



Lane Transit District Board Agenda Packet

November Board Meeting

Wednesday, November 20, 2024

5:30 – 8:00 p.m.

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

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

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

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

- 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. CEO COMMENTS**

- 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.

- 5:50 – 5:55 **V. CONSENT AGENDA**
 - a. Adoption of Resolution 2024-11-20-035 GIRO, Inc.
 - b. Adoption of Resolution 2024-11-20-036 Kuhn Investments, Inc.
 - c. Adoption of Resolution 2024-11-20-037 Tac Transportation, Inc.
 - d. Adoption of Travel Policy

- 5:55 – 7:15 **VI. BUSINESS INFORMATION**
 - a. **EMPLOYEES OF THE MONTH** – November
 - b. **Public Safety Update**.....Josh Schmit, Public Safety & System Security Manager Transit Operations
 - c. **Draft FY26-FY27 STIF Formula Plan Review**.....Dave Roth, Director of Mobility Policy and Planning
 - d. **2024-2034 Community Investment Plan**.....Matt Imlach, Director of Development
 - e. **2025 Legislative Update**.....Sam Kelly-Quattrocchi, Government Relations Manager

- 7:15 – 7:25 **VII. OTHER BUSINESS**
- a. **Delegated Authority Report**..... Jameson Auten, Chief Executive Officer
 - b. **Monthly Department Reports – November**.....Jameson Auten, Chief Executive Officer
 - c. **Operations Monthly Report**.....Aimee Reichert, Chief Performance Officer
 - d. **Board Members Report**.....Allie Brusasco, Board Administrator
 - e. **Information on Future Board Meetings**.....Allie Brusasco, Board Administrator
 - f. **Items for Action or Information for Future Board Meetings** – Requested by the Board

- 7:25 – 8:00 **VIII. EXECUTIVE SESSION**
- a. ORS 192.660(2)(i) “to review and evaluate the employment-related performance of the Chief Executive Officer.”
 - b. 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.”

8:00 **IX. 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 Agenda Item Summary (AIS)

Presented By: None.

Title: Consent Agenda

Action: Approval

Consent Agenda:

- Adoption of Resolution 2024-11-20-035 GIRO, Inc.
- Adoption of Resolution 2024-11-20-036 Kuhn Investments, Inc.
- Adoption of Resolution 2024-11-20-037 Tac Transportation, Inc.
- Adoption of Resolution 2024-11-20-038 Travel Policy

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



Lane Transit District Agenda Item Summary (AIS)

Presented By: Aimee Reichert, Chief Performance Officer **Contract Title:** Operations Scheduling Software Replacement Amendment

Contract No.: 2022-51

Grant No: OR-2022-042

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

Action: Adoption of Resolution No. 2024-11-20-035 Authorizing the Chief Executive Officer (CEO) to amend contract 2022-51 with GIRO, Inc for the purpose of operations schedule software and maintenance.

Agenda Item Summary:

The Operations Scheduling Software Project was adopted by the 2025-2034 Community Investment Plan. Our current scheduling solution is over 20 years old, requiring costly maintenance and timely workarounds. LTD solicited via RFP for a replacement of the Operations Scheduling Software in September 2022. After proposal and interview evaluations, GIRO Inc. was selected as the most responsive and responsible proposer. On June 21, 2023, the LTD Board approved a contract with GIRO, Inc. with a Not-To-Exceed amount (“NTE”) of \$1,429,422 and with change order authority up to ten percent (10%) of the contract (\$142,942.20). In awarding the contract to GIRO, Inc., LTD opted to scope work for an on-premise LTD hosted solution. This is a federally funded project.

Key Decision

Since Board approval of the initial contract, LTD and GIRO, Inc. have completed technical architectural design, which informs costs and commitments required to support the on-premise solution. Through this process, LTD has also developed a comparison analysis, to move to cloud hosting services with GIRO, Inc. as opposed to local hosting (see attached). Based on this analysis, cloud hosting is the preferred solution going forward, which requires amendment to the contract to add annual cloud hosting costs.

Amendment Request

The original contract entered into with GIRO, Inc. was \$1,292,945 (less than the not-to-exceed amount authorized by the Board). We are requesting to increase the current contract value by \$968,377 (increasing the previously authorized NTE amount by \$831,900), which would bring the total Not-To-Exceed (“NTE”) contract value to \$2,261,322, in order to outsource hosting and add implementation support including training and travel with the vendor. All change order authority from the original authorizing resolution will be utilized; therefore, change order authority in the amount of twenty percent (20%) of the contract amendment value (\$193,675.40) is also being requested.



Lane Transit District Agenda Item Summary (AIS)

Attachments: Giro Contract Amendment Presentation

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

Proposed Motion: I move to Adopt LTD Resolution 2024-11-20-035 Authorizing the CEO to amend contract 2022-51 with GIRO, Inc for the purpose of operations schedule software and maintenance.



RESOLUTION NO. 2024-11-20-035

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT AMENDMENT WITH GIRO, INC FOR THE PURPOSE OF OPERATIONS SCHEDULING SOFTWARE AND MAINTENANCE

WHEREAS, Lane Transit District (“LTD”) issued a Request for Proposals, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 4649, and LTD’s Procurement Policy, as well as any Federal Transit Administration requirements, as applicable, for replacement of Operations Scheduling Software in September 2022 ;

WHEREAS, Resolution No. 2023-06-21-031 authorized the Chief Executive Officer to enter into a contract with GIRO, Inc with a Not-to-Exceed (“NTE”) amount of \$1,429,422 and with amendment authority up to ten percent (10%) of the contract;

WHEREAS, LTD and GIRO, Inc entered into a contract for \$1,292,945 (less than the not-to-exceed amount authorized by the Board) with ten percent (10%) change order authority of \$129,294.50;

WHEREAS, the project progressed through technical architecture design, including comparative analysis of on-premise versus cloud hosted solution options, with a recommendation to increase the contract NTE by \$831,900.00, for the purposes of moving from on-premise to cloud hosted solution;

WHEREAS, OAR 137-047-0800 (1) provides that LTD may amend a contract if LTD determines: (a) the amended contract is within the scope of the solicitation document; and (b) the amendment would not materially impact the field of competition. A broad description of a cloud hosted solution was included in the Request for Proposals, to which LTD received six proposals; therefore, the criteria in OAR 137-0470800 (1) is satisfied;

WHEREAS, the Finance Committee reviewed the Agenda Item Summary regarding the proposed contract amendment between LTD and GIRO, Inc on November, 12, 2024, and recommended Board adoption of the proposed resolution; and

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

NOW, THEREFORE, BE IT RESOLVED by the LTD Board of Directors, acting as the LTD Contract Review Board, that the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract amendment with GIRO, Inc. for the purpose of Operations Scheduling Software and Maintenance in an amount not to exceed \$968,377, which brings the total contract not to exceed amount to \$2,261,322; and (b) as needed, execute further amendments to the contract not to exceed a cumulative total 20% of the contract amendment (\$193,675.40).

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20TH DAY OF NOVEMBER, 2024.

Gino Grimaldi, Board President



Presented by Aimee Reichert, Chief Performance Officer

Re: Giro, Inc. Contract Amendment for Operations Scheduling Software Replacement
Cloud Computing vs. On-Premise Software Comparative Analysis: Hastus Scheduling and Operations

Key Differences Between On-Premise vs. Cloud Based

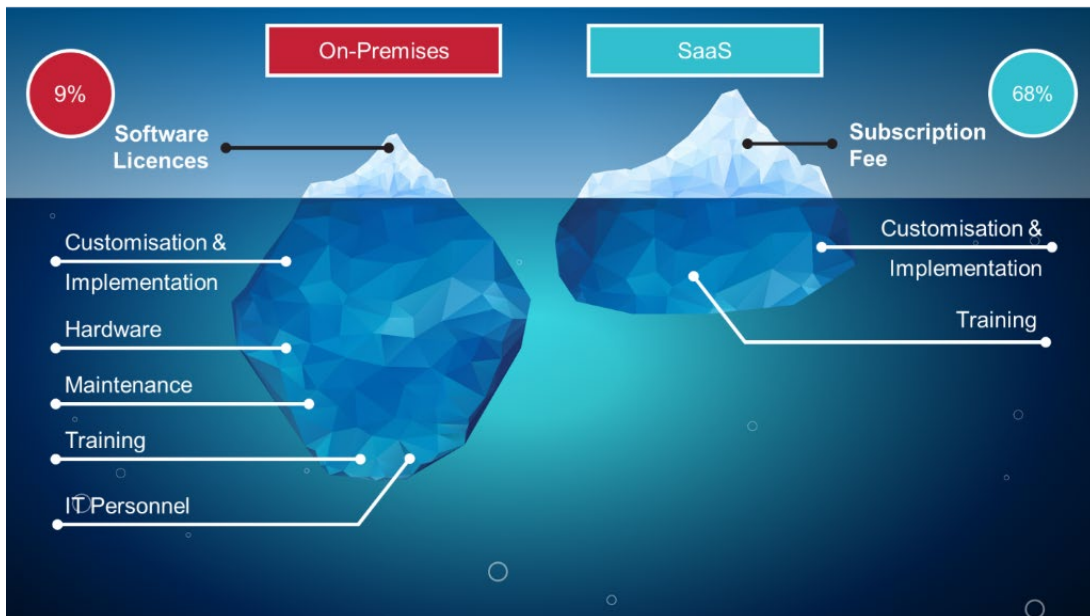
Category	On-Premise	Cloud
Upfront Effort (Implementation and Training)	Vendor	Vendor
Deployment of Resources (Hardware, IT Personnel, Maintenance)	In-house	Vendor
Security of Data	Full control, full liability	Less control, less liability
Flexibility & Scalability to Operations	Less flexible, physical server useful life at minimum	Highly scalable

Overall cost methodology On-Premise vs. Cloud Based

On Premises: LTD responsible for the ongoing costs of the server hardware, power consumption, and space.

Cloud: LTD responsible only for the resources we use, with none of the maintenance and upkeep costs, and the price can adjust up or down depending on how much is consumed.

Common estimates indicate on-premise hosting can be up to 77% more expensive than cloud hosting due to the underlying burdens of hardware, personnel, and maintenance.





November 12, 2024 , Finance Committee Review

Comparative Cost Analysis Hastus On-Premise vs. Cloud

Cost	On-premise - LTD Supported	Cloud - Vendor Supported
Implementation + Training	\$648,190	\$691,260
Licensing	\$644,755	\$644,755
Hardware, Personnel, Maintenance	\$1,586,977	\$896,597
Total Expected Costs	\$2,878,922	\$2,261,322



Lane Transit District Agenda Item Summary (AIS)

Presented By: John Ahlen, Mobility Services Manager

Contract Title: Rhody Express

Contract No.: 2023-65-RCT

Grant No: 35423 (\$5311), 35531 (STIF-F)

Entering into a Contract:

Contract Amendment:

Approved by Procurement:

Action: Forward contract no. 2023-65-RCT to the Board of Directors with a recommendation for approval.

Agenda Item Summary: LTD's Rhody Express is a local fixed-route transit service that operates from 10AM to 6PM on weekdays in Florence. In June 2024, LTD increased service frequency on the Rhody Express, moving from hourly service to service every 30 minutes. As a result of this service expansion, ridership on the Rhody Express has increased by approximately 50 percent. The contractor for the Rhody Express also subcontracts with LTD's RideSource contractor to operate ADA Paratransit service in Florence.

On July 16, 2024, LTD issued an RFP that solicited proposals from qualified firms that will apply proven and innovative approaches to operating the Rhody Express and the Florence ADA Paratransit service. This was a multiple award option solicitation that allowed proposers to apply to operate transportation services in Florence, Oakridge, or both. Proposals would be evaluated by committee against the following criteria posted in the RFP:

1. Solution Approach and Quality (25 possible points)
2. Project Understanding and Capacity (20 possible points)
3. Experience and Past Performance (20 possible points)
4. Diversity and Cultural Competency Commitment (25 possible points)
5. Proposed Pricing (10 possible points)

LTD received two (2) responses to the Rhody Express scope of the RFP by the proposal due date of August 30, 2024. The Procurement Office reviewed the proposals for responsiveness according to the standards outlined in the proposal, and both proposals were deemed complete and responsive and responsible. The Evaluation Committee reviewed the proposals and conducted interviews with each proposer. Proposer Interview Presentations were evaluated by the same committee against the following criteria posted in the RFP:

1. Rhody Express Administration (30 possible points)
2. Rhody Express Operations (30 possible points)
3. Florence ADA Paratransit Administration (15 possible points)
4. Florence ADA Paratransit Operations (15 possible points)
5. Community Relations (10 possible points)



Lane Transit District Agenda Item Summary (AIS)

Following the Evaluation Committee’s scoring against the RFP criteria (see table below), the recommendation to the Board is to approve the above action for the District to contract with Kuhn Investments, Inc. for the identified services.

RFP 2023-65 FINAL PROPOSAL SUMMARY SCORING				
PROPOSER	FINAL PROPOSAL EVALUATION SCORE (100 Possible Points)	FINAL PRESENTATION EVALUATION SCORE (100 Possible Points)	FINAL EVALUATION SCORE TOTALS (200 Possible Points)	TOTAL ANNUAL PRICE PROPOSED
TAC Transportation, Inc.	82.71	52.75	135.46	\$377,088.00
River Cities Taxi – Kuhn Investments	78.00	90.25	168.25	\$350,172.00

The total contract value for up to five years is \$1,750,860. The contract value of the prior contract 2018-13 for services provided between July 1, 2018 and the new contract execution date is \$1,677,151.78. This contract is funded through Statewide Transportation Improvement Funds (STIF), Federal Section 5311 grant funds for rural areas, and local funds from the City of Florence.

Attachments: Resolution - Rhody Express

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

Proposed Motion: I move to forward contract no. 2023-65-RCT to the Board of Directors with a recommendation for approval.



RESOLUTION NO. 2024-11-20-036

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH KUHN INVESTMENTS, INC, FOR THE PURPOSE OF OPERATING THE RHODY EXPRESS AND FLORENCE ADA PARATRANSIT SERVICE

WHEREAS, LTD is in need of services to operate the Rhody Express and Florence ADA Paratransit service,

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

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

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

WHEREAS, the Finance Committee reviewed the Agenda Item Summary regarding the proposed contract between LTD and Kuhn Investments, Inc., dba River Cities Taxi on November 12th, 2024, and recommended Board adoption of the proposed resolution; and

WHEREAS, pursuant to LTD Resolution No. 2024-08-21-023, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000.

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

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Kuhn Investments, Inc. for the purpose of operating the Rhody Express and Florence ADA Paratransit service in an amount not to exceed \$1,750,860; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$250,000.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20th DAY OF November, 2024.

Gino Grimaldi, Board President



Lane Transit District Agenda Item Summary (AIS)

Presented By: John Ahlen, Mobility Services Manager

Contract Title: Diamond Express

Contract No.: 2023-65-TAC

Grant No: 35589 (\$5311f), 35531 (STIF-F),
35592 (STIF-D)

Entering into a Contract:

Contract Amendment:

Approved by Procurement:

Action: Forward contract no. 2023-65-TAC to the Board of Directors with a recommendation for approval.

Agenda Item Summary: LTD's Diamond Express service connects the communities of Oakridge and Westfir with the Eugene-Springfield metropolitan area. The service operates four round trips between Oakridge and Eugene on weekdays and two round trips on Saturdays. Approximately 700 riders a month use the Diamond Express, traveling from Oakridge to Eugene for employment, school, health care, and shopping. Metro area residents can also use the Diamond Express to get to Oakridge for recreational purposes such as mountain biking. In addition to operating the Diamond Express, the contractor for this service also operates a Dial a Ride service in Oakridge two days a week to transport Oakridge residents to and from the local Senior & Disability Services meal site.

On July 16, 2024, LTD issued an RFP that solicited proposals from qualified firms that will apply proven and innovative approaches to operating the Diamond Express and Oakridge Dial a Ride Service. This was a multiple award option solicitation that allowed proposers to apply to operate transportation services in Oakridge, Florence, or both. Proposals would be evaluated by committee against the following criteria posted in the RFP:

1. Solution Approach and Quality (25 possible points)
2. Project Understanding and Capacity (20 possible points)
3. Experience and Past Performance (20 possible points)
4. Diversity and Cultural Competency Commitment (25 possible points)
5. Proposed Pricing (10 possible points)

LTD received one (1) response to the Diamond Express Services scope of the RFP by the proposal due date of August 30, 2024, from TAC Transportation, Inc. The Procurement Office reviewed the proposal for responsiveness according to the standards outlined in the proposal, and in line with a single proposal/bid process TAC Transportation, Inc. was deemed complete and responsive and responsible. Following the Evaluation Committee's scoring against the RFP criteria (see table below), the recommendation to the Board is to approve the above action for the District to contract with TAC Transportation, Inc. for the identified services.



Lane Transit District Agenda Item Summary (AIS)

RFP 2023-65 FINAL PROPOSAL SUMMARY SCORING		
PROPOSER	FINAL EVALUATION SCORE	TOTAL ANNUAL PRICE PROPOSED
TAC Transportation, Inc.	88.25	\$402,516.00

The total contract value for up to five years is \$2,012,580.00. The contract value of the prior contract 2018-12 for services provided between July 17, 2018 and the new contract execution date is \$1,968,659.64. This contract is funded through Statewide Transportation Improvement Fund (STIF) Intercommunity and Formula funds, Federal Section 5311(f) grant funds for intercity transportation in rural areas, and local funds from the City of Oakridge.

Attachments: Resolution - Diamond Express

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

Proposed Motion: I forward contract no. 2023-65-TAC to the Board of Directors with a recommendation for approval.



RESOLUTION NO. 2024-11-20-037

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH TAC TRANSPORTATION, INC, FOR THE PURPOSE OF OPERATING THE DIAMOND EXPRESS AND OAKRIDGE DIAL A RIDE SERVICE

WHEREAS, LTD is in need of services to operate the Diamond Express and Oakridge Dial a Ride service,

WHEREAS, LTD's Fiscal Year 2025 Budget includes the Statewide Transportation Improvement Fund Intercommunity Funds, and Section 5311(f) Intercity Transportation grant funding;

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

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

WHEREAS, the Finance Committee reviewed the Agenda Item Summary regarding the proposed contract between LTD and TAC Transportation Inc., dba Pacific Crest Bus Lines on November 12th, 2024, and recommended Board adoption of the proposed resolution; and

WHEREAS, pursuant to LTD Resolution No. 2024-08-21-023, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000.

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

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with TAC Transportation, Inc. for the purpose of operating the Diamond Express and Oakridge Dial A Ride service in an amount not to exceed \$2,012,580; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$250,000.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 20th DAY OF November, 2024.

Gino Grimaldi, Board President



Lane Transit District Agenda Item Summary (AIS)

Presented By: Wendi Frisbie, Chief
Administrative Officer

AIS title: Travel Policy Update

Action: Adoption

Agenda Item Summary:

The LTD Travel Policy was adopted on May 17, 2023. The following updates to the policy are recommended:

- Designate ownership of the policy to the CFO or their designee
- Revise the definition of “Travel Coordinator” to “Administrative Support Staff” for clarity.
- Permit the use of personal credit cards, with prior approval, to facilitate the booking process.
- Allow upgrades to “premium economy class” for flights longer than 2.5 hours.
- Authorize the purchase of in-flight Wi-Fi, subject to prior approval, for positions where it is necessary.
- Specify the location for mileage calculations when personal vehicles are used.

No additional changes are proposed at this time.

Attachments:

- Travel Policy Update 10.16.24 Redline
- Travel Policy Update 10.16.24 Clean

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

Proposed Motion: I move to adopt LTD Resolution No. 2024-11-20-038 adopting the Travel Policy Updates.

**LANE TRANSIT DISTRICT
POLICIES AND GUIDELINES**

DISTRICT TRAVEL POLICY
Policy Number: 200.10

Tier I: Board of Directors
Tier II: All

Revision Date: [May 17, 2023](#)[October 16, 2024](#)

Effective Date: [May 17, 2023](#)[October 16, 2024](#), or upon Adoption by the Board of Directors

Scope:

Tier *	Affected Divisions / Departments/ Groups
Tier I:	Lane Transit District Board of Directors
Tier II:	All (LTD) - All LTD employees, temporary employees; contractors, and vendors.
	All Administrative Employees.
	All ATU Employees.
Tier III:	Multiple Divisions and/or Departments: Click or tap here to enter text.
Tier IV:	Division or Department: Choose an item.

* Tier – Tier I Board of Directors governance policies; Tier II operational policies are organizationally supported, governed, and enforced; Tier III standards and procedures are developed, governed, and enforced between specific divisions/departments and must adhere to Tier I requirements; Tier IV methods and instructions are developed, governed, and enforced within divisions/departments, but must adhere to Tier II and III requirements.

Revision History:

Revision	Author / Editor	Description	Date
01	Wendi Frisbie, Director of Procurement	Travel Policy for LTD Staff and Board of Directors	Feb. 2023
02	Chief Financial Officer or delegate	Minor updates to Travel Policy	Oct. 2024
03	Blake Hutchins, Gen. Counsel	Legal review	Oct. 2024

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Legal References: N/A

Related Forms: N/A

Related Policies: LTD Board of Directors Travel Policy – dissolved 2/15/2023

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

200.10.1 PURPOSE AND POLICY STATEMENT

OBJECTIVE

It is Lane Transit District's ("LTD" or "District") intent to invest in our staff by providing appropriate coverage of travel expenses for training and seminars necessary for professional growth and development. It is the intention of the Policy to allow for travel to locations necessary to conduct District business.

APPLICATION

The following Policy applies to all District employees, the Board of Directors, and all travel expenses charged to the District, including vendor contracts, which include any form of travel to or from LTD.

POLICY

~~Only Administrative Support Staff designated administrative personnel~~, referred to as "Travel Coordinators" herein, are authorized to make travel arrangements unless prior approval is received from the ~~Director of Procurement~~ Chief Financial Officer or delegate. ~~Travel Coordinators are identified as follows:~~

- ~~Executive Assistant: Executive Office~~
- ~~Board Administrator: Board of Directors~~
- ~~Finance Administrative Assistant: Finance~~
- ~~Human Resources Coordinator: Human Resources~~
- ~~Operations Administrative Specialist: Accessible Services, Customer Service, Fleet, & Operations~~
- ~~Marketing & IT Administrative Specialist: Marketing & IT~~
- ~~Planning & Development Senior Administrative Specialist: Planning and Development~~
- ~~Procurement Specialist: Procurement~~
- ~~Public Safety Intelligence Analyst/Administrative Specialist: Public Safety~~

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A. Travel Approval

All overnight and/or out-of-state travel must be approved by the Chief Executive Officer (CEO) (or delegate) in advance of the travel plans or arrangements. Each department director or manager will assess the travel needs and requests of their staff and approve requests in consideration of budgeted funds, staff availability, and value of the training to the District. All travel must be approved through the District's Travel Approval Voucher process prior to payment of any registration fees or travel arrangements being made.

B. Conference and Training Registration Fees

Seminars or trainings that occur out of the area and involve overnight travel require a Travel Approval Voucher to be completed. Travel approval must be obtained prior to paying registration fees. Registration fees will be charged to a District PCard if the vendor accepts this method of payment. Otherwise, the Travel Coordinator will create a PO for the amount of the registration. Accounts Payable will mail the original training registration form to the vendor with the payment.

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

C. Transportation

It is the District's intent to ensure that vehicle liability exposure be minimal and that vehicles are operated in the safest possible manner. For LTD Staff, the primary mode of transportation for in-state travel is the utilization of District vehicles. *For the Board, the primary mode of transportation is personal vehicles and shall be reimbursed at the current Federal Mileage Reimbursement Rate. (See Section 3)* The primary mode of transportation for out-of-state travel is air or rail.

1. Airlines

Air travel may be booked by the Travel Coordinator or the Traveler, provided the Traveler has an LTD purchasing card ("Pcard"). Only District Pcards will be utilized for airfare purchase, Travelers shall not use personal credit cards to purchase airfare, unless special permission is granted by the Chief of the department of the Traveler.

Commented [BKH1]: Do Board members have Pcards?

All travel may be booked via the internet, including the use of search engines or travel websites such as Priceline, Orbitz, etc. Considerations should be made to help reduce the cost to LTD, however, long layovers should take staff time into consideration before booking.

The District may restrict travel if arrangements cannot be made within the following guidelines:

- a. **Special Fare Classes.** The District intends to use special fare classes (e.g., coach, Saturday stay) whenever possible to reduce the cost of travel. In addition, significant savings can be made by arranging travel on certain days of the week. The Traveler may be asked to stay additional days if the savings to the District significantly exceeds the additional costs of lodging and food for the Traveler. Upon prior approval, if the flight leg is longer than 2 ½ hours, the Traveler is allowed to upgrade to "premium economy" or the equivalent for that leg only. Documentation of flight length is required.
- b. **Routing and Fares.** Travel Coordinators and/or Traveler will work to obtain the best routing and fare options. Before final booking of airline reservations, the Travel Coordinator will meet with the Traveler for their approval of the reservations. The Traveler has the option of requesting routing or flight changes from the airport ticket agent for illness, emergency, or convenience reasons. However, changes are at the discretion of the airlines, and they may deny the request. If the Traveler changes ticket reservations, and an additional charge is incurred, it will be the responsibility of the Traveler, unless the change occurs due to circumstances outside of their control.
- c. **Checked Baggage Fee.** Travelers will have the option to have one checked bag, as needed, paid for by LTD. The District will only pay up to the airline baggage allowance, typically 50 pounds. Anything over that amount shall be paid for by the traveler.

Any additional bags, without prior approval from the department director or manager, will be at the expense of the Traveler. If a checked bag is required, the bag should be paid for at the time of booking if possible.

If a checked bag is paid for outside of the time of booking, the Traveler can use an LTD PCard to pay for the bag, but must turn in a receipt as well as upload the Travel Voucher in Spend Clarity for each charge. If an LTD PCard is not available, the Traveler shall save the receipt and turn in a petty cash reimbursement upon their return.

- d. **Travel Cancellation.** If the Traveler personally chooses to cancel their trip (with

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

department director or manager approval) and all or a portion of the ticket is nonrefundable, the Traveler may be required to reimburse the District for the value of the nonrefundable ticket or the penalty charge.

- e. **Vehicle In Lieu Of.** Air travel to locations close enough to be reached by automobile in a reasonable amount of time needs to be approved in advance by the department director or manager.
- f. **Side Trips.** If the Traveler desires a special routing or side trip during a work-related travel flight, they are responsible for any additional costs and must book the additional trip details on their own. The Traveler will provide documentation showing cost of originally approved business trip, amended trip, and difference in cost. At no time shall the side trip cost LTD any additional funds.
- g. **Ground Transportation.** The Traveler is expected to take the most cost-effective ground transportation available on their trip. The Traveler is urged to use public transit if available. The District PCard should be used for shuttles and taxis if possible. If the Traveler is not a PCard holder, proof of payment and trip details are required for reimbursement.
- h. **Fly America.** The Fly America Act mandates the use of U.S.-certified air carriers or partners for federally funded international travel. If ~~you-the Traveler are-is~~ scheduling international travel that is federally funded, ~~you-they~~ must ensure that all flights, where possible, are scheduled on U.S. flag carriers or on foreign air carriers that code share with a U.S. flag carrier. Code sharing occurs when two or more airlines “code” the same flight as if it was their own. In other words, a U.S. airline may sell a seat on the plane of a foreign air carrier; this seat is considered the same as one on a plane operated by a U.S. flag carrier. Compliance with the Fly America Act is satisfied when the U.S. flag air carrier’s designator code is present in the area next to the flight numbers on the airline ticket, boarding pass, or on the documentation for an electronic ticket (passenger receipt). There are exceptions to the Fly America Act, which may be appropriate. A list of exception criteria may be found in the Federal Travel Regulation Guidelines – FTR Sections 301-10.135-138. Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a U.S. flag air carrier.
- i. **Airline Travel Insurance.** Should the Traveler determine they should purchase travel insurance, the insurance shall be at the cost of the Traveler and not charged to LTD.
- i.j. **WiFi.** Upon prior approval from department Chief, the Traveler may utilize the onboard WiFi connection. This should be used sparingly, and only in times when the Traveler must be reachable at all times; or is working on a special project where “time is of the essence” and is required to work while on the flight. The Board of Directors are not included under this provision and may not use an onboard WiFi connection unless at their own expense. not reimbursable by LTD.

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2. District Vehicles

The District requires the use of District vehicles when traveling to in- and out-of-state locations that can reasonably be reached by automobile. Reservation of District vehicles should be arranged with the Travel Coordinator. *(The Board of Directors are exempt. See Section 3.)* All employees who use District vehicles will observe the following guidelines:

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

- a. Only District employees whose driving records have been approved by the Risk Manager may operate District vehicles.
- b. All employees are required be certified in the SMITH System defensive driver training provided by the District before being allowed to drive a District vehicle.
- c. All employees are expected to wear seat belts at all times while in a moving vehicle being used for District business, whether they are the driver or a passenger.
- d. Use of cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on District business is strictly prohibited. If navigation is being used, it must be done with safety in mind, and at no time shall the Traveler handle their phone while operating a vehicle.
- e. Use of alcohol, drugs, or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.
- f. All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- g. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- h. Employees must promptly report any accidents to local law enforcement as well as to the company.
- i. Employees are also expected to report any moving or parking violations received while driving on District business and/or in District vehicles.
- j. Smoking, vaping, or the use of smokeless tobacco is not allowed in District vehicles.
- k. Non-business-related persons are not allowed to be transported in District non-revenue vehicles other than for supervisory passenger-related incidents.
- l. Failure to adhere to these procedures may result in disciplinary action per District policy.

3. Personal Vehicles

If a personal vehicle is being used for the convenience of staff, e.g., if staff intend to vacation as part of the travel or if they are transporting non-business-related companions, approval must be given by the department director or manager in advance of travel. Personal vehicles will be reimbursed at the normal travel reimbursement rate (the federal travel regulation reimbursement rate) multiplied by half the total business miles traveled (basically one-way travel to the business event), or at the lowest cost round-trip airfare the District would have had to pay for staff to arrive at the travel location, whichever is less. Mileage summations will be calculated from the Glenwood Campus, or the Traveler's residence, whichever is closer. The Board of Directors will be reimbursed at the full rate as they are not employees of LTD and thus District vehicles are unavailable to them.

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Commented [BKH2]: This needs clarification. Does the Board get reimbursed for the entire total business miles traveled? I assume "full rate" means "normal rate for full number of business miles traveled."

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

Expenses beyond payment for mileage resulting from the additional time required to drive to and from the business-related functions are not reimbursable if the personal vehicle is being used for the convenience of Traveler and the trip takes longer than it would have with air travel.

If staff is using a personal vehicle due to the unavailability of District vehicles, the reimbursement will be for full mileage, or at the lowest cost round-trip airfare the District would have had to pay for staff to arrive at the travel location, whichever is less, unless there is a compelling reason to travel by vehicle and the department director or manager approves the use of personal vehicle.

4. Rental Vehicles

The Traveler must have prior approval for all vehicle rentals under the following conditions:

- a. The lodging location is a distance from the conference/training or business location the Traveler will be attending, and public transportation is not available or reasonably convenient.
- b. The Traveler chooses to use a rental vehicle in lieu of the District paying for lodging, i.e., staff chooses to lodge with friends or family.
- c. District business needs require out-of-state travel and other means of transportation are not a viable option.

The District will pay for rental vehicles only on days the vehicle is used for District business. If it is determined that it will be less expensive for staff to stay additional days to incur airfare savings, the rental car will be provided by the District. Any exceptions must be approved by the department director or manager in advance. *The Board of Directors will work with the Board Administrator for any vehicle rental. If using a District PCard is not possible, (i.e., the original card must be present at time of check out), receipts must be provided for expense reimbursement.*

Insurance coverage, Loss Damage Waiver (LDW), provided by the rental agency must be purchased when picking up the car. This will ensure that, in case of an accident, the rental agency will take care of any necessary settlements. This extra insurance coverage is mandatory.

D. Lodging

Hotel Lodging

Most seminars, and some business/government entities, use one particular hotel and arrange a group rate with that hotel. Every effort will be made to place the Traveler in the conference hotel at the government rate. If the government rate is unavailable, the room may be booked at the conference rate.

If the designated hotel is full, every effort will be made to arrange with the conference hotel for alternate lodging at a convenient location and comparable room rate in the locale of the conference. If more than one conference hotel is listed and the prices vary, arrangements may be made for a hotel that is convenient to the conference location at a conference rate price.

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

If the Traveler chooses to stay at an alternative hotel, they may do so. The Traveler will be reimbursed the actual cost of the accommodations, up to the average of the three most expensive hotels designated for the function. If the hotel cost goes over the recommended government or conference rate, the employee must reimburse LTD the difference.

When making hotel reservations, the lowest reasonable rate, e.g., government, corporate, or group rate must be requested. If reservations are made using the government rate, then a copy of the certificate of eligibility must be included in the travel packet.

The Travel Coordinator guarantees rooms on a District Pcard, unless there is a qualifying cancellation policy or prior approval. Hotel payment will be made with a staff member's District PCard at the hotel. While traveling, if the Traveler will be arriving at the hotel later than 8:00 p.m., they will need to contact the hotel with their arrival time. If staff cancels or alters the dates of their trip, they must inform the Travel Coordinator immediately so the room can be canceled or the dates altered, thus avoiding unnecessary cost to the District. If changes occur while staff is traveling, it is staff's responsibility to contact the hotel and cancel or alter the dates to avoid unnecessary expenses to the District. Any charges resulting from failure to change or cancel room reservations will be charged to that Traveler's department budget. *Room bookings for The Board of Directors will be paid for through the hotels "credit card authorization process" to ensure the expense is applied to the Board Administrator, or designee's, PCard. The Board Member will be responsible for incidental charges.*

E. Meals and Incidental Expenses

The Traveler will receive a daily per diem allowance for meals and incidental expenses. There will be no reimbursement for alcoholic beverages. The per diem allowance is meant to include the following expenses: meals, including breakfast, lunch, dinner, and related tips and taxes; fees and tips given to various service personnel; and any other miscellaneous expenses, not included as part of a conference.

The Traveler will not need to submit receipts for those items listed under the per diem allowance. The per diem allowance will be paid for each day of the trip and for the days of travel, if such travel consumes the greater amount of the day. The daily per diem allowance is based on the current per diem rates used by the federal government for the city closest to the destination, as updated and published annually for meals and incidental expenses. For first and last day of travel, if the Traveler leaves before 6:00 am (local) on the first day of travel, or arrives after 7:00 pm (local) on the last day of travel, they will receive a full day per diem.

Per diem is not meant for transportation expenses (including associated tips – up to 20%) between airports or train terminals and hotels. Itemized receipts must be submitted with a petty cash receipt form for transportation expenses in order to receive reimbursement. Petty cash receipt forms must be signed by the department director or manager. If the expense is for the department director or manager, the form must be approved by the CEO.

F. Local Meal Reimbursement Policy

The cost of meals for meetings, events, or activities that do not involve overnight travel may be partially reimbursable. To claim a breakfast travel meal, the Traveler must start their travel at 6:00 a.m. or earlier, and to claim a dinner meal, the Traveler must be traveling at 7:00 p.m. or later. Lunch is assumed to be an allowable expense for other than local (outside the Eugene-Springfield area) travel. These meals will be subject to the per diem rate for the destination. *The Board of Directors shall use their personal credit card and provide the receipt(s) to the Board Administrator*

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for reimbursement.

An exception to this policy would occur when the Traveler attends a business meeting where the meal is an agenda item but not included in the meeting fee, the cost of the meal is beyond the control of the employee, and the department director or manager authorizes the reimbursement. Reimbursement will be made for the actual cost of that meal, and an itemized receipt must be submitted for reimbursement.

G. Travel Companions

Any arrangements made for a spouse or guest to accompany an employee on a trip must be made by the Traveler. The Traveler is responsible for directly covering any additional cost at the time the expense is incurred. Reimbursement to LTD at a later time is not an option.

H. Mileage and Reward Accounts

When travelling for District-related purposes, LTD staff may use their personal account to collect, claim, and redeem "miles," "rewards points," and/ or any other substantially similar travel-related reward program benefits. LTD staff may utilize these benefits for personal use. This benefit is hereby adopted into LTD's personnel policy as part of the LTD staff official compensation package. (If there are policies dictating how LTD employees should choose travel, for example something requiring them to choose the most reasonable/ cost-efficient flights, then include a statement to the following effect: "This benefit shall be subject to all other personnel policies, including [ex. those requiring staff to choose the most cost-efficient flights].")

Failure to follow the LTD Travel Policy will result in loss of traveling privileges.

MAINTENANCE

This policy will be reviewed annually for needed updates.

**LANE TRANSIT DISTRICT
POLICIES AND GUIDELINES**

DISTRICT TRAVEL POLICY

Policy Number: 200.10

Tier I: Board of Directors

Tier II: All

Revision Date: October 16, 2024

Effective Date: October 16, 2024, or upon
Adoption by the Board of
Directors

Scope:

Tier *	Affected Divisions / Departments/ Groups
Tier I:	Lane Transit District Board of Directors
Tier II:	All (LTD) - All LTD employees, temporary employees; contractors, and vendors.
	All Administrative Employees.
	All ATU Employees.
Tier III:	Multiple Divisions and/or Departments: Click or tap here to enter text.
Tier IV:	Division or Department: Choose an item.

** Tier – Tier I Board of Directors governance policies; Tier II operational policies are organizationally supported, governed, and enforced; Tier III standards and procedures are developed, governed, and enforced between specific divisions/departments and must adhere to Tier I requirements; Tier IV methods and instructions are developed, governed, and enforced within divisions/departments, but must adhere to Tier II and III requirements.*

Revision History:

	Author / Editor	Description	Date
01	Wendi Frisbie, Director of Procurement	Travel Policy for LTD Staff and Board of Directors	Feb. 2023
02	Chief Financial Officer or delegate	Minor updates to Travel Policy	Oct. 2024
03	Blake Hutchins, Gen. Counsel	Legal review	Oct. 2024

Legal References: N/A

Related Forms: N/A

Related Policies: LTD Board of Directors Travel Policy – dissolved 2/15/2023

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

200.10.1 PURPOSE AND POLICY STATEMENT

OBJECTIVE

It is Lane Transit District's ("LTD" or "District") intent to invest in our staff by providing appropriate coverage of travel expenses for training and seminars necessary for professional growth and development. It is the intention of the Policy to allow for travel to locations necessary to conduct District business.

APPLICATION

The following Policy applies to all District employees, the Board of Directors, and all travel expenses charged to the District, including vendor contracts, which include any form of travel to or from LTD.

POLICY

Administrative Support Staff, referred to as "Travel Coordinators" herein, are authorized to make travel arrangements unless prior approval is received from the Chief Financial Officer or delegate.

A. Travel Approval

All overnight and/or out-of-state travel must be approved by the Chief Executive Officer (CEO) (or delegate) in advance of the travel plans or arrangements. Each department director or manager will assess the travel needs and requests of their staff and approve requests in consideration of budgeted funds, staff availability, and value of the training to the District. All travel must be approved through the District's Travel Approval Voucher process prior to payment of any registration fees or travel arrangements being made.

B. Conference and Training Registration Fees

Seminars or trainings that occur out of the area and involve overnight travel require a Travel Approval Voucher to be completed. Travel approval must be obtained prior to paying registration fees. Registration fees will be charged to a District PCard if the vendor accepts this method of payment. Otherwise, the Travel Coordinator will create a PO for the amount of the registration. Accounts Payable will mail the original training registration form to the vendor with the payment.

C. Transportation

It is the District's intent to ensure that vehicle liability exposure be minimal and that vehicles are operated in the safest possible manner. For LTD Staff, the primary mode of transportation for in-state travel is the utilization of District vehicles. *For the Board, the primary mode of transportation is personal vehicles and shall be reimbursed at the current Federal Mileage Reimbursement Rate. (See Section 3)* The primary mode of transportation for out-of-state travel is air or rail.

1. Airlines

Air travel may be booked by the Travel Coordinator or the Traveler, provided the Traveler has an LTD purchasing card ("Pcard"). Only District Pcards will be utilized for airfare purchase, Travelers shall not use personal credit cards to purchase airfare, unless special permission is granted by the Chief of the department of the Traveler.

All travel may be booked via the internet, including the use of search engines or travel websites such as Priceline, Orbitz, etc. Considerations should be made to help reduce the cost to LTD, however, long layovers should take staff time into consideration before booking.

The District may restrict travel if arrangements cannot be made within the following guidelines:

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

- a. **Special Fare Classes.** The District intends to use special fare classes (e.g., coach, Saturday stay) whenever possible to reduce the cost of travel. In addition, significant savings can be made by arranging travel on certain days of the week. The Traveler may be asked to stay additional days if the savings to the District significantly exceeds the additional costs of lodging and food for the Traveler. Upon prior approval, if the flight leg is longer than 2 ½ hours, the Traveler is allowed to upgrade to “premium economy” or the equivalent for that leg only. Documentation of flight length is required.
- b. **Routing and Fares.** Travel Coordinators and/or Traveler will work to obtain the best routing and fare options. Before final booking of airline reservations, the Travel Coordinator will meet with the Traveler for their approval of the reservations. The Traveler has the option of requesting routing or flight changes from the airport ticket agent for illness, emergency, or convenience reasons. However, changes are at the discretion of the airlines, and they may deny the request. If the Traveler changes ticket reservations, and an additional charge is incurred, it will be the responsibility of the Traveler, unless the change occurs due to circumstances outside of their control.
- c. **Checked Baggage Fee.** Travelers will have the option to have one checked bag, as needed, paid for by LTD. The District will only pay up to the airline baggage allowance, typically 50 pounds. Anything over that amount shall be paid for by the traveler.

Any additional bags, without prior approval from the department director or manager, will be at the expense of the Traveler. If a checked bag is required, the bag should be paid for at the time of booking if possible.

If a checked bag is paid for outside of the time of booking, the Traveler can use an LTD PCard to pay for the bag but must turn in a receipt as well as upload the Travel Voucher in Spend Clarity for each charge. If an LTD PCard is not available, the Traveler shall save the receipt and turn in a petty cash reimbursement upon their return.

- d. **Travel Cancellation.** If the Traveler personally chooses to cancel their trip (with department director or manager approval) and all or a portion of the ticket is nonrefundable, the Traveler may be required to reimburse the District for the value of the nonrefundable ticket or the penalty charge.
- e. **Vehicle In Lieu Of.** Air travel to locations close enough to be reached by automobile in a reasonable amount of time needs to be approved in advance by the department director or manager.
- f. **Side Trips.** If the Traveler desires a special routing or side trip during a work-related travel flight, they are responsible for any additional costs and must book the additional trip details on their own. The Traveler will provide documentation showing cost of originally approved business trip, amended trip, and difference in cost. At no time shall the side trip cost LTD any additional funds.
- g. **Ground Transportation.** The Traveler is expected to take the most cost-effective ground transportation available on their trip. The Traveler is urged to use public transit if available. The District PCard should be used for shuttles and taxis if possible. If the Traveler is not a PCard holder, proof of payment and trip details are required for

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reimbursement.

- h. **Fly America.** The Fly America Act mandates the use of U.S.-certified air carriers or partners for federally funded international travel. If the Traveler is scheduling international travel that is federally funded, they must ensure that all flights, where possible, are scheduled on U.S. flag carriers or on foreign air carriers that code share with a U.S. flag carrier. Code sharing occurs when two or more airlines “code” the same flight as if it was their own. In other words, a U.S. airline may sell a seat on the plane of a foreign air carrier; this seat is considered the same as one on a plane operated by a U.S. flag carrier. Compliance with the Fly America Act is satisfied when the U.S. flag air carrier's designator code is present in the area next to the flight numbers on the airline ticket, boarding pass, or on the documentation for an electronic ticket (passenger receipt). There are exceptions to the Fly America Act, which may be appropriate. A list of exception criteria may be found in the Federal Travel Regulation Guidelines – FTR Sections 301-10.135-138. Please note that lower cost and personal convenience are not acceptable criteria for justifying the non-availability of a U.S. flag air carrier.
- i. **Airline Travel Insurance.** Should the Traveler determine they should purchase travel insurance, the insurance shall be at the cost of the Traveler and not charged to LTD.
- j. **WiFi.** Upon prior approval from department Chief, the Traveler may utilize the onboard WiFi connection. This should be used sparingly, and only in times when the Traveler must be reachable at all times; or is working on a special project where “time is of the essence” and is required to work while on the flight. *The Board of Directors are not included under this provision and may not use an onboard WiFi connection unless at their own expense, not reimbursable by LTD.*

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The District requires the use of District vehicles when traveling to in- and out-of-state locations that can reasonably be reached by automobile. Reservation of District vehicles should be arranged with the Travel Coordinator. *(The Board of Directors are exempt. See Section 3.)* All employees who use District vehicles will observe the following guidelines:

- a. Only District employees whose driving records have been approved by the Risk Manager may operate District vehicles.
- b. All employees are required be certified in the SMITH System defensive driver training provided by the District before being allowed to drive a District vehicle.
- c. All employees are expected to wear seat belts at all times while in a moving vehicle being used for District business, whether they are the driver or a passenger.
- d. Use of cell phones, whether personal or business-owned, while behind the wheel of a moving vehicle being used on District business is strictly prohibited. If navigation is being used, it must be done with safety in mind, and at no time shall the Traveler handle their phone while operating a vehicle.
- e. Use of alcohol, drugs, or other substances, including certain over-the-counter cold or allergy medications that in any way impair driving ability, is prohibited.

LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

- f. All employees are expected to follow all driving laws and safety rules such as adherence to posted speed limits and directional signs, use of turn signals, and avoidance of confrontational or offensive behavior while driving.
- g. Employees should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or any seat that does not include a working seat belt.
- h. Employees must promptly report any accidents to local law enforcement as well as to the company.
- i. Employees are also expected to report any moving or parking violations received while driving on District business and/or in District vehicles.
- j. Smoking, vaping, or the use of smokeless tobacco is not allowed in District vehicles.
- k. Non-business-related persons are not allowed to be transported in District non-revenue vehicles other than for supervisory passenger-related incidents.
- l. Failure to adhere to these procedures may result in disciplinary action per District policy.

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If a personal vehicle is being used for the convenience of staff, e.g., if staff intend to vacation as part of the travel or if they are transporting non-business-related companions, approval must be given by the department director or manager in advance of travel. Personal vehicles will be reimbursed at the normal travel reimbursement rate (the federal travel regulation reimbursement rate) multiplied by half the total business miles traveled (basically one-way travel to the business event), or at the lowest cost round-trip airfare the District would have had to pay for staff to arrive at the travel location, whichever is less. Mileage summations will be calculated from the Glenwood Campus or the Traveler's residence, whichever is closer. *The Board of Directors will be reimbursed at the full rate as they are not employees of LTD and thus District vehicles are unavailable to them.*

Expenses beyond payment for mileage resulting from the additional time required to drive to and from the business-related functions are not reimbursable if the personal vehicle is being used for the convenience of Traveler and the trip takes longer than it would have with air travel.

If staff is using a personal vehicle due to the unavailability of District vehicles, the reimbursement will be for full mileage, or at the lowest cost round-trip airfare the District would have had to pay for staff to arrive at the travel location, whichever is less, unless there is a compelling reason to travel by vehicle and the department director or manager approves the use of personal vehicle.

4. Rental Vehicles

The Traveler must have prior approval for all vehicle rentals under the following conditions:

- a. The lodging location is a distance from the conference/training or business location the Traveler will be attending, and public transportation is not available or reasonably convenient.

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- b. The Traveler chooses to use a rental vehicle in lieu of the District paying for lodging, i.e., staff chooses to lodge with friends or family.
- c. District business needs require out-of-state travel and other means of transportation are not a viable option.

The District will pay for rental vehicles only on days the vehicle is used for District business. If it is determined that it will be less expensive for staff to stay additional days to incur airfare savings, the rental car will be provided by the District. Any exceptions must be approved by the department director or manager in advance. *The Board of Directors will work with the Board Administrator for any vehicle rental. If using a District PCard is not possible, (i.e., the original card must be present at time of check out), receipts must be provided for expense reimbursement.*

Insurance coverage, Loss Damage Waiver (LDW), provided by the rental agency must be purchased when picking up the car. This will ensure that, in case of an accident, the rental agency will take care of any necessary settlements. This extra insurance coverage is mandatory.

D. Lodging

Hotel Lodging

Most seminars, and some business/government entities, use one particular hotel and arrange a group rate with that hotel. Every effort will be made to place the Traveler in the conference hotel at the government rate. If the government rate is unavailable, the room may be booked at the conference rate.

If the designated hotel is full, every effort will be made to arrange with the conference hotel for alternate lodging at a convenient location and comparable room rate in the locale of the conference. If more than one conference hotel is listed and the prices vary, arrangements may be made for a hotel that is convenient to the conference location at a conference rate price.

If the Traveler chooses to stay at an alternative hotel, they may do so. The Traveler will be reimbursed the actual cost of the accommodations, up to the average of the three most expensive hotels designated for the function. If the hotel cost goes over the recommended government or conference rate, the employee must reimburse LTD the difference.

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LANE TRANSIT DISTRICT POLICIES AND GUIDELINES

Board of Directors will be paid for through the hotels "credit card authorization process" to ensure the expense is applied to the Board Administrator or designee's PCard. The Board Member will be responsible for incidental charges.

E. Meals and Incidental Expenses

The Traveler will receive a daily per diem allowance for meals and incidental expenses. There will be no reimbursement for alcoholic beverages. The per diem allowance is meant to include the following expenses: meals, including breakfast, lunch, dinner, and related tips and taxes; fees and tips given to various service personnel; and any other miscellaneous expenses, not included as part of a conference.

The Traveler will not need to submit receipts for those items listed under the per diem allowance. The per diem allowance will be paid for each day of the trip and for the days of travel, if such travel consumes the greater amount of the day. The daily per diem allowance is based on the current per diem rates used by the federal government for the city closest to the destination, as updated and published annually for meals and incidental expenses. For first and last day of travel, if the Traveler leaves before 6:00 am (local) on the first day of travel or arrives after 7:00 pm (local) on the last day of travel, they will receive a full day per diem.

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An exception to this policy would occur when the Traveler attends a business meeting where the meal is an agenda item but not included in the meeting fee, the cost of the meal is beyond the control of the employee, and the department director or manager authorizes the reimbursement. Reimbursement will be made for the actual cost of that meal, and an itemized receipt must be submitted for reimbursement.

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H. Mileage and Reward Accounts

When travelling for District-related purposes, LTD staff may use their personal account to collect, claim, and redeem "miles," "rewards points," and/ or any other substantially similar travel-related reward program benefits. LTD staff may utilize these benefits for personal use. This benefit is hereby adopted into LTD's personnel policy as part of the LTD staff official compensation

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package. (If there are policies dictating how LTD employees should choose travel, for example something requiring them to choose the most reasonable/ cost-efficient flights, then include a statement to the following effect: "This benefit shall be subject to all other personnel policies, including [ex. those requiring staff to choose the most cost-efficient flights].")

Failure to follow the LTD Travel Policy will result in loss of traveling privileges.

MAINTENANCE

This policy will be reviewed annually for needed updates.



Lane Transit District Agenda Item Summary (AIS)

Presented By: Aimee Reichert, Chief
Performance Officer

Title: Employee of the Month November 2024

Action: Information Only

Michael Bateman, Senior Network Engineer has been selected to receive the November 2024 Employee of the Month. Michael was hired on September 20, 2021 as a Network Engineer.

I recently received this email from our Board Administrator, Allie Brusasco

re: Michael: "I want to take a moment to acknowledge Michael for his incredible support in troubleshooting my setup for the board meeting. His patience and willingness to share his expertise made all the difference. Major kudos to Michael, for going above and beyond to ensure everything was in place! His help was truly appreciated!"

This is noteworthy namely because "troubleshooting conference equipment" is not typically part of a Network Engineer. But if Michael is available, he will jump on any issue to help make sure staff are supported.

In addition to keeping our aging technology going in the board room, Michael has literally been knee deep in cables and cords through the ESM and OCC project, as a critical collaborator with facilities. Behind the scenes, he is here late at night or on weekends responding to alerts. In addition to going above and beyond in his normal duties - Michael actively engages with Diversity Council and topics of equity.

When asked to comment on Michael's selection as EOM, Aimee Reichert, Chief Performance Officer said:

Do you like using the internet at work? You have Michael Bateman, LTD network engineer to thank in large part. Michael is behind the scenes ensuring LTD maintains a fast, reliable, connected network every day. Through the OCC modular move, Michael has gone above and beyond, on-call night and day to ensure we can troubleshoot network issues, and keep business operating as usual. In work like Michaels, if you've never seen him, it's a good sign. So, I'm very glad he has earned this recognition for the whole District to say thanks for his work keeping us secure and connected.

Award: Michael will attend the Board Meeting on November 20, to be introduced to the Board and receive their award.



Lane Transit District Agenda Item Summary (AIS)

Presented By: Eric Evers, Director of Fleet
Management

Title: Employee of the Month November 2024

Action: Information Only

Sandra Wells, Fleet & CCEO Administrative Specialist has been selected to receive the November 2024 Employee of the Month. Sandra was hired on August 21, 2023.

Sandra has been with the District for just 13 months, and with her knowledge, reputation, and SME status on several topics you would think she's been here for years! Sandra was hired to fill a role that had been vacant for several years, and a position we knew the Fleet Team needed. It wasn't until she'd been here for just a couple months that we realized how badly we needed her. Not just the position, but Sandra herself! Sandra has quickly become a leading light within Fleet and across the District. She completes every task, and there are a plethora, with a sense of ease. She's built a strong network across the district, as well as across our many vendors. She is always helping others...she is a truly servant leader, and the example for us all to emulate. She brings great energy and positivity to every task or situation, and finds the good in each person she engages with. Sandra has taken on so much, from fleet and district projects to learning new systems and processes...we can't nominate her for one act or event. She does a little, and sometimes a lot, of what each department across the district does: extraordinary care for our people, awards and recognition actions, Fleet's EAM SME, asset procurements, financial and budgeting, personnel updates and actions, and so much more! Sandra represents and lives our Core Values, and those qualities are natural to her. The Fleet Team has been blessed with her on our team, and we are so much stronger and better with her!

When asked to comment on Sandra's selection as Employee of the Month, Eric Evers, Director of Fleet Management said:

This recognition is so well deserved! Sandra has brought so much to the Fleet team and the District as a whole. Sandra's caring and collaborative approach to supporting Fleet employees and anyone that needs help has been impressive. Her efforts have made our team way more effective and efficient! Congratulations Sandra!

Award:

Sandra will attend the Board Meeting on November 20, to be introduced to the Board and receive their award.



Lane Transit District Agenda Item Summary (AIS)

Presented By: Josh Schmit, Public Safety &
System Security Manager Transit
Operations

AIS Title: Public Safety Services Update

Action: None. Information Only.

Everyone deserves a safe ride, a safe work-shift, and a safe experience aboard public transportation. With this in mind, LTD utilizes multiple tools in our mission to deliver a safe and comfortable experience for our riders. By leveraging staffing and training, system trends, advanced technology, and strong community partnerships, we ensure a safe public transit system that prioritizes public safety.

Today's presentation will focus on the efforts of the steps that have been accomplished since the last Board presentation in December 2023.

We will discuss some of the ways we are meeting the challenges, including:

- ATU/LTD Agreement
- Staffing and Training
- System Trends and Technology
- Community Partnerships

Attachments: PowerPoint Presentation

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

Proposed Motion: None.



Lane Transit District

Connecting our Community

Public Safety Services – Update

November 20, 2024

Lane Transit District | LTD.org



MISSION

Connecting Our Community

VISION

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

VALUES

Respect, Integrity, Innovation, Equity, Safety, and Collaboration

Public Safety Services – Update



Current Personnel



In-House Training



ATU/LTD Agreement

Public Safety Services – Update



System Trends



TSA – SETA Evaluation



Narcan



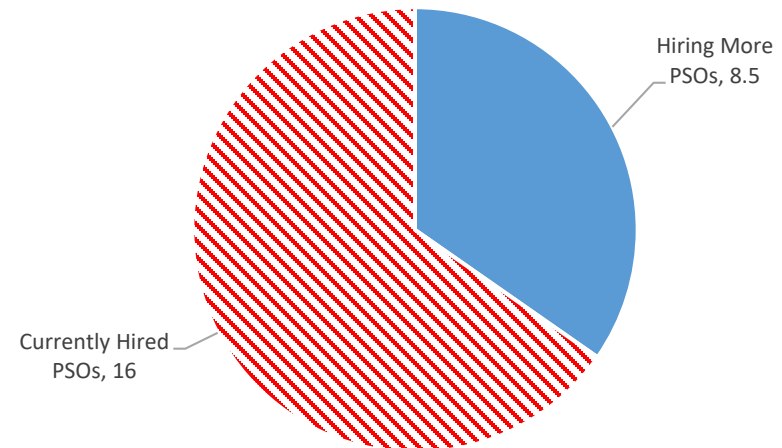
Community Partnership

Current Personnel

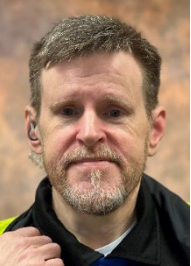


- There are 16 Public Safety Officers.
- FY25: Projected for 24.5 FTE.
- 2 Public Safety Supervisors
- 1 Senior Public Safety Administrative Specialist
- 1 Public Safety and System Security Manager
- 1 Director of Operations and Public Safety

- Since January, we have hired 12 officers.



Current Personnel



In-House Training



Public Safety Supervisors Brad Korth and Sean Hughes are now certified:

- Active Violent Emergency Response Training (AVERT) Instructors
- Armament Systems and Procedures (ASP) Instructors
- DPSST Unarmed Instructors

Goal: To have regular in-house training for the officers.



ATU/LTD Agreement



The ATU and LTD reach a new collective bargaining agreement with the Public Safety Officers that will be effective through June 30, 2028.

This included a pay raise for all the officers.



Current Areas of Focus



- West Eugene EmX
- Old River Road Station



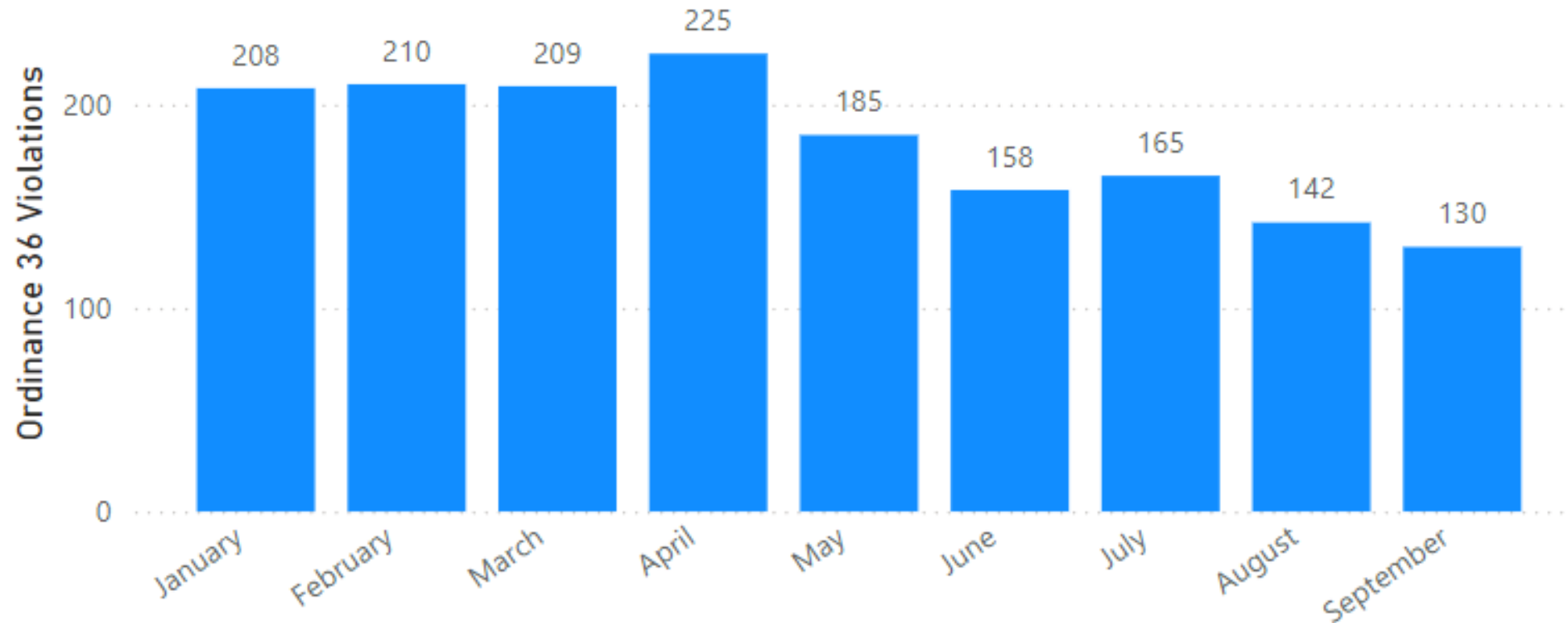
Year-to-Date Ordinance 36 Violations

(ending 09/26/2024)



Ordinance 36 Violations by Month and Type This Calendar Year

Type ● Ordinance 36 Violation

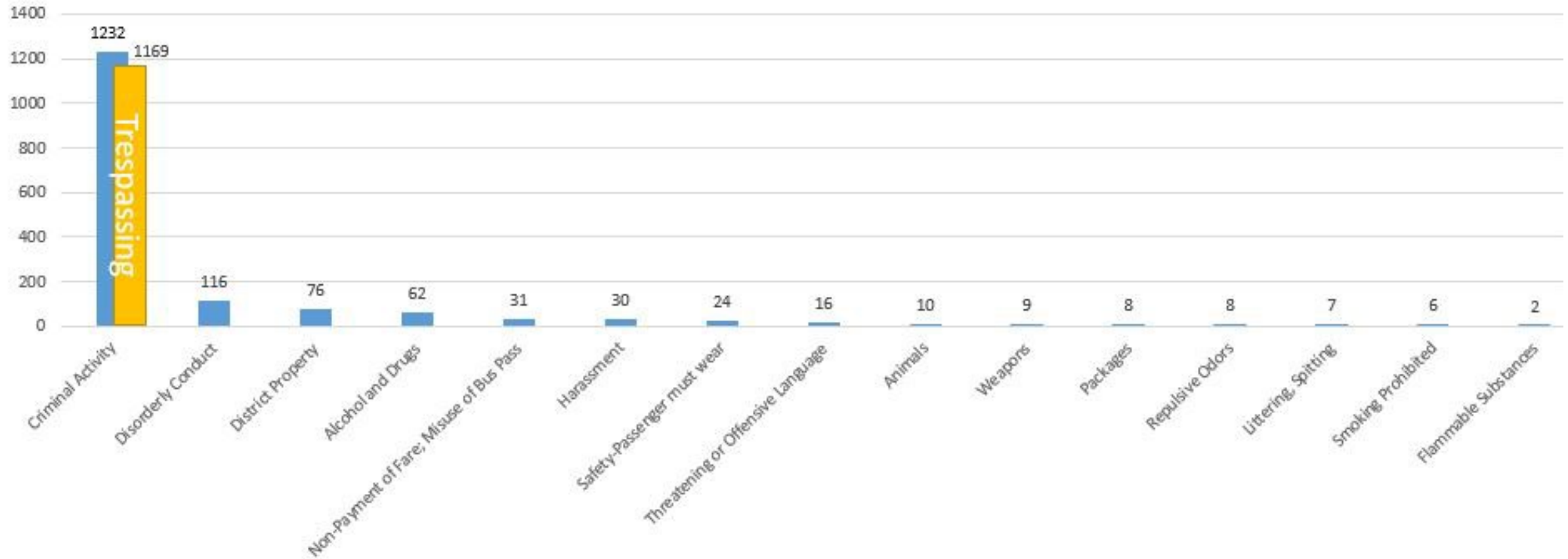


Year-to-Date Ordinance 36 Violations

(ending 09/26/2024)



Ordinance 36 Violation



TSA – Security Enhancement Through Assessment



Phase 1: 98% for 1st assessment

Phase 3: 100% for 2nd assessment

Phase I



Identify

TSA Inspectors and the participating stakeholder will jointly discuss and decide which vulnerability fits within the SETA assessment capabilities.

Assessment

TSA inspectors conduct the initial assessment in collaboration with the stakeholder, establishing a security baseline. Following the completion of Phase I, inspectors will provide a debriefing to discuss the results of the assessment.

Phase II



Mitigate

TSA Inspectors will provide frontline employees with security briefings or security training. The options will be tailored to the stakeholder, focusing directly on the area that was assessed.

Phase II is recommended to be completed within 30 to 60 days from the completion of Phase I.

Phase III



Reassessment

TSA inspectors conduct a follow-up assessment, measuring programmatic changes in security posture.

Sustain

TSA and the stakeholder will jointly establish a sustainment plan to maintain an increased level of security

Phase III is recommended to be completed within 30 to 60 days from the completion of Phase II

Public Safety - Narcan



- Officers and Supervisors were given Narcan Training and issued Narcan starting March 2024.



Community Partnerships



- LTD continues its collaboration with the City of Eugene's Community Court program. LTD has been a partner in this program since September 2016.
- LTD has provided bus passes for the Community Court participants since 2016.

Community Court

The Eugene Community Court aims to improve public safety and reduce misdemeanor activity in the City of Eugene to improve safety and quality of life for all. The process promotes responsibility in participants through a combination of supervised community service and direct connections to social service providers.

The foundation of the Community Court is a team of justice system and social service professionals dedicated to collaborating on cases to reach practical solutions. Representatives of several local social service agencies work with the Community Court team onsite to problem-solve with community members in need of assistance and connect them with services that will address their needs and help them move out of the criminal justice system and toward an improved quality of life.



For more information:

<https://www.eugene-or.gov/3337/Community-Court>

Public Safety Awards





Lane Transit District Agenda Item Summary (AIS)

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

AIS Title: Draft FY26-FY27 Statewide
Transportation Improvement Fund
Formula Plan Review

Action: Discussion and Feedback

Agenda Item Summary: Staff will provide an update on the Draft FY26-FY27 Statewide Transportation Improvement Fund (STIF) Formula Plan to the LTD Board of Directors for discussion purposes.

As the designated “Qualified Entity” for Lane County, the Lane Transit District Board of Directors is responsible for approving the final FY26-FY27 STIF Formula Plan prior to submittal to the Oregon Department of Transportation. The STIF Formula Plan consists of projects, tasks within those projects, and allocation of anticipated funding.

The STIF Formula Fund program distributes 90% of STIF revenues generated in Lane County by formula. Lane Transit District (LTD) is the entity authorized to distribute STIF Formula Funds allocated to Lane County. The STIF Formula Plan describes how STIF Formula funds will be spent, and therefore establishes how Qualified Entities may or may not use STIF Formula Funds. LTD and other Lane County public transportation service providers were required to have submitted STIF Formula applications by October 18, 2024 for review by LTD’s STIF Advisory Committee.

FY26-FY27 STIF Formula Plan Development Schedule

August 27, 2024 – ODOT Notice of solicitation (applications and guidance) sent out for Formula Funds

September 9, 2024 – LTD sends out the formal call for projects for Formula Funds to Public Transportation Service Providers in Lane County

October 18, 2024 – Applications for Formula Funds due to LTD

November 4, 2024 – STIF Advisory Committee reviews draft FY26-FY27 STIF Formula Plan; additional meetings to be scheduled as needed

November 20, 2024 – LTD staff present STIF Formula Plan update to LTD Board of Directors

December 18, 2024 – STIF Advisory Committee makes final STIF Formula Fund Plan recommendations to LTD Board of Directors; LTD Board of Directors approves final STIF Plan

January 8, 2025 – LTD Board of Directors approves final STIF Plan if not approved on 12/18/24

January 16, 2025 – ODOT deadline for all Qualified Entities to submit STIF Formula Fund Plans

Projects and tasks contained within the draft FY26-FY27 STIF Formula Plan include those submitted by LTD and the Lane Council of Governments (LCOG), two of Lane County’s public transportation service providers. Of the current draft list of thirty-seven projects, most represent a continuation of previous STIF Formula-funded categories such as specialized and accessible services; transit service increases;



Lane Transit District Agenda Item Summary (AIS)

Vehicle purchases, passenger fare programs; and rural services. Of note are several new project concepts previously considered by the LTD Strategic Planning Committee (SPC) and the LTD Board of Directors in October of 2024. A draft list of FY26-FY27 STIF Formula projects is provided in Attachment 1.

During the fall of 2024, LTD’s STIF Advisory Committee will develop the draft FY26-FY27 STIF Formula Plan and, in doing so will consider specific criteria when reviewing projects and as well as how those projects support the goals of the Oregon Public Transportation Plan. The STIF Advisory Committee will utilize LTD’s sub-allocation formula funding allocation estimate as a starting point to prioritize project funding requirements.

Table 1 below provides a snapshot of the draft FY26-FY27 STIF Formula Plan funding and sub-allocation projections. At its November 4 meeting, the STIF Advisory Committee began the process of reviewing projects and advising LTD staff of project priorities to be included in the draft FY26-FY27 STIF Formula Plan.

Table 1

DRAFT FY26-FY27 STIF-F PLAN FUNDING AND REVENUE

Total Planned Project Funding	FY2026	FY2027	Total
STIF Formula	\$21,254,492	\$20,496,147	\$41,750,641
Federal	\$13,805,954	\$7,600,642	\$21,406,596
Other State	\$1,710,840	\$3,910,040	\$5,620,880
Local	\$105,676	\$105,676	\$211,352
Application Total	\$36,876,965	\$32,112,505	\$68,989,469
<i>ODOT Estimated Available Funds</i>	<i>\$8,224,130</i>	<i>\$8,579,755</i>	<i>\$16,803,685</i>
<i>Recommended 20% Contingency</i>	<i>\$1,644,826</i>	<i>\$1,715,951</i>	<i>\$3,360,777</i>
<i>LTD Estimated Carryover</i>	<i>\$17,000,000</i>		<i>\$17,000,000</i>
Total Anticipated STIF Formula Funds	\$26,868,956	\$10,295,706	\$37,164,662
Total STIF Formula Planned Projects	\$21,254,492	\$20,496,147	\$41,750,641
Difference Between Funds Available & Planned Projects	\$5,614,461	-\$10,200,441	-\$4,585,979

Proposed Motion: None.

Attachment 1: Draft FY26-FY27 STIF Formula Projects

LTD Projects	
1	ADA Paratransit and Shopper Shuttle
2	Preventive Maintenance for Specialized Services Fleet
3	Volunteer Mileage Reimbursement
4	Behavioral Health Transportation
5	Crucial Connections
6	Veterans Transportation
7	South Lane Operations
8	Travel Training
9	Transit Host Program
10	Transportation Eligibility Assessments
11	Florence Rhody Express
12	Oakridge Diamond Express
13	Service Increase
14	Mobility on Demand Pilot
15	K-12 Student Pass Program
16	Low-Income Fare Program
17	Trip Planning Mobile App
18	Specialized Services Fleet
19	RideSource Shopper Shuttle Expansion
20	Fixed Route Vehicle Replacement
21	Transit Shared Mobility System Integration and Modernization
22	Transit Access and Safety Improvement Program
23	Community Outcome Initiative Pilot
24	ATTAIN On Demand Match
25	Rural Lane County On Demand Shuttle Match
26	Florence Mobility Hub Match
27	Shopper Shuttle Replacement Match
28	Eugene Safe Streets and Roads for All Match
29	Fare Management Match
30	Downtown and Riverfront Circulator Match
31	Sustainable Service Reserve
32	STIF Administration
33	Contingency (20%)
Link Lane (LCOG) Projects	
1	Florence-Yachats Connector: Operational Costs
2	Florence-Yachats Connector: Administrative Costs
3	Eugene-Florence Connector: Operational Costs
4	Eugene-Florence Connector: Administrative Costs
5	Link Lane Low Income Fare Program
6	Contingency (20%)



Lane Transit District Agenda Item Summary (AIS)

Presented By: Matthew Imlach, Director of
Development

AIS Title: Community Investment Plan 2025-2034

Action: None. Information Only.

The Community Investment Policy (CIP) is a framework for development of the District's ten-year Community Investment Plan which is the District's near and long term financial plan of investments needed to deliver essential transportation services that connect our community. The CIP includes both planned investments and the planned resources to realize those investments. The CIP has no spending authority but helps inform our annual budget for committing funds.

The list of potential CIP projects comes from a variety of internal and external sources. Internal sources include long-range plans and policies as well as departmental capital replacement or technology upgrade needs. External sources are our Board, riders and community partners throughout Lane County.

Presentation will provide an overview of our Community Investment Plan for 2025-2034 since adoption in June 12, 2024.

Attachments: PowerPoint Presentation

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

Proposed Motion: None.

Community Investment Plan – FY 25-34

11/20/2024 – Board Meeting



Lane Transit District

LTD.org

AGENDA



Community Investment Plan (CIP) Timeline



Framework



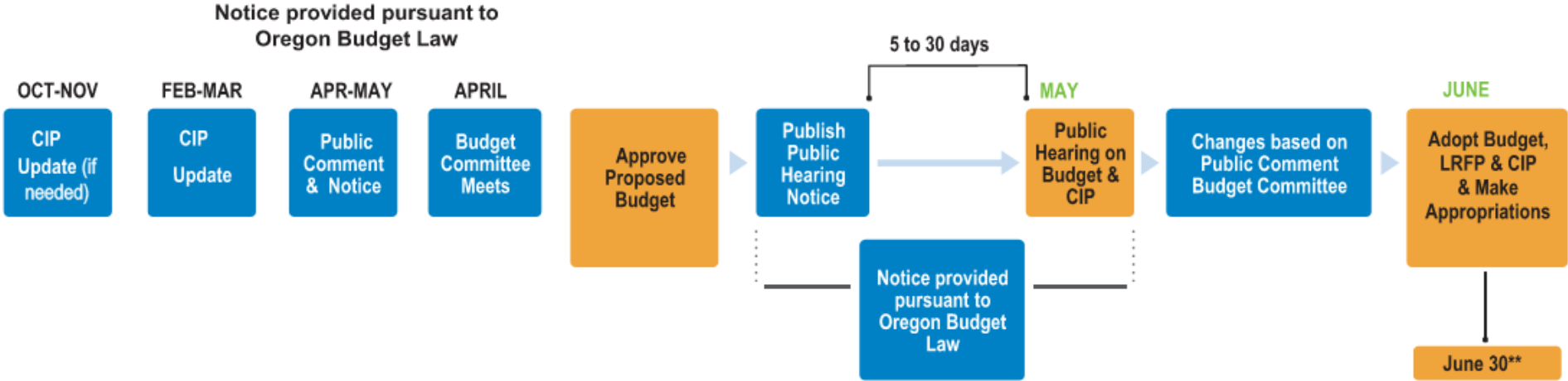
Projects



Budget Timeline



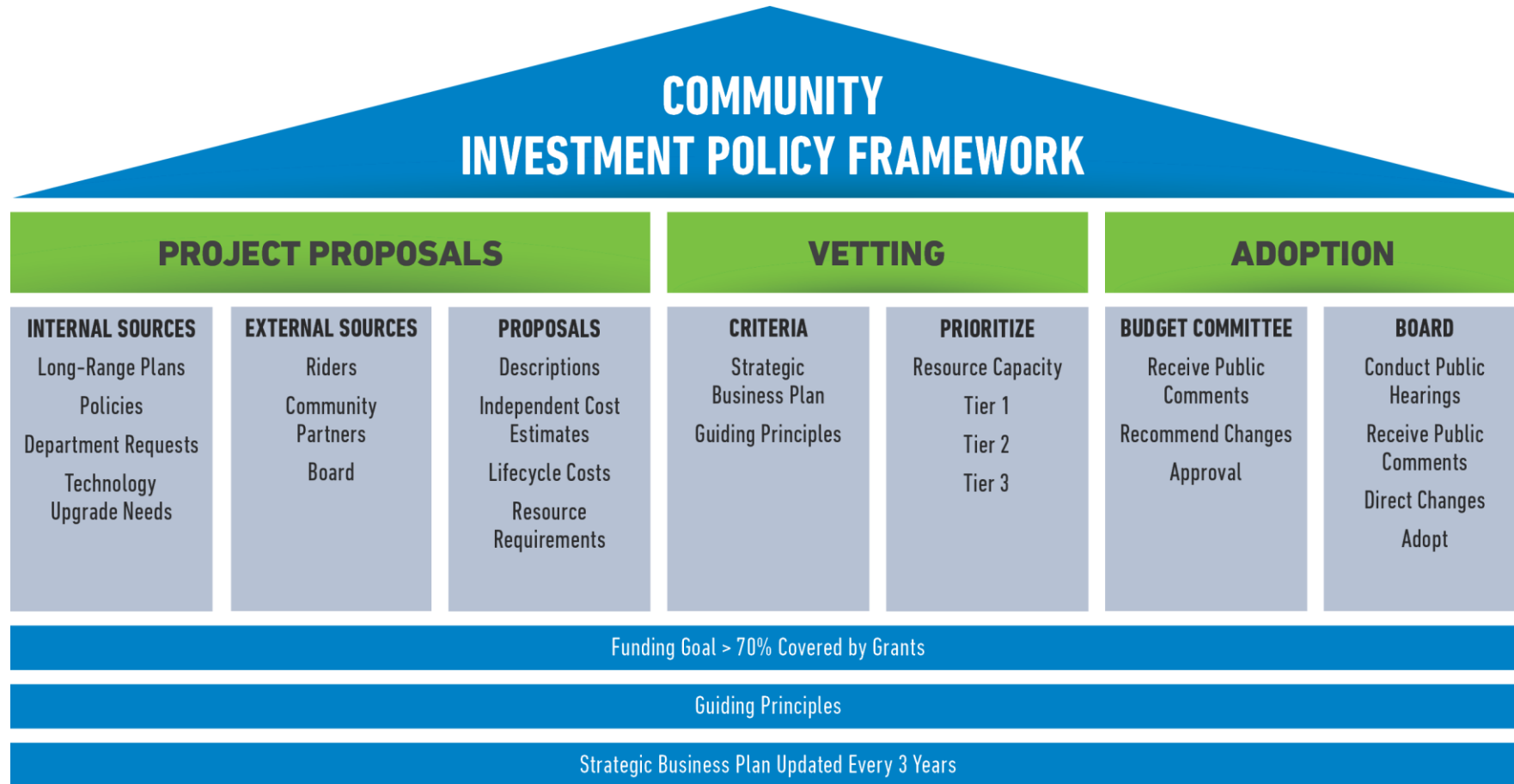
BUDGET PROCESS



****NOTE: Budget must be adopted by June 30 (ORS 294.408)**



CIP Framework



CIP Improvement Projects

	TIER	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	TOTAL
TOTALS: IMPROVEMENTS		14,247,650	8,051,075	14,528,420	19,520,701	28,035,000	9,460,000	4,810,000	2,035,000	1,885,000	1,635,000	104,207,846
FACILITIES		12,211,000	2,680,000	1,200,000	12,850,000	26,200,000	7,900,000	3,200,000	200,000	200,000	200,000	66,841,000
Alternative Fuels Infrastructure	3	-	-	-	5,000,000	15,000,000	3,700,000	-	-	-	-	23,700,000
Eugene Station Modernization	1	2,400,000	-	-	-	-	-	-	-	-	-	2,400,000
Facility & Station Upgrades & Infrastructure	3	-	-	-	3,000,000	3,000,000	3,000,000	3,000,000	-	-	-	12,000,000
Fixed Route Infrastructure Improvements	3	-	-	1,000,000	3,000,000	-	-	-	-	-	-	4,000,000
Fleet Crane and Fall Protection	2	86,000	780,000	-	-	-	-	-	-	-	-	866,000
OCC / Training / Lounge	1	9,500,000	1,700,000	-	-	-	-	-	-	-	-	11,200,000
Passenger Boarding & System Facilities - Imp	1/2	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	2,000,000
RideSource Facility Expansion	3	-	-	-	1,000,000	8,000,000	1,000,000	-	-	-	-	10,000,000
Storm Water Shut-off Value to City	3	-	-	-	650,000	-	-	-	-	-	-	650,000
River Road Transit Disposal	1	25,000	-	-	-	-	-	-	-	-	-	25,000
FLEET		-	-	-	902,284	-	-	-	-	-	-	902,284
Rear Facing ADA Securement Upgrade*	3	-	-	-	902,284	-	-	-	-	-	-	902,284
FREQUENT TRANSIT NETWORK (FTN)		745,000	1,075,000	7,835,000	385,000	485,000	310,000	360,000	585,000	435,000	185,000	12,400,000
Franklin Raise Project Grant Match	1	-	-	5,000,000	-	-	-	-	-	-	-	5,000,000
Planning Studies	1/2	745,000	575,000	335,000	385,000	485,000	310,000	360,000	585,000	435,000	185,000	4,400,000
Transit-Shared Mobility Integration & Modernization*	2	-	500,000	2,500,000	-	-	-	-	-	-	-	3,000,000
SAFETY & SECURITY		313,758	1,295,049	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	11,608,807
FTN Safety and Amenity Improvements	1/2	250,000	1,295,049	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	11,545,049
System Security Improvements	1	63,758	-	-	-	-	-	-	-	-	-	63,758
TECH & INFRASTRUCTURE		977,892	3,001,026	4,243,420	4,133,417	100,000	-	-	-	-	-	12,455,755
Fiber Mapping & Replacement/Expansion	2/3	-	-	50,000	100,000	100,000	-	-	-	-	-	250,000
Regional Mobility Enabling Technologies	1	277,892	2,501,026	2,193,420	2,033,417	-	-	-	-	-	-	7,005,755
Fare Management System*	2	50,000	500,000	2,000,000	2,000,000	-	-	-	-	-	-	4,550,000
Website	1	650,000	-	-	-	-	-	-	-	-	-	650,000

*new project to CIP



CIP Improvement New Projects

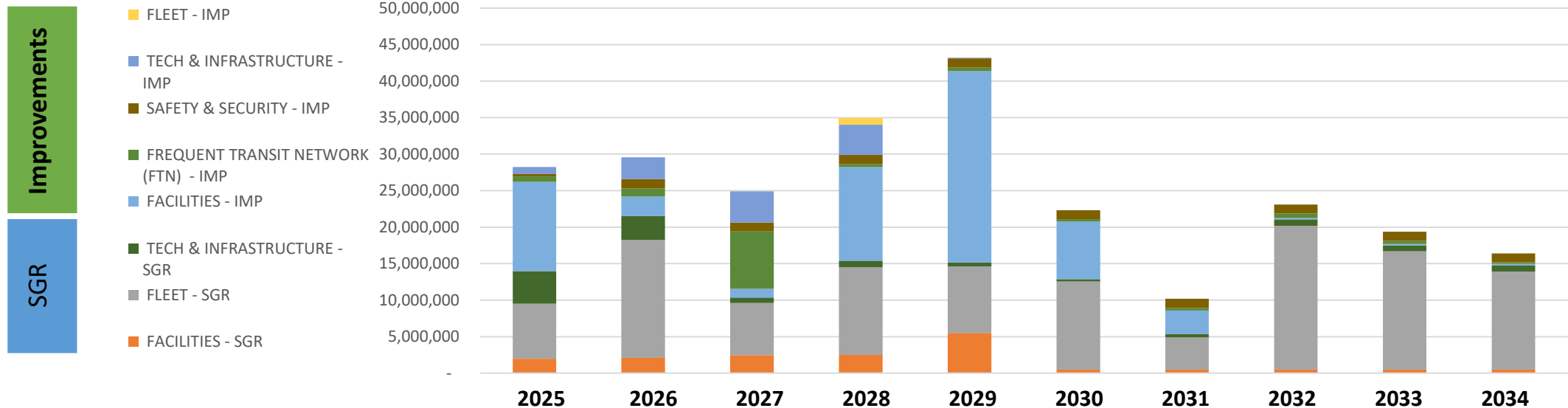
	TIER	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	TOTAL
TOTALS: IMPROVEMENTS		25,000	500,000	2,250,000	1,451,142	-	-	-	-	-	-	4,226,142
FLEET												
Rear Facing ADA Securement Upgrade	3	-	-	-	902,284	-	-	-	-	-	-	902,284
FREQUENT TRANSIT NETWORK (FTN)												
Transit-Shared Mobility Integration & Modernization	2	-	500,000	2,500,000	-	-	-	-	-	-	-	3,000,000
TECH & INFRASTRUCTURE												
Fare Management System	2	50,000	500,000	2,000,000	2,000,000	-	-	-	-	-	-	4,550,000

State of Good Repair Projects

	TIER	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	TOTAL
TOTALS: STATE OF GOOD REPAIR		13,985,583	21,526,885	10,362,483	15,395,208	15,175,591	12,865,141	5,371,640	21,067,371	17,493,264	14,775,734	148,018,899
FACILITIES		1,985,000	2,115,000	2,450,000	2,500,000	5,500,000	500,000	500,000	500,000	500,000	500,000	17,050,000
Franklin & Gateway EmX Corridors	2	-	-	1,000,000	1,000,000	-	-	-	-	-	-	2,000,000
Gateway Station	3	-	-	-	500,000	-	-	-	-	-	-	500,000
Glenwood Admin Roof Replacement	2	1,500,000	400,000	-	-	-	-	-	-	-	-	1,900,000
Glenwood Admin Seismic, Mech & Systems Upgrades	2	-	800,000	700,000	-	-	-	-	-	-	-	1,500,000
Glenwood Electrical Rehabilitation	2	-	250,000	250,000	-	-	-	-	-	-	-	500,000
Glenwood Petroleum Fuel System Improvements	2	-	-	-	-	-	-	-	-	-	-	-
Springfield Station Improvements	3	-	-	-	500,000	5,000,000	-	-	-	-	-	5,500,000
Transit Facilities State of Good Repairs	1/2	285,000	415,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	2,700,000
Passenger Boarding & System Facilities - SGR	1/2	200,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	2,450,000
FLEET		7,545,583	16,136,885	7,168,161	11,985,208	9,126,841	12,047,453	4,384,819	19,696,208	16,207,543	13,400,226	117,698,926
Major Bus Components	1/2	556,383	59,345	142,826	730,818	2,071,601	1,876,653	2,178,469	585,708	241,923	387,076	8,830,801
Ten Yr. Fixed Route Fleet Replacement	1/2	5,760,000	13,040,000	4,760,000	9,600,000	5,350,000	8,560,000	-	16,050,000	13,370,000	10,700,000	87,190,000
Ten Yr. Spec Srvc Fleet Replacement	1/2	742,000	2,497,190	1,862,580	1,344,700	1,368,500	1,392,300	1,863,540	2,636,860	2,317,320	1,968,750	17,993,740
Ten-Year Non-Rev Fleet	1/2	487,200	540,350	402,755	309,690	336,740	218,500	342,810	423,640	278,300	344,400	3,684,385
TECH & INFRASTRUCTURE		4,455,000	3,275,000	744,322	910,000	548,750	317,688	486,822	871,163	785,721	875,507	13,269,973
CAD/AVL	2	400,000	-	-	-	-	-	-	-	-	-	400,000
ERP	1	300,000	100,000	-	-	-	-	-	-	-	-	400,000
IT Hardware/Software Replacement	1/2	885,000	1,165,000	620,000	910,000	548,750	317,688	486,822	871,163	785,721	875,507	7,465,651
ITS Video Systems Replacement	1/2	2,000,000	1,500,000	-	-	-	-	-	-	-	-	3,500,000
Operations Software/Midas Replacement	1	870,000	510,000	124,322	-	-	-	-	-	-	-	1,504,322

CIP Projects

	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	TOTAL
TOTALS: STATE OF GOOD REPAIR	13,985,583	21,526,885	10,362,483	15,395,208	15,175,591	12,865,141	5,371,640	21,067,371	17,493,264	14,775,734	148,018,899
FACILITIES	1,985,000	2,115,000	2,450,000	2,500,000	5,500,000	500,000	500,000	500,000	500,000	500,000	17,050,000
FLEET	7,545,583	16,136,885	7,168,161	11,985,208	9,126,841	12,047,453	4,384,819	19,696,208	16,207,543	13,400,226	117,698,926
TECH & INFRASTRUCTURE	4,455,000	3,275,000	744,322	910,000	548,750	317,688	486,822	871,163	785,721	875,507	13,269,973
TOTALS: IMPROVEMENTS	14,247,650	8,051,075	14,528,420	19,520,701	28,035,000	9,460,000	4,810,000	2,035,000	1,885,000	1,635,000	104,207,846
FACILITIES	12,211,000	2,680,000	1,200,000	12,850,000	26,200,000	7,900,000	3,200,000	200,000	200,000	200,000	66,841,000
FLEET	-	-	-	902,284	-	-	-	-	-	-	902,284
FREQUENT TRANSIT NETWORK (FTN)	745,000	1,075,000	7,835,000	385,000	485,000	310,000	360,000	585,000	435,000	185,000	12,400,000
SAFETY & SECURITY	313,758	1,295,049	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	1,250,000	11,608,807
TECH & INFRASTRUCTURE	977,892	3,001,026	4,243,420	4,133,417	100,000	-	-	-	-	-	12,455,755
GRAND TOTALS State of Good Repair & Improvements	28,233,233	29,577,960	24,890,903	34,915,909	43,210,591	22,325,141	10,181,640	23,102,371	19,378,264	16,410,734	252,226,745



Questions



Project Description – SGR (Facilities)

Bus Wash Improvements

This project will renovate the existing bus wash facility at LTD's Glenwood campus to include replacement of the existing bus wash with a new, reliable bus wash and reclamation system that increases cleaning capabilities, increases work efficiencies of service personnel, uses fewer resources and minimizes maintenance costs.

Franklin & Gateway EmX Corridors

EmX platforms and busways along the Franklin and Gateway EmX lines will be updated to increase passenger safety, comfort, and accessibility while furthering LTD's sustainability goals. Improvements might include repainting structures, installing new signage, repairs and replacement to hardscapes, and rehabilitating furniture and shelters.

Gateway Station

Gateway Station is one of the core elements of the EmX and links riders to essential services on route 12, such as the Lane County Courthouse and VA Clinic. By keeping this station in good working order, repainting structures, installing digital signage, and other minor improvements, we continue to provide a safe environment for people of diverse identities and abilities to access transportation.

Glenwood Admin Roof Replacement

The Glenwood Administrative Facility roof is in need of replacement to protect the structure and assets inside the building. This project will replace the existing metal roofing with new materials improving the life cycle cost.

Glenwood Admin Seismic, Mechanical, and Systems Upgrades

The Glenwood Administration Building was constructed in the early '90s. This project will consist of seismic upgrades, mechanical upgrades, and system upgrades.

Glenwood Electrical Rehabilitation

This project will take corrective measures on electrical safety issues, installation/code deficiencies, and equipment rating deficiencies. The work also includes increasing the capacity of the electrical systems on the Glenwood Campus.

Glenwood Petroleum Fuel System Improvements

This project will upgrade and replace LTD's petroleum and fluid dispensing systems, much of which has reached its end-of-useful life. Maintaining the components of this system are not only crucial to our operations, but to protecting the environment. Necessary improvements include: storage vessels, pumps, product lines, leak detection, and dispensing equipment.

Springfield Station

Springfield Station is an important connection point for both LTD's EmX service and fixed route service to LCC, Thurston, and McKenzie Bridge. This project will improve comfort and accessibility for passengers at the station and further LTD's sustainability goals. Possible upgrades include repainting passenger structures, installing new digital signage, updating to LED lighting, repairing platform paving, rehabilitating furniture and shelters, as well as improvements to mechanical, electrical and plumbing systems.

Transit Facilities State of Good Repairs

Safety for our employees, customers, and community is always a top priority. Repairing and renovating our buildings to provide adequate ventilation, fire and life safety, and structural integrity means a safe working environment for all. Our ongoing commitment to keeping all facilities in good working order gives us a safe space to be creative, compassionate and productive.

Passenger Boarding & System Facility SGR

This project will address items to improve LTD customer experience by addressing shelters, furniture, and/or signage at passenger boarding areas as well as system wide repairs that need to be addressed.

Project Description – SGR (Fleet)

Major Bus Components

This program will allow LTD to leverage capital funds for the replacement of major bus components (hybrid systems, engine overhauls) needing to be replaced prior to the end of the vehicle's useful life. This will help increase reliability while reducing operational costs in repairing these components.

Ten-Year Fixed Route Fleet Replacement

LTD's fixed route service allows us to provide transportation all over Lane County, from Veneta to McKenzie Bridge, Coburg to Cottage Grove, and residents in between. This service addresses historic inequities in transportation, by connecting people with diverse identities and abilities to their destination. This ten-year plan helps identify buses that need to be replaced, in order to maintain reliable service. LTD plans to replace nineteen 40-foot buses in the first year of this ten-year project, with annual review based on the condition of vehicles and available funds.

Ten-Year Special Service Fleet Replacement

The Paratransit Fleet Replacement Plan is a ten-year plan for identifying which paratransit vehicles need to be replaced with new purchases. Paratransit vehicles are used to operate the RideSource ADA service and other specialized programs.

Ten-Year Non-Revenue Fleet

The Non-Revenue Fleet Replacement Plan is a ten-year plan for identifying which non-revenue vehicles need to be replaced with new purchases. Non-revenue vehicles do not move passengers, but are cars, trucks, and vans used to transport equipment and staff between District properties and to and from meetings.

Project Description – SGR (Tech & Infrastructure)

CAD/AVL

The CAD/AVL system is core to much of LTD's mission-critical operations, including operations of fleet, communications with operators, monitoring real-time vehicle locations, GTFS data, and much more. This project will replace existing CAD/AVL system for fixed route and EmX vehicles.

Enterprise Resource Planning (ERP)

An overhaul to the LTD enterprise software solution including core financial work flows and key department integrations. This project will impact all LTD departments and can lead to significant process improvement focus through design assessment and implementation.

IT Hardware/Software Replacement

This project involves the replacement of existing IT equipment/software, such as servers, laptops, networking devices, software solutions, with newer and more efficient technology. This is done to improve performance, enhance security, keep up with evolving software requirements and ensure the interoperability of LTD's systems. Effective hardware replacement strategies ensure minimal disruption to operations while maximizing the benefits of new technology.

Project Description – Improvements (Facilities)

Alternative Fuels Infrastructure

This project will improve LTD's facilities allowing us to fuel, service, and repair new vehicles with innovative propulsion technologies. These upgrades will allow us to meet our ambitious sustainability goal of becoming 100% fossil fuel free by 2035.

Eugene Station Modernization

Eugene Station is the central point of LTD's "hub and spoke" transit system. This project will maintain and improve both the buildings and exterior features of the station. Examples of possible improvements include (but not limited to): updating wayfinding signs, improving real time signage, installing energy efficient lighting fixtures, and updating public restrooms.

Facility & Station Upgrades & Infrastructure

The Station Upgrades and Infrastructure projects are part of LTD's continuous efforts to better meet the changing needs of the passengers, employees, and growing community. Each station provides important access points to transit across the service area. Improvements to each station would be designed to increase accessibility, comfort, and safety at passenger boarding areas by updating or replacing bus driveways, passenger platforms, shelter structures, passenger furniture, signage, and site utilities which may include relocation of the entire facility.

Fixed Route Infrastructure Improvements

This project will update signs, shelters, furniture, and other equipment at stops along the Fixed Route Network, increasing accessibility, comfort, and passenger safety at these boarding areas.

Fleet Crane and Fall Protection

This project will provide for a safe working environment on top of the bus and provide for safely lifting components that are located anywhere on top of a bus and removing/replacing them.

OCC / Training / Lounge

The Operations Command Center/Training/Lounge project will expand LTD's administrative building to include modern operations dispatch, operator report area, training simulator/classrooms, restrooms/showers, and operator rest areas.

Passenger Boarding & System Facility Improvements

This project will enhance the LTD customer experience by improving pathways, shelters, furniture, and/or signage at passenger boarding areas. These upgrades are designed to increase accessibility, comfort, and safety for transit riders.

RideSource Facility Expansion

LTD's RideSource ADA paratransit service provides vital origin-to-destination transportation for people who are unable to use the bus due to a disability. This project will allow LTD to increase parking capacity for paratransit and employee vehicles and expand the RideSource operational/administrative building to better meet the needs of the community.

Storm Water Shut-Off Valve to City

This project will provide a shut-off valve to the city storm water system in the event of a major fueling spill on the Glenwood Campus.

Project Description – Improvements (FTN / Safety/Fleet)

Frequent Transit Network

Franklin Raise Project Grant Match

This project is a match commitment to the City of Eugene's successful federal RAISE grant for reconstruction of Franklin Boulevard. LTD's match is to facilitate reconstruction of the stretch of EmX line (and stations) within the project area (generally between Walnut and Dads' Gates stations).

Planning Studies

Planning Studies comprise a program of several cyclical planning efforts that will advise the strategic direction of the organization. These efforts include the Comprehensive Operations Analysis (COA) and the Strategic Business Plan (SBP) which are on a three-year update cadence, and the Long-Range Transit Plan which is ideally updated every five-six years. Additionally, in the first 3 years of the FY 2024 CIP, LTD will be conducting a Community Outreach and Communications Assessment (COCA) - a process for engaging and communicating with the community, a RideSource Operations Analysis (ROA), and the development of LTD's Mobility Management Framework (MMF).

Transit-Shared Mobility Integration and Modernization

Project would fund the modernization and integration of the Eugene-Springfield bike share system into LTD's portfolio of mobility services. Project will provide the community with new and more accessible mobility options and will extend the reach of LTD's fixed-route bus network. Capital funding would be directed toward the purchase and launch of a replacement fleet of pedal-assist electric bicycles, with integrated charging and docking stations distributed throughout Eugene and Springfield.

Safety & Security

FTN Safety and Amenity Improvements

LTD's Frequent Transit Network provides crucial connections for the community along major transportation corridors. This project will enhance the customer experience, improve efficiency, increase safety, accessibility, and comfort for riders using stops along this network. Examples of possible upgrades includes (but not limited to) real-time signs, transit signal priority, bike lockers, and ADA improvements.

System Security Improvements

System Security Improvement is a multi-phase project that will increase safety and security for LTD passengers, employees, facilities, and vehicles. These improvements will focus primarily on locations that are particularly vulnerable to vandalism, ensuring we can provide safe and accessible service across our system.

Fleet

Rear Facing ADA Securement Upgrade

This project looks to installing a rear facing securement option on some of our buses that will allow passengers more flexibility to self secure.

Project Description – Improvements (Tech & Infrastructure)

Fiber Mapping & Replacement/Expansion

This project involves expanding and updating the mapping of LTD's fiber network in the Eugene Springfield area. This is done to determine new pathways within existing Fiber networks to increase efficiency and redundancy. Effective administration of our Fiber networks also involves maintenance and replacement of older fiber lines with new technology to allow additional uses of this infrastructure.

Regional Mobility Enabling Technologies

In partnership with local entities, this project seeks to innovate in the space of transportation options access and ease-of-use. Project would include development of integrated web-based solutions for trip planning and payment options across multiple modes of transportation. As well as facilitating a pilot that would facilitate users in determining the best set of mobility services (this would include transit, Mobility on Demand (MOD) services, and other shared use mobility) to get from their origin to a given destination. Technologies developed under this project would include the ability to dispatch given mobility service or set of services to meet the user's need.

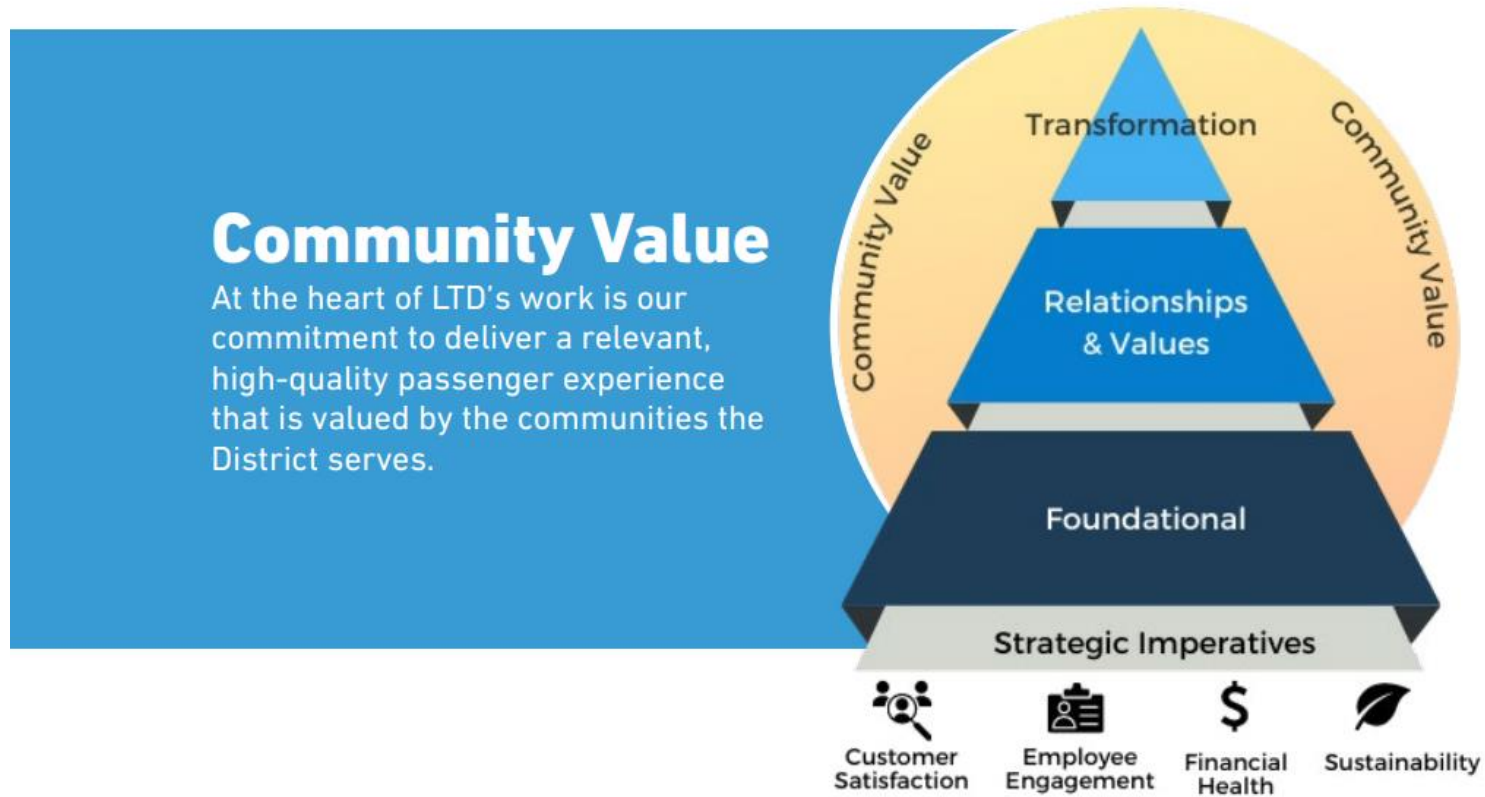
Website

LTD plans to upgrade to a more technologically advanced website improving communication with riders and the community, and will allow for future expansion of LTD's services. The new website will be simpler for users to navigate, faster for staff to update, and will more easily integrate with innovative mobility services.

Fare Management System

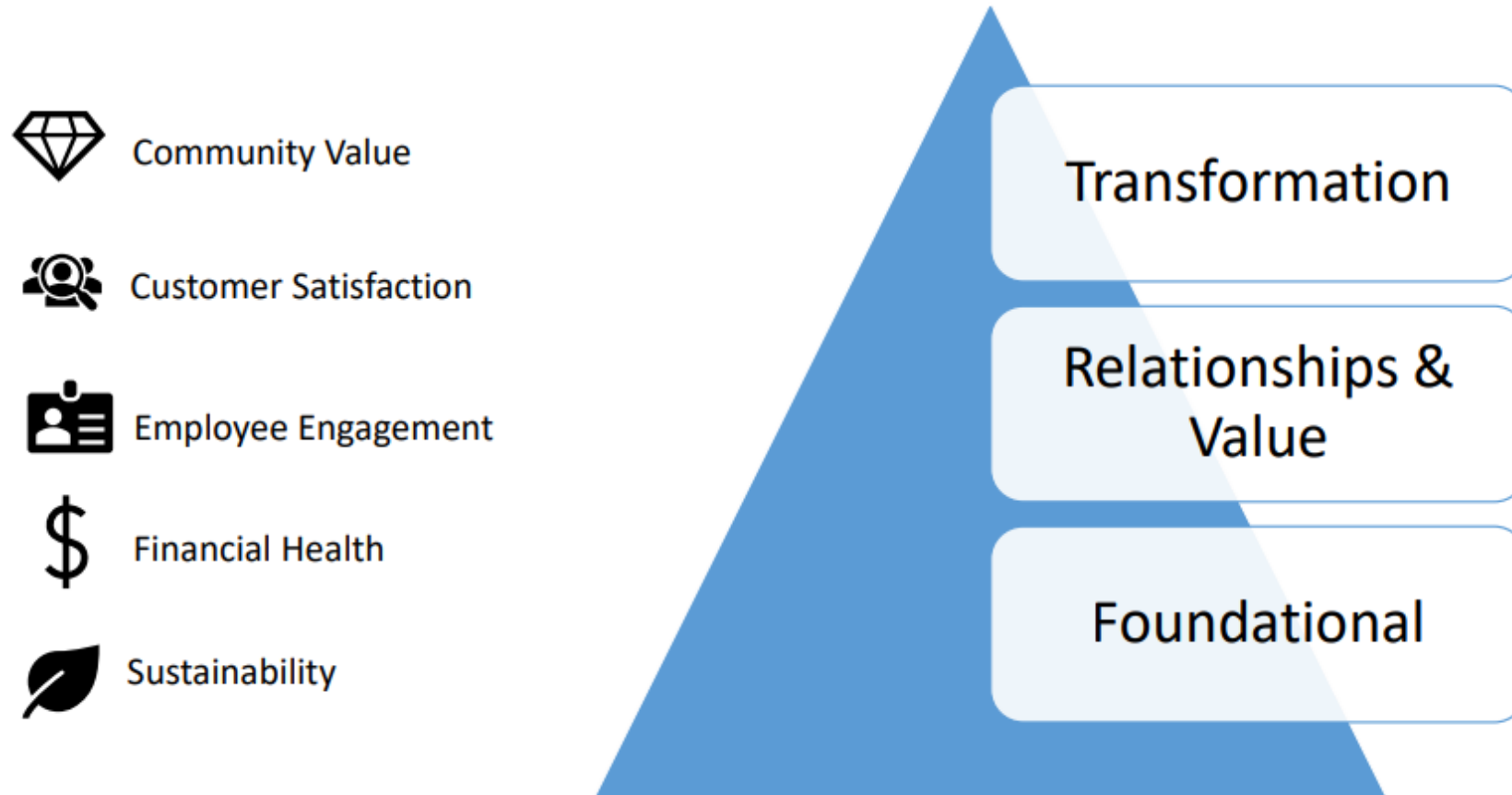
Project would be for a unified fare system throughout our network of LTD services. The goal is to modernize and enhance transit fare to improve operational efficiency, accessibility and customer experience. This will include updated fare policy, validation and payment infrastructure.

Strategic Business Plan FY24 & Beyond



*Graphic taken from presentation on Strategic Business Plan Reporting to Board Work Session at October 18, 2023 meeting

Strategic Business Plan FY24 & Beyond



*Graphic taken from presentation on Strategic Business Plan Update to Strategic Planning Committee at August 22nd, 2023 meeting

CIP Guiding Principles

- To deliver safe, equitable and dependable transportation services and facilities in an affordable, efficient, and cost-conscious manner
- To invest in a transparent, financially sustainable manner that is able to withstand annual revenue fluctuations
- To adjust to changes in community service needs and strategic business plan priorities
- To comply with all local, state and federal regulatory requirements
- To be a part of the climate change solution while building community resiliency



Lane Transit District Agenda Item Summary (AIS)

Presented By: Sam Kelly-Quattrocchi, Government Relations Manager **AIS Title:** 2025 Legislative Update

Action: Discussion and Feedback

Lane Transit District (LTD) has a long history of actively engaging in state and federal policy and legislation. These efforts have been led by developing clear priorities and messaging with the Board and LTD staff. Legislative engagement does not require a firm position from the Board; however, the Board may choose to take a position on legislative matters, or as is also the practice, the Board President may represent the Board in any correspondence submitted to Legislators of Congressional Delegates. To facilitate this, staff have presented an overview of the upcoming 2025 Federal Legislative Session and the 2025 State Legislative Session.

The attached PowerPoint presentation:

- Provides a high level overview of current federal policies and priorities.
- Summarize LTD's role with the United Front federal advocacy group, composed of regional partners.
- Summarize the state legislative process, dates, deadlines, and standard practice for advocacy at the state level for the 2025 Legislative session beginning January 21, 2025.
- Provide an overview of the current status of the 2025 transportation funding package and other priority areas.

The Board will have time to ask questions on any of the topics being covered.

Attachments: 2025 Legislative Update Powerpoint

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

Proposed Motion: None.

STATE AND FEDERAL LEGISLATIVE UPDATE

LTD Board of Directors | November 20, 2024

Presented by: Sam Kelly-Quattrocchi
Government Relations Manager



Lane Transit District

LTD.org



MISSION

Connecting Our Community

VISION

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

VALUES

Respect, Integrity, Innovation, Equity, Safety, and Collaboration

AGENDA



FEDERAL LEGISLATIVE UPDATE

FY 25 Appropriations, LTD Earmark Project,
United Front Advocacy Trip



STATE LEGISLATIVE UPDATE

2025 Legislative Overview, Session and Key Issues



QUESTIONS

LTD's ADVOCACY



STATEWIDE

Lobbyists: Oxley and Associates
Oregon Transit Association (OTA)
Oregon Transportation Forum, Special Districts (SDAO)

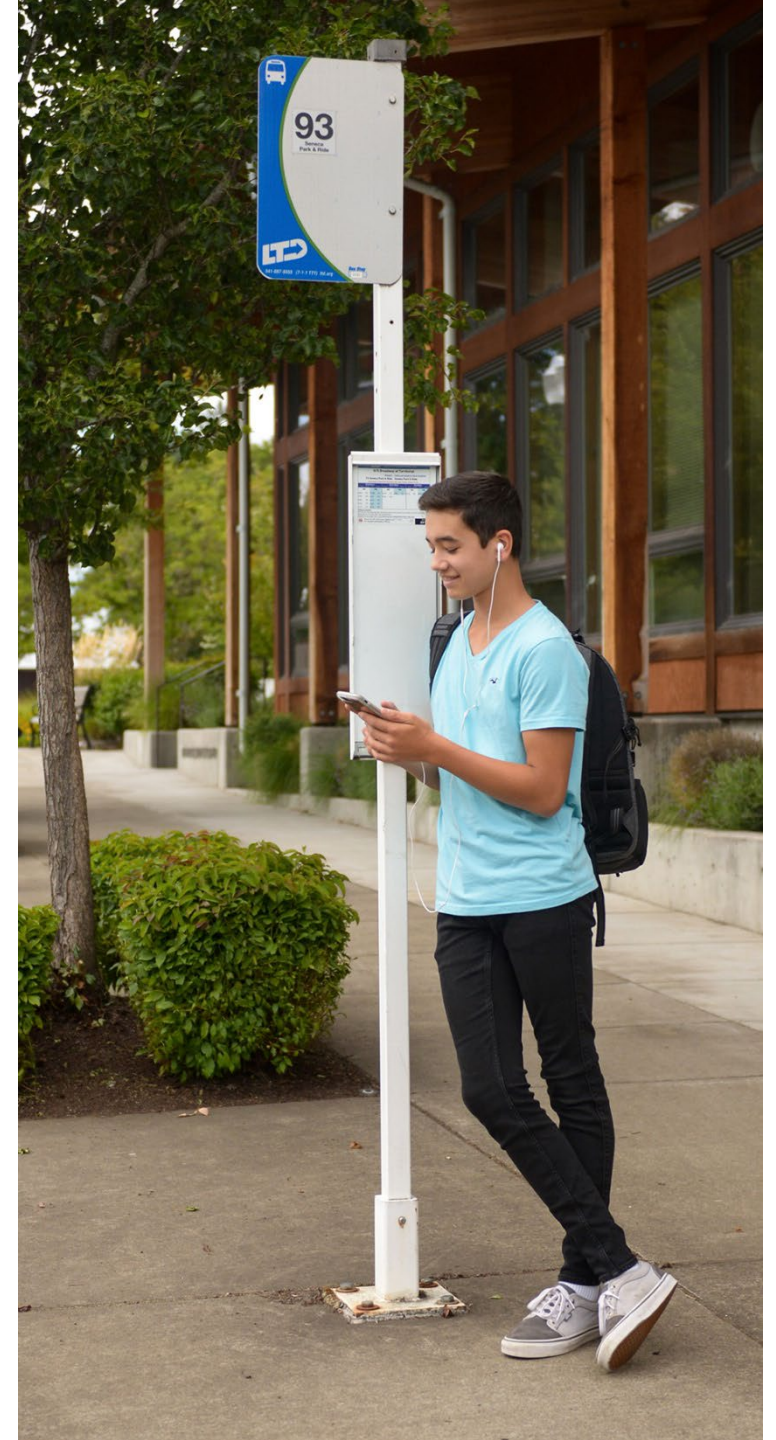
FEDERAL

Lobbyists: Smith Dawson Andrews
The Bus Coalition
American Public Transit Association (APTA)

UNITED FRONT

City of Eugene, City of Springfield, Lane County, Lane Transit District
Springfield Schools, 4J, & Willamalane

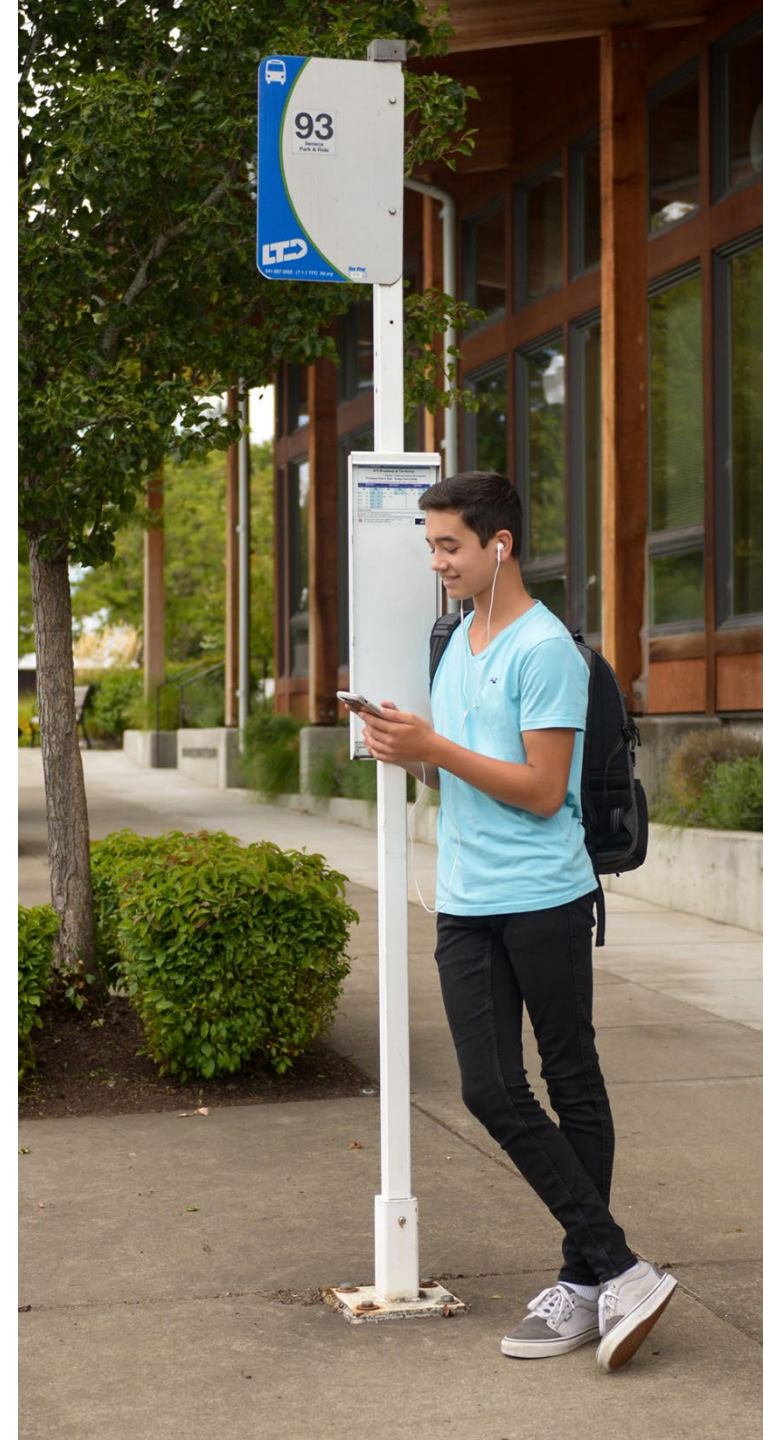
Other community partners: Chambers of Commerce, UO, LCC, etc.



FEDERAL LEGISLATION



- FY 25 Appropriations
- Continuing Resolution
- Member Directed Spending Request
 - Paratransit & Non-Revenue Fleet Charging



UNITED FRONT 2025



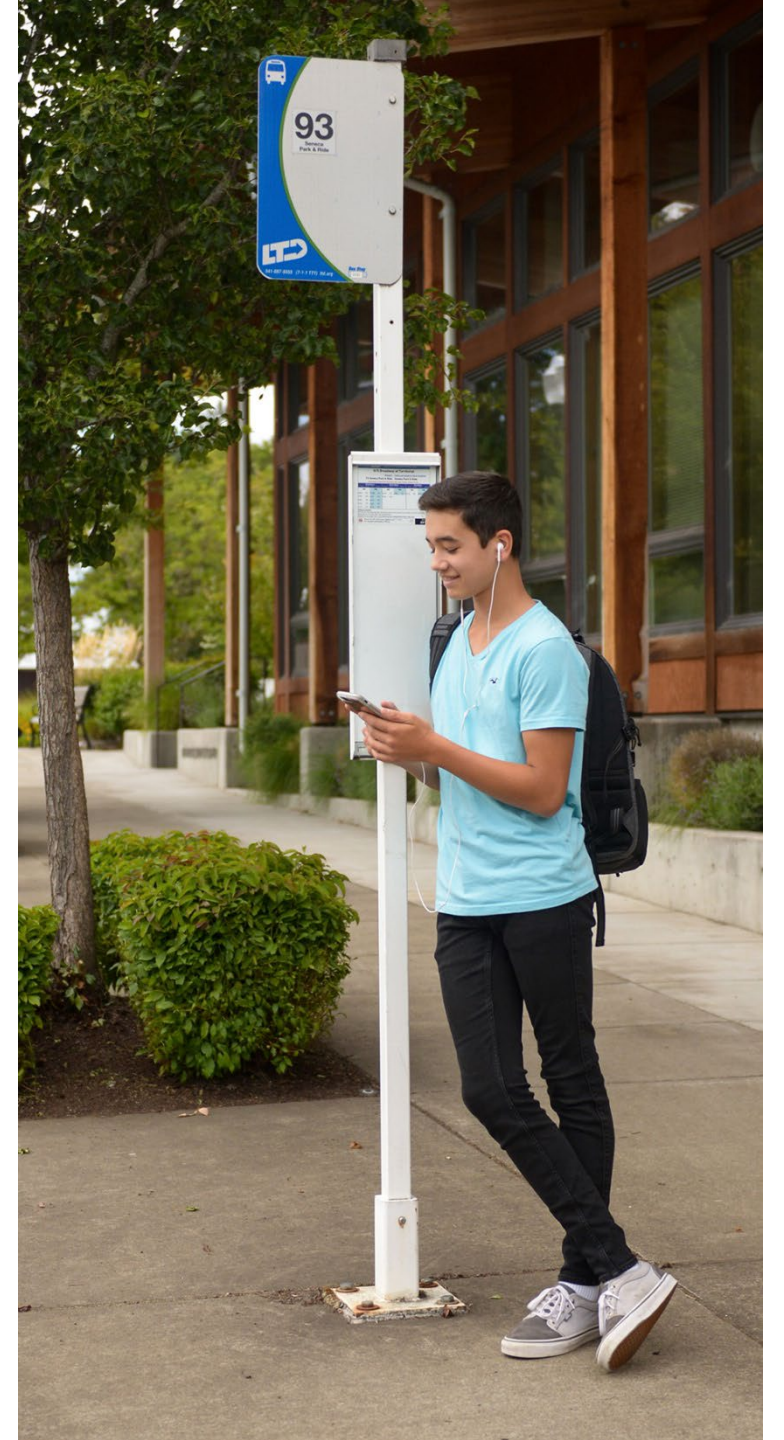
- Advocate for Federal Regional Priorities
 - Federal Priorities “Book”
- Late Winter early Spring in Washington DC
- Delegation of United Front Partners
 - LTD: Board Representative, CEO, Gov’t Relations
- Meetings with Congressional Delegation
- Meeting with FTA, Governor's Office, FEMA, & Other Federal Departments



STATE LEGISLATION



- 2025 Session, January 21- June 28
- Evaluation of bills, impacts to LTD
 - Board & Staff engagement
- 2025 Session Priorities
 - Housing
 - Infrastructure
 - Transportation



STATE LEGISLATION



POLITICS

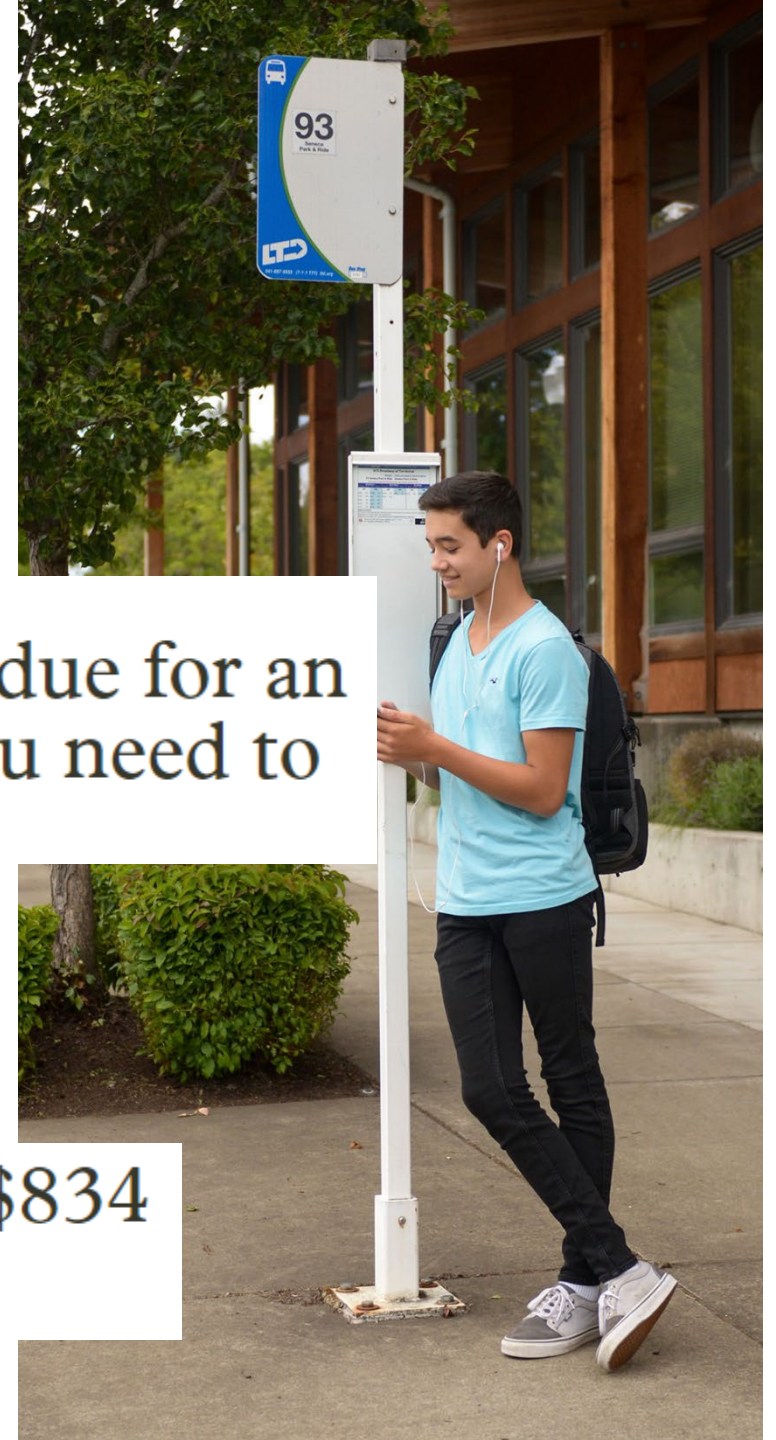
Oregon transportation leaders say they may have to cut 1,000 jobs if legislature doesn't find them more money

POLITICS

Oregon's transportation system is due for an overhaul next year. Here's what you need to know

It's not just ODOT: Oregon counties predict severe revenue shortfall for roads, bridges, maintenance

Oregon counties say they'll need extra \$834 million annually for roads, bridges





DISCUSSION & QUESTIONS

SAM KELLY-QUATTROCCHI

Government Relations Manager

sam.kellyquattrocchi@ltd.org

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
10/1/2024	NocTel Communications, Inc.	Hosted VoIP Services and Products	Personal Services	Oct 1, 2021 - Sep 30, 2025	\$567,519.30	\$630,549.60	A. Reichert	Amendment to extend the agreement term, increase the NTE amount and update Key Personnel.
10/1/2024	Campbell Commercial Real Estate	Real Estate Brokerage Services	Personal Services	Oct 1, 2024 - Final Sale of Real Estate	\$119,800.00		M. Imlach	New Contract
10/3/2024	Brightly Software, Inc.	Facilities Asset Management Software	Amendment	Nov 11, 2022 - Nov 30, 2025	\$76,057.37		M. Imlach	Amendment to extend the contract term.
10/9/2024	Turner Music	Musician Services for LTD State of the District	Personal Services	Oct 9, 2024 - Dec 31, 2024	\$100.00		E. Breitenstein	New Contract
10/9/2024	Jaymin Veach	Musician Services for LTD State of the District	Personal Services	Oct 8, 2024 - Dec 31, 2024	\$100.00		E. Breitenstein	New Contract
10/10/2024	Elijah Hansen	Musician Services for LTD State of the District	Personal Services	Oct 8, 2024 - Dec 31, 2024	\$100.00		E. Breitenstein	New Contract
10/11/2024	Claudio Elizalde	Commissioned Poem for LTD State of the District	Personal Services	Oct 10, 2024 - Dec 31, 2024	\$350.00		E. Breitenstein	New Contract
10/16/2024	Harvey & Price Co.	HVAC Service and Repair	Amendment	Dec 1, 2019 - March 30, 2025	\$285,548.00		M. Imlach	Amendment to extend contract until a successful award and transition to the successful proposer.
10/21/2024	Chambers Construction	On-Call General Construction Services	Professional Services	May 2, 2023 - May 1, 2025	\$8,500,000.00		J. McCormack	Amendment to extend the term and add certified payroll software requirements.
10/24/2024	Cummins, Inc.	Bus Engine and Hybrid Parts	Amendment	Oct 1, 2023 - Sep 30, 2025	\$4,951,063.50		E. Evers	Amendment to extend the term and update Option Year 1 pricing.
10/24/2024	Carolina Selva Training & Development	Professional Development Program	Personal Services	Oct 24, 2024 - Jun 30, 2025	\$60,000.00		M. Peterson	New Contract
10/30/2024	Alternative Work Concepts, Inc.	Travel Training, Transit Hosts and Assessment Services	Personal Services	Jul 1, 2024 - Jun 30, 2029	\$1,250,000.00		C. Rees	New Contract
Group Pass/Non-Profit Program - Revenue Agreements								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	NUMBER of PARTICIPANTS	SIGNER	NOTES
10/14/2024	BLACKS Black Leaders Activating	Non-Profit Pass	NPP	Oct 9, 2024 - ongoing	varies	varies	J. Ahlen	New Contract
10/28/2024	Simply Youth Institute	Non-Profit Pass	NPP	Oct 22, 2024 - ongoing	varies	varies	J. Ahlen	New Contract



Lane Transit District

Monthly Department Reports

Administration

Wendi Frisbie, Chief Administrative Officer

In late September and October, the Marketing Department undertook a variety of initiatives in preparation for the inaugural State of the District event on October 15. The event, which drew nearly 150 community members, showcased the transformative impact of mobility management in addressing critical needs across our region. The Marketing Department played a key role in the event's success, handling promotional efforts, event coordination, and agency collaboration.

A highlight of the event was the launch of the 8-page *Impact Report*, which outlines LTD's accomplishments over the past year. This report, introduced at the State of the District event, will serve as a key resource for ongoing outreach throughout the year.

Additional efforts during this period included the production and coordination of an ongoing KMTR video series, preparatory work for upcoming winter service changes, and targeted outreach to local schools, college students, and community members to promote LTD passes and programs.

EMPLOYER PROGRAMS (Group Pass, Emergency Ride Home, commute patterns and Vanpool):

- Lane County Employee Wellness Fair Participation – September 25 & 26
 - Engaged with around 200 Lane County employees
- City of Springfield Employee Wellness Fair Participation – October 9
 - Engaged with around 100 City of Springfield employees
- University of Oregon Employee Benefits Fair – October 10
 - Engaged with around 50 UO employees

WEBSITE & SOCIAL MEDIA HIGHLIGHTS:

Date range September 26 – October 25

- 265,000 website pageviews
- 25 new Facebook page followers; 6,995 total Facebook page followers
- 32,000 Facebook accounts reached
- -13 new X followers; 3,710 total X followers
- 22 new LinkedIn followers; 1,390 total LinkedIn followers
- 6 new Instagram followers; 1,413 total Instagram followers
- 9,100 Instagram accounts reached

OUTREACH & EVENTS:

World Smile Day – October 4, included the following:

Custom World Smile Day pins and compliment cards for LTD staff members and LTD bus riders

- Staff engaged in outreach at Eugene and Springfield Station, wishing everyone a Happy World Smile Day and distributing free pins, candy, and an opportunity to spread smiles through a compliment card.



Lane Transit District Monthly Department Reports

- We engaged with around 50 riders and LTD employees at Eugene Station
- We engaged with around 40 riders and LTD employees at Springfield Station

University of Oregon off-campus housing outreach – September 26 & 27

- The 515 – engaged with around 40 students
- 2125 Franklin – engaged with around 30 students

Lane County Stand Down – September 17

- We engaged in more than 150 conversations with veterans and their families about the Honored Rider Program, Half-Fare Program, accessibility, and operator positions.
- Distributed literature and reading glasses to support the veterans

University of Oregon Transportation Day – October 3

- Staff developed display pieces to highlight the UO Pass program and engaged in 150 conversations surrounding how to access a free LTD bus pass and how to access/properly utilize LTD bus service



Two Rivers Dos Rios Elementary School Open House – October 10

- Engaged with over 80 families and promoted the Student Transit Pass Program, our Spooky Disco Express event, and our Day of the Dead Celebration

University of Oregon Fall Street Faire – October 16 - 18

- Engaged in around 400 conversations surrounding how to access a free LTD bus pass and how to access/properly utilize LTD bus service

Churchill Area Neighbors Fall Festival – October 17

- Engaged in more than 20 conversations with Churchill Neighborhood residents about how to ride and LTD's pass programs

TEXT MESSAGE SERVICE

Total users as of 10/29/24:

- Total Subscriber Profiles: 3,238 (up 96)
- Total Subscriptions: 15,633 (up 1,062)



Lane Transit District

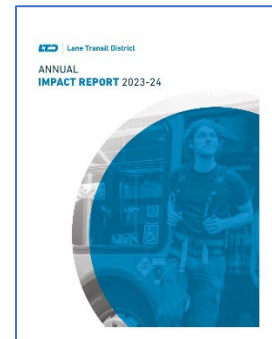
Monthly Department Reports

STUDENT TRANSIT PASS

The 23/24 Student pass expired on October 15. With the expiration of the pass, staff worked closely with many schools to ensure that their students had the current pass and trained new staff members across the area district's on how to use the Umo portal.

DESIGN

Highlights: The design staff finalized the mural on Willamette street, began the Winter service change process including the Rider's Guide for February, 2025 and developed the Impact Report and centerpieces for the Annual State of the District event. Design staff continues to work with all departments for their ongoing design needs.



Planning & Development

Joe McCormack, Chief Performance Officer

Successful ATTAIN Grant Application

Earlier this year staff submitted an application for an Advanced Transportation Technology and Innovation (ATTAIN) grant from the Federal Highway Administration (FHWA). The grant request is for LTD to develop a Mobility on Demand (MoD) pilot in Bethel. In late October we were notified that LTD would be awarded \$5.2 million dollars in response to the application. Combined with matching funds the project budget is \$7 million.

This pilot includes a trip-planning app and service delivery. LTD is one of 20 grant recipients in 16 states, all intended to fund technology-based and multimodal solutions that improve transit, including in disadvantaged communities that have lacked investment and resources. More to come as staff works to execute the grant with FHWA and develop a project management plan.

Operation Command Center

Demolition efforts are well underway. This includes isolating several building systems from the portion of the facility that remains occupied including; fire detection and intrusion systems, electrical, data and communications, HVAC, and plumbing. The interior of the existing space to be remodel is being cleared out and stripped down to structural framing.

Eugene Station Modernization

Substantial completion is scheduled for mid-November. Several areas of the remodel have been finished enough to be occupied and used again such as the new customer service counter and bus operator lounge. The meeting space known as the "Next Stop Center" is nearly complete, as well as the passenger restrooms slated to open towards the end of November. Updates to exterior wayfinding signage will continue through November as well. An event to acknowledge the updated facility is planned for December.

EmX System Fare Enhancements

Across the organization staff are working towards the implementation of technology on the EmX system to accommodate passenger fare validation. This will include multiple electronic validators on-board EmX buses, similar to



Lane Transit District Monthly Department Reports

the equipment currently on the fixed-route fleet. To accommodate pre-boarding fare validation; new features will be at several high-demand EmX platforms so passengers can scan while waiting for the bus. A robust communication effort will begin this fall in anticipating of going live with the new features in early 2025.



Board Performance Report

Ridership

Motorbus - Directly Operated (MB-D0): Local

Month	2024	2023	Percent Change
July	256,720	251,257	2%
August	257,433	260,524	-1%
September	277,305	291,566	-5%

Rapid Bus - Directly Operated (RB-D0): EmX

Month	2024	2023	Percent Change
July	192,937	190,383	1%
August	189,340	201,571	-6%
September	193,268	218,942	-12%

Demand Response - Purchased Transportation (DR-PT): RideSource

Month	2024	2023	Percent Change
July	11,099	9,230	20%
August	11,312	10,238	10%
September	10,575	9,029	17%

Demand Response - Purchased Transportation (DR-PT): Cottage Grove Connector

Month	2024	2023	Percent Change
July	1,154	1,107	4%
August	1,165	1,257	-7%
September	1,069	1,040	3%

Demand Response - Purchased Transportation (DR-PT): Florence ADA

Month	2024	2023	Percent Change
July	112	75	49%
August	122	137	-11%
September	129	125	3%

Motorbus - Purchased Transportation (MB-PT): Rhody Express

Month	2024	2023	Percent Change
July	1,093	567	93%
August	1,168	685	71%
September	1,077	571	89%



Board Performance Report

Motorbus - Purchased Transportation (MB-PT): Diamond Express

Month	2024	2023	Percent Change
July	667	533	25%
August	719	625	15%
September	689	547	26%

Vanpool - Purchased Transportation (VP-PT)

Month	2024	2023	Percent Change
July	838	922	-9%
August	955	956	-0%
September	998	1,109	-10%

Operator Count

Month	2024	2023	Percent Change
July	184	171	7%
August	195	174	12%
September	192	173	11%
Average	191	173	10%

Operator Absenteeism Rate

Month	2024	2023	Percent Change
July	16.78%	12.12%	38%
August	20.63%	15.94%	29%
September	16.01%	16.51%	-3%
Average	17.72%	14.90%	19%

Ordinance 36 Violations

Month	2024	2023	Percent Change
July	165	298	-45%
August	141	253	-44%
September	178	253	-30%



Board Performance Report

Maintenance Cost Per Mile - Repairs

Month	2024	2023	Percent Change
July	\$1.42	\$1.55	-9%
August	\$2.03	\$2.74	-26%
September	\$1.66	\$1.24	34%
Average	\$1.70	\$1.85	-8%

Maintenance Cost Per Mile - Preventative Maintenance

Month	2024	2023	Percent Change
July	\$0.36	\$0.22	68%
August	\$0.30	\$0.26	15%
September	\$0.27	\$0.23	16%
Average	\$0.31	\$0.24	32%

Customer Complaints

Month	2024	2023	Percent Change
July	63	80	-21%
August	82	81	1%
September	106	96	10%

Customer Suggestions

Month	2024	2023	Percent Change
July	4	9	-56%
August	6	9	-33%
September	9	10	-10%

Customer Compliments

Month	2024	2023	Percent Change
July	6	13	-54%
August	7	17	-59%
September	8	13	-38%



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
STIF Advisory Committee Meeting	Gino Grimaldi Pete Knox	November 4, 2024 <ul style="list-style-type: none">Initial Project Summaries from local Public Transportation Service Providers<ul style="list-style-type: none">Lane Transit DistrictLane Council of Governments.
Metropolitan Policy Committee	Susan Cox Kelly Sutherland	November 7, 2024 <ul style="list-style-type: none">LTD Annual Impact Report 2023-24 & LTD System Review
Finance Committee	Susan Cox	November 12, 2024
Lane Area Commission on Transportation	Heather Murphy	November 13, 2024 <ul style="list-style-type: none">Nominating Committee updateBylaws Committee updateJoint Committee on Transportation update
STIF Advisory Committee Meeting	Gino Grimaldi Pete Knox	November 19, 2024 <ul style="list-style-type: none">LTD Federal Sections 5310 and 5311 FundingSTIF Formula Funds: Factors and Criteria to ConsiderDiscussion of STIF Formula Fund Proposals