



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

Public Forum, Regular Business Meeting and Briefing
Wednesday, December 17, 2025, 5:30 P.M.
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97478

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.omnetwork.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 Testimony on all Board Matters including Resolutions:

Public testimony will begin at approximately 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 – December 2025
 - Monthly Operations Performance Update
 - Monthly Department Reports
 - Delegated Authority Report
 - Human Resources Metrics Framework
 - Strategic Planning Committee FY26 Bi-Annual 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. 2025-12-17-38, authorizing the Chief Executive Officer (CEO) to enter into a Contract Amendment with Fortis Construction, Inc.
 - Adoption of Resolution No. 2025-12-17-39, authorizing the Chief Executive Officer (CEO) to enter into a contract with Beyond Uniforms & Apparel to purchase of uniform and apparel items
 - Adoption of Resolution No. 2025-12-17-40; authorizing the Chief Executive Officer to Expend More Than \$249,999.00 with OfficeWorld Through Omnia Cooperative Contracts
 - Adoption of Resolution No. 2025-12-17-41; authorizing the Chief Executive Officer to enter into a contract amendment with TransTrack Systems
 - Adoption of Resolution No. 2025-12-17-42; approving the Lane Transit District Compensation Policy.
- 7. BOARD ACTION ITEMS**
 - Adoption of Resolution No. 2025-12-17-43; authorizing the Chief Executive Officer (CEO) to enter into a contract with Direct Medical Transport.
 - Approval of the Chief Executive Officer Annual Goals

- Adoption of Resolution No. 2025-12-17-44, adopting the 2026-2028 Strategic Business Plan
- Adopting the amended Lane Transit District Committee Bylaws

8. ADJOURN BUSINESS MEETING

UPCOMING MEETINGS:

January 21 – January Board Meeting
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97478

February 18 – February Board Meeting
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97478

March 18 – March Board Meeting
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97478

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: Jameson Auten, Chief Executive Officer **Title:** Employee of the Month December 2025

Prepared By: Eric Evers, Director of Fleet Maintenance

Action: Information Only

Background:

Fleet Mechanic Kasi Comer has been selected to receive LTD's December 2025 Employee of the Month. Kasi was hired as a Journeyman Mechanic on September 26, 2023. He has been nominated twice for EOM and has completed multiple trainings and certifications.

In Kasi's short time with LTD, he has made a significant impact on Fleet's ability to provide safe, reliable, and quality vehicles. Kasi has been on the forefront of some challenging projects and is a go to team member for in-depth defects. He's always collaborative and supportive, and consistently puts in overtime to help Fleet. He's offered up skills developed before being hired by LTD, as a body and paint technician. Kasi has not only doubled our ability to address damaged accident buses, but he's made the body and paint repair process more effective and efficient. He led the effort to identify and solicit updated new paint and body tooling, equipment, and storage options. Kasi embodies everything you'd look for in an LTD Fleet Mechanic and more.

When asked to comment on Kasi's selection as EOM, Allen Shipp, Fleet Services Supervisor, said:

"Kasi has been a blessing to have on the graveyard shift because he's capable of tackling any task given to him, no matter how simple or complex. He works well on a team or solo. If he doesn't know how to solve something immediately, he stays with it until he has a path forward. Kasi jumped at the opportunity to perform body repairs and paint work, and his work has improved the quality and appearance of LTD's fleet. Kasi helps us meet our service requirements, as well as contributes to a positive healthy work environment and team atmosphere. As Lead Mechanic, Kasi is a vital and important part of the graveyard shift and his work ethic and attitude are appreciated and noticed by everyone."

Award:

Kasi will attend the December 17, 2025 Board Meeting to be introduced to the Board and receive his award.



Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: Monthly Operations Performance Update

Prepared By: Aimee Reichert, Chief Performance Officer

Action: Information Only

The December Performance Report to LTD's Board of Directors reflects current state and trends through October 2025 for All Services - Ridership; Fleet Maintenance; Operations Management; Customer Service; Public Safety. In addition, December reporting includes highlights from quarterly strategic progress, reflected on the [LTD Strategic Dashboard](#)

Highlights Monthly Performance – Through October 2025

- EmX and Fixed Route ridership was down 1.6% compared to the same time last year and down 2.6% on the 12-month rolling average comparison. Overall, this is a flat trend.
- Ridership per Revenue Hour was down 6.3% October 2025 compared to October 2024 and down 9.4% on the 12-month rolling average comparison.
- Mobility Services ridership was up 0.6% compared to the same time last year and up 2.9% on the 12-month rolling average comparison. Noteworthy for this period, VanPool was up by 24.3% compared to the same time last year. Increasing VanPool is a strategic action in the 2026-2028 Revised Strategic Business Plan.
- Fleet Maintenance Costs were flat compared to the same time last year and down \$0.19 on the 12-month rolling average comparison.
- Fixed Route Verified Operations Compliments/100,000 Boardings were down by 0.14 per 100,000 boardings compared to the same time last year and down 0.02 per 100,000 boardings on the 12-month rolling average comparison, a flat trend.
- Fixed Route Verified Complaints/100,000 Boardings were down 2.9 per 100,000 boardings compared to the same time last year, and down 2.07 per 100,000 boardings on the 12-month rolling average comparison, a positive trend.
- Operator Unanticipated Absenteeism was up +4.83 compared to the same time last year, but continues down -4.07 on the 12-month rolling average comparison.
- Operator Average count was 198 in October, seven operators above the same time last year and eleven operators on the 12-month rolling average comparison.
- Ordinance 36 Violations per 100,000 revenue hours were up by 2.83 count compared to the same time last year, but down by 1.62 count on the 12-month rolling average comparison.
- Total assaults in October were 27, +16 when compared to the same time last year and +6.3 on the 12-month rolling average comparison.
- Accidents/100,000 miles were +1 compared to the same time last year and +.03 on the 12-month rolling average comparison.



Lane Transit District Agenda Item Summary (AIS)

Highlights Quarterly Strategic Review – FY2026 Q1 Jul 1 – Sep 30 2025

- On Time performance remained above target at 91.3% for FY26Q1, and flat compared to the same time last year.
- LTD delivered 123,621 Student Trips FY26Q1, a 14% increase compared to the same time last year.
- Annual Customer Satisfaction Scores were recorded and show improvement across all categories, with a notable jump in Net Promoter Score from 32 to 43. Detailed insights below.

Customer Satisfaction Performance Insights

Metric	Q1 FY2022	Q1 FY2023	Q1 FY2024	Q1 FY2025	Q1 FY2026
LTD Net Promoter Score	-6	21	25	32	43
LTD Agency Courtesy	77.8%	84.0%	85.8%	85.8%	86.4%
LTD Overall Satisfaction	75.0%	79.2%	80.0%	81.8%	82.0%
LTD Perceived On-Time	73.0%	74.4%	74.2%	73.0%	73.4%
LTD Perceived Safety on the Bus	74.6%	76.4%	75.4%	77.0%	78.4%
LTD Perceived Safety Waiting for Bus	72.0%	72.0%	70.4%	72.0%	74.2%
LTD Information*	71.2%	71.0%	70.4%	70.8%	70.0%

* 'LTD Information' was added as strategic KPI for 2026-2028 tied to strategic actions focused on improving customer access to and quality of available system information.

Current State

Customer experience metrics have steadily improved over the past five years. Courtesy scores rose from 77.8% in FY2022 to 86.4% in FY2026, and overall satisfaction climbed from 75% to 82%. However, perceived on-time performance has remained relatively flat, hovering around 73%, signaling a persistent challenge.

Aspirational Vision

- Seamless Rider Experience - Achieving parity between on-time performance and satisfaction creates a reliable and valued rider experience.



Lane Transit District

Agenda Item Summary (AIS)

- Community Trust and Reputation - Consistent punctuality and courteous service elevate LTD's reputation and build community trust.
- Technology and Operational Excellence - Leveraging real-time updates and optimized schedules transforms reliability into a competitive advantage.

The Gaps

- Customer Satisfaction vs On-Time Performance - Satisfaction and courtesy rates are high, but on-time performance perception is nearly 10% lower, showing a clear reliability gap.
- Impact on Customer Confidence - Improving punctuality is essential to boost rider confidence and enhance overall customer experience reliability.
- Need for Targeted Interventions - Addressing scheduling and real-time communication issues is critical to closing the on-time performance gap.

Strategic Call to Action 2026-2028 Strategic Business Plan

- Enhance Operational Reliability – Commit to real-time information improvements through digital tools and on-board technology like head-signs and announcements.
- Invest in Predictive Analytics – Upgrade Business Intelligence interface and AI tools for predictive analytics
- Engage Riders with Feedback - Create feedback loops with riders to align improvements with customer expectations and build loyalty.
- Strengthen Perceptions – Targeted marketing to align reality with perceptions.

LTD is committed to delivering exceptional customer service that boosts customer advocacy, and creates strong value to riders and the broader community through our services.

Attachments:

- (1) LTD Performance Report



Board Performance Report

October 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	247,299	267,458	-7.5%	210,591	228,740	-7.9%
Fixed Route Service	351,609	341,126	3.1%	296,583	291,913	1.6%
Total	598,908	608,584	-1.6%	507,175	520,652	-2.6%

Revenue Hours

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	5,478	5,489	-0.2%	5,271	4,874	8.1%
Fixed Route Service	16,558	15,498	6.8%	15,044	14,031	7.2%
Total	22,037	20,988	5.0%	20,315	18,905	7.5%

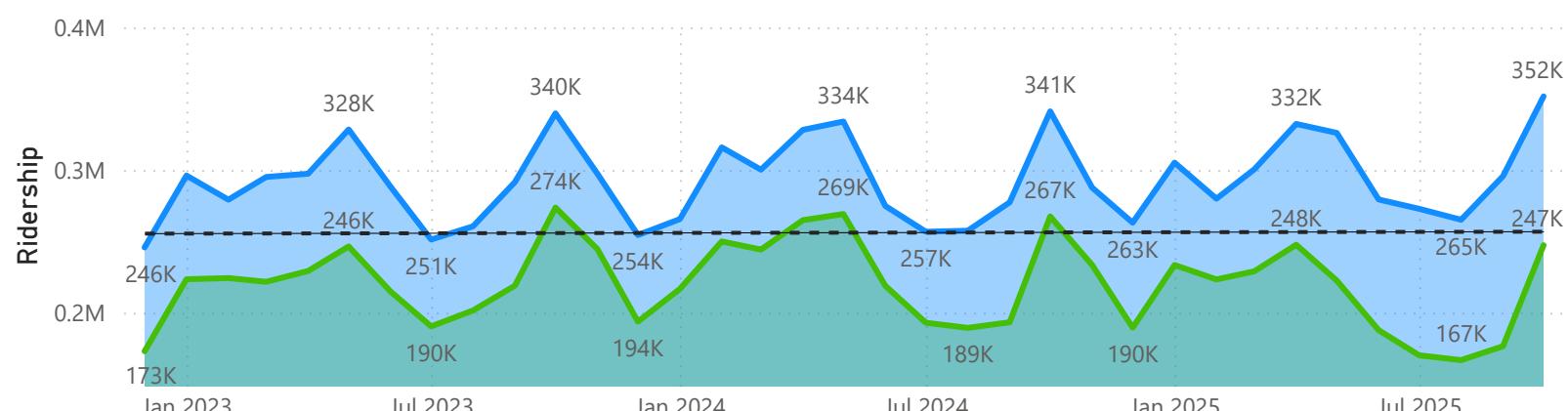
Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
EmX Service	45.14	48.72	-7.3%	39.95	46.93	-14.9%
Fixed Route Service	21.23	22.01	-3.5%	19.71	20.81	-5.2%
Total	27.18	29.00	-6.3%	24.97	27.54	-9.4%

Ridership Last 36 Months

Dec 2022 - Oct 2025

Type — EmX Service — Fixed Route Service





Board Performance Report

October 2025

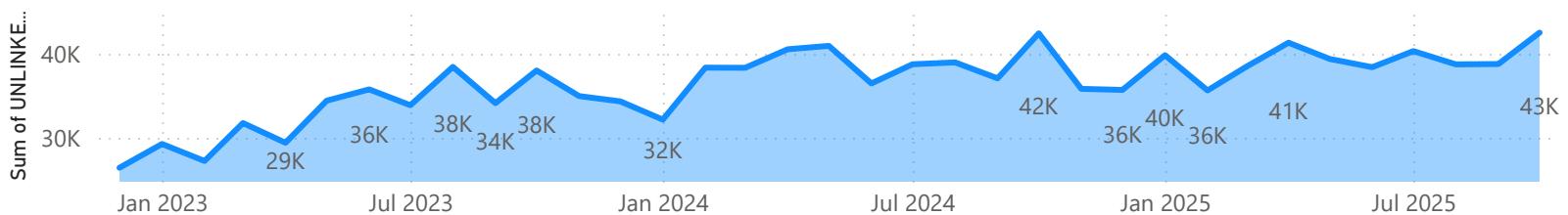
Mobility Services

Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	25,249	25,190	0.2%	23,031	23,131	-0.4%
RideSource	13,310	12,437	7.0%	11,855	10,813	9.6%
Vanpool	1,211	974	24.3%	955	978	-2.3%
Cottage Grove Connector	1,056	1,396	-24.4%	1,155	1,183	-2.4%
Rhody Express	873	1,248	-30.0%	902	736	22.6%
Diamond Express	693	904	-23.3%	672	664	1.2%
Florence ADA	123	107	15.0%	113	85	33.1%
Total	42,515	42,256	0.6%	38,682	37,588	2.9%

Mobility Services Ridership Last 36 Months

Dec 2022 - Oct 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	\$0.39	\$0.39	(\$0.00)	\$0.39	\$0.41	(\$0.02)
REPAIR	\$2.50	\$2.49	\$0.01	\$2.55	\$2.73	(\$0.17)
Total	\$2.89	\$2.88	\$0.00	\$2.95	\$3.14	(\$0.19)

Maintenance Cost Last 36 Months

Dec 2022 - Oct 2025





Board Performance Report

October 2025

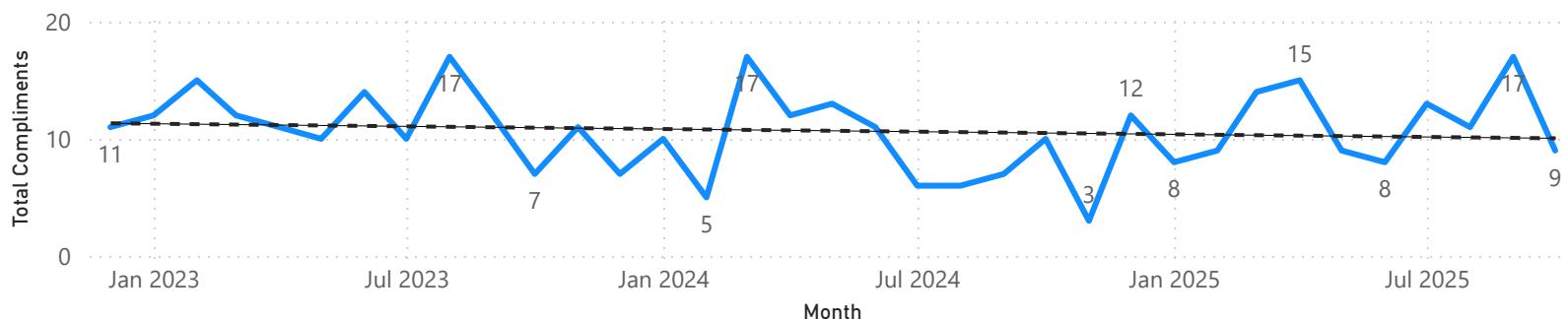
Customer Service

Compliments per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Compliment	1.50	1.64	-0.14	2.79	2.82	-0.02
Total	1.50	1.64	-0.14	2.79	2.82	-0.02

Compliments Trend Last 36 Months

Dec 2022 - Oct 2025

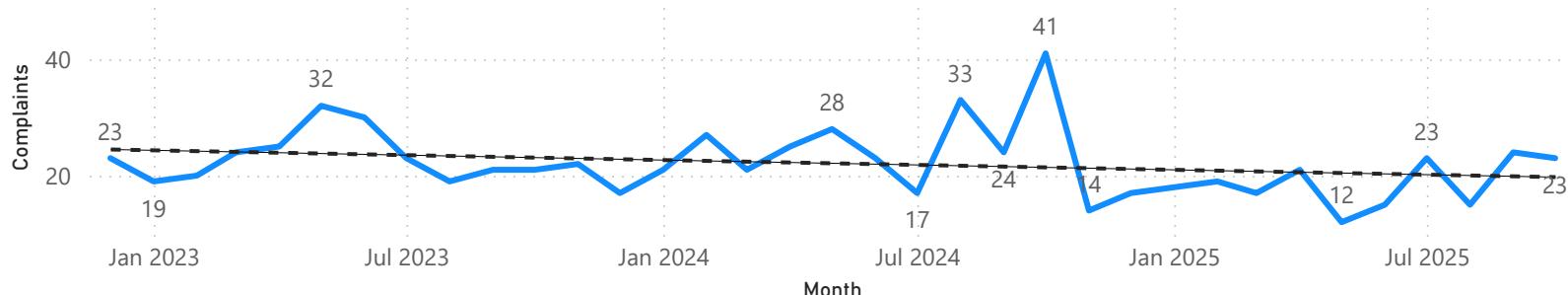


Substantiated Complaints per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Customer Relations	1.50	2.30	-0.80	2.55	3.86	-1.32
Miscellaneous	0.17	0.49	-0.33	0.30	0.44	-0.15
Reliability	1.17	2.79	-1.62	2.82	2.58	0.24
Safety	1.00	1.15	-0.15	0.96	1.81	-0.84
Total	3.84	6.74	-2.90	6.62	8.69	-2.07

Substantiated Complaints Trend Last 36 Months

Dec 2022 - Oct 2025





Board Performance Report

October 2025

Operations

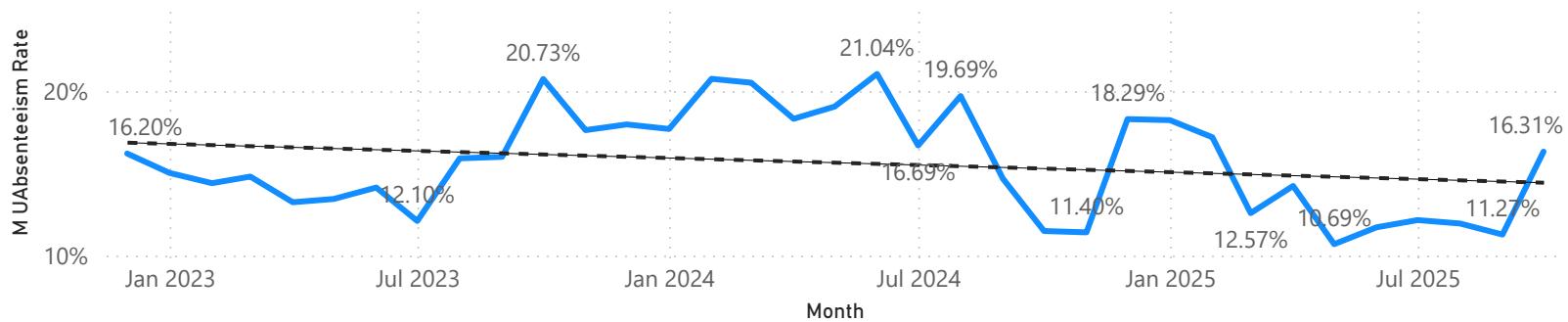
Operator Unanticipated Absenteeism Rate

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	2.87%	1.50%	1.37%	1.91%	2.66%	-0.76%
Other	1.06%	1.08%	-0.02%	0.94%	2.53%	-1.59%
Protected	5.31%	4.11%	1.20%	5.04%	6.04%	-1.00%
Sick	7.07%	4.79%	2.28%	5.92%	6.63%	-0.71%
Total	16.31%	11.49%	4.83%	13.80%	17.87%	-4.07%

Operator Unanticipated Absenteeism Rate Trend Last 36 Months

Dec 2022 - Oct 2025



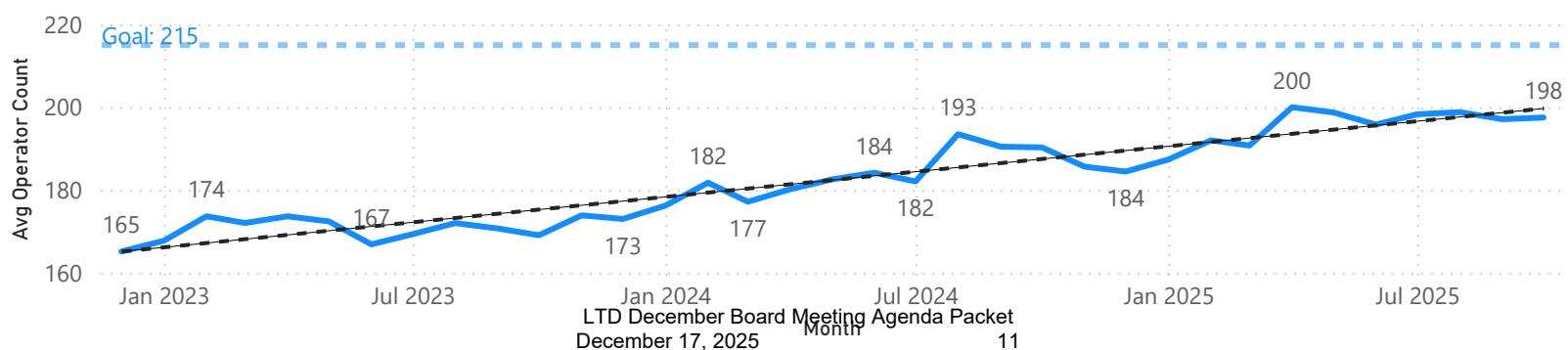
Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
92.1%	198	191	7	194	183	11

Operator Count Trend Last 36 Months

Dec 2022 - Oct 2025





Board Performance Report

October 2025

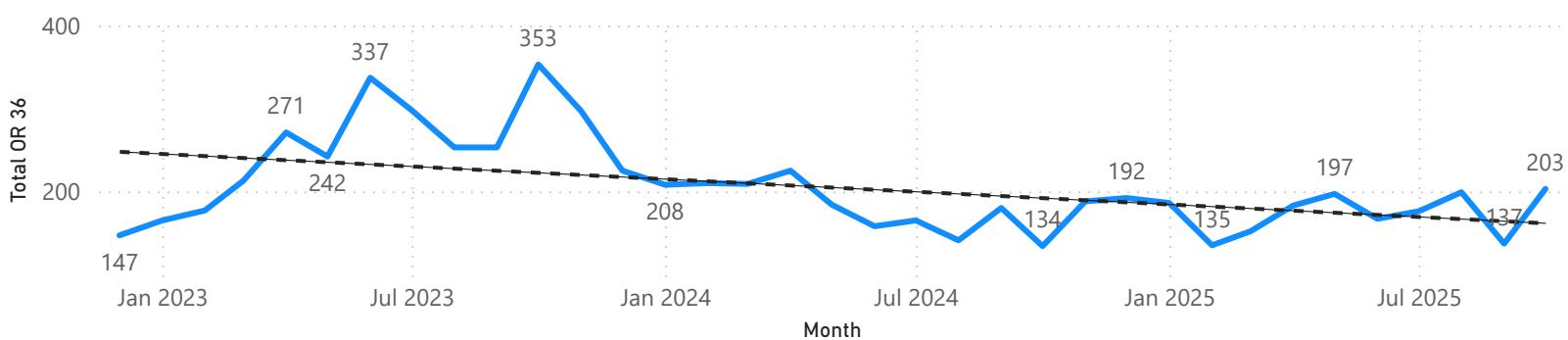
Public Safety

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	9.21	6.38	2.83	8.68	10.30	-1.62

Ordinance 36 Trend Last 36 Months

Dec 2022 - Oct 2025

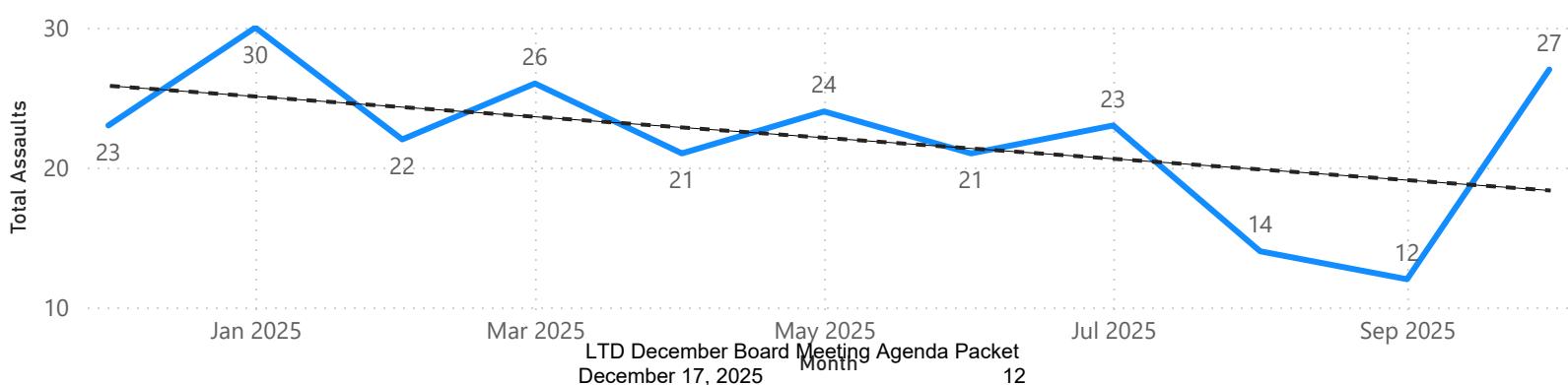


Assaults

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Physical	16	8	8	14.6	11.4	3.2
Operator Non-Physical	7		7	4.4	2.6	1.8
Other Transit Worker Non-Physical	2	6	-4	7.2	7.3	-0.1
Public Non-Physical	7	2	5	3.0	1.6	1.4
Physical	11	3	8	7.3	4.3	3.1
Operator Physical				0.3	0.5	-0.3
Other Transit Worker	5	2	3	2.8	1.8	0.9
Public Physical	6	1	5	4.3	1.9	2.4
Total	27	11	16	21.9	15.7	6.3

Assaults Trend Last 36 Months

Dec 2024 - Oct 2025





Board Performance Report

October 2025

Accidents

Accidents

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable	4	4	0	4.3	4.7	-0.42
Preventable	6	3	3	5.1	3.3	1.75
Total	10	7	3	9.3	8.0	1.33

Total Revenue Miles

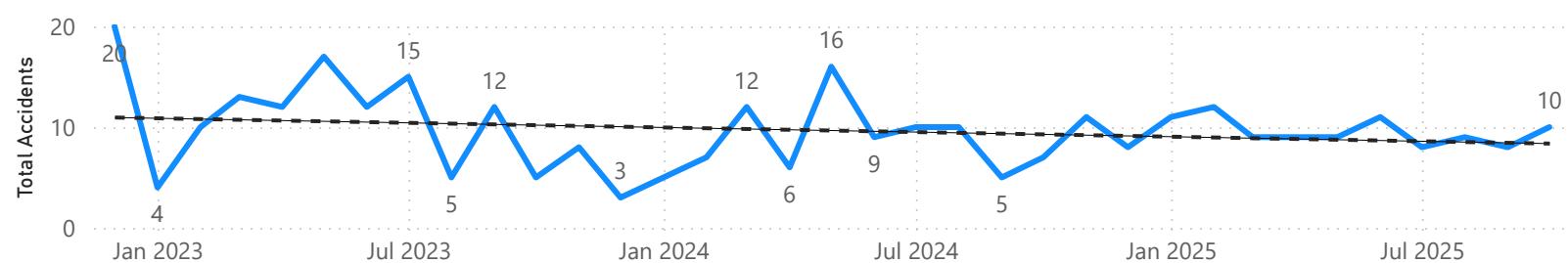
Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	62,092	62,027	0.11%	720,426	661,160	8.96%
Fixed Route Service	201,207	188,567	6.70%	2,179,823	2,078,006	4.90%
Total	263,300	250,594	5.07%	2,900,249	2,739,167	5.88%

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	1.52	1.60	-0.08	0.15	0.17	-0.02
Preventable	2.28	1.20	1.08	0.18	0.12	0.05
Total	3.80	2.79	1.00	0.32	0.29	0.03

Accident Trend Last 36 Months

Dec 2022 - Oct 2025



LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
November 2025

Contracts									
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	CONTRACT INCREASE/TASK ORDER AMOUNT	NEW CONTRACT VALUE	SIGNER	NOTES
11/3/2025	Taryn M Consulting, LLC	HR Consulting Services	Personal Services	Nov 3, 2025 - Oct 31, 2030	\$22,500.00	N/A	N/A	W. Frisbie	New Agreement
11/4/2025	C & K Petroleum Equipment Co.	Fleet Equipment Service Repair and Replacement	Personal Services	Nov 1, 2025 - Oct 31, 2030	\$138,140.79	N/A	N/A	J. McCormack	New Agreement
11/13/2025	Omnid & Swinney Fire Protection and Security, Inc.	On-Call Fire and Backflow Compliance Services	Personal Services	Nov 8, 2023 - Dec 31, 2026	\$118,817.00	N/A	N/A	J. McCormack	Amendment to extend the term of the agreement and update Key Personnel.
11/13/2025	EAN Holdings, LLC	Vanpool Services	Personal Services	Oct 1, 2023 - Nov 26, 2026	\$144,000.00	N/A	N/A	E. Breitenstein	Amendment to extend the term of the agreement.
11/14/2025	Chambers Construction	Sam Reynolds WB EmX Station Repair	Task Order	Nov 13, 2025 - Feb 15, 2026	\$8,500,000.00	\$32,240.00	N/A	J. McCormack	Task Order to repair station damage from car accident.
11/17/2025	Advanced Security, Inc.	Routine and On-Call Security Services	Personal Services	Dec 1, 2025 - Nov 30, 2028	\$60,000.00	N/A	N/A	J. McCallum	New Agreement
11/24/2025	Turrell Group	Connect What's Possible Radio Spots	Task Order	Nov 17, 2025 - Dec 31, 2025	Task Order Amount	\$910.00	N/A	E. Breitenstein	Task Order to produce radio spots for "Connect What's Possible" campaign.
11/24/2025	Personnel Data Systems, Inc.	Specialized Consulting Services	Amendment	Jan 1, 2024 - Dec 31, 2026	\$10,500.00	\$9,510.00	\$20,010.00	W. Frisbie	Amendment to extend the term of the agreement for another year, increase the NTE amount and update Key Personnel.
11/26/2025	Camp Creek Electric	Relocate Existing Emergency Fuel Shut Off Switch	Task Order	Dec 1, 2025 - Mar 1, 2026	\$249,999.00	\$1,470.00	N/A	J. McCormack	Task Order to relocate existing emergency fuel shut off switch.



Lane Transit District
Monthly Department Reports
Reporting Period: October 1-31, 2025

Administration

Wendi Frisbie, Chief Administrative Officer

COMPLIANCE

Lane Transit District (LTD) continues work on two major compliance requirements: the revised Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) Program and the 2024 Triennial Review. Staff are updating procedures to meet the new DBE rule and coordinating with the Oregon Unified Certification Program (UCP) and Certification Office for Business Inclusion and Diversity (COBID) as all DBE firms go through mandatory recertification. At the same time, most Triennial Review findings have been addressed and LTD is hiring an Equal Employment Opportunity (EEO) consultant to complete the remaining items and finalize the required documentation. These actions are necessary to bring LTD into full compliance with federal regulations.

HUMAN RESOURCES

Recruitment and Retention Report - July 1, 2025 – October 31, 2025

New Employees: 5

Rehired Employees: 5

Department Transfers: 6

Promotions: 8

Open Positions - October 2025: 9

Hired (including transfers and promotions): 7

Xenium HR Report

Taryn M Consulting will be partnering with XeniumHR and LTD to provide a Human Resources (HR) metrics framework to provide visibility into workforce trends, supports strategic decision-making, and aligns HR outcomes with LTD's goals and values. The Board will be receiving a presentation with more information during their December 2025 Board of Directors Meeting.

MARKETING

Project Highlights:

Connect to What's Possible Brand Campaign

In October, LTD launched a new brand campaign — Connect to What's Possible. It focuses on what it means to get from point A to point B. Our community takes millions of trips on LTD buses, RideSource, and other shared mobility options every year. Those trips enable access to education, jobs, healthcare, and housing. The campaign was introduced at the State of the District in October and advertising was launched on local TV, streaming TV platforms, digital billboards, and online display ads in October and November. The objective is to increase community awareness and understanding of the positive impact that results from increased access to mobility options. Advertising metrics will be added to January's Board report (indicating November data).



Lane Transit District

Monthly Department Reports

Reporting Period: October 1-31, 2025

Outreach & Events:

Groovy Graveyard Express at Halloween Downtown

LTD hosted a seasonal event at Eugene Station in conjunction with Halloween Downtown, the City of Eugene's largest community downtown event. Inspired by city-wide brand activations for the "Grateful Ducks" themed University of Oregon (UO) football game, LTD's event was inspired by the Grateful Dead. Staff created themed materials and we offered candy, spooky dog treats, a themed art activity with Adventure! Children's Museum, and photo opportunities to the general public. Over one-thousand community members joined us, representing a significant traffic increase over last year's event. Event objectives included promotion of the student transit pass and Downtown Loop, and overall community engagement.

UO Outreach

LTD participated in the UO's Transportation Day, Street Faire, and the Daily Emerald's Duck Fest with UO Transportation Services, promoting the free student bus pass and engaging with nearly 400 students in total.

This fiscal year to date, 5,483 bus passes have been activated for UO students. In comparison, 7,026 UO passes were activated for the entirety of FY 2024-25 and 5,925 in FY 2023-24.

Summary

Throughout October, LTD directly engaged with 1,755 community members through campus outreach, station outreach, service presentations, and events.

Marketing Metrics • October 2025

Digital

Metric	Current Month	Prior Month	Increase/Decrease	% Change Monthly
Social Media Followers*	14,188	14,083	+105	+0.75%
Social Media Post Views*	122,137	50,860	+71,277	+140.14%
Website Page Views**	131,000	260,000	-129,000	-49.62%
Website Unique Visitors**	23,000	27,000	-4,000	-14.81%
Text/Email Subscribers	5,139	5,104	+35	+0.69%

Advertising

Metric	Current Month	Notes/Benchmarks
Paid Social Media Impressions	5,197	
Paid Social Media Cost Per Thousand Impressions (CPM)	\$3.85	Cost per thousand impressions (CPM) is an indicator of advertising cost-effectiveness. Instagram CPM benchmark range is between \$2.50 and \$8.50.



Lane Transit District

Monthly Department Reports

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Outreach & Events

Metric	Current Month
Events Attended	8
Total Interactions	1,755

*Represents consolidated data from the social media accounts where LTD is active: Facebook, Instagram, LinkedIn, X

**Website data in October is volatile due to the new website launch that occurred on October 1. The extreme variability seen here is likely due to changes in site architecture with 300 pages being consolidated to 100, which will naturally result in fewer page clicks, or differences in site tracking due to the change in hosting platforms.

Development Services

Joe McCormack, Chief Development Officer

FACILITIES MANAGEMENT & PROJECTS

Service level agreement renewal discussions for ABB electric bus chargers are underway, with new service options under review. Snow and ice readiness is nearly complete, including deployment of new melt mats to protect recently poured concrete and refresher training for Facilities, Fleet, and field staff.

Facilities submitted its portion of the SDAO insurance renewal and is actively reviewing applicants for the open Facilities Generalist position.

Contracted service updates – ongoing enhanced cleaning at Glenwood OCC; completion of semi-annual HVAC servicing with no major issues; activation of two on-call snow/ice removal contracts; execution of a new five-year fleet equipment service contract with C&K Petroleum; and preparation of updated landscaping scope ahead of a 2026 RFP.

Maintenance crew – supported the transition into the renovated Admin Building, continued close-out of minor OCC project items, completed owner training for new building systems, advanced bus stop consistency improvements, and finalized winter equipment and supply preparation.

Fixed Route Infrastructure Improvements – This project will first assess all fixed route bus stops for ADA compliance, determine feasibility and necessary actions for stops found non-compliant, estimate construction costs for improvement, and develop an implementation plan. A contract with Kimley Horn was signed in November and the project kick-off meetings occurred in November. Over the winter, Kimley Horn and subconsultants will visit every fixed route bus stop station to gather data of existing conditions for the assessment.

Franklin & Gateway EmX Corridors – Phase 1 of this project was completed in November 2025. Repairs included replacement of failed concrete along the Franklin and Gateway EmX bus only lanes.



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Operation Command Center – The Operation Command Center project has entered its final completion phase with Fortis Construction. During this stage, the remaining scopes of work will be completed, and the contract, including all associated costs, will be fully reconciled. Project closeout activities are underway and include final details such as staff training, warranty documentation, operations and maintenance manuals, and record drawings. The LTD project team will continue working closely with Operations during the transition into the new spaces, supporting the use of upgraded technology and making any necessary adjustments. The project remains on budget and on schedule as it progresses through this final phase.

Glenwood Admin Roof Replacement – This project has also entered the final completion phase, and the project team is working closely with Facilities staff on fall restraint training and warranty items. The project remains on budget and on schedule for the closeout phase.

Boardroom and Conference Rooms Rehabilitation – Demolition is completed, and material procurement and verification are in their final phase. This month's activities include mechanical, electrical, and plumbing rough in, along with drywall patching and finishing. In January, we anticipate installation of cabinetry and ceilings. The project is scheduled for substantial completion in mid-February, with adequate time allocated from late February through early March for commissioning and training on the new technology.

MOBILITY PLANNING

99 Vine – LTD has been coordinating with operators of a new service between McMinnville and Eugene. The new route will serve McMinnville, Amity, Rickreall, Monmouth, Corvallis (Oregon State University), Monroe, Junction City, and Eugene. Eugene stops will include the Eugene Airport, LTD's Eugene Station, UO, and the Amtrak Station. The service will operate four round trips per day, Monday through Friday, with operations through June 30, 2026. This is a service of Yamhill County Transit, Benton County Transit, and Pacific Crest Bus Lines, funded through STIF Discretionary and 5311(f) funding.

Fare Strategy Roadmap – LTD is continuing to develop the analysis and recommendations of the evolution of our fare system. This considers our entire infrastructure, including our electronic fare system, Ticket Vending Machines (TVMs), and on-board fareboxes. The report, including stakeholder engagement and current technology, will provide options to meet our objectives near term and consider investments longer term. Consultants are wrapping up this project and staff will provide an update in January.

MOBILITY MANAGEMENT & CUSTOMER SERVICE

New Website Support – Implementation of new website created opportunities for additional support for customers as they navigated the new website. The new webstore was not implemented until November, requiring some customer patience and accommodation for those purchasing RideSource and Diamond Express tickets, and Umo cards.



Lane Transit District

Monthly Department Reports

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Webstore Implementation – The new webstore is in place and we are processing fare purchases. During this brief webstore interruption, CSC worked with riders to make sure they had full access to these passes using old-fashioned ingenuity.

Fares – Rolling Pass – Beginning February 1, 2026, LTD will launch a rolling 31/92 day pass. This will replace our calendar month and calendar three-month pass, allowing our riders to decide when their pass begins. This is advantageous to people to maximize the value of their pass, and help fit better into their monthly budgets.

Umo Expansion – Effective February 1, 2026, LTD will expand Umo fare system to other services, including Diamond Express, and Rhody Express. LTD is working with LCOG to also include Umo fares on their Link Lane Eugene/Florence, and Link Lane Florence/Yachats services. This will provide access to stored value payment or ticket purchase through Umo on all of these services and pave the way to a more seamless customer experience.

Finance

Pam Strutz, Chief Financial Officer

FINANCE DEPARTMENT

- Total October deposits: \$14,704,975; total disbursements \$13,534,803 (operating account)
 - **FY26 Fares & Group Passes** \$71,000 higher than previous year
 - **Year-to-date Payroll tax receipts** are \$2.1 million higher than previous year
 - Interest earnings rate decreased slightly from 4.60% to 4.57% due to Fed rate change
 - Only two departments are above pro-rated budget in expenses. This is due to annual subscriptions and contracts paid early in the year.
 - July-Oct preliminary net results is \$838,781 surplus.
- Continued work on ERP modules:
 - **Projects and Grants** – work continues reconciling our manual grant tracker with the projects
 - **Year-end close** – completed the year-end close process in ERP, the first step in preparing for next year's budget work
- Audit – Finance continues to prepare and submit audit workpapers and sample data. The CAFR (Comprehensive Annual Financial Report) is due to the Oregon Secretary of State by December 31, 2025.
- Staffing – Accounting Analyst I (focus on Accounts Payable) and the Director of Finance position are open. Positions will be posted soon.
- NTD – National Transit Database forms have been completed. Currently waiting to hear back from our NTD regional analyst before we update any data. (There are always follow-up questions and additional analysis required. This large project involves several departments and determines our allocation of federal funds.



Lane Transit District

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Reporting Period: October 1-31, 2025

GRANTS

- Several other grant applications are in process, as well as two drawdown requests.
- Grants Administrator submitted a letter of interest to Oregon Department of Transportation (ODOT) for a Veterans grant, focused on rural transportation needs. The full application is due in early 2026 and if awarded, would begin in July 2026.
- The federal shutdown is over and drawdowns, grant amendments, and new applications are being processed by our Federal Transit Authority (FTA) regional office.
- We continue to work closely with the FTA to draft an agreement to transfer several battery electric buses to Los Angeles Metro. This will assist them in meeting their electric bus quota and provide additional transportation for the 2028 Summer Olympics. This move allows LTD to “right size” our bus fleet with vehicles better suited to our local needs.

BUDGET

The first of two Budget Committee meetings was on November 12 and included presentations on the preliminary Long-Range Financial Plan and the preliminary Community Investment Plan. The next budget meeting will be the public Budget Meeting on March 31, 2026 to review the draft FY27 budget.

MATERIALS MANAGEMENT

October 2025 inventory percentage was completed with 99.74% count accuracy and adjustment value of \$65.37. October 2025 total inventory value is \$1,846,683.28.

The warranty reorganization effort is 99% complete. We are in the final stages of transitioning all New Flyer claims to internal management and are concurrently developing standardized processes for Gillig bus warranties.

Enterprise Asset Management (EAM) Fleet 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 Proposal (RFP) 20250107 for Rural Services Pilot and Cottage Grove Connector closed on October 1, 2025. This contract is expected to go the Board for approval in December 2025.

Information Technology and Business Intelligence

Aimee Reichert, Chief Performance Officer

INFORMATION TECHNOLOGY & INTELLIGENT TRANSPORTATION SYSTEMS



Lane Transit District

Monthly Department Reports

Reporting Period: October 1-31, 2025

In October, IT/ITS received 302 helpdesk tickets. Network and Systems teams played a major role in supporting the activation of the Operations Command Center. Staff worked around the clock to bring the space online including enabling radios, monitors, internet, M365 Teams, and other critical technologies. In partnership with Marketing & Communications, a new content management solution allows Marketing to push out digital content to monitors throughout the facility, allowing for improved real-time communication to Operators about LTD events, policy, and general updates.

BUSINESS INTELLIGENCE

In October, LTD's BI team recorded activity across 100 reports by 55 distinct users. The most active reports were:

- /Transit Operations/Supervisor/Ops Absences
- /Transit Operations/Supervisor/Ops - CITS
- /Fleet Maintenance/Daily Mileage TM
- /Fleet Maintenance/Packing List Reconciliation by EPO
- /Fleet Maintenance/Next PM Inspections Due Per Bus

BI also facilitated submission of the annual National Transit Database Reporting to the FTA, as noted in the Finance update. This reporting requires cross-functional coordination across Finance, Fleet, Mobility Services, Planning, HR, Payroll, and Finance.

Operations

Mike Hursh, Chief Operating Officer

FLEET MAINTENANCE

- Three new mechanics began training in mid-May, bringing the total mechanic count to 19, including trainees.
- The mechanics-in-training are rotating across shifts and learning from instructors to gain exposure to all areas of Fleet operations.

Electrical / Electronic Training

- Continued focus on Zero Emission Bus training with foundational and hands-on sessions led by an industry expert.
- LTD-hosted classes were held in April and October 2025, with more sessions planned soon to expand workforce readiness for evolving technologies.

Mobile Video System Project

- Key project milestones include:
 - Design and technology meetings held in August.
 - Onsite mockup visit on September 16, where final camera and monitor locations were selected for all vehicles in scope.
 - The project remains on track as LTD transitions to the next phase of system implementation.



Lane Transit District

Monthly Department Reports

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TRAINING

- The Training team successfully moved into the new offices and fully equipped the new Training Hub, which is now ready for all program needs with upgraded amenities and technology.
- In October, we reintroduced reunion classes for one, two, and three-year bus operators. The feedback has been extremely positive — these sessions help reinforce skills and strengthen career development for newer employees.
- In-Service Training began on November 20, focusing on the LTD brand, human trafficking prevention, de-escalation/operator assault awareness, and policy reminders. These will be the first classes held in the new Training Hub.
- Snow & Ice / Bad Weather driving classes are scheduled for the week of December 1, with several participants expected.

MOBILITY SERVICES

- On November 6, LTD's Mobility Services participated in the Access & Equity Roundtable hosted by Willamette Valley Cancer Institute, highlighting RideSource's programs and staff excellence.
- LTD secured a \$60,000 STIF Discretionary Grant for bus shelter replacements in Florence. Four shelters have been replaced, with a fifth on the way — the new, solar-lit aluminum shelters were featured in the City of Florence's November newsletter.





Lane Transit District

Monthly Department Reports

Reporting Period: October 1-31, 2025

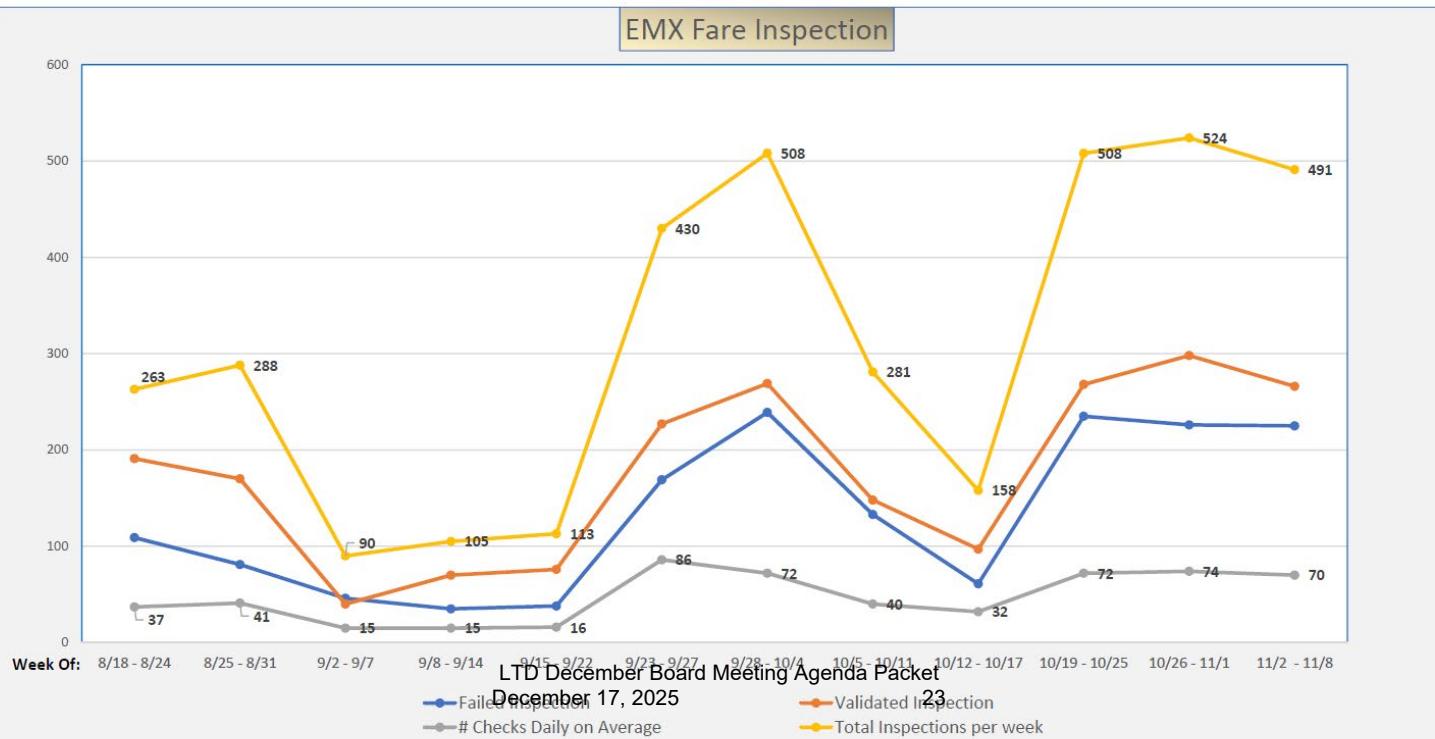


- On November 5, Mobility Services joined an international accessibility roundtable with leaders from Eugene, Zimbabwe, Benin, and global disability rights organizations to share best practices in accessible transportation.
- The team is also coordinating with PacificSource, Trillium, and OHA to ensure a smooth Medicaid transition in 2026, supporting roughly 93,000 affected Lane County members.

Current Fare Inspection Report



EMX Fare Inspection





Lane Transit District Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer, Taryn Kline, Taryn Consulting, and Angela Perkins, XeniumHR **AIS Title:** Human Resources Metrics Framework

Prepared By: Wendi Frisbie, Chief Executive Officer

Action: Discussion and Feedback

Agenda Item Summary: In conjunction with Xenium HR, contractor Taryn M Consulting will design and implement a comprehensive metrics framework that enhances visibility into workforce trends, supports strategic decision-making, and aligns HR outcomes with LTD's organizational goals and values.

Objectives:

1. Enhance visibility into key workforce trends such as turnover, absenteeism, and engagement.
2. Support data-driven decision-making through actionable HR analytics.
3. Align HR outcomes with LTD's mission, values, and operational objectives.
4. Enable proactive interventions in critical areas such as retention, employee relations, and staffing.

Recommended Metrics:

Taryn M Consulting will refine and track metrics within the following categories:

1. **Workforce Composition & Staffing:** Headcount by department and status, vacancy rate, internal promotions, and diversity representation.
2. **Retention & Turnover:** Overall and voluntary turnover, new hire retention, and exit interview trends.
3. **Attendance & Leave Management:** Absence rates, FMLA usage, and average days lost per employee.
4. **Employee Engagement & Development:** Training participation, engagement survey results, and recognition program data.
5. **Compliance & Risk:** Completion of mandatory trainings, employee relations case volume, and workplace injury frequency.
6. **Compensation & Benefits:** Pay equity analysis, benefits participation, and overtime trends.

Deliverables:

Taryn M Consulting will partner with LTD and Xenium HR to:

- Develop a baseline HR dashboard summarizing key metrics.
- Establish standardized data collection templates and definitions.
- Provide analysis and recommendations highlighting trends, risks, and opportunities.



Lane Transit District Agenda Item Summary (AIS)

- Present findings to leadership quarterly (or as requested) with actionable insights.

Implementation Plan:

- **Phase 1: Discovery (Month 1)**
Review existing systems, identify data gaps, and define key performance indicators (KPIs). Build HR dashboard and reporting templates.
- **Phase 2: Launch (Months 2–3)**
Present baseline report to HR and leadership with interpretation and recommendations.
- **Phase 3: Ongoing Support (Quarterly)**
Provide updates and trend analyses, adjust metrics as LTD's strategic needs evolve, and transition reporting to HR with continued oversight for one year.

Implementing an HR metrics framework will provide LTD with enhanced visibility into workforce dynamics, improved compliance monitoring, and a stronger foundation for proactive and strategic HR decision-making. Taryn M Consulting's partnership with LTD and Xenium HR will ensure HR data is accurate, meaningful, and aligned with LTD's organizational priorities.

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



Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: Strategic Planning Committee FY26 Bi-Annual Board Report

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

Action: Discussion and Feedback

Agenda Item Summary:

The purpose of this item is to provide an update to LTD's Board of Directors on Strategic Planning Committee (SPC) activities in the first half of fiscal year 2026.

Background

The SPC was established in 2016 through a re-chartering of the original EmX Steering Committee. In 2022, the SPC's purpose was expanded to encompass the work of the former Accessible Transportation Committee. As such, the purpose of the SPC is to provide the Board with independent advice and recommendations on strategic planning issues in addition to deliberately considering service and project impacts to individuals with disabilities and older adults.

SPC agenda items are developed in coordination between LTD staff and the SPC Chair and Vice Chair. Key agenda items are aligned with an annual fiscal year SPC Work Plan approved by the Board. The Work Plan serves as a roadmap for SPC activities in support of their charge to advise the Board. The Work Plan provides an advanced look at future meeting agenda items related to LTD's major planning projects, initiatives, and programs. The Work Plan is a living document and is subject to change depending on factors such as project timing and progress and the need for Board recommendations on specific initiatives.

FY26 Mid-Year Board Report

The SPC has held two meetings during the first half of FY2026. Meetings and meeting agenda items are described below.

September 9th, 2025

*Appointment of new members: four new members were appointed by the Board to the SPC
Understanding Serial Communications Under Oregon's Public Meeting Law: LTD staff provided a presentation detailing rules and regulations around Serial Communications.*

Lane Coordinated Public Transit Human Services Transportation Plan: LTD staff provided a presentation on the current plan update project.



Lane Transit District

Agenda Item Summary (AIS)

November 18th, 2025

LTD Service Policy Update: LTD staff and the project consultant team provided a presentation to the SPC regarding the current policy update project.

Fare System Roadmap: LTD staff provided a presentation to the SPC regarding the development of a Fare System Roadmap to guide future investments in fare collection and validation equipment and systems

Equitable Engagement Policy Briefing: LTD staff presented on the development of a policy that would allow for the use of stipends to community members sitting on LTD's ad-hoc, project based committees.

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



Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: Monthly Financial Report

Prepared By: Pamela Strutz, Chief Financial Officer

Action: Information Only

Agenda Item Summary:

The purpose of this report is to provide the Board of Directors with the District's regular monthly financial update, summarizing budget-to-actual performance for revenues and expenditures across all funds. This report represents preliminary year-to-date results through October 2025.

Summary of Key Highlights

- Revenue: \$37.5M (24.5% of annual budget) — up from \$26.0M (17.4%) same time last year.
- Expenditures: \$35.3M (23.1% of budget) — up from \$32.1M (21.4%) FY25.
- Net Position: Preliminary surplus \$2.2M, due to strong payroll tax receipts and timing of grant drawdowns.

General Fund Snapshot

- Revenue: \$24.1M (30.0% of budget), driven by strong payroll tax receipts (\$18.4M, 31.3%) and timing of Federal drawdowns (\$2.2M, 46.3%).
- Expenditures: \$22.8M (27.0% of budget), reflecting increased staffing costs, front-loaded IT and training costs.

Non-General Funds

- Revenue: \$13.4M (18.5% of budget), boosted by capital projects drawdowns.
- Expenditures: \$12.5M (18.2% of budget), led by capital project activity.

Outlook

- Trends align with budget expectations and seasonal timing.
- Slight growth in fares, strong growth in payroll tax revenue.
- Focused work by grants staff to reconcile and drawdown on eligible expenses.
- Staff monitoring variances in personnel costs, IT, training, and capital project spend.

Attachments:

- (1) LTD Financial Report

Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the 4 Months Ending October 31, 2025
(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	\$ 849,943	34.5%	\$ 2,839,500	\$ 768,163	27.1%
Group Passes	1,959,760	222,585	11.4%	\$ 2,137,000	\$ 245,167	11.5%
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	18,402,457	31.3%	53,873,247	16,140,695	30.0%
Self-Employment Tax	2,400,000	370,050	15.4%	2,685,256	464,578	17.3%
State In-Lieu-of Tax	735,000	152,530	20.8%	841,922	204,666	24.3%
Interest Income	2,235,000	874,359	39.1%	1,200,000	834,125	69.5%
Federal Assistance	4,700,000	2,177,653	46.3%	9,650,000	-	0.0%
State Assistance	5,350,000	852,152	15.9%	3,350,000	325,115	9.7%
Local Assistance	-	-	0.0%	-	-	0.0%
Misc Revenue, Records, Recovery	391,200	67,925	17.4%	320,000	188,176	58.8%
Procedes from Sale of Asset	1,000,000	-	-			
Total General Fund Revenue	\$ 80,195,727	\$ 24,092,955	30.0%	\$ 77,074,325	\$ 19,282,569	25.0%
Revenue: Non-General Funds						
Capital Projects Fund	\$ 25,468,336	\$ 5,892,585	23.1%	\$ 29,964,985	\$ 21,380	0.1%
Medicaid Fund	\$ 19,082,519	5,480,215	28.7%	17,651,250	4,688,798	26.6%
Mobility Services Fund	15,818,716	1,694,882	10.7%	14,383,989	1,799,091	12.5%
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	376,040	34.2%	200,000	200,270	100.1%
Transfer from General Fund	6,805,750	-	0.0%	8,018,285	-	0.0%
Total Non-General Funds Revenue	\$ 72,783,105	\$ 13,443,722	18.5%	\$ 72,704,066	\$ 6,709,539	9.2%
Total All Revenue	\$ 152,978,832	\$ 37,536,677	24.5%	\$ 149,778,391	\$ 25,992,107	17.4%

Expenditures: General Fund	FY26 Budget	Actual to date	% Budget	FY25 Budget	Actual to date	% Budget
Business Intelligence	\$ 695,318	\$ 265,478	38.2%	\$ 390,942	\$ 173,261	44.3%
Compliance	844,112	240,719	28.5%	499,533	144,628	29.0%
Customer Services	1,213,192	347,032	28.6%	989,734	295,146	29.8%
Executive Office	3,038,988	993,734	32.7%	2,643,621	883,632	33.4%
Facilities Management	3,754,918	978,195	26.1%	3,378,166	948,120	28.1%
Finance	1,889,065	585,185	31.0%	1,674,277	550,113	32.9%
Fleet Management	7,169,937	2,257,772	31.5%	6,532,179	2,043,716	31.3%
Human Resources	5,947,557	1,656,336	27.8%	5,015,806	1,754,854	35.0%
Information Technology	4,973,918	1,954,114	39.3%	4,418,157	1,802,442	40.8%
Insurance & Risk Services	2,896,671	865,414	29.9%	2,280,058	817,238	35.8%
Intelligent Transport Systems	882,578	281,256	31.9%	707,308	112,770	15.9%
Marketing	1,932,746	524,141	27.1%	2,181,372	444,387	20.4%
Materials Management	6,394,400	1,299,451	20.3%	6,209,500	1,239,700	20.0%
Mobility Services	411,521	97,680	23.7%	520,756	103,781	19.9%
Planning & Development	1,041,317	290,452	27.9%	874,437	249,882	28.6%
Procurement	1,377,563	436,804	31.7%	1,478,312	447,966	30.3%
Public Safety Services	3,047,701	797,558	26.2%	2,826,624	505,479	17.9%
Special Events/Contingency	98,000	-	0.0%	50,000	-	0.0%
Transit Operations	30,016,065	8,875,030	29.6%	28,310,220	8,022,028	28.3%
Transit Training	60,186	95,805	159.2%	65,620	3,511	5.4%
Transfer To Other Funds	6,805,750	-	0.0%	8,018,285	-	0.0%
Total General Fund Expense	\$ 84,491,503	\$ 22,842,156	27.0%	\$ 79,064,907	\$ 20,542,654	26.0%

Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the 4 Months Ending October 31, 2025
(For Internal Use only - not audited)

Expenditures: Non-General Funds	FY26 Budget	Actual to date	% Budget	FY25 Budget	Actual to date	% Budget
Capital Projects Fund	\$ 31,096,336	\$ 6,138,733	19.7%	\$ 36,640,620	\$ 3,666,541	10.0%
Medicaid Fund	19,410,269	4,008,349	20.7%	17,979,000	5,143,422	28.6%
Mobility Services Fund	16,318,716	2,276,192	13.9%	14,893,989	2,704,012	18.2%
Point2Point	263,265	25,741	9.8%	699,875	13,403	1.9%
Sustainable Services Fund	1,398,743	-	0.0%	500,000	-	0.0%
Total Non-General Funds Expense	\$ 68,487,329	\$ 12,449,014	18.2%	\$ 70,713,484	\$ 11,527,378	16.3%
Total All Expense	\$ 152,978,832	\$ 35,291,171	23.1%	\$ 149,778,391	\$ 32,070,032	21.4%
Net Surplus (Deficit) (Total Revenue less Total Expense)	\$ -	\$ 2,245,506	0		\$ (6,077,925)	



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Brianna Gutierrez-Thorne, Board Liaison Officer **Title:** Consent Agenda

Action: Approval

Consent Agenda:

- Approval of Monthly Finance Report
- Adoption of Resolution No. 2025-12-17-38, authorizing the Chief Executive Officer (CEO) to enter into a Contract Amendment with Fortis Construction, Inc.
- Adoption of Resolution No. 2025-12-17-39, authorizing the Chief Executive Officer (CEO) to enter into a contract with Beyond Uniforms & Apparel to purchase of uniform and apparel items
- Adoption of Resolution No. 2025-12-17-40; authorizing the Chief Executive Officer to Expend More Than \$249,999.00 with OfficeWorld Through Omnia Cooperative Contracts
- Adoption of Resolution No. 2025-12-17-41; authorizing the Chief Executive Officer to enter into a contract amendment with TransTrack Systems
- Adoption of Resolution No. 2025-12-17-42; approving the Lane Transit District Compensation Policy

PROPOSED MOTION: I move to approve the Consent Agenda as presented.



Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **Contract Title:** Operations Command Center

Prepared By: Todd R. Smith, Project Manager

Contract No.: 2022-25

Grant No: OR-2023-038 & 1738-2024-02

Entering into a Contract: **Contract Amendment:** **Approved by Procurement:**

Action: Adoption of Resolution No. 2025-12-17-38 authorizing the Chief Executive Officer to enter into a Contract Amendment with Fortis Construction, Inc. for the purpose of construction of the Operation Command Center Addition/Renovation and the Glenwood Administration Roof Replacement.

Agenda Item Summary: The OCC and Glenwood Administration Roof Replacement projects have been planned, designed, and constructed as a unified effort due to their interconnected nature within the Administration Building. The OCC project has a total budget of \$12,780,000.00, and the Glenwood Administration Roof Replacement is budgeted at \$1,900,000.00, resulting in a combined total of \$14,680,000.00. For the purposes of this Agenda Item Summary (AIS), the combined effort is referred to as the OCC project. Both projects are on schedule for final completion and within budget, including the requested adoption of this resolution.

LTD requested competitive proposals via Request for Proposal for Construction Manager/General Contractor (CM/GC) Construction services on June 20, 2022. Fortis Construction was awarded Contract No. 2022-25 through competitive solicitation process, evaluation, and Board Approval.

On August 21, 2024, Resolution No. 2024-08-21-025 authorized the Chief Executive Officer to enter into a contract with Fortis Construction for a Guaranteed Maximum Price (GMP) including contract amendment authority for a contract value of \$11,002,211.00.

On June 18, 2025, Resolution No. 2025-06-18-21 authorized the Chief Executive Officer to increase the GMP to a total of \$11,502,112.00, with \$100,000.00 in amendment authority. To date, contract amendments have increased the contract value to \$11,587,818.00, leaving \$14,294.00 in available amendment authority.



Lane Transit District Agenda Item Summary (AIS)

OPERATIONS COMMAND CENTER

Contract No. 2022-25

GMP with Amendment 1-3 Authority			\$11,002,112
Amendment No. 4		\$585,706	
			\$11,587,818
Pending Amendment No.5		\$200,000	
Contract Value Total			\$11,787,818

Amendment Five:

Staff recommends approval of Amendment Five in the amount of \$200,000.00, increasing the GMP for a total final contract value of \$11,787,818.00. This amendment will close out and complete the contract and remaining scopes of work.

The amendment includes:

- Fire protection system enhancements required by the Fire Marshal
- One additional month of temporary trailer rental due to permitting delays
- Uninterrupted Power Supply (UPS) equipment and infrastructure to safely support expanded technology systems
- Additional infrastructure cabling impacted during construction
- Added exterior brick sealant for long-term asset protection
- Safety railing installation at the stormwater planter
- Minor operational modifications and adjustments identified during final commissioning

With Amendment Five, the project remains on budget and on schedule for final completion and close out.

Attachments:

- (1) Resolution No. 2025-12-17-38

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

Proposed Motion: I move to adopt Resolution 2025-12-17-38; authorizing the Chief Executive Officer to enter into a Contract Amendment with Fortis Construction, Inc. for the purpose of construction of the Operation Command Center Addition/Renovation and the Glenwood Administration Roof Replacement.



RESOLUTION NO. 2025-12-17-38

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT AMENDMENT WITH FORTIS CONSTRUCTION, INC. FOR THE PURPOSE OF CONSTRUCTION OF THE OPERATION COMMAND CENTER ADDITION/RENOVATION AND THE GLENWOOD ADMINISTRATION ROOF REPLACEMENT.

WHEREAS, Lane Transit District (LTD) entered into contract with Fortis Construction 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, on October 12, 2023 resulting in Contract #2022-25-OCC Fortis Construction for the Construction of the Operations Command Center (OCC) and Glenwood Roof Replacement.

WHEREAS, Resolution No. 2024-08-21-025 authorized the Chief Executive Officer (CEO) to enter into a contract with Fortis Construction with a Guaranteed Maximum Price (GMP) amount of \$10,749,265.00 and with \$249,999 in amendment authority;

WHEREAS, the contract was executed at an GMP of \$10,548,299 following negotiation;

WHEREAS, Amendment One increased the GMP amount by \$65,477 to a total of \$10,613,776.00;

WHEREAS, Amendment Two increased the GMP amount by \$130,137 to a total of \$10,743,913.00;

WHEREAS, Amendment Three increased the GMP amount by \$258,198 to a total of \$11,002,111.00;

WHEREAS, Amendment Four increased the GMP amount by \$500,000 to a total of \$12,502,112.00, with \$100,000.00 in amendment authority;

WHEREAS, OAR 137-049-0910 (4) provides that LTD may amend a contract without additional competition if the amendment is within the general scope of the original Procurement, the field of competition and contractor selection would not likely have been affected by the modification, and that the amendment is consistent with applicable legal requirements;

WHEREAS, the project requires unforeseen additional construction features for LTD to complete the construction on this project;

WHEREAS, the field of competition and Contractor selection would not likely have been affected by this contract modification;

WHEREAS, the change contemplated by this Amendment falls within the scope of the original Request for Proposals;

WHEREAS, Amendment Five will increase the Contract value by \$200,000.00 to cover the final construction and close-out of the project utilizing the project contingency funds. Additional scopes of work identified for incorporation at this time to ensure safe and continuous operations of technology



with an uninterrupted power supply (UPS) backup system and additional infrastructure to support the building, added fire protection required by Fire Marshal, and an additional month of trailer rental due to permit delay;

WHEREAS, pursuant to LTD Resolution No. 2024-08-21-023 LTD's Board of Directors is the LTD Contract Review Board and delegated to the CEO the authority and responsibility to approve and execute contract amendments and change orders that do not exceed \$250,000.00 or 20% of the initial contract, whichever is less.

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

The Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract amendment with Fortis Construction for the purpose of construction for UPS infrastructure and equipment, reestablish technology connections to existing building, and asset protection measures of the building interior and exterior in an amount not to exceed \$ 200,000.00; (b) increase the contract GMP to \$11,787,818.00 and (c) as needed, execute further amendments to the contract not to exceed a cumulative total of \$40,000.00.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF DECEMBER, 2025.

Susan Cox, Board President



Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **Contract Title:** Beyond Uniforms & Apparel

Prepared By: Jake McCallum, Director of Operations

Contract No.: 20260005

Grant No: N/A

Entering into a Contract: **Contract Amendment:** **Approved by Procurement:**

Action: Adoption of Resolution No. 2025-12-17-39; authorizing the Chief Executive Officer to enter into a contract with Beyond Uniforms & Apparel to purchase uniform and apparel items.

Agenda Item Summary:

LTD is seeking to enter into a three-year cooperative purchasing agreement with Beyond Uniforms & Apparel, utilizing the City of Hillsboro's Contract No. 5626. Beyond Uniforms was awarded Contract No. 5626 through a competitive solicitation (RFP No. 202309-10035) and the contract is available for cooperative use.

The original cooperative contract began in December 2023 with a five-year term, making it active through December 15, 2028. LTD's requested three-year contract aligns with the remaining term of the cooperative agreement and does not extend beyond the contract's allowable end date.

This cooperative procurement will provide a standardized source for uniforms and branded apparel throughout LTD, with primary utilization by the Operations Department. Leveraging the cooperative agreement allows LTD to take advantage of pre-negotiated pricing and terms, eliminating the need for a separate competitive solicitation while ensuring compliance with public procurement regulations.

Contract Term and Budget Impact:

The proposed contract term is three years, contingent upon annual budget approval by the Board. All expenditures under the agreement will be reviewed and authorized each fiscal year based on department needs and available funding.

Benefits:

- Streamlined and compliant purchasing process through cooperative procurement.
- Consistent branding and uniform standards throughout LTD.
- Cost savings through aggregated purchasing and negotiated pricing.
- Reliable vendor partnership for timely delivery and quality assurance.



Lane Transit District Agenda Item Summary (AIS)

Recommendation:

Staff recommends Board approval to enter into a three-year cooperative purchasing agreement with Beyond Uniforms, subject to annual budget appropriations.

Attachments:

- (1) Resolution No. 2025-12-17-39

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

Proposed Motion: I move to adopt Resolution No. 2025-12-17-39; authorizing the Chief Executive Officer to enter into a contract with Beyond Uniforms & Apparel to purchase uniform and apparel items.



RESOLUTION NO. 2025-12-17-39

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH BEYOND UNIFORM & APPAREL TO PURCHASE UNIFORM AND APPAREL ITEMS

WHEREAS, LTD needs uniforms and apparel items;

WHEREAS, LTD's Fiscal Year 2025 - 2026 Budget includes budget appropriation for uniform and clothing items for both Union and Administrative employees;

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

WHEREAS, LTD followed the Cooperative Purchase 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. 2024-08-21-023, 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 LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to negotiate and enter into a contract with Beyond Uniform & Apparel for the purpose of purchasing uniform and apparel items in an amount not to exceed the annual budgeted amount.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF DECEMBER, 2025.

Susan Cox, Board President



Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **AIS Title:** Office World Cooperative Purchase

Prepared By: Randi Staudinger, Project Manager

Action: Adoption of Resolution No. 2025-12-17-40 ; Authorizing the Chief Executive Officer to Expend More Than \$249,999.00 with OfficeWorld through Omnia Cooperative Contracts for the Purpose of Purchasing Office Furnishings, Systems Furniture Design, Installation and Related Services.

Agenda Item Summary: LTD uses cooperative purchasing agreements to streamline procurement, ensure competitive pricing, and reduce administrative costs associated with conducting separate solicitations. The OMNIA Partners cooperative contracts were competitively solicited and awarded in accordance with public procurement standards and are available for use by public agencies nationwide. OfficeWorld provides office furnishings, systems furniture design, installation, and related services through the OMNIA cooperative program. The use of these contracts allows LTD to furnish and maintain facilities while benefiting from volume-based discounts and standardized procurement terms. The anticipated expenditures over FY26 will exceed the CEO's \$249,999 contracting authority due to the Operations Command Center, Boardroom renovation, and regular furniture purchases. Board approval is therefore required to authorize continued use of OfficeWorld for LTD's office furniture and related needs under these OMNIA contracts. To ensure efficient purchasing and cost savings, staff requests Board authorization to exceed the CEO's delegated spending authority of \$249,999 by utilizing cooperative purchasing agreements with OfficeWorld through OMNIA Partners contracts. Expenditures will be funded through approved general funded capital and operating budgets. No additional budget appropriation is requested. Total spend authority with OfficeWorld under OMNIA contracts is not to exceed \$500,000 in FY26.

Attachments:

- (1) Resolution No. 2025-12-17-40

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

Proposed Motion: I move to adopt Resolution No. 2025-12-17-40 ; Authorizing the Chief Executive Officer to Expend More Than \$249,999.00 with OfficeWorld through Omnia Cooperative Contracts for the Purpose of Purchasing Office Furnishings, Systems Furniture Design, Installation and Related Services.



RESOLUTION NO. 2025-12-17-40

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO EXPEND MORE THAN \$249,999.00 WITH
OFFICEWORLD THROUGH OMNIA COOPERATIVE CONTRACTS FOR THE PURPOSE OF PURCHASING
OFFICE FURNISHINGS, SYSTEMS FURNITURE DESIGN, INSTALLATION AND RELATED SERVICES**

WHEREAS, LTD needs office furnishings, systems furniture design, installation, and related services;

WHEREAS, LTD's Fiscal Year 2025 Budget includes general funded capital and operating budget;

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 cooperative procurement 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. 2024-08-21-023 LTD's Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$249,999;

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 purchase agreements with Officeworld for the purpose of purchasing office furnishings, systems furniture design, installation, and related services in an amount not to exceed \$500,000; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$100,000.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF
DECEMBER, 2025.**

Susan Cox, Board President



Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **Contract Title:** TransTrack Systems

Prepared By: Aimee Reichert, Chief Performance Officer

Contract No.: 2020-158

Grant No: N/A

Entering into a Contract: **Contract Amendment:** **Approved by Procurement:**

Action: Adoption of Resolution No. 2025-12-17-41; authorizing the Chief Executive Officer to enter into a contract amendment with TransTrack Systems for the purpose of contract renewal and professional services.

Agenda Item Summary: LTD went into contract with TransTrack through sole source procurement method and Board approval in November 2020, for NTD reporting software. TransTrack Systems provides web-based transit business analytics and a data management solution. This software is designed specifically for NTD reporting, an annual Federal Transit Administration (FTA) requirement that plays a critical role in determining federal formula funding allocation. When the system is fully functional, it can cut NTD reporting time by up to 70% and be a trusted advisor for managing revisions and accuracy of reporting. LTD requests authority to proceed with the last year in the renewal terms of the original contract, as well as additional professional services to support new Finance Department members in learning the system.

Renewal Details:

- Final option year renewal of \$70,566 and \$6,600 for 30 hours of professional services to support training new staff and completing account cross-walks to the ERP.

Attachments:

- (1) Resolution No. 2025-12-17-41

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



Lane Transit District Agenda Item Summary (AIS)

Proposed Motion: I move to adopt Resolution No. 2025-12-17-41; authorizing the Chief Executive Officer to enter into a contract amendment with TransTrack Systems for the purpose of contract renewal and professional services.



RESOLUTION NO. 2025-12-17-41

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT AMENDMENT WITH
TRANSTRACK SYSTEMS FOR THE PURPOSE OF CONTRACT RENEWAL AND PROFESSIONAL SERVICES**

WHEREAS, Lane Transit District (LTD) requested to go into contract with TransTrack Systems via sole source procurement, 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, on November 13, 2020 for NTD Reporting Software.

WHEREAS, Resolution No. 2020-10-21-060 authorized the Chief Executive Officer to enter into a contract with TransTrack Systems with a Not-to-Exceed (NTE) amount of \$405,420.00 and \$40,542.00 in amendment authority;

WHEREAS, previous amendments include update to scope of work resulting in \$14,000.00 credit (Amendment 1); update to scope of work resulting in updated NTE value of \$449,569.00 (Amendment 2); and Amendment 3 exercising the fifth renewal term with no change in the NTE value;

WHEREAS, amendments are needed for Final Option Year renewal of \$70,566.00, and 30 hours of professional services for extra training and new account crosswalks for \$6,600.00, for a total of \$77,166, resulting in a new NTE value of \$526,735.00.

WHEREAS, OAR 137-049-0910(4) provides that LTD may amend a contract without additional competition if the amendment is within the general scope of the original Procurement, the field of competition and contractor selection would not likely have been affected by the modification, and the amendment is consistent with applicable legal requirements;

WHEREAS, extension of the Contract is cited in Exhibit F of Contract 2020-158, and additional training and support is within scope of work.

WHEREAS, pursuant to LTD resolution No. 2024-08-21-023, LTD's Board of Directors is the LTD Contract Review Board and delegated to the Chief Executive Officer the authority and responsibility to approve and execute contract amendments and change orders that do not exceed \$250,000 or 20% of the initial contract, whichever is less.

NOW, THEREFORE, BE IT RESOLVED by LTD's Board of Directors, acting as the LTD Contract Review Board, that the Chief Executive Officer, or designee, is hereby authorized to negotiate and enter into a contract amendment with TransTrack Systems to execute renewal terms and add professional services in the additional amount of \$77,166, resulting in a revised not-to-exceed (NTE) total of \$526,735.00; and (b) as needed, execute further amendments to the contract not to exceed a cumulative total of \$15,433.20.



ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF DECEMBER, 2025.

Susan Cox, Board President



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jameson T. Auten, Chief Executive Officer

Title: Lane Transit District Compensation Policy

Action: Adoption of Resolution No. 2025-12-17-42, approving the Lane Transit District Compensation Policy.

The purpose of this agenda item is to request LTD's Board of Directors approval of the District's comprehensive Compensation Policy, which establishes a clear, equitable, and sustainable framework for compensating administrative employees. The policy formalizes practices related to pay structures, market benchmarking, cost-of-living adjustments (COLAs), performance-based increases, and other compensation components.

LTD does not currently have a compensation policy that outlines core principles, processes, and decision-making criteria for non-represented administrative employees. Establishing this policy ensures consistency across the organization, supports competitive and fiscally responsible compensation practices, and enhances transparency for employees, leadership, and the public.

Implementation of the Compensation Policy may result in adjustments to pay ranges or individual salaries based on the triennial market study and resulting recommendations. Annual COLA impacts will be presented as part of the annual budget process. Any financial effects will be incorporated into LTD's long-term financial model and annual budget planning.

Next Steps:

If approved:

- Human Resources will implement the policy immediately.
- Policy details will be communicated to all administrative employees.
- The first cycle of the triennial market study or next regularly scheduled analysis will proceed per policy requirements.

Attachments:

- (1) Resolution No. 2025-12-17-42
- (2) Compensation Policy

Proposed Motion: I move to adopt Resolution No. 2025-12-17-42, approving the Lane Transit District Compensation Policy.



RESOLUTION NO. 2025-12-17-42

**ADOPTION OF RESOLUTION NO. 2025-12-17-42, APPROVING THE
LANE TRANSIT DISTRICT COMPENSATION POLICY**

WHEREAS, the Lane Transit District (“District”) Board of Directors (“Board”) may create bylaws and policies and do such other acts or things as may be necessary or convenient for the proper exercise of powers granted to them as the governance of a mass transit district;

WHEREAS, staff have established a Policy in alignment with applicable federal, state, and local regulations;

WHEREAS, staff have created the District’s comprehensive Compensation Policy;

WHEREAS, this Policy supports the District’s Mission, Vision, Values, and strategic goals;

WHEREAS, LTD shall make this Policy available to all LTD employees **and**,

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors adopts Resolution 2025-12-17-42: Approving Lane Transit District’s Compensation Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF DECEMBER, 2025.

Susan Cox, Board President

	Executive Department	Department(s) Affected: District Administrative Employees Effective Date: 1/1/2026 Revision Date(s): None to date
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POLICY TITLE

Compensation Policy

PURPOSE

The purpose of this policy is to ensure that Lane Transit District's (LTD) compensation strategy supports and reinforces its ability to meet its mission by:

- Establishing and maintaining the ability to recruit and retain highly skilled personnel
- Implementing a performance-based reward strategy
- Ensuring internal pay equity
- Recognizing and adjusting for inflationary pressures

Applicability

All pay practices for LTD Administrative Professionals will be administered in accordance with this policy.

All pay practices for employees represented by Amalgamated Transit Union (ATU) 757 are administered in accordance with the terms and conditions established in the active Collective Bargaining Agreement (CBA) between LTD and ATU 757.

Responsibility

LTD's compensation and benefits program includes several components: base pay, health, dental and vision benefits, paid time off, retirement plans, and continuing education benefits. The Chief Executive Officer (CEO) authorizes a triennial external evaluation of total compensation to include an equal pay analysis. The result of the evaluation, in conjunction with consideration of LTD's financial condition, are included in the recommended annual budget sent for approval by LTD's Board of Directors. The Board has final approval authority of LTD's Budget.

Policy Procedures

In order to achieve the primary objectives of LTD's Compensation Plan, determining and identifying base pay compensation levels consists of the following key elements:

- Annually, job descriptions will be reviewed for accuracy through an audit led and coordinated by the Human Resources (HR) Department. Additionally, job description audits for specific roles may be requested by management.
- Triennial Market evaluations will be used to establish ranges and individual pay rates/salaries.
- Pay increases are linked to market rates, individual merit-based performance, and LTD performance and budget.
- Cost of Living Adjustments will be assessed each year as a component of the budget process
- The LTD Employee Handbook will be updated with any changes and recommended to the Board for approval annually.
- All compensation adjustments will be included in the Board-adopted annual budget.

Market-Based Pay Ranges, Base Pay, Hiring Wages

Pay ranges. Pay ranges shall be assigned to all positions at LTD and will be assessed against market rates triennially.

Base pay. Base pay will be determined by the pay range for the position. Employees will have the ability to advance through the pay range based on established performance measures for the position.

Hiring wage. The amount offered to a newly hired employee will reflect the relevant experience and expertise they bring to the position.

Compensation Changes

Compensation changes may occur for following:

Post Probationary Adjustment. At the successful conclusion of a probationary period, supervisors may make a one-time adjustment in salary based on established performance measures.

Annual Review and Pay Increases. All employees are eligible to be considered for an annual pay increase at their annual performance review. All increases are dependent on LTD's financial condition, established performance goals, and pay range. Annual increases recommended by managers are reviewed and recommended for approval by the Chief Administrative Officer or their delegate.

Salary Adjustment Increases. Adjustments in an employee's pay may occur separately from the annual review process as a result of an internal equity or market assessment. HR will recommend such adjustments for approval by the CEO.

Premium Pay. Premium pay is additional pay for a skill required by LTD or a particular job function. Premiums may not be offered to all departments or positions and are determined individually based on LTD business need. Employees may be eligible for more than one premium. Premium pay is calculated on base wage rate, not including any other premiums.

Red Circling. Employees may not be eligible to receive base-pay increases if an employee's salary is above the pay range. The employee may still be eligible for one-time payouts based on established performance measures.

Discretionary Bonus. The CEO may decide in their sole discretion to issue a discretionary bonus.

Cost of Living Adjustments (COLA)

COLAs are designed to recognize and counterbalance inflation. COLAs are not related to performance-based increases.

Each year, LTD will reference the annual change in the Consumer Price Index (CPI-U), West Region published by the U.S. Bureau of Labor Statistics.

The COLA shall be targeted to match the CPI percentage change over the most recent 12-month period ending December 31.

The initial COLA band (minimum-maximum) will be 2% minimum to 4% maximum. In subsequent years, the COLA will be reviewed annually.

Implementation Process

- Annual Review: HR, in coordination with the Finance Department, will conduct an annual analysis each January.
- The CEO will recommend COLA rate to the Board.
- Any COLA amount must be approved by the Board after considering budgetary impacts and overall fiscal responsibility.
- Timing: approved COLA adjustments will typically take effect the first full pay period following July 1 each year, unless another date is designated by the Board, or by contract terms.

Budgetary Considerations

If financial constraints limit LTD's ability to implement a full COLA:

- Reduced COLAs may be awarded.

- COLA implementation may be delayed.

Relationship to Collective Bargaining Agreements

For represented employees:

- COLA provisions negotiated in CBAs and individual employee contracts shall govern.
- Where CBAs or individual employee contracts are silent or refer to general LTD policies, this COLA Policy will apply.

LTD will evaluate COLA impacts on internal pay equity and living wage standards to ensure that adjustments do not disproportionately affect lower-wage workers.

Revision Number	Author	Summary of Changes

POLICY APPROVAL

Policy Stage	
New Policy	<input checked="" type="checkbox"/>
Revision	<input type="checkbox"/>
Rescind	<input type="checkbox"/>
Other:	Click or tap here to enter text.

Required Approval Type	
Chief Executive Officer (CEO) Approval	<input checked="" type="checkbox"/>
Board of Directors' Approval	<input checked="" type="checkbox"/>
Other:	Click or tap here to enter text.

Susan Cox, Board President

Date



Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

Contract Title: LTD Connector and LTD Rural Shuttle Pilot

Prepared By: Brandon Melton, Senior Planner

Contract No.: 20250107

Grant No: STIF Formula Funds, STIF Discretionary Funds, and Section 5311 Funds

Entering into a Contract:

Contract Amendment:

Approved by Procurement:

Action: Adoption of Resolution No. 2025-12-17-43; authorizing the Chief Executive Officer to enter into a contract with Direct Medical Transport, Inc. for the purpose of operating the LTD Connector and the LTD Rural Shuttle Pilot.

Agenda Item Summary: The LTD Connector and Rural Shuttle services are projects in LTD's Statewide Transportation Improvement Fund (STIF) Plan, which was approved by LTD's Board of Directors on December 18, 2024. The LTD Connector provides mobility on demand service within Cottage Grove city limits, and connects residents to LTD's Route 98.

The LTD Rural Shuttles are a pilot program intended to provide lifeline services to rural areas without access to public transportation, as identified in a Transit Development Plan published in partnership between Lane Council of Governments (LCOG) and Oregon Department of Transportation (ODOT).

On August 15, 2025, LTD issued a Request for Proposal (RFP) to solicit proposals from qualified firms that can apply proven and innovative approaches to operating the LTD Connector and the LTD Rural Shuttle Pilot. Proposals were evaluated by a committee against the following criteria posted in the RFP:

- (1) Project Understanding and Solution Approach (42 possible points);
- (2) Quality, Capacity, and Experience (25 possible points);
- (3) References (18 possible points);
- (4) Proposed Pricing (15 possible points).

LTD received six responses to this RFP by the proposal due date of October 1, 2025. The Procurement Department reviewed the proposals according to the standards outlined in the RFP, and all proposals were deemed complete, responsive, and responsible. The Evaluation Committee reviewed the proposals, selected three proposers to be shortlisted based on proposal scoring, and conducted interviews. Proposer Interview presentations were evaluated by the same committee against the following criteria:



Lane Transit District Agenda Item Summary (AIS)

- (1) LTD Connector and Rural Shuttle Pilot Administration (18 points)
- (2) LTD Connector and Rural Shuttle Pilot Operations (30 points);
- (3) Overall Presentation (2 points).

Following the Evaluation Committee's cumulative scoring against the RFP and Presentation criteria, the recommendation to the Board is to approve the above action for LTD to contract with Direct Medical Transportation Inc., for the identified services.

TOTAL SCORING FOR LTD CONNECTOR

PROPOSER	FINAL EVALUATION SCORE TOTALS (1050 Possible Points)
Direct Medical Transportation Inc.	908.55
South Lane Wheels	882.30
TAC Transportation	792.11

TOTAL SCORING FOR RURAL SHUTTLE SERVICES: SOUTH LANE COUNTY AND EIGHT (8) ADDITIONAL SERVICE HOURS A WEEK FOR RURAL SHUTTLE SERVICES IN FY27

PROPOSER	FINAL EVALUATION SCORE TOTALS (1050 Possible Points)
Direct Medical Transportation Inc.	908.69
South Lane Wheels	885.31
TAC Transportation	787.49

TOTAL SCORING FOR RURAL SHUTTLE SERVICES: MOHAWK VALLEY AND EIGHT (8) ADDITIONAL SERVICE HOURS A WEEK FOR RURAL SHUTTLE SERVICES IN FY27

PROPOSER	FINAL EVALUATION SCORE TOTALS (1050 Possible Points)
Direct Medical Transportation Inc.	909.95
South Lane Wheels	No Bid
TAC Transportation	787.35

TOTAL SCORING FOR RURAL SHUTTLE SERVICES: OREGON 36 AND EIGHT (8) ADDITIONAL SERVICE HOURS A WEEK FOR RURAL SHUTTLE SERVICES IN FY27

PROPOSER	FINAL EVALUATION SCORE TOTALS (1050 Possible Points)
Direct Medical Transportation Inc.	909.95
South Lane Wheels	No Bid



Lane Transit District Agenda Item Summary (AIS)

TAC Transportation	787.00
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The total contract value, budgeted for two years, is \$2,060,000.00. This contract is funded through both Discretionary and Formula STIF funds, and Section 5311 grant funds for rural areas.

Attachments:

- (1) Resolution No. 2025-12-17-43
- (2) Attachment A: Evaluation Criteria from RFP

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

Proposed Motion: I move adoption of Resolution No. 2025-12-17-43; authorizing the Chief Executive Officer to enter into a contract with Direct Medical Transport, Inc. for the purpose of operating the LTD Connector and the LTD Rural Shuttle Pilot.



Lane Transit District

Agenda Item Summary (AIS)

ATTACHMENT A: EVALUATION CRITERIA FROM RFP

PROPOSAL EVALUATION CRITERIA AND SCORING MATRIX

Eligible Proposers shall have a minimum of three years of service providing public or private mass transit services utilizing diverse types of vehicles in either municipal or rural settings.

Proposers shall also identify a minimum of three companies to provide references for similar or like services to identify the Proposer's –

- Service Planning and Delivery
- Customer Service to the Reference Provider and its Customers
- Finance and Administration

The Proposer shall provide three references (using LTD Form 5) for which the Proposer has completed similar work, and each subcontractor should provide three references. Lane Transit District (LTD) cannot be used as a reference in submitting a proposal for this project. For each client referenced, Proposer should include the following information:

- Project Title.
- Name and address of client.
- Name, title, telephone number and e-mail address of contact person for the client.
- Services provided to client during most recent engagement, including specific disciplines and tasks performed.
- Current status of the most recent engagement, including start and end dates for the engagement, and, if the engagement is complete, whether the engagement was completed on time and within budget; and dates of work performed, including any ongoing projects/work.



Lane Transit District Agenda Item Summary (AIS)

Proposals will be evaluated based on the following:

Criteria	Description	Potential Points
Project Understanding and Solution Approach	The Evaluation Committee will evaluate Proposals based on the extent to which the Proposal reflects the objectives of the RFP (as set forth in the Scope of Work) and rate how well the Proposal responds to our goals for this project. For this section, the Evaluation Committee will rank Proposals based on the following: are the requirements of the project and service expectations understood and verified by providing clear, creative and/or innovative approaches proposed that will benefit LTD; and do the services proposed meet the quality and type desired?	42
Quality, Capacity and Experience	The Evaluation Committee will evaluate Proposals based on the following: to what extent has the Proposer successfully addressed meeting service quality expectations, showcases the capacity to provide the expected and proposed services, and showcases experience in providing current or similar in the past. Has the Proposer demonstrated competency in the subject matters specified in the identified tasks? How satisfactory is/was the quality of work conducted in those efforts?	25
References	LTD's Procurement Department will assign the score from the Evaluations submitted by (maximum) three references for a maximum total of six points per reference.	18
Proposed Pricing	Procurement will rank the costs proposed using a standard formula to assign points. After all scoring rounds are complete, LTD will further review a number of factors surrounding, but not limited to the overall project cost vs the requirements of the project, total project cost reasonability in relation to the Scope of Work, and the overall project cost reflecting the quality of work anticipated by the contractor.	15
	TOTAL	100

Evaluation Criteria



Lane Transit District

Agenda Item Summary (AIS)

Project Understanding and Solution Approach -

Value - 42

The Evaluation Committee will evaluate Proposals based on the extent to which the Proposal reflects the objectives of the RFP (as set forth in the Scope of Work) and rate how well the Proposal responds to our goals for this project. For this section, the Evaluation Committee will rank Proposals based on the following: are the requirements of the project and service expectations understood and verified by providing clear, creative and/or innovative approaches proposed that will benefit LTD; and do the services proposed meet the quality and type desired?

Each review requirement below has been assigned a value of six with a score of six being the best.

- i. Provide a detailed narrative reflective of LTD's goals for this project and how the Proposer will match or exceed LTD's goals.
- ii. Describe how proposer would scale up or scale down to meet evolving community needs. Proposers should demonstrate their ability to be flexible and adapt to changing conditions by addressing their potential to expand service as well as the ability to contract service if needed.
- iii. Address how the Proposer has provided services with Scopes of Work that are similar to those of LTD.
- iv. Describe from a project management and logistical perspective how Proposer would efficiently perform the services outlined in the Scope of Work.
- v. What information or materials will your team expect LTD to provide at the start of the project?
- vi. Provide a detailed timeline identifying major milestones for the Work.
- vii. Describe where Proposer will securely store vehicles for each service.

Quality and Capacity and Experience -

Value - 25

The Evaluation Committee will evaluate Proposals based on the following: to what extent has the Proposer successfully addressed meeting service quality expectations, showcases the capacity to provide the expected and proposed services, and showcases experience in providing current or similar in the past. Has the Proposer demonstrated competency in the subject matters specified in the identified tasks? How satisfactory is/was the quality of work conducted in those efforts?

Each review requirement below has been assigned a value of five with a score of five being the best.

- i. Describe from a project management and logistical perspective how Proposer would efficiently perform the services outlined in the Scope of Work.



Lane Transit District

Agenda Item Summary (AIS)

- ii. Indicate whether Proposer intends to subcontract – OR NOT - for any part of the service and what the decision will provide to the benefit of the project.
- iii. Describe the nature and scope of the Proposer's experience in providing the services offered and described in the Scope of Work.
- iv. Describe Proposer's experience working with public agencies or private agency equivalent.
- v. Describe Proposer's experience providing public transportation services to older adults and people with disabilities; and,
 - 1) Provide a list and description of recent, relevant work performed by Proposer and, if applicable, each subcontractor within the last three years. Project Title.
 - 2) Name and address of client.
 - 3) Name, title, telephone number and e-mail address of contact person for the client.
 - 4) Services provided to client during most recent engagement, including specific disciplines and tasks performed.
 - 5) Current status of the most recent engagement, including start and end dates for the engagement, and, if the engagement is complete, whether the engagement was completed on time and within budget; and
 - 6) Dates of work performed, including any ongoing projects/work.

References -

Value – 18

References will evaluate the proposers based on the questionnaire in Form #5 of Attachment A: Checklist and Exhibit Forms 1-15 attached in the RFP. LTD cannot be used as a reference in submitting a proposal for this project.

Proposers are responsible for updating any highlighted areas in ATTACHMENT A – CHECKLIST AND EXHIBIT FORMS 1-15 – Form #5 LTD Request for References and Reference Questionnaire. Proposers are responsible for completing Form #5 and sending to each of their three references for evaluation. Proposers shall identify a minimum of three companies (utilizing Attachment I Scope of Work Checklist Form) to provide references for similar or like services to identify –

- Service Planning and Delivery
- Customer Service to the Reference Provider and its Customers
- Finance and Administration

The Proposer shall provide their three references (LTD Form 5) for which the Proposer has completed similar work, and each subcontractor should provide three references. The three references for the Proposer must be identified in RFP Attachment I (Scope of Work Checklist Form), and Reference must



Lane Transit District

Agenda Item Summary (AIS)

complete LTD Form 5 (Proposer Customer Reference Check Form) and submit to LTD as directed. For each client referenced, Proposer should include the following information:

- Project Title.
- Name and address of client.
- Name, title, telephone number and e-mail address of contact person for the client.
- Services provided to client during most recent engagement, including specific disciplines and tasks performed.
- Current status of the most recent engagement, including start and end dates for the engagement, and, if the engagement is complete, whether the engagement was completed on time and within budget; and, Dates of work performed, including any ongoing projects/work

Proposal Cost –

Value - 15

Procurement will rank the costs proposed using a standard formula to assign points.

PROPOSAL INTERVIEW AND/OR PRESENTATION PROCESS

Interviews may be held with vendors having the highest ranked proposals per LTD discretion. When a short-list (competitive range) is selected to interview, those vendors will be notified per the schedule stated in this RFP. Scoring and ranking of proposers for subsequent competitive rounds or interviews/presentations will provide for scoring with a value of fifty points and subsequent ranking as a cumulative scoring method as applicable across the number of competitive rounds that may be held.

LTD may elect to award a contract based solely on the initial scoring and evaluation of written proposals. If LTD opts to award a contract based solely on written proposals, LTD will not interview any proposing vendors. Should LTD proceed with interviews, it will be to further clarify the selected proposal(s) pursuant to ORS 279B.060 (7) and OAR 137-047-0261 (7).

EVALUATION AREA AND CRITERIA	POSSIBLE POINTS
Administration: LTD Connector and/or Rural Shuttle Pilot	18
Operations: LTD Connector and/or Rural Shuttle Pilot	30
Overall Presentation	2
TOTAL POINTS POSSIBLE:	50



Lane Transit District

Agenda Item Summary (AIS)

Administration: LTD Connector and Rural Shuttle Pilot (18 points)

- A. What percentage of your hourly rate covers administrative costs? How much administrative FTE will you assign to each service? Please provide some examples of the types of tasks covered by administrative costs.
- B. Please describe your staffing plan for operators on the various services. How will you hire, train, and deploy drivers?
- C. How will you provide operational oversight, sell fare tickets, and answer questions from the public?
- D. If the costs of operating either the LTD Connector or the Rural Shuttle Pilot run higher than anticipated, how would you address this situation?
- E. Please describe your process for managing complaints from the public.
- F. If you are planning on subcontracting for any of the services, how do you plan to manage your subcontractor to ensure they provide high quality service?

Operations: LTD Connector and Rural Shuttle Pilot (30 points)

- A. The LTD Connector is a Mobility on Demand service, and the Rural Shuttle Pilot is a scheduled origin to destination service. Please describe your experience operating mobility on demand service and/or scheduled origin to destination service, including using ride scheduling software that includes a mobile app for customers.
- B. Describe how you would maintain on-time performance in the Mobility on Demand service on the LTD Connector and/or Rural Shuttle Pilot services, which are shared ride service.
- C. How would you communicate with and supervise your operators?
- Da. Please describe your plan for preventive maintenance of these vehicles, including who will oversee preventive maintenance at your organization and where preventive maintenance services will be performed.
- Db. Please describe your plan for preventive maintenance of these vehicles, including who will oversee preventive maintenance at your organization and where preventive maintenance services will be performed.
- Dc. Please describe how you intend to maintain the interior and exterior cleanliness of the vehicles, including who is responsible for cleaning.
- Dd. With training provided, please describe your capacity or ability to support requests for ident video review, or ITS elements such as mobile video, routers, and fare collection equipment.
- E. How would you adapt to adding new technology in the midst of a contract period?
- F. How would you respond to an interruption in service (e.g., a vehicle breaks down while in service)?
- G. How would you be able to respond to service changes that expand or contract services?

Overall Presentation (2 points)

How was the Proposer's Presentation overall? Did they cover all the materials? Presentation went smoothly? Etc.?



RESOLUTION NO. 2025-12-17-43

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH DIRECT MEDICAL TRANSPORTATION INC. FOR THE PURPOSE OF OPERATING THE LTD CONNECTOR AND THE LTD RURAL SHUTTLE PILOT

WHEREAS, LTD is in need of services to operate the LTD Connector and the LTD Rural Shuttle Pilot;

WHEREAS, LTD's Fiscal Year 2025-2026 Budget includes the Statewide Transportation Improvement Fund Formula and Discretionary Programs and Section 5311 Rural Areas grant funding;

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 competitive RFP 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. 2024-08-24-023, 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 Direct Medical Transportation Services Inc., for the purpose of operating the LTD Connector and the LTD Rural Shuttle Pilot in an amount not to exceed \$2,060,000 and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$250,000.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF DECEMBER, 2025.

Susan Cox, Board President



Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson T. Auten, Chief Executive Officer **AIS Title:** CEO Annual Goals and Compensation

Action: Approval of the CEO Annual Goals.

Agenda Item Summary: LTD's Board of Directors recently completed the annual evaluation of the Chief Executive Officer (CEO), the period ending November 6, 2025. Components of the process included a CEO self-evaluation and a Board evaluation of the CEO. Both the Board and the CEO identified performance goals for November 2025 – November 2026. The proposed combined goals follow:

1. Implement employee retention strategies, to include Board-approved retention goals by February 2026
2. Begin the development and execution of the Long-Range Mobility Plan by March 2026
3. Implement an organizational succession plan and professional development strategy for Executive LTD positions by March 2026.
4. Position LTD as an Employer of Choice by implementing strategies to improve the employee experience by April 2026
5. Complete Operational Assessment of Ridesource by September 2026
6. Identify opportunities for new revenue sources by October 2026
7. Identify two new partnerships for expanding rural transportation services by October 2026.

Proposed Motion: I move to adopt the Chief Executive Officer Annual Goals as presented.



Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **AIS Title:** Strategic Business Plan 2026-2028

Prepared By: Aimee Reichert, Chief Performance Officer

Action: Adoption of Resolution No. 2025-12-17-44; adopting the 2026-2028 Lane Transit District Revised Strategic Business Plan.

Agenda Item Summary: The Board of Directors adopted Lane Transit District's (LTD) first Strategic Business Plan (SBP) in October 2021. As LTD emerged from the COVID-19 pandemic, the initial SBP priorities were focused on stabilizing performance across customer satisfaction, community value, employee engagement, and financial health. A process was initiated for annual work planning and key performance indicators were introduced through a Quarterly Updated Public Scorecard. The annual accountability cycle has been maintained and includes monthly team check-ins, quarterly public scorecard updates, and an annual process to ensure alignment with current priorities.

Due to this process, LTD has achieved more stable operations with a reliable workforce pipeline. LTD has rebuilt customer and community approval from an all-time low in 2020, and is now poised to leverage their position on transformational activities. Through efforts like Connect 2045 and investments in customer and employee experience, LTD's 2026-2028 SBP demonstrates a commitment to Lane County's future.

Overall, the SBP has been consolidated from nine projects to four, organized by these strategic imperatives: Community Value, Customer Satisfaction, Employee Experience, and Financial Health. The activities and actions are consistent, including some carry-over from the previous SBP (E.g.: maintain planning activities and financial discipline) and several new commitments (E.g.: fare system improvements and customer amenities).

The FY24–26 SBP focused on building LTD's foundation and credibility. The FY26–28 SBP is refined to deliver measurable impact and transformation. This plan is presented with Resolution No. 2025-12-17-44: adopting the 2026-2028 Lane Transit District Revised Strategic Plan.

Attachments:

- (1) Resolution 2025-12-17-44
- (2) 2026-2028 Strategic Business Plan



Lane Transit District Agenda Item Summary (AIS)

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

Proposed Motion: I move to adopt Resolution No. 2025-12-17-44; adopting the 2026-2028 Lane Transit District Revised Strategic Business Plan.



RESOLUTION NO. 2025-12-17-44

ADOPTING THE 2026-2028 LANE TRANSIT DISTRICT REVISED STRATEGIC BUSINESS PLAN

WHEREAS, Lane Transit District's (LTD) Board of Directors (Board) previously adopted LTD's Strategic Business Plan (SBP) Resolution No. 2021-07-21-038;

WHEREAS, the Board has received regular updates on SBP progress since the original adoption;

WHEREAS, LTD staff have revised the Strategic Business Plan for 2026-2028 in alignment with the Community Investment Plan, Long-Range Financial Plan, and internal and external priorities;

WHEREAS, the revised plan reflects continued commitment to transparency and strategic focus across community value, customer satisfaction, employee experience, and financial health;

WHEREAS, this Revised SBP recommits to LTD's Mission, Vision, Values, and strategic action;

WHEREAS, LTD shall make this Plan available to all LTD employees and members of the LTD **Board of Directors; and**,

NOW, THEREFORE, BE IT RESOLVED that LTD's Board of Directors adopts Resolution 2025-12-17-44: Adopting the 2026-2028 Lane Transit District Revised Strategic Business Plan.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 17TH DAY OF DECEMBER, 2025.

Susan Cox, Board President



LTD | Lane Transit District

STRATEGIC BUSINESS PLAN

Strategic Business Plan Overview

In 2021, Lane Transit District's (LTD) Board of Directors adopted the organization's first [Strategic Business Plan \(SBP\)](#). The plan focuses on four key outcome areas:

- **Customer Satisfaction**
- **Community Value**
- **Employee Experience**
- **Financial Health.**

The SBP is assessed and updated annually to match planning efforts with revised financial strategies. Alignment with LTD's Board-adopted Community Investment Plan (CIP), Long-Range Financial Plan (LRFP), and Annual Budget ensures organizational accountability and long-term sustainability.

This approach results in:

- Better service to our community due to more stable operational capacity.
- Improved customer service and community relations.
- Collaboration with stakeholders to define community priorities and track progress toward desired outcomes.

LTD's updated 2026-2028 SBP is designed to deliver value to Lane County residents. Through efforts like Connect 2045 and strategic investments in our customer and employee experiences, this plan is a commitment to mobility in Lane County and resiliency for serving current and future generations of Lane County residents, families, and businesses.

“Strategy equals direction. Without it, we’re just reacting. Whether you’re behind the wheel, at a desk, or on a ladder, your work powers our mission to connect the community. Let’s build the future together. ”

— **Jameson Auten**
LTD Chief Executive Officer



Mission. Vision. Values. The Foundation of LTD's Culture

Mission

Connecting our Community

Vision

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

Values

LTD is guided by our six core organizational values:

- Respect
- Safety
- Integrity
- Equity
- Innovation
- Collaboration



Strategic Work Focus Areas

LTD's strategic work is structured into four focus areas — **Community Value**, **Customer Satisfaction**, **Employee Experience**, and **Financial Health**. Actions define the steps LTD is taking to support each focus area. Specific department owners have oversight and accountability in achieving individual tactics. These stretch across the organization and help to ensure that cross-functional teams are collaborating efficiently.



Community Value Initiatives

Deliver strong value to riders and the broader community through our services, as communicated in LTD's annual impact report.

LED BY: Joe McCormack, Chief Development Officer

Continue Implementing 2024 System Review

Final Plan Recommendations

Impact: Align LTD services with community's needs, and improve access to education, healthcare, jobs, and housing.

Ownership: Planning

Collaborators: Operations

Hold Annual Stakeholder Event

Impact: Engage community and business leaders for an annual celebration of LTD's accomplishments and look ahead to future projects.

Ownership: Marketing & Communications and Executive Office

Collaborators: Planning

Publish Annual Impact Report

Impact: Increase understanding among community and business leaders of the value provided by LTD.

Ownership: Marketing & Communications and Executive Office

Collaborators: Business Intelligence (BI)

Initiate and Begin Implementing "Connect 2045," LTD's Long-Range Mobility Plan*

Impact: Establish a vision for the future of mobility in Lane County, guiding investments and development over the next 20 years.

Ownership: Planning

Collaborators: Marketing & Communications and Finance

Design and Implement Pilot Projects (e.g., Downtown Loop, Rural Shuttle, ATTAIN Bethel)*

Impact: Pilots improve transportation access in both rural communities and downtown Eugene, connecting people to services.

Ownership: Planning and Mobility Services

Collaborators: Facilities, Operations, and Finance

Complete Fare System Road Map and Begin Implementing Recommendations*

Impact: Improve seamless travel experiences between modes and services. (Current system is aging and tech is outdated.)

Ownership: Planning

Collaborators: Intelligent Transportation Systems (ITS) and Mobility Services

Establish Continuity of Operations Plan

Impact: Ensure LTD can maintain critical services during and after an unexpected disruption.

Ownership: Operations

Collaborators: ITS and Facilities

Update Fixed Route Service Policy**

Impact: Increase transparency around fixed route service decisions and performance metrics, revision of Title VI analysis.

Ownership: Planning

Collaborators: Mobility Services

Update Coordinated Public Transit Human Services Transportation Plan

Impact: Plan lays the groundwork for projects and programs that will better serve populations of older adults and people with disabilities.

Ownership: Planning

Collaborators: Mobility Services

Begin Assessment for RideSource Facility Expansion*

Impact: Increase the capacity and functionality of the existing RideSource facility to better support growing demand, and support more reliable and responsive paratransit services for riders.

Ownership: Facilities

Collaborators: ITS and Operations

Maintain Work Plans Across Facilities State of Good Repair (e.g., Stations, Stops, Buildings)*

Impact: LTD invests \$3+ million annually to keep facilities in state of good repair, maintaining the customer experience of a clean, modern transit system.

Ownership: Facilities

Collaborators: Operations

Overhaul Fleet Fluid Management System*

Impact: Modernize aging fuel system, critical to LTD's daily service delivery.

Ownership: Fleet

Collaborators: ITS

Improve Travel Along EmX Through Planning and Partnerships (e.g., Frequent-Transit Network Studies)*

Impact: Increase fast, reliable service in the heaviest travel networks.

Ownership: Planning

Collaborators: Operations

Initiate Fiber Mapping and Replacement*

Impact: Increase efficiency and redundancy across LTD's digital network.

Ownership: IT

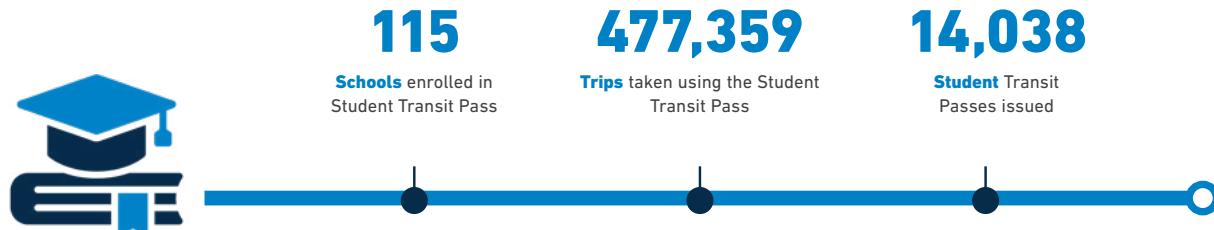
Collaborators: Facilities

* Initiative outlined in the FY 2027-36 Community Investment Plan (CIP)

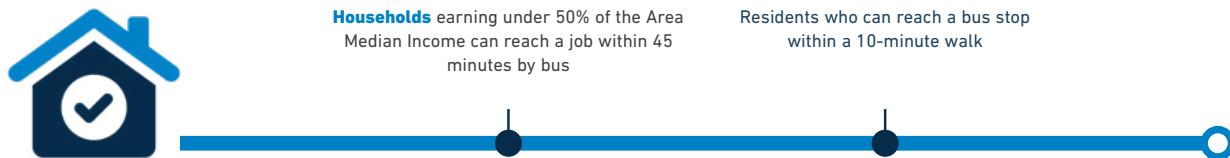
** Initiative outlined in the FY 2027-36 Long Range Financial Plan (LRFP)

Community Value: By the Numbers

Education



Housing



Healthcare

Percentage of people who can reach medical care and recreation destinations in 45 minutes or less by bus.



Workforce



Customer Satisfaction Initiatives

Deliver exceptional customer service that boosts customer advocacy, measured by the annual Net Promoter Score.

LED BY: Mike Hursh, Chief Operating Officer

Initiate and Manage Procurement Process for Bus and Non-Revenue Vehicle Replacements*

Impact: Better alignment with fleet life cycle plan and funding strategies. Ensure acquisitions to support Operations reliability.

Ownership: Fleet

Collaborators: Procurement, Materials Management, and Finance

Create and Implement Work Plan to Improve Public-Facing Information and Data (e.g., GTFS, App Information)

Impact: Increase usability of LTD and third-party applications that deliver trip-planning information to riders.

Ownership: ITS

Collaborators: Marketing & Communications

Implement Mobile Video Surveillance Upgrades*

Impact: Improve safety and security throughout system.

Ownership: ITS

Collaborators: Operations

Install Rear-facing ADA Securement*

Impact: Improve customer flexibility and independence through self-secured mobility devices.

Ownership: Fleet

Collaborators: Operations

Maintain Technology and Infrastructure State of Good Repair*

Impact: LTD has planned investments of \$1+ million annually to ensure IT systems, (e.g., servers, laptops, networking devices, software solutions) are in working order, allowing us to deliver a connected service to customers.

Ownership: IT and ITS

Collaborators: Operations and Facilities

Upgrade Incident Management Solution*

Impact: Improve safety monitoring and reporting for better transparency and responsiveness to system safety.

Ownership: IT

Collaborators: Public Safety and Operations

Upgrade Fleet Head-Signs

Impact: Improve customer information available through on-bus display allowing more accurate real-time updates.

Ownership: ITS

Collaborators: Fleet and Operations

Review and Update Public Transportation Agency Safety Plan (PTASP)

Impact: The PTASP is a requirement of the FTA. An Agency Safety Plan (ASP) includes the processes and procedures to implement a Safety Management System (SMS), a comprehensive, collaborative, and systematic approach to managing safety.

Ownership: Operations

Collaborators: Planning, Facilities, and IT

* Initiative outlined in the FY 2027-36 Community Investment Plan (CIP)



Employee Experience Initiatives

Build and sustain a high-performing workforce by fostering strong employee engagement. Results will be measured through the annual survey.

LED BY: Wendi Frisbie, Chief Administrative Officer

Implement Core Microsoft 365 Components of OneDrive, SharePoint, and Teams Along with M365 Apps

Impact: Streamline communication, enhance security, and improve collaboration tools.

Ownership: IT

Collaborators: Marketing & Communications, Executive Office

Gather Actionable Feedback From Staff to Shape Organizational Improvements

Impact: Identification of pain points and strengths leads to targeted improvements and increased trust.

Ownership: Human Resources (HR)

Collaborators: Executive Office

Engage External Expertise to Update HR Processes

Impact: Improve employee experience by building stronger and more responsive HR.

Ownership: HR

Collaborators: Executive Office

Establish and Follow HR Action Plan (e.g., Create a 30-60-90 Day Plan for HR Changes, Update Employee Resources, Develop Consistent On-boarding/Off-boarding)

Impact: Consistent experience for all employees, increased operational stability and efficiency, alignment with HR best practices, and increased compliance.

Ownership: HR

Collaborators: Executive Office

Communicate Key Milestones/Metrics (e.g., New Hires, Operator Classes, Policy Updates, Progress on Restructuring) Throughout HR Improvement Period

Impact: Increase trust in leadership, reinforce organizational stability, encourage engagement via SharePoint ("employee intranet")

Ownership: HR

Collaborators: BI, Marketing & Communications

Highlight Data and Real-World Impact Stories Via Internal Communications Channels

Impact: Connect staff to impact of their work, no matter where they fit within LTD.

Ownership: Marketing & Communications and Executive Office

Collaborators: BI

Implement Operations Scheduling Software Replacement*

Impact: Work more efficiently with bus operators to establish schedules and optimize service delivery.

Ownership: IT and ITS

Collaborators: Operations, Planning, Finance, and HR

Implement Operations Radio System Modernization*

Impact: Ensure consistent and interoperable communications, supporting daily operations, emergency response, and coordination with regional partners.

Ownership: IT and ITS

Collaborators: Operations, Public Safety, and Fleet

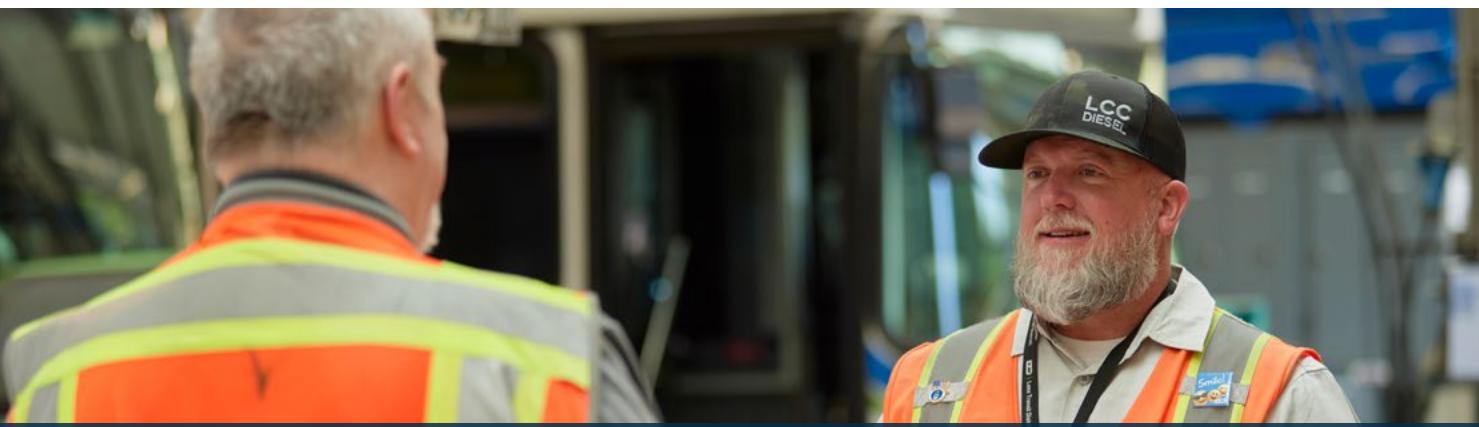
Complete Fleet Crane Fall Protection Project*

Impact: Enhance safety for maintenance staff working on top of buses and provide equipment to safely lift components on the roof for removal/replacement.

Ownership: Facilities

Collaborators: Fleet

* Initiative outlined in the FY 2027-36 Community Investment Plan (CIP)



Financial Health Initiatives

Maintain a strong financial position to sustain our operations for the future.
Measured by reserve policy.

LED BY: Pam Strutz, Chief Financial Officer

Conduct a Cost Analysis of LTD's Contracted Mobility Services

Impact: Identify inefficiencies, improve contract management, and ensure resources align with LTD's priorities.

Ownership: Finance

Collaborators: Mobility Services

Improve Communication of Key Metrics to the Public (e.g., Online Data Dashboards, Monthly Report to Board of Directors)

Impact: Increase transparency and accessibility to public.

Ownership: Finance

Collaborators: BI and Marketing & Communications

Identify Public-Facing Revenue Marketing Opportunities (e.g., On-Vehicle Advertising and Public Art)**

Impact: Diversify revenue streams, increase engagement and value for business community, enhance rider experience, align with broader civic goals (e.g.: economic development, agency partnerships)

Ownership: Marketing & Communications

Collaborators: Fleet and Procurement

Increase Group Pass and Non-Profit Sales/Partners By 5%**

Impact: Programs are mechanisms for increasing ridership and providing value to partner organizations.

Ownership: Marketing & Communications

Collaborators: Customer Service

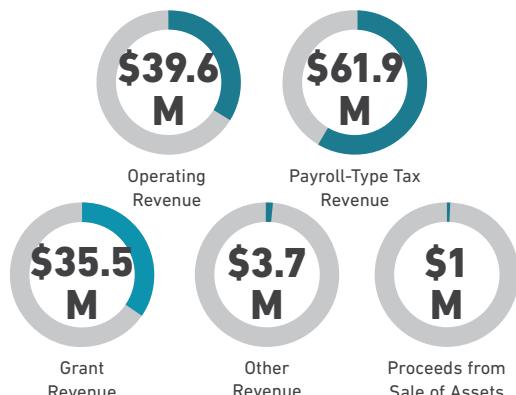
Centralize Procurement Activities to Improve Cost-Savings and Process Consistency

Impact: Ensure regulatory compliance and create process efficiencies.

Ownership: Procurement

Collaborators: All Areas

Financial Health: Total Revenue



Evaluate Accounts Payable to Streamline Processes and Reduce Staff Dependencies

Impact: Strengthen financial controls, improve vendor relationships, free up staff resources, and prevent payment errors.

Ownership: Finance

Collaborators: Procurement

Conduct Scenario Planning Related to State Transportation Funding

Impact: Future-proof financial sustainability.

Ownership: Finance

Collaborators: Executive Office

Initiate In-House Transit Asset Management (TAM) Plan

Impact: Improved decision-making and compliance, better prioritize funding needs, and increased collaboration and accountability.

Ownership: Finance, Fleet, and Facilities

Collaborators: Compliance

Develop and Implement Government Relations Lobbying Plan to Facilitate Strong Legislative Partnerships

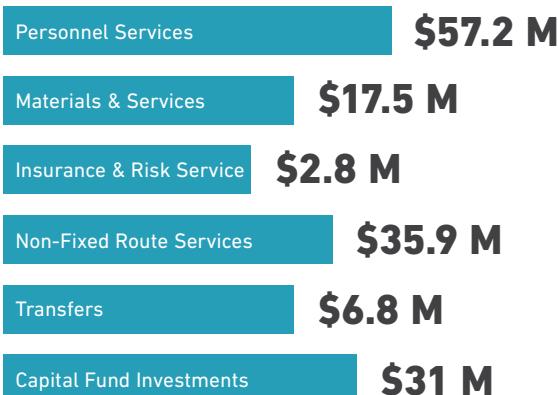
Impact: Maintain LTD's voice in Salem on transportation funding.

Ownership: Executive Office

Collaborators: BI and Marketing & Communications

** Initiative outlined in the FY 2027-36 Long Range Financial Plan (LRFP)

Total Health: Total Expenditures





Performance Dashboard

LTD recognizes that proactively sharing data about our operations and the impact of our services is a key step of engaging with our community. The Business Intelligence program, launched in January 2024, fosters transparency by tracking key performance metrics and providing insights into operational inefficiencies. Learn more at LTD.org/Data-Dashboards



Lane Transit District

At LTD, we are committed to transparency and continuous improvement. The data in this report reflects our efforts to enhance service, improve accessibility, and meet the needs of our community.

We appreciate your ongoing support in helping us build a stronger and more sustainable transit system.

Connect with us on Social Media





Lane Transit District

Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **Title:** Committee Bylaw Updates

Prepared By: Brianna Gutierrez-Thorne, Board Liaison Officer

Action: Adoption of the Amended Lane Transit District Committee Bylaws

Agenda Item Summary:

The Bylaws Committee met on December 9, 2025, to review and discuss proposed revisions to the bylaws governing the Statewide Transportation Improvement Fund (STIF) Advisory Committee, the Strategic Planning Committee (SPC), and the Budget Committee. These updates are intended to align committee operations with LTD's fiscal year cycle, ensure consistency across all committee governing documents, and integrate statutory requirements.

After reviewing the draft bylaws, the Committee voted to recommend the revised bylaws be forwarded to the Board of Directors for adoption.

Key revisions proposed to **all bylaws** include:

- Aligning committee member terms to run July 1 – June 30. Officer terms were previously updated to run July 1 - June 30.
- Clarifying appointment, reappointment, and vacancy procedures.
- Updating references, definitions, and formatting for consistency across committees.
- Ensuring alignment with Oregon statutes governing advisory bodies and budget committees.

An additional key revision for the **Budget Committee** bylaws includes:

- Adding the requirement from Local Budget Law that appointed Committee members be "electors" as defined in Local Budget Law.

Additional key revisions for the **SPC** bylaws include:

- Making a fixed number of Committee members (at 15 members) rather than variable. When there is a variable number of Committee members, it is challenging to determine if a position is vacant or intentionally not being filled. This makes determining whether there is a quorum more difficult.
- The qualifications, in Section 2(b), were changed as follows:
 - The ODOT representative was moved to Section 2(b)(ii) so that Section 2(b)(i) applies only to LTD Board members and key local partners (Eugene, Springfield and Lane County).
 - Language in Section 2(b)(ii) was significantly updated and clarified.



Lane Transit District

Agenda Item Summary (AIS)

Additional key revisions for the **STIF Advisory Committee** bylaws include:

- Making references to the Oregon Administrative Rules ("OAR") throughout but not restating the language of the rules within the bylaws as the OARs change from time to time. Much of the language in the STIF Advisory Committee bylaws comes directly from the OARs and remains unchanged.
- Making a fixed number of Committee members (at 10 voting members) rather than variable. When there is a variable number of Committee members, it is hard to determine if a position is vacant or intentionally not being filled. This makes determining whether there is a quorum more difficult.

Attachments:

- (1) Strategic Planning Committee Draft Bylaws
- (2) Budget Committee Draft Bylaws
- (3) STIF Advisory Committee Draft Bylaws

Proposed Motion: I move to adopt the amended Lane Transit District Committee Bylaws as presented.



BUDGET COMMITTEE BYLAWS

1. Purpose. The Budget Committee (the “Committee”) was established by the Lane Transit District (“LTD”) Board of Directors (the “Board”) in accordance with Local Budget Law to review and approve the budget proposed by LTD’s budget officer.

2. Membership; Qualifications; Appointment.

- a. **Membership.** The Committee shall consist of fourteen (14) members as follows: seven (7) Board members and seven (7) appointed members who live within the LTD service area. Appointed members must be “electors” as defined in Local Budget Law. All members of the Committee have equal authority. Appointed members may not be officers, agents or employees of LTD.
- b. **Qualifications.** Knowledge of general finance and an understanding of LTD’s business operations are helpful, but not absolutely necessary, since information is presented in a manner consistent with basic accounting principles. It is expected that members of the Committee will develop a general understanding of the budget process and the programs or funds included in the budget document.
- c. **Appointment Procedure.** Each Board member may nominate one (1) member to the Committee so long as the member is an elector who resides within LTD’s service area, regardless of whether the member resides within that Board member’s sub-district. The Board considers such nominations and makes appointments to the Committee.

3. Terms of Service; Vacancies.

- a. **Terms of Service.** Board members shall serve on the Committee throughout the duration of their Board appointment. Appointed members shall serve for three-year, staggered terms, with the member’s term beginning July 1 of the respective year. Appointed members may be reappointed for additional terms, at the discretion of the Board.
- b. **Vacancies.** If a vacancy is created because an appointed member is unable to complete their term, or resigns before the term is over, the Board will appoint another member to serve out the unexpired portion of the term.

4. Officers; Duties; Vacancies.

- a. **Officers.** The Committee shall choose from among its members, by majority vote of the members, a President and Vice President to serve one (1) year terms. Terms of office shall begin on the first day of July and end on the last day of June each fiscal year.
- b. **President.** The President, and in the President’s absence, the Vice President, and in the absence of both, a member selected by the members present to act as President pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.



- c. **Vice President.** In the event of the absence of the President, or of the President's inability to perform any of the duties of the President's office or to exercise any of the President's powers, the Vice President shall perform such duties and possess such powers as are conferred on the President, and shall perform such other duties as may from time to time be assigned to the Vice President by the President or Committee.
- d. **Vacancies.** In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

5. Meetings; Attendance; Quorum; Public Participation.

- a. **Meetings.** The Committee will meet on an as-needed basis. However, the Committee will meet at least once in the fourth quarter of the fiscal year to review and approve the proposed budget, prior to the Board's adoption of the annual budget. While attendance at a Committee meeting in-person is generally preferred, there is an option to attend virtually. A Committee meeting can also be held virtually, without any members having to physically attend.
- b. **Attendance.** All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) unless prevented by illness or an unavoidable cause. If a member is unable to attend a Committee meeting, they should notify the Board Liaison Officer in advance. This helps ensure a quorum of members are available for a Committee meeting and helps avoid last-minute Committee meeting cancellations.
- c. **Quorum Requirements.** A quorum of the Committee is a majority of the Committee members, even if a member is absent or a position is vacant. A quorum of Committee members is required to hold a meeting.
- d. **Public Participation.** All meetings of the Committee are open to the public. The Committee must hold at least one meeting in which the public may ask questions and comment on the budget. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president and Board.

6. Voting Requirements; Conflict of Interest.

- a. **Voting Requirements.** Committee members are expected to cast a vote on all matters except when a conflict of interest arises. Any Committee action requires the affirmative vote of a majority of all Committee members.
- b. **Conflict of Interest.** Committee members should be familiar with Oregon's Government Ethics Law regarding conflicts of interest. If a Committee member believes they may have a conflict of interest, that concern should be communicated with the Board Liaison Officer and/or the Chief Executive Officer in advance of the Committee meeting. They may consult with legal counsel.



7. **Legal Requirements.** Committee members will comply with requirements regarding Oregon Public Meetings Law, Oregon Government Ethics Law, Local Budget Law, Oregon Public Records Law and any other applicable legal or policy requirements.

8. **Miscellaneous.**

- a. **Severability.** If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.
- b. **Amendments.** These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board on the affirmative vote of a majority of the Board members.

Adopted by the Board on _____, 2025



STRATEGIC PLANNING COMMITTEE BYLAWS

1. Purpose. The Strategic Planning Committee (the “Committee”) was established by the Lane Transit District (“LTD”) Board of Directors (the “Board”) in LTD Resolution No. 2016-12-12-041, *A Resolution Re-Chartering the EmX Steering Committee as the Strategic Planning Committee*. The Committee provides the Board with independent advice and makes recommendations on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas. In December 2022, the Board, in LTD Resolution No. 2022-12-14-073, expanded the Committee’s purpose to encompass the work of the former LTD Comprehensive and Accessible Transportation Committee, an LTD community advisory committee. As such, the Committee’s purpose further includes the deliberate consideration, when providing advice or making recommendations to the Board, of the impacts of potential, proposed, or actual service changes on individuals who are transit dependent, especially those who are older adults or people with disabilities.

2. Membership; Qualifications; Appointment.

- a. **Membership.** The Committee shall consist of fifteen (15) members, all of whom shall reside within the LTD service area. All members of the Committee have equal authority.
- b. **Qualifications.** Appointment to the Committee will be made as provided herein and in Section 2(c).
 - i. Five members of the Committee shall be appointed to the Committee by their respective governing bodies as follows:
 1. Two members of the Board; and
 2. One representative from each of LTD’s key local partners: the Eugene City Council, the Springfield City Council, and the Lane County Board of Commissioners.
 - ii. In addition to those members appointed to the Committee pursuant to Section 2(b)(i), the Board shall appoint the remaining Committee members, in accordance with Section 2(c), to ensure a diverse set of stakeholders is represented, including those within typically transit-dependent populations. The targeted interest areas include, but are not limited to, representatives of the following:
 1. Large Employers, Chambers of Commerce, and Small Cities within LTD’s Service Boundaries
Representatives from businesses, local chambers, and municipalities who provide insight into regional economic development, workforce needs, and local governance.
 2. Oregon Department of Transportation (ODOT)



Individuals representing state transportation planning and policy, providing expertise on regional, state, and multimodal transportation issues.

3. Educational Institutions

Representatives from schools, colleges, and universities, offering perspective on student mobility, and campus transportation planning.

4. LTD Riders and Customers

Individuals who regularly use LTD services, providing first-hand experience and feedback on transit accessibility, reliability, and service needs.

5. Equity, Inclusion, and Environmental Justice Representatives

Individuals or organizations representing minority communities, persons with disabilities, low-income populations, and environmental justice perspectives.

6. Housing, Land Use, and Development Representatives

Stakeholders involved in housing, land-use planning, real estate development, and affordable-housing initiatives that influence transportation demand and community development.

7. Neighborhood and Community Representatives

Members from neighborhood associations or other community-based or non-profit organizations within the LTD service district.

8. Nonprofit Transportation Providers

Nonprofit organizations that operate, support, or advocate for public or specialized transportation services.

9. Public Health and Human Services Representatives

Stakeholders from public health, social services, human services, or community-wellbeing organizations, focusing on accessibility, equity, and service needs.

10. Rural Community Representatives

Individuals or groups representing rural areas within or adjacent to LTD's service area, addressing unique mobility and access challenges.

11. Youth and/or Student Representatives

Individuals representative of youth and/or student related mobility issues or concerns.

12. Transit and Multimodal Mobility Advocates

Individuals or organizations advocating for public transit, bicycling, walking, carpooling, vanpooling, or other sustainable mobility options.

13. Tourism and Visitor-Industry Representatives

Stakeholders connected to regional tourism and visitor services, providing insight on transportation needs for residents and visitors alike.



A member representing a targeted area of interest must be representative of the industry, or area of interest, and/or have applicable experience in the respective field.

- c. **Appointment Procedure.** LTD will provide applications for Committee membership on its website. Fully completed applications will be reviewed by an internal committee in accordance with LTD's standard process for review of Committee applications. Top candidates may be invited for an interview before the internal committee makes a recommendation to the Board for appointment to the Committee. The Board will consider such recommendation and make appointments to the Committee.

3. Terms of Service; Vacancies.

- a. **Terms of Service.** Committee members shall serve for two-year staggered terms, with the member's term beginning July 1 of the respective year. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight years.
- b. **Vacancies.** If a vacancy is created because a Committee member is unable to complete their term, or resigns before the term is over:
 - i. For members appointed to the Committee pursuant to Section 2(b)(i), the respective governing body shall appoint the member's successor to serve for the remainder of the unexpired term.
 - ii. For members appointed to the Committee pursuant to Section 2 (b)(ii), the Board will appoint another member to serve out the unexpired portion of the term.

4. Officers; Duties; Vacancies.

- a. **Officers.** The Committee shall choose from among its members, by majority vote of the members, a President and Vice President to serve one-year terms. Terms of office shall begin on the first day of July and end on the last day of June each year.
- b. **President.** The President, and in the President's absence, the Vice President, and in the absence of both, a member selected by the members present to act as President pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.
- c. **Vice President.** In the event of the absence of the President, or of the President's inability to perform any of the duties of the President's office or to exercise any of the President's powers, the Vice President shall perform such duties and possess such powers as are conferred on the President, and shall perform such other duties as may from time to time be assigned to the Vice President by the President or Committee.
- d. **Vacancies.** In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members



when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

5. Meetings; Attendance; Quorum; Public Participation.

- a. **Meetings.** The Committee will meet every other month. While attendance at a Committee meeting in-person is generally preferred, there is an option to attend virtually. A Committee meeting can also be held virtually, without any members having to physically attend.
- b. **Attendance.** All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) unless prevented by illness or an unavoidable cause. If a member is unable to attend a Committee meeting, they should notify the Board Liaison Officer in advance. This helps ensure a quorum of members are available for a Committee meeting and helps avoid last-minute Committee meeting cancellations.
- c. **Quorum Requirements.** A quorum of the Committee is a majority of the Committee members, even if a member is absent or a position is vacant. A quorum of Committee members is required to hold a meeting.
- d. **Public Participation.** All meetings of the Committee are open to the public. Public testimony will generally be received at Committee meetings and is typically limited to three (3) minute increments, but it is adjustable at the discretion of the President.

6. Voting Requirements; Conflict of Interest.

- a. **Voting Requirements.** Committee members are expected to cast a vote on all matters except when a conflict of interest arises. Any Committee action requires the affirmative vote of a majority of all Committee members.
- b. **Conflict of Interest.** Committee members should be familiar with Oregon's Government Ethics Law and Federal Transit Administration's Rules regarding conflicts of interest. If a Committee member believes they may have a conflict of interest, that concern should be communicated with the Board Liaison Officer and/or the Chief Executive Officer in advance of the Committee meeting. They may consult with legal counsel.

7. Legal Requirements. Committee members will comply with requirements regarding Oregon Public Meetings Law, Oregon Government Ethics Law, Local Budget Law, Oregon Public Records Law and any other applicable legal or policy requirements.

8. Miscellaneous.

- a. **Severability.** If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.



- b. **Amendments.** These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board on the affirmative vote of a majority of the Board members.

Adopted by the Board on _____, 2025



STATE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE BYLAWS

- 1. Purpose.** The Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board”) is required to appoint a State Transportation Improvement Fund Advisory Committee (the “Committee”).¹ The purpose of the Committee is to advise and assist the District, as the Qualified Entity, in carrying out the purposes of the Statewide Transportation Improvement Fund (“STIF”) and prioritizing Projects to be funded by STIF moneys received by the District. In addition, the Committee may:
 - a. Advise the District regarding the opportunities to coordinate STIF-funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.² This may include items such as reviewing LTD’s planned allocation of §5310 (Enhanced Mobility of Seniors and Individuals with Disabilities), §5311 (Rural Areas), and other funds used in the STIF Plan;
 - b. Advise the District on developing and updated STIF-related planning documents (e.g., the LTD Coordination Plan); and
 - c. Propose any changes to the policies or practices of the LTD Board that the Committee considers necessary to ensure that: (i) A Sub-Recipient that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and (ii) A Project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.³

Some terms are defined in these Bylaws and other terms, not defined herein, shall have the same meaning as given in the Oregon Administrative Rules, Chapter 732, Divisions 040, 042, and 044.

2. District and Committee Relationship.

- a. **Project Consultation.** Prior to adopting a STIF Plan, the Board shall consult the Committee regarding the Projects proposed in the STIF Plan and seek a recommendation on the prioritization of those Projects from the Committee.⁴ The purpose of this consultation is to ensure that the STIF Plan reflects a coordinated regional approach to Public Transportation Service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of the District as well as larger regional population centers and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.⁵

¹ OAR 732-040-0030 (1)

² OAR 732-040-0030 (4)

³ OAR 732-0040-0030 (8)

⁴ OAR 732-042-0020 (4)(b) and (6)

⁵ OAR 732-042-0020 (6)



- b. **Project Recommendation.** The Board may accept the Committee's recommendation to approve or reject a Project proposal and consider the Committee's recommended prioritized list of Projects, may return it to the Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Oregon Department of Transportation ("ODOT"). If the Board modifies the Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.⁶

3. Membership; Qualifications; Appointment.

- a. **Membership.** The Committee shall consist of ten (10) members.⁷ All members of the Committee are voting members. The Committee must include members from the District's area of responsibility, both within and outside of LTD's boundaries.⁸ In addition, LTD Board members and a representative from ODOT shall serve on the Committee in an advisory, non-voting capacity and shall not be considered "members" as used herein. ODOT will be notified of changes in Committee membership when LTD submits its STIF Plan or grant application.⁹
- b. **Qualifications.** To be eligible to serve, members must be: (i) Knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from LTD's service area or Lane County; and (ii) A person who is a member of or represents diverse interests, perspectives, geography and population demographics, in accordance with the specific requirements set forth in OAR 732-040-0035 (5)(b) and OAR 732-040-0030 (7). Notwithstanding the foregoing, the Committee must include at least four members who, separately, represent each of four groups set forth in OAR 732-040-0035 (6).
- c. **Appointment Procedure.** LTD will provide applications for Committee membership on its website. Fully completed applications will be reviewed by an internal committee in accordance with LTD's standard process for review of Committee applications. Top candidates may be invited for an interview before the internal committee makes a recommendation to the Board for appointment to the Committee. The Board will consider such recommendation and make appointments to the Committee.

4. Terms of Service; Vacancies.

- a. **Terms of Service.** Members shall serve for two-year staggered terms, with the member's term beginning on July 1 of the respective year. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight years.
- b. **Vacancies.** If a vacancy is created because a member is unable to complete their

⁶ OAR 732-042-0020 (7)

⁷ OAR 732-040-0035 (3) requires at least seven members.

⁸ OAR 732-040-0035 (8)

⁹ OAR 732-040-0030 (5)(c)



term, or resigns before the term is over, the Board will appoint another member to serve out the unexpired portion of the term.

5. Officers; Duties; Vacancies.

- a. **Officers.** The Committee shall choose from among its members, by majority vote of the members, a President and Vice President to serve one-year terms. Terms of office shall begin on the first day of July and end on the last day of June.
- b. **President.** The President, and in the President's absence, the Vice President, and in the absence of both, a member selected by the members present to act as President pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.
- c. **Vice President.** In the event of the absence of the President, or of the President's inability to perform any of the duties of the President's office or to exercise any of the President's powers, the Vice President shall perform such duties and possess such powers as are conferred on the President, and shall perform such other duties as may from time to time be assigned to the Vice President by the President or Committee.
- d. **Vacancies.** In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

6. Duties of the Committee. The Committee shall conduct its review of Project proposals and activities in accordance with these Bylaws and as set forth in the Oregon Administrative Rules, Chapter 732, Divisions 040, 042, and 044. The Committee shall recommend to the Board approval or rejection of proposed Projects and prioritization of approved Projects within the geographic boundary for which LTD receives STIF Formula funding.¹⁰

- a. **Proposed Projects Seeking STIF Funding.** Public Transportation Service Providers and Sub-Recipients seeking STIF funding from the District through the District's STIF Plan shall submit a Project proposal to the Committee for review and approval.¹¹ A standard form will be provided for use during application windows. The Project proposal must include the contents described in OAR 732-042-0015 (3).
- b. **Committee Process for Review of Proposed Projects for STIF Formula Fund.** The Committee shall consider the criteria set forth in OAR 732-042-0020 (5) when reviewing Projects under the STIF Formula Fund. Additionally, the Committee shall consider the source of funds in its review of proposed Projects to ensure that funds distributed via the population-based formula are spent on Projects benefitting

¹⁰ OAR 732-042-0020 (4)(b)

¹¹ OAR 732-042-0020 (1)



seniors and people with disabilities.

- c. Committee Process for Review of Proposed Projects for STIF Discretionary and Intercommunity Funds. The Committee shall also review Projects under the STIF Discretionary and Intercommunity Discretionary Funds. The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding.¹² The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network. As a competitive funding source, ongoing operations Projects are subject to risk of not receiving continuous funding.¹³ Projects eligible to receive grants under the Discretionary Fund or the Intercommunity Discretionary Fund must meet the project eligibility criteria set forth in OAR 732-044-0005, and Public Transportation Service Providers must meet qualification requirements set forth in OAR 732-044-0020. When reviewing a Project proposal for acceptance, rejection or prioritization, the Committee shall consider the extent to which the Project:
 - i. Supports the purpose, as applicable of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000;
 - ii. Meets the criteria established under OAR 732-044-0030 (1); and
 - iii. Meets any additional criteria established by the Commission.¹⁴
- d. Work Group. The Committee may appoint a Work Group to provide additional input on STIF Formula Fund projects.¹⁵ A Work Group may or may not be composed of members of the Committee. If such a Work Group is appointed, input from the Work Group shall be considered by the Committee and documented in the Committee's meeting minutes.
- e. High Percentage of Low-Income Households.¹⁶ "Low-Income Households" is defined in OAR 732-040-0000 (18). A "High Percentage of Low-Income Households" means an area where the percentage of Low-Income Households is above the State of Oregon average number of Low-Income Households statewide in the same year.

7. Meetings; Attendance; Quorum; Public Participation.

- a. Meetings. The Committee will meet as often as needed to: (i) review every Project proposed for inclusion in the STIF Plan;¹⁷ and (ii) advise the Board regarding proposed Projects and prioritization of such Projects within the geographic

¹² OAR 732-044-0000 (1)

¹³ OAR 732-044-0000 (2)

¹⁴ OAR 732-044-0025 (6)

¹⁵ OAR 732-040-0000 (42); OAR 732-040-0030 (2)

¹⁶ OAR 732-040-0030 (5)(a)

¹⁷ OAR 732-042-0020 (4)



boundary for which the District receives STIF funding. Notwithstanding the foregoing, the Committee will meet at least two times per year.¹⁸ While attendance at a Committee meeting in-person is generally preferred, there is an option to attend virtually. A Committee meeting can also be held virtually, without any members having to physically attend.

- b. **Attendance**. All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distractions (from cell phones, etc.) unless prevented by illness or unavoidable cause. If a member is unable to attend a Committee meeting, they should notify the Board Liaison Officer in advance. This helps ensure a quorum of members are available for a Committee meeting and helps avoid last-minute Committee meeting cancellations.
- c. **Quorum Requirements**. A quorum of the Committee is a majority of the Committee members, even if a member is absent or a position is vacant. A quorum of the Committee is required to hold a meeting.
- d. **Public Participation**. All meetings of the Committee are open to the public. Public testimony will generally be received at Committee meetings and is typically limited to three (3) minute increments, but it is adjustable at the discretion of the President.

8. Voting Requirements; Conflict of Interest.

- a. **Voting Requirements**. Committee members are expected to cast a vote on all matters except when a conflict of interest arises. Any Committee action requires the affirmative vote of a majority of all Committee members.
- b. **Conflicts of Interest**. Committee members should be familiar with Oregon's Government Ethics Laws regarding conflicts of interest. If a Committee member believes they may have a conflict of interest, that concern should be communicated with the Board Liaison Officer and/or the Chief Executive Officer in advance of the Committee meeting. They may consult with legal counsel.

9. Legal Requirements. Committee members will comply with requirements regarding Oregon Public Meetings Law, Oregon Government Ethics Law and Oregon Public Records Law and any other applicable legal or policy requirements. Notice of Committee meetings shall be given in accordance with Oregon Public Meetings Law.¹⁹

10. Miscellaneous.

- a. **Severability**. If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.
- b. **Amendments**. These Bylaws, as adopted by the Board, may be revised or amended at

¹⁸ OAR 732-042-0020 (3)

¹⁹ OAR 732-040-0030 (5)(a)



any regular or special meeting of the Board on the affirmative vote of a majority of the Board members.

Adopted by the Board on [REDACTED], 2025