



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

Regular Business Meeting and Executive Session
Wednesday, January 15, 2025, 5:30 p.m.
Glenwood Administrative Office – Boardroom
3500 E 17th Avenue, Eugene, OR 97478

LTD Board Business meetings are also available via web video stream. Anyone can access the broadcast live or view archived meetings at https://govhub.ompnetwork.org/

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

Table with 3 columns: Subdistrict, Description, Board Member. Rows include Subdistrict 1 (East Springfield to McKenzie Bridge) with Gino Grimaldi, Subdistrict 2 (West Springfield) with Michelle Webber, Subdistrict 3 (SE Eugene, Creswell, Cottage Grove, and Lowell) with Heather Murphy, Subdistrict 4 (North Eugene (east of River Road), and Coburg) with Kelly Sutherland, Subdistrict 5 (Central and West Eugene) with Pete Knox, Subdistrict 6 (West Eugene, OR 99, River Road, and Junction City) with Lawrence Green, and Subdistrict 7 (SW Eugene, Veneta and Fern Ridge) with Susan Cox.

Public Comment:

Public comment occurs at the beginning of each Board meeting. In-person sign-up is available on the day of the meeting in the Boardroom. Attendees can participate virtually via Zoom. To join virtually, follow the link provided on LTD’s Events Calendar on the day of the meeting at https://www.ltd.org/events-calendar/. In order to provide public comment, participants should use the "Raise Hand" feature on Zoom. For phone participants, press \*9. Speakers will be called by name when it’s their turn. Individual comments are generally limited to three minutes; however, the presiding Board officer will determine the final time limits based on the number of speakers and the time available.

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

## **REGULAR BUSINESS MEETING AGENDA:**

1. **CALL TO ORDER & ROLL CALL:** Gino Grimaldi (President), Susan Cox (Vice President), Pete Knox (Secretary), Kelly Sutherland, Lawrence Green (Treasurer), Michelle Webber, Heather Murphy
2. **PUBLIC COMMENT**
3. **BOARD REPORTS**
  - Lane Council of Governments (LCOG) Board of Directors – Pete Knox
  - Metropolitan Policy Committee (MPC) – Susan Cox, Kelly Sutherland
  - Lane Area Commission on Transportation (LaneACT) – Heather Murphy
  - Strategic Planning Committee (SPC) – Gino Grimaldi, Pete Knox
  - Finance Committee – Lawrence Green, Susan Cox
  - Real Estate Subcommittee – Susan Cox, Michelle Webber, Kelly Sutherland
4. **CEO REPORT**
  - Employee of the Month
  - Operations and Administrative Report Highlights
  - Intelligence Program- Year 1 Status Update
5. **CONSENT AGENDA**

Items appearing below are considered to be routine and may be approved by the Board in one blanket motion. Any Board member may remove an item from the “Consent” portion of the agenda for discussion or questions by requesting such action prior to consideration of this portion of the agenda.

  - Approval of Resolution 25-1-15-03, Appointing Members to the Lane Transit District Budget Committee.
  - Approving the Amendment to the CEO Employment Agreement.
6. **BOARD ACTION ITEMS**
  - Resolution 25-1-15-01 – Authorizing a Contract with Noctel Communications, Inc. for the purpose of continued Voice over Internet Protocol (VoIP) services.
  - Resolution 25-1-15-02 – Authorizing the Chief Executive Officer (CEO) to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing four (4) modified minivans for revenue service with our RideSource service.
  - Approving Chief Executive Officer Goals
7. **ADJOURN BUSINESS MEETING**
8. **EXECUTIVE SESSION**
  - ORS 192.660(2)(e): To conduct deliberations with persons designated by the governing body to negotiate real property transactions

**UPCOMING MEETINGS:**

January 21, 2025 – Strategic Planning Committee Meeting  
Glenwood Administrative Office – Boardroom  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478

February 11, 2025 – Budget Committee Meeting  
Glenwood Administrative Office – Boardroom  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478

February 19, 2025 – Board of Directors Meeting  
Glenwood Administrative Office – Boardroom  
3500 E 117<sup>th</sup> Avenue, Eugene, OR 97478

The facility used for this meeting is accessible for those using mobility devices. 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  
DELEGATED AUTHORITY REPORT  
December 2024**

<b>Contracts</b>								
<b>DATE EXECUTED</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT TERM</b>	<b>CONTRACT VALUE</b>	<b>NEW CONTRACT VALUE</b>	<b>SIGNER</b>	<b>NOTES</b>
12/3/2024	Campbell Commercial Real Estate	Lease Listing Agreement for Springfield Station - 355 South A Street	Agreement	Dec 2, 2024 - May 31, 2025	\$4,000.00		M. Imlach	New Contract
12/4/2024	Advanced Security, Inc.	Routine and On-Call Security Services	Personal Services	Dec 1, 2024 - Nov 30, 2025	\$15,000.00		J. McCallum	New Contract
12/9/2024	Cascade Employers Association, Inc.	Base Pay Study and Benefit Assessment	Personal Services	Jan 1, 2025 - Dec 31, 2027	\$24,300.00		M. Peterson	New Contract
12/10/2024	University of Oregon	Sustainable City Year Program Agreement	IGA	Jan 6, 2025 - Sep 30, 2026	\$25,000.00		D. Roth	New Contract
12/16/2024	Chambers Construction	Glenwood EB EmX Repair	Task Order	Dec 9, 2024 - Jun 30, 2025	\$8,500,000.00	Task Order (TO) NTE: \$38,387.00	M. Imlach	TO 202148-2024-025 to Contract #2021-48
12/17/2024	Upward, Inc.	On-Call Snow and Ice Removal Services	Personal Services	Nov 1, 2023 - Apr 30, 2028	\$108,480.00	no change	M. Imlach	Amendment to update on-call times and vendor address.
12/17/2024	Les Schwab Tire Center	Bus Tire and Support Services	Goods and Service	Jan 1, 2024 - Dec 31, 2025	\$1,626,668.30	no change	E. Evers	Amendment to update price schedule and extend term for another year.
12/18/2024	Excellence in Innovation	Strategic Innovation Program	Personal Services	Dec 23, 2024 - Dec 22, 2025	\$93,640.00		A. Reichert	New Contract
12/18/2024	WHA Insurance Agency, Inc.	Employee Benefits and Liability Insurance Services	Personal Services	Jan 1, 2025 - Dec 31, 2028	\$225,000.00		M. Peterson	New Contract
12/19/2024	Thorp, Purdy, Jewett, Urness & Wilkinson, P.C.	General Council Legal Services	Personal Services	Jul 1, 2024 - Jun 30, 2025	\$200,000.00	\$49,000.00	J. Auten	Amendment to incorporate 2025 Rate Sheet and increase the NTE amount.
12/19/2024	Planeteria Media, LLC	Comprehensive Website Development Project	Personal Services	Jan 15, 2025 - Jul 14, 2026	\$141,000.00		E. Breitenstein	New Contract
12/30/2024	Planet Technologies	M365 Trusted Advisor	Cooperative	Jan 1, 2025 - Jul 2, 2025	\$112,770.00		A. Reichert	New Contract
<b>Group Pass/Non-Profit Program - Revenue Agreements</b>								
<b>DATE EXECUTED</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT TERM</b>	<b>ANNUAL CONTRACT VALUE</b>	<b>NUMBER of PARTICIPANTS</b>	<b>SIGNER</b>	<b>NOTES</b>
12/31/2024	DPI Security, Inc.	Group Pass Program	Revenue Agreement	Jan 1, 2025 - ongoing	\$5,670.00	25	E. Breitenstein	New Contract



# Lane Transit District

## Monthly Department Reports

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### Administration

Wendi Frisbie, Chief Administrative Officer

#### **MARKETING DEPARTMENT**

Marketing Department focus areas included preparations for winter service changes, communication planning for the upcoming implementation of fare validation on EmX, and tasks related to the Eugene Station Modernization project.

The latest edition of the Riders' Guide was designed and sent to print in advance of service changes beginning February 2. Additional projects include the design of a refreshed operators' manual; creation of updated bus stop information signs and large format graphics displayed across the system; and information displayed through social media and LTD's website.

The Marketing Department also produced an integrated communications campaign, launched in January, to inform riders of the need to validate fare on EmX. This campaign includes video advertisements targeted to University of Oregon students, a social media advertising campaign targeted to all riders, bus station signage, as well as print and digital advertisements.

The final video in a KMTR series was filmed in December to highlight the completion of the Eugene Station Modernization project. This aired in late December. A mural, designed by LTD, was installed near the new Customer Service desk. This same wall will have digital signage and an interactive trip planner.

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

On December 6, LTD presented the proposed budget for the AY2025-2026 UO Student Group Pass Program contract to the ASUO Finance Committee. After hearing about the outreach and communication efforts that reached 1,100 UO students in Fall 2024, the committee unanimously approved the budget of \$1,037,388.

On December 6, members of the Marketing Department met with the athletes who will be featured in LTD's upcoming NIL (Name, Image, and Likeness) campaign. This campaign focuses on amplifying the voices of student-athletes of color while promoting cultural connectivity through public transit. Athletes Niya Clayton, Zach Young, PJ Ize Iyamu, and Morgan Hood participated in a content shoot on January 5 with an LTD bus charter. By showcasing their everyday experiences, LTD aims 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 November 26 - December 20



## Lane Transit District Monthly Department Reports

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- 156,715 website pageviews
- 18 new Facebook page followers; 7,005 total Facebook page followers
- 23,800 Facebook accounts reached
- -14 new X followers; 3,626 total X followers
- 15 new LinkedIn followers; 1,459 total LinkedIn followers
- -3 new Instagram followers; 1,399 total Instagram followers
- 3,000 Instagram accounts reached

### **OUTREACH & EVENTS:**

- **Herencia Hispana (Hispanic Heritage Night) – December 13**
  - LTD participated in Hispanic Heritage Night at Willamette High School, engaging with over 100 community members. The event, hosted by Willamette’s Latinos Unidos organization in partnership with Comunidad y Herencia Cultural, highlighted cultural pride and community connection. Madeline from LTD’s Marketing Outreach team and Yadira from Customer Service provided bilingual support, ensuring accessibility and meaningful conversations.
- **Eugene Station Rider Appreciation – December 17**

At Eugene Station, 60 riders participated in Winter Rider Appreciation, sharing experiences with LTD. Riders enjoyed hot cider and cocoa and expressed enthusiasm for the refreshments provided.
- **Springfield Station Rider Appreciation – December 18**
  - At Springfield Station, LTD engaged with 45 riders, creating a welcoming atmosphere with free hot beverages and seasonal giveaways. Riders shared their transit experiences, and many expressed appreciation of the festive gestures.

### **TEXT MESSAGE SERVICE**

Total users as of 12/23/24:

- Total Subscriber Profiles: 3,372 (up 72)
- Total Subscriptions: 17,656 (up 2,161)

### **COMPLIANCE**

The Federal Transit Administration (FTA) has issued updates to the Disadvantaged Business Enterprise (DBE) program, emphasizing compliance, equity, and improved participation of minority- and women-owned businesses in federally-funded projects. Over the next few months, the Compliance Officer will update the DBE program, as well as the DBE Goal.

The Records and Information Management (RIM) Policy, formerly the Information Management Policy, has been updated to be concise and establish clear roles and responsibilities for records management and public records requests at LTD. This furthers our commitment to public transparency.



## Lane Transit District Monthly Department Reports

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### Development Services

Joe McCormack, Chief Development Officer

**ATTAIN GRANT** (Advanced Transportation Technology and Innovation): LTD staff held a project kick-off meeting with a Federal Highway Administration (FHWA) representative on December 17. Our cross-functional team is in the process of completing necessary grant agreement templates provided by FHWA. Completed grant agreement templates were submitted to FHWA in mid-December. The FHWA has committed to providing expedited review of draft grant agreements with a goal of having the executed grant agreement in place as soon as possible to ensure federal funds are obligated. LTD staff will bring the FHWA grant agreement to the Board for approval in early 2025. Once the FHWA grant agreement is fully executed, LTD can proceed with release of Request for Proposals and begin work.

#### **STRATEGIC PLANNING COMMITTEE**

Looking ahead to 2025, LTD's Strategic Planning Committee (SPC) will be engaged on a number of key initiatives including Connect 2045, design and implementation of several STIF-funded projects, and the Regional MESH (ATTAIN grant) project. At its first meeting of the new year, LTD staff and committee members will develop a work plan for the year.

#### **EUGENE STATION MODERNIZATION**

The Eugene Station Modernization project has entered its final completion stage, with the Downtown Station Grand Reopening event scheduled for January 15, 2025. This milestone celebrates significant improvements to the station, designed to enhance the overall passenger experience by promoting safety, security, and inclusiveness. Key updates include enhanced customer service area with expanded spaces and upgraded restrooms providing a more welcoming environment, increased capacity, and improved accessibility for all passengers. Energy efficiency improvements such as LED lighting, a modernized HVAC system, and improved back-lit station signage make the station more sustainable and user-friendly, ensuring riders can navigate the facility day or night. Operator rest areas were completed last summer, these upgrades have been in use and have received positive feedback for their functionality and comfort.

#### **OPERATION COMMAND CENTER**

The Operations Command Center project has made significant progress over the past two months, with heavy demolition work completed in November and December. This marks a key milestone for the project, as the demolition phase, major excavation, and placement of the concrete foundation have all been successfully finalized. Looking ahead, the concrete slab pour for the addition is scheduled for late January, which will be followed by wall framing and the construction of the roof structure. These developments keep the project on track for its anticipated completion in October 2025, as the project team continues to focus on delivering a facility that meets the highest standards of functionality, innovation, and sustainability.



# Lane Transit District

## Monthly Department Reports

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### Information Technology and Business Intelligence

Aimee Reichert, Chief Performance Officer

#### Completed

- **Live with Asana Project Management Solution**

The Asana project management tool has been successfully implemented and is now live. This will enhance the team's project tracking, collaboration, and efficiency across tasks.

#### In Progress

- **CAD/AVL Improvement**

Ongoing improvements are being made to the Computer-Aided Dispatch and Automatic Vehicle Location (CAD/AVL) system to enhance real-time tracking and operational management.

- **ERP Operationalization**

The operationalization of the Enterprise Resource Planning (ERP) system is underway, with the aim of streamlining processes and improving resource management.

- **NTD Revisions on Original Submission**

Revisions to the National Transit Database (NTD) submission are in progress, ensuring compliance with the required standards and accurate data reporting.

- **Board Report Improvements**

Efforts are being made to improve the Board Report, enhancing its clarity, usability, and effectiveness for decision-making purposes.

- **Department Dashboards**

Development of departmental dashboards is ongoing. These dashboards will provide real-time performance metrics, allowing teams to monitor progress and identify areas for improvement.

#### Upcoming

- **On Bus Validator Installations - EmX and Ridesource**

Upcoming installations of on-bus validators for the EmX and RideSource systems will improve fare collection and streamline the passenger boarding process.

- **M365 Go-Live**

The go-live of Microsoft 365 is scheduled, which will enable enhanced productivity tools and collaboration features across the district.

- **Operations Scheduling Upgrade**

The operations scheduling system is set for an upgrade, optimizing scheduling efficiency and resource allocation.

- **Mobile Video Upgrade**

A mobile video system upgrade is planned, which will improve the quality and reliability of video surveillance for security and operational purposes.





## Lane Transit District Monthly Department Reports

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- **Digital Radio Implementation**

The implementation of digital radios will enhance communication capabilities, providing better coverage and clarity.



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson T. Auten, CEO

**AIS Title:** January 2025, Performance Report  
Handout

**Action:** Information Only

### **Agenda Item Summary:**

January 2025 Performance Report to the board includes summary data through November 2024 from the following areas: Ridership; Fleet Maintenance; Operations Management; and Public Safety.

### **Highlights**

- EmX and Fixed Route Ridership were down -3.9% on the month/year comparison, but remains up 1.5% on the 12-month rolling average comparison.
- Ridership per Revenue Hour follows the ridership trend with -5.7% efficiency this year compared to last, but still up 3.4% on the 12-month rolling average comparison.
- Revenue hours on EmX were up 6.4% over the same time last year, due to fall bid service increases. More service is on the street.
- Mobility Services Ridership across all services was up 15.5% on the 12-month rolling average comparison.
- Maintenance costs are up 6.1% on the rolling 12-month average comparison, but down last month to this month.
- Total Complaints/100,000 Boardings across all areas was 3.65, with 19 totals in November. Total complaints are up 14% on the 12-month rolling average comparison.
- (NEW) Absenteeism includes a breakdown by absence type. Overall absenteeism is down compared to the same time last year by -34.7%.
- Operator Count remains up on the 12-month rolling average comparison, but is down last month to this month.
- Ordinance 36 Violations based on LTD statute remain down on the month/year comparison (-36.4%) and the 12-month rolling average comparison (-25.8%). Criminal Activity is the most common ordinance violation for LTD.
- (NEW) Assault Reporting shows physical and non-physical assaults per Federal Transit Authority guidelines, updated in January 2024. No year over year analysis is available at this time. Year to date, November is the highest month at 19 assaults.

**Attachments:** FTA Assault Guidelines; Performance Report



# Board Performance Report

## November 2024

### Fixed Route and EmX Ridership

#### Ridership

Mode	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Fixed Route Service	287,649	297,407	-3.3%	291,100	289,219	0.7%
EmX Service	233,422	244,563	-4.6%	227,811	221,811	2.7%
<b>Total</b>	<b>521,071</b>	<b>541,970</b>	<b>-3.9%</b>	<b>518,911</b>	<b>511,029</b>	<b>1.5%</b>

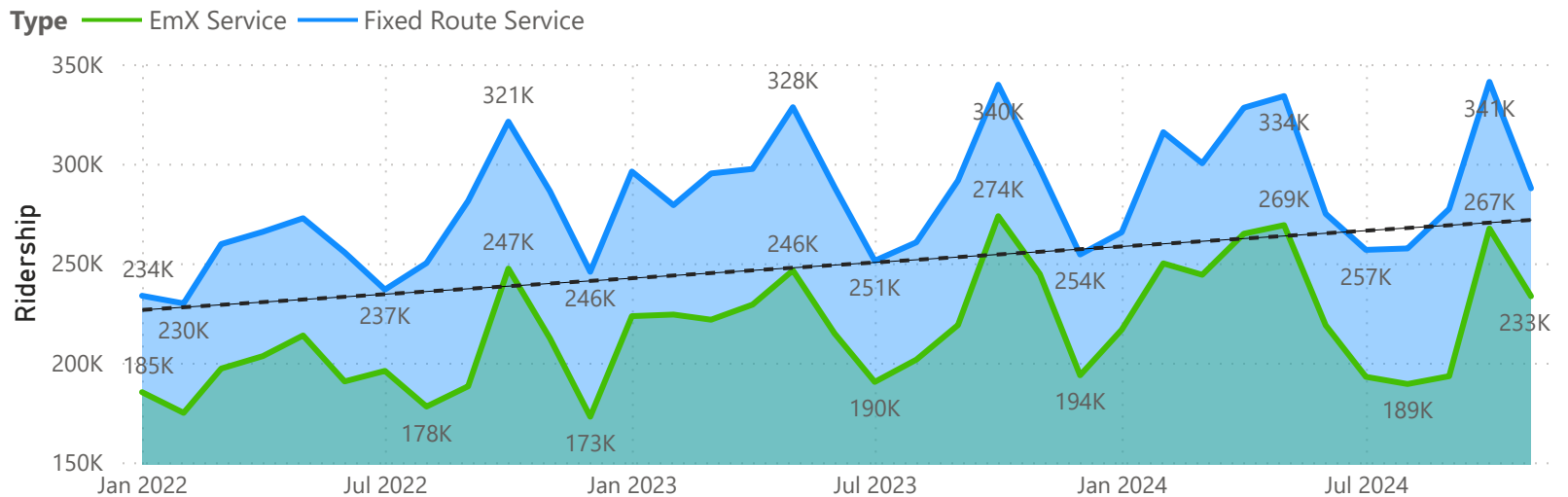
#### Revenue Hours

Mode	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	5,045	4,742	6.4%	58,793	58,969	-0.3%
Fixed Route Service	14,154	14,092	0.4%	168,429	172,453	-2.3%
<b>Total</b>	<b>19,198</b>	<b>18,834</b>	<b>1.9%</b>	<b>227,222</b>	<b>231,422</b>	<b>-1.8%</b>

#### Ridership per Revenue Hour

Mode	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	46.27	51.57	-10.3%	46.50	45.14	3.0%
Fixed Route Service	20.32	21.10	-3.7%	20.74	20.13	3.1%
<b>Total</b>	<b>27.14</b>	<b>28.78</b>	<b>-5.7%</b>	<b>27.40</b>	<b>26.50</b>	<b>3.4%</b>

### Ridership Trend Last 36 Months





# Board Performance Report

## November 2024

### Mobility Services

#### Ridership

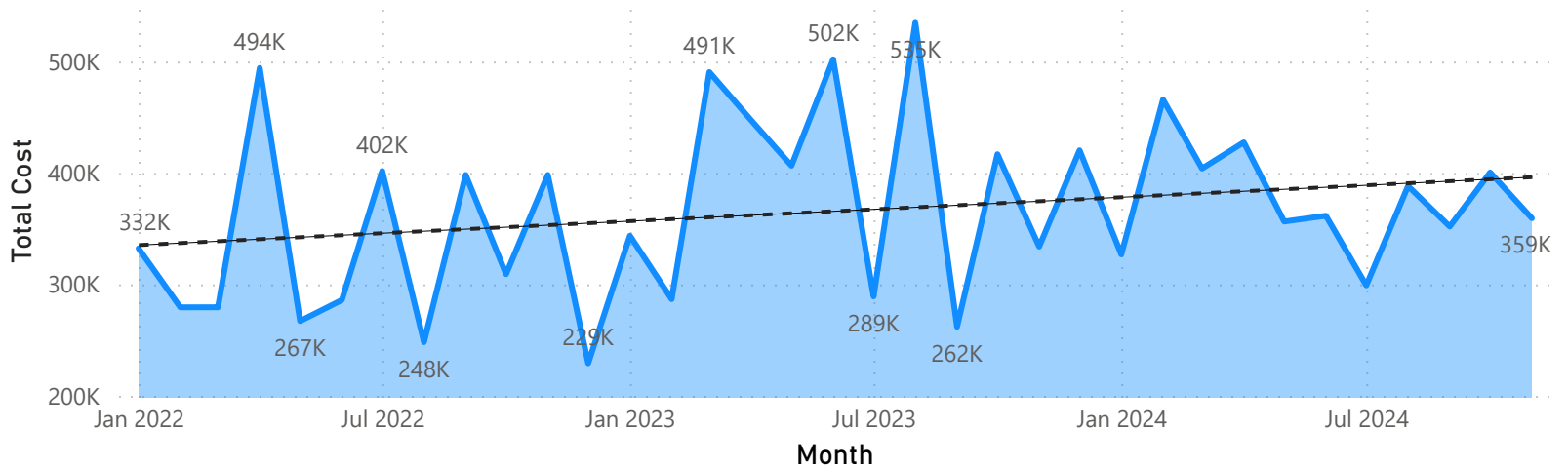
Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	21,145	21,570	-2.0%	23,272	20,750	12.2%
RideSource	10,795	9,811	10.0%	10,904	8,619	26.5%
Cottage Grove Connector	1,075	1,136	-5.4%	1,187	1,175	1.1%
Rhody Express	1,037	451	129.9%	762	552	38.0%
Vanpool	806	1,160	-30.5%	976	965	1.1%
Diamond Express	783	582	34.5%	671	583	15.1%
Cottage Grove O2D	97	177	-45.2%	187	204	-8.6%
Florence ADA	84	74	13.5%	86	79	8.6%
<b>Total</b>	<b>35,822</b>	<b>34,961</b>	<b>2.5%</b>	<b>38,045</b>	<b>32,926</b>	<b>15.5%</b>

### Fleet Maintenance

#### Maintenance Cost Per Mile

Month	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
<b>November</b>	<b>\$2.41</b>	<b>\$2.25</b>	<b>7.1%</b>	<b>\$2.52</b>	<b>\$2.37</b>	<b>6.1%</b>
Pm Service	\$0.33	\$0.24	37.4%	\$0.31	\$0.26	20.8%
Repair	\$2.08	\$2.01	3.5%	\$2.21	\$2.11	4.3%
<b>Total</b>	<b>\$2.41</b>	<b>\$2.25</b>	<b>7.1%</b>	<b>\$2.52</b>	<b>\$2.37</b>	<b>6.1%</b>

#### Maintenance Cost Trend Last 36 Months





# Board Performance Report

## November 2024

### Operations

#### Substantiated Customer Complaints

Type	Complaints per 100k Boardings	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Customer Relations	0.96	5	6	-16.7%	20	16	7.1%
Miscellaneous	0.19	1	3	-66.7%	4	4	-15.0%
Reliability	1.92	10	9	11.1%	13	10	25.3%
Safety	0.38	2	5	-60.0%	10	6	34.9%
<b>Total</b>	<b>3.45</b>	<b>18</b>	<b>23</b>	<b>-21.7%</b>	<b>47</b>	<b>36</b>	<b>13.6%</b>

#### Operator Unanticipated Absenteeism Rate

Goal 10%

Type	% of Goal	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
On The Job Injury Time Loss	13.2%	1.3%	4.3%	-69.4%	2.4%	3.6%	-31.8%
Other	5.2%	0.5%	2.8%	-81.7%	2.3%	2.2%	8.4%
Protected	65.6%	6.6%	6.6%	-0.9%	6.4%	5.0%	27.4%
Sick	37.3%	3.7%	4.0%	-6.1%	6.6%	4.7%	42.1%
<b>Total</b>	<b>121.3%</b>	<b>12.1%</b>	<b>17.8%</b>	<b>-31.7%</b>	<b>17.8%</b>	<b>15.4%</b>	<b>15.4%</b>

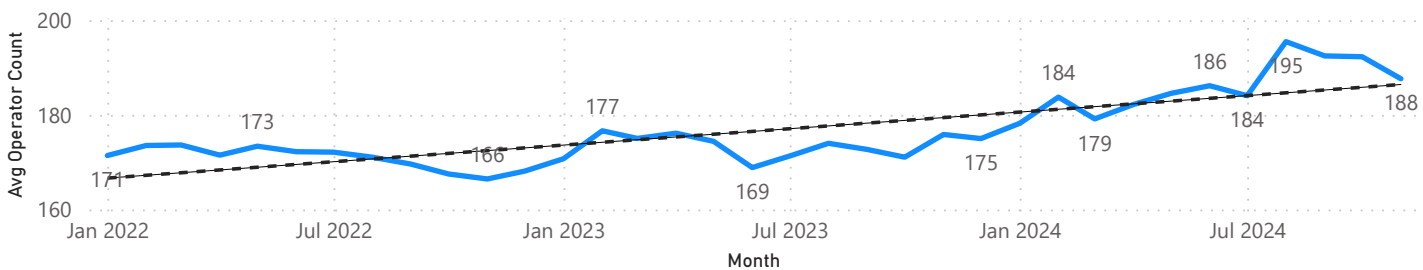
#### Operator Count

Goal: 215

% of Goal	2024	2023	% Change Monthly	12 Month Avg	Prior Year	% Change Rolling 12
87.3%	188	176	6.7%	185	173	7.1%

#### Operator Count Last 36 Months

Goal: 215





# Board Performance Report

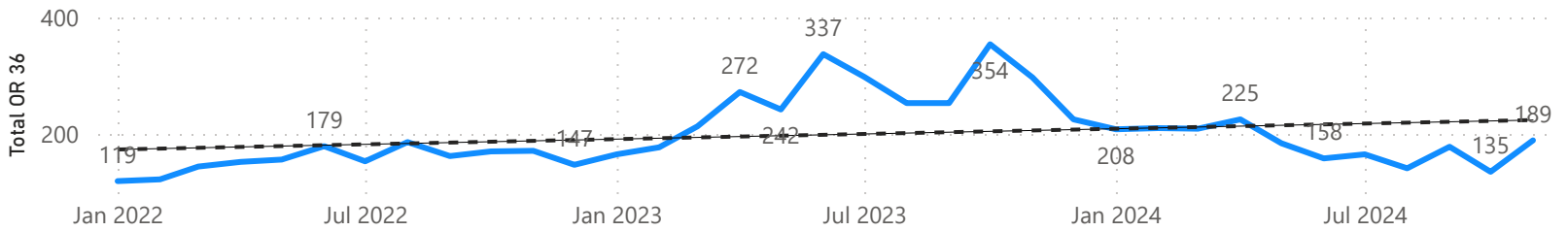
## November 2024

### Public Safety

#### Ordinance 36 Violations

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Ordinance 36 Violations	189	297	-36.4%	193	259	-25.8%
<b>Total</b>	<b>189</b>	<b>297</b>	<b>-36.4%</b>	<b>193</b>	<b>259</b>	<b>-25.8%</b>

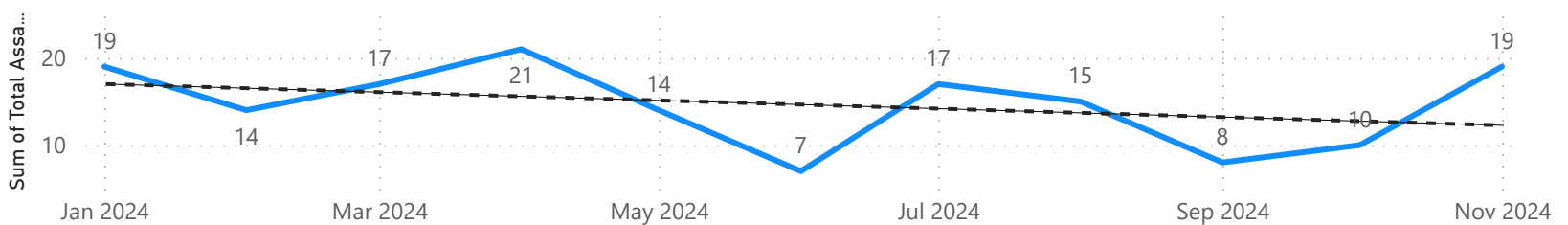
#### Ordinance 36 Trend Last 36 Months



### Assaults

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Physical	4	1	300.0%	4.4	1.5	194.4%
Non-Physical	15	8	87.5%	10.2	2.2	369.2%
<b>Total</b>	<b>19</b>	<b>9</b>	<b>111.1%</b>	<b>14.6</b>	<b>3.7</b>	<b>297.7%</b>

#### Assault Trend Jan 2024 - present





# Appendix I. FTA Guidelines for Classifying Assault on a Transit Worker

## Who

Worker	Description	Example
<b>Operator</b>	An individual who is compensated by the transit agency and whose function is to operate the transit vehicle	<b>Bus operator</b> <b>Rail operator</b>
<b>Other Transit Worker</b>	<b>An individual other than an operator who is compensated by the transit agency or who is otherwise providing specific services on behalf of a transit agency</b>	<b>Transit police</b> <b>Station agent</b>

## What

Assault	Description	Example
<b>Physical Assault</b>	An assault in which the attack involves physical contact with the transit worker, which could include any physical contact with the victim from the attacker's body, a weapon, a projectile, or other item	<b>Kicking</b> <b>Biting</b> <b>Spitting on transit worker</b> <b>Deliberate coughing on transit worker</b>
<b>Non-physical Assault</b>	<b>An assault in which the attack involves no physical contact with the transit worker</b>	<b>Threats</b> <b>Intimidation</b> <b>Harassment</b> <b>Physical assault attempt</b>

## Where

Location	Description	Example
<b>In Transit Vehicle</b>	In or on a transit vehicle	<b>Bus</b> <b>Streetcar rail</b> <b>Ferryboat</b>
<b>In Revenue Facility</b>	Facility or area that a passenger uses to board or deboard from a transit vehicle using a platform	<b>Stairs Elevator/escalator</b> <b>Canopy/wind shelter</b> <b>Ticket office or machine</b> <b>Restroom</b> <b>Parking facility/garage</b> <b>Turnstile</b>
<b>In Non-revenue Facility</b>	Facility or area that is not used to enable individuals to board or alight from transit vehicles, and that is primarily staffed by transit employees	<b>Administrative building</b>
<b>Other</b>	<b>Location that is not in a revenue or non-revenue facility and is not a transit vehicle; captures events not occurring in listed locations</b>	<b>City street</b>



## Lane Transit District Consent Agenda

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**ACTION REQUESTED:** Approval

Consent Agenda for approval:

- Approval of Resolution 25-1-15-03 Appointing Members to the LTD Budget Committee
- Approving the Amendment to the CEO Employment Agreement

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





## Lane Transit District Budget Committee Member

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Charlie Conrad was born in Corvallis, Oregon, and is a third-generation Oregonian. Raised in a career Army family, he grew up living and traveling around the United States and Europe. In 1990, he returned to Oregon to attend Oregon State University, where he earned a BS in Wildlife Management. Later, he returned to school and earned a Master of Public Administration (MPA) from the University of Colorado in 2012. His career experience includes 26 years of working in public administration and as a volunteer member of various public advisory committees, including the Lane County Planning Commission.

Charlie lives in Dexter, Oregon, with his wife, Andee.

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

This First Amendment to the Amended and Restated Lane Transit District Employment Agreement (this “Amendment”) is made and entered into effective as of November 1, 2024 (the “Effective Date”) by and between Lane Transit District, a municipal corporation of the State of Oregon (“LTD”) and Jameson Auten (“Mr. Auten” or “Employee”).

**RECITALS**

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

**AGREEMENT**

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

- 1. **Salary**. Section 2 (a) of the Agreement is hereby deleted in its entirety and replaced with the following:
  - “a. **Salary**. Except as otherwise set forth herein, as of the Effective Date, Employee’s annual salary shall be \$286,431. In addition to the foregoing, effective November 1, 2025, Employee shall also be entitled to a Cost of Living Adjustment (“COLA”), the same as that paid to other management staff.”
- 2. **Retention Incentive Payment**. At Employee’s election, any portion of the accumulated retention incentive fund to which Employee is entitled under Section 2(h)(i)-(iii) may be contributed to the Employee’s Retirement Plan rather than a lump sum payment to Employee.
- 3. **Merger**. This Amendment constitutes the final and exclusive agreement between the Parties on the matters contained in this Amendment. All earlier and contemporaneous negotiations

and agreements between the Parties on the matters contained in this Agreement are expressly superseded by this Amendment.

- 4. **Continued Effectiveness of the Agreement.** Except as expressly amended by this Amendment, the Agreement continues unchanged and in full force and effect.
- 5. **Counterparts.** This Amendment may be executed in counterparts, each of which shall be deemed an original and when taken together shall constitute one and the same agreement.

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

**LANE TRANSIT DISTRICT**

**EMPLOYEE**

By: \_\_\_\_\_  
Gino Grimaldi, Board President

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

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

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



## Lane Transit District Board Committee Appointments

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**ACTION REQUESTED:** Adoption of Resolution No. 25-1-15-03, Appointing Budget Committee Members to the LTD Budget Committee.

- State Representative Charlie Conrad, Republican – District 12, Eastern Lane County, as the Subdistrict 3 representative, effective immediately and for the term ending December 31, 2026.

**PROPOSED MOTION:** I move to adopt LTD Resolution No. 25-1-15-03, Appointing Budget Committee Members to the LTD Budget Committee.

**ATTACHMENTS:** Board Budget Committee Bylaws



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**BUDGET COMMITTEE  
COMMUNITY ADVISORY COMMITTEE  
BYLAWS**

**ARTICLE I  
NAME AND PURPOSE**

**SECTION 1.1 *Purpose.*** The Budget Committee (the “Committee”) was established by the Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board”) to review and approve the operating and capital budget proposed by LTD’s budget officer.

**ARTICLE II  
GOVERNANCE PROCEDURES**

**SECTION 2.1 *Governance Procedures.*** The Budget Committee will comply with Oregon’s Public Meetings Law, Public Records Law, Local Budget Law, and all applicable governance procedures set forth in the LTD Ordinance Providing Rules for Meetings of the Lane Transit Board of Directors, attached hereto as Exhibit A.

**ARTICLE III  
MEMBERSHIP, COMPOSITION, APPOINTMENT**

**SECTION 3.1 *Membership.*** Knowledge of general finance and an understanding of the business operated by the District are helpful, but not absolutely necessary, since information is presented in a manner consistent with basic accounting principles. It is expected that members of the Committee will develop a general understanding of the budget process and the programs or funds included in the budget document.

**SECTION 3.2 *Composition.*** The Budget Committee shall consist of fourteen (14) members as follows: seven (7) Board members and seven (7) appointed members who live within the LTD service area. All members of the Committee have equal authority.

**SECTION 3.3 *Appointment.*** Each Board member may appoint one (1) member to the Committee so long as the member resides within LTD’s service area, regardless of whether the member resides within that Board member’s sub-district.

**ARTICLE IV  
TERMS OF SERVICE, VACANCIES**

**SECTION 4.1 *Terms of Service.*** Board members shall serve on the Budget Committee throughout the duration of their Board appointment. Appointed Committee members shall serve for three year, staggered terms, with the member’s term beginning July 1 of the respective year. Appointed Committee members may be reappointed for additional terms, at the discretion of the LTD Board of Directors.

**SECTION 4.2 *Vacancies.*** If a vacancy is created because an appointed member is unable to complete his/her term, or resigns before the term is over, the LTD Board of Directors will appoint another member to serve out the unexpired portion of the term.



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**ARTICLE V**  
**OFFICERS, DUTIES**

**SECTION 5.1 Officers.** The Committee shall choose from among its members, by majority vote of the members, a president and vice president to serve one (1) year terms. Terms of office shall begin on the first day of January and end on the last day of December each year. Each member, before entering upon the duties of office, shall take and subscribe to an oath that the member will honestly, faithfully and impartially perform duties as a member and disclose any conflict of interest the member may have in any matter to be acted upon by the Committee.

**SECTION 5.2 President.** The president, and in the president's absence, the vice president, and in the absence of both, a member selected by the members present to act as president pro tem, shall preside at the Committee meetings. The presiding officer shall be entitled to vote on all matters and may make and second motions and participate in discussion and debate.

**SECTION 5.3 Vice President.** In the event of the absence of the president, or of the president's inability to perform any of the duties of the president's office or to exercise any of the president's powers, the vice president shall perform such duties and possess such powers as are conferred on the president, and shall perform such other duties as may from time to time be assigned to the vice president by the president or Committee.

**SECTION 5.4 Secretary.** This section intentionally left blank.

**SECTION 5.5 Treasurer.** This section intentionally left blank.

**SECTION 5.6 Vacancies.** In the case of a vacancy in any office other than by expiration of an officer's term, the vacancy shall be filled by election by the Committee members when the need arises and the newly elected officer shall take office immediately upon the occurrence of such vacancy to fill the balance of the unexpired term.

**SECTION 5.7 Committee Assignments.** This section intentionally left blank.

**ARTICLE VI**  
**CODE OF ETHICS AND CONFLICT OF INTEREST POLICY**

**SECTION 6.1 Code of Ethics and Conflicts of Interest Policy.** Each Committee member is governed by Oregon's Government Ethics law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest.

**ARTICLE VII**  
**MEETINGS**

**SECTION 7.1 Committee Meetings.** The Budget Committee will comply with Oregon's Public Meetings Law, Public Records Law, Local Budget Law and all governance procedures and meeting requirements set forth in the LTD Ordinance Providing Rules for Meetings of Lane Transit District Board of Directors, attached hereto as Exhibit A. This Article VII is intended to supplement the law and LTD's Ordinances.

**SECTION 7.2 Quorum Requirements.** A quorum of Committee members is a majority of the Committee members, even if a member is absent or a position is vacant.

**SECTION 7.3 Meeting Times.** The Budget Committee will meet on an as-needed basis. However, the Committee will meet at least once in the fourth quarter of the fiscal year to review and approve the proposed



budget, prior to the LTD Board of Directors' adoption of the annual budget. Respect the scheduled starting and ending times for meetings. The vice president will assist the president with keeping on schedule.

**SECTION 7.4 Attendance.** All Committee members are expected to regularly attend Committee meetings and be fully engaged with minimal distraction (from cell phones, etc.) at regularly scheduled Committee meetings, unless prevented by illness or an unavoidable cause.

**SECTION 7.5 Telephonic Attendance.** If a Committee member is unable to attend a meeting, there is an option to attend telephonically. A Committee meeting can also be held telephonically, without any members having to physically attend, so long as all the requirements of the Public Meetings Law are still followed (notice, recording, and a location for the public to attend and listen).

**SECTION 7.6 Meeting Preparation.** All Committee members should prepare for Committee meetings by reading the materials ahead of the meeting.

**SECTION 7.7 Committee Meeting Discussion.** Committee discussions should be thorough yet concise and pertinent to the issues on the agenda.

**SECTION 7.8 Public Participation.** In accordance with Local Budget Law, all meetings of the Budget Committee shall be open to the public. The Committee must hold at least one meeting in which the public may ask questions and comment on the budget. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president and Board of Directors.

**SECTION 7.9 Scheduling.** All Committee members are expected to cooperate in scheduling special meetings and/or work sessions for training purposes.

## **ARTICLE VIII** **VOTING RULES**

**SECTION 8.1 Voting.** Committee members are expected to cast a vote on all matters except when a conflict of interest arises.

**SECTION 8.2 Conflict of Interest.** Committee members should be familiar with Oregon's Government Ethics Law and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest. If a Committee member believes he/she may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the General Manager in advance of the Committee meeting. They may consult with legal counsel.

**SECTION 8.3 Voting Requirements.** The affirmative vote of a majority of all Committee members (eight of fourteen) is required to pass a motion. Even if only nine members attend the meeting, eight must vote affirmatively to pass the motion.

## **ARTICLE IX** **PUBLIC MEETINGS LAW AND PUBLIC RECORDS LAW**

**SECTION 9.1 Legal Requirements.** The requirements of Oregon's Public Meetings Law must be followed whenever a quorum of Committee members meet to deliberate toward a decision. All Committee communications are subject to the Public Records Law. This Article IX is intended to supplement the requirements of the Public Meetings Law and Public Records Law.

**SECTION 9.2 Serial Communications.** If Committee members have serial communications among a quorum of its members, the requirements of the Public Meetings Law apply. A serial communication occurs



when Committee member 1 deliberates towards a decision with Committee member 2; Committee member 2 then deliberates towards a decision with Committee member 3, and so on, until a quorum of Committee members (8) is involved. While serial communications can take place in person or over the phone, they most often occur via email.

**SECTION 9.3 Committee email.** The following guidelines apply to use of Committee email:

- a.
  - a. Do not reply to Committee emails to deliberate towards a decision that should occur in public session;
  - b. “Deliberation towards a decision” can only occur among Committee members. It is acceptable to reply to an email from the General Manager and/or Clerk of the Board, so long as the General Manager and/or Clerk of the Board do not share your opinion with any other Committee members; and
  - c. Committee emails are subject to public records request. As a general rule, do not write anything in an email that you would not want printed in the newspaper.

#### **ARTICLE X** **SEVERABILITY**

**SECTION 10.1 Severability.** If any provision of these Bylaws or its application to any person or circumstances is held invalid, the remainder of these Bylaws, or the application of the provision to other persons or circumstances is not affected.

#### **ARTICLE XI** **AMENDMENTS**

**SECTION 11.1 Action.** These Bylaws, as adopted by the Board, may be revised or amended at any regular or special meeting of the Board by a vote of the majority of the whole membership of the Board.





**LTD RESOLUTION NO. 25-1-15-03**

**APPOINTING MEMBERS TO THE LANE TRANSIT DISTRICT  
BUDGET COMMITTEE**

**WHEREAS**, Oregon Revised Statutes Chapter 294 (“Local Budget Law”) requires the Lane Transit District (“LTD”) Board of Directors to appoint a Budget Committee that shall be comprised of fourteen (14) members for the purpose of reviewing and approving the annual budget proposed by LTD’s budget officer;

**WHEREAS**, the committee shall consist of seven (7) Board members and seven (7) appointed members who live within the LTD service area and who all have equal authority; and

**WHEREAS**, each Board member may nominate one (1) member to the committee so long as the member resides within LTD’s service area, regardless of whether the member resides within that Board member’s sub-district.

**NOW, THEREFORE, BE IT RESOLVED**, that the LTD Board of Directors appoints the following member(s) to the Budget Committee for the term set forth below:

<u>Member</u>	<u>Term Ending</u>
Charlie Conrad	12/31/2026

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF JANUARY 2025.**

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Gino Grimaldi, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson T. Auten, CEO

**AIS Title:** Employee of the Month January  
2025

**Action:** Information Only

**Agenda Item Summary:**

Ashley Ziert, HR Recruiting Specialist, will receive the January 2025 Employee of the Month. Ashley was hired as Administrative Secretary for Planning on March 20, 2015.

Ashley is sensitive to the diverse hiring needs of Lane Transit District's departments - some have more turnover and some have less, some classifications have more requirements and some have less. When the need arises, Ashley is always on her game and easily shifts between the myriad details.

Ashley is a consummate professional while engaging with new applicants. Her commitment shines through with her focused approach and unwavering excellence.

Michelle Peterson, Director of Human Resources & Risk Management said, "In early 2024, Ashley was tasked with hiring 50 new bus operators. She handled the request with her usual grace, humor, collaboration, and integrity. LTD is fortunate to have her on our team!"

**Award:**

Ashley will attend the January 15, 2025 Board Meeting to be introduced to the Board and receive her award.



# Lane Transit District

## Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, CEO

**AIS Title:** Business Intelligence Program – Year 1 Status Update

**Action:** Discussion and Feedback

### Agenda Item Summary:

In January 2024, Lane Transit District (LTD) launched a Business Intelligence (BI) Program to empower data-driven decision making, deliver actionable insights, and foster a culture of continuous improvement. While transit agencies like LTD are often data-rich, they can be information-poor. The BI Program is a strategic initiative designed to transform LTD’s data into high-value insights and actions. At its inception, LTD’s “data maturity” was characterized as “developing”—data and tools were available, but reporting was somewhat ad hoc.

### January 2025 Update

After a year of development, the BI Program has achieved significant milestones:

- **Reports in Use:** 33 reports are in use across nine departments.
- **User Adoption:** 65 unique users regularly engage with BI tools.
- **Top Reports:** key reports include Operator Absences, Packing List Reconciliation, Ridership Dashboard, Operations Management Dashboard, and Vehicle Accidents.

LTD has transitioned from an ad hoc reporting environment to a defined BI framework with established standards and growing collaboration between technology, BI, and various departments. While there is still more to do, LTD in January 2025 is a more data-driven organization, with broader and deeper adoption of BI tools.

### Value in Action

The benefits of BI are already evident. For example, the "Fleet Fueling Sheet" report provides critical increased efficiency. It’s used by General Service Workers (GSWs) during nightly vehicle fueling. When the report became temporarily unavailable during a server update, staff had to revert to manual processes. The report was restored the next day, much to the GSW team’s relief, highlighting the value of automation and how BI tools streamline operations.

### Driving Process Improvement

The BI team has also focused on improving data quality and aligning reporting with business processes. Notable efforts include:

- **Customer Service Partnership:** Collaborating to standardize customer input categories and improve data recording, enabling more reliable trend analysis.
- **Departmental Engagement:** BI analysts are working closely with end users to better understand processes and fully leverage technology systems.

### Lessons Learned and Priorities for 2025



## Lane Transit District Agenda Item Summary (AIS)

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This first year has offered valuable insights into challenges related to data accessibility, standardization, and user adoption. Addressing these remains a priority. Additionally, gaps in reporting have been identified in key areas such as Accessible Services, Fleet Maintenance, Human Resources, and Finance.

### 2025 Priorities

- **Facilitating Insight Reports:** Continued collaboration with departments to develop meaningful reports.
- **Maximizing ERP Financial System:** Partnering with stakeholders to unlock software's full potential.
- **Automating Strategic Indicators:** Developing metrics for grant recovery, budget adherence, staff onboarding, exit interviews, training, and transit access (health, housing, education, workforce).
- **System Integrations:** Exploring opportunities with Information Technology to improve efficiencies through system integrations.

### Looking Ahead

LTD anticipates continued growth in the number of reports in use, unique users, and departments benefiting from BI tools. Included in this user group is LTD's Board of Directors. Working with the CEO, the BI Program is a resource for you in receiving key insights that assist in your decision-making processes. We want to learn what types of information will best assist you in this process as the BI Program works to further solidify LTD's data-driven culture.

**Attachments:** N/A

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

**Proposed Motion:** None. Information Only.



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson T. Auten, CEO

**Contract Title:** Resilient VOIP - NocTel

**Contract No.:** 202500XX

**Grant No:** N/A

**Entering into a Contract:**

**Contract Amendment:**

**Approved by Procurement:**

**Action:** Adoption of Resolution No. 25-1-15-01 authorizing the Chief Executive Officer (CEO) to enter into a contract with NocTel Communications, Inc. for the purpose of continued Voice over Internet Protocol (VOIP) services.

**Agenda Item Summary:** This contract provides for recurring phone usage, conferencing, contact center operations, contact center reporting, maintenance, licensing, and hardware. LTD's needs for this functionality have continued to grow with the organization.

The Board of Directors approved the original contract, 2021-15, for \$630,549.60, on July 12, 2021, and on October 1, 2021, LTD and NocTel Communications entered into a contract for Hosted VoIP Services and Products.

In accordance with FTA Circular 4220.1F and Oregon Revised Statute 279A.210, LTD may use state or local government purchasing contracts. The original 2021 contract was procured through OETC's cooperative purchasing agreement, which allows LTD to make purchases under a more efficient joint contract. The prior cooperative cooperative agreement has expired and has been replaced with a new cooperative purchasing agreement that still meets the state and federal requirements.

LTD is required to execute a new contract with NocTel in order to utilize the advantageous terms of the replacement OETC cooperative agreement.

The Not-to-Exceed (NTE) amount of the Contract will be for \$1,344,896 over the span of the maximum 5-year term of the Cooperative Agreement, to accommodate existing services as well as to add new users and recording storage volume, the needs for which have increased since the original contract adoption in 2021.

**Attachments:** N/A

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



## Lane Transit District Agenda Item Summary (AIS)

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**Proposed Motion:** I move to adopt Resolution No. 25-1-15-01 authorizing the Chief Executive Officer (CEO) to enter into a contract with NocTel Communications, Inc. for the purpose of continued Voice over Internet Protocol (VOIP) services.



**RESOLUTION NO. 25-1-15-01**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH NOCTEL COMMUNICATIONS, INC. FOR THE PURPOSE OF CONTINUED VOICE OVER INTERNET PROTOCOL (VOIP) SERVICES**

**WHEREAS**, Lane Transit District (“LTD”) entered into a contract with NocTel Communications under a cooperative purchasing agreement 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, on October 1, 2021 for Resilient VOIP Services;

**WHEREAS**, Phone needs have evolved, and more funding to maintain VoIP services is required;

**WHEREAS**, the original cooperative purchasing agreement used for the 2021 contract has expired and therefore LTD must secure VOIP services under the new cooperative purchasing agreement *OETC-22B-VoIP*, which LTD has determined still meets the legal requirements for LTD’s participation in the terms and conditions of that agreement;

**WHEREAS**, Lane Transit District (LTD) is authorized to enter into joint cooperative agreements such as this NocTel agreement under ORS 279A.210 and OAR 137-046-0420;

**WHEREAS**, the LTD Board of Directors reviewed the Agenda Item Summary regarding the proposed contract between LTD and NocTel Communications on January 15, 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 has delegated to the Chief Executive Officer the authority and responsibility to approve and execute contracts;

**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 with NocTel Communications, Inc. for the purpose of continued Voice Over Internet Protocol (VOIP) services, in an amount not to exceed \$1,344,896; and (b) as needed, execute further amendments to the contract not to exceed a cumulative total of \$250,000.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF January, 2025.**

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Gino Grimaldi, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson T. Auten, CEO

**Contract Title:** Specialized Services Replacement Vehicles

**Contract No.:** 20250001

**Grant No:** 35531 ODOT STIF Formula 100%

**Entering into a Contract:**

**Contract Amendment:**

**Approved by Procurement:**

**Action:** Adoption of Resolution No. 25-1-15-02 Authorizing the Chief Executive Officer (CEO) to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing four (4) modified minivans for revenue service with our RideSource service.

**Agenda Item Summary:** This contract authorizes LTD to carry out annual vehicle replacements for state-of-good-repair purposes, driven by the end of vehicle life. As part of this initiative, LTD will replace four (4) RideSource modified minivans on a one-for-one basis due to their end-of-life status. We plan to utilize STIF Formula funds from the FY24 and FY25 STIF Formula Plans to support these vehicle replacements. The total cost for these vehicles is as follows:

Modified Minivans: 1 each @ \$97,846 x 4 Total = \$391,384

Total Contract Amount: \$391,384

**Attachments:** N/A

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

**Proposed Motion:** I move to Adopt Resolution No. 25-1-15-02 Authorizing the Chief Executive Officer (CEO) to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing four (4) modified minivans for revenue service with our RideSource service.





**RESOLUTION NO. 25-1-15-02**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH MODEL 1 COMMERCIAL VEHICLES, INC. FOR THE PURPOSE OF REPLACING FOUR (4) MODIFIED MINIVANS FOR REVENUE SERVICE WITH OUR RIDE SOURCE SERVICE**

**WHEREAS**, LTD is in need of replacement vehicles for four (4) ADA-compliant modified minivans.

**WHEREAS**, LTD's Fiscal Year 2024-2025 Budget incorporates STIF formula funds, from the FY24 and FY25 STIF Formula Plan for vehicle replacements.

**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 purchase of vehicles from the State of Oregon Contract, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch.137, Divisions 46-49, and LTD's Procurement Policy, as well as any Federal Transit Administration requirements, as applicable;

**WHEREAS**, pursuant to LTD resolution No. 2024-08-21-023 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 Model 1 Commercial Vehicles, Inc. for the purpose of purchasing Ride Source Replacement Vehicles in an amount not to exceed \$391,384; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$78,276.80.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 15TH DAY OF JANUARY, 2025.**

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Gino Grimaldi, Board President



## Lane Transit District Agenda Item Summary (AIS)

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

**Action:** Approval

### **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 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. Attached are the new terms of the CEO's employment agreement.

**Proposed Motion:** I move to approve the Chief Executive Officer Goals as presented.