	
	IX.	PUBLIC HEARING: None.	
5:55 p.m.	X.	BOARD MEMBER REPORTS	5
		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.	

Time		Page
	XI. ITEMS FOR ACTION	
6:05 p.m.	A. CONSENT CALENDAR:	7

Action Needed: Approval

1. Minutes from the June 19, 2019, Regular Board Meeting
2. Delegated Authority Report – JULY
3. Contract No. 2019-52: University of Oregon Sustainable City Year Program
4. Contract No. 2019-09: Cummins Sales and Services
5. Board Member Expense Report – Kate Reid

XII. ITEMS FOR INFORMATION/DISCUSSION

6:10 p.m. A. BOARD RETREAT DISCUSSION – NO MATERIALS INCLUDED
[Director Yeh]

Action Needed: Information and Discussion

Board president, Carl Yeh, will lead a discussion with the Board regarding holding a Board retreat and the objectives of that retreat.

6:25 p.m. B. MOBILITY ON DEMAND 25
[Cosette Rees]

Action Needed: None. Information Only

Staff will provide the Board with an update on the Districts Mobility on Demand projects.

6:55 p.m. C. SAFE ROUTES TO SCHOOLS 27
[Theresa Brand]

Action Needed: None. Information Only

Staff will provide the Board with an update regarding the Safe Routes to Schools program.

7:05 p.m. D. ELECTRIC BUS UPDATE 81
[Kelly Hoell]

Action Needed: None. Information Only

Staff will provide the Board an update regarding the Districts electric buses.

7:15 p.m. E. PRELIMINARY FINANCIAL REPORT - JUNE 2019 85
[Christina Shew]

Action Needed: Information and Discussion

Staff will provide the Board with the 2019 annual preliminary financial report.

7:25 p.m. XIII. WRITTEN REPORTS – RESPOND IF QUESTIONS

A. MONTHLY CASH DISBURSEMENTS - JULY 86
[Christina Shew]

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.

Time		Page
	B. QUARTERLY GRANT REPORT – PRESENTED: MARCH/JUNE/SEPTEMBER/DECEMBER [Christina Shew] *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).*	
	C. MONTHLY PERFORMANCE REPORTS - JUNE [Aurora Jackson] *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.*	91
	D. MONTHLY DEPARTMENT REPORTS – JULY [Aurora Jackson] *Monthly department activity reports, and reports throughout the District, are provided for the Board's information.*	95
	E. BOARD ANNUAL WORKING AGENDA *Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.*	100
	XIV. EXECUTIVE (NON-PUBLIC) SESSION: None.	
7:30 p.m.	XV. 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: July 17, 2019

ITEM TITLE: AUGUST EMPLOYEE OF THE MONTH

PRESENTER: Name, Title

BACKGROUND:

Kerry Cooper has been selected to receive the August 2019 Employee of the Month (EOM) award. Kerry was hired as a Journeyman Mechanic on January 8, 2008; and during that time, he's become a working lead, a mechanic trainer, has taken part in the BYD bus build, and has participated in both the local and national Roadeo competition, where he and his team did very well.

Kerry was a part of a technical team that reviewed and edited the tech specs for the next electric bus purchase and he went out of his way to look up additional information about electric bus warranty information that both provided useful context to the group and also had informed discussions with our current electric bus manufacturer. He came to all meetings prepared despite not always having a lot of extra time to do his "homework" before the team meetings and was still able to provide technical expertise and historical context from LTD's history with electric bus purchases.

When asked to comment on Kerry's selection as EOM, his Maintenance Supervisor, Aaron said:

> *"Kerry puts his heart and soul into his work and likes to get to the root of the issue" and it's not surprising when given a task or put on a committee, that he goes out of his way to be as knowledgeable as he can (and open minded) about the subject so he can make the best decisions to get the job done. He's a great asset to the LTD Team.*

AWARD:

Kerry will attend the July 2019 Board meeting to be introduced to the Board and to receive [His] award.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 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 covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in depth verbal updates during Board meetings.

The following activities have occurred since the last Board meeting:

MEETINGS HELD:

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

1. **Ad Hoc Communications Committee**: This is an ad hoc committee that has been created for the purpose of reviewing the District's communications. The committee is composed of Board members Kate Reid, Joshua Skov, and Caitlin Vargas. At the June 27 meeting, committee members, discussed the final draft communications analysis from Celtis Ventures, Inc. and the District's next steps.

2. **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. At the June 27 meeting, board members held a public hearing for the FY 2020 budget; discussed the annual technical expert contract; discussed the executive director's annual review and contract; and received an executive summary report and advisory council report.

3. **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. At the June 21 meeting committee members discussed the annual review of the general manager; the purpose of the Human Resource Committee; and the review process of the general manager going forward. At the July 12 meeting, committee members discussed the annual review of the general manager.

4. **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. At the July 8 meeting, committee members reviewed contracts to be presented to the Board for approval.

5. **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.

NO MEETINGS HELD:

1. **Oregon Metropolitan Planning Organization Consortium (OMPOC)**: The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Kate Reid attends the committee meetings as LTD's representative. The next meeting is scheduled for July 29.

2. **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. The July 11 meeting was canceled. The next meeting is scheduled for August 1.

3. **Strategic Planning Committee (SPC)**: This committee generally meets monthly and is composed of Board Members Carl Yeh and Emily Secord, members of local units of government, and community representatives. The July 2 meeting was canceled. The next meeting is scheduled for August 6.

4. **Comprehensive and Accessible Transportation Committee (CATC)**: Board Members Carl Yeh, Don Nordin, and Caitlin Vargas represent the LTD Board on this committee. The July 16 meeting was canceled. The next meeting is scheduled for August 20.

5. **LTD Pension Trust Committee**: LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. The pension trustees generally meet three times a year, and Board Member Steven Yett serves as one of the trustees. The next meeting is scheduled for August 20.

6. **LTD Board Budget Committee:** The Budget Committee is composed of all seven Board members and seven citizen members. The Budget Committee meets multiple times a year to give guidance regarding LTD's annual budget. Each LTD Board member selects one citizen member to fill a term of three years. The next meeting has not been scheduled.

7. **MovingAhead Oversight Committee**: This committee is composed of representatives from the City of Eugene, LTD, and regional partners with the goal of a system-level approach to corridor improvements. LTD Board member's Don Nordin and Carl Yeh serve as LTD's representative on this committee. 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 has not been scheduled.

9. **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.

10. **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. At the November 16 meeting, committee members discussed their final recommendation being given to the Board of Directors and future meeting needs.

11. **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. The next meeting has not been scheduled.

12. **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. The next meeting has not been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 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 July 17, 2019, consists of:

- Approval of the Minutes of the June 19, 2019, Regular Board Meeting
- Approval of Delegated Authority Report - JUNE
- Approval of Contract No. 2019-52: University of Oregon Sustainable City Year Program
- Approval of Contract No. 2019-09: Cummins Sales and Services
- Approval of Board Member Expense Report – Kate Reid

ATTACHMENT:

1) Minutes of the June 19, 2019, Regular Board Meeting
2) Delegated Authority Report - JUNE
3) Contract No. 2019-52: University of Oregon Sustainable City Year Program
4) Contract No. 2019-09: Cummins Sales and Services
5) Board Member Expense Report – Kate Reid

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-07-17-040; It is hereby resolved that the Consent Calendar for July 17, 2019, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, June 19, 2019

Pursuant to notice given to *The Register-Guard* for publication on June 17, 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, June 19, 2019, beginning at 3:00 p.m., at the LTD Board Room, 3500 E. 17th Avenue, Eugene, Oregon.

Present: Carl Yeh, President
Kate Reid, Vice President
Don Nordin, Treasurer
Caitlin Vargas
Steven Yett
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

Absent: Emily Secord
Josh Skov, Secretary

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh announced that the Business Commute Challenge and Safe Routes to School events had both been very successful with record numbers of participants. He expressed interest in having a Board retreat in the fall as it was an opportune time to re-examine priorities and engage in strategic planning.

COMMENTS FROM THE GENERAL MANAGER — None.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

BOARD CALENDAR — Ms. Jackson reviewed upcoming events on the Board's calendar. She noted that the Board would potentially be making a decision on Transit Tomorrow in August and the discussion could be part of the regular Board meeting or during a work session prior to the regular meeting. She asked that Board members let her or Mr. Yeh know of their preferences.

EMPLOYEE OF THE MONTH – JULY — The Board recognized Facilities Maintenance Generalist II Tim Knerr as the July 2019 Employee of the Month. Mr. Yeh presented Mr. Knerr with his award and thanked him for his outstanding service and dedication to LTD's mission. Mr. Knerr thanked the Board for his award. He said the facilities maintenance group had gone through a number of personnel changes during the past year and it was a youthful and positive group. He commended Facilities Maintenance Supervisor Jeff Sherman's leadership.

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

Rob Zako, Eugene, executive director of Better Eugene-Springfield Transportation (BEST), thanked those who attended the BEST awards ceremony. He said there had been good feedback on projects around the community and there would be a new theme for next year's awards. He distributed a memorandum from BEST to the LTD Board that presented comments on Transit Tomorrow and development of a strategic business plan. He said BEST felt it was an important discussion with the community and LTD was moving in the right direction, but recognized that change was difficult. It was important that everyone worked together to assure the roll out of Transit Tomorrow was successful and articulate to the public why the change was happening.

Patty Hine, Lane County, representing 350 Eugene, a grassroots climate organization composed of local citizens with a vision of a stable climate future. She said Oregon was a trendsetter and 350 Eugene had been organizing community engagement groups, one of which was the Auspicious Transit Action Team devoted to increasing transit ridership and reducing single occupancy auto use. She said the team was currently researching LTD's services and operations. She said 350 Eugene wanted to be a mouthpiece for LTD and assist with community engagement and gaining public support for LTD's mission. She commended the work LTD was doing with integrity and dignity.

PUBLIC HEARING: FARE ORDINANCE 53 — Director of Planning and Development Tom Schwetz reviewed highlights of the fare ordinance. He said the purpose was to implement recommendations from the Ad Hoc Fare Policy Committee. Those recommendations were reviewed by the Strategic Planning Committee (SPC) and forwarded to the Board with a recommendation to adopt. The recommendations were for low-income and youth fare subsidy programs using funding from the State Transportation Improvement Fund (STIF). The recommendations would increase the low-income fare subsidy to non-profits from 50 to 75 percent and create a K-12 student fare subsidy program. The Board directed the general manager to apply for STIF funds and begin the process of amending the fare ordinance to implement the recommendations. He said the Board had also approved purchase of the Delerrok TouchPass system and changes to the fare ordinance that would result in equity, efficiency, and fare recovery. Those included fare-capping, elimination of the 10-ride ticket book, and implementation of a $5.00 fare for customers paying cash on the Autzen Express route.

Mr. Yeh opened the public hearing. There was no one wishing to speak and the hearing was closed.

Mr. Schwetz noted that comments received during the public comment period were included in the agenda packet. Ms. Jackson noted that all comments about the proposed changes to the fare ordinance were positive. She said LTD staff met with non-profits and school districts and they were supportive of the changes.

Mr. Yeh commented that it was a necessary change to LTD's fare ordinance structure and he supported it.

BOARD MEMBER REPORTS — Mr. Nordin said the LaneACT (Area Commission on Transportation) received a presentation from the Oregon Department of Transportation (ODOT) on current projects and there was a discussion with the mayor of Oakridge about the need for

better transit service. The mayor did not feel the Diamond Express service was sufficient and wondered if it would be in Oakridge's best interest to join the transit district.

Ms. Reid announced that she had resigned from the SPC because of other commitments. She had received an invitation to join the Urban Reserves Triple Bottom Line Sounding Board.

ITEMS FOR ACTION AT THIS MEETING

MOTION **Consent Calendar** — Mr. Nordin moved adoption of LTD Resolution No. 2019-06-19-032; It is hereby resolved that the Consent Calendar for June 19, 2019, is approved as presented. Ms. Reid provided the second. The Consent Calendar consisted of the Minutes of the May 15, 2019, Board Work Session; Minutes of the May 15, 2019, Regular Board Meeting; Delegated Authority Report - MAY; Coordinated Public Transit-Human Services Transportation Plan; District boundary reaffirmation; Board member expense report – Don Nordin; Board member expense report – Kate Reid; Contract No. 2019-33: Marketing & Communications Bench; Contract No. 2019-51: Thorp, Purdy, Jewett, Urness & Wilkinson, P.C.; and Contract Amendment No. 2018-09: Kuhn Investments, Inc., dba River Cities Taxi.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord, Skov (2)

Procurement Policy Revision: Inventory and Disposition of Personal Property — Director of Business Services Collina Beard said the policy revision was necessary to assure consistency in the disposal of capital and non-capital purchases of equipment and materials of $5,000 and above. She said the policy did not apply to the purchase of real property because that was covered under the federal Uniform Act and Oregon Imminent Domain and Public Acquisition statute.

Mr. Nordin asked if electric bus chargers installed at District facilities were considered personal or real property. Ms. Beard said they were a capital purchase and personal property. Ms. Jackson added that the chargers were purchased separately from the real property.

Mr. Nordin asked if the District was taxed on personal property. Ms. Denmark said as a governmental entity, LTD was exempt from personal property taxes.

In response to a question from Mr. Yett, Ms. Beard said that there had not been a policy regarding disposition of personal property. This revision would establish a policy and provide staff with options for disposition. She said previously most personal property went to auction, but there were no guidelines for determining value or condition of items. The policy and procedures would address how to define the condition of an item, determine its value and options for disposition, including donations and transferring ownership. Data would be collected for reports to granting agencies.

Mr. Yett asked about the annual dollar amount of items disposed of by the District. Ms. Beard said since she had been working for LTD the only items auctioned had been vehicles and those

were typically less than $5,000 each. She estimated the total was between $25,000 and $30,000. She said disposition of other items had been postponed pending development of a policy that established standard procedures.

Mr. Yett asked how the Board would be informed about disposition of personal property. Ms. Beard said a procedure had not been established, but staff could develop a report for the Board.

Ms. Denmark said she had worked with staff on development of the policy, which mirrored both federal and state requirements.

Mr. Yett asked how donations were handled. Ms. Beard said personal property purchased with federal dollars had to be disposed of competitively, such as by auction. Oregon law allowed items to be donated or transferred and there were forms that had to be completed to document the transaction. She said a business process manager in the Finance Department tracked all fixed assets and the disposition forms required information about the value of the item and proposed method of disposition in order for permission to be granted. She said donations had to be to another governmental agency, such as a transit authority or school district; it could not be to a 501(c)(3) organization.

MOTION Ms. Vargas moved adoption of LTD Resolution No. 2019-06-19-038: It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves the Procurement Policy revision: Inventory and Disposition of Personal Property as presented. Mr. Nordin provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord, Skov (2)

Second Reading and Adoption: Fare Ordinance 53 — Mr. Schwetz summarized his previous remarks. There were no questions.

MOTION Ms. Reid moved that Lane Transit District Ordinance No. 53 be read by title only.

VOTE The motion was approved as follows:
AYES: Nordin, Reid, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord, Skov (2)

Mr. Yeh read the ordinance by title only: Ordinance 53, an Ordinance Setting Fares for the Use of District Services and amending and restating Ordinance 49.

MOTION Ms. Reid moved adoption of LTD Resolution No. 2019-06-19-039: It is hereby resolved that the LTD Board of Directors adopts Lane Transit District Ordinance 53, an Ordinance Setting Fares for the Use of District Services and amending and restating Ordinance 49. Ms. Vargas provided the second.

VOTE: The motion was approved as follows:
AYES: Nordin, Reid, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord, Skov (2)

ITEMS FOR INFORMATION AT THIS MEETING

Communications Plan Update — Ms. Jackson offered the Board options for more in-depth examination of the plan, such as a work session or referral to the Ad Hoc Communications Committee.

Public Information Officer Pat Walsh introduced members of the communications team. He and Marketing and Outreach Manager Theresa Brand used a slide presentation to elements of the plan.

Mr. Walsh said all messaging would be tied to the LTD mission and upcoming projects would provide opportunities for the District to demonstrate its values relative to its mission. He said project strategies were both internal and external and marketing opportunities included:

- TouchPass, TouchPass Phase II, TouchPass Phase III
- Mobility on Demand - Eugene
- Student Transit Pass, Low-Income Pass
- MovingAhead, Transit Tomorrow
- Electric Buses

Mr. Walsh and Ms. Brand reviewed major media briefings that had been held to date and were planned for future dates. They described key messages for each project and how they related to LTD's mission and outlined plans for implementation, outreach strategies, and partnerships.

Ms. Vargas asked if the events associated with outreach strategies were put on by LTD or other community partners. Ms. Brand said there would be both types of events, depending on the project. If a project was being done in partnership with other agencies, outreach would be conducted in collaboration with community partners.

Ms. Reid asked if there was a new LTD brand standard depicted in the presentation. Ms. Brand said the new standard was consistent with the recommendations of the communications consultant Celtis Ventures.

Ms. Reid asked if there had been efforts to reach out to the Eugene Weekly. Mr. Walsh said staff was seeking to foster a good relationship with the newspaper.

Mr. Nordin commented that the Oregon Transportation Commission (OTC) might approve a Florence to Eugene route and the LaneACT would hold its September 2019 meeting in Florence. He said the ACT had inquired about transport to the meeting in an electric bus. Ms. Jackson said on occasion LTD had assisted with transportation to the Florence meeting when wheelchair accessibility was required and some of those attending used that as an opportunity to carpool to

the meeting. She said use of the electric bus would depend on its status at that time and whether it was in full service and whether there were sufficient people interested in carpooling to justify use of a large vehicle.

Ms. Vargas asked why the word "transportation" was not used in LTD's mission statement. Ms. Jackson said the statement was adopted four or five years ago as part of the governing bodies strategic planning. She said the Board could decide if the statement still reflected LTD's mission and direction and make changes if it wished.

Mr. Yett asked if LTD was reaching out to potential advertisers interested in placing internal and external ads on the Eugene Mobility on Demand vehicles to generate income for the District. Assistant General Manager Service Delivery Mark Johnson said the vehicles would be fairly small and the plan was to specifically brand the service. He said partner agencies and private business sponsors would also be acknowledged.

Ms. Jackson said the revenue generated by partnerships was probably greater than could be generated by the vehicles in two years. She said partners had committed to about $75,000 each and contributors represented about $30,000. The amount of revenue generated by advertising on nearly 100 buses was $300,000 to $400,000. She said the revenue generated from a few small vehicles through sponsors and partners illustrated the benefits and if the service was successful it could generate more revenue than through advertising.

Mr. Johnson said there could be advertising opportunities on electronic screens inside the vehicles.

Mr. Nordin asked for details of additional outreach on the Cottage Grove Mobility on Demand service. Marketing Representative Renee Jones said a survey of households was included in the recent utility bill and results were being received. Once the target audience and use of the service were identified, promotional efforts would begin. She said early results indicated that the service was being used as a neighborhood connector by people who had not previously used transit.

Mr. Yeh said the communications plan was well organized and excitement for the effort was building.

Ms. Brand displayed a spreadsheet that listed strategies and timelines for each project.

Ms. Reid commended staff's efforts.

Post-EmX Project Construction Contract Evaluation — Director of Facilities Joe McCormack said a detailed report on the contract was included in the agenda packet.

Ms. Denmark said the evaluation was required by Oregon's contracting code when a contract was procured by a method other than low bid. The Board at the time authorized a request for proposals for a construction manager/general contractor, which was permitted. She said the evaluation was conducted at the end of the project when final payment was made to determine if the project was successful according to statutory requirements. She worked with Mr. McCormack to develop the evaluation report.

Mr. McCormack provided highlights of the report. He said the engineer's estimate of project cost prior to negotiation and execution of the contract was $59,376,649. The guaranteed maximum price (GMP) after negotiations was $58,239,173 and the final cost was $57,435,044. He said besides managing construction cost to below the GMP, the contracting method contributed to completing the project on time. The project was now operating and functioning as designed and promised to the community. He said most important to people along the corridor was the minimization of impacts to traffic and businesses during construction. He said the project was a complicated and challenging one and the contracting method worked well.

Mr. Nordin remarked that early discussions about the West Eugene EmX project cited a cost of $100 million and asked if that included costs beyond the contract. Mr. McCormack said the cost of $57 million was only for construction. There were other costs associated with the project, such as engineering, permitting, and utility location that made up the total project cost.

Mr. McCormack said the service was currently averaging 4,500 weekday boardings or 72 boardings per hour, and was doing well.

Mr. Yett asked what the boardings per hour and weekday were projected to be for the project. Mr. Schwetz replied that staff could provide those figures. He said when the modeling and forecasting was done by a consultant in 2009-2010, regional travel information was used; economy was strong, and LTD ridership was growing. Those factors were reflected in the modeling, and actual ridership was below the forecast. He said the West Eugene EmX was LTD's second most productive line and noted it served a different population of riders, with heavy usage during the day.

Mr. Yett asked to see the forecast and current statistics. He felt it was important to compare those figures because there were many in the community who were still unhappy about the project. It was better to be transparent with the data, explain the figures to the public, and own any mistakes made with the projections. He said he had heard criticisms from the community that LTD did not admit to making mistakes.

Mr. Schwetz said a before-and-after study would be prepared after two years of service. September 2019 would mark the end of that two-year period. Ms. Jackson said staff could provide the data that was currently available in the department report at the Board's next meeting.

Ms. Vargas asked if it was appropriate for her as a Board member to engage in conversations with people in her district to understand their issues and concerns. Ms. Jackson said staff tried to be mindful of Board members' time but would appreciate her involvement and would discuss opportunities with her, particularly as the new fare policy was implemented.

Mr. Yeh expressed interest in hearing more about the lingering negative perceptions of EmX during the Board's future discussions of the project.

WRITTEN REPORTS

Monthly Financial Report - April — Director of Finance Christina Shew stated the Board would receive a preliminary report on financials through June 30, 2019, at its July meeting. She anticipated that none of the funds would have expenditures that exceeded appropriated amounts and resources covered all expenditures. She said a transfer from the General Fund to the Medicaid Fund would not be necessary because revenue had been received for resubmitted claims.

Monthly Cash Disbursements - May — Mr. Nordin asked about an item on the list of disbursements. Ms. Shew said it related to wage garnishments being paid to a civil litigation law firm.

Quarterly Grant Report (presented in March, June, September, December) — There were no questions.

Monthly Performance Reports - April — There were no questions.

Monthly Department Reports - June — Ms. Jackson reported that she had sent emails to Board members regarding the cap and trade state legislation. She said the bill had passed the House and Senate Republicans were attempting to block it. The governor was considering calling a special session. She said there had been 104 amendments to the bill and it was difficult to digest the contents as matters were moving so quickly. She also forwarded information to Board members about proposed amendments to federal transportation legislation.

Ms. Jackson said original projections of STIF revenue had been very conservative because no baseline existed. Those projections were used to develop the applications LTD had submitted, but at the state's request, a 130 percent project list was also submitted in the event there was additional revenue. She said the state had now collected $12 million above projections and ODOT was proposing to use $10 million of that amount for the Special Transportation Fund serving seniors and those with disabilities. She said STF had typically been funded by the state and ODOT's proposal was a contentious issue with many expressing their concerns, particularly since the original projects were not based on any prior experience. She said the matter would be decided by the Oregon Transportation Commission. There was a discussion of amendments to STIF rules that would address that issue in the future.

MOTION **EXECUTIVE SESSION PURSUANT TO ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions** — Mr. Nordin moved that the Board meet in Executive (Non-Public) Session pursuant to ORS 192.660(2)(e), to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

VOTE: The motion was approved as follows:
AYES: Nordin, Reid, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord, Skov (2)

The Board entered executive session at 4:40 p.m.

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:_____

LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
June 2019

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	FREQUENCY	CONTRACT VALUE	SIGNER	NOTES
06/05/2016	Gotcha Group	Outdoor Kiosk Advertising at LCC for Point2point	Advertising	Sept. 30, 2019 - Oct. 27, 2019	NA	$ 1,800.00	C. Beard	
06/12/2019	Oregon Department of Transportation	ODOT Grant 33425 - Florence Rhody Express Operations	Grant Agreement	July 1, 2019 - June 30, 2021	NA	$176,061.00 grant $137,886.00 match	A. Jackson	5311 funding
06/12/2019	Ivoxy Consulting LLC	Information Technology Consulting Services	Amendment	Sept. 1, 2015 - Aug. 31, 2020	Annual	$142,500.00	A. Jackson	
06/19/2019	South Lane Wheels	Amendment Six to Contract 2011-36	Amendment	July 1, 2011 - June 30, 2019	Annual		A. Jackson	Amends contract to add new vehicle to fleet
06/18/2019	Oregon Department of Transportation	Amendment 1 to ODOT Grant Agreement 31971	Amendment	July 1, 2017 - Sept. 30, 2019	NA	$216,108 grant $200,702 match	A. Jackson	Amends grant agreement to extend the date and add additional funding
06/24/2019	LTD Point2point	ODOT Congestion Mitigation for Cogito, LLC	Professional Services	June 24, 2019 - upon completion	NA	$ 59,750.00	A. Jackson	LTD as subcontractor to Cogito for performance of services related to Congestion Mitigation
06/27/2019	Chambers Construction Company	On-Call Construction Services	Task Order	June 21, 2019 - Aug. 31, 2019	NA	$ 21,798.00	J. McCormack	Glenwood Fire Alarm Panel Repair
06/25/2019	Phyllis L. Walker, CPCM	Amendment One to Contract 2018-67 for Procurement Technical Assistance	Amendment	Sept. 24, 2018 - June 30, 2020	Project Specific	$ 40,000.00	A. Jackson	Extends contract for one additional year
06/24/2019	Brown Contracting, Inc.	Amendment One to Contract 2019-08 for Constructing Franlkin Blvd. EmX Platforms	Amendment	Apr. 1, 2019 - Nov. 1, 2019	Project Specific	$ 455,867.00	A. Jackson	Amendment revises Article 14 - Insurance of contract to align with requirements of City of Springfield permit
06/24/2019	Advanced Security, Inc.	On-Call Security Services	Firm, Fixed, Labor Hour Contract	June 25, 2019 - June 24, 2022	Annual	$ 22,500.00	A. Jackson	
06/18/2019	Ninfa's Elite Janitorial Services	Amendment One to Contract 2017-03 for Janitorial Services at the EmX Stations	Amendment	Aug. 31, 2017 - Aug. 30, 2020	Annual	$ 252,480.00	A. Jackson	Amends contract to extend term for one year
06/28/2019	EnerDel, Inc.	Amendment One to Contract 2018-10-ESS for Energy Storage Systems (ESS)	Amendment	June 29, 2018 - June 28, 2020	Annual	$ 2,184,000.00	A. Jackson	Amends contract to extend term for one year
06/28/2019	BYD Coach & Bus, LLC	Amendment Five to Contract 2015-42	Amendment	Apr. 1, 2016 - Mar. 31, 2021	Project Specific	$ 3,394,347.10	A. Jackson	Amends the contract terms related to acceptance of Bus 16102

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2019

ITEM TITLE: CONTRACT NO. 2019-52: UNIVERSITY OF OREGON SUSTAINABLE CITY YEAR PROGRAM

PREPARED BY: Jennifer Zankowski, Senior Development Planner

DIRECTOR: Tom Schwetz, Director of Planning

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

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Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to enter into a contract with University of Oregon (UO) for the purpose of participation in the Sustainable City Year Program (SCYP) partnership with the UO.

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board and the contract review Board.

DESCRIPTION/JUSTIFICATION: In March 2019, LTD applied for and was selected to be the community partner for the 2019-2020 school year SCYP partnership. The projects identified in the application are aligned with the focal questions facing LTD's strategic planning efforts. The project themes in LTD's application include:

- Scenario Planning and the Changing Mobility Landscape
- Decision-making for the Multimodal Future
- Strategies for Transportation Behavior Change
- Multi-modal Transportation Hubs
- Financial Sustainability
- Public Involvement & Outreach Tools
- Climate-resilient
- Bike-share/Pedestrian Access – Making Connections
- Small City Mobility
- Big Event Transportation
- Climate Action Planning
- Fleet Replacement

CONTRACT/PROJECT HISTORY: SCYP is a massively scaled university-community partnership program that matches the resources of the UO with one Oregon community each year to help advance that community's sustainability goals.

LTD was a collaborating partner with the City of Springfield as part of this program during the 2012-2013 school year. Based on this experience, LTD and the UO began discussions about a future partnership with LTD as the lead community partner.

PROCUREMENT IMPACT: See Policy Impact.

POLICY IMPACT: LTD Resolution No. 2017-03-15-011 requires that contracts exceeding $149,999 must be presented to the Board of Directors for review and approval.

ECONOMIC IMPACT: If recommended for approval, this contract between LTD and the UO would commit up to $250,000 for this partnership. The resources for this partnership were identified in the *2019-2028 Community Investment Plan* (Non-Capital Project) and are reflected in the Fiscal Year (FY) 2020 budget request that the LTD Board of Directors has approved.

FUNDING SOURCE: General Fund

REQUIRED REPORTING: There are no reporting requirements associated with this contract. However, the Board will be afforded opportunities to receive progress presentations throughout the 2019-2020 school year partnership.

CONSIDERATIONS: Based on the assessment and rationale, the Board is being advised to authorize the General Manager to enter into the agreement with the UO.

ALTERNATIVES: The LTD Board may choose to delay this partnership to another school year or not participate in the program at all. If these options are selected, adjustments to the FY20 budget would likely be needed.

PROJECT CLOSEOUT TEAM: Jennifer Zankowski – ensure all work is performed as stated in this agreement and other class-specific memoranda of collaboration; Tom Schwetz – contract close out authority.

SUPPORTING DOCUMENTATION:

1. Resolution No. 2019-07-17-041

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-07-17-041:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2019-52 as presented [amended].

RESOLUTION NO. 2019-07-17-041

APPROVAL OF CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND UNIVERSITY OF OREGIN

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

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

WHEREAS, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding $149,999;

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

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and University of Oregon on June 10, 2019, and recommended adoption;

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

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

2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with University of Oregon for the purpose of the 2019-2020 Sustainable City Year Program partnership; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or $150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 17TH DAY OF JULY 2019.

_____

Board President, Carl Yeh

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2019

ITEM TITLE: CONTRACT NO. 2019-09: CUMMINS SALES AND SERVICES

PREPARED BY: Matthew Imlach, Director of Fleet Management

DIRECTOR: Mark Johnson, Assistant General Manager

ACTION REQUESTED: Forward to the Board of Directors with a recommendation of approval

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Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to enter into contract with Cummins Sales and Services for the purpose of providing Cummins engines & rebuild kits, and Voith transmissions for the purpose of maintaining critical components on the fleet.

ROLE OF THE BOARD: The LTD Board of Directors is a Policy Board and the contract review Board. As such, and in accordance with LTD Resolution No. 2017-03-15-011, the Board must review and approve all contracts exceeding $149,999.

DESCRIPTION/JUSTIFICATION: Maintaining a bus fleet in a State of Good Repair (SGR) is a critical function of the District. This contract will allow LTD to have the Cummins engines (ISB, ISC, ISL, ISM) and Voith transmissions (.3 & .3E) on contract to allow LTD to schedule the procurement of these critical components throughout multiple years under one contract.

The number of engines and transmissions reflected in the contract amount are based upon the maximum five (5) year contract term to meet staff recommendation for replacing or rebuilding these components.

CONTRACT/PROJECT HISTORY: This is a new contract.

PROCUREMENT IMPACT: On April 25, 2019, Lane Transit District issued Invitation for Bid (IFB) No. 2019-09 to seek bids from qualified firms to provide Cummins Engines, Cummins Engine Rebuild Inframe Kits, and Voith Rebuilt Transmissions for revenue buses. LTD received one bid from Cummins Sales and Services. Cummins was responsive.

The bid was provided to the Contract Manager and Project Manager to review. A Single Bid Analysis and Price Analysis was performed and it was determined that Cummins Sales and Services was the lowest responsive, responsible bidder.

POLICY IMPACT: LTD Resolution No. 2017-03-15-011 requires that contracts exceeding $149,999 must be presented to the Board of Directors for review and approval.

ECONOMIC IMPACT: The base term of this contract is one (1) year. The total maximum contract value over the entire term of the contract (five (5) years) is $1,511,528.18.

FUNDING SOURCE: Multiple sources: Preventative Maintenance Grant, ACM Grant, and General Fund.

REQUIRED REPORTING: None

CONSIDERATIONS: Based on the assessment and rationale, the Board is being advised to authorize the general manager to enter into a contract with Cummins Sales and Services for a maximum contract term of five (5) year.

ALTERNATIVES: LTD can do multiple IFBs throughout the year to decrease the overall contract value as well as ensuring the pricing we receive is the most up-to-date from vendors.

PROJECT CLOSEOUT TEAM: Fleet Management

SUPPORTING DOCUMENTATION:

1) Resolution No. 2019-07-17-042

PROPOSED MOTION: I move adoption of LTD Resolution No. 2019-07-17-042:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2019-09 as presented [amended].

RESOLUTION NO. 2019-07-17-042

APPROVAL OF CONTRUACTUAL SERVICES BETWEEN LANE TRANSIT DISTRICT AND CUMMINS SALES AND SERVICES

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

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

WHEREAS, pursuant to LTD resolution No. 2017-03-15-011, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts exceeding $149,999;

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

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and Cummins Sales and Services on July 8, 2019, and recommended adoption;

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

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

2) Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the General Manager, or her designee, is hereby authorized to: (a) negotiate and enter into a contract with Cummins Sales and Services for the purpose of providing Cummins engines & rebuild kits, and Voith transmissions; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of 10 percent of the initial contract price or $150,000, whichever is less.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF JULY 2019.

_____

Board President, Carl Yeh

Board Member Expense Report

GL#:

Name: Kate Reid **Travel Dates** 1/30/19

Travel Purpose: OMPOC Meeting

Date	Description	Airfare	Hotel	Transportation	Gas	Meals	Other	District Prepaid	Total
									$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
								Mileage Total	$53.01
								Subtotal	**$53.01**
								Less District Prepaid Amount	$0.00
								Total Owed to Board Member	**$53.01**

		2019 Mileage rate = .58 per mile			
Date	Destination	Starting Mileage	Ending Mileage	Total Mileage	Total Expense
1/30/2019	Albany, OR			91.40	$53.01
			Total	91.40	$53.01

Supporting documentation provided under separate cover

Recipient Board Member

Board President

Date Approved

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2019

ITEM TITLE: MOBILITY ON DEMAND UPDATE

PRESENTER: Mark Johnson, Assistant General Manager and

Cosette Rees, Director of Specialized Services

ACTION REQUESTED: None. Information Only

PURPOSE: Provide an update on the Cottage Grove Connector Mobility on Demand (MOD) pilot that is mid-way through its pilot period; and to provide an update on the coming pilot of MOD in downtown Eugene.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information for a future decision.

HISTORY:

Cottage Grove – In January 2019, LTD launched a MOD service in Cottage Grove. The goals of this one-year pilot included:

- Gain experience with the MOD service model, bringing shared public transit to the people, rather than people being required to go to transit;
- Connect the community both to fixed-route service on Route 98 and create access within community; and
- Increase the diversity of people accessing public transit.

This service includes:

- Origin-to-Destination access within the Cottage Grove city limits;
- Access the service using a mobile application, phone dispatch to request a ride, or login through a computer;
- LTD is contracting with the City of Cottage Grove for the operations, who are in turn contracting with South Lane Wheels;
- Service launched included 12 ½ hours (7 a.m. – 7:30 p.m.) of service utilizing one cut-away vehicle; a second vehicle was available for a limited duration until we gained experience with the model;
- Rides are $1/ride, and we honor all current LTD fare instruments.

Staff will provide an update on ridership, service, cost, and the results of the survey conducted in May. This is information at this point, leading up to a decision in the fall of whether the service continues past the pilot period, and if so, how it proceeds.

Downtown Eugene – In August 2019, LTD plans to launch a one-year pilot service in downtown Eugene. Service attributes include:

- Contract with RideZero to provide service using small all-electric vehicles to and from fixed points within downtown Eugene;
- Service will be free of charge;
- Customers will access service through the TransLoc mobile application;
- Service is a partnership of LTD, Lane County, City of Eugene, Lane Council of Governments, and private entities.

Staff will provide a presentation to explain this pilot in further detail.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: None. Information only.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2019

ITEM TITLE: SAFE ROUTES TO SCHOOLS PROGRAM UPDATE

PRESENTER: Gilly Garber-Yonts, Transportation Options Specialist/Schools Coordinator; Theresa Brand, Transportation Marketing and Outreach Manager

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services

ACTION REQUESTED: None. Information Only

PURPOSE:

- To provide the Board with an update of the LTD Point2point Schools/Safe Routes to Schools Program.
- To inform the board of the overall program, goals for the program and outline recent accomplishments made during the May Walk+Roll Challenge Month.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information for a future decision.

HISTORY: Point2point (P2p), formerly Commuter Solutions, has been providing transportation options services and programs in the Lane MPO area since its inception in the 1990's. P2p, with funding from local road funds and the Oregon Department of Transportation (ODOT), serves as the regional transportation options program focused on assisting the region with meeting its goals around congestion mitigation, reducing single occupancy vehicle miles, and increased awareness and use of active transportation choices. These goals are outlined in local and regional transportation plans, such as LTD's Long Range Transit Plan, local Transportation System Plans, and Eugene's Climate Recovery Ordinance.

In 2005, P2p initiated a research effort to determine how best to develop school and family transportation option services for school age children. Out of that effort came the development of the first student transit pass program in the state within the Lane MPO. P2p, along with successful grant writing, helped establish the first Safe Routes to School (SRTS) program in the region within the 4J School District. Soon thereafter, a vision was developed to establish a regional SRTS program offering services to all three regional school districts.

As of 2013, that vision became a reality with additional successful grant writing and then the establishment of the Bethel (2010) and then Springfield School District (2013) SRTS Programs.

In 2012, a SRTS Regional Program Strategy was completed, then updated in 2016, which outlined goals, actions, and strategies that the region has identified for the program. All of the actions and strategies support the six E's of SRTS programming, which are Education, Encouragement, Engineering, Enforcement, Evaluation, and Equity.

Key actions and strategies are outlined in this planning document.

Key Actions Identified in the 2016 SRTS Program Strategy Include:

- Plan for and implement the expansion of bicycle and pedestrian education.
- Establish school district policies that require bicycle and pedestrian safety education classes.
- Prioritize SRTS programming resources at underprivileged schools.
- Investigate the creation of a permanent traffic garden site.
- Incorporate key local and regional safety initiatives into the SRTS planning and messaging, such as Vision Zero and the Mayor's Challenge.
- Increase and enhance year round education and encouragement programs.

- Develop and implement a regional SRTS infrastructure prioritization strategy to prioritize needs based on a comprehensive rating criteria.
- Bring all school bike parking facilities up to a B rating identified in the school bike parking assessment report (2015).
- Work with partners to expand enforcement at and around schools.
- Assist in the creation of a comprehensive crossing guard program.
- Establish a regional SRTS advisory committee.
- Increase program staffing.
- Develop school board and wellness policies supporting SRTS programming.

Actions to Date: P2p t staff have been working closely with the Regional SRTS Team, which includes the three School District SRTS Coordinators and the 2 SRTS Program Assistants – LTD employees (CMAQ funded) along with advisors from the Lane MPO partner agency staff to meet the goals, strategies, and actions as outlined in the work plan.

Identified below are some key accomplishments to date and areas that will be focused on over the next few years and through the end of the time frame of this current plan.

Key Program Accomplishments to Date:

- Bicycle and pedestrian education expansion underway and will continue as funding allows for growth.
- Establishment of a formal partnership with Willamalane Park and Recreation District to lead bicycle and pedestrian education efforts within Springfield Public Schools which will in turn allow more program expansion in 4J and Bethel School Districts.
- 4J has established a policy for pedestrian education to be taught to all second grade students as part of their PE curriculum.
- Title I Schools have priority in programming efforts.
- SRTS Team participates in Vision Zero and Mayor's Challenge regional efforts.
- Increased year round encouragement programs by 50 percent.
- Completed an Infrastructure Prioritization Tool and with LCOG's support, ran 20 school sites through the tool.
- Obtained $75,000 in CMAQ funding for bike parking improvements and are currently enhancing numerous school bike parking sites.
- Worked with LCOG and Lane County to obtain and deploy rotating Speed Readers at schools.
- Established a Regional SRTS Advisory Committee that meets three times a year.
- SRTS Coordinators developed an intern program at two school districts.
- Expanded the number of schools participating in May is Bike Month and International Walk to School Day/Month activities.
- Jane Higdon Foundation made a 5 year, $30,000 per year commitment to the program for bicycle education.
- SRTS Team hires Alai Community Consulting to run a workshop with the regional team to better tailor messaging toward historically underserved families in Eugene and Springfield.

Program Statistics and/or Fast Facts:

- There were 42 Schools who participated in the 2019 May is Bike Month SRTS program – activities, which included a total of 8,726 Walk+Roll trips and an additional 4,164 bus/transit trips.

- There were 47 public schools with 15,581 students walking or rolling to school during October Walk month in 2018. That is the highest level of school participation in the Eugene-Springfield SRTS program's history.
- There were 5,412 children who participated in bicycle (1,334) and pedestrian education classes (4,078) within the region from fall 2018 – spring 2019.
- From September 2018 through May 2019, SRTS Staff, including the Coordinators and SRTS Assistants, led 143 school and community based events for school age children engaging an estimated 7,402 children.
- 4J School District SRTS Coordinator worked with the City of Eugene transportation staff to identify and plan for sidewalk, traffic calming, and crossing improvements around Howard, Kelly, North, Gilham, and Cal Young Schools over the last year.
- A minimum of 26 schools will receive bike parking improvements (CMAQ funded) over the next 6 months.
- New bike rodeo and Walking School Bus programs were expanded in all three school districts.
- Bethel raised $5,000 in program donations from local businesses to support the Bethel SRTS programs.
- Burley donated 28 Balance Bikes and 100 Kali Helmets to the SRTS Program.

FOCUS AREAS FOR FY 19 – 21:

- Continued efforts to help assist with the creation of a comprehensive crossing guard program strategy.
- Continued bicycle and pedestrian education program expansion.
- Continued analysis of infrastructure around school sites to complete all 44 public schools using the SRTS infrastructure prioritization tool working with LCOG interns.
- Continued focus on grant/sponsor funding for certain aspects of the SRTS Regional Program.
- Continued expansion of encouragement activities within all three districts with an ongoing focus on Title 1 Schools.
- Continued effort to work with regional partners to build a permanent traffic garden.
- Continued effort to expand progress made on the Equity E.

LTD Mission Connection:

- P2p – LTD's involvement in Safe Routes to Schools Programming supports LTD's mission of providing people the independence to achieve their goals, creating a more vibrant, sustainable and equitable community. This is accomplished by providing information and education on viable alternatives to the automobile through working with children and families in partnership with the local school districts to encourage and support more sustainable travel behavior.
- Some of the byproducts of this work include an increase in more active forms of travel, some reduction in childhood obesity, and the ability to encourage lifelong safe travel behaviors in those involved.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: P2p Staff will work in partnership with the Regional SRTS Team to implement the remaining goals in the 2016-2021 SRTS Strategic Plan and will review progress with both the local partner jurisdictions and the LTD Board annually or as requested.

SUPPORTING DOCUMENTATION:

1) Safe Routes to Schools 2016-2021 Regional Strategic Plan

PROPOSED MOTION: None. Information Only.

Eugene-Springfield Safe Routes to School

2017 - 2021 Strategic Plan

Moving Youth Safely Forward

SafeRoutes
Eugene-Springfield Safe Routes to School

Prepared for:

Central Lane Metropolitan Planning Organization
859 Willamette Street | Eugene, OR | 97401
thempo.org | 541-682-4283

Prepared by:

www.eugenespringfieldsrts.org

https://www.ltd.org/point2point

Date Released: December 2017

Contributors

Bob Beals, Bethel School District, SRTS Coordinator (current)
Sam Norgaard-Stroich, Bethel School District, SRTS Coordinator (former)
Laughton Elliot-Deangelis, Springfield Public Schoos, SRTS Coordinator (current)
Matthew Fisher, Springfield Public Schools, SRTS Coordinator (former)
Sarah Mazze, Eugene 4J School District, SRTS Coordinator (current)
Shane MacRhodes, Eugene 4J School District, SRTS Coordinator (former)
Theresa Brand, Point2point at LTD, Transportation Options Manager
Carolyn Chase, Point2point at LTD, School Programs Coordinator
Cody Franz, Point2point at LTD
Ellen Currier, Lane Council of Governments, Transportation Planner
Reed Dunbar, City of Eugene, Bike and Pedestrian Planner
Emma Newman, City of Springfield, Transportation Planner
Petra Schuetz, City of Coburg, City Administrator / Planning Director

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Executive Summary

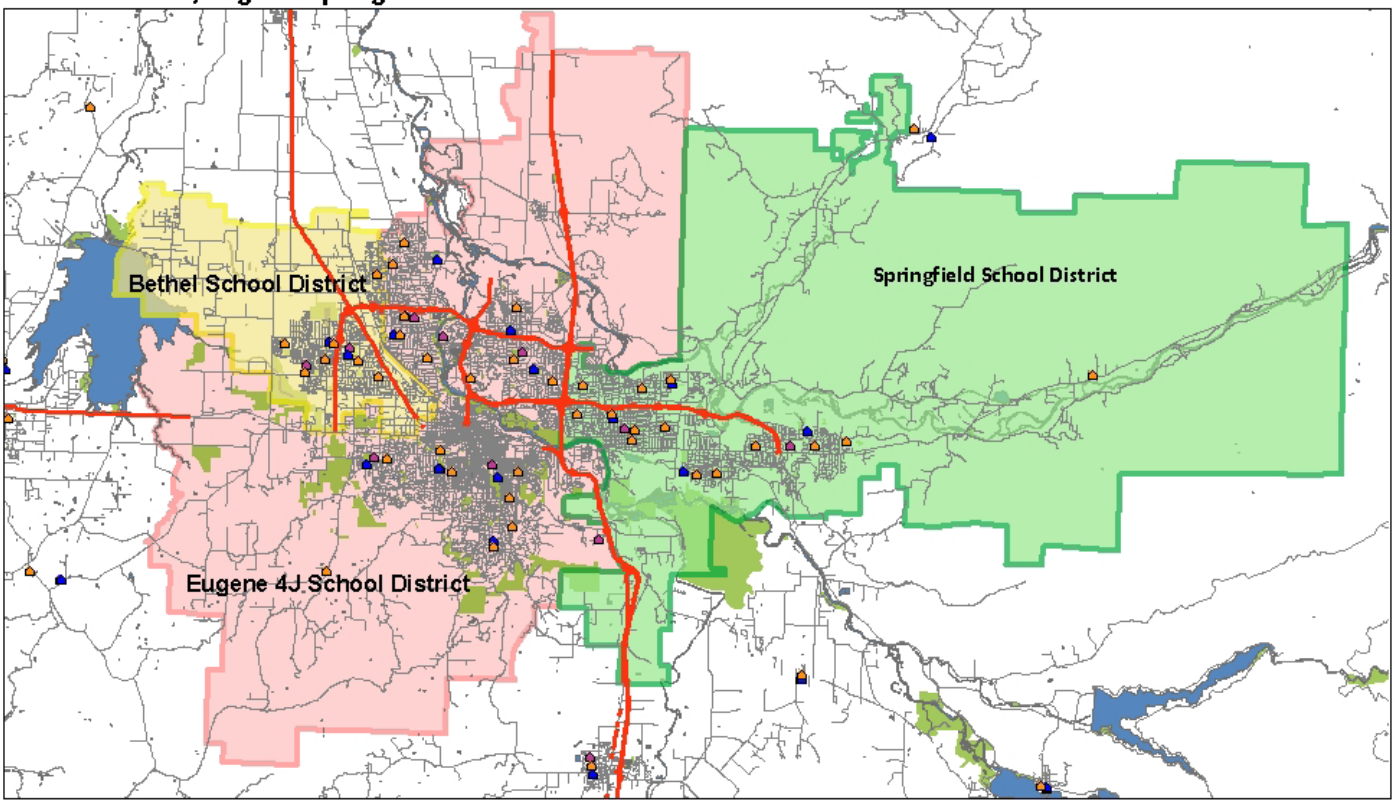
The Eugene-Springfield Safe Routes to School (SRTS) program is a regional approach to offering SRTS programming in the metro area's three largest school districts - Eugene 4J, Bethel, and Springfield Public Schools. This plan is the first update to the 2012 *Strategy to Create A Regional Safe Routes to School Plan.* Since 2012, the Eugene–Springfield SRTS program has grown quickly and accomplished many of the goals identified in the earlier plan. This update builds upon the goals of the 2012 plan, reviews current programming levels, and highlights opportunities to grow the program's impact. This plan will be used by Eugene-Springfield SRTS staff, agencies that actively plan and support SRTS efforts, local decision makers, schools administrators and the general public.

Five programmatic goals are identified in the plan, followed by action items needed to realize each goal.

- **Education:** The bicycle and pedestrian safety education program grows, reaching 75% of Eugene-Springfield public schools annually by 2019, 85% by 2021 and eventually reaching 100% of 2nd grade classes (pedestrian safety) and 5th or 6th grade classes (bicycle safety).
- **Encouragement:** Every school in the region participates in an annual encouragement activity by 2021 and there is expanded use of high-leverage programs like walking school buses and standing "walk+roll" school days (e.g. Walking Wednesdays).
- **Evaluation:** Collect, analyze and share data that helps answer questions about the effectiveness of programming and the equity of program delivery and benefits.
- **Engineering:** Identify, prioritize and map infrastructure improvements around all schools in the region and work with partners to identify funding to construct top priority projects.
- **Enforcement:** Shift community safety behavior around schools so that all users obey traffic laws and share the road safely.

Making program delivery and the benefits of SRTS initiatives more equitable is an overarching goal and equity considerations inform the action items of this plan.

School Districts, Eugene-Springfield



Elementary Schools · High Schools · Middle Schools

Overview

The Eugene-Springfield SRTS program is part of a statewide and national effort to encourage and enable safe, active transportation to and from school. In 2005, Congress passed federal legislation that established a National Safe Routes to School program to improve safety on school walking and bicycling routes and to encourage children and families to travel between home and school using active modes. Safe Routes to School programs now operate in all 50 states. The Eugene-Springfield SRTS program began in 2007 in the Eugene 4J School District and has since expanded to include Eugene's Bethel School District (2010) and Springfield Public Schools (2013).

The Regional Safe Routes to School Mission is:

To serve a diverse community of parents, students, and organizations, advocating for and promoting the practice of safe bicycling and walking to and from schools throughout the Central Lane MPO area.

Students who walk and bike to school are healthier, more alert, and ready to learn when they arrive at school. Research shows that giving opportunities for healthy transportation can have the greatest benefits in under-served neighborhoods where health risks are often higher[1]. A study of more than 800 schools in DC, FL, OR, and TX found that Safe Routes to School interventions resulted in an average 31% increase in walking and bicycling to school over a five-year period, with up to 43% for comprehensive approaches with infrastructure and multi-year programs[2]. Additionally, reducing the number of parents who drive their kids to school reduces roadway congestion and air pollution, benefiting students and the larger community. In the United States, SRTS programs have three main goals:

1. To enable and encourage children, including those with disabilities, to walk and bicycle to school;
2. To make walking and bicycling a safer and more appealing transportation choice, thereby encouraging a healthy, active lifestyle from an early age; and
3. To facilitate the planning, development, and implementation of projects and activities that improve safety and reduce traffic, fuel consumption, and air pollution near schools.

Clear Lake Elementary School, 2017

The SRTS program and this plan are organized around the "6 E's" of SRTS – education, encouragement, engineering, enforcement, evaluation, and equity.

Education activities include teaching students pedestrian and bicycle safety skills; informing parents about the benefits of walking and biking to school; and encouraging motorists to drive safely near pedestrians and bicyclists.

Evaluation requires the collection of data including, but not limited to, student transportation tallies, parent surveys, car counts, bicycle counts, and infrastructure conditions in order to determine existing conditions and to gauge the effectiveness of the program to ensure that resources are achieving the greatest success.

Encouragement activities, combined with educational activities, motivate children to walk, bike, scoot and skate to school. Activities in our region include Walk+Roll Challenges, Kidical Mass family bike rides[3] and Walking and Biking School Buses.

1 Source: Safe Routes to School National Partnership, http://saferoutespartnership.org/healthy-communities/101/facts

2 Source: Safe Routes to School National Partnership, https://www.saferoutespartnership.org/healthy-communities/101/facts

3 "Kidical Mass" coined by Shane MacRhoades, former 4J SRTS Coordinator, began in 2008 to give families an opportunity to ride safely together on streets with traffic.

Engineering strategies improve the built environment to support safety for student pedestrians and bicyclists. This may include traffic signals, traffic calming, pedestrian crossings, sidewalks, off-street paths, bicycle parking, and signage.

Enforcement activities help protect student pedestrians and bicyclists by deterring unsafe travel behaviors and by encouraging all road users to obey traffic laws and share the road safely. Enforcement tools include crossing guard programs, traffic speed readers, targeted police patrols, and safety awareness campaigns.

Equity refers to the distribution of Safe Routes to School planning, resources, and educational programming across the Eugene-Springfield region. Equity considerations and strategies are incorporated into the action items identified under Encouragement, Evaluation, Education, Engineering and Enforcement. The ties between equity and transportation safety and access are striking. Walking and bicycling have both mental and physical benefits and are inexpensive ways to reduce the risks of obesity and chronic diseases related to being overweight and inactive. These conditions disproportionately impact low-income communities and communities of color. Youths that are low income are more likely than youths from high income families to be hit by a vehicle while walking as are African American and Latino youths when compared to white children[4].

What do we mean by equity?

"Equity addresses the effects of power imbalances and the social, economic, and political differences that generate disparate outcomes for people in arenas like health, education, and employment. Equity recognizes that different people have different barriers to living healthy, fulfilled lives. In order to allow people to get to the same outcome, we need to understand the different barriers and opportunities that affect different groups, and craft our approaches, policies, and programs with those various challenges and needs in mind."

- SRTS National Partnership, "At the Intersection of Active Transportation and Equity", http://www.saferoutespartnership.org

Data Source: *Dangerous by Design*, 2011. Graphic Source: National Safe Routes to School Partnership

4 Safe Routes to School National Partnership, "At the Intersection of Active Transportation and Equity", https://www.saferoutespartnership.org/sites/default/files/pdf/At-the-Intersection-of-Active-Transportation-and-Equity.pdf

Vision for a Regional Safe Routes to School Program

Core Values of the Eugene-Springfield SRTS Program:

Safe – *Ensuring safe access to school by children.*

Connected – *Maintaining bicycle and pedestrian networks that connect schools with residential areas, parking, shopping opportunities and public services.*

Equitable – *Creating strategies that provide equitable implementation throughout the region.*

Innovative – *Providing innovative and culturally significant programs that can engage the diverse communities and neighborhoods throughout the region.*

Vibrant – *Supporting vibrant neighborhoods that foster healthy choices and support the long-term sustainability of their community.*

Like other successful SRTS programs across the country, the Eugene-Springfield SRTS program has been creating safer, more convenient, and more accessible options for children to use active transportation to and from school. Recognizing the value of the SRTS approach and the community-wide benefits of promoting walking and biking to school, the Central Lane Metropolitan Policy Committee (MPC) dedicated funds to develop a Regional SRTS Program strategy that culminated in the 2012 *Strategy for a Regional Safe Routes to School Plan*.

There are approximately 22,400[5] K-8 students enrolled in the three school districts served by the Eugene-Springfield SRTS program and a combined 54 K-8 public schools. However, throughout the region and within districts, different schools participate in SRTS programming at different levels (Appendix 6).

Fifty percent of the region's K-8 students live within one mile walking distance of their school and 22% live within half a mile (Appendix 2), a statistic that highlights the opportunity for increasing active transportation to school through SRTS programs. Improving safety for school communities means investing in programming and infrastructure that enables and encourages safe walking and biking to school and throughout neighborhoods.

Successful SRTS programs focus resources and programming around the 6 E's in ways that respect local customs and resources. The following themes have emerged from successful SRTS programs across the nation.

- The 6 E's are reflected in increasing numbers of students walking and biking to school.
- A coordinated partnership between SRTS staff and schools, jurisdictions, law enforcement, and community organizations is essential for successful and sustainable SRTS programs.
- Federal and state funding can serve as a catalyst but cannot sustain local programs.
- Policies in schools and jurisdictions should incorporate and support SRTS goals.
- Education is best provided to students at school during regular class time.
- Effective bicycle safety education must include on-bike skills practice.
- Encouragement activities, such as walk and bike to school days, are effective strategies for increasing active transportation to/from school.
- Infrastructure that supports walking and biking must be in place for most families to allow their students to walk, bike, or roll to school.

The action items in this plan incorporate these themes and aim to increase the health and safety of children and foster the creation of livable, vibrant communities.

5 Based on 2016-17 enrollment numbers from the Bethel Public School District, Eugene 4J School District, and Springfield Public Schools.

Advancing the regional Strategy - Key acheivements since 2012:

- Launched Springfield Public Schools Safe Routes to School Program
- Completed 100% of all K-8 schools "Routes to School" maps
- Developed a nationally recognized School Bicycle Parking Assessment Tool *(Authored by Emma Newman, and Shane MacRhodes. http://saferoutespartnership.org/resources/report/school-bike-parking-assessment)*
- Expanded bike safety education to all three school districts
- Implemented pedestrian safety education in all three school districts
- Established regionally coordinated encouragement events and programs
- Increased awareness and access via a regional website that serves as an information clearinghouse
- Developed mentoring process for new coordinators
- Purchased bike trailers for 4J, Bethel and Springfield school districts
- Completed the Bike Safety Education Fleet for all three school districts including five bike fleets (200 bikes total) with trailers, necessary equipment (helmets, tools, safety vests), and classroom materials.
- Developed "Go Kits" for Coordinators' outreach work
- Assisted with the Bike Friday (bike manufacturer) prototype SRTS instructional bicycle
- Participation in the regional Transportation Options Advisory Committee (TOAC)
- Organization by Point2point of SRTS Coordinators' monthly meetings, data collection, and funding opportunities
- Point2point created a new staff position, School Programs Coordinator, to coordinate regional SRTS efforts
- Two of the region's three SRTS programs are now incorporated into the school district transportation departments (Note: Bethel School District contracts out school related transportation services)

Temporary traffic gardens at SRTS events let kids and families practice bicycle skills in a low-risk environment.

Kids practice riding and safety at SRTS summer events.

2017-2021 Goals and Action Items

The goals and action items in the following subsections are organized around five of the six E's: Education, Evaluation, Encouragement, Engineering and Enforcement. The sixth E, Equity, informs programing in all five areas. Equity actions are noted with an ***(E)***. Additionally, there are a number of action items that are broadly categorized as *Organizational Initiatives* focused on increasing capacity and improving oversight.

Education

The Eugene-Springfield SRTS program provides pedestrian safety (2nd grade) and bicycle safety education (5th and 6th grades). Not only do these programs teach students how to walk and bike safely, they also encourage active travel and promote safe driving behaviors. In 2015-2016, more than 52% of all elementary and middle schools received pedestrian safety education or bicycle safety education. Bicycle and pedestrian safety education is provided by the City of Eugene's River House Outdoor Program.

Key equity considerations for education include: 1) how schools are selected to receive the services[6] and, 2) how the educational curriculum is presented to multicultural students and English as a Second Language (ESL) students. Accessibility is also core to educational equity. Adaptable bikes for students with disabilities are available for every Bike Safety class offered by the Eugene-Springfield SRTS program. Through a partnership with the City of Eugene Parks and Recreation, SRTS Coordinators offer hand cycles, recumbents, tandems and stable three-wheeled trikes to accommodate most students unable to ride a traditional two-wheeled bike.

Goal: The bicycle and pedestrian safety education program grows, reaching 75% of Eugene-Springfield public schools annually by 2019, 85% by 2021 and eventually reaching 100% of 2nd grade classes (pedestrian safety) and 5th or 6th grade classes (bicycle safety).

Action Items (in priority order):

1. Plan for and implement the expansion of bicycle and pedestrian education by:
    - Understanding the full cost of expanding the education program, including staffing requirements, and the challenges facing program expansion.
    - Seeking funding to increase bicycle and pedestrian education above current levels.
    - Developing new partnerships to increase capacity for providing bicycle and pedestrian instruction above current levels.
    - Consider moving towards having pedestrian safety education taught by district staff in PE classes.
    - Developing fleet replacement and maintenance schedules and strategies.
    - Creating a consistent schedule for classroom sessions at each school for ease of scheduling.

6 For an entire school to qualify for Title 1 funds, at least 40% of students must enroll in the free and reduced lunch program. These schools are eligible to use Title I funds for school wide programs designed to upgrade their entire educational programs. Title 1 schools are listed in Appendix 3.

2. Investigate and establish district policies to require bicycle and pedestrian safety classes. Explore working with ODOT, the Street Trust and Oregon SRTS on approved statewide language.
3. Prioritize SRTS programing resources on underprivileged schools with high free/reduced lunch rates. ***(E)***
4. Effectively teach all students by:
    - Encouraging an instructor pool that reflects the diversity of the region linguistically and ethnically. ***(E)***
    - Training instructors on how to present material in a culturally competent manner. ***(E)***
    - Producing and making available Spanish materials. ***(E)***
5. Offer accessible, adaptable equipment and technology for SRTS education programs. ***(E)***
6. Investigate the creation of a permanent traffic garden to improve awareness of traffic safety among school-aged children. Traffic gardens allow children to gain hands-on experience navigating streets, reading signs and operating according to traffic laws. Students could access the traffic garden as part of a class field trip or as an extracurricular activity.
7. Incorporate key local and regional safety initiatives into SRTS planning and messaging such as Vision Zero and the Mayors' Challenge.

Bike blenders are a fun way to engage kids at SRTS events and emphasize the importance of execise and healthy eating.

Encouragement

Encouragement activities go hand-in-hand with educational activities to motivate children to walk and bike to school. Current encouragement activities and events include:

- Walking school buses
- On-site school programs such as bike rodeos, bike-tune-ups, and group rides
- Walk+Roll Challenges
- Family friendly rides (e.g. Kidical Mass Rides) and learn-to-ride clinics
- Running participatory activities, like traffic gardens, at large community events including the Willamalane Children's Celebration, Eugene Parties in the Park, Eugene Sunday Streets, We Are Bethel festival, and the Family Safety Fair

School-based encouragement activities benefit greatly when a staff member or parent takes on the role of "school champion" and leads the effort to organize encouragement activities for a school. This requires coordination and support from SRTS school coordinators.

The SRTS Regional Program can build equity into encouragement programs by 1) ensuring that encouragement activities are accessible and appropriate for all students, 2) ensuring encouragement activities are geographically distributed across the region, and 3) ensuring that historically under-served populations are recieving encouragement programming.

Goal: Every school in the region participates in an annual encouragement activity by 2021 and there is expanded use of high-leverage programs like walking school buses and standing "Walk+Roll" school days (e.g. Walking Wednesdays).

Action Items (in priority order):

1. Encourage and assist in the organization of at least one annual encouragement activity event at all K-8 schools. The best method(s) for

Partnership Spotlight

Bethel Bike Lab at Cascade Middle School

Bethel's SRTS program provides bike tools and space to run an after school class to teach bike maintenance and bike safety education. In partnership with the City of Eugene's Peterson Barn RecZone, students learn basic bike maintenance/repair and safe and lawful riding techniques over a ten week period. Participating students can earn a refurbished bike upon successful completion of the class.

Two Rivers / Dos Rios Elementary School

accomplishing this goal may differ amongst districts, but could include some of the strategies listed below.

- Encourage every school to designate a school champion and support these individuals in efforts to engage their school community and organize successful events.
- Find ways to better support and show appreciation for school champions.
- Establish standing "Walk+Roll" events, like Walking Wednesdays. Standing events could be promoted for individual schools or on a district-wide basis.
- Consider encouraging and organizing competitions between schools participating in Walk+Roll events.
- Find ways to increase buy-in from school administrators. Consider turning events into fundraising activities, addressing safety concerns and whether district policy is needed.
- Develop a schedule of regional encouragement events for a steady SRTS presence.
- Produce additional bike powered blenders for events. Expand partnerships with high school metal shops to build more bike blenders and provide access to community partners.

2. Support the launch of Walking School Buses or Bike Trains at one new school per year in each district.
3. Encourage connections between families that lead to more carpools, walking buddies, biking buddies and walking school buses.
    - Promote and help coordinate trip-matching strategies that connect families with compatible school-to-home commutes.
4. Streamline event communications:
    - Create coordinated media packet and communication plan for key events.
    - Designate SRTS media spokesperson and managers for social media, website, e-newsletter and other communications.
5. Create case-studies or other means of sharing activities that include photos and contact information so those activities can continue within a school and be replicated at others.
6. Offer additional incentives (locks, bike lights, or helmets) and services (free bike tune-ups, free after school basic bike mechanic education, and sponsored bike rides).
7. Work with LTD on details around a youth pass program, transit training/education and the pedestrian network analysis.

Evaluation

Reliable data and information allows the impact of programs to be measured and evaluated. Evaluation also includes infrastructure assessments that identify gaps in the active transportation network that could make walking and biking unsafe or undesirable. The primary means for collecting mode shift data are classroom tallies and parent surveys. When tracked over time, this data should illustrate long-term changes in schools where consistent SRTS programming and safe infrastructure for active transportation is present.

To ensure SRTS programs deliver services equitably, program success should be assessed in two ways: 1) the programming offered at individual schools and its impact on parent/student involvement, and 2) the overall impact of the program on the participation of minority and low-income

populations. Nationally, the SRTS program recommends the following level of data collection:

National SRTS Data Collection Recommendations		
TYPE	FREQUENCY	SCHOOLS
Hand Tally	Spring & Fall, OR Annually	All Participating
Parent Survey	Every 3 Years	Schools with change in transportation or SRTS programming
Event Participation	Large Events	All participating
Demographics	Annually	All participating

Around the country, many key indicators are used to demonstrate the success of SRTS programs.[7] These indicators can be used to develop performance measures.

Goal: Develop performance measures and collect, analyze, and share data that helps answer questions about the effectiveness of programming and the equity of program delivery and benefits.

Action Items (in priority order):

1. Form partnerships with schools that result in consistent school-level reporting through student tallies and parent surveys
    - Improve regional data collection in terms of consistency, quantity and quality.
    - Evaluate and, as feasible, implement digital evaluation while ensuring access for all schools and families (e.g., on-line surveys and smart phone applications for measuring participation).

7 A summary of key indicators can be found in the Wisconsin Safe Routes to School Toolkit, page 36, http://wisconsindot.gov/Documents/doing-bus/local-gov/astnce-pgms/aid/safe-routes/toolkit.pdf.

Ridgeline Montessori Elementary School

Irving Elementary School

2. Starting in 2018, prepare and share an annual scorecard that will provide quantitative data on program effectiveness and communicate the benefits of the program.
    - Coordinate with statewide measures as identified in the Oregon Transportation Options Plan and the Regional Transportation Options Plan (RTOP).
    - Share data on the Central Lane MPO Data Portal and the SRTS website.
    - If feasible, provide qualitative data that addresses perceptions of safety by students and their parents as it pertains to walking and bicycling to school.
3. Evaluate programing to ensure it is accessible to all students regardless of ability and identity. ***(E)***
    - Compare program delivery in Title 1 schools[8] to that of non-Title 1 schools. Add other assessments over time, such as program delivery and mode share differences between or within schools with different cultural composition, physical abilities, language speakers, etc. ***(E)***
    - Assess literature, processes, cultural competency, etc. on minority and low-income participation and use this information to improve participation rates. ***(E)***
4. Evaluate programming based on trends in mode share shift data while taking into consideration national and local conditions that influence family vehicle use such as gas prices, congestion, and parking availability.

Engineering

Engineering projects make it easier and safer to walk and bike to and from school. The Central Lane MPO region uses engineering treatments to enhance bicycling and walking facilities, shorten crossing distances, and create self-enforcing street environments. The SRTS coordinators work with Eugene, Springfield, Coburg, and Lane County transportation planners to identify critical infrastructure needs and to ensure safe circulation for all roadway users near school campuses.

Safety and equity are key considerations when choosing projects for implementation. While a wide variety of factors can come into play when prioritizing projects, key safety and equity indicators might include:

- Traffic speed, roadway width, history of bike/pedestrian crashes, distance from nearest safe crossing and sidewalk availability.
- Importance of project for increasing access for minority and low-income populations.
- Equity across communities and geographic areas of the region.
- Importance to the regional bike/pedestrian access network.

Goal: Identify, prioritize and map on site and off site infrastructure improvements within one-mile around all schools in the region and work with partners to identify funding to construct top priority projects.

Action Items (in priority order):

1. Develop and implement a regional SRTS Infrastructure Prioritization strategy to prioritize needs based on criteria. ***(E)***
    - Develop criteria for infrastructure improvements that

8 Title 1 funds aim to bridge the gap between low-income students and other students. The U.S. Department of Education provides supplemental funding to local school districts to meet the needs of at-risk and low-income students.

incorporate safety, equity, mutual benefit and potential use. Adjust, as needed, to fit ODOT funding requirements. *(E)*
    - Conduct site assessments at all schools by 2019. Incorporate jurisdictional planners in the process.
    - Advocate for prioritizing infrastructure investments around historically under-served schools and neighborhoods. *(E)*
    - Ensure identified infrastructure needs are associated with an estimate of the level of cost or effort needed to improve the problem. Communicate low-cost, low-effort projects to transportation department engineers so that they can be addressed during repaving, etc.
    - Streamline the school action plan process for quicker identification of infrastructure needs.
    - Hold semi-annual update meetings with region's transportation departments prior to infrastructure planning and funding opportunities.
    - If possible, measure use by students before and after infrastructure improvements.
2. Bring all schools' bike parking facilities up to code, based on the needs identified in the School Bicycle Parking Assessment Report.
    - Update assessment every five years.
    - Of the schools identified in the report, consider addressing low-hanging fruit first i.e. school sites with an existing pad identified for bike parking.

Enforcement

The primary goal of SRTS enforcement strategies is to shift travel safety behavior around schools with a focus on increasing vehicle driver compliance with traffic laws in school zones. Enforcement deters unsafe behaviors by drivers, pedestrians, and bicyclists and encourages all road users to obey traffic laws and share the road safely. The Regional SRTS team will accomplish this with partner organizations and agencies through safety awareness, education, and, where necessary and possible, the use of ticketing for dangerous behaviors. Enforcement initiatives should incorporate students, parents, adult school crossing guards, school personnel, and neighborhood watch programs working in conjunction with law enforcement.

Equity considerations should influence how enforcement activities are communicated, how enforcement is conducted, and who the recipients of enforcement are.

Goal: Shift community safety behavior around schools so that all users obey traffic laws and share the road safely.

Action Items (in priority order):

1. Work with partners to expand enforcement at and around schools.
    - Work with school districts' School Resource Officers (SROs) to grow greater enforcement support.
    - Develop relationships with regional law enforcement.
    - Provide opportunities for law enforcement to assist with bicycle and pedestrian safety outreach and education.
2. Expand use of speed readers by one or more of the following means:
    - Work with LCOG in the deployment of new portable speed

Kids join in the fun supporting SRTS during the Sunday Streets parade, June 2017.

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readers at key locations.
    - Investigate purchasing high-quality, hand-held speed readers and using parent volunteers to measure speeds.
    - Develop speed reader training program and encourage the collection of day and time information that can be shared with ODOT and used for targeted speed enforcement. Recruit and manage volunteers to implement.
3. Create a comprehensive crossing guard program regionally or within districts. Uniform training, equipment and availability of crossing guards has been identified as a major gap in the current program. Such a program would need a dedicated funding source.
    - Design and conduct a crossing guard study to evaluate, on a school-by-school basis, met and unmet crossing guard needs and available resources. Study findings could be used for advocating for additional financial resources for crossing guard programs. The purpose of the study would be to: ***(E)***
        - Describe the current status of crossing guard programs across the three districts.
        - Understand the met and unmet needs with regards to training, staffing and equipment.
        - Estimate a dollar value for addressing unmet crossing guard needs region wide.
    - Encourage the Oregon Department of Education and ODOT to reconcile differences around crossing guard programs.

Organizational Initiatives

Helmet decorating station at SRTS event.

The following initiatives will build capacity and strengthen the regional SRTS program.

1. **Advisory Committee.** Establish a regional SRTS advisory committee that will help guide the program on key efforts, campaigns, resource prioritization, and planning (See Appendix 5 for tentative composition).
2. **Increase Staffing.** Implementing the goals and action items identified in this plan will require increased district and regional staffing. Eugene-Springfield SRTS should ask for regional funds that will cover the full cost of the SRTS program, including but not limited to full bike and pedestrian safety costs and any additional staffing needs.
3. **Regional Intern Program.** Develop intern positions and explore unpaid internships within the districts. Intern(s) could be supervised by the SRTS Regional School Program's Coordinator, particularly if the regional staff position is expanded beyond halftime. This program could be developed with a specific instructor or program at the University of Oregon or Lane Community College.
4. **School Board and School Wellness Policy Coordination**. Integration into district wide policies on wellness and obesity prevention will further strengthen relationships between school districts and SRTS. The Springfield SRTS program has begun work on this area and will serve as a pilot for the regional team.

Implementation

A work plan for achieving the goals and completing the action items identified in this plan is included as Appendix 3. This work plan looks at years 2017-2021.

Understanding the strengths and limits to the current regional organizational structure, staffing levels, funding, partnerships, and collaborations is key to implementing the goals set out in this plan.

Organizational Structure, Partnerships and Collaborations

The region's SRTS Coordinators contribute to and benefit from networks and partnerships at the national, state, and regional level. At the national level, the **SRTS National Partnership**, a network of over 750 partner organizations, schools, policy makers, and grassroots supporters, offers a national platform to share expertise and advance SRTS policy.

The **Oregon SRTS Network** is a group of dedicated individuals and organizations working throughout the state to make walking and biking to school safe, convenient, and fun. The Network provides a clearinghouse of SRTS information, coordinates bi-annual conferences, and offers coordinators a venue to exchange ideas to advance SRTS in Oregon's SRTS programs. The Network also manages the statewide oregonsaferoutes.org website.

Each of the region's three **SRTS Coordinators** are employed by the school district they serve. Coordinators' primary duties are to:

- Identify and empower SRTS champions at schools to organize encouragement events
- Recruit volunteers
- Promote activities

Group rides, like Kidical Mass, give parents and children the opportunity to practice riding with traffic with other learners. The Bike Safety Education curriculum also includes on-street practice.

SRTS Resources

NATIONAL
SRTS National Partnership
National Center for SRTS

STATE
Oregon SRTS Network
Leadership and Advisory Committees

Subcommittees
Communication
Education
Planning & Policy
Evaluation
Resources

REGIONAL
SRTS Coordinators
Point2point at Lane Transit District

- Educate (classes, events, demonstrations, etc.)
- Work with school staff, students, and parents
- Develop school Action Plans/School Plans
- Evaluate walk/bike route conditions
- Develop partnerships to help implement SRTS classes, events, and infrastructure improvements
- Raise funds
- Gather data
- Evaluate program effectiveness

The SRTS Coordinators work with **jurisdictional traffic engineers and transportation planners** to identify and prioritize street scape improvements that will improve walk/bike conditions near schools and reduce the need for busing within the walk zone.

The **City of Eugene's Riverhouse Recreation Program** is a key partnership, providing bicycle and pedestrian safety education in classrooms across the region.

The **Eugene 4J School District** hosts the oldest and most developed SRTS program in the region. The 4J program was originally funded by the Oregon SRTS program and is currently funded by the Central Lane MPO STP-U program along with the Transportation Alternatives Program (TAP). In addition, the program is supported by the school district (through program match), City of Eugene, community organizations, and parent volunteers. The program currently employs one full-time SRTS coordinator who leads program efforts.

Bethel School District launched its program in 2010 with support from parents, the Bethel School District, Point2point, and Oregon SRTS funds. The Bethel program currently employs one half-time SRTS coordinator funded by the Central Lane MPO STP-U and TAP funding programs.

In 2013, the Springfield SRTS program formally began serving students within **Springfield Public Schools** and employs one full-time SRTS coordinator. The Springfield SRTS Coordinator is half funded by Oregon SRTS non-infrastructure funds and half funded by Springfield Public Schools.

The **Central Lane Metropolitan Planning Organization (MPO)** works to improve transportation in the Eugene-Springfield metropolitan area by planning for the region's future transportation system, transportation project investments, and expansion of travel options. **Lane Council of Governments (LCOG)** coordinates and staffs the MPO. **Point2point**, a part of Lane Transit District (LTD), serves as the Central Lane MPO's comprehensive regional transportation options program. This program is funded annually with regional partners' approval through the Surface Transportation Local Urban (STP-U) funds and the Oregon Department of Transportation (ODOT) various funds. Point2point offers, expands, and increases the awareness and use of regional travel options. Its role is to implement strategies that affect transportation choices. In this capacity, Point2point provides program and administrative support to the regional SRTS program. This support is provided by the **School Programs Coordinator**, a half-time position housed in Point2point.

Additionally, there are many local, regional and state partners that allow for increased program delivery, research, and funding (See page 19).

Key Partnerships

- Active Youth Consortium
- Alliance for Healthy Families
    - School Garden Project
    - Willamette Farm and Food Coalition's Farm to School Program
    - Oregon State University Extension Service Lane County
    - FOOD for Lane County
    - Huerto de la Familia
    - Safe Routes to School
    - Healthy Moves
- Bethel Education Foundation
- Beyond Toxics
- Bike Shops: Bike Friday, Hutch's, Paul's Bicycle Way of Life, Arriving by Bike, Ding Ding Cycles, Klink Cycles
- Center for Appropriate Transport
- City of Eugene Adaptive Recreation Program[1]
- City of Eugene Transportation Planning
- City of Springfield Transportation Planning
- City of Eugene Library, Recreation and Cultural Services (Riverhouse, Hilyard Community Center, Petersen Barn)
- City of Eugene Parks and Open Space
- City of Springfield Police Department
- City of Eugene Police Department
- Eugene Education Foundation
- Greater Eugene Area Riders (GEARs)
- Lane Council of Governments (LCOG)
- Lane County Public Health
- Lane County Farmers' Market
- Oregon Research Institute
- University of Oregon (UO) Bike Program
- Oregon Safe Routes to School Network
- Oregon State University Nutrition Services
- Springfield Education Foundation
- Street Trust (formerly the Bicycle Transportation Alliance)
- UO Design Bridge
- UO LiveMove
- UO PPPM Department[2]
- Willamalane Parks and Recreation District
- 4J School Improvement Bond includes $1million for off-site SRTS improvements (one of the first such bond projects in the nation)

A University of Oregon Bike Program mechanic helps tune student bikes at Hamlin Middle School.

1 Point2Point purchased, through a Physical Education Program (PEP) grant, three adaptive bikes for the City of Eugene's Adaptive Recreation Program. These bikes are available for use by all regional SRTS programs.

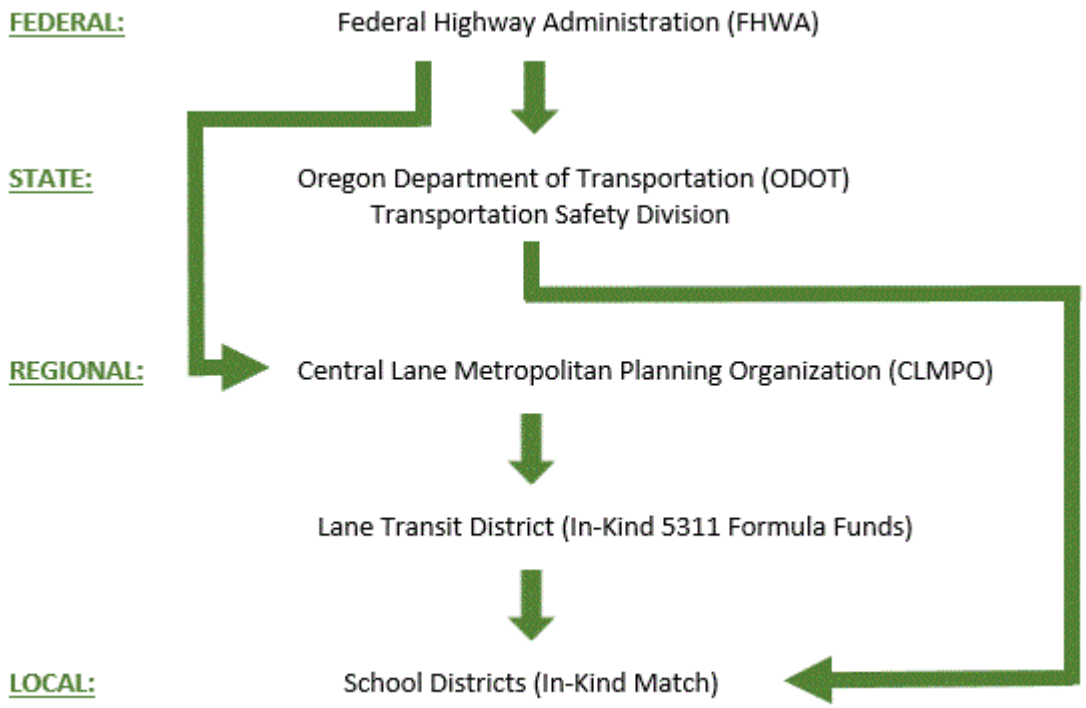
2 Partnering with the regional SRTS program, this longitudinal research project studies what motivates and sustains parents and students to use active school transportation (i.e., walking and biking) for their school trips.

Oregon Safe Routes to School Funding

The Oregon SRTS program is administered by the Oregon Department of Transportation (ODOT) Transportation Safety Division (TSD). ODOT TSD has $300,000 available per year for Safe Routes to School non-infrastructure programs through fiscal year 2019. Applicants may apply for up to $50,000 per year for up to 3 years. There is a 12% match required for these funds. The Eugene-Springfield Regional Program is currently the recipient of an ODOT TSD Safe Routes to School Grant that helps cover the cost of a Springfield SRTS Program Coordinator for a three year funding period ending in 2019. This is the second consecutive, three-year ODOT TSD grant to help fund this position.

In 2017, the Oregon Legislature passed a transportation funding plan that included new funding for Safe Routes to School. New funding from the bill will provide $10 million annual investment for Safe Routes to School street safety improvements - bumping up to $15 million annual investment in perpetuity starting in 2022. This funding is for safety projects to improve safety for people walking and biking in the 1-mile radius of schools. Title I schools have been prioritized for street safety investments with a lower matching funds requirement (20% vs 40%).

Central Lane MPO SRTS Primary Funding Sources

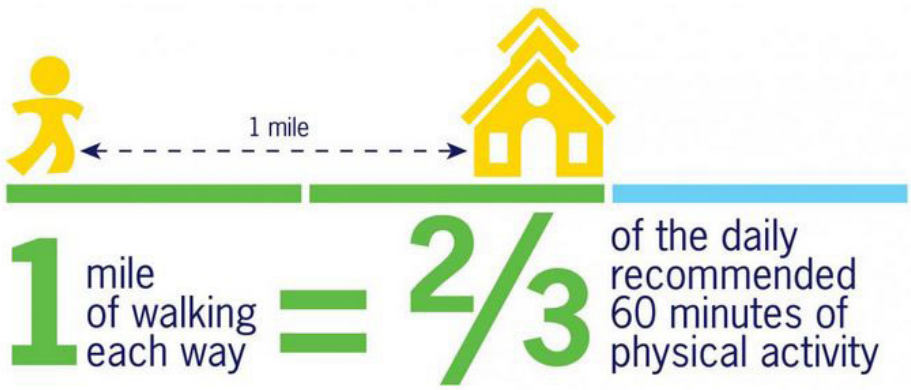


Conclusion

The Eugene-Springfield metro area has made great strides in advancing a successful Regional SRTS program. This work has been made possible by strong support from federal and regional funding, local jurisdictions, schools, community organizations, dedicated parents and passionate program staff.

However, many schools communities have not accessed SRTS programs and services. The potential exists to increase active transportation among our youth. A clear vision, efficient implementation, and tangible results demonstrate that the SRTS program is both effective and maintains the capacity for further positive impact with ample funding and support.

Our young people hold the key to reversing a trend that emerged in a single generation: parents driving their children to and from school. Motivating long-term change in people's values and daily behaviors cannot be achieved through short-term campaigns. It takes a consistent, sustainable approach using proven tools to influence attitudes and lifestyle choices. Continued investment in Safe Routes to School infrastructure and programming will make real and lasting change.



Safe Routes to School National Partnership, https://www.saferoutespartnership.org/healthy-communities/101/facts

Glossary of Terms

Bicycle Safety Education (BSE) – A proven program that teaches safe bicycling skills with on-bike experience to students at school during normal class time with a 10-day curriculum. Target age group is fifth or sixth grade students.

Bike Train – An organized group of students, with an adult escort, that travels by bicycling to/from school along a preplanned route for safety and fun.

Park and Stride – A site that guardians drive to, then drop off their students to walk or bike the rest of the way to school. This option helps students participate in SRTS activities even when they live too far to walk or bike from home to school. It relieves parents from navigating through busy school parking lots and it reduces traffic, thereby enhancing safety for student pedestrians and bicyclists.

Non-infrastructure Grants – The term for Safe Routes to School grants that have funded education, encouragement, and enforcement activities.

Pedestrian Safety Education (PSE) – A proven program that teaches safe walking skills to elementary students during normal class time at school with a two-day curriculum.

Routes to School Maps – Maps that identify possible routes within one-half to one mile of school for students to follow when walking and biking to school.

Safe Routes to School (SRTS) – A comprehensive program that improves conditions for active transportation near schools and encourages students to walk or bicycle to/from school using the six E's; Education, Encouragement, Engineering, Enforcement, Evaluation, and Equity.

Street scape – The built environment that can include roads, sidewalks, street crossings, traffic signals, signage, sidewalk ramps, bike lanes, and off-street paths.

Supplemental (or Hazard) Busing – The provision of school bus transportation beyond state requirements whereby students within a defined walk/bike distance from their neighborhood school are provided bus service to avoid a hazardous bike/pedestrian situation, such as crossing a busy arterial street. School districts receive 70 percent reimbursement from the state for pre-approved supplemental busing for identified hazards. If hazards can be removed through built environment improvements, both the state and local school districts can save money or use that money for other educational purposes.

Walking School Bus (WSB) – An organized group of students, with an adult escort, that travels by walking to/from school along a preplanned route for safety and fun.

Appendix 1: Background

Supportive Safety Initiatives

Mayors' Challenge
The Cities of Eugene and Springfield participated in the Mayors' Challenge for Safer People and Safer Streets, a national initiative introduced by the U.S. Department of Transportation to improve safety for pedestrians and bicyclists of all ages and abilities and to incorporate safe and convenient walking and bicycling facilities into transportation projects.

The Challenge's key actions include:

- Take a Complete Streets approach[9]
- Identify and address barriers to make streets safe and convenient for all road users, including people of all ages and abilities and those using assistive mobility devices
- Gather and track biking and walking data
- Use designs that are appropriate to the context of the street and its uses
- Take advantage of opportunities to create and complete ped-bike networks through maintenance
- Improve walking and biking safety laws and regulations
- Educate and enforce proper road use behavior by all

Vision Zero
In November of 2015, the Eugene City Council adopted a Vision Zero Resolution that set as official policy the goal that no loss of life or serious injury on Eugene's transportation system is acceptable.

In April 2016, Lane Transit District Board followed suit and formally adopted Vision Zero as a core component of the organization's strategic approach.

Vision Zero is a strategy to eliminate all traffic fatalities and severe injuries while increasing safe, healthy, equitable mobility for all. Mirroring the Safe Routes to School approach, Vision Zero uses a multidisciplinary approach of the "Six E's"—engineering, enforcement, education, encouragement, equity, and evaluation (and planning).

Lane Regional Safety and Security Plan
Lane Council of Governments (LCOG) and Lane County staff collaborated on a planning process to evaluate countywide crash data with stakeholders across the region and develop a strategic framework for reducing fatal and severe-injury collisions. The outcome will be the development of two traffic safety plans: LCOG will develop a Safety and Security Plan for the Central Lane MPO; Lane County will develop a Transportation Safety Action Plan for rural Lane County. Both plans identify the need for expanded Safe Routes to Schools programs and infrastructure. LCOG, Lane County, and other regional partners of the MPO received funding from ODOT to develop a Safe Communities Program for the region and to hire a Safety Coordinator to implement the various safety initiatives described above beginning in winter of 2017.

History of National Safe Routes to School Funding

Congress established the national SRTS program in August **2005**, in Section 1404 of the Safe, Accountable, Flexible, Efficient Transportation Equality Act - A Legacy for Users (SAFETEA-LU). This federal transportation legislation designated $612 million to fund SRTS programs nationwide from 2005 through 2009, and funds were allotted to each state based on their respective primary and middle school student enrollment.
During 2009-11, the federal surface transportation bill operated under a series of short-term extensions pending the passage of a new transportation authorization.

The legislation directed that at least 70 percent but not more than 90 percent of SRTS funds would be invested in infrastructure improvements near schools. The remaining 10 to 30 percent would be used for non-infrastructure activities aimed at education, encouragement, and engineering activities. Each state was allowed to choose its allocation within those parameters.

9 The National Complete Streets Coalition defines complete Streets, as "streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work. They allow buses to run on time and make it safe for people to walk to and from train stations."

In **2012**, Congress passed a new federal surface transportation bill, Moving Ahead for Progress in the 21st Century (MAP-21). This bill reduced total funding for bicycle and pedestrian purposes by 40 percent. It also ended national dedicated funding for Safe Routes to School but allowed state discretion to fund SRTS activities. The law also combined Safe Routes to School with the former Transportation Enhancements program and Recreational Trails program into a new program called Transportation Alternatives Program (TAP).

In December **2015**, Congress passed a five-year transportation bill, the FAST Act (Fixing America's Surface Transportation Act) and secured combined funding for Safe Routes to School, bicycling and walking for five additional years without many changes to TAP[10].

"Our community values the safety of all people who use our multimodal transportation system and will take equitable, data-driven actions to eliminate deaths and life changing injuries by 2035."

- City of Eugene, Vision Zero Vision Statement

10 The TAP provides funding for programs and projects defined as transportation alternatives, including on- and off-road pedestrian and bicycle facilities, infrastructure projects for improving non-driver access to public transportation and enhanced mobility, community improvement activities, and environmental mitigation; recreational trail program projects; safe routes to school projects; and projects for planning, designing, or constructing boulevards and other roadways largely in the right-of-way of former Interstate System routes or other divided highways. (FHWA TAP Guidance)

Appendix 2: Student Household Distance from School

(Source: 2017-18 School Year, Dan Tutt, LTD Planning Department)

School	1/2 mile students	1/2 to 1 mile students	Total within 1 mile radius	Total Students
Eugene 4J Schools				
Adams Elementary	124	184	308	484
Arts and Technology Academy	65	159	224	418
Awbrey Park Elementary School	115	125	240	424
Buena Vista Elementary School	48	107	155	463
Cal Young Middle School	97	176	273	540
Camas Ridge Community Elementary	106	146	252	380
Charlemagne French Immersion	28	78	106	348
Chavez Elementary School	142	200	342	439
Chinese Immersion School	1	4	5	42
Corridor Elementary School	35	54	89	216
Edgewood Community School	146	176	322	399
Edison Elementary School	124	120	244	381
Family School Elementary	5	10	15	136
Gilham Elementary School	211	174	385	560
Holt Elementary School	153	285	438	584
Howard Elementary School	164	188	352	482
Kelly Middle School	93	109	202	395
Kennedy Middle School	88	125	213	343
Madison Middle School	50	105	155	428
McCornack Elementary School	163	154	317	351
Monroe Middle School	103	200	303	547
North Eugene High School	119	`269	119	936
Yujin Gakuen Elementary School	32	41	73	315
River Rd El Camino del Rio Elementary School	51	56	107	354
Roosevelt Middle School	80	209	289	575
Sheldon High School	133	387	520	1508
South Eugene High School	95	246	341	1484
Spencer Butte Middle School	136	172	308	439
Spring Creek Elementary School	79	113	192	301
Twin Oaks Elementary School	4	1	5	232
Willagillespie Elementary School	70	93	163	542
Winston Churchill High School	172	212	384	1116
Eugene 4J Charter Schools				
Coburg Community Charter School	21	32	53	211
Network Charter School	6	12	18	123
Ridgeline Montessori School	25	41	66	248
Village School	23	32	55	225

Bethel School District Schools				
Cascade Middle School	81	116	197	331
Clear Lake Elementary school	75	143	218	260
Danebo Elementary School	102	141	243	296
Fairfield Elementary School	168	107	275	357
Kalapuya High School	8	21	29	94
Irving Elementary School	106	127	233	364
Malabon Elementary School	175	207	382	431
Meadow View Elementary School	352	135	487	757
Prairie Mountain School	259	228	487	693
Shasta Middle School	61	110	171	413
Willamette High School	143	311	454	1485
Springfield Public Schools				
Academy of Arts & Academics	14	19	33	343
Agnes Stewart Middle School	31	130	161	585
Briggs Middle School	47	128	175	499
Centennial Elementary School	204	126	330	405
Douglas Gardens Elementary School	161	184	345	371
Elizabeth Page Elementary School	184	171	355	397
Gateways High School	3	14	17	82
Guy Lee Elementary School	279	49	328	387
Hamlin Middle School	141	262	403	685
Maple Elementary School	243	70	313	366
Mt Vernon Elementary School	122	200	322	510
Ridgeview Elementary School	235	137	372	437
Riverbend Elementary School	166	88	254	533
Springfield High School	138	319	457	1360
Thurston Elementary School	133	232	365	475
Thurston High School	133	349	482	1324
Thurston Middle School	83	188	271	565
Two Rivers Dos Rios Elementary School	196	244	440	484
Walterville Elementary School	7	14	21	178
Yolanda Elementary School	88	168	256	394

Appendix 3: Implementation Work Plan

Implementation Work Plan	Cost: Low to High	Projected Timeline, Start to Completion				
Goals and Action Items	$, $$, $$$	2017	2018	2019	2020	2021
EDUCATION						
Goal: The bicycle and pedestrian safety education program grows, reaching 75% of Eugene-Springfield public schools annually by 2019, 85% by 2021 and eventually reaching 100% of 2nd grade classes (pedestrian safety) and 5th or 6th grade classes (bicycle safety).						
1. Plan for and implement the expansion of bicycle and pedestrian education by: • Understanding the full cost of expanding the education program, including staffing requirements, and the challenges facing program expansion. • Seeking funding to increase bicycle and pedestrian education above current levels. • Developing new partnerships to increase capacity for providing bicycle and pedestrian instruction above current levels. • Consider moving towards having pedestrian safety education taught by district staff in PE classes. • Developing fleet replacement and maintenance schedules and strategies. • Creating a consistent schedule for classroom sessions at each school for ease of scheduling.	$$$		Plan	75% reach	85% reach	100% reach
2. Investigate and establish district policies to require bicycle and pedestrian safety classes. Explore working with ODOT, the Street Trust and Oregon SRTS on approved statewide language.	$					
3. Prioritize SRTS programing resources on underprivileged schools with high free/ reduced lunch rates. *(E)*	$	Ongoing/Annual				
4. Effectively teach all students by: • Encouraging an instructor pool that reflects the diversity of the region linguistically and ethnically. *(E)* • Training instructors on how to present material in a culturally competent manner. *(E)* • Producing and making available Spanish materials. *(E)*	$$	Ongoing/Annual				
5. Offer accessible, adaptable equipment and technology for SRTS education programs. *(E)*	$$	Ongoing/Annual				
6. Investigate the creation of a permanent traffic garden to improve awareness of traffic safety among school-aged children. Traffic gardens allow children to gain hands-on experience navigating streets, reading signs and operating according to traffic laws. Students could access the traffic garden as part of a class field trip or as an extracurricular activity.	$					
7. Incorporate key local and regional safety initiatives into SRTS planning and messaging such as Vision Zero and the Mayors' Challenge.	$	Ongoing/Annual				

Implementation Work Plan	Cost: Low to High	Projected Timeline, Start to Completion				
Goals and Action Items	$, $$, $$$	2017	2018	2019	2020	2021
ENCOURAGEMENT						
Goal: Every school in the region participates in an annual encouragement activity by 2021 and there is expanded use of high-leverage programs like walking school buses and standing "Walk+Roll" school days (e.g. Walking Wednesdays).						
1. Encourage and assist in the organization of at least one annual encouragement activity event at all K-8 schools. The best method(s) for accomplishing this goal may differ amongst districts, but could include some of the strategies listed below. • Encourage every school to designate a school champion and support these individuals in efforts to engage their school community and organize successful events. • Find ways to better support and show appreciation for school champions. • Establish standing "Walk+Roll" events, like Walking Wednesdays. Standing events could be promoted for individual schools or on a district-wide basis. • Consider encouraging and organizing competitions between schools participating in Walk+Roll events. • Find ways to increase buy-in from school administrators. Consider turning events into fundraising activities, addressing safety concerns and whether district policy is needed. • Develop a schedule of regional encouragement events for a steady SRTS presence. • Produce additional bike powered blenders for events. Expand partnerships with high school metal shops to build more bike blenders and provide access to community partners.	$$	Ongoing/Annual				
2. Support the launch of Walking School Buses or Bike Trains at one new school per year in each district.	$-$$	Ongoing/Annual				
3. Encourage connections between families that lead to more carpools, walking buddies, biking buddies and walking school buses. • Promote and help coordinate trip-matching strategies that connect families with compatible school-to-home commutes.	$	Ongoing/Annual				
4. Streamline event communications: • Create coordinated media packet and communication plan for key events. • Designate SRTS media spokesperson and managers for social media, website, e-newsletter and other communications.	$					
5. Create case-studies or other means of sharing activities that include photos and contact information so those activities can continue within a school and be replicated at others.	$					
6. Offer additional incentives (locks, bike lights, or helmets) and services (free bike tune-ups, free after school basic bike mechanic education, and sponsored bike rides).	$$	Ongoing/Annual				

Implementation Work Plan	Cost: Low to High	Projected Timeline, Start to Completion				
Goals and Action Items	$, $$, $$$	2017	2018	2019	2020	2021
EVALUATION						
Goal: Develop performance measures and collect, analyze, and share data that helps answer questions about the effectiveness of programming and the equity of program delivery and benefits.						
1. Form partnerships with schools that result in consistent school-level reporting through student tallies and parent surveys • Improve regional data collection in terms of consistency, quantity and quality. • Evaluate and, as feasible, implement digital evaluation while ensuring access for all schools and families (e.g., on-line surveys and smart phone applications for measuring participation).	$	Ongoing/Annual				
2. Starting in 2018, prepare and share an annual scorecard that will provide quantitative data on program effectiveness and communicate the benefits of the program. • Coordinate with statewide measures as identified in the Oregon Transportation Options Plan and the Regional Transportation Options Plan (RTOP). • Share data on the Central Lane MPO Data Portal and the SRTS website. • If feasible, provide qualitative data that addresses perceptions of safety by students and their parents as it pertains to walking and bicycling to school.	$		Ongoing/Annual			
3. Evaluate programing to ensure it is accessible to all students regardless of ability and identity. *(E)* • Compare program delivery in Title 1 schools to that of non-Title 1 schools. Add other assessments over time, such as program delivery and mode share differences between or within schools with different cultural composition, physical abilities, language speakers, etc. *(E)* • Assess literature, processes, cultural competency, etc. on minority and low-income participation and use this information to improve participation rates. *(E)*	$					
4. Evaluate programming based on trends in mode share shift data while taking into consideration national and local conditions that influence family vehicle use such as gas prices, congestion, and parking availability.	$		Ongoing/Annual			
ENGINEERING						
Goal: Identify, prioritize and map on site and off site infrastructure improvements within one-mile around all schools in the region and work with partners to identify funding to construct top priority projects.						
1. Develop and implement a regional SRTS Infrastructure Prioritization strategy to prioritize needs based on criteria. *(E)* • Develop criteria for infrastructure improvements that incorporate safety, equity, mutual benefit and potential use. Adjust, as needed, to fit ODOT funding requirements. *(E)* • Conduct site assessments at all schools by 2019. Incorporate jurisdictional planners in the process. • Advocate for prioritizing infrastructure investments around historically under-served schools and neighborhoods. *(E)* • Ensure identified infrastructure needs are associated with an estimate of the level of cost or effort needed to improve the problem. Communicate low-cost, low-effort projects to transportation department engineers so that they can be addressed during repaving, etc. • Streamline the school action plan process for quicker identification of infrastructure needs. • Hold semi-annual update meetings with region's transportation departments prior to infrastructure planning and funding opportunities. • If possible, measure use by students before and after infrastructure improvements.	$					

Implementation Work Plan	Cost: Low to High	Projected Timeline, Start to Completion				
Goals and Action Items	$, $$, $$$	2017	2018	2019	2020	2021
2. Bring all schools' bike parking facilities up to code, based on the needs identified in the School Bicycle Parking Assessment Report. • Update assessment every five years. • Of the schools identified in the report, consider addressing low-hanging fruit first i.e. school sites with an existing pad identified for bike parking.	$$					
ENFORCEMENT						
Goal: Shift community safety behavior around schools so that all users obey traffic laws and share the road safely.						
1. Work with partners to expand enforcement at and around schools. • Work with school districts' School Resource Officers (SROs) to grow greater enforcement support. • Develop relationships with regional law enforcement. • Provide opportunities for law enforcement to assist with bicycle and pedestrian safety outreach and education.	$	Ongoing/Annual				
2. Expand use of speed readers by one or more of the following means: • Work with LCOG in the deployment of new portable speed readers at key locations. • Investigate purchasing high-quality, hand-held speed readers and using parent volunteers to measure speeds. • Develop speed reader training program and encourage the collection of day and time information that can be shared with ODOT and used for targeted speed enforcement. Recruit and manage volunteers to implement.	$$		Ongoing/Annual			

3. Create a comprehensive crossing guard program regionally or within districts. Uniform training, equipment and availability of crossing guards has been identified as a major gap in the current program. Such a program would need a dedicated funding source.
• Design and conduct a crossing guard study to evaluate, on a school-by-school basis, met and unmet crossing guard needs and available resources. Study findings could be used for advocating for additional financial resources for crossing guard programs. The purpose of the study would be to: *(E)*
  • Describe the current status of crossing guard programs across the three districts.
  • Understand the met and unmet needs with regards to training, staffing and equipment.
  • Estimate a dollar value for addressing unmet crossing guard needs region wide.
• Encourage the Oregon Department of Education and ODOT to reconcile differences around crossing guard programs.
	$$$			Study	Implement	

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Implementation Work Plan	Cost: Low to High	Projected Timeline, Start to Completion				
Goals and Action Items	$, $$, $$$	2017	2018	2019	2020	2021
ORGANIZATIONAL INITIATIVES						
1. Advisory Committee. Establish a regional SRTS advisory committee that will help guide the program on key efforts, campaigns, resource prioritization, and planning (See Appendix 5 for tentative composition).	$					
2. Increase Staffing. Implementing the goals and action items identified in this plan will require increased district and regional staffing. Eugene-Springfield SRTS should ask for regional funds that will cover the full cost of the SRTS program, including but not limited to full bike and pedestrian safety costs and any additional staffing needs.	$$$					
3. Regional Intern Program. Develop intern positions and explore unpaid internships within the districts. Intern(s) could be supervised by the SRTS Regional School Program's Coordinator, particularly if the regional staff position is expanded beyond halftime. This program could be developed with a specific instructor or program at the University of Oregon or Lane Community College.	$$					
4. School Board and School Wellness Policy Coordination. Integration into district wide policies on wellness and obesity prevention will further strengthen relationships between school districts and SRTS. The Springfield SRTS program has begun work on this area and will serve as a pilot for the regional team.	$					

Appendix 4: Regional Title 1 Elementary and Middle Schools

4J School District	Bethel School District	Springfield School District
Arts & Technology Academy MS	Cascade Middle	Centennial Elementary
Awbrey Park Elementary	Clear Lake Elementary	Douglas Gardens Elementary
Cesar Chavez Elementary	Danebo Elementary	Guy Lee Elementary
Family School Elementary	Fairfield Elementary	Hamlin Middle
Bertha Holt Elementary	Irving Elementary	Maple Elementary
Howard Elementary	Malabon Elementary	Mt. Vernon Elementary
Kelly Middle School	Meadow View K-8	Page Elementary
McCornack Elementary	Prairie Mountain K-8	Riverbend Elementary
Camas Ridge Elementary	Shasta Middle	Two Rivers / Dos Rios Elementary
River Road Elementary		
Spring Creek Elementary		
Twin Oaks Elementary		
Willagillespie Elementary		
Village School (Charter)		

Appendix 5: Proposed Safe Routes to School Advisory Committee

Organization	Position
City of Springfield	Transportation Planner
City of Eugene	Transportation Planner
Lane County	Senior Transportation Planner
City of Coburg	Planner
Central Lane MPO	Transportation Planner
City of Eugene, Riverhouse Outdoor Center	Recreation Program Assistant
Willamalane	Outdoor Recreation Supervisor
ODOT	Transportation Safety Coordinator, Region 2
Eugene Active Transportation Committee	Member Liaison
Springfield Bicycle and Pedestrian Advisory Committee	Member Liaison
City of Eugene	Traffic Engineer
City of Springfield	Traffic Engineer
4J School Board	Liaison
Bethel School Board	Liaison
Springfield School Board	Liaison
City of Eugene	Transportation Options Coordinator
Eugene Police Department	Representative
Springfield Police Department	Representative
Lane Council of Governments	Transportation Safety Coordinator
Centro Latino Americano	Representative

Appendix 6: SRTS Activities to Date

		Activity Not Available			
	X	Activity at School			
Eugene 4J Schools (K-8)	**Walk/Bike Events**	**SRTS Action Plan**	**Bike Education**	**Pedestrian Education**	**Routes to School Map**
1. Adams Elementary	X	**2013**		X	X
2. Arts and Technology Academy Middle	X	**2011**	X		X
3. Awbrey Park Elementary				X	X
4. Bertha Holt Elementary	X			X	X
5. Buena Vista Elementary	X	**2009**		X	X
6. Cal Young Middle	X	**2014**	X		X
7. Camas Ridge Elementary	X	**2010**		X	X
8. Cesar Chavez Elementary	X	Updated **2017**		X	X
9. Charlemagne/Fox Hollow Elem.	X	In Process		X	X
10. Corridor Elementary	X				X
11. Edgewood Elementary	X	In Process			X
12. Edison Elementary	X	**2010**		X	X
13. Family School	X				X
14. Gilham Elementary	X			X	X
15. Howard Elementary	X	**2012**		X	X
16. Kelly Middle	X		X		X
17. Kennedy Middle			X		X
18. Madison Middle			X		X
19. McCornack Elementary		**2010**		X	X
20. Monroe Middle	X	**2008**	X		X
21. River Road/El Camino Elementary	X	**2012**		X	
22. Roosevelt Middle	X	**2008**	X		X
23. Spencer Butte Middle	X	In Process	X		X
24. Spring Creek Elementary	X				X
25. Twin Oaks Elementary					X
26. Willagillespie Elementary	X			X	X
27. Yujin Gakuen Elementary	X				X
Eugene 4J Charter Schools					
28. Coburg Community Charter – K-8					X
29. Network Charter – 6-12					X
30. Ridgeline Montessori – K-8	X	X	X	X	X
31. Village School – K-8	X	In Process		X	X

		Activity Not Available			
	X	Activity at School			
Bethel School District Schools	**Walk/Bike Events**	**SRTS Action Plan**	**Bike Education***	**Pedestrian Education**	**Routes to School Map**
Cascade Middle	X				X
Clear Lake Elementary	X	2011	X	X	X
Danebo Elementary	X		X	X	X
Fairfield Elementary	X		X	X	X
Irving Elementary	X	2010	X	X	X
Malabon Elementary	X	2010	X	X	X
Meadow View K-8	X	2010	X	X	X
Prairie Mountain K-8	X	2010	X	X	X
Shasta Middle	X				X
* Bicycle safety education offered in 5th grade					
Springfield Public Schools					
Agnes Stewart Middle	X	2014	X		X
Briggs Middle	X	2015	X		X
Centennial Elementary	X	2015		X	X
Douglas Gardens Elementary	X	2017		X	X
Guy Lee Elementary	X	2015		X	X
Hamlin Middle	X	2014	X		X
Maple Elementary	X	In Progress		X	X
Mt. Vernon Elementary	X	2017		X	X
Page Elementary	X	2014		X	X
Ridgeview Elementary	X	In Progress		X	X
Riverbend Elementary	X	2016		X	X
Thurston Elementary	X	Updated 2017		X	X
Thurston Middle	X	2016	X		X
Two Rivers-Dos Rios Elementary	X	2016			X
Walterville Elementary		Not Applicable		X	X
Yolanda Elementary		In Progress		X	X

Appendix 7: SRTS Activities, September 2016 - October 2017

		Activity Not Available	
	X	Activity at School	
Eugene 4J Schools (K-8)	**Walk/Bike Events**	**Bike Education**	**Pedestrian Education**
1. Adams Elementary	X		
2. Arts and Technology Academy			
3. Awbrey Park Elementary			
4. Bertha Holt Elementary	X		X
5. Buena Vista Elementary	X		X
6. Cal Young Middle	X	X	
7. Camas Ridge Elementary	X		
8. Cesar Chavez Elementary	X		
9. Charlemagne/Fox Hollow Elem.	X		X
10. Corridor Elementary	X		
11. Edgewood Elementary			
12. Edison Elementary	X		X
13. Family School			
14. Gilham Elementary	X		
15. Howard Elementary	X		
16. Kelly Middle	X	X	
17. Kennedy Middle			
18. Madison Middle			
19. McCornack Elementary			X
20. Monroe Middle	X	X	
21. River Road/El Camino Elementary	X		X
22. Roosevelt Middle			
23. Spencer Butte Middle	X	X	
24. Spring Creek Elementary	X		
25. Twin Oaks Elementary			
26. Willagillespie Elementary	X		X
27. Yujin Gakuen Elementary	X		
Eugene 4J Charter Schools			
28. Coburg Community Charter – K-8			
29. Network Charter – 6-12			
30. Ridgeline Montessori – K-8	X	X	X
31. Village School – K-8	X		X

		Activity Not Availabile	
	X	Activity at School	
Bethel School District Schools	**Walk/Bike Events**	**Bike Education***	**Pedestrian Education**
Cascade Middle	X		
Clear Lake Elementary	X	X	X
Danebo Elementary	X	X	X
Fairfield Elementary	X	X	X
Irving Elementary	X	X	X
Malabon Elementary	X	X	X
Meadow View K-8	X	X	X
Prairie Mountain K-8	X	X	X
Shasta Middle	X		
* Bicycle safety education offed in 5th grade			
Springfield Public Schools			
Agnes Stewart Middle	X	X	
Briggs Middle		X	
Centennial Elementary	X		
Douglas Gardens Elementary	X		X
Guy Lee Elementary	X		X
Hamlin Middle	X	X	
Maple Elementary			
Mt. Vernon Elementary	X		X
Page Elementary	X		X
Ridgeview Elementary	X		
Riverbend Elementary	X		
Thurston Elementary	X		X
Thurston Middle	X	X	
Two Rivers-Dos Rios Elementary	X		
Walterville Elementary			
Yolanda Elementary			

Eugene-Springfield Safe Routes to School Program Update

LTD Board of Directors Meeting- July 17, 2019

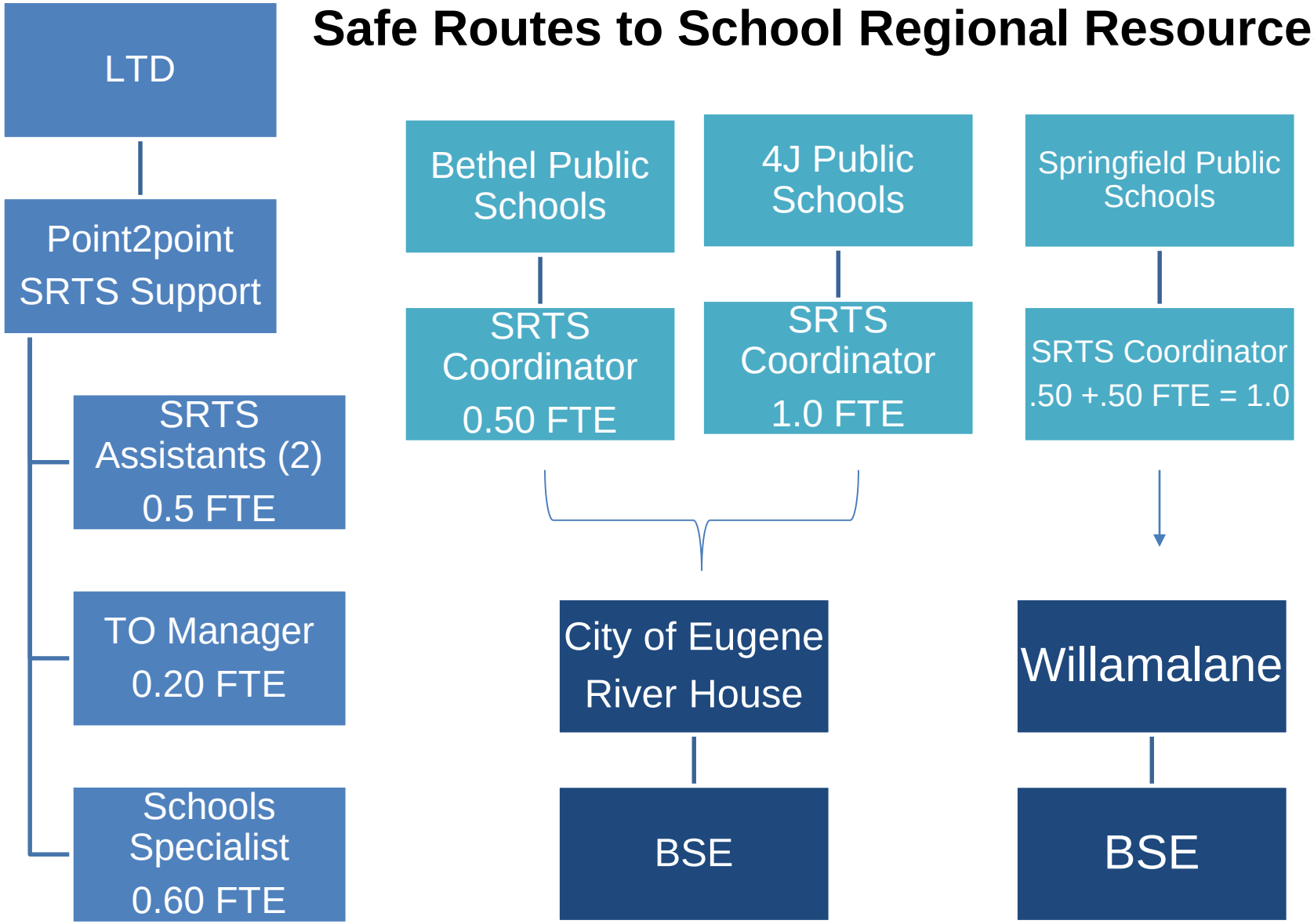
SafeRoutes
Eugene-Springfield Safe Routes to School

Point2point

HISTORY OF SRTS

- Based on National Program
- Concerned and dedicated 4J Parents
- Partnership with Point2point from day one
- In 12 years program has grown annually
- Regional commitment to this work

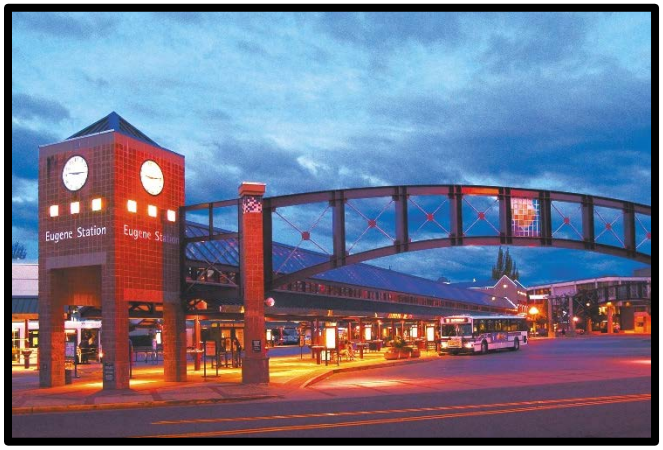
Safe Routes to School Regional Resources



Point2point

WHY LTD?

- Grant management for the program
- Provides technical support
- Facilitates regional effort
- Helps to identify additional funding sources



FUNDING

- MPO's STBG discretionary funds
- ODOT Grant
- CMAQ Grants
- Jane Higdon Foundation

ENGINEERING
ENCOURAGEMENT
EVALUATION
EDUCATION
ENFORCEMENT
EQUITY

RECENT ACCOMPLISHMENTS

- Increased year round encouragement events by 50%
- Jane Higdon Foundation made a 5 year, $30,000 per year commitment to the program for bicycle education
- Obtained $75,000 in CMAQ funding for bike parking improvements
- Worked with LCOG and Lane County to obtain and deploy rotating Speed Readers at schools
- Title 1 Schools have priority in programing
- A third Advisory Committee Meeting was held on SRTS Data and Evaluation

Point2point

5,412 children participated in bicycle and pedestrian education classes within the region from Fall 2018 - Spring 2019

4,078 RECEIVED PSE

1,334 RECEIVED BSE

42 schools participated in the 2019 May Walk+Roll SRTS program

- **8,726** students walked or rolled to school during October Walk month in 2018 with an additional **4,164** students traveling by bus

New efforts around Equity…

- Alai Community Consulting workshop
- Equity minded event participation
- Planned creation of Eugene Springfield SRTS Equity Policy

WHERE WE'RE HEADED

- Continued efforts to assist with the creation of a crossing guard program strategy
- Continued PSE and BSE program expansion
- Training for the Regional SRTS team on equitable messaging techniques for programming
- Continued focus on grant/sponsor funding for aspects of the SRTS Regional Program

THE BIGGER PICTURE

Point2point

SPECIAL THANKS TO THE EUGENE-SPRINGFIELD PARTNERS

CENTRAL LANE MPO

willamalane Park and Recreation District

Eugene

LANE COUNTY OREGON

Springfield Public Schools

SPRINGFIELD OREGON

BETHEL SCHOOL DISTRICT

Eugene Rec

4J

LTD

THANK YOU

Questions?

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2019

ITEM TITLE: QUARTERLY BATTERY ELECTRIC BUS (BEB) REPORT

PRESENTER: Kelly Hoell, Sustainability Program Manager

DIRECTOR: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: Information and Discussion

PURPOSE: LTD has received its first three battery electric buses (BEBs) and two of these buses have entered revenue service. The Board and Directors desires to understand the impacts of this new technology on LTD service and finances. Staff is providing this first draft report for information and discussion and requests feedback on the types of metrics the Board would like to review on a quarterly basis related to electric buses. Additionally, in 2020 the Board will be asked to provide direction to staff on the types of technology and fuels LTD should be investing in for its long-term fleet needs and this report will provide valuable context for that future discussion.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information for a future decision.

HISTORY:

- In April 2106, LTD entered into a contract with Build Your Dreams (BYD) to purchase 5 (40') 324 kWh capacity battery electric buses. The first of these buses (Bus 16105 - pilot bus) was delivered in September 2018 and entered revenue service on Feb 3, 2019. The next two buses were delivered in April 2019 and one of these (Bus 16102) entered revenue service on May 26, 2019.
- In April 2019, Kelly Hoell presented an overview of LTD's sustainability program, including LTD's investment in battery electric vehicles and the testing program currently underway to ensure these buses meet the required specifications and will meet the District's ongoing needs. At that time, the Board of Directors requested quarterly reports on the status of LTD's BEBs. This is the first such quarterly report that outlines the status of the project and metrics associated with vehicle performance.

A presentation will be provided to explain this topic in further detail.

NEXT STEPS: Staff will update this report format based on feedback from the Board of Directors and will bring the next quarterly report to the Board in October 2019.

SUPPORTING DOCUMENTATION:

1) Quarterly Battery Electric Bus Fleet Performance Report for the Board of Directors
   Reporting Period: 2/3/19 – 5/31/19

Lane Transit District
Quarterly Battery Electric Bus Fleet Performance Report for the Board of Directors
Reporting Period: 2/3/19 – 5/31/19

Project overview

LTD has ordered five battery electric buses (BEBs) from Build Your Dreams Auto (BYD). Each bus has 324 kWh of battery capacity, is specified at a range of 130 miles. Trips have averaged 93 miles, utilizing 46% State of Charge (SOC), taking about 2.5 to 3 hours to recharge with depot-style chargers at the Glenwood Facility.

Revenue Service Deployment

Buses 16102 and 16105 are currently in revenue service. There have been no major issues with the buses in service besides a ramp malfunction in May 2019 on Bus 16105.

Bus Testing

LTD has conducted extensive testing on the three buses that have been delivered to confirm that the buses conform to the technical specifications and performance criteria. LTD will not pay for any buses until all 5 buses have been delivered and found to be in good working order.

Coordination with BYD

LTD is awaiting results from BYD of battery capacity tests to document the state of health (SOH) of the high-voltage batteries upon delivery on each bus, as well as clarifications on the bus and battery warranty terms. No buses will be fully accepted until LTD is satisfied with the provided information.

Next Steps

By the end of the Fall 2019, LTD hopes to have all five BYD buses in revenue service. LTD will also utilize a State of Washington procurement to purchase 6 additional BEBs utilizing 2016 FTA grant funds.

Table 1. Current Equipment Status (as of 6/28/19)

Equipment	Delivered to LTD?	In revenue service?	Status (as of 6/28/19)
Bus 16101	✓	✗	Delivered 4/8/19. Decision of non-acceptance submitted to BYD 6/7/1. BYD has until 7/22/19 to make repairs requested.
Bus 16102	✓	✓	Conditionally accepted, in revenue service since 5/26/19.
Bus 16103	✗	✗	Parts on back order until late July 2019.
Bus 16104	✗	✗	Undergoing final inspections at BYD's facility.
Bus 16105	✓	✓	Conditionally accepted; in revenue service since 2/3/19.
6 80kW Chargers	✓	✓	On-site and in use.

Summary of BEB Fleet Performance (Currently only Buses 16102 and 16105 in service)

Table 2. BEB Fleet Performance Summary (2/3/19-5/31/19)

Metric	Value
Total in service vehicle mileage	5,500 miles
Avg energy consumption in revenue service	1.64 kWh/mi
Total diesel consumed for auxiliary heater	89 gallons
Total days in service	79 days
Avg trip duration	8 hours
Avg trip distance	93 miles
Avg % SOC remaining after trip completion	54%
Avg time to recharge	2.5 to 3 hours
Overall availability	97%

Table 2 notes: "Availability" is defined as days that the bus had no mechanical defects and was available to be put in service.

Figure 1: Monthly Vehicle Miles in Revenue Service and Average kWh/mi (2/3/19 - 5/31/19)

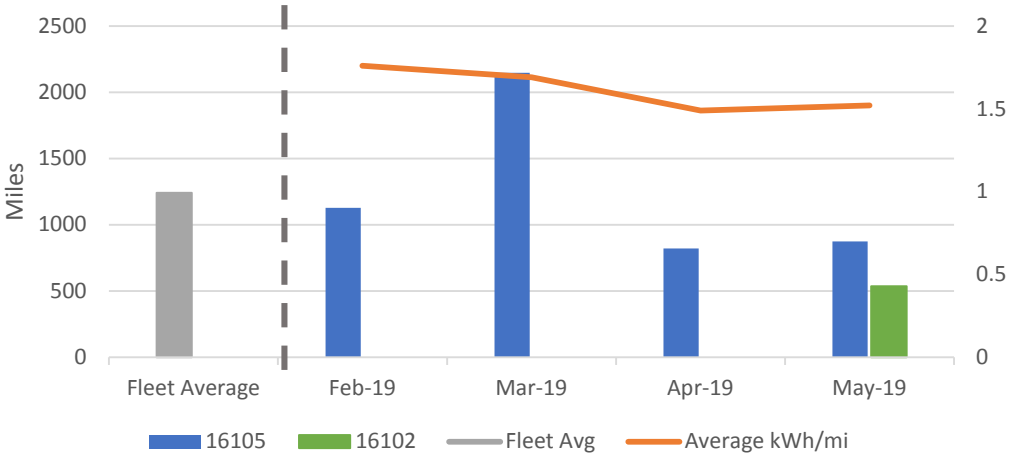


Figure 1 notes: Mileage includes miles driven only when in service and includes deadhead mileage. Lower mileage in April and May due primarily to driver training that prevented the bus from entering service. Average kWh/mi indicates how efficiently the bus is running. "Typical" bus efficiency is about 2 kWh/mi.

Figure 2: Estimated Range vs. Temperature (F) (2/3/19 - 5/31/19)

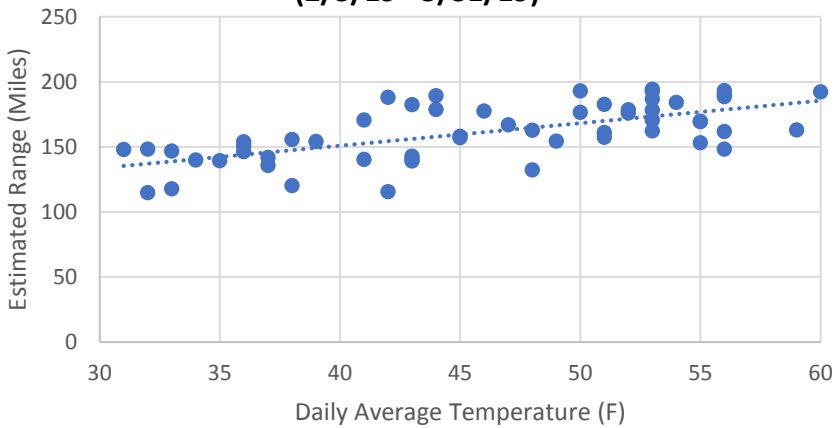


Figure 2 notes: The first 80% of the battery capacity is "usable" for service. Estimated range for the first 80% battery capacity has exceeded the 130 mile specification to date. BEBs use less energy in mild temperatures, due to lower HVAC load.

Comparing BEB Performance to Hybrid Bus Performance 2/3/19 – 5/31/19

Table 3. Performance comparison of BEB and Hybrid fleets

	BEB Fleet (16100 series)	Hybrid Fleet (16200 Series)
Average daily mileage per bus	41 miles (93 miles when in service)	116 miles
Actual average fuel costs per mile driven to date	$0.52/mi	$0.46/mi
Projected average fuel costs per mile based on 40,000 miles driven annually	$0.32/mi	$0.46/mi
Average Fuel Economy	22.9 miles per diesel gallon equivalent (mpDGE)	5.70 mpg

Figure 3: BEB vs. Hybrid Daily Average Miles

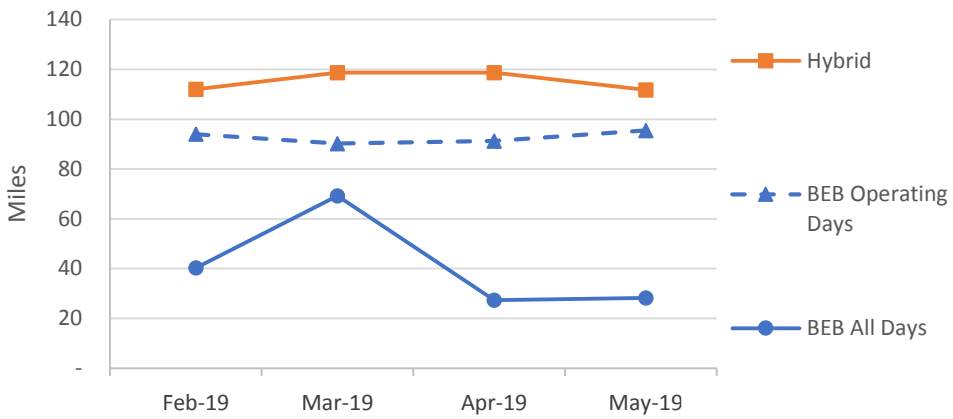


Figure 3 notes: Hybrid = total monthly miles averaged over the total number of days per month and buses in the fleet. BEB Operating Days = total monthly BEB miles averaged over the days the bus was in service. BEB All Days = total monthly miles for BEB fleet averaged over the total number of days in the month, regardless of whether the bus was put into service.

Figure 4: Fuel Costs ($/mile)

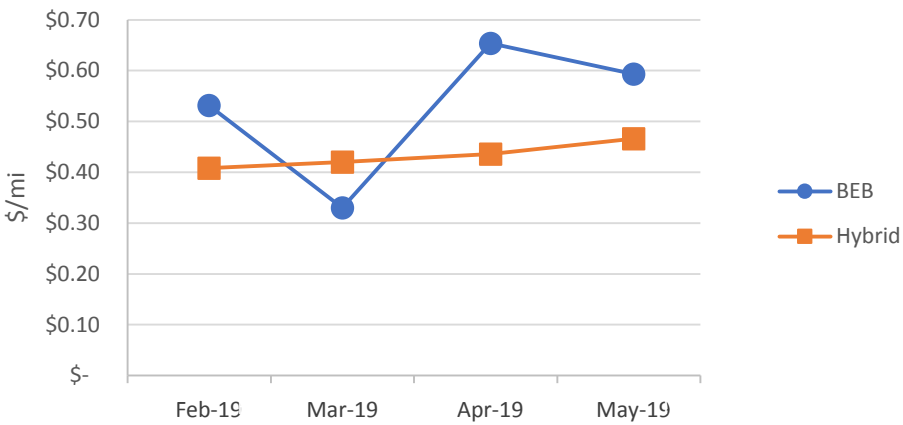


Figure 4 notes: BEB fuel costs include energy cost estimates as well as the diesel for the auxiliary heater. Due to fixed costs associated with electricity demand charges, the more the BEBs are used, the lower the $/mile.

Figure 5: Annual Greenhouse Gas Emissions by Bus Type (Projected based on 40,000 annual miles)

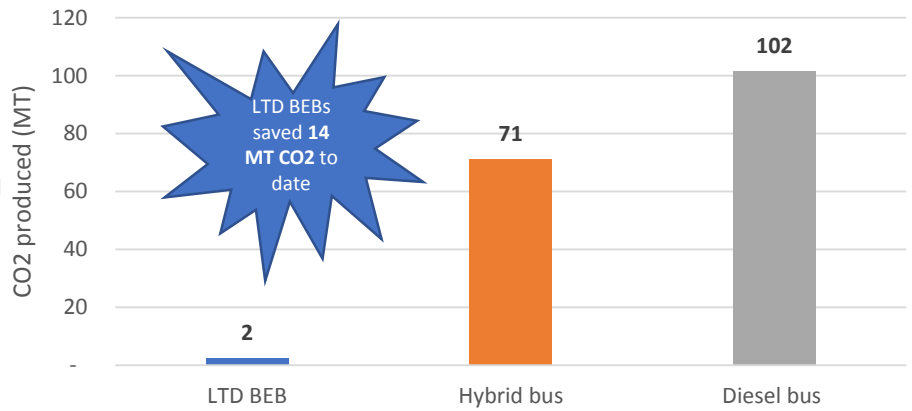


Figure 5 notes: Emissions for LTD BEB use the emissions factor for the Springfield Utility Board as reported to the Oregon Clean Fuels Program and includes diesel consumed in the auxiliary heater.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2019

ITEM TITLE: PRELIMINARY JUNE 2019 FINANCIAL REPORT

PRESENTER: Christina Shew, Director of Finance

DIRECTOR: Aurora Jackson, General Manager

ACTION REQUESTED: None. Information Only

PURPOSE: To provide a preliminary report of the finances and administrative activities of the District for the fiscal year which started on July 1, 2018 and ended on June 30, 2019 (FY 2019) to the Board.

ROLE OF THE BOARD: The Board's role in this instance is to obtain information for a future decision.

HISTORY: Annually, in July, the LTD Board is provided a preliminary report of the finance and administrative activities of the District for the preceding fiscal year. This preliminary financial report is required to be submitted "within 30 days after the end of each fiscal year" (ORS 267.140) and is typically provided as a hand out in the July Board meeting.

ORS 267.140 appears to exist to ensure that Boards get at least one financial report per year. However, LTD staff provides monthly financial reports to keep the Board informed throughout the year on the finances of the District. Given the short time between the end of the fiscal year and the due date for this required report, it is impossible for even the smallest of properties to provide audited or even final results. Therefore, LTD provides preliminary results within 30 days and follows-up with audited reports when the independent audit work has been completed.

The last preliminary financial report was provided to the Board on July 18, 2018 for the fiscal year which started on July 1, 2017 and ended on June 30, 2018 (FY 2018).

On January 16, 2019, a formal presentation by Moss Adams, LLP, LTD's auditors, on the final financial results, including the audited Comprehensive Annual Financial Report and Single Audit was provided to the LTD Board.

The auditor's provided an unmodified opinion on the FY 2018 financial statements indicating that they are "fairly presented and in accordance with U.S. GAAP" and no material weaknesses on internal controls were identified.

A presentation will be provided to explain this topic in further detail.

CONSIDERATIONS: N/A

ALTERNATIVES: N/A

NEXT STEPS: N/A

SUPPORTING DOCUMENTATION: N/A

PROPOSED MOTION: None. Information Only.

Check History Listing

Check #	Date	Vendor	Check Amount
101251	06/06/2019	A-1 AUTO GLASS	435.00
101252	06/06/2019	ADVERTEISING PRODUCTS & PROMOS	1,873.00
101253	06/06/2019	THE AFTERMARKET PARTS COMPANY LLC	0.00
101254	06/06/2019	THE AFTERMARKET PARTS COMPANY LLC	18,104.14
101255	06/06/2019	AMERICAN FAMILY LIFE	1,477.87
101256	06/06/2019	WINONA J CARLSON	126.00
101257	06/06/2019	CHAPTER 13 TRUSTEE	415.39
101258	06/06/2019	ENGINEERING DIVISION CITY OF SPRINGFIELD	16,000.00
101259	06/06/2019	CSO FINANCIAL, INC.	385.49
101260	06/06/2019	ERGOFLEX CONSULTING, INC.	155.00
101261	06/06/2019	ERGOMETRICS & APPLIED	159.00
101262	06/06/2019	FASTENAL COMPANY	34.99
101263	06/06/2019	HERSHNER HUNTER	2,359.56
101264	06/06/2019	IPSENAULT COMPANY	2,903.30
101265	06/06/2019	JOHNSON MARK, LLC	641.12
101266	06/06/2019	LIFEMAP ASSURANCE COMPANY	17,112.49
101267	06/06/2019	MCKENZIE SEW-ON	892.00
101268	06/06/2019	MIDWEST BUS	577.40
101269	06/06/2019	OFFICE DEPOT	15.98
101270	06/06/2019	OREGON DEPARTMENT OF REVENUE	1,363.65
101271	06/06/2019	RG MEDIA COMPANY	225.00
101272	06/06/2019	SMALL WORLD AUTO CENTER, INC	2,889.15
101273	06/06/2019	SPORTWORKS NORTHWEST, INC	2,241.00
101274	06/06/2019	THERMO KING NORTHWEST, INC.	785.74
101275	06/06/2019	WILLAMETTE COMM HEALTH SOLUTNS	7,092.75
101276	06/06/2019	BEDFORD FALLS, LLC	13,486.50
101277	06/06/2019	BPA VEBA-HRA SERVICES	83.00
101278	06/06/2019	CAIC PRIMARY	1,654.70
101279	06/06/2019	CELTIS VENTURES, INC.	15,720.25
101280	06/06/2019	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	10,816.73
101281	06/06/2019	CITY OF COTTAGE GROVE	13,895.71
101282	06/06/2019	CUMMINS NORTHWEST, INC.	23,591.67
101283	06/06/2019	GILLIG CORPORATION	0.00
101284	06/06/2019	GILLIG CORPORATION	14,416.29
101285	06/06/2019	JERRY'S HOME IMPROVEMENT CTR	90.55
101286	06/06/2019	KUHN INVESTMENTS, INC.	20,783.48
101287	06/06/2019	LTD & ATU PENSION TRUST	109,888.38
101288	06/06/2019	LTD EMPLOYEES FUND	170.00
101289	06/06/2019	LTD SALARIED EMP. PENSION PLAN	112,401.31
101290	06/06/2019	MODA HEALTH	13,680.42
101291	06/06/2019	MOHAWK MANUFACTURING & SUPPLY	16.92
101292	06/06/2019	MUNCIE TRANSIT SUPPLY	1,345.14
101293	06/06/2019	NEOPART TRANSIT LLC	174.17
101294	06/06/2019	NINFA'S ELITE CORPORATION	940.55
101295	06/06/2019	NORTH COAST ELECTRIC	216.25
101296	06/06/2019	OMNIGO SOFTWARE, LLC	9,557.18
101297	06/06/2019	PACIFICSOURCE HEALTH PLANS	556,467.67
101298	06/06/2019	PRE-PAID LEGAL SERVICES INC.	200.35
101299	06/06/2019	ROADRUNNER DELIVERY	455.40
101300	06/06/2019	SMITH DAWSON & ANDREWS, INC.	2,500.00
101301	06/06/2019	THORP, PURDY, JEWETT, URNESS,	451.20
101302	06/06/2019	UNITED WAY OF LANE COUNTY	595.00
101303	06/06/2019	UPWARD, INC.	2,388.00
101304	06/06/2019	VISION SERVICE PLAN	4,492.30

System constraint on the amt of data that can be on one check. When the data spans more than 1 page, the 1st pages are automatically system voided to allow a rollover to the next page. These checks are one: Bus Parts.

Permitting & Inspection Fees for Emt Phase 1 transit station

Law firm unrelated to LTD Mark Johnson. Payment is wage garnishment for case N018CV11813

Communication Analysis

Zero Emission Bus Planning

MOD Pilot

Parts

See above bus parts, multiple pages

Florence/Yachats Connector & Rhody Express

Annual Support iTrak 4/15/19 - 4/14/20

Check #	Date	Vendor	Check Amount
101305	06/13/2019	ALTERNATIVE WORK CONCEPTS	15,953.50
101306	06/13/2019	BARRETT BUSINESS SERVICES INC	2,515.00
101307	06/13/2019	THERESA M BRAND	137.50
101308	06/13/2019	BUREAU OF LABOR & INDUSTRIES	455.87
101309	06/13/2019	CINTAS CORPORATION	0.00
101310	06/13/2019	CINTAS CORPORATION	6,516.16
101311	06/13/2019	CROCKETTS INTERSTATE TOWING	500.00
101312	06/13/2019	DISH NETWORK	117.03
101313	06/13/2019	TRACY L ELLIS	82.50
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101315	06/13/2019	EUGENE WATER & ELECTRIC BOARD	5,844.88
101316	06/13/2019	FORMFOX, INC.	50.00
101317	06/13/2019	CODY B FRANZ	82.50
101318	06/13/2019	LLC FUSSY'S @ VALLEY RIVER PLAZA	173.80
101319	06/13/2019	INSIGHT PUBLIC SECTOR	3,557.20
101320	06/13/2019	MARK JOHNSON	663.50
101321	06/13/2019	KENDALL AUTOMOTIVE GROUP	39.95
101322	06/13/2019	KOKE NEW CENTURY, INC.	4,652.00
101323	06/13/2019	LANE COUNTY FAIRBOARD	1,250.00
101324	06/13/2019	MCKENZIE SEW-ON	752.50
101325	06/13/2019	MEDICAL TRANSPORTATION MGT	568,956.29
101326	06/13/2019	MERCURY ASSOCIATES, INC. Fleet maint Consulting	26,165.00
101327	06/13/2019	MID-STATE INDUSTRIAL SERVICE	806.00
101328	06/13/2019	MOTOR VEHICLES DIVISION	6.00
101329	06/13/2019	NORTHWEST NATURAL GAS	1,806.84
101330	06/13/2019	OFFICE DEPOT	424.73
101331	06/13/2019	PACIFICSOURCE ADMINISTRATORS,	343.50
101332	06/13/2019	PITNEY BOWES-PURCHASE POWER	59.29
101333	06/13/2019	PROTECTIVE SERVICE LLC	832.44
101334	06/13/2019	ALAI REYES-SANTOS - P2P - SRTS Consulting/Equity training	700.00
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101336	06/13/2019	SPECIAL DISTRICTS INSURANCE	370.00
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101339	06/13/2019	THOMSON REUTERS - WEST	219.97
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101343	06/13/2019	WILLAMALANE PARK & RECREATION	516.67
101344	06/13/2019	JULIA K. WOOLLEY	82.50
101345	06/13/2019	WYATT'S TIRE COMPANY	36,048.06
101346	06/13/2019	BUCK'S SANITARY SERVICE, INC.	89.00
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101352	06/13/2019	GRACE TOWING, LLC	200.00
101353	06/13/2019	GRAINGER INC	669.76
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101355	06/13/2019	LANE COUNCIL OF GOVERNMENTS - Transp. Assessments	16,062.98
101356	06/13/2019	LYNX GROUP, INC. Riders Digest Winter/Summer	14,550.00
101357	06/13/2019	MAGID GLOVE &SAFETY MFG CO LLC	146.45
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Check #	Date	Vendor	Check Amount
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101360	06/13/2019	ONE CALL CONCEPTS, INC.	44.10
101361	06/13/2019	OXLEY & ASSOCIATES, INC.	5,000.00
101362	06/13/2019	PARKEON, INC. Extended Parts & Warranty Support TVM System 4/1/19 – 3/31/20	27,190.00
101363	06/13/2019	RICOH USA, INC.	1,967.75
101364	06/13/2019	ROADRUNNER DELIVERY	126.00
101365	06/13/2019	TAC TRANSPORTATION, INC. Diamond Express	15,640.72
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101373	06/20/2019	CITY OF SPRINGFIELD	200.00
101374	06/20/2019	ENO TRANSPORTATION FOUNDATION	3,900.00
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101376	06/20/2019	FASTENAL COMPANY	1,415.60
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101383	06/20/2019	OIL PRICE INFORMATION SERVICE	268.00
101384	06/20/2019	OREGON DEPARTMENT OF REVENUE	172.39
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101386	06/20/2019	PETERSON MACHINERY CO.	6,842.74
101387	06/20/2019	PIVOT ARCHITECTURE	3,450.66
101388	06/20/2019	JEREMY MARK PRUITT	200.00
101389	06/20/2019	RECORDXPRESS OF CALIFORNIA,LLC	70.75
101390	06/20/2019	RG MEDIA COMPANY	97.50
101391	06/20/2019	ROTARY CLUB OF SPRINGFIELD	200.00
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101393	06/20/2019	SPRINGFIELD UTILITY BOARD	517.51
101394	06/20/2019	STANS AUTO UPHOLSTERY, INC.	1,340.00
101395	06/20/2019	STAPLES BUSINESS ADVANTAGE	378.64
101396	06/20/2019	THERMO KING NORTHWEST, INC.	1,303.42
101397	06/20/2019	UNIV OF OR NERO NETWORK	1,110.00
101398	06/20/2019	WILLAMETTE COMM HEALTH SOLUTNS	2,771.00
101399	06/20/2019	THE AFTERMARKET PARTS COMPANY LLC	0.00
101400	06/20/2019	THE AFTERMARKET PARTS COMPANY LLC	9,449.88
101401	06/20/2019	CUMMINS NORTHWEST, INC.	0.00
101402	06/20/2019	CUMMINS NORTHWEST, INC.	4,325.20
101403	06/20/2019	GLORIA, J GALLARDO	10,000.00
101404	06/20/2019	GILLIG CORPORATION Bus Parts	18,818.03
101405	06/20/2019	GRAINGER INC } Consumables & Equip Tooling	0.00
101406	06/20/2019	GRAINGER INC	3,755.38
101407	06/20/2019	LANE COUNCIL OF GOVERNMENTS	1,794.90
101408	06/20/2019	LTD & ATU PENSION TRUST	105,948.65
101409	06/20/2019	LTD SALARIED EMP. PENSION PLAN	15,515.25
101410	06/20/2019	MUNCIE TRANSIT SUPPLY	211.63
101411	06/20/2019	MYRMO & SONS	625.88
101412	06/20/2019	NEOPART TRANSIT LLC	112.48

Check #	Date	Vendor	Check Amount
101413	06/20/2019	NINFA'S ELITE CORPORATION Janitorial SVCS May 2019	47,479.68
101414	06/20/2019	NORTH COAST ELECTRIC	205.20
101415	06/20/2019	PACIFIC POWER GROUP, LLC PPI in Power Inverter Module	68,502.61
101416	06/20/2019	PAVE NORTHWEST, INC. & Rebuild Kits	5,000.00
101417	06/20/2019	RICON CORPORATION	151.68
101418	06/20/2019	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	624.41
101419	06/20/2019	THORP, PURDY, JEWETT, URNESS,	8,532.80
101420	06/20/2019	UNITED WAY OF LANE COUNTY	595.00
101421	06/20/2019	PHYLLIS L WALKER	10,000.00
101422	06/20/2019	WANNAMAKER CONSULTING, INC.	400.00
101423	06/20/2019	WOODBURY ENERGY CO. INC. Diesel	99,880.83
101424	06/27/2019	ADVERTEISING PRODUCTS & PROMOS Lanyards & Retractable	14,500.00
101425	06/27/2019	AMERICAN PUBLIC TRANSIT ASSOC holders for AS	39,250.00
101426	06/27/2019	BARRETT BUSINESS SERVICES INC	370.50
101427	06/27/2019	WINONA J CARLSON	111.00
101428	06/27/2019	CINTAS CORPORATION	3,430.51
101429	06/27/2019	ERGOFLEX CONSULTING, INC.	217.50
101430	06/27/2019	EUGENE WATER & ELECTRIC BOARD	823.71
101431	06/27/2019	HARVEY & PRICE COMPANY	1,830.00
101432	06/27/2019	HERSHNER HUNTER	140.00
101433	06/27/2019	MARKETING & TECHNICAL MATERIAL	5,301.08
101434	06/27/2019	ANDREW G MARTIN	91.50
101435	06/27/2019	MCKENZIE SEW-ON	150.00
101436	06/27/2019	MEDICAL TRANSPORTATION MGT Ridesource May 2019 Admin	556,116.90
101437	06/27/2019	MERCURY ASSOCIATES, INC. Fleet Maint Consulting SVC	26,251.00
101438	06/27/2019	OFFICE DEPOT	144.60
101439	06/27/2019	OVERHEAD DOOR COMPANY	547.00
101440	06/27/2019	DESTINY PAULS	25.00
101441	06/27/2019	RG MEDIA COMPANY	192.50
101442	06/27/2019	ROWELL BROKAW ARCHITECTS,PC Santa Clara Transit Station	77,498.69
101443	06/27/2019	SPRINGFIELD MOTORS, INC. Design	537.36
101444	06/27/2019	SPRINGFIELD UTILITY BOARD	65.78
101445	06/27/2019	SUNSHINE PLANT CARE	150.00
101446	06/27/2019	TECH BENDERS, LLC	1,140.00
101447	06/27/2019	WYATT'S TIRE COMPANY	1,103.00
101448	06/27/2019	BC GROUP HOLDINGS, INC.	3,281.93
101449	06/27/2019	CELTIS VENTURES, INC.	4,763.75
101450	06/27/2019	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	5,904.31
101451	06/27/2019	CITY OF COTTAGE GROVE	12,817.97
101452	06/27/2019	CUMMINS NORTHWEST, INC. Engines & Parts	63,566.36
101453	06/27/2019	GRAINGER INC	103.28
101454	06/27/2019	JERRY'S HOME IMPROVEMENT CTR	88.36
101455	06/27/2019	MODA HEALTH	16,721.40
101456	06/27/2019	MOHAVE AUTO PARTS, INC.	1,087.12
101457	06/27/2019	NINFA'S ELITE CORPORATION	21,040.00
101458	06/27/2019	NORTH COAST ELECTRIC	128.58
101459	06/27/2019	SCHETKY NW SALES, INC.	3,665.72
101460	06/27/2019	SIGN LANGUAGE	2,864.00
101461	06/27/2019	SPRAGUE PEST SOLUTIONS	115.00
101462	06/27/2019	SAIF CORPORATION Workers Comp Insurance Prepaymt	223,893.00
101463	06/28/2019	MEDICAL TRANSPORTATION MGT Ridesource Brokerage FY19-20	1,508,270.92
91070119	06/30/2019	BENEFIT PLANS ADMIN SVCS, LLC April 2019 & May 2019	30,320.00
92070119	06/30/2019	BENEFIT PLANS ADMIN SVCS, LLC	7,640.00
803175968	06/07/2019	VALIC %CHASE BANK OF TEXAS – Deferred Comp.	79,749.40

Check History Listing

Check #	Date	Vendor	Check Amount
803190111	06/21/2019	VALIC %CHASE BANK OF TEXAS	77,446.50
811703997	06/08/2019	INTERNAL REVENUE SERVICE-EFTPS	2,393.83
813031944	06/21/2019	MASS MUTUAL FINANCIAL GROUP	4,605.67
813201083	06/07/2019	MASS MUTUAL FINANCIAL GROUP	4,673.54
814928412	06/03/2019	BANK OF AMERICA	31.48
814928417	06/03/2019	BANK OF AMERICA	2,209.50
814928418	06/03/2019	BANK OF AMERICA	2,695.47
815719289	06/24/2019	BANK OF AMERICA	62,886.62
824862208	06/22/2019	OREGON DEPARTMENT OF REVENUE	1,082.44
852218219	06/07/2019	OREGON DEPARTMENT OF JUSTICE	2,040.50
852441319	06/21/2019	OREGON DEPARTMENT OF JUSTICE	2,040.50
853947784	06/07/2019	INTERNAL REVENUE SERVICE-EFTPS	188,321.14
861116142	06/22/2019	INTERNAL REVENUE SERVICE-EFTPS	4,114.48
871712332	06/26/2019	INTERNAL REVENUE SERVICE-EFTPS	1,565.93
874176768	06/21/2019	OREGON DEPARTMENT OF REVENUE	49,774.47
880851968	06/07/2019	OREGON DEPARTMENT OF REVENUE	50,210.28
887203840	06/08/2019	OREGON DEPARTMENT OF REVENUE	604.35
894349824	06/26/2019	OREGON DEPARTMENT OF REVENUE	272.82
895116516	06/21/2019	INTERNAL REVENUE SERVICE-EFTPS	186,250.07
		235 **Checks**	$5,647,732.10

PCARD Payments

State withholding

- FICA

State withholdings

- FICA

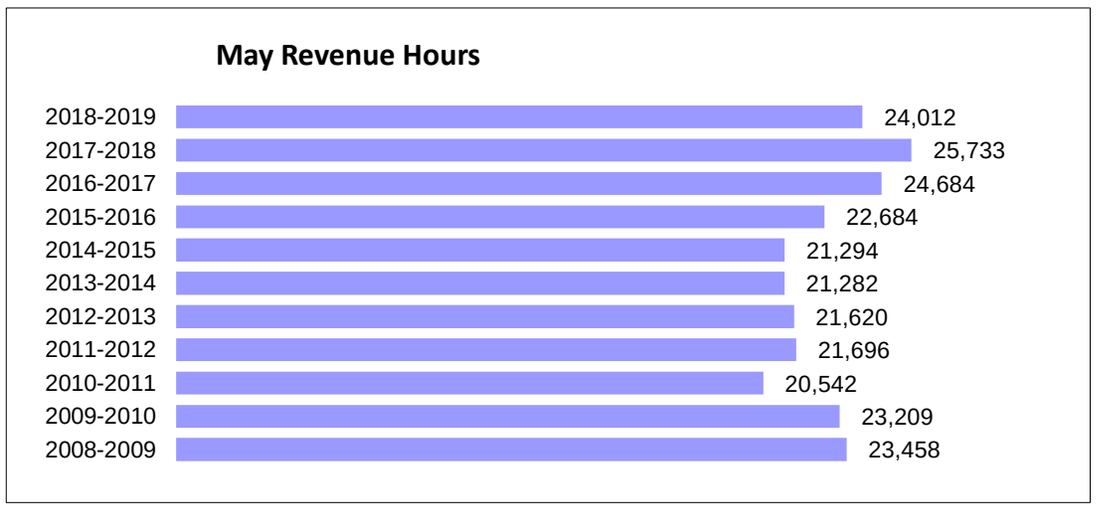
LANE TRANSIT DISTRICT

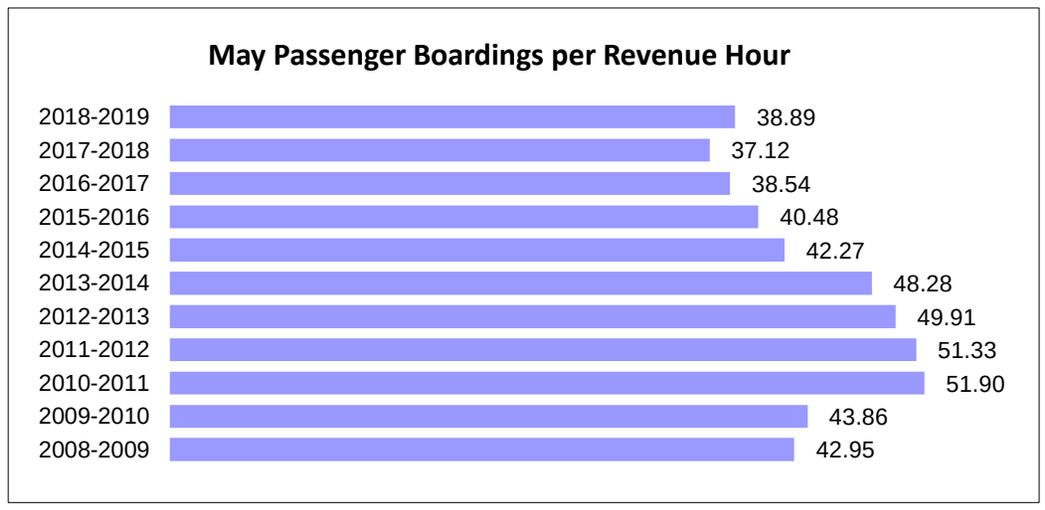
May 2019 Performance Report

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
Fixed Route Service									
Passenger Boardings	**933,710**	955,259	- 2.3%	**9,142,176**	9,392,247	- 2.7%	**9,961,252**	10,211,166	- 2.4%
Mobility Assisted Riders	**13,485**	14,408	- 6.4%	**142,775**	138,392	+ 3.2%	**156,501**	152,075	+ 2.9%
Average Passenger Boardings:									
Weekday	**36,393**	37,111	- 1.9%	**33,298**	33,659	- 1.1%	**33,217**	33,527	- 0.9%
Saturday	**18,202**	19,435	- 6.3%	**18,006**	19,421	- 7.3%	**18,051**	19,251	- 6.2%
Sunday	**12,050**	12,216	- 1.4%	**11,807**	11,506	+ 2.6%	**11,812**	11,461	+ 3.1%
Monthly Revenue Hours	**24,422**	25,733	- 5.1%	**260,987**	273,071	- 4.4%	**285,268**	296,781	- 3.9%
Boardings Per Revenue Hour	**38.2**	37.1	+ 3.0%	**35.03**	34.39	+ 1.8%	**34.92**	34.41	+ 1.5%
Weekly Revenue Hours	**5,515**	5,811	- 5.1%	**5,482**	5,761	- 4.8%	**5,497**	5,742	- 4.3%
Weekdays	**22**	22		**231**	234		**252**	256	
Saturdays	**4**	4		**49**	48		**54**	52	
Sundays	**5**	5		**53**	50		**57**	54	
Farebox Revenues & Sales*									
Farebox Revenue	**$123,097**	$139,619	- 11.8%	**$1,447,510**	$1,574,533	- 8.1%	**$1,560,073**	$1,726,748	- 9.7%
Adult Pass	**3,138**	3,068	+ 2.3%	**33,286**	30,897	+ 7.7%	**36,287**	32,228	+ 12.6%
Youth Pass	**779**	820	- 5.0%	**7,721**	7,824	- 1.3%	**8,306**	7,985	+ 4.0%
Reduced Fare Pass	**892**	894	- 0.2%	**9,106**	10,183	- 10.6%	**36,287**	32,228	+ 12.6%
Adult 3 Month Pass	**98**	99	- 1.0%	**1,480**	1,522	- 2.7%	**1,577**	1,609	- 2.0%
Youth 3 Month Pass	**16**	12	+ 33.3%	**685**	821	- 16.6%	**690**	830	- 16.9%
Reduced Fare 3 Month Pass	**35**	46	- 23.9%	**541**	542	- 0.2%	**577**	603	- 4.3%
Adult 10-Ride Ticket Book	**1,821**	1,773	+ 2.7%	**19,590**	18,774	+ 4.3%	**21,114**	20,330	+ 3.9%
Half-Fare 10-Ride Ticket Book	**252**	220	+ 14.5%	**3,831**	3,523	+ 8.7%	**4,237**	3,785	+ 11.9%
RideSource 10-Ride Ticket Book	**449**	449	+ 0.0%	**4,694**	4,303	+ 9.1%	**5,104**	4,662	+ 9.5%

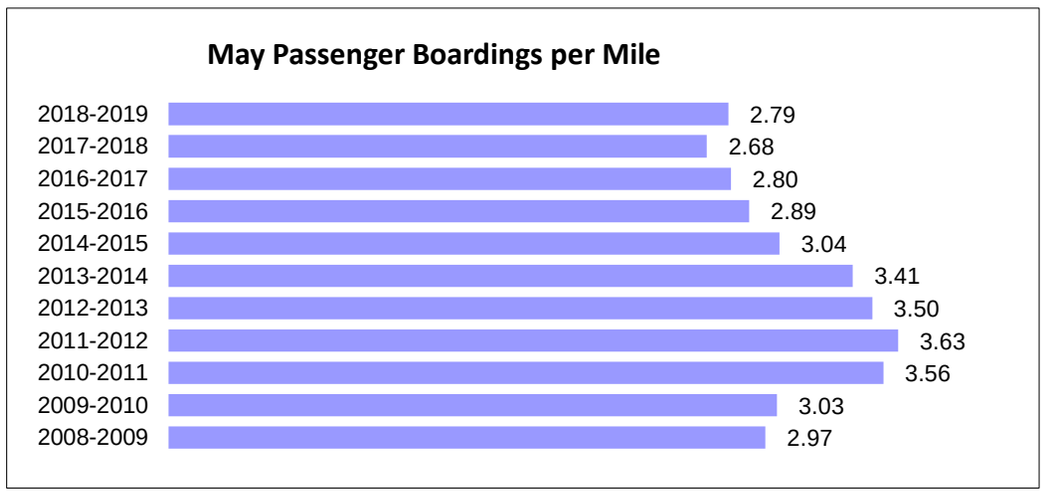
*Group Pass Program revenues, which typically make up about 1/3 of all passenger revenues, are not included in this report. Finance reports total passenger revenues inclusive of Group Pass on a quarterly basis.

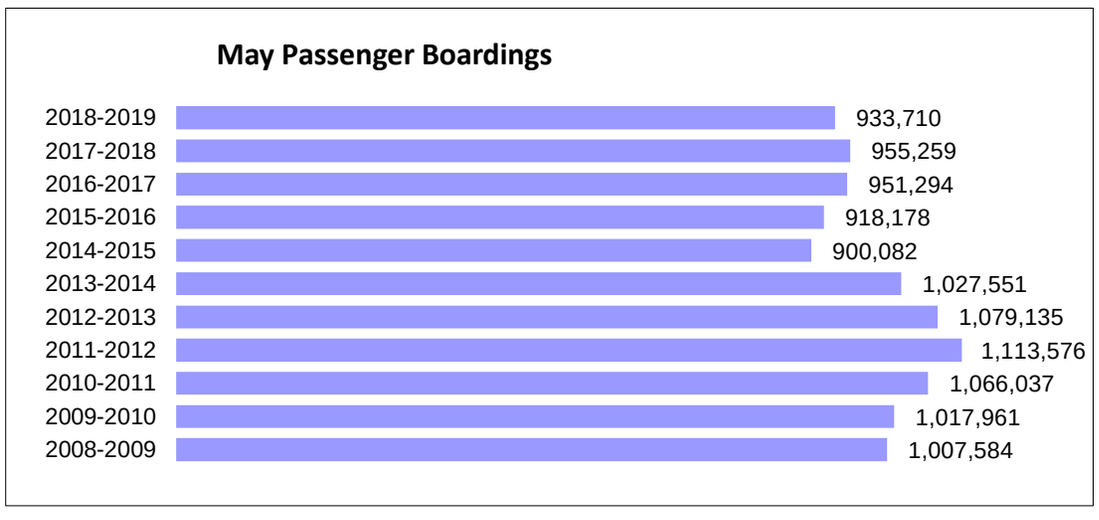
Fleet Services									
Fleet Miles	**335,082**	356,442	- 6.0%	**3,584,614**	3,783,287	- 5.3%	**3,921,110**	4,119,977	- 4.8%
Average Passenger Boardings/Mile	**2.79**	2.68	+ 4.0%	**2.55**	2.48	+ 2.7%	**2.54**	2.48	+ 2.5%
Fuel Cost	**$205,649**	$227,223	- 9.5%	**$2,079,924**	$2,032,542	+ 2.3%	**$2,306,284**	$2,174,560	+ 6.1%
Fuel Cost Per Mile	**$0.614**	$0.637	- 3.7%	**$0.580**	$0.537	+ 8.0%	**$0.588**	$0.528	+ 11.4%
Repair Costs	**$319,069**	$373,222	- 14.5%	**$3,218,345**	$3,334,033	- 3.5%	**$3,558,153**	$3,644,428	- 2.4%
Total Repair Cost Per Mile	**$0.952**	$1.047	- 9.1%	**$0.898**	$0.881	+ 1.9%	**$0.907**	$0.885	+ 2.6%
Preventive Maintenance Costs	**$33,575**	$41,377	- 18.9%	**$394,368**	$410,940	- 4.0%	**$432,694**	$445,375	- 2.8%
Total PM Cost Per Mile	**$0.100**	$0.116	- 13.7%	**$0.110**	$0.109	+ 1.3%	**$0.110**	$0.108	+ 2.1%
Mechanical Road Calls	**35**	40	- 12.5%	**379**	397	- 4.5%	**422**	429	- 1.6%
Miles/Mech. Road Call	**9,574**	8,911	+ 7.4%	**9,458**	9,530	- 0.8%	**9,292**	9,604	- 3.2%
RideSource Internal Fleet									
MTM Rides	**14,852**	14,547	+ 2.1%	**147,441**	148,118	- 0.5%	**160,241**	163,826	- 2.2%

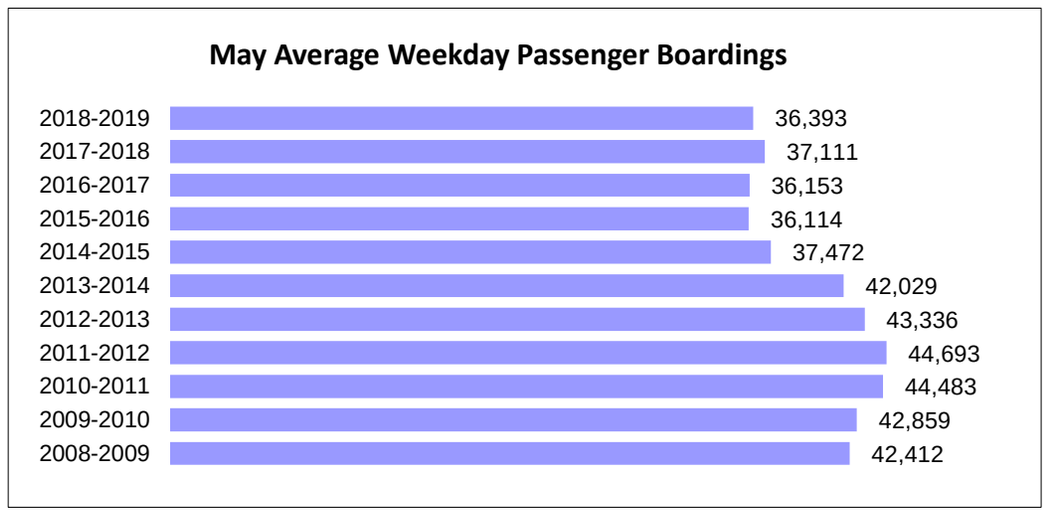

May Revenue Hours
2018-2019 24,012
2017-2018 25,733
2016-2017 24,684
2015-2016 22,684
2014-2015 21,294
2013-2014 21,282
2012-2013 21,620
2011-2012 21,696
2010-2011 20,542
2009-2010 23,209
2008-2009 23,458


May Passenger Boardings per Revenue Hour
2018-2019 38.89
2017-2018 37.12
2016-2017 38.54
2015-2016 40.48
2014-2015 42.27
2013-2014 48.28
2012-2013 49.91
2011-2012 51.33
2010-2011 51.90
2009-2010 43.86
2008-2009 42.95

May Fleet Miles
2018-2019 335,082
2017-2018 356,442
2016-2017 339,804
2015-2016 317,697
2014-2015 295,951
2013-2014 301,713
2012-2013 308,117
2011-2012 306,618
2010-2011 299,616
2009-2010 336,172
2008-2009 339,119


May Passenger Boardings per Mile
2018-2019 2.79
2017-2018 2.68
2016-2017 2.80
2015-2016 2.89
2014-2015 3.04
2013-2014 3.41
2012-2013 3.50
2011-2012 3.63
2010-2011 3.56
2009-2010 3.03
2008-2009 2.97

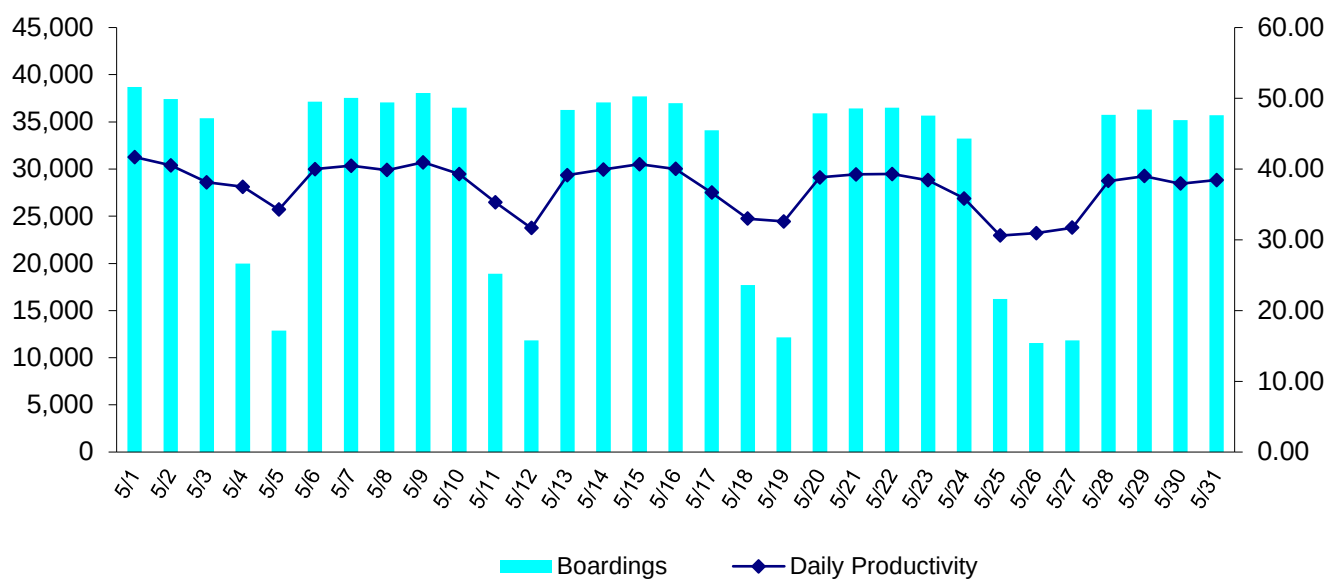

May Passenger Boardings
2018-2019 933,710
2017-2018 955,259
2016-2017 951,294
2015-2016 918,178
2014-2015 900,082
2013-2014 1,027,551
2012-2013 1,079,135
2011-2012 1,113,576
2010-2011 1,066,037
2009-2010 1,017,961
2008-2009 1,007,584


May Average Weekday Passenger Boardings
2018-2019 36,393
2017-2018 37,111
2016-2017 36,153
2015-2016 36,114
2014-2015 37,472
2013-2014 42,029
2012-2013 43,336
2011-2012 44,693
2010-2011 44,483
2009-2010 42,859
2008-2009 42,412

Daily Ridership Recap

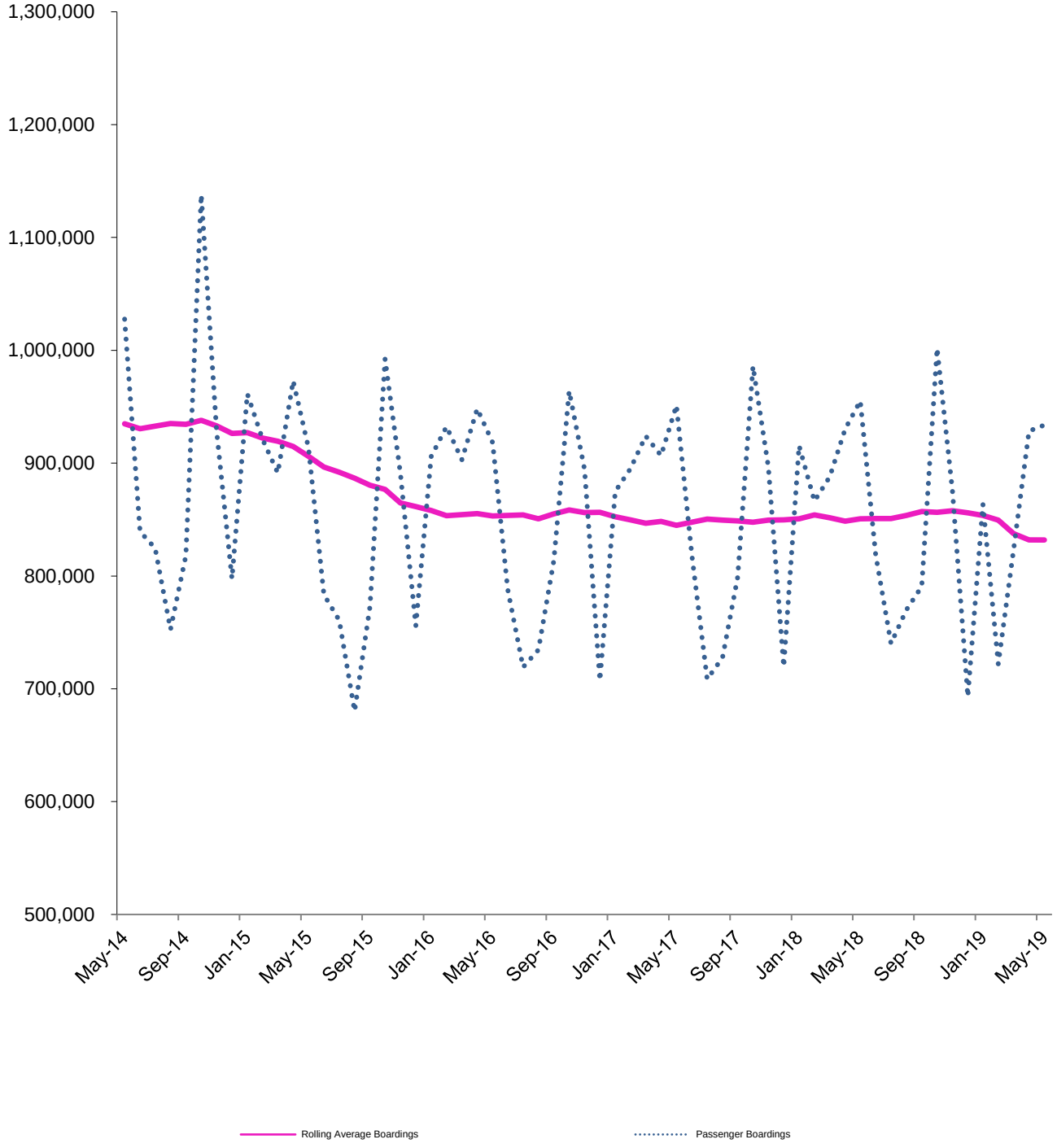
May 2019

Date	Day	Service	Boardings	Mobility Assisted Boardings	Revenue Hours	Daily Productivity
5/1/2019	Wednesday	Weekday	38,692	527	928	41.69
5/2/2019	Thursday	Weekday	37,436	479	924	40.52
5/3/2019	Friday	Weekday	35,370	650	928	38.11
5/4/2019	Saturday	Saturday	19,984	399	533	37.49
5/5/2019	Sunday	Sunday	12,885	211	376	34.27
5/6/2019	Monday	Weekday	37,125	521	928	40.01
5/7/2019	Tuesday	Weekday	37,523	528	927	40.48
5/8/2019	Wednesday	Weekday	37,060	545	930	39.85
5/9/2019	Thursday	Weekday	38,055	508	929	40.96
5/10/2019	Friday	Weekday	36,512	477	929	39.30
5/11/2019	Saturday	Saturday	18,891	279	535	35.31
5/12/2019	Sunday	Sunday	11,839	165	374	31.66
5/13/2019	Monday	Weekday	36,275	499	927	39.13
5/14/2019	Tuesday	Weekday	37,045	529	928	39.92
5/15/2019	Wednesday	Weekday	37,713	441	927	40.68
5/16/2019	Thursday	Weekday	36,980	469	924	40.02
5/17/2019	Friday	Weekday	34,093	485	930	36.66
5/18/2019	Saturday	Saturday	17,686	263	536	33.00
5/19/2019	Sunday	Sunday	12,156	159	373	32.59
5/20/2019	Monday	Weekday	35,922	483	925	38.83
5/21/2019	Tuesday	Weekday	36,426	506	928	39.25
5/22/2019	Wednesday	Weekday	36,517	527	929	39.31
5/23/2019	Thursday	Weekday	35,683	485	929	38.41
5/24/2019	Friday	Weekday	33,234	535	927	35.85
5/25/2019	Saturday	Saturday	16,245	240	531	30.59
5/26/2019	Sunday	Sunday	11,540	171	373	30.94
5/27/2019	Monday	Sunday	11,829	193	373	31.71
5/28/2019	Tuesday	Weekday	35,751	549	933	38.32
5/29/2019	Wednesday	Weekday	36,320	497	931	39.01
5/30/2019	Thursday	Weekday	35,206	509	928	37.94
5/31/2019	Friday	Weekday	35,717	656	929	38.45
Totals			**933,710**	**13,485**	**24,422**	**38.23**



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings



OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

EXECUTIVE OFFICE

Legislation

At last month's Board meeting, the general manager provided the Board information regarding the potential loss of Special Transportation Fund (STF). Below is an update provided by Hal Gord, the ODOT Rail and Public Transit Administrator:

> As you may have heard, the final Legislatively Adopted Oregon Department of Transportation Budget, HB 5039, included a budget note directing the Rail and Public Transit Division (RPTD) to integrate the Special Transportation Fund (STF) and Statewide Transportation Improvement Fund (STIF) programs into a single program by July 1, 2021. Additionally, the 2019-21 budget includes a reduction of $10.1 million in general funds previously budgeted to the STF program.
>
> To provide continuity of STF services, as well as consistent payments to STF Agencies while program integration is under way, the Oregon Legislature also passed HB 2377 B-Engrossed which directs the transfer of $10.1 million from STIF to STF on July 1, 2019. This ensures that STF Formula funds for the 2019-21 biennium will be distributed consistent with October 2018 published estimates. ODOT is seeking additional guidance from the Oregon Transportation Commission (OTC) to determine the exact accounts from which the STIF revenues will be transferred.
>
> As RPTD begins to move forward with these changes, our immediate goal is to see to it that STF Formula services and allocations continue with as little disruption as possible. Fiscal Year 2020 Quarter 1 STF Formula payments and Quarter 1 STIF payments will be delayed temporarily while RPTD staff work with the OTC to identify the exact revenues for this disbursement.
>
> This disbursement delay is expected to be short. Payments will be issued prior to the 30th day following the start of the quarter as prescribed in section 6a of STF agreements.
>
> Please be assured that RPTD is working hard to keep transit services in Oregon running as we all work together on the implementation of this new legislative directive. And we will work with stakeholders, the OTC, and the Legislature to create a transition plan for statutory and administrative changes required to merge the programs for the 2021-23 biennium.
>
> More details will be forthcoming following the July 18, 2019 OTC meeting.

Additionally, attached are two reports from our state lobbyist: End of Legislative Report and the Bill Tracker.

Public Meeting Procedure Change: Meeting Minutes to Audio Meeting Record

Over the last two years, the Clerk of the Board has been revamping and improving processes and procedures related to the District's public meetings. Included in these changes have been: the development of Board and committee bylaws; development of uniformity amongst all public meeting documents; and restructuring of the new Board member orientation, to name a few.

Currently in progress are two major projects: records management and audio recordings. Jointly, these projects will enable the District to modernize its public-meeting records and improve transparency to the public. One of the changes staff will recommend to the Board of Directors at an upcoming meeting will be to switch from written minutes to audio recordings. This technological improvement will link audio to each Board agenda topic allowing interested parties to click forward to agenda items without having to listen to a full recording of the meeting. Eliminating written minutes for public meetings is consistent with the practices of most public agencies. Written minutes will continue to be used for those topics that the Board deems necessary and not appropriate for audio recording.

PLANNING AND DEVELOPMENT
Tom Schwetz, Director of Planning and development

EmX West Ridership Forecasts and Actuals
In 2011, LCOG's regional travel demand forecasting model was used to generate ridership forecasts included in the submission of a Small Starts grant in 2012 for EmX West. Using models to forecast potential ridership is an important element in making decisions on long-term capital investments. However, these models are heavily reliant on the current trends during the modeling process. To the extent that the future differs significantly from the past, modeled numbers will diverge from the reality that plays out. Transportation models typically rely on factors such as gas prices, availability of parking, future jobs and population projections, as well as mode choice. Data used for this modeling would have included gas prices (which eventually fell by nearly half), LTD's ridership (which was at historic highs and growing), and the population and job projections below.

	Projected	Actual
Avg. weekday ridership	7,399	4,245
Population within 1/2 mile of stops	22,062	21,897
Jobs within 1/2 mile of stops	40,031	28,895

As shown in the table, EmX West ridership is not meeting model projections. Local reasons include overall decline in the transit ridership between the modeling and the opening of service and fewer jobs near transit than projected. In addition, national level analysis has shown that downward trends in transit use are related to a significant decline in gas prices, increase in auto ownership, and the increase in popularity of bikeshare and Transportation Network Companies.

The true measure of the success of the capital investment rests on an assessment of how well the project has met the initial objectives. Broadly, the intent is not to meet a specific model forecast, but to create of a high functioning BRT line. Increased transit ridership was only one of several objectives identified for the project. Specific objectives included:

- Linking jobs and residents,
- Improved transit vehicle speeds and reliability,
- Increased transit ridership, and
- Increased ridership and mode splits for key transit markets.

The good news is that EmX West ridership is still very high. When the project opened, average ridership was below 3,000 daily boardings and rapidly climbed. Most months without school breaks or significant weather are averaging closer to 4,500 weekday boardings. Productivity in recent months has been around 72 boardings per hour. This is about twice as productive as most LTD routes (Franklin EmX is approximately 120 boardings per hour). Even though not all model projections were accurate (both for inputs and ridership), the project is meeting the objectives established for the investment and is providing a high level of benefits to LTD and all of our riders.

Staff will be developing additional information on the status of these objectives as part of the before and after study currently being scoped for the EmX West.

SERVICE DELIVERY & ADMINISTRATION

Mark Johnson, Assistant General Manager

FINANCE
Christina Shew, Director of Finance

The Department of Revenue is holding a public hearing from 9:00am to 10:00am on Tuesday, July 23, 2019 in Salem on an administrative rule change related to transit taxes. The change allows employer's with tax liabilities that are not expected to exceed $50 in a tax year to pay the Statewide Transit Tax once per year on or before January 31 rather than quarterly (current requirement). This would not impact the total amount collected, only the timing of collection.

BUSINESS SERVICES

Collina Beard, Director of Business Services

There is no report this month.

INFORMATION TECHNOLOGY
Robin Mayall, Director of Information Technology & Strategic Innovation

There is no report this month.

HUMAN RESOURCES
David Collier, Director of Human Resources & Risk Management

There is no report this month.

ACCESSIBLE AND CUSTOMER SERVICE
Cosette Rees, Director of Customer & Specialized Services

Point2point (P2p)
Theresa Brand, Transportation Marketing and Outreach Manager

Business Commute Challenge (BCC)
The participant satisfaction survey was sent out to all 2019 BCC participants on June 18 and closed on June 30. A total of 501 survey responses were received.

The 6-month follow-up survey will be sent out in December to help determine the long term effects of the BCC on participants travel behavior.

Vanpool
Rideshare Specialist, Tracy Ellis met with Nematrix about forming a new vanpool from Corvallis to west Eugene.

Statistics for May 2019 (vanpool reporting experiences a 30 day lag)

Measure	Current Month	Prior Year's Month	Current YTD	Previous YTD
# of Vanpools	15	17	15	17
# of Riders	137	132	141	143
Passenger Boarding's	3,749	3,599	37,518	35,927
Total Passenger Miles	212,265	206,435	2,131,570	2,056,296
CO2 Reduced	129,057	125,512	1,295,995	1,250,228

Outreach & Education:

Get There Challenge
The **Get There Challenge** will be held October 7 – 21. P2p has begun soliciting sponsors and prizes and currently has a commitment of $3,500 from three sponsors with $1,097 in prize donations thus far.

P2p staff was present or tabled at the following events:

Date	**Event**	**# of Participants**
6/6/2019	International Paper Benefits Fair	110
6/11/2019	LCHRA (Lane County Human Resources Association)	50
6/18/2019	Party in the Park - Maurie Jacobs	50
6/23/2019	Eugene Emeralds – Bike to the Ballgame Tabling	50
6/25/2019	Party in the Park - Bethel Community Park	150
	Totals	410

Marketing & Communications
Theresa Brand, Transportation Marketing and Outreach Manager

The Marketing Department is working on new Standard Operating Procedures (SOP) around graphics and marketing efforts. This is one outcome of some of the feedback received from the recent Communications Analysis work. Next

steps will be internal draft review this summer by the Marketing and Communications Team and by LTD Leadership Council.

Additional efforts have included work on the development of clear branding guidelines. This will be shared throughout the organization as drafts are prepared and reviewed. It is anticipated that this will be complete by mid –fall. Charlie Clarke has been working closely with Director Cosette Rees and Theresa Brand during the month of June in preparation of the transition of Department leadership to Theresa to be completed by July 1.

With the review and analysis of the newly released Celtis Communications Analysis report, the Marketing and Communications Team along with the P2p Team will begin to outline how to implement key recommendations with advice and direction from the LTD's Executive Team working in concert with advice from the Ad Hoc Communications Board Committee.

With direction, support and guidance, the Marketing and Communications Team will develop, 3, 6, 9, and 12 month goals over the next two year period to work through any recommended changes or modifications in the work processes and products the team develops. Some of the examples on this list will likely include:

- The development of an updated LTD Branding Guide
- The development of an updated and 'living' Marketing Plan
- The development of forms, processed for graphic product development and strategies
- A plan for the branding update/rebranding of the LTD Fleet following the branding guidelines
- The updating of the LTD website making or more ADA and mobile friendly.

Website and Social Media Statistics:

LTD Website Analytics for May 29 – June 27:

- Users = 37,983
- Mobile Users = 76% access by mobile phone or tablets
- Desktop/Laptop User = 24%
- Page views = 285, 069

Facebook Analytics June 1 – June 30

- Daily Reach = 15,565
- Engaged users (unique) = 1,410
- Impressions = 24,833

Sponsorships/Donations

- Pacific International Choral Festivals (Picfest) – Day pass and event coupons for the kids performing in the festival.
- Junction City High School – Day passes: The students get to plan a round-trip bus trip using our Rider's Digests to get from Junction City to Eugene and have a field trip and back.

Promotions

- 1Pass sales are skyrocketing. Between the 3 partnering agencies, more passes have already been sold than were sold in 2018. In the months of May and June, 7,408 passes have been sold; last year at this time, 3,872 passes were sold with a total of 6,854 sold in 2018. At the beginning of the 2019 program, 7,500 cards were purchased; recently an order was placed for 2,000 more cards to meet the sales needs (2018 & 2019 chart of sales below)

	May, 2018	June, 2018	July, 2018	August, 2018	Total
Willamalane	672	2,030	395	21	3,068
LTD	170	711	95	8	984
City of Eugene	562	1,673	543	24	2,802
TOTAL	1,404	4,414	1,033	53	6,854
	May, 2019	**June, 2019**	**July, 2019**	**August, 2019**	**Total**
Willamalane	1,273	2,338			3,611

LTD	218	534			752
City of Eugene	793	2,252			3,045
TOTAL	2,284	5,124			7,408
Increase from 2018	880	710			1,590

- LTD partnered with the Eugene Ems again this year. LTD is providing interior bus posters for the entire Ems season along with social media posts sharing the LTD/Ems video, and other promotions. In return, LTD will receive radio play promoting the partnership and fans receive $3 off any Ems ticket when they show an LTD bus pass.
- LTD partnered with Willamalane to place a full-page ad in their fall recreation guide touting LTD & Willamalane's partnership as well as congratulating Willamalane on their 75th Anniversary year.
- Provided outreach and announcements for Summer Service Adjustments.

Public Engagement/Outreach/Participation/Partnerships

- LTD Connector in Cottage Grove: A survey was sent out in every Cottage Grove resident's utility bill to find out if Cottage Grove residents have heard of the Connector, if they've used it, and how they've used it. Also asked were demographic questions and feedback on how they feel the Connector works for them. Survey closed on June 31; details on the survey coming next month.
- Eugene Downtown Mobility on Demand: LTD has been working with partner agencies on the many details. A marketing plan has been created and will continue to be filled in as decisions are made. More on this next month.

FACILITIES

Joe McCormack, Director of Facilities

There is no report this month.

MAINTENANCE

Matt Imlach, Director of Maintenance

There is no report this month.

TRANSIT OPERATIONS

Jake McCallum, Director of Operations

There is no report this month.

Public Safety & System Security

Frank Wilson, Public Safety & System Security Manager

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
July 17 - Regular Board Meeting (Materials Deadline - June 26)			**Time (minutes)**	**July 15: Joint Work Session City of Eugene**			**Time (minutes)**
Introductory Items			15	MovingAhead		Andrew Martin	90
Employee of the Month		Board President	5				
Public Hearing: None							
Board Member Reports		Camille Gandolfi	10	**July 17: Board Work Session**			**Time (minutes)**
Items for Action:				Transit Tomorrow		Hart Migdal	60
Consent Calendar:			5				
1 *Minutes from the June 19, 2019, Regular Board Meeting*		Camille Gandolfi					
2 *Delegated Authority Report – June*		Collina Beard					
3 *Contract No. 2019-52 University of Oregon Sustainable City Year Program*		Jennifer Zankowski					
4 *Contract No. 2019-09 Cummins Sales and Services*		Matt Imlach					
5 *Board Member Expense Report - Carl Yeh*		Camille Gandolfi					
6 *Board Member Expense Report - Kate Reid*		Camille Gandolfi					
7 MovingAhead Package Approval		Andrew Martin					
GM Annual Review		Director Yeh	15				
Dissolution of HR Committee; Minute-Taker only for HR Related Executive Sessions		Director Yeh	10				
Items for Information/Discussion:							
Preliminary Financial Report		Christina Shew	10				
Board Retreat Discussion		Director Yeh	20				
Mobility on Demand		Cosette Rees	20				
Written Reports:							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Safe Routes to Schools		Theresa Brand					
Transition to Audio Recordings from Minutes		Aurora Jackson					
Executive Session:							
	TOTAL TIME (120 minute max)		110	**TOTAL TIME (60 - 120 minute max)**			60
August 21 - Regular Board Meeting (Materials Deadline July 31)			**Time (minutes)**	**August 21 - Board Work Session (Materials Deadline July 31)**			**Time (minutes)**
Introductory Items			15	Transit Tomorrow		Hart Migdal	60
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
Items for Action:							
Consent Calendar:			5				
1 *Minutes from the July 15, 2019, Joint Eugene City Council/LTD Board Work Session*		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	*Minutes from the July 17, 2019, Regular Board Meeting*		Camille Gandolfi					
3	*Delegated Authority Report – July*		Collina Beard					
4	*CATC Bylaws*							
5	*Contract No. 2019-17 Lamar Advertising*		Collina Beard					
6								
7								
8								
Property Acquistion for Santa Clara Station			Joe McCormack	5				
Public Records Policy			Camille Gandolfi	5				
Transition to Audio Recordings from Minutes			Camille Gandolfi	5				
Board Decision: Transit Tomorrow			Hart Migdal	15				
Items for Information/Discussion:								
Strategic Business Plan Project Plan			Aurora Jackson	15				
Santa Clara Station Update			Joe McCormack	10				
Greenhouse Gas Inventory			Kelly Hoell	20				
PTASP			David Collier	10				
Written Reports:								
Monthly Financial Report			Christina Shew					
Monthly Cash Disbursements			Christina Shew					
Monthly Performance Reports			Hart Migdal					
Monthly Department Reports								
Executive Session:								
		TOTAL TIME (120 minute max)		120		**TOTAL TIME (60 - 120 minute max)**		60
September 18 - Regular Board Meeting (Materials Deadline August 28)				**Time (minutes)**	**TENTATIVE: Board Retreat**			**Time (minutes)**
Introductory Items				15				
Employee of the Month			Board President	5				
Public Hearing: Community Investment Plan			Christina Shew	10				
Public Hearing: MovingAhead			Andrew Martin	10				
Board Member Reports			Camille Gandolfi	10				
Items for Action:								
Consent Calendar:				5				
1	*Minutes from the August 21, 2018, Regular Board Meeting*							
2	*Delegated Authority Report – August*							
3								
4								
5								

Board Meeting Annual Working Agenda

Regular/Special Board Meetings				Board Work Sessions			
Topic	Notes	Presenter	Agenda Time	Topic	Notes	Presenter	Agenda Time
District Disaster Preparedness Plan		Robin Mayall/Frank Wilson/David Lindelien	15				
Budget Committee Member Appointments			5				
Items for Information/Discussion:							
Strategic Business Plan Retreat			15				
Electric Bus Procurement		Matt Imlach/Kelly Hoell	30				
Strategic Business Plan Project Plan			15				
Written Reports:							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Quarterly Grant Report		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
	TOTAL TIME (120 minute max)		135		**TOTAL TIME (60 - 120 minute max)**		0
October 16 - Regular Board Meeting (Materials Deadline - September 25)			**Time (minutes)**	**TENTATIVE: Joint Work Session City of Eugene**			**Time (minutes)**
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing: MovingAhead		Andrew Martin	10				
Public Hearing: CIP			10				
Board Member Reports		Camille Gandolfi	10				
Items for Action:							
Consent Calendar:			5				
1 *Minutes from the September 18, 2019, Regular Board Meeting*		Camille Gandolfi					
2 *Delegated Authority Report – September*		Collina Beard					
3							
4							
5							
Adoption: Community Investment Plan		Christina Shew					
Items for Information/Discussion:							
Written Reports:							
Monthly Financial Report		Christina Shew					
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
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
	TOTAL TIME (120 minute max)		55		TOTAL TIME (60 - 120 minute max)		0
November 20 - Regular Board Meeting (Materials Deadline - October 30)			**Time (minutes)**	**TENTATIVE: Joint Work Session City of Eugene**			**Time (minutes)**
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
Items for Action:							
Consent Calendar:			5				
1 *Minutes from the October 16, 2019, Regular Board Meeting*		Camille Gandolfi					
2 *Delegated Authority Report – October*		Collina Beard					
3							
4							
5							
CIP Adoption							
Items for Information/Discussion:							
Written Reports:							
Monthly Financial Report		Christina Shew					
Monthly Cash Disbursements		Christina Shew					
Monthly Performance Reports		Hart Migdal					
Monthly Department Reports							
Executive Session:							
	TOTAL TIME (120 minute max)		35		TOTAL TIME (60 - 120 minute max)		0
December 18 - Regular Board Meeting (Materials Deadline - November 27)			**Time (minutes)**	**TENTATIVE: Joint Work Session City of Eugene**			**Time (minutes)**
Introductory Items			15				
Employee of the Month		Board President	5				
Public Hearing:							
Board Member Reports		Camille Gandolfi	10				
Items for Action:							
Consent Calendar:			5				
1 *Minutes from the November 20, 2019, 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 – November*		Collina Beard					
3								
4								
5								
Items for Information/Discussion:								
Written Reports:								
Monthly Financial Report			Christina Shew					
Monthly Cash Disbursements			Christina Shew					
Quarterly Grant Report			Christina Shew					
Monthly Performance Reports			Hart Migdal					
Monthly Department Reports								
Executive Session:								
		TOTAL TIME (120 minute max)		35		**TOTAL TIME (60 - 120 minute max)**		0