



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

**Public Forum, Regular Business Meeting and Briefing  
Wednesday, January 21, 2026, 5:30 P.M.  
Glenwood Administrative Office  
3500 E 17<sup>th</sup> 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.ompnetwork.org/>

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

<b>Subdistrict</b>	<b>Description</b>	<b>Board Member</b>
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](mailto: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](mailto: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 – January 2026
  - Monthly Operations Performance Update
  - Monthly Department Reports
  - Delegated Authority Report
  - Marketing Brand Campaign
  - Legislative Strategy
  - Draft Equitable Engagement Policy
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. 2026-01-21-01, authorizing the Chief Executive Officer (CEO) to enter into an intergovernmental agreement (IGA) with Lane Council of Governments (LCOG)
  - Approving the Amendment to the CEO Employment Agreement
7. **BOARD ACTION ITEMS**
  - Adoption of Resolution No. 2026-01-21-02, authorizing the Chief Executive Officer (CEO) to enter into a contract with Gillig LLC
  - Adoption of Resolution No. 2026-01-21-03; approving the Title VI Analysis of Proposed 2026 Fare Changes

**8. EXECUTIVE SESSION**

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

**9. ADJOURN BUSINESS MEETING**

**UPCOMING MEETINGS:**

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

April 15 – April 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)**

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**Presented By:** Jameson Auten, Chief Executive Officer

**Title:** Employee of the Month January 2026

**Prepared By:** Eric Breitenstein, Director of Marketing

### **Action: Information Only**

#### **Background:**

Hailey Pratt, Senior Digital Marketing Specialist, has been selected to receive the January 2026 Employee of the Month. Hailey was hired as the Digital Marketing Specialist on January 4, 2021.

Hailey Pratt is nominated for Employee of the Month in recognition of her exceptional dedication and hard work on LTD's website project. Hailey brought an extraordinary level of expertise, critical thinking, and professionalism to every stage of the process. For several months, she committed long hours to meet a tight project timeline — demonstrating her remarkable work ethic. Her efforts included reviewing and condensing over 300 pages of content into a streamlined and accessible 100 pages, conducting detailed navigation scenario testing, and working closely with the vendor to tackle complex issues. Her dedication to both LTD and our riders was evident in the quality and thoughtfulness of the final product. Hailey's contributions not only ensured the success of the project but also improved the accessibility and usability of our website for the community. We are incredibly fortunate to have Hailey on our team.

When asked to comment on Hailey's selection as EOM, Cammie Harris, Marketing Supervisor said:

"Hailey Pratt was nominated for her diligent hard work on the new LTD website. She took a thoughtful, streamlined approach by reducing the number of pages, making information easier to find, and improving the overall user experience. Her strong focus on accessibility and detail has made the new site significantly more intuitive and inclusive."

#### **Award:**

Hailey will attend the January 21, 2026 Board Meeting to be introduced to the Board and receive her award.



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer

**AIS Title:** Monthly Operations  
Performance Update

**Prepared By:** Aimee Reichert, Chief Performance Officer

**Action:** Information Only

The January Performance Report to LTD's Board of Directors reflects current state and trends through November 2025 for All Services - Ridership; Fleet Maintenance; Operations Management; Customer Service; Public Safety.

### **Highlights Monthly Performance – Through November 2025**

- EmX and Fixed Route ridership was down 1.9% compared to the same time last year and down 2.4% on the 12-month rolling average comparison.
- Ridership per Revenue Hour was down 4.6% compared to the same time last year and down 9.3% on the 12-month rolling average comparison.
- Mobility Services ridership was down 2.1% compared to the same time last year and up 2.5% on the 12-month rolling average comparison. Noteworthy for this period, VanPool was up by 24.3% compared to the same time last year. VanPool continues to trend up with 1,011 trips in November compared to 806 the same time last year. Rhody Express, Diamond Express, and the LTD Connector were down compared to the same time last year.
- Fleet Maintenance Costs were up \$0.10 compared to the same time last year but remain down \$0.19 on the 12-month rolling average comparison.
- Fixed Route Verified Operations Compliments/100,000 Boardings were up 1.38 compliments/100,000 boardings compared to the same time last year and up .19 per 100,000 boardings on the 12-month rolling average comparison, an improvement from October reporting.
- Fixed Route Verified Complaints/100,000 Boardings were up 1.62 complaints per 100,000 boardings compared to the same time last year, but remain down 2.25 per 100,000 boardings on the 12-month rolling average comparison, a positive trend.
- Operator Unanticipated Absenteeism was up 3.83% compared to the same time last year, but ~~continues~~ is down 3.26% on the 12-month rolling average comparison.
- Operator Average count continued at 198 in October, +12 operators above the same time last year and +11 operators on the 12-month rolling average comparison. A new Operator class started Jan 12, 2026.
- Ordinance 36 Violations per 100,000 revenue hours were up by 3.12 total compared to the same time last year, and down 0.86 total on the 12-month rolling average comparison.



## **Lane Transit District Agenda Item Summary (AIS)**

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- Total assaults in October were 25, +5 when compared to the same time last year and +5.4 on the 12-month rolling average comparison. There were no operator physical assaults in November 2025.
- Accidents/100,000 miles were down 1.39 accidents/100,000 miles compared to the same time last year and up 0.05 on the 12-month rolling average comparison. This is an improvement from October and an overall positive trend.

### **Attachments:**

- (1) Board Performance Report November 2025

# Board Performance Report

November 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	222,060	233,422	-4.9%	209,645	227,811	-8.0%
Fixed Route Service	289,144	287,649	0.5%	296,708	291,100	1.9%
<b>Total</b>	<b>511,204</b>	<b>521,071</b>	<b>-1.9%</b>	<b>506,352</b>	<b>518,911</b>	<b>-2.4%</b>

### Revenue Hours

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	4,961	5,045	-1.7%	5,264	4,899	7.4%
Fixed Route Service	14,789	14,154	4.5%	15,097	14,036	7.6%
<b>Total</b>	<b>19,751</b>	<b>19,199</b>	<b>2.9%</b>	<b>20,361</b>	<b>18,935</b>	<b>7.5%</b>

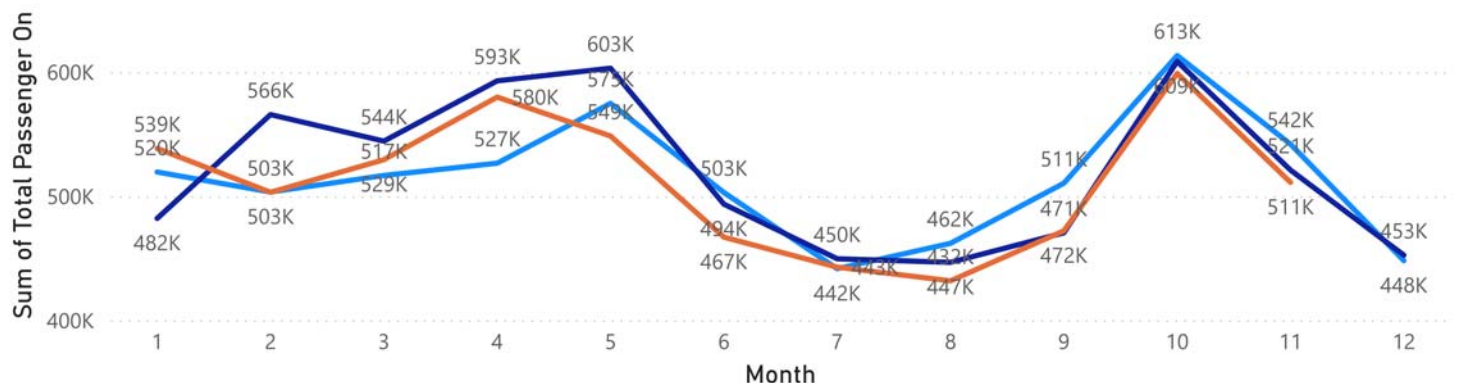
### Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	44.76	46.27	-3.3%	39.82	46.50	-14.4%
Fixed Route Service	19.55	20.32	-3.8%	19.65	20.74	-5.2%
<b>Total</b>	<b>25.88</b>	<b>27.14</b>	<b>-4.6%</b>	<b>24.87</b>	<b>27.40</b>	<b>-9.3%</b>

### Ridership

Jan 2023 - Nov 2025

Type ● 2023 ● 2024 ● 2025





Board Performance Report

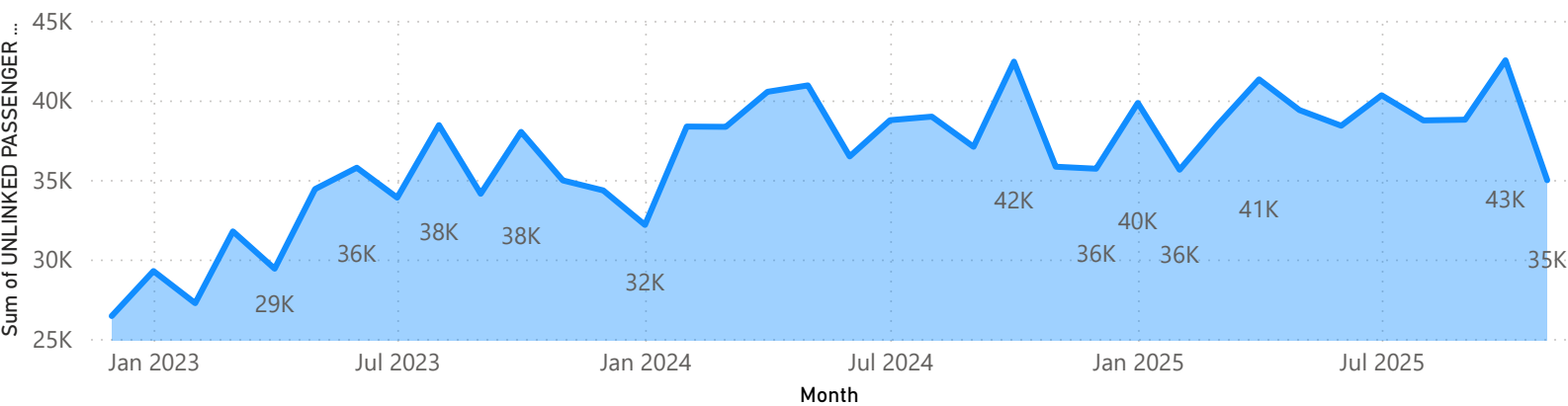
November 2025

Mobility Services

Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	20,245	21,145	-4.3%	22,956	23,095	-0.6%
RideSource	11,323	10,795	4.9%	11,899	10,895	9.2%
Vanpool	1,011	806	25.4%	972	948	2.6%
Cottage Grove Connector	922	1,075	-14.2%	1,142	1,178	-3.1%
Rhody Express	793	1,037	-23.5%	881	785	12.3%
Diamond Express	556	783	-29.0%	653	680	-4.0%
Florence ADA	123	84	46.4%	116	86	35.6%
Total	34,973	35,725	-2.1%	38,619	37,667	2.5%

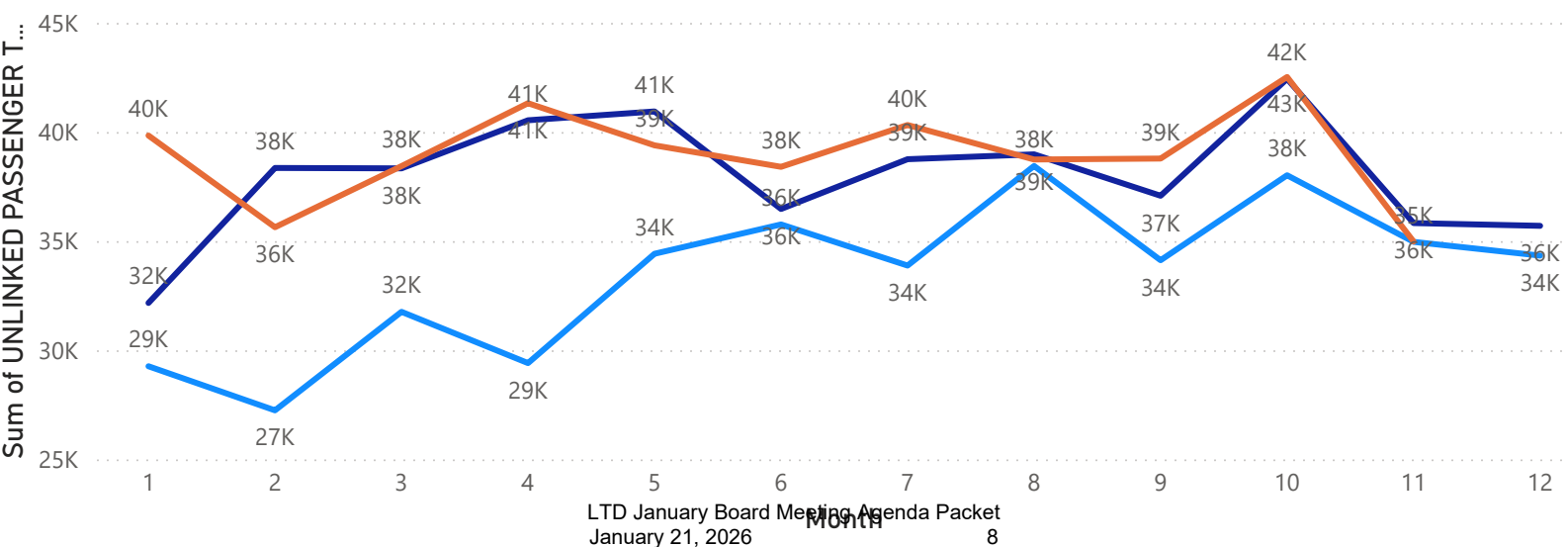
Mobility Services Ridership



Mobility Services Ridership

Jan 2023 - Dec 2025

Type 2023 2024 2025







# Board Performance Report

November 2025

## Fleet Maintenance

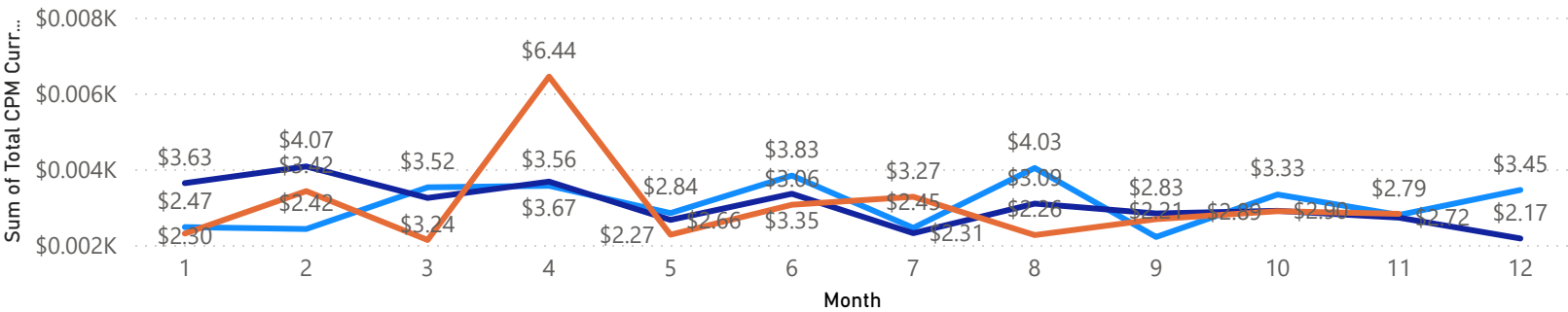
### Maintenance Cost Per Mile - Revenue Vehicles

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
PM	\$0.31	\$0.41	(\$0.10)	\$0.39	\$0.43	(\$0.04)
REPAIR	\$2.51	\$2.31	\$0.20	\$2.57	\$2.72	(\$0.15)
Total	\$2.82	\$2.72	\$0.10	\$2.96	\$3.15	(\$0.19)

## Maintenance Cost

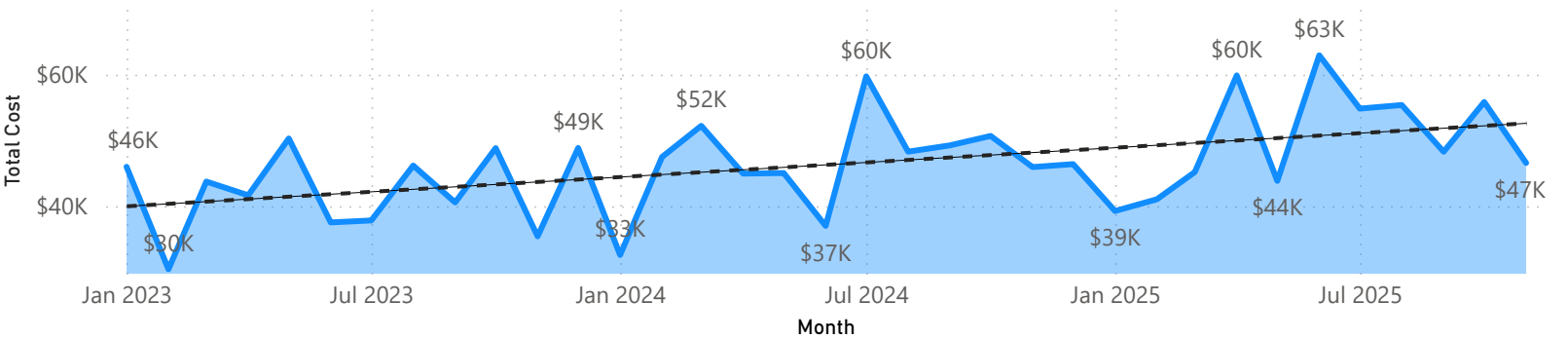
Jan 2023 - Nov 2025

Year 2023 2024 2025



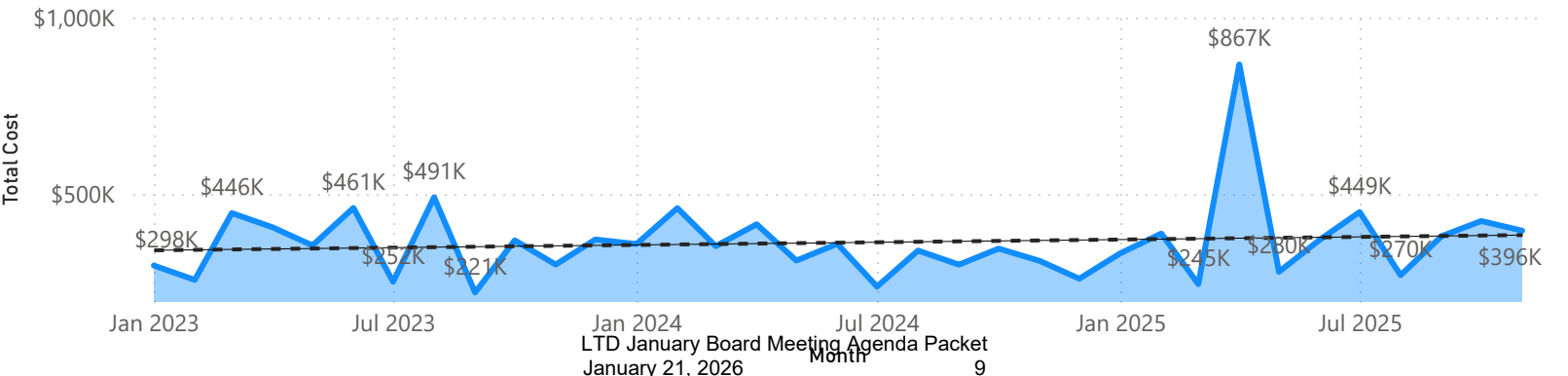
## Maintenance Cost - PM

Jan 2023 - Nov 2025



## Maintenance Cost - Repair

Jan 2023 - Nov 2025





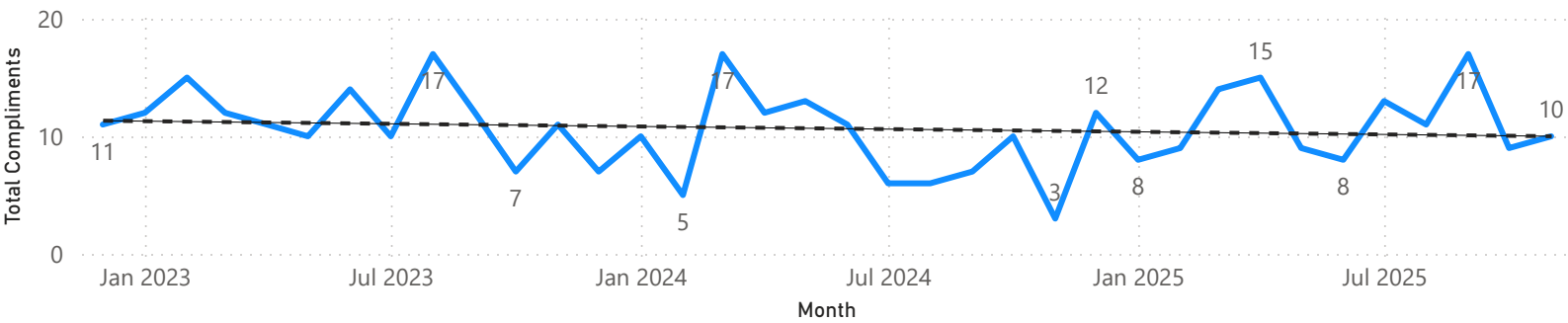
Customer Service

Compliments per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Compliment	1.96	0.58	1.38	2.91	2.72	0.19
Total	1.96	0.58	1.38	2.91	2.72	0.19

Compliments Trend

Dec 2022 - Nov 2025

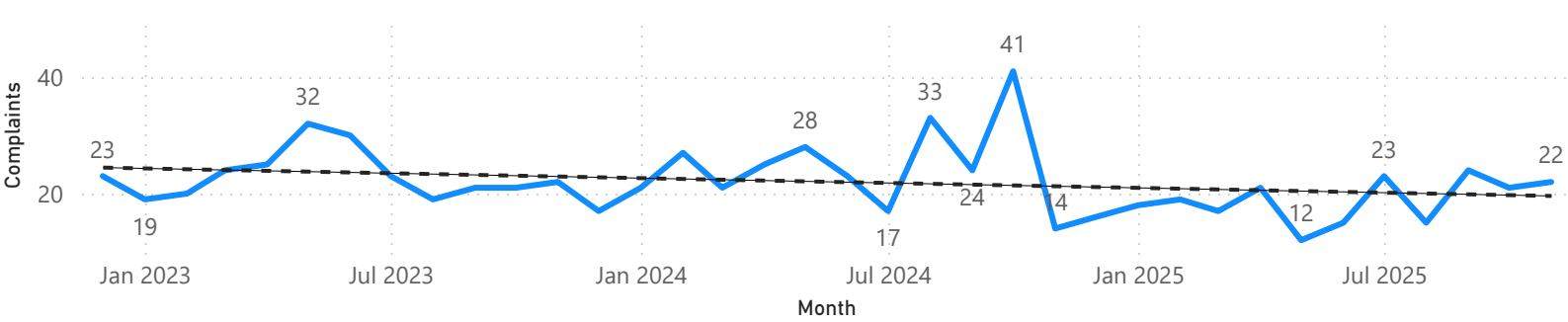


Substantiated Complaints per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Customer Relations	1.37	0.96	0.41	2.54	3.85	-1.31
Miscellaneous				0.30	0.47	-0.17
Reliability	1.96	1.34	0.61	2.64	2.60	0.04
Safety	0.98	0.38	0.59	1.01	1.82	-0.81
Total	4.30	2.69	1.62	6.49	8.74	-2.25

Substantiated Complaints Trend

Dec 2022 - Nov 2025



# Board Performance Report

November 2025



## Operations

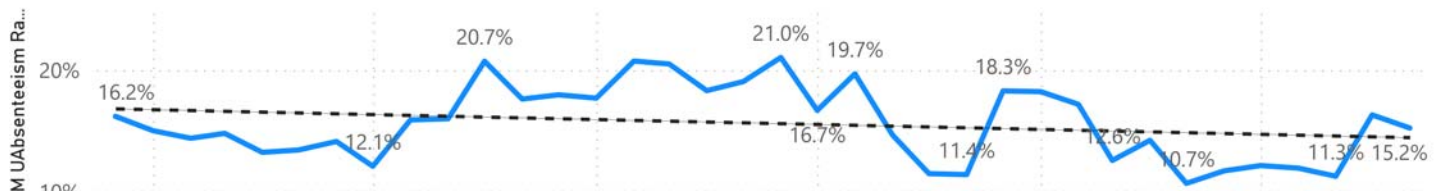
### Operator Unanticipated Absenteeism Rate

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	3.0%	1.32%	1.68%	2.04%	2.42%	-0.38%
Other	1.6%	0.52%	1.12%	1.02%	2.34%	-1.32%
Protected	5.6%	5.75%	-0.17%	5.04%	5.98%	-0.95%
Sick	5.0%	3.82%	1.20%	6.00%	6.61%	-0.62%
<b>Total</b>	<b>15.2%</b>	<b>11.40%</b>	<b>3.83%</b>	<b>14.10%</b>	<b>17.36%</b>	<b>-3.26%</b>

### Operator Unanticipated Absenteeism Rate Trend

Dec 2022 - Nov 2025



### Operator Unanticipated Absenteeism Rate Yearly Comparison

Jan 2023 - Nov 2025

Year ● 2023 ● 2024 ● 2025



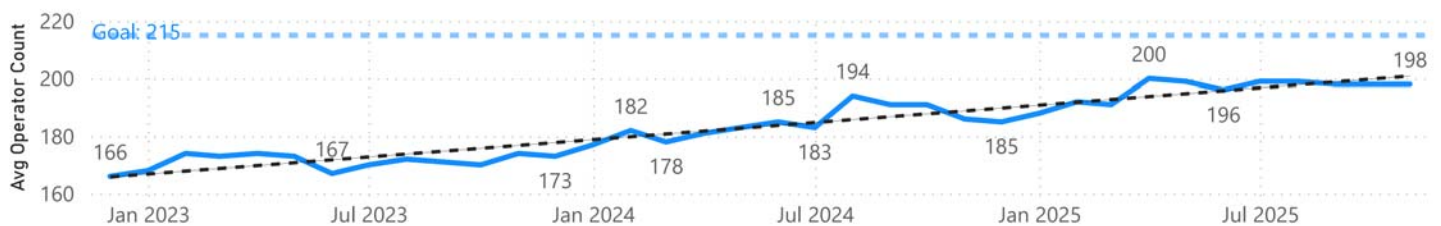
### Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	Change Monthly	% Change Monthly	Rolling 12 Month	Rolling 12 Month Prior	Change Rolling 12
92.1%	198	186	12	6.45%	195	184	11

### Operator Count Trend

Dec 2022 - Nov 2025





# Board Performance Report

November 2025

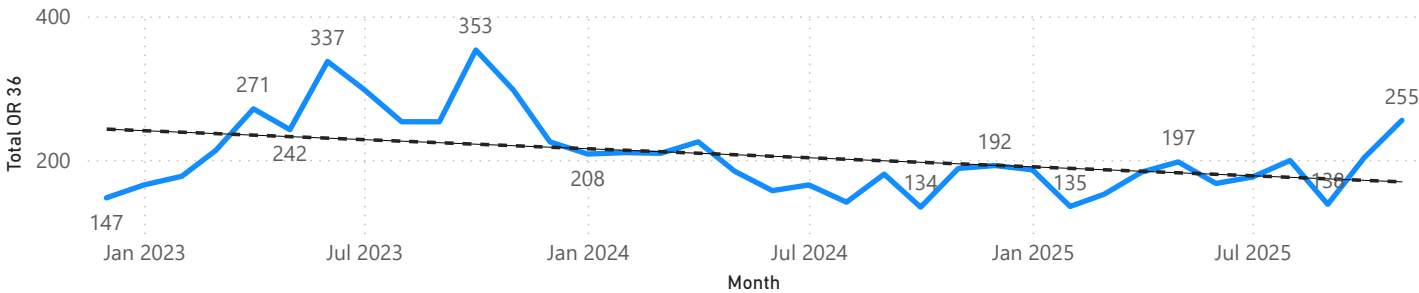
## Public Safety

### 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	12.91	9.79	3.12	8.93	9.80	-0.86

### Ordinance 36 Trend

Dec 2022 - Nov 2025

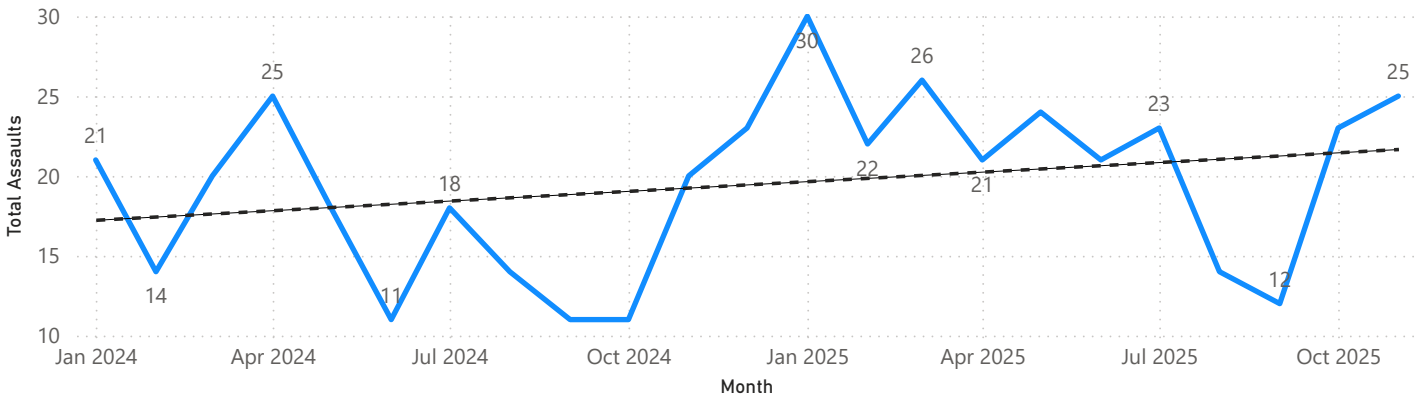


## Assaults

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
<input checked="" type="checkbox"/> Non-Physical	16	16	0	14.6	12.1	2.5
Operator Non-Physical	2	3	-1	4.3	2.8	1.5
Other Transit Worker Non-Physical	13	10	3	7.4	7.4	0.0
Public Non-Physical	1	3	-2	2.8	1.8	1.0
<input checked="" type="checkbox"/> Physical	9	4	5	7.4	4.5	2.9
Operator Physical				0.3	0.5	-0.3
Other Transit Worker	1	1	0	2.5	1.8	0.7
Public Physical	8	3	5	4.7	2.2	2.5
Total	25	20	5	22.0	16.6	5.4

### Assaults Trend

Jan 2024 - Nov 2025





# Board Performance Report

November 2025

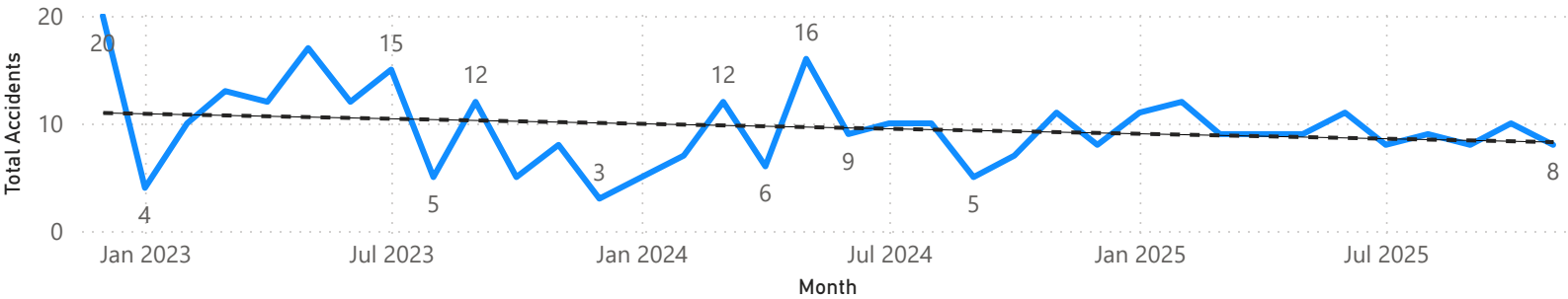
## Accidents

### Accidents

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable	5	3	2	4.7	4.8	-0.17
Preventable	3	8	-5	5.5	3.3	2.17
Total	8	11	-3	10.2	8.2	2.00

### Accident Trend

Dec 2022 - Nov 2025

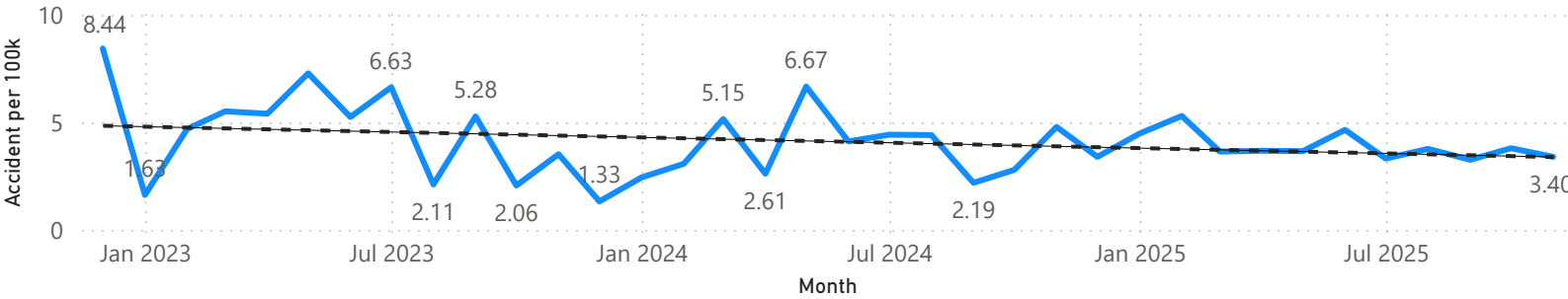


### Accidents Per 100k Revenue Miles

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable	2.12	1.31	0.82	0.16	0.18	-0.02
Preventable	1.27	3.48	-2.21	0.19	0.12	0.07
Total	3.40	4.79	-1.39	0.35	0.30	0.05

### Accidents per 100k Trend

Dec 2022 - Nov 2025





# Lane Transit District

## Monthly Department Reports

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### Administration

Wendi Frisbie, Chief Administrative Officer

#### COMPLIANCE

There have been no material changes since December's report, and work is ongoing. LTD continues to address the revised Federal Transit Administration (FTA) Disadvantaged Business Enterprise (DBE) program requirements and finalize the remaining 2024 Triennial Review items to achieve full federal compliance.

#### HUMAN RESOURCES

##### **Recruitment and Retention Report | November 2025**

**New Employees:** Four

**Open Positions:** 17 (10 Bus Operators)

**Filled Positions:** 12 (10 Bus Operators)

During November, the HR team focused on supporting employee benefits Open Enrollment. The Annual Engagement Survey concluded on November 21. Xenium is analyzing the responses, with results and key themes expected in early January. A high-level summary of the survey's results will be presented to the Board in the coming months.

#### MARKETING

##### Project Highlights

##### **Online Store Launch**

In November, LTD launched a new online store for select fare products, including Diamond Express and RideSource ticket books. This launch is another important step in the website overhaul. Similar to the previous website, the old online store used propriety technology that's no longer supported. Key benefits include an improved user experience that functions and feels similar to other online stores. The administrative side has also been updated with additional tools for order processing.

##### **Transit App Update**

November was LTD's first full month since publicly launching our partnership with the mobile trip planning app, Transit, to provide premium features to all users in our service area. The launch campaign was supported by a comprehensive marketing effort including signage at LTD stations, social media, and digital advertising targeted to University of Oregon students. The app had 1,117 unique users in November, a 75% increase from November 2024.

##### Outreach & Events:

On November 19, LTD participated in a community event hosted by Relief Nursery, strengthening our partnership while connecting with 28 community members in the Cottage Grove area. Staff shared information about Mobility Services, the Student Transit Pass, LTD service, and also connected with navigators from Senior & Disability Services.



## Lane Transit District Monthly Department Reports

### Student Transit Pass:

The new Transportation Program Specialist has met with all schools in the Eugene-Springfield area that are active in the program, making sure they were trained to use the program and discussed promotion of the program at their schools. The program specialist will begin reaching out to rural schools in January.

### Marketing Metrics • November 2025

#### Digital

<u>Metric</u>	<u>Current Month</u>	<u>Prior Month</u>	<u>Increase/Decrease</u>	<u>% Change Monthly</u>
Social Media Followers*	14,221	14,188	+33	+0.23%
Social Media Post Views*	94,837	122,137	-27,300	-24%
Website Page Views	96,000	131,000	-35,000	-27%
Website Unique Visitors	21,000	23,000	-2,000	-9%
Text/Email Subscribers	5,212	5,139	+73	+1.5%

#### Advertising

<u>Media</u>	<u>Impressions</u>	<u>Cost Per Thousand Impressions (CPM)</u>	<u>Notes/Benchmarks</u>
TV	756,800	\$4.64	TV CPM benchmark range is between \$5 and \$35.
Streaming TV	89,590	\$13.95	Streaming TV CPM benchmark range is between \$25 and \$65.
Digital Advertising	138,940	\$6.12	These display ads generated 1,360 clicks to LTD.org, at a click-through rate (CTR) of 0.98%. Average CTR for this type of advertising is 0.46%.  Programmatic display ad CPM benchmark range is between \$1 and \$12.

#### Outreach & Events

<u>Metric</u>	<u>Current Month</u>
Events Attended	1
Total Interactions	28

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





## Lane Transit District Monthly Department Reports

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### Development Services

Joe McCormack, Chief Development Officer

#### **FACILITIES MANAGEMENT & PROJECTS**

**Snow and Ice:** Facilities Management, along with Operations & Planning staff, participated in the Winter 2025-2026 Willamette Valley Winter Operations Meeting on December 11. This meeting is held annually in order for local jurisdictions to consult on winter operations, and has attendees from: the Oregon Department of Transportation (ODOT), City of Eugene, City of Springfield, City of Cottage Grove, City of Veneta, Junction City, City of Creswell, City of Coburg, City of Lowell, Oregon State Police, PeaceHealth, and Oregon Department of Emergency Management.

**Oregon Department of Energy Building Performance Standard:** Facilities Management is in the early stages of the Oregon Department of Energy's (ODOE) building performance standard (BPS), which was established by House Bill 3409 and subsequent ODOE rulemaking in 2024. The initial steps require that commercial building owners assess their compliance responsibilities "as soon as possible" to prepare for the upcoming BPS compliance. The initial step entails reporting of LTD facilities indicated by ODOE and is followed by ongoing reporting and meeting compliance standards for buildings equal to or greater than 20,000 gross square feet.

#### **Contracted service updates**

- **Cleaning Services:** Quoting for deep-cleaning bus stop poles is complete and selected contractor Northwest Elite will start cleaning flags, poles and pole integrated seating in January.
- **Landscaping:** The scope of services is currently being updated in preparation for a Request for Proposals (RFP) for these services. The existing contract is set to expire in July 2026.
- **On-Call Electrical:** Camp Creek Electric is scheduled to move an emergency fuel shut off switch in LTD's Glenwood Fuel building to a better accessible location.
- **Fleet Equipment:** C&K is working on vehicle lift improvements at RideSource to allow for simpler use of the lift.
- **Electric Bus Charging:** New Service Level Agreement (SLA) options and quotes have been submitted from A.B.B. Procurement is now working on agreeing on terms and conditions
- **Tree Service:** Quotes will be gathered at the end of December for tree pruning maintenance.

#### **Maintenance crew**

- **Scheduled Workorder Backlog:** The frontline team is behind on routine preventative maintenance (PM) tasks. Resolution of minor workspace Alteration and Improvement requests and non-critical corrective maintenance work will be paused until overdue PMs are completed. Currently, there are 11 overdue PMs with 20 hours of estimated labor. This is down from 23 overdue PMs, with 43.5 estimated labor hours. Estimate all overdue PMs to be completed by end of December. This is due to continuing support of the OCC project, an abnormally high volume of alteration and improvement requests, and workspace modifications.
- **Snow and Ice:** Prep for winter weather was completed in November, including re-training of Fleet and Ops Supervisor groups on snow removal equipment. Installing snow melting mats in the near future on new OCC concrete.





## Lane Transit District Monthly Department Reports

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### MOBILITY PLANNING

**River Road and Highway 99 Corridor Study** – The City of Eugene (CoE) has selected a consultant and is preparing to initiate the River Road and Highway 99 Corridor Study, a multimodal planning effort that will refine transit priority, safety, and access improvements along two of the region’s most important transit corridors. LTD is funding the study and serving as a key project partner to ensure that transit needs, rider experience, and service reliability remain central to the analysis and outcomes. The study will develop conceptual designs, cost estimates, and an implementation plan for transit speed and reliability improvements, enhanced bus stops, safer pedestrian crossings, and improved access for people biking and walking to transit. These recommendations will directly inform future capital investments that support LTD service performance, improve rider safety and accessibility, and advance shared CoE and LTD goals for enhanced transit corridors. The project is expected to take approximately 15–18 months, with multiple opportunities for community, stakeholder, and Board engagement as the work progresses.

**TNC Program Pilot** – LTD staff are advancing a proposed Transportation Network Company (TNC) Subsidy Pilot to address near-term mobility gaps in areas of the Eugene-Springfield metropolitan area affected by the discontinuation of select low-ridership fixed routes. The pilot is designed to improve access to the broader regional transit network, prioritize transportation-disadvantaged populations within former service areas identified in the 2024 System Review, and gather direct community feedback to inform long-term mobility strategies. Subsidized TNC trips would be offered within defined geographic zones based on demographic data, former route boundaries, and existing service gaps. The pilot is intended as an interim, cost-effective solution while longer-term mobility management strategies are developed and evaluated, with data collection and Board review planned throughout 2026.

**Audible Stop Announcements Pilot** – LTD staff are proposing an Audible Stop Announcements Pilot to evaluate the feasibility, benefits, and operational impacts of announcing all stops system-wide using automated technology. While LTD currently meets ADA minimum requirements by announcing timepoint stops, this pilot would expand announcements to all stops to improve accessibility for riders with visual impairments, support riders using mobility devices, and enhance overall rider awareness. The pilot would leverage LTD’s existing TransitMaster GPS-based annunciator system and include phased route rollouts, operator and rider engagement, and structured feedback collection. Findings from the pilot will inform a potential system-wide implementation decision, with final evaluation results anticipated in 2026.

**Metropolitan Policy Committee (MPC) Considers Regional Funding Requests** – Lane Council of Governments (LCOG), on behalf of the Central Lane Metropolitan Planning Organization (MPO), conducted a Call for Projects from September 23–October 31, 2025, to allocate anticipated discretionary federal transportation funding for federal fiscal years 2028–2030 as part of development of the MPO’s 2027–2030 Transportation Improvement Program (TIP). The Central Lane MPO received several eligible project proposals from regional partners for consideration in the Eugene–Springfield metropolitan area. LTD submitted three funding requests aligned with agency priorities: Fare System Unification, Traffic Signal Priority Enhancements, and Transit–Shared Mobility Integration and Modernization. The MPC will consider project funding recommendations at its February 2026 meeting.

## Finance

Pam Strutz, Chief Financial Officer



## Lane Transit District Monthly Department Reports

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### FINANCE DEPARTMENT

- November recap: total deposits \$8.1 million; total disbursements \$8.4 million (operating account).
- Financial highlights:
  - FY26 Fares & Group Passes \$68,000 higher than previous year.
  - Year-to-date Payroll tax receipts are \$2.9 million higher than previous year
  - Interest earnings rate decreased slightly from 4.57% to 4.43% due to Fed rate change
  - Three departments are above pro-rated budget in expenses - one is due to an adjustment in staff between departments that hasn't been updated in the budget yet, and the others are related to contract expenses early in the fiscal year.
  - July-November preliminary net results is a \$6.7 million surplus.
- Audit – the audit work is complete and draft financial reports are being reviewed. The Comprehensive Annual Financial Report was due to the State Secretary by December 31, 2025 and will be presented to the Board in early 2026.
- Staffing – We have two open positions, an Accounting Analyst I (focus on Accounts Payable) and Director of Finance. Interviews for the analyst position are done and an offer is forthcoming. We have not started interviews for the director. Please send all qualified candidates to LTD.org to apply.
- National Transit Database (NTD) – The first round of NTD forms is complete, and we are working on reconciliations and answering questions from our NTD Regional Analyst. There are always many follow-up questions and additional analysis required. This big project involves several departments and largely determines our allocation of Federal funds.

### **BUDGET:**

- In January, the internal budget process begins with meetings for each department. The next public budget meeting is on March 31, 2026 to review the draft FY27 budget.

### GRANTS

- Drawdowns for \$520,552 were processed in November. We also submitted our quarterly ODOT reconciliation which resulted in \$3,486,219 in revenue.
- Staff have been working behind the scenes on STIF amendments, FTA grant amendments and a new application to ODOT for a Veterans grant focused on rural transportation needs.
- We are continuing to work closely with the FTA to draft an agreement to transfer 19 battery electric buses to Los Angeles Metro. This will help them meet their BEB quota and provide additional transportation for the 2028 Summer Olympics. It assists LTD by opening up slots for buses that better meet our local needs.

### MATERIALS MANAGEMENT

November 2025 inventory percentage was completed with 99.75% count accuracy and adjustment value of \$78.11.  
November 2025 total inventory value is \$1,851,105.01.



## Lane Transit District Monthly Department Reports

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

### **PROCUREMENT**

#### **Upcoming Projects:**

Request for Proposal (RFP) 20250107 for Rural Services Pilot and Cottage Grove Connector closed on October 1, 2025. Contract is expected to go out for signatures in December 2025.

Requisition for eleven 40-foot Gillig buses. Approval from Washington Department of Enterprise Services acquired for utilization of Cooperative Contract No. 06719-01.

## Information Technology and Business Intelligence

Aimee Reichert, Chief Performance Officer

### **INFORMATION TECHNOLOGY & INTELLIGENT TRANSPORTATION SYSTEMS**

In November, IT/ITS received 192 helpdesk tickets, a significant drop from October coinciding with calming in the Operations Command Center go-live. Significant project work continues with implementation of a mobile video solution, replacement of the operations scheduling solution, Microsoft 365 enablement, and major software/hardware infrastructure maintenance.

### **BUSINESS INTELLIGENCE**

In November, 105 individual BI reports were in use across 54 distinct users. The most active reports were:

- /Transit Operations/Supervisor/Ops Absences
- /Transit Operations/Supervisor/Ops OTP
- /Fleet Maintenance/Daily Mileage TM
- /Fleet Maintenance/Packing List Reconciliation by EPO
- /Transit Operations/Supervisor/Ops Self Reports

BI also engaged in metric collection supporting several key organizational analyses: RideSource Operations, Service Planning Policy Updates, and Student Pass Aggregation. Key developments in progress are focused on Fleet efficiency and Fare Collection.

## Operations

Mike Hursh, Chief Operating Officer

December was a productive and strategically important month across all areas of Operations. Key achievements included expanded training activity, readiness for the Bus Operator Apprenticeship launch, operational stabilization in



## Lane Transit District Monthly Department Reports

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the new building, strengthened field response, continued staffing progress in Public Safety, sustained fare inspection performance, and proactive engagement with regional healthcare and mobility stakeholders.

The department is well positioned heading into 2026 with strong momentum and clear alignment around service readiness, safety, community engagement, and workforce development.

### **IN-SERVICE TRAINING**

- Launched October 27, 2025.
- Three classes completed to date.
- 8% of Operators have completed the training so far.
- Additional sessions planned throughout 2026 and into 2027.

### **BUS OPERATOR APPRENTICESHIP PROGRAM**

- First class begins January 12, 2026 with 10 new apprentices expected.
- A second full day of Mentorship Training took place on December 18. The training ensures the mentors are prepared to assume duties with the January 12<sup>th</sup> class.

### **SEASONAL & VOLUNTARY TRAINING**

- Snow & Ice Training and Detour Training:
  - 61 Operators completed the voluntary training sessions.

### **FIRST- AND SECOND-YEAR OPERATOR REUNION TRAINING**

- 57 Operators completed to date.
- Feedback has been highly positive; Operators appreciated refresher guidance and operational reminders.
- 13 additional Operators scheduled for January 2026 sessions.

### **DETOUR VIDEO RESOURCE LIBRARY**

- 24 detour route videos (inbound + outbound) created.
- Videos edited and accelerated to 3× viewing speed for quick review.
- Now available for all Operators.

### **PUBLIC SAFETY**

- One Public Safety Officer hired on December 15, increasing staffing to 21 officers.



## **Lane Transit District Monthly Department Reports**

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### **OPERATIONS DIVISION**

- New Year's Holiday Bid was completed in December.
- Winter Bid information distributed for processing on December 19, 2025.

### **Field Response Improvements**

- Response times have continued to improve due to:
  - Deployment of new equipment
  - Adjusted supervisor schedules
  - Expanded overlapping supervisor coverage
- Early operational indicators show faster service response and greater field presence.

### **MOBILITY SERVICES**

#### **Community Outreach**

- On December 4, Mobility Services and Marketing staff conducted a presentation at Evergreen Senior Living.
  - Provided service information, registered residents for Honored Rider passes, and answered questions.
- Next outreach presentation scheduled for January 8 at Willamette Oaks.

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

<b>Contracts</b>									
<b>DATE EXECUTED</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT TERM</b>	<b>CONTRACT VALUE/TASK ORDER AMOUNT</b>	<b>CONTRACT INCREASE/TASK ORDER AMOUNT</b>	<b>NEW CONTRACT VALUE</b>	<b>SIGNER</b>	<b>NOTES</b>
12/1/2025	Turrell Group	Photo Library Refresh	Task Order	Nov 24, 2025 - Jun 30, 2026	Task Order Amount As budgeted	\$9,080.00	N/A	E. Breitenstein	Task Order to assist Marketing develop a Photo Library for development of deliverables and social media posts.
12/3/2025	Brightly Software, Inc.	Facilities Asset Management Software	Master Subscription Agreement	Nov 11, 2022 - Mar 1, 2026	\$138,140.79	N/A	N/A	J. Flick	Amendment to extend the agreement another 120 days to negotiate the terms of the MSA.
12/4/2025	City of Eugene	First Mile Last Mile Study	Intergovernmental Agreement	Dec 12, 2025 - Nov 29, 2029	\$70,280.00	N/A	N/A	D. Roth	New Agreement
12/10/2025	Planet Technologies, Inc.	Microsoft 365 Trusted Advisor Services	Personal Services	Jan 1, 2025 - Jan 31, 2026	\$149,940.00	N/A	N/A	A. Reichert	Amendment to extend the agreement to January 31, 2026.
12/22/2025	Pivot Architecture	On-Call Architectural & Engineering Services	Professional Services	Dec 16, 2025 - Dec 1, 2026	As budgeted	\$50,465.26	N/A	J. McCormack	Task Order for design services of paver replacement at Gateway & UO North Stations.
12/30/2025	Chambers Construction	Fall Service Change Bus Stop Pads	Task Order Amendment	Aug 4, 2025 - Jun 30, 2026	\$42,467.00	N/A	N/A	J. McCormack	Amendment to Task Order to extend the completion date.







# Marketing Brand Campaign

- *Connect to What's Possible* highlights the positive impact that LTD has on the community.
- Advertising channels include: broadcast TV, streaming TV platforms, streaming radio, digital billboards, and digital advertising.
- Across all channels, the campaign generated 1,084,835 impressions in its first month (November 2025).
- Ads will be placed on additional channels in early 2026 and be refreshed in Spring 2026 with a new call to action.





# Legislative Strategy

## Elected Officials Engagement & Legislative Outlook

### Purpose

- Guides engagement with **local, state, and federal elected leaders**
- Provides tools and strategy to advance LTD priorities

### Board Member Role

- Share testimony, institutional history, and policy positions
- Participate in one-on-one meetings with state legislators

### Key Legislative Focus

#### **Oregon – 2026 Short Session (Feb 2–Mar 8)**

- Transit Funding Task Force (LC 257)
- Governor’s request to recall HB 3991 (2025 Transportation Package)

### Federal

- Surface Transportation Reauthorization
- Five-year federal transportation policy
- Current authorization expires this year



# Draft Equitable Engagement Policy

## Community Stipend Policy - Key Points

- Establishes standards for providing stipends to community members serving on project committees
- Stipend amounts: Up to \$50 per meeting or \$25 per hour
- Eligibility limited to participants not otherwise compensated for their involvement
- Applies only to ad-hoc, project-based, time-limited committees
  - *Excludes LTD Board, standing committees, and subcommittees*
- Reduces barriers to participation in LTD public engagement efforts
- Ensures community voices help shape LTD decisions and priorities

## Alignment with LTD Core Values

- Equity: Expands inclusive participation opportunities
- Respect: Recognizes and values community contributions
- Collaboration: Strengthens partnerships and community connections





## **Lane Transit District Agenda Item Summary (AIS)**

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**Presented By:** Jameson Auten, Chief Executive Officer

**AIS Title:** LTD Legislative Strategy

**Prepared By:** Sam Kelly-Quattrocchi,  
Government Relations Manager

**Action:** Discussion and Feedback

### **Agenda Item Summary:**

Following the 2025 Long Legislative Session, and the 2025 Special Legislative Session, the Oregon Legislature passed a temporary, two-year increase of the Statewide Transportation Improvement Fund (STIF). Since its creation in 2017, STIF has transformed transit across Oregon and has not increased since 2017.

The 2027 long session will once again see STIF and transit at the center of the funding debate. To prepare, as well as local and federal issues, staff have created the attached Legislative Outreach Strategy. While not a policy document, this strategy focuses on the meeting and outreach cadence LTD will need to follow to best situate LTD before and during the 2027 Oregon Long Session.

During this meeting, staff will provide an update on the upcoming 2026 Oregon Short Session.

### **Attachments:**

- (1) Legislative Strategy 2026 - 2027

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

## **Legislative Outreach Strategy 2026-2027**

This document outlines the strategy LTD's Government Relations will utilize to strategically place LTD at the local, state, and federal level, with specific state emphasis to prepare for the 2027 state legislative long session. This is not intended to be a policy document, outlining LTD's stance on specific issues, but rather the tools and strategy LTD will follow to communicate with elected officials.

### **LTD Board**

- Adoption of the plan by LTD Board
- Board speaking/testifying opportunities identified below.
  - When testifying, board members will focus on history, policy setting, and community stories/anecdotes.
- Staff will provide legislative updates:
  - During short session (February 2, 2026 – March 9, 2026)
    - January before session begins
    - April after session ends
    - Email communications during sessions as needed
  - During Long Session (January – June 2027)
    - January/February after session begins
    - After First Chamber Deadline
    - After Second Chamber Deadline (if needed)
    - August after session ends
    - Email communications during sessions as needed

### **Federal**

- Active participation in the United Front annual fly-in in Washington, D.C.
  - LTD Board President attend or appoint someone if they cannot make it.
- Attend annual American Public Transportation Association (APTA) Legislative Conference
- Meet with federal regional staff once a quarter
- Host each federal elected on LTD property once every two years
- Attend local events, roundtables, or town halls for federal legislators

### **State**

- Hold position on Oregon Transit Association (OTA) Board of Directors and Legislative Committee
  - Run for Board of Directors executive position
  - Utilize OTA talking points for legislative meeting
  - Provide OTA with necessary LTD data, and assist in collecting data from other agencies
- Lane County Delegation
  - Quarterly zoom meetings
  - Annual in-person meetings, before session begins
    - Partner and develop connections with key agencies from the four outcome groups (workforce, housing, education, and health).
  - Meet with a legislator once a month, in person preferred.
  - Rotate site visits with Lane County delegation
  - Send press releases and other key communications and updates directly to delegation.
  - Develop key issues and priorities list for each delegate.
    - Create key communication messaging for each priority.

- Other delegates
  - Identify key leadership positions (minority and majority leader, speaker, president of the senate, governor's office, Department of Transportation) outside of Lane County.
  - Meet with legislative leadership at least once before session and once during session
  - Develop key issues and priorities list for each delegate.
    - Create key communication messaging for each priority.
  - Send key press releases and invitations to events & ribbon cuttings
- Legislative Session
  - Track bills before and during session
  - Compile feedback from subject matter experts on impacts of bills to LTD
  - Develop individual lobbying strategies for high priority bills
  - Attend key bill public hearings
    - Develop talking points for Board & CEO to provide testimony
    - Provide testimony to key partner bills and priorities
- 2027 Long Session
  - Develop LTD goal for STIF funding (increase vs. end sunset).
  - Build coalition of support with:
    - Local Lane County government
    - OTA
    - 4 Pillars community leaders
    - Local Delegation
      - Find local champion to strongly support LTD goals from within Salem
  - Work with OTA to explore alternatives to transit funding.
    - What could the increase look like?
    - Only payroll funding? Is it our role to explore?
  - What is at risk without STIF increase?
    - Use Community Investment Plan (CIP) & Budget to track what projects we could be funding.
    - Without secure funding, additional revenue options will need to be examined.

#### **Lane County/Other**

- Meet with Lane County area elected official at least once a month
- Attend 2-3 local events a month
- Develop LTD one-page story cards
  - Topic, story headline, data source, internal communication strategy, external communication strategy
- Attend regional local government council/commissioner meetings once every two years to provide a public update on transit in their areas, and across Lane County.



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer

**AIS Title:** Equitable Engagement Policy Briefing

**Prepared By:** Brandon Melton, Senior Planner

### **Action: Information Only**

#### **Background**

The Equitable Engagement Policy is intended to reduce barriers to public participation by providing stipends to community members who contribute their time and expertise to LTD advisory committees, task forces, and other structured engagement activities.

In alignment with LTD's Board-adopted Communications Framework, staff developed the Equitable Engagement Compensation Policy to advance more inclusive and equitable public engagement practices. The policy is modeled after the successful Community Steering Council (CSC) pilot implemented during the Comprehensive Outreach and Communications Analysis (COCA) project. That pilot demonstrated providing stipends increases the diversity and representativeness of participants, leading to more equitable outcomes and stronger community partnerships.

#### **Draft Policy Overview**

The policy formalizes LTD's approach to offering stipends for community participation in engagement activities that require a sustained time commitment (typically six months or longer). Key elements include:

- Purpose and Values: Reinforces LTD's core values of equity, respect, and collaboration by recognizing the time, effort, and lived experience community members contribute to agency decision-making.
- Eligibility: Applies to participants in advisory committees, task forces, or long-term project-based engagements who are not otherwise compensated for their participation and who live or work within Lane County. Government and LTD employees are not eligible.
- Stipend Parameters: Up to \$50 per eligible meeting (approximately \$25/hour). Attendance and eligibility verification required prior to disbursement.


#### **Feedback**

This draft policy was presented to LTD's Strategic Planning Committee on November 18, 2025. The committee expressed positive feedback for the policy.

#### **Attachments:**

- 1) Draft Equitable Engagement Policy

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

	<b>Marketing Department</b>	<b>Department(s) Affected:</b> Administration Departments
		<b>Effective Date:</b> January 21, 2025
		<b>Revision Date(s):</b> None to date

## LANE TRANSIT DISTRICT EQUITABLE ENGAGEMENT POLICY

### PURPOSE

Lane Transit District (LTD) is committed to building a transportation system that is equitable, sustainable, and responsive to the needs of the community. This policy reflects this by reducing barriers to participation in LTD's public engagement opportunities. Including all our communities in decision-making processes is essential to ensuring our choices reflect and honor those we serve. A stipend program helps acknowledge the potential personal and financial burden of participating in our forums.

The program supports LTD's core values: equity by creating more inclusive opportunities for engagement, respect by valuing the time and effort of community members, and collaboration by strengthening partnerships between LTD and the public in shaping the future of mobility across Lane County.

An opt-in procedure will identify community members interested in receiving a stipend and ensure they are eligible to do so. These rules and requirements must be followed and communicated before any stipend is purchased or distributed. Stipends must be distributed in accordance with this policy. Any exceptions must be approved by the Chief Executive Officer (CEO).

### APPLICABILITY

This policy applies to community members participating in LTD advisory committees, task forces, and other eligible public engagement activities that require a sustained commitment to providing feedback on projects lasting six or more months who are not otherwise compensated for their participation.

### RESPONSIBILITIES

- **Director of Marketing:** Oversees stipend program, oversight includes ensuring the project manager is aware of the policy and directing them to necessary resources to carry out responsibilities outlined therein.
- **Marketing Department:** Manages the program, ensures documentation is complete, assists members with vendor setup.
- **Finance Department:** Processes payments (ACH, check, or VISA gift card in limited cases), records transactions, and maintains financial records.
- **Project Manager:** Determines appropriate stipend amount, coordinates with Marketing and Finance departments on management of stipends, collects attendance, tracks eligibility, submits stipend reports to Finance Department.

## POLICY

Lane Transit District is committed to ensuring that public engagement reflects the voices of the entire community. To support this goal, LTD provides stipends to reduce financial barriers and recognize the meaningful contributions of participants. Stipends acknowledge that community members dedicate time, knowledge, and lived experience that directly shape LTD's decisions and future investments.

Stipends are available to community members engaged in LTD committees or public processes that meet the following requirements:

- Meetings last at least one hour and are part of an engagement effort convened for six months or more.
- Participants are not compensated by another organization for the same activity.
- Government employees and LTD employees are not eligible.
- This stipend program does not extend to LTD's Board of Directors, standing committees or subcommittees.
- Participants must be approved to receive a stipend, registered in LTD's financial system and have provided a W-9 and banking information (if receiving ACH).
- Participants must live or work within Lane County.

**Stipend Amount:** Up to \$50 per eligible meeting or approximately \$25/hour of time committed, determined by the project manager.

**Payment Frequency:** Payments will be processed in accordance with meeting occurrence (monthly, quarterly, etc.), but not more often than once per month.

**Payment Methods:** Payments may be issued via:

- ACH direct deposit,
- Check (for unbanked members), or
- VISA gift card (in limited circumstances).

**Attendance Requirement:** Members must attend meetings in full (arriving within 5 minutes of start, leaving no earlier than 5 minutes before conclusion).

**Exceptions:** Any exceptions must be approved by the CEO.

**Grant-Funded Disbursements:** If grant funding allows stipends, payments must comply with both grant terms and this policy. The Director of Marketing must maintain a stipend disbursement log and reconciliation for grant reporting.

### Disbursement Process:

1. Director of Marketing reviews attendance records, eligibility, and opt-in forms.
2. Prepares **Stipends for Payment Report** and submits to Finance.
3. Finance processes payments by ACH or check (mailed to address on file; no hand delivery). LTD is not responsible for lost or misdirected mail and will not reissue checks.
4. Typically, no manual distribution of stipend checks will occur. An exception can be made if the participant does not have a regular mailing address. In which case, they may retrieve their stipend in person from LTD's Glenwood Office.



## DEFINITIONS

**ACH (Automated Clearing House):** refers to the electronic network in the United States that facilitates direct bank-to-bank transfers, allowing for both direct deposits and direct debits.

**Advisory Committee:** An Advisory Committee is a body established by the LTD Board to provide advice and recommendations on matters within the scope defined by the Board. Advisory Committees serve in a consultative capacity only and hold no independent decision-making authority.

**Stipend:** A fixed dollar amount (up to \$50 per meeting) provided to community members for participating in LTD projects or advisory committees.

**Task Force:** A Task Force is a temporary body established by LTD's Board or CEO for the purpose of addressing a specific issue, project, or objective. A Task Force is dissolved upon completion of its assigned charge. Task Forces serve in an advisory and consultative capacity only and hold no independent decision-making authority.

**Project Manager:** A Project Manager is an individual designated by a project sponsor to plan, coordinate, and oversee a specific project from initiation through closeout. The Project Manager is responsible for managing scope, schedule, budget, risk, and compliance with applicable policies, procedures, and regulations. The Project Manager serves as the primary point of accountability for project delivery.

## RECORD RETENTION SCHEDULE

All records created, used, or generated through this policy must be:

- Retained according to the Oregon's public records retention schedule.
- Classified and archived in accordance with LTD's Records and Information Management Policy.
- Reviewed with support from the Records Management Officer, as needed.

## COMPLIANCE AND DISCIPLINARY ACTIONS

All LTD employees and participants are expected to follow this policy. Employees who fail to comply may face progressive disciplinary action in accordance with LTD policies, up to and including termination. Community members who provide false information, fail to meet eligibility requirements, or misuse the stipend program may be disqualified from receiving future stipends or participating in engagement activities.

## MAINTENANCE

This policy will be reviewed annually by the Director of Marketing in coordination with the Finance Department.

## REVISION HISTORY

Revision Number	Author	Summary of Changes
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<b>0</b>	<b>Planning and Marketing Depts.</b>	
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Legal References: IRS regulations regarding taxable compensation (Form 1099 issuance).

Related Forms: IRS Forms W-9 and Form 1099, Engagement Compensation Participation Form, Engagement Attendance Sheet, Stipends for Payment Report

Related Policies and Procedures: N/A

## POLICY APPROVAL

<b>Required Approval Type</b>	
Chief Executive Officer (CEO) Approval	<input checked="" type="checkbox"/>
Board of Directors' Approval	<input type="checkbox"/>
Union Review (must be submitted at least 10 days before implementation)	<input type="checkbox"/>
Other:	Click or tap here to enter text.

\_\_\_\_\_  
Jameson Auten, Chief Executive Officer (CEO)

\_\_\_\_\_  
Date



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer

**AIS Title:** Monthly Financial Report

**Prepared By:** Pamela Strutz, Chief Financial Officer

**Action:** Information Only

The purpose of this report is to provide the Board of Directors with LTD'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 November 2025.

### **Summary of Key Highlights**

- Revenue: \$50.2 million (32.8% of annual budget), up from \$38.7 million (25.8%) same time last year.
- Expenditures: \$43.5 million (28.4% of budget) — up from \$40.1 million (26.8%) FY25.
- Net Position: Preliminary surplus \$6.7 million, due to strong payroll tax receipts and timing of grant drawdowns.

### **General Fund Snapshot**

- Revenue: \$36.2 million (45.2% of budget), driven by strong payroll tax receipts (\$29.2 million, 49.6%) and timing of federal drawdowns (\$2.7 million, 56.5%).
- Expenditures: \$27.9 million (33.0% of budget), reflecting increased staffing costs, front-loaded IT, and training costs.

### **Non-General Funds**

- Revenue: \$14.0 million (19.2% of budget), boosted by capital projects drawdowns.
- Expenditures: \$15.6 million (22.8% 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.
- Expenses show below budget year-to-date; some impact from timing of report (General Fund, and timing of fleet purchases (Capital Fund)).
- Staff monitoring variances in personnel costs, IT, training, and capital project spending.

### **Attachments:**

(1) LTD Financial Report

**Lane Transit District**  
**Financial Report Budget to Actuals (PRELIMINARY )**  
**For the 5 Months Ending November 30, 2025**  
**(For Internal Use only - not audited)**

<b>Revenue: General Fund</b>	<b>FY26 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>	<b>FY25 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>
Fares & Passes	\$ 2,467,065	\$ 998,967	40.5%	\$ 2,839,500	\$ 986,938	34.8%
Group Passes	1,959,760	869,259	44.4%	2,137,000	813,262	38.1%
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	29,179,383	49.6%	53,873,247	26,172,366	48.6%
Self-Employment Tax	2,400,000	435,662	18.2%	2,685,256	506,582	18.9%
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	1,077,738	89.8%
Federal Assistance	4,700,000	2,657,341	56.5%	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	71,113	18.2%	320,000	210,024	65.6%
Procedes from Sale of Asset	1,000,000			-	54,443	
<b>Total General Fund Revenue</b>	<b>\$ 80,195,727</b>	<b>\$ 36,214,066</b>	<b>45.2%</b>	<b>\$ 77,074,325</b>	<b>\$ 30,463,020</b>	<b>39.5%</b>

<b>Revenue: Non-General Funds</b>						
Capital Projects Fund	\$ 25,468,336	\$ 5,687,679	22.3%	\$ 29,964,985	\$ 21,380	0.1%
Medicaid Fund	\$ 19,082,519	6,455,425	33.8%	17,651,250	6,137,511	34.8%
Mobility Services Fund	15,818,716	1,438,668	9.1%	14,383,989	1,827,785	12.7%
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	247,250	123.6%
Transfer from General Fund	6,805,750	106	0.0%	8,018,285	-	0.0%
<b>Total Non-General Funds Revenue</b>	<b>\$ 72,783,105</b>	<b>\$ 13,957,918</b>	<b>19.2%</b>	<b>\$ 72,704,066</b>	<b>\$ 8,233,925</b>	<b>11.3%</b>

<b>Total All Revenue</b>	<b>\$ 152,978,832</b>	<b>\$ 50,171,984</b>	<b>32.8%</b>	<b>\$ 149,778,391</b>	<b>\$ 38,696,945</b>	<b>25.8%</b>
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<b>Expenditures: General Fund</b>	<b>FY26 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>	<b>FY25 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>
Business Intelligence	\$ 695,318	\$ 309,250	44.5%	\$ 390,942	\$ 205,149	52.5%
Compliance	844,112	295,542	35.0%	499,533	169,932	34.0%
Customer Services	1,213,192	434,042	35.8%	989,734	378,838	38.3%
Executive Office	3,038,988	1,167,303	38.4%	2,643,621	987,466	37.4%
Facilities Management	3,754,918	1,201,569	32.0%	3,378,166	1,211,417	35.9%
Finance	1,889,065	731,311	38.7%	1,674,277	692,948	41.4%
Fleet Management	7,169,937	2,773,518	38.7%	6,532,179	2,547,099	39.0%
Human Resources	5,947,557	2,025,973	34.1%	5,015,806	2,185,059	43.6%
Information Technology	4,973,918	2,146,411	43.2%	4,418,157	2,022,083	45.8%
Insurance & Risk Services	2,896,671	1,099,965	38.0%	2,280,058	914,001	40.1%
Intelligent Transport Systems	882,578	307,922	34.9%	707,308	132,912	18.8%
Marketing	1,932,746	638,825	33.1%	2,181,372	537,659	24.6%
Materials Management	6,394,400	1,522,914	23.8%	6,209,500	1,470,220	23.7%
Mobility Services	411,521	145,846	35.4%	520,756	132,141	25.4%
Planning & Development	1,041,317	365,446	35.1%	874,437	321,179	36.7%
Procurement	1,377,563	524,185	38.1%	1,478,312	547,143	37.0%
Public Safety Services	3,047,701	984,792	32.3%	2,826,624	695,725	24.6%
Special Events/Contingency	98,000	-	0.0%	50,000	-	0.0%
Transit Operations	30,016,065	11,105,100	37.0%	28,310,220	10,121,510	35.8%
Transit Training	60,186	119,296	198.2%	65,620	5,594	8.5%
Transfer To Other Funds	6,805,750	106	0.0%	8,018,285	-	0.0%
<b>Total General Fund Expense</b>	<b>\$ 84,491,503</b>	<b>\$ 27,899,316</b>	<b>33.0%</b>	<b>\$ 79,064,907</b>	<b>\$ 25,278,077</b>	<b>32.0%</b>

Lane Transit District  
Financial Report Budget to Actuals (PRELIMINARY )  
For the 5 Months Ending November 30, 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	\$ 7,271,494	23.4%	\$ 36,640,620	\$ 5,005,900	13.7%
Medicaid Fund	19,410,269	5,351,238	27.6%	17,979,000	6,396,109	35.6%
Mobility Services Fund	16,318,716	2,942,785	18.0%	14,893,989	3,423,323	23.0%
Point2Point	263,265	33,426	12.7%	699,875	16,553	2.4%
Sustainable Services Fund	1,398,743	-	0.0%	500,000	-	0.0%
<b>Total Non-General Funds Expense</b>	<b>\$ 68,487,329</b>	<b>\$ 15,598,943</b>	<b>22.8%</b>	<b>\$ 70,713,484</b>	<b>\$ 14,841,885</b>	<b>21.0%</b>
<b>Total All Expense</b>	<b>\$ 152,978,832</b>	<b>\$ 43,498,259</b>	<b>28.4%</b>	<b>\$ 149,778,391</b>	<b>\$ 40,119,961</b>	<b>26.8%</b>
0						
<b>Net Surplus (Deficit)</b> (Total Revenue less Total Expense)	<b>\$ 6,673,725</b>			<b>\$ (1,423,016)</b>		



## **Lane Transit District Agenda Item Summary (AIS)**

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**Presented By:** Jameson Auten, Chief Executive Officer

**Title:** Consent Agenda

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

**Action:** Approval

Consent Agenda:

- Approval of Monthly Finance Report
- Adoption of Resolution No. 2026-01-21-01, authorizing the Chief Executive Officer (CEO) to enter into an intergovernmental agreement (IGA) with Lane Council of Governments (LCOG)
- Approving the Amendment to the CEO Employment Agreement

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



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer

**Contract Title:** Regional Safe Routes to School Administration

**Prepared By:** Eric Breitenstein, Director of Marketing

**Grant No:** OR-2020-039 and OR-2020-56

**Contract No.:** 20260017

**Entering into a Contract:** ☒

**Contract Amendment:** ☐

**Approved by Procurement:** ☒

**Action:** Adoption of Resolution No. 2026-01-21-01; authorizing the Chief Executive Officer to enter into an intergovernmental agreement with Lane Council of Governments for the purpose of administering the regional Safe Routes to School program.

**Agenda Item Summary:** Lane Council of Governments (LCOG) will continue to lead all facets of the Lane County Metropolitan Planning Organization (MPO) regional Safe Routes to School (SRTS) program serving the Eugene 4J, Springfield, and Bethel school districts. This includes ensuring the program is developed and implemented in alignment with the goals of the Regional SRTS Strategy (2021–2025) and in compliance with the scope of the applicable federal grants.

The SRTS program provides education and outreach activities, including the expansion of bicycle and pedestrian education within elementary and middle schools. LCOG is currently administering the SRTS program under a prior intergovernmental agreement (IGA) with Lane Transit District (LTD), Contract No. 2020-157. LTD wishes to continue program administration with LCOG through a new IGA.

The total contract value under the proposed IGA is up to \$362,589 over an 18-month period. Of this amount, 89.73% (\$325,351) is funded through federal grants OR-2020-039 and OR-2020-056, which require a 10.27% local match. The remaining 10.27% (\$37,238) will be funded from the General Fund.

\$142,973 of the total contract value is anticipated to be expended during the FY 2025–26 budget year and is included in the approved Point2Point budget for that fiscal year. The remaining balance will be programmed in the Point2Point budget for the subsequent fiscal year.

**Attachments:**

- (1) Resolution No. 2026-01-21-01

**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. 2026-01-21-01 authorizing the Chief Executive Officer to enter into an intergovernmental agreement with Lane Council of Governments for the purpose of administering the regional Safe Routes to School program.





**RESOLUTION NO. 2026-01-21-01**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH LANE COUNCIL OF GOVERNMENTS FOR THE PURPOSE OF ADMINISTERING THE REGIONAL SAFE ROUTES TO SCHOOL PROGRAM**

**WHEREAS**, LTD needs administration for the regional Safe Routes to School program;

**WHEREAS**, LTD's Fiscal Year 2025-2026 Budget includes a planned expenditure of \$142,973 for the Safe Routes to School program funded by federal grants OR-2020-039 and OR-2020-56;

**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 process for entering into intergovernmental agreements, pursuant to the requirements of the Oregon Revised Statutes Ch. 190 regarding intergovernmental agreements, 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 the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Lane Council of Governments for the purpose of leading all facets of the Lane County Metropolitan Planning Organization (MPO) regional Safe Routes to Schools Program in the three local school districts – Eugene 4J, Springfield, and Bethel - in an amount not to exceed \$362,589.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21ST DAY OF JANUARY, 2026.**

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Susan Cox, Board President

**SECOND AMENDMENT TO AMENDED AND RESTATED  
LANE TRANSIT DISTRICT EMPLOYMENT AGREEMENT**

This Second Amendment to the Amended and Restated Lane Transit District Employment Agreement (this “Second Amendment”) is made and entered into effective as of November 1, 2025 (the “Effective Date”) by and between Lane Transit District, a municipal corporation of the State of Oregon (“LTD”) and Jameson Auten (“Mr. Auten” or “Employee”).

**RECITALS**

- A. LTD is a special purpose mass transit district organized and operated pursuant to ORS Chapter 267. The Board of Directors of LTD (the “Board”) is authorized pursuant to ORS 267.200(5) to enter into contracts on behalf of LTD and to appoint and fix the salary of the Chief Executive Officer (“CEO”).
- B. On August 18, 2022, the Board, on behalf of LTD, entered into a contract with Mr. Auten to serve as LTD’s CEO, effective November 7, 2022 (the “Original Agreement”). The Original Agreement was replaced and superseded by the Amended and Restated Lane Transit District Employment Agreement, effective November 1, 2023 (the “Amended and Restated Agreement”).
- C. The Board approved the First Amendment to the Amended and Restated Lane Transit District Employment Agreement, effective November 1, 2024 (the “First Amendment”), which modified certain terms of the Amended and Restated Agreement. The First Amendment and the Amended and Restated Agreement are collectively referred to herein as the “Agreement.”
- D. The Board, on behalf of LTD, and Mr. Auten, desire to enter into this Second Amendment to adjust Mr. Auten’s compensation and extend the term of this Agreement.
- E. Capitalized terms used but not defined herein shall have the meaning given to such terms in the Agreement.

**AGREEMENT**

**NOW, THEREFORE**, in consideration of the foregoing recitals, which are expressly incorporated herein, the Parties agree as follows:

- 1. **Salary**. Section 2 (a) of the Amended and Restated Agreement, as modified by the First Amendment, is hereby deleted in its entirety and replaced with the following:

“a. **Salary**. Except as otherwise set forth herein, as of the Effective Date, Employee’s annual salary shall be \$320,000. In addition to the foregoing, Employee shall also be entitled to a Cost of Living Adjustment (“COLA”), the same as that paid to other management staff.”

2. **Term of Employment.** Section 3 of the Amended and Restated Agreement is hereby deleted in its entirety and replaced with the following:

“3. **Term of Employment.** The term of Employee’s employment with LTD as CEO commenced on November 7, 2022 and shall continue to November 7, 2027 (the “**Initial Term**”). In addition to the foregoing, and after the conclusion of the Initial Term, Employee’s employment with LTD as CEO shall continue to November 7, 2029 (the “**Additional Term**”). Notwithstanding the foregoing, and except as otherwise expressly provided herein, Employee is an “at will” employee. This Agreement can be extended or otherwise amended pursuant to the provisions of Section 6(h).”

3. **Merger.** This Second Amendment constitutes the final and exclusive agreement between the Parties on the matters contained in this Second Amendment. All earlier and contemporaneous negotiations and agreements between the Parties on the matters contained in this Agreement are expressly superseded by this Second Amendment.
4. **Continued Effectiveness of the Agreement.** Except as expressly amended by this Second Amendment, the Agreement continues unchanged and in full force and effect.
5. **Counterparts.** This Second Amendment may be executed in counterparts, each of which shall be deemed an original and when taken together shall constitute one and the same agreement.

**IN WITNESS WHEREOF**, the Parties have caused this Second Amendment to be signed by their duly authorized representatives as of the Effective Date.

**LANE TRANSIT DISTRICT**

**EMPLOYEE**

By: \_\_\_\_\_  
Susan Cox, Board President

By: \_\_\_\_\_  
Jameson Auten

Date: \_\_\_\_\_

Date: \_\_\_\_\_



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson T. Auten, Chief  
Executive Officer

**Contract Title:** Fixed Route 11 Gillig 40-foot  
Diesel Replacement Vehicles

**Prepared By:** Eric Evers, Director of Fleet  
Maintenance

**Contract No.:** WaDES Cooperative Contract  
#06719

**Grant No:** ODOT STIF Formula Funds and 5307  
Funds; Grant No. TBA

<b>Entering into a Contract:</b> <input checked="" type="checkbox"/>	<b>Contract Amendment:</b> <input type="checkbox"/>	<b>Approved by Procurement:</b> <input checked="" type="checkbox"/>
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**Action:** Adoption of Resolution No. 2026-01-21-02; authorizing the Chief Executive Officer to enter into a contract with Gillig LLC for the purpose of replacing eleven 40-foot buses for fixed route revenue service.

**Agenda Item Summary:** This contract authorizes Lane Transit District (LTD) to carry out annual vehicle replacements for state-of-good repair purposes, driven by the end of vehicle life. LTD will replace eleven fixed route 40-foot buses on a one-for-one basis due to their end-of-life status. These vehicles will be procured through the Washington Department of Enterprise Services cooperative contract #06719-01 for Heavy Duty Buses, utilizing 5307 funds from the FTA and STIF Formula Match to support these vehicle replacements. The total cost for these vehicles is as follows:

40-Ft Fixed Route Bus: 1 each @ \$860,831.91 x 11 Total = \$9,469,151.01

Total Contract Amount: \$9,469,151.01

**Attachments:**

(1) Resolution No. 2026-01-21-02

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

**Proposed Motion:** I move to adopt Resolution No. 2026-01-21-02; authorizing the Chief Executive Officer to enter into a contract with Gillig LLC for the purpose of replacing eleven 40-foot buses for fixed route revenue service.



**RESOLUTION NO. 2026-01-21-02**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH GILLIG LLC FOR THE PURPOSE OF REPLACING ELEVEN 40-FOOT BUSES FOR FIXED ROUTE REVENUE SERVICE**

**WHEREAS**, LTD needs replacing eleven 40-foot fixed route buses for one-for-one basis due to their end-of-life status;

**WHEREAS**, LTD's Fiscal Year 2027-2028 Budget includes using Oregon Department of Transportation Statewide Transportation Improvement Funds (Formula) (20%) and 5307 Urbanized Area Formula funds (80%);

**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 \$250,000.00;

**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 Gillig LLC. for the purpose of replacing eleven 40-foot fixed route buses on a one-for-one basis due to their end-of-life status in an amount not to exceed \$9,469,151.01; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$9,719,151.00.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21ST DAY OF JANUARY, 2026.**

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Susan Cox, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer

**AIS Title:** Proposed 2026 Fare Changes and Associated Title VI Analysis

**Prepared By:** Brandon Melton, Senior Planner

**Action:** Adoption of Resolution No. 2026-01-21-03; approving the Title VI Analysis of Proposed 2026 Fare Changes.

**Agenda Item Summary:** In early 2026, LTD will implement Umo pass capabilities on several rural services, including Diamond Express, LTD Connector, Rhody Express, and the Rural Shuttle Pilot. All fare media previously accepted on existing services, including cash, will continue to be valid. There is no change in fare prices to existing services at this time.

LTD will implement pilot fares with our new pilot programs, including day passes on regular connecting services where it makes sense and provides seamless transportation. This includes a day pass on LTD's fixed route and EmX for the Mohawk Valley and South Lane Rural Pilots; and a day pass on LTD's Rhody Express for the OR36 Rural Pilot. Fares will be set at \$5 per trip for South Lane and \$2.50 per trip for Mohawk Valley and OR 36. This is a fare reduction for the South Lane service area that previously charged \$5-\$15/trip depending on mileage under the Metro Shuttle Program. Mohawk Valley and OR 36 are new services with no previous fares.

Diamond Express will also introduce the option to receive a day pass for fixed-route services through Umo, in addition to the existing paper pass option.

LTD is additionally transitioning from calendar-based monthly passes to "rolling" passes. Riders will be able to purchase a monthly (31-day) or three-month (92-day) pass at any time and receive the full value, rather than needing to buy at the beginning of the month.

Per LTD's Title VI policy, all fare-related changes qualify as major service changes and therefore require a Title VI analysis. The analysis of the proposed changes shows that minority and low-income populations will not bear a disproportionate burden compared to non-Title VI populations. The proposed changes provide equitable benefits across LTD, and no discriminatory impacts are identified.

### **Attachments:**

- (1) Resolution No. 2026-01-21-03



## Lane Transit District Agenda Item Summary (AIS)

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

**Proposed Motion:** I move to adopt Resolution No. 2026-01-21-03; approving the Title VI Analysis of Proposed 2026 Fare Changes.

# Title VI Report: 2026 Fare Access Changes

January 5, 2025





# Executive Summary

## Proposed Changes

Lane Transit District (LTD) is proposing three changes that warrant a Title VI analysis:

1. Providing a digital payment option (Umo) on rural transit options: Diamond Express, LTD Connector (Cottage Grove), and Rhody Express;
2. Purchasing monthly passes that are valid for 31-days from the first tap and three-month passes that are valid for 92 days from the first tap; and
3. Fare collection on new Rural Connector Shuttle Pilot services. A separate Title VI report on these new Rural Connector services is forthcoming at a later date.

## Impacts to Service

Given that these fare changes collectively provide additional payment options to riders, these changes are expected to benefit riders who are considered a protected class under Title VI. Bus service, the availability of existing payment options, and fare amount are not expected to change.

## Summary

The analysis found *no* disproportionate burden and/or disparate impact as a result of proposed changes.

# Introduction

## Purpose of Report

The purpose of this report is to evaluate impacts on Title VI populations that may result from fare changes implemented in January and February 2026.

## Title VI Description and Requirements

Title VI prohibits discrimination to persons based on their **race, color, or national origin** by a federally-funded recipient in the administration and execution of an activity. The Environmental Justice Order (Executive Order 12898) requires that the activity not have a disproportionately high and adverse effect on minority or low-income populations without practical alternative mitigation.

In accordance with FTA Circular 4702.1B, LTD has adopted a service policy addressing Title VI and EO12898 requirements (9 June 2014). This document describes the actions that require an equity analysis and the thresholds for identifying a 'major service change.' LTD must identify, assess and address any revealed adverse impacts.

All fare-related changes are considered major service changes. Adoption of an electronic fare system may alter the total amount paid by riders. Therefore, LTD is assessing the impacts related to access to the electronic fare system. This report analyzes the impact of the proposed changes on minority and low-income populations within the LTD service areas.

## Types of Impacts

LTD's service policy specifies that a disparate impact or disproportionate burden is in evidence if:

- Benefits are being provided to minority or low-income populations at a rate less than 80% of the benefits provided to non-minority or non-low-income populations; or
- Adverse effects are being borne by non-minority or non-low-income populations at a rate less than 80% of the adverse effects being borne by minority or low-income populations.

These thresholds are used to identify which, if any, of the major service changes need to be assessed by LTD for correction or mitigation of impacts.

## Description of Lane Transit District

Lane Transit District is located within Lane County, Oregon. LTD operates 70 peak buses on 27 fixed-routes and the EmX bus rapid transit (BRT) line. LTD provides service to more than 300,000 people.

LTD's district boundary contains eight cities, three of which (Eugene, Springfield, and Coburg) are located within the Central Lane MPO and compose the majority of the urbanized area. LTD operates low frequency rural routes beyond the MPO area to provide service to five small cities and outlying rural communities.

LTD contracts operations for several other rural services throughout Lane County including Rhody, Express, Diamond Express, LTD Connector, and a forthcoming Rural Shuttle Pilot.

## Definitions

Minority persons - All persons who self-identify as not “white alone” on Census or ACS surveys. Thus, minority persons are American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and/or Native Hawaiian or Other Pacific Islander. Minorities also include persons who are of more than one race.

Low-income households - Households for which the household income in the past 12 months was below the 200% of the poverty level.

## Socioeconomic Characteristics of Affected Service Areas

Table 1 provides socioeconomic characteristics comparing Lane County, Lane Transit District, South Lane, Mohawk Valley, Highway 36 between Mapleton and Deadwood, within ¼ mile of Rhody Express Routes and within ¼ mi of Diamond Express Route. Maps visualizing the distribution of low income and minority populations in these areas can be found in the appendices of this report.

*Table 1. Percentage of Low-Income and Minority Populations in Affected Service Areas*

Universe	Characteristic	Lane County	LTD	Cottage Grove	South Lane	Mohawk Valley	OR 36	Rhody Express	Diamond Express
Population with Known Poverty Status	Low-Income	32.7	33.7	37.3	26.3	16.0	48.0	31.8	66.3
Total Population	Minority	10.9	19.4	17.1	14.2	8.4	11.5	12.2	21.5

## Current fare system

Currently, LTD offers a variety of pass options, including a one-month pass and a three-month pass. See Table 2 for a summary of fare options. Monthly passes currently operate on a calendar basis, i.e., January 1 to January 31. This encourages riders to purchase passes within a few days of the start of the month.

Table 2. Current LTD fares

Service Use	Geographic service	Fare type	Price (adults)	Payment Methods
Neighborhood and EmX buses	Fixed route service area	Single Ride	\$1.75	Tap Card, Umo App, Cash On-Board, EmX TVM
		Day Pass	\$3.50	Tap Card, Umo App, Cash On-Board, EmX TVM
		1-Month Pass	\$50	Tap Card, Umo App
		3-Month Pass	\$135	Tap Card, Umo App
Diamond Express	Oakridge to Downtown Eugene	One-Way	\$2.50	Cash (pay on board), in-person at Customer Service Center, or online
		Day pass	\$5.00	
		Ticket Books**	\$25 for 10 one-way tickets	
Rhody Express*	Within Florence	One-way	\$1.00	Cash (pay on board), or pay in advance at River city Taxi.
		Day-Pass	\$2.00	
		Ticket Books**	\$20 for 20 one-way tickets	
LTD Connector	Cottage Grove	Single ride	\$1.00	Cash

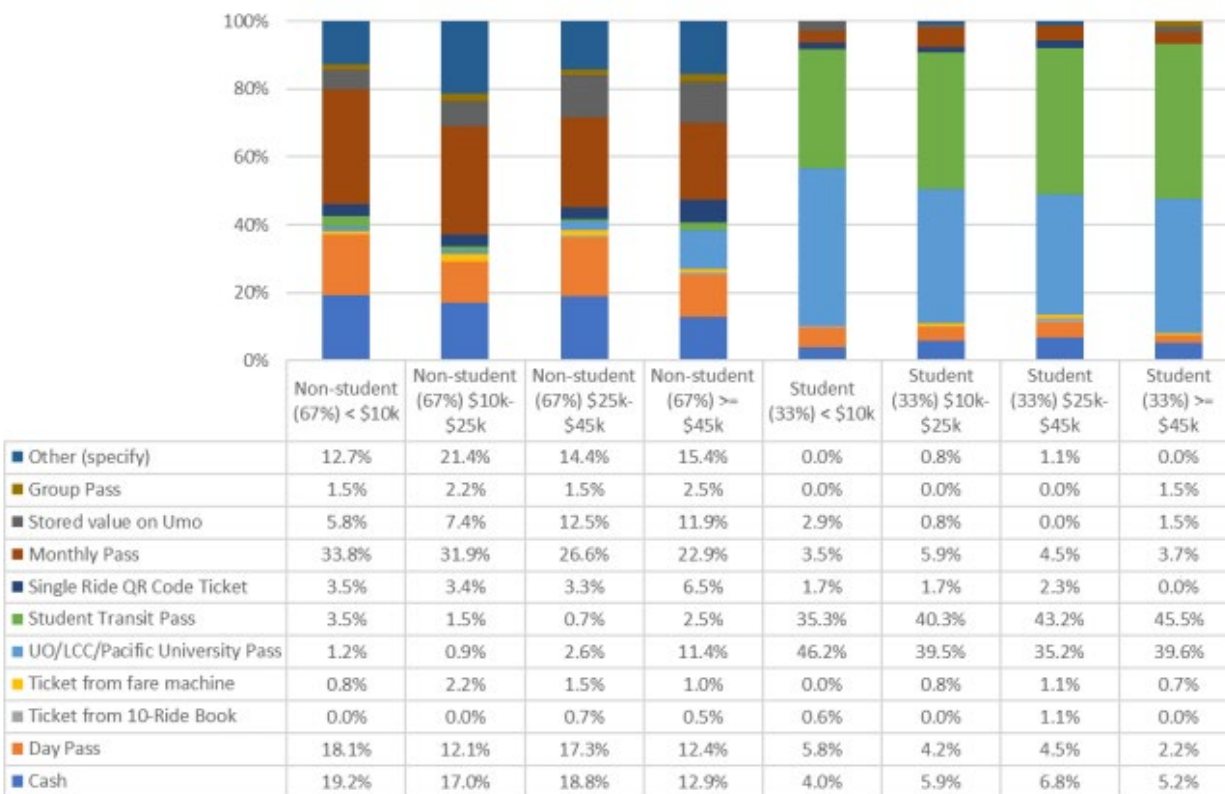
\*Fare is valid only on Rhody Express.

\*\*Ticket books do not expire

## Fare Medium by Income

Figure 1 provides a percentage of fare usage by income level for student and non-student populations. For non-student populations, a greater percent of lower income individuals utilize cash. Similarly, there are a higher percentage of lower income individuals that utilize monthly passes. Overall, a higher percentage of low income individuals utilize Monthly Passes over Cash. Stored value is utilized at a lower percentage than cash for all non-student income bands. The proposed changes only expand options for payment. All current forms of payment, including cash, will continue to be accepted on existing and new services.

Figure 1. Fare medium by income comparison of student and non-student riders



LTD Origin-Destination Study, 2023

## Proposed Changes to Fare System

This report assesses multiple types of changes that may all individually impact the rider experience, and the services riders may access. Below is a summary of proposed changes.

### Change 1: Umo Payment Option on Rural Services

LTD will begin providing Umo as a payment option on Diamond Express, the Connector in Cottage Grove, and the Rhody Express. Offering Umo for these services will expand the number of payment options and reduce payment friction across LTD's services.

This is an additional option that LTD is providing; the existing option to use cash will remain on all three services, in addition to the pay-in-advance options.

### Change 2: Rolling Monthly Passes

LTD will transition from calendar-based monthly and three-month passes to rolling monthly passes. The rolling pass benefits riders by allowing them to purchase and activate 31-day and 92-day passes based on their ridership needs. There is no change in the cost of fare.

### Change 3: Rural Shuttle Pilot Fares

LTD is implementing three new shuttle services, which will operate from winter 2026 to June 2027 as part of the Rural Lane County Shuttle Pilot. The pilot will provide prescheduled origin-to-destination transportation for residents of South, Mohawk Valley, and Highway 36 between Mapleton and Deadwood.

Since these services are new, a new fare service will be implemented. This Title VI analysis focuses on the fares collected as part of these services. A separate Title VI analysis will be prepared specifically for this rural shuttle pilot.

# Title VI Analysis & Results of Fare Access Change

## Change 1: Umo Payment Option on Rural Services

### Analysis

Adding Umo payment affords additional payment options to riders. All fare media currently accepted will continue to be accepted on existing and plan services. The cost of fares will not change. Therefore, these changes are expected only to benefit riders who are considered a protected class under Title VI. Bus service.

### Findings

The analysis found *no* disproportionate burden and/or disparate impact as a result of proposed changes.

## Change 2: Rolling Monthly Passes

### Analysis

Rolling monthly passes improve the convenience of purchasing passes and increase the value realized by all riders. Therefore, these changes are expected to benefit riders who are considered a protected class under Title VI. Bus service, the availability of existing payment options, and fare amount are not expected to change.

### Findings

The analysis found *no* disproportionate burden and/or disparate impact as a result of proposed changes.

## Change 3: Rural Shuttle Pilot Service Fare

### Analysis

#### *South Lane*

While a similar service currently exists in the South Lane service area, it is a pilot service separate from the service yet to be implemented and therefore fare structure cannot be directly compared. Fare for this service area has been set at \$5/trip or \$10 for a round trip which includes a day-pass on LTD's fixed route services. Fares will be reevaluated if the service becomes ongoing.

#### *Mohawk Valley*

This is a new pilot service and therefore has no comparison. Fare for this service area has been set at \$2.50/trip or \$5 for a round trip which includes a day-pass on LTD's fixed route



services. The fare is set to entice new ridership in a new service area. Fares will be reevaluated if the service becomes ongoing.

#### *Highway 36 between Mapleton and Deadwood*

This is a new pilot service and therefore has no comparison. Fare for this service area has been set at \$2.50/trip or \$5 for a round trip which includes a day-pass on LTD's fixed route services. The fare is set to entice new ridership in a new service area. Fares will be reevaluated if the service becomes ongoing.

## Findings

The analysis found *no* disproportionate burden and/or disparate impact as a result of proposed changes.

## Data Sources

LTD maintained GTFS data files for all current routes and stops. This data can be translated to GIS shapefiles as needed.

Socioeconomic statistics were obtained from the most recent 5-year American Community Survey, 2019-2023. All statistics, are computed at the Census Block Group Level.

Minority data sourced from: *U.S. Census Bureau, U.S. Department of Commerce. "Hispanic or Latino Origin by Race." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table B03002, <https://data.census.gov/table/ACSDT5Y2023.B03002>. Accessed on 23 Dec 2025.*

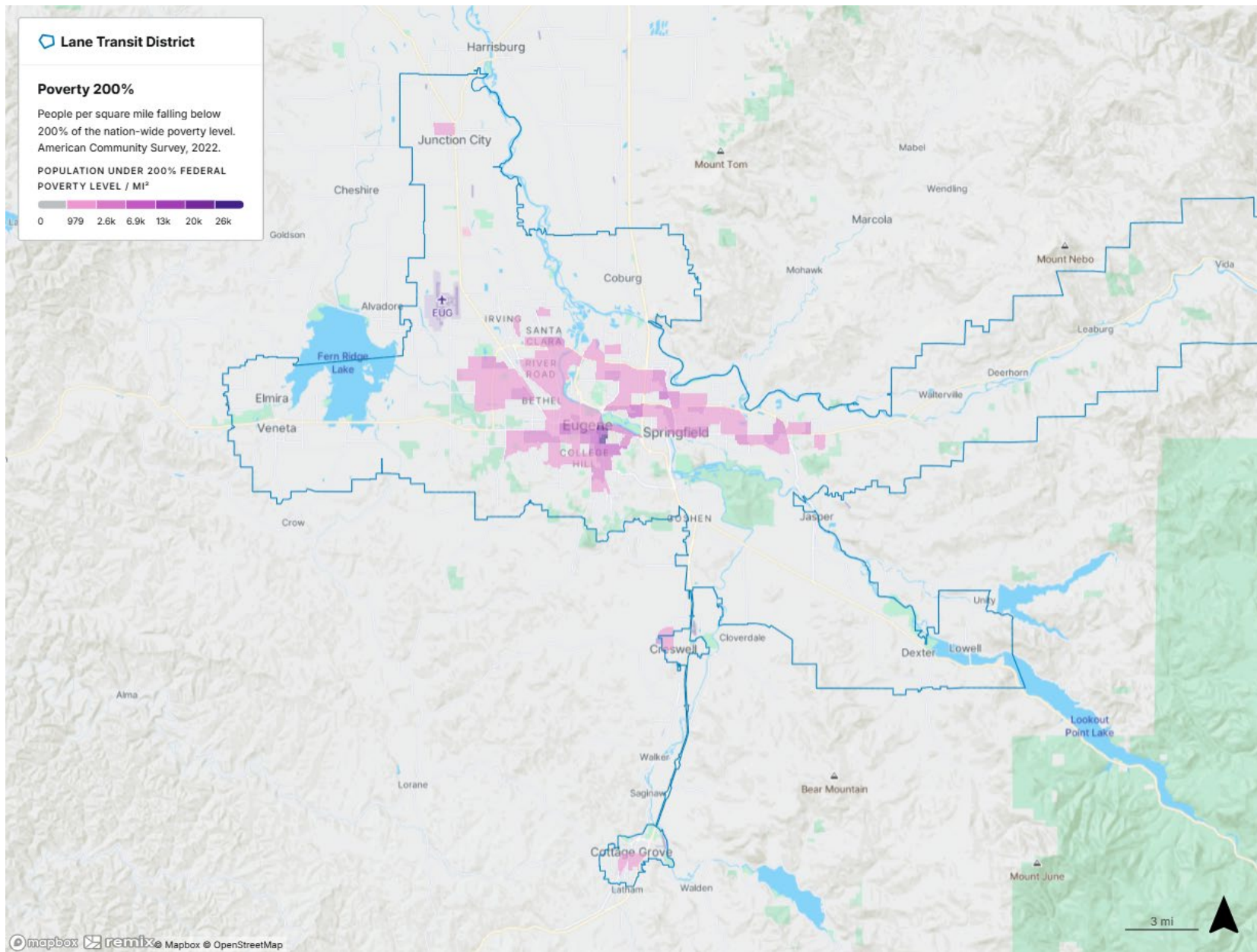
Poverty data sourced from: *U.S. Census Bureau, U.S. Department of Commerce. "Ratio of Income to Poverty Level in the Past 12 Months." American Community Survey, ACS 5-Year Estimates Detailed Tables, Table C17002, <https://data.census.gov/table/ACSDT5Y2023.C17002>. Accessed on 24 Dec 2025.*

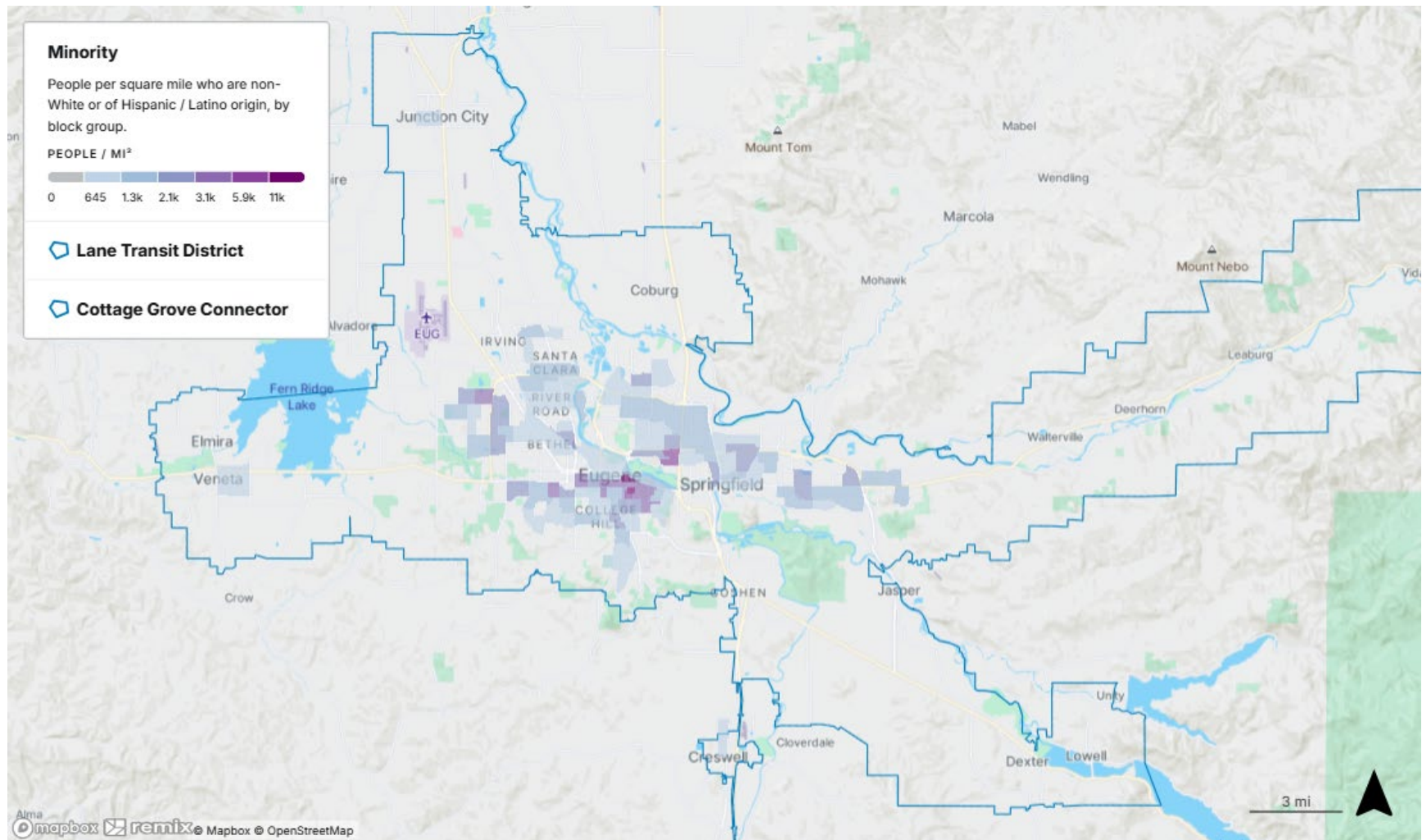
This report utilizes analysis conducted in VIA's Remix software. Statistics are estimated by geospatial intersections. Geospatial intersections estimate statistics based on overlap of selected service areas and the underlying geometries in the data. This method assumes the data for each geometry is evenly distributed by area, so there may be a significant margin of error, especially for larger regions or smaller selections.

## Appendices

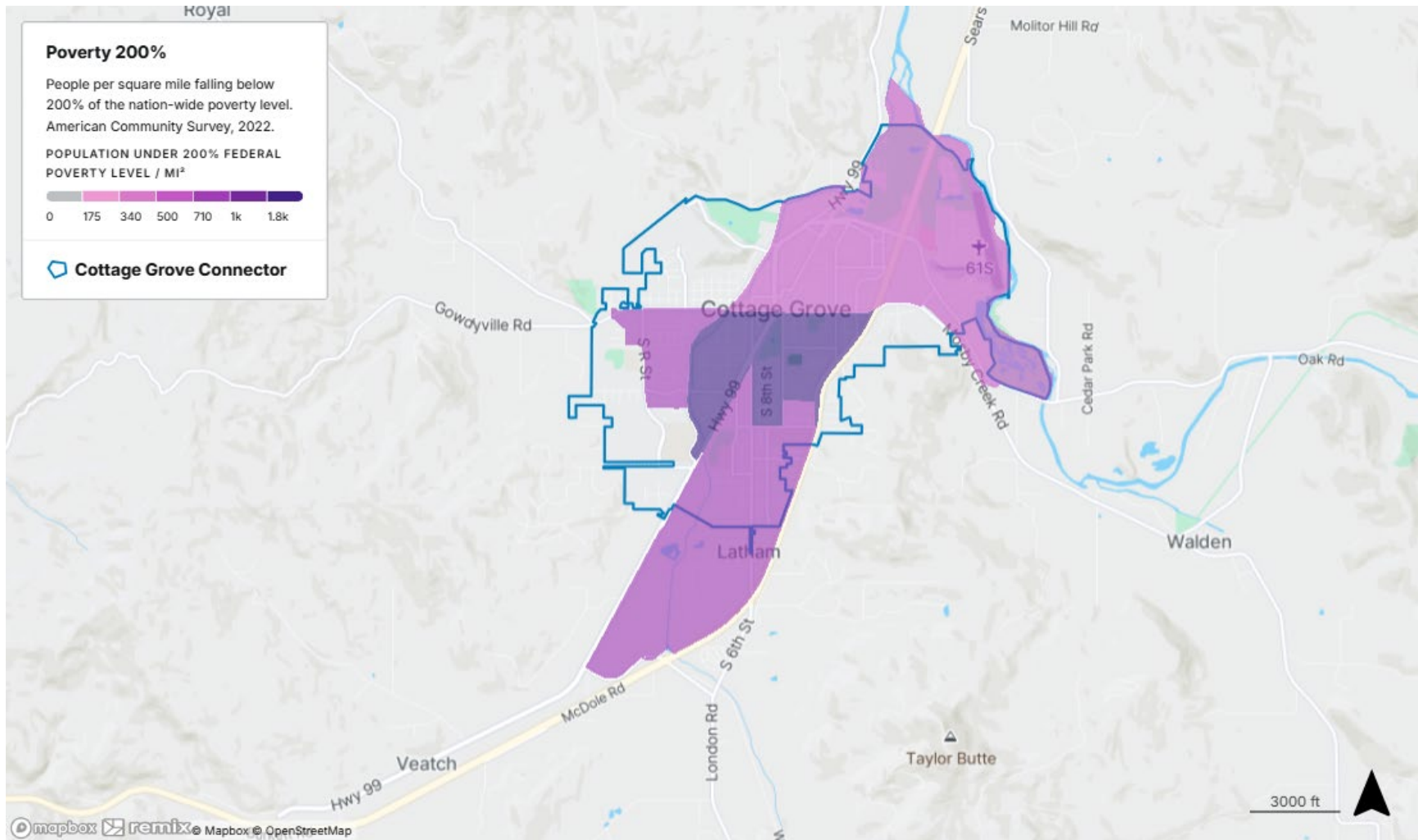
- i. Lane Transit District
  - a. Low-Income Population Map
  - b. Minority Population Map
- ii. Cottage Grove
  - a. Low-Income Population Map
  - b. Minority Population Map
- iii. South Lane
  - a. Low-Income Population Map
  - b. Minority Population Map
- iv. Mohawk Valley
  - a. Low-Income Population Map
  - b. Minority Population Map
- v. OR 36
  - a. Low-Income Population Map
  - b. Minority Population Map
- vi. Rhody Express
  - a. Low-Income Population Map
  - b. Minority Population Map
- vii. Diamond Express
  - a. Low-Income Population Map
  - b. Minority Population Map

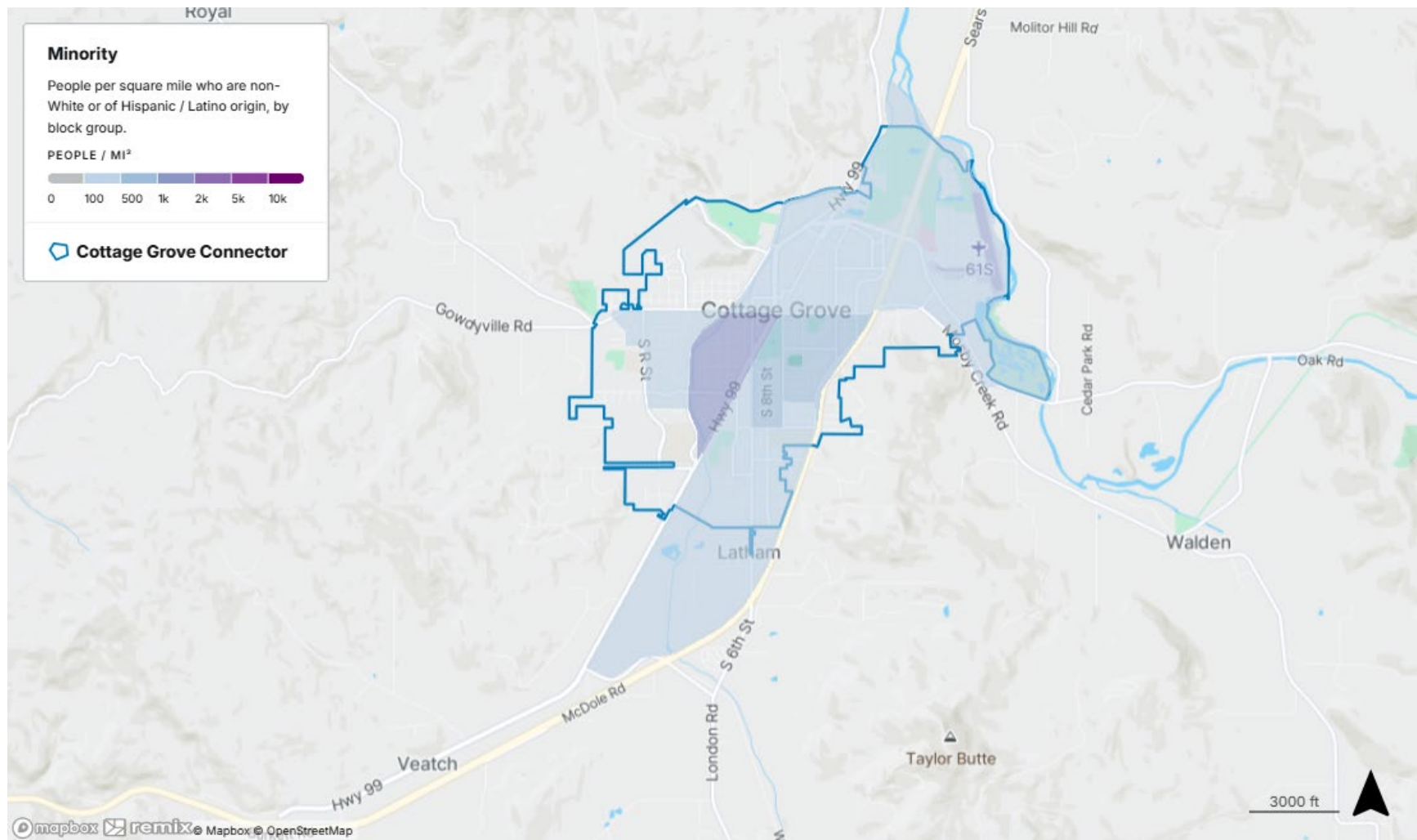
Note: degree of poverty and low income are scaled per each geography so may have different thresholds for color scale.

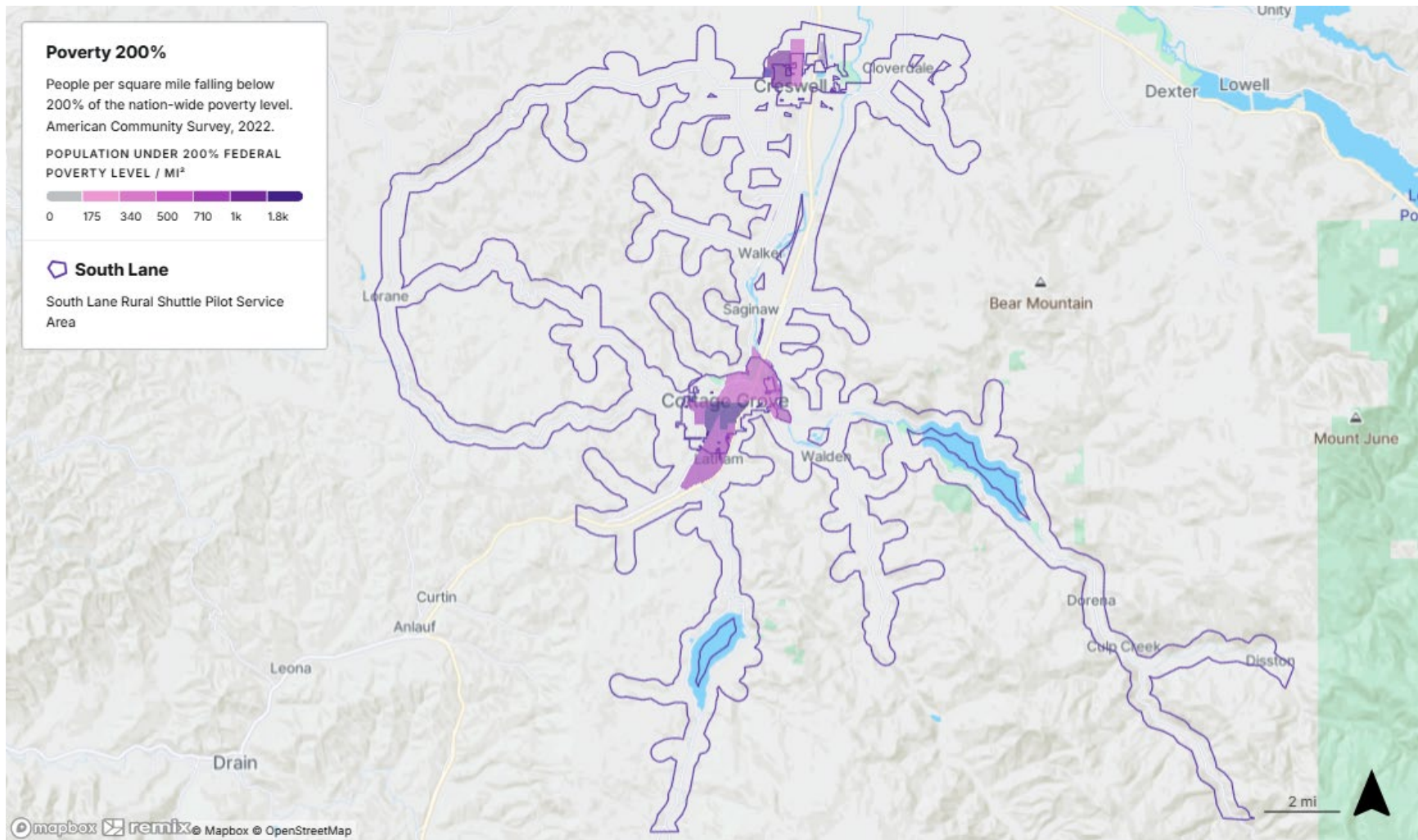




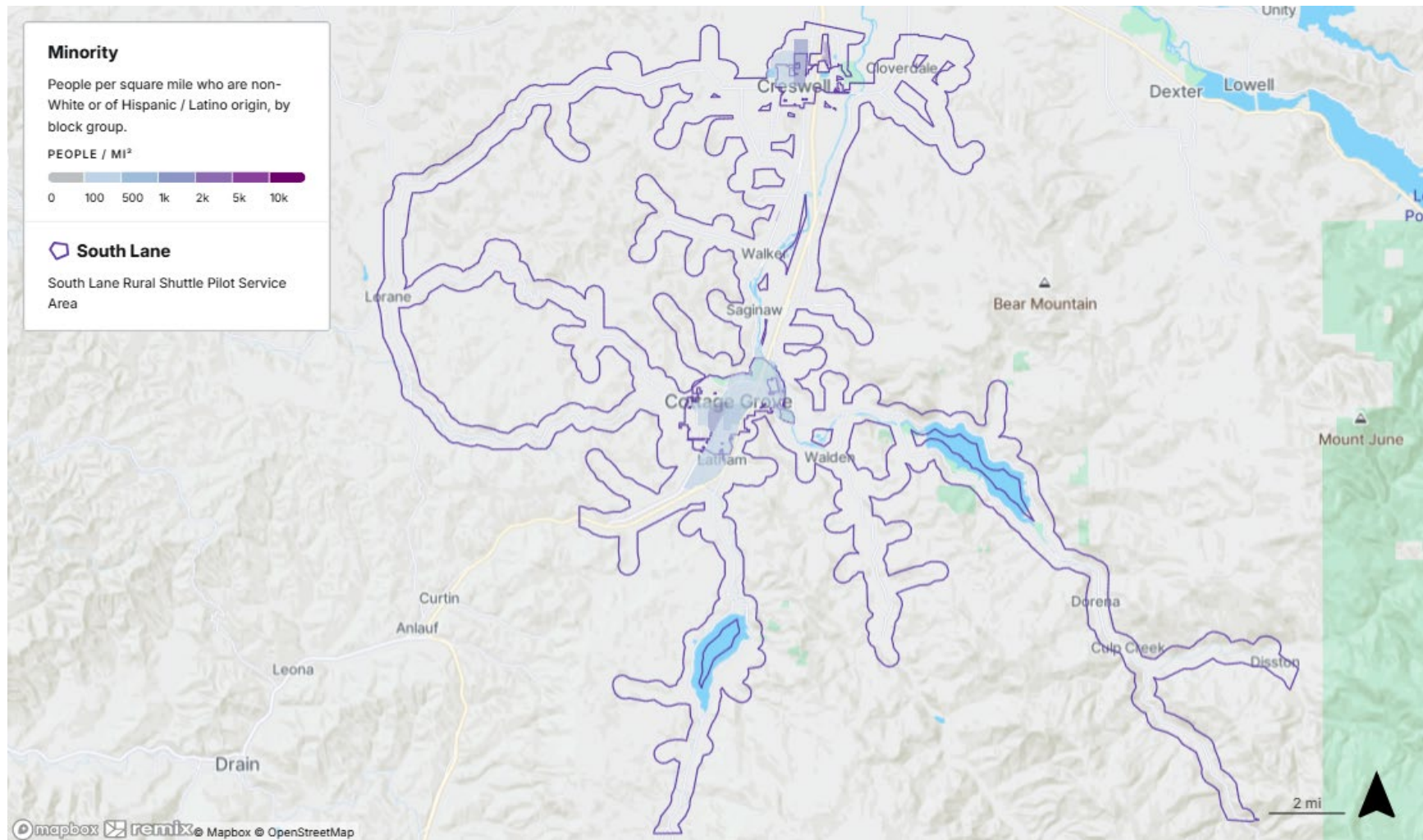


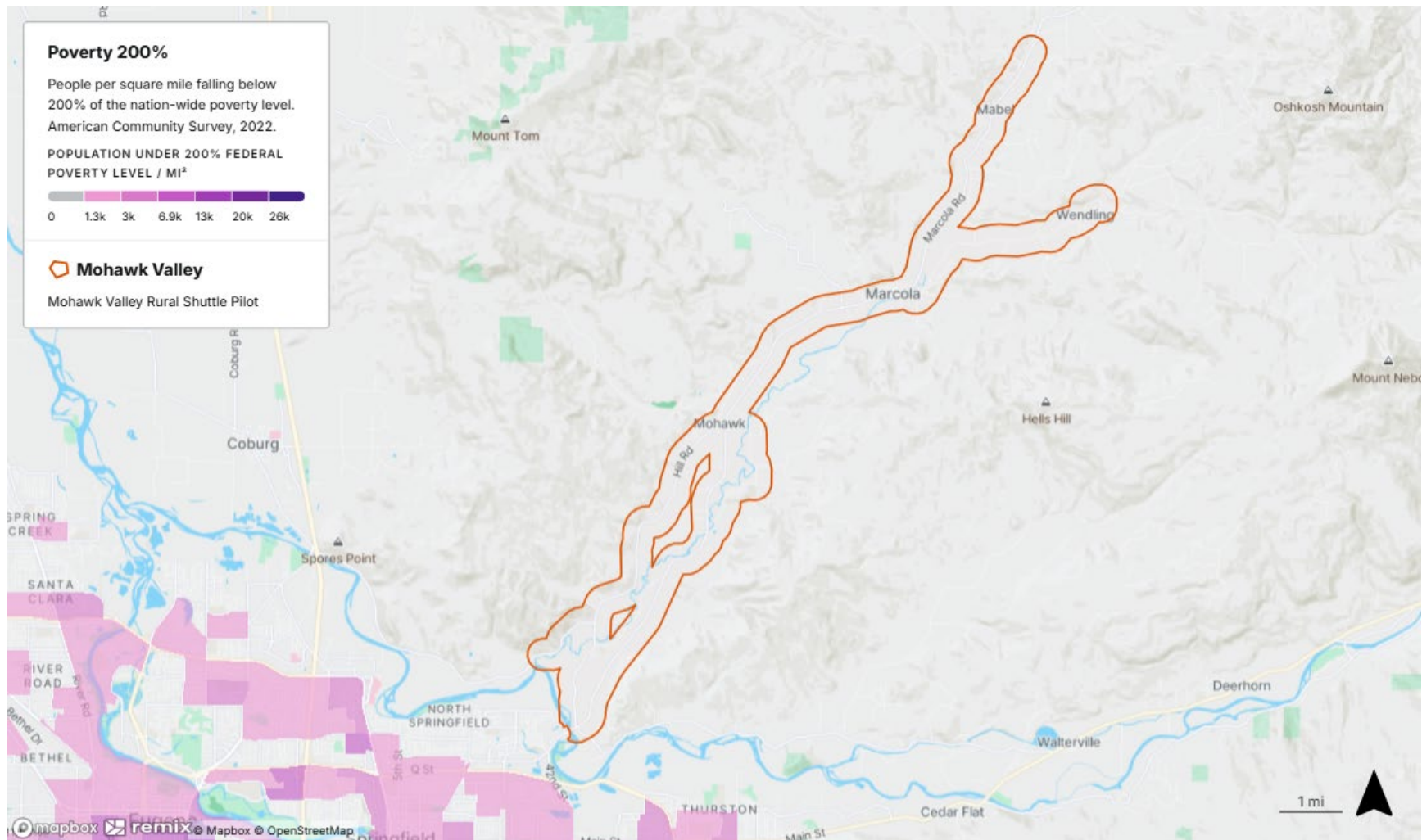


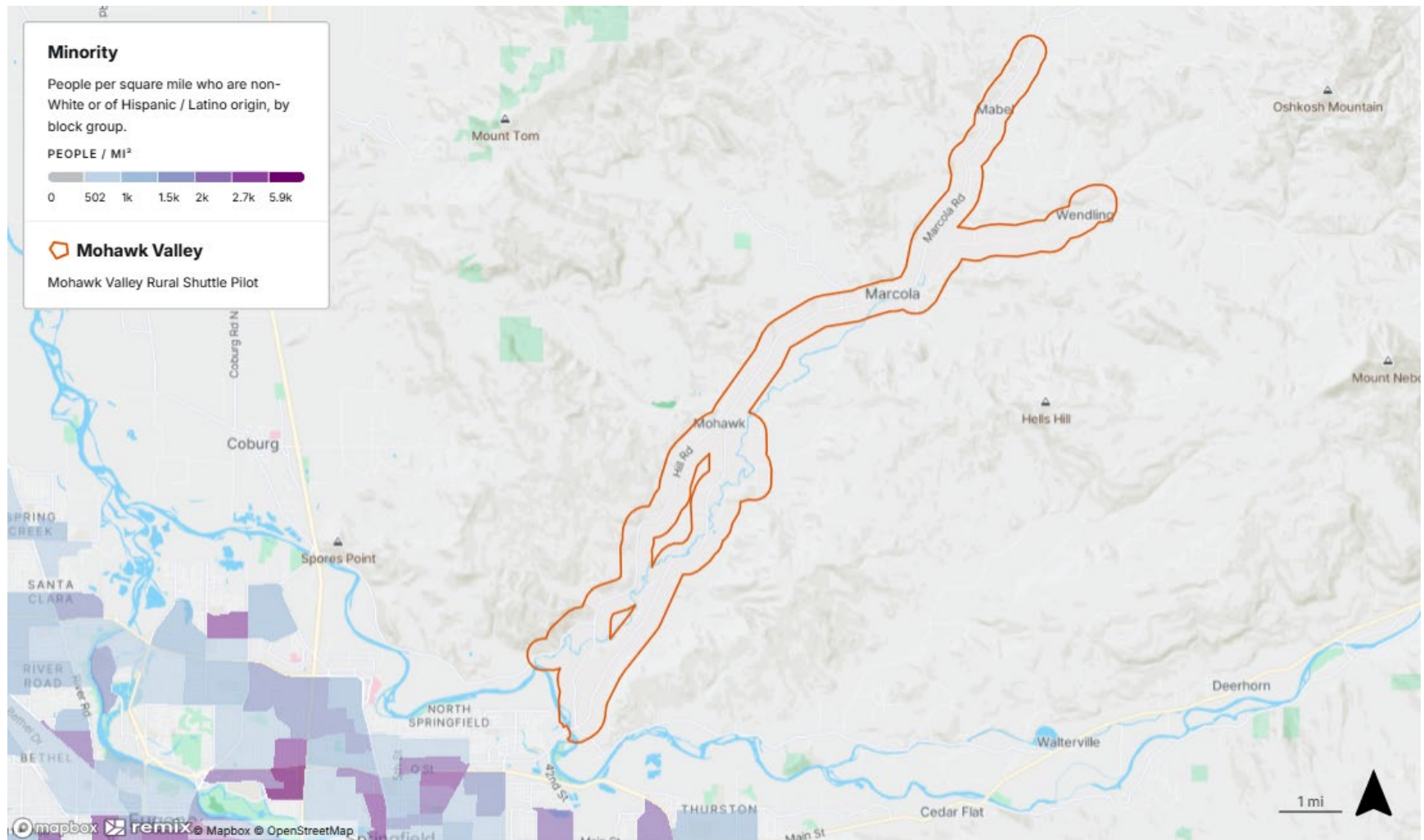








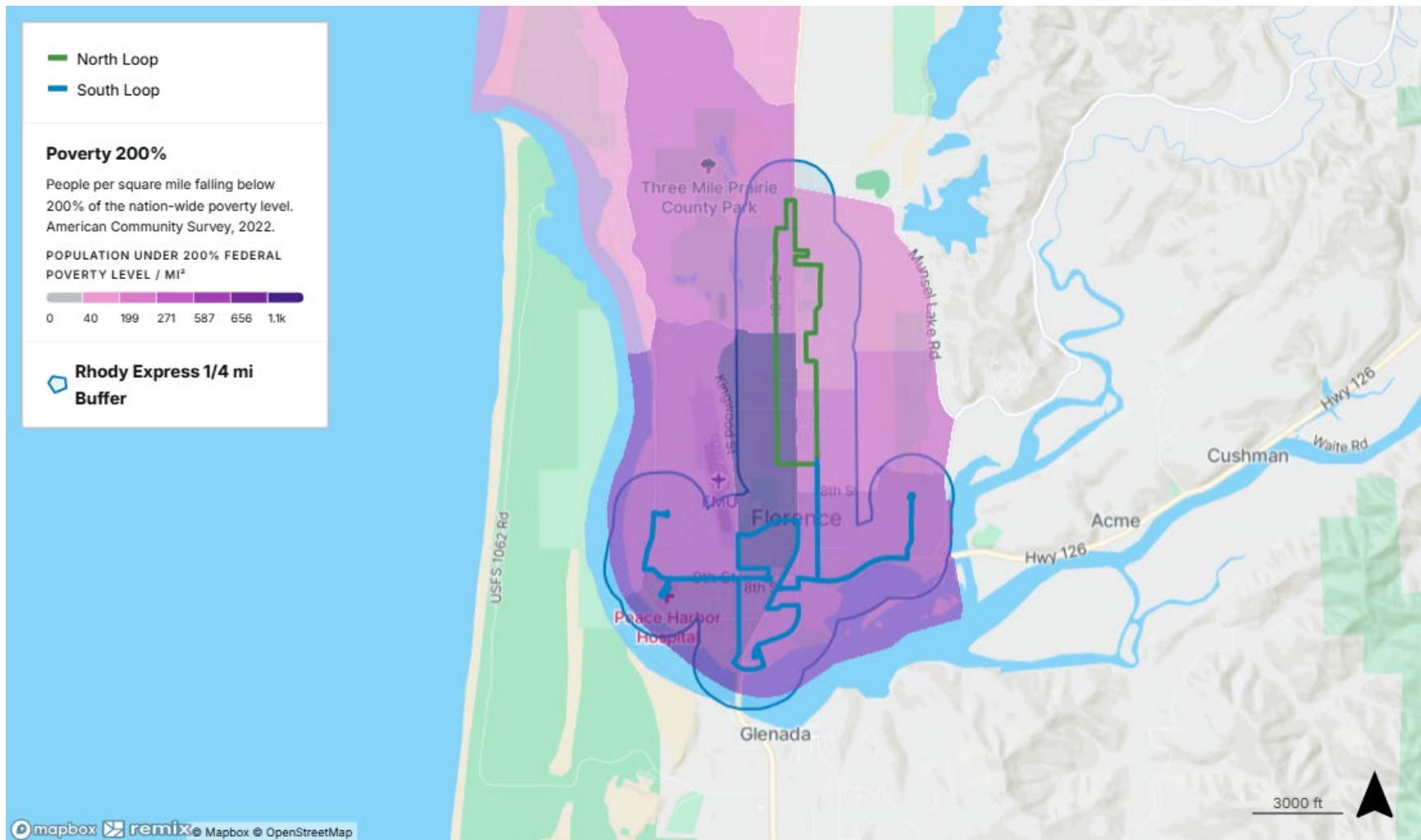


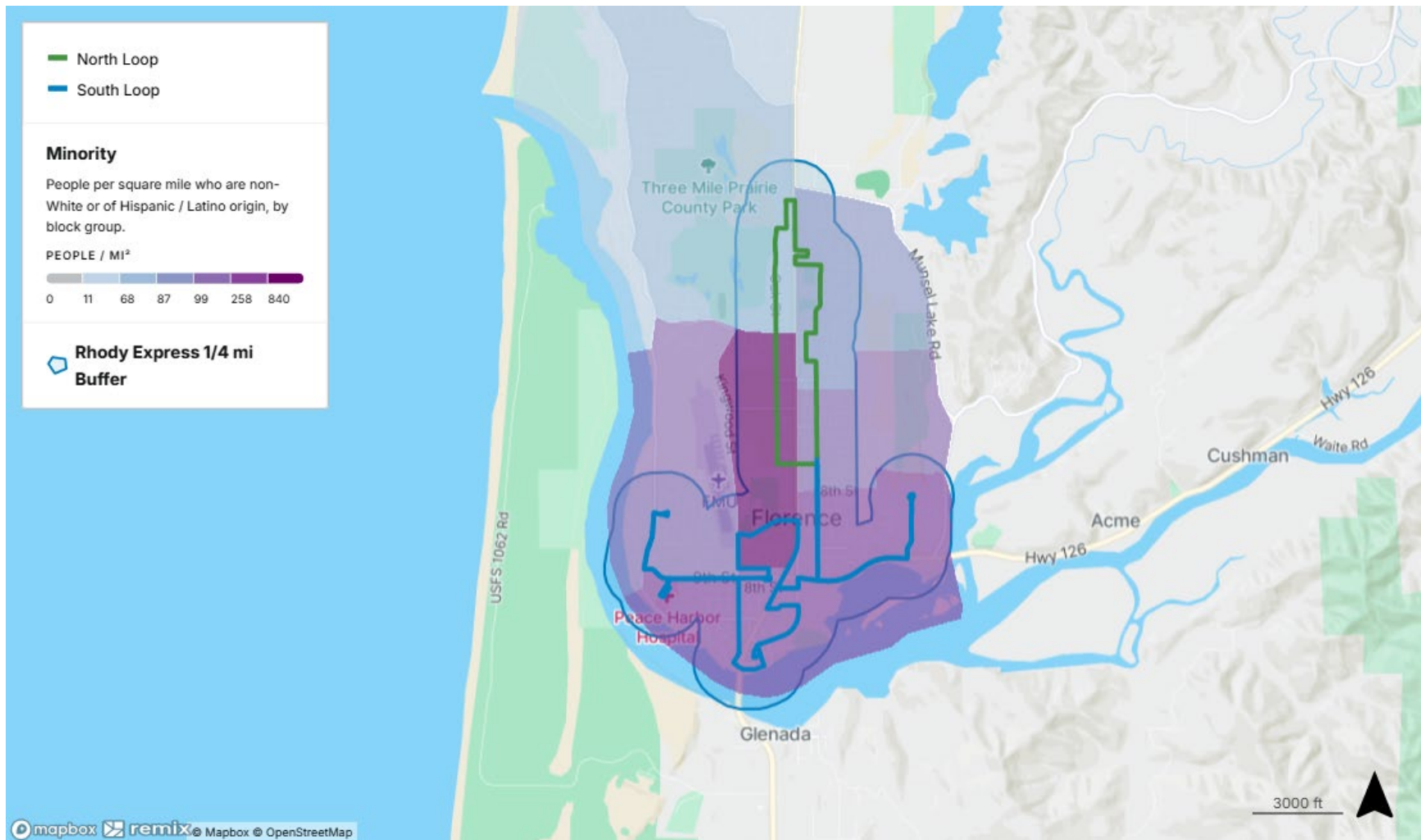




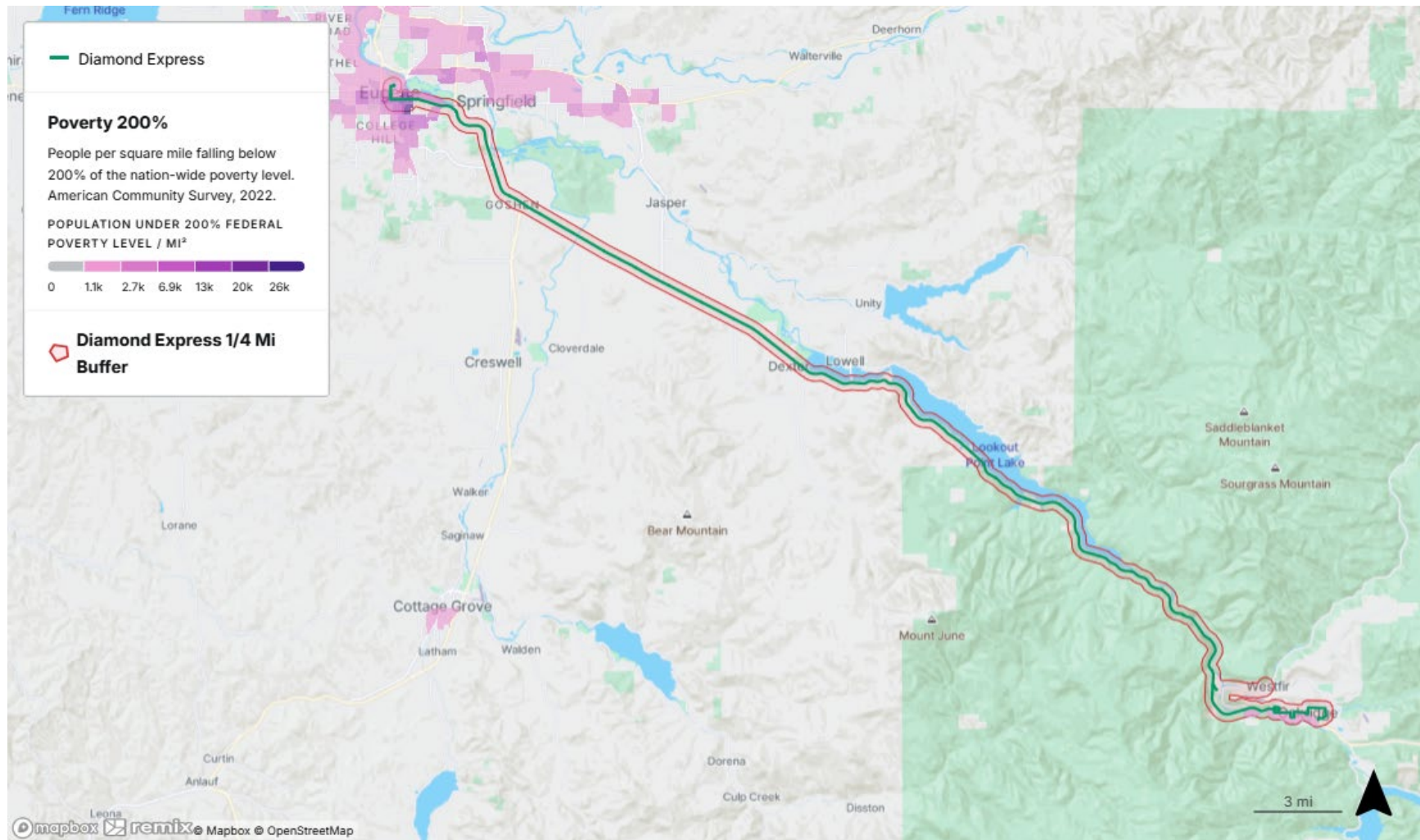


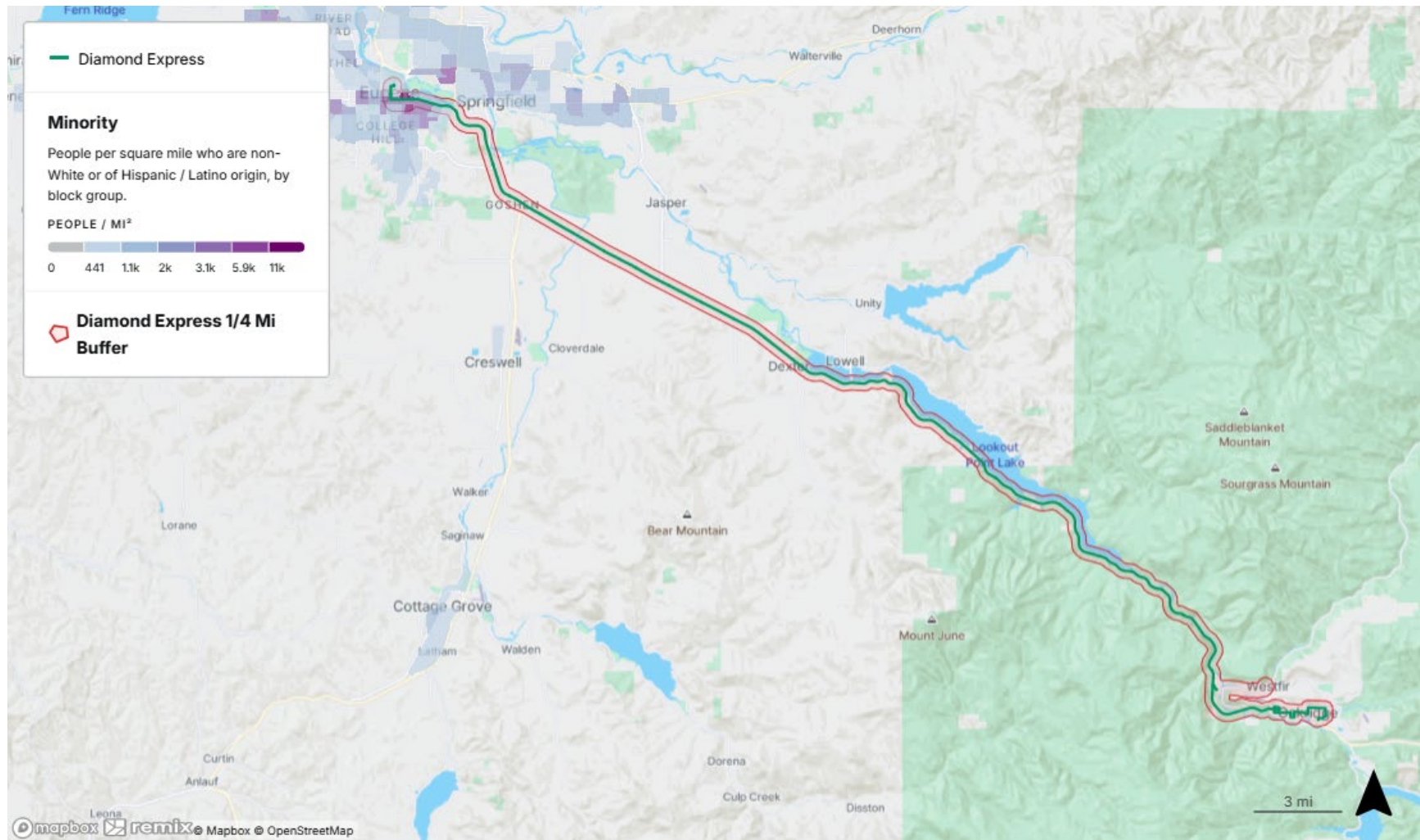














**RESOLUTION NO. 2026-01-21-03**

**APPROVING THE TITLE VI ANALYSIS OF PROPOSED 2026 FARE CHANGES**

**WHEREAS**, Section 601 of Title VI of the Civil Rights Act of 1964 provides that, *“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance;”* and

**WHEREAS**, Lane Transit District (“LTD”) is a recipient of Federal financial assistance and is therefore required to ensure compliance with Title VI and related U.S. Department of Transportation and Federal Transit Administration (FTA) regulations; and

**WHEREAS**, in early 2026, LTD will implement Umo pass capabilities on several rural services, including Diamond Express, LTD Connector, Rhody Express, and the Rural Shuttle Pilot; and

**WHEREAS**, LTD will implement pilot fares with the Rural Shuttle Pilot, including day passes on regular connecting service where it makes sense and provides seamless transportation; and

**WHEREAS**, LTD will implement pilot fares set at \$5/trip in South Lane and \$2.50/trip in Mohawk Valley and OR 36 pilot service areas; and

**WHEREAS**, Diamond Express will also introduce the option to receive a day pass for fixed-route services through Umo, in addition to the existing paper pass option; and

**WHEREAS**, LTD will further transition from calendar-based monthly passes to “rolling” passes allowing riders to purchase monthly (31-day) or three-month (92-day) passes at any time and receive the full value of the product; and

**WHEREAS**, under LTD’s adopted Title VI Program, all fare-related changes constitute a major service change and therefore require completion of a Title VI equity analysis; and

**WHEREAS**, LTD has conducted the required Title VI analysis for the proposed 2026 fare changes, and the analysis concludes that minority and low-income populations will not experience a disparate impact or disproportionate burden as a result of the proposed changes; and

**WHEREAS**, the proposed changes provide equitable benefits across LTD’s service area and do not result in discriminatory effects under Title VI requirements;

**NOW, THEREFORE, BE IT RESOLVED** that LTD’s Board of Directors hereby approves the LTD Title VI Analysis of proposed 2026 Fare Changes; and

**BE IT FURTHER RESOLVED** that LTD’s Board of Directors hereby approves the proposed 2026 Fare Changes as described in this resolution; and



**BE IT FURTHER RESOLVED** that the Chief Executive Officer, or their designee, is authorized to submit the approved Title VI analysis to the Federal Transit Administration and to take any additional actions necessary to implement the fare changes in accordance with federal requirements.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21ST DAY OF JANUARY 2026.**

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Susan Cox, Board President