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

Public Forum, Regular Business Meeting and Briefing
Wednesday November 18, 2026, 5:30 P.M.
Glenwood Administrative Office | Board Room
3500 E 17th Avenue, Eugene, OR 97478

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

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

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

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

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

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

REGULAR BUSINESS MEETING AGENDA

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

2. **PUBLIC COMMENT**

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

4. **CEO REPORT**
   - Employee of the Month – November 2026
   - Monthly Performance Report
   - Monthly Department Reports
   - Delegated Authority Report
   - Pilot Update & Dollar Days Analysis
   - Fixed Route Bus Stop ADA Conditions Assessment

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 2026-11-18-31, authorizing the Chief Executive Officer to execute Amendment Two to the Special Counsel Legal Services Agreement
   - Adoption of Resolution 2026-11-18-32, adopting the revised Charter Service Policy

7. **BUSINESS ACTION ITEMS**
   - Adoption of Resolution 2026-11-18-33, authorizing the Chief Executive Officer to enter into a contract with Compiler, for the purpose of managing the Regional Mobility Enabling Service Hub (mesh) Project

8. **EXECUTIVE SESSION**
   - ORS 192.660.(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed
   - ORS 192.660(2)(i): To review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing

9. ADJOURN BUSINESS MEETING

UPCOMING MEETINGS:

December 16 – December Board Meeting
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97403

January 20, 2027 – January Board Meeting
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97403

February 17, 2027 – February Board Meeting
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97403

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

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **Title: Employee of the Month - November 2026**

Prepared By: Richard Cowart, Senior Director of Operations and Public Safety

Action: Information Only

Background:

Bus operator Tammy Templar has been selected to receive the November 2026 Employee of the Month. Tammy was hired as an operator on January 20, 2025.

> Tammy was nominated for her attentiveness when a person who'd been reported missing was believed to be on Route 11. Tammy recognized the individual on her bus and immediately contacted Operations, helping his caretakers locate him safely. Thank you, Tammy, for looking out for our community!

When asked to comment on Tammy's selection as EOM, Rebecca Bailey, Transit Operations Supervisor, said:

> "Tammy is always looking out for her riders and is focused on service. She excels at working as part of the LTD team. Tammy is always ready to go when called. I appreciate her consistency and professionalism."

Award:

Tammy will attend the November 18, 2026, Board Meeting to be introduced to the Board and receive her award.

Lane Transit District
Agenda Item Summary (AIS)

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

AIS Title: Board Performance Report - November 2026 Board Meeting

Prepared By: Aimee Reichert, Director of Business Intelligence

Action: **Information Only**

Agenda Item Summary: This report shows how Lane Transit District performed in September 2026. It covers bus service and ridership, mobility services, fleet maintenance, customer service, staffing, public safety, and accidents. It compares September 2026 with September 2025. It also compares the most recent 12 months with the previous 12 months.

Measure Breakdowns

- **Ridership and bus service:** Fixed-route buses and EmX carried 478,347 riders, up 1.3% from September 2025. Average ridership over the most recent 12 months increased 2.4% compared with the previous 12 months. Revenue hours, which are the hours buses are available to carry passengers, increased 2.9% for the month and 4.2% in the 12-month comparison. The system provided 22.55 passenger trips for each revenue hour, down 1.6% from September 2025 and 1.7% in the 12-month comparison. While this suggests revenue hours are growing faster than ridership a look at route-level ridership indicates an early positive trend from targeted revenue hour improvements on routes 12, 66, and 67. More insights will be available on this in next month's reporting.
- **Mobility services:** Mobility services provided 39,330 rides, up 1.4% from September 2025 and 1.4% in the 12-month comparison. Ridership increased on Cottage Grove Connector, Florence ADA, Rhody Express, Vanpool, and RideSource. Ridership decreased on Diamond Express and RideSource non-emergency medical transportation, which provides eligible rides to medical appointments that are not emergencies.
- **Fleet maintenance:** Maintenance cost $2.79 per mile in September, which was $0.11 more per mile than in September 2025. The average for the most recent 12 months was $2.57 per mile, which was $0.39 lower than the previous 12-month average.
- **Customer service:** There were 5.44 substantiated complaints for every 100,000 passenger boardings. A substantiated complaint is one that a review found had enough evidence to support it. The rate was 0.56 higher than in September 2025 and 0.50 higher in the 12-month comparison. Compliments totaled 2.51 per 100,000 boardings. This was 1.09 lower than in September 2025 but 0.21 higher in the 12-month comparison. An internal working group is reviewing customer feedback trends and determining how to respond.

Lane Transit District
Agenda Item Summary (AIS)

- **Staffing and attendance:** The average number of operators was 200, or 93% of the goal of 215. This was two more operators than in September 2025. Unplanned employee absences were 11.6%, above the 10% goal. The rate was 0.37 percentage points higher than in September 2025, although it improved substantially compared with the previous several months. The average for the most recent 12 months was 15.38%, 2 percentage points higher than the previous 12-month period.
- **Public safety:** Reported assaults decreased, while recorded Ordinance 36 violations increased. Ordinance 36 covers Lane Transit District's rules for conduct on its system. There were 11.41 violations for every 100,000 hours of bus service. The rate was 4.71 higher than in September 2025 and 2.44 higher in the 12-month comparison. Seven assaults were reported, five fewer than in September 2025. The average number of assaults over the most recent 12 months decreased by 5.7 compared with the previous 12 months. September inspections totaled 2016, lower than prior months but overall validation rate, inspections with a valid fare, was stable at 65.2%.
- **Accidents:** Two preventable accidents were reported, six fewer than in September 2025. A preventable accident is one in which the operator could reasonably have taken action to avoid the crash. The rate was 0.79 preventable accidents for every 100,000 miles of service, down 2.47 from September 2025. The 12-month average rate improved from 0.32 to 0.28.

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

Attachment:

(1) Board Performance Report - September 2026

Board Performance Report

September 2026

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	167,617	176,483	-5.0%	207,956	212,271	-2.0%
Fixed Route Service	310,730	295,675	5.1%	312,331	295,710	5.6%
Total	**478,347**	**472,158**	**1.3%**	**520,287**	**507,981**	**2.4%**

Revenue Hours

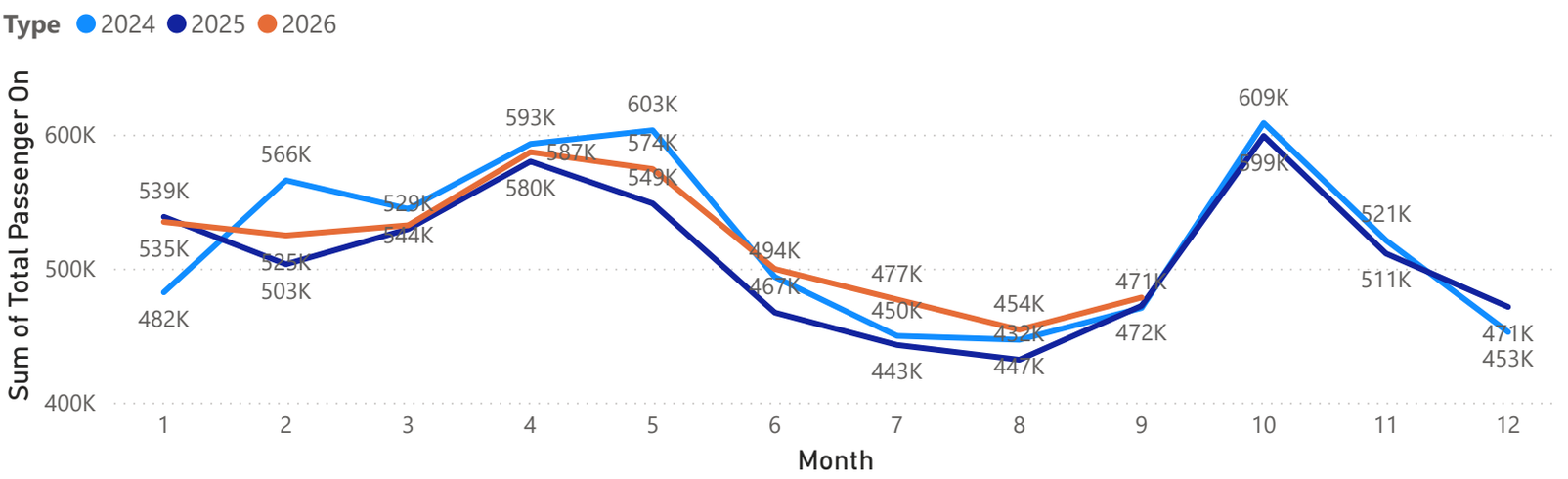
Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	5,229	5,201	0.5%	5,271	5,272	-0.0%
Fixed Route Service	15,987	15,412	3.7%	15,799	14,955	5.6%
Total	**21,216**	**20,613**	**2.9%**	**21,070**	**20,228**	**4.2%**

Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	32.06	33.93	-5.5%	39.46	40.26	-2.0%
Fixed Route Service	19.44	19.18	1.3%	19.77	19.77	-0.0%
Total	**22.55**	**22.91**	**-1.6%**	**24.69**	**25.11**	**-1.7%**

Ridership

Jan 2024 - Sep 2026



Board Performance Report

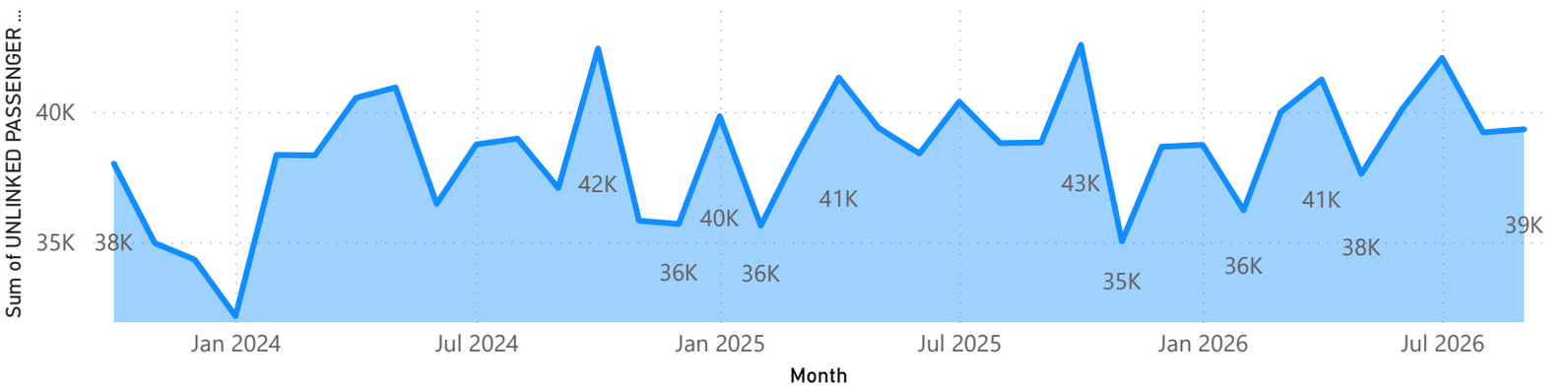
September 2026

Mobility Services

Ridership

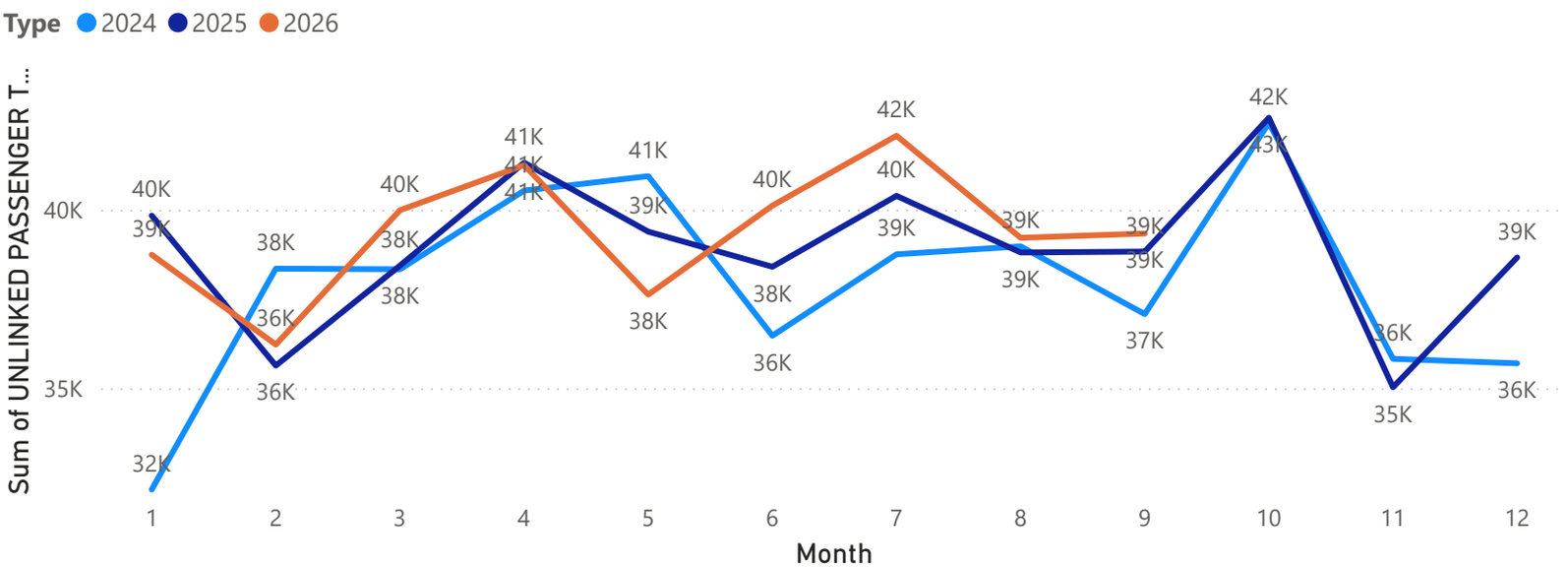
Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	21,949	23,035	-4.7%	22,686	23,026	-1.5%
RideSource	12,591	12,157	3.6%	12,343	11,783	4.8%
Cottage Grove Connector	1,761	998	76.5%	1,304	1,183	10.2%
Vanpool	1,163	1,050	10.8%	1,166	935	24.7%
Rhody Express	1,104	809	36.5%	956	933	2.5%
Diamond Express	607	626	-3.0%	611	689	-11.4%
Florence ADA	155	103	50.5%	149	111	34.0%
Total	**39,330**	**38,778**	**1.4%**	**39,214**	**38,660**	**1.4%**

Mobility Services Ridership



Mobility Services Ridership

Jan 2024 - Sep 2026



Board Performance Report

September 2026

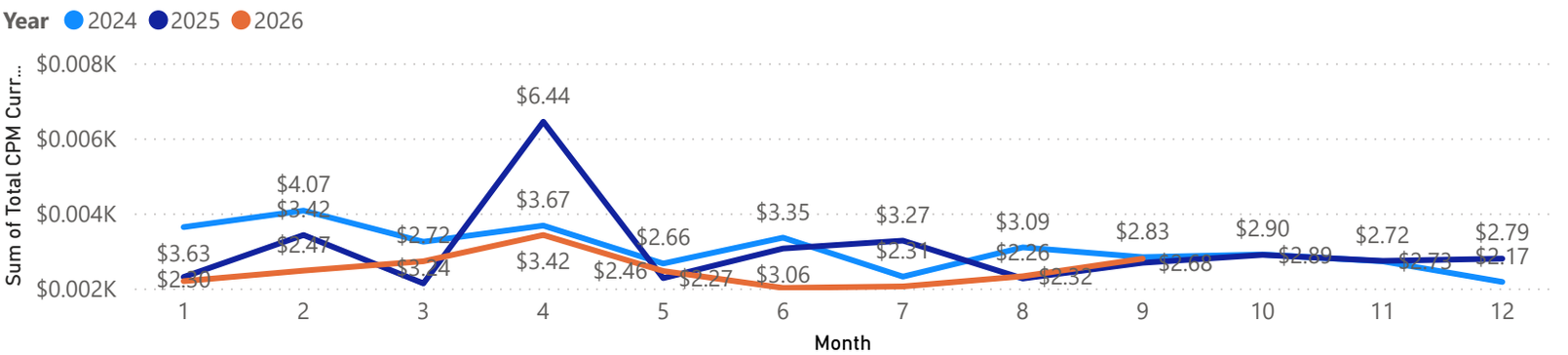
Fleet Maintenance

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	$0.44	$0.39	$0.05	$0.40	$0.40	$0.00
REPAIR	$2.35	$2.29	$0.06	$2.17	$2.56	($0.39)
Total	**$2.79**	**$2.68**	**$0.11**	**$2.57**	**$2.96**	**($0.39)**

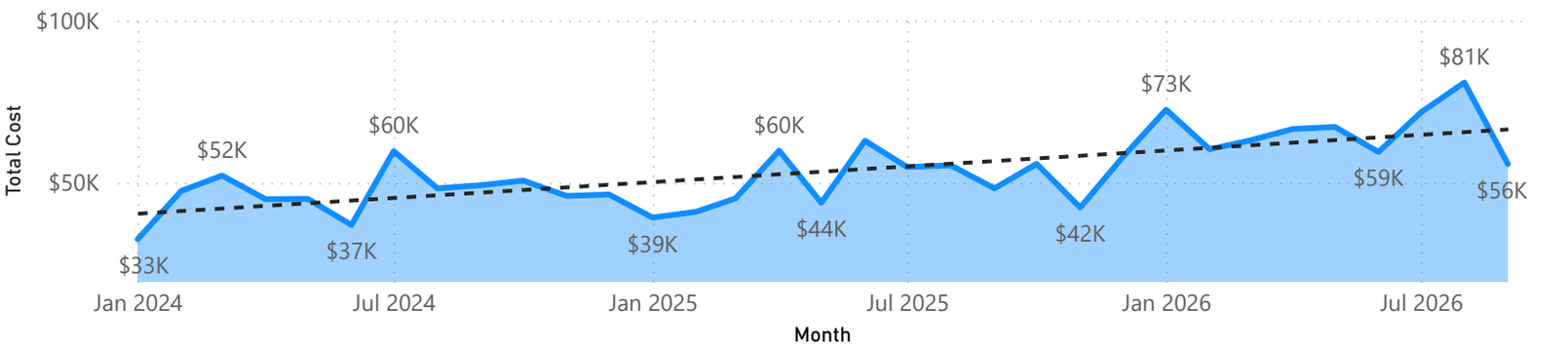
Maintenance Cost

Jan 2024 - Sep 2026



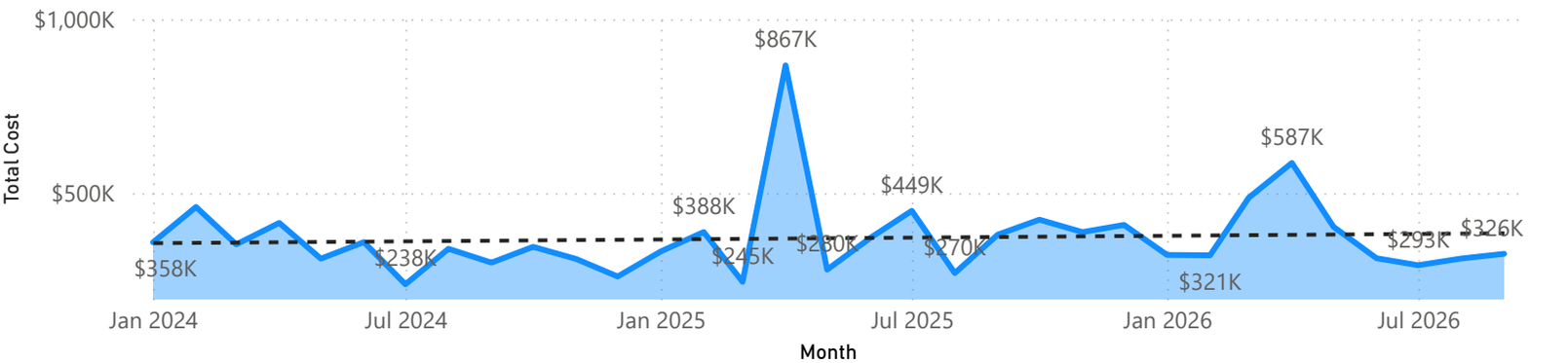
Maintenance Cost - PM

Jan 2024 - Sep 2026



Maintenance Cost - Repair

Jan 2024 - Sep 2026



Board Performance Report

September 2026

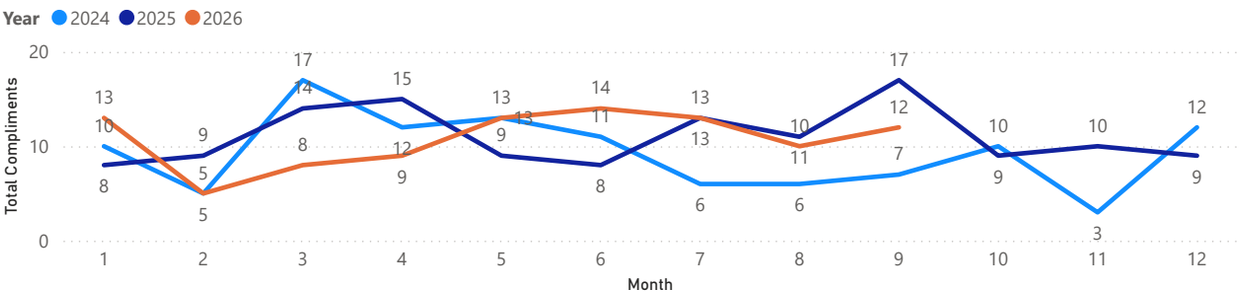
Customer Service

Compliments per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Compliment	2.51	3.60	-1.09	3.14	2.93	0.21
Total	**2.51**	**3.60**	**-1.09**	**3.14**	**2.93**	**0.21**

Compliments Trend

Jan 2024 - Sep 2026

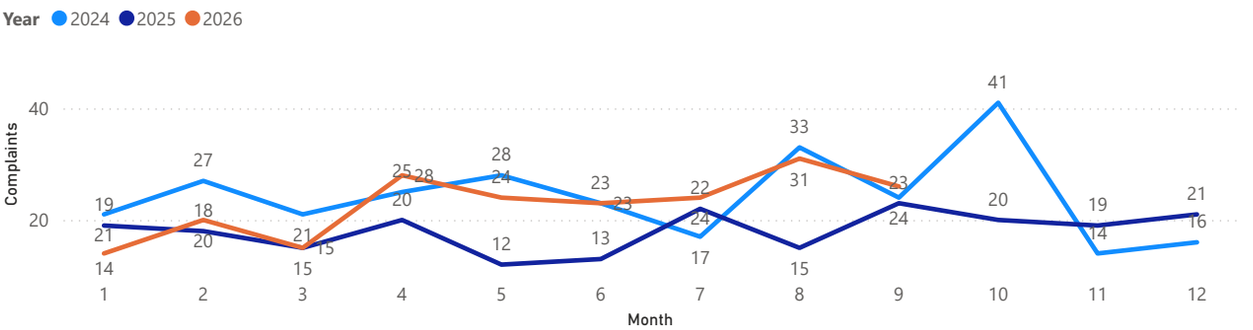


Substantiated Complaints per 100k Boardings

Type	Current	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Customer Relations	2.09	1.06	1.03	1.78	1.03	0.74
Miscellaneous	0.63	0.42	0.20	0.25	0.44	-0.20
Reliability	1.46	2.97	-1.50	1.43	2.08	-0.66
Safety	1.25	0.42	0.83	0.90	0.63	0.26
Total	**5.44**	**4.87**	**0.56**	**4.24**	**3.74**	**0.50**

Substantiated Complaints Trend

Jan 2024 - Sep 2026



Board Performance Report

September 2026

Operations

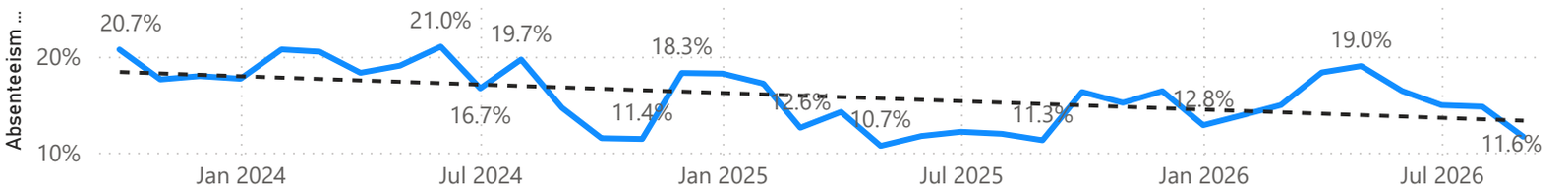
Operator Unanticipated Absenteeism Rate

Goal 10%

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
On The Job Injury Time Loss	1.8%	1.37%	0.42%	2.89%	1.79%	1.11%
Other	0.5%	0.89%	-0.35%	1.80%	0.94%	0.87%
Protected	4.5%	3.29%	1.26%	5.88%	4.93%	0.95%
Sick	4.8%	5.72%	-0.96%	4.80%	5.72%	-0.92%
Total	**11.6%**	**11.27%**	**0.37%**	**15.38%**	**13.38%**	**2.00%**

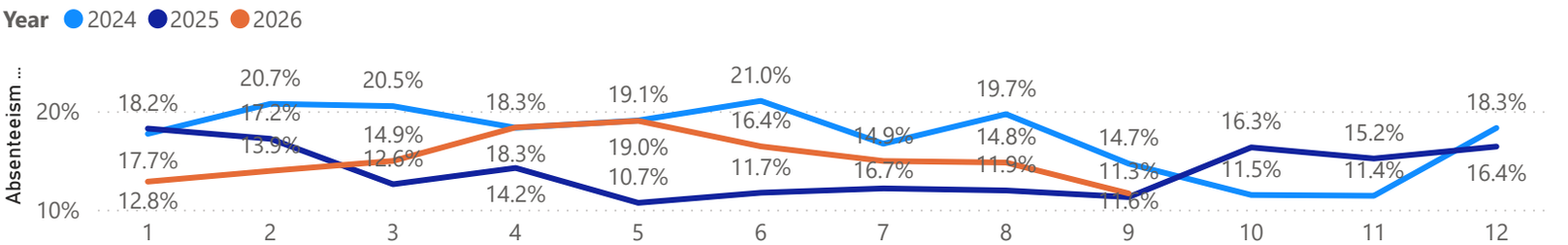
Operator Unanticipated Absenteeism Rate Trend

Oct 2023 - Sep 2026



Operator Unanticipated Absenteeism Rate Yearly Comparison

Jan 2024 - Sep 2026



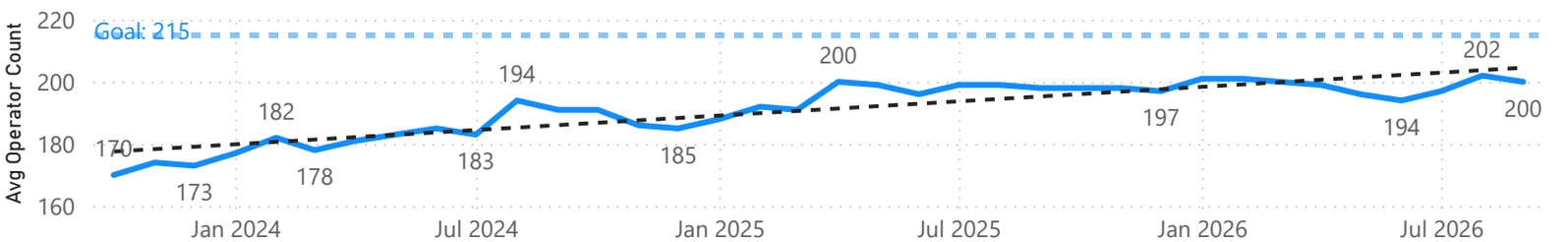
Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	Change Monthly	% Change Monthly	Rolling 12 Month	Rolling 12 Month Prior	Change Rolling 12
93.0%	200	198	2	1.01%	198	194	4

Operator Count Trend

Oct 2023 - Sep 2026



Board Performance Report

September 2026

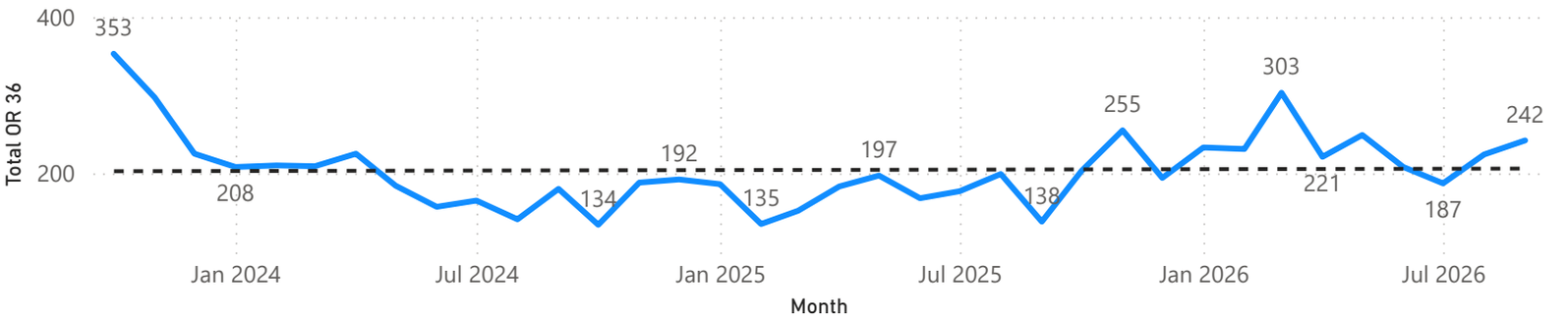
Public Safety

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	11.41	6.69	4.71	10.88	8.44	2.44

Ordinance 36 Trend

Oct 2023 - Sep 2026

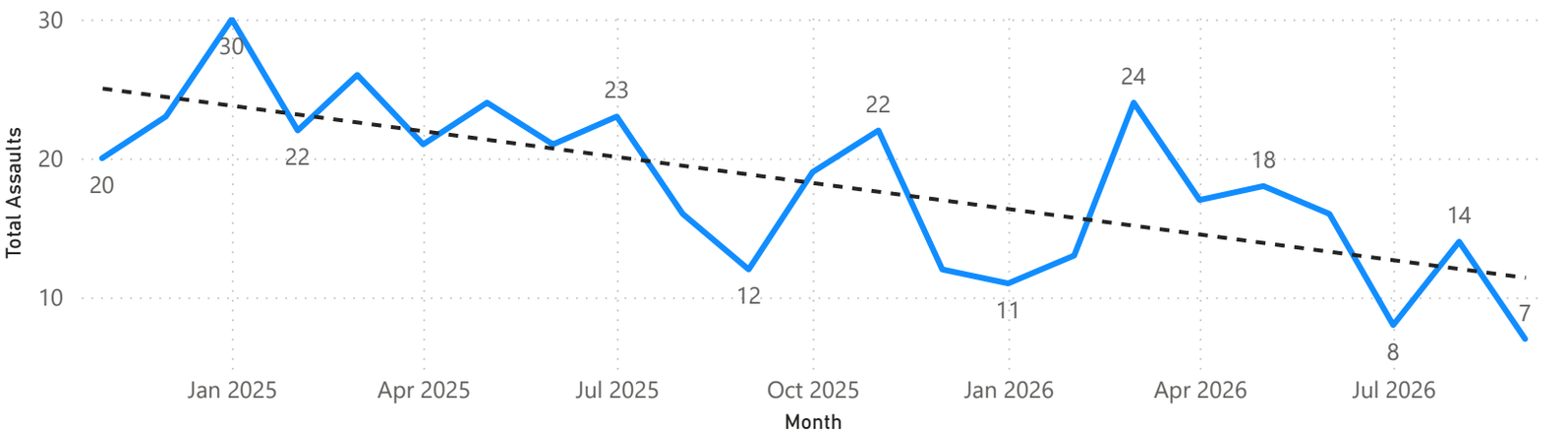


Assaults

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Physical	**6**	**6**	**0**	**10.7**	**14.0**	**-3.3**
Operator Non-Physical		5	-5	2.6	3.9	-1.3
Other Transit Worker Non-Physical	5	1	4	6.9	7.5	-0.6
Public Non-Physical	1		1	1.2	2.6	-1.4
Physical	**1**	**6**	**-5**	**4.4**	**6.8**	**-2.3**
Operator Physical				0.1	0.3	-0.2
Other Transit Worker		4	-4	0.9	2.5	-1.6
Public Physical	1	2	-1	3.4	4.0	-0.6
Total	**7**	**12**	**-5**	**15.1**	**20.8**	**-5.7**

Assaults Trend

Nov 2024 - Sep 2026



Board Performance Report

September 2026

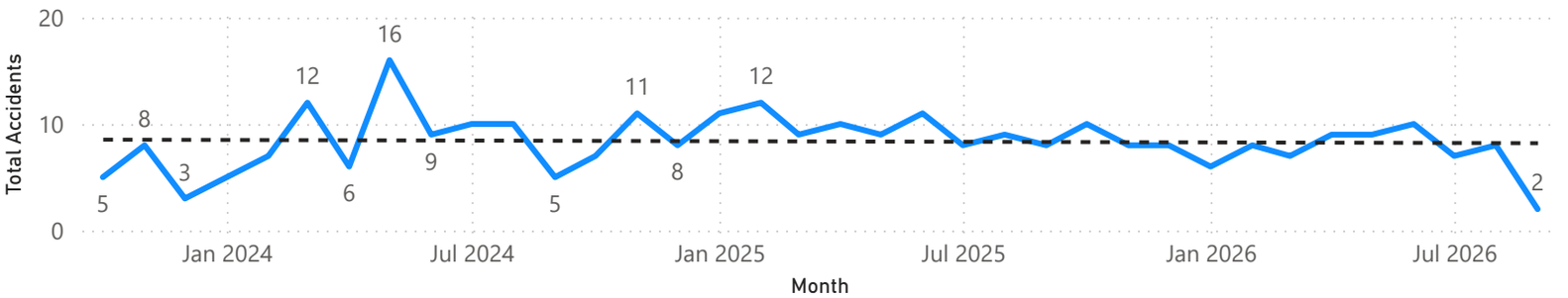
Accidents

Accidents

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable		2	-2	4.1	4.3	-0.25
Preventable	2	6	-4	4.3	4.8	-0.58
Total	**2**	**8**	**-6**	**8.3**	**9.2**	**-0.83**

Accident Trend

Oct 2023 - Sep 2026

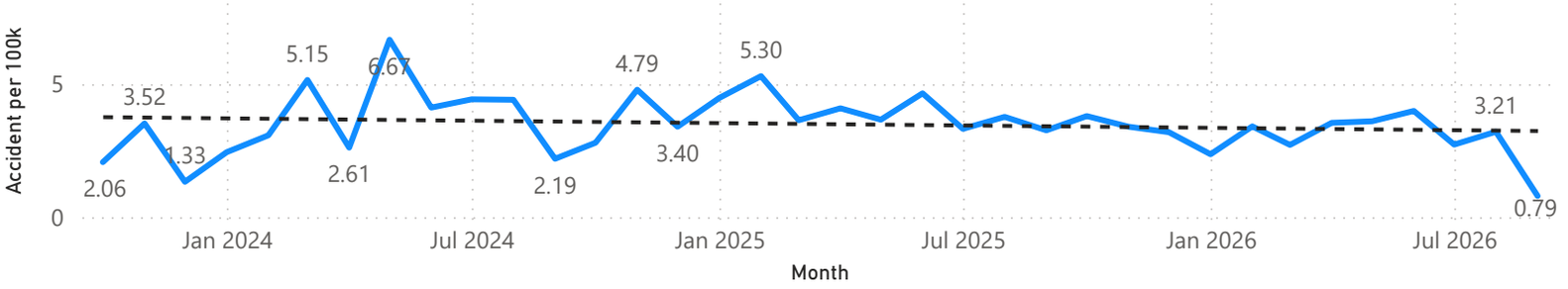


Accidents Per 100k Revenue Miles

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable		0.82	-0.82	0.14	0.15	-0.01
Preventable	0.79	2.45	-1.65	0.14	0.17	-0.03
Total	**0.79**	**3.26**	**-2.47**	**0.28**	**0.32**	**-0.04**

Accidents per 100k Trend

Oct 2023 - Sep 2026



Lane Transit District

CEO Report

November 18, 2026 | Board of Directors Meeting



CEO Report | November 18, 2026

Performance Report Highlights

August 2026 Data

- +2.3% | Ridership
- +.66% | Customer Service

Ordinance 36 Violations

+1.83%

12-month average

Fare Inspections

+65.4%

YTD Rate

Accidents

-1.92%

12-month average

Lane Transit District
Monthly Department Reports

Administration

Wendi Frisbie, Chief Administrative Officer

HUMAN RESOURCES

Benefits

Benefits Fair and flu shot clinics took place on October 22, with all vendors participating during business hours and HR hosting both early and late events (before 9:00 a.m. and after 6:00 p.m.). The fair had strong attendance, with more than 150 employees and dependents. Nine employees selected at random won raffle prizes donated by vendors and LTD.

Open Enrollment begins November 1, with a few benefit changes including increased massage and orthodontia benefits, a higher vision allowance, and larger HRA VEBA contributions. PacificSource is discontinuing its employee diabetes wellness program, affecting employees and dependents. LTD and WHA will explore alternative options for employees. Rate increases for 2027 were minimal.

Recruiting

Recruiting remained steady, with one general service worker hire, an internal transfer, and eight bus operators starting on October 12. LTD posted six openings in October, including system administrator, transit operations manager, and planning manager roles.

INFORMATION TECHNOLOGY / INTELLIGENT TRANSPORTATION SYSTEMS

Mobile Video Surveillance System

Installation of the new Gatekeeper mobile video system is underway in phases across LTD's service fleets. RideSource and mobility-service vehicles are being completed first. Installation on the fixed-route fleet is scheduled for early November.

SharePoint Online

LTD's new internal SharePoint site is moving into implementation for internal use, with go-live targeted for Q4 2026. The specific production launch date is still being finalized.

AI Governance

LTD is taking a phased approach to AI adoption, beginning with the AI Acceptable Use Policy and supporting standard operating procedures. Staff training will follow, with AI pilots planned for 2027. This sequence places policy consideration and staff preparation ahead of the planned pilots, keeping governance central as LTD evaluates AI use.

MARKETING

University of Oregon Student Engagement

LTD outreach staff engaged with University of Oregon (UO) students throughout the summer by participating in new student orientation sessions and events for parents and families of students. The engagement plan culminated in the Ducks Downtown event on September 26. Through a partnership with the Eugene Chamber of Commerce, City of

Eugene, Downtown Merchants, and the UO, LTD engaged directly with students and promoted transit as a convenient transportation option. The outreach efforts coincided with strong results, including a significant increase in benefit code redemptions — 1,000 additional UO pass redemptions compared to this time last year. An additional 3,000 UO student rides were taken during move-in week compared to last year.

Annual Impact Report
Staff prepared an updated Annual Impact Report highlighting LTD initiatives from fiscal year 2026. First introduced in 2024, the Report is intended to inform stakeholders about the value LTD provides to the community by showcasing relevant metrics and key projects, like pilot programs. The report was completed in mid-October. In addition to the printed report that is distributed at LTD events and meetings, this effort was expanded this year to include social media content which will be present on LTD channels in October and November.

PLANNING

Florence Mobility Hub
LTD is partnering with the City of Florence on a project that will identify a location and develop a concept design for a new mobility hub to serve the many converging public transit services in Florence; and determine how it can best serve the Florence community. Currently, Link Lane services from Eugene; Coos County Transit service from the south; and Rhody Express providing fixed route service within Florence coordinate connections at the Grocery Outlet parking lot. This project will identify the best location, capacity needs, desired amenities, and high-level design. The consultant is working with the City of Florence and LTD, having completed the kick-off meeting and are in the needs identification and community engagement phase. This project is anticipated to be complete in May 2027.

STIF Formula Plan
LTD is in the process of developing the region's STIF (Statewide Transportation Improvement Fund) Formula Plan. LTD has completed the sub-allocation methodology through a collaborative process with agencies in the region in addition to the STIF funding solicitation. The STIF Advisory Committee is evaluating proposals and will provide a plan for Board adoption at the December meeting.

Connect 2045
Work on Connect 2045 continues to advance, with the project team nearing completion of the needs assessment technical memorandum. The project's Technical Advisory Committee (TAC) and Community Advisory Committee (CAC) each convened for their second meetings during September and October, providing valuable input on key issues and opportunities facing the region's transportation system. Staff and consultant teams are now conducting travel and transit demand analyses and beginning development of future scenarios and potential investment strategies. These scenarios will form the foundation for the next phase of public engagement, including a community open house planned for later this winter.

Corridor Studies and Projects
Several corridor planning efforts reached important milestones this fall. For the South A Street corridor study in Springfield, the project team held its kickoff TAC meeting and is preparing for the first round of public engagement activities. In Eugene, the River Road/Highway 99 corridor study also continues to progress, with the second TAC meeting

completed and staff now developing alternative corridor concepts that will be presented to the public for feedback at an open house later this winter. LTD staff continue to coordinate with partners on the Franklin Boulevard project. LTD recently reviewed and provided feedback on the project's updated traffic analysis, emphasizing the importance of maintaining or improving transit travel times and reliability while ensuring that future corridor intersection configurations continue to support EmX operational requirements.

ODOT Innovative Mobility Grant
LTD recently submitted a pre-application to the Oregon Department of Transportation's Innovative Mobility Program seeking $3 million to support replacement of the Eugene-Springfield region's aging bike share fleet. The proposed project would modernize the system with a new generation of equipment, including a mix of conventional and electric bicycles, while improving integration with transit and enhancing first- and last-mile mobility options throughout the region. The total replacement project is currently estimated at approximately $5 million, with the requested IMP funding proposed to supplement federal and STIF resources already programmed for the project. LTD plans to submit a full grant application in November as the next step in the competitive funding process.

LTD Facilitates Rural Services Workshop
On October 15, LTD Planning staff convened a workshop with representatives from LCOG, United Way, Lane County, and regional health and emergency service providers to explore improvements to rural mobility services. Participants reviewed recent planning efforts, including LCOG's Link Lane Transit Development Plan, Lane County's Transportation Equity Assessment, and LTD's STIF-funded Rural Shuttle Pilot. Discussion highlighted transportation gaps as well as challenges related to awareness, coordination, and access to existing services. LTD and LCOG will now work with partners to define a coordinated rural mobility program and develop an intergovernmental agreement (IGA) under which LCOG would administer the program on behalf of LTD. Future work will focus on program design, implementation requirements, and public outreach.

BUSINESS INTELLIGENCE

Improved Coordination and Delivery of Data and Analytics Services
Significant progress was made in establishing a unified framework for managing business intelligence and data services. The new approach improves visibility into organizational priorities, strengthens coordination across reporting and data functions, and supports more transparent prioritization and delivery of analytics work across LTD.

Advanced Enterprise Performance Reporting Standards
Work continued on LTD’s Performance Reporting Improvement initiative, including the development of standardized performance measures, reporting methodologies, validation processes, and supporting documentation. These efforts are helping create a consistent foundation for Board, executive, operational, and public-facing performance reporting.

Enhanced Weekly Insight Reporting
Weekly insight messaging was improved to encompass ridership, customer feedback, inspection, and operational performance information into a more coordinated reporting framework. This work supports timely, consistent, and actionable performance information for organizational decision-making while reducing reliance on separate reporting processes.

Lane Transit District
Monthly Department Reports

Finance

Pam Strutz, Chief Financial Officer

FINANCE DEPARTMENT

2026 Annual Audit Update

The external auditors spent one-week onsite working with Finance on the 2026 annual audit. The audit is progressing on schedule and is ahead of where we were at this time last year. In addition, the auditors have started the financial reporting phase earlier than in the prior year, putting the audit process in a stronger position for timely completion.

LTD goes through three audits in October. In addition to the financial audit, LTD's STIF processes and accounting must be reviewed annually. Then, the National Transit Dataset (NTD) forms must also be audited before submission at the end of October.

Throughout October and November, Finance will work closely with the auditors to address outstanding requests and maintain progress toward completion.

MATERIALS MANAGEMENT

October 2026 inventory percentage was completed with 99.74% count accuracy. October 2026 total inventory value is $1,849,308.37.

The department is working on obsolete audit and inventory levels.

PROCUREMENT

ATTAIN Regional Mobility-Enabling Services Hub (MESH) – Project Management Request for Proposal

This procurement for a Project Management Consulting Firm will help support LTD with the management of the Regional MESH initiative.

Timeline: Board Approval for Contract November 18, 2026, and Contract Negotiation and Execution.

Fleet Rear Facing ADA Securement Request For Proposal

This procurement for rear-facing ADA securement parts and labor will improve the safety of our customers on our assets.

Timeline: Proposal Evaluations Review, Notice of Intent to Award, and Board Approval anticipated December 16, 2026.

Centralization is part of LTD's Strategic Business Plan and Procurement is working closely with Finance on their AP Centralization process. This collaboration between departments will improve efficiency, saving time and money, from purchase request to payment.

Lane Transit District
Monthly Department Reports

LTD is utilizing the E-Procurement Module within the ERP System to create efficiency in purchasing from vendors that are on cooperative agreements and have online shopping “Punch-Out” systems. Procurement is continuously working on setting up active vendors through E-Procurement.

Operations

Mike Hursh, Deputy Chief Executive Officer

Operations continues to focus on workforce development, operational preparedness, and long-term planning. Key activities this month include development of the Capital Improvement Plan, preparation of the next biennium's STIF program, continued expansion of the Routes to Success Apprenticeship Program, and implementation planning for eight new Gillig buses entering service. Staff also completed significant training, certification, and winter readiness initiatives while participating in external audits and peer reviews that support continuous improvement. These efforts reflect LTD's commitment to maintaining safe, reliable, and accessible transportation services while preparing for future operational needs.

FACILITIES MANAGEMENT

- LTD's annual Capital Improvement Plan (CIP) update is underway. The process includes reviewing existing capital projects and evaluating new investments needed to support facilities, fleet, technology, infrastructure, and service delivery. A preliminary CIP is scheduled for presentation to the Board Budget Committee in November, with final Board consideration planned as part of the FY 2027-28 budget process.
- Facilities Maintenance completed Building Operator Certification (BOC) Level II training for its most junior generalists, resulting in the entire Facilities Maintenance generalist team achieving this advanced certification level. The training enhances expertise in building systems, preventive maintenance, troubleshooting, and energy management, and strengthening LTD's in-house capabilities.
- Facilities Maintenance completed annual winter weather preparedness activities, including updating response procedures, verifying equipment readiness, replenishing supplies, and conducting staff training to support safe and effective operations during winter weather events.

MOBILITY SERVICES UPDATES

- Development of the next STIF Formula Fund program cycle is underway. The upcoming biennium is anticipated to allocate more than $18 million in funding, with the proposed program expected to be presented to the Board for review and approval in December.
- LTD's annual audit with Trillium for transportation services provided under the Oregon Health Plan has commenced.
- LTD is hosting an American Public Transportation Association (APTA) peer review of RideSource services, providing an opportunity to evaluate current practices, identify areas for improvement, and share best practices with industry peers.

Lane Transit District
Monthly Department Reports

OPERATIONS TRAINING

- The next bus operator class started on October 12 with eight participants.
- Curriculum development is underway for the 2027 In-Service Training program. Building on the success of the 2026 training year, adjustments are being made to training schedules and delivery methods in response to employee feedback.
- The Routes to Success Apprenticeship Program will continue with the upcoming new operator class. The department plans to recruit and train an additional five or six apprenticeship mentors, increasing the mentor pool to approximately 21 and ensuring adequate support for future operator classes.
- Training staff will be conducting evaluations and standardized testing of the eight new Gillig buses prior to their entry into service. Any operational differences identified during the review process will be incorporated into operator training as needed.
- The Training Department is partnering with Public Safety to update training content and protocols, supporting a more standardized and consistent training experience for public safety officers.

PUBLIC SAFETY

- Public Safety has hired a new public safety officer.
- The department is partnering with Training to update training content and protocols to promote consistent training practices for new and existing officers.

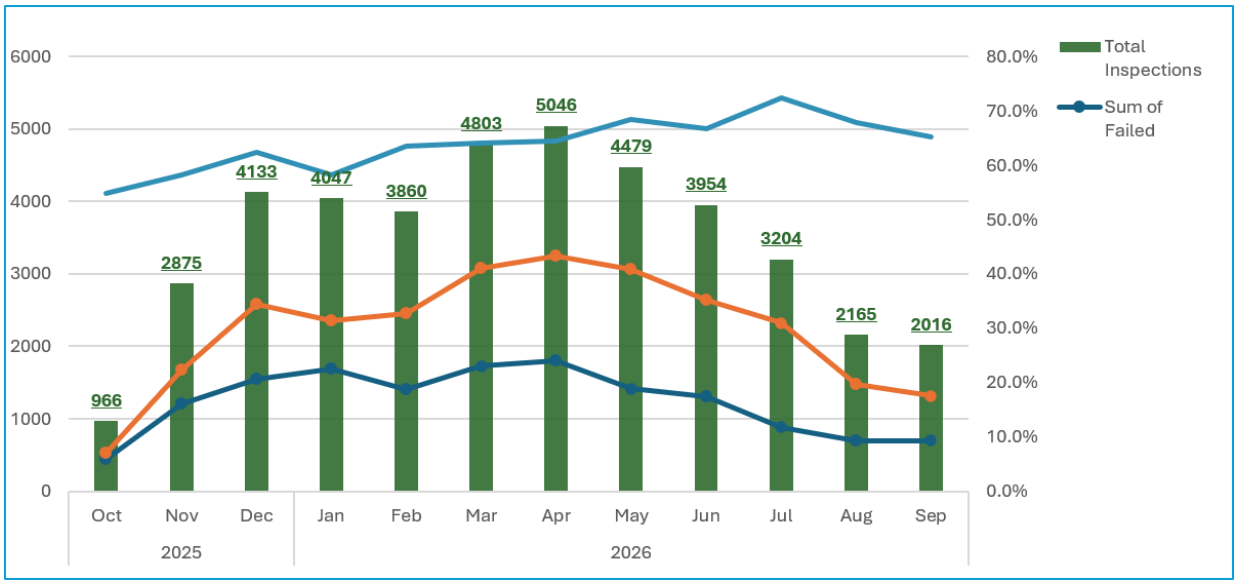
FARE INSPECTION REPORT:

Fare Inspection Trend Analysis

- The fare validation rate increased from 54.8% in October 2025 to 65.2% in September 2026, reflecting continued improvement in customer fare compliance.
- Validation rates remained above 65% during the final five months of the reporting period and peaked at 72.4% in July 2026.
- For September 2026, Fare Inspectors conducted 2,016 inspections, consisting of 1,315 validated fares and 701 failed inspections, resulting in a validation rate of 65.2%.
- Overall trends indicate continued improvement in fare compliance and support the effectiveness of ongoing fare inspection and customer outreach efforts.

Dec	1552	2581	4133	62.4%
2026	**11631**	**21943**	**33574**	**65.4%**
Jan	1693	2354	4047	58.2%
Feb	1407	2453	3860	63.5%
Mar	1726	3077	4803	64.1%
Apr	1796	3250	5046	64.4%
May	1415	3064	4479	68.4%
Jun	1312	2642	3954	66.8%
Jul	885	2319	3204	72.4%
Aug	696	1469	2165	67.9%
Sep	701	1315	2016	65.2%
Grand Total	**14822**	**26726**	**41548**	**64.3%**

EMX Fare Inspection Trends



The Operations Division continues to strengthen organizational capacity through investments in employee development, operational readiness, strategic planning, and continuous improvement initiatives. Through collaborative efforts across departments, staff remain focused on delivering safe, reliable, and accessible transportation services while preparing for future agency needs.

LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
October 2026

Contracts

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	CONTRACT INCREASE/TASK ORDER AMOUNT	NEW CONTRACT VALUE	SIGNER	NOTES
10/6/2026	TransDASH	National Performance Dashboard Membership	Software as a Service Agreement	Oct 1, 2026 - Sep 30, 2027	$60,000.00	N/A	N/A	A. Reichert	New Agreement
10/13/2026	Omlid & Swinney Fire Protection and Security, Inc.	On-Call Fire and Backflow Compliance Services	Personal Services	Jan 1, 2024 - Dec 31, 2027	$118,817.00	N/A	N/A	J. McCormack	Amendment to extend the term of the agreement and set forth Option Year 2 pricing.
10/13/2026	Upward Landscape Solutions	Snow and Ice Removal Services	Personal Services	Nov 11, 2023 - Oct 31, 2027	$108,480.00	N/A	N/A	J. McCormack	Amendment to extend the term of the agreement and set forth Year 4 labor rates.
10/14/2026	Chambers Construction	Fleet Training Room AV Rehab	Task Order	Oct 2, 2026 - Jan 31, 2027	$8,500,000.00	$54,921.00	N/A	J. McCormack	Task Order to rehab AV for the Fleet Training Room.
10/14/2026	SPO Go Live Support & M365 Roadmap	Carahsoft Technology Corporation	Personal Services	Oct 1, 2026 - Dec 31, 2026	$87,990.00	N/A	N/A	J. Flick	New Agreement
10/17/2026	Cascadia Mobility	PeaceHealth Rideswap	In-Kind Trade	Sep 14, 2023 - Sep 13, 2027	$0.00	N/A	N/A	D. Roth	Amendment to extend the term of the agreement and restate the SOW.
10/20/2026	Lane Counsil of Governments	Fiber Mapping Assistance	Intergovernmental Agreement	Oct 6, 2026 - Jun 30, 2027	$49,000.00	N/A	N/A	J. Flick	New Agreement
10/21/2026	WSP USA, Inc.	Grant Support Services	Personal Services	Jan 1, 2026 - Jun 30, 2027	$110,000.00	$40,000.00	$150,000.00	P. Strutz	Amendment to extend the term of the agreement and increase the NTE amount.
10/21/2026	Baker Tilly Advisory Group	Independent Financial Compliance and Operational Review Services	Professional Services	Oct 14, 2026 - Jan 15, 2027	$150,000.00	N/A	N/A	C. Jackson-Brown	New Agreement
10/23/2026	Funk/Levis Associates	On-Call Crisis Communication	Personal Services	Oct 1, 2026 - Sep 30, 2027	$20,000.00	N/A	N/A	J. Auten	New Agreement
10/29/2026	Edgewise Network, LLC	Professional Development	Personal Services	Jul 3, 2025 - Aug 31, 2027	$24,000.00	$24,000.00	$48,000.00	J. Auten	Amendment to extend the agreement for another year and increase the NTE amount.
10/30/2026	Walkup Consulting, LLC	Confidential HR Related Services	Personal Services	Oct 30, 2026 - Jan 30, 2027	$25,500.00	N/A	N/A	W. Frisbie	New Agreement

Group Pass/Non-Profit Program - Revenue Agreements

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	CONTRACT INCREASE AMOUNT	NUMBER of PARTICIPANTS	SIGNER	NOTES

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

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

AIS Title: Pilot Projects Update - Downtown Loop, Rural Service, Audible Announcements, and Dollar Days of Summer

Action: Information and Discussion

Agenda Item Summary

Staff will provide the Lane Transit District (LTD) Board of Directors with an update on four ongoing or recently completed pilot projects: Eugene's Downtown Loop, Rural Shuttle , fixed route Audible Announcements pilot, and the Dollar Days of Summer promotion. The four pilot projects reflect LTD's continued use of targeted, time-limited demonstrations to evaluate new mobility investments before making longer-term implementation decisions.

- The Eugene Downtown Loop pilot was launched to improve circulation and access between key downtown destinations, including riverfront and midtown, by providing more frequent service and strengthening local connections; first-year results show ridership exceeding that of the service it replaced while the pilot continues through its planned evaluation period.

- The Rural Shuttle pilot tested technology-enabled transit service in rural areas of Lane County, providing pre-scheduled transportation connections to essential destinations and generating valuable information about rural travel needs, service delivery models, and mobility gaps.

- The Audible Announcements pilot expanded automated stop announcements from major stops and transfer points to all stops on selected routes, with the goal of improving accessibility, wayfinding, and rider confidence. Evaluation of the pilot found strong support from both riders and operators, particularly for riders with visual impairments, riders using mobility devices, and those unfamiliar with a route.

- The Dollar Days of Summer promotion provided a temporary fare reduction from July 1 through August 31, 2026, to encourage transit use and increase ridership. Most fare products were discounted by approximately 40% to 50%. The promotion concluded on August 31, 2026, and LTD's regular fares resumed on September 1, 2026.

Lane Transit District
Agenda Item Summary (AIS)

Collectively, these pilot projects advance LTD's goals of improving mobility, accessibility, and equitable access to transit services while providing the Board with data-driven information to guide future service and policy decisions.

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

Lane Transit District

Recent LTD Pilot Projects Overview

Presentation to the LTD Board

Brandon Melton | November 2026

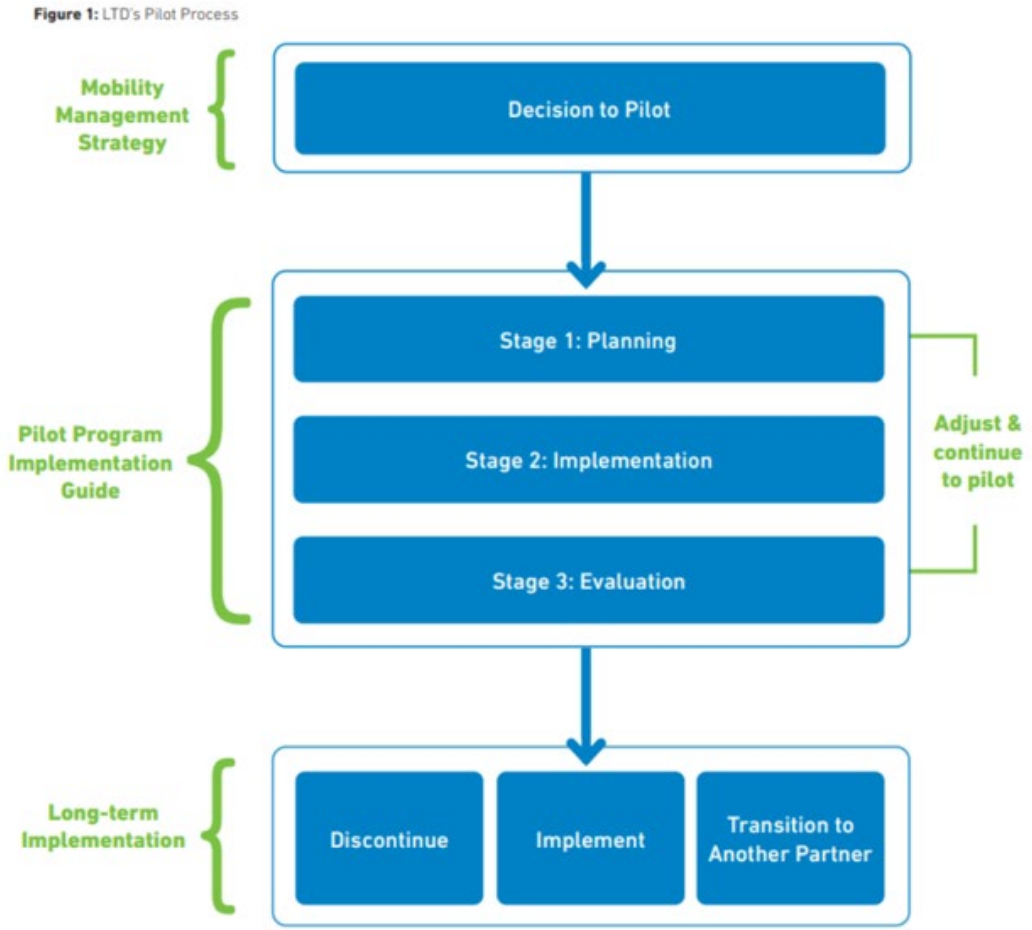
LTD's Pilot Process

- **Stage 1 - Planning**

  Sets goals, metrics and assessment strategy
- **Stage 2 - Implementation**

  Establishing and operating service
- **Stage 3 - Evaluation**

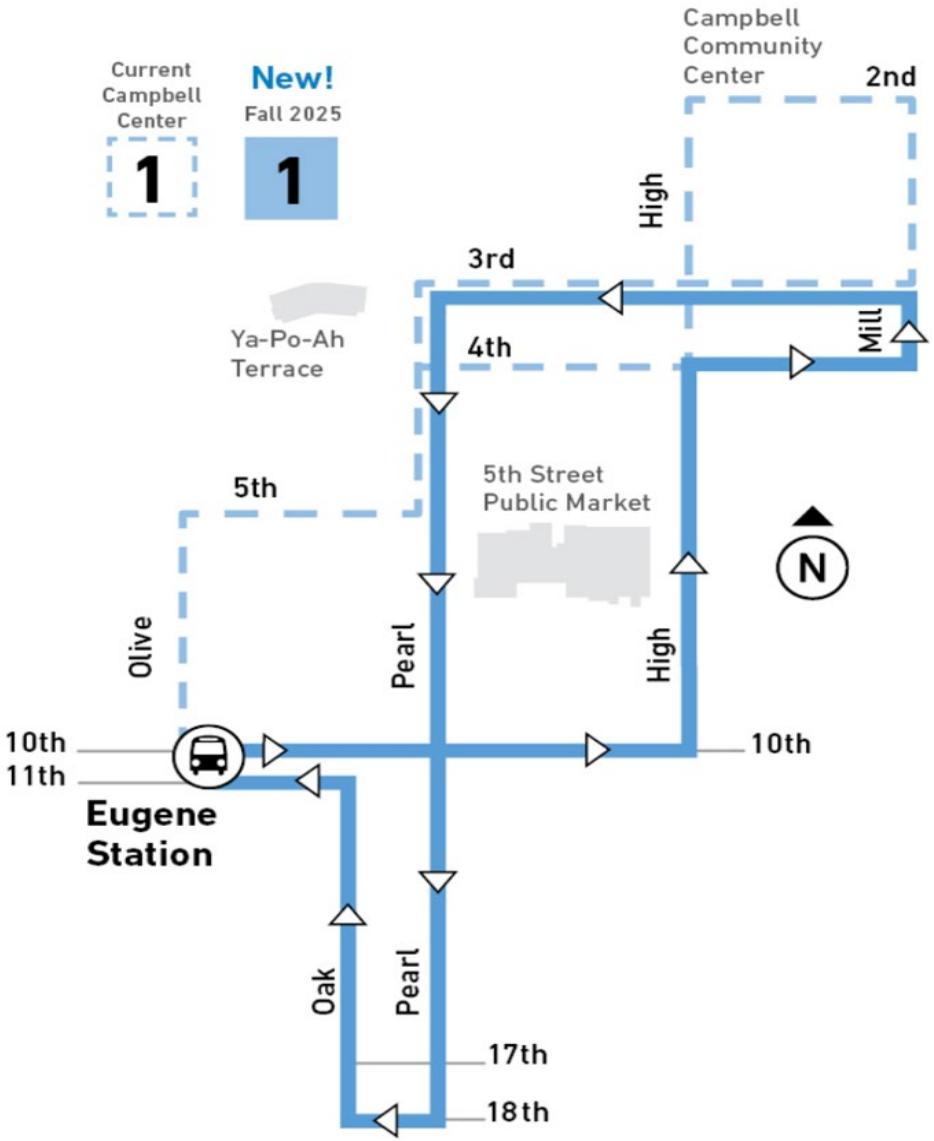
  Assess pilot to inform decision-making and long-term implementation



Downtown Loop



Pilot Overview



Goals Assessment

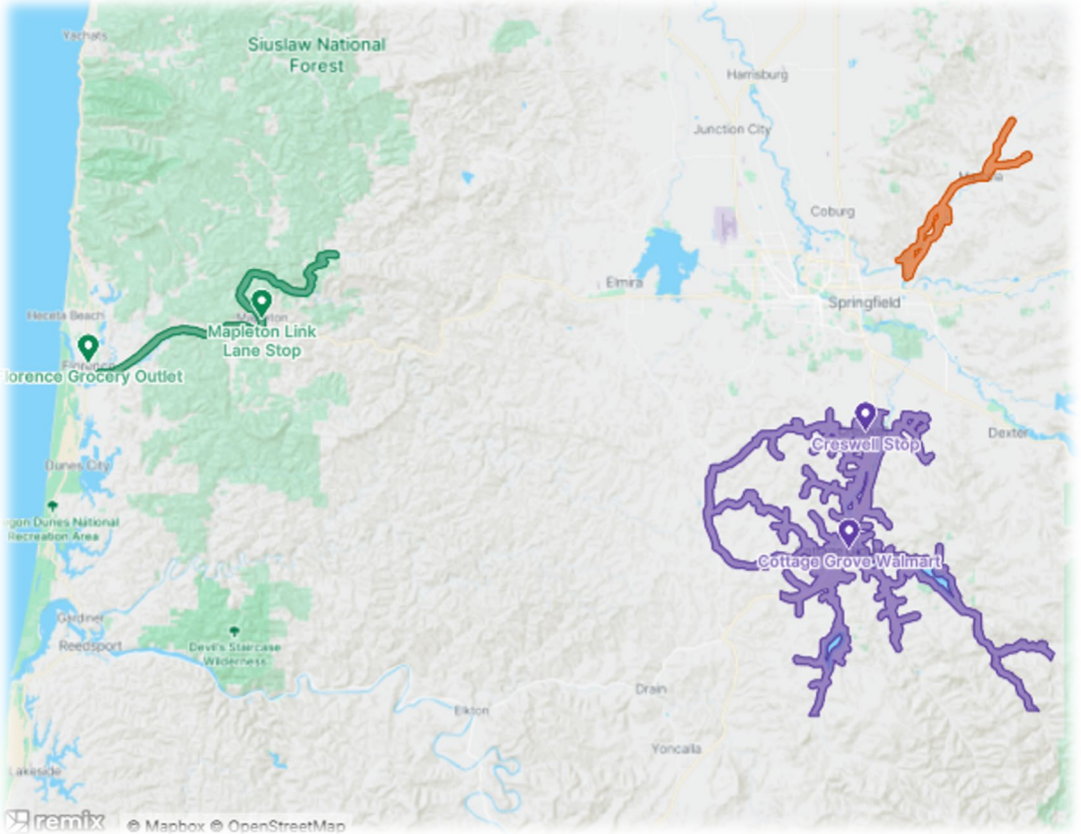
- Facilitate short trips for shopping and other local activities. (Met)
- Enhance access by providing connections to regional transportation networks for work, entertainment, education, shopping, etc. (Met)
- Increase service frequency. (Met)
- Drive ridership growth compared to the current Route 1 service in downtown Eugene. (Met)



Rural Shuttle

Rural Shuttle Pilot





Goals Assessment

- Facilitate first/last mile connections (Unmet)
- Improve mobility equity and access (Unmet)
- Test rural technology viability (Met)
- Fill service gaps (Unmet)
- Develop the right level and mode of rural service (Progress Made)
- Next Service Model



Audible Stop Announcements

Audible Stop Announcements

Goals Assessment

- Improve accessibility for riders with visual impairments. (Met)
- Support riders using mobility devices. (Met)
- Enhance general rider awareness of upcoming stops. (Met)
- Collect operator and rider feedback to inform a system-wide implementation decision. (Met)



76%	78%	73%
Riders say announcements improve their overall experience *n = 235*	**Riders rate announcements helpful (very + somewhat)** *n = 232*	**Riders find announcements easy to hear & understand (agree + strongly agree)** *n = 235*

Dollar Days of Summer

Dollar Days of Summer

Goals Assessment

- Increase Ridership (Met)
- Assess impact on customer experience and transportation affordability (Met)
- Analyze durability, financial impacts, and operational constraints (In Progress)



"Dollar Days of Summer" was a temporary ~50% fare reduction during July and August 2026

7.6%	66%	43%
Higher ridership than the same period last year	**Said the promotion lowered their transportation costs**	**Said they rode more often during the promotion**
Over 930,000 rides during the promotion	Survey n = 341	Survey n = 341

Lane Transit District

Thank you!

Questions?

LTD.org Brandon.Melton@LTD.org 541-682-6114

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: Fixed Route Bus Stop ADA and Conditions Assessment

Prepared By: Randi Staudinger, Facilities Project Manager

Action: Information Only

Agenda Item Summary:

The Fixed Route Bus Stop ADA and Conditions Assessment provides LTD's first comprehensive, systemwide evaluation of accessibility compliance and infrastructure conditions at all fixed-route bus stops. The assessment establishes a baseline for understanding accessibility barriers, infrastructure deficiencies, and future capital investment needs while supporting LTD's commitment to improving access across the transit network.

Key findings indicate that a significant number of bus stops do not fully meet current ADA accessibility requirements. Common deficiencies include inadequate boarding and alighting areas, excessive cross slopes, deteriorated pavement, inaccessible pathways, drainage issues, and obstructions within the accessible route. The assessment also identified varying conditions of stop amenities and supporting infrastructure, providing LTD with a detailed inventory and condition rating of bus stop assets.

The study developed a data-driven prioritization framework that evaluates stops based on factors including accessibility needs, ridership, demographic considerations, proximity to key destinations, and public feedback. This framework allows LTD to focus future investments on locations that will provide the greatest benefit to riders and the community.

Prioritization Tiers

Rank	Score Threshold	Stop Count	Percentage of Stops
Low	0 ≤ Score ≤ 50	403	39.8%
Medium	50 < Score ≤ 75	561	55.4%
High	75 < Score ≤ 100	48	4.7%

Importantly, the assessment found that not all accessibility deficiencies can be readily corrected. While many stops can be improved through relatively straightforward upgrades, a substantial number face implementation challenges due to limited public right-of-way, steep topography, adjacent private property constraints, utility conflicts, drainage conditions, or other site-specific limitations. Some locations may require significant roadway reconstruction, property acquisition, coordination with local jurisdictions, or consideration of alternative stop locations to achieve full ADA compliance.

Feasibility Classifications

Classification	Stop Count	Percentage of Stops
Compliant or Under Construction	55	5.4%
Feasible In-Place	122	12.1%
Minor Civil Work Required	302	29.8%
Major Civil Work Required	228	22.5%
Not Feasible	305	30.2%
Total	**1,012**	**100%**

The assessment estimates approximately $13.1 million in systemwide accessibility improvements and provides a phased implementation strategy for addressing deficiencies over time. The findings will be used to inform future capital planning, grant applications, coordination with local jurisdictions, State of Good Repair investments, and development of LTD's future ADA Transition Plan. The report gives LTD a clear roadmap for improving accessibility, enhancing rider experience, and making strategic investments in bus stop infrastructure throughout the service area.

Lane Transit District
Agenda Item Summary (AIS)

Following completion of data collection earlier this year, accessibility to fixed route bus stops has already improved:

- Eight stops have been rebuilt either by LTD, a City or private developer and are now compliant
- Five new stops were added in Summer/Fall 2026 bid and are compliant
- Seven non-compliant stops were removed for Fall 2026 bid
- Percentage of compliant stops has **increased to 6.63%**

46 stops have been identified to be improved in partnership with upcoming City projects (This coordination alone would increase accessibility compliance to 11.2%)

Attachments:

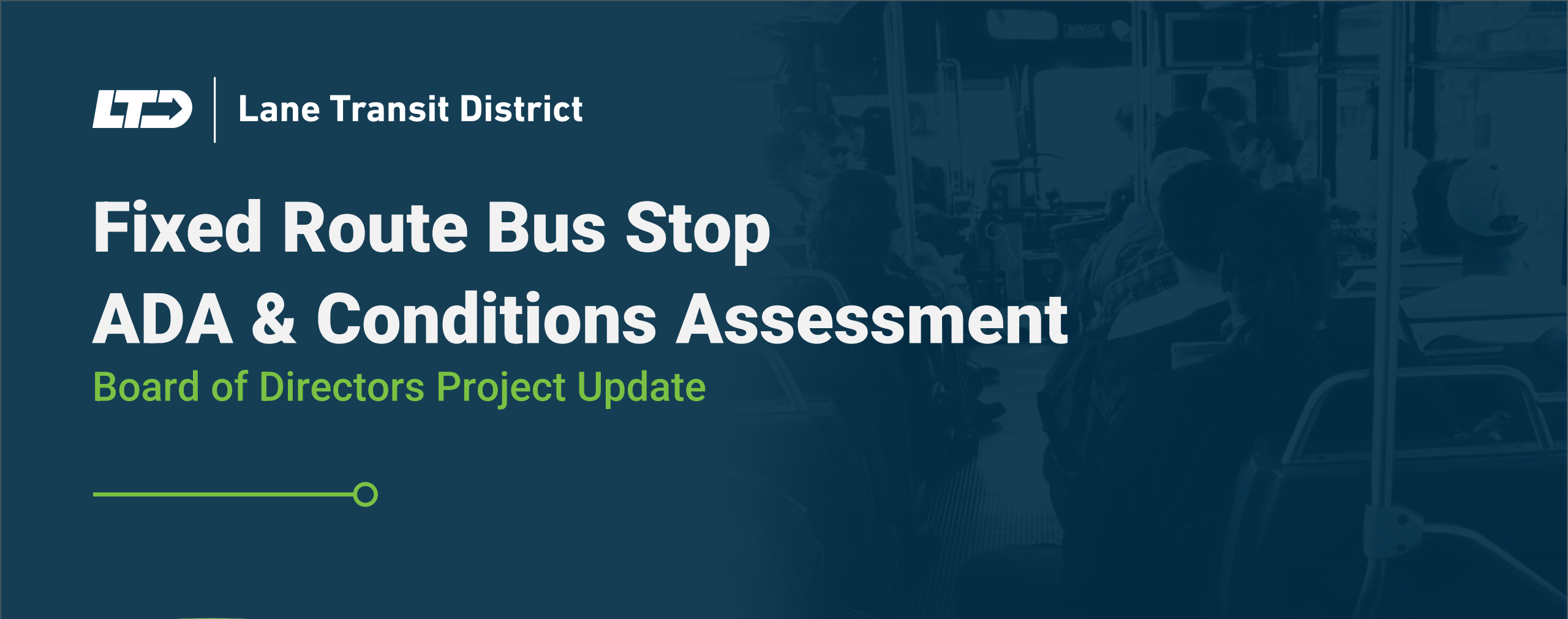
(1) LTD Fixed Route Bus Stop ADA and Conditions Assessment Final Report

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

Lane Transit District

Fixed Route Bus Stop ADA & Conditions Assessment

Board of Directors Project Update



Joe McCormack | November 18, 2026

Why this assessment matters

A systemwide baseline for accessibility, condition, and future investment.

1,012	6.63%	$13.1M	46
ACTIVE FIXED ROUTE STOPS EVALUATED	CURRENT COMPLIANCE	SYSTEMWIDE CONCEPTUAL NEED	CITY-PROJECT OPPORTUNITIES

The assessment gives LTD one consistent set of data to identify barriers, understand asset condition, prioritize investments, and coordinate improvements with planned capital and maintenance work.

Key message

👉 **This is the starting point for a phased accessibility improvement program, not a single construction project.**

What we found

Most stops have at least one accessibility deficiency, but the type and complexity vary widely.

Common barriers

- Missing or undersized boarding areas
- Excessive cross slopes
- Pavement deterioration / level changes
- Drainage and ponding
- Accessible-route obstructions
- Signage deficiencies







Examples of Accessibility Barriers

Rebuilt bus stop on Royal

Extended boarding length directly responsive to feedback from a rider using a mobility device





Slope and vertical height

No boarding pad

Wrong boarding pad surface



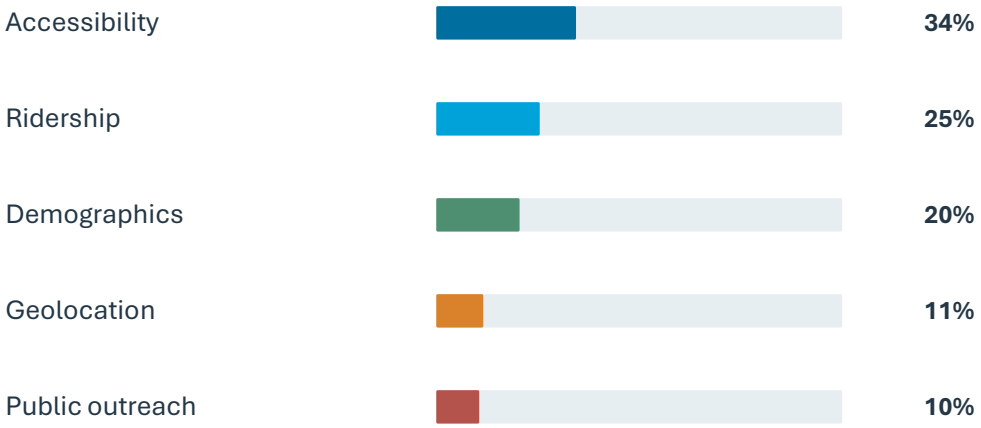




How LTD will prioritize investments

Need and impact determine priority; feasibility helps sequence delivery.

Priority score



Priority tiers

48 High | 561 Medium | 403 Low

Feasibility classification

Compliant / under construction	55
Feasible in-place	122
Minor civil work	302
Major civil work	228
Not feasible	305

"Not feasible" reflects site constraints requiring major external changes such as property acquisition, roadway reconstruction, or other significant barriers.

Progress since field data collection

Accessibility is already improving through LTD, jurisdiction, and private-development actions.

8 stops rebuilt and now compliant

5 new compliant stops added in Summer/Fall 2026 bid

7 non-compliant stops removed for Fall 2026 bid

6.63% **current percentage of compliant fixed route stops**

46 **stops identified for improvement with upcoming City projects**

If completed, this coordination would increase compliance to 11.2%.

Investment framework

The assessment provides an order-of-magnitude basis for pacing improvements over time.



$13.13M total conceptual estimate

Costs are in 2026 dollars and include contingency, engineering design, and processing allowances. Additional project costs and unknown construction conditions may affect actual delivery costs.

Next steps

Move from assessment to a phased, coordinated improvement program.

1	**Integrate into annual planning**	Use the findings in the Community Investment Plan, State of Good Repair, maintenance, and annual budget development.
2	**Advance high-readiness improvements**	Prioritize severe barriers and locations that can be delivered cost-effectively or bundled with funded work.
3	**Coordinate with jurisdictions**	Continue joint planning with local and regional partners, including the 46 stops identified with upcoming City projects.
4	**Track and refresh progress**	Maintain deficiency and project status information and review the implementation plan annually.
5	**Build the ADA Transition Plan**	Use the assessment as a foundation for the broader future transition plan.

Board takeaway

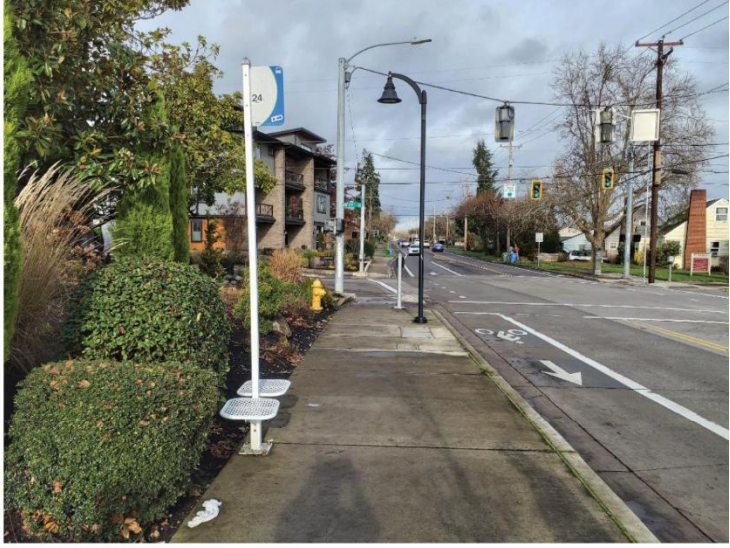
The assessment establishes the roadmap; implementation will be incremental and coordinated.

LTD now has a systemwide baseline, a defensible prioritization method, feasibility classifications, and a conceptual investment estimate to guide future bus stop accessibility work.

Near-term focus: deliver ready improvements, align with partner projects, and incorporate the program into capital, maintenance, and budget decisions.

Questions / Discussion





Lane Transit District

Lane Transit District

Fixed Route Bus Stop ADA and Conditions Assessment

September 2026

Prepared by:

Kimley-Horn
Suite 650
1 Southwest Columbia Street
Portland, OR 97204

In association with:
PIVOT Architecture

Citizen Engineers



Lane Transit District has prepared this report with the assistance of the consultant team led by Kimley-Horn and Associates, Inc. The Consultant Team and the contributing departments of the Lane Transit District are responsible for developing the Fixed Route Bus Stop ADA and Conditions Report.



EXECUTIVE SUMMARY

Lane Transit District's (LTD) Fixed Route Bus Stop ADA and Conditions Assessment provides a comprehensive evaluation of accessibility compliance, infrastructure condition, and improvement needs across LTD's fixed route bus stop system. The assessment establishes a systemwide baseline for understanding accessibility barriers, asset conditions, and capital investment needs while supporting LTD's commitment to providing equitable, safe, and accessible transportation services.

As part of this effort, all 1,012 active fixed route bus stops were evaluated through a detailed accessibility review and infrastructure conditions assessment. The accessibility evaluation assessed compliance with applicable Americans with Disabilities Act (ADA) requirements and Public Rights-of-Way Accessibility Guidelines (PROWAG), while the conditions assessment documented the type, condition, and maintenance needs of bus stop amenities and infrastructure.

The assessment identified recurring accessibility barriers throughout the system, including missing or non-compliant boarding and alighting areas, excessive slopes, pavement deterioration, non-flush transitions, drainage issues, obstructions, and signage deficiencies. While many individual components met applicable standards, the majority of evaluated locations contained one or more accessibility deficiencies requiring future attention. The conditions assessment found that site conditions represented the largest concentration of poor ratings, while shelter structures, lighting, and other amenities were generally found to be in adequate condition.

To assist LTD in advancing improvements strategically, a prioritization framework was developed that combines accessibility needs with ridership, demographic indicators, geographic context, and public input. This framework provides a transparent and data-driven process for identifying locations where investments can produce the greatest benefit for riders and communities that rely most heavily on transit services.

The assessment also provides an implementation framework supported by feasibility classifications, funding strategies, coordination opportunities with local jurisdictions, and conceptual budget estimates. Preliminary planning-level estimates indicate approximately $13.1 million in systemwide accessibility improvements across LTD's fixed route stop network.

Ultimately, this assessment establishes the foundation for a long-term, phased accessibility improvement program and serves as a critical building block for LTD's future ADA Transition Plan development. By integrating these findings into capital planning, maintenance programs, and future agency initiatives, LTD can continue advancing its mission of "Connecting Our Community" while improving equitable access to transit for riders of all ages and abilities.



TABLE OF CONTENTS

Abbreviations Glossary iv

1.0 Introduction 1

1.1 Purpose 1

1.2 LTD: Mission, Vision, and Values 2

1.3 Legislative Mandate Regarding Accessibility 2

1.4 Accessibility Barriers 3

1.4.1 Exceptions and Exemptions 3

1.5 Facility Accessibility Evaluation and Conditions Assessment Process 4

1.5.1 Accessibility Evaluation Approach 5

1.5.2 Conditions Assessment Approach 5

1.5.3 Framework for Scope Development 5

1.6 Integration with Future Agency Initiatives 6

2.0 Fixed Route Bus Stop Summary of Observations 7

2.1 Facility Review 7

2.1.1 Accessibility Evaluation 7

2.1.2 Conditions Assessment 9

3.0 Prioritization Strategy 13

3.1 Prioritization Factors 13

3.1.1 Accessibility 13

3.1.2 Demographics 15

3.1.3 Ridership 16

3.1.4 Geolocation 16

3.1.5 Public Outreach 16

3.2 Prioritization Methodology 17

3.3 Feasibility Constraints 18

4.0 Implementation Plan 20

4.1 Facility Conceptual Budget Estimate Overview 20

4.2 Funding Opportunities 21

4.2.1 Federal and State Funding 21

4.3 Scheduled Improvement Projects 21

4.4 Local Jurisdiction Upcoming Improvement Projects 22

4.5 Scheduled Maintenance Projects 22

4.6 Remediation Tracking and Monitoring 22

4.7 Implementation Schedule 23

4.8 Conclusion and Next Steps 24



Appendix 26

Appendix A: Facility Maps

Coburg
Cottage Grove
Creswell
Eugene
Junction City
Lowell
Springfield
Veneta
Lane County
ODOT

Appendix B: Transit Stops Accessibility Evaluations Report

Transit Stops Cost Summary
Transit Stops Reports

Appendix C: Signage Review

Requirement and Compliance Summary
Measurement and Compliance Summary
Markups

Appendix D: Transit Stop Conditions Assessment Reports

Appendix E: Local Jurisdiction Planned Projects

Local Jurisdiction Planned Projects Summary
Coburg
Cottage Grove
Eugene
Springfield
Lane County
ODOT



LIST OF TABLES

Table 1. Summary of Transit Stop Observations – Boarding and Alighting Area 7
Table 2. Summary of Transit Stop Observations – Transit Stop Amenities.....8
Table 3. Summary of Transit Stop Observations – Signage 9
Table 4. Conditions Assessment Scoring Matrix 10
Table 5. Summary of Transit Stop Conditions Assessment Observations 10
Table 6. Summary of Transit Stop Amenity Inventory – Pole Installations.....11
Table 7. Summary of Transit Stop Amenity Inventory – Bus Stop Information Signage (BSI)....11
Table 8. Summary of Transit Stop Amenity Inventory – Trash Cans 11
Table 9. Summary of Transit Stop Amenity Inventory – Shelters.....12
Table 10. Summary of Transit Stop Amenity Inventory – Shelter Lighting 12
Table 11. Summary of Transit Stop Amenity Inventory – Benches.....12
Table 12. Prioritization Factors for Transit Stops.....13
Table 13. Prioritization Summary for Transit Stops 14
Table 14. Ridership Thresholds 16
Table 15. Prioritization Weighting.....18
Table 16. Prioritization Tiers.....18
Table 17. Feasibility Classifications.....19
Table 18. Summary of Conceptual Budget Estimates 20

LIST OF FIGURES

Figure 1. Public Outreach Survey Questions.....17



ABBREVIATIONS GLOSSARY

ACS – American Community Survey

A nationwide survey conducted by the U.S. Census Bureau that provides detailed population, housing, economic, and demographic data used for planning and policy analysis.

ADA – Americans with Disabilities Act

A comprehensive civil rights law that prohibits disability-based discrimination in employment, public services, public accommodations, and telecommunications. Enacted in 1990, the ADA ensures equal opportunities and protections for individuals with disabilities. In 2008, Congress passed the ADA Amendments Act. It broadens the definition of disability, which U.S. Supreme Court decisions had narrowed.

ADAAG – Americans with Disabilities Act Accessibility Guidelines

Document that contains scoping and technical requirements for accessibility to buildings and facilities by individuals with disabilities under the ADA of 1990. These scoping and technical requirements apply during the design, construction, and alteration of buildings and facilities covered by Titles II and III of the ADA, to the extent required by regulations issued by Federal agencies, including the Department of Justice and the Department of Transportation, under the ADA.

CFR – Code of Federal Regulations

The official legal print publication containing the codification of the general and permanent rules published in the Federal Register by the departments and agencies of the Federal Government.

CIP – Community Investment Plan

A comprehensive plan that outlines LTD's major infrastructure projects and purchases over a 10-year period. Projects are categorized as either improvement or state of good repair. It's a crucial tool for managing and financing large-scale projects, ensuring infrastructure needs are addressed strategically and efficiently.

DOJ – United States Department of Justice

Under the leadership of the Attorney General of the United States, the Justice Department comprises more than 40 component organizations and more than 115,000 employees. Headquartered at the Robert F. Kennedy Building in Washington, D.C., the Department maintains field offices in all 50 states and territories of the United States and in more than 50 countries worldwide. The DOJ's mission is to uphold the rule of law, keep the country safe, and protect civil rights.

FHWA – Federal Highway Administration

An agency within the U.S. Department of Transportation that supports State and local governments in the design, construction, and maintenance of the Nation's highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands Highway Program). Through financial and technical assistance to State and local governments, the Federal Highway Administration is responsible for ensuring that America's roads and highways remain among the safest and most technologically advanced in the world.



FTA – Federal Transit Administration

A modal administration within the U.S. Department of Transportation that provides financial and technical assistance to local public transit systems.

LTD – Lane Transit District

A special district that provides public transportation services throughout Lane County, Oregon. LTD operates fixed route, bus rapid transit, rural, and paratransit services and is responsible for planning, funding, and maintaining transit infrastructure within its service area.

MUTCD – Manual on Uniform Traffic Control Devices

By setting minimum standards and providing guidance, the MUTCD ensures uniformity in traffic control devices (TCD) nationwide. The MUTCD is a dynamic document that changes with time to address contemporary safety and operational issues.

PAR – Pedestrian Access Route

A continuous, unobstructed path of travel for pedestrians within the public right-of-way that connects accessible elements, spaces, and facilities and complies with applicable accessibility standards.

ODOT – Oregon Department of Transportation

A state agency responsible for the planning, development, and maintenance of Oregon's transportation system, including highways, bridges, and multimodal infrastructure. ODOT provides guidance, funding, and coordination support for transportation projects statewide.

PROWAG – 2023 Final Public Rights-of-Way Accessibility Guidelines

Guidelines published by the U.S. Access Board under the ADA and the ABA that address access to sidewalks and streets, crosswalks, curb ramps, pedestrian signals, on-street parking, and other components of public right-of-way. These guidelines also address shared-use paths, which are designed primarily for bicyclists and pedestrians for transportation and recreation.

PSA – Programs, Services, and Activities

Refers to the various initiatives, assistance, and engagement opportunities offered by organizations, governments, and communities to support individuals and groups. These can range from social services and educational opportunities to recreational activities and community development projects. They aim to address needs, promote well-being, and foster participation in various aspects of life.

SPC – Strategic Planning Committee

A Lane Transit District-specific group composed of agency staff and stakeholders that provides input on planning decisions, policies, and prioritization strategies to guide implementation and long-term agency initiatives.



1.0 INTRODUCTION

Lane Transit District (LTD), or the District, is a special district that provides public transportation services throughout Lane County, Oregon. Governed by a seven-member Board of Directors appointed by the Governor, LTD is funded through a combination of passenger fares, local payroll taxes, and state and federal sources. The agency operates an extensive bus network that includes rapid transit, neighborhood and rural routes, and paratransit services, connecting communities to employment centers, healthcare, education, and other essential services.

1.1 PURPOSE

The Fixed-Route Bus Stop ADA and Conditions Assessment project consists of a systemwide evaluation of all fixed route bus stops served by the District. This effort includes a comprehensive on-site field survey of each stop to determine compliance with the Americans with Disabilities Act (ADA) and the Public Right-of-Way Accessibility Guidelines (PROWAG), which was adopted by the U.S. Department of Transportation on December 18, 2024, as part of its ADA standards for new construction and alterations of transit facilities in the public right-of-way. This effort also documents the physical condition of stop amenities and infrastructure, including maintenance needs that may affect safety, usability, or accessibility. The assessment supports LTD's ongoing efforts to enhance equitable access to transit services and improve overall system usability for all riders, including individuals with disabilities. These efforts also support the future development of LTD's ADA Transition Plan.

Key objectives of this project were to:

- Evaluate and identify stops that are non-compliant with the ADA and PROWAG
- Provide a feasibility and construction cost estimate for ADA improvement implementation at each non-compliant bus stop based on existing site conditions
- Develop an implementation plan for design and construction based on feasibility in a phased approach
- Identify inconsistencies of amenities at fixed route bus stops with LTD's current inventory data
- Perform a conditions assessment of paint, pavement, shelter structure/roof, and lighting at each fixed route bus stop

The assessment provides a data-driven foundation for capital planning initiatives and supports compliance with federal accessibility requirements. This document describes the prioritization methodology used to evaluate and implement improvements based on applicable ADA standards and the PROWAG. This report offers possible solutions for LTD based on guidance from the Federal Transit Administration (FTA) and the U.S. Department of Justice (DOJ) to improve public accessibility.



1.2 LTD: MISSION, VISION, AND VALUES

At the core of LTD's operations is its mission of "Connecting Our Community." This mission reflects the agency's commitment to providing accessible, reliable, and equitable transportation options that enhance mobility for all users, including residents, workers, students, and visitors.

LTD's vision further reinforces this mission by emphasizing the development of a more connected, sustainable, and equitable community. This vision is supported by a set of organizational values: respect, integrity, innovation, equity, safety, and collaboration, which guide internal and external relationships and partnerships across the agency.

Community engagement is a key mechanism through which LTD advances its mission. The agency conducts public outreach and engagement activities designed to:

- Understand and respond to the needs of the community
- Gather input to inform planning and service improvements
- Promote awareness of available transportation options

These outreach efforts are complemented by ongoing collaboration with local jurisdictions, agencies, and community organizations. Through these partnerships, LTD works to align transit improvements with broader community priorities and identify opportunities to enhance accessibility and service delivery.

Beyond traditional outreach activities, LTD supports the community through direct service-oriented programs. These include initiatives that address mobility needs and reduce barriers to transportation access for vulnerable populations.

Examples of these efforts include:

- Providing waived-fare transportation to warming and cooling centers during extreme weather events
- Offering transit pass programs for students enrolled in local schools
- Offering free transit passes for older adults and veterans
- Delivering specialized services and accommodations, such as RideSource ADA Paratransit, an origin-to-destination service that helps individuals with disabilities maintain active and independent lifestyles

Collectively, these programs demonstrate LTD's broader commitment to equity and accessibility by ensuring that transportation services are inclusive and responsive to the community's diverse needs.

1.3 LEGISLATIVE MANDATE REGARDING ACCESSIBILITY

The ADA is a civil rights law that mandates equal opportunity for individuals with disabilities and prohibits discrimination in access to jobs, public accommodations, government services, public transportation, and telecommunications. The ADA is divided into five titles:

- Title I: Employment
- Title II: Public Services
- Title III: Public Accommodations



- Title IV: Telecommunications
- Title V: Miscellaneous Provisions

Title II of the ADA also requires that all programs, services, and activities (PSAs) of public entities provide equal access for individuals with disabilities.

The District has undertaken an evaluation of select PSAs, namely their physical fixed route bus stop locations, to determine the extent to which individuals with disabilities may be restricted in their access.

1.4 ACCESSIBILITY BARRIERS

Program accessibility means that, when viewed in its entirety, each program is readily accessible to and usable by individuals with disabilities. Program accessibility is necessary not only for individuals with mobility needs, but also for individuals with sensory and cognitive disabilities.

Accessibility applies to all aspects of a program or service, including, but not limited to, physical access, advertising, orientation, eligibility, participation, testing or evaluation, provision of auxiliary aids, transportation, policies, and communication.

The following are examples of elements that have been evaluated for barriers to accessibility (see **Section 2.1.1**):

- Boarding and alighting areas
- Path of travel to, throughout, and between transit stops and shelters
- Transit signage

LTD should make reasonable modifications in PSAs when necessary to avoid discrimination based on disability, unless the District can demonstrate making the modifications will fundamentally alter the nature of the program, service, or activity. LTD will not impose surcharges on individuals with disabilities to cover the costs of making PSAs accessible.

1.4.1 EXCEPTIONS AND EXEMPTIONS

Per the ADA Title II Regulations, a public entity shall operate each program, service, or activity so that, when viewed in its entirety, it is readily accessible to and usable by individuals with disabilities. However, a public entity is not required to:

- Make each of its existing facilities accessible to and usable by individuals with disabilities.
- Take any action that would threaten or destroy the historic significance of a historic property.
- Take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens.
- Permit an individual to participate in or benefit from the services, programs, or activities of that public entity when that individual poses a direct threat to the health or safety of others.

The sections below describe these exceptions and exemptions. If LTD determines that a proposed action would impose an undue financial or administrative burden, create hazardous conditions for others, or threaten or destroy the historic significance of a historic property, the agency is responsible for communicating and documenting the decision and the methodology used. If an action would result in such an alteration or such burdens, the agency shall take any



other actions that would not result in such an alteration or such burdens but would nevertheless ensure individuals with disabilities receive the benefits or services provided by LTD.

EXISTING FACILITIES

A public entity is not required to make structural changes to existing facilities when other methods effectively make its services, programs, or activities readily accessible to and usable by individuals with disabilities. When choosing among available methods for meeting compliance requirements, a public entity shall prioritize methods that provide services, programs, and activities to qualified individuals with disabilities in the most appropriate integrated setting.

FUNDAMENTAL ALTERATIONS AND UNDUE BURDENS

In determining whether an alteration would impose an undue financial or administrative burden on a covered entity, factors to be considered include:

i. the nature and cost of the alteration needed.
ii. the overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation; the number of people employed at such facility; the effect on expenses and resources, or the impact otherwise of such accommodation upon the operation of the facility.
iii. the overall financial resources of the covered entity; the overall size of the business of a covered entity with respect to the number of its employees; the number, type, and location of its facilities; and
iv. the type of operation or operations of the covered entity, including the composition, structure, and functions of the workforce of such entity; the geographic separation, administrative, or fiscal relationship of the facility or facilities in question to the covered entity.

DIRECT THREAT

In determining whether an individual poses a direct threat to the health or safety of others, LTD must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk.

1.5 FACILITY ACCESSIBILITY EVALUATION AND CONDITIONS ASSESSMENT PROCESS

LTD maintains a network of over 1,000 fixed route bus stops across a diverse service area that vary in infrastructure and amenities, ranging from locations equipped with shelters, seating, and lighting to minimally improved stops with limited or no supporting features.

Bus stop environments are influenced by several contextual factors, including jurisdictional ownership, right-of-way constraints and site-specific conditions, historical development patterns,



and proximity to key destinations and activity centers. This variability requires a flexible yet standardized approach to evaluating both accessibility and facility condition across the system.

To account for this, the project team developed a two-pronged methodology consisting of an accessibility evaluation and a conditions assessment. Together, these components provide a comprehensive understanding of existing conditions and inform a phased implementation plan for system improvements.

1.5.1 ACCESSIBILITY EVALUATION APPROACH

The accessibility field evaluation focused on assessing each bus stop's compliance with federal accessibility standards, and it compared existing conditions at each stop to the 2023 PROWAG. The evaluation used standardized field survey procedures to ensure consistency across all locations. This approach comprised recording dimension and slope measurements of accessible paths of travel within and near each bus stop, including the boarding and alighting areas and connections to the pedestrian access route (PAR). It also involved evaluating accessibility features, such as signage and clear space under shelters and adjacent to benches, and identifying barriers that may limit access for individuals with disabilities.

Each bus stop was assessed against defined criteria to determine compliance and identify specific deficiencies. The results provide a detailed inventory of accessibility barriers and serve as the foundation for prioritizing improvements and addressing compliance gaps across the system.

1.5.2 CONDITIONS ASSESSMENT APPROACH

The field conditions assessment evaluated the physical state, functionality, and overall quality of bus stop infrastructure and amenities, focusing on asset condition beyond regulatory compliance to support a broader understanding of system performance and user experience. The assessment followed a structured approach to collect and analyze field data, including refining LTD's existing inventory of amenities at each stop and documenting the condition of stop infrastructure and amenities using a standardized tiered scoring system, which considered elements such as pavement condition, structural integrity of amenities (e.g., shelters, benches), and general site maintenance. Each component was evaluated and assigned a condition rating to support consistent comparison across the system.

1.5.3 FRAMEWORK FOR SCOPE DEVELOPMENT

The combined results of the accessibility evaluation and conditions assessment establish the baseline to guide strategies for implementing improvements. By integrating compliance data with asset condition information, the project team developed a framework to identify, categorize, and prioritize improvements across the system.

This framework supports identifying high-priority locations based on accessibility needs, condition deficiencies, and proximity to key destinations. It also informs the grouping of improvements into feasible implementation categories based on site constraints and anticipated effort levels, while supporting coordination with local jurisdictions to align improvements with planned capital projects.



This approach ensures recommended improvements are scalable and responsive to the diverse conditions across LTD's service area while advancing systemwide accessibility and equitable transportation goals.

1.6 INTEGRATION WITH FUTURE AGENCY INITIATIVES

The Fixed Route Bus Stop ADA and Conditions Assessment provides a comprehensive evaluation framework to inform future planning, design, and implementation efforts across LTD's service area. By identifying accessibility barriers, documenting facility conditions, and developing a phased implementation plan for design and construction based on feasibility, this assessment lays the foundation for data-driven decision-making. The findings support coordinated planning and investment strategies that align with agency goals, enhance system performance, and improve equitable access to transit services.

Key initiatives supported by this assessment include:

- **Connect 2045:** Connect 2045 serves as LTD's long-range planning framework, guiding policy, investment, and service decisions over a 20-year horizon. The results of this assessment will inform the plan by providing accessibility and conditions analysis to support identifying and prioritizing capital improvements. Additionally, the assessment provides data to evaluate funding strategies and implement accessibility improvements within the broader system-planning context.

- **First Mile/Last Mile Safety Study:** LTD and the City of Eugene are conducting a First Mile/Last Mile Safety Study to evaluate pedestrian and bicycle access to transit stops. The findings provide critical information on existing deficiencies and site conditions, enabling a more detailed evaluation of access barriers and supporting the development of targeted safety improvements.

- **Various Regional Corridor Studies:** Regional corridor studies conducted in partnership with local agencies examine opportunities to integrate roadway, pedestrian, bicycle, and transit improvements. The conditions and accessibility data developed through this assessment can be leveraged during these studies to support coordinated infrastructure investments and improve the functionality, accessibility, and reliability of transit services. Examples include recent and ongoing studies along River Road, Highway 99, and South A Street.



2.0 FIXED ROUTE BUS STOP SUMMARY OF OBSERVATIONS

2.1 FACILITY REVIEW

The facility review summarizes the results of the accessibility evaluation and condition assessment of LTD's fixed route bus stops. This project evaluated all active bus stops, totaling 1,012 as of January 2026. This provides LTD with a comprehensive understanding of existing conditions across the service area. The following sections summarize key observations and findings identified during the review, including systemwide trends, frequently observed barriers, and variations in conditions. All fixed route bus stops included in the evaluation are shown in the maps in **Appendix A**.

2.1.1 ACCESSIBILITY EVALUATION

Transit agencies must have accessible programs, services, and activities, including transit services. 1,012 fixed route bus stops within LTD's service area were evaluated for compliance with PROWAG. These evaluations documented the conditions and measurements in the boarding areas, the adjacent sidewalk network, the transit stop sidewalk areas, and the transit stop amenities.

Physical barriers at each transit stop, access to each transit stop, and the presence of a pedestrian circulation path connecting the transit stop boarding and alighting area to the nearest public rights-of-way sidewalk or nearest cross street were also documented.

ACCESSIBILITY EVALUATION: OBSERVATIONS

Common accessibility compliance observations at fixed route bus stops included non-compliant signage, non-flush transitions between connecting routes and boarding and alighting areas, ponding within boarding and alighting areas, and inadequate boarding and alighting area length. **Table 1** summarizes the transit stop observations identified during the self-evaluation. **Table 2** includes additional accessibility observations of transit stop amenities, including transit shelters, benches, and signage.

TABLE 1. SUMMARY OF TRANSIT STOP OBSERVATIONS – BOARDING AND ALIGHTING AREA

Transit Stop Element	Number Evaluated	Number Compliant	Percent Compliant
Boarding and alighting area clear width ≥ 60"	791	755	95%
Boarding and alighting area slope measured parallel to street ≤ grade of the street	791	731	92%
Surfaces: No permanent obstruction (>0.25") in boarding and alighting area	791	713	90%
Surfaces: No ponding present in the boarding and alighting area	791	672	85%
Boarding and alighting area exists	1,012	791	78%
Boarding and alighting area slope measured perpendicular to street ≤ 2.1%	791	504	64%



Transit Stop Element	Number Evaluated	Number Compliant	Percent Compliant
Surfaces: No temporary obstruction (>0.25") in boarding and alighting area	791	496	63%
Surfaces: No heaving/sinking/cracking present in the boarding and alighting area	791	453	57%
Boarding and alighting area clear length ≥ 96"	791	439	55%
Surfaces: Connection to the curb does not have a change in level > 0.25"	791	303	38%

TABLE 2. SUMMARY OF TRANSIT STOP OBSERVATIONS – TRANSIT STOP AMENITIES

Transit Stop Element	Number Evaluated	Number Compliant	Percent Compliant
Clear space length ≥ 48"	247	246	100%
Clear space width ≥ 30"	247	245	99%
Transit stop signage is present	1,012	1,004	99%
Transit shelter clear space cross slope ≤ 2.1%	165	159	96%
Stand-alone bench clear space cross slope ≤ 2.1% or consistent with slope of adjacent pedestrian access route	85	77	91%
Stand-alone bench clear space running slope ≤ 2.1% or consistent with slope of adjacent pedestrian access route	85	69	81%
Transit shelter clear space running slope ≤ 2.1%	165	125	76%
Transit shelter opening clear width ≥ 48"	165	101	61%
Clear space present where required	464	247	53%

Transit stop signage was evaluated per PROWAG Section R410 Visual Characters on Signs (see **Table 3**). A CADD file of the sign template was not available; therefore, measurements were taken using a photo of the standard bus stop signage provided by LTD. These measurements were assumed to be representative of all transit stop signage.

A few notable items affecting the bus stop signage include:

- Sign finish, contrast, and character case, proportions, stroke thickness, and spacing all meet R410 requirements.
- Instances where italicized text is used are not in compliance with R410.4, and multiple text elements do not meet the 2-inch minimum character height required for the 70–120-inch mounting zone provided in R410.6.



TABLE 3. SUMMARY OF TRANSIT STOP OBSERVATIONS – SIGNAGE

Fixed Route Bus Stop Signage Visual Character Element	Compliant	Not Compliant
Characters and their background shall have a non-glare finish. Characters shall contrast with their background with either light characters on a dark background or dark characters on a light background.	X	
Characters shall be uppercase or lowercase or a combination of both.	X	
Characters shall be conventional in form. Characters shall not be italic, oblique, script, highly decorative, or of other unusual forms.	X	X
Characters shall be selected from fonts where the width of the uppercase letter "O" is 55 percent minimum and 110 percent maximum of the height of the uppercase letter "I".	X	
Minimum character height shall comply with PROWAG Table R410.6. Viewing distance shall be measured as the horizontal distance between the character and an obstruction preventing further approach towards the sign. Character height shall be based on the uppercase letter "I".		X
Stroke thickness of the uppercase letter "I" shall be 10 percent minimum and 30 percent maximum of the height of the character.	X	
Character spacing shall be measured between the two closest points of adjacent characters, excluding word spaces. Spacing between individual characters shall be 10 percent minimum and 35 percent maximum of character height.	X	
Spacing between the baselines of separate lines of characters within a message shall be 135 percent minimum and 170 percent maximum of the character height.	Not Observed	
Visual characters shall be 40 inches minimum above the ground surface.	X	
The International Symbol of Accessibility and its background shall have a non-glare finish. The symbol shall contrast with its background with either a light symbol on a dark background or a dark symbol on a light background.	Not Observed	

ACCESSIBILITY EVALUATIONS: POSSIBLE SOLUTIONS

A complete list of possible solutions can be found in the transit stop reports provided in **Appendix B**. Additional details concerning the review of transit stop signage are provided in **Appendix C**. If LTD chooses to update the transit stop sign template, all text should meet the guidelines in PROWAG Section R410 Visual Characters on Signs.

2.1.2 CONDITIONS ASSESSMENT

In addition to LTD's self-evaluation of accessibility at each of the 1,012 fixed route bus stops, a field verification and assessment of existing amenities was also conducted. This assessment documented and evaluated key physical elements, including the shelter structure, shelter finishes, lighting, poles, signage, site furniture, and overall site condition. Each component was reviewed for presence, type, and condition to support a comprehensive understanding of the existing infrastructure.



CONDITIONS ASSESSMENT: CRITERIA

A standardized evaluation methodology was developed to consistently assess conditions across all bus stops, evaluating six elements: shelter structure, shelter finishes, lighting, poles, signage, site furniture, and overall site condition. The field assessment assigned each element a quantitative score based on qualitative observations of its condition and functionality.

The scoring framework applied in this evaluation is summarized in the matrix below (see **Table 4**).

TABLE 4. CONDITIONS ASSESSMENT SCORING MATRIX

Score	Assessment	Description
N/A	Not Applicable	If site condition is not present, record “N/A” in Notes.
1	Poor	Critically damaged components or in need of immediate repair; well past useful life; frequent malfunctions due to critical defects affecting function. Needs immediate attention (within 1 year). A photo highlighting this condition was captured.
2	Marginal	Defective or deteriorated components in need of replacement; exceeded useful life; cosmetically poor. No current safety issue, but components or subcomponents have critical defects that affect function (needs to be addressed within 3-5 years). A photo highlighting this condition was captured.
3	Adequate	Functioning as intended under maintenance schedule and cosmetically “good”, structurally sound. No action needed. A photo for this condition was not captured.

CONDITIONS ASSESSMENT: OBSERVATIONS

The conditions assessment revealed that most transit stop elements were rated in adequate or marginal condition, with varying maintenance needs observed across the system. Site conditions account for the largest share of poor conditions among the evaluated elements. Pole and signage conditions also included a notable proportion of marginal and poor conditions. Among amenities, shelter structures are generally adequate, but finishes show widespread wear, suggesting a need for surface-level maintenance. In contrast, lighting infrastructure had a strong majority of installations in adequate condition and no poor ratings. **Table 5** summarizes the transit stop condition observations identified during the evaluation.

TABLE 5. SUMMARY OF TRANSIT STOP CONDITIONS ASSESSMENT OBSERVATIONS

Transit Stop Element	Number Evaluated	Percent Scored Poor	Percent Scored Marginal	Percent Scored Adequate
Shelter Structure	165	5%	30%	65%
Shelter Finishes	165	8%	60%	32%
Lighting	41	0%	12%	88%
Pole and Signage	1002	8%	36%	56%
Furniture	448	2%	35%	63%
Site	1,012	20%	44%	36%



In addition to evaluating the condition of transit stop elements, the assessment inventoried the specific types of components deployed at each stop. LTD uses a standardized set of bus stop elements, including common pole installation types, bus stop information signage, trash receptacles, shelter lighting, and benches, to support consistency in maintenance and replacement. **Tables 6-11** summarize the type and distribution of these standardized elements where they are present across the fixed route bus stop network.

TABLE 6. SUMMARY OF TRANSIT STOP AMENITY INVENTORY – POLE INSTALLATIONS

Pole Installation Type	Number
In Ground Sleeve	507
Seat Mount	292
Surface Mount	205
Phantom (No Pole)	5
Non-Pole	1
Temporary Stop	1
Street Light Pole	1

TABLE 7. SUMMARY OF TRANSIT STOP AMENITY INVENTORY – BUS STOP INFORMATION SIGNAGE (BSI)

BSI Type	Number
None	736
Trans Pro	273
Daytech	1

TABLE 8. SUMMARY OF TRANSIT STOP AMENITY INVENTORY – TRASH CANS

Trash Can Type	Number
None	863
Renaissance 2811-D, Blue	102
Renaissance 2811-F, Blue	32
Non-LTD Receptacle	7
Renaissance 2811-D, Green	3
Renaissance 2811-F, Black	3
Renaissance 2811-D, Tan	2



TABLE 9. SUMMARY OF TRANSIT STOP AMENITY INVENTORY – SHELTERS

Shelter Type	Number
None	847
WBGS 1 (“)	144
BRZ	12
WBGS 2 (“)	4
Non-LTD Shelter	2
Other Types (PIVOT 1, BR-90, PRE-FAB)	3

TABLE 10. SUMMARY OF TRANSIT STOP AMENITY INVENTORY – SHELTER LIGHTING

Lighting Type	Number
None	966
Hardwired	22
Solar	24

TABLE 11. SUMMARY OF TRANSIT STOP AMENITY INVENTORY – BENCHES

Bench Type	Number
None	560
Simme Seat	291
Renaissance 2802, Blue	130
Half Circle	14
BRZ Bench	9
Non-LTD Bench	4
Renaissance 2802, Black	3
Renaissance 2802, Green	2
Fixed Wire	2
Renaissance 2802, Tan	1

This assessment provides a baseline understanding of the current state of LTD’s fixed route bus stop infrastructure and identifies areas requiring maintenance. The data enables prioritization of resources toward locations and elements with the greatest need, supporting targeted improvements that enhance rider safety and overall user experience. A complete summary of inventory and condition observations made can be found in the transit stop reports provided in **Appendix D**.

Together, the accessibility evaluation and conditions assessment results establish a strong foundation for advancing LTD’s systemwide accessibility goals. Continued integration of these findings into the District’s maintenance programs and capital improvement projects will support an incremental implementation of upgrades that advance bus stop accessibility and address conditions that may compromise the safety, usability, and comfort of transit riders across Lane County.



3.0 PRIORITIZATION STRATEGY

A prioritization strategy was developed to support the project Implementation Plan (see **Chapter 4**) by identifying and ranking bus stops for improvement based on multiple factors. This framework integrates data collected during the accessibility evaluation with key indicators of need and demand into a structured, point-based scoring system. The following factors were considered:

1. Accessibility
2. Demographics
3. Ridership
4. Geolocation
5. Public Outreach

3.1 PRIORITIZATION FACTORS

3.1.1 ACCESSIBILITY

Accessibility scores were calculated based on the barrier priority assigned to each fixed route bus stop as part of the accessibility evaluation. Barrier priorities are based primarily on severity of non-compliance, with a slight increase in priority based on proximity to pedestrian attractors (locations near pedestrian attractors such as hospitals, retirement facilities, medical offices, parking garages, major employers, disability service providers, event facilities, schools, government and public facilities, parks, libraries, churches) since these are more likely to have a higher risk compared to those locations without pedestrian attractors. The ADA does not require sidewalks to be installed, but existing connecting sidewalks must be compliant, and the accessible route must be maintained in an accessible condition.

A barrier priority has been assigned to all identified physical barriers. See **Table 12** and **Table 13** for additional details and barrier priority assignments.

TABLE 12. PRIORITIZATION FACTORS FOR TRANSIT STOPS

Priority	Criteria
1 (high)	▶ No connection from the transit stop to adjacent sidewalk ▶ Transitions at connections between the boarding and alighting area; transit stop sidewalk is greater than 0.25” ▶ Heaving/sinking/cracking in the boarding and alighting area, transit stop sidewalk that connects to the transit stop with level changes greater than 0.25”, or gaps over 0.5” ▶ Boarding and alighting area does not exist



Priority	Criteria
2 (medium)	▶ Boarding and alighting area length less than 48” ▶ Boarding and alighting area width less than 36” ▶ Boarding and alighting area running slope exceeds 5% ▶ Permanent obstruction (>0.25”) in boarding and alighting area, transit stop sidewalk ▶ Transition at connection to the curb is greater than 0.25” ▶ Clear space width under shelter or adjacent to a stand-alone bench is less than 30”
3 (medium-low)	▶ Transit stop sidewalk cross slope is over 3.5% ▶ No clear space adjacent to bench under shelter ▶ Clear space cross slope under shelter or adjacent to a stand-alone bench is greater than 3.5% ▶ Clear space running slope under shelter or adjacent to a stand-alone bench is greater than 3.5% ▶ Clear space length under shelter or adjacent to stand-alone bench is less than 42”
4 (low)	▶ Boarding and alighting area length is 48” - 71.9” ▶ Boarding and alighting area width is 36” - 47.9” ▶ Boarding and alighting area running slope is 3.1% - 5% ▶ Ponding in the boarding and alighting area, transit stop sidewalk, or sidewalk network ▶ Temporary obstruction (>0.25”) in the boarding and alighting area, transit stop sidewalk ▶ No clear space adjacent to a stand-alone bench ▶ Clear space cross slope under shelter or adjacent to a stand-alone bench is 2.1% - 3.5% ▶ Clear space running slope under shelter or adjacent to a stand-alone bench is 2.1% - 3.5% ▶ Clear space length under shelter or adjacent to a stand-alone bench is 42” - 45.9”
5 (low)	▶ Boarding and alighting area length is 72” - 95.9” ▶ Boarding and alighting area width is 48” - 59.9” ▶ Boarding and alighting area running slope is 2.1% - 3% ▶ Clear space length under shelter or adjacent to stand-alone bench is less than 48”

TABLE 13. PRIORITIZATION SUMMARY FOR TRANSIT STOPS

Rank	Stop Count	Percentage of Stops
0 (compliant)	54	5.3%
1 (high)	562	55.5%
2 (medium)	230	22.7%
3 (medium-low)	0	0%
4 (low)	138	13.7%
5 (low)	28	2.8%
Total	1,012	100%



3.1.2 DEMOGRAPHICS

Access to and reliance on public transit can vary across communities, with some populations experiencing greater impacts from inaccessible or non-compliant facilities. To account for these differences, LTD incorporated key demographic indicators to identify transit stops within census tracts that may have populations more dependent on public transportation. Including these indicators in the prioritization factors can help direct resources to areas where improvements in accessibility, safety, and reliability can best support equitable mobility.

The following variables were evaluated:

- **Percent of Households Without a Car:** The percentage of households within a given tract that do not have a car. Individuals and households without access to a private vehicle are more reliant on alternative transportation options, particularly public transit. Census tracts with a high proportion of zero-vehicle households indicate a greater need for accessible and dependable transit service, as residents have limited mobility options.
- **Percent 65 and Older:** The percentage of the population within a given tract that is over 65. Older adults are more likely to experience reduced mobility, visual impairments, or other age-related conditions that can affect their ability to navigate transit facilities and services.
- **Percent Under 18:** The percentage of the population within a given tract that is younger than 18 years of age. Youth populations are more likely to depend on others for transportation or rely on transit for independent mobility.
- **Percent With ADA Needs:** The percentage of the population within a given tract with either hearing, vision, cognitive, ambulatory, self-care, or independent living difficulty. Individuals with disabilities may experience greater challenges navigating transit and therefore rely on accessible infrastructure to use public transportation safely and independently without unnecessary hardship.
- **Limited English-Speaking Households:** The percentage of households within a given tract that do not speak English at home and self-report speaking English less than “very well”. Individuals with limited English proficiency may face challenges accessing transit information, signage, and wayfinding resources.
- **Minority Population:** The percentage of the population within a given tract that is not Non-Hispanic White alone. Minority populations have historically experienced disparities in transportation access and infrastructure investment.
- **Low-Income Population**: The percentage of the population within a given tract earning below 200% of the Federal Poverty Level. Low-income populations are more likely to depend on public transit because they have limited access to private vehicles and other mobility options.

Collectively, these demographic factors provide a framework for identifying areas where accessibility improvements can have the greatest impact. Incorporating these indicators into the prioritization process helps ensure that investments are allocated equitably across the system. All data used to evaluate demographic-based prioritization was sourced from the American Community Survey (ACS) 5-Year Estimates (2019-2023), with the exception of the Minority Population, which was sourced from the U.S. 2020 Decennial Census.



3.1.3 RIDERSHIP

Ridership data measures how frequently each stop is used. Stops with higher boarding volumes are prioritized to maximize the benefits of improvements and support efficient resource allocation. **Table 14** shows the ridership thresholds established in accordance with LTD's Fixed Route Service Policy.

TABLE 14. RIDERSHIP THRESHOLDS

Ridership	Boardings
Low Ridership	Less than 10 boardings per day
Medium Ridership	10-30 boardings per day
High Ridership	Greater than 30 boardings per day

3.1.4 GEOLOCATION

Proximity to essential services was evaluated to identify fixed route bus stops that provide access to key community destinations. Facilities considered in this analysis included fire and police stations, municipal, state, and federal buildings, health clinics and hospitals, community centers, libraries, shopping centers, recreational centers, grade schools, and universities. Stops within a ¼-mile radius of these destinations were prioritized because they support access to critical community resources.

3.1.5 PUBLIC OUTREACH

Public input was also incorporated to ensure the prioritization strategy reflected real user experiences at fixed route bus stops. Questions were appended to a rider survey conducted in February 2026 to gather feedback on accessibility challenges and barriers encountered during transit use. Participants were asked to describe situations that make it difficult to use a bus stop and to rate the accessibility of the stop they most recently used.

The survey responses provided qualitative insights into riders' needs, highlighting locations where field data alone may not fully capture conditions. Survey results were converted into quantitative points and incorporated as a prioritization factor to emphasize stops users identified as difficult to access or use. An example of the survey questions used to collect this information is provided in **Figure 1**:



FIGURE 1. PUBLIC OUTREACH SURVEY QUESTIONS

Question 1
Question Type: Checkboxes

Do any of the situations listed below make it difficult for you to use a bus stop? (Check all that apply)

- ☐ A stable, firm and/or slip-resistant boarding and deboarding area does not exist
- ☐ Boarding and deboarding area is too small
- ☐ The pavement quality of the boarding and deboarding area is in poor condition (heaving/sinking/cracking/trip hazards) and prevents access to bus stop
- ☐ No connection exists from the transit stop to the adjacent sidewalk
- ☐ No sidewalk exists near the transit stop
- ☐ Boarding and deboarding area has a steep slope
- ☐ Other

Question 2
Question Type: Open Response

If you checked a box above, which stops specifically should be improved for better accessibility?

Question 3
Question Type: Multiple Choice

How would you rate the overall accessibility of the bus stop you most recently used (e.g., ease of reaching the stop, pathway conditions, curb ramps)?

- ○ Very accessible
- ○ Somewhat accessible
- ○ Neutral
- ○ Somewhat inaccessible
- ○ Very inaccessible

Question 4
Question Type: Open Response

Please explain why and specify the bus stop number or location regarding feedback related to accessibility.

3.2 PRIORITIZATION METHODOLOGY

A point-based prioritization framework was applied to all five prioritization factors, with each factor assigned a defined range of points based on the criteria met at each transit stop. Points were combined using a weighted scoring approach to generate a composite priority score for each stop. This approach allows for systematic comparison across all evaluated locations while maintaining flexibility to adapt to LTD's objectives and community priorities.

LTD established the weighting values with input from community stakeholders during a Strategic Planning Committee (SPC) meeting held on March 3, 2026, ensuring the prioritization framework reflects both operational considerations and public feedback. The assigned weights,



shown in **Table 15**, emphasize accessibility and ridership while incorporating broader contextual factors such as demographics, location context, and public outreach input.

TABLE 15. PRIORITIZATION WEIGHTING

Category	Percentage of Total Score
Accessibility	34%
Demographics	20%
Ridership	25%
Geolocation	11%
Public Outreach	10%
Total	100%

Each category was evaluated against defined criteria and normalized to ensure consistency across datasets of varying scales and types. The weighted category scores were then aggregated to calculate an overall prioritization score for each stop.

Following score calculation, each stop was assigned to a priority tier based on defined threshold ranges. The High/Medium/Low classification used provides actionable groupings for resource allocation and is intended to support phased implementation planning. **Table 16** shows the threshold ranges and the percent of stops that fall into each tier.

TABLE 16. PRIORITIZATION TIERS

Rank	Score Threshold	Stop Count	Percentage of Stops
Low	0 ≤ Score ≤ 50	403	39.8%
Medium	50 < Score ≤ 75	561	55.4%
High	75 < Score ≤ 100	48	4.7%

A transition plan should provide the steps to be taken to achieve compliance with the ADA and PROWAG and should identify physical obstacles, describe methods to remove those obstacles, specify the schedule for completing the work, and identify the official responsible for implementation.

3.3 FEASIBILITY CONSTRAINTS

In addition to prioritization scoring, feasibility constraints were evaluated to assess the practical considerations of implementing improvements at each bus stop. While the prioritization score reflects the relative need for improvements, feasibility classifications provide insight into the anticipated level of effort required to achieve compliance or upgrade conditions.

Feasibility considerations were incorporated into the prioritization tool as a supplemental filter and do not affect the calculated composite priority scores. This distinction ensures that the



prioritization framework remains focused on need and impact, while the feasibility analysis informs the implementation strategy.

Feasibility assessments were based on observed site conditions, including the scope of recommended improvements, right-of-way limitations, grading constraints, and the presence or absence of existing pedestrian infrastructure. Each stop was assigned to one of the following feasibility classifications:

- **Compliant:** The bus stop currently meets applicable accessibility and design standards; no improvements are required.
- **Feasible In-Place:** Required improvements can be implemented within the existing footprint with minimal modification and without significant design or construction constraints.
- **Minor Civil Work Required:** Improvements require modest civil work, such as localized grading, pad expansion, minor utility adjustments, or small-scale infrastructure modifications.
- **Major Civil Work Required:** Improvements necessitate substantial reconstruction, potentially including significant grading, drainage improvements, or utility relocation.
- **Not Feasible:** Site constraints prohibit implementation of compliant improvements without major external changes (e.g., property acquisition, roadway reconstruction, or significant environmental or regulatory barriers).

By pairing prioritization rankings with feasibility classifications, LTD has a comprehensive framework that balances need, cost, and constructability. This integrated approach supports realistic implementation strategies and enables more effective planning for short-, medium-, and long-term improvements across the system. **Table 17** summarizes the distribution of feasibility classifications**.**

TABLE 17. FEASIBILITY CLASSIFICATIONS

Classification	Stop Count	Percentage of Stops
Compliant or Under Construction	55	5.4%
Feasible In-Place	122	12.1%
Minor Civil Work Required	302	29.8%
Major Civil Work Required	228	22.5%
Not Feasible	305	30.2%
Total	1,012	100%

TECHNICAL INFEASIBILITY

For alterations to pedestrian facilities in the public rights-of-way, and in accordance with the ADA, where existing physical constraints make compliance with applicable requirements technically infeasible, compliance is required to the maximum extent feasible. Existing physical constraints include, but are not limited to, underlying terrain, underground structures, adjacent developed facilities, drainage, or the presence of a significant natural or historic feature.



4.0 IMPLEMENTATION PLAN

The purpose of the Implementation Plan is to provide a framework for achieving equal access to the District's fixed route bus stops within a reasonable timeframe. LTD's appointed officials and staff believe that accommodating persons with disabilities is essential to good customer service, to ensure the quality of life residents seek to enjoy, and to guide future improvements.

4.1 FACILITY CONCEPTUAL BUDGET ESTIMATE OVERVIEW

To identify funding sources and develop a reasonable implementation schedule, conceptual budget estimates were developed only for the facilities evaluated. Conceptual budget estimates for transit stops were based on recent bid tabulations from Oregon Department of Transportation (ODOT) construction projects, typical bid tabulations from local agencies, and construction costs for recent fixed route infrastructure improvements completed by LTD.

"Conceptual Budget Estimates" include only individual accessibility improvements and refer to the estimated cost of labor and materials for a specific ADA compliance modification, excluding any additional costs for overhead, profit, or project contingencies. Conceptual budget estimates represent the direct expenses associated with performing the modification itself. The project manager or design professional will determine the cost of other components, including, but not limited to, project administration, construction mobilization, material testing, design analysis, design, plan review, or contractor costs for the overall project.

A contingency percentage (20%) was added to the subtotal to account for future unit price increases, along with an engineering design percentage (20%) and a processing percentage (5%). All costs are in 2026 dollars. **Table 18** summarizes the conceptual budget estimates to bring each facility into compliance by prioritization tier.

TABLE 18. SUMMARY OF CONCEPTUAL BUDGET ESTIMATES

LTD-Owned Facility Type	Total*
High Priority Fixed Route Bus Stops	$1,411,000
Medium Priority Fixed Route Bus Stops	$8,234,000
Low Priority Fixed Route Bus Stops	$3,485,000
Fixed Route Bus Stops Total	**$13,130,000**

**Table values are rounded for simplification*

It is important to note that the facility conceptual budget estimates in **Table 18** include only the cost to remediate accessibility non-compliance as determined by a visual inspection of the facilities. Additional budget considerations should be given to the following:

- Aesthetic upgrades, such as remodeling/upgrading of outdated facilities.
- Current market conditions that may affect pricing of construction materials and labor.
- Construction challenges not visible during inspection, such as underground or in-wall utilities; and
- Other factors that may affect costs.



It is recommended that a design professional assist LTD in determining the best overall design solutions, taking into account various factors, including but not limited to existing conditions, the available construction budget, and all elements that are out of compliance in a particular area of a facility.

4.2 FUNDING OPPORTUNITIES

Several alternative funding sources are available to LTD to complete the improvements outlined in this Implementation Plan. These opportunities include applying for resources at the federal, state, and local levels. The following sections detail some funding source options.

4.2.1 FEDERAL AND STATE FUNDING

LTD can apply for federal and state funding through numerous agencies for various improvements. Summaries of the available funding opportunities are available on the FTA and FHWA websites. View the **FTA Grant Programs webpage** and **FHWA Bicycle and Pedestrian Grant Programs webpage**.

Most of these programs are competitive grants; therefore, LTD is not guaranteed to receive these funds. It will be important for the District to track these programs to apply for the funds. Federal-aid funding programs have specific requirements that projects must meet, and eligibility must be determined on a case-by-case basis.

4.3 SCHEDULED IMPROVEMENT PROJECTS

LTD has developed a 10-year Community Investment Plan (CIP) for 2027-2036. The CIP organizes projects into two categories: Improvements and State of Good Repair.

Improvements are investments that enhance service and deliver additional community benefits. These projects may include transit network projects, fare management, and major technology and facility upgrades.

State of Good Repair projects focus on maintaining LTD's existing assets in good working order to support continued high-quality service. These projects include vehicle replacement and upgrades to technology and facilities.

Upcoming CIP projects that incorporate accessibility improvements include:

- **Bus Stop Sign Updates:** This project involves replacing signage at designated bus stops to improve visibility, accessibility, and rider information. New signs will feature updated route information, branding, and reflective materials to improve readability and safety. This effort supports better wayfinding, promotes compliance with accessibility standards, and enhances the overall rider experience.
- **Fixed Route Infrastructure Improvements:** This project includes the accessibility evaluation documented in this plan and allocates funding to implement recommended improvements to fixed route bus stops identified through this effort.



4.4 LOCAL JURISDICTION UPCOMING IMPROVEMENT PROJECTS

Coordination with local jurisdictions was a key component of this effort to identify opportunities to integrate ADA improvements with planned capital projects. LTD initiated outreach by distributing a web-based interactive map to partner agencies, requesting information on upcoming and forecasted projects within their jurisdictions. This mapping exercise aimed to collect spatially referenced project data and identify locations where local improvements may coincide with non-compliant LTD transit stops, creating opportunities for coordinated design and implementation.

Following the initial data collection, LTD conducted a series of virtual coordination meetings with participating agencies to review submitted projects in greater detail, confirm project scope and timing, and assess potential impacts to nearby transit stops. This coordinated effort supports aligning accessibility upgrades with local agency initiatives and funding cycles. The resulting project data have been documented and compiled in **Appendix E**.

4.5 SCHEDULED MAINTENANCE PROJECTS

This assessment supplements LTD's existing planning efforts and annual budget allocation by providing a dedicated framework to identify, prioritize, and implement fixed route bus stop improvements.

The Passenger Boarding and System Facility Improvements program, which includes an annual funding allocation, is a key mechanism for advancing State of Good Repair objectives. This program supports investments in transit assets to maintain and improve their condition, functionality, and accessibility. These efforts align with FTA guidance to systematically manage asset condition, reduce the deferred maintenance backlog, and prioritize investments based on risk and service impact.

Developing the Fixed Route Bus Stop ADA and Conditions Assessment is an important step that enables LTD to improve accessibility, anticipate maintenance needs, and plan and budget for necessary updates. By evaluating asset conditions, identifying non-compliant facilities, and developing a prioritization strategy, LTD is better positioned to allocate resources strategically, coordinate improvements across programs, and ensure ongoing investment in transit infrastructure that is safe, accessible, and reliable.

4.6 REMEDIATION TRACKING AND MONITORING

LTD will review and update the Implementation Plan annually, with a focused review conducted as part of the annual budget development process. This coordinated approach ensures that accessibility improvements are considered alongside available funding, capital priorities, and ongoing State of Good Repair needs. Project selection for implementation will be guided by the factors outlined in **Chapter 3**, including the severity of identified accessibility barriers, ridership levels, coordination with planned capital or maintenance activities, and cost-effectiveness.



LTD maintains a centralized asset management system to document identified deficiencies, recommended improvements, and project status. This system supports ongoing progress tracking, asset condition updates, and the identification of completed, in-progress, and deferred actions. Routine updates will enable LTD to monitor progress across improvement initiatives, identify emerging needs, and adjust priorities in response to changes in funding allocations.

4.7 IMPLEMENTATION SCHEDULE

The implementation of accessibility and condition improvements identified in this assessment will occur on a phased and ongoing basis, aligned with LTD's capital planning, maintenance programming, and available funding resources.

LTD will advance projects incrementally through its CIP, State of Good Repair programs, and other capital and maintenance initiatives. This approach allows the District to respond to funding availability, coordinate with planned projects, and prioritize improvements where they can be delivered most effectively.

Project implementation will be guided by the prioritization and feasibility frameworks described in **Chapter 3**, ensuring that locations with the greatest accessibility need and highest potential impact are addressed first. Feasibility classifications will further inform the sequencing of improvements by identifying projects that can be implemented efficiently within existing conditions versus those requiring more complex capital investment.

LTD will continue to evaluate opportunities to bundle improvements with scheduled maintenance activities and planned capital projects to improve delivery efficiency and reduce overall costs. Coordination with local jurisdictions and regional partners will also play a critical role in advancing improvements within shared rights-of-way and aligning transit investments with broader infrastructure projects.

Progress toward implementing accessibility and condition improvements will be reviewed and updated annually in coordination with LTD's budget development process. Through this process, the District will refine project priorities, adjust schedules based on available funding, and incorporate new data, completed improvements, and changing system needs. This adaptive approach enables LTD to make steady progress toward improving accessibility across the fixed route network while maintaining flexibility to respond to evolving conditions, community priorities, and funding opportunities. The total conceptual cost estimate of approximately $13.1 million provides an order-of-magnitude understanding of systemwide investment needs and will be used by LTD to pace implementation over time, advancing improvements incrementally as funding becomes available through the CIP, maintenance programs, and other funding sources.

To support implementation, improvements can generally be advanced through the following project types:

- **Near-Term, 1-2 years (Opportunistic and High-Readiness)**
  Improvements that are feasible in-place or can be incorporated into currently funded CIP or maintenance projects.



- **Mid-Term, 2-5 years (Programmed Improvements)**
  Improvements requiring minor to moderate civil work that can be advanced through planned capital projects or coordinated with partner agencies.

- **Long-Term, 3-10+ years (Complex Improvements)**
  Improvements involving major civil work, right-of-way constraints, or external dependencies that require additional planning, coordination, or funding.

4.8 CONCLUSION AND NEXT STEPS

This assessment provides LTD with its first comprehensive, systemwide understanding of accessibility compliance and bus stop infrastructure conditions across the fixed route network. By evaluating 1,012 bus stops, LTD now has an inventory of accessibility barriers, documented asset conditions, conceptual improvement costs, and a defensible methodology for prioritizing future investments.

More importantly, the assessment establishes a decision-making framework that enables LTD to move from identifying deficiencies to implementing improvements. By combining accessibility needs with ridership, demographic considerations, geographic context, and community feedback, the District can target resources where they will best benefit riders while maintaining flexibility to respond to funding opportunities and changing priorities.

Immediate Actions

Near-term efforts should focus on integrating assessment findings into LTD's existing capital improvement planning, State of Good Repair programs, maintenance activities, and annual budgeting processes. Priority should be given to locations with severe accessibility barriers, opportunities for cost-effective implementation, and projects that can be coordinated with existing maintenance or capital programs.

System Coordination

LTD should continue coordinating with local jurisdictions, regional partners, and transportation agencies to identify opportunities for jointly delivered improvements. Integrating transit accessibility upgrades into roadway, sidewalk, and corridor improvement projects can improve implementation efficiency, reduce costs, and accelerate accessibility improvements throughout the service area.

ADA Transition Plan Development

The findings developed through this effort provide a strong foundation for a future ADA Transition Plan. While this assessment focuses on physical bus stop infrastructure, future transition planning efforts can build upon this work by evaluating additional programs, services, activities, operational practices, policies, and grievance procedures to ensure accessibility is fully integrated throughout LTD's organization.



Long-Term Vision

Accessibility is not a one-time initiative but an ongoing commitment requiring sustained investment, monitoring, and continuous improvement. By incorporating the assessment findings into future planning initiatives, capital programs, maintenance activities, and ADA planning efforts, LTD can systematically improve accessibility, strengthen asset management practices, and continue advancing equitable access to transit services throughout Lane County.



APPENDIX

Appendix A: Facility Maps

Coburg

Cottage Grove

Creswell

Eugene

Junction City

Lowell

Springfield

Veneta

Lane County

ODOT

Appendix B: Transit Stops Accessibility Evaluations Report

Transit Stops Cost Summary

Transit Stops Reports

Appendix C: Signage Review

Requirement and Compliance Summary

Measurement and Compliance Summary

Markups

Appendix D: Transit Stop Conditions Assessment Reports

Appendix E: Local Jurisdiction Planned Projects

Local Jurisdiction Planned Projects Summary

Coburg

Cottage Grove

Eugene

Springfield

Lane County

ODOT

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: Monthly Financial Report as of September 30, 2026

Prepared By: Pamela Strutz, Chief Financial Officer

Action: Information Only

The purpose of this report is to provide the Board of Directors with the District's regular monthly financial update, summarizing budget-to-actual performance for revenues and expenditures across all funds. This report represents preliminary year-to-date results through September 2026.

Summary of Key Highlights

- Revenue: $29.87M (17.4% of annual budget), compared with $31.34M (20.5%) for the prior-year period. General Fund revenue was $18.99M, up $0.10M, while Non-General Fund revenue was $10.88M, down $1.57M.
- Expenditures: $32.80M (19.1% of annual budget), compared with $29.95M (19.6%) for the prior-year period. General Fund expenditures increased $0.66M, and Non-General Fund expenditures increased $2.19M.
- Net Position: Preliminary deficit of $2.93M, compared with a $1.39M surplus for the prior-year period. The change reflects timing of quarterly reconciliations and grant drawdowns, along with cost increases.

General Fund Snapshot

- General Fund Revenue totaled $18.99M (22.4% of budget), up $0.10M from $18.89M for the prior-year period. Payroll tax revenue increased $1.51M, or 10.9%. Combined Fares & Passes and Group Passes revenue was $0.65M, down $0.19M, or 23.0%, from last year; fare discounts are a contributing factor.
- General Fund Expenditures totaled $18.52M (20.9% of budget), up $0.66M from $17.86M for the prior-year period. Information Technology was at 30.4% of budget due to the timing of annual software maintenance agreements. Materials Management totaled $1.34M, up from $1.15M, with higher fuel and parts prices.

Non-General Funds

- Non-General Fund Revenue totaled $10.88M (12.5% of budget), down $1.57M from the prior-year period. Capital Projects Fund revenue was $5.72M, reflecting the timing of drawdowns. Medicaid Fund revenue was $3.78M and will continue to be monitored.
- Non-General Fund Expenditures totaled $14.28M (17.1% of budget), up $2.19M from the prior-year period. Capital Projects Fund expenditures were $7.35M and represented the largest portion, with bus purchases the primary driver. Medicaid Fund expenditures were $4.30M, and Mobility Services Fund expenditures were $2.60M.

Lane Transit District
Agenda Item Summary (AIS)

Outlook

- Year-to-date results reflect September activity and the timing of quarterly reconciliations and grant drawdowns.
- Combined Fares & Passes and Group Passes revenue was 23.0% below the prior-year period, with fare discounts.
- Payroll tax revenue increased 10.9% over the prior-year period.
- Quarterly reconciliations occurring in October and the timing of capital grant drawdowns are expected to affect the next report.

Attachments:

(1) LTD Financial Report

Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the 2 Months Ending September 30, 2026
(For Internal Use only - not audited)

Revenue: General Fund	FY27 Budget	Actual to date	% Budget	FY26 Budget	Prior Year to date	% Budget
Fares & Passes	$ 2,667,890	$ 495,788	18.6%	$ 2,467,065	$ 620,061	25.1%
Group Passes	2,018,553	153,258	7.6%	1,959,760	222,593	11.4%
Advertising	100,000	-	0.0%	-	-	0.0%
Special Services	138,000	127,890	92.7%	131,222	123,301	94.0%
Payroll Tax Revenue	63,109,510	15,398,306	24.4%	58,826,480	13,887,659	23.6%
Self-Employment Tax	2,623,904	128,113	4.9%	2,400,000	164,534	6.9%
State In-Lieu-of Tax	795,715	-	0.0%	735,000	152,530	20.8%
Interest Income	2,743,996	668,051	24.3%	2,235,000	678,997	30.4%
Federal Assistance	4,843,811	520,110	10.7%	4,700,000	2,148,132	45.7%
State Assistance	5,350,000	1,337,500	25.0%	5,350,000	852,152	15.9%
Local Assistance	30,000	-	0.0%	-	-	0.0%
Misc Revenue, Records, Recovery	209,500	73,343	35.0%	391,200	28,840	7.4%
Procedes from Sale of Asset	150,000	86,460	57.6%	1,000,000	6,852	0.7%
Total General Fund Revenue	**$ 84,780,879**	**$ 18,988,820**	**22.4%**	**$ 80,195,727**	**$ 18,885,650**	**23.5%**
Revenue: Non-General Funds						
Capital Projects Fund	$ 42,169,408	$ 5,715,241	13.6%	$ 25,468,336	$ 5,892,232	23.1%
Medicaid Fund	$ 18,359,200	3,784,351	20.6%	19,082,519	4,263,679	22.3%
Mobility Services Fund	15,820,715	1,122,504	7.1%	15,818,716	2,016,150	12.7%
Point2Point	495,698	3,249	0.7%	163,265	1,275	0.8%
Working Capital	3,906,691	-	0.0%	4,345,776	-	0.0%
Sustainable Services Fund	600,000	255,426	42.6%	1,098,743	281,165	25.6%
Transfer from General Fund	5,905,779	-	0.0%	6,805,750	106	0.0%
Total Non-General Funds Revenue	**$ 87,257,491**	**$ 10,880,770**	**12.5%**	**$ 72,783,105**	**$ 12,454,606**	**17.1%**
Total All Revenue	**$ 172,038,370**	**$ 29,869,590**	**17.4%**	**$ 152,978,832**	**$ 31,340,256**	**20.5%**

Expenditures: General Fund	FY27 Budget	Actual to date	% Budget	FY26 Budget	Prior Year to date	% Budget
Business Intelligence	$ 803,459	$ 159,049	19.8%	$ 694,868	$ 221,929	31.9%
Compliance	1,601,028	344,303	21.5%	843,362	180,047	21.3%
Customer Services	1,399,512	308,984	22.1%	1,213,042	258,643	21.3%
Executive Office	2,613,668	577,981	22.1%	3,037,488	775,105	25.5%
Facilities Management	4,014,655	942,723	23.5%	3,817,868	745,120	19.5%
Finance	1,946,160	458,540	23.6%	1,972,215	475,022	24.1%
Fleet Management	8,111,513	1,714,363	21.1%	7,113,637	1,701,783	23.9%
Expenditures: General Fund	**FY27 Budget**	**Actual to date**	**% Budget**	**FY26 Budget**	**Prior Year to date**	**% Budget**
Human Resources	4,958,589	797,852	16.1%	5,489,765	1,290,113	23.5%
Information Technology	6,347,066	1,932,278	30.4%	4,973,768	1,805,979	36.3%
Insurance & Risk Services	3,425,052	664,936	19.4%	2,896,671	729,471	25.2%
Intelligent Transport Systems	971,674	231,367	23.8%	847,578	253,122	29.9%
Marketing	1,866,164	357,036	19.1%	2,040,596	371,608	18.2%
Materials Management	5,757,250	1,341,815	23.3%	6,330,250	1,152,737	18.2%
Mobility Services	121,684	37,154	30.5%	444,871	69,702	15.7%
Planning & Development	1,542,276	296,642	19.2%	1,015,417	216,188	21.3%
Procurement	1,770,559	391,777	22.1%	1,440,613	311,496	21.6%
Public Safety Services	3,501,114	739,676	21.1%	3,028,551	601,642	19.9%
Special Events/Contingency	98,000	-	0.0%	98,000	-	0.0%
Transit Operations	31,527,694	7,149,283	22.7%	30,005,165	6,634,955	22.1%
Transit Training	404,674	74,047	18.3%	382,028	66,269	17.3%
Transfer To Other Funds	5,905,779	-	0.0%	6,805,750	106	0.0%
Total General Fund Expense	**$ 88,687,570**	**$ 18,519,805**	**20.9%**	**$ 84,491,503**	**$ 17,861,039**	**21.1%**

Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the 2 Months Ending September 30, 2026
(For Internal Use only - not audited)

Expenditures: Non-General Funds	FY27 Budget	Actual to date	% Budget	FY26 Budget	Prior Year to date	% Budget
Capital Projects Fund	$ 46,927,187	$ 7,348,988	15.7%	$ 31,096,336	$ 5,644,952	18.2%
Medicaid Fund	18,659,200	4,304,687	23.1%	19,410,269	4,026,850	20.7%
Mobility Services Fund	16,320,715	2,603,524	16.0%	16,318,716	2,393,277	14.7%
Point2Point	543,698	23,857	4.4%	263,265	22,591	8.6%
Sustainable Services Fund	900,000	-	0.0%	1,398,743	-	0.0%
Total Non-General Funds Expense	**$ 83,350,800**	**$ 14,281,055**	**17.1%**	**$ 68,487,329**	**$ 12,087,671**	**17.6%**
Total All Expense	**$ 172,038,370**	**$ 32,800,861**	**19.1%**	**$ 152,978,832**	**$ 29,948,709**	**19.6%**
Net Surplus (Deficit) (Total Revenue less Total Expense)		**$ (2,931,271)**			**$ 1,391,547**	

Lane Transit District
Agenda Item Summary (AIS)

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 2026-11-18-31, authorizing the Chief Executive Officer to execute Amendment Two to the Special Counsel Legal Services Agreement
- Adoption of Resolution 2026-11-18-32, adopting the revised Charter Service Policy

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

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

Contract Title: Amendment Two to the Special Counsel Legal Services

Prepared By: Carmen Jackson-Brown, General Counsel

Contract No.: 20250056

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

Action: Adoption of Resolution No. 2026-11-18-31, authorizing the Chief Executive Officer (CEO) to execute Amendment Two to Contract No. 20250056 with Thorp, Purdy, Jewett, Urness & Wilkinson, P.C., redesignating the law firm and Kristin Denmark from General Counsel to Special Counsel. The amendment also updates the LTD's designated Contract Manager to Carmen Jackson-Brown, LTD General Counsel. All other terms and conditions of the Agreement remain unchanged.

Agenda Item Summary: LTD entered into Contract No. 20250056 with Thorp, Purdy, Jewett, Urness & Wilkinson, P.C. on July 1, 2025, for General Counsel Legal Services. On January 12, 2026, LTD established and hired a General Counsel as an LTD employee. Amendment Two changes the designation of the firm and Kristin Denmark from General Counsel to Special Counsel and updates the designated Contract Manager from Wendi Frisbie, Chief Administrative Officer to Carmen Jackson-Brown, LTD General Counsel. The scope of legal services remains unchanged. All other terms and conditions of the Agreement, as previously amended, remain in full force and effect**.**

Attachments:

(1) Resolution No. 2026-11-18-31
(2) Contract No. 20250056 – Amendment Two

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

Proposed Motion: I move to adopt Resolution No. 2026-11-18-31; authorizing the Chief Executive Officer to execute Amendment Two to the Special Counsel Legal Services Agreement.

RESOLUTION NO. 2026-11-18-31

AUTHORIZATION TO EXECUTE AMENDMENT TWO TO THE SPECIAL COUNSEL LEGAL SERVICES AGREEMENT

WHEREAS, Lane Transit District (LTD) entered into Contract No. 20250056 with Thorp, Purdy, Jewett, Urness & Wilkinson, P.C., on July 1, 2025, for General Counsel Legal Services; and

WHEREAS, LTD established and hired a General Counsel employee on January 12, 2026; and

WHEREAS, LTD desires to redesignate Thorp, Purdy, Jewett, Urness & Wilkinson, P.C., and Kristin Denmark from General Counsel to Special Counsel; and

WHEREAS, Amendment Two to Contract No. 20250056 provides for this redesignation while maintaining the existing scope of legal services; and

WHEREAS, Amendment Two also replaces Wendi Frisbie with Carmen Jackson-Brown, LTD General Counsel, as the designated Contract Manager; and

WHEREAS, all other terms and conditions of the Agreement, as previously amended, remain unchanged and in full force and effect;

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors authorizes the Chief Executive Officer to execute Amendment Two to Contract No. 20250056 with Thorp, Purdy, Jewett, Urness & Wilkinson, P.C., redesignating the firm and Kristin Denmark as Special Counsel and updating the designated Contract Manager to Carmen Jackson-Brown, LTD General Counsel, with all other terms and conditions of the Agreement remaining unchanged.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18TH DAY OF NOVEMBER 2026.

_____

Susan Cox, Board President

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: Revised Charter Services Policy

Prepared By: Jerad DeJong, Director of Procurement

Action: Adoption

Lane Transit District's (LTD) Charter Service Policy was originally adopted on August 4, 2023. The policy has been revised to clarify federal charter service requirements, incorporate applicable Federal Transit Administration (FTA) regulations and guidance, and establish additional procedures and responsibilities to ensure continued compliance with federal requirements.

The following updates to the Charter Service Policy are recommended:

1. **Federal Regulatory Compliance.** Updated references to applicable federal statutes, 49 CFR Part 604, including the 2025 FTA Charter Service Final Rule (90 Fed. Reg. 28.210, Published July 1, 2025).
2. **Policy Applicability.** Clarified that the policy applies to all LTD departments, employees, contractors, and third-party operators involved in planning, approving, scheduling, or providing transportation services that may be subject to federal charter service requirements.
3. **Oversight and Responsibilities.** Assigned responsibility for policy oversight, enforcement, employee training, and regulatory compliance to LTD's Director of Procurement.
4. **Charter Service Classification.** Established standards for distinguishing permissible public transportation services from charter services, including consideration of third-party involvement, exclusive use, operational control, and funding arrangements. Clarified the treatment of special-event transportation, demand-response services, and other publicly available transit services.
5. **Permissible Charter Service Exceptions.** Clarified the circumstances under which LTD may provide charter services pursuant to federal regulations, including services for government officials, qualified human service organizations, and other authorized exceptions.
6. **Leasing of Federally Funded Equipment.** Clarified that LTD may, but is not required to, lease federally funded vehicles and operators to registered private charter providers when permitted under federal regulations. Such decisions remain subject to LTD's operational needs, safety considerations, equipment availability, staffing, and other legitimate business considerations.
7. **Operational and Financial Requirements.** Established requirements to ensure that authorized charter services do not adversely affect LTD's regular public transportation services, that

applicable charges recover the fully allocated cost of providing charter services, and that charter operations comply with LTD's safety and security requirements.

8. **Reporting and Record Retention.** Established requirements for documenting, reporting, and retaining records of authorized charter services, including applicable FTA reporting requirements and a minimum three-year retention period, subject to any longer applicable records retention requirements.

9. **Compliance and Enforcement.** Added procedures addressing cooperation with FTA compliance reviews, complaints, investigations, and audits, including referral of potential violations to LTD's General Counsel for review and appropriate corrective action.

10. **Policy Administration and Review.** Established annual policy review requirements involving Operations, Compliance, and Procurement, with additional legal review following material changes to federal charter service laws, regulations, or FTA guidance.

These revisions are intended to strengthen LTD's internal compliance procedures, provide clearer guidance regarding permissible charter and non-charter transportation services.

Attachments:

(1) Resolution No. 2026-11-18-32
(2) Revised Charter Service Policy

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

Proposed Motion: I move to adopt Resolution No. 2026-11-18-32, adopting the revised Charter Service Policy.

RESOLUTION NO. 2026-11-18-32

ADOPTION OF REVISED CHARTER SERVICE POLICY

WHEREAS, pursuant to ORS 267.200, Lane Transit District ("LTD" or "District") is a mass transit district and municipal corporation of the State of Oregon, authorized to exercise the powers necessary to carry out the purposes of its formation, including the establishment of policies governing District operations; and

WHEREAS, LTD previously adopted a Charter Service Policy in August 2023 to establish requirements for the administration of charter service requests in accordance with applicable federal laws and Federal Transit Administration ("FTA") regulations; and

WHEREAS, 49 U.S.C. § 5323(d) and 49 CFR Part 604 establish federal requirements governing the provision of charter services by recipients of federal transit assistance; and

WHEREAS, LTD has reviewed and revised its Charter Service Policy to incorporate applicable federal regulatory requirements and guidance, including the 2025 FTA Charter Service Final Rule, and to strengthen internal procedures governing charter service operations and compliance; and

WHEREAS, the revised Charter Service Policy clarifies the classification of charter and non-charter transportation services, permissible charter service exceptions, leasing of federally funded equipment, operational and financial requirements, reporting and recordkeeping obligations, and compliance oversight responsibilities; and

WHEREAS, the Board of Directors has reviewed the revised Charter Service Policy and finds that its adoption is consistent with applicable federal requirements and supports the District's mission and operational objectives;

NOW, THEREFORE, BE IT RESOLVED that Lane Transit District's Board of Directors adopts Resolution 2026-11-18-32: Adopting the revised Lane Transit District Charter Service Policy, which shall supersede and replace the Charter Service Policy previously adopted in August 2023.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18TH DAY OF NOVEMBER 2026.

Susan Cox, Board President

	Procurement	**Department(s) Affected:** Procurement, Planning, Marketing, Operations, Compliance and Finance
		Effective Date: November 18, 2026
		Revision Date(s): April 24, 2026

LANE TRANSIT DISTRICT
REVISED CHARTER SERVICE POLICY

PURPOSE

Lane Transit District (LTD) establishes this revised policy to ensure compliance with:

- 49 U.S.C. § 5323(d), § 5323(g), and § 5323(r).
- Federal Transit Administration (FTA) Charter Service Rule under 49 CFR Part 604, including the FTA Charter Service Final Rule (effective July,1 2025).

The purpose of this policy is to:

- Prevent unauthorized competition with private charter operators.
- Ensure federally funded assets are used in accordance with applicable federal charter service requirements.
- Ensure compliance with the FTA Charter Service Agreement and related Certifications and Assurances.
- Provide a consistent framework for identifying and classifying charter and non-charter services.
- Protects LTD's eligibility for federal financial assistance and ensure compliance with all conditions attached to the use of federally funded transit assets.

APPLICABILITY

This policy applies to:

- All LTD departments and employees involved in planning, approving, scheduling, and operating transportation services that may constitute charter service under 49 CFR Part 604.
- Contractors or third-party entities operating transportation services on behalf of LTD subject to federal charter service requirements.
- The use of federally funded vehicles, equipment, and facilities operated by or on behalf of LTD.

In the event of any conflict between this policy and federal law or guidance, federal law shall control.

RESPONSIBILITIES

The director of procurement is responsible for:

- Oversight and enforcement of this policy.
- Ensuring compliance with applicable federal charter service requirements.

- Ensuring that employees involved in charter service evaluation, approval, or operations receive appropriate training on federal charter service requirements.

POLICY

LTD shall not provide charter service except as permitted under 49 CFR Part 604 and in accordance with the Charter Service Agreement incorporated into the FTA Certifications and Assurances pursuant to 49 CFR § 604.4.

LTD shall comply with all applicable federal regulations, grant conditions, and administrative requirements governing charter service.

Charter service may be provided only when authorized under applicable federal law and in accordance with all required notice, exception, eligibility, and documentation requirements under 49 CFR Part 604.

All transportation service requests shall be evaluated to determine whether they are:

- Non-Charter Public Transportation, or
- Charter Service under 49 CFR Part 604

Unauthorized charter service or improper competition with private charter providers is prohibited.

Authorized charter service shall not interfere with, reduce, or adversely affect LTD's provisions of public transportation services.

LTD shall maintain records and supporting documentation sufficient to demonstrate compliance with applicable federal charter service requirements.

Service Classification Standards

LTD shall classify transportation services based on the totality of circumstances consistent with 49 CFR Part 604.

No single factor determines classification, considerations may include, but are not limited to:

- Third-party involvement
- Exclusivity of service
- Operational control
- Funding or payment structure

Non-Charter Public Transportation

The following are considered public transportation and are not subject to charter restrictions:

- Fixed Route Transit Service
- Demand Response Service (e.g., ADA paratransit)
- Open-to-the Public Special or Temporary Service
- LTD-initiated services shall not be considered charter service solely because they coincide with or support a community event, provided the service is publicly advertised, available to the public without reservation or third-party approval, operated under LTD's control, and not designed primarily for the exclusive benefit of a private individual, organization, or event sponsor.

- Institutional or Pass-Based Programs that are non-exclusive
- Internal, Operations, or Training Transportation
- Emergency Operations

These services shall remain:

- Open to the public or eligible groups
- Controlled and scheduled by LTD
- Provided at regularly established public transit fares
- Not operated for the exclusive use of any individual or group

Charter Service

Charter service is transportation provided at the request of a third-party or under conditions defined in 49 CFR Part 604, including:

- Exclusive use of a bus or van for a negotiated price
- Event-based or limited duration service involving premium fares or third-party payment

Allowable Charter Service Exceptions

LTD may provide charter only under the following allowable exceptions:

- Government officials (within hour limits)
- Qualified Human Service Organization (QHSO)
- Leasing FTA funded equipment and drivers
- No response from registered charter providers
- Agreement with registered charter providers
- Petitions to the FTA administrator

QHSO eligibility shall be determined consistent with current FTA requirements and applicable Coordinating Council on Access and Mobility (CCAM) program eligibility guidance.

Leasing of FTA-Funded Equipment and Operators

Pursuant to 49 CFR § 604.8, LTD may lease federally funded vehicles and operators to a registered charter provider when all applicable regulatory conditions are satisfied. Nothing in this policy or 49 CFR Part 604 shall be interpreted to require LTD to lease its vehicles, equipment, or personnel to a private charter provider. Any decision to approve or deny a lease request shall remain within LTD's discretion and may consider operational needs, safety, asset availability, staffing, risk management, financial impacts, and other legitimate business or public interest considerations.

Operational Requirements

- No request for charter service may be approved if it will result in a reduction in LTD's general services.
- Any fee charged for charter service shall be no less than the fully allocated cost of providing such service, as determined in accordance with FTA requirements. LTD shall maintain documentation supporting its cost allocation methodology and pricing structure.
- LTD may prioritize service within its primary service area; however, no geographic limitation shall be applied in a manner that conflicts with allowable charter service exceptions under federal law.

- Charter operations shall comply with applicable LTD safety, operational, and security requirements (no weapons, hazardous materials, smoking, alcohol, or illegal substances).

Charter Service Reporting and Recordkeeping

- LTD shall maintain all notices, records, and supporting documentation related to charter service provided under an exception in accordance with 49 CFR § 604.12.

- Records shall be maintained in an electronic format for a minimum period of three (3) years from the date the charter service is provided.

- Charter service being provided under an exception shall be recorded and reported to the FTA charter registration website.

- When necessary to address safety and security concerns, LTD may limit the disclosure of specific origin or destination information in publicly posted records. The reason for such exclusion shall be documented, and generalized service information maintained in accordance with federal requirements.

Compliance Reviews, Complaints, and Investigations

- LTD shall cooperate with the FTA for all charter service reviews, complaints, investigations, audits, and enforcement proceedings.

- Potential violations shall be reported to LTD's general counsel for review and corrective action, as necessary.

DEFINITIONS

Charter Service: transportation provided by LTD at the request of a third party for the exclusive use of a bus or van for a negotiated price, or transportation provided for special events or limited-duration functions where premium fares are charged or third-party subsidy is involved, as defined in 49 CFR § 604.3.

Demand Response Service: any non-fixed route system of transporting individuals that requires advanced scheduling by the requester, including services provided by public entities, nonprofits, and private providers.

Exception: a circumstance under which LTD may legally provide charter service.

Exclusive: means service that a reasonable person would conclude is intended to exclude members of the public.

Fixed Route System: means a system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including, but not limited to, specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule.

Public: any member of the public without restriction, or a defined eligible group (such as ADA paratransit users or program-qualified riders), where a third party does not control access.

Geographical Service Area: means the entire area in which LTD is authorized to provide public transportation services.

Premium Fare: a fare charged above LTD's regularly established public transit fare.

Public Transportation: regular, continuing shared-ride surface transportation services that are open to the public or open to a segment of the public defined by age, disability, or low income.

Registered Charter Provider: means a private charter operator that wants to receive notice of charter service requests directed to recipients and has registered on FTA's charter registration website.

Regularly Established Public Transit Fare: the published, non-discriminatory fare charged to the public for service on LTD's regularly scheduled routes. Charter service is not considered public transportation.

RECORD RETENTION SCHEDULE

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

- Records shall be retained for the longer of the retention period required under 49 CFR Part 604 or applicable Oregon public records retention requirements.
- 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

Non-compliance with this policy may result in corrective or progressive disciplinary action, up to and including suspension or termination, depending on the severity of the violation and in accordance with established district procedures.

For employees covered by a Collective Bargaining Agreement (CBA) or an individual employment contract, any actions taken under this policy will be consistent with the terms of the applicable agreement. In the event of a conflict between this policy and a CBA or individual employment contract, the terms of the respective agreement or contract will take precedence, as required.

MAINTENANCE

This policy and related procedures shall be reviewed annually by Operations, Compliance, and Procurement to ensure continued compliance with applicable federal and state requirements. Any recommended revisions shall be submitted to LTD's Board of Directors for approval. Legal review shall be conducted following any material change to applicable federal charter service laws, regulations, or FTA guidance

REVISION HISTORY

Revision Number	Author	Summary of Changes
1	Compliance/procurement	Updated policy to reflect regulatory requirements that pertain to LTD.

POLICY APPROVAL

Required Approval Type	
Chief Executive Officer (CEO) Approval	☐
Board of Directors' Approval	☒
Union Review (must be submitted at least 10 days before implementation)	☒
Other:	Click or tap here to enter text.

Susan Cox, Board President **Date**

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

Contract Title: Regional MESH Project Management & Technology Consultant

Prepared By: Brandon Melton, Senior Planner

Contract No.: 20260096

Grant No: ATTAIN, STIF Formula Funds

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

Action: Adoption of Resolution No. 2026-11-18-33; authorizing the Chief Executive Officer (CEO) to enter into a contract with Compiler for the purpose of managing the Regional Mobility Enabling Service Hub (MESH) Project.

Agenda Item Summary: Regional Mobility-Enabling Service Hub (MESH) is a Federal Highway Administration (FHWA) Advanced Transportation Technology and Innovation (ATTAIN) funded mobility management initiative led by LTD in partnership with Lane Council of Governments (LCOG), Bethel School District, Oregon Department of Transportation (ODOT), and University of Oregon (UO). The project has three primary components: a cloud-based Regional Multi-Operator Transit Planning and Management Platform integrating all regional transit services into a single planning environment; integration of the recently implemented Transit app multimodal trip planning application; and a new Mobility-on-Demand (MoD) service for students, families, and community members in the Bethel Area. The Regional MESH project is a highly specialized and complex project and therefore at the time of funding application, it was determined that an external consultant with proven experience with similar projects would be necessary to **support project delivery**. This consultant will support project management, technology implementation, grant administration, and coordination across Regional MESH workstreams.

On July 29, 2026, LTD issued a Request for Proposal (RFP) to solicit proposals from qualified firms who can apply proven and innovative approaches to managing the Regional MESH Project. Proposals were evaluated by a committee against the following criteria posted in the RFP:

(1) Project Understanding and Strategic Insight (15 possible points);
(2) Technical and Management Approach (20 possible points);
(3) Staffing Plan, Key Personnel, and Level of Effort (20 possible points)
(4) Relevant Experience and Past Performance (10 possible points);
(5) Risk Management and Innovation (5 points possible);
(6) Reference Evaluations (15 points possible); and
(7) Proposed Pricing (15 possible points).

LTD received five (5) proposals in response to this RFP by the September 11, 2026, proposal due date. The Procurement Department reviewed all proposals in accordance with the requirements of the RFP and determined that each proposal was complete, responsive, and responsible.

Lane Transit District
Agenda Item Summary (AIS)

The Evaluation Committee reviewed and scored the proposals and selected four (4) proposers for the competitive range. Shortlisted firms were invited to participate in interviews and presentations, which were evaluated by the same committee using the following criteria:

(1) Qualifications & Team Readiness (10 Points)
(2) Proposed Project Approach & Solution (10 Points)
(3) Presentation Quality & Effectiveness (5 Points
(4) Project Understanding & Strategic Insight (10 Points)
(5) Organizational Capability, Governance & Response Quality (10 Points)
(6) Ability to Manage Project Risks and Challenges (5 Points)

Following the interviews, the evaluation results remained close among the shortlisted firms, and no clear proposer emerged within the competitive range. To further differentiate the highest-ranked firms and determine the best value to LTD, Procurement conducted a final evaluation phase with the four shortlisted proposers.

The final evaluation phase consisted of a structured set of written questions that were independently reviewed and scored by each member of the Evaluation Committee. The written responses were evaluated against five questions designed to assess the following topic and competencies:

Each topic and competency was scored on a five-point scale.

(1) Delivering Innovation within a Structured Contract: Adaptability, contract management, and change management
(2) Responding to a Significant Scope Shift: Grant compliance, risk management, and stakeholder coordination
(3) Operating as an Extension of LTD Staff: Relationship management, organizational fit, and communication
(4) Vision for Regional MESH: Strategic thinking, innovation, and long-term vision
(5) Candor and Organizational Needs from LTD: Startup readiness, self-awareness, client management, and leadership

Following the committee's cumulative independent scoring of the final written responses, Procurement recommends award to Compiler as the proposer offering the best value to LTD.

The recommendation before the Board is to authorize LTD to enter into a contract with Compiler for the identified services.

Lane Transit District
Agenda Item Summary (AIS)

TOTAL SCORING FOR REGIONAL MESH PROJECT MANAGEMENT CONSULTANT FINAL WRITTEN RESPONSE	
PROPOSER	**FINAL EVALUATION SCORE TOTALS (100 Possible Points)**
Arcadis	**72**
Flexlynqs	**83**
SUMC	**60**
Compiler	**95**

The initial contract amount for the three (3) year term is not to exceed $1,303,403.00 for project management, technology implementation support, grant administration, and coordination associated with the Regional Mobility Enabling Service Hub (MESH) Project. The contract will be funded through FHWA ATTAIN grant funds and ODOT STIF Formula funds.

In addition to the initial contract amount, the Board is being asked to authorize the Chief Executive Officer (CEO), or designee, to execute amendments to the contract, as necessary to support the successful completion of the Regional MESH Project, in a cumulative amount not to exceed an additional $250,000.00. The total authorized contract amount, inclusive of all amendments, shall not exceed $1,553,403.00.

Attachments:

(1) Resolution No. 2026-11-18-33

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

Proposed Motion: I move for adoption of Resolution No. 2026-11-18-33, authorizing the Chief Executive Officer to enter into a contract with Compiler, for the purpose of managing the Regional Mobility Enabling Service Hub (mesh) Project.

RESOLUTION NO. 2026-11-18-33

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH COMPILER, FOR THE PURPOSE OF MANAGING THE REGIONAL MOBILITY ENABLING SERVICE HUB (MESH) PROJECT

WHEREAS, LTD **requires external project management** services **for** the Regional MESH Project;

WHEREAS, LTD's Fiscal Year 2026-2027 Budget and Fiscal Year 2026-2027 Community Investment Plan includes funds from Federal Highway Administration's (FHWA) Advanced Transportation Technologies and Innovation (ATTAIN) grant and Oregon Department of Transportation's (ODOT) Statewide Transportation Improvement Fund Formula grant;

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

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

WHEREAS, pursuant to LTD resolution No. 2026-11-18-33, the LTD 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 the LTD Board of Directors, acting as the LTD Contract Review Board that:

Following the expiration of any applicable protest period, provided that no protests have been received or that any protests have been resolved in accordance with Oregon law and LTD's Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Compiler for project management services associated with the Regional Mobility Enabling Service Hub (MESH) Project in an initial amount not to exceed $1,303,403.00; and (b) execute additional amendments to the contract, as necessary to support the successful completion of the Regional MESH Project, in a cumulative amount not to exceed an additional $250,000.00, provided that the total contract amount, inclusive of all amendments, shall not exceed $1,553,403.00.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18TH DAY OF NOVEMBER, 2026.

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Susan Cox, Board President