



Lane Transit District Board Agenda Packet

December Board Meeting

Wednesday, December 18, 2024

5:30 – 6:30 p.m.

Address: 101 South A Street Springfield, OR 97477

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

- 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 5:30 – 5:35
- II. **ADJUSTMENTS TO THE AGENDA** 5:35 – 5:40
- III. **CEO COMMENTS** 5:40 – 5:45
- IV. **PUBLIC COMMENT** – Public comment may be provided in writing to clerk@ltd.org, via Zoom, or in-person at the meeting. 5:45 – 5:50
- V. **BUSINESS INFORMATION** 5:50 – 6:05
 - a. **EMPLOYEE OF THE MONTH – December 2024**
 - b. **Reveille Foundation Downtown Navigation Center**.....Kai Batalona, Reveille Foundation Case Manager
- VI. **BUSINESS ACTION ITEMS** 6:05 – 6:20
 - a. **Officer Nominations & Committee Assignments**
 - b. **FY26-FY27 Statewide Transportation Improvement Fund Plan**.....Dave Roth, Director of Mobility Policy and Planning, and John Ahlen, Mobility Services Manager
 - c. **CEO Annual Goals and Compensation**.....Jameson Auten, Chief Executive Officer
- VII. **OTHER BUSINESS** 6:20 – 6:30
 - a. **Delegated Authority Report**..... Jameson Auten, Chief Executive Officer
 - b. **Monthly Department Reports – December**.....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
- VIII. **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: Jake Carpenter, Director of
Transit Operations & Public
Safety

AIS Title: Employee of the Month – December 2024

Action: Information Only

Background: Loretta Vitolo has been selected to receive the December 2024 Employee of the Month award. Loretta was hired as a Bus Operator on April 27, 1998, and during that time, she has earned the 21-Year Safe Driving Award.

During training, she made sure that I understood the importance of safety, being on time, and how it can affect others. She also emphasized the importance of ensuring that customers know the rates and how letting it slide is discouraging to people who always pay their own way. At the shop, she cares about recycling, even to the point of redirecting items thrown away to the proper recycling bins. In short, Loretta doesn't have to be told what to do – she cares about doing the right things. I find her to be one of the most honest people I have worked with. She judges people only by their actions, and I find that she is a fair person.

Don't let her retire without letting her know that she has been appreciated.

Although I have not worked here long, I know she takes her job seriously.

When asked to comment on Loretta's selection as Employee of the Month, Van Snyder said: "Loretta Vitolo is a veteran bus operator with over 26 years of service. She began her career in 1998 and has held various roles, including planning run proofer and bus operator instructor. She has also served on several committees. In 2004, Loretta received a Letter of Commendation from the Eugene Police Department for finding forged passes.

Loretta maintains a high standard on her bus, and remarkably, she has never received any complaints. She has a unique ability to balance policy enforcement with excellent customer service, earning the respect and appreciation of her passengers.

Loretta was nominated for this honor because she patiently waited for two teenagers who were running late for the bus. Thanks to her consideration, other passengers were also able to board her bus in time. When it comes to serving the public, Loretta truly understands the importance of her role. This recognition is long overdue.

Thank you, Loretta, for always putting others first and for representing LTD so well. Congratulations on being named Employee of the Month!"



Lane Transit District Agenda Item Summary (AIS)

Presented By: Kai Batalona, Reveille Foundation Case Manager **AIS Title:** Reveille Foundation Downtown Navigation Center

Action: Discussion and Feedback

Agenda Item Summary: Kai Batalona, Case Manager with Reveille Foundation, will be giving a presentation on the Downtown Navigation Center statistics and providing background on the Reveille Foundation. The foundation supports underserved populations through holistic case management, developing personalized plans for success. These plans integrate a community of resources to address key areas such as housing, training, and employment—essential components in helping individuals achieve stability and long-term success.

Attachments:

- 1) December Board Presentation Reveille Foundation PPT



**LTD BOARD OF DIRECTORS
COMMITTEES AND SPECIAL ASSIGNMENTS**

Updated December 2024

BOARD OFFICERS

*Two-year officer elections to be held in December
(Terms expire 12/31/2024)*

President – Gino Grimaldi
Vice President – Susan Cox

Secretary – Pete Knox
Treasurer – Lawrence Green

BOARD ADVISORY COMMITTEES

STRATEGIC PLANNING COMMITTEE (SPC)

(meets bi-monthly - 1st Tuesday of the month - 5:30 p.m.)
Pete Knox, Gino Grimaldi

BUDGET COMMITTEE

(Meets a minimum of twice per year at 5:30 p.m.)
All Board members

FINANCE COMMITTEE

(meets June, August, October - 5:30 p.m.) Gino Grimaldi,
Lawrence Green, Susan Cox

PENSION TRUST COMMITTEE

(meets quarterly)
Gino Grimaldi

STATE TRANSPORTATION IMPROVEMENT FUND (STIF) ADVISORY COMMITTEE

(Meets a minimum of twice per year every biennium)
Ex officio: Gino Grimaldi
Ex officio: Susan Cox

BOARD COMMUNITY STAKEHOLDER REPRESENTATION

LANE COUNCIL OF GOVERNMENTS (LCOG) BOARD OF DIRECTORS

(meets the 4th Thursday of February, April, June, September, December at 6:00 p.m.)
Pete Knox

Alternate: Michelle Webber

METROPOLITAN POLICY COMMITTEE (MPC)

(meets the 1st Thursday of the month at 11:30 a.m.)
Susan Cox, Kelly Sutherland
Alternate: Pete Knox
Ex officio: Jameson T. Auten

LANE AREA COMMISSION ON TRANSPORTATION (LANEACT)

(meets the 2nd Wednesday of each month at 5:30 p.m.)
Heather Murphy
Alternate: Jameson T. Auten

OREGON METROPOLITAN PLANNING ORGANIZATION CONSORTIUM

(OMPOC)*(meets quarterly)*
Susan Cox

MOVINGAHEAD OVERSIGHT COMMITTEE

(scheduled as needed)
Pete Knox, Lawrence Green



LANE TRANSIT DISTRICT BOARD OF DIRECTORS BYLAWS

Revision Date: August 03, 2022

Effective Date: March 21, 2018

Revision	Author / Editor	Description
01	Camille Gandolfi, Clerk of the Board; Andrea Coit, General Council	Bylaw structure was reorganized and language was updated and added throughout. Board governance policies removed as exhibits and consolidated into a board governance policy and resolution handbook.

Approval: Adopted on the consent calendar of the March 21, 2018, regular Board meeting;
Revision 01: adopted at the August 3, 2022, Board meeting by Resolution No. 2022-08-03-036

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**AMENDED AND RESTATED BYLAWS OF
THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS**

These Amended and Restated bylaws of the Lane Transit District Board of Directors are the final and binding statement regarding the governance procedure for the Lane Transit District. These bylaws should be read in conjunction with the Manual of Board Policies, which provide greater detail of the process, requirements, and limitations existing in various situations related to Board governance.

**ARTICLE 1
THE MASS TRANSIT DISTRICT**

1.1 Organization and Purpose

Lane Transit District (“LTD” or the “District”) is created pursuant to ORS 267.080 as a mass transit district. Its purpose in creation is to provide mass transit services to the Eugene and Springfield metropolitan areas, including the neighboring cities of Coburg, Junction City, Creswell, Cottage Grove, Veneta, Lowell, and McKenzie Bridge area.

1.2 Guiding Principle

LTD’s mission is connecting our community. We work with our partners, including city, county, and state agencies, schools, chambers of commerce, and area employers to provide transportation services that improve the quality of life in our community. In all that we do, we are committed to creating a more connected, sustainable, and equitable community. Our guiding principles are based on our core values: respect, integrity, innovation, equity, safety, and collaboration.

1.3 Powers of a Mass Transit District

LTD is considered a municipal corporation of the State of Oregon, and is a public body, corporate and politic, exercising public power. It shall be considered a unit of local government for the purposes of ORS 190.003, a public employer for the purposes of ORS 236.610 to 236.640 and a political subdivision for the purposes of ORS 305.620. A district and its contractors that are engaged in operating motor vehicles to provide mass transportation on behalf of the district shall be entitled to tax refunds as allowed under ORS 319.831 to incorporated cities. LTD has full power to carry out the objects of its formation, exercising public and essential governmental functions, and having all the powers necessary or convenient to carry out and effectuate the purposes of a mass transit district

**ARTICLE 2
BOARD OF DIRECTORS**

2.1 Purpose of the Board of Directors

LTD shall be governed by a Board of Directors referred to as the “Lane Transit District Board of Directors” and the “LTD Board.” The individual directors are public officials. The LTD Board sets the policy for the District, focusing on customer satisfaction, employee engagement, community value, financial health and sustainability. LTD’s staff, guided by its General Manager, implements the policy set by the LTD Board through delegation of the authority of the mass transit District vested in the LTD Board.

2.2 Appointment

The Governor of the state of Oregon shall appoint all members of the LTD Board. Each director, upon Senate confirmation and before entering upon the duties of office, shall take and subscribe to an oath that the director will honestly, faithfully and impartially perform duties as a director and disclose any conflict of interest the director may have in any matter to be acted upon by the Board.

2.3 Number and Representation

The LTD Board shall consist of seven (7) directors, one of whom must be a person who regularly uses the services provided by LTD. Each director shall represent one of seven (7) distinct sub-districts within the District. Directors must reside in the subdistrict they represent. If a director moves from their subdistrict during their term of service, they must immediately resign from the Board. Occasionally, the US Census may affect the Board's subdistricts potentially causing a Board member to no longer eligible to serve at that time and creating a vacancy on the Board.

2.4 Term

The term of office of a director is four (4) years, but each director shall serve at the pleasure of the Governor. Before the expiration of the term of a director, the director's successor shall be appointed. A director is eligible for reappointment for as determined by the governor. In case of a vacancy for any cause, the Governor shall appoint a person to serve for the unexpired term. A director whose term has expired shall continue to serve until the appointment of a successor unless discharged earlier by the Governor.

2.5 Contract Review Board

The Board of Directors shall serve as LTD's Contract Review Board. The Contract Review Board shall meet on a regular schedule in open session. The Contract Review Board is responsible for the review, approval and management of all LTD Contracts, subject to any delegation of that authority to the General Manager. Any such delegation, in subject or amount, made to the General Manager shall be deemed exclusive unless otherwise stated in the delegating resolution. Further guidance for directors related to current delegation of contracting authority made to the General Manager can be found in the Board Governance Policy Manual: Resolution No. 2021-09-15-048, *Public Contracting Procedures and other Related Procurement Policies*; Ordinance No. 30, *Contract Review Board*.

2.6 Directors' Responsibilities

2.6.1 Ethical Obligations; Conflicts of Interest

Directors are subject to Oregon's Government Ethics Law, found in ORS Chapter 244 and OAR Chapter 199, which provide the governing directives for ethical performance of duties and the avoidance of perceived and actual conflicts of interest under Oregon law. Further guidance for directors regarding ethics and the avoidance of conflicts of interest can be found in in the Board Governance Policy Manual: Policy No. 100.30, *Board Conflict of Interest Policy*.

2.6.2 Avoidance and Reporting of Discrimination and Harassment

Directors must conduct themselves at all times in a respectful and professional manner when engaging with the public, LTD staff, and each other. Further guidance for directors on the avoidance of discriminatory and harassing behavior, and the process for reporting and investigating complaints of such behavior can be found in in the Board Governance Policy Manual: Policy No.100.20, *Board Harassment, Discrimination and Retaliation Policy*.

2.6.3 Public Engagement

Directors are encouraged to participate in and with the community they serve. When a director is participating in a community service or other engagement as a representative of LTD, they shall identify themselves as such and shall express positions on issues relevant to the engagement that are consistent with the positions of the majority of the LTD Board. Further guidance for directors related to public engagements can be found in in the Board Governance Policy Manual: Policy No. 100.40, *Board Public Engagement Policy*.

2.6.4 Use of District Resources

A director may request the use of LTD resources for Board-related matters within the parameters defined in the policy. Further guidance to directors on the use of LTD resources can be found in in the Board Governance Policy Manual: Policy No.100.50, *Board Use of District Resources Policy*.

2.7 Resignation and Removal

A director may resign at any time upon written notice being given to the Board President of their intent to do so. Directors serve at the pleasure of the Governor and may be removed by the Governor at any time. Only the Governor has the authority to remove a director prior to the expiration of their term. Based on Board member violation of statutes, administrative rules, public meeting law, ethics law, or policy; the Board, with a majority vote, may make a recommendation to the Governor for removal from the Board.

2.8 No Compensation for Service; Board-Related Expenses

Directors serve as volunteers and may not receive compensation or other gifts of value for their service as a director. Further guidance for directors related to reimbursement and direct-pay of Board-related expenses can be found in in the Board Governance Policy Manual: Policy No. 100.60, *Board Travel Expense Reimbursement*.

2.9 Communication Among Public, LTD Staff and Directors

All communication, including complaints, from the public to the Board regarding LTD-related matters should go through the Clerk of the Board and General Manager for initial review. All director communications to LTD staff should go through the General Manager. Further guidance for directors related to public and staff communication can be found in in the Board Governance Policy Manual: Policy No. 100.10, *Board Working Agreement*.

ARTICLE 3 OFFICERS

The LTD Board shall have the following officer positions: President, Vice-President, Treasurer and Secretary. Officers shall serve in their position for an initial period of 24 months and may be re-elected to their position for a subsequent term, as long as the person remains a director for that period.

3.1 Elections

Elections for officer positions shall occur in the first regular meeting held after July 1 of each year. Any director whose term on the Board extends for another year may nominate themselves or be nominated by another director for any position. This includes directors currently in an officer role; such officers may be nominated to continue in that position or to fill another officer position. Nominations for President shall be made first, allowing those nominated an opportunity to speak before a vote is taken. Each director shall vote orally. All directors must vote, including those nominated for the position. A simple majority of the vote is sufficient for election. Once the President is elected, the election for Vice President shall proceed in the manner described above, following thereafter with the election for Treasurer and then Secretary. A director nominated by another director for a specific position may decline the nomination while still remaining eligible for nomination to a different position. A director unsuccessfully nominated for a position remains eligible for nomination to another position.

3.2 Mid-Term Vacancies

A vacancy in any officer position shall be filled by election by the Board of Directors in the manner described in Section 3.1 when the need arises. The newly elected officer shall take office immediately upon election to fill the balance of the unexpired term.

3.3 Authorities and Responsibilities of Officer Positions

Officers shall have the authority set forth below and, in the case of all officers below President, any additional authority delegated to them by the Board President.

3.3.1 President

The President shall facilitate all Board meetings, including, in consultation with the General Manager, determining the final agenda, the order and timing of business at Board meetings, and public participation. With the exception of members of the media, other directors, and the General Manager, the President shall decide who is allowed to attend an executive session of the Board. The President shall act as Board liaison between the Board and the LTD Executive Management Team, and Board Counsel. The President shall appoint members of standing and ad hoc committees, and may call for the creation of additional ad hoc committees as they deem the need to arise. The President shall sign and facilitate the implementation of ordinances and resolutions of the LTD Board. Board majority can overrule decisions made by the Board President.

3.3.2 Vice-President

In the event of the Presidents absence or inability to preside, the Vice President shall assume the duties of presiding over the meetings of the Board. If however, the President is to be

permanently unable to preside, the Board shall select a new President for the remainder of the President's term.

3.3.3 Treasurer

The Treasurer has the authority to perform all duties generally incident to the office of Treasurer. The Treasurer delegates responsibility their duties to the LTD Finance Director.

3.3.4 Secretary

The Secretary shall give appropriate notice of all meetings of the Board; ensure recordings and/or minutes of all Board meetings are maintained; act as custodian of LTD records and the seal of the District; affix the seal to official documents when required; keep a book or record containing the names and places of residence of all directors, as well as their dates of appointment and qualifications as directors; and perform all duties generally incident to the office of Secretary. The Secretary delegates responsibility of their duties to the Clerk of the Board.

ARTICLE 4 LTD BOARD MEETINGS

The LTD Board of Directors shall hold regular meetings, special meetings, and executive session meetings. From time to time, sub-committees formed in accordance with these bylaws shall also hold meetings. All regular, special and executive session meetings are subject to the requirements of Oregon's Public Meetings Law, ORS 192.610-192.690, including the notice requirements of ORS 192.640 and the notice of authority for executive session requirements of ORS 192.660. Sub-committee meetings held for the purpose of deciding the business of LTD, including developing recommendations to be presented to the LTD Board, are also subject to the requirements of the Public Meetings Law. Further guidance for directors related to process for calling, noticing and holding public meetings can be found in the Board Governance Policy Manual: Ordinance No. 52, *Rules for Meetings of the Lane Transit Board of Directors*.

4.1 Types of Meetings and Notice Required

4.1.1 Regular Meetings

A regular meeting is an open meeting of the LTD Board of Directors. The LTD Board shall hold a regular meeting every month, on a predetermined regularly scheduled day and time. The Clerk of the Board shall provide for and give public notice for all regular Board meetings pursuant to ORS 192.640.

4.1.2 Special Meetings

A special meeting is an open meeting. The President of the Board or a majority of the directors may call for a special meeting. The Clerk of the Board shall give notice of a special meeting pursuant to ORS 192.640. The Secretary shall give notice of a Special Meeting to the members of the Board who did not call for the meeting at least five days in advance, unless each member entitled to such notice waives the time requirement in writing. Under no circumstances may a special meeting that is not also an emergency meeting be called to occur with less than 24-hour notice. No business other than that described in the notice shall be considered or acted upon at a special meeting.

4.1.3 Emergency Meetings

An emergency meeting is a type of special meeting that is called on less than 24-hours' notice. The Board of Directors must be able to articulate a valid reason why at least 24-hours' notice of the meeting could not be given. An "actual emergency" must exist and the minutes of the meeting must describe the emergency justifying less than 24-hours' notice. Such notice as is appropriate for the circumstances must be given for emergency meetings. The Clerk of the Board must attempt to contact the media and other interested persons by telephone or email to inform them of the meeting.

4.1.4 Executive Session Meetings

An executive session may be called to occur during a Regular Meeting, or as a Special Meeting, including an emergency meeting. If the executive session is to occur during a regular meeting, the Board may go into executive session upon the President's identification in the regular meeting of the statutory authority for the executive session. The President shall decide who may attend the executive session, but members of the media and the General Manager may not be excluded unless one of the circumstances allowing such exclusion under ORS 192.660 exists. If only an executive session will be held, appropriate and timely notice must be given for a special meeting, with the authority for the executive session being listed therein. No business other than that for which the executive session is authorized may be discussed in executive session and no decisions may be made.

4.2 Director Preparation for Meetings

All directors are expected to be prepared for all meetings, including having thoroughly reviewed the meeting materials prior to the meeting, and asking questions of the General Manager or their designee prior to the day of the meeting. To the greatest extent possible, if a director intends to request that an item be taken off of the consent agenda, they shall notify the Clerk of the Board and/or the General Manager no later than the day prior to the meeting of that intent so the appropriate staff member can attend the meeting, prepared to respond to the director's inquiries. Directors should anticipate the need to seek legal guidance on a matter listed on the agenda and seek that guidance from Board Counsel prior to the meeting, unless the meeting is an executive session meeting held for the purpose of obtaining legal advice.

4.3 Compliance with Public Meeting Laws

The LTD Board of Directors is a governing body of a public body, and is thus subject to the requirements, limitations and rules of the Oregon Public Meeting Law. ORS 192.610, *et seq.*

4.3.1 Email Communication

All emails to or from a Board member using their LTD email address, with the exception of those covered by the attorney/client privilege or another specific exemption, are public records, subject to disclosure through a public record request. Email cannot be used as a means to either deliberate with a quorum of the LTD Board, or to gather information from a quorum of the LTD Board that will be used for deliberation, unless the required notice and the ability for public inclusion in the email discussion is first provided.

4.3.2 Serial Communication

Serial communication is the term used to describe an inappropriate method of communication engaged in to circumvent the requirements of Oregon Public Meeting Law. It occurs when one or more board member engages in consecutive discussions with less than a quorum about a matter that would otherwise be subject to the Oregon Public Meeting Law. It can occur in any form – telephone, in person, email or text – or a combination of forms. If the number of Board members who participate in the series of communications on the same topic reaches a quorum, regardless of the number engaging in a specific discussion in that series, the entire series of conversations were subject to the Oregon Public Meeting Law.

4.4 Manner of Holding Meetings and Voting

Meetings of the LTD Board may be held in-person and/or electronically.

4.4.1 Quorum Present

A majority of the LTD Board of Directors, including vacant positions, shall constitute a quorum authorized to conduct the business of LTD. Unless specifically indicated, a majority vote of a quorum is sufficient to pass any business up for a vote before the LTD Board.

4.4.2 Notice and Public Participation

The Clerk's notice of the meeting shall indicate the mode or modes of the communication for the meeting and shall provide a reasonable means for members of the public to attend the meeting. For meetings held by email, the notice shall specifically request interested members of the public to provide their email addresses to the Clerk of the Board for inclusion in the group email.

4.4.3 Video and/or Telephone Conference Meetings

For video and/or telephone conference meetings, all participants, including members of the public, must be able to see and/or hear all other participants in real-time. The President or their designee shall host the meeting and take reasonable measures to ensure orderly and fair opportunity for discussion by all participants wishing to speak.

ARTICLE 5 COMMITTEES

The LTD Board may, from time to time, perform its duties, gather information, and develop recommendations through authorized sub-committees. The LTD Board may also from time to time have a designated seat on the board of other organizations and/or be asked to sit on a stakeholder committee representing the District if so doing serves the interests of LTD. A current list of active committees and assignments to each can be found in the Board Governance Policy Manual, *Committees and Assignments*.

5.1 Standing Committees

The Board President shall appoint directors to serve on the LTD Board's standing committees to serve for two-year terms. As a matter of practice the General Manager may be consulted when creating committee assignments. Each committee shall have a Chair elected by the

corresponding committee. Any proposal for a decision by the LTD Board shall be placed on the agenda of an upcoming Regular Meeting for discussion and vote, if a vote it is to be taken.

5.2 Ad hoc Committees

The President, shall appoint ad hoc committees, or portions thereof, as needed for efficient conduct of LTD's business. As a matter of practice the General Manager may be consulted when creating committee assignments. Ad hoc committees are created to accomplish a specific objective or objectives and shall dissolve upon the completion thereof. Ad hoc committees may be entirely internal within LTD, or comprised of representatives from other community organizations.

ARTICLE 6 GENERAL MANAGER

The General Manager is responsible for managing LTD's day-to-day affairs and administering the programs and policies approved by the LTD Board.

Further guidance regarding the responsibilities of the General Manager and the relationship between the General Manager and the Board of Directors can be found in Board Governance Policy Manual, *Current General Manager Employment Agreement*, and *Board and General Manager Working Agreement*.

In the event of the General Manager's absence or removal, the LTD Board shall authorize a General Manager Pro Tempore to act in the General Manager's place. Such authority ends immediately upon return of the General Manager or the appointment of an Interim or new General Manager. Further guidance on the General Manager Pro Tempore can be found in the Board Governance Policy Manual, *resolution no. 2018-03-17-006*.

ARTICLE 7 MISCELLANEOUS

7.1 Indemnity

The District shall defend and indemnify Board members against all tort claims, civil lawsuits and administrative complaints pursued by third parties against the board member individually for conduct allegedly occurring while the Board member was acting in their capacity as a Board member. The District reserves the right to deny indemnification of a Board member who is found to have engaged in malfeasance in office or willful or wanton neglect of duty. The Board member's right to defense and indemnity under this provision does not extend to investigations of complaints pursued by the District under its Harassment Policy, other internal investigations of a Board Member pursued by the District, or investigations initiated by or pursued by the Governor's office. Legal services and indemnification shall be provided by the District under this provision irrespective of whether or not the District is a party to the cause or itself subject to liability.

7.2 Amendments

These bylaws, as adopted by the LTD Board of Directors, may be revised or amended at any regular or special meeting of the LTD Board by a vote of the majority of the whole membership of the Board, except as otherwise provided in the bylaws; provided that copies of the proposed

revisions or amendments shall have been available to each Board member at least one (1) week prior to the regular or special meeting at which proposed revisions or amendments are to be acted upon.

Approved and Adopted this 3rd day of August 2022, by a majority vote of the LTD Board of Directors.



Caitlin Vargas
President, LTD Board of Directors



Lane Transit District Agenda Item Summary (AIS)

Presented By: Dave Roth, Director of Mobility Policy and Planning, and John Ahlen, Mobility Services Manager

AIS Title: FY26-FY27 Statewide Transportation Improvement Fund Plan Adoption

Action: Adoption of LTD Resolution No. 2024-12-18-039 adopting the FY26-FY27 Statewide Transportation Improvement Fund Plan for submission to ODOT.

Agenda Item Summary: Staff will present recommendations of the STIF Advisory Committee on the FY26-FY27 Statewide Transportation Improvement Fund (STIF) Formula Plan to the LTD Board of Directors for approval.

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. The proposed plan lists thirty-eight tasks, most of which represent a continuation of previous



Lane Transit District Agenda Item Summary (AIS)

STIF Formula-funded categories such as mobility services for older adults and people with disabilities; transit service increases; 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.

LTD’s STIF Advisory Committee has reviewed and recommended a FY26-FY27 STIF Plan and, in doing so considered specific criteria on how each project supports the goals of the Oregon Public Transportation Plan.

Table 1 below provides a snapshot of FY26-FY27 STIF Formula Plan funding. At its December 3rd meeting, the STIF Advisory Committee finalized the review of projects and recommended to LTD staff the project priorities to be included in the FY26-FY27 STIF Plan.

TABLE 1. FY26-FY27 STIF PLAN FUNDING

<i>ODOT Estimated Available Funds</i>	<i>\$8,224,130</i>	<i>\$8,579,755</i>	<i>\$16,803,885</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>\$9,718,278</i>	<i>\$7,281,722</i>	<i>\$17,000,000</i>
Total Anticipated STIF Formula Funds	\$19,587,234	\$17,577,428	\$37,164,662
Total STIF Formula Planned Projects	\$19,587,234	\$17,577,428	\$37,164,662

Proposed Motion: I move to adopt LTD Resolution No. 2024-12-18-039 adopting the FY26-FY27 Statewide Transportation Improvement Fund Plan for submission to ODOT.

STIF FORMULA FUND PACKET

DATE: December 18, 2024

TO: LTD Board of Directors

FROM: Dave Roth, Director of Mobility and Planning
John Ahlen, Mobility Services Manager

SUBJECT: STIF Formula Fund Plan

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STIF FORMULA FUNDS PROPOSED BUDGET

Table 1 below provides a snapshot of FY26-FY27 STIF Formula Plan funding. At its December 3rd meeting, the STIF Advisory Committee finalized the review of projects and recommended to LTD staff the project priorities to be included in the FY26-FY27 STIF Plan.

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<i>ODOT Estimated Available Funds</i>	\$8,224,130	\$8,579,755	\$16,803,685
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<i>LTD Estimated Carryover</i>	\$9,718,278	\$7,281,722	\$17,000,000
Total Anticipated STIF Formula Funds	\$19,587,234	\$17,577,428	\$37,164,662
Total STIF Formula Funds Allocated	\$19,587,100	\$17,577,562	\$37,164,662
Difference Between Funds Available & Funds Allocated	\$0	\$0	\$0

STIF FORMULA FUNDS

FORMULA FUND OVERVIEW

The **STIF Formula Fund** program distributes 90% of the revenues generated in Lane County by formula. Lane Transit District (LTD) is the entity authorized to distribute STIF Formula Funds allocated to Lane County, also known as the “Qualified Entity.” There are no match requirements for STIF Formula Funds. The **STIF Formula Fund Plan** describes how STIF formula funds will be spent, and therefore establishes how Qualified Entities may or may not use STIF Formula Funds. The STIF Formula Fund Plan is made up of projects, tasks within those projects, and planned funding sought.

To be included in the STIF Formula Fund Plan, projects must appear in one or more local plans that have a planning horizon of at least four years, have an existing and future conditions analysis, include a prioritized list of public transportation improvements and capital projects, and identify opportunities to coordinate public transportation services.

PROJECT SOLICITATION









The local STIF Formula Fund application process for the FY2026-FY2027 biennium covering the period from July 1, 2025 through June 30, 2027 closed on October 18, 2024. Transit service providers in Lane County interested in receiving STIF Formula Funds for this biennium filled out an online project application and submitted it to LTD.

STIF ADVISORY COMMITTEE FORMULA FUND CONSIDERATIONS

The STIF Advisory Committee is responsible for recommending to the Qualified Entity which projects to approve or reject, and how those projects should be prioritized. The STIF Advisory Committee considered specific criteria when reviewing projects and additionally considered how the projects will support the goals of the Oregon Public Transportation Plan. Additionally, LTD's sub-allocation estimate served as a starting point for the STIF Plan and funding prioritization process.

Advisory Committee Criteria

The Advisory Committee shall consider the following criteria when reviewing STIF Formula Fund Projects:

- Whether the Project would:
 -  increase the frequency of bus service to communities with a high percentage of Low-Income Households;
 -  expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
 -  reduce fares for public transportation in communities with a high percentage of Low-Income Households;
 -  result in procurement of buses that are powered by natural gas, electricity or other low or no emission propulsion for use in areas with a population of 200,000 or more;
 -  improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
 -  increase the coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service;
 -  implement student transit services for students in grades 9 through 12; or
 -  implement programs that enhance services for older adults and people with disabilities.
- Whether the Project would maintain an existing, productive service;
- The extent to which the Project goals meet public transportation needs and are a responsible use of public funds;
- The extent to which the Project might benefit or burden historically or currently marginalized communities both now and in the long term; and
- Other factors to be determined by the Qualified Entity or Advisory Committee (for example, geographic equity).

Oregon Public Transportation Plan (OPTP) Goals

Qualified Entities are required to identify how each STIF Plan Project is consistent with OPTP goals and policies and are encouraged to review and consider these goals prior to selecting Projects that will be included in their STIF Plan.

Goal 1: Mobility – Public Transportation User Experience – People of all ages, abilities, and income levels move reliably and conveniently between destinations using an affordable, well-coordinated public transportation system. People in Oregon routinely use public transportation to meet their daily needs.



Goal 2: Accessibility and Connectivity - Getting from Here to There – Riders experience user-friendly and convenient public transportation connections to and between services and travel modes in urban, suburban, rural, regional, and interstate areas.



Goal 3: Community Livability and Economic Vitality – Public transportation promotes community livability and economic vitality by efficiently and effectively moving people of all ages to and from homes, jobs, businesses, schools and colleges, and other destinations in urban, suburban, and rural areas.



Goal 4: Equity – Public transportation provides affordable, safe, efficient, and equitable transportation to jobs, services, and key destinations, improving quality of life for all Oregonians.



Goal 5: Health – Public transportation fosters improved health of Oregonians by promoting clean air, enhancing connections between people, enabling access to services such as health care and goods such as groceries, and by giving people opportunities to integrate physical activity into everyday life through walking and bicycling to and from public transportation.



Goal 6: Safety and Security – Public transportation trips are safe; riders feel safe and secure during their travel. Public transportation contributes to the resilience of Oregon communities.



Goal 7: Environmental Sustainability – Public transportation contributes to a healthy environment and climate by moving more people with efficient, low-emission vehicles, reducing greenhouse gases and other pollutants.



Goal 8: Land Use – Public transportation is a tool that supports Oregon’s state and local land use goals and policies. Agencies collaborate to ensure public transportation helps shape great Oregon communities providing efficient and effective travel options in urban, suburban, and rural areas.



Goal 9: Funding and Strategic Investment – Strategic investment in public transportation supports the overall transportation system, the economy, and Oregonians’ quality of life. Sustainable and reliable funding enables public transportation services and infrastructure to meet public needs.



Goal 10: Communication, Collaboration, and Coordination – Public and private transportation providers and all levels of government within the state and across state boundaries work



collaboratively and foster partnerships that make public transportation seamless regardless of jurisdiction.

PROJECT SUBMITTAL

The Advisory Committee has submitted a project list to the LTD Board to review and approve (see Table 2). The LTD Board is allowed to make changes to the finalized project list but will need to explain in their STIF plan if they do not follow Advisory Committee recommendations. The LTD Board will then finalize the STIF plan and submit to ODOT. The deadline for submittal to ODOT is January 16, 2025.

FORMULA FUND SCHEDULE (SUBJECT TO CHANGE)

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

September 9, 2024 – LTD sent 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 and December 2024: STIF Advisory Committee met to review the STIF Formula Fund Plan on November 4, November 19, and December 3, 2024.

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

Table 2. STIF Formula Funds Plan with Oregon Public Transportation Plan (OPTP) Goals Identified

	Project A: LTD	STIF Formula Funds	LTD STIF Carryover	Leveraged Funds	OPTP Goals Met
1	ADA Paratransit and Shopper Shuttle	\$6,000,000		\$1,596,615	1-7,9,10
2	Preventive Maintenance - Specialized Services Fleet		\$144,000	\$815,000	1,6
3	Volunteer Mileage Reimbursement		\$50,000	\$203,352	1-6,10
4	Behavioral Health Transportation		\$50,000	\$290,000	1-6,10
5	Crucial Connections		\$6,000	\$44,000	1-6,10
6	Veterans Transportation		\$50,000		1-6,10
7	South Lane Operations		\$953,624	\$306,376	1-10
8	Travel Training		\$30,000	\$170,000	1-6,10
9	Transit Host Program		\$75,000	\$134,594	1-6,10
10	Transportation Eligibility Assessments		\$200,000	\$400,000	1-6,10
11	Florence Rhody Express		\$642,376	\$345,376	1-10
12	Oakridge Diamond Express		\$170,000	\$1,169,000	1-10
13	Service Increase	\$8,000,000			1-8
14	Mobility on Demand Pilot	\$2			1-10
15	K-12 Student Pass Program	\$1,795,883			1-4,7,10
16	Low-Income Fare Program	\$1,000,000			1-5,7,10
17	Specialized Services Fleet		\$4,201,500		1-3,6,7,9
18	RideSource Shopper Shuttle Expansion		\$228,000		1-5,7,9
19	Fixed Route Vehicle Replacement		\$4,443,750	\$13,310,250	1-4,7,9
20	Transit Shared Mobility System Integration and Modernization		\$1,748,542		1-5,7,10
21	Transit Access and Safety Improvement Program		\$2		2,3,6,8-10
22	Community Outcome Initiative Pilot		\$250,000		2-5,9,10

	Project A: LTD (continued)	STIF Formula Funds	LTD STIF Carryover	Leveraged Funds	OPTP Goals Met
23	ATTAIN On Demand Match		\$1,303,781	\$5,200,000	1-10
24	Rural Lane County On Demand Shuttle Match		\$180,000	\$720,000	1-10
25	Florence Mobility Hub Match		\$30,000	\$220,000	1-10
26	Shopper Shuttle Replacement Match		\$49,800	\$199,200	1-5,7,9
27	Eugene Safe Streets and Roads for All Match		\$80,000		3,6,8-10
28	Fare Management Match		\$500,000	\$2,000,000	1-4,9,10
29	Downtown and Riverfront Circulator Match		\$2	\$1,175,000	1-10
30	Sustainable Service Reserve		\$463,203		9
31	STIF Administration		\$800,000		9,10
32	Project A Contingency	\$3,289,093			9
	Subtotals	\$20,084,978	\$16,649,580	\$28,298,763	
	PROJECT B: Link Lane		LTD STIF Carryover	Leveraged Funds	OPTP Goals Met
1	Florence-Yachats Connector: Operations Match		\$106,720	\$426,880	1-10
2	Florence-Yachats Connector: Administration Match		\$9,200	\$36,800	1-10
3	Eugene-Florence Connector: Operations Match		\$212,700	\$850,800	1-10
4	Eugene-Florence Connector: Administration Match		\$21,800	\$87,200	1-10
5	Link Lane Low Income and Student Fare Program	\$8,000			1-7,10
6	Project B Contingency	\$71,684			9
	Subtotals	\$79,684	\$350,420	\$1,401,680	
	TOTALS	\$20,164,662	\$17,000,000	\$29,700,443	
	TOTAL STIF FORMULA FUNDS: \$37,164,662				

STIF PROPOSED PROJECT SUMMARIES

PROJECT A | LANE TRANSIT DISTRICT

Basic Project Information

Public Transportation Service Provider: Lane Transit District

Project Description: LTD operates 30 fixed route bus routes and 2 EmX lines delivering over 6 million boardings annually. The RideSource service providing complementary access provides more than 360,000 trips each year. LTD operates transportation to move people within our metro area, and connect rural residents to the metro area for shopping, work, education and healthcare. LTD provides free fares for older adults and k12 students and free fares in partnership with non-profit organization. Beyond traditional transit, projects include general public on-demand service, and this biennium LTD will invest in our metro bikeshare infrastructure to make the first and last mile, and getting around our community, more accessible. Planning for the future includes looking to modernize and integrate our technologies to plan trips, manage fares, and integrate with the broader transportation system are also projects highlighted in this biennium.

Project Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$19,372,182	\$17,362,376	\$36,734,558
Federal:	\$13,809,014	\$7,603,702	\$21,412,716
Other State:	\$1,310,000	\$3,509,200	\$4,819,200
Local:	\$1,033,423	\$1,033,424	\$2,066,847
Project Total:	\$35,524,619	\$29,508,702	\$65,033,321

Other Information:

- Sub-allocation: 80% In-District | 20% Out-of-District
- Percent of Funds Supporting Student Transportation: 10%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 8%

Project Meets the Following STIF Criteria:

	FY26	FY27
1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.	45%	45%
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.	45%	45%
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.	5%	5%

4. Procurement of low or no emission buses for use in areas with 200,000 or more.	0%	0%
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity’s service area.	10%	10%
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.	10%	10%
7. Implementation of programs to provide student transit service for students in grades 9-12.	10%	10%
8. Services for older adults and people with disabilities.	8%	8%

Project Meets the Following Oregon Public Transportation Plan Goals:

Goal 1: Mobility – Public Transportation User Experience

Goal 2: Accessibility and Connectivity

Goal 3: Community Livability and Economic Vitality

Goal 4: Equity

Goal 5: Health

Goal 6: Safety and Security

Goal 7: Environmental Sustainability

Goal 8: Land Use

Goal 9: Funding and Strategic Investment

Goal 10: Communication, Collaboration, and Coordination

Project Tasks (32 Total)

Task 1: RideSource ADA Paratransit and Shopper Shuttle

Description: Generally provides scheduled trips for older adults and people with disabilities within 3/4 mile of fixed route bus service who are otherwise unable to access public transportation.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$3,000,000	\$3,000,000	\$6,000,000
Federal:	\$3,060	\$3,060	\$6,120
Local:	\$795,247	\$795,248	1,590,495
Task Total:	\$3,798,307	\$3,798,308	\$7,596,615

Outcome Measures:

- 1,961,168 revenue miles
- 83,335 revenue hours

- 220,836 rides
- 257,359 people with access to transit
- 87,603 low-income households with access to transit
- 220,836 paratransit rides provided

Task 2: Preventive Maintenance for Specialized Services Fleet

Description: Vehicle preventive maintenance for Specialized Services fleet (75 vehicles). These vehicles support LTD specialized services such as RideSource ADA paratransit, South Lane, Florence, and Oakridge routes.

Category: Preventive Maintenance

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$64,000	\$80,000	\$144,000
Federal:	\$400,000	\$400,000	\$800,000
Local:	\$7,500	7,500	\$15,000
Task Total:	\$471,500	\$487,500	\$959,000

Outcome Measures:

- 75 vehicles maintained

Task 3: Volunteer Mileage Reimbursement

Description: Volunteers organized through LCOG Senior and Disability Services seek gas mileage reimbursement when performing trips for those in need outside of our regular service area.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$25,000	\$25,000	\$50,000
Federal:	\$50,000	\$50,000	\$100,000
Local:	\$51,676	\$51,676	\$103,352
Task Total:	\$126,676	\$126,676	\$253,352

Outcome Measures:

- 18,000 revenue miles
- 2,000 revenue hours
- 6,000 rides
- 257,359 people with access to transit
- 87,603 low-income households with access to transit
- 6,000 paratransit rides provided

Task 4: Behavioral Health Transportation

Description: These trips assist those with behavioral health disabilities who are otherwise unable to access public transportation get to appointments. Match for 5310 funds.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$25,000	\$25,000	\$50,000
Federal:	\$145,000	\$145,000	\$290,000
Task Total:	\$170,000	\$170,000	\$340,000

Outcome Measures:

- 85,000 revenue miles
- 5,000 revenue hours
- 6,000 rides
- 257,359 people with access to transit
- 87,603 low-income households with access to transit
- 6,000 paratransit rides provided

Task 5: Crucial Connections

Description: Funding for trips referred to LTD through LCOG via Senior and Disability Services, in which no other transportation options are available. This has proven vital for unexpected situations such as pandemic and wildfire response. Match for 5310 funds.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$3,000	\$3,000	\$6,000
Federal:	\$22,000	\$22,000	\$44,000
Task Total:	\$25,000	\$25,000	\$50,000

Outcome Measures:

- 4,000 revenue miles
- 100 revenue hours
- 200 rides
- 200 paratransit rides provided

Task 6: Veterans Transportation

Description: These trips benefit veterans looking to connect to services at VA hospitals.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$25,000	\$25,000	\$50,000

Outcome Measures:

- 40,000 revenue miles
- 200 revenue hours
- 300 rides
- 300 paratransit rides provided

Task 7: South Lane Operations

Description: There are origin to destination trips within a defined service area in rural South Lane County not covered by other programs. Match for 5311 funds.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$476,812	\$476,812	\$953,624
Federal:	\$133,188	\$133,188	\$266,376
Local:	\$20,000	\$20,000	\$40,000
Task Total:	\$630,000	\$630,000	\$1,260,000

Outcome Measures:

- 65,000 revenue miles
- 8,000 revenue hours
- 30,000 rides
- 30,020 people with access to transit
- 9,375 low-income households with access to transit
- 30,000 trips added

Task 8: Travel Training

Description: LTD provides training and support for members of the community that have either never ridden a bus, or need additional training and support due to a disability, helping them learn to ride public transportation independently. Match for 5310 funds.

Category: Mobility Management

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$15,000	\$15,000	\$30,000
Federal:	\$85,000	\$85,000	\$170,000
Task Total:	\$100,000	\$100,000	\$200,000

Outcome Measures:

- 300 individuals receiving transit training

- 300 individuals served by coordinated demand response call center

Task 9: Transit Host Program

Description: Transit Hosts help people with disabilities who need assistance transferring between buses at our busy Eugene Station, but who can otherwise ride our fixed route system independently. Match for 5310 funds.

Category: Mobility Management

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$37,500	\$37,500	\$75,000
Federal:	\$67,297	\$67,297	\$134,594
Task Total:	\$104,797	\$104,797	\$209,594

Outcome Measures:

- 5,000 individuals receiving transit training
- 5,000 individuals served by coordinated demand response call center

Task 10: Transportation Eligibility Assessments

Description: This program is a collaboration with community partners to raise awareness and establish eligibility for transportation programs that benefit older adults and people with disabilities. Match for 5310 funds.

Category: Mobility Management

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$100,000	\$100,000	\$200,000
Federal:	\$200,000	\$200,000	\$400,000
Task Total:	\$300,000	\$300,000	\$600,000

Outcome Measures:

- 5,000 individuals receiving transit training
- 5,000 individuals served by coordinated demand response call center
- 5,000 transportation eligibility assessments

Task 11: Florence Rhody Express

Description: This is fixed route service within the City of Florence. Match for 5311 funds.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$321,188	\$321,188	\$642,376
Federal:	\$133,188	\$133,188	\$266,376
Local:	\$32,000	\$32,000	\$64,000
Task Total:	\$486,376	\$486,376	\$972,752

Outcome Measures:

- 120,000 revenue miles
- 10,000 revenue hours
- 40,000 rides
- 9,037 people with access to transit
- 3,181 low-income households with access to transit

Task 12: Oakridge Diamond Express

Description: This service connects the community of Oakridge with the metropolitan area. Match for STIF Discretionary funds (federal or state) at up to 50% match rate.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$85,000	\$85,000	\$170,000
Federal:	212,500	212,500	\$425,000
Other State:	\$340,000	\$340,000	\$680,000
Local:	\$12,000	\$12,000	\$24,000
Task Total:	\$669,500	\$669,500	\$1,339,000

Outcome Measures:

- 175,000 revenue miles
- 6,000 revenue hours
- 25,000 rides
- 3,336 people with access to transit
- 1,871 low-income households with access to transit

Task 13: Service Increase

Description: This task will increase frequency and span of service within the District.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$4,000,000	\$4,000,000	\$8,000,000

Outcome Measures:

- 516,000 revenue miles
- 42,000 revenue hours

- 1,029,000 rides
- 225,200 people with access to transit
- 15,955 low-income households with access to transit
- 12,300 students in grades 9-12 with free or reduced fare transit pass
- 12,300 students in grades 9-12 attending a school served by transit
- 515,000 service miles added

Task 14: Mobility on Demand Pilot

Description: These funds will support one additional mobility on demand pilot in the LTD district per year. This service will provide shared-ride mobility to areas of concentrated low-income and senior populations.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$1	\$1	\$2

Outcome Measures:

- 50,000 revenue miles
- 3,500 revenue hours
- 40,000 rides
- 10,000 people with access to transit
- 1,000 low-income households with access to transit
- New technology and service added

Task 15: K-12 Student Pass Program

Description: This task will provide the opportunity to all students inside and outside of the District's service area to receive a free transit pass.

Category: Mobility Management

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$897,941	\$847,942	\$1,795,883

Outcome Measures:

- 12,300 students in grades 9-12 with free or reduced fare transit pass
- 12,300 students in grades 9-12 attending a school served by transit
- 1 marketing campaign

Task 16: Low-Income Fare Program

Description: This task provides free transit passes for low-income populations. Social service agencies purchase passes at a reduced rate for distribution to clients.

Category: Mobility Management

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$500,000	\$500,000	\$1,000,000

Outcome Measures:

- 570,000 low-income fares provided

Task 17: Specialized Services Fleet

Description: Specialized Services Vehicles: This task provides for the purchase of new specialized services vehicles. The useful life for these vehicles is seven (7) years or 200,000 miles.

Category: Vehicle Purchase

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$2,321,438	\$1,880,062	\$4,201,500

Outcome Measures:

- 23 vehicles purchased

Task 18: RideSource Shopper Vehicle Expansion

Description: Specialized Services – Shopper Shuttle: This task provides for the expansion, from one vehicle to two vehicles, of our Shopper Shuttle service.

Category: Vehicle Purchase

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$228,000	\$0	\$228,000

Outcome Measures:

- 1 vehicle purchased

Task 19: Fixed Route Vehicle Replacement

Description: Fixed-Route Buses: Matching funds for Federal Grant to purchase new vehicles. The useful life of these assets are 12 years or 500,000 miles.

Category: Vehicle Purchase

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$3,259,594	\$1,184,156	\$4,443,750
Federal:	\$9,757,781	\$3,552,469	\$13,310,250
Project Total:	\$13,010,375	\$4,736,625	\$17,754,000

Outcome Measures:

- 21 vehicles purchased

Task 20: Transit Shared Mobility System Integration and Modernization

Description: Bikeshare Equipment Purchase: Purchase and Install new fleet of shared pedal and pedal-electric e-bikes and docking stations.

Category: Equipment Purchase

Task Budget:

Fund Type	2026	2027	Total
STIF Formula/Prior Biennia STIF Funds:	\$500,000	\$1,248,542	\$1,748,542

Outcome Measures:

- 240,000 Bikeshare rides annually
- 20,000 Bikeshare rides monthly
- 667 Bikeshare rides daily
- 500 Shared bikes
- 50 Docking stations

Task 21: Transit Access and Safety Improvement Program

Description: Solicit requests from and allocate funding to jurisdictional roadway owners for transit safety and access project proposals.

Category: Capital/Other Capital Items

Task Budget:

Fund Type	2026	2027	Total
STIF Formula/Prior Biennia STIF Funds:	\$1	\$1	\$2

Outcome Measures:

- 10,000 Linear feet of sidewalk infill
- 2 Enhanced pedestrian roadways

- 3 lighting improvements

Task 22: Community Outcome Initiative Pilot

Description: Fund mobility pilots designed to improve community outcomes related to housing, education, public health, and workforce development.

Category: Mobility Management

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$125,000	\$125,000	\$250,000

Outcome Measures:

- 4 Services Added

Task 23: ATTAIN On Demand Match

Description: On-demand service in Bethel neighborhood of Eugene, particularly for trips to and from school. Match for federal ATTAIN grant (pending).

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$651,891	\$651,890	\$1,303,781
Federal	\$2,600,000	\$2,600,000	\$5,200,000
Project Total	\$3,400,000	\$3,400,000	\$6,800,000

Outcome Measures:

- 20,000 rides annually

Task 24: STIF Discretionary/STN Match for Rural Lane County On Demand Shuttle.

Description: On Demand service to multiple rural areas of Lane County each week. Match for STIF Discretionary and/or Intercommunity Funds.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$90,000	\$90,000	\$180,000
Other State:	\$360,000	\$360,000	\$720,000

STIF Formula Fund Packet | Page 20

Project Total	\$450,000	\$450,000	\$900,000
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Outcome Measures:

- 5,000 rides annually

Task 25: STIF Discretionary/STN Match for Florence Mobility Hub

Description: Site selection and concept design for a mobility hub in Florence. Match for STIF Discretionary and/or Intercommunity Funds.

Category: Planning

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$15,000	\$15,000	\$30,000
Other State:	\$100,000	\$100,000	\$200,000
Local:	\$10,000	\$10,000	\$20,000
Project Total	\$125,000	\$125,000	\$250,000

Outcome Measures:

- 1 plan for Mobility Hub

Task 26: STIF Discretionary/STN Match for Shopper Shuttle Replacement

Description: Replacement of cutaway vehicle for Shopper Shuttle service. Current vehicle has exceeded its useful life. Match for STIF Discretionary Funds.

Category: Vehicle Replacement

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$0	\$49,800	\$49,800
Other State:	\$0	\$199,200	\$199,200
Project Total	\$0	\$249,000	\$249,000

Outcome Measures:

- 1 vehicle purchased

Task 27: Eugene Safe Streets and Roads for All Match

Description: Matching funds for City of Eugene Safe Streets and Roads for All FHWA grant.

Category: Planning

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$80,000	\$0	\$80,000

Outcome Measures:

- 1 Safe Streets and Roads for All Plan created.

Task 28: Fare Management Match

Description: Planning, purchase, implementation, training, and communication of fare management system. Match for federal grant funds.

Category: Mobility Management

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$250,000	\$250,000	\$500,000
Federal:		\$2,000,000	\$2,000,000
Project Total		\$2,250,000	\$2,500,000

Outcome Measures:

- 1 plan created
- Technology and equipment purchased

Task 29: Downtown & Riverfront Circulator Discretionary Match

Description: Match for Discretionary application to provide circulator service for the Riverfront development and Downtown Eugene.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$1	\$1	\$2
Other State:	\$510,000	\$510,000	\$1,020,000
Local:	\$77,500	\$77,500	\$155,000
Project Total	\$587,501	\$587,501	\$1,175,002

Outcome Measures:

- Added hours of service, scaled depending on Discretionary award

Task 30: Sustainable Service Reserve

Description: Reserve funds will be maintained to prepare for unanticipated events that could adversely affect the financial condition of STIF funded operations and jeopardize the smooth continuation of necessary transit services.

Category: Program Reserve

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$231,268	\$231,935	\$463,203

Outcome Measures:

- \$463,203 in reserve funds created

Task 31: STIF Administration

Description: This task provides funds to cover the administrative costs associated with managing the overall STIF program and for specific STIF projects. Costs include LTD staff time and an intergovernmental agreement with Lane Council of Governments.

Category: Project Administration

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$400,000	\$400,000	\$800,000

Outcome Measures:

- Timely application and reporting

Task 32: Project A Contingency

Description: This task creates a contingency fund for other Project A tasks to cover unexpected costs, increased market rates, inflation, or other factors to help ensure project delivery despite rising costs.

Category: Program Reserves

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$1,644,546	\$1,644,547	\$3,289,093

Outcome Measures:

- \$3,289,093 in reserve funds created

PROJECT B | LINK LANE

Public Transportation Service Provider: Lane Council of Governments

Project Description: Link Lane operates two rural transit routes - the Eugene-Florence Connector and the Florence-Yachats Connector. Both routes operate 7 days per week. The funding for this project will provide match for discretionary state and/or federal funding. Both routes have shown consistent ridership growth since beginning (2018 for Florence-Yachats and 2020 for Eugene-Florence). Both routes serve important functions in the Statewide Transit Network. The two routes provide connectivity along Hwys 101 and 126 and provide an important connection between the coast and the Willamette Valley. Both routes are timed to connect with other providers. The Eugene-Florence route connects at the Eugene Amtrak station and LTD transit center. The two routes meet in Florence with the Rhody Express and CCAT Florence Express from Coos County. Riders use both routes to connect to medical appointments, shopping, other services, and recreational purposes.

Project Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$215,052	\$215,052	\$430,104
Other State:	\$700,840	\$740,840	\$1,401,680
Project Total:	\$915,892	\$915,892	\$1,831,784

Other Information:

- Suballocation: 10% In-District | 90% Out-of-District
- Percent of Funds Supporting Student Transportation: 0%
- Percent of Funds Supporting Seniors and Individuals with Disabilities: 0%

Project Meets the Following STIF Criteria:

	FY26	FY27
1. Increased frequency of bus service to areas with a high percentage of Low-Income Households.	25%	25%
2. Expansion of bus routes and bus services to serve areas with a high percentage of Low-Income Households.	25%	25%
3. Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households.	10%	10%
5. The improvement in the frequency and reliability of service between communities inside and outside of the Qualified Entity’s service area.	25%	25%
6. Coordination between public transportation service providers to reduce fragmentation in the provision of transportation services.	25%	25%

Project Meets the Following Oregon Public Transportation Plan Goals:

Goal 1: Mobility – Public Transportation user Experience

Goal 2: Accessibility and Connectivity

- Goal 3: Community Livability and Economic Vitality
- Goal 4: Equity
- Goal 5: Health
- Goal 6: Safety and Security
- Goal 7: Environmental Sustainability
- Goal 8: Land Use
- Goal 9: Funding and Strategic Investment
- Goal 10: Communication, Collaboration, and Coordination

Project Tasks (6 Total)

Task 1: Florence-Yachats Connector: Matching Funds for Operational Costs

Description: Florence-Yachats Operations. Runs 4 roundtrips per day; 7 days/week. Stops in Florence, Washburn Park, and Yachats. Connects north and south along Hwy. 101. Matches state funds

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$53,360	\$53,360	\$106,720
Other State:	\$213,440	\$213,440	\$426,880
Project Total:	\$266,800	\$266,800	\$533,600

Outcome Measures:

- 148,720 revenue miles
- 5,760 revenue hours
- 6,000 rides
- 1,600 people with access to transit
- 176 low-income households with access to transit

Task 2: Florence-Yachats Connector: Matching Funds for Administrative Costs

Description: Florence-Yachats Administration. Runs 4 roundtrips per day; 7 days/week. Stops in Florence, Washburn Park, and Yachats. Connects north and south along Hwy. 101. Match state funds

Category: Administration

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$4,600	\$4,600	\$9,200
Other State:	\$18,400	\$18,400	\$36,800
Project Total:	\$23,000	\$23,000	\$46,000

Outcome Measures:

- 50 marketing material

Task 3: Eugene-Florence Connector: Matching Funds for Operational Costs

Description: Runs 18 roundtrips/week. Increase to 21 roundtrips/week. Stops in Florence, 3 Rivers Casino, Mapleton, Veneta, LTD Eugene station, and Eugene Amtrak. Match state/federal funds.

Category: Operations

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$106,350	\$106,350	\$212,700
Other State:	\$425,400	\$425,400	\$850,800
Project Total:	\$531,750	\$531,750	\$1,063,500

Outcome Measures:

- 233,000 revenue miles
- 8,392 revenue hours
- 20,400 rides
- 13,100 people with access to transit
- 4,454 low-income households with access to transit

Task 4: Eugene-Florence Connector: Matching Funds for Administrative Costs

Description: Runs 18 roundtrips/week. Increase to 21 roundtrips/week. Stops in Florence, 3 Rivers Casino, Mapleton, Veneta, LTD Eugene station, and Eugene Amtrak. Match state/federal funds.

Category: Administration

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$10,900	\$10,900	\$21,800
Other State:	\$43,600	\$43,600	\$87,200
Project Total:	\$54,500	\$54,500	\$109,000

Outcome Measures:

- 50 marketing materials

Task 5: Link Lane Low Income and Student Fare Program

Description: Low Income and Student Fare Program – offer bulk ticket pricing to non-profits at a highly discounted rate (75-100% off) and develop free or reduced fare program for rural school districts.

Category: Project Administration

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$4,000	\$4,000	\$8,000

Outcome Measures:

- 800 Low Income and Student Fares Provided

Task 6: Project B Contingency

Description: This task creates a contingency fund for other Project B tasks to cover unexpected costs, increased market rates, inflation, or other factors to help ensure project delivery despite rising costs.

Category: Program Reserves

Task Budget:

Fund Type	2026	2027	Total
STIF Formula:	\$35,842	\$35,842	\$71,684

Outcome Measures:

- \$71,684 in reserve funds created



RESOLUTION NO. 2024-12-18-039

ADOPTION OF THE FY26-27 STIF PLAN FOR SUBMISSION TO ODOT

WHEREAS, Section 122 of HB 2017 Transportation Funding Package established a dedicated source of funding for improving, maintaining, and expanding public transportation service in Oregon called the Statewide Transportation Improvement Fund (“STIF”);

WHEREAS the STIF Advisory Committee made a recommendation to the LTD Board to submit the following STIF Plan, with planned services being summarized as follows:

Project A (LTD Services)

- 1) ADA Paratransit and Shopper Shuttle
- 2) Preventive Maintenance - 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) Specialized Services Fleet
- 18) RideSource Shopper Shuttle Expansion
- 19) Fixed Route Vehicle Replacement
- 20) Transit Shared Mobility System Integration and Modernization
- 21) Transit Access and Safety Improvement Program
- 22) Community Outcome Initiative Pilot
- 23) ATTAIN On Demand Match
- 24) Rural Lane County On Demand Shuttle Match
- 25) Florence Mobility Hub Match
- 26) Shopper Shuttle Replacement Match
- 27) Eugene Safe Streets and Roads for All Match
- 28) Fare Management Match
- 29) Downtown and Riverfront Circulator Match
- 30) Sustainable Service Reserve
- 31) STIF Administration
- 32) Project A Contingency

Project B (Link Lane Services)

- 1) Florence-Yachats Connector: Operations Match
- 2) Florence-Yachats Connector: Administration Match
- 3) Eugene-Florence Connector: Operations Match
- 4) Eugene-Florence Connector: Administration Match
- 5) Link Lane Low Income and Student Fare Program



6) Project B Contingency

NOW, THEREFORE, BE IT RESOLVED by the Lane Transit District Board of Directors as follows:

1. Adopting the recommendations from the STIF Advisory Committee for FY26-FY27 STIF Formula Fund allocations and the STIF Plan as presented; and
2. Directing staff to timely submit these materials to ODOT.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18th DAY OF DECEMBER, 2024.

Board President, Gino Grimaldi



Lane Transit District Agenda Item Summary (AIS)

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

Action: Adoption of LTD Resolution No. 2024-12-18-040 adopting the CEO Annual Goals and Compensation.

Agenda Item Summary.

The Board of Directors recently completed the annual evaluation of the Chief Executive Officer (CEO) the period ending November 6, 2024. Components of the process included a CEO self-evaluation and a Board evaluation of the CEO. Both the Board and the CEO identified performance goals for November 2024 – November 2025. The proposed combined goals follow:

1. Continue to diversify revenue sources by identifying one opportunity in the coming year by 4th quarter 2025.
2. Work with the Board to improve Board meetings by meeting all posting deadlines, reducing legal review time of Board packets, and establishing a meeting "effectiveness" rating model for Board and Board committee meetings by March 2025.
3. Establish relationships across Lane County and at the state level with elected officials, Chambers of Commerce, and Tribes by November 2025.
4. Implement employee retention strategies, to include Board approves retention goals by June 2025.
5. Implement an organizational succession plan and professional development strategy for key LTD positions.

The Board also authorized the President and Vice-President to enter into negotiations with the CEO pertaining to compensation for the performance period ending November 2025.

Proposed Motion: I move to adopt LTD Resolution No. 2024-12-18-040 adopting the CEO Annual Goals and Compensation.

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

Contracts								
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	NEW CONTRACT VALUE	SIGNER	NOTES
11/12/2024	TransTrack System, Inc.	NTD Reporting Software	Amendment	Nov 13, 2020 - Nov 12, 2025	\$449,569.00		A. Reichert	Amendment to extend the agreement term and update Key Personnel.
11/13/2024	Medical Transportation Management, Inc.	Ride Source Call Center & Special Transportation Fleet	Amendment	Aug 1, 2023 - Jul 31, 2027	\$41,639,354.12		C. Rees	Amendment to incorporate updated FTA requirements.
11/14/2024	Via Mobility, LLC	Mobility On Demand Software	Amendment	Feb 1, 2021 - Jan 31, 2026	\$149,999.00		C. Rees	Amendment to extend the contract term.
11/17/2024	Ninfa's Elite Janitorial Services	On-Call Snow and Ice Removal	Personal Services	Nov 1, 2024 - Oct 31, 2029	\$25,000.00		M. Imlach	New Contract
11/17/2024	PBS Engineering & Environmental, LLC	OCC Geotechnical Engineering Services	Professional Services	Nov 17, 2024 - Until Completed	\$10,000.00		M. Imlach	New Contract
11/18/2024	Ogletree, Deakins, Nash, Smoak, & Stewart P.C.	Labor Attorney Services	Personal Services	Aug 1, 2024 - Jul 31, 2029	\$200,000.00		M. Peterson	New Contract
11/18/2024	Personnel Data Systems, Inc.	Specialized Consulting Services	Personal Services	Jan 1, 2025 - Dec 31, 2026	\$10,500.00		M. Peterson	New Contract
11/21/2024	WSP USA, Inc.	Procurement Technical Assistance	Personal Services	Nov 20, 2024 - Nov 19, 2027	\$150,000.00		W. Frisbie	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
11/5/2024	City First Christian Academy	Student Pass	SPP	Nov 1, 2024 - ongoing	varies	varies	E. Breitenstein	New Contract
11/20/2024	Kairos Northwest	Non-Profit Pass	NPP	Nov 1, 2024 - ongoing	varies	varies	C. Rees	New Contract



Lane Transit District

Monthly Department Reports

Administration

Wendi Frisbie, Chief Administrative Officer

MARKETING UPDATE OCTOBER 26 – NOVEMBER 25

In late October and November the Marketing Department completed a range of tasks focused on promoting ridership and preparing for route and service changes occurring this winter. This work included coordination of an ongoing KMTR video series; editorial, design, and layout for the next issue of the Rider's Guide; and planning for fare validation on EmX. Event and outreach efforts included activations at Eugene Station for Halloween and Day of the Dead. These events help create a positive experience for riders and visitors and are a key part of outreach efforts to engage local families and youth to increase affinity for public transportation.

Additional communications strategy work occurred, in collaboration with multiple LTD departments, to develop and update plans for improved internal communications and stakeholder outreach. These plans are expected to be finalized in December.

The Marketing Department also collaborated with a film production crew from Team Oregon Build to highlight LTD Fleet Mechanics as part of a campaign to promote careers in high-demand trades to Oregon high schoolers.

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

- LTD submitted its Annual Benchmark and Budget Requests to the ASUO Finance Committee in preparation for the 2025-2026 academic year. We also hosted a meet-and-greet with this year's ASUO Finance Committee chairs, who are responsible for deciding whether to continue participation in the Group Pass Program.
- We have partnered with Niya Clayton, Zach Young, PJ Ize Iyamu, and Morgan Hood as influencers for an upcoming NIL (Name, Image, and Likeness) campaign to encourage students to ride LTD and redeem their free bus passes each academic year. This campaign focuses on amplifying the voices of student-athletes of color while promoting cultural connectivity through public transit. By showcasing their everyday experiences, we aim to celebrate diversity, foster local engagement with cultural sites and charities, and increase ridership among students and community members, particularly low-income students and those without personal transportation.

WEBSITE & SOCIAL MEDIA HIGHLIGHTS:

Date range October 26 – November 25

- 231,000 website pageviews
- 23 new Facebook page followers; 7,000 total Facebook page followers
- 13,271 Facebook accounts reached
- 38 new LinkedIn followers; 1,445 total LinkedIn followers
- 25 new Instagram followers; 1,402 total Instagram followers
- 2,307 Instagram accounts reached

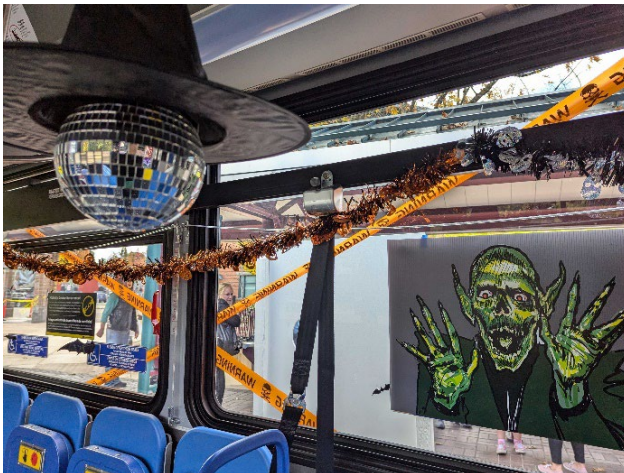


Lane Transit District Monthly Department Reports

OUTREACH & EVENTS:

LTD's Spooky Disco Express – October 25

The Spooky Disco Express at the City of Eugene's annual Downtown Halloween event was a resounding success, drawing approximately 400 community members, including families and even a few furry friends, who came together in costume, took photos, and expressed genuine interest in public transit. This event exemplified LTD's mission of community connection.



LTD's Day of the Dead Celebration – November 1, 2024

Despite the rain, approximately 50 community members joined us at LTD's Day of the Dead Celebration on November 1 at Eugene Station's Rosa Parks Plaza. The event featured a face painting station, an art station, themed decorations, and community partners—Plaza de Nuestra Comunidad, ODHS, and The Migrant Education Program—who connected with attendees and shared resources. It was wonderful to see the enthusiasm from riders and community members as we celebrated culture and community together.



Lane Transit District Monthly Department Reports



St. Vincent de Paul Annual Fundraiser – November 15, 2024

On November 15, LTD proudly participated in St. Vincent de Paul’s Annual Fundraiser by donating a gift basket filled with thoughtful items, including University of Oregon swag, gift cards for Original Roadhouse Grill and Oregon Sports, and two \$50 tap cards. The organization expressed their gratitude for our contribution, which helped support their important work in our community.

YMCA Mobility Outreach – November 18, 2024

At the YMCA Mobility Outreach event, we connected with 163 individuals, having meaningful conversations with about a quarter of them. People were particularly interested in programs like the Special Transportation Program (STP), the Honored Rider Program, and our Employer Transportation Programs, sparking valuable discussions about how LTD can support their mobility needs.

TEXT MESSAGE SERVICE

Total users as of 10/29/24:

- Total Subscriber Profiles: 3,300 (up 78)
- Total Subscriptions: 16,666 (up 1,242)



Lane Transit District Monthly Department Reports

Development Services

Joe McCormack, Chief Development Officer

Partnering to Address a Community Need

In April 2021, the Eugene City Council approved an ordinance to create more safe and lawful places for people to sleep. The ordinance allows for the temporary establishment of “safe parking” and “safe tent” sites that could provide options for individuals to legally park their vehicles or sleep in tents. These sites may accommodate a larger number of vehicles or tents than previously allowed by code, up to 60 vehicles or up to 40 tents. The sites are managed by social service providers who are responsible for compliance with rules and community agreements, monitoring who is allowed to be on-site, coordinating ongoing site infrastructure needs, being accessible and responsive to neighbor concerns, and coordinating with the City and other partners. The ordinance is in effect until June 30, 2025, unless extended.

Lease of 310 Garfield

In the summer of 2021 LTD pursued a partnership with the City of Eugene to address the unhoused population and mitigate the negative impacts to transit by leasing the vacant 310 Garfield property adjacent to RideSource. LTD’s lease agreement with the City of Eugene permits the City to use and occupy the vacant property for the purpose of providing a safe and legal location for 55 vehicles occupied by unhoused community members to sleep and access critical supportive services. These services are designed to improve their stability while reducing community impacts. The City’s service provider and site manager is St. Vincent de Paul.

Lease revenue weighed against the benefit to LTD, including City-funded site improvements informed the following terms:

- Base Term: \$0.00
- Year 2: \$0.00
- Year 3: \$16,700.00 (current year)
- Year 4: \$18,900.00
- Year 5: \$18,900.00





Lane Transit District Monthly Department Reports



FY24 Annual Update

In FY24, the 310 Garfield Safe Sleep Site served 115 unique individuals. Nine (22%) of those who exited the program during the year did so to permanent housing and 11 (30%) exited to other positive destinations, including 10 to other emergency shelter programs.

Over the past year, St. Vincent has focused on providing participants with training and skill development resources aimed at securing employment. 310 participants now have regular access to service providers made available at the adjacent 410 site, including Department of Human Services, Job Connections (Goodwill), Senior and Disability Services, and Lane Workforce Partnership. Through a partnership with the Eugene Chamber of Commerce, participants are encouraged to apply to job training programs with Food for Lane County and Viking Textiles. St. Vincent is currently developing training programs that will eventually provide training opportunities for shelter participants at their stores and warehouses with the potential for long-term employment.

FY25 Q1 Update

The 310 Garfield Safe Sleep Site served 84 unique individuals during Q1 of FY25. Of the 17 participants exiting the program during this time, 3 exited to permanent housing, and 2 exited to other emergency shelter programs.

In September 2024, St. Vincent de Paul instituted a length of stay policy for the site. Participants have a maximum 18-month stay in the program and will be required to engage with case management to help them obtain housing, employment and eligible benefits, healthcare, and other resources. A lead case manager has been hired and staff are beginning to report an increase in positive outcomes for participants, including exits to housing.

Other areas of focus include providing greater access to medical care and support for drug and alcohol addiction. Staff are working to address transportation challenges that are a barrier to getting participants to health clinics and have reached out to Sarah Koski, LTD's Community Resource Liaison, to explore a potential partnership. Staff are also in the process of establishing an NA/AA program presence at St. Vincent shelter sites, including 310 Garfield.

Site staff relay that the program continues to serve a vital role improving residents' lives, helping people get off the streets and into more stable, healthy living situations.

An Outcome Success Story

Brian and Angel have been working with their case managers since April 2024. During their time it was made clear that they had been unhoused for some time and they had lost hope they would be housed again. Despite this they were still



Lane Transit District Monthly Department Reports

working through many barriers with their case managers, such as getting social security cards and addressing health concerns. They recently received the call that they had been accepted into permanent housing and they called ecstatic by their success and change of luck. Since getting them housed, their case manager has noticed that they are smiling again and have newfound hope about life and are looking forward to what the future holds.

Information Technology and Business Intelligence

Aimee Reichert, Chief Performance Officer

- Enterprise Resource Planning (ERP) Financial Solution Optimization – after launching the ERP in December 2023, the team has made good strides in improving processes like annual budgeting, end of year close, and standard purchasing. Over the next six months, the team will be focused on optimizing the system for improvements in projects and grants, point of sale and reporting.
- LTD went live with upgrades to our Computer Assisted Dispatch/Automatic Vehicle Location (CAD/AVL) system in November. This has been a successful launch, resulting in improved interface and capabilities for our operations command team.
- National Transit Databased (NTD) reporting for Fiscal Year 2024 original submission was delivered at the end of November. These results are pivotal in determining our annual formula funding commitment through FTA.
- Business Intelligence Analysts have initiated a work team to deliver improved, fully automated, monthly Board Performance Reporting.
- RideSource has undergone video and radio upgrades over the last several months, resulting in modern digital solutions across RideSource fleet. Fixed Route Fleet is next, updates to follow throughout 2025.



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	December 03, 2024 <ul style="list-style-type: none"> • Updates to STIF Formula Plan • Review of STIF Formula Plan • Potential Recommendation of STIF Formula Plan to LTD Board of Directors
Metropolitan Policy Committee	Susan Cox Kelly Sutherland	December 05, 2024 <ul style="list-style-type: none"> • Project Proposals for Federal Redistribution Funding • Regional Transportation Plan (RTP) Update: Travel Barriers and Benefits Survey • Oregon MPO Consortium (OMPOC) Legislative Priorities • Oregon Department of Transportation Update • TIP Project Changes • LTD Annual Impact Report 2023-24 & LTD System Review
Lane Area Commission on Transportation	Heather Murphy	December 11, 2024 <ul style="list-style-type: none"> • Legislative update • Oregon Legislature Joint Committee on Transportation – update summary
Pension Trust Meeting	Gino Grimaldi Jameson T. Auten	November 25, 2024 During the meeting, we approved the 2.8% COLA that had already been approved by the Board. The Board President shared the Board's request for an improved process for COLAs, though no decision was made regarding that request. The next meeting will be held on February 5th, and the subcommittee will meet on the same day to discuss potential changes to the 457 plan. The ATU has proposed a 10% flat contribution rate with a 5-year vesting period.



Lane Transit District Agenda Item Summary (AIS)

Information on Future Board Meetings

January Board Meeting 2025

ATTAIN Grant Information.....Dave Roth, Director of Mobility Planning and Policy Planning & Development

NOCTEL Contract.....Aimee Reichert, Chief Performance Officer