



**LANE TRANSIT SPECIAL-PURPOSE DISTRICT OF OREGON (LTD)
BOARD OF DIRECTORS MEETING AGENDA**

**Public Forum, Regular Business Meeting and Briefing
Wednesday, October 15, 2025, 5:30 P.M.
Springfield Chamber of Commerce
101 S A St, Springfield, OR 97477**

LTD Board Business meetings are also available via web video stream. You can access the broadcast live day-of or any of our archived meetings at <https://govhub.ompnetwork.org/>

A seven-member Board of Directors, appointed by the Governor of Oregon, governs LTD. Board members represent, and must live in, certain geographical subdistricts. The Board provides policy direction and collaborates with local elected officials on regional transportation planning.

Subdistrict	Description	Board Member
Subdistrict 1	East Springfield to McKenzie Bridge	Gino Grimaldi
Subdistrict 2	West Springfield	Michelle Webber, Vice President
Subdistrict 3	SE Eugene, Creswell, Cottage Grove and Lowell	Heather Murphy
Subdistrict 4	North Eugene (east of River Road) and Coburg	Kelly Sutherland
Subdistrict 5	Central and West Eugene	Pete Knox, Treasurer
Subdistrict 6	West Eugene, HWY 99, River Road and Junction City	Lawrence Green, Secretary
Subdistrict 7	Southwest Eugene, Veneta and Fern Ridge	Susan Cox, President

Public Forum on all Board Matters including Resolutions:

Public testimony will begin at 5:30 p.m. In-person sign-up is available on the day of the meeting in the Boardroom. You may also participate virtually via Zoom. To join the meeting, follow the link provided on the Events Calendar on the day of the meeting at <https://www.ltd.org/events-calendar/>. If you wish to provide testimony, please use the "Raise Hand" feature. For phone participants, press *9 to raise your hand. When it is your turn to speak, your name will be called. Individual comments are generally limited to three minutes; however, the presiding Board officer will determine the final time limits based on the number of speakers and the time available.

For those unable to attend in person or virtually but who wish to submit written testimony, please email clerk@ltd.org. Comments must be received by noon on the day prior to the meeting.

To be added to Lane Transit District's Public Meeting Notice List, please submit this request to clerk@ltd.org.

REGULAR BUSINESS MEETING AGENDA:

1. **CALL TO ORDER & ROLL CALL:** Susan Cox (President), Michelle Webber (Vice President), Pete Knox (Treasurer), Lawrence Green (Secretary), Heather Murphy, Gino Grimaldi, Kelly Sutherland

2. **PUBLIC COMMENT**

3. **BOARD REPORTS**

- Lane Council of Governments (LCOG) Board of Directors – Pete Knox
- Metropolitan Policy Committee (MPC) – Susan Cox, Pete Knox
- Lane Area Commission on Transportation (LANEACT) – Heather Murphy
- Strategic Planning Committee (SPC) – Gino Grimaldi, Kelly Sutherland
- Bylaws Committee – Susan Cox, Michelle Webber, Pete Knox

4. **CEO REPORT**

- Employee of the Month – October 2025
- Monthly Operations Performance Update
- Monthly Department Reports
- System Review Final Plan Implementation Progress Report
- Lane Transit District Website Launch
- 2025 State of the District Debrief
- CEO Review Process and Timeline
- Delegated Authority Report

5. **MONTHLY FINANCE REPORT**

6. **CONSENT AGENDA**

Items appearing below are considered to be routine and may be approved by the Board in one blanket motion. Any Board member may remove an item from the “Consent” portion of the agenda for discussion or questions by requesting such action prior to consideration of this portion of the agenda.

- Approval of Monthly Finance Report
- Adoption of Resolution No. 2025-10-15-32 Authorizing the Chief Executive Officer (CEO) to enter into a contract with Northwest Bus Sales, Inc.
- Adoption of Resolution No. 2025-10-15-33: Adopting the Approval of Lane Transit District’s updated Public Transit Agency Safety Plan.
- Adoption of Resolution No. 2025-10-15-34, authorizing the Chief Executive Officer to enter into a contract with Kimley-Horn and Associates, Inc.
- Adoption of Resolution No. 2025-10-15-35, appointing four new members to LTD’s Statewide Transportation Improvement Fund (STIF) Advisory Committee.

7. **EXECUTIVE SESSION**

- 192.660 (2)(f): To consider information or records that are exempt by law from public inspection.

8. ADJOURN BUSINESS MEETING

UPCOMING MEETINGS:

November 19 - November Board Meeting
Springfield Chamber of Commerce
101 S A St, Springfield, OR 97477

December 17 - December Board Meeting
Springfield Chamber of Commerce
101 S A St, Springfield, OR 97477

The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).



Lane Transit District Agenda Item Summary (AIS)

Presented By: Joe McCormack, Chief
Development Officer

Title: Employee of the Month October 2025

Action: Information Only

Background:

Mike Smith, Facilities Generalist, has been selected to receive the October 2025 Employee of the Month. Mike was hired as a Facilities Generalist in December 2018.

On Saturday, September 9, Mike willingly worked a late shift to support the Operations Control Center (OCC) Project power shutdown. On Sunday, after a late night, he assisted with repairs to the fence on LTD's River Road property. Mike's actions reflect his consistent commitment to the team. He is always willing to lend a hand, even when it means adjusting his personal plans. His positive attitude and readiness to step in wherever make him an invaluable part of LTD.

When asked to comment on Mike's selection as Employee of the Month (EOM), Sam Busskohl, Facilities Generalist Supervisor, said:

"Over the past seven years, Mike has consistently demonstrated the integrity, innovation, and collaboration that led to his nomination for Employee of the Month. Mike brings a creative approach to problem solving and a "dive in and get things done" attitude that make him an invaluable member of our team. Mike puts in hard work every day, making sure that our Fleet team has the space and equipment they need to keep buses on the road. I couldn't be happier to see Mike's dedication and service to the community recognized."

Award:

Mike Smith will attend the October 15, 2025 Board Meeting to be introduced to the Board and receive his award.



Lane Transit District Agenda Item Summary (AIS)

Presented By: Aimee Reichert

AIS Title: Monthly Operations
Performance Update

Action: Information Only

The October Performance Report to the Board reflects current status and trends through August 2025 for All Services - Ridership; Fleet Maintenance; Operations Management; Customer Service; and Public Safety.

Highlights

- EmX and Fixed Route ridership were down 3.3% compared to this time last year. Ridership in the last 12 months declined by 3.2% compared to the prior year, based on the 12-month rolling average.
- EmX and Fixed Route Revenue hours were up 8.1% over the same time last year and 7.0% on the 12-month rolling average comparison.
- Ridership per Revenue Hour was down 10.5% this year compared to last and down 9.5% on the 12-month rolling average comparison.
- Mobility Services ridership is up 4.2% on the 12-month rolling average across all services and steady year over year.
- Maintenance Costs were down 26.9% from the same time last year, and decreased by 5.2% on the 12-month rolling average comparison.
- Fixed Route Verified Operations Complaints/100,000 Boardings were down compared to the same time last year and on the 12-month rolling average. Compliments remain steady.
- Positive trend with Operator Unanticipated Absenteeism continued, down 39.36% compared to the same time last year and 27.18% on the 12-month rolling average.
- Operator Average count was steady for August at 199, a 2.8% increase from the same time last year, and 7.9% increase on the 12-month rolling average comparison.
- Ordinance 36 Violations per 100,000 revenue hours were up 31% compared to the same time last year, and but down 25.7% overall on the 12-month rolling average comparison.
- Assaults were down slightly compared to the same time last year, but remain higher on the 12-month rolling average comparison.
- Preventable accidents reviewed by the Accident Committee remains below the target of 2 per 100,000 revenue miles and was down 14.5% compared to the same time last year.
- The budget versus actuals through August 2025 indicates a deficit of slightly less than \$400,00. This is expected as many insurance and IT related annual expenses are paid in July.

Attachments: LTD Performance Report



Board Performance Report

August 2025

Fixed Route and EmX Ridership

Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	166,740	189,340	-11.9%	213,670	231,394	-7.7%
Fixed Route Service	265,125	257,433	3.0%	294,179	292,982	0.4%
Total	431,865	446,773	-3.3%	507,849	524,376	-3.2%

Revenue Hours

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Fixed Route Service	14,907	13,805	8.0%	14,841	13,976	6.2%
EmX Service	5,353	4,946	8.2%	5,262	4,814	9.3%
Total	20,260	18,751	8.1%	20,104	18,790	7.0%

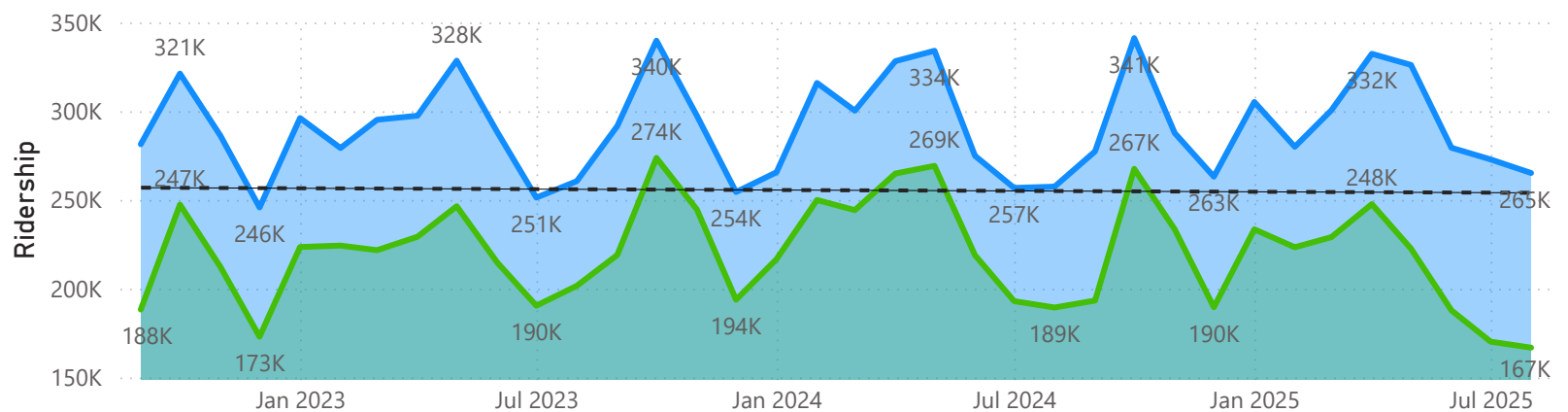
Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	31.15	38.28	-18.6%	40.60	48.07	-15.5%
Fixed Route Service	17.78	18.65	-4.6%	19.82	20.96	-5.4%
Total	21.32	23.83	-10.5%	25.26	27.91	-9.5%

Ridership Last 36 Months

Sep 2022 - Aug 2025

Type — EmX Service — Fixed Route Service





Board Performance Report

August 2025

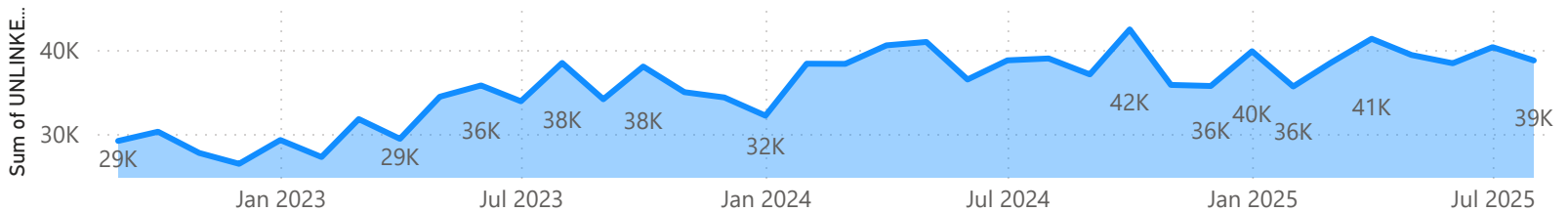
Mobility Services

Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	22,837	23,407	-2.4%	22,969	22,877	0.4%
RideSource	11,985	11,312	5.9%	11,651	10,534	10.6%
Cottage Grove Connector	1,188	1,196	-0.7%	1,197	1,160	3.1%
Vanpool	1,160	955	21.5%	931	1,046	-11.0%
Rhody Express	785	1,168	-32.8%	955	631	51.4%
Diamond Express	661	719	-8.1%	695	628	10.7%
Florence ADA	119	122	-2.5%	114	87	30.1%
Total	38,735	38,879	-0.4%	38,510	36,963	4.2%

Mobility Services Ridership Last 36 Months

Sep 2022 - Aug 2025



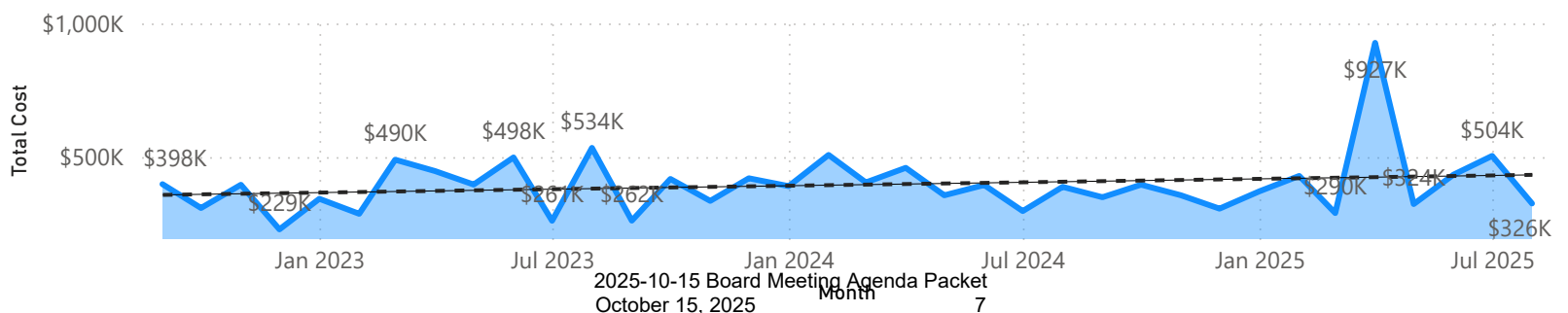
Fleet Maintenance

Maintenance Cost Per Mile - Revenue Vehicles

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
PM	\$0.42	\$0.46	-8.8%	\$0.40	\$0.41	-2.9%
REPAIR	\$1.83	\$2.61	-30.1%	\$2.57	\$2.72	-5.5%
Total	\$2.25	\$3.08	-26.9%	\$2.97	\$3.13	-5.2%

Maintenance Cost Last 36 Months

Sep 2022 - Aug 2025





Board Performance Report

August 2025

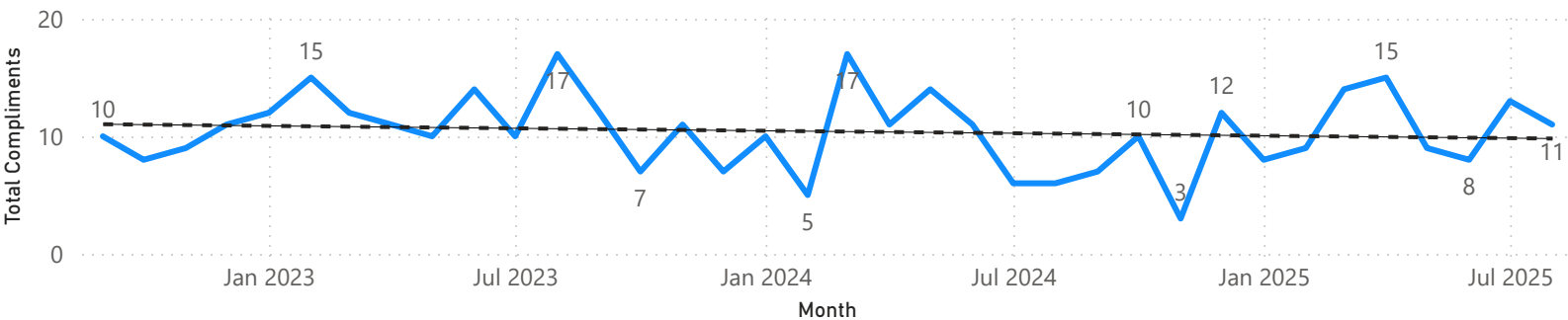
Customer Service

Compliments per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Compliment	2.55	1.34	1.20	2.64	3.05	-0.41
Total	2.55	1.34	1.20	2.64	3.05	-0.41

Compliments Trend Last 36 Months

Sep 2022 - Aug 2025

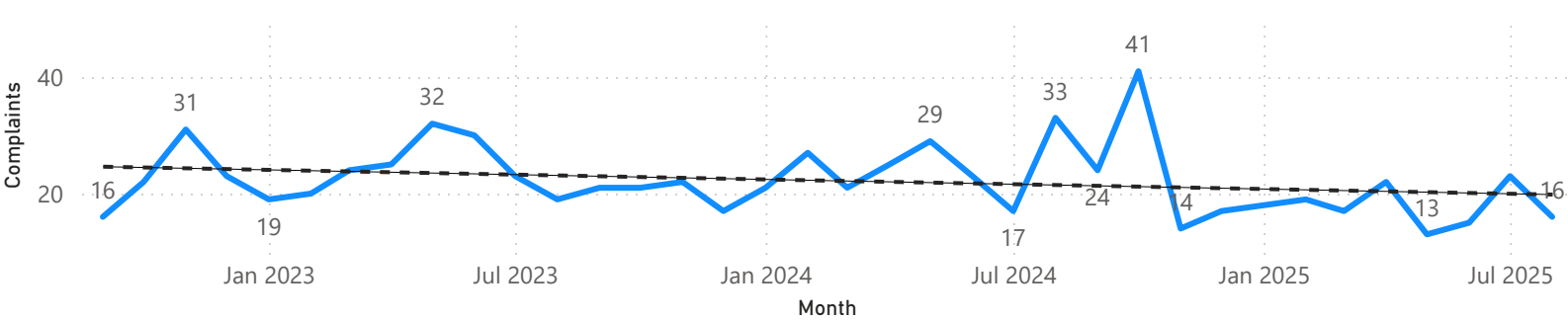


Substantiated Complaints per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Customer Relations	1.62	4.48	-2.86	2.40	3.81	-1.41
Miscellaneous	0.46	0.67	-0.21	0.79	0.39	0.39
Reliability	1.39	0.45	0.94	2.91	2.57	0.34
Safety		1.79	-1.79	1.17	1.84	-0.67
Total	3.47	7.39	-3.91	7.26	8.61	-1.35

Substantiated Complaints Trend Last 36 Months

Sep 2022 - Aug 2025





Board Performance Report

August 2025

Operations

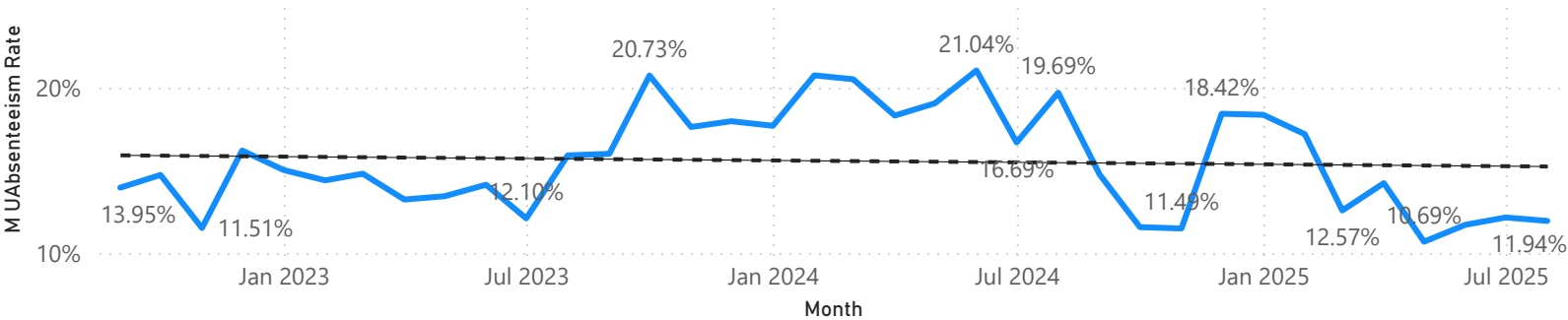
Operator Unanticipated Absenteeism Rate

Goal 10%

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
On The Job Injury Time Loss	1.63%	2.92%	-44.25%	1.93%	3.01%	-35.84%
Other	1.22%	1.43%	-14.37%	0.97%	2.90%	-66.66%
Protected	4.07%	8.54%	-52.38%	5.11%	6.49%	-21.28%
Sick	5.03%	6.81%	-26.19%	5.70%	6.43%	-11.30%
Total	11.94%	19.69%	-39.36%	13.71%	18.82%	-27.18%

Operator Unanticipated Absenteeism Rate Trend Last 36 Months

Sep 2022 - Aug 2025



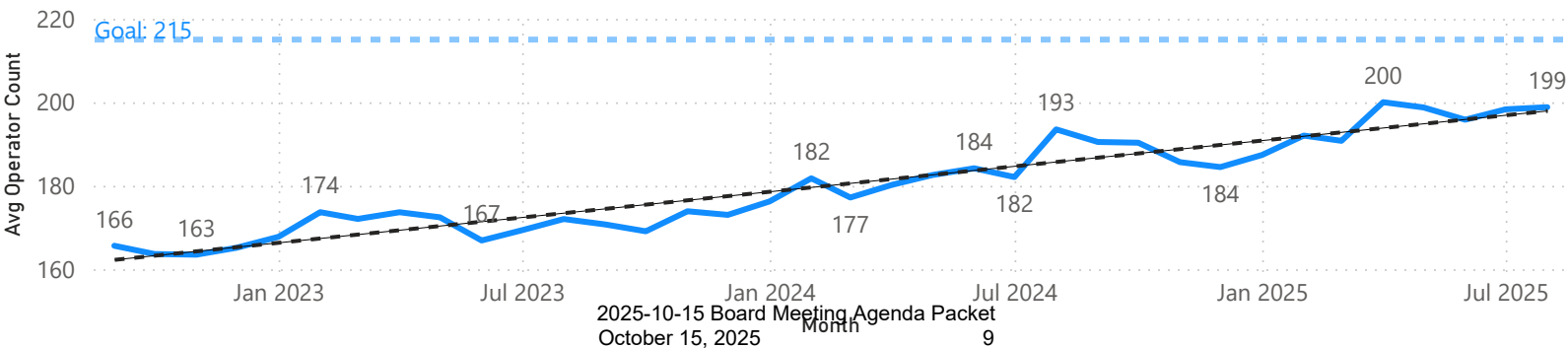
Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
92.5%	199	193	2.8%	193	179	7.9%

Operator Count Trend Last 36 Months

Sep 2022 - Aug 2025





Board Performance Report

August 2025

Public Safety

Ordinance 36 Violations

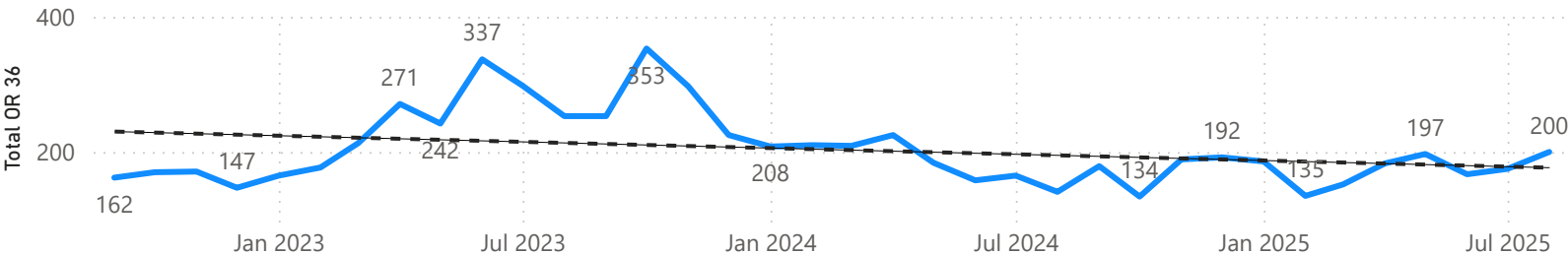
Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Ordinance 36 Violations	200	141	41.8%	184	226	-18.5%

Ordinance 36 Violations Per 100k Revenue Hours

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Ordinance 36 Violations	9.87	7.52	31.3%	8.66	11.66	-25.7%

Ordinance 36 Trend Last 36 Months

Sep 2022 - Aug 2025

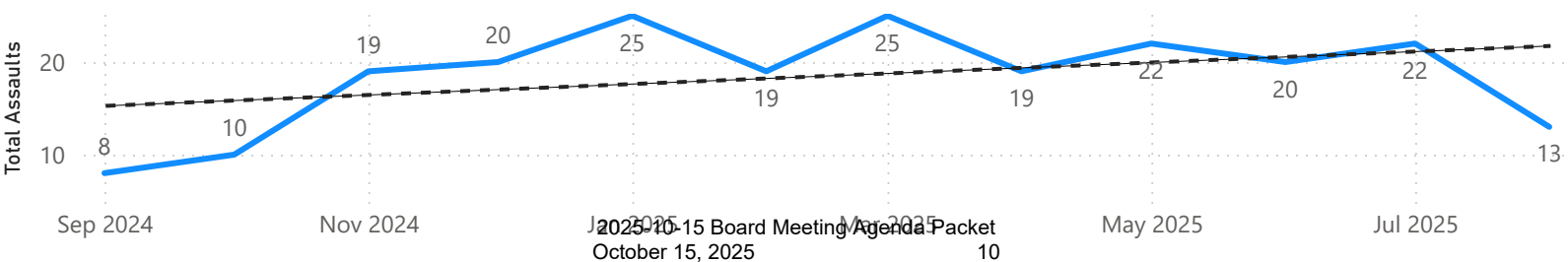


Assaults

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Physical	7	7	0	12.7	8.8	3.8
Operator Non-Physical		1	-1	3.0	1.4	1.6
Other Transit Worker Non-Physical	3	5	-2	7.0	6.3	0.7
Public Non-Physical	4	1	3	2.7	1.1	1.6
Physical	6	7	-1	5.8	4.0	1.8
Operator Physical				0.2	0.5	-0.3
Other Transit Worker	3	5	-2	2.1	1.9	0.2
Public Physical	3	2	1	3.6	1.6	2.0
Total	13	14	-1	18.5	12.8	5.7

Assaults Trend Last 36 Months

Sep 2024 - Aug 2025





Board Performance Report

August 2025

Accidents

Accidents

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable	5	6	-1	4.3	4.9	-0.67
Preventable	4	4	0	5.1	3.6	1.50
Total	9	10	-1	9.3	8.5	0.83

Total Revenue Miles

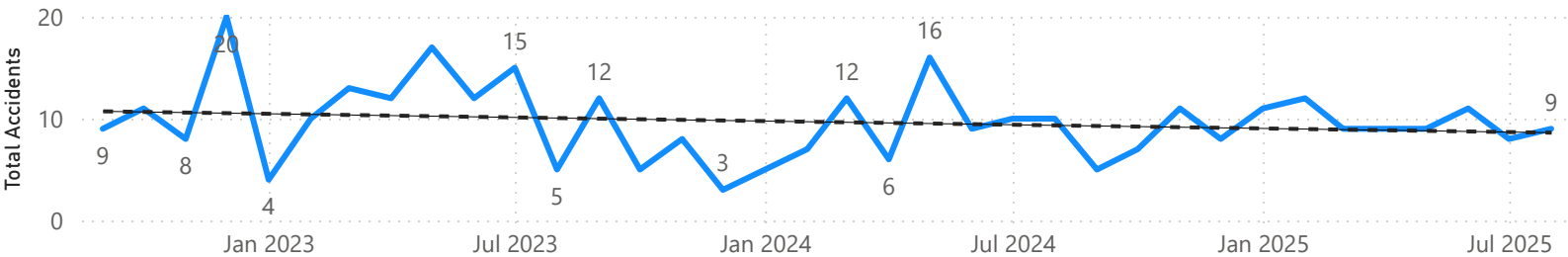
Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	60,528	55,281	9.49%	718,235	653,254	9.95%
Fixed Route Service	178,303	171,505	3.96%	2,152,125	2,076,813	3.63%
Total	238,831	226,786	5.31%	2,870,360	2,730,068	5.14%

Accidents Per 100k Revenue Miles

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Non-Preventable	2.09	2.65	-20.9%	0.15	0.18	-17.8%
Preventable	1.67	1.76	-5.0%	0.18	0.13	34.9%
Total	3.77	4.41	-14.5%	0.33	0.31	4.4%

Accident Trend Last 36 Months

Sep 2022 - Aug 2025





Lane Transit District Monthly Department Reports

Administration

Wendi Frisbie, Chief Administrative Officer

COMPLIANCE

Compliance updated all relevant procurement documentation to reflect the new Disadvantaged Business Enterprise (DBE) goal of 0.82%, which took effect October 1, 2025. This update ensures continued alignment with Federal Transit Administration (FTA) requirements and supports Lane Transit District's (LTD) commitment to equitable contracting practices.

Revisions include:

- Updating the DBE language and forms in procurement packets
- Communicating the new goal to employees and the community
- Ensuring proper inclusion in upcoming solicitations and contracts issued after October 1

These updates were finalized and disseminated before the effective date to ensure compliance and a smooth transition.

HUMAN RESOURCES

30-Day Recruiting Report

- **41** – Positions Currently Open
- **740** – Resumes Reviewed in the Last 30 Days
- **52** – Candidates in the Acquisition Pipeline
- **68** – Interviews Facilitated in the Last 30 Days

Human Resources Projects – Next 30 Days Starts

- Launch of the Annual Compensation Analysis
- Implementation of Disciplinary Policy Modifications
- Ongoing roll-out of HR best practices across all HR areas

MARKETING

(August 14 – September 14)

Project Highlights

Oregon Athletics Marketing Partnership

LTD's sponsorship and marketing partnership with University of Oregon (UO) Athletics continued with new activations for fall sports. Current projects include distribution of wristbands with a "Get Your Bus Pass" call-to-action for all UO students attending football games (42,000 to be distributed this year); advertising displayed inside of Matthew Knight Arena during Oregon Volleyball games (estimated 46,000 impressions); and digital advertising inside the UO Student Recreation Center (estimated 200,000 impressions per academic term).



Lane Transit District Monthly Department Reports

Website Beta Testing

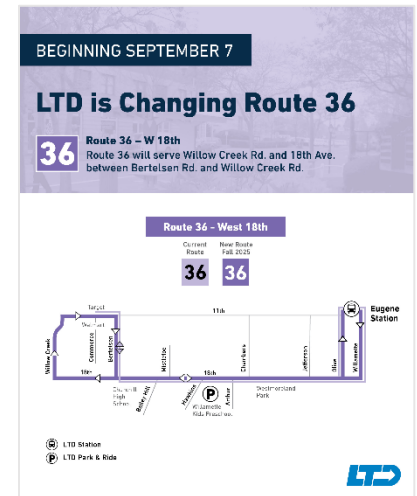
Staff received access to a draft version of the new LTD website in late August. Quality assurance testing involving staff from several departments is currently underway for a public launch on October 1.

Fall Service Change and New Before & After Route Maps

In partnership with Planning, Facilities, and Operations, Marketing staff designed, printed, and installed signs, posters, and other informational collateral for LTD's most significant service change of the year on September 7. To improve rider communication, staff introduced before and after route maps to clearly communicate routing changes. These maps were distributed digitally through social media and in print through postcards that were mailed to residences and businesses near areas impacted by route changes.

Website & Social Media Highlights:

In the last 30 days, LTD.org earned 235,000 pageviews and followers increased on all social media platforms. Compared to this time last year, website pageviews are slightly down, but traffic from organic social media is 79% higher. The top-performing social media posts this month were about September's service increase, including significant changes to routes 1, 36, and 41. Across all platforms, social media content earned 84,000 views.



Outreach & Events:

Summary

Over the summer and early fall, LTD directly engaged with over 1,700 community members through concerts, cultural celebrations, school and community partnerships, and neighborhood events.

Performance in the Plaza

LTD's summer lineup continued with the Performance at the Plaza concert series, including Kutsinhira Cultural Arts (130 attendees), Rock n' Rewind (140), and Masumi Timson & Joseph Harchanko (142), engaging a total of 785 attendees across all events.

Creation Station

LTD continued with Creation Station, a new series of kid-friendly art activities at the Eugene station, developed in partnership with local organizations. On September 4, the Springfield Public Library collaborated with us to host an interactive story time and bus-decorating activity.

Cultural

- Comunidad y Herencia Cultural's annual Hispanic Heritage Night resulted in over 150 conversations about LTD's service, free bus pass resources, upcoming events, and more.

Community Partnerships

- Springfield Block Party: LTD provided free bus rides to and from the event. 30 riders used the code.



Lane Transit District Monthly Department Reports

- Eugene YMCA: Transportation Options Outreach on August 20, Walk-It-Off Closing Celebration on August 27, and Welcoming Festival on September 14. More than 250 community members engaged across all three events.
- 15th Night's "Back to School BBQ" on August 21 promoting the Student Transit Pass.
- Campbell Community Center: Engaged around 30 community members with Fall Rider's Guides, answers about Downtown Loop and service changes, and Honored Rider Pass Program applications.

University of Oregon (UO)/Group Pass

LTD participated in three additional IntroDUCKtion sessions, reaching 80 families and promoting awareness of the free pass for UO students. Across all this summer's sessions, we connected with over 400 families.

Text Message Service

Total users as of 9/16/25:

- Total Subscriber Profiles: 5,057 (up 39)
- Total Subscriptions: 29,877 (up 501)

Student Transit Pass:

K-12 students returned to school and staff attended six Back-to-School events to register students and performed Umo training with new administrative staff. Staff will continue to work with schools and will test Umo's new bulk upload feature to renew student passes more efficiently.

MATERIALS MANAGEMENT

August 2025 inventory percentage was completed with 99.73% count accuracy and adjustment value of \$45.34. August 2025 total inventory value is \$1,962,010.

Warranty reorganization and development is 80% complete. We are currently in the process bring all New Flyer claims internal. New training and process development for Gillig buses.

Enterprise Asset Management (EAM) Fleets and Materials Management software is still in the process of Administrative cleanup. Materials Management team is working on adding new workflow process improvements within the system.

PROCUREMENT

Upcoming Projects:

Request for Qualifications (RFQu) 20250098 for Fixed Route Bus Stop Americans with Disabilities Act (ADA) Assessment leading to the repair of any out of compliance LTD bus stops goes to the Board for approval in October 2025.

Request for Proposal (RFP) 20250107 for Rural Services Pilot and Cottage Grove Connector was posted on August 15, 2025. This contract is expected to go this winter.

Cooperative Agreement for seven cutaway vehicles is currently expected to go the Board for approval in October 2025 utilizing Washington State Department of Enterprise Services contract.



Lane Transit District Monthly Department Reports

Development Services

Joe McCormack, Chief Development Officer

FACILITIES MANAGEMENT & PROJECTS

Facilities Management-Related Transit Asset Management (TAM) & National Transit Database (NTD) Reporting

Updates: The Facilities team recently completed site assessments of LTD's facilities and did so using our new TAMS/NTD assessment form. Multiple document improvements were identified during the course of the assessments, which have since been updated on the master assessment document. The completed site assessment forms are currently being reviewed for details that will inform our active FY26/27 CIP planning efforts.

Fixed Route Bus Stop ADA Assessment: System audits are currently being performed, in order to ensure that all of LTD's active bus stops receive assessments, and to ensure all of the stops are properly accounted for in Facilities Management's Computerized Maintenance Management System (CMMS).

Operations Control Center (OCC) Occupancy: Preparations are underway for the upcoming occupancy of the new OCC space. This includes assigning rooms and equipment, and creation of the preventative maintenance program. Our team looks forward to supporting the Operations team's upcoming transition to their new workspace.

Cleaning Services: Changes to the cleaning scope of work for the Glenwood Administration Building took effect in October to support the OCC.

H.V.A.C Services: Service contractor Harvey and Price is scheduled to perform semi-annual services to prepare for the heating season in LTD's buildings. Our yearly HVAC filter order is in place to support this service.

Powder Coating Service: Bus stop shelter furniture and bus stop poles are out for powder coating. Some dome-style trash can lids have been modified to a flat ring design. This change is aimed at preventing trash accumulation on top of the cans, particularly at high traffic shelters.

Landscaping Service: Once rain and cooler temperatures become consistent, Upward Landscaping will shut down irrigation systems at LTD's properties. Fresh mulch has been applied at RideSource, Springfield Station, Glenwood, and Eugene Station. Tree conditions are being assessed at all properties in preparation for tree trimming in February 2026.

Fleet Equipment: In process of procuring a multi-year contract for fleet equipment services. This will cover repairs and inspections of bus lifts, compressors, and fluid dispensing systems.



Lane Transit District Monthly Department Reports

Completed Fall Service change: Installed 10 new bus stops, removed 17, and completed signage install for new Route 1 “Downtown Loop.”

Amazon Station: Framing repairs took place in mid-September.

OCC, Main: Fortis Construction is scheduled to achieve substantial completion in October, enabling the Operations Department to move in later this month. Finishing touches are anticipated to be completed in November, with an official grand opening planned for January, following winter vacation. The temporary modular trailers currently housing Operations are scheduled for removal in November.

Boardroom: Chambers Construction will begin mobilization activities in October, including staging, demolition, and material procurement. Due to extended lead times for several critical components, the construction schedule has been adjusted, with the majority of work now planned for November and December. Staff is coordinating alternate venues to ensure continuity of LTD public meetings during the construction period.



MOBILITY PLANNING

NWTX: LTD staff participated in the Northwest Transit Exchange (NWTX) in Seattle, a regional conference focused on addressing transit challenges and innovations across both urban and rural communities. Senior Planner Brandon Melton presented LTD’s work expanding rural transit in Lane County, emphasizing the importance of access to essential services and opportunities in underserved areas. His presentation generated valuable discussion with peer agencies on lessons learned and best practices. LTD’s Planning team also engaged in sessions and networking that strengthened regional connections and provided insights to support ongoing work locally, reinforcing a shared commitment to equitable and accessible public transit.

First and Last Mile Safety Study: LTD and the City of Eugene (CoE) are partnering to deliver the First and Last Mile Safety Study, funded by a Federal Highway Administration (FHWA) Safe Streets and Roads for All (SS4A) grant awarded to the CoE and by a match identified in the FY26-FY27 Lane Statewide Transportation Improvement Fund (STIF) Formula Plan. The project will utilize data analysis and community engagement to better understand the safety barriers and challenges



Lane Transit District Monthly Department Reports

community members encounter traveling to and from LTD stops and a small number of high-priority school bus stops within the CoE. The CoE would implement projects described in the completed plan as funding becomes available through grants and local sources.

Equitable Engagement Compensation Policy: In an effort to continue implementation of recommendations from the LTD Board-adopted Communications Framework, LTD Planning and Marketing are rolling out a new “Equitable Engagement Compensation Policy” designed to support more inclusive public participation in decision-making. The policy establishes guidelines for providing stipends to community members who serve on advisory committees, task forces, and other structured project-based engagement activities. Modeled after a successful pilot program used for the Community Steering Council (CSC) during the Comprehensive Outreach and Communications Analysis, the new policy will help ensure broader and more representative input.

MOBILITY MANAGEMENT & CUSTOMER SERVICE

LTD, BAT, YCTA service connection: Benton County Transit (BAT) and Yamhill County Transit (YCTA) have applied for and received funding for a pilot service that will connect Junction City to McMinnville via Highway 99. LTD is collaborating on location and schedule to provide a seamless connection to/from our Route 95 Junction City.

Although not yet finalized, the service would operate four round trips between Junction City and McMinnville, serving Amity, Rickreall, Monmouth, Corvallis, Oregon State University (OSU), and Monroe. This links LTD’s system to educational institutions including OSU and Western Oregon University, and creates new opportunities for access to employment. The pilot is currently scheduled to operate from November 2025 through June 2026.

Customer Service transactions for August 2025:

- Calls Answered: 1548
- Calls Answered Under 30 Seconds: 1460 (94%)
- Honored Rider Cards created/renewed/replaced: 392

Month Passes Purchased:

- Adult \$38,550.00 (771)
- Youth \$100.00
- Half Fare \$2,700.00 (108)

3-Month Passes Purchased:

- Adult \$ 9,450.00 (70)
- Youth \$ 472.50 (7)
- Half Fare \$ 1,350.00 (20)

Stored Value Purchased: \$ 52,559.25



Lane Transit District Monthly Department Reports

Finance

Pam Strutz, Director of Finance

FINANCE DEPARTMENT

- August recap: total deposits \$11,132,212; total disbursements \$14,098,406 (includes payment for 10 Gillig buses).
- Continued work on ERP modules:
 - **Projects and Grants** – All major ongoing projects have been entered in the Project Ledger module along with the grants supporting those projects. A manual spreadsheet with grant expenditures is being maintained until all projects and grants have been entered in the ERP and reconciled. We are now working on entering the projects supported by STIF and Mobility Services.
 - **Capital Assets** – Capital Asset module is complete. Assets acquired in FY25 are being reconciled and depreciation calculated. Final step will be to add the grant funding to this module so that reporting on grant-funded assets will be automated.
 - **Cashiering/E-payments** – In conjunction with the new website, we are transitioning the webstore to a new host. The webstore will need to remain on the old system until the first part of November. The transition should not result in any downtime.
- Year-end processes – The Finance team is busy with year-end reconciliations and audit preparation work for mid-October. We are ahead of last year due to the addition of a Senior Accountant.
- Staffing - Diana Williams, Accounting Analyst II has been promoted to Grants Analyst. Sonja Marvich, Accounting Analyst I, has been promoted to Accounting Analyst II. We are recruiting for a replacement Accounting Analyst.
- National Transit Database – NTD forms are now available to download. Finance is assisting the Business Intelligence team in updating our settings in our reporting software TransTrack. Our internal deadline for forms completion was September 30, with a submission deadline of October 30. This large project involves several departments and determines a large part our allocation of Federal funds.

GRANTS

- We signed our Certifications and Assurances letter in early August. This allowed us to move forward with grant applications and draw downs.
- The grant application (\$6.9 million) for Preventive Maintenance (PM) was transmitted to FTA in June and has been executed. The grant, utilizing formula 5307 funds, will cover PM for FY24/25 and 25/26. We have completed the drawdown for FY24/25.
- Several other grant applications are in process to be executed in the new Federal Fiscal Year (October 1).
- We are working closely with the FTA to draft an agreement to transfer 19 battery electric buses to Los Angeles Metro. This will assist them in meeting their electric bus quota and provide needed vehicles for the 2028 Summer Olympics. This creates slots for buses that better meet LTD's needs.



Lane Transit District Monthly Department Reports

Performance

Aimee Reichert, Chief Performance Officer

INTELLIGENT TRANSPORTATION SYSTEMS

- Finalizing Specifications for Mobile Video Surveillance Installation on Fixed Route Fleet.

INFORMATION TECHNOLOGY

- Microsoft Teams roll-out underway.
- New Marketing plotter printer installed for faster, higher quality in-house graphics production.

BUSINESS INTELLIGENCE

- Streamlined request process underway.
- New analyst (tenured LTD staff) onboarding to help fill reporting gaps across several key systems including ERP-Financials and Procurement.

Operations

Mike Hursh, Chief Operating Officer

FLEET MAINTENANCE

- New Flyer has notified LTD of a battery recall which impacts 19 of our buses. The buses are safe to operate but can only be charged to 75%. These buses are being assigned to routes where the reduced range will not impact service.
- As of September 25, we have 10 new 40-foot Gillig buses in service. This is the result of extensive collaboration between LTD and several vendors, but especially Gillig. The LTD teams—Procurement, Finance, Operations, Training and Marketing—helped make this project a success.

TRAINING

- In-Service training for all employees begins on October 27. We will roll out a new format for LTD's annual training, which is focused on a variety of topics including: customer service, emergency procedures, and human trafficking.
- LTD's Operator Apprenticeship program will commence with the next class of student operators. This element of onboarding has proven successful in several transit agencies and we're looking forward to being the first transit agency in Oregon to implement it.
- Our human trafficking curriculum is being expanded, and efforts are underway to create signage and encourage engagement on a broader scale. LTD will be looking to enhance participation in Human Trafficking Prevention and Awareness Month in January 2026.

PUBLIC SAFETY

- The public safety officer (PSO) hiring push continues. We currently have 18 PSOs, with a 19th beginning on October 14. More interviews are anticipated to meet the hiring goal of 24 PSOs.



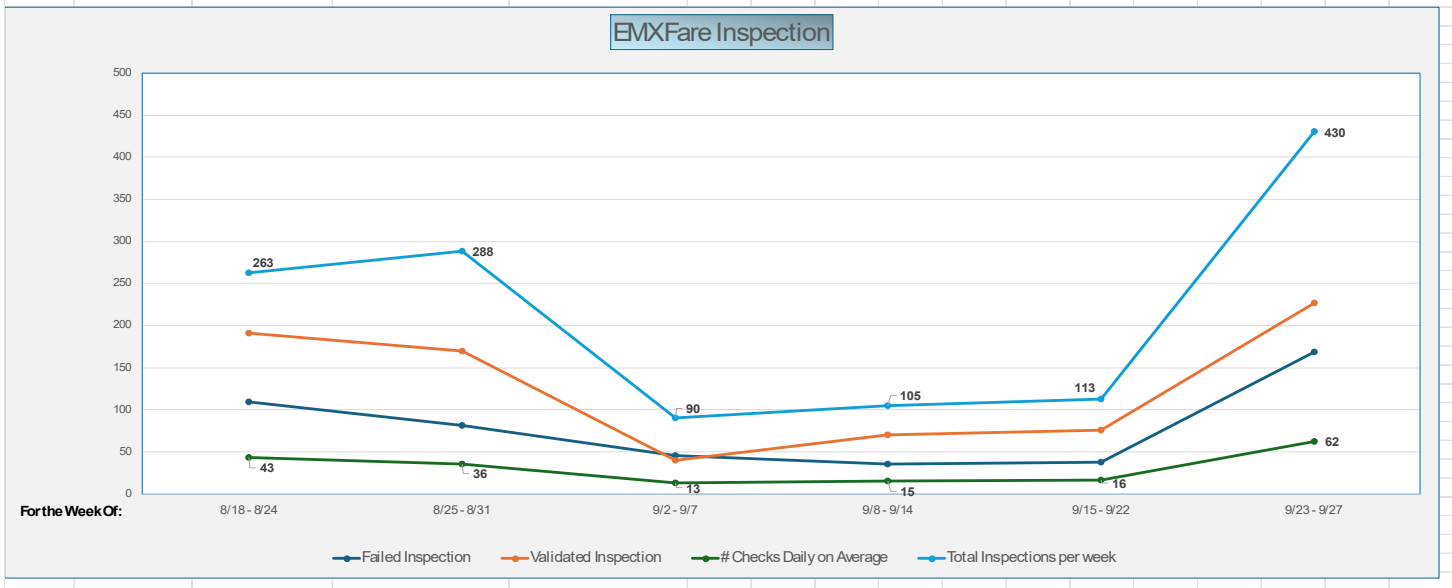
Lane Transit District

Monthly Department Reports

TRANSIT OPERATIONS DEPARTMENT

- We've completed the training of six new bus operators.
- Included is the current EMX Fare Checking Report.

EMX Fare Inspection Report				
Week of	Failed Inspection	Validated Inspection	# Checks Daily on Average	Total Inspections per week
8/18 - 8/24	109	191	43	263
8/25 - 8/31	81	170	36	288
9/2 - 9/7	46	40	13	90
9/8 - 9/14	35	70	15	105
9/15 - 9/22	38	76	16	113
9/23 - 9/27	169	227	62	430





Lane Transit District Agenda Item Summary (AIS)

Prepared By: Dave Roth, Director of Mobility
Planning and Policy

AIS Title: System Review Final Plan
Implementation Progress Report

Action: Discussion and Feedback

Agenda Item Summary: The purpose of this item is to provide LTD's Board of Directors with a progress report on ongoing implementation of the recommendations contained within the System Review Final Plan, adopted in October 2024.

Background

The LTD System Review provides a community-supported plan for improving fixed route service in Eugene and Springfield, as well as rural service to other communities in Lane County.

With support from a project consultant team, LTD staff conducted a detailed analysis of demographic factors impacting transit demand, access to employment, and school attendance, along with a review of ridership trends and characteristics of each of our fixed routes. Alongside this detailed technical analysis, the project team conducted a robust engagement process that sought feedback on existing conditions and recommended changes from the general public, our riders, and internal teams using a variety of methods.

The recommendations contained within the final report serve as LTD's agreed-upon roadmap for adding back service post-pandemic and for making route changes over a period of approximately three years.

1-Year Progress Report

Over the past year, recommended changes contained within the System Report Final Plan have been implemented at each of the following four major service change intervals: Fall 2024, Winter 2025, Summer 2025, and Fall 2025.

Fall 2024

EmX – Weekday service increased to **every 10 minutes** for most of the day.

Route 1 (Campbell Center) – Added a new weekday **5:30 p.m. trip**.

Route 11 (Thurston) – Added late-night weekday trips at **10:00 p.m. and 11:00 p.m.**

Route 12 (Gateway) – Added weekday trips at **7:00 a.m., 9:00 a.m., and 6:00 p.m.**

Route 17 (5th/Hayden Bridge) – Three weekday trips added.

Route 18 (Mohawk) – Six new weekday trips added.

Route 24 (Donald) – Added weekday trips at **10:00 a.m., 11:00 a.m., 12:00 p.m., 1:00 p.m., and 6:00 p.m.**

Route 28 (Hilyard) – Added multiple weekday trips (9:00 a.m. through 6:00 p.m.)



Lane Transit District Agenda Item Summary (AIS)

Route 36 (W. 18th) – Added weekday trips at **10:00 a.m. and 11:00 a.m.**

Route 40 (Echo Hollow) – Added weekday trips at **9:50 a.m., 10:50 a.m., 11:50 a.m., 1:00 p.m., 2:00 p.m., and 6:00 p.m.**

Route 66 (VRC/Coburg) – Added two weekday trips. Pearl Street deviation removed on Sunday mornings/afternoons.

Route 67 (Coburg/VRC) – Added two weekday trips. Pearl Street deviation removed on weekday evening trips.

Winter 2025

Route 12 (Gateway) – Adjusted departure times to **:15 and :45 past the hour** for better connections.

Route 24 (Donald) – Inbound trips now stay on Donald Street (no longer turning at Pearl & 34th).

Routes 27, 73, 78 – Service discontinued.

Route 41 (Barger) – Limited “Mary Lee” trip removed.

Route 52 (Irving) – Inbound trips now use Arrowhead → Calla → Kalmia → Irving Road.

Route 91 (McKenzie Bridge) – No longer serves Springfield Station.

Route 93 (Veneta) – Now starts and ends at Eugene Station; no longer runs the Bertelsen/1st/Seneca loop.

Summer 2025

Springfield Station – EmX bay assignments updated: **Bay F** → Departures to Eugene Station **Bay G** → Departures to Gateway/Riverbend

Fall 2025

Core Routes (12, 13, 24, 28, 36, 40, 41, 51, 66, 67) – New weekday trips added at **6:00 a.m. and 7:00 p.m.**

Route 1 – Renamed **Downtown Loop** (in partnership with City of Eugene pilot). Coverage expanded downtown Frequency doubled from **hourly to every 30 minutes**, all days

Route 36 (W. 18th) – Extended to serve Willow Creek area.

Route 41 (Barger/Royal) – Extended to cover more of Royal Ave. and Bertelsen (no longer serving Danebo).

Route 98 (Cottage Grove) – Two new trips added at **12:00 p.m. and 7:30 p.m.** The **10:00 a.m. and 12:00 p.m. trips** will bypass the Cottage Grove loop.

Attachments: None

I certify that my Department Chief has reviewed and approved this AIS: ☒



Lane Transit District Agenda Item Summary (AIS)

Presented By: Kristin Denmark, Legal Counsel

AIS Title: Chief Executive Officer (CEO) Review Process and Timeline

Action: Discussion and Feedback

Agenda Item Summary: Each year, the Board of Directors conducts a performance evaluation of the Chief Executive Officer (CEO). As part of this process, the CEO is asked to complete a Self-Evaluation Form to reflect on performance over the review period. This tool is designed to align the CEO's self-assessment with the Board's adopted evaluation criteria, LTD's values, and organizational goals.

The attached CEO Self-Evaluation Form provides a structured framework for the CEO to assess progress and accomplishments in the following key areas:

- Administration of the District and Transit System
- Support of the Board of Directors
- Leadership and Management of District Staff
- Oversight and Management of Financial Resources
- Representation of the District at Local, Regional, and National Levels
- Progress in Achieving Individual Goals
- Achievement of Organizational Goals Identified in the Strategic Business Plan

Each category is rated on a four-point scale:

- Underperforming
- Developing Performance
- Successful Performance
- Exceptional Performance

Timeline and Next Steps

- **October 1:** CEO receives self-evaluation form
- **October 15:** CEO completes self-evaluation and distributes to Board members and legal counsel
- **October 22:** Directors to receive CEO evaluation form from legal counsel
- **November 5:** Due date for Directors' evaluations to be sent to legal counsel
- **November 12:** Final performance report provided to Board and CEO
- **November 19:** Board meets with CEO in executive session to provide performance evaluation
 - In open session, the Board Vice President will summarize the CEO's evaluation
 - A Board member will make a motion for the Board President & Vice President to negotiate a contract amendment with the CEO consistent with the evaluation
- **TBD:** Updated contract (or amendment) presented to Board for adoption; Establish CEO goals for following year



Lane Transit District Agenda Item Summary (AIS)

Attachments:

- CEO Self Evaluation Form



CEO Self-Evaluation
For the Period of _____ through _____

Our Mission: Connecting Our Community

Our Vision: In all that we do, we are committed to creating a more connected, sustainable, and equitable community

Values: Respect, Integrity, Innovation, Equity, Safety, Collaboration

Employee: _____, Chief Executive Officer

Date:

Supervisor: Board of Directors

Purpose: To assess how the employee is performing as it relates to the employee's job description, LTD's values, and goals, and Board-adopted evaluation criteria.

The following scale is used for all ratings in the review.

Underperforming	Significant and sustained improvement is required to effectively complete major duties and responsibilities of the position. Employee is not contributing to success of department and the District as needed.
Developing Performance	Further development is required to effectively complete major duties and responsibilities of the position. Employee is working towards becoming a solid contributor to the success of the Department and the District as needed.
Successful Performance	Effectively completes major duties and responsibilities of the position. Solid contributor to the success of the Department and the District as needed.
Exceptional Performance	Effectively and efficiently completes major duties and responsibilities as it relates to the position. Employee is an exceptional contributor to the success of the Department and the District and goes above and beyond or generally takes on additional duties outside their scope.

SUCCESS FACTORS

1. Provides Effective Administration of the District and Transit System

Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments & Notable Progress:			



CEO Self-Evaluation
For the Period of _____ through _____

2. Provides Effective Support of the Board of Directors			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments & Notable Progress:			

3. Provides Effective Leadership and Management of District Staff			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments & Notable Progress:			



CEO Self-Evaluation
For the Period of _____ through _____

4. Provides Effective Oversight and Management of District Financial Resources			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments & Notable Progress:			

5. Effectively Represents the District at Local, Regional, and National Levels			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments & Notable Progress:			



CEO Self-Evaluation
For the Period of _____ through _____

GOALS

6. Progress in Achieving Individual Performance Goals

Underperforming	Developing Performance	Successful Performance	Exceptional Performance
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Comments & Notable Progress:

7. Achieves Organizational Goals Identified in Strategic Business Plan

Underperforming	Developing Performance	Successful Performance	Exceptional Performance
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Comments & Notable Progress:



CEO Self-Evaluation
For the Period of _____ through _____

OVERALL PERFORMANCE

Overall Job Performance Rating			
Underperforming	Developing Performance	Successful Performance	Exceptional Performance
Comments & Notable progress:			

INDIVIDUAL GOALS FOR NEXT EVALUATION PERIOD

**LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
September 2025**

Contracts									
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	CONTRACT INCREASE/TASK ORDER AMOUNT	NEW CONTRACT VALUE	SIGNER	NOTES
9/2/2025	Upward Landscape Solutions, Inc.	On-call Snow and Ice Removal	Amendment	Nov 1, 2023 - Oct 31, 2026	\$108,480.00	N/A	N/A	J. McCormack	Amendment to extend the contract for another year and update Key Personnel.
9/2/2025	Pacific Armored, Inc.	Ticket Vending Machine and Cash Counting	Amendment	Oct 1, 2023 - Jun 30, 2026	\$249,000.00	N/A	N/A	P. Strutz	Amendment to extend the contract for another year.
9/4/2025	Ninfa's Elite Janitorial Services	On-call Snow and Ice Removal	Amendment	Nov 1, 2024 - Nov 1, 2026	\$25,000.00	N/A	N/A	J. McCormack	Amendment to extend the contract for another year and update Key Personnel.
9/9/2025	Central Print & Reprographic Services	Printing Services and Supplies	Personal Services	Aug 20, 2025 - Aug 19, 2028	\$59,927.28	N/A	N/A	J. McCallum	New Agreement
9/9/2025	Elevate Building Commissioning, LLC	OCC Commissioning Services	Personal Services	Sep 2, 2025 - Oct 15, 2025	\$21,930.00	N/A	N/A	J. McCormack	New Agreement
9/11/2025	Fortis Construction, Inc.	Operation Command Center Project	Amendment	Nov 14, 2022 - Until Project Completion	\$11,002,111.00	\$585,706.00	\$11,587,817.00	J. McCormack	Amendment to increase the NTE for necessary additions in Change Orders 5 and 6.
9/12/2025	Cascadia Mobility	PeaceHealth Rides Group Pass Swap	Amendment	Sep 14, 2023 - Sep 13, 2026	N/A	N/A	N/A	D. Roth	Amendment to extend the contract for another year.
9/12/2025	Planetaria Media, LLC	Comprehensive Website Development	Amendment	Jan 15, 2025 - Jul 14, 2026	\$141,000.00	\$5,250.00	\$146,250.00	E. Breitenstein	Amendment to increase the NTE for necessary additions to the Scope of Work.
9/22/2025	TransPro, Inc.	Strategic Business Plan	Amendment	Jul 1, 2025 - Jun 30, 2026	\$31,814.00	N/A	N/A	A. Reichert	Amendment to update the Scope of Work.
9/22/2025	Camp Creek Electric	Springfield Station CSC/PSO Receptacles	Task Order	Sep 15, 2025 - Dec 15, 2025	\$249,999.00	\$4,660.00	N/A	J. McCormack	Task Order to modify electrical receptacles at Springfield Station Room 102.
9/24/2025	Camp Creek Electric	EB Commerce & SB Charnelton Lighting Controller	Task Order	Sep 16, 2025 - Dec 15, 2025	\$249,999.00	\$6,400.00	N/A	J. McCormack	Task Order to replace lighting controller at EB Commerce and SB Charnelton stations.
9/25/2025	Keith Gilbert Consulting, Inc.	InDesign Script Development Services	Personal Services	Sep 23, 2025 - Feb 28, 2026	\$15,000.00	N/A	N/A	E. Breitenstein	New Agreement
9/26/2025	Chambers Construction	Springfield Station Hastus Equipment Cabinetry	Task Order	Sep 23, 2025 - Dec 30, 2025	\$8,500,000.00	\$12,236.00	N/A	J. McCormack	Task Order to install new cabinetry in Springfield Station Breakroom.
Group Pass/Non-Profit Program - Revenue Agreements									
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	CONTRACT INCREASE AMOUNT	NUMBER of PARTICIPANTS	SIGNER	NOTES
9/9/2025	Our Community Birth Center	Non-Profit Pass	Revenue Agreement	Sep 1, 2025 - ongoing	varies	N/A	varies	C. Rees	New Agreement
9/17/2025	Transition Health	Non-Profit Pass	Revenue Agreement	Sep 1, 2025 - ongoing	varies	N/A	varies	C. Rees	New Agreement
9/17/2025	Relief Nursery - Accessing Success Program	Non-Profit Pass	Revenue Agreement	Sep 1, 2025 - ongoing	varies	N/A	varies	C. Rees	New Agreement
9/17/2025	Relief Nursery - Nav/ISRS/PSSB Program	Non-Profit Pass	Amendment	Jan 1, 2020 - ongoing	varies	N/A	varies	C. Rees	Amendment to update Key Personnel

Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the Fiscal Year ending June 30, 2026
(For Internal Use only - not audited)

Revenue: General Fund	FY26 Budget	Actual to date	% Budget	FY25 Budget	Actual to date	% Budget
Fares & Passes	\$ 2,467,065	\$ 425,604	17.3%	\$ 2,839,500	\$ 364,528	12.8%
Group Passes	1,959,760	222,585	11.4%	2,137,000	190,499	8.9%
Advertising	-	-	0.0%	50,000	-	0.0%
Special Services	131,222	123,301	94.0%	127,400	111,884	87.8%
Payroll Tax Revenue	58,826,480	13,526,860	23.0%	53,873,247	12,713,665	23.6%
Self-Employment Tax	2,400,000	117,280	4.9%	2,685,256	93,625	3.5%
State In-Lieu-of Tax	735,000	-	0.0%	841,922	-	0.0%
Interest Income	2,235,000	445,835	19.9%	1,200,000	414,864	34.6%
Federal Assistance	4,700,000	-	0.0%	9,650,000	-	0.0%
State Assistance	5,350,000	-	0.0%	3,350,000	-	0.0%
Local Assistance	-	-	0.0%	-	-	0.0%
Misc Revenue, Records, Recovery	391,200	20,547	5.3%	320,000	119,824	37.4%
Proceedes from Sale of Asset	1,000,000					
Total General Fund Revenue	\$ 80,195,727	\$ 14,882,011	18.6%	\$ 77,074,325	\$ 14,008,889	18.2%

Revenue: Non-General Funds						
Capital Projects Fund	\$ 25,468,336	\$ 771,753	3.0%	\$ 29,964,985	\$ 6,087	0.0%
Medicaid Fund	\$ 19,082,519	2,682,794	14.1%	17,651,250	71,564	0.4%
Mobility Services Fund	15,818,716	60,892	0.4%	14,383,989	1,624,673	11.3%
Point2Point	163,265	-	0.0%	484,975	-	0.0%
Working Capital	4,345,776		0.0%	2,000,582		0.0%
Sustainable Services Fund	1,098,743	189,127	17.2%	200,000	101,305	50.7%
Transfer from General Fund	6,805,750	-	0.0%	8,018,285		0.0%
Total Non-General Funds Revenue	\$ 72,783,105	\$ 3,704,566	5.1%	\$ 72,704,066	\$ 1,803,628	2.5%

Total All Revenue	\$ 152,978,832	\$ 18,586,577	12.1%	\$ 149,778,391	\$ 15,812,517	10.6%
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\$ -

Expenditures: General Fund	FY26 Budget	Actual to date	% Budget	FY25 Budget	Actual to date	% Budget
Business Intelligence	\$ 695,318	\$ 147,565	21.2%	\$ 390,942	\$ 116,548	29.8%
Compliance	844,112	122,011	14.5%	499,533	76,996	15.4%
Customer Services	1,213,192	173,985	14.3%	989,734	146,038	14.8%
Executive Office	3,038,988	535,657	17.6%	2,718,621	420,551	15.5%
Facilities Management	3,754,918	494,748	13.2%	3,378,166	455,541	13.5%
Finance	1,889,065	287,379	15.2%	1,674,277	231,992	13.9%
Fleet Management	7,169,937	1,122,432	15.7%	6,532,179	1,035,986	15.9%
Human Resources	5,947,557	552,379	9.3%	4,960,806	896,325	18.1%
Information Technology	4,973,918	1,454,816	29.2%	4,418,157	1,205,613	27.3%
Insurance & Risk Services	2,896,671	187,296	6.5%	2,280,058	538,504	23.6%
Intelligent Transport Systems	882,578	202,937	23.0%	707,308	65,024	9.2%
Marketing	1,932,746	220,297	11.4%	2,181,372	168,818	7.7%
Materials Management	6,394,400	682,732	10.7%	6,209,500	593,302	9.6%
Mobility Services	411,521	65,061	15.8%	520,756	60,480	11.6%
Planning & Development	1,041,317	143,885	13.8%	874,437	112,430	12.9%
Procurement	1,377,563	201,691	14.6%	1,458,312	224,930	15.4%
Public Safety Services	3,047,701	414,658	13.6%	2,826,624	294,030	10.4%
Special Events/Contingency	98,000	-	0.0%	50,000	-	0.0%
Transit Operations	30,016,065	4,424,238	14.7%	28,310,220	3,926,272	13.9%
Transit Training	60,186	36,741	61.0%	65,620	969	1.5%
Transfer To Other Funds	6,805,750		0.0%	8,018,285		0.0%
Total General Fund Expense	\$ 84,491,503	\$ 11,470,507	13.6%	\$ 79,064,907	\$ 10,570,349	13.4%

Expenditures: Non-General Funds	FY26 Budget	Actual to date	% Budget	FY25 Budget	Actual to date	% Budget
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Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the Fiscal Year ending June 30, 2026
(For Internal Use only - not audited)

Capital Projects Fund	\$ 31,096,336	\$ 3,619,885	11.6%	\$ 36,640,620	\$ 1,603,434	4.4%
Medicaid Fund	19,410,269	2,476,059	12.8%	14,893,989	1,311,369	8.8%
Mobility Services Fund	16,318,716	1,404,654	8.6%	17,979,000	2,507,013	13.9%
Point2Point	263,265	11,069	4.2%	699,875	6,300	0.9%
Sustainable Services Fund	1,398,743	-	0.0%	500,000	-	0.0%
Total Non-General Funds Expense	\$ 68,487,329	\$ 7,511,667	11.0%	\$ 70,713,484	\$ 5,428,115	7.7%

Total All Expense	\$ 152,978,832	\$ 18,982,174	12.4%	\$ 149,778,391	\$ 15,998,464	10.7%
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	\$ -					
Net Surplus (Deficit)	\$ (395,598)			\$ (185,947)		
(Total Revenue less Total Expense)						



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Eric Evers, Director of Fleet

Contract Title: Northwest Bus Sales, Inc. -
Specialized Services Cutaway
Replacement

Contract No.: WADES06719

Grant No: 35850 ODOT STIF Formula 100%

Entering into a Contract: ☒

Contract Amendment: ☐

Approved by Procurement: ☒

Action: Adoption of Resolution No. 2025-10-15-32 Authorizing the Chief Executive Officer (CEO) to enter into a contract with Northwest Bus Sales, Inc. for the purpose of replacing five cutaway buses for Ride Source and two cutaway buses for South Lane County for revenue service.

Agenda Item Summary: This contract authorizes LTD to carry out annual vehicle replacements for state-of-good-repair purposes, driven by the end of vehicle life. As part of this initiative, LTD will replace five RideSource cutaway buses, and two cutaway buses for South Lane County services on a one-for-one basis due to their end-of-life status. LTD plans on utilizing the Washington State Department of Enterprise Services Contract No. 06719 for Light and Medium Bus Contractors and requested quotes from Model 1, Northwest Bus Sales, and Schetky Northwest. LTD received four quotes for cutaway buses and Northwest Bus Sales' quote for seven Endera cutaways came in lowest with a base price of \$144,065.00 per vehicle which includes alternate additions and the UMO Fare Card Reader provisions. We plan to utilize STIF Formula funds from the FY26 and FY27 STIF Biennium to support these vehicle replacements. The total cost for these vehicles is as follows:

Cutaway Vehicles: 1 each @ \$144,065.00 x 7 Total = \$1,008,455.00

Total Contract Amount: \$1,008,455.00

Attachments:

(1) Resolution 2025-10-15-32

I certify that my Department Chief has reviewed and approved this AIS: ☒

Proposed Motion: I move to adopt Resolution No. 2025-10-15-32; authorizing the Chief Executive Officer (CEO) to enter into a contract with Northwest Bus Sales, Inc. for the purpose of replacing seven cutaway buses for revenue service with LTD's RideSource and South Lane County services.



RESOLUTION NO. 2025-10-15-32

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH NORTHWEST BUS SALES, INC. FOR THE PURPOSE OF REPLACING SEVEN CUTAWAY BUSES FOR REVENUE SERVICE WITH LTD'S RIDESOURCE AND SOUTH LANE COUNTY SERVICES

WHEREAS, LTD needs to replace five RideSource cutaway buses, and two cutaway buses for South Lane County services on a one-for-one basis due to their end-of-life status;

WHEREAS, LTD's Fiscal Year 2026 - 2027 Budget includes STIF Formula funds from the FY26 and FY27 STIF Biennium. Using grant number 35850 ODOT STIF Formula 100%;

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

WHEREAS, LTD followed the Request for Quote (RFQ), competitive bid process, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 46-49, and LTD's Procurement Policy, as well as any Federal Transit Administration requirements, as applicable;

WHEREAS, pursuant to LTD resolution No. 2024-08-21-025, LTD's Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000;

NOW, THEREFORE, BE IT RESOLVED by LTD's Board of Directors, acting as the LTD Contract Review Board that:

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Northwest Bus Sales, Inc. for the purpose of replacing five RideSource cutaway buses, and two cutaway buses for South Lane County services on a one-for-one basis due to their end-of-life status in an amount not to exceed \$1,077,258; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$1,292,710.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF OCTOBER, 2025.

Susan Cox, Board President



Lane Transit District Agenda Item Summary (AIS)

Prepared By: David Lindelien, Risk Manager

AIS Title: Approval of Lane Transit District's updated Public Transit Agency Safety Plan (PTASP)

Action: Adoption of Resolution No. 2025-10-15-33: Adopting the Approval of Lane Transit District's updated Public Transit Agency Safety Plan (PTASP).

Agenda Item Summary:

In accordance with the Federal Transit Administration (FTA) requirements in 49 Code of Federal Regulations (CFR), Part 673, the National Public Transportation Safety Plan requires regular updates to PTASP.

Background:

The FTA requires transit agencies to develop, implement, and annually certify a PTASP that is approved by the agency's Accountable Executive and Board of Directors. The PTASP is designed to guide the agency's Safety Management System (SMS), ensure compliance with federal safety standards, and support a culture of continuous safety improvement. LTD, as a recipient of FTA Formula Program funds and an operator of a fixed-route transit system, falls under the scope of the PTASP regulation and must maintain a compliant and up-to-date safety plan.

The key elements of the PTASP are:

Safety Management Policy:

- Commitment to safety at all organizational levels.
- Identification of Accountable Executive and key safety roles.
- Safety reporting procedures and employee engagement strategies.

Safety Risk Management (SRM):

- Procedures to identify hazards, assess risks, and mitigate safety concerns.
- Integration of safety risk assessments into operations and decision-making.

Safety Assurance:

- Performance monitoring, data collection, and internal auditing practices.
- Corrective action tracking and continuous improvement efforts.

Safety Promotion:

- Training and certification programs for staff.
- Internal safety communication strategies.

Performance Targets:

- Safety performance targets aligned with the National Public Transportation Safety Plan (NPTSP).
- Coordination with the Metropolitan Planning Organizations (MPOs) on target setting and reporting.

In this updated plan, there were 14 safety performance measure updates incorporated.



Lane Transit District Agenda Item Summary (AIS)

Recommendation:

Staff recommends the Board of Directors approve the PTASP as presented.

Attachments:

- (1) Resolution No. 2025-10-15-33
- (2) Public Transportation Agency Staff Plan, March 2025

I certify that my Department Chief has reviewed and approved this AIS: ☒

Proposed Motion: I move to adopt Resolution No. 2025-10-15-33; adopting an updated Public Transit Agency Safety Plan.



RESOLUTION NO. 2025-10-15-33

ADOPTION OF LANE TRANSIT DISTRICT'S UPDATED PUBLIC TRANSIT AGENCY SAFETY PLAN

WHEREAS, in accordance with the Federal Transit Administration (FTA) requirements in 49 Code of Federal Regulations (CFR), Part 673, the National Public Transportation Safety Plan requires regular updates to Public Transit Agency Safety Plan (PTASP);

WHEREAS, the Federal Transit Administration (FTA) published an update to address requirements of the Bipartisan Infrastructure Law;

WHEREAS, the updated National Safety Plan establishes performance measures for Agency Safety Plans (ASPs) to improve the safety of public transportation systems that receive Federal financial assistance from the FTA;

WHEREAS, Lane Transit District (LTD) staff have updated the PTASP to address the required performance measures;

WHEREAS, this policy supports LTD's Mission, Vision, Values, and strategic goals; and

WHEREAS, LTD shall submit the updated PTASP to the Oregon Department of Transportation (ODOT).

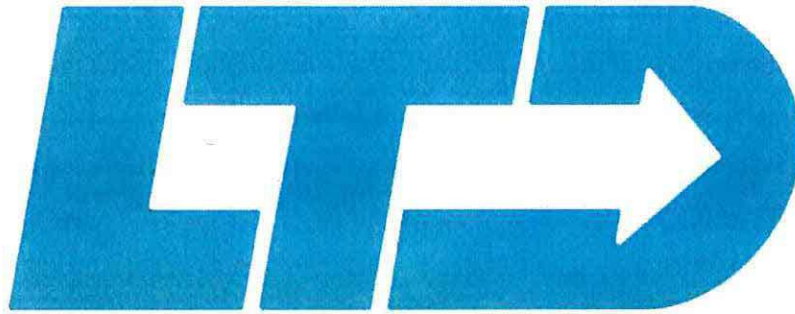
NOW, THEREFORE, BE IT RESOLVED that LTD's Board of Directors adopts an updated Public Transit Agency Safety Plan.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF OCTOBER, 2025.

Susan Cox, Board President

Public Transportation Agency Safety Plan

Lane Transit District



March 2025

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Section 1. Transit Agency Information

General Information

Agency Name	Lane Transit District
Administrative Office	3500 East 17 th Ave, Eugene OR 97403
Accountable Executive	Chief Executive Officer
Chief Safety Officer	Risk Manager or delegate
Modes of Services	Fixed Route Bus, Demand Response, Demand Response Taxi, Bus Rapid Transit, Vanpool
FTA Funding Sources	FTA Section 5307
Modes of Service Directly Provided	Fixed Route Bus, Bus Rapid Transit

LTD does not provide transit services on behalf of another transit agency or entity.

Additional Facility Information

Bus Facilities/Repair Facilities

Glenwood Operations Base

3500 E.17th Avenue
Eugene, OR 97403

This facility includes Lane Transit District's (LTD) administrative offices, operations base, primary repair facility, and garaging location for LTD-operated buses and non-revenue vehicles. The maintenance shop is a 24-hour facility for all maintenance, fueling, and servicing for the bus fleet.

Transit Stations/Park & Rides:

LTD operates 26 Park & Rides, eight transfer stations, and two stand-alone city center transit centers within Lane County.

Eugene Station

1080 Willamette Street
Eugene, OR 97401

The Eugene Station has 19 parking bays for buses, including two specialized bays for the EmX line. The Customer Service Center (CSC) is located in the Eugene Station and is open weekdays for walk-in and telephone services. It is the main sales outlet for fare instruments and is responsible for distributing fare instruments and customer information to 14 satellite outlets, as well as assisting customers with trip planning. The CSC has a customer waiting area, public restrooms, and houses LTD's lost-and-found center.

Springfield Station

355 South A Street
Springfield, OR 97477

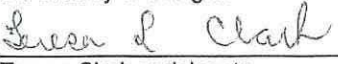
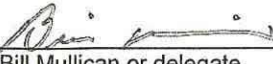
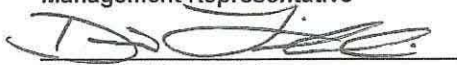
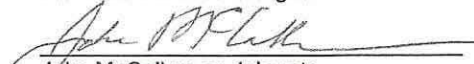
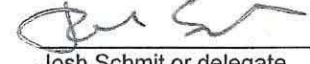
The Springfield Station has eight parking bays for buses, including two specialized bays for the EmX line. The station includes a Park & Ride lot, retail food establishments and public restrooms.

LTD RideSource Facility

240 Garfield Street
Eugene, OR 97402

The LTD RideSource Facility provides the base for the administration, operations, and maintenance functions of RideSource. RideSource is contracted to MTM to provide curb-to-curb public transportation for persons traveling throughout Eugene and Springfield who cannot use the regular service because of a disability.

Section 2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	RLS & Associates, Inc.		
PTASP Safety Committee	Frontline Transit Worker Representative  Bill Bradley or delegate  Teresa Clark or delegate  Dianna Strye or delegate  Bill Mullican or delegate	Management Representative  David Lindelien or delegate  Jake McCallum or delegate  Sonny Melhorn or delegate  Josh Schmit or delegate	
Signature by the Accountable Executive	Signature of Accountable Executive	Date of Signature	
		3-24-2025	
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval	
	Relevant Documentation (title and location)		
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification	
	Relevant Documentation (title and location)		
Version Number and Updates			
<i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
2.0	Section 2, 3	Safety Committee Update: Safety Performance Targets	10/16/2024
2.1	Section 2, 3 & 6	Triennial Review Updates	

Annual Review and Update of the Public Transportation Agency Safety Plan

Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.

The PTASP will be reviewed by the PTASP Safety Committee in the 4th quarter of each year. If there are changes accepted, the PTASP will be forwarded to the CEO and Board of Directors during the first quarter for their review and approval.

Section 3 Safety Performance Targets

Safety Performance Targets

Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.

	Fixed Route	Bus Rapid Transit
Major Events	0	0
Major Event Rate	0/100K VRM	0/100K VRM
Collisions	35	45
Pedestrian Collision Rate	0/100K VRM	0/100K VRM
Vehicles Collision Rate	2.5/100K VRM	2.5/100K VRM
Fatalities	0	0
Fatality Rate	0/100K VRM	0/100K VRM
Transit Worker Fatality Rate	0/100K VRM	0/100K VRM
Injuries	36	36
Injury Rate	1.2/100K VRM	1.2/100K VRM
Transit Worker Injury Rate	1/350K VRM	1/250K VRM
Assaults on transit workers	35	45
Rate of assaults on transit workers	3.9/100K VRM	5.8/100K VRM
System Reliability	7,241 miles	7,241 miles

Safety Performance Target Coordination

Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.

The decision making body of the Central Lane MPO is the Metropolitan Policy Committee (MPC), which was created by Eugene, Springfield, and Lane County to cooperate on issues of regional importance. The Metropolitan Policy Committee is comprised of public officials from Springfield, Eugene, Lane County, Coburg, Lane Transit District, and the Oregon Department of Transportation.

Targets Transmitted to the State	State Entity Name	Date Targets Transmitted
	Oregon Department of Transportation	
	Metropolitan Planning Organization Name	Date Targets Transmitted

Targets Transmitted to the Metropolitan Planning Organization(s)	Central Lane Metropolitan Planning Organization	

Section 4. Safety Management Policy

Safety Management Policy Statement

Goal: Safety and Security of the Oregon Public Transportation Plan (OPTP) aligns with the key components of the Federal Transit Administration's Safety Management System (SMS) principles in the Public Transportation Safety Action Plans. Goal 6 of the OPTP and SMS principles extend safety and security beyond vehicles and station and include transit personnel, riders and the surrounding community. Safety is a basic expectation of all public transportation users and providers. Both the OPTP Goal 6 policies and strategies and the SMS principles encourage greater safety of the public transportation system through a range of strategies that proactively address design factors, personnel training, use of safety technologies, accident investigation and emergency management planning. The OPTP Goal 6 policies and strategies and SMS principles are scalable and effective across a broad range of organizations and applications. The goal of the OPTP and SMS is to ensure the agency has an inclusive and effective process to direct resources to optimally manage safety.

Lane Transit District (LTD) strives to provide safe, reliable, comfortable, and innovative transportation options to every member of the community. The Public Transportation Agency Safety Plan (PTASP) has been developed to integrate safety into all Lane Transit system operations. By using the procedures contained in the PTASP, LTD can continue to improve the safety and security of LTD's operation and services.

This PTASP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations personnel to provide a safe environment for LTD employees, customers, and the general public. The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle accidents.

Each department has a responsibility under the PTASP. Directors and managers shall provide the continuing support necessary to achieve the PTASP objectives. A key to the success of this effort is for employees to be aware that they are accountable for safely performing the requirements of their position. The success of the program also depends on all employees actively identifying potential hazards and making a commitment to the safety of others.

LTD must be aware that decisions and actions often affect the safety of those in other operations. By following the processes described in the PTASP, LTD will continue to improve performance and the safety of the system while creating a culture of safety.

LTD's commitment is to:

- **Support** the management of safety through the provision of appropriate resources, that will result in an organizational culture that fosters safe practices, encourages effective

employee safety reporting and communication, and actively manages safety with the same attention to results as the attention to the results of the other management systems of the organization;

- **Integrate** the management of safety among the primary responsibilities of all managers and employees;
- **Clearly define** for all staff, managers, and employees alike, their accountabilities and responsibilities for the delivery of the organization's safety performance and the performance of LTD's safety management system;
- **Establish and operate** hazard identification and analysis, and safety risk evaluation activities—including an employee safety reporting program as a fundamental source for safety concerns and hazard identification—to eliminate or mitigate the safety risks of the consequences of hazards resulting from LTD operations or activities to a point which is consistent with an acceptable level of safety performance;
- **Ensure** that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard of regulations or procedures;
- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support operations are delivered, meeting established safety performance standards.

LTD's Goals for Safety are established as follows:

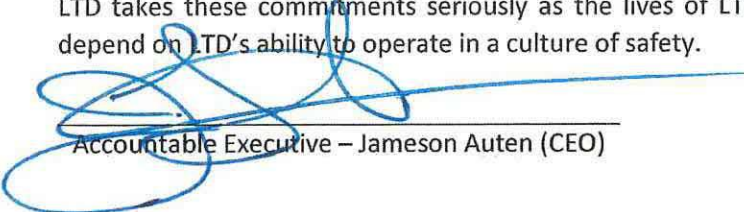
- Design, construct, test, and operate a transportation system that achieves an optimum level of safety, exceeding the safety performance of other transit districts of a similar size in the United States.
- Identify and evaluate, then eliminate or control hazards to employees, customers, and the public.

- Meet or exceed all government and industry occupational health and safety standards and practices.
- Maximize the safety of future operations by affecting the design and procurement processes.

The objectives of the PTASP are the means to achieving its goals. They also provide a method of evaluating the effectiveness of LTD's safety efforts. The PTASP objectives are:

- Integrate safety management and hazard control practices within each LTD department.
- Assign responsibilities for developing, updating, complying with, and enforcing safety policies, procedures, and requirements.
- Verify compliance with LTD safety policies, procedures, and requirements through performance evaluations, accident/incident trends, and internal audits.
- Investigate all accidents/incidents, including identifying and documenting the causes for the purpose of implementing corrective action to prevent a recurrence.
- Increase investigation and systematic documentation of near misses.
- Identify, analyze and resolve safety hazards in a timely manner.
- Minimize system modifications during the operational phase by establishing and utilizing safety controls at system design and procurement phases.
- Ensure that system modifications do not create new hazards.
- Train employees and supervisors on the safety components of their job functions.

LTD takes these commitments seriously as the lives of LTD riders, employees and the general public depend on LTD's ability to operate in a culture of safety.


Accountable Executive – Jameson Auten (CEO)

3-24-2025

Date Signed

Safety Management Policy Communication

LTD realizes the importance of ensuring its employees and riders are aware of LTD safety management policies and procedures to effectively manage the system's day-to-day operations. To do this, LTD relies on several forms of effective communication.

Employees: LTD is consistently evaluating existing policies and procedures to verify their effectiveness. To do this, LTD seeks input from all staff to determine if change is necessary based on trends, data analysis, operational changes or new assets. Several methods are used to communicate policy and/or procedure changes, including:

- Employee memorandum through paycheck, daily manifest of work orders, agency meetings
- Bulletin board notices
- Employee email notification
- Labor Union notification

LTD includes a training element for safety management policies impacting safety or service delivery and is conducted before the policy effective date. New policies and procedures are incorporated into orientation training for new employees as well.

Depending on the importance of the policy or procedure change, an acknowledgement signature is required of each employee verifying their understanding of the change.

Riders: If a rider policy is changed or added, LTD notifies riders through the following methods:

- Notice posted on vehicle and facilities including effective date and who to contact for more information
- Changes to digital rider guidance including schedules and ride guides as appropriate
- Public Meetings
- Social Media
- Any services impacted by policies changes will include outreach as required by Federal Guidance.

Authorities, Accountabilities, and Responsibilities

As mentioned in the Safety Policy Statement, the ultimate authority for the success of this PTASP falls to the Accountable Executive (AE). The Chief Safety Officer (CSO), the administration and management team, as well as employees fulfilling their commitment to safety on a day-to-day basis support the AE.

Accountable Executive (AE): The Accountable Executive will determine, based on feedback from senior staff, the level of Safety Management System principals to maintain to ensure a safe work environment, rider experience and community safety. LTD's AE is committed to providing employees with the tools and training needed to be successful and safe in their roles with LTD. The AE will continually strive to create a culture of safety among the employees, and LTD expects each employee to play a role in maintaining a safe workplace.

LTD's AE will be responsible for developing an annual budget to provide the necessary funding to support training for new hires and experienced staff while also maintaining assets in a State of Good Repair (SGR) and/or replacing it, if it is no longer able to function as originally intended.

The current Accountable Executive, Jameson Auten is also the Chief Executive Officer (CEO) and is responsible for implementation and changes to this Plan.

Chief Safety Officer (CSO): LTD has concluded one CSO will be sufficient to manage the day to day adherence to this Plan and, while in this role, report directly to the AE. As CSO, this individual will monitor safety and security throughout the organization including sub-contractors. All departments have been notified of the CSO's role and the established reporting requirements relating to safety-related matters.

LTD's CSO will be responsible for the following:

- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;
- Briefing the Accountable Executive and Board of Directors on SMS implementation progress; and
- Planning safety management training.

Roll of Staff to Develop and Manage Safety Management Systems (SMS)

Accountable Executive

The Accountable Executive (AE), who also serves as CEO, will work with the Chief Safety Officer (CSO) and Administrative staff to adjust the PTASP as needed based on staff feedback, trends, and data analysis. The AE is vested with the primary responsibility for the activities of the transit district and overall safety performance. The AE fulfills these responsibilities by providing the resources necessary to achieve PTASP goals and objectives by exercising the approval authority for system modifications as warranted. The AE also sets the agenda and facilitates the cooperative decision making of the Leadership Council (management team).

Chief Safety Officer (CSO)

For purposes of managing the SMS and PTASP, the CSO will report directly to the AE to determine strategy, policy, and goals for maintaining safety and security for passengers, employees, and the general public. The CSO will monitor day to day operations and work with staff to identify and mitigate risk through evaluation, feedback, and data analysis.

PTASP Safety Committee

The PTASP Safety Committee is made up of eight (8) employees; 4 appointed by management and 4 appointed by the ATU.

The PTASP Safety Committee will meet regularly to review information from other committees currently in place at LTD: Employee safety committee (employee injuries), ARRC (vehicle accidents) and the Security

committee (security issues for employees and customers). The PTASP safety committee will also review the safety set aside fund and provide recommendation(s) to the CSO who may forward the recommendation(s) to the AE.

Recommendations will be forwarded which have been agreed upon by the majority of the PTASP safety committee. In the event of a tie an agreed upon independent third party will be brought in to aid in the decision process.

The PTASP safety committee will review the PTASP annually, make appropriate changes as needed, approve the plan and forward the plan to the AE and the Board of Directors.

Directors

Directors are responsible for the safety of their departments, including employees, facilities, operations, and services provided as well as the day-to-day management of the transit district. They are also responsible for providing resources to managers as necessary to resolve hazards and implement/maintain safety programs and training.

Managers

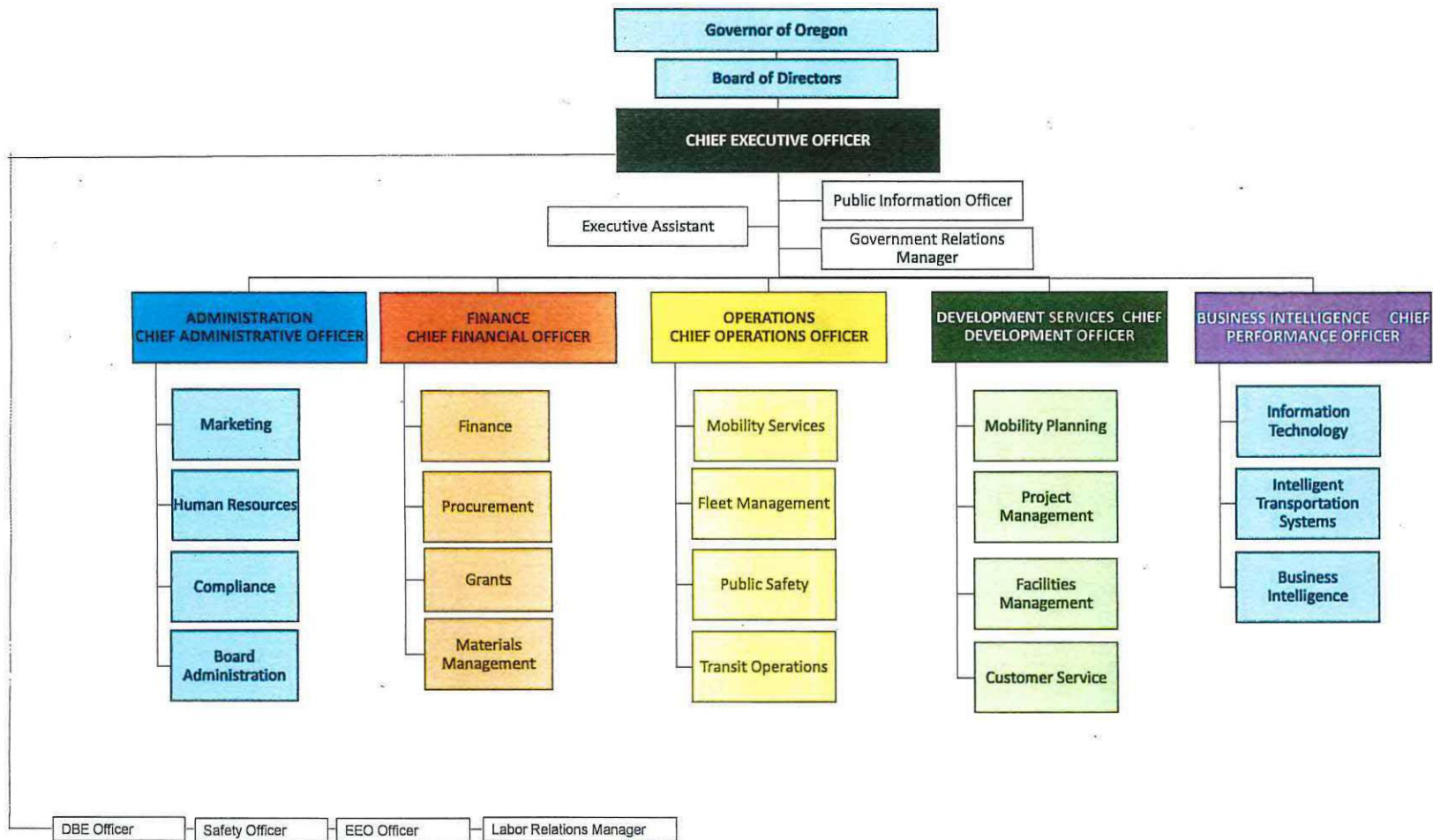
Managers are responsible for safety within their organizational units, including employees, facilities, operations, and services provided. This responsibility includes determining and implementing measures required to counteract safety hazards and problems and coordinating the implementation and maintenance of safety programs within their functional areas. They are also responsible for ensuring that employees have required licenses and up-to-date certifications. Furthermore, they are responsible for communicating safety information to employees, and for assuring that all employees follow all appropriate safety rules and procedures.

Supervisors

Supervisors are responsible for the safety performance of all personnel and equipment under their supervision. They are responsible for the initial investigation of all accidents and incidents, and for reporting these accidents and incidents to the Human Resources and Risk Management Department.

Employees

All LTD personnel are responsible for performing their work safely and for following established safety-related rules, procedures, and work practices. This includes reporting all accidents, incidents, and hazards to their supervisor per established requirements for the protection of themselves, co-workers, customers, facilities, and equipment.



Key Staff

LTD staff will be responsible for maintaining high standards of safety, customer service, and security. The Employee Safety Reporting Program (ESRP) will define the employees' role to identify and mitigate risk through open communication to superiors including the CSO and AE. Administrative staff will be instrumental in ensuring action is taken to reduce risk and the whole system is continuously monitored to ensure actions are effective and appropriate.

LTD staff will be involved with updates, modifications and implementation of the PTASP. Each staff member brings a valued perspective to the development of policies and procedures he or she will be expected to implement. Every opportunity will be given for employees and riders to provide input to increasing safety at LTD. Those opportunities include monthly safety meetings, annual employee meetings and training, department meetings, customer and employee surveys and an open-door policy with access to all management staff.

Employee Safety Reporting Program (ESRP)

As stated in the [Safety Management Policy Statement](#), LTD is determined to provide a safe working environment for its employees, riders and the general public. To ensure success, LTD has developed an ESRP to enable employees to report any risk or perceived risk to a supervisor, CSO, or member of administration.

The ESRP allows each employee to report detailed information and observations whether they are a driver in service, maintenance staff, or other on-duty employee. This program dovetails with other methods currently in place to proactively identify hazards or threats. Those methods include but are not limited to the following:

- Pre/Post Trip Inspections
- Preventive Maintenance Inspections
- Employee Evaluations
- Facility Maintenance Plan
- Service Evaluation and Planning Program
- Training Program
- Rider and Public Complaint/Compliment Process
- Safety and Employee Meetings
- Incident/Accident Policies
- Safety Committee
- Security Committee

LTD's ESRP includes two tools for identifying potential or actual risks. First, a Hazard Identification Card, Appendix A, is used to identify hazards and threats and is accessible to all employees. Second, the Blue Card, Appendix B, similar to an incident report, is used to identify a hazard which could result in a safety situation. If the hazard is perceived to cause immediate danger, a supervisor will be notified immediately and mitigating action taken.

All employees have been trained in LTD's Hazard Identification process and the proper use of the Cards. All ESRP forms will be reviewed by the CSO to determine a course of action to mitigate the hazard or threat. Employees will receive no retribution or disciplinary action as a result of submitting the Form. If it is determined the employee completing the card contributed to the hazard or threat, disciplinary action may be taken.

Once a Hazard Identification Card has been submitted, it will be reviewed by the CSO, Risk Manager or AE to determine the level and time of action required, if any. LTD takes each of these cards seriously and will react with appropriate action.

The Card will be used as a starting point for investigating the perceived hazard or threat to determine if action is required, and if so, the appropriate action; the timeline for action; and follow-up to determine if the action was effective.

Section 5. Safety Risk Management

LTD provides training to all personnel in the identification of hazards and security threats while also providing tools to enable personnel to report these risks. Once the risk has been identified, LTD conducts an assessment of the risk to determine the necessary response and response time. The response may include further investigation or monitoring, action(s) to mitigate the hazard or security threat, and follow-up assessment to ensure the action taken is appropriate and effective.

The Risk Management function is managed within the Human Resources and Risk Management Department. The Department works to coordinate, promote, and evaluate safety within each District department and facility, and on LTD vehicles.

Examples of activities performed by Risk Management include the following:

- Update the PTASP periodically.
- Participate in, and manage, the Safety Committee (facilities).
- Participate in, and manage, the Accident Route Review Committee (vehicle).
- Manage and coordinate LTD's Drug & Alcohol Program
- Ensure that facility safety inspections occur.
- Coordinate system-wide compliance with the System Safety Program Plan (SSPP).
- Assist with the development of proposed safety rules and procedures.
- Assist departments in the development and presentation of safety training and ensure mandated safety training is conducted as required.
- Be part of LTD's response to emergencies and major accidents.
- Work with insurance providers and safety consultants.
- Investigate accidents, incidents, injuries, and property losses as warranted; and make recommendations to mitigate and prevent recurrences.
- Analyze accidents, incidents, injuries, and property loss trends.
- Work with other departments to develop and implement loss prevention programs.
- Manage and coordinate illness and injury prevention programs.
- Assist in the evaluation and resolution of hazards that have not been resolved at the departmental level.
- Compile system safety data, perform analyses, and assist other departments in identifying and assessing operational risk.
- Participate in the evaluation of proposed system modifications.
- Upon request, evaluate hazard resolutions proposed by other departments.
- Recommend hazard resolutions.

Safety Hazard Identification

Hazard and security threats are identified through different methods of system monitoring. This includes system, employee, and asset assessments conducted daily and on an incremental basis. LTD conducts the following routine and random evaluations of the system in the following departments:

Personnel

LTD employees are evaluated annually to ensure they meet the agency's performance expectations. As part of their orientation process, employees are provided training and tools to perform their job. Employees do not receive permanent status until after completion of their probationary period. During the probationary period, employees are evaluated to determine if they are properly prepared to perform their job.

Additional employee evaluations are conducted throughout the year through spot-checks of some aspect of their job function. If through spot-checks or the annual evaluation it is determined the employee's performance does not meet expectations or training standards, remedial training will be provided, and additional evaluations will take place to ensure remedial training was effective.

Assets

Rolling stock, facilities and equipment are monitored through a vigorous preventive maintenance plan aimed at identifying hazards and deficiencies as part of daily and scheduled inspections. Facilities and Maintenance Departments coordinate the preventive maintenance program including incremental and annual inspections.

LTD updates the Federal Transit Administration (FTA)-required Transit Asset Management (TAM) Plan annually with data relevant to each asset to include a condition assessment, miles (with rolling stock and non-revenue vehicles) and age as to whether the asset is in an SGR. The TAM Plan allows LTD management to plan asset replacement or rehabilitation for future years.

System

As part of its safety management system monitoring, LTD uses service evaluations when planning, spot-checking or responding to an event like an accident or incident. New routes are strategically developed with safety being the first priority and passenger access second. LTD route planners plan and test all routes before activating the route for revenue service. All routes are reviewed periodically to determine if environmental hazards may exist requiring modification to the route, schedule, or vehicle.

All front-line staff have been trained to note any changes to service which may be considered a hazard or security threat and, through the Blue Card, notify their supervisors immediately or upon return to LTD, depending on the severity of the hazard.

Lane Transit District will routinely monitor public health websites (CDC, Oregon Health Authority, Lane County Public Health, etc.) to follow best practices to reduce the spread of infectious diseases to Lane Transit District employees and the public.

Hazard Identification Procedure

Any employee seeing something through inspection or observation they deem to be a hazard are instructed to immediately report that hazard to the immediate supervisor regardless of the perceived level of threat. Depending on the situation, either the immediate supervisor or the employee will complete a Blue Card or a Hazard Reporting Card and submit it to Operations or the Chief Safety Officer.

If the hazard requires immediate mitigation, the employee will be instructed on steps to take to reduce the risk, which may or may not alleviate the risk completely. Additional actions may be

taken once the immediate risk mitigation has been taken. Some hazards may not pose an immediate risk but are still reported and the CSO will be responsible for risk assessment, investigation and mitigation strategy.

In some cases, a passenger or member of the general public may call LTD with a complaint about a front-line employee, which may rise to the level of hazardous behavior or actions. LTD currently documents all customer complaints/compliments and takes appropriate action to investigate any complaints. Complaints deemed hazardous will trigger immediate action by on-duty supervisors.

The Blue Card and the Hazard Identification Card will require the employee to briefly describe the hazard noting date, time of day, location, and other pertinent information. The Card includes a section for the CSO or immediate supervisor to document immediate action taken to reduce risk, a risk assessment chart prioritizing the risk, and a section for additional follow-up action. All cards will be processed by the CSO, Risk Management Department, and summarized periodically for trend analysis and include in safety performance measures.

49 CFR part 673.5

Hazard means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

Safety Risk Assessment

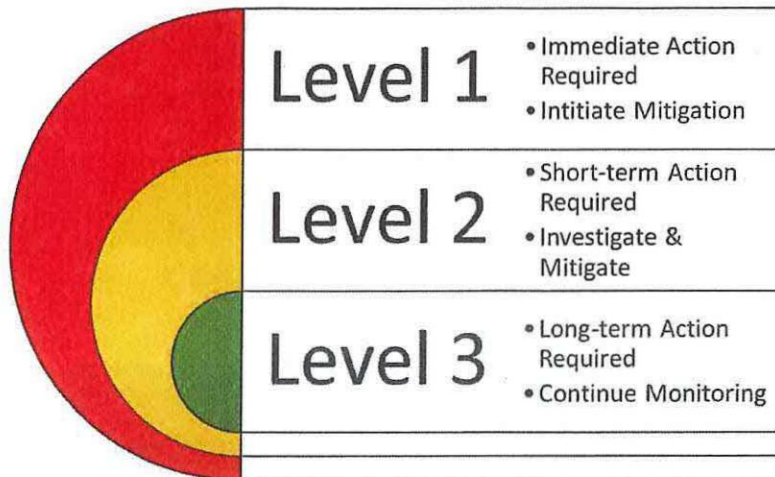
All LTD staff have been provided training appropriate for their positions within the organization. LTD expects its employees to respond to hazards or threats with professional judgment for situations where there is no time to contact a supervisor to prevent and/or address an emergency event. In cases where the hazard can be reported without immediate risk, the employee will make an initial assessment of the risk as part of his or her report.

Once received by the CSO, the initial risk assessment may be amended requiring immediate, short- or long-term response.

Level 1 - Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.

Level 2 - Short Term: Action is needed within seven days to mitigate an identified deficiency, threat, or hazard. The deficiency, threat, or hazard does not pose immediate danger, but if no action is taken could elevate to an immediate level risk.

Level 3 - Long Term: A deficiency, threat or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.



The CSO, in coordination with staff, will investigate each identified hazard, assess the risk, and take appropriate action to mitigate the risk. Additional mitigation may be needed based on follow-up monitoring to the action taken.

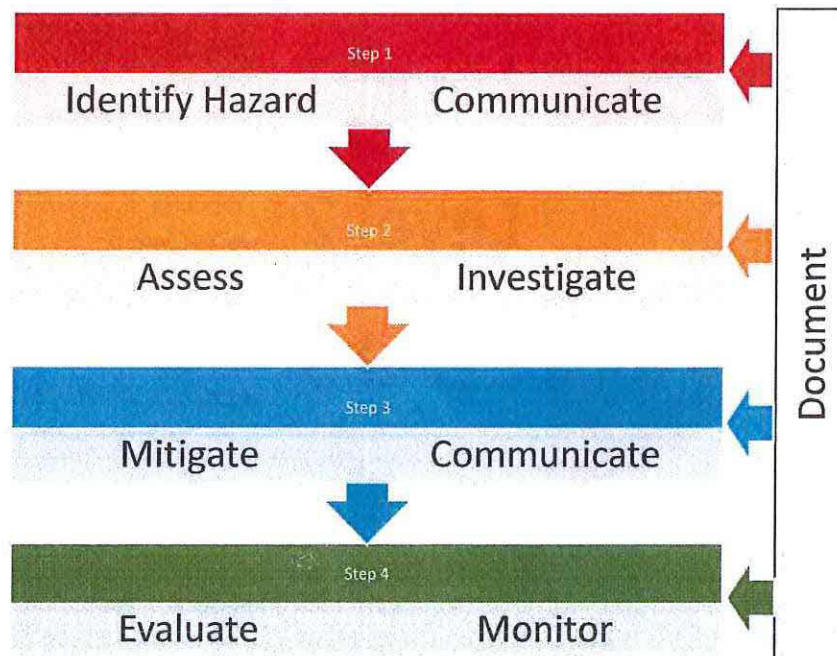
Safety Risk Mitigation

In response to all identified and assessed hazards, LTD will take steps to mitigate the hazard and reduce or eliminate the risk to employees, riders and public. Mitigation strategies will be dependent on the results of investigation into the elements contributing to the risks. The investigation may include more than one department and may include interviews outside of the transit system.

Actions to mitigate risk will include all employees, riders and public who may be impacted by either the hazard or the actions to reduce or alleviate the risk. LTD will communicate actions to appropriate staff through methods of appropriate risk assessment. In some cases immediate communication through two-way communications (dispatch system, text burst, email, or web alert) may be necessary. In other cases bulletin board notices or memorandum posting may be appropriate.

Once a risk mitigation strategy has been implemented LTD will monitor the actions to determine if full mitigation is possible and if not, is additional action necessary to alleviate the risk or is stepped up monitoring necessary. Some risks may not be completely mitigated but awareness of the risk is a top priority.

All actions taken to mitigate risk will be documented and linked to the initial deficiency, threat, or hazard identification step.



Section 6 Safety Performance Monitoring and Measurement

Safety performance monitoring and measurement involves the continual monitoring of the transit agency's activities to understand safety performance. Through these efforts, LTD can determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which it is effectively implementing Safety Management Systems (SMS).

LTD is constantly striving to maintain the highest level of safety through its monitoring methods to include adherence to policies and procedures, safety and maintenance plans, and system and employee evaluation processes. These methods allow LTD to determine the need to make changes to improve policies, employee training and service delivery.

Maintenance

Maintenance Standards and Procedures. Standards and procedures are included in the Lane Transit District Fleet Maintenance Plan. In general, maintenance procedures are designed to ensure that the maintenance recommendations of the manufacturer are met, maximum efficiency in performance and operation is obtained, and maximum bus life and condition are maintained. Daily bus inspections, an active Preventive Maintenance Program, contractor oversight, and careful monitoring are included in procedures to ensure the safety of buses and adequacy of the Fleet Maintenance Plan.

Operator Inspections. All operators are required to perform a pre-trip and post-trip inspection to ensure that the vehicle is safe and in good operating condition. If any defects are noted by the operator, a Defect Slip is completed and, depending on the severity and extent of the defect, the vehicle may be repaired or taken out of service until a repair can be made. In the case of a defect that develops or is noted once a vehicle is in service, the operator is required to radio the problem to Operations, who will then notify Maintenance.

Daily Servicing and Inspections. The General Service Workers of the Maintenance Department inspect and service every bus used in revenue service each day. The buses are fueled, all fluids are checked, tires and lugs are checked, and the vehicle is inspected for any leaks or unusual noises. The Inside Cleaners clean the bus interiors each day. When a defect is noted, it is reported to the Lead Mechanic or Supervisor on shift so that evaluation and, if necessary, a repair can be affected.

Mileage-Based Maintenance Inspections. All buses receive preventive maintenance inspections (PMI) at designated mileage intervals. Mileages are determined by vehicle and subcomponent manufacturers and real-world experience. Oil sampling is performed at each oil change for both engines and transmissions. A description of the schedule and type of inspection and service performed for each bus series is included in the Fleet Maintenance Plan.

Maintenance Inspections of Contracted Providers. LTD contracts for the operation and maintenance of paratransit services. The contractor must ensure that all passenger vehicles and associated equipment are maintained in proper working condition. The contractor is required to implement a maintenance and safety program that includes a preventive maintenance schedule that complies with FTA requirements for preventive maintenance for vehicles. Further, contractors are required to maintain comprehensive maintenance records on each vehicle and provide the information to LTD. The information is reviewed by LTD. In addition, on-site inspections are conducted periodically to verify vehicle condition.

Operations

Facility Monitoring

Formal facility inspections of all LTD facilities and grounds are conducted by members of the Safety Committee. The purpose of the inspections is to identify any unsafe or unhealthy conditions which may exist, and that may require maintenance or modification. Each facility is also visually inspected for compliance with OSHA and local fire codes.

There is at least one member on the Safety Committee from each LTD department. The current 11 committee members include the Risk Manager, the Director of Human Resources and Risk Management, the Director of Transit Operations, the Union Executive Board Officer, the Human Services Transportation Coordinator, the Facilities Services Specialist, a Maintenance Supervisor, Bus Operators (2), Transit Operations Supervisor, and Journey Level Mechanic. All Committee members are trained in Hazard Identification and Accident Investigation. Checklists are used during these inspections.

Frequency

The Safety Committee conducts its safety inspections on a quarterly basis. Journeyman Mechanics and Facilities Maintenance employees look for potential hazards with equipment whenever they are using that equipment. The vehicle hoists, chain pulls, and cranes in the vehicle maintenance shop are inspected annually by contractors. Preventive maintenance of equipment and facilities is performed in accordance with the manufacturer's recommended practice. Hazards are also identified by analyzing work accident trends, through Blue Card Reports, and Hazard Reporting Cards submitted by employees. Both Cards are used by employees to report safety concerns and to make safety recommendations.

Reporting

When deficiencies are noted during quarterly inspections, they are documented and reported to the director of the department in which the safety hazard is located. When safety hazards are noted by non-scheduled observation, they must be reported by the observer to a supervisor. Blue Cards are routed to the department or director best equipped to evaluate the concern and, when necessary, propose a resolution.

Hazard Resolution

The primary purpose of facility inspections and hazard reporting is to identify conditions that could lead to accidents and losses. In view of this, it is crucial that all departments and employees be involved in the Facility Inspection and the Hazard Identification and Resolution processes. Hazard resolution is related to the severity of the hazard and the probability and severity of a negative consequence of the hazard.

Follow-up

Corrective action for a confirmed hazard that has been identified by any established process is the responsibility of the director of the department area in which the hazard exists. This includes arranging for the services of other LTD departments or outside parties, as necessary, to eliminate or control the hazard.

The Safety Committee is required to communicate a proposed resolution for any hazard discovered during a quarterly Facility Inspection to the appropriate director. The director then has up to 60 days to resolve the hazard. Severe hazards, with a high probability of a negative consequence, must be resolved within a shorter period.

Documentation

Hazards that have been identified, proposed resolutions, and corrective actions are recorded in hard copy by the Safety Committee and maintained by Human Resources and Risk Management.

All front-line personnel are responsible for monitoring safety and security as part of their respective positions. If a hazard is identified through observation or interaction with customers or the general public, it is reported to the immediate supervisor as well as following LTD's hazard reporting process.

Security

The security committee meets regularly to review security issues the Public Safety Officers, PSOs, have dealt with on-route or at the transit stations. If trends are apparent appropriate mitigation techniques are discussed and may be submitted to the PTASP Safety Committee for their thoughts and input. This

could include the mitigation of assaults on transit workers and the further utilization of barriers on buses.

Employee Hazard Reporting

Reporting Cards

Employees can fill out a Hazard Reporting Card which is turned into the HR department and the Chief Safety Officer, talk with a supervisor or the Risk Manager. They can also contact a Safety Committee member which is comprised of union and administrative members. Depending on the severity/risk of the hazard identified, immediate action may be taken, or the input will be brought to the Safety Committee for discussion. Feedback will be provided to the employee on what action, if any, will be taken.

Route/Operations Safety

Employees can fill out a Lane Transit District Blue Card which has categories for Planning, Marketing, Ops, and Facilities. This form allows employees to provide feedback and input to the organization on how to make the system safer and user friendly. The Blue Card is turned into operations where it is logged and directed to the appropriate personnel. Feedback is provided to the employee on any action that is taken.

Safety Risk Reduction Program

Supporting LTD's safety risk reduction program, which is designed to identify, analyze, and actively implement measures to minimize the likelihood and severity of potential workplace accidents or injuries by proactively addressing safety hazards and risks across LTD, aiming to create a safer working environment for all employees, the following actions will be taken:

Assault Mitigation

Along with yearly de-escalation training, Lane Transit District will equip all current and future buses with driver barrier doors.

Transit facilities will be equipped with cameras and video recording technology.

Lane Transit District will continue to invest in robust Public Safety Department staffing and maintain a visible "presence" out in the transit system,

Physical assault incidents will be reviewed by Lane Transit District's Security Committee to determine if policy and procedure changes could have led to a different outcome,

Lane Transit District will monitor best practices identified by transit associations to prevent/reduce assaults on transit workers.

Visibility Impairments

Lane Transit District will provide training to reduce vehicular and pedestrian incidents involving buses. Trainings will include measures to reduce visibility impairments for bus operators that contribute to incidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments.

Safety Events

Accident and Incident Reporting Process

All accidents and loss incidents are to be investigated. LTD's safe driving standards require professional safe performance of all operators. To ensure better than average safety performance, LTD employs the Smith System Defensive Driving guidelines to determine whether or not a collision or onboard incident could have been prevented. All personnel operating any LTD vehicle are held to this standard.

The Lane Transit District Operator's Manual and the accident investigation guidelines developed by the Transportation Safety Institute define, by position, responsibilities for accident/incident investigation. The combined manuals establish procedures for accident notification, response, and investigation.

Transit Operations coordinates with outside law enforcement agencies if they investigate an event. Risk Management coordinates with outside insurance providers and provides support among LTD departments and independent investigation to manage LTD liability and claims.

Most accidents and incidents LTD is involved in are relatively minor in severity and are investigated by Operations Field Supervision. Since most accidents involve buses, this section focuses on bus accidents. However, all non-bus accidents and incidents are also investigated.

Notification

Bus Operators are to notify the operations system supervisor anytime an LTD vehicle might have been damaged, anytime an LTD vehicle and another vehicle come into contact, or anytime an instance occurs in where a customer may have been injured. An Operations Field Supervisor will be directed to the scene. Police and ambulance will be dispatched, if necessary.

Note: An Operations System Supervisor will notify additional staff and members of the LTD Leadership Council whenever accident/incident severity or circumstance requires.

At-Scene Procedures

Bus Operators will adhere to the following procedures defined in the Lane Transit District Operator's Manual:

- Assist the injured.
- If blocking traffic, set out reflective triangles.
- Do not move the coach unless required to do so by an Operations Supervisor, fire or police order, or impending danger from traffic.
- Obtain names, addresses, and phone numbers of all witnesses.
- Request all customers sign the customer list.

Operations Field Supervisors are responsible for conducting on-scene investigations of accidents and incidents. Depending on the severity and the nature of the event, various mechanisms will be used for preserving transient evidence. These may include digital photography, bus video, field sketches, interviews, and observations.

Investigation

An attempt is made to complete the investigation of most accidents within three days. Operations Field Supervisors are required to complete a Supervisor's Report. Operators are required to complete an Accident Information Report. The Supervisor is required to file both reports electronically and attach all relevant media for use by Risk Management. A hard copy of the reports is given to the Transit Operations Manager for review and sign-off.

A Report of Injury Form must be completed if an employee suffers an injury or illness as a result of an accident or incident. An 801 Form must be filed if medical treatment is necessary.

Accident Review Process

Vehicular accidents and incidents are classified as Preventable or Non-Preventable.

Preventable accidents are defined as those accidents that could have been reasonably avoided if the operator had followed all defensive driving techniques as established by the Five Keys of the Smith System, and/or Transit Operations Procedures and Policies.

After reviewing all related documents and evidence, the investigating Operations Field Supervisor makes an independent preliminary determination of whether the accident was preventable.

The final accident determination is made by the Accident Route Review Committee (ARRC). The committee meets a minimum of once monthly, and is comprised of two union-elected bus operators who have not had a preventable accident for a minimum of two years, a Maintenance Supervisor, a Transit Operations Supervisor, and the Risk Manager, who is responsible for managing the committee's meeting schedule, documentation, and correspondence.

The ARRC follows all policies, procedures, and definitions as established in the Accident Route Review Committee By-Laws. Examples of investigations may include reviews of accident and injury reports, vehicle condition reports, witness statements, employee interviews, accident scene sketches, bus videos, physical evidence, brake test reports, training manuals, and accident site visits. Employees who are not in agreement with the Committee's determination can appeal directly to the ARRC by providing additional evidence and testimony. If the employee is not in agreement with the appeal results, he or she can make a second and final appeal to the Director of Operations or designee. The Director of Operations may review all relevant information, interview the employee making the appeal, interview ARRC members, and confer with any available person or resource he or she considers valuable to his or her deliberation.

Hazard Resolution

The primary purpose of the Accident Investigation process is to determine the cause(s) of accidents so that they may be prevented or mitigated in the future. To this end, it is crucial that all relevant departments be appropriately involved in the Process. A serious attempt is made to use lessons learned through the investigatory process to incorporate hazard resolutions into future procedures, designs, construction, modifications, training, and procurements.

Follow-up

Follow-up in the form of corrective actions is the responsibility of the employee's director. The responsibility may be delegated to the employee's manager, supervisor or CSO.

Any disciplinary action will be assessed using the Transit Operations Disciplinary Standards, the ATU/LTD Working and Wage Agreement, and/or the Administrative Handbook. Disciplinary consequences for accidents may include warnings, suspensions, and discharge.

Training will be provided, in most cases, for employees who have been involved in two preventable accidents within one year. Training and re-training are not disciplinary in nature.

Internal Reporting

The Transit Operations Manager is responsible for ensuring that all accident reports are completed and filed with Human Resources and Risk Management. The Human Resources Technician is responsible for all accident documentation to be processed into a usable form for the ARRC to determine preventability for all accidents. The Risk Manager is responsible for informing key Transit Operations personnel of the ARRC determinations.

Documentation

Transit Operations and Human Resources and Risk Management maintain the accident investigation documentation in the iTrak database. Hard copies of the documentation will also be maintained by Human Resources and Risk Management for a minimum of three years. Human Resources and Risk Management also maintains the complete individual accident records for each employee.

Infectious Disease

During a pandemic or other public health situation, LTD will monitor and implement plans and procedures consistent with guidelines from the Centers for Disease Control and Prevention, Oregon Health Authority and Lane County Public Health.

Performance Measures

Through a series of performance measures relative to operations, maintenance, and safety, LTD can monitor the system's safety by identifying trends and gaps in policies, procedures, training, and monitoring efforts. The following performance measures are on a daily, monthly, and quarterly basis.

Maintenance

- **Preventive Maintenance On-time Inspection Percentage** – determines the effectiveness of the maintenance department to ensure all inspections are conducted per manufacturing and LTD mileage intervals.
- **Vehicles Removed From Revenue Service** – tracks vehicles removed from service due to a mechanical defect developed while in service requiring immediate service either on-site of failure or once returned to the facility.

- **Annual Vehicle Condition Assessment** – through annual inspection, determines on a scale of 1-5 the overall condition of the asset. This performance measure is also used in annual updates of LTD's Transit Asset Management Plan.

Operations

- **Customer Complaints Per Month** – tracks all customer complaints to identify areas of deficiency with vehicle, driver or other LTD areas. Safety-related complaints are immediately routed to a supervisor on-duty or the CSO for investigation mitigation and response.
- **On-time Performance** – serves as an indicator to issues with time management, environmental factors, scheduling, and vehicle and driver performance.
- **On-board Surveys** – conducted annually, allow LTD to receive rider feedback about bus operator performance, customer service, and vehicle safety.

Safety

- **Safety Performance Measure: Fatalities** (total number of reportable fatalities and rate per total vehicle revenue miles by mode)
- **Safety Performance Measure: Injuries** (total number of reportable injuries and rate per total vehicle revenue miles by mode)
- **Safety Performance Measure: Safety Events** (total number of reportable events and rate per total vehicle revenue miles by mode)
- **Safety Performance Measure: System Reliability** (mean distance between major mechanical failures by mode)

7. Safety Promotion

Operator Selection

Hiring Practices

Selecting applicants best suited to excel at the Bus Operator job requirements is critical to safe transit operations. The transit Bus Operator is directly responsible for the safety of not only the passengers, but also the pedestrians, bicyclists, drivers, and all others who share the road with the transit vehicle. LTD's hiring process includes the following components:

Applications

Applicants are sought through postings in traditional and culturally diverse media, postings distributed to other transit districts in the region, referrals from current employees, and interest cards filed by prospective candidates when there are no positions available. The applications are screened by key personnel in Human Resources and Risk Management and Transit Operations.

Applicants will take assessment tests to determine whether they will be granted an interview.

Interview

The most highly rated and desirable applicants passing the required testing are then interviewed by a panel. The interview process is designed to evaluate a candidate's strengths in customer service, the ability to simultaneously perform tasks, conflict resolution, and the ability to perform well under temporal and interpersonal pressure.

Driving Record

To be eligible for hire, a candidate must submit an acceptable driving abstract dating back five years. This establishes 21 years as the de facto minimum age requirement for new hire Bus Operators.

Licensing

To be eligible for hire, a candidate must be able to earn a Class B Oregon CDL with a Passenger and Air Brake Endorsement.

Criminal Background Check

To be eligible for hire, a candidate must submit to a Criminal Background Check administered by the Oregon State Police with the Federal Bureau of Investigation. The results must meet all statutory and LTD standards for the Bus Operator position.

Drug Testing

To be eligible for hire, a candidate must produce a negative result for a pre-employment drug test.

Physical Capacities Testing

To be eligible for hire, a candidate must pass a position-specific physical capacities test.

Training

There are formal training programs for Bus Operators, Maintenance employees and Operations Supervisors. These include training classes, manuals, LTD Standard Operating Procedures, and on-the-job training.

The safety component of training is designed to make employees aware of the hazards associated with their jobs and the appropriate methods for controlling these hazards. The training is intended to motivate employees to work safely. Trainings fall into three main categories: (1) Initial, (2) Periodic, and (3) Retraining or Refresher.

Journey Level Mechanic

Almost all mechanics are hired as "fully qualified journey level" heavy vehicle mechanics. A hiring panel comprised of several Maintenance personnel and a member of Human Resources and Risk Management evaluates candidates based on their background and interview. The panel determines whether a candidate meets the qualifications of a Journey Level Mechanic.

A Maintenance Training Program has been implemented, and several General Service Workers, possessing excellent prerequisite skills, have been trained and promoted to the Journey Level Mechanic position since the start of the Training Program.

Critical Bus Maintenance Safety Systems

Journey Level Mechanics who are hired may have extensive transit bus experience, but often they have experience maintaining heavy-duty vehicles with no transit bus experience. To ensure the safety of the buses being repaired, new Journeyman Mechanics are monitored by fully experienced Mechanics in each critical safety maintenance area to ensure that they can perform the work independently. The following are considered critical safety maintenance areas:

- Service and Parking Brakes
- Air Systems
- Interlock Systems
- Steering Systems
- Suspension Systems
- Tires, Wheels, and Rims
- Exterior Lights, Signals, Mirrors, and Wipers
- Wheelchair Lifts/Ramps
- Weekly Pit Inspections
- Fuel and Exhaust Systems

Core Vehicle Systems Training

Recently-hired Mechanics also receive other core technical training. This training is provided by a Mechanic Instructor. Training in the following areas is considered core technical training:

- Basic Electrical Systems
- Electronic Systems Training
- Diesel Engine Tune-up (Cummins)

- Engine Systems (Cummins)
- Transmission Preventive Maintenance and Troubleshooting (Allison and Voith)
- Hybrid Power Systems (Allison and BAE)
- Battery Storage Systems (XALT)
- High Voltage System Safety Certification
- HVAC Systems and Materials Handling Certifications

New Equipment Training

Initial new equipment training is given three to six months after the equipment is added to the fleet. The Mechanics have the opportunity to familiarize themselves with the equipment before receiving the specific training. When new equipment is complex, the initial training may be followed in the future by additional refresher training. The Lead Mechanics and Maintenance Supervisors determine the need and timing of the secondary training and then request that the Director of Maintenance arrange the training.

Tracking Maintenance Training

The Human Resource Department has worked with the Maintenance Department on the development of a tracking system for maintenance training. In conjunction with this effort, Fleet Maintenance has developed a set of maintenance-specific LTD standard operating procedures and sign-off sheets for specific tasks and skills.

Initial Bus Operator Training

New Bus Operators receive an intensive training course that covers every aspect of their new job. Some components of the training are delivered in the classroom. The majority of learning occurs on the buses during theory instruction and behind the wheel training. The training includes, but is not limited to, the following areas:

- Smith System of Driving
- Orientation to Lane Transit District
- Basic Bus Maneuvers
- Advanced Bus Maneuvers
- Service Stops
- System Overview
- System Procedures
- Communication skills
- Customer Service
- Accessible Service
- Emergency Management
- Fleet Services
- Personal Safety
- Health/Injury Prevention
- Stress Management
- CDL Preparation
- On-route Training (14 Days)

On-route training provides real service experience with an Operator Instructor on the new operator's regularly scheduled work. The time the student operates the revenue route is increased daily. Each day the student receives a full review and debriefing from his or her instructor. Instructors communicate among one another regarding where additional training for new operators is required. Student rotation among the Operator Instructor group provides each student with experience across a variety of routes, vehicles, times of day, instructional styles, and driving conditions.

After the initial training, new Bus Operators receive additional support and training, including:

- The Mentor Program: Operator Instructor mentors and supports the new Bus Operator during the probationary period
- Check-rides at the following intervals: one week after completion of training; three months, five months, seven months and nine months from date of hire.
- Fall Bad Weather: Driving and Defensive Driving Course (DDC)
- One-Year Follow-up: Debriefing with Operations Supervisor
- Two-Year Follow-up: DDC
- Three-Year Follow-up: Dealing with Difficult People

Annual Training For All Bus Operators

Every year, each Bus Operator receives one full day of refresher and topical training. The training may address, but is not limited to, the following topics:

- Fatigue Awareness
- Stretching to Prevent Injuries
- Healthy Eating on a Tight Schedule
- Dealing With Difficult People
- Resolving Conflict
- Breath Awareness for Controlling Stress
- Harassment
- Effectively Dealing With People of Differing Ages
- Proper Securement of Mobility Devices
- Defensive Driving Course
- Bloodborne Pathogens
- Safety/Security Update
- Injury Prevention
- Transit Spanish
- Accessible Service Sensitivity

Partial-day trainings are also scheduled on safe winter driving and whenever warranted by the addition of new equipment or a change in configuration.

Annual Training for Maintenance, Operations and personnel directly responsible for safety
Annual de-escalation training shall be given to the appropriate employees

Initial Operation Supervisor Training

Transit Operations Supervisors begin their career path, almost exclusively, as Bus Operators who first work in the position of Temporary Supervisor. A Temporary Supervisor performs many functions of the full supervisory position and receives training in, but not limited to, the following areas:

- Drug & Alcohol (Policy and procedures for all types of FTA-mandated testing)
- Accident Investigation (based on the TSI model)
- Emergency Procedures
- Security Procedures
- On-the-job Injury Claims
- Blood Borne Pathogens
- Data Entry and Recordkeeping
- Harassment
- Cultural Diversity
- Coaching/Criticism/Discipline
- Dispatch Operations
- Field Operations
- First Aid and Defibrillator
- Basic Writing
- Self Defense
- Conflict Resolution
- Pepper Spray

In addition to their initial training, all Transit Operations Supervisors receive five full days of refresher and topical training annually.

Injury and Illness Prevention Training

Injury and Illness Prevention Training is directed toward achieving a safe working environment for all employees and reducing the chance of occupational-related injuries and illnesses. The majority of training targets employees working in the Maintenance and Facilities Maintenance Departments because these employees have the greatest exposure to occupational hazards. The program is based on applicable Federal, State, and local safety codes and regulations. Some areas addressed in training include:

- Handling Hazardous Materials (Right to Know)
- Slips, Trips, and Falls
- Personal Protection Equipment
- Safety Data Sheets (SDS) and Labels
- First Aid
- Forklift Safety
- Bloodborne Pathogens
- Hazardous Materials Storage
- Strains and Sprains
- Fall Protection
- Confined Space Program
- Crane Operation

- Ergonomics
- Hazard Communication Program

Emergency Response Planning and Coordination

Details are contained in the Lane Transit District Emergency Preparedness and Security Plan (EPSP).

System Modification Design Review and Approval

General Process:

The LTD bus system is regularly modified in response to operational experience, the addition of new types of service, and changes in service design and levels. LTD's philosophy is to utilize appropriate new technologies to benefit the environment and the community it serves. The challenge is to review any proposed modification adequately before it is approved. Any proposed modification should be evaluated to ensure it is compatible with existing systems and does not introduce new hazards to the system or reduce the effectiveness of existing hazard controls.

Equipment modifications may be proposed by any employee of any department that uses the equipment. Changes may also occur from an analysis of reliability performance, historical data, and available improvements in equipment design and components.

Modification Design Review

A review of any modification in equipment design shall be made by the director and managers of the department responsible for the upkeep and/or use of the equipment. It is an informal practice to include Human Resources and Risk Management in the review of any change that might affect safety. The impact on the safety of all designs and specifications should be identified and evaluated before the change is approved. Some of the areas to be considered include but are not limited to:

- Hazardous Materials (handling and use)
- Motor Vehicle Safety
- Human Factor
- Occupational Health and Safety
- Materials Compatibility
- Fire Protection
- Lighting
- Braking systems
- Mirrors
- Warning Devices

Modifications must not be made before it is determined how they might affect the safety of the system, or any other systems. Other departments may evaluate a proposed change to determine its compatibility with other systems (e.g., hoists, fueling systems, communications systems). The evaluation

may also include a review of applicable regulations, such as the Federal Motor Vehicle Safety Standards and Regulations and the U.S. Department of Labor's Occupational Safety and Health Act.

Testing may also be performed to evaluate the safety of a proposed modification. The testing of small changes may be minimal. For substantial modifications, extensive field testing, mock-ups, and structural evaluations may be employed.

Modification Design Approval

Final approval is generally made by either the Director of Operations or the Director of Planning and Development. When modifications are made by a bus manufacturer, the Director of Maintenance works with the manufacturer, and contractual changes may be made.

Monitoring

Once a modification is put in place, feedback from the operating department is solicited to evaluate the performance of the modification. Unsolicited input from the operating department and its employees (end users) is also encouraged. Depending on the nature of the modification, Human Resources and Risk Management, the Safety Committee, and the Accident Route Review Committee may also be involved.

Documentation

The Maintenance Department is responsible for documenting any vehicle modifications. Facilities Services is responsible for documenting any modifications made to a facility. Documentation may involve changing diagrams, schematics, manuals, service bulletins, service intervals, standard operating procedures, and Safety Data Sheets. The Risk Manager is responsible for updating Safety Data Sheets based on input from product manufacturers and various LTD Departments.

Routes

Route modifications are designed by Service Planning and Mobility Services, with input from operators and the public.

Service Planning may also use a current Bus Operator to test routing and bus stop placement. This experience-based, real-world process is designed to protect the safety of the transit bus, transit passengers, other vehicles, and pedestrians.

Service Planning informs the Accident Route Review Committee of any proposed route modifications. Service Planning can request that the Committee evaluate a specific proposal, or the Committee can choose to evaluate any proposed modifications.

Transit operations management may request a route modification it believes will improve operations. It may also choose to evaluate a modification that has been proposed by another department. Input from individual Bus Operators is encouraged through the Blue Card System, an open-door policy, and periodic surveying of Operators conducted by Service Planners.

Finally, Service Planning maintains a cooperative working relationship with the appropriate planning and road departments of all municipal levels of government within which LTD operates.

Additional Information

This PTASP was developed from information in other LTD documents, policies and procedures and manuals. Those documents are listed below:

- Lane Transit District System Safety Program Plan 2012
- Lane Transit District Employee Handbook
- LTD Board of Directors Resolution #2016-12 – Adoption of Safety Conscious Environment

Appendix A

		SAFETY COMMITTEE HAZARD REPORTING CARD		Report Card # _____
				Date Received _____
Name:	_____	Dept:	_____	Date: _____
Location of hazard: _____				
Nature of hazard: _____				
Is it ☐ Permanent ☐ Temporary Date/Time hazard was identified: _____				
Suggested fix: _____				
Was this a near miss (trip but did not fall, saw it just in time to avoid incident, etc.): _____				
Additional Comments: _____				

Use back of card for additional details/response				
Additional Comments: _____				

Outcome: _____				
By Whom: _____				
Date: _____				

PLEASE ROUTE TO OPS				

Appendix B



Lane Transit District Blue Card

DO NOT WRITE IN THIS BOX

BLUE CARD # _____

DATE: _____

FROM: _____ DATE: _____

PROBLEM: (Describe details below)

PLANNING

- ☐ BUS STOP ISSUE
- ☐ DRIVER TIMECARD
- ☐ LAYOVER / DROPOFF / RELIEF
- ☐ RUNNING LATE / EARLY
- ☐ TREES IN OPERATOR MANUAL
- ☐ OTHER / SUGGESTION

MARKETING

- ☐ ANNOUNCEMENT / DESTINATION SIGN
- ☐ INFORMATION AT BUS STOP / STATION
- ☐ PUBLIC INFORMATION
- ☐ OTHER / SUGGESTION

OPS

- ☐ TREE TRIMMING
- ☐ SAFETY HAZARD
- ☐ OTHER / SUGGESTION

FACILITIES

- ☐ DOWNED / MISSING LTD SIGN
- ☐ SHELTER / BUS STOP / STATION DAMAGE
- ☐ TRASH
- ☐ OTHER / SUGGESTION

BLOCK # _____ RUN # _____ ROUTE # _____ ☐ IB ☐ OB

DESCRIPTION: _____

SUGGESTIONS: _____

ADDITIONAL COMMENTS:



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Randi Staudinger, Project Manager II

Contract Title: Kimley-Horn and Associates, Inc. - Fixed Route Bus Stop ADA Assessment

Contract No.: 20250098

Grant No: Federal 5307 Formula Funds

Entering into a Contract: ☒

Contract Amendment: ☐

Approved by Procurement: ☐

Action: Adoption of Resolution No. 2025-10-15-34, authorizing the Chief Executive Officer to enter into a contract with Kimley-Horn and Associates, Inc. for the purpose of providing an Americans with Disabilities Act (ADA) assessment of all fixed route bus stops.

Agenda Item Summary: The purpose of this contract is an ADA assessment, evaluation and recommendation of all LTD fixed route bus stops. The outcome of this contract will be a detailed summary of each fixed route bus stop identifying its compliance with ADA regulations, necessary actions for stops found non-compliant, cost implications, and a recommended implementation plan. Additionally, this project will confirm amenities located at each fixed route bus stop and determine estimated right-of-way that exists at each fixed route bus stop found non-compliant. LTD has approximately 1,020 total active fixed route bus stops, including 170 stops with a shelter. The proposed project will evaluate the accessibility of all fixed route bus stops in LTD's system, creating a project and priority list based on standards the consultant and LTD develop together. LTD posted a solicitation Request for Qualifications (RFQ) July 8, 2025, for five weeks. Six proposals were submitted and evaluated according to criteria set in the RFQ. The top two proposals were shortlisted, interviewed, and evaluated. The top qualified proposer, per the cumulative evaluation scores, was Kimley-Horn and Associates Inc. LTD requested their Pricing Proposal and found their pricing fair and within budget for this project. LTD is requesting \$400,000.00, be approved by the Board for this project.

Proposer	Proposal Score	Presentation Score	Total Scores
Kimley-Horn	526	291	817
Cole & Associates	496	270	766

Attachments:

(1) Resolution No. 2025-10-15-34

I certify that my Department Chief has reviewed and approved this AIS: ☒



Lane Transit District Agenda Item Summary (AIS)

Proposed Motion: I move adoption of Resolution No. 2025-10-15-34, authorizing the Chief Executive Officer to enter into a contract with Kimley-Horn and Associates, Inc. for the purpose of providing an Americans with Disabilities Act assessment of all fixed route bus stops.



RESOLUTION NO. 2025-10-15-34

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH KIMLEY-HORN AND ASSOCIATES, INC FOR THE PURPOSE OF PROVIDING AN ADA ASSESSMENT OF FIXED ROUTE BUS STOPS

WHEREAS, LTD needs an assessment of all fixed route bus stops to identify compliance with Americans with Disabilities Act (ADA) regulations, actions for stops found non-compliant, cost implications and a recommended implementation plan;

WHEREAS, LTD's Fiscal Year 2026 Budget includes the CIP Project Fixed Route Infrastructure Rehabilitation funded with Federal 5307 Formula Funds;

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

WHEREAS, LTD followed the Request for Qualification solicitation process, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 46-49, and LTD's Procurement Policy, as well as any Federal Transit Administration requirements, as applicable;

WHEREAS, pursuant to LTD resolution No. 2024-08-21-025, LTD's Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000;

NOW, THEREFORE, BE IT RESOLVED by the LTD Board of Directors, acting as the LTD Contract Review Board that:

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Kimley-Horn and Associates, Inc for the purpose of a Fixed Route Bus Stop ADA Assessment in an amount not to exceed \$400,000.00 and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$80,000.00

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF OCTOBER, 2025.

Susan Cox, Board President



Lane Transit District Agenda Item Summary (AIS)

Prepared By: John Ahlen, Mobility Services Manager

AIS Title: Appointment of New STIF Advisory Committee Members

Action: Adoption

Agenda Item Summary: The purpose of this item is to seek Lane Transit District's (LTD) Board of Directors' adoption of Resolution No. 2025-10-15-35, appointing four new members to LTD's Statewide Transportation Improvement Fund (STIF) Advisory Committee.

Background: In 2017, the Oregon Legislature enacted House Bill 2017, the Keep Oregon Moving Act, which included a new 0.1% employee payroll tax to fund public transportation. This tax provides a dedicated source of funding for expanding public transportation service in Oregon that benefits a high percentage of low-income households. This funding source is called the [Statewide Transportation Improvement Fund \(STIF\)](#). 90% of the STIF funds are disbursed by formula to Qualified Entities (QE) based on the amount of payroll tax generated in their area. LTD is the Qualified Entity for the funds allocated to Lane County. Pursuant to OAR 732-040-0030(1), the Governing Body of each Qualified Entity shall appoint an Advisory Committee to advise and assist the QE "in carrying out the purposes of the STIF and prioritizing Projects to be funded by STIF moneys received by the Qualified Entity."

STIF Advisory Committee Membership and Composition: In accordance with the STIF Advisory Committee bylaws, the committee consists of at least seven members. All members are voting members except for two LTD Board members and an Oregon Department of Transportation representative who each serve in an advisory capacity. Pursuant to Oregon Administrative Rule 732-040-0035(5), committee members must represent a diverse set of stakeholders with a variety of interest areas.

STIF Advisory Committee Member Recruitment, Selection, and Appointment Process: Three Advisory Committee members have completed their terms and one member unexpectedly resigned in late August. LTD staff conducted recruitment efforts in the local community and sought new applicants for the Committee in August and September. As a result of these efforts, we have identified four new members for the STIF Advisory Committee.

Attachments:

- (1) Resolution No. 2025-10-15-35
- (2) New STIF Advisory Committee Members Biographies

I certify that my Department Chief has reviewed and approved this AIS: ☒

Proposed Motion: I move to adopt Resolution 2025-10-15-35: Appointing Members to LTD's Statewide Transportation Improvement Fund Advisory Committee.

Statewide Transportation Improvement Fund (STIF) Advisory Committee

Onboarding Members



Carmen Yalex Artiles

Community Development Director and City Planner
City of Oakridge

Carmen Yalex Artiles has a decorated academic background and experience working on a multitude of interdisciplinary planning projects. She has a bachelor's degree in geology, with a focus on paleontology and a master's degree in earth and environmental science with a focus on GIS from the City University of New York. She recently served as a park planning fellow with the National

Park Service in Omaha, Nebraska and is currently the Community Development Director and City Planner for the City of Oakridge, Oregon. In her free time, she is an artist and avid kayaker.



Scott Lemons

Program Developer and Coordinator
Lane Independent Living Alliance (LILA)

Scott Lemons is a disability and social justice advocate, and mental health professional with more than a decade of involvement in Eugene-area public policy. He is currently the Program Coordinator at LILA in Eugene and has advocated for people with disabilities on several community advisory boards including the City of Eugene's

Human Rights Commission, Police Commission, and Digital Equity Panel. Due to the intersectional nature of disability advocacy and his love for nature, Scott also served as the Co-Founder and Hub Coordinator of Sunrise Eugene and was the former President of Cascadia Action Network – an environmental justice group at the University of Oregon.

A UO alum, Scott received his bachelor's degree in psychology, with a minor in Public Policy Planning and Management, and a concentration in Substance Abuse Prevention Program. He was the Assistant Outreach Director of the UO's Accessible Education Center. In his free time, Scott explores Oregon's outdoors – hiking and camping with his best friend and dog Jude - and hanging out with his family. This keeps him grounded and balanced to support his advocacy efforts.

Statewide Transportation Improvement Fund (STIF) Advisory Committee

Onboarding Members

**Bart Mealer**

Retired Substation Electrical Worker and Manager
Former President of the Board of Directors at Florence Food Share, Friends of Florence, Siuslaw Outreach Services, and Western Lane Community Foundation

Bart Mealer is a retired substation electrical worker and manager with 30+ years in the industry. He has lived in Florence since 2006 and has remained engaged in non-profit management in western Lane County. Bart has served as president as well as in other officer roles on a number of non-profit boards, including: Florence Food Share, an emergency food pantry; Siuslaw Outreach Services, a domestic violence advocacy and social services organization; Friends of Florence, a free bus service to transport cancer patients from Florence to Eugene/Springfield; and Western Lane Community Foundation, a philanthropic organization.

**Chelsae Miller**

Director of Operations
Eugene Mission

Chelsae Miller is the Director of Operations at the Eugene Mission. She previously worked as the Mission's Director of Guest and Staff Development for four years. As Director of Operations, she assists the Executive Director, oversees human resources and bookkeeping, and manages multiple programs and projects. Previously, Chelsae worked in a variety of healthcare settings. Chelsae is a forward-thinking leader who is able to direct staff and enhance performance with strong leadership, organizational, and decision-making skills. In addition to her management skills, Chelsae is trained in trauma-informed care and mental health first aid.



LTD RESOLUTION NO. 2025-10-15-35

**APPOINTING MEMBERS TO THE LANE TRANSIT DISTRICT
STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE**

WHEREAS, Oregon Revised Statute 184.761 requires Lane Transit District's (LTD) Board of Directors to appoint an Advisory Committee for the purpose of advising and assisting the Board in prioritizing plans and projects to be funded with Statewide Transportation Improvement Fund (STIF) moneys;

WHEREAS, the committee shall consist of at least seven members knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Lane County, and who individually represent one or more of the diverse stakeholder groups specified in Oregon Administrative Rule 732-040-00359(5)(b)(A-R);

WHEREAS, LTD broadly advertised the opportunity to fill four STIF Advisory Committee seats;

WHEREAS, a selection committee consisting of LTD Senior Planner Brandon Melton, LTD Public Information Officer Anni Katz, HR Generalist Kayla Schild, and LTD Mobility Services Grant Specialist and STIF Advisory Committee Liaison Kathleen Flynn, was formed to screen and interview candidates;

WHEREAS, four STIF Advisory Committee appointee candidates were selected by the selection committee;

NOW, THEREFORE, BE IT RESOLVED, that LTD's Board of Directors appoints the following member(s) to the STIF Advisory Committee for the term set forth below:

<u>Member</u>	<u>Term Ending</u>
Carmen Artiles	6/30/2027
Scott Lemons	6/30/2027
Bart Mealer	6/30/2027
Chelsae Miller	6/30/2027

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF OCTOBER, 2025.

Susan Cox, Board President