



LANE TRANSIT DISTRICT BOARD OF DIRECTORS REGULAR MEETING

Wednesday, November 18, 2020 5:30 – 7:30 p.m.

VIRTUAL MEETING

Zoom details will be provided on the web calendar at www.LTD.org.

AGENDA - Revised

Table with 3 columns: Time, ITEM, Page. Includes items like CALL TO ORDER, ROLL CALL, COMMENTS FROM BOARD PRESIDENT, etc.

Time		Page
	IX. PUBLIC HEARING: - NOT APPLICABLE	
	X. BOARD MEMBER REPORTS	4
	<i>This report provides an overview of the topics that have been covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Directors have attended since the previous months Board meeting. Directors also provide more in-depth verbal updates.</i>	
5:50 p.m.	XI. CONSENT CALENDAR:	7
	Action Needed: Approval	
	1) Minutes of the October 14, 2020, Special Board Meeting	
	2) Minutes of the October 21, 2020, Regular Board Meeting	
	3) Minutes of the October 28, 2020, Special Board Meeting	
	4) Delegated Authority Report – OCTOBER	
	5) Contract No. 2020-157: Lane Council of Governments	
	6) Special Transportation Fund Committee Member Appointments	
5:55 p.m.	XII. FY2021-2030 COMMUNITY INVESTMENT PLAN: <i>Materials Included</i> [Christina Shew]	40
	Action Needed: Adoption	
6:10 p.m.	XIII. COVID-19 HARD SURFACE WIPE DOWN REQUIREMENTS <i>Materials Included</i> [Tiffany Edwards]	89
	Action Needed: Discussion	
6:25 p.m.	XIV. MOBILITY MANAGEMENT PLAN: <i>Materials Included</i> [Andrew Martin]	90
	Action Needed: None. Information Only	
6:50 p.m.	XV. WRITTEN REPORTS – RESPOND IF QUESTIONS	
	A. MONTHLY FINANCIAL REPORT - SEPTEMBER	92
	[Christina Shew]	
	<i>Attached is the Year-to-Date Financial Report. Financial reports are considered a draft until the conclusion of the fiscal year and completion of the Comprehensive Annual Financial Report. This report is provided in written form monthly, with the addition of a verbal update on a quarterly basis.</i>	
	B. MONTHLY CASH DISBURSEMENTS - OCTOBER	96
	[Christina Shew]	
	<i>This report is provided in response to the Board’s request to implement financial practices consistent with other public entities. This report provides a complete listing of all non-payroll disbursements for the current month.</i>	
	C. QUARTERLY GRANT REPORT – PRESENTED: MARCH/JUNE/SEPTEMBER/DECEMBER	
	[Christina Shew]	
	<i>The Grant Report contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) grants that have a remaining balance or that have had activity within the last quarter. The sources of information are the Transit Award Management System (TrAMS) and the Oregon Public Transit Information System (OPTIS).</i>	

Time		Page
	D. MONTHLY PERFORMANCE REPORTS - SEPTEMBER [Aurora Jackson] <i>Monthly performance reports will be provided to the Board in response to their request for regular reporting on the District's performance in several areas. On a quarterly basis, staff will present a review of key metrics that are trending in the performance report.</i>	101
	E. MONTHLY DEPARTMENT REPORTS – NOVEMBER [Aurora Jackson] <i>Monthly department activity reports, and reports throughout the District, are provided for the Board's information.</i>	105
	F. BOARD ANNUAL WORKING AGENDA <i>Attached is a calendar of Action or Information items that will be included on the agenda for future Board meetings.</i>	
7:30 p.m.	XVI. ADJOURNMENT <i>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).</i>	



AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2020

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 Sustainability Committee:** This ad hoc committee has been created for the purpose of reviewing the District's sustainability Policies. The committee is composed of Board members Don Nordin, Joshua Skov, and Steven Yett. The committee met on October 23 to discuss the fleet replacement plan status and discuss next steps. The next meeting has not been scheduled.
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. The LCOG Board of Directors meets five times per year on the 4th Thursday of: February, April, June, September and December. At the September 24th meeting, LCOG considered having a virtual Annual Appreciation Dinner instead of an in-person event. Other items on the agenda included LCOG's 4th Quarter Financial Summary and information about LCOG's new role in overseeing the Local Government Personnel Service (LGPS) effective July 1, 2020. The next meeting will be held in December. For more information about LCOG Board meeting, please go to: <https://www.lcog.org/343/Board-of-Directors>.
3. **LTD Board Contract Committee:** The Board Contract 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 November 9 meeting, committee members reviewed one contract for LCOG intergovernmental agreement for Regional Safe Routes to School Program to be presented to the Board for approval. The next meeting is scheduled for December 14.
4. **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. At the November 10 and 12 meetings, committee members engaged in Area Strategic Workshops. The next meeting is scheduled for December 9. For more information about LaneACT, please go to: <https://www.lcog.org/363/Committees>.
5. **Metropolitan Policy Committee (MPC):** Board members Kate Reid and Carl Yeh are LTD's MPC representative; the alternate Board member is Steven Yett; General Manager Aurora Jackson is the District's ex-officio attendee. MPC meetings are held on the first Thursday of each month. The November 5 meeting was held virtually. Agenda topics discussed were the 2045 Regional Transportation Plan (RTP) Greenhouse Gas Emissions Goal, the 2045 RTP Draft Goal, Amendments to the Metropolitan Transportation Improvement Program (MTIP) and the MPO Certification Review Corrective Actions. The next meeting is scheduled for December 3. For more information about MPC, please go to: <https://www.lcog.org/363/Committees>.

6. **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 committee chair/vice chair will provide a verbal update. The November 3 meeting agenda topics included: LTD 2020-2021 Formula Fund STIF Program Projects, a Mobility Management update, Long Range Planning, and Sustainable City Year Program update. The next meeting is scheduled for December 3.
7. **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 Emily Secord and Carl Yeh. At the meeting on November 3, the committee welcomed new committee members, reviewed STIF Advisory Committee potential schedule changes, FY2021 service preservation project changes and the initial project summaries from public transportation service providers. The next meeting has not been scheduled.

No Meetings were held for the following committees:

1. **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.
2. **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 is scheduled for October 7.
3. **Oregon Metropolitan Planning Organization Consortium (OMPOC)**: The Oregon Metropolitan Planning Organizations (MPO) Consortium was formed on May 25, 2005, as a forum for MPOs to work together on matters of mutual interest and statewide significance. LTD Board Member Kate Reid attends the committee meetings as LTD's representative. The next meeting has not been scheduled.
4. **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 representatives. The next meeting has not been scheduled.
5. **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. The next meeting has not been scheduled.
6. **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.
7. **Ad Hoc Fare Policy Committee**: This ad hoc committee 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.
8. **Ad Hoc Communications Committee**: This ad hoc committee 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. The next meeting has not been scheduled.
9. **Ad Hoc Strategic Planning Committee (SPC) Topic Review Committee**: This ad hoc committee has been created for the purpose of reviewing and discussing when the SPC should reconvene and what topics would be

appropriate in light of the ongoing COVID-19 pandemic. The committee is composed of Board members Kate Reid, Joshua Skov, and Emily Secord. The next meeting has not been scheduled.

10. **Comprehensive and Accessible Transportation Committee (CATC)**: Board Members Carl Yeh, Don Nordin, and Caitlin Vargas serve as LTD's representatives. The next meeting has not been scheduled.
11. **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 LTD's Board of Directors 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: November 18, 2020

ITEM TITLE: CONSENT CALENDAR - **Revised**

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 November 18, 2020, consists of:

- Approval of the Minutes of the October 14, 2020, Special Board Meeting
- Approval of the Minutes of the October 21, 2020, Regular Board Meeting
- Approval of the Minutes of the October 28, 2020, Special Board Meeting
- Approval of the Delegated Authority Report - OCTOBER
- **Approval of the Contract No. 2020-157: Lane Council of Governments**
- Approval of the Special Transportation Fund Committee Member Appointments

ATTACHMENT:

- 1) Minutes of the October 14, 2020, Special Board Meeting
- 2) Minutes of the October 21, 2020, Regular Board Meeting
- 3) Minutes of the October 28, 2020, Special Board Meeting
- 4) Delegated Authority Report – OCTOBER
- 5) **Contract No. 2020-157: Lane Council of Governments**
- 6) Special Transportation Fund Committee Member Appointments

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-11-18-064; It is hereby resolved that the Consent Calendar for November 18, 2020, is approved as presented [amended].

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, October 14, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, October 14, 2020, beginning at 4:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Caitlin Vargas, Vice President
Josh Skov, Secretary
Steven Yett
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

Absent: Don Nordin, Treasurer
Emily Secord

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

COMMENTS FROM THE BOARD PRESIDENT — Mr. Yeh conveyed the Board's respect and gratitude for LTD employees and the work they were doing. His thoughts went out to parents who were coping with home schooling their children.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson echoed Mr. Yeh's comments.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

RIDERSHIP AND OPERATIONS UPDATE — Director of Planning and Development Tom Schwetz said the Board had been provided with frequent updates over the past six and a half months outlining the changes and trends seen as revisions were made to service levels, particularly with respect to overloads on buses. He cited news articles and experts on the aspects of riders and service regarding the need for transit and public perceptions of its safety. LTD had acknowledged that tension between the need to provide service that supported essential workers and the potential safety issues raised by over-crowded buses by taking a public health approach to safely providing the minimum level of service required for essential trip making in the region. Ridership productivity was no longer the goal and ridership on buses was limited and riders required to wear masks. His presentation would assess current operations relative to what was experienced pre-COVID-19 in order to answer the following questions:

- What challenges had LTD faced in operating regional transit service during COVID-19?
- How had LTD managed those challenges?
- How could LTD best prepare for what might be coming its way in the coming months?

Development Planning Associate Andrew Martin said on September 27 the fall bid change occurred, adding frequency on some routes such as #41 and strategic service adds on other routes to address peak periods where overloads were occurring. Routes 79X and 81 were added back to accommodate increased activity at Lane Community College and the University of Oregon. He reviewed other fixes that were included in the fall bid and said with additional service making transit more convenient there

had been a growth in ridership with boardings closer to 14,000 per day compared to the previous level of 12,000.

Mr. Martin said there were still some overloads on buses that affected about two percent of trips. He explained how overloads were being managed, with drivers having discretion in the matter. He said data indicated that the capacity of buses was being well used on both 40- and 60-foot vehicles. There was little room to increase ridership with the current service level without creating more overloads. He said passenger pass-bys still occurred and varied by route and frequency and reviewed related data. Tools to avoid overloads were increasing route frequency, deployment of 60-foot buses when possible and limited use of trippers.

Assistant General Manager Service Delivery Mark Johnson stated there had been five service changes in six months; typically there were three service changes in a year. A great deal of effort was being put into making sure LTD was providing a useful service for essential trips. He said the data provided by Mr. Martin related to the period since implementation of the fall bid to present and it was being analyzed to understand operation within the system, where additional fixes were required and how quickly the District could respond to provide adequate service. He said LTD had a series of tools that could be deployed based on the Board's priorities, such as a public health approach or costs.

Mr. Yeh felt that COVID-19 had demonstrated that ridership was not the most important aspect of LTD's service. He said ridership was one of many factors that needed to be considered by the Board in determining the right type of service for the community.

Mr. Skov asked if data was available on the percentage increases in service hours and boardings. Mr. Martin said estimated the service hours had increased by slightly less than 15 percent and boardings by 16-17 percent.

Mr. Skov agreed with Mr. Yeh that the issue was not strictly about numbers, but wanted to assure that ridership was not discounted. He was concerned that ridership and productivity were being conflated. He thought there should be less concern about productivity at this time, but ridership should be taken seriously. People who were taking transit during the pandemic likely had few or no other options available. It was important to think seriously about service that might deliver more ridership. He was pleased to see the increased service in the fall bid and that people were finding it useful. That spoke to some serious human needs at the moment.

Mr. Yett suggested that bar graphs used to present ridership data include percentages that represented the change in ridership from the previous week to help the Board gauge those changes. He said safety of the public and frontline LTD staff should be the primary consideration at this time. He asked if the financial impact and cost per hour of adding more service could be quantified. He also asked if more service was added, would that be enough to create a meaningful change to fixed cost so that overall costs dropped somewhat. Mr. Johnson said if more service was added costs would go down. The current cost was high at about \$216 per hour, although it had been up to \$237 at one point. Pre-COVID-19 the cost was \$166 per hour.

Mr. Schwetz emphasized that while ridership was frequently discussed, productivity was not the focus. He said overload data showed a similar pattern after the fall bid, indicating there was some latent demand in the community for transit. He expected that more people would find transit useful as service was added. Mr. Martin added that there had been an increase from 455 to 598 service hours per day, or about a 30 percent increase in service.

Mr. Yeh said as LTD learned more about what was important to the community during the pandemic he hoped the community was also gaining greater understanding about how and why decisions were being made.

Mr. Johnson summarized that the Board supported the current direction of keeping public safety first, managing overloads and, where possible, adding service where it was feasible. He said those considerations would be kept in mind as staff developed solutions for the presentation to the Board.

Mr. Yeh concurred that the summary reflected the Board's discussion.

Mr. Skov also concurred with the summary, but asked that the resumption of fare collection be included in the development of solutions.

EXECUTIVE (NON-PUBLIC) SESSION PURSUANT TO ORS 192.660(2)(f) to consider information and records that are exempted by law from public inspection

MOTION: Mr. Skov moved that the Board meet in executive session pursuant to ORS 192.660(2)(f), to consider information and records that are exempted by law from public inspection. Ms. Vargas provided the second.

VOTE The motion was approved as follows:
AYES: Skov, Vargas, Yeh, Yett (4)
NAYS: None
ABSTENTIONS: None
EXCUSED: Nordin, Secord (2)

The Board entered executive session at 5:02 p.m.

ADJOURNMENT — Mr. Yeh adjourned directly following the executive session.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved:_____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

REGULAR BOARD MEETING

Wednesday, October 21, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Regular Board Meeting on Wednesday, October 21, 2020, beginning at 5:30 p.m., via ZOOM online.

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

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

PRELIMINARY REMARKS BY BOARD PRESIDENT — Mr. Yeh noted that October was Breast Cancer Awareness Month, which was the second most common cancer among women in the United States. He said the Board's thoughts were with LTD's operators and staff and thanked them for keeping transit going.

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson announced that for the 25th year the Stuff the Bus campaign was under way. LTD was one of the founding partners of the event, which would occur on November 13 and 14 at the Goodpasture Walmart in Eugene and at the Olympic Street Walmart in Springfield. Donations of food for Food for Lane County and toys for Toys for Tots were being sought.

Ms. Jackson said there was an item on the meeting's agenda related to the Hunsaker property adjacent to the new Santa Clara Transit Station. LTD's plan was to dispose of the property, which meant it had to be declared surplus. That decision was made in early 2018 during efforts to obtain a planned unit development (PUD) for the property. That decision was communicated to the neighborhood association and other key stakeholders. The intent was to release the parcel from mass transit restrictions to allow for development of the parcel consistent with the community's vision. Surplus of the property meant it would not be used for mass transit and that was the decision before the Board. She said there were more discussions to be had with interested parties in the community about use of the property.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — Mr. Yett moved, based on Ms. Jackson's comments and input from people in the Santa Clara neighborhood, that the Board table a vote on declaring the property surplus to allow for a more robust and open discussion with the neighborhood and other parties interested in the disposition of the property.

MOTION: **ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA** — Mr. Yett moved, based on Ms. Jackson's comments and input from people in the Santa Clara neighborhood, that the Board table a vote on declaring the property surplus to allow for a more robust and open discussion with the neighborhood and other parties interested in the disposition of the property. Mr. Skov provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Skov, Vargas, Yeh, Yett (5)
NAYS: None
ABSTENTIONS: None
EXCUSED: Secord (1)

Ms. Secord joined the meeting.

Ms. Jackson asked that an item be added to the agenda related to approval of additional members to the State Transportation Improvement Fund (STIF) Advisory Committee.

Mr. Yeh said the Board would consider the item at the end of its regular agenda.

BOARD CALENDAR — Ms. Jackson reviewed the schedule of upcoming events.

EMPLOYEE OF THE MONTH — The Board recognized Bus Operator Margaret Dahl as the November 2020 Employee of the Month. Mr. Yeh thanked Ms. Dahl for her service and congratulated her on being selected as the employee of the month.

AUDIENCE PARTICIPATION — Mr. Yeh thanked community members for attending the meeting and explained the procedures for providing public testimony during the virtual meeting. He said those who did not want to speak could submit written comments to clerk@ltd.org.

Kate Perle, Eugene, thanked the Board for listening to the public before its decision to list the Santa Clara property as surplus. She was a long-time Santa Clara resident, a regular bus rider, advocate for alternative transportation and chair of the Santa Clara Community Organization. She said a refinement plan for the neighborhood was a collaboration with the City of Eugene and the Santa Clara and River Road neighborhood associations. Building relationships based on trust was the hallmark of successful collaboration. The River Road corridor study, in conjunction with LTD, the city and neighborhoods was a part of the planning process and included a comprehensive plan for the Santa Clara site. She said LTD's decision to take action on disposal of property without consultation with partners breached the tenets of trust-building and damaged relationships that had been building for years.

John Q. Murray, Eugene, spoke on behalf of the Southeast Neighbors Board and the Southeast Neighbors Transportation Committee. He thanked LTD employees for their service, particularly Ms. Dahl for her heroism that resulted in her selection as the employee of the month. He asked that a letter sent to Don Nordin be entered into the record and briefly summarized the content, which suggested a model to be considered when the Transit Tomorrow process was resumed. He invited Board members to the Boardwalk, a socially distanced walk along routes in Southeast Eugene that were slated to be removed from the future network plan. He expressed appreciation for LTD's responsiveness to public input and encouraged it to increase opportunities for community input, including listening to and engaging the neighborhoods interested in the Santa Clara property.

Jeff Parker, Eugene, said he was an 18 year resident of the Santa Clara community and thanked Mr. Yett for his motion to table the agenda item related to LTD's Santa Clara property and thanked the Board for agreeing to delay a decision about that property. He encouraged Board members to review the letter from Kate Perle that provided additional information about the property and prior planning related to it. He urged the Board to continue in the spirit of collaboration and continue to engage the community in future decisions about the property.

Rob Zako, Eugene, director of Better Eugene-Springfield Transportation (BEST), said his organization endorsed comments regarding the Santa Clara property. He reminded Board members that LTD was a public agency in the business of moving people, but more broadly in the business of advancing community goals such as reducing greenhouse gas emissions, providing affordable housing, providing transit-oriented development and having a livable community. Other communities would envy having

some surplus property that could be planned around a major transit station. He said it was a real opportunity to do it right. He thanked the Board for delay its decision.

Rachel Anderson, Eugene, said the Southeast Eugene neighborhood wanted to develop a partnership with the Board in the Transit Tomorrow process and suggested that the Board have a question and answer period during some of its meetings to communicate better with the public instead of just letting people speak during the public participation section on the agenda. That would produce a more team-oriented approach.

Patrick Kerr, Eugene, a longtime Santa Clara resident and member of the neighborhood association board, thanked the Board for acknowledging the Hunsaker property and the implications it had. It was a gem of a location and he echoed Ms. Perle and Mr. Parker's comments regarding the importance of the property.

PUBLIC HEARING: COMMUNITY INVESTMENT PLAN (CIP) — Director of Finance Christina Shew presented the proposed FY 2021-2030 CIP, which was posted on the LTD website on September 15, 2020. She said public comments had been solicited and could be submitted until the planned date of adoption on November 18, 2020. She said only one comment had been received to date and it recommended including investment in an application called One Bus Away related to real time bus information. She said the request about the specific application had been forwarded to the Board, but real time bus information was already included in the CIP. The CIP had been presented to and reviewed in detail by the LTD Budget Committee on October 7, 2020. The Budget Committee recommended adoption of the CIP as presented. She invited questions about the CIP and asked that a public hearing be held to obtain any additional public input. Based on the Board's direction the CIP would be amended and presented for adoption at the Board's November 18, 2020, meeting and the final version posted on the website. She noted that the full CIP and related staff presentations were available on the LTD website.

Mr. Yeh opened the public hearing and explained the procedures for providing testimony. He noted that written comments could also be submitted to clerk@ltd.org.

Rob Zako, Eugene, executive director of Better Eugene-Springfield Transportation (BEST), said that BEST would provide more detailed comments in writing. He summarized the feedback, stating that BEST had no objections to adopting the CIP and all projects were in line with community and LTD goals. He was skeptical that all projects would be built as planned because of the uncertain times and it was likely the CIP would undergo changes in the future. BEST found the figures confusing and had difficulty understanding why projects were there. The projects seemed to advance community goals, but it was difficult to tell that from the short descriptions. The accomplishments intended for each project could be better explained. The CIP felt like it was part of a larger 10-year strategic business plan, but no such plan existed. He called for a strategic business plan to be presented along with the CIP next year.

Mr. Skov acknowledged Mr. Zako's comments and said LTD was aware it needed to be nimble and make changes in the future. Regarding the One Bus Away comments, he said staff had been working hard planning for the next generation of technology.

BOARD MEMBER REPORTS — Mr. Skov reported that the Department of Land Conservation and Development (DLCD) had asked him to join the Climate Friendly and Equitable Communities Rule-making Committee as an alternate to a member from another agency. He said the committee's work was relevant to LTD's climate policy and coordination with local jurisdictions on land use and transportation.

Regarding the Lane Council of Governments (LCOG) Board of Directors meeting, Mr. Nordin said there had been discussions about communications with in the community and questioned why LTD was not engaged in those discussions among regional agencies. Ms. Vargas added that a majority of the meeting had focused on high speed fiber with presentations from partner agencies. Ms. Jackson

said LTD had been working with partners and more information could be provided at a future meeting if the Board wished.

Strategic Planning Committee (SPC) Chair Leah Rausch reported that the committee had reviewed applications for State Transportation Improvement Fund (STIF) discretionary funding and fully supported the slate of projects staff would be presenting to the Board.

MOTION: **CONSENT CALENDAR** — Mr. Nordin moved adoption of LTD Resolution No. 2020-10-21-058: It is hereby resolved that the Consent Calendar for October 21, 2020, 2020, is approved as presented. Ms. Secord provided the second. The Consent Calendar consisted of the Minutes of the August 19, 2020, Board Work Session; Minutes of the August 19, 2020, Regular Meeting; Minutes of the September 2, 2020, Special Board Meeting; Minutes of the September 16, 2020, Regular Board Meeting; Minutes of the September 22, 2020, Special Board Meeting; Minutes of the September 30, 2020, Special Board Meeting; Delegated Authority Report-September; and Contract No. 2020-154: Dell.

VOTE The motion was approved as follows:
AYES: Nordin, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

UNIVERSITY OF OREGON ALERT LEVEL FRAMEWORK PRESENTATION — Matt Roberts, University of Oregon, and Mr. Skov presented the University of Oregon and Lane County COVID-19 dashboard. The dashboard was a tool for decision-making during the pandemic and available to anyone in the community who wished to use it. They explained the dashboard program and demonstrated how it operated to support decision-making.

Board members thanked Mr. Skov and Mr. Roberts for sharing information about the COVID-19 dashboard program.

CONTRACT NO. 2020-158: TRANSTRACK — Mr. Skov reported that the contract had been reviewed by the Contract Committee and the agenda item summary had been updated to reflect that discussion and clarify both upfront and annual costs associated with the program. He said there were no reservations about the expenditure and the program would provide much better automated data for internal use and compliance reporting. It would provide greater efficiency by eliminating a number of manual processes currently in use.

MOTION: Mr. Nordin moved adoption of LTD Resolution No. 2020-10-21-060: It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-158 as presented. Mr. Skov provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

HUNSAKER PROPERTY DISPOSAL AND DELEGATION OF SALES AUTHORITY — This item was tabled.

LTD 2J020-21 STATE TRANSPORTATION IMPROVEMENT FUND (STIF) PROGRAM DISCRETIONARY FUND PROJECTS — Ms. Shew stated that the goal of the funding source was to improve or expand public transportation services with a specific focus on four areas:

- equity through increased access to low-income households
- sustainability through low- or no-emission vehicles

- intercommunity connectivity by connecting two or more communities with an emphasis on rural and under-served communities
- students in grades 9-12

Ms. Shew said the funding cycle began in October 2020 and grants would be for the period July 1, 2021, through June 30, 2023. She reviewed the funding cycle steps and said the LTD projects being considered through the competitive grant process would benefit both communities within LTD's service district and outside the district. She explained the three STIF grant funding sources, purposes and related match requirements. The SPC vetted the STIF competitive grant projects and made recommendations to the LTD Board at its October 6, 2020, meeting to approve them for grant application. The applications had to be submitted to the Oregon Department of Transportation (ODOT) on or before November 2, 2020.

Ms. Shew said for STIF formula funding the LTD Board acted as the qualified entity for all of Lane County. In that role the Board reviewed and approved both LTD projects and projects from other public entities, both in-district and out-of-district, within Lane County. She noted there was no match requirement for formula funds and they were expected to be split 90 percent for in-district and 10 percent out-of-district to align with taxes paid by geographic area. She said a STIF Advisory Committee composed of citizens vetted and prioritized projects and provided the Board with formula funding recommendations. Those applications were due to ODOT on February 1, 2021.

Director of Planning and Development Tom Schwetz reviewed the timeline for development, vetting, approval and submission of STIF formula and discretionary funding applications. He said ODOT was expected to announce awards for discretionary and formula funds in the spring of 2021. He reviewed the four grant applications proposed for submission to ODOT for STIF discretionary funding:

1. STIF Intercommunity Discretionary grant for Diamond Express – this project is an effort to move the Diamond Express service, currently being funded by federal 5311F (which requires a 50% match) to the STIF Intercommunity Discretionary fund as the STIF funds have a lower match requirement. The Intercommunity Discretionary funds only require a 20% match but may be more competitive. For that reason, LTD is likely going to apply for both the STIF and the federal funds (which happens through a separate process).
2. STIF Discretionary application for Interagency Software Project - a partnership with UO and the City of Eugene, this project will greatly assist people in planning, executing, and paying for trips in our community. Currently, they must consult several different resources to plan a multi-modal trip in our area (for instance, Google maps, LTD website, PeaceHealth Rides website or mobile app, TouchPass mobile app, our MOD applications, Uber or Lyft mobile app, etc.). This application will provide a "one stop shop" where users can plan and pay for their trip with one application, immediately seeing all of their alternatives compared for time, cost, and other factors.
3. STIF Discretionary Match for Electric Bus Purchase - this application seeks \$3.387M in STIF Discretionary funding to provide a match for \$9.035M in federal formula funds being used to purchase 11 electric buses.
4. STIF Discretionary Alternative Fuel Vehicle and Related Infrastructure Purchase for RideSource. This application seeks \$1M for a total project cost of \$1.2M. We are also separately investing in our own fleet procurement plan which will research and identify the most viable alt-fuel option. This is responsive to the Board's request that we investigate alt-fuel options for upcoming vehicle purchases for RideSource. This project would include \$200K in STF funds as match.

Mr. Nordin asked when the funds would become available. Mr. Schwetz replied that ODOT would announce awards in the spring of 2021. At that point LTD would include that funding in its budget and the window of funding would be for a two-year period beginning July 1, 2021.

Mr. Yett thanked staff for clear and informative presentations.

Mr. Yeh said all four projects were worthy, particularly the electric bus purchase, and should move forward in the funding process.

Mr. Skov asked for more details on the software project and why hardware for integrating with other systems such as bike share was not included in the proposal. Ms. Jackson said the project related to the "wallet" that LTD had been working on in conjunction with the University of Oregon and other partners to provide a one stop shop experience and expanded access for riders. She said hardware could be included in the application.

MOTION: Mr. Skov moved adoption of LTD Resolution No. 2020-10-21-062: It is hereby resolved that the LTD Board of Directors adopt a resolution approving submittal of the four project applications described in the agenda item summary to the Oregon Department of Transportation on or before November 2, 2020, deadline with the amendment to project No. 2 to reflect that hardware was included as well as software. Ms. Secord provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

MOTION: **APPOINTMENTS TO THE STIF ADVISORY COMMITTEE** — Mr. Yeh moved to add the appointment of members to the STIF Advisory Committee to the agenda. Mr. Skov provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

Ms. Jackson stated that three applications had been received for appointment to the STIF Advisory Committee. She said the next committee meeting would be on November 3, 2020. She briefly reviewed the applications from David Reesor, Josh Kashinsky and Phillip Shimhue and said all were highly qualified for service on the STIF Advisory Committee. Appointment of the three applicants was recommended by staff.

MOTION: Mr. Nordin moved adoption of LTD Resolution No. 2020-10-21-063: It is hereby resolved that the LTD Board of Directors approves the appointment of the proposed applicants to the STIF Advisory Committee. Mr. Skov provided the second.

VOTE The motion was approved as follows:
AYES: Nordin, Secord, Skov, Vargas, Yeh, Yett (6)
NAYS: None
ABSTENTIONS: None
EXCUSED: None

WRITTEN REPORTS

Monthly Financial Report - August — There were no questions.

Monthly Cash Disbursements - September — There were no questions.

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

Monthly Performance Reports - September— There were no questions.

Monthly Department Reports - October — There were no questions.

BOARD ANNUAL WORKING AGENDA — Mr. Skov asked for an update on micromobility at a future meeting.

ADJOURNMENT — Mr. Yeh adjourned the meeting at 7:07 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved: _____

MINUTES OF DIRECTORS MEETING

LANE TRANSIT DISTRICT

SPECIAL BOARD MEETING

Wednesday, October 28, 2020

Pursuant to notice provided in accordance with Oregon Revised Statute 192.640, the Board of Directors of the Lane Transit District held a virtual Special Board Meeting on Wednesday, October 28, 2020, beginning at 4:30 p.m., via ZOOM online.

Present: Carl Yeh, President
Caitlin Vargas, Vice President
Josh Skov, Secretary
Don Nordin
Emily Secord
Steven Yett
A.J. Jackson, General Manager
Kristin Denmark, General Counsel
Camille Gandolfi, Clerk of the Board

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

COMMENTS FROM THE BOARD PRESIDENT — None

COMMENTS FROM THE GENERAL MANAGER — Ms. Jackson announced that if there was time on the agenda at the end of the meeting the Board could receive a briefing from Public Safety regarding coordination with local officials about Election Day demonstrations and the potential for civil unrest.

ANNOUNCEMENTS AND ADDITIONS TO THE AGENDA — None.

GENERAL MANAGER PERFORMANCE EVALUATION — Mr. Yeh said the performance evaluation had been delayed as the District dealt with providing service during the COVID-19 pandemic. The process had now been completed and ready for Board discussion. He said related documents had been distributed electronically to Board members. He asked Board members to be sure ratings were reflective of the information that had been gathered the evaluation was based on the Board's contract with the general manager. He said this was the opportunity to clearly state and concerns with the general manager's performance. He said once the evaluation for the period July 1, 2019 through June 30, 2020, was done specific goals for the general manager the next performance period had to be established.

Mr. Skov asked that time be made available for Board members to provide feedback on the evaluation process itself. Mr. Yeh the purpose of the meeting was to conduct the performance evaluation, but asked Board members to make note of their concerns for discussion during a separate work session.

Mr. Yeh determined there were no comments on the general ratings. He called for a discussion in each area of evaluation.

Communications - 2.5 average rating

Ms. Vargas felt overall her evaluation was favorable, but she gave a lower score in the communications because of public perception that LTD had not been forthcoming about Transit Tomorrow and the Santa Clara project. She said the communications analysis conducted by Celtis Ventures, Inc. contained good recommendations but there had been no follow-up. She felt that was a major area for improvement. Feedback on communications with outside partners did not indicate a

high level of communications about LTD's projects and initiatives. She felt that the addition of Pat Walsh to the communications team was a positive step and hoped that Ms. Jackson would work with him to improve in both direct and digital platform communications. She said feedback from those she surveyed indicated Ms. Jackson had done a good job of establishing a strong community presence.

Mr. Skov realized in evaluating communications that he did not know the extent of Ms. Jackson's role in external communications and her goals in that respect. Perhaps the Board's expectations had not been articulated as clearly as they could have been.

Mr. Yeh said he was surprised by the low scores in this section. He had the evaluative instrument was the community surveys and he only evaluated a certain section of the community for a specific issue. He said when some of the goals and evaluative instruments were set the priorities of the Board were very different. He said a future discussion of the evaluation process, the Board's areas of focus for the general manager and the instruments to be used to evaluate performance were appropriate. He said the people he interviewed had spoken very highly of Ms. Jackson and she had fulfilled the previous Board's goal of establishing a strong community presence.

Ms. Secord said it had been a difficult category to evaluate as there was little clear direction about the Board's expectations. She appreciated Ms. Jackson's willingness to meet with Board members. She said Ms. Jackson tended to provide general opinions in order not to influence the Board's decisions, but she preferred that type of direction. It was not clear what areas of communication were included in the evaluation.

Mr. Yeh agreed with Ms. Secord that there should be more clarity about the type of communications it would be evaluating and its expectations regarding internal and external communications. He hoped Board members would constrain their evaluations based on the goals and evaluation instruments previously established.

Mr. Skov said there had been a previous conversation about establishing new goals for the coming year and asked if suggestions would be appropriate during the current evaluation discussion.

Mr. Yeh said the general manager should be evaluated on the criteria developed previously and with the established assessment tools. If the Board was interested in new criteria and assessment tools that could require revisiting the contract and should be discussed at a future meeting rather than during the current evaluation process.

Mr. Skov asked that a meeting be scheduled soon to discuss the goals and evaluation process for the coming year.

Ms. Denmark emphasized that in addition to performing the evaluation, part of the Board contractual responsibility was to work with the general manager to develop goals. The process in the past was to complete the performance evaluation, determine if a merit increase was warranted and then establish future goals. She suggested once those steps were completed the Board discuss how the process could be improved in future years.

TouchPass Implementation - 3.2 average rating

Mr. Skov felt there was good communication from executive staff about the implementation process. He thought enough of the year had passed that more tangible results should be seen and hoped to see an updated report on factors other than the pandemic that could have affected the process. He felt Ms. Jackson's responses in her self-evaluation were lacking in detail.

Ms. Secord was pleased with the major strides related to technology and LTD's future direction. She was disappointed that the TouchPass system had not been more fully implemented and looked forward to getting the process back on track and hoped to see more progress with modernization of the fleet and organization as a whole.

Mr. Nordin realized the pandemic's impact, but was pleased that LTD was embracing the technology.

Ms. Vargas said she was impressed with Ms. Jackson and her staff regarding operations and the smooth progress on initiatives like TouchPass. Her evaluation in this category was very favorable.

Mr. Skov urged the Board to hold itself accountable about making progress on the goals it had approved and take seriously the specifics of those goals and progress toward them.

Mr. Yeh pointed out that LTD had accepted cash fares and paper passes for years and had pivoted quickly to technology. He said that was a major undertaking and while there should be metrics and standards related to goals, the Board should not lose the context that TouchPass was a completely new technology that had to be rolled out to transit system users. He did not want goals to be punitive; the Board should establish a goal it wanted the general manager achieve and ask for an explanation if that did not happen.

Mr. Skov agreed with Mr. Yeh's remarks regarding the context of performance. He said feedback from staff about how realistic a goal was at the beginning of the process, along with reflection about why a goal was too ambitious in the self-evaluation, would be helpful.

Mr. Yeh asked if the Board had the discretion of extend the evaluation process if it wanted additional information from the general manager to clarify some performance issues. Ms. Denmark said that was permissible and had occurred during the previous performance evaluation.

Mr. Yeh determined there was consensus to request additional information from Ms. Jackson about why some of the goals were not met, including factors other than the COVID-19 pandemic. He noted that some goals had deadlines prior to the pandemic.

Ms. Jackson asked if the additional information should be conveyed in writing or during a follow-up discussion with the Board. Mr. Yeh said Ms. Jackson could provide a written response to issues raised during the evaluation.

Mobility on Demand Pilots

Ms. Secord stated she was very pleased with how the pilots were managed, including good reporting on implementation and great community response. She hoped there were opportunities for that type of work in the future.

Mr. Nordin did not feel lessons learned from the pilots had been communicated clearly.

Mr. Yeh observed that the goal was more related to oversight of the pilots rather than an evaluation of the actual programs, although the Board could request a report at a later date.

Ms. Vargas echoed Ms. Secord's remarks about well done execution of the pilots and partnerships with Lane County and Lane Council of Governments were strong. She saw good opportunities for the community to see collaboration among agencies. She said the Board had received updates on those projects. The only area of improvement she saw was in the areas of marketing and communications. There was confusion among the public about the technology that was used, whether fares were being collected and who was operating the service with the EmGo pilot.

Mr. Yeh appreciated the Cottage Grove pilot, which overall had been very successful and transformed the system's service in that community. Regarding EmGo he concurred with Ms. Vargas about the confusion and said LTD had learned lessons from the experience. He said the pilots demonstrated potential for becoming meaningful tools for transit.

Transit Tomorrow

Mr. Yeh felt Transit Tomorrow got off to a strong and ambitious start and in many ways was a good example of LTD's extensive community engagement. He said had COVID-19 not occurred the project would likely be wrapping up, but it was perhaps fortunate that it was delayed as the pandemic taught

LTD what the community required when emergencies happened. He said the greater challenge was how to implement an analysis of the transit system in a post-COVID-19 environment. He said there could be more efforts put toward trying to inform the community about some of the basic elements of Transit Tomorrow related to resources and overall goals of the initiative.

Ms. Vargas agreed with Mr. Yeh's remarks and would rate Ms. Jackson's performance as a four. She said Transit Tomorrow taught her, as a new Board member, about the human side of transit and how her decisions affected people's lives. The planning process impacted lives and planners worked very hard to design a new system. She appreciated being invited to community feedback sessions during the process. She commended Ms. Jackson and staff for holding so many feedback sessions and presenting information to explain decisions that were being made.

Mr. Yeh commented that an evaluation of the entire system had not been done in 20 years and it was a major task for staff to embark upon. He felt there was a very good effort to reach out to the community and the amount of feedback received was an indication of the success of that effort. He said an ongoing challenge was how to communicate the benefits of a system redesign to those who were unaware they would be benefitting.

Ms. Secord agreed with Mr. Yeh and Ms. Vargas, but said she was somewhat frustrated on behalf of the community because the Board at times did not provide strong leadership, which could have delayed some potential progress

Mr. Skov said some of the problems with Transit Tomorrow related to relationships with community partners that were not the general manager's fault. He felt there was a lack of clarity about what the Board expected of Ms. Jackson in this category. It was incumbent on the Board to decide whether it wanted the general manager to clearly articulate to the community the vision it had decided on or was that the responsibility of the Board or other staff. More clarity about the Board's intent and the division of labor was required.

Mr. Nordin agreed that Ms. Jackson was not responsible for delays and other problems with Transit Tomorrow and the Board would need to clarify a number of issues when the process was resumed. He did not feel there was total agreement among Board members yet on how to proceed.

Ms. Secord pointed out that the community had frequently requested information and those requested were not always responded to quickly, which could be a staffing issue. The general manager should try to fill in those communication gaps.

MovingAhead

Mr. Skov said his thoughts on this topic were similar to those about Transit Tomorrow. There could be clearer communication of the overarching long-term vision, but that specific direction had not been given to the general manager.

Mr. Nordin said MovingAhead was a partnership with the City of Eugene, which had recently gone through some staff leadership changes. He felt much of the delay was on the city's part and not the fault of Ms. Jackson.

Mr. Yeh noted that the city had to be the first to implement, which LTD following that lead. He felt Ms. Jackson had done a good job under those conditions.

Mr. Skov said it was not clear whether this element of the evaluation related to LTD's partnership with the city or to preparing for an application for a Small Starts grant for infrastructure associated with the project.

Mr. Yeh agreed that any future goals related to MovingAhead had to be more specific about the Board's expectations about achievements.

Main Street Transit Study - 4 average rating

There were no additional comments.

Sustainability

Ms. Vargas appreciated the addition of a Sustainability Program Manager position to the staff to provide expertise on an issue. She commended Kelly Hoell's contributions to the District's sustainability efforts.

Ms. Secord felt the goal was better defined and it was easier to evaluate the general manager's performance. She commended Ms. Jackson for her efforts.

Mr. Yeh noted that the ratings in this category were high and it was clear that Ms. Jackson understood the Board's interest in the matter. Sustainability permeated the entire organization due to the general manager's leadership.

Ms. Secord said this was an example of how important the Board's direction and intent was for each goal within the evaluation process.

Mr. Yett echoed Ms. Vargas's comments about Sustainability Program Manager Kelly Hoell's addition to the staff.

Mr. Skov cited the current language under the goal and agreed the Board needed to be more specific about how it would assess performance in that category.

LTD's Internal Climate

Ms. Secord said along with communications this was her biggest area of concern. She was disappointed in responses to the recent climate survey, which was divisive. Some people were very happy and some were very unhappy at LTD with little middle ground. She felt it was a high priority going forward.

Mr. Skov agreed with Ms. Secord. He said it would be helpful to the Board when establishing a goal for the coming year to receive a written response from Ms. Jackson.

Mr. Yeh said the survey was a good start, but there was a lack of context. He thought a future goal could be clearer about the Board's intent and how survey feedback could help inform efforts to improve.

Ms. Denmark said it was appropriate to discuss the purpose of the goal and evaluation of it going forward, but reminded the Board that the current goal language indicated it could only be evaluated on whether the climate survey was completed. It would violate the terms of the general manager's contract to evaluate at this point on the nature of feedback from the survey.

Mr. Skov felt the contract language was unclear about how this goal would be evaluated and agreed that more specificity in future goal language was needed.

Mr. Nordin did not think the goal related to an evaluation of Ms. Jackson's performance by staff. He noted that there had been significant turnover of senior staff during the evaluation period and that was always disruptive to an organization.

Strengths and Areas for Growth

Ms. Secord appreciated Ms. Jackson's willingness to work with Board members and the community and demonstrated she was passionate about the organization. She felt there could be some improvements in communications for the Board and LTD leadership. She also wanted to see more clarity in the evaluation process to make it fair to Ms. Jackson and easier for the Board to uniformly approach the task.

Mr. Skov said the evaluation process did not allow for recognition of Ms. Jackson's efforts related to addressing the pandemic and the new conditions under which the District was operating. He commended work and said the community had benefitted from it. He hoped the future evaluation process would be able to accommodate establishing new goals when the District was confronted with a significant event. He appreciated Ms. Jackson's availability to the Board, but at times she took on too much and should consider delegating some things.

Mr. Nordin said there was an opportunity, based on stakeholder and community feedback, for LTD to take a greater leadership role that would allow LTD to be a more proactive organization.

Mr. Yeh said Ms. Jackson was hired to improve LTD's outreach to the community and based on those aspirations she had succeeded. She also looked within the organization, fostered talent and identified and addressed issues. He said organizations and priorities changed and Ms. Jackson had the ability to meet future needs, but it was essential for the Board to be clear about its priorities and intent.

Ms. Vargas said Ms. Jackson had done well to ensure that LTD was involved in important conversations and moving forward progressively with ongoing and new, exciting initiatives. She commended Ms. Jackson's constant positivity. The only area of improvement was assuring that LTD staff members were the right fit for the right job. She was impressed with LTD's operations.

Mr. Yeh said LTD was fortunate to have Ms. Jackson as general manager during the pandemic crisis. He felt the Board had changed over time and at this point wanted the general manager to be more directive and offer opinions on the direction of the agency.

Ms. Secord thought the Board was interested in being presented with feasible options to consider. Ms. Jackson had done a good job of being neutral about the direction the Board should take; however, she agreed that the current Board wanted to see more specific direction from the general manager. She said that was her ongoing communication request.

Mr. Skov said the Board had requested written responses from Ms. Jackson and would schedule a meeting to establish goals for the remainder of the fiscal year. He asked Ms. Denmark what steps remained in the process.

Mr. Nordin said he was pleased with Ms. Jackson's performance to date.

Ms. Jackson thanked the Board for the time it had invested in the performance evaluation and she understood how challenging the process had been. She appreciated the constructive feedback and clarity about areas of concern. She would assure that communications concerns were addressed and did not take those concerns lightly. She also appreciated the comments about the nature of current goals and evaluation instruments and the challenges of operating in a COVID-19 environment had brought to the process. She looked forward to hearing about the Board's priorities and expectations of its general manager while establishing future goals as it was sometimes confusing about whether she should speak on behalf of the Board or voice her own opinion.

Ms. Jackson said it was important for the Board to discuss its vision for LTD, its priorities and how her role as general manager could support those as new goals were established. She said many things could be accomplished over the course of a year and it was essential to have priorities so that time and resources could be focused during times of crisis. She acknowledged there was room for improvement and an opportunity to set new goals with more clarity. She thanked the Board for its willingness to strive to work together in one direction, which helped her and the staff to support the Board.

Ms. Denmark said immediate next steps included the Board receiving and reviewing Ms. Jackson's written responses and then finalizing the evaluation. That would be followed by a discussion of whether a merit increase to Ms. Jackson's salary would be awarded, then a discussion of establishing future goals and clarifying the evaluation process going forward. She pointed out it was the last year of Ms.

Jackson's current contract and that discussion should begin at the conclusion of the evaluation process.

PUBLIC SAFETY BRIEFING — Ms. Jackson said LTD's public safety and operations teams were working with the metropolitan area partners to coordinate any emergency responses that might be required due to the results of the presidential election. She said the intent was to assure that communications with customers was appropriate and timely. The strategy was to plan for the worst and hope for the best. She would provide more information in writing and an update during the event so Board members could respond to inquiries.

ADJOURNMENT — Mr. Yeh thanked the Board for its work on the evaluation and adjourned the meeting at 6:20 p.m.

LANE TRANSIT DISTRICT:

ATTEST:

Josh Skov
Board Secretary

Camille Gandolfi
Clerk of the Board

Date Approved:_____



AGENDA ITEM SUMMARY

DATE OF MEETING: November 9, 2020

ITEM TITLE: CONTRACT NO. 2020-157: LANE COUNCIL OF GOVERNMENTS IGA FOR REGIONAL SAFE ROUTES TO SCHOOLS PROGRAM

PREPARED BY: Theresa Brand, Transportation Outreach and Marketing Manager;

DIRECTOR: Cosette Rees, Director of Customer and Specialized Services

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

Please disclose any actual or potential conflict of interest.

PURPOSE: To authorize the general manager to execute an Intergovernmental Agreement (IGA) with the Lane Council of Governments (LCOG) for the Regional Safe Routes to Schools Program.

ROLE OF THE BOARD: In accordance with LTD Resolution No. 2017-03-15-011, Intergovernmental Agreements shall be presented to the Board of Directors prior to entering into. "Intergovernmental Agreements" shall include any contract between governmental entities that is not a Real Property Agreement.

DESCRIPTION/JUSTIFICATION: The Safe Routes to School (SRTS) Program operates within the three local public school districts: 4J, Bethel, and Springfield. The program provides education and outreach activities along with the expansion of bicycle and pedestrian education within the elementary and middle schools. The program has been owned and operated by Lane Transit District's (LTD) Point2Point Division.

In May 2020, LTD began an evaluation and exploration of its appropriate role regarding some of the programs historically owned by the District. LCOG is already effectively coordinating the SRTS program at rural school districts within Lane County. Consequently, the District and other regional partners agreed it would be appropriate and beneficial to move the management of the metropolitan SRTS Program to LCOG. While LTD's role will change as a result of this action, the District remains committed to continuing its support of the SRTS program and its goals.

As LTD has spending authority for the grants to fund these programs, the LTD staff recommends entering into an IGA with LCOG for coordination of the regional program throughout the current grant cycle. At the conclusion of that grant cycle, LCOG would be in a position to assume direct spending authority. The term of this agreement would begin in January of 2021 and end in September of 2023 or until all funds are expended, whichever is soonest.

FINANCIAL IMPACT/FUNDING SOURCE: The total value of the grants for the SRTS program is \$305,335. The breakdown of the funding of grant allocations is as follows:

- SRTS Bicycle and Pedestrian Education (#19-BKPEDX-0146007) = \$40,334.17
- SRTS Regional Program Support (#19-SRTSRG-0146008) = \$175,000
- SRTS Outreach and Encouragement: (#19-SRTSOE0146011) = \$90,000

All three components are included in the District's 2020 Community Investment Plan.

CONSIDERATIONS: Based on the assessment and rationale the Board is being advised to take the following action: approve the Lane Council of Governments Intergovernmental Agreement to lead the Regional Safe Routes to Schools Program.

ALTERNATIVES:

1. Deny adoption of this IGA and direct staff to identify other alternatives.

SUPPORTING DOCUMENTATION:

- 1) Resolution No. 2020-11-18-067

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-11-18-067:

It is hereby resolved that the LTD Board of Directors, acting as the LTD Contract Review Board, approves Contract No. 2020-157 as presented [amended].



RESOLUTION NO. 2020-11-18-067

APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT AMENDMENT BETWEEN LANE TRANSIT DISTRICT AND THE LANE COUNCIL OF GOVERNMENTS

WHEREAS, Lane Transit District (LTD) is authorized to enter into intergovernmental agreements (“IGAs”) with other units of local government pursuant to ORS 190.010;

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 IGAs exceeding \$149,999;

WHEREAS, for those IGAs authorized by the LTD Board of Directors, the LTD Board of Directors must approve individual or cumulative contract amendments that exceed the lesser of \$150,000 or 10 percent of the initial IGA;

WHEREAS, the Contract Review Board has authorized the LTD Finance Committee to review and recommend action on IGA's and contract amendments prior to those IGA's or contract amendments being presented to the LTD Board for review and approval; and,

WHEREAS, the Finance Committee reviewed the proposed contract between LTD and the Lane Council of Governments on November 18, 2020, 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 amendment of the IGA between LTD and the Lane Council of Governments regarding Safe Routes to Schools programs shall be in compliance with all applicable laws and regulations.
- 2) The general manager, or her designee, is hereby authorized to execute this Intergovernmental Agreement in the amount of \$305,335 in FHWA funds.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18th DAY OF NOVEMBER, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2020

ITEM TITLE: COMMITTEE APPLICATION REVIEW: SPECIAL TRANSPORTATION FUND (STF) COMMITTEE

PREPARED BY: John Ahlen, Accessible Services Program Manager

DIRECTOR: Cosette Rees, Customer and Specialized Services Director

ACTION REQUESTED: Adoption

PURPOSE: Pursuant to OAR 732-005-0031, LTD is required to appoint a committee of at least 5 and no more than 15 members to advise and assist the Board of Directors in carrying out the purposes of the Special Transportation Fund (the “STF”) for the elderly and people with disabilities and the Transportation Operating (the “STO”) Grants Program.

ROLE OF THE BOARD: The Board’s role in this instance is to adopt membership of the STF Committee.

HISTORY: In the past, the STF committee was organized as a subgroup of the Accessible Transportation Committee (ATC); however, in an effort to meet the membership requirements of the committee, new bylaws were developed which specifies that committee members need to be appointed that meet the following qualifications:

A member must:

- a) Reside in the Lane Transit District boundaries;
- b) Be knowledgeable about the transportation needs of the Elderly and People with Disabilities; and
- c) Be a person who:
 - i. Is Elderly or a person with a disability and is a User of Transportation Services in the District;
 - ii. Is Elderly or is a person with a disability and who lives in an area of the District where there are no Public Transportation Services;
 - iii. Is Representative of Elderly persons residing in the District;
 - iv. Is Representative of People with Disabilities residing in the District; or
 - v. Represents a Provider of services to the Elderly or People with Disabilities residing in the District.

LTD has solicited members of the public to apply to serve on the STF Committee and presents recommendations for committee membership. LTD continues to solicit applications and may come back to the LTD Board at a future meeting to expand membership.

CONSIDERATIONS: ODOT estimates that STF grant application materials will be posted in November 2020, with applications due in March 2020. The STF Committee will need to meet within this timeline to sufficiently provide

COMMITTEE APPLICATION REVIEW: SPECIAL TRANSPORTATION FUND (STF) COMMITTEE

funding allocation recommendations back to the Board prior to this deadline. Staff recommends extending the appointment of the following members of the committee:

Name	Current Organization	Qualifying Criteria
Hoover Chambliss		<ul style="list-style-type: none"> Is Elderly or a person with a disability and is a User of Transportation Services in the District
Lise Schellman	Pearl Buck Center	<ul style="list-style-type: none"> Representative of people with disabilities residing in the District. Represent a provider of services to the elderly or people with disabilities residing in the District.
Alan Baas		<ul style="list-style-type: none"> Representative of elderly persons residing in the District.
Ruth Linoz	South Lane Wheels	<ul style="list-style-type: none"> Representative of people with disabilities residing in the District. Represents a provider of services to the elderly or people with disabilities residing in the District.
Pete Barron		<ul style="list-style-type: none"> Elderly or a person with a disability and is a user of transportation services in the District. Representative of elderly persons residing in the District. Representative of people with disabilities residing in the District or represent a provider of services to the elderly or people with disabilities residing in the District.

ALTERNATIVES: The LTD Board could:

- Direct LTD Staff to bring forward alternative or additional recommendations for committee membership.
- Approve some but not all committee members.

NEXT STEPS: Explain in clear and concise terms the next steps related to this topic, what the Board should expect their role to be and when, and what staff will do next.

SUPPORTING DOCUMENTATION:

- 1) Supporting documentation/Resolution No. 2020-11-18-065

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-11-18-065:

It is hereby resolved that the LTD Board of Directors approves the appointment of the proposed applicants to the Special Transportation Fund Committee.



Employment Application | Submitted: 18-Jun-2018

Alan Baas

Special Transportation Fund (STF) Committee Position

Job Location - Eugene, OR

Department - Community Advisory Committees

Internal Job ID - Special Transportation Fund (STF) Committee Position

United States

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

Alan Baas Resume.docx

[Preview](#)

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Text Only Resume

No Text Only Resume on File

STF Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Alan		
Preferred Pronoun:	He	0	
Please describe any relevant work/volunteer experience: *	I have two friends my age that I've known for 50 years currently in dementia; two others my age have passed away over the last year; my mother-in-law died with dementia after we spent a year helping her into a facility here and then into memory care and hospice. I have spent much of my life in policy research and development in education, supporting our youth in their search for fulfilling lives. It is time I spend the next decade supporting my peers seeking the same!		
What organizations are you affiliated with?	School district, community health groups, town growth/stability (Be Your Best stakeholders committee for health, TeamCG for coordinating nonprofits, LCOG, etc.)		

Committee Questions | Score Total - 0

Question	Answer	Score	Disqualifier?
Why do you want to become a member?	A sense of responsibility--walking my talk. Also, I am very public about stating school district lands ought support revenue streams that could include affordable housing and a "community care" facility on a 50-acre parcel behind our high school. If I am serious, I need to understand who's out there these days getting old!		
What community topics concern you that relate to this committee?	facilities for the aging--our politics and current economy CLEARLY do not take the aging boomer challenge seriously enough; raising youth with integrity sufficient to lead them to appropriate participation in society, including caring for our very young and very old. Local people must learn to claim their local responsibilities more immediately.		
What specific contribution do you hope to make?	Lotsa attitude about practicing compassion and looking for solutions that fit the 21st century; most of a lifetime spent in public service work; high tolerance for government labyrinths and a comfort level with approaching office holders.		

Availability | Score Total - 0

Question	Answer	Score	Disqualifier?
The Special Transportation Fund Committee meetings are held in the morning on the third Tuesday of the month a minimum of twice per year. (Meeting notices will be sent out well in advance of the meeting.) Does your availability meet this schedule? *	Yes	0	
Please let us know if there are additional details about your availability that would be helpful:	I am routinely in Eugene on Tuesdays--I schedule my Town visits for that day, so meetings are no challenge. Thank you.		

If you are interested in the Special Transportation Fund (STF) Committee: | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you knowledgeable about the transportation needs of the elderly and people with disabilities?	Yes	0	
To be qualified to serve on the Committee a member must be a person who (please check all that apply):	Representative of elderly persons residing in the District	0	
For the categories above, please provide a brief description of how you represent each category selected:	I consider my friend of 50 years whose eldest son, my godson, has moved in with her in Cottage Grove to help keep her safe as she slides into dementia someone I represent very thoroughly. As an LCOG representative I spoke strongly in favor of maintaining office support for seniors in south Lane County. I have an email list of 50 local stakeholders interested in meeting together concerning new elder facilities etc. Beats me if that is enough. I heard about this opening and while already committed to numerous community-building teams, I think this committee addresses issues of great importance to elders and also to economic development generally, thus impacting what I seek to support in our schools--kids don't stay without jobs; job training ought include the whole spectrum of civic experience, including the mentoring of our elders. This committee will expose me to issues and some connectivity at the county and I presume state level to matters concerning the broad spectrum of concerns us elders face today. Thank you!		



Employment Application | Submitted: 11-Jun-2018

Ruth Linoz

Special Transportation Fund (STF) Committee Position

Job Location - Eugene, OR

Department - Community Advisory Committees

Internal Job ID - Special Transportation Fund (STF) Committee Position

United States

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

There are no files uploaded for this applicant.

Text Only Resume

No Text Only Resume on File

STF Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Ruth Linoz		
Preferred Pronoun:	she	0	
Please describe any relevant work/volunteer experience: *	Exec. Director of South Lane Wheels; Cottage Grove Chamber of Commerce Board & Greeters; Past-President Rotary		
What organizations are you affiliated with?	Current member of the LTD ATC; Vice-chair of the RideSource Advisory Committee;		

Committee Questions | Score Total - 0

Question	Answer	Score	Disqualifier?
Why do you want to become a member?	South Lane Wheels (SLW) has historically received STF funding and has managed programs that serves its criteria so I offer experience from a rural perspective.		
What community topics concern you that relate to this committee?	How can transportation resources help people age in place? How can transit better adapt to the changing expectations for transportation that improves quality of life for all ages?		
What specific contribution do you hope to make?	My 25 years of transit experience as a bus driver and transit planner in an urban system and demand response transit manager in a rural community gives me a broad perspective on how funding like STF may help programs serve distinct elderly and persons with a disability needs.		

Availability | Score Total - 0

Question	Answer	Score	Disqualifier?
The Special Transportation Fund Committee meetings are held in the morning on the third Tuesday of the month a minimum of twice per year. (Meeting notices will be sent out well in advance of the meeting.) Does your availability meet this schedule? *	Yes	0	
Please let us know if there are additional details about your availability that would be helpful:	I currently serve on the LTD ATC that meets on this same Tuesday monthly		

If you are interested in the Special Transportation Fund (STF) Committee: | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you knowledgeable about the transportation needs of the elderly and people with disabilities?	Yes	0	
To be qualified to serve on the Committee a member must be a person who (please check all that apply):	Representative of people with disabilities residing in the District or represent a provider of services to the elderly or people with disabilities residing in the District	0	
For the categories above, please provide a brief description of how you represent each category selected:	Representative of South Lane Wheels which provides services in South Lane County primarily used by elderly or people with disabilities.		



Employment Application | Submitted: 07-Jun-2018

Pete Barron

Special Transportation Fund (STF) Committee Position

Job Location - Eugene, OR

Department - Community Advisory Committees

Internal Job ID - Special Transportation Fund (STF) Committee Position

United States

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

There are no files uploaded for this applicant.

Text Only Resume

I am a retired counselor, I retired on disability in 2008 due to muscular dystrophy. I am now 65 years old and use a power wheelchair. I travel mostly by busses in the fixed route service area. I have been on the Accessible Transportation Committee for at least 8 years and have been Chair for the last 6. I am passionate about transportation solutions that will allow us to keep our independence but reduce the load on our planet and our streets.

STF Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Pete		
Preferred Pronoun:	He	0	
Please describe any relevant work/volunteer experience: *	LTD ATC chair, Whitebird, KLCC, tutoring at LCC		
What organizations are you affiliated with?	locally, LTD		

Committee Questions | Score Total - 0

Question	Answer	Score	Disqualifier?
Why do you want to become a member?	I want to change transportation to make it accessible, independent, and quick and reliable enough that more people will use it rather than cars.		
What community topics concern you that relate to this committee?	Accessibility and comfort for all users. Less cars on the road means better air and safer streets.		
What specific contribution do you hope to make?	I am good at working with people to find a common ground. I am a senior and in a wheelchair and have training in engineering.		

Availability | Score Total - 0

Question	Answer	Score	Disqualifier?
The Special Transportation Fund Committee meetings are held in the morning on the third Tuesday of the month a minimum of twice per year. (Meeting notices will be sent out well in advance of the meeting.) Does your availability meet this schedule? *	No	0	
Please let us know if there are additional details about your availability that would be helpful:	LTD ATC also meets mornings on the 3rd Tuesday of the month!		

If you are interested in the Special Transportation Fund (STF) Committee: | Score Total - 0

Question	Answer	Score	Disqualifier?
Are you knowledgeable about the transportation needs of the elderly and people with disabilities?	Yes	0	
To be qualified to serve on the Committee a member must be a person who (please check all that apply):	Elderly or a person with a disability and is a user of transportation services in the District, Representative of elderly persons residing in the District, Representative of people with disabilities residing in the District or represent a provider of services to the elderly or people with disabilities residing in the District	0	
For the categories above, please provide a brief description of how you represent each category selected:	I am 65 years old and use a power wheelchair. I travel mostly by bus daily to my volunteer jobs.		



Employment Application | Submitted: 29-Jul-2020

AAA

Hoover Chambliss

**Volunteer Committee Opportunity:
Comprehensive and Accessible
Transportation Committee**

Job Location - Eugene, OR

Department - Community Advisory Committees

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

HOOVER CHAMBLISS 2017 RESUME.pdf

[Preview](#)

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Text Only Resume

No Text Only Resume on File

Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Hoover		
Preferred Pronoun:	He	0	
What is your current occupation? *	Volunteer		
Who is your current employer?	Retired		

Committee Questions | Score Total - 0

The ATC is to serve as a citizen advisory committee to the LTD Board of Directors to advise the LTD Board of Directors on other matters relating to the provision of accessible transportation services in Lane County.

Question	Answer	Score	Disqualifier?
----------	--------	-------	---------------

Please provide a brief description of any experience or training that you feel qualifies you for the Accessible Transportation Committee (ATC). *	3 years experience on the Accessible Transportation Committee. LTD and ride source user since 2009.	
Please list local issues of particular concern to you that relate to accessible transportation. *	User accessibility for all. The new comprehensive plan in lane county. Ride source quality assurance. Integration of new products an services.	
The Accessible Transportation Committee (ATC) meets on the third Tuesday morning of each month at least six times per year. Does that meet your availability? *	Yes	0
Please let us know if there are additional details about your availability that would be helpful.	This question was not answered.	0
Which form of public transportation do you use? *	RideSource, LTD fixed-route	0
If you listed "other" above please explain:	This question was not answered.	0

Additional Questions | Score Total - 0

The Accessible Transportation Committee seeks to have a diverse membership representing the areas indicated below. Please check all applicable categories. Please check your most relevant representation:

Question	Answer	Score	Disqualifier?
In-District (residing or operating within Lane Transit District boundaries) *	Representative of the Elderly Transit User, Representative of the Physically Disabled Transit User	0	
Out-of-District (Residing or operating outside of Lane Transit District Boundaries, but within Lane County, Oregon: *	Representative or User of Special Transportation	0	
For the categories above, please provide a brief description of how you represent each category selected: *	I'm turning 65 an using a powered wheel chair to get around.		



Employment Application | Submitted: 27-Jul-2020

AAA

Lise Schellman

**Volunteer Committee Opportunity:
Comprehensive and Accessible
Transportation Committee**

Job Location - Eugene, OR

Department - Community Advisory Committees

Resume

You can provide us with your resume here. You may either upload a file containing a formatted version, or cut & paste a text version in the space provided.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name

Link

Lschellman resume 6 4 19.docx

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[Download](#)

Text Only Resume

No Text Only Resume on File

Committee Questions

Tell Us More About You | Score Total - 0

Question	Answer	Score	Disqualifier?
Preferred Name:	Lise Schellman		
Preferred Pronoun:	she	0	
What is your current occupation? *	Family Support Program Director		
Who is your current employer?	Pearl Buck Center		

Committee Questions | Score Total - 0

The ATC is to serve as a citizen advisory committee to the LTD Board of Directors to advise the LTD Board of Directors on other matters relating to the provision of accessible transportation services in Lane County.

Question	Answer	Score	Disqualifier?

Please provide a brief description of any experience or training that you feel qualifies you for the Accessible Transportation Committee (ATC). *	I have attended many Accessible Transportation Committee meetings as a community member and sat on the Special Transportation Fund Committee in 2018-19	
Please list local issues of particular concern to you that relate to accessible transportation. *	I supervise several programs with clients that utilize accessible transportation. This Committee is a platform for leaders of differing abilities to come together and support a transit system that is accessible to all. The challenges of Covid 19 have hit the population with accessibility issues particularly hard; masking, social distancing, changing schedules and less availability of transport are all especially challenging to this population, and I am eager to be part of the solution at this critical time.	
The Accessible Transportation Committee (ATC) meets on the third Tuesday morning of each month at least six times per year. Does that meet your availability? *	Yes	0
Please let us know if there are additional details about your availability that would be helpful.	This question was not answered.	0
Which form of public transportation do you use? *	Not a transit user	0
If you listed "other" above please explain:	This question was not answered.	0

Additional Questions | Score Total - 0

The Accessible Transportation Committee seeks to have a diverse membership representing the areas indicated below. Please check all applicable categories. Please check your most relevant representation:

Question	Answer	Score	Disqualifier?
In-District (residing or operating within Lane Transit District boundaries) *	Representative of the Developmentally Disabled Transit User, Representative of the Mentally / Emotionally Disabled Transit User	0	
Out-of-District (Residing or operating outside of Lane Transit District Boundaries, but within Lane County, Oregon: *	Representative or User of Special Transportation	0	
For the categories above, please provide a brief description of how you represent each category selected: *	I am in close contact with people with developmental and mental health disabilities every day. I hear their challenges with changing routes, schedules and, currently social distancing guidelines and the need for non-essential transportation for various life needs..		



LTD RESOLUTION NO. 2020-11-18-065

SPECIAL TRANSPORTATION FUND COMMITTEE MEMBER APPOINTMENTS

WHEREAS, OAR 732-005-0031 requires LTD ('District') to appoint a Special Transportation Fund (STF) Advisory Committee;

WHEREAS, the purpose of the Advisory Committee is to advise and assist the District in carrying out the purposes of the STF and prioritizing Projects to be funded by STF moneys received by the District;

WHEREAS, the rules in chapter 732, divisions 5, 10, and 20 establish the procedures and requirements of the Public Transit Division for the administration of the STF for the Elderly and Disabled;

WHEREAS, the Advisory Committee members are required to meet one of the following criteria:

- a) Reside in the Lane Transit District boundaries;
b) Be knowledgeable about the transportation needs of the Elderly and People with Disabilities; and
c) Be a person who:
i. Is Elderly or a person with a disability and is a User of Transportation Services in the District;
ii. Is Elderly or is a person with a disability and who lives in an area of the District where there are no Public Transportation Services;
iii. Is Representative of Elderly persons residing in the District;
iv. Is Representative of People with Disabilities residing in the District; or
v. Represents a Provider of services to the Elderly or People with Disabilities residing in the District.

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

Appointing the following individuals to the STF Advisory Committee who meet the qualifications set forth by OAR 732-005-0031:

Table with 3 columns: Name, Current Organization, and Qualifying Criteria. Rows include Hoover Chambliss, Lise Schellman (Pearl Buck Center), and Alan Baas.



Ruth Linoz	South Lane Wheels	<ul style="list-style-type: none">• Representative of people with disabilities residing in the District• Represents a provider of services to the elderly or people with disabilities residing in the District
Pete Barron		<ul style="list-style-type: none">• Elderly or a person with a disability and is a user of transportation services in the District• Representative of elderly persons residing in the District• Representative of people with disabilities residing in the District or represent a provider of services to the elderly or people with disabilities residing in the District

Date

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING:	November 18, 2020
ITEM TITLE:	FY2021-2030 COMMUNITY INVESTMENT PLAN
PRESENTER:	Christina Shew, Director of Finance
DIRECTOR:	Aurora Jackson, General Manager
ACTION REQUESTED:	Adoption

PURPOSE: To request that the Board of Directors adopt the fiscal year 2021-2030 Community Investment Plan (CIP).

ROLE OF THE BOARD: The Board's role in this instance is to adopt the 2021-2030 CIP after considering input from riders, community partners, the general public, and the Budget Committee

HISTORY: The proposed fiscal year 2021-2030 CIP is a 10-year framework that provides direction and guidance for LTD's capital and other investments. Annual revisions of the CIP are developed with input from riders, community partners and the general public. The CIP prioritizes resources to achieve improvements in the context of the District's long-term transportation and livability goals.

Projects included in our CIP vary in size, cost and community benefit. Some projects are to maintain existing capital assets while others assist LTD in making the delivery of its service more efficient, safe and attractive. All projects either maintain our current infrastructure or respond to the changing needs of our riders and our community

The CIP has two fundamental objectives: 1) to make efficient use of LTD's financial resource, and 2) to implement regional priorities that anticipate the need for public transportation in the future. The CIP supports the collaborative efforts of the local and regional transportation plans. In that context, all projects are vetted against 7 criteria:

- 1) **Project Deferral Implication:** To what extent will deferring a project create unsafe conditions and/or cause noticeable disruption to the level of service or user benefits and/or put the District out of compliance with legal, compliance or regulatory mandates?
- 2) **Feasibility of Implementation:** What is the likelihood that the project will be completed within the requested budget and schedule?
- 3) **Operating Budget Impact:** What impact will the project have on the operating budget of the District and will the ongoing costs be sustainable given the projected incoming revenue sources?
- 4) **Ridership/Quality of Service Delivery:** What impact will this project have on ridership, quality of service delivery and benefits to the community?
- 5) **Economic Contribution:** How will a project increase the District's revenue, create jobs, and/or improve the local economy?
- 6) **Environmental Stewardship:** How will a project preserve the natural environment, conserve natural resources, reduce pollution, or otherwise contribute to a sustainable community?
- 7) **Other Benefits:** What benefits (beyond ridership/quality of service delivery) does the project have to the community (e.g. data insight, better transparency)?

All projects are also organized into three tiers based on their funding status as follows:

Tier I: Full funding has been secured.

Tier II: Funding is in the application process and/or funding source has been identified.

Tier III: Funding source has not yet been identified

The CIP has no spending authority. LTD's final decision to commit funds occurs through the annual budget process. Although the CIP is the starting point for the annual budget, the projects budgeted each year vary from those proposed in the CIP as a result of available funding and the funding needs of existing projects already underway.

Projects proposed in the CIP reflect the planned project cost. The budget for the current state of a project may change between CIP adoption and project implementation

Posting for public comment: The proposed fiscal year 2021-2030 CIP was posted for public comment on Wednesday, September 16, 2020.

Approval by the Budget Committee: The Budget Committee met on October 7, 2020, to review and approve the proposed fiscal year 2021-2030 CIP. The proposed fiscal year 2021-2030 CIP was approved and forwarded to the LTD Board of Directors with a recommendation for adoption.

Public Comments and Public Hearing: On October 21, 2020, at the regular Board of Directors meeting, a public hearing was held and an overview and the highlights of the proposed fiscal year 2021-2030 CIP was presented. A link to that presentation was posted to the LTD website prior to the October 21, 2020, Board meeting. Better Eugene-Springfield Transit and Justin Hobley provided written and/or verbal public comments which were addressed by staff to the extent possible. No Board revisions were requested.

CONSIDERATIONS: Staff recommends that the Board adopt the proposed fiscal year 2021-2030 CIP. CIP details are posted on the LTD website.

ALTERNATIVES:

- The Board may:
 - Hold additional public hearings, and/or
 - Hold additional Budget Committee meetings, and/or
 - Postpone adoption of the 2021-2030 proposed CIP to an alternate date.
- The Board may amend and adopt the 2021-2030 CIP as amended.

NEXT STEPS:

After the 2020-2029 CIP adoption, staff post the final 2021-2030 CIP on the LTD website. The adopted CIP will become the official guiding capital and operational investment plan. The adopted CIP has no spend authority.

SUPPORTING DOCUMENTATION:

- 1) FY2021–2030 Community Investment Plan
- 2) Email – Public Testimony for FY2021-2030 CIP
- 3) BEST Testimony LTD 2021-2030 Community Investment Plan
- 4) Resolution No. 2020-11-18-066

PROPOSED MOTION: I move adoption of LTD Resolution No. 2020-11-18-066:

It is hereby resolved that the LTD Board of Directors approves the Fiscal Year 2021-2030 CIP as presented [amended].

2021 - 2030

COMMUNITY INVESTMENT PLAN



Lane Transit District



TABLE OF CONTENTS

04

SECTION 1: CONTEXT FOR LTD'S COMMUNITY INVESTMENTS

- 04 Community Investments Framework
- 07 Community Investment Priorities
- 07 CIP Development And Review Process
- 08 CIP Development And Review Schedule
- 09 Project Funding Considerations
- 11 Project Classification

12

SECTION 2: LTD'S PROJECT DESCRIPTIONS

- 14 Improvement Master Schedule
- 15 State of Good Repair Master Schedule
- 16 Improvement Project Descriptions
- 24 State of Good Repair Project Descriptions

28

SECTION 3: PROJECT MASTER LIST IN TABLE FORMAT

- 30 Improvement Projects
- 32 State of Good Repair Projects

34

SECTION 4: PROJECT FUNDING IN TABLE FORMAT

- 36 Improvement Projects
- 38 State of Good Repair Projects

SECTION 1:

CONTEXT FOR LTD'S COMMUNITY INVESTMENTS

A COMMUNITY IS AT ITS BEST WHEN WE HAVE ACCESS TO THE PLACES AND SERVICES THAT ARE IMPORTANT TO US ALL. EVERY YEAR, MILLIONS OF RIDERS DEPEND ON LTD TO GET TO WORK, GO TO SCHOOL, GO TO MEDICAL APPOINTMENTS, SHOP, OR FOR A STRESS-FREE RIDE TO A UO GAME.

COMMUNITY INVESTMENTS FRAMEWORK

In everything Lane Transit District (LTD) does, we carry the community and its aspirations forward. Public Transportation services enable the residents of our community to connect to jobs, school, doctor's appointments, shopping, family and friends, and much more. Public transportation makes a significant contribution toward establishing a community identity, supporting vibrant commercial and social exchanges, improving physical health, and guiding sustainable neighborhood and regional development. In that context, we take responsibility for joining with our regional partners to create a livable community.



Community Investments allow LTD to meet operational and long-term goals. LTD believes in providing people the independence to achieve their goals while creating a more vibrant, sustainable, and equitable community. How we do this includes serving the community with respect, collaborating internally and externally, and caring for our customers, employees, and business partners. What we do includes providing safe and accessible vehicles, services, and facilities; practicing sound fiscal and sustainability management; delivering reliable public transportation services; offering services that reduce dependency on the automobile; and providing leadership for the community's transportation needs.

Coordinating and collaborating with our partners enables us to better leverage the significant investments we make in our service and capital infrastructure. As Eugene, Springfield, and surrounding communities

continue to grow and regional transportation demands diversify, LTD must connect effectively to the economic development, social equity, and environmental stewardship goals of the broader community. Integrating LTD's plans for growth and development with the goals of the communities we serve ensures we fully leverage our investments and are contributing most effectively to the growth and prosperity of the region's residents.

The Community Investment Plan (CIP) is a 10-year framework that provides direction and guidance for LTD's

capital and other investments. Annual revisions of the CIP are developed with input from riders, community partners, and the general public. The CIP prioritizes resources to achieve improvements in the context of the District's long-term transportation and livability goals.





COMMUNITY INVESTMENT PRIORITIES

LTD's projects vary in size, cost, and community benefit. These projects maintain existing capital assets and assist LTD in making the delivery of its services more efficient, safe and attractive, including investments in innovation. LTD is committed to maintaining current infrastructure while purposefully investing in new projects that position the District to respond to the changing needs of its riders and community.

The CIP has two fundamental objectives: 1) to make efficient use of LTD's financial resources, and 2) to implement regional

priorities that anticipate the need for public transportation in the future. The CIP supports the collaborative efforts of the local and regional transportation plans.

The FY 2021-2030 CIP totals approximately \$159 million in projects. Of that, \$22 million represents future projects for which funding has not yet been secured.

LTD CONTINUOUSLY QUESTIONS IF THERE ARE BETTER WAYS TO SERVE THE COMMUNITY. THROUGH COLLABORATION WITH LOCAL GOVERNMENTS, PASSENGERS AND BUSINESS PARTNERS, WE PLAN FOR A SAFE, FINANCIALLY SUSTAINABLE FUTURE THAT REFLECTS THE DISTRICT'S VALUES AND SERVES OUR PASSENGERS.

PROJECT CATEGORY	TIER 1 FUNDING	TIER 2 FUNDING	TIER 3 FUNDING	TOTAL COST
	FUNDING SECURED/SECURABLE	FUNDING IDENTIFIED IN APPLICATION PROCESS	FUNDING SOURCE NOT IDENTIFIED	
State of Good Repair	19,014,554	96,050,163	15,362,855	130,427,572
Improvements	17,055,595	4,958,420	7,450,000	29,464,015
Totals	36,070,149	101,008,583	22,812,855	159,891,587



CIP DEVELOPMENT AND REVIEW PROCESS

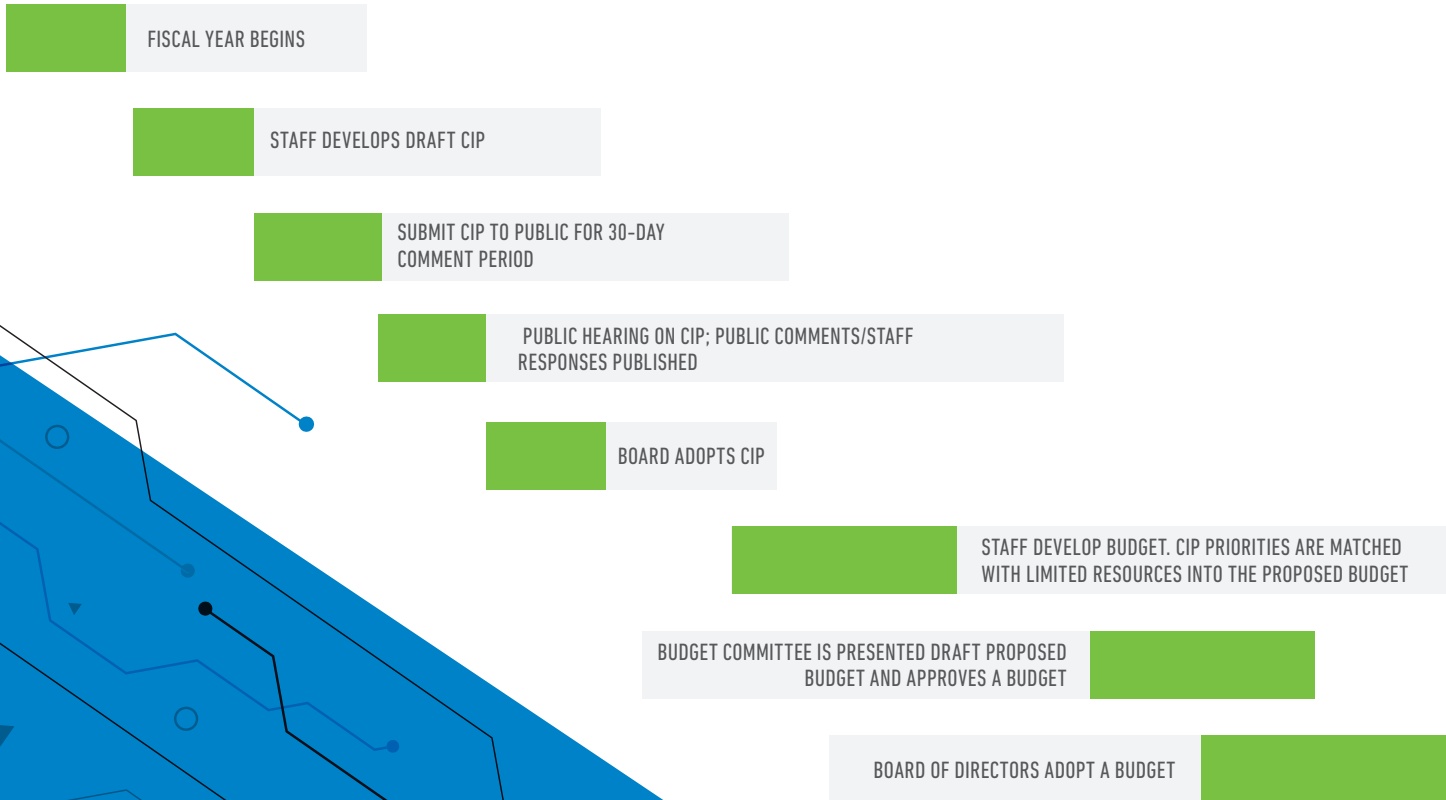
The CIP is reviewed and adopted annually. The draft CIP is submitted to the public for a minimum 30-day comment period. The public can submit in writing any comments or questions about the plan and testify at a public hearing that is scheduled within the comment period. Once the public comment period is concluded, all comments or questions along with LTD responses are submitted to the LTD Board of Directors. The Board of Directors considers all public comment prior to adoption of the Plan.



DEVELOPMENT AND REVIEW SCHEDULE

JUL AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN

STAFF TRACK PROGRESS OF PROJECTS AND FUNDING THROUGHOUT THE FISCAL YEAR





PROJECT FUNDING CONSIDERATIONS

There are two types of projects in the CIP: 1) State of Good Repair and 2) Improvement. State of Good Repair projects are projects that keep the District's assets in good working order to continue providing high-quality service to the community. These include vehicle replacement, maintenance and upgrades to technology and facilities, and other projects intended to keep our current service quality high. Improvement projects increase the investments in the community adding additional service and/or user benefits. These can include frequent transit network projects, fare management, and large technology and facility upgrades that increase benefits to the community.

Community and organizational needs are reviewed utilizing the following seven criteria when making final project funding decisions:

01 PROJECT DEFERRAL IMPLICATION

To what extent will deferring a project create unsafe conditions and/or cause noticeable disruption to the level of service or user benefits and/or put the District out of compliance with legal, compliance, or regulatory mandates?

02 FEASIBILITY OF IMPLEMENTATION

What is the likelihood that the project will be completed within the requested budget and schedule?

03 OPERATING BUDGET IMPACT

What impact will the project have on the operating budget of the District and will the ongoing costs be sustainable given the projected incoming revenue sources?

04 RIDERSHIP/QUALITY OF SERVICE DELIVERY

What impact will this project have on ridership, quality of service delivery, and benefits to the community?

05 ECONOMIC CONTRIBUTION

How will a project increase the District's revenue, create jobs, and/or improve the local economy?

06 ENVIRONMENTAL STEWARDSHIP

How will a project preserve the natural environment, conserve natural resources, reduce pollution, or otherwise contribute to a sustainable community?

07 OTHER BENEFITS

What benefits (beyond ridership/quality of service delivery) does the project have to the community (e.g., data insight, better transparency)?



Following the staff review process, projects are organized into three tiers based on their funding status. Funding tiers include the following:

Tier 1: Full funding has been secured.

Tier 2: Funding is in the application process and/or funding source has been identified.

Tier 3: Funding source has not yet been identified.

LTD's final decision to commit funds occurs through the annual budget process. Although the CIP is the starting point for the annual budget, the projects budgeted each year vary from those proposed in the CIP as a result of available funding and the funding needs of existing projects already underway. Projects proposed in the CIP reflect the planned project cost. The budget for the current state of a project may change between CIP adoption and project implementation.

PROJECT CLASSIFICATION

Projects are sorted by the following major classifications:

Frequent Transit Network (FTN): These projects encompass the planning, design, and construction of service that increases capacity along major transportation corridors. The FTN strengthens regional connectivity by tying service and investment decisions to the level of development along corridors.

Fleet: These are projects related to the addition, replacement, and overhaul of service and support vehicles and equipment.

Facilities: These are projects that fund the design, purchase, installation, construction, or improvement/rehabilitation of service, maintenance, and administrative facilities.

Technology Infrastructure and Support Systems: These projects include the acquisition, implementation, and enhancement of technology infrastructure, communications/network equipment, hardware and software.

Safety and Security: These projects include the acquisition, implementation, and enhancement of security and safety programs that support the delivery of transportation services.

BASED ON AVAILABLE FUNDING AND THE NEEDS OF THE PROJECTS ALREADY UNDERWAY, ALL PROJECTS FIT INTO ONE OF FIVE CLASSIFICATIONS AND THEN ARE RANKED ANNUALLY AS A TIER 1, TIER 2 OR TIER 3 PRIORITY.

SECTION 2:

LTD'S PROJECT DESCRIPTIONS

"DELIVERING SAFE, RELIABLE AND CONVENIENT SERVICE IS LTD'S TOP PRIORITY. CONTINUED IMPROVEMENTS AND CAREFUL PLANNING FOR THE FUTURE ENSURES OUR COMMUNITY WILL ALWAYS BE WELL-SERVED IN THEIR MOBILITY NEEDS."

Caitlin Vargas, Vice President, LTD Board of Directors



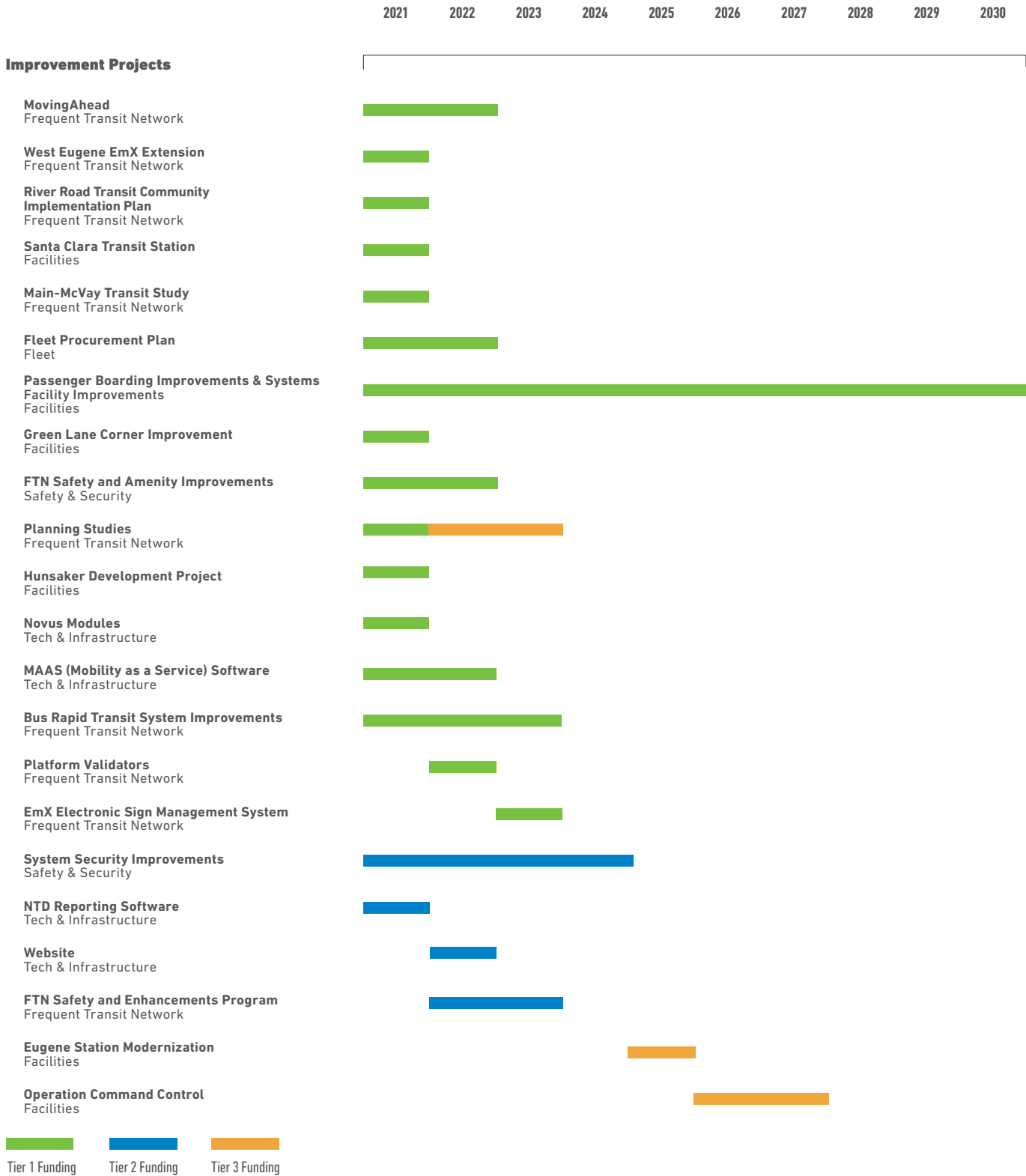
Projects from all five classifications are represented across the three tiers. Projects such as new buses and fleet maintenance, new construction and facility improvements, software upgrades, and other infrastructure are needed every year to maintain and to improve LTD's service for bus operators to safely pick up and deliver passengers to the essential places they need to go.





Kate Brown, Governor of Oregon and
Michael H. Schill, President of University of Oregon.

IMPROVEMENTS PROJECTS MASTER SCHEDULE*



*For the fiscal year

STATE OF GOOD REPAIR MASTER SCHEDULE*



*For the fiscal year

PROJECT DESCRIPTION

Santa Clara Transit Station Construct new station near Hunsaker Lane and Green Lane off River Road in Eugene, including a Park & Ride as well as bike lockers. The Transit Station will accommodate both regular and EmX service, reducing operational delays and improving the customer experience.

Category: Improvement | **Classification:** Facilities
Timeline: Pre-2021, FY2021

Green Lane Corner Improvement Purchase corner lot adjacent to Santa Clara Transit Station, remove building on property and construct landscaping and sidewalk to allow for additional safety security at the Santa Clara Transit Station.

Category: Improvement | **Classification:** Facilities
Timeline: Pre-2021, FY2021

Passenger Boarding Improvements & System Facility Improvements

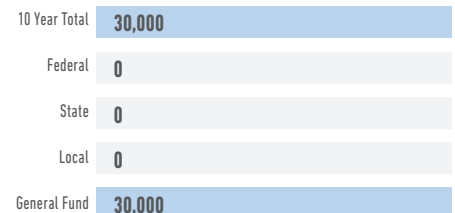
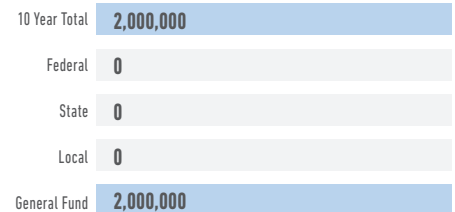
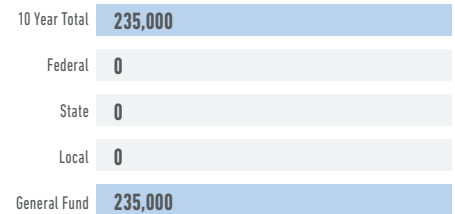
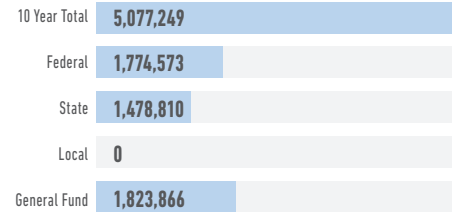
Continuous improvements that respond to internal and external requirements and requests. Provides ability to respond to specific rider, jurisdiction, property owner, and operational needs to enhance safety, efficiency, functionality and ability to adapt to changes not within our control. Also funds end of life or major corrective improvements to existing infrastructure.

Category: Improvement | **Classification:** Facilities |
Timeline: Pre-2021, FY2021-2030

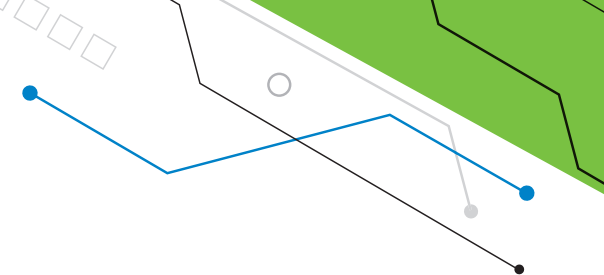
Hunsaker Development Project Disposes of remaining property adjacent to the Santa Clara Transit Station to allow for future development of vacant land around the Transit Station. Funds consultant, staff time, and any property preparations for sale.

Category: Improvement | **Classification:** Facilities | **Timeline:** FY2021

FUNDING SOURCE - PLANNED¹







PROJECT DESCRIPTION

FUNDING SOURCE - PLANNED¹

Eugene Station Modernization Improvements and maintenance at the Eugene Station located at 11th Avenue and Willamette Street in downtown Eugene. Improvements to the site are broken into two categories: exterior and building improvements. These improvements are to improve the customer experience in the station as well as maintaining and updating the station's components to keep it in a state of good repair.²

10 Year Total	3,000,000
Federal	0
State	0
Local	0
General Fund	0

Category: Improvement | **Classification:** Facilities | **Timeline:** FY2025

Operation Command Control Expand the administrative building to include modern operations dispatch, operator report area, training classrooms, restrooms/showers, and recovery areas. Provides infrastructure for unified command and control and employee development and training.²

10 Year Total	3,500,000
Federal	0
State	0
Local	0
General Fund	0

Category: Improvement | **Classification:** Facilities | **Timeline:** FY2026-2027

Fleet Procurement Plan Transit vehicles have a lifespan of approximately 12 years. As LTD considers further electrification of its fleet, as well as other fuel types, it will need to determine how to make that transition and what types of vehicles will allow it to continue to provide high-quality service to the community while lowering its environmental impact and controlling operating and maintenance costs. This plan will assist LTD to invest strategically in its fleet during this transition period and to gain an understanding of what mix of vehicle types will maximize operational capacity in the long run. The Fleet Procurement Plan will also help LTD to understand when the capital cost of replacing transit vehicles is more cost effective than maintaining older vehicles.

10 Year Total	130,307
Federal	117,276
State	0
Local	0
General Fund	13,031

Category: Improvement | **Classification:** Fleet
Timeline: Pre-2021, FY2021-2022

MovingAhead MovingAhead is a cooperative effort between the City of Eugene, Lane Transit District, and regional partners in the community to determine what multimodal improvements are needed on some of our most important transportation corridors. This effort has been carried out through multiple phases over several years and is in the final decision-making process.

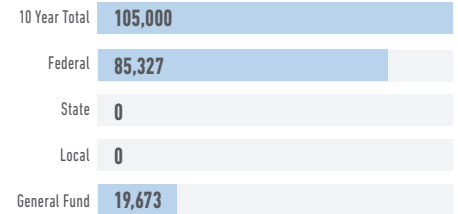
10 Year Total	453,677
Federal	407,084
State	0
Local	0
General Fund	46,593

Category: Improvement | **Classification:** FTN
Timeline: Pre-2021, FY2021-2022

PROJECT DESCRIPTION

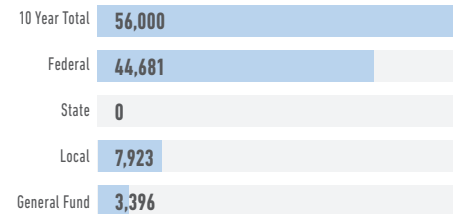
Main-McVay Transit Study The Main-McVay Transit Study evaluates the feasibility of transit alternatives (mode and route) to connect Springfield Station via Main Street to Thurston in Springfield and to Lane Community College via McVay Highway. This project is currently on hold to allow the Main Street Safety Study sponsored by ODOT and the City of Springfield to complete their work to inform the transit study. Once that study is complete, the Main-McVay Transit Study will resume. The timeline will be determined as the Safety Study is near to completion.

Category: Improvement | **Classification:** FTN
Timeline: Pre-2021, FY2021

FUNDING SOURCE - PLANNED¹

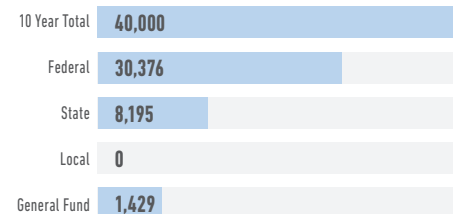
River Road Transit Community Implementation Plan Being developed within the context of the MovingAhead project, this project is a collaboration between the City of Eugene and LTD to facilitate transit-oriented development along the River Road Corridor. While the FTA grant was secured by LTD, the project is being managed by the City of Eugene. The Study will examine ways to increase density, mixed-use development and bicycle and pedestrian access while maintaining desired aspects of neighborhood character.

Category: Improvement | **Classification:** FTN
Timeline: Pre-2021, FY2021



West Eugene EmX Extension The WEEE Project is an 8.8-mile (round trip) westerly extension of the highly successful Franklin/Gateway EmX Bus Rapid Transit line. This EmX Line links residential and commercial activity centers in the West 11th Avenue Corridor with the region's two central business districts (Eugene and Springfield) and the region's two largest employers (the University of Oregon and Peace Health Hospital). A requirement of the FTA Small Starts grant is the completion of a Before and After Study, The Study will provide an assessment of how, after two years of operation, the project is meeting the goals established as part of the project's development process.

Category: Improvement | **Classification:** FTN
Timeline: Pre-2021, FY2021



¹ Full budget tier breakdowns available in Section 4

² Funding detail includes Tier 1 secured funding only



PROJECT DESCRIPTION

Planning Studies Planning Studies is comprised of interrelated planning studies that will advise the strategic direction of the organization. The suite of projects that fall within "Strategic Planning Studies" will be reassessed/built upon each year as part of the CIP process. The FY21 to FY22 strategic planning studies include:

Strategic Business Plan (SBP) - To assure alignment with community needs, LTD actions should be based on a clear strategic business plan. The SBP will provide a 10-year strategic approach to implement and advance both short- and long-term projects within the limits of LTD's long-range financial plan. The SBP will be revisited every three years. The SBP will serve to align other LTD agency documents and processes such as the annual budget, CIP, Long Range Financial Plan and Long Range Transportation Plan.

The Mobility Management Plan will help LTD to strategically engage with new and emerging mobility concepts and providers. The MMP will wrap up by the end of FY22.

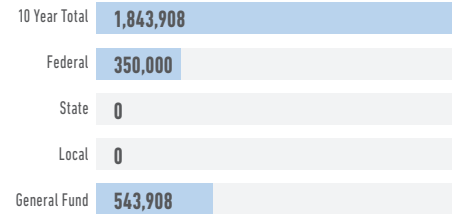
Lane Council of Governments (LCOG) Planning Assistance - Establish an agreement with LCOG to provide planning support on LTD's strategic planning projects.

Comprehensive Operations Analysis (COA) - The COA entails a detailed study of LTD's transit service, including an assessment of existing strengths, areas for improvements, and options to better serve the community.

Marketing and Brand Plans - Incorporate the priorities of the Strategic Business Plan (SBP) and the Comprehensive Operations Analysis (COA), the agency will update a Marketing and Communications Plan along with an update to the Brand Plan to meet the communication needs of the District including special project communications. These plans will assist LTD in providing effective, consistent and responsive public-facing information to LTD's riders, stakeholders.²

Category: Improvement | **Classification:** FTN | **Timeline:** FY2020-2023

FUNDING SOURCE - PLANNED¹



Bus Rapid Transit System Improvements This project facilitates improvements to the region's BRT system. These improvements are focused on increasing the overall safety of the BRT system, LTD's fixed route network, and the overall safety of the regional transportation system. In addition, these improvements will address operational issues related to travel time and improvements to passenger amenities on the EmX system.

Category: Improvement | **Classification:** FTN | **Timeline:** FY2021-2023



¹ Full budget tier breakdowns available in Section 4
² Funding detail includes Tier 1 secured funding only

PROJECT DESCRIPTION

FUNDING SOURCE - PLANNED¹

Platform Validators Purchase platform validators for the TouchPass electronic fare collection system. This will allow customers to access their fare accounts prior to board, resulting in increased operational efficiency and rider convenience.

Category: Improvement | **Classification:** FTN | **Timeline:** FY2022

10 Year Total	500,000
Federal	0
State	0
Local	0
General Fund	500,000

FTN Safety and Enhancements This project facilitates improvements to the region's FTN system. These improvements are focused on increasing the overall safety of the FTN system, LTD's fixed route network, and the overall safety of the regional transportation system. In addition, these improvements will address operational issues related to travel time and improvements to passenger amenities on the FTN system.²

Category: Improvement | **Classification:** FTN | **Timeline:** FY2022-2023

10 Year Total	2,000,000
Federal	0
State	0
Local	0
General Fund	0

EmX Electronic Sign Management System Software to allow remote management of signs on EmX platforms, as well as to improve the accuracy of real-time predictions for service. Currently the signs can only be updated manually, or using IT-related software that is not designed for marketing/sign management purposes.

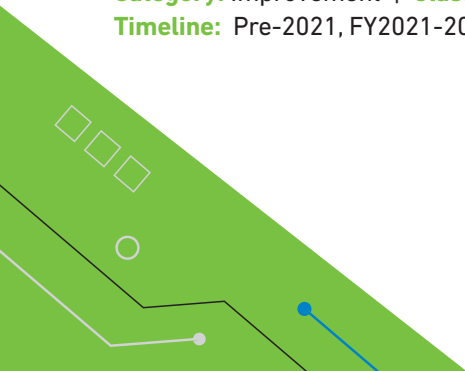
Category: Improvement | **Classification:** FTN | **Timeline:** FY2023

10 Year Total	200,000
Federal	179,460
State	0
Local	0
General Fund	20,540

FTN Safety and Amenity Improvements These improvements are intended to ensure a safe environment for passengers, operators, and others that come in contact with LTD's system. Improvements are also intended to improve the experience for passengers and assist with attracting new riders.

Category: Improvement | **Classification:** Safety & Security
Timeline: Pre-2021, FY2021-2022

10 Year Total	1,034,454
Federal	928,216
State	0
Local	0
General Fund	106,238



¹ Full budget tier breakdowns available in Section 4
² Funding detail includes Tier 1 secured funding only

PROJECT DESCRIPTION

System Security Improvements These improvements are intended to ensure facilities and vehicles are secure from harm, and enhance the personal safety and security of passengers and employees.²

Category: Improvement | **Classification:** Safety & Security
Timeline: FY2021-2024

FUNDING SOURCE - PLANNED¹

10 Year Total	2,500,000
Federal	0
State	0
Local	0
General Fund	0

NOVUS Modules NOVUS Modules increase efficiency, bring us into contractual compliance, and improve the overall customer experience for passengers.

1) Passenger Portal - Allows passengers to access and manage their ride information through a web portal, including requesting a trip, modifying/canceling a trip, and confirming their trip.

2) Notifications - Pushes out notifications to customers to remind them of their trip, to provide updates regarding their trip (i.e., snow & ice impacts), and trip specifics. It also allows the passenger to respond to reminders to confirm and cancel their trip.

3) Provider Mobile - Creates an interface with third party providers to capture information electronically. This includes time of pick-up, time of drop-off, status of trip (i.e., no-show), etc. This also includes funding to help with the initial purchase of tablets. Includes purchase, implementation services, and 1st year maintenance. This project is meant to give LTD the means to meet new requirements legislated in the State of Oregon for Non-Emergent Medical Transportation (NEMT), by measurably improving the experience of members of the public and our external fleet providers. Without the capabilities provided by these modules we would be unable to adequately fulfill our responsibilities to provide NEMT transportation as part of the Coordinated Care Organization (CCO) requirements through the Oregon Health Authority.

Category: Improvement | **Classification:** Tech & Infrastructure | **Timeline:** FY2021

10 Year Total	400,000
Federal	0
State	0
Local	0
General Fund	400,000

NTD Reporting Software Business intelligence software specifically designed to assist with the complexities of NTD reporting.²

Category: Improvement | **Classification:** Tech & Infrastructure | **Timeline:** FY2021

10 Year Total	208,420
Federal	0
State	0
Local	0
General Fund	0

¹ Full budget tier breakdowns available in Section 4
² Funding detail includes Tier 1 secured funding only

PROJECT DESCRIPTION

MAAS (Mobility as a Service) Software An inter-agency project with the City of Eugene and University of Oregon to create a mobile software application that enables local customers to plan a trip in the Eugene-Springfield area using a variety of transportation modes (transit, bike share, scooter share, walking, parking, car sharing, van pooling, etc.), and then to pay for that trip using an integrated "mobile wallet".²

Category: Improvement | **Classification:** Tech & Infrastructure
Timeline: FY2021-2022

FUNDING SOURCE - PLANNED¹

10 Year Total	900,000
Federal	0
State	0
Local	0
General Fund	0

Website LTD will work with a contractor to select a new CMS (Content Management System such as Wordpress) and then develop and launch an updated website that allows LTD to utilize current technologies to efficiently communicate our services; integrate with other mobility services and providers; create a more seamless and user friendly experience for the customer.²

Category: Improvement | **Classification:** Tech & Infrastructure | **Timeline:** FY2022

10 Year Total	250,000
Federal	0
State	0
Local	0
General Fund	0

River Road Transit Station Disposal Removes existing River Road Transit Station. Santa Clara Transit Station will be replacing the River Road Station and is planned to be operational February 7, 2021. Expenses that are anticipated include 1) Appraisal 2) Appraisal Review 3) Legal counsel for property sale 4) Facilities cost to remove LTD items, and 5) temporary fencing around the site. Funds are for consultant and staff time as well as property preparations for sale.

Category: State of Good Repair | **Classification:** Facilities | **Timeline:** FY2021

10 Year Total	25,000
Federal	0
State	0
Local	0
General Fund	25,000

Bus Wash Improvements Remove existing bus wash equipment and replace with new. The current manufacturer of our existing system is out of business which doesn't allow us to find replacement parts for their proprietary parts. We're on our last set of brushes and are anticipating another three years of useful life. Funds replace end of life equipment to keep outside of buses clean.²

Category: State of Good Repair | **Classification:** Facilities | **Timeline:** FY2022

10 Year Total	750,000
Federal	0
State	0
Local	0
General Fund	0

PROJECT DESCRIPTION

Transit Facilities State of Good Repair Repair and rehabilitation of various building mechanical systems, fire and life safety components, building envelope integrity, and functional space rehabilitation (ongoing).²

Category: State of Good Repair | **Classification:** Facilities
Timeline: FY2022-2030

Glenwood Facilities Assessment Provides expert assessment of existing infrastructure and systems and predicts required/recommended upgrades/ replacements/overhauls. Funds provide assessment and prioritization of improvements to maintain a good state of repair.²

Category: State of Good Repair | **Classification:** Facilities | **Timeline:** FY2026

FY 2021 Associated Capital Maintenance (ACM) Replacement Parts

Replace failing and/or unreliable parts to extend the life and improve reliability of District assets.

Category: State of Good Repair | **Classification:** Fleet
Timeline: FY2021

Major Bus Component Replacement Replace major bus components, including hybrid system, engine overhauls, etc.²

Category: State of Good Repair | **Classification:** Fleet
Timeline: FY2021, FY2023-2024, FY2026

FUNDING SOURCE - PLANNED¹

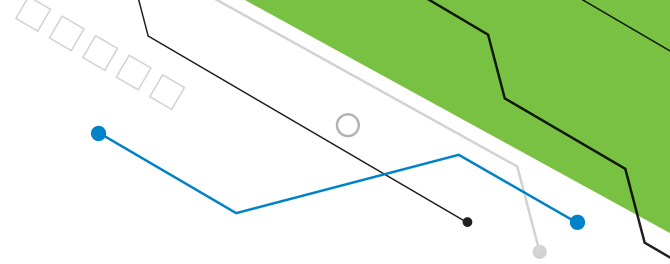
10 Year Total	4,500,000
Federal	0
State	0
Local	0
General Fund	0

10 Year Total	150,000
Federal	0
State	0
Local	0
General Fund	0

10 Year Total	131,750
Federal	105,400
State	26,350
Local	0
General Fund	0

10 Year Total	2,157,830
Federal	0
State	0
Local	0
General Fund	0

¹ Full budget tier breakdowns available in Section 4
² Funding detail includes Tier 1 secured funding only



PROJECT DESCRIPTION

Fixed Route Fleet Replacement Plan The FY 2021 Fixed Route Fleet Replacement Plan represents investments made to replace eleven 40' buses and five 60' buses. FY 2021 is part of a ten-year plan to identify fleet needs. Years two through ten are reviewed annually to determine the appropriate investment level based on available resources and updated fleet condition assessments.²

Category: State of Good Repair | **Classification:** Fleet | **Timeline:** FY2021

Non-Revenue Fleet Replacement Plan FY 2021 includes the purchase of ten non-revenue vehicle to support the business of the District. The full plan includes vehicles replaced during years two through ten, and will be reviewed annually to determine the appropriate investment level based on an updated fleet condition and needs assessment.²

Category: State of Good Repair | **Classification:** Fleet | **Timeline:** FY2021

ADA Paratransit Fleet Replacement Plan FY 2021 includes the replacement of eleven cutaway-type vehicles and one modified minivan to operate the RideSource ADA Paratransit and other specialized programs. The full plan includes vehicles replaced during years two through ten, and will be reviewed annually to determine the appropriate investment level based on an updated fleet condition and needs assessment. The current paratransit and specialized services fleet contains approximately 70 vehicles with an estimated useful service life of approximately 7 years, generally requiring us to purchase 10-11 vehicles per year before we start seeing significant increases in maintenance costs with vehicles breaking down. We are currently exploring the potential of alternative fuel vehicles as part of a larger fleet plan project.²

Category: State of Good Repair | **Classification:** Fleet | **Timeline:** FY2021

FUNDING SOURCE - PLANNED¹

10 Year Total	98,815,000
Federal	13,760,000
State	1,150,000
Local	0
General Fund	2,290,000

10 Year Total	2,197,800
Federal	0
State	0
Local	0
General Fund	463,085

10 Year Total	11,830,000
Federal	944,000
State	236,000
Local	0
General Fund	0

PROJECT DESCRIPTION

FUNDING SOURCE - PLANNED¹

Onboard Security System Replacement of the video surveillance system on our fleet that is reaching the end of its useful life.²

Category: State of Good Repair | **Classification:** Safety & Security

Timeline: FY2022-2024, FY2027-2029

10 Year Total	1,029,440
Federal	0
State	0
Local	0
General Fund	0

Disaster Recovery Plan Several integrated and overlapping technology projects outlined in the IT Disaster Recovery Study to move the District toward a position of full recoverability from a variety of disaster scenarios, both physical in nature and those related to cyber attacks.²

Category: State of Good Repair | **Classification:** Tech & Infrastructure

Timeline: FY2021-2024, FY2030

10 Year Total	1,672,750
Federal	0
State	0
Local	0
General Fund	14,719

IT Hardware-Software Improvements Hardware and software infrastructure updates and projects including but not limited to network, communications, servers, databases, power supplies, workstations, tablets, and agency software.²

Category: State of Good Repair | **Classification:** Tech & Infrastructure

Timeline: FY2021-2025

10 Year Total	2,378,002
Federal	0
State	0
Local	0
General Fund	0

ITS Hardware-Software Improvements This item encompasses improvements to our on-vehicle hardware and software systems, network, servers, radio systems, maintenance systems, and other vehicle-related technology updates.²

Category: State of Good Repair | **Classification:** Tech & Infrastructure

Timeline: FY2021-2023, FY2027

10 Year Total	4,790,000
Federal	0
State	0
Local	0
General Fund	0

¹ Full budget tier breakdowns available in Section 4

² Funding detail includes Tier 1 secured funding only

SECTION 3:

PROJECT MASTER LIST IN TABLE FORMAT

"THROUGH THOUGHTFUL COLLABORATION, LTD WORKS WITH COMMUNITIES TO MEET THEIR TRANSIT NEEDS FOR TODAY AND TOMORROW. COORDINATION BETWEEN LTD AND ITS PUBLIC AND PRIVATE PARTNERS CREATES A TRANSIT SYSTEM THAT CONNECTS PEOPLE TO WHERE THEY NEED TO GO THROUGHOUT THE REGION."

Greg Evans, Eugene City Councilor, former LTD board member, current member of the LTD Strategic Planning Committee

With support from volunteer community members of the District's Budget Committee and Strategic Planning Committee, the LTD Board of Directors identifies and prioritizes a list of investments to serve the needs of our community during the next ten years and position LTD to be prepared to meet the changing transportation needs of the region.





FUTURE YEAR PROJECTIONS: IMPROVEMENTS*

	Pre-2021	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10 Year Total	Project Total
IMPROVEMENTS YEAR TOTALS	110,587,682	11,387,415	5,626,600	4,150,000	600,000	3,200,000	700,000	3,200,000	200,000	200,000	200,000	29,464,015	140,051,697
FACILITIES	6,042,751	5,542,249	200,000	200,000	200,000	3,200,000	700,000	3,200,000	200,000	200,000	200,000	13,842,249	19,885,000
Eugene Station Modernization						3,000,000						3,000,000	3,000,000
Green Lane Corner Improvement	515,000	235,000										235,000	750,000
Hunsaker Development Project		30,000										30,000	30,000
Operation Command Control							500,000	3,000,000				3,500,000	3,500,000
Passenger Boarding Improvements & Systems Facility Improvements	305,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,000,000	2,305,000
Santa Clara Transit Station	5,222,751	5,077,249										5,077,249	10,300,000
TECH & INFRASTRUCTURE	0	653,420	505,000	600,000	0	0	0	0	0	0	0	1,758,420	1,758,420
MAAS (Mobility as a Service) Software		75,000	225,000	600,000								900,000	900,000
NOVUS Modules		400,000										400,000	400,000
NTD Reporting Software		178,420	30,000									208,420	208,420
Website			250,000									250,000	250,000
FLEET	9,000	110,000	20,307	0	0	0	0	0	0	0	0	130,307	139,307
Fleet Procurement Plan	9,000	110,000	20,307									130,307	139,307
SAFETY & SECURITY	80,000	1,260,000	1,174,454	700,000	400,000	0	0	0	0	0	0	3,534,454	3,614,454
FTN Safety and Amenity Improvements	80,000	560,000	474,454									1,034,454	1,114,454
System Security Improvements		700,000	700,000	700,000	400,000							2,500,000	2,500,000
FTN	104,455,931	3,821,746	3,726,839	2,650,000	0	0	0	0	0	0	0	10,198,585	114,654,516
Bus Rapid Transit System Improvements		2,500,000	1,500,000	1,000,000								5,000,000	5,000,000
EmX Electronic Sign Management System				200,000								200,000	200,000
FTN Safety and Enhancements Program			1,000,000	1,000,000								2,000,000	2,000,000
Main-McVay Transit Study	1,205,542	105,000										105,000	1,310,542
MovingAhead	2,782,389	226,838	226,839									453,677	3,236,067
Planning Studies		893,908	5,000,000	450,000								1,843,908	1,843,908
Platform Validators			500,000									500,000	500,000
River Road Transit Community Implementation Plan	508,000	56,000										56,000	564,000
West Eugene EmX Extension	99,960,000	40,000										40,000	100,000,000

*All values in the table above are expressed in US Dollars (\$)



FUTURE YEAR PROJECTIONS: STATE OF GOOD REPAIR*

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	10 Year Total
STATE OF GOOD REPAIR YEAR TOTALS	20,667,955	25,255,581	13,888,779	16,655,704	12,478,200	12,385,860	9,525,908	6,572,207	5,624,153	7,373,225	130,427,572
FACILITIES	25,000	1,250,000	500,000	500,000	500,000	650,000	500,000	500,000	500,000	500,000	5,425,000
Bus Wash Improvements		750,000									750,000
Glenwood Facilities Assessment						150,000					150,000
River Road Transit Station Disposal	25,000										25,000
Transit Facilities State of Good Repair		500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	4,500,000
TECH & INFRASTRUCTURE	1,101,000	2,603,900	3,652,350	833,502	100,000	0	500,000	0	0	50,000	8,840,752
Disaster Recovery Plan	821,000	241,900	72,350	487,500						50,000	1,672,750
IT Hardware-Software Improvements	260,000	1,592,000	80,000	346,002	100,000						2,378,002
ITS Hardware-Software Improvements	20,000	770,000	3,500,000				500,000				4,790,000
SAFETY & SECURITY	0	298,301	332,919	65,747	0	0	107,013	78,007	147,453	0	1,029,440
Onboard Security System		298,301	332,919	65,747			107,013	78,007	147,453		1,029,440
FLEET	19,541,955	21,103,380	9,403,510	15,256,455	11,878,200	11,735,860	8,418,895	5,994,200	4,976,700	6,823,225	115,132,380
FY 2021 ACM Replacement Parts	131,750										131,750
Major Bus Component Replacement	567,120		846,520	616,280		127,910					2,157,830
Fixed Route Fleet Replacement Plan	17,200,000	19,380,000	7,210,000	13,340,000	10,500,000	10,500,000	7,350,000	4,620,000	3,465,000	5,250,000	98,815,000
Non-Revenue Fleet Replacement Plan	463,085	223,380	136,990	140,175	88,200	197,950	158,895	64,200	331,700	393,225	2,197,800
ADA Paratransit Fleet Replacement Plan	1,180,000	1,500,000	1,210,000	1,160,000	1,290,000	910,000	910,000	1,310,000	1,180,000	1,180,000	11,830,000

*All values in the table above are expressed in US Dollars (\$)



"IT IS AMAZING TO THINK HOW LTD WILL BE SERVING THE MOBILITY NEEDS OF OUR COMMUNITIES 10 YEARS FROM NOW. PARTICIPATING IN THE LONG-TERM PLANNING PROCESS UNDERSCORES THE IMPORTANCE A VIBRANT TRANSIT SYSTEM PLAYS IN THE SOCIAL AND ECONOMIC FUTURE OF OUR COMMUNITIES."

Marianne Notte, Vice Chair, Strategic Planning Committee

SECTION 4:

PROJECT FUNDING IN TABLE FORMAT

"THE BUSINESS COMMUNITY VALUES LTD'S INITIATIVE TO STRETCH LOCAL DOLLARS. LTD WORKS DILIGENTLY TO ENSURE HIGH VALUE ON INVESTMENTS WHILE CREATING A TRANSPORTATION SYSTEM THAT OUR COMMUNITY DESERVES."

Vonnie Mikkelsen, President and CEO, Springfield Area Chamber of Commerce

LTD projects are funded from local employer and employee payroll taxes, Oregon Department of Transportation, and from the various divisions in the Federal Department of Transportation. Through strategic planning, LTD is required to fund only a small percentage of a project with the remaining funding coming in the form of a match from the state or federal government.



PROJECT FUNDING: IMPROVEMENTS*

	Tier	Federal	State	Local	General Fund	Unidentified	Tier Total	10 Year Total
FACILITIES								
Green Lane Corner Improvement	1				235,000		235,000	235,000
Hunsaker Development Project	1				30,000		30,000	30,000
Passenger Boarding Improvements & Systems Facility Improvements	1				2,000,000		2,000,000	2,000,000
Santa Clara Transit Station	1	1,774,573	1,478,810		1,823,866		5,077,249	5,077,249
Eugene Station Modernization	3					3,000,000	3,000,000	3,000,000
Operation Command Control	3					3,500,000	3,500,000	3,500,000
FTN								
Bus Rapid Transit System Improvements	1		5,000,000				5,000,000	5,000,000
EmX Electronic Sign Management System	1	179,460			20,540		200,000	200,000
Main-McVay Transit Study	1	85,327			19,673		105,000	105,000
MovingAhead	1	407,084			46,593		453,677	453,677
Planning Studies	1		350,000		543,908		893,908	
	3					950,000	950,000	
	Tier Totals		350,000		543,908	950,000		1,843,908
Platform Validators	1				500,000		500,000	500,000
River Road Transit Community Implementation Plan	1	44,681		7,923	3,396		56,000	56,000
West Eugene EmX Extension	1	30,376	8,195		1,429		40,000	40,000
FTN Safety and Enhancements Program	2	1,600,000			400,000		2,000,000	2,000,000
TECH & INFRASTRUCTURE								
MAAS (Mobility as a Service) Software	1	480,000	300,000		120,000		900,000	900,000
NOVUS Modules	1				400,000		400,000	400,000
NTD Reporting Software	2	166,736			41,684		208,420	208,420
Website	2				250,000		250,000	250,000
SAFETY & SECURITY								
FTN Safety and Amenity Improvements	1	928,216			106,238		1,034,454	1,034,454
System Security Improvements	2	2,000,000			500,000		2,500,000	2,500,000
FLEET								
Fleet Procurement Plan	1	117,276			13,031		130,307	130,307

*All values in the table above are expressed in US Dollars (\$)



PROJECT FUNDING: STATE OF GOOD REPAIR*

	Tier	Federal	State	Local	General Fund	Unidentified	Tier Total	10 Year Total
FACILITIES								
River Road Transit Station Disposal	1				25,000		25,000	25,000
Bus Wash Improvements	2	600,000			150,000		750,000	750,000
Glenwood Facilities Assessment	3					150,000	150,000	150,000
Transit Facilities State of Good Repair	3					4,500,000	4,500,000	4,500,000
TECH & INFRASTRUCTURE								
Disaster Recovery	1				14,719		14,719	
	2	900,208			225,052		1,125,260	
	3					532,770	532,770	
	Tier Totals	900,208			239,771	532,770		1,672,750
IT Hardware-Software Improvements	2	1,566,106			391,526		1,957,632	
	3					420,370	420,370	
	Tier Totals	1,566,106			391,526	420,370		2,378,002
ITS Hardware-Software Improvements	2	3,432,000			858,000		4,290,000	
	3					500,000	500,000	
	Tier Totals	3,432,000			858,000	500,000		4,790,000
FLEET								
Fixed Route Fleet Replacement Plan	1	13,760,000	1,150,000		2,290,000		17,200,000	
	2	65,292,000	16,323,000				81,615,000	
	Tier Totals	79,052,000	17,473,000		2,290,000			98,815,000
ADA Paratransit Fleet Replacement Plan	1	944,000	236,000				1,180,000	
	2	2,500,000			625,000		3,125,000	
	3					7,525,000	7,525,000	
	Tier Totals	3,444,000	236,000		625,000	7,525,000		11,830,000
Non-Revenue Fleet Replacement Plan	1				463,085		463,085	
	3					1,734,715	1,734,715	
	Tier Totals				463,085	1,734,715		2,197,800
FY 21 ACM Replacement Parts	1	105,400	26,350				131,750	131,750
Major Bus Component Replacement	2	1,726,264			431,566		2,157,830	2,157,830
SAFETY & SECURITY								
Onboard Security System	2	823,552			205,888		1,029,440	1,029,440

*All values in the table above are expressed in US Dollars (\$)





Lane Transit District

From: [Camille Gandolfi](#)
Subject: FW: [External Sender] Community Investment Plan 2021-2030 Commentary
Date: Tuesday, October 13, 2020 1:59:10 PM

Dear Board,

Below is public testimony provided via email today.

Best regards,

Camille Gandolfi

Lane Transit District
Clerk of the Board
O: 541-682-6103 | C: 360-853-3947
F: 541-682-6111
Contact us at ltd.org

From: Justin Hobley [mailto:xial@lick.blue]
Sent: Tuesday, October 13, 2020 11:33 AM
To: Clerk <clerk@ltd.org>
Subject: [External Sender] Community Investment Plan 2021-2030 Commentary

Hello,

My name is Justin Hobley, and I want to make a suggestion for the Community Investment Plan going forward.

In my previous place of residence (Tampa, FL, US), we had access to an app called OneBusAway. This app would use your location and tell you the real time arrival time for buses at the stop in question.

In these times, and even in the beforetimes, this is a handy thing to have, to minimize lingering at a stop by people. This also has a net positive effect on call centers by lowering the number of phone calls asking "Where is my bus?" -- agents can then focus on the harder issues.

OneBusAway is also compatible with basic flip phones, by allowing users to enter a stop ID with their keypads, removing the absolute requirement of a smartphone with GPS enabled. As example, this is the OBA Hillsborough Area Regional Transit (HART) instance:
<http://tampabay.onebusaway.org/>

This would also make the use of the real time bus tracker more accessible to more users by lowering the amount of data required to be transmitted to typically just a small amount of text.

I would be delighted if this were considered as a good tool for the community at large to use.

Thank you for your time,

Justin Hoble



Board of Directors

Jon Belcher
Alexis Biddle
Eric Burdette
Wendee Crofoot
Mike DeLuise
Marianne Nolte
Terry Parker
Bob Passaro
Laura Potter
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Shane Rhodes
Matt Roberts
Seth Sadofsky
Marc Schlossberg
Carmel Snyder
Jean Tate
Kari Turner
Jenny Ulum
Carmen Urbina
Stefano Viggiano
Aliza Whalen
Sue Wolling

October 21, 2020

DELIVERED VIA EMAIL

Lane Transit District
P.O. Box 7070
Springfield, OR 97475

Re: 2021–2030 Community Investment Plan (CIP) Draft

Dear LTD Board of Directors:

Thank you for continuing to serve our community while keeping people safe during the ongoing pandemic.

1. BEST has no objections to the CIP as presented.

BEST appreciates that LTD identified investments over the next 10 years; looked for sources of funding; and assembled the CIP. *As far as we can tell, these investments appear to advance LTD’s and the community’s goals.*

But there is no end to the COVID-19 pandemic in sight. And despite promises to the contrary, there has been no federal infrastructure package in recent years. Given such uncertainty, significant changes to planned investments should be anticipated. *As advertised, the CIP is just a framework for future decision-making—not a prediction or a promise.*

2. Future CIPs should be more helpfully organized.

Compared to previous CIPs, the current draft appears to be more inviting, with graphics, quotes and explanations for the less initiated. *Future CIPs should continue including material aimed at more casual readers.*

Indeed, we prepared our own unofficial summary of the plan:

best-oregon.org/2020/10/ltd-2021-2030-cip-open-for-public-comment

But once we dug in, we found the inclusion of so many graphics to detract from the document, getting in the way of finding the numbers we were looking for. And some basic figures we couldn’t find at all.

Conceptually, the CIP can be viewed as a four-dimensional table of figures, with each axis answering different key questions:

Building a successful community by bringing people together to promote transportation options, safe streets, and walkable neighborhoods.

Better Eugene-Springfield Transportation • PO Box 773, Eugene, OR 97440 • 541-343-5201

info@best-oregon.org • www.best-oregon.org • www.facebook.com/BetterEugeneSpringfieldTransportation

BEST is a 501(c)(3) nonprofit. Contributions are tax-deductible to the extent the law allows. Tax ID #42-1661720.

LTD REGULAR BOARD MEETING - REVISED

November 18, 2020 Page 87 of 115

1. ***What investments are planned?*** These are divided into Investment and State of Good Repair projects; subdivided into FTN, Fleet, Facilities, Technology, and Safety & Security projects; and finally itemized as individual projects.
2. ***When is each project planned to be funded?*** Some projects are planned for the next year, others to occur throughout the 10-year planning period, and others in out years.
3. ***What are sources of funding for each project?*** These can be federal, state, local, etc.
4. ***How certain is each source of funding?*** Tier 1 funds are secured, Tier 2 are applied for, and Tier 3 are unidentified.

Someone wishing to really dig into the figures would want to have access to the full four-dimensional table of figures. But most readers just want to see the forest for the trees, understanding the plan at a higher level before optionally digging deeper. Alas, as currently organized, it is difficult to find answers to basic questions. For example:

- What are the total planned expenditures?
- What are the subtotal planned expenditures by type (Improvement or State of Good Repair) and category (FTN, Fleet, etc.)?
- What are total planned expenditures by year?
- How much funding is anticipated from each source?
- How much funding is anticipated in each tier?

To be sure, the CIP offers answers to some of these questions. ***But the plan would serve the public better if it were organized, for example, into four major sections:***

1. Executive summary or narrative, in plain English with graphics and highlights.
2. Complete set of investment tables, in increasing order of detail, presenting figures in one place. Each set of tables should include first totals, then subtotals, and then details—all together for ease of comparison.
3. Project descriptions, providing enough detail about each project to understand what it will achieve, how it will do so, and most importantly why this is in LTD's and the community's interests, i.e., what objectives the project aims to achieve.
4. Appendices with supporting information, as was included in prior CIPs but dropped in the current one. In particular, the 2019–2028 and 2020–2029 CIPs both summarized federal, state, local and internal guiding documents; and explained in more detail various funding sources.

Moreover, BEST tried to compare the current plan to prior years to see what has changed. But the organization of the plan and the project categories used have changed so much that we could not do so. ***LTD should maintain the same organization for the CIP year to year.***

3. Projects may advance goals—but that is not clear from the CIP.

More substantatively, it is difficult to determine how much “bang for the buck” each project can be expected to deliver. ***Given limited resources, which projects are higher priority?***

To cite just one example, we see that an additional \$453,678 is proposed to be spent on MovingAhead over the next 10 years. But this amount is just a final installment in a project that totals \$3,236,067. The project might or might not be a good investment. But one can't tell from the CIP, as it provides only a cursory summary:

MovingAhead is a cooperative effort of the City of Eugene, Lane Transit District and regional partners in the community to determine what improvements are needed on some of our most important transportation corridors. This effort has been carried out through multiple phases over several years and is in the final decision-making process.

4. Develop a 10-year strategic business plan before the next 10-year CIP.

Indeed, as presented the CIP comes off as part of a yet-to-be-developed 10-year strategic business plan: the part where you get to implementing the plan and what investments are needed. ***But absent the other parts of a strategic plan, the CIP is disconnected.***

At a board retreat in March 2016, the general manager corrected noted that she, the organization and the community need a strategic business plan in order to know what to do.

Although I have no formal training in business, I am being called upon to help develop two business plans in the next few months. Regardless of the industry—selling widgets, cutting hair, or helping people get where they want to go—business plans generally include the same basic elements:

1. Mission, Vision, Philosophy (MVP): What is the purpose of the business? What change in the world does it hope to see? What values guide how the business operates?
2. Market Analysis: Who are potential customers and what do they need? Who are competitors and what do they offer? What is the state and outlook for the industry? What does a SWOT analysis reveal about the business' role in the larger market? (Serving the public in multiple ways, a public transit agency has multiple markets: riders, taxpayers, local government partners, etc.)
3. Products and Services: What does the business sell or provide?
4. Marketing Plan: How will the business attract and retain customers?
5. Operations Plan: How does the business deliver its products or services?
6. Organizational Plan: What kinds and levels of staffing are needed to market and operate? What is the governance and decision-making structure?
7. Financial Plan: Follow the money. What funding will it take to make this all work? What is the cash flow analysis?

For BEST,

Rob Zako

Rob Zako, Executive Director
541-343-5201
rob@best-oregon.edu

P.S. Not surprising in a draft, we identified a few typos in the plan:

- The summary on page 7 is helpful. Alas, the figures do not agree with more detailed information later in the plan. For example, according to the table on page 30, the total cost of Improvement projects is \$29,464,016. But according to the summary table on page 7, the total cost of Improvement projects is \$22,464,015. Moreover, on page 7 the , \$152,891,587 listed total cost of all projects is similarly off by \$7 million. Placing all figures closer together, as we suggest, would make it easier to confirm that summary and detail figures agree.
- In the table on page 36, the Safety & Security category is duplicated.



RESOLUTION NO. 2020-11-18-066

ADOPTION OF FISCAL YEAR 2021-2030 COMMUNITY INVESTMENT PLAN

WHEREAS, the proposed fiscal year 2021-2030 Community Investment Plan (CIP) is a 10-year framework that provides direction and guidance for LTD's capital and other investments;

WHEREAS, The Budget Committee met on October 7, 2020, to review and approve the proposed fiscal year 2021-2030 CIP;

WHEREAS, The proposed fiscal year 2021-2030 CIP was approved and forwarded to the LTD Board of Directors with a recommendation for adoption;

WHEREAS, On October 21, 2020 at the regular Board of Directors meeting, a public hearing was held and an overview and the highlights of the proposed fiscal year 2021-2030 CIP was presented;

WHEREAS, The proposed fiscal year 2021-2030 CIP was posted for public comment on Wednesday, September 16, 2020;

WHEREAS, public input was received and addressed by staff to the extent possible;

WHEREAS, the CIP prioritizes resources to achieve improvements in the context of the District's long-term transportation and livability goals;

WHEREAS The CIP has two fundamental objectives: 1) to make efficient use of LTD's financial resource, and 2) to implement regional priorities that anticipate the need for public transportation in the future; and,

WHEREAS, LTD's final decision to commit funds occurs through the annual budget process.

NOW, THEREFORE, BE IT RESOLVED that the LTD Board of Directors adopts the Fiscal Year 2021-2030 Community Investment Plan as presented.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THE 18th DAY OF NOVEMBER, 2020.

Board President, Carl Yeh



AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2020
ITEM TITLE: COVID-19 UPDATE – HARD SURFACE WIPE DOWN REQUIREMENTS
PREPARED BY: Tiffany Edwards, Intergovernmental Relations Manager
DIRECTOR: Aurora Jackson, General Manager
ACTION REQUESTED: None. Information Only

PURPOSE: To update the Board of Directors regarding hard-surface wipe-down requirements for COVID-19.

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

HISTORY: In response to the COVID-19 pandemic, on July 1, 2020, Governor Kate Brown issued Executive Order 20-27 requiring transit agencies to adhere to a list of general guidance for employers and to implement certain requirements specific to transit operations. One of those requires specified, "Clean buses/trains and transit stations frequently. Conduct targeted cleaning every four (4) hours, with a focus on disinfecting frequently touched surfaces of the bus/train and at transit stations."

As a result of the need to develop an enforceable workplace health temporary rule addressing COVID-19, the Oregon Occupational Safety and Health Administration (OSHA) underwent a nearly 6-month temporary rulemaking process to establish industry-specific standards and guidelines that included robust participation from business, industry, labor, healthcare and other stakeholders. Two separate Rulemaking Advisory Committees, each with 24 members, was convened to gather and provide input. Four separate drafts were published over a 4-month time period, to provide opportunity for feedback, data and input from those impacted. LTD participated in this process through multiple entities and associations including the Oregon Transit Association, Oregon Chambers of Commerce, ATU 757 labor union, as well as through our contract lobby firm, Oxley and Associates.

On November 16, 2020, Temporary Oregon OSHA COVID-19 Rules became effective through May 4, 2021. Appendix A-8 establishes sanitation and cleaning requirements for transit agencies as follows: "Clean buses/trains and transit stations frequently. Conduct targeted cleaning every 4 hours, with a focus on disinfecting frequently touched surfaces of bus/train and at transit stations."

At the November 4th Special Board of Directors' meeting, the Board requested staff contact Oregon Health Authority (OHA) and asked them to consider information that may change requirements as finalized in the temporary rules, for wiping down hard surfaces. Additionally, the Board asked staff to gather input from ATU and other local officials.

A presentation will be provided to explain this topic in further detail, current status as well as provide a path for next steps and engagement in the permanent rulemaking process.

CONSIDERATIONS: This agenda item is being provided as informational only.

ALTERNATIVES: N/A

NEXT STEPS: Staff will continue to coordinate with local and state partners and associations, ATU 757 and other coalitions and to advocate on behalf of LTD and to support effective ways to reduce the spread of COVID-19 and provide optimal health and public safety standards.

SUPPORTING DOCUMENTATION:

PROPOSED MOTION: N/A



AGENDA ITEM SUMMARY

DATE OF MEETING: November 18, 2020

ITEM TITLE: MOBILITY MANAGEMENT PLAN UPDATE

PREPARED BY: Andrew Martin, Development Planner

DIRECTOR: Tom Schwetz, Director of Planning and Development

ACTION REQUESTED: None. Information Only

PURPOSE: Staff will inform the Board about the scope, timeline, and work being done on the Mobility Management Plan. This information will be foundational in the board's later discussions and recommendations in the planning process.

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

HISTORY: Mobility management is a customer-centric approach to providing transportation services. Practically, this often means that a transit agency offers many services with the objective of finding the best way to meet the mobility needs of its customers, rather than simply owning and operating a fleet of fixed route buses. Examples of ways that LTD is already doing this include funding vanpools, being a bike share partner, and providing non-emergency medical transportation for our area's Medicaid recipients.

During the FY18-21 STIF application process, staff identified the need to create a plan centered on LTD's current and future mobility management activities. The identification of this need led to obtaining funding to develop a Mobility Management Plan. Concurrently, LTD began piloting mobility on demand services in Cottage Grove and downtown Eugene (also funded through STIF funds) to gain experience and collect data on the possibility of incorporating more flexible service models into the agency's offerings. As new transportation options proliferate – from carshare to electric scooters to future unknown modes – LTD is faced with the question of how to engage with these new modes and, often, new providers.

The Mobility Management Plan will guide LTD in making strategic decisions about *how* to engage with new modes. Beginning with clarifying all of the mobility management activities that LTD currently engages with and the current state of practice in the industry, the plan will then explore different types of partnership structures and activities that the agency could explore. Partnerships will be key to success in providing a high level of mobility to the region. Understanding the strengths and costs of different types of partnerships will be critical for LTD to be successful in this space. Staff will develop a guide for successfully running pilot projects to help the agency more quickly and effectively launch projects, learn, and refine those projects. Finally, staff will develop a framework that will help to assess opportunities and guide future decisions about how to engage with modes. The intent of the framework is not to focus on any particular mode that exists today, but rather enable the agency to strategically assess any and all transportation projects and partnerships that might arise in the future.

Staff will then use the framework to develop a list of projects that the agency could choose to engage in, based on work completed in the strategic business plan, direction from the Board, and the continuous feedback we receive from the community about our services. The plan fits into other agency plans, like the Strategic Business Plan, by specifically providing a framework for development of strategies that increase mobility in the region in a coordinated way. Rather than saying what LTD *should* do, the Mobility Management Plan will help LTD discover *how* the agency can be successful in providing additional services and options to the community.

Staff will provide regular updates to the Board on project deliverables and seek feedback where appropriate. Additionally, part of the Mobility Management Plan will be to engage with the Board, committees, and stakeholders on what roles LTD can play in the community.

Development of the Mobility Management Plan is already under way with staff conducting background research and working on procurement for a consultant to help with additional work.

CONSIDERATIONS: N/A

NEXT STEPS: Discuss information provided and ask questions and provide any feedback. Staff will return to the Board to discuss a Public Involvement Plan for the project at the earliest opportunity.

SUPPORTING DOCUMENTATION: None

PROPOSED MOTION: None

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

DRAFT

Fiscal Year: P3 2021 September 30, 2020)

Year to date through: 9/30/2020

	Annual Budget	P3				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$\$

GENERAL FUND

General Fund Resources	64,759,744	16,189,936	3,679,379	6%	-19 pts	(12,510,557)
General Fund Expenditures	64,759,744	16,189,936	11,831,960	18%	7 pts	4,357,976
General Fund Revenues higher/(lower) than	0	0	(8,152,581)			
<p>Excluding beg WC, expenditures are higher than resources by \$8.8M primarily due to payroll-type taxes (\$6.5M) and grant assistance timing (\$5M). Payroll taxes collected in July & August are for Q4 2020. Only minimal taxes are collected in Sept as Q1 2021 tax collections do not peak until November. Self-employment taxes are primarily received in April.</p> <p>Expenditures are favorable by \$4.4M, inclusive of the operating reserve (not appropriated). Excluding this reserve, expenditures are favorable by \$2.3M due to the timing of service increases. Additional service was added in the fall and more will be added in the Winter, skewing higher costs to later in the fiscal year</p>						

MEDICAID FUND

Medicaid Fund Resources	14,656,737	3,664,184	1,679,811	11%	-14 pts	(1,984,373)
Medicaid Fund Expenditures	14,656,737	3,664,184	2,032,829	14%	11 pts	1,631,355
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	(353,018)			
<p>Expenditure exceed resources by \$353K due to claims reimbursement timing of ~8 weeks</p>						

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

DRAFT

Fiscal Year: P3 2021 September 30, 2020)

Year to date through: 9/30/2020

	Annual Budget	P3				
		YTD Budget	YTD Actuals	% of Budget	YTD B/(W) than Budget	
					(pts)	\$\$

SPECIALIZED SERVICES FUND

Accessible Services Fund Resources	10,366,137	2,591,534	952,833	9%	-16 pts	(1,638,701)
Accessible Services Fund Expenditures	10,366,137	2,591,534	871,939	8%	17 pts	1,719,595
Accessible Services Fund Revenues higher/(lower) than expenditures	0	0	80,894			
Resources exceed expenditures by \$81K. Excluding beginning working capital and the general fund transfer, resources (\$77K) are below expenditures (\$872K) due to reimbursement timing. Q1 Invoicing will occur in October						

P2P FUND

P2P Fund Resources	1,243,447	310,862	65,611	5%	-20 pts	(245,251)
P2P Fund Expenditures	1,243,447	310,862	32,464	3%	22 pts	278,398
P2P Fund Revenues higher/(lower) than expenditures	0	0	33,146			
Resources exceed expenditures for the P2P fund by \$33K. Majority of the resources are the transfer from the general fund. Expenditures are only \$32K due to project timing as several projects are on hold due to COVID 19						

CAPITAL PROJECTS FUND

Capital Projects Fund Resources	40,833,473	10,208,368	4,822,280	12%	-13 pts	(5,386,088)
Capital Projects Fund Expenditures	40,833,473	10,208,368	1,314,541	3%	22 pts	8,893,827
Capital Projects Fund Revenues higher/(lower) than expenditures	0	0	3,507,739			
Resources exceed expenditures due to beginning working capital \$2.7M and transfers from the general fund (\$1.4M). September YTD expenditures total \$1.3M. The August and September drawdowns were primarily for FY20 expenditures.						

FY21 Resources

	FY21 Adopted Budget	FY21 YTD Budget 30-Sep-20	FY21 Actuals as of: 30-Sep-20	Better/(Worse) than Budget	Description
RESOLUTION NO. 2020-06-24-040 June 24, 2020					
GENERAL FUND					
Beginning Working Capital	\$ 11,320,433	\$ 2,830,108	\$ 2,830,108	\$ -	- As budgeted. Updated when CAFR published
Operating Revenues					
Cash Fares & Passes	2,429,638	607,410	357	(607,052)	Diamond Express fares
Group Passes	1,677,077	419,269	0	(419,269)	We are not collecting any fares
Advertising	322,000	80,500	89,006	8,506	COVID 19 impacts to marketing spend
Special Services	0	0	0	-	
Total Operating Revenues	\$ 4,428,715	\$ 3,937,287	\$ 89,363	\$ (1,017,816)	
Nonoperating Revenues					
Payroll Taxes	27,117,649	6,779,412	460,157	(6,319,256)	Taxes collected in July and Augusts are for April - June. Q1 FY21 taxes will start to be reflected in September & October, but the majority of Q1 taxes are reflected in November
Self-employment Taxes	1,388,463	347,116	94,919	(252,197)	Taxes collected in July and Augusts are for April - June. Self-employment taxes in FY20 Sept YTD were roughly the same as this year at \$89K. Self-employment taxes typically peak in April
State-in-Lieu	315,751	78,938	145,156	66,218	State-in-lieu taxes are on track. The same time last year taxes collected were \$119K.
Grant Assistance	19,866,166	4,966,542	6,900	(4,959,642)	Timing of drawdowns
Miscellaneous	270,067	67,517	6,797	(60,720)	Misc income is for insurance claims, facility rental, scrap sales, SAIF dividends, etc. August YTD, misc income is primarily for facility rental
Interest	52,500	13,125	45,980	32,855	Current LGIP rate is 1.3%, but interest is higher than projected due to higher cash balance than budgeted due to favorable payroll taxes and grant drawdowns from prior year activity
Sale of Assets	-	0	0	-	
Total Non-operating	\$ 49,010,596	\$ 12,252,649	\$ 759,908	\$ (11,492,741)	
Total General Fund Resources	\$ 64,759,744	\$ 19,020,044	\$ 3,679,379	\$ (15,340,666)	
SPECIALIZED SERVICES FUND					
Beginning Working Capital	561,794	140,449	140,449	-	- Based on adopted budget estimate
Operating Revenues	6,862,260	1,715,565	76,864	(1,638,701)	Timing of the quarterly invoice (Oct). Mostly farebox cash in July - Sept
Transfer from the General Fund	2,942,083	735,521	735,521	-	- As budgeted.
Total Resources	\$ 10,366,137	\$ 2,591,534	\$ 952,833	\$ (1,638,701)	
MEDICAID FUND					
Beginning Working Capital	79,834	19,959	19,959	-	- As budgeted. Updated when CAFR published
Operating Revenues	14,179,770	3,544,943	1,560,570	(1,984,373)	Lower ride volume due to COVID 19 and ~8 week claims to reimbursement timing
Transfer from the General Fund	397,133	99,283	99,283	-	- As budgeted
Total Resources	\$ 14,656,737	\$ 3,664,184	\$ 1,679,811	\$ (1,984,373)	
POINT2POINT FUND					
Beginning Working Capital	131	33	33	-	- As budgeted. Updated when CAFR published
Operating Revenues	984,937	246,234	983	(245,251)	Reimbursement timing. Expenditures through September total \$32K
Transfer from the General Fund	258,379	64,595	64,595	-	- As budgeted
Total Resources	\$ 1,243,447	\$ 310,862	\$ 65,611	\$ (245,251)	
CAPITAL PROJECTS FUND					
Beginning Working Capital	10,827,898	2,706,975	2,706,975	-	- As budgeted. Updated when CAFR published
Grants	24,550,644	6,137,661	751,573	(5,386,088)	Only \$1.1M of expenditures through August. Drawdowns made in August and September are for expenditures incurred in FY19-20
Transfer from the General Fund	5,454,931	1,363,733	1,363,733	-	
Total Resources	\$ 40,833,473	\$ 10,208,368	\$ 4,822,281	\$ (5,386,088)	

FY21 Expenditures

	FY21 Adopted Budget RESOLUTION NO. 2020-06-24-040 June 24, 2020	FY21 YTD Budget 30-Sep-20	FY21 Actuals as of: 30-Sep-20	Better/(Worse) than Budget	Description
GENERAL FUND - OPERATING					
Transit Services	\$ 47,491,902	\$ 11,872,976	\$ 9,568,829	\$ 2,304,147	Personnel services are lower than budgeted due to service timing. Additional service was added in the Fall and more will be added in the Winter, skewing the costs to later in the fiscal year
GENERAL FUND - NON-OPERATING					
Transfer to Specialized Services Fund	2,942,083	735,521	735,521		- As budgeted
Transfer to Medicaid Fund	397,133	99,283	99,283		- As budgeted
Transfer to Point2point Fund	258,379	64,595	64,595		- As budgeted
Transfer to Capital Projects Fund	5,454,931	1,363,733	1,363,733		- As budgeted
Operating Contingency	-	-	-		- Contingency for FY21
Total Non-operating	\$ 9,052,526	\$ 2,263,132	\$ 2,263,132	\$ -	
Operating Reserve	\$ 8,215,316	\$ 2,053,829		2,053,829	Not authorized to use in FY20
Total General Fund	\$ 64,759,744	\$ 16,189,936	\$ 11,831,960	\$ 4,357,976	
SPECIALIZED SERVICES FUND					
Transit Services	9,865,583	2,466,396	871,939	1,594,457	Lower activity due to COVID 19. Ridership is ~40% of pre-COVID-19 levels in September
Operating Contingency	-	-	-		-
Operating Reserve	500,554	-			- Not authorized to use in FY21
Total Accessible Services Fund	\$ 10,366,137	\$ 2,466,396	\$ 871,939	\$ 1,594,457	
MEDICAID FUND					
Transit Services	14,520,170	3,630,043	2,032,829	1,597,213	COVID 19 lower ridership. Ridership is ~40% of pre-COVID-19 levels in September
Operating Contingency	-	-	-		-
Operating Reserve	136,567	-	-		-
Total Medicaid Fund	\$ 14,656,737	\$ 3,630,043	\$ 2,032,829	\$ 1,597,213	
POINT2POINT FUND					
Transit Services	1,209,819	302,455	32,464	269,991	Timing of projects impacted by COVID 19. Spending will be skewed towards the later half of the year
Operating Contingency	-	-	-		-
Operating Reserve	33,628	-	-		-
Total Point2point Fund	\$ 1,243,447	\$ 302,455	\$ 32,464	\$ 269,991	
CAPITAL PROJECTS FUND					
Capital Outlay	30,005,575	7,501,394	1,314,541	6,186,853	Payment & project timing. 75% of the spending September YTD is for the SCTS
Capital Reserve	10,827,898	-	-		- Not authorized to use in FY21
Total Capital Projects Fund	\$ 40,833,473	\$ 7,501,394	\$ 1,314,541	\$ 6,186,853	



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
104559	10/01/2020	CENTURY LINK	2,754.38
104560	10/01/2020	COMCAST	164.95
104561	10/01/2020	DHS RECEIPTING & TRUST JAN - MARCH DISABLED & DISABILITY SERVICE LOCAL MATCH	81,461.11
104562	10/01/2020	DHS RECEIPTING & TRUST APRIL - JUNE DISABLES & DISABILITY SERVICE LOCAL MATCH	550.68
104563	10/01/2020	DISH NETWORK	123.04
104564	10/01/2020	EUGENE WATER & ELECTRIC BOARD	667.36
104565	10/01/2020	KAISER BRAKE & ALIGNMENT INC.	121.91
104566	10/01/2020	LANE COMMUNITY COLLEGE	40.25
104567	10/01/2020	LIFEMAP ASSURANCE COMPANY SEPT PAYMENT	11,179.68
104568	10/01/2020	LITHIA TOYOTA-SPRINGFIELD #65	1,958.28
104569	10/01/2020	MARKETING & TECHNICAL MATERIAL	1,867.64
104570	10/01/2020	SAFETY-KLEEN SYSTEMS, INC.	881.04
104571	10/01/2020	SHI INTERNATIONAL CORP	3,962.15
104572	10/01/2020	SPRINGFIELD UTILITY BOARD	607.11
104573	10/01/2020	VERIZON WIRELESS	7,809.48
104574	10/01/2020	THE AFTERMARKET PARTS COMPANY LLC BUS PARTS	10,388.01
104575	10/01/2020	CITY OF COTTAGE GROVE SOUTH LANE WHEELS	35,235.39
104576	10/01/2020	COMMSTRUCTURE CONSULTING, LLC	1,137.50
104577	10/01/2020	CUMMINS NORTHWEST, INC. PARTS	11,938.37
104578	10/01/2020	EAN HOLDINGS, LLC	1,700.00
104579	10/01/2020	GILLIG CORPORATION	8,156.02
104580	10/01/2020	MOHAWK MANUFACTURING & SUPPLY	108.50
104581	10/01/2020	MUNCIE TRANSIT SUPPLY	150.96
104582	10/01/2020	NATSCO TRANSIT SOLUTIONS INC	234.00
104583	10/01/2020	NEOPART TRANSIT LLC	605.66
104584	10/01/2020	PACIFIC POWER GROUP, LLC DRIVE UNIT REBUILD	12,542.37
104585	10/01/2020	REVOLUTION DESIGN GROUP	9,728.75
104586	10/01/2020	RICOH USA, INC.	360.00
104587	10/01/2020	ROADRUNNER DELIVERY	257.80
104588	10/01/2020	ROMAINE ELECTRIC CORP	3,600.00
104589	10/01/2020	WOODBURY ENERGY CO. INC. FUEL	55,030.22
104590	10/08/2020	ALTERNATIVE WORK CONCEPTS	2,226.00
104591	10/08/2020	AMERICAN FAMILY LIFE	1,842.98
104592	10/08/2020	BENTLEY SYSTEMS, INC. BID MANAGEMENT SYSTEM ANNUAL RENEWAL - NOV - OCT 31	15,000.00
104593	10/08/2020	CENTURY LINK	305.59
104594	10/08/2020	CHAPTER 13 TRUSTEE	346.16
104595	10/08/2020	EUGENE WATER & ELECTRIC BOARD	364.13
104596	10/08/2020	FASTENAL COMPANY	4,217.84
104597	10/08/2020	FEI TESTING & INSPECTION, INC.	1,973.00
104598	10/08/2020	LLC FUSSY'S @ VALLEY RIVER PLAZA	143.25
104599	10/08/2020	LIFEMAP ASSURANCE COMPANY	1,455.59
104600	10/08/2020	LITHIA TOYOTA-SPRINGFIELD #65	1,127.12
104601	10/08/2020	MID-STATE INDUSTRIAL SERVICE	544.00
104602	10/08/2020	NORTHWEST NATURAL GAS	1,171.23
104603	10/08/2020	PITNEY BOWES, INC.	360.96
104604	10/08/2020	PNW SECURITY, LLC	3,492.45
104605	10/08/2020	SANIPAC	4,122.38
104606	10/08/2020	SPRINGFIELD UTILITY BOARD	0.00
104607	10/08/2020	SPRINGFIELD UTILITY BOARD	19,476.66
104608	10/08/2020	TFS-PORTLAND	2,632.78
104609	10/08/2020	VERIZON WIRELESS	383.42
104610	10/08/2020	KAY L WAFFORD	132.01
104611	10/08/2020	WYATT'S TIRE COMPANY	921.50
104612	10/08/2020	ARI PHOENIX, INC.	6,949.96

Utilities for multiple Springfield locations. 104606 and 104607 are one payment. The \$0, is due to the systematic rollover when there are multiple line items



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
104613	10/08/2020	BEDFORD FALLS, LLC	10,000.00
104614	10/08/2020	BPA VEBA-HRA SERVICES	113.00
104615	10/08/2020	CAIC PRIMARY	1,350.08
104616	10/08/2020	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	4,639.76
104617	10/08/2020	CHAVES CONSULTING, INC.	370.20
104618	10/08/2020	CITY OF COTTAGE GROVE	4,725.68
104619	10/08/2020	DUDE SOLUTIONS, INC.	9,923.68
104620	10/08/2020	EM EL, INC.	887.00
104621	10/08/2020	EUROFINS ANA LABORATORIES, INC	289.10
104622	10/08/2020	GLORIA, J GALLARDO	10,000.00
104623	10/08/2020	GRACE TOWING, LLC	80.00
104624	10/08/2020	GRAINGER INC	672.85
104625	10/08/2020	JERRY'S HOME IMPROVEMENT CTR	165.88
104626	10/08/2020	KUHN INVESTMENTS, INC. RHODY EXPRESS FLORENCE	12,085.20
104627	10/08/2020	LANE COUNCIL OF GOVERNMENTS	7,435.36
104628	10/08/2020	LTD & ATU PENSION TRUST	205,093.13
104629	10/08/2020	LTD EMPLOYEES FUND	148.00
104630	10/08/2020	LTD SALARIED EMP. PENSION PLAN	108,890.02
104631	10/08/2020	MOHAVE AUTO PARTS, INC.	932.35
104632	10/08/2020	NEW FLYER OF AMERICA, INC, TRAINING	14,613.72
104633	10/08/2020	NORTH COAST ELECTRIC	533.16
104634	10/08/2020	OIL PRICE INFORMATION SERVICE	284.00
104635	10/08/2020	ONE CALL CONCEPTS, INC.	44.40
104636	10/08/2020	OREGON FIBER PARTNERSHIP	1,110.00
104637	10/08/2020	OXLEY & ASSOCIATES, INC.	5,000.00
104638	10/08/2020	PACIFIC POWER GROUP, LLC	962.52
104639	10/08/2020	PARKEON, INC.	2,590.00
104640	10/08/2020	THE PHILADELPHIA PIPE BENDING CO COVID 19 DRIVER PROTECTION DOOR KITS	52,515.48
104641	10/08/2020	PRE-PAID LEGAL SERVICES INC.	175.50
104642	10/08/2020	SMITH DAWSON & ANDREWS, INC.	2,500.00
104643	10/08/2020	SPRAGUE PEST SOLUTIONS	115.00
104644	10/08/2020	STAPLES BUSINESS ADVANTAGE	488.44
104645	10/08/2020	TAC TRANSPORTATION, INC. JUL - AUG DIAMOND EXPRESS & OAKRIDGE DIAL A RIDE	36,929.59
104646	10/08/2020	TOUCHPOINT NETWORKS LLC	1,475.00
104647	10/08/2020	TRC ENGINEERING SERVICES, LLC	900.00
104648	10/08/2020	UNITED WAY OF LANE COUNTY	684.00
104649	10/08/2020	WANNAMAHER CONSULTING, INC.	240.00
104650	10/08/2020	WOODBURY ENERGY CO. INC.	552.79
104651	10/15/2020	A-1 AUTO GLASS	130.00
104652	10/15/2020	CASCADE CENTERS	469.20
104653	10/15/2020	CINTAS CORPORATION	5,053.58
104654	10/15/2020	EUGENE WATER & ELECTRIC BOARD	0.00
104655	10/15/2020	EUGENE WATER & ELECTRIC BOARD	8,226.83
104656	10/15/2020	GLASER & ASSOCIATES, INC.	5,439.00
104657	10/15/2020	HOHBACH-LEWIN, INC.	2,400.00
104658	10/15/2020	NORTHWEST NATURAL GAS	100.18
104659	10/15/2020	OREGON FENCE CO, INC.	3,521.00
104660	10/15/2020	OVERHEAD DOOR COMPANY	688.75
104661	10/15/2020	RFI ELECTRONICS, INC.-OREGON	1,076.40
104662	10/15/2020	DON ROSS	500.00
104663	10/15/2020	SPRINGFIELD UTILITY BOARD	2,428.12
104664	10/15/2020	VERIZON WIRELESS	440.54
104665	10/15/2020	WHITE BIRD CLINIC	7,233.93
104666	10/15/2020	WYATT'S TIRE COMPANY BUS TIRES	17,502.80



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
104667	10/15/2020	ZEBRA	3,000.00
104668	10/15/2020	THE AFTERMARKET PARTS COMPANY LLC BUS PARTS	22,003.11
104669	10/15/2020	CITY OF COTTAGE GROVE SOUTH LANE WHEELS OPERATIONS	31,979.07
104670	10/15/2020	CUMMINS NORTHWEST, INC.	43.80
104671	10/15/2020	EAN HOLDINGS, LLC	1,645.01
104672	10/15/2020	GILLIG CORPORATION	1,061.14
104673	10/15/2020	GRACE TOWING, LLC	200.00
104674	10/15/2020	GRIMES TAX SERVICES, LLC	6,360.00
104675	10/15/2020	LANE COUNCIL OF GOVERNMENTS TRANSPORTATION ASSESSMENTS & STIF ADMIN	11,445.10
104676	10/15/2020	MODA HEALTH DENTAL	26,987.10
104677	10/15/2020	OGLETREE, DEAKINS, NASH, SMOAK	908.50
104678	10/15/2020	PACIFIC POWER GROUP, LLC DRIVE REBUILD KITS	25,156.50
104679	10/15/2020	PACIFICSOURCE HEALTH PLANS	485,776.65
104680	10/15/2020	RACE FORWARD	2,500.00
104681	10/15/2020	SILKE COMMUNICATIONS SOLUTIONS	11.69
104682	10/15/2020	AKA: SENIOR WHEELS, INC. SOUTH LANE WHEELS	7,917.15
104683	10/15/2020	TAC TRANSPORTATION, INC. SEPT DIAMOND EXPRESS OAKRIDGE	17,680.06
104684	10/15/2020	TYREE OIL, INC.	99.61
104685	10/15/2020	UWORK.COM, INC. EVALUATE SQL ENVIRONMENT	12,600.00
104686	10/15/2020	WILLAMETTE COMM HEALTH SOLUTNS	1,439.00
104687	10/22/2020	AMAL TRANSIT UNION #757 UNION DUES	12,641.52
104688	10/22/2020	CHAPTER 13 TRUSTEE	346.16
104689	10/22/2020	CINTAS CORPORATION	1,255.59
104690	10/22/2020	CONSTANT CONTACT	1,755.00
104691	10/22/2020	EUGENE WATER & ELECTRIC BOARD	1,148.19
104692	10/22/2020	FASTENAL COMPANY	1,520.34
104693	10/22/2020	HANNAH MOTOR COMPANY	560.30
104694	10/22/2020	KIWANIS-SPRINGFIELD	290.00
104695	10/22/2020	KUEHN ENTERPRISES, INC.	30.00
104696	10/22/2020	LITHIA TOYOTA-SPRINGFIELD #65	215.00
104697	10/22/2020	MIDWEST BUS	588.62
104698	10/22/2020	OR DEPT/CONSUMER-BUSINESS SVC	89.60
104699	10/22/2020	ROWELL BROKAW ARCHITECTS,PC	7,524.44
104700	10/22/2020	SPECIAL DISTRICTS INSURANCE	3,238.00
104701	10/22/2020	SPRINGFIELD PUBLIC SD 19 SRTS SPRINGFIELD COORDINATOR	15,245.47
104702	10/22/2020	SPRINGFIELD UTILITY BOARD	595.80
104703	10/22/2020	SYSTEMS WEST ENGINEERS, INC.	1,211.50
104704	10/22/2020	THERMO KING NORTHWEST, INC. BUS PARTS	12,532.40
104705	10/22/2020	WHA INSURANCE AGENCY, INC.	5,978.18
104706	10/22/2020	XPO LOGISTICS FREIGHT, INC	408.86
104707	10/22/2020	THE AFTERMARKET PARTS COMPANY LLC	8,819.97
104708	10/22/2020	C & K PETROLEUM EQUIPMENT CO,	2,058.10
104709	10/22/2020	CUMMINS NORTHWEST, INC. BUS PARTS	25,464.89
104710	10/22/2020	FOSSIL INDUSTRIES, INC.	846.00
104711	10/22/2020	GILLIG CORPORATION BUS PARTS	21,878.39
104712	10/22/2020	GRACE TOWING, LLC	300.00
104713	10/22/2020	GRAINGER INC	1,199.13
104714	10/22/2020	LANE COUNCIL OF GOVERNMENTS	8,474.45
104715	10/22/2020	LTD & ATU PENSION TRUST	44,745.26
104716	10/22/2020	LTD SALARIED EMP. PENSION PLAN	13,140.46
104717	10/22/2020	MAGID GLOVE &SAFETY MFG CO LLC	25.05
104718	10/22/2020	MOHAVE AUTO PARTS, INC.	105.24
104719	10/22/2020	MUNCIE TRANSIT SUPPLY	3,879.33
104720	10/22/2020	NINFA'S ELITE CORPORATION CLEANING	37,540.38



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
104721	10/22/2020	PACIFIC POWER GROUP, LLC	1,889.58
104722	10/22/2020	RICOH USA, INC.	1,420.31
104723	10/22/2020	SEON DESIGN (USA) INC.	766.25
104724	10/22/2020	SITECRAFTING, INC.	8,504.00
104725	10/22/2020	STAPLES BUSINESS ADVANTAGE	131.64
104726	10/22/2020	THORP, PURDY, JEWETT, URNESS,	7,133.60
104727	10/22/2020	TRAPEZE ITS USA, LLC NOVUS/DRIVERMATE SOFTWARE RENEWAL	23,082.00
104728	10/22/2020	TRC ENGINEERING SERVICES, LLC	900.00
104729	10/22/2020	UNITED WAY OF LANE COUNTY	684.00
104730	10/22/2020	UPWARD, INC.	9,810.00
104731	10/22/2020	WOODBURY ENERGY CO. INC.	294.53
104732	10/29/2020	A-1 AUTO GLASS	129.84
104733	10/29/2020	BETHEL SCHOOL DISTRICT #52	5,081.24
104734	10/29/2020	CINTAS CORPORATION	5,868.38
104735	10/29/2020	CROCKETTS INTERSTATE TOWING	250.00
104736	10/29/2020	DS SERVICES OF AMERICA, INC.	9.98
104737	10/29/2020	EUGENE WATER & ELECTRIC BOARD	782.12
104738	10/29/2020	HEYMAN'S ENTERPRISES, LTD	282.94
104739	10/29/2020	LANE COUNTY SCHOOL DISTRICT4J SRTS 4J COORDINATOR FOR 4TH QTR	22,406.73
104740	10/29/2020	LIFEMAP ASSURANCE COMPANY OCTOBER PAYMENT	11,135.67
104741	10/29/2020	LITHIA TOYOTA-SPRINGFIELD #65	45.00
104742	10/29/2020	KELLY A PERRON	132.59
104743	10/29/2020	PETERSON TRUCKS INC.	476.94
104744	10/29/2020	SPECIAL DISTRICTS INSURANCE	4,125.00
104745	10/29/2020	SPRINGFIELD UTILITY BOARD	85.26
104746	10/29/2020	WYATT'S TIRE COMPANY	1,691.00
104747	10/29/2020	THE AFTERMARKET PARTS COMPANY LLC	4,304.11
104748	10/29/2020	THE ENVIRONMENT CENTER FOR TRANSPORTATION AND	5,284.87
104749	10/29/2020	CUMMINS NORTHWEST, INC.	1,289.21
104750	10/29/2020	GILLIG CORPORATION	2,031.42
104751	10/29/2020	JLM CONSULTING TRANSIT OPERATIONS CONSULTING	12,000.00
104752	10/29/2020	MEDICAL TRANSPORTATION MGT RIDESOURCE	826,575.65
104753	10/29/2020	MODA HEALTH	97.72
104754	10/29/2020	MUNCIE TRANSIT SUPPLY	61.20
104755	10/29/2020	NORTH COAST ELECTRIC	323.32
104756	10/29/2020	ENTREPRENEURS OREGON ASSOCIATION OF MINORITY	500.00
104757	10/29/2020	PACIFIC POWER GROUP, LLC	152.52
104758	10/29/2020	THE PHILADELPHIA PIPE BENDING CO COVID-19 DRIVER PROTECTION DOOR KITS	62,913.98
104759	10/29/2020	PKS ENTERPRISES LLC	8,329.51
104760	10/29/2020	REVOLUTION DESIGN GROUP REDESIGN OF THE CIP	11,296.25
104761	10/29/2020	ROADRUNNER DELIVERY	255.60
104762	10/29/2020	ROMAINE ELECTRIC CORP	3,097.00
104763	10/29/2020	SPRAGUE PEST SOLUTIONS	115.00
104764	10/29/2020	VISION SERVICE PLAN	3,970.69
91110120	10/31/2020	BENEFIT PLANS ADMIN SVCS, LLC STIPEND CONTRIBUTIONS FOR NOV	37,015.00
801002202	10/02/2020	BANK OF AMERICA	1,102.36
803689087	10/21/2020	BANK OF AMERICA	22,745.09
803800854	10/09/2020	VALIC %CHASE BANK OF TEXAS ADMIN DEFINED CONTRIBUTION - VALIC	87,920.47
803817754	10/23/2020	VALIC %CHASE BANK OF TEXAS ADMIN DEFINED CONTRIBUTION - VALIC	73,455.55
804772864	10/23/2020	OREGON DEPARTMENT OF REVENUE	41,577.61
807234048	10/09/2020	OREGON DEPARTMENT OF REVENUE	54,744.36
807924580	10/02/2020	BANK OF AMERICA	60.72
807924581	10/02/2020	BANK OF AMERICA	20.36
810162020	10/16/2020	OREGON DEPARTMENT OF REVENUE	4,092.11



Check History Listing

<u>Check #</u>	<u>Date</u>	<u>Vendor</u>	<u>Check Amount</u>
812444066	10/09/2020	MASS MUTUAL FINANCIAL GROUP	3,686.07
816454207	10/23/2020	MASS MUTUAL FINANCIAL GROUP	2,731.19
817735168	10/15/2020	OREGON DEPARTMENT OF REVENUE	2,612.61
825307016	10/09/2020	INTERNAL REVENUE SERVICE-EFTPS	219,715.94
831781376	10/28/2020	OREGON DEPARTMENT OF REVENUE	593.34
833170432	10/10/2020	OREGON DEPARTMENT OF REVENUE	31.67
844805157	10/28/2020	INTERNAL REVENUE SERVICE-EFTPS	899.33
851296579	10/09/2020	OREGON DEPARTMENT OF JUSTICE	1,152.00
851598945	10/23/2020	OREGON DEPARTMENT OF JUSTICE	1,152.00
881949968	10/02/2020	INTERNAL REVENUE SERVICE-EFTPS	1,772.93
883311360	10/02/2020	OREGON DEPARTMENT OF REVENUE	430.98
890435887	10/23/2020	INTERNAL REVENUE SERVICE-EFTPS	161,647.88
894289414	10/10/2020	INTERNAL REVENUE SERVICE-EFTPS	138.20
229 Checks			\$3,552,716.37

LANE TRANSIT DISTRICT

September 2020 Performance Report

Performance Measure	Prior			Current			Previous		
	Current Month	Year's Month	% Change	Current Y-T-D	Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	313,181	757,094	-58.6%	989,070	2,249,849	-56.0%	6,787,139	9,873,074	-31.3%
Mobility Assisted Riders	5,343	11,979	-55.4%	18,045	40,037	-54.9%	113,403	153,298	-26.0%
<u>Average Passenger Boardings:</u>									
Weekday	11,678	30,703	-62.0%	12,020	29,093	-58.7%	22,216	32,982	-32.6%
Saturday	9,748	19,139	-49.1%	9,829	17,329	-43.3%	13,143	17,669	-25.6%
Sunday	7,237	11,080	-34.7%	6,892	11,083	-37.8%	8,216	11,677	-29.6%
Monthly Revenue Hours	13,076	23,315	-43.9%	39,851	71,162	-44.0%	216,879	280,871	-22.8%
Boardings Per Revenue Hour	24.0	32.5	-26.2%	24.82	31.62	-21.5%	31.29	35.15	-11.0%
Weekly Revenue Hours	3,156	5,440	-42.0%	3,067	5,475	-44.0%	4,286	5,443	-21.2%
Weekdays	21	20		65	63		255	249	
Saturdays	4	4		13	13		56	53	
Sundays	4	6		13	15		40	59	

Passenger Revenues & Sales

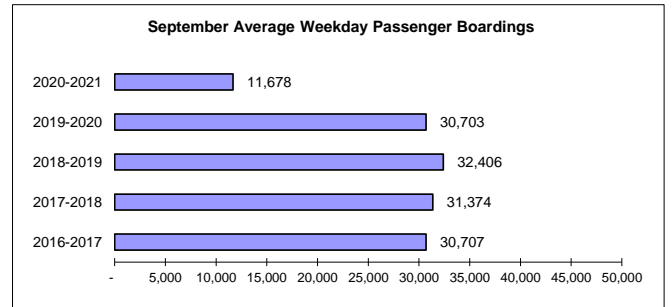
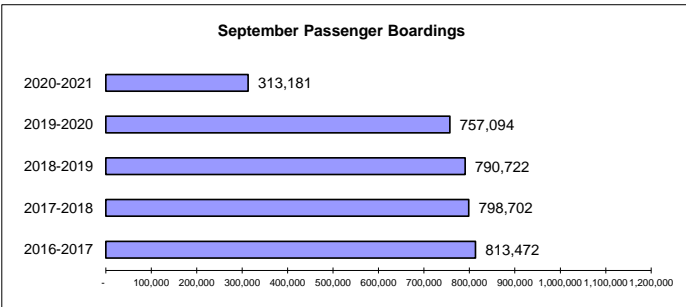
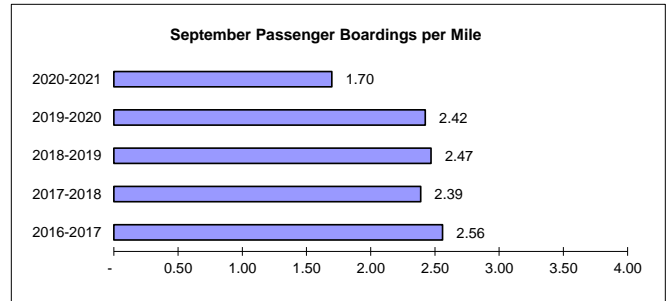
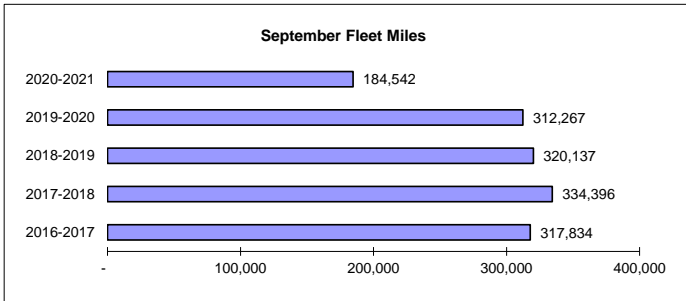
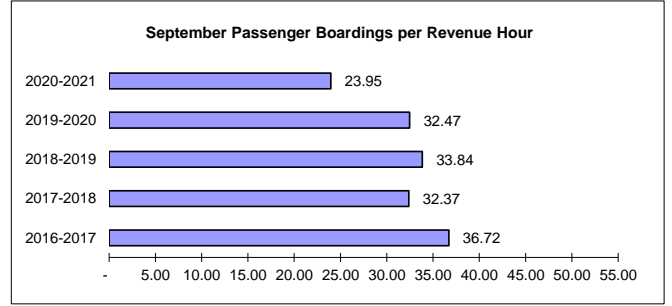
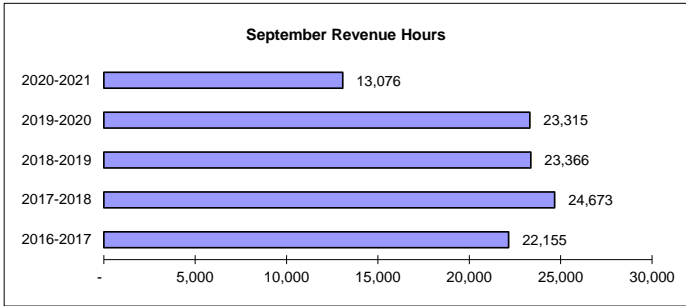
Passenger revenues will be presented in the finance report.

Fleet Services

Fleet Miles	184,542	312,267	-40.9%	642,746	974,772	-34.1%	3,088,343	3,869,769	-20.2%
Average Passenger Boardings/Mile	1.70	2.42	-30.0%	1.54	2.31	-33.3%	2.20	2.55	-13.9%
Fuel Cost	\$56,753	\$171,720	-67.0%	\$174,018	\$542,682	-67.9%	\$1,311,357	\$2,162,700	-39.4%
Fuel Cost Per Mile	\$0.308	\$0.550	-44.1%	\$0.271	\$0.557	-51.4%	\$0.425	\$0.559	-24.0%
Repair Costs	\$214,584	\$349,953	-38.7%	\$826,469	\$838,718	-1.5%	\$3,841,310	\$3,591,036	+7.0%
Total Repair Cost Per Mile	\$1.163	\$1.121	+3.8%	\$1.286	\$0.860	+49.4%	\$1.244	\$0.928	+34.0%
Preventive Maintenance Costs	\$25,169	\$39,614	-36.5%	\$70,740	\$122,264	-42.1%	\$337,690	\$452,265	-25.3%
Total PM Cost Per Mile	\$0.136	\$0.127	+7.5%	\$0.110	\$0.125	-12.3%	\$0.109	\$0.117	-6.4%
Mechanical Road Calls	23	29	-20.7%	41	97	-57.7%	221	396	-44.2%
Miles/Mech. Road Call	8,024	10,768	-25.5%	15,677	10,049	+56.0%	13,974	9,772	+43.0%

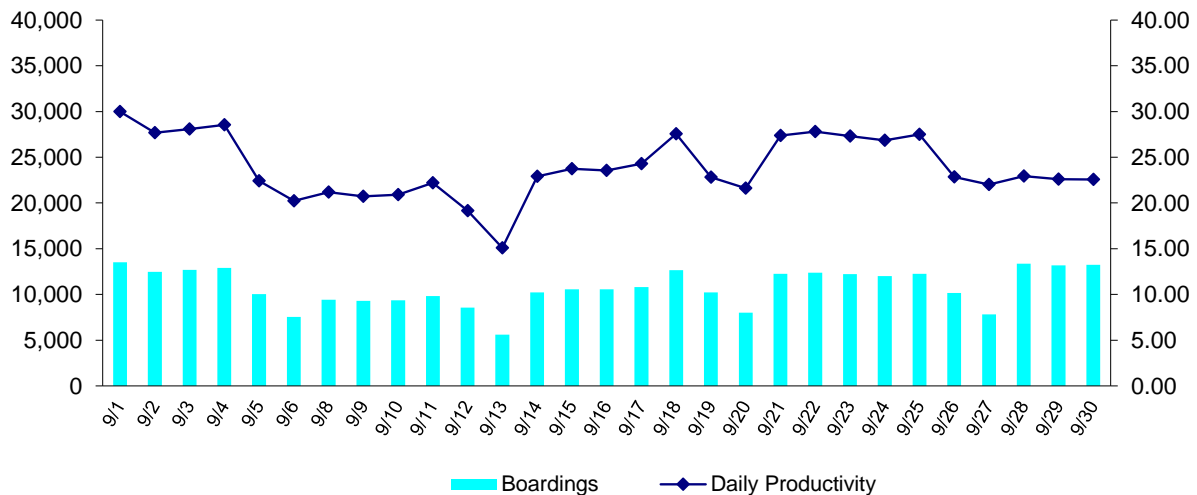
Medical Transportation Management

MTM Rides	#VALUE!	12,548	#VALUE!	10,114	40,061	-74.8%	89,420	162,549	-45.0%
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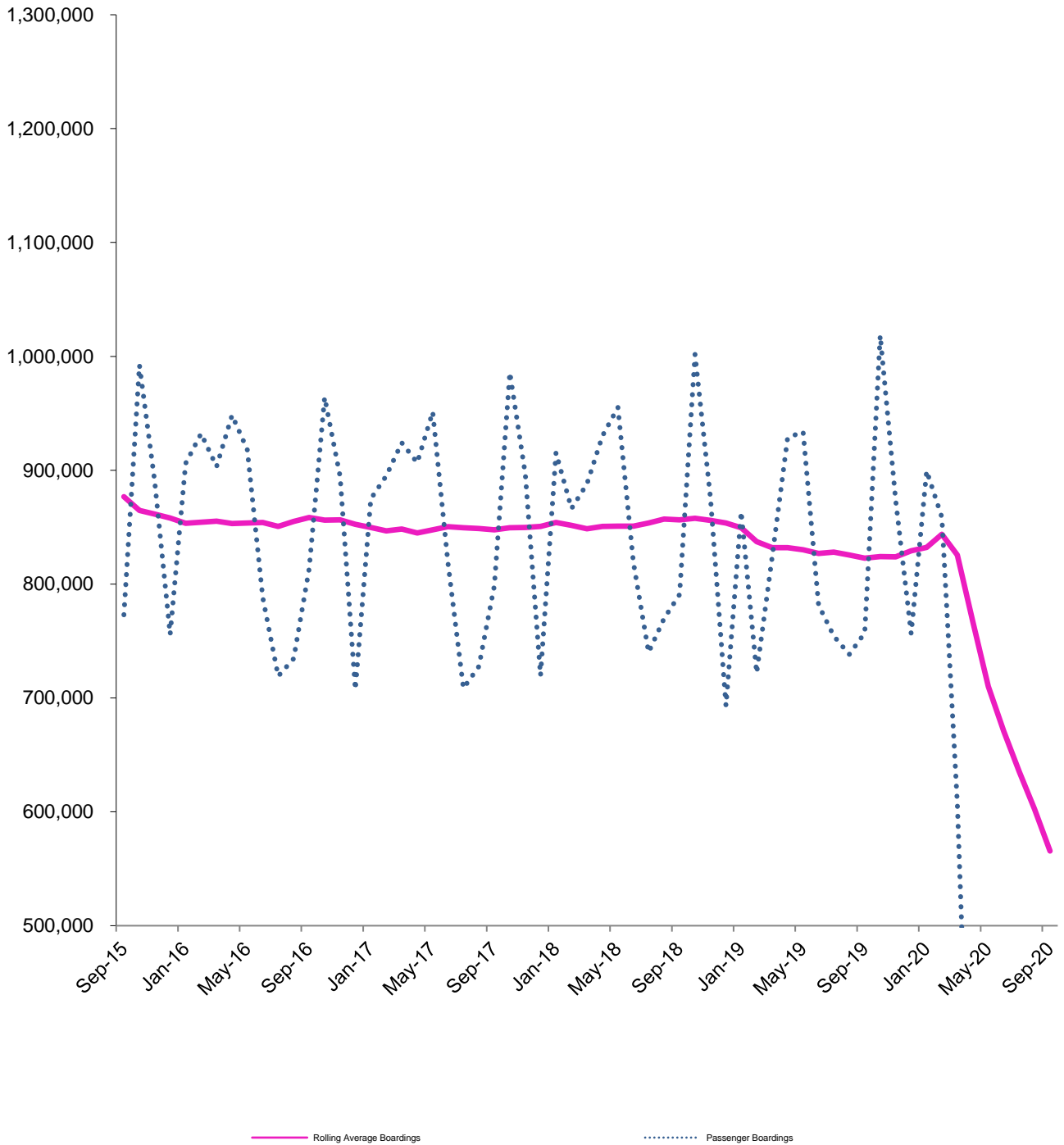
Daily Ridership Recap September 2020

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
9/1/2020	Tuesday	Sunday	13,523	336	451	29.98
9/2/2020	Wednesday	Sunday	12,463	215	450	27.70
9/3/2020	Thursday	Sunday	12,695	283	452	28.09
9/4/2020	Friday	Sunday	12,908	311	452	28.56
9/5/2020	Saturday	Sunday	10,042	147	448	22.42
9/6/2020	Sunday	Sunday	7,541	146	373	20.22
9/8/2020	Tuesday	Sunday	9,430	223	445	21.19
9/9/2020	Wednesday	Sunday	9,305	117	449	20.72
9/10/2020	Thursday	Sunday	9,351	138	447	20.92
9/11/2020	Friday	Sunday	9,833	138	443	22.20
9/12/2020	Saturday	Sunday	8,564	140	447	19.16
9/13/2020	Sunday	Sunday	5,599	63	371	15.09
9/14/2020	Monday	Sunday	10,213	146	446	22.90
9/15/2020	Tuesday	Sunday	10,568	192	445	23.75
9/16/2020	Wednesday	Sunday	10,575	153	449	23.55
9/17/2020	Thursday	Sunday	10,813	161	445	24.30
9/18/2020	Friday	Sunday	12,651	184	459	27.56
9/19/2020	Saturday	Sunday	10,222	151	448	22.82
9/20/2020	Sunday	Sunday	7,994	132	370	21.61
9/21/2020	Monday	Sunday	12,270	238	448	27.39
9/22/2020	Tuesday	Sunday	12,369	254	445	27.80
9/23/2020	Wednesday	Sunday	12,210	142	447	27.32
9/24/2020	Thursday	Sunday	12,000	219	447	26.85
9/25/2020	Friday	Sunday	12,268	181	446	27.51
9/26/2020	Saturday	Sunday	10,164	159	445	22.84
9/27/2020	Sunday	Sunday	7,813	121	355	22.01
9/28/2020	Monday	Weekday	13,371	229	583	22.93
9/29/2020	Tuesday	Weekday	13,193	187	584	22.59
9/30/2020	Wednesday	Weekday	13,233	237	586	22.58
Totals			313,181	5,343	13,076	23.95



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings





OFFICE OF THE GENERAL MANAGER

Aurora Jackson, General Manager

EXECUTIVE OFFICE

On October 30, the general manager attended the Global Warming Commission (GWC) as part of her assignment as a GWC commissioner. The GWC heard a presentation on the future of natural gas from Northwest Natural Gas, Washington Department of Commerce and the California Energy Commission. The meeting also included review and approval of the Draft Biennial Report to the Legislature and updates on Climate Equity work. For more information on the work of the GWC, please go to: <https://www.keeporegoncool.org/meeting-calendar/2020/10/30/oregon-global-warming-commission-meeting-virtual>

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and development

None.

SERVICE DELIVERY & ADMINISTRATION

Mark Johnson, Assistant General Manager

FINANCE

Christina Shew, Director of Finance

None

BUSINESS SERVICES

Collina Beard, Director of Business Services

INFORMATION TECHNOLOGY

Robin Mayall, Director of Information Technology & Strategic Innovation

Software Systems

- The transition to our new HR/Payroll system PDS-Vista is nearing completion, and LTD will be running this software full-time by Jan 1, 2021.
- LTD Staff met with LCOG Staff and their VoIP (Voice over IP) integration partners, Matrix Networks, for a demonstration of their phone system. Demonstrations from other systems will be upcoming.
- LTD hosted a Pre-Proposal Meeting with vendors to kick off RFP 2020-150 (Software Project Management Consulting Services). This contracted project manager will lead our transitions to upgrade Hastus (Service Planning Software), Midas (Operations software), Real Time Signs, and our CAD/AVL (hardware and software for our on-vehicle systems).

- TripSpark and TransTrack contracts are currently being reviewed and finalized prior to kickoff of implementation for those projects.

Hardware/Network Systems

- The Backup Solution project has been approved by the board and has entered the 7-day waiting period. LTD staff are working to ready our systems to begin implementation.
- ITS and IT Staff are continuing to support the fiber exchange with Zayo which also involves City of Eugene. This will provide a fiber connection to the new Santa Clara Transit Station, among other crucial paths.
- Network Switch and Firewall Replacement Projects continue to be on-track.
- Upgrades to our wireless/remote infrastructure for increased remote worker support, vehicle video transfer capabilities, and support of remote workers at our RideSource Call Center have entered the planning phase.

On-Vehicle Technology

- ITS Staff are working with Fleet to prepare the technology on our new batch of New Flyer buses.
- ITS and IT Staff are working with Fleet to evaluate and prepare technology for our electric bus rollout.
- ITS is providing training to Fleet technicians on technology and troubleshooting on-vehicle systems

Innovation Projects

- LTD has applied for STIF Discretionary Funding, as well as for a Federal Research Demonstration Grant for the Mobile Wallet/Trip Planner project (also known as Project Zephyr). One-page summary prepared for our legislative/lobbying team as follows:

- **Lane Transit District – Federal Covid-19 Research Demonstration Grant – Project Summary.** Lane Transit District (LTD) is applying for funds through the Federal Covid-19 Research Demonstration Grant program to create a Mobile Wallet-Trip Planner application. The intent of this application is to simplify the trip planning and payment process for community members who would like to use an alternative to Single Occupancy Vehicles (SOVs) for transportation. Covid-19 has deeply affected the ways in which people travel, especially those without access to SOVs who are more severely affected by the restrictions created by social distancing guidelines. The innovations provided in this application would allow a user to plan a trip using all modes currently available within our community (transit, personal bicycle, walking, Bike Share Program, TNC Ride-Sharing, Parking and Park-n-Rides, Mobility on Demand, Bike Lockers), and also will encompass the potential for future modes (e.g. Scooter Share). In its current state, the trip planning and payment ecosystem is fragmented, difficult, and time-consuming to use, and requires the use of multiple applications and payment systems. Yet especially in the age of Covid-19, many transportation consumers are hungry for SOV alternatives that are simple, safe, reliable, and seamless. This application would provide contactless payment along with integrated trip planning that gives users the widest array of choices so that they can make the best transportation decisions, and have confidence in their public transportation systems' ability to meet their needs.

The Eugene-Springfield metro area, with approximately 300,000 residents, is an ideal testing ground for this type of integration. Our community has invested steadily in transportation options such as Bus Rapid Transit and extensive bike lanes over many decades. In addition to providing increased mobility for local residents, our agencies regularly meet the travel needs of large numbers of visitors, and are planning for future events including the 2022 World Track and Field Championships, which will draw an estimated 60,000 visitors to the area. The direct benefits to the community of this project will be a greatly simplified approach to trip planning and payment that incorporates all available modes, providing greater equity in trip planning for non-SOV drivers. Indirect benefits include reducing SOV trips which will work toward our region's climate initiatives, lowering greenhouse gas emissions, reducing car traffic (especially at peak times), increasing usage and ridership of Transit, Bike Share,

etc., and eliminating the need to build and maintain additional costly parking garages in the downtown core.

The ability to collect and analyze large amounts of aggregated/anonymized usage data is another component of this project, and one which would enable visibility into a previously-opaque segment of our transportation ecosystem. Future advantages to the cities, to the transit agency, and to our research partners at the University of Oregon are hard to overstate. We expect insights into transportation patterns, rider choices, determinants of rider mode (cost, time, environmental impact, and health benefits), demographic data, and more. Our multidisciplinary team has already been working on the project for many months. The team consists of professionals with experience in research, application development, data management, project management, UI and UX design, transportation planning and engineering, and more. It includes representatives from several municipal and county agencies that have a proven track record of collaboration. We have existing partnerships, both legal and practical, in place to meet the challenges and opportunities of this project. We plan to utilize and expand on an existing code base, developed by Tri-Met in Portland, and further developed by Columbus, OH in their Smart Cities initiative. Any work done by our project team would then further benefit other communities who hope to make this type of application available to their customers. By working with commercial partners such as Bike Share and Scooter Share companies, we also hope to help create standards and protocols that will benefit all areas of the transportation ecosystem, both public and private.

HUMAN RESOURCES

David Collier, Director of Human Resources & Risk Management

None

ACCESSIBLE AND CUSTOMER SERVICE

Cosette Rees, Director of Customer & Specialized Services

None

Point2point (P2p)

Theresa Brand, Transportation Options Manager

None

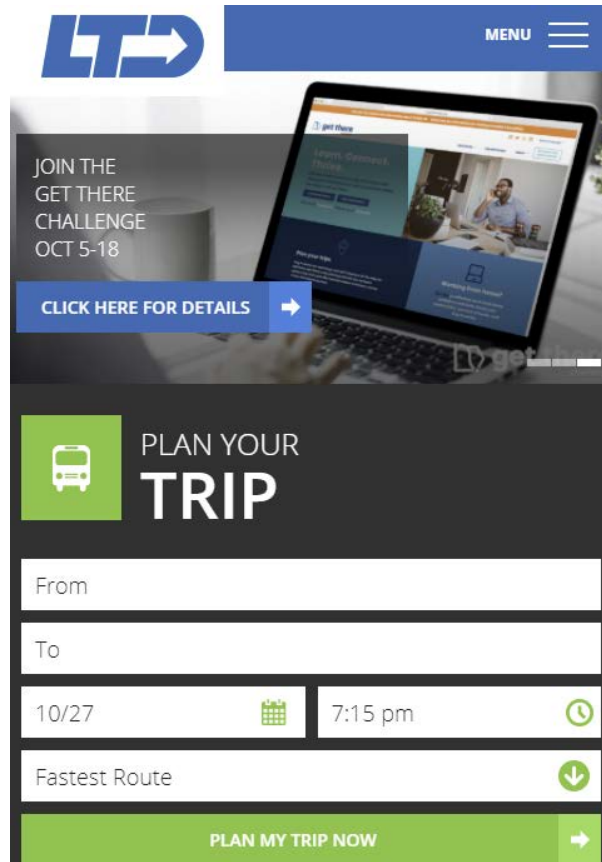
MARKETING AND COMMUNICATIONS

Theresa Brand, Marketing and Communications Manager

The Marketing Team has been created a variety of communication materials, website updates and digital media postings over the last month for on bus and customer information and reminders on health and safety reminders.

In addition, Staff has been actively coordinating communication information, materials, signage and/or press releases including for COVID-a19 safety, the Santa Clara Station Project, LTD's 50th Anniversary, the Be Safe Be Seen safety campaign and information on LTD's sustainability efforts.

A highlight for the month including the transition of LTD's Mobile Website to one that is fully responsive which was one of the recommendations out of last year's Communications Analysis.



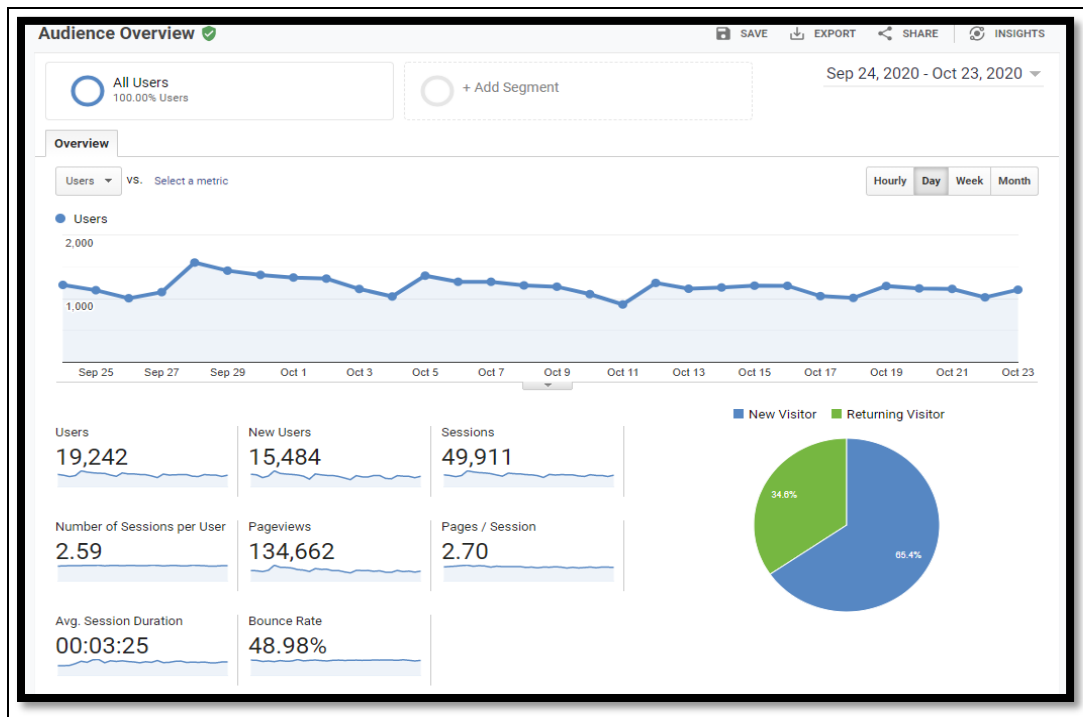
Website Analytics Overview September 24 – October 23, 2020:

Users:	19,242
New Users:	15,484
# of Web Sessions	49,911
# of Sessions Per User:	2.59
# of Pages Per Session	2.70

Source to Find Website (acquisition source):

Google	55%
Direct	35%
Facebook	2.14%
Bing	1.98%

Acquisition Source	Users
	101,883 % of Total: 100.00% (101,883)
1. google	56,727 (55.63%)
2. (direct)	35,854 (35.16%)
3. m.facebook.com	2,178 (2.14%)
4. bing	2,021 (1.98%)
5. yahoo	695 (0.68%)
6. facebook.com	457 (0.45%)
7. duckduckgo	420 (0.41%)
8. transportation.uoregon.edu	229 (0.22%)
9. baidu.com	226 (0.22%)
10. eugene-or.gov	189 (0.19%)



Facebook Analytics for September 22 – October 26

- Daily Reach = 11,610
- Engaged users (unique) = 659
- Impressions = 12,250
- Total Page Followers = 5,153
- Total Likes = 5,293
- 10 posts, 9 COVID/service related.
-

There was a drop in reach and engaged users this last month. The followers are not engaging as much with the COVID-19 reminders and also the Get There Challenge posts.

Next month we will be changing up Facebook by bringing in more posts about LTD's 50th anniversary in hopes of bringing additional engagement.

Student Transit Pass

Staff has been working with the schools to have passes issued. At this time, it has been communicated to staff by of the local schools, that this is not a priority for them at this time as they are working hard to get remote learning set up for the schools. In addition a few are hesitant to encourage youth to be out in the community on transit for health reasons. Once school is in live session, they would be willing to look at communicating it more to the families and students.

LTD 50th Anniversary

Staff has been preparing a social media campaign to highlight LTD's 50 years of operation that will begin on November 1 of this year. This effort will include video interviews from some of the older operators.

Vanpool

Commute with Enterprise terminated 2 additional Valley Vanpool vans that were suspended due to COVID-19. These were the 2 suspended LTD vans that were previously expected to resume operations, but were unable to do so. 3 of the 18 remaining Valley Vanpool vans provide service in the Lane Transit District service area. In the month of September*, 3 LTD vanpools were in operation, representing 8 riders (a 20% utilization rate) completing 246 passenger boarding's and traveling 15,489 passenger miles. Vans operating with limited ridership have been switched into more appropriately sized vans. LTD continues to provide additional financial subsidies to vans who have lost riders due to shelter in place requirements and teleworking. LTD is also providing CARES funding to Commute with Enterprise to help cover losses due to COVID-19 for the months of April-July.

*Vanpool reporting experiences a 30 day delay.

Get There Challenge

In collaboration with our statewide transportation options partners, LTD staff continued to promote the 2020 Get There Challenge to the local community via the LTD website, social media, Employer Transportation Coordinator network, local Get There network, Valley Vanpool participants, press releases to local news outlets and chamber organizations, and through bike and pedestrian light deliveries to local service organizations in coordination with the Safe Lane Coalition. The Get There Challenge ran October 5-18, and offered residents the opportunity to win prizes for logging non-drive-alone trips and completing online achievements like watching videos, taking quizzes, and sharing stories. In total, 292 Lane County residents and employees participated in the challenge. LTD provided local prize offerings to 25 lucky participants, thanks to some generous donations to the Business Commute Challenge which was cancelled earlier this year due to COVID-19.

FACILITIES

Joe McCormack, Director of Facilities

Santa Clara Transit Station

Construction of the new transit station in Santa Clara remains on schedule despite some delay due to COVID and wildfires. Major efforts remaining include the placement of over 1,000 yards of concrete for the bus drive, passenger shelter structure installation, platform flatwork, and landscaping. Training of bus operations staff will begin in December. Revenue service is on schedule to start February 7, 2021.

Hunsaker Property

Following the Board's postponement to declare the property as surplus; LTD staff re-engaged with the neighborhood including attending their November 5th neighborhood meeting. Staff will continue to communicate with the neighborhood as well as City officials before this item comes back to the Board for consideration.

Eugene Station Snow Dams

New snow dams were installed to mitigate hazardous snow buildup on roof structures. In recent years the snow and ice events have presented an increasing hazard of falling snow masses in passenger boarding areas. Over 1,500 linear feet of snow dams were installed recently to help hold back snow and ice buildup.

Springfield Station Passenger Shelter Refurbishment

The soffit of the passenger shelter at Springfield Station in comprised almost entirely of 10,200 square feet of Douglas fir. The station, built in 2005, included wood at the request of the community as a nod to the historical industry of the town. The fir provided a warm and welcoming accent to the station. Over the years the wood has weathered and was due for a substantial cleaning and refinishing effort to restore the appearance and increase the materials longevity.

Electric Bus Infrastructure

Construction is underway on infrastructure to support the all-electric buses. The current phase on infrastructure will accommodate charging for up to twelve buses in the main bus yard and another three associated with the fleet maintenance building. The infrastructure is designed such that it can be expanded as new buses are acquired.

Snow and Ice Operations Preparation

Staff began winter weather preparations in early October. This included updating procedures for snow removal on LTD properties and public rights of way such as EmX facilities. LTD has several pieces of equipment that are serviced and prepared for the season to support snow and ice removal including snow blowers, plows, and rock spreaders. Coordination with partner jurisdictions have begun as well.

Security Improvements

Staff are vetting enhanced facility-based security improvements at locations vulnerable to terrorist attacks, vandalism, and other criminal activity. These improvements would be the beginning of a multi-year comprehensive plan.

Safety Improvements

Staff are analyzing investments to increase the safety of LTD's operational environment along frequent transit network routes. Envisioned as a continuous effort to improve safety; a phased implementation would begin later this fiscal year and be ongoing each year.

East 11th EmX Lane Repairs

This fall several areas of bus lane were repaired along the bi-direction bus lane on East 11th Avenue adjacent to Bushnell University and Sacred Heart Hospital. Constructed in 2005, this area of bus lane has been heavily used for nearly fifteen-years with bus traffic frequencies of every-five minutes. Deterioration at concrete panel joints is to be expected and these recent repairs will help to prevent failure from transferring to adjacent roadway still in good condition.

Combating Vandalism

There has been a considerable up-tick in vandalism to LTD's infrastructure in public spaces. Targets of damage have included numerous dynamic digital displays along the West 11th EmX corridor, illegal dumping of waste at bus stops, and graffiti on signs such as the Sam Reynolds interpretive sign. Staff are evaluating new ways to protect/harden LTD infrastructure and address the prevalence of non-transit rider garbage at bus stops.

MAINTENANCE

Matt Imlach, Director of Maintenance

None

TRANSIT OPERATIONS

Jake McCallum, Director of Operations

None

Public Safety & System Security

Frank Wilson, Public Safety & System Security Manager

None