



Lane Transit District Board Agenda Packet

March Board Meeting

Wednesday, March 13, 2024
5:30 – 7:30 p.m.

The meeting will be held in-person, remotely and via broadcasting.

Address: 3500 E. 17th Avenue, Eugene OR 97401

Zoom: Stream live via link: [March Board Meeting](#)

Broadcasting: Watch live on channel 21 or via link: <https://metrotv.ompnetwork.org/>

AGENDA ITEM

- 5:30 – 5:35 **I. CALL TO ORDER & ROLL CALL:** Gino Grimaldi (President), Susan Cox (Vice President), Pete Knox (Secretary), Kelly Sutherland, Lawrence Green (Treasurer), Michelle Webber, Heather Murphy

- 5:35- 5:40 **II. ADJUSTMENTS TO THE AGENDA**

- 5:40 – 5:45 **III. COMMENTS FROM THE CEO**

- 5:45 – 5:50 **IV. PUBLIC COMMENT** – Public comment may be provided in writing to clerk@ltd.org, via Zoom, or in-person at the meeting.

- V. CONSENT AGENDA**
 - a. None.

- 5:50 – 6:50 **VI. BUSINESS UPDATES, DISCUSSIONS, AND PRESENTATIONS**
 - a. **EMPLOYEE OF THE MONTH - MARCH**

 - b. **STRATEGIC PERFORMANCE RESULTS.....**Aimee Reichert, Chief Performance Officer

 - c. **AUDITORS PRESENTATION.....**Eide Bailly, Auditors

 - d. **COMPENSATION STRATEGY.....**Michelle Peterson, Human Resources Manager

6:50 – 7:00 **VII. BUSINESS ACTION ITEMS**

a. FISCAL YEAR 2022-2023 INDEPENDENT AUDIT REPORT AND ANNUAL COMPREHENSIVE FINANCIAL REPORT.....Pamela Strutz, Director of Finance

b. CHIEF EXECUTIVE OFFICER: TITLE CHANGE; GOALS; JOB DESCRIPTION.....Jameson Auten, Chief Executive Officer and Kristin Denmark, General Counsel

7:00 – 7:05 **VIII. OTHER BUSINESS**

a. Board Member Reports.....Allie Brusasco, Board Administrator

b. Delegated Authority Report..... Jameson Auten, Chief Executive Officer

c. Monthly Department Reports – February.....Jameson Auten, Chief Executive Officer

d. Information on Future Board Meetings.....Allie Brusasco, Board Administrator

e. Items for Action or Information for Future Board Meetings – Requested by the Board

7:05 – 7:15 **IX. EXECUTIVE SESSION**

a. ORS 192.660(2)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

7:15 – 7:30 **X. ADDITIONAL BUSINESS ACTION ITEM**

a. IT Union Contract

7:30 **XI. ADJOURNMENT**

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 Employee of the Month – March

March 27, 2024

Presented by Jake McCallum, Director of Transit Operations & Public Safety

Rebecca Bailey, Bus Operator hired on December 5, 2005, assisted a rider in a mobility user device who got stuck during the ice storm. Rebecca arranged transportation to get the rider home safely.



Lane Transit District Strategic Performance Results

March 27, 2024

Presented by Aimee Reichert, Chief Performance Officer

Lane Transit District’s (LTD) Strategic Business Plan guides work across the district through focused efforts on foundational, relational, and transformational work. Tactical work plans are continuously monitored to ensure work activities drive LTD toward desired outcomes in areas of Customer Satisfaction; Employee Engagement; Community Value; Financial Health; and Sustainability. Outcomes are monitored through Quarterly and Annual Key Performance Indicators, reported through LTD’s Performance Dashboard <https://www.ltd.org/Performance/>

The Board of Directors adopted LTD’s Strategic Business Plan in July 2021. Updates are provided to the board quarterly. Performance outcomes were last presented at the October 2023 Board of Directors. Since that time, LTD has produced 2 quarters of outcome measures, including newly introduced measures: Active Operators (Employee Engagement); Vehicle Revenue Hours (Community Value); and Job Connectivity (Community Value). <https://www.ltd.org/Performance/>

Measures to Highlight

- 1) Greenhouse Gas Emissions – Bi-annual assessment complete. Total Emissions 10,482 MT CO_{2e}.¹
- 2) Maintenance Cost per Mile consistently increasing over the last 4-quarters.

Tactical work updates

PROJECT NAME	OWNER	STATUS	LATEST STATUS UPDATE
Increase in revenue service levels by 10% over FY2023 baseline.	Joe McCormack	On track	83.72% (180) of operator goal (215) as of Feb 2024, ahead of schedule.
Implement communication process for public engagement.	Joe McCormack	On track	Communication Framework deliverable due for Board adoption by Spring 2024.

¹ The 2020 Climate Action Policy Statement commits LTD to the following sustainability goals: 100% fleet turnover and phase out of fossil fuels by 2035 and 75% GHG emissions reduction by 2030.



Lane Transit District Strategic Performance Results

Develop a sustainable long-term financial model for LTD.	Jameson Auten	On track	FY24 Budget adherence on track. FY25 and Long-Range Financial Plan Development on track.
Develop Internal Strengths	Wendi Frisbie	On track	Internal communication upgrades underway; Major investments in leadership training and training program development.
Improve the perception of security of LTD services by 5%.	Cosette Rees	On track	Carry-on Policy active. Public Safety Officer recruitments active.
Report LTD outcomes in relation to community priorities.	Patrick Walsh	On track	LTD responding to community priorities related to housing and unhoused through multiple partnerships.
Implement strategy to community accountability.	Patrick Walsh	On track	Current tasks focused on engagement from neighborhood to federal level. Next major deliverable – report on priorities and actions in terms of key stakeholders.
Implement strategy for achieving Disadvantaged Business Enterprise Goal.	Wendi Frisbie	On track	DBE program fully assessed by Compliance Officer, with gap analysis called out in Triennial Review Submission.
Transition into the Lane County Mobility Manager by 2025. AKA Reimagine the Ride.	Joe McCormack	On track	Comprehensive Service Review and Ridesource Service Review on track.



Lane Transit District Fiscal Year 2022-2023 Independent Audit Report and Annual Comprehensive Financial Report

27 March, 2024

Presented by Pamela Strutz, Director of Finance

Action Requested: Adoption

Independent audits of Lane Transit District's (LTD) financial statements and internal controls are performed. The results of the independent audit, including the independent auditor's reports which are incorporated into the District's Annual Comprehensive Financial Report (ACFR) and Single Audit.

Ahmad Garaibeh of Eide Bailly will attend the Board meeting to make a presentation and answer any questions Board members may have about the audit process or results. A presentation will be provided to explain this topic in further detail.

The ACFR will be posted on the District's website and submitted to the various granting agencies, the applicable state agencies and the Government Finance Officer Associations financial excellence certification review board.

Proposed Motion: I move adoption of LTD [Resolution No. 2024-03-27-003](#) It is hereby resolved that the LTD Board of Directors adopts the Annual Comprehensive Financial Report and Single Audit Report as presented.



RESOLUTION NO. 2024-03-27-003

ADOPTION OF THE INDEPENDENT AUDITOR'S REPORTS CONTAINED IN THE ANNUAL COMPREHENSIVE FINANCIAL REPORT AND SINGLE AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2023

WHEREAS, Lane Transit District (LTD) is subject to Oregon's Municipal Audit Law (ORS 279.405-297.555), which requires an annual independent audit of LTD's financial statements and internal controls; and,

WHEREAS, LTD contracted the services of Eide Bailly to perform the required annual independent audit on the Annual Comprehensive Financial Report (ACFR) for the period ending June 30, 2023; and,

WHEREAS, Eide Bailly also performed a two-year review of LTD's Salaried Employee's Retirement Plan Trust Fund for the period ending June 30, 2022, and 2023, and the Amalgamated Transit Union Local No 757 Pension Trust Fund for the period ending December 31, 2021, and 2022; and,

WHEREAS, the independent audit provides reasonable assurance that the financial statements of the District are free of material misstatements and is designed to meet the special needs of federal grantor agencies as provided for in the Federal Single Audit act and the Office of Management and Budget's Uniform Guidance; and,

WHEREAS, the Board of Directors finds the independent auditors' report and the financial statements are reasonable and appropriate.

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

Accepting the independent auditors' report on the ACFR; the Single Audit Report, and, the two-year review of LTD's Salaried Employee's Retirement Plan Trust Fund and the Amalgamated Transit Union Local No 757 Pension Trust Fund.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 27th DAY OF MARCH 2024.

Board President



Lane Transit District Compensation Strategy

Presented by Michelle Peterson, Director of Human Resources

Lane Transit District's (LTD's) Director of Human Resources will provide an overview of LTD's Compensation Pay Philosophy and Strategy.

	Human Resources, Equity & Risk Management Department	Title: Compensation Pay Philosophy
		Prepared by: Taryn Kline
		Date Prepared: 05/03/2022

PURPOSE

At LTD we pride ourselves on offering our employees the opportunities to do something more than just earn a paycheck and become truly vital to our organization. Our employees are our most valuable asset. How our employees embrace our culture drives our mission

Our mission
Connecting Our Community.

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

Our Values
Respect, Integrity, Innovation, Equity, Safety, and Collaboration.

We believe that all people have the right to live fulfilling lives, and this is directly tied to the way we treat our employees.

Our goal at LTD is to foster and nurture a positive and productive work environment that cultivates the talents and skills of our whole team, all the while strengthening our strategic business plan and mission. We begin by providing all employees with a clear understanding of why we do what we do. We ensure that everyone has the skills, resources, and effective tools to carry out our work effectively. We are dedicated to employee engagement, including recruiting, attracting, retaining, and supporting quality employees who understand and align with our values. We stand by our people and will do everything we can to ensure their success.

We practice a unique model of integrated health care that supports whole-person wellness, also referred to as a Total Rewards Compensation system. By successfully meeting the needs of our community we will continue to thrive and LTD will be able to provide a competitive compensation and benefits package to our best resource . . . *our people.*

We are committed to excellence in all aspects of our organization. Our compensation and benefits program includes several components such as base pay, healthcare benefits, CAL, paid volunteer time, and retirement plans. Our overall philosophy is to maintain a fair and equitable pay system that rewards performance and recognizes contributions made by all employees within our organization. While remaining fluid and flexible enough to meet changing economic and market conditions, we strive to pay at or as close to average (midpoint) market levels (100%) as is financially practical, in order to recruit, attract and retain the skills and talent necessary to keep LTD a growing and prosperous organization.

Primary Objectives:

- Recruit, attract, retain, and engage skilled, productive, and dedicated employees.
- Motivate and reward employees to perform their jobs in ways that contribute to the overall success of LTD.
- Ensure that compensation programs are internally equitable and externally competitive.
- Position us as market competitive with some internal equity factored in based on performance, tenure, and desired results.
- Offer opportunities for personal and career growth and motivating and inclusive culture.

LTD's compensation program will establish and maintain competitive pay levels consistent with position expectations, responsibilities, and requirements.

Goals of the Compensation Program:

- Simple to administer, understand and communicate.
- Flexible and adaptable to changing business/government requirements.
- Successfully attract, engage, and retain top talent.
- Employee compensation is targeted at midpoint also known as market average, representing 100% of the competitive market, and internal equity within the organization ([Refer to Oregon's Equal Pay Act](#)).

RESPONSIBILITY

Department of HR, Equity and Risk is accountable for the administration of LTD's Compensation Pay Philosophy.

SCOPE

All pay practices, for LTD Administrative Professional will be administered in accordance with this Compensation Pay Philosophy.

All pay practices, including those governing steps and scheduled pay adjustments for employees represented by ATU 757 are administered in accordance with the terms and conditions established in the active Collective Bargaining Agreement (CBA) between LTD and ATU 757.

PROCEDURE

LTD's compensation philosophy, systems, and policies are designed to facilitate fair and equitable compensation for the value of the work performed. All LTD's salary and incentives will be approved in advance by the Department of Human Resources, Equity & Risk Management.

LTD's compensation and benefits program includes several components including base pay, health, dental and vision benefits, paid time off, retirement plans, and continuing education benefits that support and encourage a positive work-life balance, a recognition-rich culture, challenging and hard work, and, finally, career development opportunities. The Directors Team in collaboration with HR authorizes an external evaluation, in-line with the internal structure, of total compensation and approves LTD's annual operating budget which includes provisions for determining LTD's base pay, and benefits. The formal Compensation Plan will be reviewed biennially by the Directors, in line with Budget and FTE planning to keep the plan up-to-date and to maintain the integrity of the compensation philosophy at LTD.

COMPENSATION PLAN GUIDELINES:

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

- Established formal job descriptions which define job content, detailed duties, and responsibilities, including tasks, processes and functions, and education/experience requirements.
- Annual job description audits are conducted and led by HR to ensure that all job descriptions are current and up to date or as requested by management.
- Evaluations of external competitive market pay levels aligned with the internal structure to establish ranges and individual pay rates/salaries will occur on a biennial basis.
- Pay increases are linked to market rates, individual performance, and LTD performance and Budget.

JOB DESCRIPTIONS

Each position in the organization has a corresponding position description. This description specifies the position's duties and responsibilities and details the tasks, processes, functions, and qualifications for the job. Job descriptions are written in collaboration with HR and the Department Supervisors for accuracy. Final description approval is determined by HR. Descriptions will be reviewed annually for accuracy and will be modified as necessary when significant role changes have been identified.

ANNUAL MARKET EVALUATION

In collaboration with Human Resources, the Directors will analyze, evaluate, and classify each job into a recommended pay group and pay range using market pricing data and internal comparisons. Recommended pay groups and pay levels are discussed and agreed upon based on HR recommendations, Directors, and Department Supervisor *review*.

EVALUATION GUIDELINES

To initiate the evaluation of a newly created position, or the reevaluation of an existing position:

LTD's Managers or Department Supervisors are asked to partner with HR when submitting a new or updated job description. The job is then compared to other positions within the organization ensuring internal equity.

The external market evaluation involves coordinating/collaborating with Human Resources to gather external pay data using formal pay surveys and outside resources as well as evaluating the internal structure. Recognizing the internal structure along with the information obtained in the Market surveys, the consultant and HR discuss placement of the position into one of the pay groups. Each pay group has a corresponding pay range associated with it.

Employee request for evaluation of their position:

In the event of an employee inquiry, the request should initially go to their direct manager or supervisor. If the manager or supervisor agrees that the position should be reevaluated, an updated job description should be submitted to HR. HR may contract with the outside consultant

to assist with checking the position's current pay group against the current market and will recommend placement of the position into a new pay group, if appropriate.

MARKET PAY GROUPS, RANGES, AND BASE RATES

Pay ranges are assigned to all positions at LTD. Each range has a minimum, norm (average), and maximum pay rate. It is an LTD practice that employees are paid at least at the minimum rate (85% of the norm or average) established for their position, and usually no more than the maximum rate (115% of the midpoint). If an employee's pay is close to or over the top of the range, annual increase percentages may be reduced, or lump sum (one-time) bonuses may be awarded. In order to avoid lagging in pay levels, pay ranges are reexamined and adjusted biennially to ensure that the ranges reflect changes in wage levels associated with changes in the market.

Determining Base Pay

The amount paid to any individual employee is determined by the pay range for the position. LTD intends to pay all employees performing acceptably (fully trained and competent) near the midpoint of the range (100% of the competitive market). Employees consistently exceeding expectations can expect to be paid between the midpoint and the maximum of the range. This intention upholds the LTD's philosophy that all employees contribute to the success of the LTD and individual contributions will be acknowledged accordingly. The final base pay determination will be approved by the Directors Team in coordination with Department Managers/Supervisors.

Hiring Wage

The amount offered to a newly hired employee will reflect the relevant experience and expertise they bring to the position. In most cases, the offer will be between the minimum and midpoint of the pay range. The midpoint is intended to reflect the approximate pay for a fully qualified individual in any job in that group. If the new hire is brought in below the midpoint, the intended goal is that the individual will reach the norm within 3-5 years. When new positions are filled, the initial offering wage is discussed and agreed upon by the Directors Team.

COMPENSATION PLAN MAINTENANCE AND FOLLOW UP

The total compensation structure will be reviewed annually for effectiveness by the Directors Team and ranges may be adjusted by an outside contractor based on current market data. General market pay comparisons may be done annually to ensure that pay ranges are competitive within the market.

COMPENSATION CHANGES

Pay increases (or decreases) must be approved in advance by the Director of HR, Equity & Risk before communicating changes to the employee.

Managers must complete a "Personnel Action (PA) Request Form" to initiate changes in pay, route for appropriate department signatures, then submit the form to the Department of HR, Equity & Risk to process and notify payroll of the approved changes.

Compensation changes may occur for following:

Post Probationary Adjustment

At the successful conclusion of a probationary period, supervisors may make a one-time adjustment in salary to acknowledge skill or performance that was not apparent at the time of hire. Supervisors should partner with Human Resources to determine the appropriate adjustment parameters.

Annual Review and Pay Increases

All employees are eligible to be considered for an annual pay increase at their annual performance review (anniversary date), dependent on the financial well-being of LTD. The amount of base pay increase for an employee is set by the Directors Team with input from the employee's Supervisor and is dependent on the employee's overall performance ranking, where the employee's pay falls in the pay range for that position along with the competitive position of their pay (base pay vs. external pay), and within the parameters of the approved operating budget.

Annual increases recommended by managers/supervisors are subject to approval by the Director of HR, Equity and Risk to ensure the Compensation Plan is administered consistently and fairly and to ensure budgetary guidelines are considered.

Salary Adjustment Increases

Adjustments in an employee's pay may occur separately from the annual review process to maintain internal equity. Salary pay adjustments may also occur in situations where there is growth in the job market for a particular position and an incumbent's current salary is below the market average for that position.

Promotional Increases

A promotion is defined as any job change resulting in a move to a job within a higher pay group. Promotions occur when an employee's job is reevaluated to a higher pay group, or when an employee moves to a new position with a higher pay group. In most cases, a base pay increase will accompany a promotion, but it is not required unless the employee's pay is below the minimum of their new pay range. For example, in cases where the employee's current pay falls above the midpoint of the new range, an increase may be delayed or withheld.

Promotions are initiated by the employee's direct supervisor, with approval from the Director of HR, Equity & Risk prior to being communicated to the employee.

Voluntarily Move to a Position with a Lower Pay Range

On rare occasions, employees may voluntarily/apply for a position of decreased responsibility resulting in a lower pay grade. In some cases, a pay decrease may be initiated at the time of the job change but is not required unless the employee's pay is above the maximum of their new pay group.

Demotions

In the event of a demotion as defined by supervisors and managers should consult with Human Resources to determine appropriate compensation adjustments. Placement will vary depending on

circumstances, including consideration of the nature of the demotion, internal equity, and the employee's qualifications. Demoted employees should not be placed above (the “performing” zone) of the range unless there are extraordinary circumstances, which must be approved by the Department Director and Director of HR, Equity & Risk.

Lateral Transfers

A lateral transfer is defined as a move from one position to another or similar responsibility and the same pay group. Lateral transfers typically involve no change in base pay.

Underfill Compensation

When an underfill strategy must be used to staff a position, compensation will be at a rate lower than that reflected in the subject pay range. The compensation rate will be determined by an evaluation that considers the related circumstances and must be approved by the department Director and Director of HR, Equity and Risk.

Red-Circling

A situation may occur whereby an employee's current pay rate does not align with performance and/or with market compensation. When this occurs, the salary is "red-circled" or frozen. The employee is not eligible to receive base-pay increases until the salary range catches up with their current salary. The employee may still be eligible for one-time payouts and recognition awards.

PREMIUM PAY

Premium pay is defined as additional pay above the base rate of compensation based on additional skill required by the District or a particular job function. Premiums may not be offered to all departments or positions and are determined individually based on LTD business need. Employees may be eligible for more than one premium. Premium pay is calculated on base wage rate, not including any other premiums. Premium pay may be discontinued at any time should business needs change or should employee be reassigned to a position ineligible for a premium.

Bilingual Premium

Administrative (Non-Represented) employees may be eligible for a 3% bilingual premium pay above their current compensation. LTD has sole discretion in determining which and/or how many positions may receive a bilingual premium.

- Employee must be in a position where there is a business necessity for bilingual skills as determined by LTD and there is some regular, frequent, and direct contact with the public as part of the employee’s regular work.
- Languages: Spanish. Others? (Should the demographics of Lane County change, other languages may be considered as well.)
- Bilingual premium will only be paid for hours worked.
- Testing: Employees must meet proficiency requirements as determined by LTD or its designee. LTD reserves the right to retest employee(s) as it deems necessary.

OTHER PAY PLANS

In an effort to provide competitive, market-based total compensation to employees, LTD may offer short-term, performance-based, variable pay plans as a portion of their compensation.

Short-Term Variable Pay & Rewards and Recognition Programs

LTD recognized the value of an effective, sustainable, positive rewards and recognition culture based on LTD's vision, mission, competencies, and goals.

To be eligible, an employee or group of employees must be nominated based upon achieving exceptional mission outcomes while demonstrating one or more of LTD's six Core Values. The winner is selected by a committee that is comprised of both Administrative and ATU professionals and are recognized by the Board of Directors.

These programs provide targeted cash awards dependent on the financial health of the organization. These plans are designed to meet the above objectives as well as align with the overall compensation philosophy of LTD. The purpose of these plans is to:

- Recognize and reward staff accountability/contribution to the organization's mission, values, competencies and/or, financial performance.
- Recognize and reward innovation, new business, and the development of new services.
- Promote awareness and management of costs.
- Recognize improving work processes which reduce time and save cost
- Recognize work performed significantly above and beyond core job responsibilities

Discretionary One-Time Payments

Discretionary one-time payments may be authorized by the General Manager or Assistant General Manager.

Revision History

Revision	Date	Description of changes	Modified By
1.0	04/14/2022	Drafted Version 1	Taryn Johnson-Kline
1.1	4/20/2022	Minor edits and comments	Hillary Larsen
1.2	5/3/202	Edits and Revisions per Director Team Meeting	Taryn Johnson-Kline



Lane Transit District CEO Goals/Title/Description

Presented by Jameson T Auten, CEO

and

Kristin Denmark, General Counsel

Action Requested: Adoption & Approval

The LTD Board recently completed the performance evaluation of the General Manager / CEO. The following outlines goals for the next evaluation period that are based on Board and GM/CEO feedback:

- Increase Board involvement in development of broad policy level goals for the organization beginning 1/1/2024.
- Identify and develop cost-containment strategies and opportunities for revenue growth by 4/30/2024.
- Develop organization succession plan and strategic staffing of critical job functions by 7/1/2024
- Implement strategies to transparently communicate results to the public to include an annual public stakeholder event by 10/31/2024.
- Identify and implement strategies to create a workforce pipeline of front-line workers, to include an apprenticeship program and sourcing employees from non-traditional sources by 10/31/2024.
- Evaluate LTD compensation and retirement plans to assure market competitiveness and attractiveness for recruiting and retaining employees by 11/30/2024.
- Continue to develop and Implement plan LTD's strategic vision, including updating the Long-Range Mobility Plan and implementing a robust social media strategy by 12/31/2024.

Additionally, Counsel was asked to simplify language and standardize the GM / CEO employment contract. While the contract will be presented to the Board at a future meeting, one component relates to officially titling the position as "Chief Executive Officer" (CEO) and requires a Board resolution. The resolution is attached and the Employment Contract will be considered at the April Board meeting with title change included. Also attached in the packet is the GM/ CEO Job Description. The CEO Job Description is incorporated into the CEO Employment Contract by reference. Therefore, the Board should review and approve of the CEO Job Description, although the Board always retains the ability to change such Job Description or provide directive to the CEO outside of the Job Description.

Proposed motion #1: I move for adoption of LTD Resolution no. 2024-03-27-004 regarding the Chief Executive Officer (CEO) job title change.

Proposed motion #2: I move that the LTD Board of Directors approve the CEO goals and job description as presented.



Lane Transit District

JOB DESCRIPTION

Job Title	Chief Executive Officer		
Supervisor's Title	Board of Directors		
Division/Dept.	Executive Office	Grade	
Date Prepared	02/04/2022	Date Revised	3/13/2024
FLSA Status	Exempt	Type of Position	Full-time

General Summary

As the Chief Executive Officer, the CEO is responsible for all aspects of LTD's business and governmental, public, and corporate activities. The CEO reports to a seven-person Board of Directors (the "Board"). Responsibilities include overseeing LTD's daily operations, shaping and leading the strategic long-term vision, and upholding LTD's mission and values. The CEO must possess the following skills or experience: outstanding leadership and business skills, strategic planning, financial background, and experience managing change. Additionally, the CEO must be passionate for authentic community and stakeholder engagement with a strong understanding of public relations and community relations.

Essential Duties & Responsibilities

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the employee in this job. The CEO may be requested to perform job-related tasks other than those specifically presented in this description.

- Challenge management staff and their teams to offer solutions to problems that will advance the District.
- Develop and promote a positive working atmosphere and clearly define expectations.
- Maintain on-going effective communication with internal and external stakeholders.
- Interact and communicate regularly with employees, community members, Board members, and all other stakeholders to provide transparency and insight into the District's implementation of policies and Board decisions.
- Establish or implement District policies, goals, objectives, or procedures in conjunction with Board members and staff members.

- Oversee and assist with annual operating budget.
- Attend Board meetings; report to the Board on monthly basis.
- Oversee effective cost-control measures and ensure they are in place at all levels of the District.
- Oversee an effective marketing plan to promote a positive atmosphere and culture and strong public image which will help increase ridership.
- Mentor and develop leadership staff; evaluate all levels of staff.
- Oversee the preparation and management of budgets for Board approval.

Supervisory Responsibilities

- Work requires managing and monitoring work performance of direct report employees. Further, work requires overall responsibility for leading the organization.

Fiscal Responsibility

- Must possess ability to develop, manage and reconcile department budget as well as oversee finances for organization.
- Ensure organization adheres to procurement policies and procedures.
- Ensure organization manages contract compliance.

Minimum Qualifications

Required Education and Experience

Any equivalent combination of education and experience which provides the knowledge, skills, and abilities required to perform the job. Education and course work can substitute for years of experience. Typical qualifications would be:

Experience:

- A bachelor's degree from a recognized college or university.
- A minimum of ten years of working in the public sector experience
- A minimum of 7 years of experience successfully leading programs.

Preferred:

- Previous experience managing a large budget; public money etc.
- Proven experience with multi-jurisdiction communication and partnerships.
- Experience with capital projects and management of daily operations, maintenance.
- Experience with leading and directing change management.
- Experience driving and leading diversity and inclusion initiatives within an organization.
- Experience working with a Board and familiar with those processes.

Competencies for Successful Performance of Job Duties

Knowledge of:

- Knowledge of principles and practices of leadership, public administration, Board engagement, business operations, general finance and accounting, marketing and communications, public engagement, strategic planning, and performance management.
- Must understand how to manage/direct up as well as back down to community, employees etc.
- Knows how to manage and support the Board.
- Managing a large budget; public money etc.
- Has worked within a medium sized community.
- Maintaining and forming relationships at all levels of the organization and the community.

Ability to:

- Work flexible hours; analyze, evaluate, and develop solutions to District issues.
- Lead and coordinate team projects.
- Efficiently formulate and administer a budget; develop and produce written reports.
- Deliver effective oral presentations.
- Maintain confidentiality of information; and perform duties and responsibilities without direct supervision.
- Work as an effective management team member and establish and maintain effective working relationships with those contacted in the course of work.
- Communicate effectively with other employees and the general public using courtesy, tact, and good judgment, and to act as a positive representative of the District.

Position Type and Expected Hours of Work

- Will primarily work in the District's administrative office with the opportunity for some remote work. Will sometimes be required to work and/or attend meetings or events in public and at all LTD locations.
- Monday through Friday 8am until 5pm
- Occasional abnormal hours are expected and required for specific events and to reach all employees.

Travel

- Travel within the metropolitan area is required.
- Occasional travel outside of the region may be required.

Working Conditions & Physical Demands

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Human Collaboration & Job Impact

- Communications and discussions result in decisions regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. The impact the job has on LTD is significant in terms of time, money, or public/employee relations.

Employee Receipt and Acknowledgement

I understand and acknowledge the following:

- I have received a copy and understand the contents of this job description.
- I am willing and able to meet all job requirements and perform all aspects of the job as discussed in each section above.
- I have had an opportunity to have any questions answered and I understand that if I have any future questions regarding my job duties, position requirements, or the content of this job description, I can make an appointment to discuss questions with my supervisor, manager, or a representative from the human resources department.
- This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.
- Temporary modifications to provide reasonable accommodations do not waive any essential functions of the job requirements.
- Job duties and requirements may be updated at any time.
- This job description is not a contract of continued employment.

Employee name (print) _____ EE # _____

Employee signature _____ Date _____

Management and human resources acknowledgement

I have reviewed all aspects of this job description with the above-named employee.

Hiring manager (print) _____

Hiring manager signature _____ Date _____

I confirm that this employee has received the most recent version of this job description as of today's date.

HR staff (print) _____ Date _____

HR staff signature _____ Date _____



Lane Transit District Board Member Reports

This report provides an overview of the topics covered at all Board subcommittees, Community Advisory Committees, and local governmental and stakeholder committees that Lane Transit District Board of Directors have attended since the previous months Board meeting.

MEETINGS HELD	BOARD REPRESENTATIVE	TOPICS COVERED
Lane Area Commission on Transportation	Heather Murphy	February 14, 2024 Meeting minutes currently unavailable

**LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
February 2024**

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
2/8/2024	Liza Mana Burns	Eugene Station Mural	Personal Services	Feb 11, 2024 - Mar 3, 2024	\$2,900.00		P. Walsh	New Contract
2/9/2024	White Bird Clinic	Urgent Need Crisis Transportation	Professional Services	Jul 1, 2019 - Jun 30, 2024	\$519,813.67	\$599,785.00	J. Ahlen	Amendment to extend services for 3 months and increase the NTE amount.
2/9/2024	Alternative Work Concepts	Transit Host and Training Services	Professional Services	Jul 1, 2019 - Jun 30, 2024	\$845,084.00	\$985,931.33	J. Ahlen	Amendment to extend services for 3 months and increase the NTE amount.
2/13/2024	Medical Transportation Management	RideSource Call Center and Special Transportation Fleet Operations	Independent Contractor	Aug 1, 2023 - Jul 31, 2027	\$41,639,354.12		J. Ahlen	Amendment to update Key Personnel and add updated BAA agreement.
2/16/2024	EAN Holdings	Vanpool Services	Personal Services	Oct 1, 2023 - Sep 20, 2026	\$144,000.00		P. Walsh	New Contract
2/17/2024	Gillespie Tree Service	Ice Storm Tree Services and Removal	Emergency Purchase	Feb 27, 2024 - Completion	\$14,000.00		M. Imlach	No Contract
2/21/2024	Carlina Selva	Professional Training Services	Personal Services	Aug 28, 2023 - Jun 30, 2024	\$45,000.00	\$60,000.00	M. Peterson	Amendment to increase the NTE amount per adding an extra class due to participant increase.
2/26/2024	Chambers Construction	Eugene Station Remodel	Construction Services	Oct 31, 2024 - Completion	\$3,600,000.00		J. McCormack	Amendment to update insurance requirements.
2/27/2024	Tyler Technologies	ERP Solution and Implementation	Professional Services	Aug 22, 2022 - Sep 30, 2032	\$2,000,000.00		A. Reichert	Amendment to update SaaS and Hardware fees.
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES



Lane Transit District

Monthly Department Reports

Administration

Wendi Frisbie, Chief Administrative Officer

COMPLIANCE

Just completed the Triennial Review; results to follow.

HUMAN RESOURCES

Focus on recruitment and retention showing positive results. Working with Contractor to recruit for Operators and Public Safety.

**MATERIALS
MANAGEMENT**

New Warranty Coordinator on board. Will start reporting warranty recovery amounts in July.

PROCUREMENT

Several large solicitations in process: Website design; Mobile Video Replacement; Insurance/Benefits; Diamond/Rhody Express Services

FINANCE

Working on FY25 budget. Will present to the Budget Committee in April.

Transit Operations

Cosette Rees, Chief Customer Experience Officer

**ACCESSIBLE AND
CUSTOMER SERVICES**

On March 1, LTD hosted two Preschool Promise classes from the Early Education Program. Nearly thirty children and parents were given a tour and learned about bus safety and how to ride.

TRANSIT OPERATIONS

New Carry-on Policy implemented March 1. Goal: to increase safety. Implementation includes ongoing and substantial internal and external communications to create a path to consistent compliance.

**PUBLIC SAFETY &
FLEET**

New EmX fleet has started to deliver. We have one on-site and expect the remaining six to be delivered in the next month.



Lane Transit District

Monthly Department Reports

Marketing & Communications

Pat Walsh, Chief Marketing Officer

MARKETING HIGHLIGHTS

Launched new video and digital assets focused on employment with LTD.

Launched new internal and external text message services on March 1. External users can opt-in to receive Service Alerts (can select specific routes or all), News, and Project information. Internal users have the option to opt-in to Operations (employee news and Ops memos), Employee News, and Emergency Notifications.

A Mural on the temporary wall in the Customer Service Center was completed on February 29. Staff have been working with Lane Arts Council and Customer Service Center will be a stop on the April or May First [Friday ArtWalk event](#).

EMPLOYER PROGRAMS

Began development of UO Transit Landmark Map

Made weekly contacts with local business, government, and nonprofit partners that are potential Employer Program participants

[White Bird Clinic](#)

[Homes for Good](#)

Developed new GPP billing system

Provided LTD transit passes to attendees of the [Northwest Association of College & University Housing Officers Annual Conference](#) and had 21 out of 200 passes redeemed.

[NAACP Youth Life Expo outreach](#)

WEBSITE & SOCIAL MEDIA

Date range January 20 – February 29

- 327,000 website pageviews
- 42 new Facebook page followers; 6,916 total Facebook page followers
- 103,096 Facebook accounts reached
- 21 new Twitter followers; 3,704 total Twitter followers
- 39 new LinkedIn followers; 1,248 total LinkedIn followers
- 56 new Instagram followers; 1,173 total Instagram followers
- 178,000 Instagram accounts reached

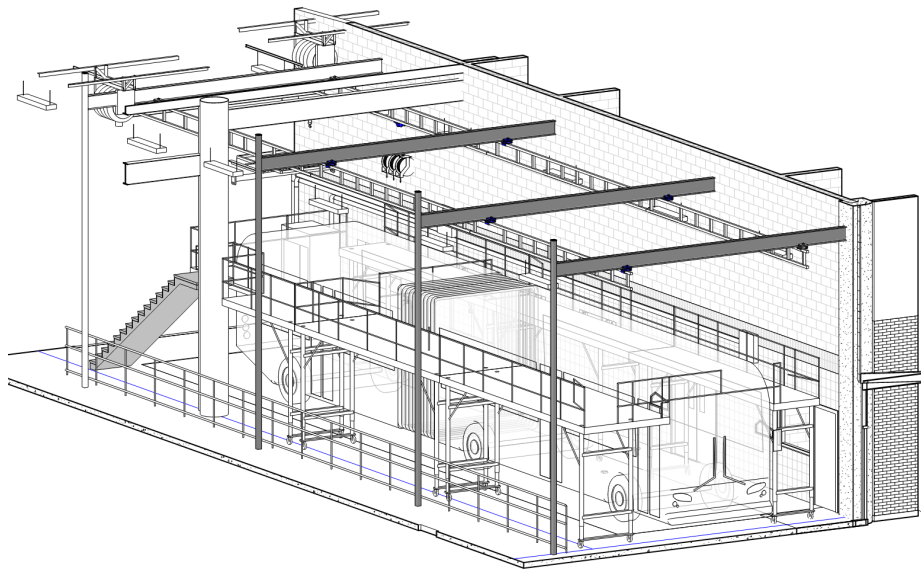


Lane Transit District Monthly Department Reports

Planning & Development

Joe McCormack, Chief Development Officer

PROJECTS **Fleet Bay 1 Fall Protection and Crane:** In December 2022, LTD was selected as a recipient in the FY23 Appropriations Omnibus package to pursue design and construction of the Fleet Bay 1 Fall Protection and Crane project. With 30% of LTD's fleet now battery electric buses, more components are found on the roof of the bus. This project will provide a safe working environment on top of the bus and includes the installation of a crane capable of removing parts from the top of the bus. LTD will be issuing an Invitation for Bid in March for the construction of the Fleet Bay 1 Fall Protection and Crane. Construction is expected to be complete in March 2025.



Performance

Aimee Reichert, Chief Performance Officer

BUSINESS INTELLIGENCE [Performance Dashboard](#) up to date with Q2FY24 key performance indicators.
OTHER Internal performance dashboard in development with focus on Procurement; Recruitment; Work Orders



Lane Transit District Information on Future Board Meetings

APRIL 17

BUSINESS UPDATES, DISCUSSIONS, AND PRESENTATIONS

- a. Audit Findings
- b. Budget Assumptions
- c. COCA communications

BUSINESS UPDATES

- a. Pension consulting and retirement plans
- b. Compliance policies
- c. COCA communications
- d. Procurement Policy
- e. Drug and Alcohol Program Policy

MAY 15

BUSINESS UPDATES, DISCUSSIONS, AND PRESENTATIONS

- a. Benefits RFP
- b. Website Renovations
- c. Florence and Oakridge Services
- d. Behavioral Health and Transit Host
- e. Microsoft 365