



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

**Public Forum, Regular Business Meeting and Briefing  
Wednesday, April 16, 2025, 5:30 p.m.  
Glenwood Administrative Office – Boardroom  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478**

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

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

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

**Public Forum on all Board Matters including Resolutions:**

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

For those unable to attend in person or virtually but who wish to submit written testimony, please email [clerk@ltd.org](mailto: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 – March and April 2025
  - Operation Control Center (OCC) Dedication Committee
  - Legislative Update
  - United Front Debrief
  - Long Range Financial Plan Overview
  - FY26-FY27 STIF Discretionary Funded Pilot Project Briefing
  - Monthly Performance Update
  - Monthly Department Reports
  - Delegated Authority Report
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.

  - Adoption of Resolution No. 2025-04-16-11: Declaring Certain Real Property as Surplus
  - Adoption of Resolution No. 2025-04-16-12: Authorizing the Chief Executive Officer to Enter into an Intergovernmental Agreement with Lane Council of Governments for the Purpose of South Lane Transportation Services
  - Adoption of Resolution No. 2025-04-16-13: Authorizing the Chief Executive Officer to Enter into a Contract with Bridgeway Contracting LLC for the Purpose of Construction and Installation of Fall Protection and a Crane in Fleet Bay 1
  - Adoption of Resolution 2025-04-16-14: Authorizing the Chief Executive Officer to Enter into a Contract with Thorp, Purdy, Jewett, Urness & Wilkinson, P.C. for the Purpose of General Counsel Services.
6. **BOARD ACTION ITEMS**
  - Fiscal Year 2023-2024 Independent Audit Report and Annual Comprehensive Financial Report Presentation.

- Adoption of Resolution No. 2025-04-16-10: Accepting the Independent Auditor's Reports Contained in the Annual Comprehensive Financial Report and Single Audit for the Fiscal Year ending June 30, 2024.
- Adoption of Resolution 2025-04-16-15: Authorizing the Chief Executive Officer (CEO) to Enter into a Contract with Gatekeeper System USA, Inc., for the Purpose of Transit Vehicle Camera Replacement and Support.
- Adoption of Resolution 2025-04-16-16 Authorizing the Chief Executive Officer (CEO) to Enter into a Contract with Xenium HR for the Purpose of Human Resources Services.

## **7. EXECUTIVE SESSION**

- ORS 192.660 (2)(h): To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

## **8. ADJOURN BUSINESS MEETING**

### **UPCOMING MEETINGS:**

April 29, 2025 – Budget Committee Meeting  
Glenwood Administrative Office – Boardroom  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478

May 6, 2025 – Strategic Planning Committee Meeting  
Glenwood Administrative Office – Boardroom  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478

May 21, 2025 – Budget Public Hearing | May Board Meeting  
Glenwood Administrative Office – Boardroom  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478

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)**

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**Presented By:** Jake McCallum, Director of  
Transit Operations & Public Safety

**Title:** Employee of the Month – March 2025

**Action:** Information Only

**Background:**

Public Safety Officer Wyatt Pound was selected to receive the March 2025 Employee of the Month. Wyatt was hired as a PSO on March 13, 2023.

A parent called LTD, saying their 14-year-old son had been stranded at Eugene Station on a Sunday night because they weren't aware service ended earlier. The mother said "Officer Wyatt" got her son and a friend home to the Thurston area. She was hugely grateful, saying "when you think of how you want someone to do the right thing for your kid in a tough situation, this is exactly what you hope happens."

When asked to comment on Wyatt's selection as EOM, Public Safety Manager Josh Schmit said:

Wyatt deserves this award. Wyatt has a great personality and an ability to connect to the community. It does not surprise me that he, once again, went above and beyond to provide exceptional customer service.

**Award:**

Wyatt Pound has been invited to attend the April 16, 2025 Board Meeting to be introduced to the Board and receive his award.



## **Lane Transit District Agenda Item Summary (AIS)**

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**Presented By:** Jake McCallum, Director of  
Transit Operations and Public Safety

**Title:** Employee of the Month – April 2025

**Action:** Information Only

**Background:**

Cindy Phillips, Bus Operator, was selected to receive the April 2025 Employee of the Month. Cindy was hired on May 15, 1995. During her time with LTD, Cindy has had a record of over 20 years of Safe Driving.

Cindy was nominated for the extra attention she gave to a frequent rider recovering from having broken a few ribs. "She is absolutely amazing. I have never once been late for work when riding with her. For two months this fall, I was on the mend and...she gave me a comfortable ride. She has the best skills and attitude."

When asked to comment on Cindy's selection as EOM, Transit Operations Supervisor Jason Lundin said:

Cindy has been an outstanding bus operator since she started at LTD, with an impressive 23 years of safe driving. Throughout her career, she has demonstrated exceptional dedication and skill. Her commitment to excellence is reflected in her consistent adherence to the highest safety and customer service standards. As a frontline employee, Cindy consistently holds herself to a higher level of responsibility, ensuring every trip is executed with care and precision. Additionally, Cindy's reliability is unmatched. She truly deserves this recognition.

**Award:**

Cindy Phillips has been invited to attend the April 16<sup>th</sup> 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:** Sam Kelly-Quattrocchi

**AIS Title:** Legislative Updates

**Action:** Discussion and Feedback

**Agenda Item Summary:** The state and federal legislative sessions are underway and there are already numerous updates. At the federal level, President Trump has issued multiple executive orders and made appointments to key secretary positions. Locally, Oregon's legislature has been meeting since January 21, working through thousands of bills. These bills are generally focused on housing, health, transportation, and labor rights. Staff have prepared an overview of some of the most recent and impactful changes to LTD and overall transit.

The attached PowerPoint presentation includes:

- Review of previous Executive Office policies and priorities.
- Summary of 2025 United Front D.C. visit.
- Review of the key state legislative bills that LTD & other transit agencies are following and LTD's positions on them
- Outline of the next steps for state bills and key deadlines.

The Board will have time to ask questions on any of related topics.

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



## Lane Transit District Agenda Item Summary (AIS)

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

**AIS Title:** FY26-FY27 STIF Discretionary Funded  
Pilot Project Briefing

### **Action: Discussion and Feedback**

#### **Agenda Item Summary:**

LTD staff will brief the Board on two pilots launching in 2025: The Rural Lane County On-Demand Shuttle Service, and the Downtown Eugene Circulator Service.

Through multi-agency partnerships in Lane County, LTD submitted applications for and was awarded Statewide Transportation Improvement Fund (STIF) Discretionary and Intercommunity Discretionary funding for five projects or one-time expenditures for the FY26-FY27 biennium.

STIF Discretionary and Intercommunity Discretionary funds are awarded to Public Transportation Service Providers to improve public transportation through a competitive grant process. The STIF Discretionary fund supports a wide variety of pilot projects, but cannot fund ongoing operations. The Intercommunity Discretionary fund supports maintaining, expanding, and improving public transportation services between two or more communities.

LTD's two new pilots:

- The Rural Lane County On-Demand Shuttle Service provides public transportation to two communities that currently have none — Highway 36 (between Mapleton and Deadwood) and Mohawk Valley. This new pilot will also provide service in South Lane County, at a reduced level to what currently exists. This two-year pilot will connect residents in these three areas to vital services such as jobs, medical care, and healthy food. The areas with the highest need were identified in the [2023 Link Lane Transit Development Plan](#) process. LTD is engaging with impacted communities and stakeholders prior to launch in July 2025.
- The Downtown Eugene Circulator Service is a partnership between LTD and the City of Eugene. Expected to launch in Fall 2025, the new service will modify and expand LTD's Route 1 to provide better connectivity to the Eugene Riverfront area, all the way to 18<sup>th</sup> Ave. Funding will allow for higher frequency and increased span of service during the two-year pilot. This proposal is the result of a [study commissioned by the City of Eugene](#), analyzing downtown's transit needs and through solicitation of public feedback.

LTD staff seeks feedback and discussion on each of these new pilot projects.

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

**AIS Title:** Monthly Operations  
Performance Update

**Action:** Information Only

The April 2025 Performance Report to the Board reflects current status for All Services - Ridership; Fleet Maintenance; Operations Management; Customer Service; and Public Safety through February 28, 2025.

### Highlights

- EmX and Fixed Route Ridership was down 11.1%% compared to this time last year. This was due to a 2-week cold snap with below-freezing temperatures, including snow detours enacted on Feb 13<sup>th</sup>. Feb 2024 was also a leap year, with one additional ridership day added. Overall ridership in the last year is comparable to the prior year on the 12-month rolling average comparison.
- EmX and Fixed Route Revenue hours were up 1% over the same time last year. Revenue hours increased 1.6% on the 12-month rolling average comparison, a positive indicator from service increases approved through the Comprehensive Service Review.
- Ridership per Revenue Hour was down 11.9% this year compared to last, in correlation with overall ridership. Ridership per revenue hour was down 1% on the 12-month rolling average comparison.
- Mobility Services Ridership across all services was down 7% compared to this time last year, but remains up on the 12-month rolling average comparison by 10.6%.
- Maintenance costs continued to trend down with a 14.2% decrease from the same time last year, and 9% decrease on the 12-month rolling average comparison.
- Fixed Route Compliments were up 80% compared to the same time last year and up 4.5% on the 12-month rolling average comparison.
- Fixed Route Operations Complaints/100,000 Boardings<sup>1</sup> was down 12.54% compared to the same time last year, but up 16.72% on the 12-month rolling average comparison. The higher rate of Complaints is not surprising as recent improvements likely increased the total complaints getting captured in the statistics.
- Operator Unanticipated Absenteeism for Feb was 17.19%, and 17.21% on the 12-month rolling average. While this is a slight improvement from prior year comparisons, absenteeism continues to be off goal.
- Operator Average count was 192, a 5% increase from the same time last year. Average count is also up on the 12-month rolling average comparison at 186 operators. Operator

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<sup>1</sup> These statistics include incidents verified through investigation.





## Lane Transit District Agenda Item Summary (AIS)

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hiring and training continues to successfully add new operators through intensive eight-week trainings, and is on track to gross +50. Net add remains impacted by absenteeism noted above.

- Ordinance 36 Violations continue to be well below prior year trends.
- Assault Reporting shows an overall 21.4% increase in assaults, due solely to non-physical type assault. Physical assaults remained flat year over year. The 12-month rolling average is not useful here due to lack of historical reference.

**Attachments:** February 2024 LTD Performance Report



# Board Performance Report

## February 2025

### Fixed Route and EmX Ridership

#### Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	223,294	249,928	-10.7%	226,639	225,118	0.7%
Fixed Route Service	279,877	315,857	-11.4%	292,123	290,455	0.6%
<b>Total</b>	<b>503,171</b>	<b>565,785</b>	<b>-11.1%</b>	<b>518,762</b>	<b>515,573</b>	<b>0.6%</b>

#### Revenue Hours

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	4,906	4,739	3.5%	5,030	4,812	4.5%
Fixed Route Service	14,107	14,094	0.1%	14,260	14,168	0.7%
<b>Total</b>	<b>19,012</b>	<b>18,832</b>	<b>1.0%</b>	<b>19,290</b>	<b>18,980</b>	<b>1.6%</b>

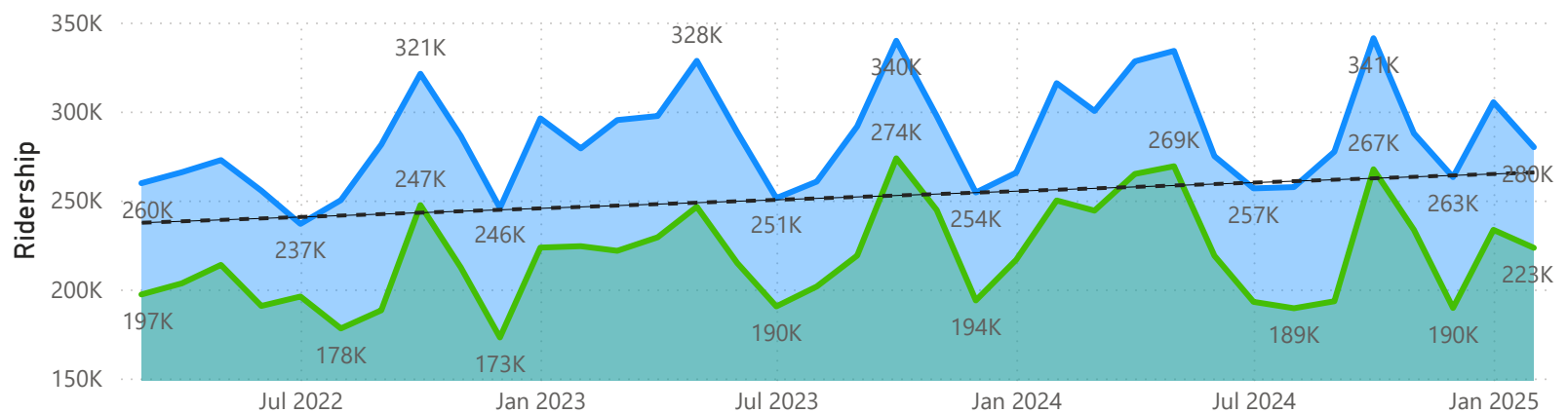
#### Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	45.52	52.74	-13.7%	45.06	46.78	-3.7%
Fixed Route Service	19.84	22.41	-11.5%	20.49	20.50	-0.1%
<b>Total</b>	<b>26.47</b>	<b>30.04</b>	<b>-11.9%</b>	<b>26.89</b>	<b>27.16</b>	<b>-1.0%</b>

#### Ridership Last 36 Months

Mar 2022 - Feb 2025

Type — EmX Service — Fixed Route Service





# Board Performance Report

## February 2025

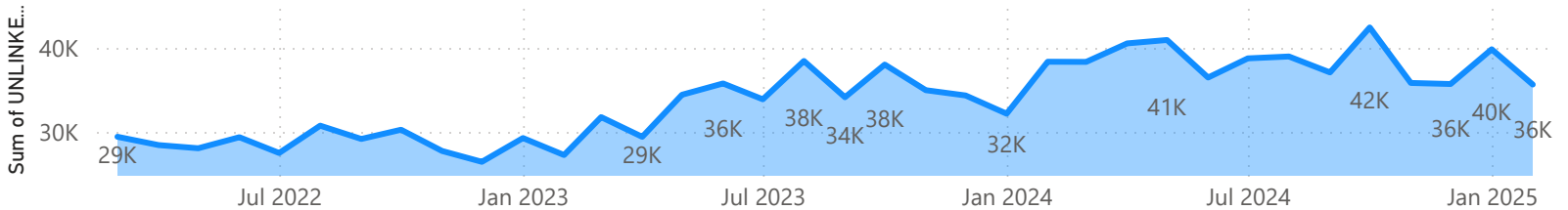
### Mobility Services

#### Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	21,617	24,083	-10.2%	23,175	21,769	6.5%
RideSource	10,637	10,689	-0.5%	11,247	9,313	20.8%
Cottage Grove Connector	1,209	1,122	7.8%	1,209	1,176	2.8%
Rhody Express	737	448	64.5%	907	527	72.3%
Vanpool	715	1,064	-32.8%	890	1,036	-14.1%
Diamond Express	557	686	-18.8%	702	594	18.3%
Cottage Grove O2D	84	208	-59.6%	154	197	-21.7%
Florence ADA	76	47	61.7%	88	87	1.6%
<b>Total</b>	<b>35,632</b>	<b>38,347</b>	<b>-7.1%</b>	<b>38,373</b>	<b>34,698</b>	<b>10.6%</b>

#### Mobility Services Ridership Last 36 Months

Mar 2022 - Feb 2025



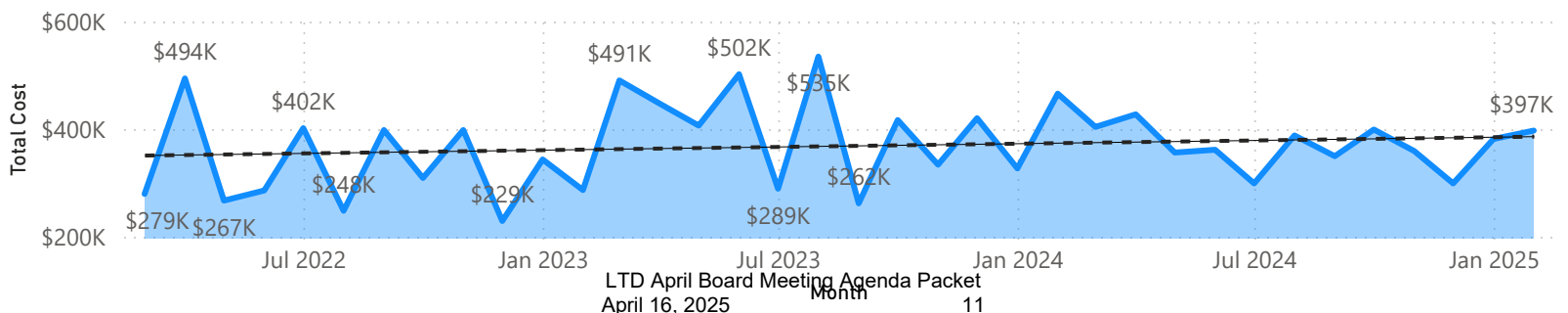
### Fleet Maintenance

#### Maintenance Cost Per Mile

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Pm Service	\$0.29	\$0.31	-6.9%	\$0.31	\$0.28	11.7%
Repair	\$2.35	\$2.76	-15.1%	\$2.09	\$2.36	-11.6%
<b>Total</b>	<b>\$2.64</b>	<b>\$3.08</b>	<b>-14.3%</b>	<b>\$2.39</b>	<b>\$2.64</b>	<b>-9.2%</b>

#### Maintenance Cost Last 36 Months

Mar 2022 - Feb 2025





# Board Performance Report

## February 2025

### Customer Service

#### Compliments

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Compliment	8	5	60.0%	10.2	12.2	-19.7%
Customer Relations	1			3.7	1.0	72.7%
Safety				1.0	1.0	0.0%
Total	9	5	80.0%	14.8	14.2	4.5%

#### Complaints

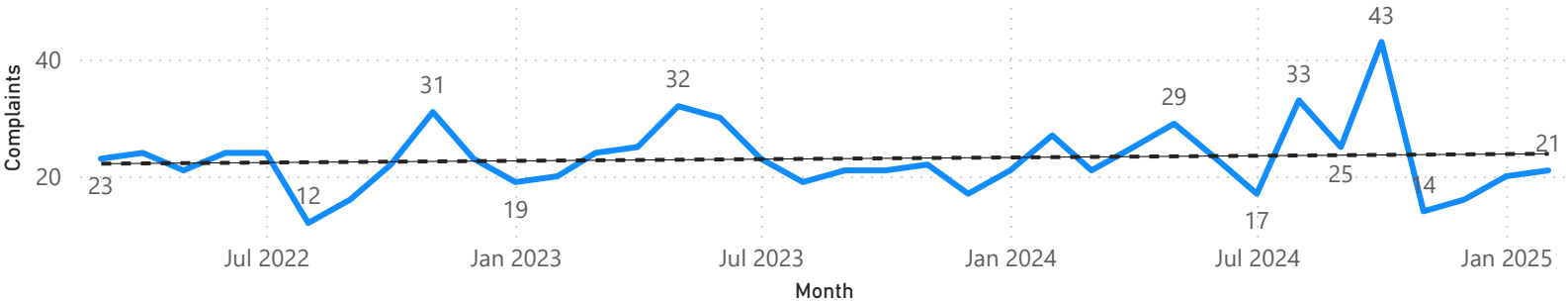
Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Customer Relations	3	8	-62.5%	19.5	15.4	20.9%
Miscellaneous		3	-100.0%	2.1	2.5	-19.8%
Reliability	16	11	45.5%	13.7	13.3	2.5%
Safety	2	5	-60.0%	8.8	6.5	26.5%
Total	21	27	-22.2%	44.1	37.8	14.3%

#### Complaints per 100k Boardings

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Customer Relations	0.60	1.41	-57.83%	3.76	2.98	26.34%
Miscellaneous		0.53	-100.00%	0.41	0.49	-16.52%
Reliability	3.18	1.94	63.55%	2.64	2.57	2.54%
Safety	0.40	0.88	-55.02%	1.70	1.25	36.01%
Total	4.17	4.77	-12.54%	8.51	7.29	16.72%

#### Complaints Trend Last 36 Months

Mar 2022 - Feb 2025





# Board Performance Report

## February 2025

### Operations

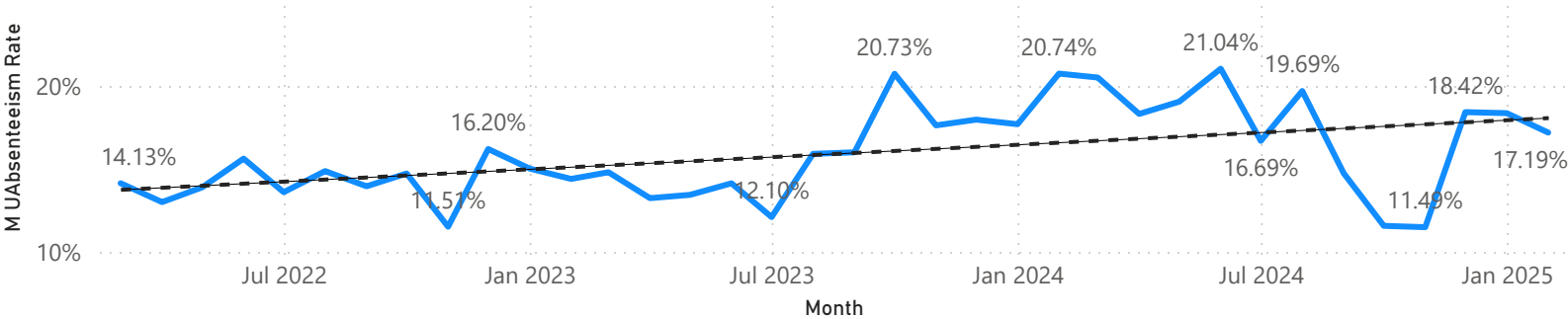
#### Operator Unanticipated Absenteeism Rate

Goal 10%

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
On The Job Injury Time Loss	2.93%	3.10%	-5.64%	1.97%	3.64%	-45.77%
Other	0.72%	3.47%	-79.27%	1.87%	2.63%	-28.91%
Protected	3.65%	7.10%	-48.67%	6.13%	5.09%	20.25%
Sick	9.89%	7.07%	39.98%	7.24%	4.83%	49.95%
Total	17.19%	20.74%	-17.14%	17.21%	16.19%	6.28%

#### Operator Unanticipated Absenteeism Rate Trend Last 36 Months

Mar 2022 - Feb 2025



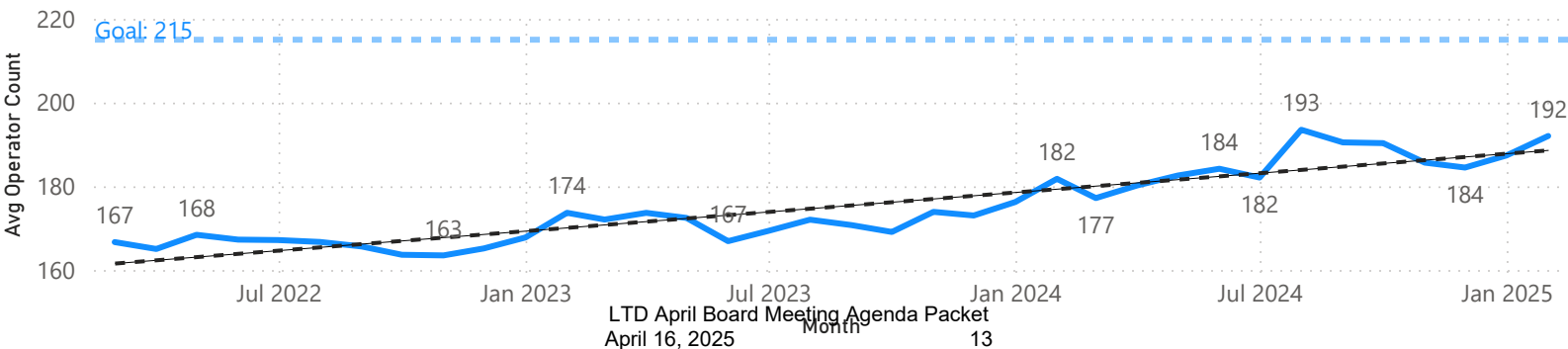
#### Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
89.3%	192	182	5.6%	186	173	7.7%

#### Operator Count Trend Last 36 Months

Mar 2022 - Feb 2025





# Board Performance Report

## February 2025

### Public Safety

#### Ordinance 36 Violations

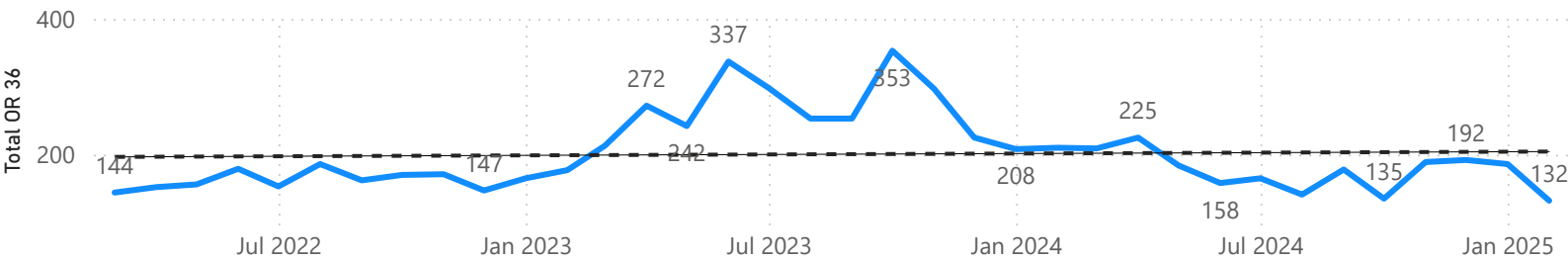
Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Ordinance 36 Violations	132	210	-37.1%	181	272	-33.7%

#### Ordinance 36 Violations Per 100 Revenue Hours

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Ordinance 36 Violations	6.94	11.15	-37.7%	9.05	13.88	-34.8%

#### Ordinance 36 Trend Last 36 Months

Mar 2022 - Feb 2025

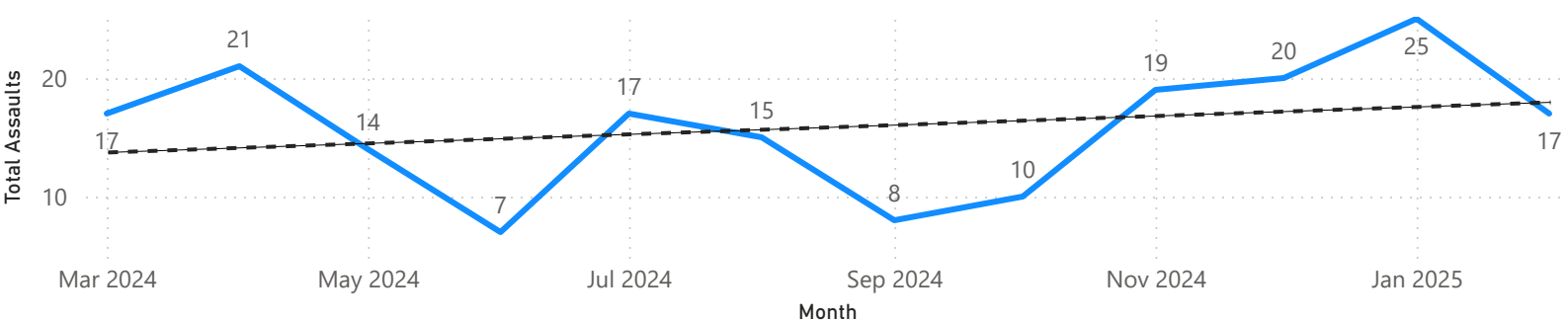


### Assaults

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Non-Physical	13	10	30.0%	11.4	4.5	153.7%
Physical	4	4	0.0%	4.4	1.3	231.3%
Total	17	14	21.4%	15.8	5.8	171.4%

#### Assaults Trend Last 36 Months

Mar 2024 - Feb 2025





## Lane Transit District Monthly Department Reports

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### Administration

Wendi Frisbie, Chief Administrative Officer

#### COMPLIANCE

The Budget Committee is currently in full operation, with the addition of a new member, former state representative Charlie Conrad, who attended his first meeting on February 11, 2025. The budget adoption process is scheduled for June. Additionally, our Records division has successfully completed the Disaster Response and Recovery Plan, which ensures that the District's permanent records can be securely accessed and restored in the event of a disaster, such as a flood or fire.

#### HUMAN RESOURCES

John Argirovski, LTD's Training and Development Manager, was recently certified in Trauma Informed Care through Portland State University. He will start to roll out his training this spring, with an initial focus on Operations Supervisors. Through the program John was able to work with the training team to cater toward transit.

#### MARKETING

Focus areas last month for the Marketing Department included rider communication in conjunction with service changes in winter, ongoing work related to the website redesign project, and increases in LTD advertising and community outreach.

**Website Redesign:** The website redesign project launched in January and work is continuing with our website development contractor, Planeteria Media, to design a new website for LTD. The project is on-schedule and anticipated to launch for the public in fall 2025. The project is currently in the wireframe development phase. During this step, layouts are developed for all primary website pages, in addition to a menu of modules that can be used to customize other website pages to meet a variety of communication needs. Work is also underway to refine website content and reduce the total number of pages, making the website more user-friendly.

**Internal Communications:** The marketing department and executive office are collaborating on more frequent email communication to LTD employees. The new email series, Inside Lane, focuses on different topics each week including LTD's work in the community, internal news and events, employee recognition, and leadership messages. The new series launched in late January and has been well received across the organization.

**MAM Outreach:** There is a large Guatemalan community in the Cottage Grove area that is challenging to reach due to language barriers. Many within this community speak MAM, which is primarily an oral language with no widely established written form. Staff have secured a MAM speaking influencer in the Cottage Grove area that will be



## Lane Transit District Monthly Department Reports

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working with LTD to create How-to videos (spoken in MAM) for riding LTD. These videos will be shared at community organization, social media and other influencers to reach the large MAM community.

**Umo RideSource Launch:** In preparation for Umo being implemented on RideSource vehicles, staff is working with Accessible Services to create a video on how to use Umo so that all riders understand the options that are available for paying fare.

**Winter Service Change:** Tasks for the winter service change included updating nearly 500 signs across the system to communicate essential information with riders including bus schedules, routes, rules and more. Additionally, the Winter Rider's Guide was published and made available to riders at LTD Customer Service Centers. The Marketing Team is continuing to evaluate the efficiency and effectiveness of communication associated with each service change.

The Marketing Department continues to identify and implement opportunities to increase LTD's visibility in the community. In January 2025, LTD began underwriting messaging on KLCC. These messages highlight LTD's work in the community, along with specific programs and initiatives, and are aired on one of our region's most listened to radio stations. Additionally, advertisements placed with the Oregon Daily Emerald in January and February provide targeted outreach to University of Oregon students and highlight programs that are relevant to this audience including College Pass and the upcoming launch of EmX fare validation.

Looking ahead to this winter and spring, work is underway to conduct a survey to gauge community understanding of the value of LTD's services and positive impact on the outcome areas of healthcare, housing, education, and workforce. This survey will be distributed to a sample of Lane County residents via direct mail and is designed to measure community perceptions prior to launching additional campaigns and messages focused on LTD community value. Survey questions will be polled again in the future to measure progress.

### **EMPLOYER PROGRAMS (Group Pass and Vanpool):**

- Phase I of our NIL Campaign that focuses on UO students wrapped up on February 23. Our three athlete influencers, Niya, Morgan, and Zach, published 23 total posts on Instagram across feed, reels, and stories. The highest engaged content was a reel from Niya with 3.4K plays, 1,850 accounts reached, 234 likes, and 22 comments.
- Venture Data joined the Group Pass program with 224 employees, which will result in an estimated \$14,595 in fare revenue per year.

### **STUDENT TRASIT PASS:**

- The Transportation Program Sales Specialist has been visiting with schools to ensure they are trained, answer questions and discuss promotion of the program. It is being well received by the schools that they have a dedicated person coming out to them.
- Staff is currently working with Umo to find an easier way for schools to distribute the passes utilizing a QR code or an RFID sticker. Our intention is to develop this plan in spring 2025 and launch in Fall 2025.





## Lane Transit District Monthly Department Reports

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### WEBSITE & SOCIAL MEDIA HIGHLIGHTS:

#### **Date range January 16 – February 12**

- 198,000 website pageviews
- 22 new Facebook page followers; 7,008 total Facebook page followers
- 20,081 Facebook accounts reached
- -16 new X followers; 3,604 total X followers
- 23 new LinkedIn followers; 1,501 total LinkedIn followers
- 21 new Instagram followers; 1,431 total Instagram followers
- 10,173 Instagram accounts reached

#### **Date range February 12 – March 12**

- 229,000 website pageviews
- 100 new Facebook page followers; 7,062 total Facebook page followers
- 39,289 Facebook accounts reached
- 7 new X followers; 3,612 total X followers
- 22 new LinkedIn followers; 1,519 total LinkedIn followers
- 27 new Instagram followers; 1,456 total Instagram followers
- 3,200 Instagram accounts reached

### OUTREACH & EVENTS:

Over the last two months, staff held 16 outreach events, engaging with 1,101 community members, and received 97 Honored Rider applications.

- **Agate Station Outreach for the EmX Fare Validation Project – January 22:** Staff engaged UO student at Agate Station to inform them of the new fare validators coming.
- **Cottage Grove Community Center Outreach – January 23:** Staff focysed on promoting the Honored Rider program and taking application for their pass.
- **YMCA Mobility Outreach – January 27:** Staff promoted the Honored Rider pasas aand general outreach





## Lane Transit District Monthly Department Reports

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- **Daily Emerald Duck Living Fair – January 28:** The goal for this event was to connect with students regarding the upcoming changes to EmX fare validation.
- **Willamalane Adult Activity Center Outreach – January 29:** Focus was on Honored Rider engagement and taking applications.
- **Petersen Barn Potluck & Presentation – February 3:** Staff gave a presentation on Accessible services and took Honored Rider applications.
- **Transit Equity Day Outreach – February 4** In honor of Rosa Parks' birthday and Transit Equity Day, the team distributed commemorative bookmarks featuring a photo of her statue at Eugene Station on one side and a brief history of her legacy on the other



- **UO Off-Campus Housing Fair – February 5:** Staff engaged with UO students to share information about their free bus pass how to get where they need to go for resources

- **Rider Appreciation Mini-Campaign & Outreach at Eugene Station – February 11 and Springfield Station February 12:**

LTD launched its first Rider Appreciation sticker as part of our ongoing efforts to engage with and thank our riders. Each quarter, LTD hosts Rider Appreciation events at both stations, offering giveaways, resources, and a chance to connect with our community.



- **Ya-Po-Ah Terrace Honored Rider Outreach – February 19:** Staff focused on promoting the Honored Rider Program and taking applications from residents for their pass.

- **Amazon Community Center Outreach – February 24:** Staff focused on promoting the Honored Rider Program and taking applications from residents for their pass.



- **Bethel Area Planning Information Session on Transportation – February 25:** Our participation in this event helped strengthen LTD's community presence and visibility while engaging with attendees and collecting an Honored Rider application.





## Lane Transit District Monthly Department Reports

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- **Campbell Community Center Outreach – February 26:** Staff focused on promoting the Honored Rider Program and taking applications from residents for their pass.

### **TEXT MESSAGE SERVICE**

Total users as of 3/12/25:

- Total Subscriber Profiles: 4,331 (up 356)
- Total Subscriptions: 24,304 (up 3,405)

## **Development Services**

Joe McCormack, Chief Development Officer

### **FACILITIES**

#### **310 GARFIELD SAFE SLEEP SITE Q2 UPDATE**

The Site served 78 unique individuals between October – December 2024. Of the 13 participants exiting the program during this time, 5 exited to permanent housing programs.

In November, the City exercised the option to extend the current lease for a third term. Amendment Three extends the contract term from February 25, 2025, through February 26, 2026. The original agreement provided four (4) one (1) year term options for renewal.

### **PLANNING**

#### **LANE YOUTH TRANSPORTATION ADVISORY COUNCIL**

During development of the LTD Communication Outreach Framework (adopted 2024), the project Community Steering Council (CSC) conducted a stakeholder mapping exercise that identified a need for targeted youth engagement on transit issues. In direct response to this need, LTD has now officially joined the Lane Youth Transportation Advisory Council (LYTAC). LYTAC approved LTD's entry as an agency partner on February 10. LYTAC is comprised of community members aged 13-19 supporting better mobility for people of all ages and abilities. In addition to LTD, LYTAC works with Safe Routes to School program partners and Lane Council of Governments (LCOG). LTD staff plan to engage LYTAC on "LTD Connect 2045," development of transit training for area youth, and on increasing Student Pass adoption and utilization. There is potential here for youth engagement with LTD's Strategic Planning Committee, as well as transit lobbying in Salem.

### **MOVING AHEAD**



## Lane Transit District Monthly Department Reports

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Project implementation and refinement planning work on MovingAhead corridors continues. With completion of roadway work on Martin Luther King Jr. Blvd in Summer 2024, a portion of that corridor's MovingAhead recommendations have now been implemented. LTD and City of Eugene staff are currently coordinating on opportunities to fund further planning and design refinement work on the three remaining corridors: River Road, Highway 99, and Coburg Road. As the roadway jurisdictional owner, the City of Eugene will lead this work in partnership with LTD staff. The City of Eugene has currently programmed \$450,000 for the "[Coburg Road Multimodal Plan](#)" in federal FY2027. LTD staff are investigating grant opportunities to support funding contributions to this essential work.

### Finance

Julie Lindsey, Chief Financial Officer

#### Finance Department:

##### **Tyler ERP:**

- The finance team participated in a 4-day Tyler training focused on Capital Assets and the Projects Ledger/Grants.
- Capital Assets Module: We had a successful import of a small group of capital assets into the Test ERP environment. Next steps are to complete the asset import spreadsheet, adding grant funding, and adding codes to tie assets to other LTD asset database systems. This module is on schedule to be fully functioning by May 31.
- Projects Ledger/Grants modules: Confirmed that majority of the set-up work done so far in the Projects module is correct. The team was able to link several grants to a small number of projects and will be working on setting up and linking all our active grants next. Next steps - entering project budgets and continuing to work out the process flow. These modules are scheduled to be fully functioning by June 30. In the meantime, we are continuing to track project expenses and grant draw downs in our Grant Master spreadsheet.
- Cashiering module: PM Jacob Ivy is working directly with CSC on testing Cashiering. Once Cashiering is live at CSC, Finance will no longer have to import fare sales information from Gearbox into the ERP. A soft start on Cashiering will begin in April with the goal to be fully converted within 30-45 days.
- Even with Cashiering we will still have to import fare sale information from TVMs and webstore sales, although BI is working on automating those batch imports. There is no definite timeline on this automation work.

##### **Payroll:**



## Lane Transit District Monthly Department Reports

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- PDS Next Gen software – we are still on the legacy PDS/Vista system and must go live with the updated software by June 30. PDS has set March 31 as their sunset date for our version of the software, but since they are having development issues with our programming, we have until June 30 to convert to NextGen.
- Hastus Operations upgrade: Payroll has been actively involved in this project attending a week-long planning session in February. The planning phase is close to completion. Ghio will begin the actual programming in early April.

### **Budget Update:**

- All managers completed their M&S budgets in February, and each department presented a SWOT analysis.
- Initial comparison to FY25 budget shows a 3.5% M&S increase in the FY26 budget.
- HR prepared an initial staffing FTE spreadsheet based on current employees, plus open positions, plus new positions that were requested by the departments during their SWOT presentations. We are working on the analysis of those requests, and will have a report for the mid-month Executive Leadership meeting in March.
- The Budget will be presented along with the Long-Range Financial Plan and the CIP at the April 29<sup>th</sup> Budget Committee meeting.

### **Finance Staff:**

- Sonja Marvich, Accounting Analyst-Accounts Payable was back from leave on March 10. We have had a temporary staff member from Robert Half filling that role since mid-November.
- We also welcome a new Finance Administrative Specialist Jodie Doe on March 10. She fills the position vacated by Emilie Block who is now the Human Resources Admin Specialist.
- Current vacant positions that are being recruited for include a Grant Administrator and a Senior Accountant.

### **Materials Management Department:**

- 2025 February inventory percentage was completed with 99.58% count accuracy.
- 2025 February total inventory value is \$2,128,988.77
- Warranty reorganization and development is 85% complete. We are currently in the process of adding all new commercial claims into the system.
- EAM (Enterprise Asset Management) Fleets and Materials Management software is still in the process of Admin cleanup. Materials Management team is working on adding new workflow process improvements within the system.

### **Procurement Department:**

- April Board Meeting Agenda Items (Procurement):
  - IFB 20250048 Fleet Bay 1 Crane and Fall Protection Project (\$700K)
  - Contract 20250061 LCOG South Lane IGA (SLW Connector Services; \$390K)



## Lane Transit District Monthly Department Reports

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- Other Significant Procurements in Process:
  - RFP 2024-0853: Transit Vehicle Camera Replacement Project (\$2.5M; May Board)
  - IFB 20250060 Hybrid Bus Components (\$3M; May Board)
  - RFP 20250059 Rural Services Pilot/CG Connector (\$2M; June Board)
- General:
  - P Card administration responsibilities will transfer from Procurement to Finance (including direct payments workflow approval)
  - Thorp Purdy reviewing LTD Procurement policy due to release of updated FTA circular (4220.1 rev F updated to rev G); approved policy expected to be implemented April 2025

## Information Technology and Business Intelligence

Aimee Reichert, Chief Performance Officer

### Initiated

- **M365 Implementation Phase** kicked off March 3, 2025 to last through end of fiscal year. Microsoft upgrades to Team, OneDrive, Sharepoint, and other key collaboration tools.

### In Progress

- **On Bus Validator Installations - EmX and Ridesource** - Installations will help improve fare monitoring and collection on EmX. Platform scanning is available now at University of Oregon.
- **Operations Scheduling Upgrade** - Work is underway with Giro, Inc. to update and expand LTD's 20+ year-old system, with a modern operations scheduling and bid solution. This project will continue into FY2026.
- **CAD/AVL Improvement** - Next phase of work will be focused on making turn-by-turn technology available on the Mobile Display Terminal (MDT), i.e. touchscreen monitor for operators.
- **ERP Operationalization** - Customer Service is upgrading to a new cashiering solution. Training is actively underway.
- **NTD Revisions and Improvements** – Second revisions to the National Transit Database (NTD) were submitted. Generally, there are two to three revision periods.
- **Report Improvements (Board, Departments, Federal)** – Critical gaps identified through BI assessment over the last year include: Fleet Maintenance Enterprise Asset Management; financial insights tied to service and resource management; and grant recovery monitoring. Additional areas of focus include Service Planning; Human Resource Management; Connectivity Measures.

### Upcoming

- **Mobile Video Upgrade** - This project is currently under bid.
- **Digital Radio Implementation** - This project is in the pipeline to be scheduled.
- **Board Room, NextStop, OCC**: Planned upgrades to business use spaces for improved collaboration.



## Lane Transit District Monthly Department Reports

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- **Major Application Warranty Assessments** – Human Resources Management System; Incident Management System; Paratransit Scheduling System; Customer Service Suite.

### Operations

Mike Hursh, Chief Operating Officer

- RideSource will officially be implementing the tap card payment system (Umo) onto all RideSource ADA cutaways starting on April 1st, 2025. The new card readers will be located at the accessible entrance of each cutaway bus on the RideSource paratransit service. Riders will now have the option for a unified fare media for both fixed-route and RideSource systems. A communications campaign will remind riders that fare on paratransit will not contribute to the rider's fare capping for their fixed-route bus pass. RideSource is participating in a video shoot to promote the new fare payment system. RideSource will continue to accept cash fares, and will continue to sell paratransit ticket books at RideSource and the LTD Customer Service Center.
- In coordination with Alternative Work Concepts, White Bird Clinic completed training to rejoin our team in performing in-person functional transportation eligibility assessments.
- Mobility Services presented to the Lane County Food Coalition on March 12th to discuss the Rural Shuttle Pilot beginning July 1st, connecting rural residents to food pantries, social services, and transportation connections. Mobility Services staff will serve on a grant review team for Food for Lane County to help select applicants who will work to reduce food insecurity in the local area.
- On March 21st, Mobility Services staff joins the Disability Services Advisory Council to discuss Oregon Project Independence and Meals on Wheels.
- Mobility Services will present to Oregon DHS District Staff meeting March 26th & 27th. This is to spread awareness of programs available so that DHS employees can have a better understanding of LTD services and assist community members they serve.
- On March 26th, members of the Mobility Services and Marketing teams will visit Willamette Oaks Senior Living to help with applications for Honored Rider passes and present information on LTD's fixed route and RideSource services.



**LANE TRANSIT DISTRICT  
DELEGATED AUTHORITY REPORT  
March 2025**

Contracts									
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	CONTRACT INCREASE AMOUNT	NEW CONTRACT VALUE	SIGNER	NOTES
3/7/2025	Chambers Construction	Fleet Lead Counter Replacement	Task Order	Mar 6, 2025 - Jul 30, 2025	\$8,500,000.00	None - the task order is part of the original contract value	Task Order (TO) NTE: \$90,104.00	M. Imlach	Task Order to remove and replace the lead counters in the Fleet building.
3/10/2025	Trapeze	Software and License Agreement	Amendment	Aug 1, 2022 - Sep 30, 2032	\$725,577.00	\$6,179.00	\$731,756.00	J. Ahlen	Amendment to increase operational metrics of Software license use and to incorporate the BAA.
3/24/2025	Rowell Brokaw Architecture	A&E Design Services for Board Room and Kitchen Rehab	Limited Notice to Proceed	Mar 18, 2025 - Contract Execution	\$10,000.00	N/A	N/A	J. McCormack	Limited Notice to Proceed to start design work for Board Room and Kitchen Rehab.
3/24/2025	Eide Bailly	Energy Credits & Incentives	Personal Services	Nov 1, 2024 - Oct 31, 2025	\$68,900.00	N/A	N/A	P. Strutz	New Contract
3/25/2025	Pavion Corporation	System Security Updates	Professional Services	Dec 28, 2021- Apr 16, 2026	\$4,400,000.00	N/A	N/A	J. Flick	Amendment to extend the term, update Key Personnel, Contractor's name change, and incorporate software upgrades.
3/28/2025	Delerrok, Inc.	Electronic Fare Management	Personal Services	Apr 1, 2019 - Mar 31, 2027	\$2,771,108.00	N/A	N/A	C. Rees	Amendment to extend the term, purchase Warranty for new Readers, and update rates.
3/31/2025	Forth Mobility	Electric Vehicle Charging Station and Carshare	Host Site Agreement	Apr 1, 2025 - Mar 30, 2027	N/A	N/A	N/A	J. McCormack	New Agreement
Group Pass/Non-Profit Program - Revenue Agreements									
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	CONTRACT INCREASE AMOUNT	NUMBER of PARTICIPANTS	SIGNER	NOTES





## Lane Transit District Agenda Item Summary (AIS)

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**Prepared By:** Matthew Imlach, Director of Facilities

**AIS Title:** Declaring Certain Real Property as Surplus

**Action:** Adoption of Resolution No. 2025-04-16-11: Declaring Certain Real Property as Surplus.

**Agenda Item Summary:** In 1998, Lane Transit District (LTD) purchased a 0.36-acre property and created the Seneca Park & Ride. This parking lot supported a shelter installed on the adjacent property owner's parking lot. On February 2, 2025, LTD discontinued service at this location following the Board's adoption of recommendations from LTD's most recent System Review. Pursuant to ORS 271.310, the LTD Board of Directors must act to declare the property as surplus. The Seneca Park & Ride meets the statutory criteria to be declared surplus because it is no longer needed for public use. No federal requirements apply because this property was not purchased with federal funds.

**Attachments:** N/A

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

**Proposed Motion:** I move to adopt Resolution No. 2025-04-16-11: Declaring Certain Real Property as Surplus.



**RESOLUTION NO. 2025-04-16-11**

**A RESOLUTION DECLARING CERTAIN REAL PROPERTY AS SURPLUS**

**WHEREAS**, LTD purchased 0.36-acre property located at 1070 Seneca Road in Eugene, Oregon, which is most commonly known as the Seneca Park & Ride; and

**WHEREAS**, the Seneca Park & Ride is no longer needed for public use; and

**WHEREAS**, the public interest would be furthered by declaring the Seneca Park & Ride “surplus”;

**NOW, THEREFORE, BE IT RESOLVED** that the LTD Board of Directors hereby declares the Seneca Park & Ride Property as “surplus” property as it is no longer needed for public use, and delegates authority to the Chief Executive Officer, or his designee, to negotiate the sale of the Seneca Park & Ride.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16TH DAY OF APRIL, 2025.**

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Gino Grimaldi, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** John Ahlen

**Contract Title:** LCOG IGA for South Lane Services

**Contract No.:** 20250061

**Grant No:** 35531 ODOT STIF Formula, 2023-50/35424 §5311 South Lane County Service

**Entering into a Contract:** ☒

**Contract Amendment:** ☐

**Approved by Procurement:** ☐

**Action:** Adoption of Resolution No. 2025-04-12: Authorizing the Chief Executive Officer to enter into an intergovernmental agreement with Lane Council of Governments for the purpose of reimbursing match funds for South Lane transportation services.

**Agenda Item Summary:** This resolution allows LTD to execute an intergovernmental agreement for the reimbursement of transportation services in south Lane County. LTD has previously used agreement 2023-83 for FY24 reimbursements, and plans to execute an additional IGA for FY25 service reimbursements. LTD's intention is to use STIF formula and §5311 funds, as allocated and approved by the Board in the current STIF Formula Plan and budget towards match of LCOG's own STIF discretionary funds. Cost for the services is estimated at \$390,000.

**Attachments:** LCOG IGA Resolution

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

**Proposed Motion:** I move for adoption of Resolution No. 2025-04-16-12: Authorizing the Chief Executive Officer to enter into an intergovernmental agreement with Lane Council of Governments for the purpose of reimbursing match funds for South Lane transportation services.



**RESOLUTION NO.2025-04-16-12**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH LANE COUNCIL OF GOVERNMENTS FOR THE PURPOSE OF SOUTH LANE TRANSPORTATION SERVICES**

**WHEREAS**, LTD is in need of rural South Lane transportation services;

**WHEREAS**, LTD's Fiscal Year 2024-2025 Budget includes approved STIF formula and \$5311 funds allocated for this purpose;

**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 process for entering into intergovernmental 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;

**WHEREAS**, the Lane Council of Governments has previously joined LTD in a solicitation for rural South Lane transportation services; and

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

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

The Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into an intergovernmental agreement with Lane Council of Governments for the purpose of South Lane transportation in an amount not to exceed \$390,000; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$78,000.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16TH DAY OF APRIL, 2025.**

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Gino Grimaldi, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Prepared By:** Randi Staudinger

**Contract Title:** Fleet Bay 1 Fall Protection and Crane

**Contract No.:** 20250048

**Grant No:** OR-2023-043

**Entering into a Contract:** ☒

**Contract Amendment:** ☐

**Approved by Procurement:** ☒

**Action:** Adoption of Resolution No. 2025-04-16-13, authorizing the Chief Executive Officer to enter into a contract with Bridgeway Contracting LLC for the purpose of the construction and installation of fall protection and a crane in Fleet Bay 1.

**Agenda Item Summary:** This contract provides for construction services in the Fleet Maintenance facility at the Glenwood property to purchase and install a fixed working platform that offers improved fall protection and a crane hoist. This installation will allow maintenance staff to safely and efficiently access the top of electric buses to work on high voltage systems. The project also includes a crane hoist that can access the top of the bus for removing and replacing equipment throughout the life of the bus. The project is funded 80% (\$800,000) with Transit Infrastructure Grant – Community Project Funding and 20% (\$200,000) local match. This project went out for Invitation for Bid on January 21, 2025; bids were due March 11, 2025; three bids were received. The lowest, most responsive and responsible bid was determined to be Bridgeway Contracting LLC., for a fixed price lump sum of \$750,000, with final completion of construction anticipated June 30, 2026.

**Attachments:** Bid Tabulation 2025-0048 Fleet Bay 1 Fall Protection and Crane

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

**Proposed Motion:** I move for adoption of Resolution No. 2025-04-16-13, authorizing the Chief Executive Officer to enter into a contract with Bridgeway Contracting LLC for the purpose of the construction and installation of fall protection and a crane in Fleet Bay 1.

BID TABULATION  
IFB No. 20250048 Fleet Bay 1 Fall Protection and Crai  
Bid Opening - MARCH 11, 2025 1100a PDT

				Due at 100p Pacific							
Bidder No.	BIDDER	Bid Contact Person	Contact Email	three (3) ADDENDA Acknowledged	BID BOND	First Tier Sub List	BASE BID	Alternate 1 - ADD	Alternate 2 - DEDUCT	Alternate 3 ADD	Tentative TOTALS
1	Bridgeway Contracting	Jerry Valencia	<a href="mailto:jerryv@bridgwaycontracting.com">jerryv@bridgwaycontracting.com</a>	Yes	Yes	Submitted at 1027a Pacific	\$689,326.00	\$124,528.00	\$19,000.00	\$11,164.00	\$806,018.00
2	Essex General Contracting	Bette Crittenden	<a href="mailto:bette.crittenden@essexgc.com">bette.crittenden@essexgc.com</a>	Yes	Yes	Submitted at 1101a Pacific	\$696,902.00	\$150,399.00	\$15,709.00	\$19,646.00	\$851,238.00
3	Fortis Construction	Geoff Miller	<a href="mailto:Geoff.miller@fortisconstruction.com">Geoff.miller@fortisconstruction.com</a>	Yes	Yes	Submitted w/Bid	\$913,203.00	\$195,426.00	\$29,029.00	\$18,988.00	\$1,098,588.00



**RESOLUTION NO. 2025-04-16-13**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH BRIDGEWAY CONTRACTING LLC FOR THE PURPOSE OF CONSTRUCTION AND INSTALLATION OF FALL PROTECTION AND A CRANE IN FLEET BAY 1**

**WHEREAS**, LTD is in need of fall protection and a crane in Fleet Bay 1;

**WHEREAS**, LTD's Fiscal Year 2025-2026 Budget includes \$800,000 from the grant OR-2023-043 and \$200,000 local match;

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

**WHEREAS**, the lowest responsive bidder was determined to be Bridgeway Contracting LLC for an amount not to exceed \$750,000; and

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

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

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Bridgeway Contracting LLC for the purpose of construction and installation of fall protection and a crane in Fleet Bay 1 in an amount not to exceed \$750,000; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$150,000.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16TH DAY OF APRIL, 2025.**

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Gino Grimaldi, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Prepared By:** Wendi Frisbie

**Contract Title:** General Counsel Services

**Contract No.:** 20250056

**Grant No:** N/A

**Entering into a Contract:** ☒

**Contract Amendment:** ☐

**Approved by Procurement:** ☐

**Action:** Adoption of Resolution No. 2025-04-16-14 authorizing the Chief Executive Officer to enter into a contract with Thorp, Purdy, Jewett, Urness & Wilkinson, P.C. for the purpose of General Counsel Services, for the contract value of \$800,000.00.

**Agenda Item Summary:** Thorp, Purdy, Jewett, Urness & Wilkinson, P.C. ("Thorp-Purdy") has been the general counsel to Lane Transit District (LTD) since 2011. The law firm provides both general counsel to LTD staff and serves as specialized counsel to the Board of Directors. The current contract expires June 30, 2025. LTD wishes to continue using Thorp-Purdy's services for a new five-year contract term ending June 30, 2030.

In accordance with LTD's Procurement Policy, a Personal Services contract may be awarded without competition if the contractor has unique or specialized knowledge or expertise required by LTD and soliciting informal or formal proposals from others would not be in LTD's best interests. Thorp-Purdy has specialized legal knowledge and expertise as well as extensive understanding of and experience with LTD's legal issues, history, and requirements. Soliciting informal or formal proposals from alternative firms is not in LTD's best interests.

**Attachments:** None

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

**Proposed Motion:** I move adoption of Resolution No. 2025-04-16-14, authorizing the Chief Executive Officer to enter into a contract with Thorp, Purdy, Jewett, Urness & Wilkinson, P.C. for the purpose of General Counsel Services, for the contract value of \$800,000.00.





**RESOLUTION NO. 2025-04-16-14**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH THORP, PURDY, JEWETT, URNESS & WILKINSON, P.C. FOR THE PURPOSE OF GENERAL COUNSEL SERVICES**

**WHEREAS**, LTD is in need of General Counsel Services;

**WHEREAS**, LTD's Fiscal Year 2025-2026 Budget includes general funding sources;

**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 Personal Services Policy 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**, following an informal or formal solicitation process is not in LTD's best interest;

**WHEREAS**, Thorp Purdy Jewett Urness and Wilkinson, P.C. has the special expertise and knowledge to provide the General Counsel Services; and

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

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

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Thorp, Purdy, Jewett, Urness & Wilkinson, P.C. for the purpose of General Counsel Services in an amount not to exceed \$800,000.00; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$160,000.00.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16<sup>th</sup> DAY OF APRIL 2025.**

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Gino Grimaldi, Board President



## **Lane Transit District Agenda Item Summary (AIS)**

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**Presented By:** Pamela Strutz, Director of  
Finance and Eide Bailly

**AIS Title:** The Fiscal Year 2023-2024  
Independent Audit Report and Annual  
Comprehensive Financial Report

**Action:** Adoption of Resolution No. 2025-04-16-10: Accepting the Independent Auditor's Reports Contained in the Annual Comprehensive Financial Report and Single Audit for the Fiscal Year ending June 30, 2024.

**Agenda Item Summary:** The Board's role here is to perform a governance action. At the conclusion of each fiscal year, independent audits of Lane Transit District's (LTD) financial statements and internal controls are performed. The results of the independent audit, including the independent auditor's reports, are incorporated into LTD's Annual Comprehensive Financial Report (ACFR) and Single Audit. Ahmad Gharaibeh of Eide Bailly will present at the Board meeting and answer any questions. Upon Board approval, the ACFR will be posted on LTD's website and to various granting agencies upon request. The report has been submitted to the Oregon Department of Transportation and the Government Finance Officer Association's financial excellence certification review board.

**Attachments:** Annual Comprehensive Financial Report, Audit Presentation and Resolution No. 2025-04-16-10

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

**Proposed Motion:** I move to adopt Resolution No. 2025-04-16-10: Accepting the Independent Auditor's Reports Contained in the Annual Comprehensive Financial Report and Single Audit for the Fiscal Year ending June 30, 2024.



**RESOLUTION NO. 2025-04-16-10**

**ACCEPTING THE INDEPENDENT AUDITOR’S REPORTS CONTAINED IN THE ANNUAL COMPREHENSIVE FINANCIAL REPORT AND SINGLE AUDIT FOR THE FISCAL YEAR ENDING JUNE 30, 2024**

**WHEREAS**, Lane Transit District (“LTD”) is subject to Oregon’s Municipal Audit Law (ORS 297.405 to 297.555), which requires an annual independent audit of LTD’s financial statements and internal controls;

**WHEREAS**, LTD contracted the services of Eide Bailly to perform the required annual independent audit on the Annual Comprehensive Financial Report (ACFR) for the period ending June 30, 2024; and,

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

**WHEREAS**, the independent auditor’s results are incorporated into the District’s Annual Comprehensive Financial Report and Single Audit, which were presented to the LTD Board of Directors at its April 16, 2025 Board meeting;

**NOW, THEREFORE, BE IT RESOLVED** that the Lane Transit District Board of Directors hereby accepts the independent auditor’s reports contained in the Annual Comprehensive Financial Report and Single Audit for the fiscal year ending June 30, 2024.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16th DAY OF APRIL, 2025.**

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Gino Grimaldi, Board President



**CPAs & BUSINESS ADVISORS**

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## **LANE TRANSIT DISTRICT**

**Communication With Those Charged With Governance**

LTD April Board Meeting Agenda Packet  
April 16, 2025

# AUDIT TEAM

Sara Kurts, CPA

- National Assurance Office Partner

Ahmad Gharaibeh,  
CPA

- Audit Partner

Joe Escobar, CPA

- Audit Senior Manager

Brynn Mitchell

- Audit Senior

Other Senior and Staff Associates assigned



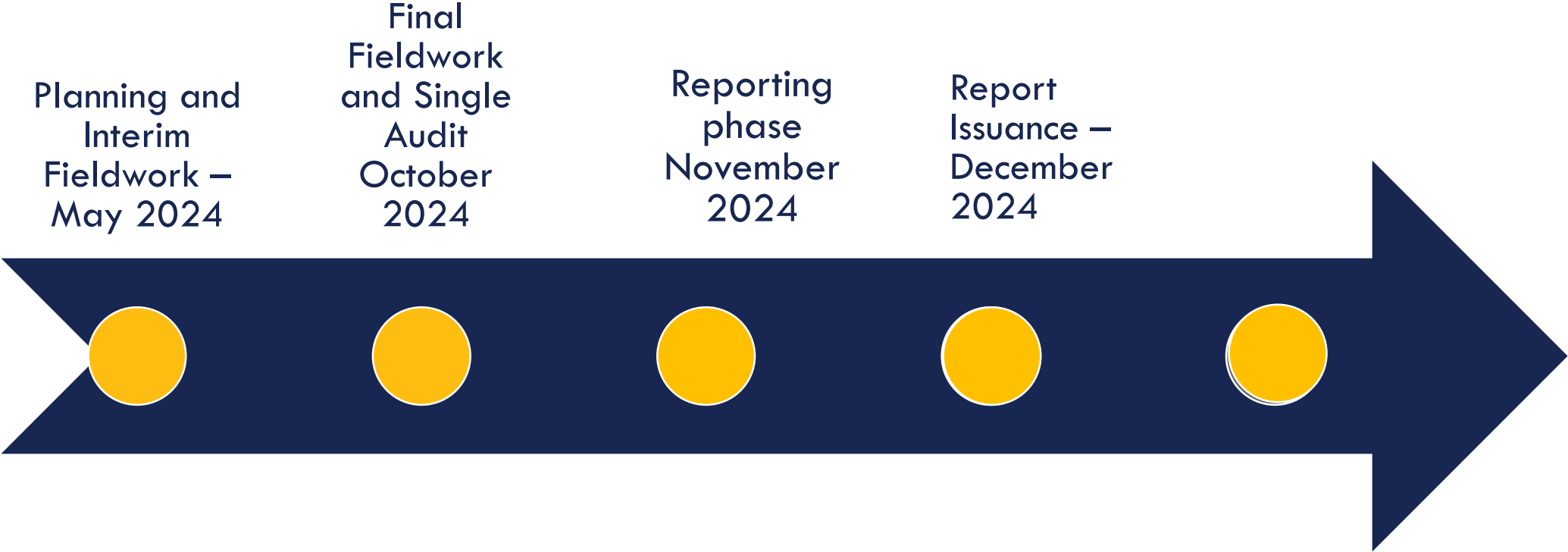
# AUDIT SCOPE

- Audit of the District's financial statements as of June 30, 2024, in accordance with Auditing Standards Generally Accepted in the USA
- Report on internal control over financial reporting and on compliance in accordance with *Government Auditing Standards*
- 2 CFR 200 Single Audit
- Agreed Upon Procedures over NTD and STIF

# OUR RESPONSIBILITY IN ACCORDANCE WITH PROFESSIONAL STANDARDS

- Form and express an opinion about whether the financial statements which are the responsibility of management, with your oversight, are presented fairly, in all material respects, in accordance with U.S. GAAP.
- Our responsibility is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement.
- We also reviewed internal control over financial reporting. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.
- Express an opinion on compliance applicable to major federal programs.

# PLANNED SCOPE AND TIMING





# SUMMARY OF AUDIT RESULTS

## Financial Statements

- Unmodified opinion on the financial statements

## Government Auditing Standards

- No significant deficiencies
- No instances of noncompliance reported

# SUMMARY OF AUDIT RESULTS

## Uniform Guidance

- Unmodified opinion compliance with the Uniform Guidance
- No significant deficiencies
- Federal Transit Cluster (Section 5307 and 5339)
- Formula Grants for Rural Areas
- Transit Services Program Cluster

## Oregon Municipal Corporations

- No significant deficiencies
- No instances of noncompliance reported

# AUDITOR COMMUNICATIONS

## New Accounting Pronouncements

- None for the current year impacting the FS. Break year!!
- The District will be required to implement GASB Statement No 101 related to compensated absences

## Significant Estimates

- We performed audit procedures related to significant estimated reported in the financial statements. These significant estimates are related to Taxes Receivables, Net Pension Liability and Net OPEB Liabilities

# KEY AUDIT AREAS OF RISK

## Revenue Recognition:

- Testing of internal controls over revenue recognition



# THANK YOU

Ahmad Gharaibeh

Partner

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650.223.6103



**CPAs & BUSINESS ADVISORS**

This presentation is presented with the understanding that the information contained does not constitute legal, accounting or other professional advice. It is not intended to be responsive to any individual situation or concerns, as the contents of this presentation are intended for general information purposes only. Viewers are urged not to act upon the information contained in this presentation without first consulting competent legal, accounting or other professional advice regarding implications of a particular factual situation. Questions and additional information can be submitted to your Eide Bailly representative, or to the presenter of this session.



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Aimee Reichert, Chief Performance Officer    **Contract Title:** Transit Vehicle Camera Replacement – Gatekeeper

**Contract No.:** 20240020 Transit Vehicle Camera Replacement and Support

**Grant No:** -EMW-2023-RA-AOO-00056  
-5307 Formula

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

**Action:** Adoption of Resolution 2025-04-16-15, authorizing the Chief Executive Officer to enter into a contract with Gatekeeper System USA, Inc., for the purpose of transit vehicle camera replacement and support.

### **Agenda Item Summary:**

The Mobile Video Replacement project is reflected in the currently adopted 2025-2034 Community Investment Plan as part of Tech & Infrastructure State of Good Repair, originally planned for \$3,100,000. Our current system is beyond its useful life, requiring costly maintenance, timely workarounds, and security risk. LTD solicited via RFP for a replacement and upgrade of the Mobile Video system across all LTD owned fleet, including: fixed route, paratransit, rural services, and support vehicles. After proposal and interview evaluations, Gatekeeper System USA, Inc. was selected as the most responsive and responsible proposer. At this time the project committee recommends entering into a contract with Gatekeeper, not-to-exceed \$3,531,519 to complete this work. This value is based on secured funding, which exceeds the original CIP request based on inflation, through DHS grant (\$2,137,693) and Federal Formula 5307 funds (\$1,393,519).

### **Contract Request**

LTD is requesting approval of a Not-To-Exceed (“NTE”) \$3,531,519 contract value. Change order authority in the not to exceed cumulative total of \$250,000 is also requested.

**Attachments:** N/A

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

**Proposed Motion:** I move for adoption of Resolution 2025-04-16-15, authorizing the Chief Executive Officer to enter into a contract with Gatekeeper System USA, Inc., for the purpose of transit vehicle camera replacement and support.



## Lane Transit District Agenda Item Summary (AIS)

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**Prepared By:** Wendi Frisbie

**Contract Title:** Human Resources Services

**Contract No.:** 20250066

**Grant No:** N/A

**Entering into a Contract:** ☒

**Contract Amendment:** ☐

**Approved by Procurement:** ☐

**Action:** Adoption of Resolution No. 2025-04-16-16 authorizing the Chief Executive Officer (CEO) to enter into a contract with Xenium HR for the purpose of Human Resource (HR) consulting, process management, and staffing services, for the contract value of \$500,000.00.

**Agenda Item Summary:** As LTD has experienced robust organizational change in recent years, the Human Resources department has encountered continuing challenges in addressing the needs of district employees. Xenium HR, located in Tualatin, Oregon, is an HR consultant that supports small to mid-size organizations with a portfolio encompassing consulting, process management, staffing, employee benefits administration, compliance, and training. One of their specific areas of expertise is in reorganizing and developing HR departments. LTD requests to contract with Xenium for a contract for up to three years, to provide the tools and services that will help us align the Human Resources department with the mission, vision, and values of the district.

In accordance with LTD's Procurement Policy, a Personal Services contract may be awarded without competition if the contractor has unique or specialized knowledge or expertise required by LTD and soliciting informal or formal proposals from others would not be in LTD's best interests. Xenium has such specialized expertise in Human Resources and organizational development. Human Resources plays a critical role in LTD's personnel administration and is responsible for sensitive and important duties concerning the district's workforce. Significant imminent staffing changes in HR together with the needs of LTD's employees require that LTD begin implementing changes for the department without delay. Consequently, it is not in LTD's best interests to proceed through a formal or informal solicitation process for this contract.

**Attachments:** None

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

**Proposed Motion:** I move for adoption of Resolution 2025-04-16-16, authorizing the Chief Executive Officer to enter into a contract with Xenium HR for the purpose of Human Resources services.



**RESOLUTION NO. 2025-04-16-16**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH XENIUM HR  
FOR THE PURPOSE OF HUMAN RESOURCES SERVICES**

**WHEREAS**, LTD is in need of Human Resources Services with special resources, knowledge, and expertise to be engaged without delay;

**WHEREAS**, Xenium HR has been identified as a provider of Human Resources Services and Consulting that possesses specialized resources, knowledge, and expertise applicable to LTD's needs;

**WHEREAS**, LTD's Fiscal Year 2025-2026 Budget includes general funding sources;

**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**, it is not in the best interest of LTD to proceed with a formal or informal solicitation process;

**WHEREAS**, LTD followed the Personal Services Policy 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 Xenium HR for the purpose of Human Resources Services in an amount not to exceed \$500,000.00; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$100,000.00.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 16<sup>th</sup> DAY OF  
APRIL 2025.**

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Gino Grimaldi, Board President