



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

**Public Forum, Regular Business Meeting and Briefing
Wednesday, May 21, 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. 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.

Subdistrict	Description	Board Member
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. 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 HEARING: PROPOSED FISCAL YEAR 2025-2026 BUDGET**
3. **PUBLIC COMMENT**
4. **BOARD REPORTS**
 - Lane Council of Governments (LCOG) Board of Directors – Pete Knox
 - Metropolitan Policy Committee (MPC) – Susan Cox, Pete Knox
 - Lane Area Commission on Transportation (LANEACT) – Heather Murphy
 - Strategic Planning Committee (SPC) – Gino Grimaldi, Kelly Sutherland
 - Finance Committee – Lawrence Green, Susan Cox
 - Real Estate Subcommittee – Susan Cox, Michelle Webber, Kelly Sutherland
5. **CEO REPORT**
 - Employee of the Month – May 2025
 - Community Value Survey
 - 310 Garfield Safe Sleep Site
 - Operations Command Center Project
 - Board Room Project
 - Franklin Blvd. Project
 - On Bus Validator Installations
 - Operator Retention Measures
 - Grow Lane County Food Security Summit
 - Board and Committee Bylaw Revisions
 - Monthly Performance Update
 - Monthly Department Reports
 - Delegated Authority Report
6. **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 No. 2025-05-21-17: Appointing Julie Lindsey as Trustee of the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust and of the Lane Transit District Salaried Employees’ Retirement Plan
7. **BOARD ACTION ITEMS**
 - Adoption of Resolution No. 2025-05-21-18: Adopting Lane Transit District’s Banking Policy

- Adopting the amended and restated Lane Transit District Board Bylaws and Committee Bylaws

8. ADJOURN BUSINESS MEETING

UPCOMING MEETINGS:

June 19, 2025 – June Board Meeting
Glenwood Administrative Office – Boardroom
3500 E 17th Avenue, Eugene, OR 97478

July Board Meeting - Cancelled

August 5, 2025 – Board Retreat
Location Pending

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)

Prepared By: Pamela Strutz, Director of Finance

AIS Title: Public Hearing: Proposed Fiscal Year 2025-2026 Budget

Action: Public Hearing

Purpose: To hold a public hearing of the proposed FY2025-2026 Budget and refer it to the LTD Board of Directors for adoption.

Agenda Item Summary: The annual budget reflects the authorized amount LTD can spend during the specific 12-month period that begins every July 1 and ends June 30. The annual budget is guided by LTD's vision to create a more connected, sustainable, and equitable community and thus reflects all five of LTD's strategic areas of focus.

In accordance with ORS 294.408, the Board must adopt a budget for each of its six funds by the close of the current fiscal year. LTD's fiscal year ends on June 30, 2025. Oregon Budget Law (ORS 294.321) is also designed to encourage citizen involvement in the budget process. LTD achieves this by: 1) vetting the Budget through a Budget Committee comprised of all seven Board members and an equal number of appointed citizen members, 2) holding public hearings, and 3) accepting written public comments.

There are three requirements before the Board can adopt the budget: 1) Posting for public comment (ORS 294.401), 2) Approval by the Budget Committee as presented or amended (ORS 294.424), and 3) Holding a public hearing on the Budget Committee approved budget (ORS 294.453).

Background: The proposed FY2025-2026 Budget was posted for public comment on April 28, 2025.

The Budget Officer has prepared the proposed FY2025-2026 Budget and associated explanatory documents in accordance with ORS 294.473.

ORS 294.414 requires that the Budget Committee hold one or more meetings for the purpose of:

- Receiving the FY2025-2026 budget message and the proposed FY2025-2026 Budget, and
- Providing members of the public with an opportunity to ask questions about and comment on the budget.

Approval by the Budget Committee: Oregon Budget Law is designed to encourage citizen involvement in the control and expenditure of public funds by requiring a Budget Committee comprised of the Board and an equal number of appointed electors to receive, consider and approve the proposed budget as presented or amended by the Budget Officer.

The Budget Committee last met on April 29, 2025, to review the FY2025-2026 Proposed Budget and recommended adoption by the Board during the FY2025-2026 Budget Process



Lane Transit District Agenda Item Summary (AIS)

Considerations: Staff recommends that the proposed FY2025-2026 Budget be forwarded to the Board for adoption. Proposed Budget details are posted on the LTD website at www.LTD.org.

Alternatives: N/A

Next Steps: The proposed FY2025-2026 Budget will then be taken to the Board for adoption at its June 18, 2025, regular Board meeting.

Attachments: Proposed FY2025-2026 Budget

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



Lane Transit District

Proposed Budget

FY 2025 – 2026



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Budget Message

The public transportation industry continues to face a myriad of challenges. This ranges from the changing priorities of a new federal administration, to funding shortages and workforce gaps. However, Lane Transit District has a strong financial base. Though not immune to the aforementioned challenges, LTD's fiscal year 2025-2026 budget is the result of careful financial planning over the last 10 years. This budget contains the expansion of State Transportation Improvement Fund (STIF) projects, as well as investment in LTD's capital projects. Finally, LTD's deep financial reserve is managed in order to support the District far into the future.

Operating Budget

A small increase in fare revenue of 1.2% is anticipated over the current year due to a projection that ridership will remain flat. Revenue hours and revenue miles will increase, so this number is conservative. Factors driving the stagnant ridership include the continued popularity of the remote workforce, safety concerns about LTD's system, and competition from third parties.

In FY18-19, fares generated \$4.5 million, or 9.8% of LTD's general fund operating requirements. For FY25-26, fares are projected at \$4.4 million, or 5.7% of LTD's general fund operating requirements. Fares are approaching pre-pandemic levels, but LTD's costs have increased. This means fares are a steadily declining portion of LTD's support. Fare validators are being installed on LTD's EmX fleet, which should lead to an increase in fare collection for the majority of next year.

Payroll-type taxes are the single greatest source of revenue for LTD's General Fund. In FY25-26, payroll taxes are budgeted to increase 6% from last year's adopted budget. Finance Department staff were conservatively cautious in budgeting for these taxes in the three years post-pandemic because of the predicted impacts now becoming reality. LTD is returning to a wage-based economic forecasting model for payroll tax growth. The FY25-26 budget for payroll taxes aligns with both LTD's historical increases and forecasts from the Oregon State Office of Economic Forecasting for wage and employment in the Lane County area.

Federal and state assistance includes funding for operations costs. It is specifically targeted to cover increased Personnel costs associated with hiring and retaining bus operators, mechanics, and public safety officers, as well as the impact on staffing levels from Oregon Paid Leave. While LTD has used federal dollars to fund operations in the past, the amount has more than doubled from \$2.2 million (FY24 and FY25) to \$4.7 million. The use of STIF-Formula funds was new in FY24-25, and is included in the upcoming STIF budget for the next biennium. This money is used for activities that increase services like recruitment and training.

The top challenge in this budget is keeping pace with cost increases. LTD has an Operations hiring goal again this year. Open positions as of March 2025 included sixteen bus operators, nine public safety officers and five journeyman mechanics. Three operator supervisors are also budgeted for. Bargaining unit agreements have been completed with IT, Public Safety, and Facilities this year. The Operations unit contract continues through June 30, 2026. Wage scale increases for each contract varies, and are within the range of 2.5-5%.

On the Administrative side, a 3% Cost-of-Living Adjustment (COLA) and up to 3% in performance adjustments are budgeted. A recently completed market rate and benefits survey may result in additional adjustments.

For benefits, all rates remained stable except for Medical insurance, where there is an estimated 7% increase. This is the maximum set in the bargaining agreement. There is an increase in the discretionary retirement plan defined contribution rate from a rate based on years of service to a flat 10% for all participants. Market research demonstrated LTD's current scale of 4.5% to 9% over 1 to 15 years of service was out of alignment with other similar benefit plans in the area. This change will cost approximately \$421,000 in FY25-26. This change is proposed in the budget and has not been adopted by LTD's Board of Directors yet.

Materials and Service costs increased 4% over FY24-25. Actual spending in FY23-24 was below budget, and the same is predicted for this year. Two years ago, the budget was increased substantially to account for the impact of high inflation and supply chain issues – this should be enough to provide a cushion for possible tariff increases. LTD has worked to consolidate technology and office supply purchases in order to better track those materials.

LTD has made some progress on mitigating the steep increases in property and liability insurance premiums by participating in the [Special Districts of Oregon \(SDAO\) Best Practices program](#). LTD gets up to 10% off of our insurance renewal by completing specific trainings and tasks. The savings from this program in 2025 was \$56,380.

The other large cost increase is LTD's Paid Leave Oregon (PLO) contract costs. A benefits company is paid to manage and pay out LTD's PLO benefits. In the first year of the contract, the cost was about \$300,000. Expected cost for FY24-25 is \$517,210, and \$672,000 is budgeted for next year.

Federal rescue and relief funding provided a lifeline that helped address revenue-to-expenditure gaps. As of FY24-25 year-end, LTD will have drawn down all of the funds from pandemic-era legislation. LTD has adjusted its use of STIF to better align with increased costs for ADA metro and rural services. This will help offset the end of federal funds by reducing the transfer from General Fund to the ADA services and should provide ADA operations support in the future.

Conclusion

While we recognize the challenges facing public transit, LTD looks forward to forging a new financial future the region's mobility manager that continues to connect the community safely, reliably, and sustainably.

The proposed FY25-26 budget is a foundation to LTD's vision of creating a service that speaks to our Core Values of respect, integrity, innovation, equity, safety, and collaboration. We are grateful to LTD's Board of Directors, the Budget Committee, and District staff for their continued commitment to public service. LTD is a trailblazer in public transit and this is due to the Board's strong leadership, as well as LTD's advisory bodies, partners, taxpayers, and riders.

Sincerely,

Pamela Strutz, Director of Finance

Julie Lindsey, Chief Financial Officer

Annual Budget Calendar

August

- Previous year's performance analysis begins.
- Preparation of materials for independent audit begins.
- Budget calendar for coming fiscal year prepared.

September/October

- Previous year's performance analysis completed. Materials for independent audit prepared.
- Independent audit of previous fiscal year's financial activity begins. New federal fiscal year begins.
- Fiscal year service, fare, and structural change discussions.

November

- Annual Report prepared for previous fiscal year.

December

- Budget forms are prepped for new budget and new year is opened in ERP and initial budget projection scenario is created.

January/February

- Department heads review YTD financial results and prepare SWOT analysis.
- Current fiscal year mid-year revenue and expenditure projections begin. New fiscal year revenue and expenditure projections begin.
- Annual Report with report of independent auditor presented to Board of Directors. Key issues from auditor's report reviewed with Board.
- Department heads meet with Chiefs to go over SWOT.

March/April

- Mid-year revenue and expenditure projections completed.
- Public notice of budget committee meeting published, proposed new fiscal year budget completed and released for public comment.

May/June

- Budget Committee meets to discuss the Proposed Budget and make changes.
- Budget Committee approves Budget and sends to the Board for adoption.
- Financial Summary and notice of Budget Hearing published.
- Public hearing at Board of Directors meeting.
- Board adopts Budget for the new fiscal year that begins July 1.
- New fiscal year's Adopted Budget filed with the State.

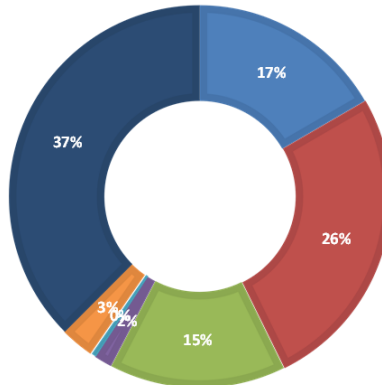
July

- Preliminary year-end financial report for year ended June 30 to the Board of Directors.

Budget Highlights

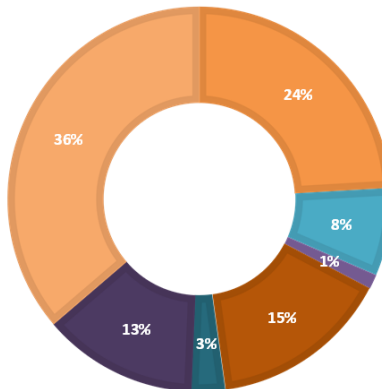
TOTAL REVENUE: \$237.8 MILLION

Operating Revenue: \$39,622,547	Payroll-Type Tax Revenue: \$61,961,480
Grant Revenue: \$35,518,156	Other Revenue: \$3,724,943
Proceeds from Sale of Assets: 1,000,000	Transfers: \$6,805,750
Working Capital Resources/Reserves: \$89,194,765	



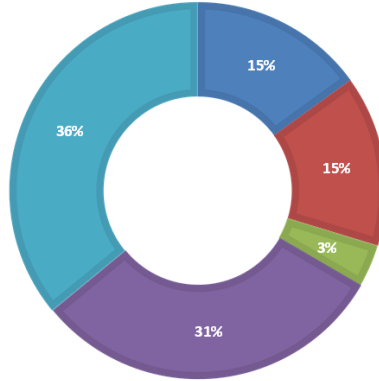
TOTAL EXPENDITURES: \$237.8 MILLION

Personnel Services: \$57,262,704	Materials & Services: \$17,526,378
Insurance & Risk Services: \$2,896,671	Non-Fixed Route Services: \$35,992,250
Transfers: \$6,805,750	Capital Fund Investments: \$31,096,336
Reserves & Restricted Funds: \$86,247,552	



TOTAL RESERVES & RESTRICTED FUNDS: \$86.2 MILLION

- Cash Flow Operating Reserve: \$12,947,625
- Sustainable Services Reserve: \$ 12,684,510
- Capital Restricted by Source: \$3,150,528
- Unrestricted Working Capital: \$26,457,962
- Capital Restricted for Grant Match: \$31,006,926



Budget Committee Members

LTD's Budget Committee is comprised of fourteen members: seven Board members and seven appointed members who live within the LTD service area. All members of the Committee have equal authority.

Each Board member may appoint one 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. Board members serve on the Budget Committee throughout the duration of their four-year staggered terms. Appointed Committee members may be reappointed for additional terms at the discretion of the LTD Board of Directors.

Board Members:

- District 1 – Gino Grimaldi – Term Expiration 12/31/2025
- District 2 – Michelle Webber – Term Expiration 12/31/2028
- District 3 – Heather Murphy – Term Expiration 12/31/2026
- District 4 – Kelly Sutherland – Term Expiration 12/31/2026
- District 5 – Pete Knox – Term Expiration 12/31/2025
- District 6 – Lawrence Green – Term Expiration 12/31/2026
- District 7 – Susan Cox – Term Expiration 12/31/2028

Budget Committee Members:

- District 1 – Steven Wheeler – Term Expiration 12/31/2028
- District 2 – Carl Yeh – Term Expiration 12/31/2025
- District 3 – Charles Conrad – Term Expiration 12/21/2028
- District 4 – Darwin Fowler – Term Expiration 12/31/2025
- District 5 – Gary Wildish – Term Expiration 12/31/2028
- District 6 – Jason Williams – Term Expiration 12/31/2028
- District 7 – Linda Lynch – Term Expiration 12/31/2026

Proposed Budget

Budget Summary

District Wide Resources	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percent Change
Operating Revenues	\$20,257,664	\$22,585,572	\$37,684,114	\$39,622,547	\$1,938,433	5%
Cash Fares & Passes	2,472,344	2,321,033	2,839,500	2,467,065	(\$372,435)	-13%
Group Passes	1,889,271	2,019,126	2,137,000	1,959,760	(\$177,240)	-8%
Advertising	0	0	50,000	0	(\$50,000)	-100%
Special Services	31,300	142,517	127,400	131,222	\$3,822	3%
AS, P2P & MC	15,864,749	18,102,896	32,530,214	35,064,500	\$2,534,286	8%
Nonoperating Revenues	\$92,621,956	\$87,916,611	\$102,085,410	\$102,204,579	\$119,169	0%
Payroll Taxes	49,019,822	54,857,787	53,873,247	58,826,480	\$4,953,233	9%
Self-employment Taxes	2,434,645	2,416,284	2,685,256	2,400,000	(\$285,256)	-11%
State-in-Lieu	521,887	928,822	841,922	735,000	(\$106,922)	-13%
Federal Assistance	32,886,276	18,984,126	36,636,987	24,333,485	(\$12,303,502)	-34%
State Assistance	5,786,446	6,763,346	6,327,998	11,184,671	\$4,856,673	77%
Local Assistance	0	0	0	0	\$0	0%
Miscellaneous	367,444	319,502	320,000	391,200	\$71,200	22%
Interest	1,605,436	3,646,744	1,400,000	3,333,743	\$1,933,743	138%
Proceeds from sale of asset	0	0	0	1,000,000	1,000,000	100%
Total Revenues	\$112,879,620	\$110,502,183	\$139,769,524	\$141,827,126	\$2,057,602	1%
Working Capital Resources/Reserves	\$81,636,344	\$89,194,765	\$71,687,321	\$89,194,765	\$17,507,444	24%
General Fund	35,424,296	43,751,544	24,907,356	43,751,544	\$18,844,188	76%
Mobility Services Fund	2,649,255	2,649,255	2,464,216	2,649,255	\$185,039	8%
Medicaid Fund	196,697	196,697	508,064	196,697	(\$311,367)	-61%
Point2point Fund	304,576	304,576	297,289	304,576	\$7,287	2%
Capital Fund	31,006,926	31,006,926	32,993,456	31,006,926	(\$1,986,530)	-6%
Sustainable Services Reserve Fund	12,054,594	11,285,767	10,516,940	11,285,767	\$768,827	7%
Interfund Transfers	\$22,980,990	\$8,203,247	\$8,018,285	\$6,805,750	(\$1,212,535)	-15%
Total Resources with Beginning Working Capital	\$217,496,954	\$207,900,195	219,475,130	237,827,641	\$18,352,511	8%

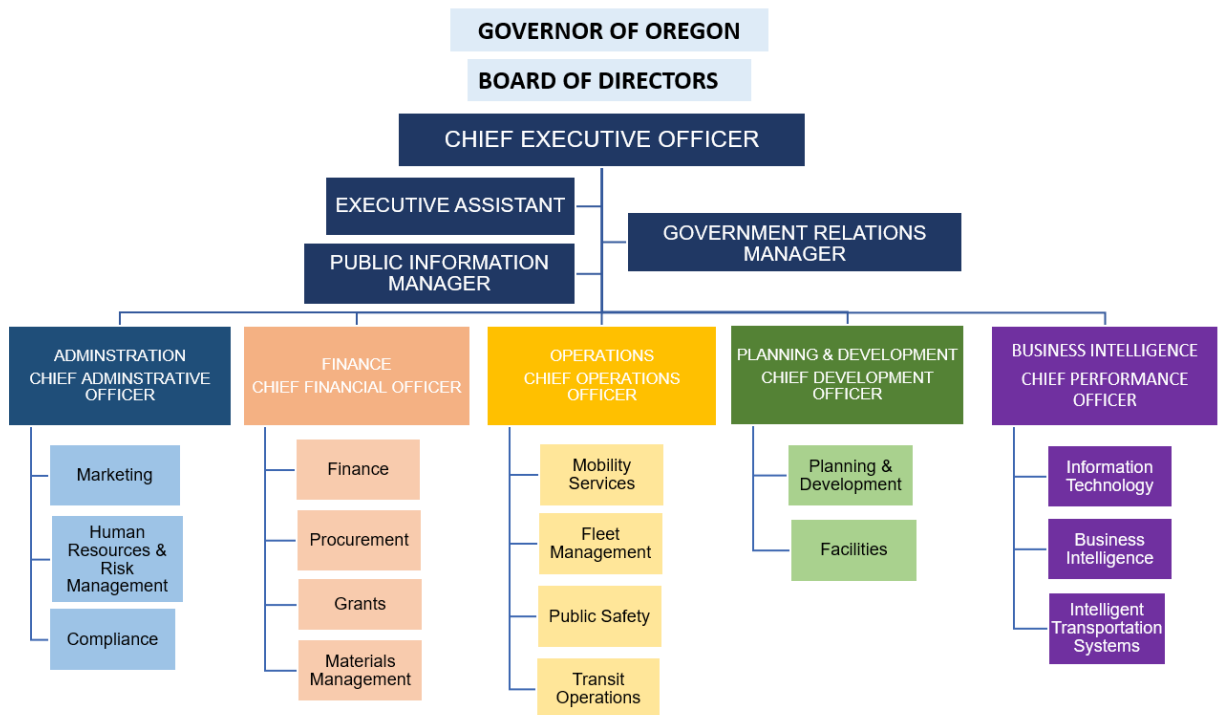
District Wide Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percent Change
Operating Requirements	\$73,198,513	\$79,932,635	\$104,619,486	\$113,678,003	\$9,058,517	9%
Personnel Services	40,112,529	43,577,118	51,987,902	57,262,704	\$5,274,802	10%
Materials & Services	11,880,870	11,808,355	16,778,662	17,526,378	\$747,716	4%
Insurance & Risk Services	1,380,383	2,303,857	2,280,058	2,896,671	\$616,613	27%
Mobility Services	6,556,602	7,750,873	14,893,989	16,318,716	\$1,424,727	10%
Medicaid	12,978,739	14,043,963	17,979,000	19,410,269	\$1,431,269	8%
P2P	289,390	448,469	699,875	263,265	(\$436,610)	-62%
Capital Fund Investments	\$23,249,761	\$40,768,294	\$36,640,620	\$31,096,336	(\$5,544,284)	-15%
Transfers	\$22,980,990	\$8,203,247	\$8,018,285	\$6,805,750	(\$1,212,535)	-15%
Transfer to Specialized Services Fund	2,900,000	3,500,000	500,000	500,000	\$0	0%
Transfer to Medicaid Fund	327,750	327,750	327,750	327,750	\$0	0%
Transfer to Point2point Fund	280,655	120,000	214,900	50,000	(\$164,900)	-77%
Transfer to the Sustainable Services Reserve Fund	10,348,740	238,919	300,000	300,000	\$0	0%
Transfer to Capital Projects Fund	9,123,845	4,016,578	6,675,635	5,628,000	(\$1,047,635)	-16%
Reserves & Restricted Funds	\$80,098,690	\$89,194,765	\$70,196,739	\$86,247,552	\$16,050,813	23%
Cash Flow Operating reserve	8,895,630	9,614,888	11,841,104	12,947,626	\$1,106,522	9%
Sustainable Services Reserve	10,516,940	11,285,767	10,516,940	12,684,510	\$2,167,570	21%
Unrestricted working capital	26,528,666	34,136,656	11,575,670	26,457,962	\$14,882,292	129%
Capital restricted for by source	2,845,952	3,150,528	2,972,280	3,150,528	\$178,248	6%
Capital restricted for grant match	31,311,502	31,006,926	33,290,745	31,006,926	(\$2,283,819)	-7%
Total Requirements	\$199,527,954	\$207,900,195	219,475,130	237,827,641	\$18,352,511	8%

General Fund

Resources	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Revenues	\$4,392,915	\$4,482,676	\$5,153,900	\$4,558,047	(\$595,853)	-12%
Cash Fares & Passes	2,472,344	2,321,033	2,839,500	2,467,065	(372,435)	-13%
Group Passes	1,889,271	2,019,126	2,137,000	1,959,760	(177,240)	-8%
Advertising		0	50,000	0	(50,000)	-100%
Event Services	31,300	142,517	127,400	131,222	3,822	3%
Nonoperating Revenues	\$69,761,203	\$69,720,440	\$71,920,425	\$75,637,680	\$3,717,255	5%
Payroll Taxes	49,019,822	54,857,787	53,873,247	58,826,480	4,953,233	9%
Self-employment Taxes	2,434,645	2,416,284	2,685,256	2,400,000	(285,256)	-11%
State-in-Lieu	521,887	928,822	841,922	735,000	(106,922)	-13%
Federal Assistance	14,811,345	7,370,304	9,650,000	4,700,000	(4,950,000)	-51%
State Assistance	1,168,824	1,247,940	3,350,000	5,350,000	2,000,000	60%
Miscellaneous	399,244	351,302	320,000	391,200	71,200	22%
Interest	1,405,436	2,548,001	1,200,000	2,235,000	1,035,000	86%
Proceeds from sale of asset	0	0	0	1,000,000	1,000,000	100%
Total Revenues	\$74,154,118	\$74,203,116	\$77,074,325	\$80,195,727	\$3,121,402	4%
Other Resources						
Working capital from prior years			13,831,686	17,243,402	3,411,716	25%
Total Resources	\$74,154,118	\$74,203,116	\$90,906,011	\$97,439,129	\$6,533,118	7.2%

Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Expenses	\$53,373,782	\$57,689,330	\$71,046,622	\$77,685,753	\$6,639,131	9%
Personnel Services	40,112,529	43,577,118	51,987,902	57,262,704	5,274,802	10%
Materials & Services	11,880,870	11,808,355	16,778,662	17,526,378	747,716	4%
Insurance & Risk Services	1,380,383	2,303,857	2,280,058	2,896,671	616,613	27%
Operating Contingency	0	0	0	0	0	0%
Transfers	\$22,980,990	\$8,203,247	\$8,018,285	\$6,805,750	(\$1,212,535)	-15%
Transfer to Special Services Fund	2,900,000	3,500,000	500,000	500,000	0	0%
Transfer to Medicaid Fund	327,750	327,750	327,750	327,750	0	0%
Transfer to Point2point Fund	280,655	120,000	214,900	50,000	(164,900)	-77%
Transfer to Sustainable Services Reserve	10,348,740	238,919	300,000	300,000	0	0%
Transfer to Capital Projects Fund	9,123,845	4,016,578	6,675,635	5,628,000	(1,047,635)	-16%
Total Expense and Transfers	\$76,354,772	\$65,892,577	\$79,064,907	\$84,491,503	\$5,426,596	7%
Reserves						
Cash Flow Reserve (historically 2 months of operating)			11,841,104	12,947,626	1,106,522	9%
Total Requirements	\$76,354,772	\$65,892,577	\$90,906,011	\$97,439,129	\$6,533,118	7.2%

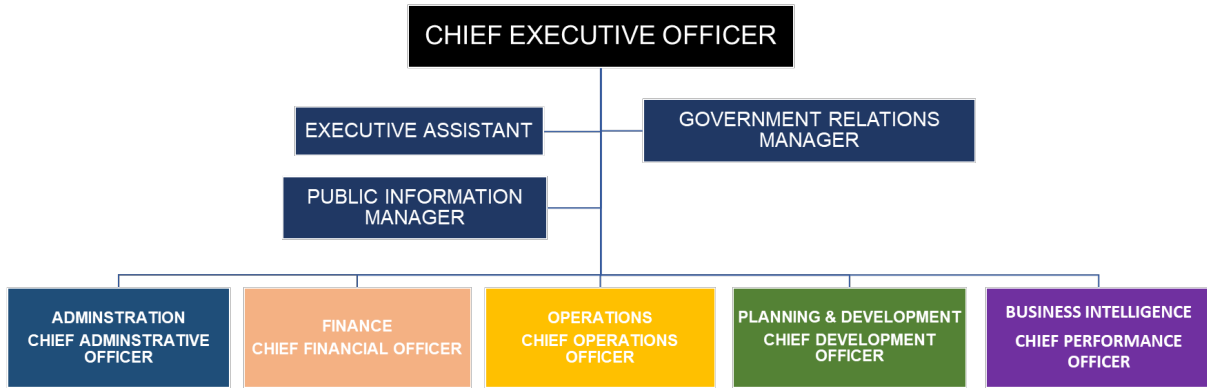
Organization Summary



Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Requirements						
Personnel Services	40,115,064	43,583,918	51,927,902	57,262,704	5,334,802	10%
Materials & Services	11,877,770	11,801,556	16,838,662	17,526,378	687,716	4%
Insurance & Risk	1,380,383	2,303,857	2,280,058	2,896,671	616,613	27%
Total Requirements	\$53,373,217	\$57,689,331	\$71,046,622	\$77,685,753	\$6,639,131	9%

Personnel Profile	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Executive Office				
Executive Office	9.25	10	0.75	8.11%
Chief Administration Officer (CAO)				
Marketing	7.75	10	2.25	29.03%
Human Resources & Risk Management	9	4	-5	-55.56%
Compliance	3	6	3	100.00%
Chief Financial Officer (CFO)				
Finance	7	8	1	14.29%
Grant Analyst	1	1	0	0.00%
Materials Management	6	6	0	0.00%
Procurement	4	3	-1	-25.00%
Chief Performance Officer (CPO)				
Business Intelligence	2	3	1	50.00%
Information Technology & Intelligent Transportation Systems (ITS)	10.75	11	0.25	2.33%
Intelligent Transportation Systems	2	3	1	50.00%
Chief Operations Officer (COO)				
Mobility Services	5	6.5	1.5	30.00%
Customer Services	7	9	2	28.57%
Transit Operations	236	241	5	2.12%
Public Safety	27	27	0	0.00%
Fleet Management	47	49	2	4.26%
Chief Development Officer (CDO)				
Service Planning	6	6	0	0.00%
Facilities	12	14	2	16.67%

Executive Office Summary



Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Requirements						
Personnel Services	1,109,605	1,804,115	2,064,132	2,253,794	189,662	9.19%
Materials & Services	387,935	424,666	511,835	805,194	293,359	57.32%
Total Requirements	\$1,497,540	\$2,228,781	\$2,575,967	\$3,058,988	\$483,021	18.75%

Personnel Profile	FY2024-25 Budget	FY2025-26 Budget	Change from FY24 Budget	Percentage Change
Executive Office	9.25	10	0.75	8.11%

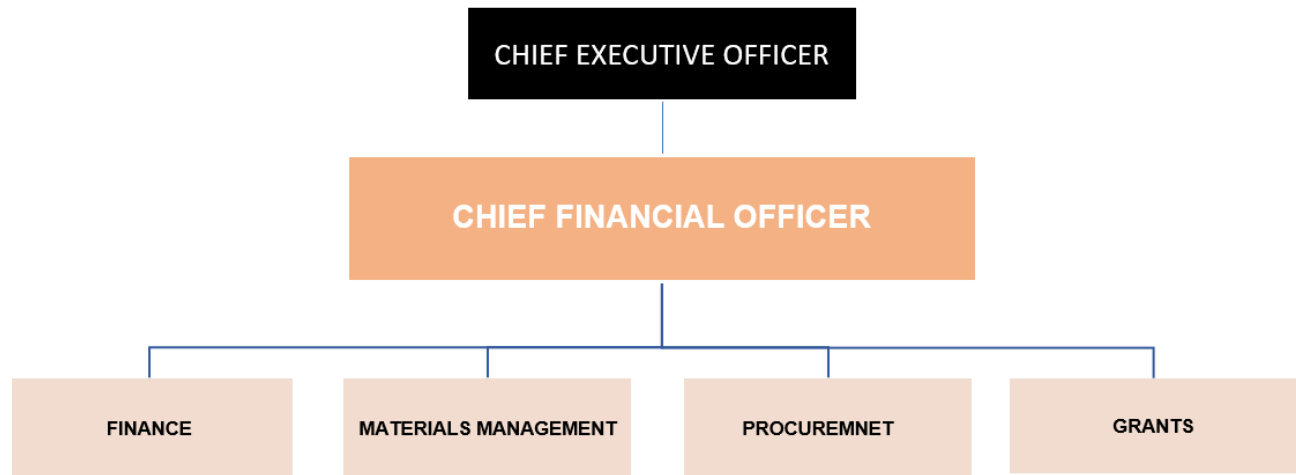
Administration Summary



Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Requirements						
Personnel Services	2,034,647	2,084,662	5,787,903	7,013,263	1,225,360	21%
Materials & Services	1,087,967	1,492,079	1,986,462	1,759,152	(227,310)	-11%
Insurance & Risk Services	1,380,383	2,303,858	2,280,058	2,896,671	616,613	27%
Total Requirements	\$4,502,997	\$5,880,599	\$10,054,423	\$11,669,086	\$1,614,663	16%

Personnel Profile	FY2024-25 Budget	FY2025-26 Budget	Change from FY25 Budget	Percentage Change
Marketing	7.75	10	2.25	29.03%
Human Resources & Risk Management	9	4	-5	-55.56%
Compliance	3	6	3	100.00%

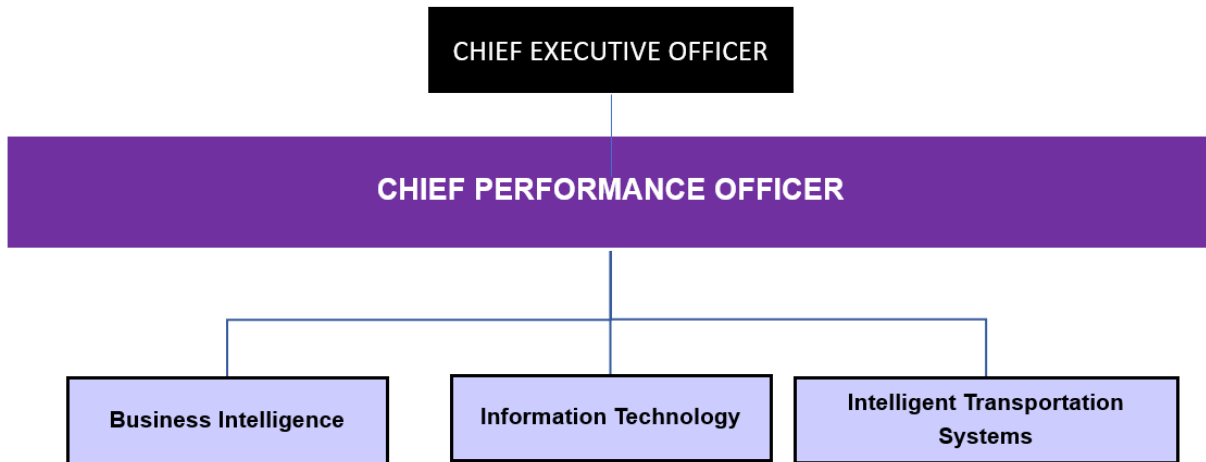
Finance Summary



Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Requirements						
Personnel Services	2,487,365	2,537,315	2,301,946	2,347,158	45,212	2%
Materials & Services	5,985,063	5,110,740	7,050,143	7,293,870	243,727	3%
Total Requirements	\$8,472,428	\$7,648,055	\$9,352,089	\$9,641,028	\$288,939	3%

Personnel Profile	FY2024-25 Budget	FY2025-26 Budget	Change from FY25 Budget	Percentage Change
Finance	7	8	1	14.29%
Grant Analyst	1	1	0	0.00%
Materials Management	6	6	0	0.00%
Procurement	4	3	-1	-25.00%

Business Intelligence Summary



Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Requirements						
Personnel Services	1,072,174	1,255,163	2,034,211	2,778,783	744,572	37%
Materials & Services	1,958,695	2,215,051	3,482,196	3,773,031	290,835	8%
Total Requirements	\$3,030,869	\$3,470,214	\$5,516,407	\$6,551,814	\$1,035,407	19%

Personnel Profile	FY2024-25 Budget	FY2025-26 Budget	Change from FY25 Budget	Percentage Change
Business Intelligence	2	3	1	50.00%
Information Technology	10.75	11	0.25	2.33%
Intelligent Transportation Systems	2	3	1	50.00%

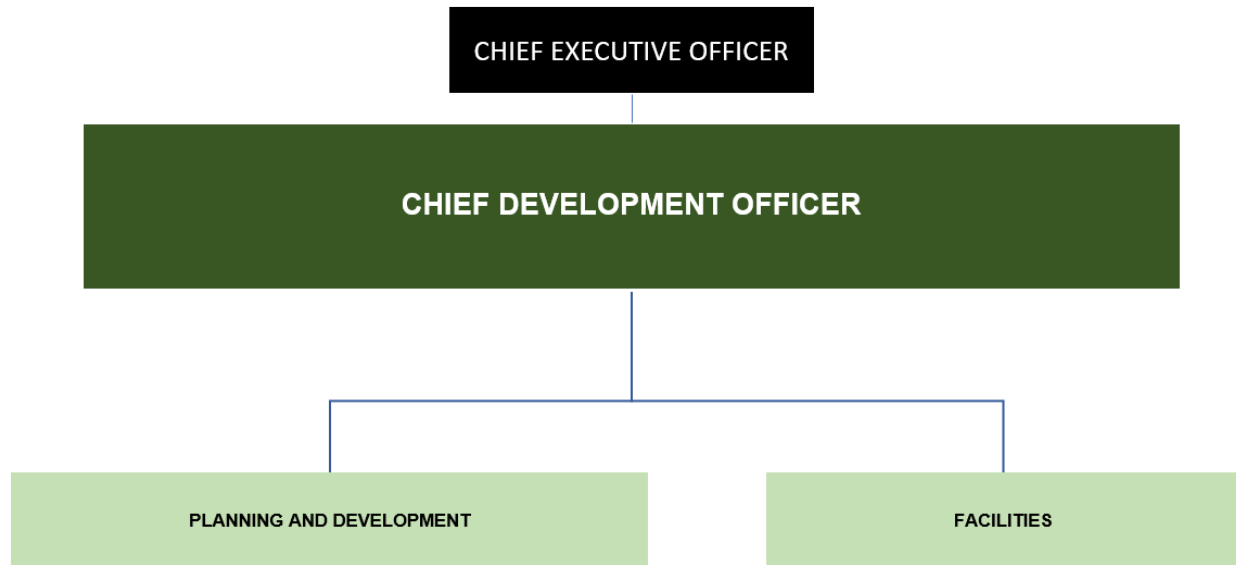
Operations Summary



Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Requirements						
Personnel Services	30,989,951	33,354,719	37,569,051	40,382,609	2,813,558	7%
Materials & Services	565,184	804,292	1,676,082	1,535,993	(140,089)	-8%
Total Requirements	\$31,555,135	\$34,159,011	\$39,245,133	\$41,918,602	\$2,673,469	7%

Personnel Profile	FY2024-25 Budget	FY2025-26 Budget	Change from FY25 Budget	Percentage Change
Mobility Services	5	6.5	1.5	30.00%
Customer Services	7	9	2	28.57%
Transit Operations	236	241	5	2.12%
Public Safety	27	27	0	0.00%
Fleet Management	47	49	2	4.26%

Planning and Development Summary



Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Requirements						
Personnel Services	2,421,322	2,547,944	2,170,659	2,487,097	316,438	15%
Materials & Services	1,892,926	1,754,728	2,131,944	2,359,138	227,194	11%
Total Requirements	\$4,314,248	\$4,302,672	\$4,302,603	\$4,846,235	\$543,632	13%

Personnel Profile	FY2024-25 Budget	FY2025-26 Budget	Change from FY25 Budget	Percentage Change
Service Planning	6	6	0	0.00%
Facilities Management	12	14	2	16.67%

Specialized Services Fund

Resources	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Revenues	\$3,536,773	\$4,355,101	\$14,393,989	\$15,818,716	\$1,424,727	10%
Passenger Fares	306,550	326,692	330,000	330,000	0	0%
Federal Assistance	1,015,088	2,062,021	3,439,336	3,307,853	(131,483)	-4%
State Assistance	2,160,782	1,909,639	10,539,177	12,095,387	1,556,210	15%
Local Assistance	54,303	56,749	85,476	85,476	0	0%
Miscellaneous	50	0	0	0	0	
Other Sources	\$2,900,000	\$3,500,000	\$500,000	\$500,000	\$0	0%
Transfer from General Fund *	2,900,000	3,500,000	500,000	500,000	0	0%
Total Revenues	\$6,436,773	\$7,855,101	\$14,893,989	\$16,318,716	\$1,424,727	10%

Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Requirements						
Eugene-Springfield Services	\$4,568,644	\$6,305,631	\$11,735,350	\$10,198,647	(\$1,536,703)	-13%
ADA RideSource	3,734,877	4,141,330	8,112,100	6,895,600	(1,216,500)	-15%
Transit Training and Hosts	61,428	66,786	175,000	204,797	29,797	17%
Mental Health Transportation	112,984	116,606	175,000	175,000	0	0%
Preschool Transportation	0	0	0	0	0	
DD53 Transportation	659,355	1,980,909	3,273,250	2,923,250	(350,000)	-11%
Rural Lane County Services	\$675,173	\$658,310	\$1,090,600	\$1,147,602	\$57,002	5%
South Lane Services	191,759	179,529	380,620	44,000	(336,620)	-88%
Oakridge Diamond Express	285,119	280,537	297,900	464,000	166,100	56%
Florence Rhody Express	191,980	194,101	261,530	512,376	250,846	96%
Florence/Yachats	0	0	0	0	0	
Volunteer Coordination	6,315	4,143	150,550	127,226	(23,324)	-15%
Other Services	\$83,057	\$93,069	\$488,939	\$374,600	(\$114,339)	-23%
Mobility Management	76,326	83,870	363,339	324,000	(39,339)	-11%
Crucial Connections	4,785	8,761	25,300	25,300	0	0%
Veterans Transportation	1,946	438	100,300	25,300	(75,000)	-75%
Pilots, Expansions, Administration	\$1,229,728	\$693,863	\$1,579,100	\$4,597,867	\$3,018,767	191%
BikeShare Enhancement	490,000	0	0			
Cottage Grove MOD	264,596	357,263	305,000	630,000	325,000	107%
Enhance Lane-Douglas Connector						
Florence/Eugene Connector	60,000	63,721	165,200	106,350	(58,850)	-36%
Florence/Yachats Connector	30,642	19,856	88,900	53,360	(35,540)	-40%
Oakridge Diamond Express Expansion	43,717	99,681	150,000	0	(150,000)	-100%
Rhody Express Expansion	0	18,663	220,000	0	(220,000)	-100%
STIF Pilot EmGo	18,300	713				
Mobility Mgmt Tech & Ops	111,615					
STIF Transit Demand Plan		0	0		0	
STIF Grant Administration	73,776	130,422	200,000	400,000	200,000	100%
RideSource Shopper Expansion	0	0	450,000	0	(450,000)	-100%
Mobile Trip Planning	137,082	3,544				
Cottage Grove Discretionary	0	0	0		0	
CG & Creswell ADA Paratransit Expansion	0		0		0	
Community Outcome Initiative Pilot				125,000	125,000	100%
Rural Services Pilot Match				450,000	450,000	100%
Eugene Safe Streets & Roads for All Match				80,000	80,000	100%
Fare Management Match				250,000	250,000	100%
Downtown & Riverfront Circulator Match				587,501	587,501	100%
Sustainable Service Reserve				231,268	231,268	100%
LinkLane Low Income & Student Fares				4,000	4,000	100%
Projects Contingency				1,680,388	1,680,388	100%
Total Requirements	\$6,556,602	\$7,750,873	\$14,893,989	\$16,318,716	\$1,424,727	10%

Medicaid Fund

Resources	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Revenues	\$12,162,620	\$13,399,715	\$17,651,250	\$19,082,519	\$1,431,269	8%
Medicaid Medical Services	7,908,085	8,492,796	11,190,000	12,705,201	1,515,201	14%
Medicaid Brokerage Administration	4,254,535	4,363,891	5,179,000	5,375,000	196,000	4%
Medicaid Waivered Transportation	0	543,028	1,282,250	1,002,318	(279,932)	-22%
Other Sources	\$327,750	\$327,750	\$327,750	\$327,750	\$0	0%
Transfer from General Fund *	327,750	327,750	327,750	327,750	0	0%
Total Revenues	\$12,490,370	\$13,727,465	\$17,979,000	\$19,410,269	\$1,431,269	8%

Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Requirements	\$12,232,763	12,920,441	16,301,250	18,022,866	1,721,616	11%
Medicaid Medical Services						
Services	9,255,401	10,023,274	11,190,000	12,850,000	1,660,000	15%
Mobility Management	134,363	158,764	185,000	188,100	3,100	2%
Program Administration	2,842,999	2,738,403	4,926,250	4,984,766	58,516	1%
Medicaid Waivered Transportation	\$745,976	\$1,123,522	\$1,677,750	\$1,387,403	(290,347)	-17%
Services	731,146	932,913	946,000	1,000,000	54,000	6%
Mobility Management	6,704	7,706	21,750	15,000	(6,750)	-31%
Program Administration	8,126	7,559	380,000	22,403	(357,597)	-94%
Grant Program Match Requirements	0	175,344	330,000	350,000	20,000	6%
Total Requirements	\$12,978,739	\$14,043,963	\$17,979,000	\$19,410,269	\$1,431,269	8%

Point2Point Fund

Resources	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Revenues	\$165,356	\$348,080	\$484,975	\$163,265	(\$321,710)	-66%
Federal Assistance	165,356	335,756	484,975	163,265	(321,710)	-66%
State Assistance	0	0	0	0	0	0%
Local Assistance	0	12,324	0	0	0	0%
Other Sources	\$280,655	\$120,000	\$214,900	\$50,000	(\$164,900)	-77%
Transfer from General Fund for operations *	280,655	120,000	214,900	50,000	(164,900)	-77%
Total Revenues	\$446,011	\$468,080	\$699,875	\$213,265	(\$486,610)	-70%
Other Resources						
Working capital from prior years			0	50,000	50,000	100%
Total Resources	\$446,011	\$468,080	\$699,875	\$263,265	(\$436,610)	-62%

Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Operating Requirements						
Point2point Administrative	77,290	13,542	50,000	11,183	(38,817)	-78%
Emergency Ride Home	0	11	0	0	0	0%
Vanpool	61,935	74,114	175,875	48,000	(127,875)	-73%
Projects						
SRTS Regional	85,399	76,963	225,000	142,973	(82,027)	-36%
SRTS Bike Ped Safety Program	0	27,739	55,000	11,109	(43,891)	-80%
SmartTrips	64,766	6,100	64,000	0	(64,000)	-100%
City of Eugene Bike Share program	0	250,000	130,000	0	(130,000)	-100%
City of Springfield Bike Share program	0	0	0	50,000	50,000	100%
Total Operating Requirements	\$289,390	\$448,469	\$699,875	\$263,265	(\$436,610)	-62%

Capital Projects Fund

Resources	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Grants	\$22,692,553	\$17,129,228	\$29,964,985	\$25,468,336	(\$4,496,649)	-15%
Federal Assistance	18,074,931	11,613,822	26,988,987	19,633,485	(7,355,502)	-27%
State Assistance	4,617,622	5,515,406	2,977,988	5,834,671	2,856,673	96%
Local Assistance	0	0	0	180	180	
Other Sources	\$9,123,845	\$4,016,578	\$6,675,635	\$5,628,000	(\$1,047,635)	-16%
Transfer from General Fund	9,123,845	4,016,578	6,675,635	5,628,000	(1,047,635)	-16%
Working Capital Resources	\$31,816,398	\$0	\$0	\$0	\$0	
Working Capital Resources utilized	0	0	0	0		
Total Resources with Beginning Working Capital	31,816,398	21,145,806	36,640,620	31,096,336	(\$5,544,284)	-15%

Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Improvement Projects (IP)	\$1,977,960	\$6,816,845	\$16,215,549	\$10,023,026	(\$6,192,523)	-38%
Facilities						
Eugene Station Modernization	363,917	2,519,951	810,000	130,000	(680,000)	-84%
Fleet Crane and Fall Protection			825,000	972,000	147,000	18%
Florence Mobility Hub Planning				125,000	125,000	100%
Maintenance Building		161,811				
OCC/Training/Lounge	404,504	837,724	9,500,000	3,880,000	(5,620,000)	-59%
Passenger Boarding & System Facility Improvements	141,316	97,140	200,000	100,000	(100,000)	-50%
River Road Transit Disposal			25,000	70,000	45,000	180%
Frequent Transit Network						
Franklin Raise Project Grant Match				50,000	50,000	100%
Planning Studies	146,244	1,030,554	780,000	755,000	(25,000)	-3%
Transit-Shared Mobility Integration & Modernization				500,000	500,000	100%
Transit Corridors		8,906				
MovingAhead Design Refinement	384					
West Eugene EmX Extension	3,240					
Technology Infrastructure & Systems						
Fare Management System				250,000	250,000	100%
Novus Modules	203,506					
Regional Mobility Enabling Technologies			1,864,459	2,501,026	636,567	34%
Trip Planner/Mobile Wallet				600,000	600,000	100%
Website			650,000	90,000	(560,000)	-86%
Safety & Security						
FTN Safety and Amenity Improvements	714,849	1,929,338	1,561,090		(1,561,090)	-100%
System Security Improvements		231,421				

Requirements	FY2022-23 Actual	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
State of Good Repair (SGR)	\$20,720,620	\$16,315,492	\$20,425,071	\$21,073,310	\$648,239	3%
Facilities						
Eugene Station				580,000	580,000	100%
Fixed Route Infrastructure Rehabilitation				400,000	400,000	100%
Franklin & Gateway EmX Corridors				500,000	500,000	100%
Gateway & UO North Site Rehab				405,000	405,000	100%
Glenwood Admin Roof Replacement			1,500,000	850,000	(650,000)	-43%
Glenwood Mechanical & Electrical Rehab				275,000	275,000	100%
Glenwood Petroleum Fuel Sys. Improvements		612,115	100,000		(100,000)	-100%
Glenwood Site Rehabilitation				100,000	100,000	100%
Bus Wash Improvements	688,083	50,648	135,000		(135,000)	-100%
Passenger Boarding & System Facilities SGR		48,638	200,000	150,000	(50,000)	-25%
Transit facilities state of good repairs	463,795	538,085	285,000	650,000	365,000	128%
Fleet						
Ten Year Fixed Route Fleet Replacement	16,965,646	9,632,218	11,400,000	7,790,000	(3,610,000)	-32%
Ten Year Spec Svc Fleet Replacement	0	3,282,481	1,411,200	2,575,670	1,164,470	83%
Ten Year Non-Revenue Fleet Replacement	284,235	378,541	488,250	508,250	20,000	4%
Major bus components	0	234,650	548,429	407,375	(141,054)	-26%
Fleet Procurement Plan	105,659					
Technology Infrastructure & Systems						
ITS Video Systems Replacement (CAD/AVL)	1,412		210,000	3,600,000	3,390,000	1614%
Data Warehouse	35,812					
ERP	558,268		400,000	100,000	(300,000)	-75%
IT Hardware/Software Replacement	133,672	1,538,116	885,000	1,295,000	410,000	46%
Microsoft 365	8,900					
Mobile Gateways	1,483					
Operations Software/Midas Replacement	70,450		837,192	887,015	49,823	6%
Disaster recovery preparedness	183,766					
Safety & Security						
System security improvements	1,219,439		25,000		(25,000)	-100%
ITS Video Systems Replacement			2,000,000		(2,000,000)	-100%
Other Projects						
Contingency	551,181					
Total Capital Outlay	\$ 22,698,580	\$ 23,132,337	\$ 36,640,620	\$ 31,096,336	\$ (5,544,284)	-15%

Sustainable Services Reserve Fund

Resources	FY2022-23 Actuals	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Other Sources						
Interest	168,200	529,908	200,000	1,098,743	898,743	449%
Transfer from General Fund	10,348,740	238,919	300,000	300,000	0	0%
Total Resources	\$10,516,940	\$768,827	\$500,000	\$1,398,743	\$898,743	117%

Requirements	FY2022-23 Actuals	FY2023-24 Actual	FY2024-25 Adopted	FY2025-26 Proposed	Change from FY25 Budget	Percentage Change
Reserve Requirements						
Fixed Route Sustainable Service Reserve	10,516,940	768,827	500,000	1,398,743	898,743	180%
STIF Sustainable Service Reserve						
Total Requirements	10,516,940	768,827	500,000	1,398,743	\$898,743	117%



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jake McCallum, Director of Operations

Title: Employee of the Month, May 2025

Action: Information Only

Background:

Bus Operator Margaret Dahl is the May 2025 Employee of the Month. Margaret was hired on August 24, 1994. Over the course of 30+ years, Margaret has received 27 Safe Driving awards, three Employee of the Month awards, and was Employee of the Year in 2007.

Margaret was nominated after a passenger complimented her attention to safety and a smooth ride. "I am always nervous between LCC and Amazon Station, but I could tell how engaged the driver was with watching the road."

Then in mid-March, Margaret was training a new operator when the student noticed an unaccompanied toddler running down a sidewalk at 5:40 a.m. They worked collaboratively to get the child onboard and warm in Margaret's LTD jacket, then law enforcement arrived and took over. "The wrong person could've picked him up, or he could've run into the road," said Margaret. "It was so fortunate that an LTD bus happened to drive by."

When asked to comment on Margaret's award, Transit Operations Supervisor Vonnie Willard said:

"Margaret Dahl, with her 35 EOM nominations, a multitude of customer compliments, and a daily effort to meet LTD's Mission, Vision, and Values, has made a significant impact since joining LTD in 1994. Her record stands for itself, a testament to her invaluable contributions!"

Operations Training Supervisor Darryl Whitaker said:

"It has been a pleasure to have Margaret as an instructor. Her extensive experience has been a valuable addition to the Training Department. She continues to surpass expectations when performing all assigned instructor duties. The care and guidance she shows each student is exemplary. I could not ask for a more talented or more dedicated employee."

Award:

Margaret will attend the May 21 Board Meeting to be introduced to the Board and receive her award.



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jameson Auten

AIS Title: Monthly Operations
Performance Update

Action: Information Only

The May 2025 Performance Report to the Board reflects current status and trends through March 31, 2025 for All Services - Ridership; Fleet Maintenance; Operations Management; Customer Service; and Public Safety.

Highlights

- EmX and Fixed Route Ridership was down 2.7% compared to this time last year. Overall ridership in the last 12 months continues to be flat compared to the prior year on the 12-month rolling average comparison.
- EmX and Fixed Route Revenue hours were up 7.7% compared to last year and up 2.5% on the 12-month rolling average comparison.
- Ridership per Revenue Hour was down 9.7% this year compared to last, and down 2.6% on the 12-month rolling average comparison.
- Mobility Services ridership continues to be up on the 12-month rolling average, across all services combined by 8.9%. Vanpool usage decreased on the 12-month rolling average by 16.4%. Cottage Grove On-Demand is combining with Cottage Grove Connector, which is up 3.5% on the 12-month rolling average.
- Maintenance costs continued to trend down with a 12.5% decrease compared to last year, and 8.8% decrease on the 12-month rolling average comparison.
- Fixed Route Operations Complaints/100,000 Boarding's were down 11.86% compared to last year. During the review phase, a root issue was identified resulting in refresher training. Over the last month, a report was introduced monitoring real-time operator schedule adherence (early, on-time, late). This is especially helpful with new operators to provide real-time situational input.
- Operator Unanticipated Absenteeism for February was down 39.39% compared to last year and down 1.8% on the 12-month rolling average. This is a potential early leading indicator for retention improvements.
- Operator Average count was 191, a 7.7% increase compared to last year. Operator hiring and training continues successfully through intensive eight-week trainings, and is on track to gross +50 by the end of 2025.
- Ordinance 36 Violations continue to be well below prior year trends.
- Assault Reporting shows an overall 47.1% increase in assaults, including increases to both physical and non-physical assault types. This metric will be evaluated for benchmarking as



Lane Transit District Agenda Item Summary (AIS)

LTD increases its number of public safety officers. It is possible this increase in overall assaults is due to more PSOs reporting.

Attachments: LTD Performance Report



Board Performance Report

March 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	228,988	244,209	-6.2%	225,371	226,999	-0.7%
Fixed Route Service	300,466	300,211	0.1%	292,144	290,880	0.4%
Total	529,454	544,420	-2.7%	517,515	517,879	-0.1%

Revenue Hours

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	5,380	4,918	9.4%	5,068	4,814	5.3%
Fixed Route Service	15,327	14,302	7.2%	14,346	14,117	1.6%
Total	20,707	19,220	7.7%	19,414	18,932	2.5%

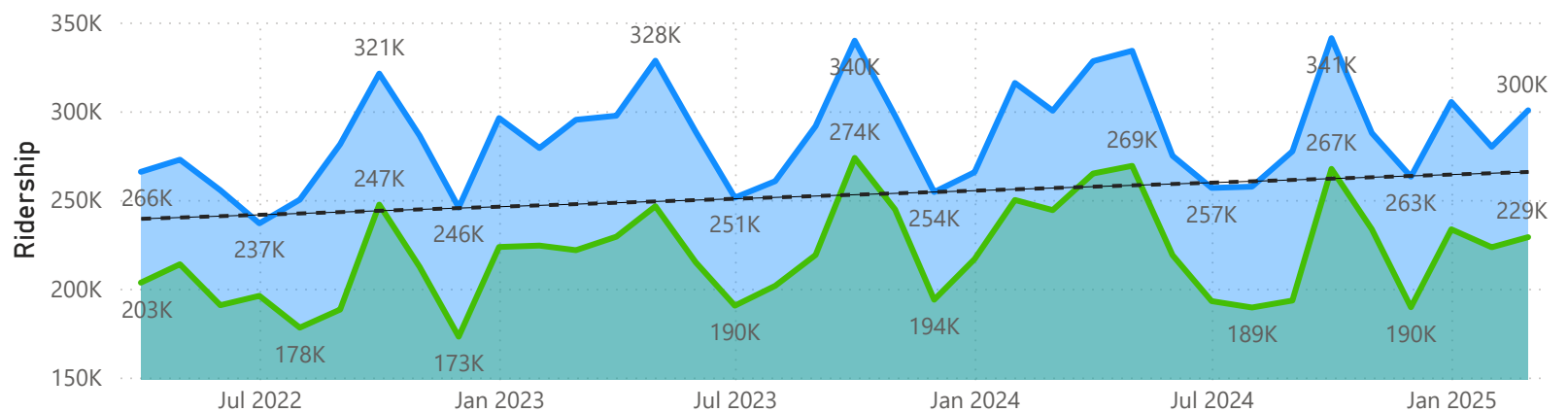
Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	42.56	49.66	-14.3%	44.47	47.15	-5.7%
Fixed Route Service	19.60	20.99	-6.6%	20.36	20.60	-1.2%
Total	25.57	28.33	-9.7%	26.66	27.36	-2.6%

Ridership Last 36 Months

Apr 2022 - Mar 2025

Type — EmX Service — Fixed Route Service





Board Performance Report

March 2025

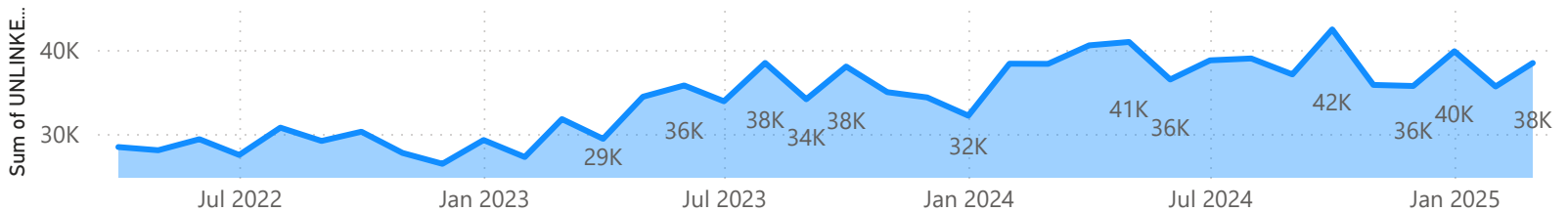
Mobility Services

Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	23,085	23,857	-3.2%	23,111	22,073	4.7%
RideSource	11,831	10,886	8.7%	11,326	9,540	18.7%
Cottage Grove Connector	1,213	1,176	3.1%	1,212	1,172	3.5%
Vanpool	751	962	-21.9%	872	1,043	-16.4%
Rhody Express	739	483	53.0%	929	520	78.5%
Diamond Express	644	696	-7.5%	698	599	16.6%
Florence ADA	106	54	96.3%	92	84	9.7%
Cottage Grove O2D	63	215	-70.7%	142	199	-28.8%
Total	38,432	38,329	0.3%	38,381	35,230	8.9%

Mobility Services Ridership Last 36 Months

Apr 2022 - Mar 2025



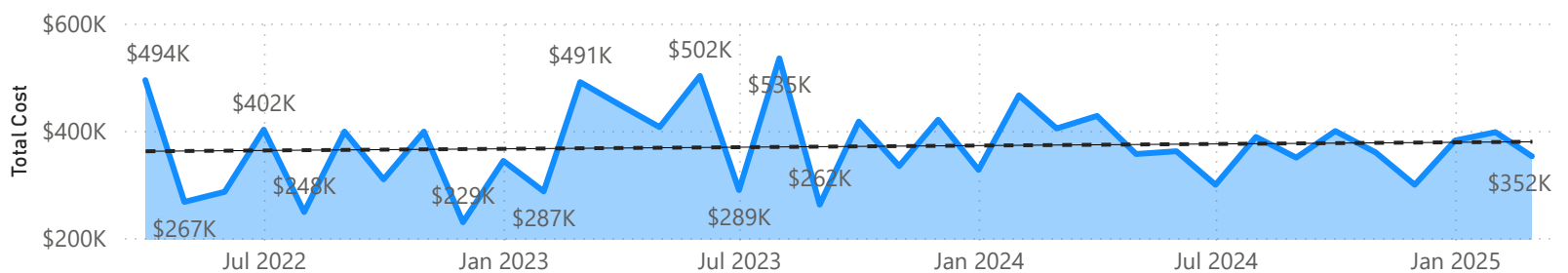
Fleet Maintenance

Maintenance Cost Per Mile

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Pm Service	\$0.30	\$0.33	-7.7%	\$0.31	\$0.28	8.9%
Repair	\$1.91	\$2.20	-13.2%	\$2.06	\$2.31	-11.0%
Total	\$2.21	\$2.53	-12.5%	\$2.37	\$2.59	-8.8%

Maintenance Cost Last 36 Months

Apr 2022 - Mar 2025





Board Performance Report

March 2025

Customer Service

Compliments

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Compliment	14	14	0.0%	10.3	12.5	-21.6%
Customer Relations		3	-100.0%	3.0	3.0	0.0%
Safety				1.0	1.0	0.0%
Total	14	17	-17.6%	14.3	16.5	-15.5%

Complaints

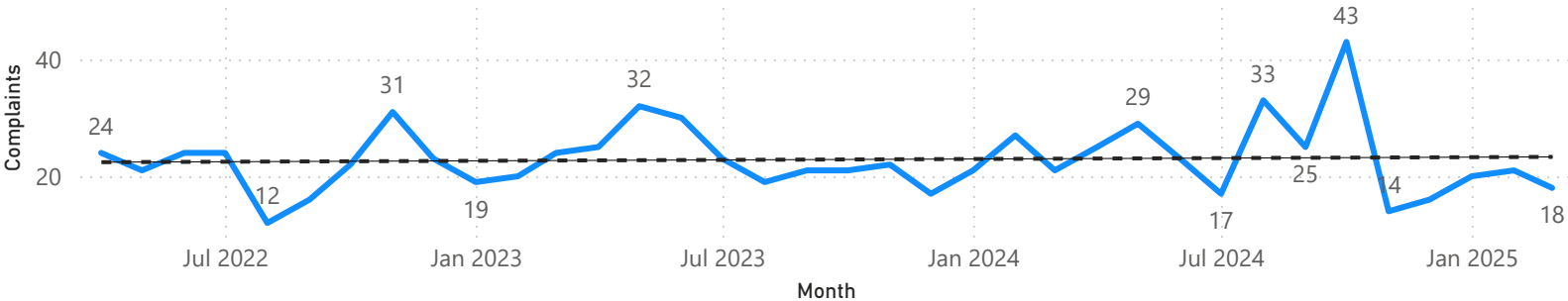
Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Customer Relations	7	11	-36.4%	19.1	16.4	13.8%
Miscellaneous		1	-100.0%	2.3	2.5	-7.4%
Reliability	7	5	40.0%	14.0	13.4	4.1%
Safety	4	4	0.0%	8.5	7.6	10.6%
Total	18	21	-14.3%	43.8	39.9	9.0%

Complaints per 100k Boardings

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Customer Relations	1.32	2.02	-34.56%	3.69	3.18	16.02%
Miscellaneous		0.18	-100.00%	0.44	0.47	-6.88%
Reliability	1.32	0.92	43.96%	2.70	2.59	4.27%
Safety	0.76	0.73	2.83%	1.64	1.47	11.83%
Total	3.40	3.86	-11.86%	8.47	7.71	9.86%

Complaints Trend Last 36 Months

Apr 2022 - Mar 2025





Board Performance Report

March 2025

Operations

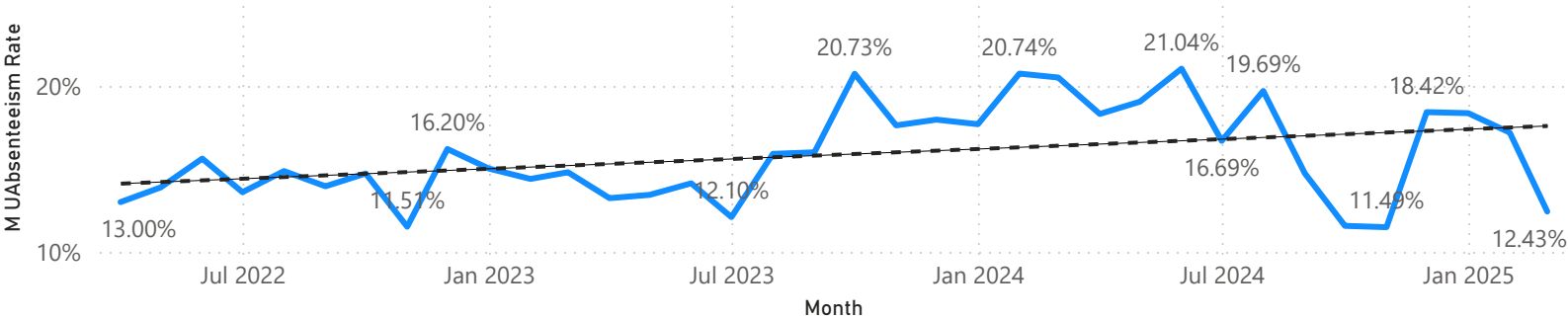
Operator Unanticipated Absenteeism Rate

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	2.16%	1.57%	37.58%	2.03%	3.50%	-42.11%
Other	1.15%	3.86%	-70.10%	1.63%	2.89%	-43.56%
Protected	3.50%	6.56%	-46.59%	5.85%	5.24%	11.59%
Sick	5.61%	8.52%	-34.10%	6.97%	5.08%	37.32%
Total	12.43%	20.51%	-39.39%	16.47%	16.71%	-1.38%

Operator Unanticipated Absenteeism Rate Trend Last 36 Months

Apr 2022 - Mar 2025



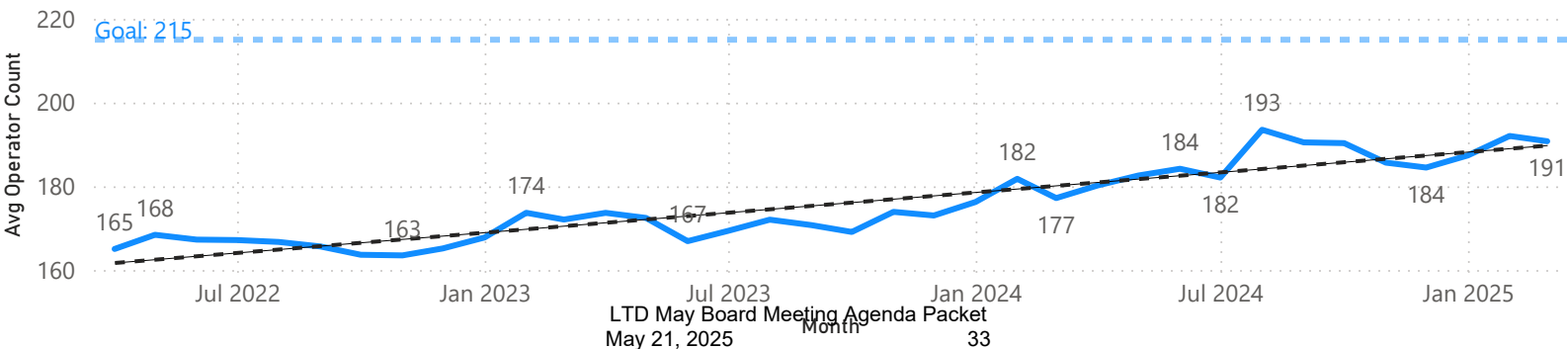
Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
88.7%	191	177	7.7%	187	173	8.1%

Operator Count Trend Last 36 Months

Apr 2022 - Mar 2025





Board Performance Report

March 2025

Public Safety

Ordinance 36 Violations

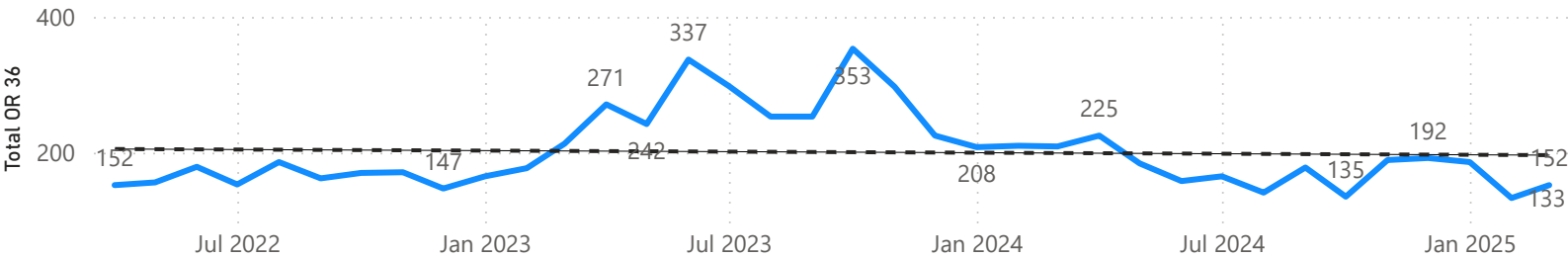
Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Ordinance 36 Violations	152	209	-27.3%	176	272	-35.2%

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	7.34	10.87	-32.5%	8.75	13.89	-37.0%

Ordinance 36 Trend Last 36 Months

Apr 2022 - Mar 2025

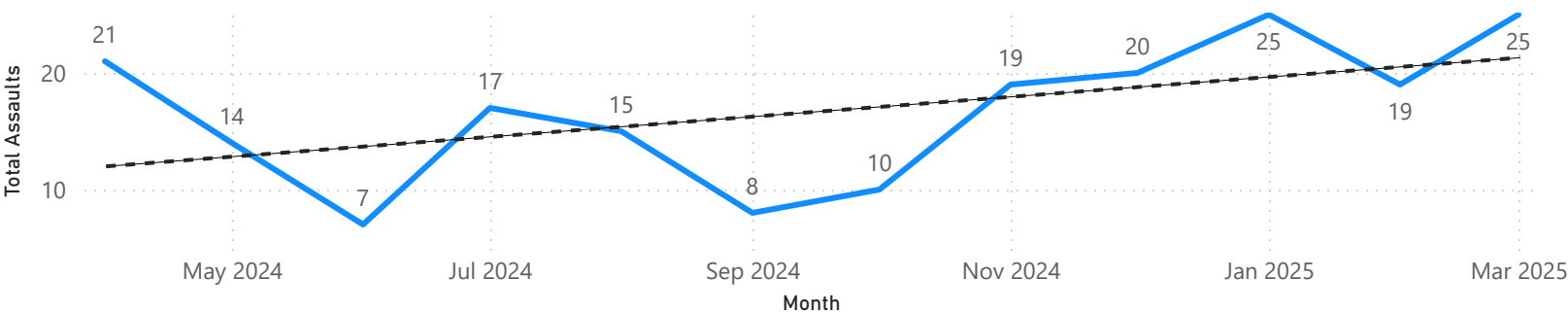


Assaults

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Non-Physical	15	10	50.0%	12.0	5.3	125.0%
Physical	10	7	42.9%	4.7	2.0	133.3%
Total	25	17	47.1%	16.7	7.3	127.3%

Assaults Trend Last 36 Months

Apr 2024 - Mar 2025





Lane Transit District Monthly Department Reports

Administration

Wendi Frisbie, Chief Administrative Officer

MARKETING

Website Redesign: This project is on-schedule with an anticipated launch in fall 2025. In March and April, Marketing worked with the website development vendor to complete page layout templates, began to develop website content, and work on the visual design of the home page.

EmX Route Postcard: Staff planned and designed a direct mail campaign to promote ridership among households along the entire EmX corridor. In May, a postcard will be sent to these, reaching a total of 31,511 mailboxes in Eugene and Springfield. The postcard will promote EmX as a transportation option and include a single use day pass to incentivize ridership. This initiative will be measured through pass redemptions.

Community Value Survey: In partnership with a Eugene-based marketing firm, Turell Group, LTD distributed a survey to a sample of residences in Lane County. The survey was intended to measure how the community — riders and non-riders alike — perceives LTD and understands the value LTD provides. Results were tabulated in April. Highlights from the study include:

- Nearly all respondents (91%) believe the services LTD provides to the community are valuable.
- Respondents believe LTD helps get people where they need to go. They most strongly agree LTD gets people to schools, colleges or universities. The weakest answer concerned access to recreation opportunities and social activities.
- Respondents are positive about how well LTD's services connect the community. Evaluating this opinion, separating out those who use public transit and those who don't, shows a correlation between sentiment and use: riders are more positive than non-riders.

EMPLOYER PROGRAMS (Group Pass and Vanpool):

Phase II of our NIL Campaign focusing on UO students wrapped up on March 23. LTD's three athlete influencers, Niya, Morgan, and Zach, published 16 total posts on Instagram across feed, reels, and stories. The highest-engaged content was a feed post from Zach with 1,928 accounts reached, 223 likes, and 13 comments.

Marketing had the students use an updated caption format and made more direct references to the Gateway EmX line during this phase. If this increased engagement continues, LTD has an opportunity to position itself as a community hub with the UO student audience. The engagement LTD received likely resulted from relatable visuals, messaging, and visibility in Instagram's algorithm. Next steps include encouraging the influencers to tag each other, doing more collaboration posts between the three influencers, and collecting link insights from stories for Phase III.

STUDENT TRANSIT PASS:

In preparation for summer break, LTD is visiting each school to resolve any issues, conduct trainings, and discuss promoting the program before school is out for the summer.



Lane Transit District Monthly Department Reports

WEBSITE & SOCIAL MEDIA HIGHLIGHTS:

Date range March 13 – April 16

- 232,430 website pageviews
- 36 new Facebook page followers; 7,062 total Facebook page followers
- 54,000 Facebook accounts reached
- -18 new X followers; 3,594 total X followers
- 37 new LinkedIn followers; 1,559 total LinkedIn followers
- 23 new Instagram followers; 1,479 total Instagram followers
- 6,000 Instagram accounts reached

OUTREACH & EVENTS:

Staff are working with a Mam-speaking individual in Cottage Grove to create videos in the Mam language (oral only, Mam has no widely accepted written form) about how to use LTD's services. This includes how to ride fixed route, RideSource, and the Connector, trip planning, and more. These videos will be distributed within the Mam-speaking community that resides in the Cottage Grove area.

Overall, staff hosted or participated in five outreach events, engaging with 257 community members and receiving 12 Honored Rider applications.

TEXT MESSAGE SERVICE

Total users as of 4/17/25:

- Total Subscriber Profiles: 4,456 (up 125)
- Total Subscriptions: 26,318 (up 2,001)

MOBILITY CHALLENGE

At the 2024 State of the District (SOTD), attendees were invited to participate in a Mobility Pledge to utilize a shared mobility mode for at least one trip per month. Since that event, the Mobility Pledge has been promoted to a wider audience through LTD's website and social media. Additional advertising was introduced in May and is detailed below. By utilizing a variety of transportation options, all community members will be in a better position to engage in conversations shaping the future of mobility in our region and more likely to serve as advocates for a thriving mobility system.

Mobility Pledge Marketing (year-to-date):

- Launch: 2024 State of the District
- Follow-up email to State of the District invitees: October
- Bus Talk Newsletter: March
- Introduction of Mobility Connections stakeholder newsletter: May
- LTD website home page featured content box
- Digital advertising on Lookout Eugene-Springfield
- KLCC Underwriting messages: May



Lane Transit District Monthly Department Reports

- Digital Billboards (rotation between boards at West 11th at Commerce, E Broadway at Hilyard, and Coburg at Oakmont): May

Metrics

- New pledges: 35
- Stakeholder email list: 377

Next Steps

- Check-in survey to be distributed to stakeholder email list and new pledges on May 13. Data to be collected includes mode break down in uses and general feedback.
- As the Long-Range Mobility Plan (LRMP) commences, Mobility Pledge participants will continue to receive surveys and be invited to participate in LRMP public engagement process.

Development Services

Joe McCormack, Chief Development Officer

FACILITIES

310 Garfield Safe Sleep Site Q3

The Site served 76 unique individuals between January – March 2025. Of the 10 participants exiting the program during this time, three exited into permanent housing situations.

For the first three quarters of FY25 (July 2024 – March 2025), the Site served 105 individuals, with 10 exiting to permanent housing. Another seven individuals exited to situations other than homelessness, including emergency shelter or hospital.

Operations Command Center Project

The Operations Command Center project continues to progress on schedule and within budget. Key milestones were met over the past month, including completion of the building structure, framing, mechanical/electrical/plumbing (MEP) rough-in, and roofing over the addition area. Exterior work is advancing steadily, with brick and metal wall panel installation anticipated to be completed in May. The rooftop mechanical unit is scheduled to arrive and be lifted into place this month, enabling connection to the ductwork installed in April.

Interior work is also moving forward. Sheetrock installation is nearing completion, which will allow painting to begin in the coming weeks, followed by cabinetry installation. Looking ahead, the reroofing of the existing metal roof at the west end of the building is scheduled to begin in June. The project remains on track for an October 2025 completion and move-in, continuing to meet both schedule and budget goals.

Board Room Project



Lane Transit District Monthly Department Reports

The project team is actively advancing the design phase for the Board Room renovation, with a strong focus on enhancing technology, improving system reliability, and ensuring ease of use for all participants. In addition to technological improvements, the project includes upgrades to increase overall room functionality and enhance accessibility. The construction is scheduled to begin in July 2025 and targeted for completion in October 2025. The updated Board Room will deliver a more efficient, inclusive, and user-friendly environment for board meetings and public engagement.

PLANNING

Franklin Blvd Project

In mid-February, the City of Eugene announced it had executed a design contract with WSP for the Franklin Boulevard Transformation project. A kickoff meeting, with all project partners, was held in early March. At the kickoff meeting, the project management team provided attendees an overview of the project scope, schedule, and budget. In early April, LTD staff participated in a “Roundabout Alternatives Analysis Design Team Kick-Off” meeting with City of Eugene partners and the consultant team. The project allocates design resources toward analyzing multiple roundabout design options to find the most suitable alternative to support overall project objectives including EmX operational requirements.

In 2024, LTD commissioned WSP to produce a roundabout and bus rapid transit best practices report that was provided to the Franklin Boulevard project team to support design decision making going forward. As a funding partner and a key project stakeholder, LTD is focused on achieving optimal safety and efficiency improvements with the project.

Finance

Julie Lindsey, Chief Financial Officer

Finance Department:

Finance is completing work on the FY26 Budget, Community Investment Plan, and Long-Range Financial Plan for presentation to the Board at the June meeting. Additionally, the team is working on final implementation of the Cashiering and Fixed Asset modules in the ERP.

A new Grant Administrator started on April 28 and is getting trained on the federal grant process, and developing a grant plan and a grant status reporting tool.

Materials Management Department:



Lane Transit District Monthly Department Reports

2025 March inventory percentage was completed with 99.58% count accuracy. Warranty reorganization and development is 85% complete. The department is 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:

- Significant Procurements in Process:
 - IFB 20250060: Hybrid Bus Components (\$3.1M; 5 Years)
 - RFP 202500XX: Fixed Route Bus Stop ADA Assessment (\$350K)
 - RFP 20250059: Rural Services Pilot & Cottage Grove Connector (\$2M; 2 Years)

Information Technology and Business Intelligence

Aimee Reichert, Chief Performance Officer

Initiated

- **M365 Implementation Phase** kicked off March 3 to last through end of fiscal year. Will include Microsoft upgrades to Teams, OneDrive, SharePoint, and other key collaboration tools.

In Progress

- **Board Room, NextStop, OCC:** Initial procurements planned and timeline established.
- **On Bus Validator Installations (EmX and RideSource)** - Installations will improve fare monitoring and collection on EmX. Platform scanning is available now at stations used by University of Oregon students.
- **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 FY26.
- **CAD/AVL Improvement** - Next phase of work will focus on making turn-by-turn technology available on the Mobile Display Terminal (MDT), i.e. touchscreen monitor for operators.
- **ERP Operationalization** - E-procurement and Contract Module improvements underway.
- **Report Improvements (Board, Departments, Federal)** – Recent areas of focus include DBE reporting, NTD reporting, and Financial reporting

Upcoming

- **ERP Operationalization** - Customer Service upgraded to a new cashiering system improving the connection between our Accounts Receivable and Customer Sales.
- **NTD** - FY24 reporting package accepted and finalized to be incorporated in the national database.



Lane Transit District Monthly Department Reports

Operations

Mike Hursh, Chief Operating Officer

Mobility Services

- LTD sent staff to the ABBG Paratransit Workshop 2025 in Dayton, Ohio April 28 - May 2. In addition to gaining innovative perspectives from other members, LTD will focus conversations on Transportation Management Software discussions with other members.
- LTD's RideSource Committee met March 17 and discussed use of TNCs, reviewed the member handbook, and the new use of Umo on service.
- LTD officially implemented Umo tap cards on all internal RideSource buses on April 1. Riders can now use the same Umo card for RideSource trips, as well as regular fixed-route transit. As of mid-April, a few riders per day are using Umo. We will continue to report back.
- LTD hosted an ODOT roundtable including agencies from Region 2 on April 10. LTD presented our service animal paw print program, and business process improvements.
- White Bird Clinic/CAHOOTS has notably reduced some services due to finance and personnel constraints, their new measures are not affecting their valuable behavioral health transportation partnership with LTD. They have increased their role in assisting with LTD's RideSource eligibility assessment program.
- On March 26, Mobility Services and Marketing visited Willamette Oaks Senior Living to help with applications for Honored Rider passes and present information on LTD's fixed route and RideSource services.
- Staff have been working with partners to create access for all to food. Staff will join the Grow Lane County Food Security Summit on May 22 to discuss transportation needs.
- Staff will present to the Mobility International Women's Institute on Leadership and Disability summit on June 24, showcasing LTD's internationally recognized accessibility programs.
- March 26 & 27, LTD presented RideSource services to Oregon Department of Human Services D5 TANF All-District Staff meeting. Mobility Services shared transportation needs of residents who receive food stamps, State of Oregon employees found this information valuable and will be inviting our staff for future staff meetings.
- Mobility Services trained new operators on ADA requirements and serving the disabled community on April 22.
- Mobility Services presented at Spring Living with Memory Loss Presentation at Waterford Grand on April 29.

Operator Training

Expanded the scope of "refresher trainings" by building a library of tools in order to tailor requested training to individual employees. These trainings include, but are not limited to:

- **Customer Service Refresher** (prompted by excessive customer complaints)
- **Advanced Smith System** (prompted by aggressive driving, two or more preventable accidents)
- **Smith System Refresher** (prompted by an absence that exceeds 59 days)
- **Personal Coaching Refresher** (this refresher is currently reserved for probationary employees and can address a myriad of performance issues. It is used to reinforce concepts from their recent Student Operator training to which the employee shows a lack of consistent understanding.



Lane Transit District Monthly Department Reports

- **Return-to-Duty Training** (This program was implemented three years ago to give employees the best chance to return to operating a bus after an absence over 30 days in length. The amount of training is set at predetermined intervals based on the length of absence.) A full schedule of these training protocols are available upon request.
 - **Customer Accessibility Training** (This program honors requests from customers with mobility devices to receive one on one training in boarding and alighting buses. These trainings involve meeting the customer and coaching them until they feel comfortable using the service. This is a training we reference if an Operator is having customer service issues involving people with disabilities)
2. Started weekly progress reports to Student Operators to give them a more comprehensive look at their development.
 3. Currently revamping assessment forms to more accurately reflect specific objectives and recommendations for improvement (i.e. driving drills, announcement proficiency).
 4. Plans are also being made to increase “behind the wheel” time with emphasis on situational traffic procedures. The idea is to have a series of live drills that assess the ability of each student to handle common and uncommon traffic situations before they go live. Once implemented, these drills will focus on intersection approaches, sound decision-making, and Smith System adherence.
 5. We are working closely with the Accident Route Review (ARRC) to look at any patterns in preventable accidents and address best practices to LTD as a whole.

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

Contracts									
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	CONTRACT INCREASE AMOUNT	NEW CONTRACT VALUE	SIGNER	NOTES
4/3/2025	Jim Cupples	OSU Student Internship	Personal Services	Jan 1, 2025 - May 30, 2025	\$3,131.87	N/A	N/A	A. Reichert	New Contract
4/3/2025	Lane Council of Governments	Planning Support Work Program	Amendment	Nov 1, 2018 - Jun 30, 2026	\$120,000.00	N/A	N/A	D. Roth	Amendment to extend the IGA for another year.
4/3/2025	Camp Creek Electric	Materials Management Mezzanine Gate	Task Order	Apr 1, 2025 - Jun 1, 2025	\$199,999.00	None - the task order is part of the original contract value	Task Order (TO) NTE: \$2,890.00	J. McCormack	Task Order to install an electrical receptacle at the MM Gate.
4/4/2025	Brokaw Architecture, Inc.	Board Room Design Services	Professional Services A&E	Mar 21, 2025 - Mar 20, 2026	\$84,607.00	N/A	N/A	J. McCormack	New Contract
4/9/2025	Oregon Powder Coating	Powder Coat Refinishing Services	Personal Services	Jul 1, 2022 - Jun 30, 2026	\$200,000.00	N/A	N/A	J. McCormack	Amendment to exercise the third of four renewal options to extend the Contract.
4/10/2025	Fortis Construction	Operation Command Center Construction	Construction	Nov 14, 2022 - Until Project Completion	\$10,613,776.00	\$130,137.00	\$10,743,913.00	J. McCormack	Amendment to increase the NTE for necessary electrical rehab.
4/11/2025	Camp Creek Electric	On-Call Electrician Services	Goods and Services	Jul 1, 2021 - Jun 30, 2026	\$199,999.00	\$50,000.00	\$249,999.00	J. McCormack	Amendment to increase the NTE and extend the Contract for the final year.
4/16/2025	Eide Bailly, LLP	Engery Credit & Incentives Services	Personal Services	Nov 1, 2024 - Oct 31, 2025	\$68,900.00	\$4,181.00	\$73,081.00	P. Strutz	Amendment to increase the NTE for necessary services.
4/16/2025	White Bird Clinic	Behavioral Health Transport and Assessment Services	Personal Services	Jul 1, 2024 - Jun 30, 2027	\$925,000.00	N/A	N/A	C. Rees	Amendment to extend the term for two additional years.
4/16/2025	Alternative Work Concepts, Inc.	Travel Training, Trans Hosts and Assessment Services	Personal Services	Jul 1, 2024 - Jun 30, 2027	\$1,250,000.00	N/A	N/A	C. Rees	Amendment to textend the term for two additional years.
4/18/2025	Central Print and Reprographic Services	Day Pass Printing Services	Personal Services	Jul 1, 2025 - Jun 30, 2028	\$69,694.92	N/A	N/A	E. Breitenstein	New Contract
4/18/2025	Via Mobility, LLC	MOD Software	Goods and Services	Feb 1, 2021 - Jan 31, 2026	\$149,999.00	N/A	N/A	C. Rees	Amendment to add two vehicles to the payment plan for extended services.
4/21/2025	Campbell Commercial Real Estate	Brokerage Services	Personal Services	Apr 21, 2025 - Final Sale	\$12,250.00	N/A	N/A	B. Sands	New Contract - Brokerage for Seneca Rd. Property
4/22/2025	Lane Council of Governments	2025 Coordinated Plan Update	IGA	Apr 14, 2025 - Jun 30, 2026	\$120,000.00	N/A	N/A	J. Lindsey	New Contract
4/22/2025	IMG College, LLC	Oregon Sports Properties	Agreement	Jul 1, 2025 - Jun 30, 2027	\$110,000.00	N/A	N/A	J. Lindsey	New Contract
4/26/2025	Chambers Construction	Next Stop Center AV Rehabilitation	Task Order	Apr 14, 2025 - Aug 30, 2025	\$8,500,000.00	None - the task order is part of the original contract value	N/A	J. McCormack	Task Order to refresh Nex Stop Center Audiovisual Systems
4/29/2025	Eugene Civic Alliance	Banner Sponsorship	Agreement	Apr 29, 2025 - Apr 28, 2026	\$2,000.00	N/A	N/A	B. Sands	12 month sponsorship at Civic Park
4/30/2025	Chambers Construction	Change Orders for ESM	Construction	Jan 5, 2023 - Completion	\$3,769,588.00	\$209,006.00	\$3,948,594.00	J. Auten	Construction Change Orders
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 Pension Trust Appointment

Presented by: Jameson T Auten, CEO

and

Kristin Denmark, General Counsel

ACTION REQUESTED: Adoption of Resolution No. 2025-05-21-17: Appointing Julie Lindsey as Trustee of the Lane Transit District and Amalgamated Transit Union, Local No. 757 Pension Trust and of the Lane Transit District Salaried Employees' Retirement Plan.

The Board is asked to consider appointing Chief Financial Officer Julie Lindsey as Trustee of the Lane Transit District (LTD) and Amalgamated Transit Unit (ATU), Local No 757 Pension Trust ("Union Pension Trust") and the Lane Transit District Salaried Employees' Retirement Plan ("Salaried Employees' Retirement Plan"), in order to replace Chief Administrative Officer Wendi Frisbie as Trustee.

Wendi Frisbie resigned as Trustee of both the Union Pension Trust and the Salaried Employees' Retirement Plan effective May 21, 2025. Staff recommend the Chief Financial Officer Julie Lindsey be appointed as Trustee in Frisbie's place.

The Board has appointed a member to serve as Trustee of the Union Pension Trust and the Salaried Employees' Retirement Plan since each plan's inception. Historically, only the Board President held this position. On May 21, 2008, the Board changed its policy to allow other members to serve in this role. The Board can choose to adopt this Trustee recommendation as-is or to select and appoint an alternative Trustee.

Upon adoption of the resolution, Lindsey will attend a class in Public Plan Policy Employee Pension and become a Trustee for both the Union Pension Trust and the Salaried Employees' Retirement Plan.

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



RESOLUTION NO. 2025-05-21-17

APPOINTING JULIE LINDSEY AS TRUSTEE OF THE LANE TRANSIT DISTRICT AND AMALGAMATED TRANSIT UNION (ATU), LOCAL NO. 757 PENSION TRUST AND OF THE LANE TRANSIT DISTRICT SALARIED EMPLOYEES' RETIREMENT PLAN

WHEREAS, the prior Trustee resigned from the Lane Transit District and the Amalgamated Transit Union (ATU), Local No. 757 Pension Trust and the Lane Transit District Salaried Employees' Retirement Plan;

WHEREAS, it is the responsibility of the Lane Transit District Board to appoint a Trustee to the Amalgamated Transit Union (ATU) Local No. 757 Pension Trust and Lane Transit District; Salaried Employees' Retirement Plan; and

WHEREAS, Julie Lindsey serves as the Chief Financial Officer for LTD and is an appropriate candidate to serve as Trustee.

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

Appoints Julie Lindsey as Trustee to the Amalgamated Transit Union (ATU) Local No. 757 Pension Trust and the Salaried Employees' Retirement Plan; effective immediately.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21 DAY OF MAY 2025.

Board President, Gino Grimaldi



Lane Transit District Agenda Item Summary (AIS)

Presented By: Julie Lindsey, Chief Financial Officer

AIS Title: Banking Policy

Action: Adoption of Banking Policy

Resolution No. 2025-05-21-18: Adopting Lane Transit District's Banking Policy

Summary: This policy addresses the Financial Health goals of the Lane Transit District ("District") Board of Directors ("Board"), which are to maintain the District's financial condition while providing a consistent level of service. Achieving this goal requires careful financial planning and strategic avenues to manage LTD's financial structure.

This policy establishes the guidelines applicable to the District's banking services for cash management, procurement card management, receipting, and investments. Varying accounts include an operating checking, investments, local interest-bearing saving, and procurement card management.

Attached: Proposed Banking Policy

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

Proposed Motion: I move to adopt Resolution 2025-05-21-18, Adopting Lane Transit District's Banking Policy.



RESOLUTION NO. 2025-05-21-18

ADOPTION OF BANKING POLICY

WHEREAS, the Lane Transit District (“District”) Board of Directors (“Board”) may create bylaws and policies and do such other acts or things as may be necessary or convenient for the proper exercise of powers granted to them as the governance of a mass transit district;

WHEREAS, staff have established a Policy providing procedures and charter services that is in compliance with Federal Transit Administration guidelines;

WHEREAS, staff have created a Policy for providing banking services;

WHEREAS, staff have created a Policy for providing banking services aligned with District Mission, Vision, Values and agency goals;

WHEREAS, LTD shall make this Policy available to all LTD employees and members of the LTD Board of Directors; and,

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors adopts Resolution 2025-05-21-18: Adopting Lane Transit District’s Banking Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21 DAY OF MAY, 2025.

Board President, Gino Grimaldi



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Brianna Gutierrez-Thorne, Board
Liaison Officer

AIS Title: Amended Lane Transit District Board
and Committee Bylaws

Action: Adoption of the Amended Lane Transit District Board and Committee Bylaws

Agenda Item Summary: . The Board and Committee bylaws were updated to reflect two changes: (1) references to “General Manager” were changed to “Chief Executive Officer” and (2) officer positions were changed from the calendar year to the fiscal year. The Board, as the governing body, has the ability to make changes to both Board and Committee bylaws. Additional, future changes to both update and streamline the Board and Committee bylaws will be considered at a later date. Upon adoption, the amended bylaws will be effective immediately.

Attachments: Amended Board and Committee Bylaws

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

Proposed Motion: I move to adopt the amended Lane Transit District Board and Committee Bylaws as presented.



LANE TRANSIT DISTRICT BOARD OF DIRECTORS BYLAWS

Revision Date: May 21, 2025

Effective Date: March 21, 2018

Revision	Author / Editor	Description
01	Camille Gandolfi, Clerk of the Board; Andrea Coit, General Council	Bylaw structure was reorganized and language was updated and added throughout. Board governance policies removed as exhibits and consolidated into a board governance policy and resolution handbook.
02	Kristin Denmark, General Counsel	Updated to reflect officer terms to run on the fiscal year as opposed to calendar year and to change General Manager to Chief Executive Officer.

Approval: Adopted on the consent calendar of the March 21, 2018, regular Board meeting;
Revision 01: adopted at the August 17, 2022, Board meeting by Resolution No. 2022-08-17-
044; Revision 02: adopted at the May 21, 2025 Board meeting

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

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

ARTICLE 1 THE MASS TRANSIT DISTRICT

1.1 Organization and Purpose

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

1.2 Guiding Principle

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

1.3 Powers of a Mass Transit District

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

ARTICLE 2 BOARD OF DIRECTORS

2.1 Purpose of the Board of Directors

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

2.2 Appointment

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

2.3 Number and Representation

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

2.4 Term

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

2.5 Contract Review Board

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

2.6 Directors' Responsibilities

2.6.1 Ethical Obligations; Conflicts of Interest

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

2.6.2 Avoidance and Reporting of Discrimination and Harassment

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

2.6.3 Public Engagement

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

2.6.4 Use of District Resources

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

2.7 Resignation and Removal

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

2.8 No Compensation for Service; Board-Related Expenses

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

2.9 Communication Among Public, LTD Staff and Directors

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

ARTICLE 3 OFFICERS

The LTD Board shall have the following officer positions: President, Vice-President, Treasurer and Secretary. Officers shall serve in their position for an initial period of 24 months, with a term starting July 1, and may be re-elected to their position for a subsequent term, as long as the person remains a director for that period.

3.1 Elections

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

3.2 Mid-Term Vacancies

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

3.3 Authorities and Responsibilities of Officer Positions

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

3.3.1 President

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

3.3.2 Vice-President

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

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

3.3.3 Treasurer

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

3.3.4 Secretary

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

ARTICLE 4 LTD BOARD MEETINGS

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

4.1 Types of Meetings and Notice Required

4.1.1 Regular Meetings

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

4.1.2 Special Meetings

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

4.1.3 Emergency Meetings

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

4.1.4 Executive Session Meetings

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

4.2 Director Preparation for Meetings

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

4.3 Compliance with Public Meeting Laws

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

4.3.1 Email Communication

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

4.3.2 Serial Communication

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

4.4 Manner of Holding Meetings and Voting

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

4.4.1 Quorum Present

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

4.4.2 Notice and Public Participation

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

4.4.3 Video and/or Telephone Conference Meetings

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

ARTICLE 5 COMMITTEES

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

5.1 Standing Committees

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

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

5.2 Ad hoc Committees

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

ARTICLE 6 CHIEF EXECUTIVE OFFICER

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

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

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

ARTICLE 7 MISCELLANEOUS

7.1 Indemnity

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

7.2 Amendments

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

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

Approved and Adopted this 21st day of May 2025, by a majority vote of the LTD Board of Directors.



FINANCE COMMITTEE BOARD SUBCOMMITTEE BYLAWS

ARTICLE I PURPOSE

SECTION 1.1 Purpose. The Finance Committee (“Committee”) is established by the Lane Transit District (“LTD” or the “District”) Board of Directors (the “Board”) to review and make recommendations to the Board regarding all financial matters within the purview of the Board, including but not limited to: contracts that exceed the Chief Executive Officer’s delegated contract authority; financial reporting; procurement; financial policies; and overall financial oversight of LTD.

ARTICLE II GOVERNANCE PROCEDURES

SECTION 2.1 Governance Procedures. The Finance Committee will comply with Oregon’s Public Meetings Law, Public Records Law, and all applicable governance procedures set forth in the LTD Ordinance 52, Providing Rules for Meetings of the LTD Board of Directors.

ARTICLE III MEMBERSHIP, COMPOSITION, APPOINTMENT

SECTION 3.1 Membership. The Finance Committee shall consist of three (3) Board members. All members of the Committee are voting members.

SECTION 3.2 Composition. This section intentionally left blank.

SECTION 3.3 Appointment. Appointment to the Committee will be made by the Board president.

ARTICLE IV TERMS OF SERVICE, VACANCIES

SECTION 4.1 Terms of Service. Finance Committee members shall serve for the duration of their Board appointment, or as otherwise determined by the Board president.

SECTION 4.2 Vacancies. The Board president shall appoint a Board member to fill any vacancy.

ARTICLE V OFFICERS, DUTIES

SECTION 5.1 Officers. The Committee shall choose from among its members, by majority vote of the members, a committee chair and vice chair to serve a one (1) year term. Terms of office shall begin on the first day of July and end on the last day of June each fiscal year.



SECTION 5.2 Chair. The chair, and in the chair's absence, the vice chair, 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 Chair. In the event of the absence of the chair, or of the chair's inability to perform any of the duties of the chair's office or to exercise any of the chair's powers, the vice chair shall perform such duties and possess such powers as are conferred on the chair, and shall perform such other duties as may from time to time be assigned to the vice chair by the chair 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, as a member of the LTD Board of Directors, is governed by the Board of Directors Ethics and Conflicts of Interest Policy and the Federal Transit Administration Circular 4220.1F, regarding conflicts of interest.

ARTICLE VII **MEETINGS**

SECTION 7.1 Committee Meetings. The Finance Committee will comply with Oregon's Public Meetings Law, Public Records Law, and all governance procedures and meeting requirements set forth in the LTD Ordinance 52, Providing Rules for Meetings of LTD Board of Directors.

SECTION 7.2 Quorum Requirements. A quorum of Finance 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 Finance Committee will meet bi-monthly, in advance of the regular LTD Board meeting.

SECTION 7.4 Attendance. All Finance Committee members are expected to regularly attend Committee meetings and to 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/Video Attendance. If a Committee member is unable to attend a meeting, there is an option to attend remotely by video or telephone. A Committee meeting can also be held exclusively by video or telephone, as long as all requirements of the Public Meetings Law are 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 and asking questions of the Chief Executive Officer prior to the day of the meeting, if possible.

Adopted: 03_21_18
Amended: 02_19_20
Amended: 01_18_23



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. Although Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. Public testimony is received at Finance Committee meetings. Public testimony will typically be limited to 3 minute increments, but is adjustable at the discretion of the Committee chair.

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 the Board of Directors Ethics and Conflicts of Interest Policy and the Federal Transit Administration Circular 4220.1F regarding conflicts of interest. If a Committee member believes they may have a conflict of interest, that concern should be communicated with the Clerk of the Board and/or the Chief Executive Officer 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 Finance Committee members (two of three) is required to pass a motion. Even if only two members attend the meeting, two must vote affirmatively to pass the motion.

ARTICLE IX **SEVERABILITY**

SECTION 9.1 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 X **AMENDMENTS**

SECTION 10.1 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.



STRATEGIC PLANNING COMMITTEE

COMMUNITY ADVISORY COMMITTEE BYLAWS

ARTICLE I PURPOSE

SECTION 1.1 Purpose. The Strategic Planning Committee (the “SPC” or the “Committee”) was established by the Lane Transit District (LTD) Board of Directors in Resolution No. 2016-12-12-041, A Resolution Re-Chartering the EmX Steering Committee as the Strategic Planning Committee. The Strategic Planning Committee provides the LTD Board of Directors with independent advice and recommendations on strategic planning issues related to advancing the goals of the Long-Range Transit Plan, including, but not limited to, developing the Frequent Transit Network, making better connections, reducing trip and waiting times, bridging the first and last mile, creating safer ways to access service, and optimizing solutions for urban and rural areas. In December 2022, via LTD Resolution number 2022-12-14-073, the SPC’s purpose was expanded to encompass the work of the former LTD community advisory committee referred to as the “Comprehensive and Accessible Transportation Committee.” As such, the SPC’s purpose further includes the deliberate consideration, when making decisions for advice or recommendations to the LTD Board of Directors, of the impacts of potential, proposed, or actual service changes on individuals who are transit dependent, especially those who are older adults or people with disabilities.

ARTICLE II GOVERNANCE PROCEEDINGS

SECTION 2.1 Governance Procedures. The SPC will comply with Oregon’s Public Meetings Law, Public Records Law, and all applicable governance procedures set forth in the LTD Ordinance 52, Providing Rules for Meetings of the LTD Board of Directors.

ARTICLE III MEMBERSHIP, COMPOSITION, APPOINTMENT

SECTION 3.1 Membership. The Committee shall consist of at least eight (8) and not more than fifteen (15) members, all of whom reside within the LTD service district area. All members of the Committee are voting members.

SECTION 3.2 Appointment.

- a) The Committee shall include the following 9 members, appointed to the Committee by their respective governing bodies:
 - i. Two directors of the LTD Board of Directors;
 - ii. Three representatives from Large Employers, Chambers, and Small Cities within the District; and,



- iii. One representative from each of LTD's key partners: the Eugene City Council, the Springfield City Council, the Lane County Board of Commissioners, and Oregon Department of Transportation.

The Committee shall not include a quorum of any governing body.

- b) In addition to those members appointed to the Committee pursuant to Section 3.2 (a), up to an additional six (6) members, representing a diverse set of stakeholders, may be appointed to the Committee by LTD's Chief Executive Officer, with the advice and consent of the LTD Board of Directors.

SECTION 3.3 Composition. In addition to those members appointed pursuant to Section 3.2 (a), Committee members should represent a diverse set of stakeholders, including those within typically transit-dependant populations. The targeted interest areas include, but are not limited to, representatives of the following (alphabetically):

- a) Educational Institutions
- b) LTD Customers/Frequent Transit Riders
- c) Diversity: Minority/Persons with Disabilities/Low-Income/Gender/Age
- d) Housing/Development/Affordable Housing
- e) Neighborhood/Neighborhood Leaders Council/LTD Service Districts
- f) Non-profit entities which provide public transportation services
- g) Public Health, social and human service providers
- h) Rural
- i) Safe Routes to School
- j) Social equity advocates
- k) Student
- l) Sustainability/Equity/Environmental Justice
- m) Tourism
- n) Transit Advocate
- o) Transportation Options/Bike/Ped/Carpool/Vanpool

A member representing a targeted area of interest must be representative of the industry, or area of interest, and/or have applicable experience in the respective field.

ARTICLE IV

TERMS OF SERVICE, VACANCIES

SECTION 4.1 Terms of Service. Members shall serve for two-year terms. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight years.

SECTION 4.2 Vacancies. For members appointed to the Committee pursuant to Section 3.2 (a), the respective governing body shall appoint the member's successor to serve for the remainder of the unexpired term. For members appointed to the Committee pursuant to Section 3.2 (b), the Chief Executive Officer, with the consent of the LTD Board of Directors, may appoint the member's successor to serve for the remainder of the unexpired term or may leave the seat vacant.

ARTICLE V

OFFICERS, DUTIES



SECTION 5.1 Officers. The Committee shall choose from among its members, by majority vote of the members, a chair and vice chair to serve 1-year terms. Terms of office shall begin on the first day of July and end on the last day of June each fiscal year.

SECTION 5.2 Chair. The chair, and in the chair's absence, the vice chair; and in the absence of both, a member selected by the members present to act as chair pro tem, shall preside at 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 Chair. In the event of the absence of the chair, or of the chair's inability to perform any of the duties of the chair's office or to exercise any of the chair's powers, the vice chair shall perform such duties and possess such powers as are conferred on the chair, and shall perform such other duties as may from time to time be assigned to the vice chair by the chair 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 for reason 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 election 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 SPC will comply with Oregon's Public Meetings Law, Public Records Law, and all governance procedures and meeting requirements set forth in the LTD Ordinance Providing Rules for Meetings of LTD 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 with the intention of being filled. This Committee can have a varying number of members, ranging between 8 and 15. If a position is vacant because a member appointed pursuant to Section 3.2 (a) is no longer a member, that position should be counted in determining whether there is a quorum. If a position is vacant because a member appointed pursuant to Section 3.2 (b) is no longer a member, that position should be counted in determining whether there is a quorum only if the Chief Executive Officer intends to fill the vacancy. The Chief Executive Officer will notify the Committee whether she/he intends to fill such a vacancy within 30 days of being notified of such vacancy. A quorum is required to hold a vote and take action as a committee.



- a) By way of example, assume there are 12 Committee members. A member appointed to the Committee pursuant to Section 3.2 (a) resigns so that there are now 11 Committee members and one vacancy. Seven (of twelve) Committee members are required for a quorum.
- b) By way of example, assume there are 12 Committee members. A member appointed to the Committee pursuant to Section 3.2 (b) resigns so that there are now 11 Committee members. The Chief Executive Officer informs the Committee that they do not intend to fill the vacancy, so there is no vacancy, meaning there are now 11 Committee members. Six (of eleven) Committee members are required for a quorum.

SECTION 7.3 Meeting Times. The SPC will meet bi-monthly. Respect the scheduled starting and ending times for meetings. The vice chair will assist the chair 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/Video Attendance. If a Committee member is unable to attend a meeting, there is an option to attend via telephone or video. A Committee meeting can also be held exclusively by video and/or telephone as long as all the requirements of the Public Meetings Law are 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 and asking questions of the Chief Executive Officer prior to the day of the meeting, if possible.

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. Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at meetings upon recognition by the Board President. Public testimony will typically be limited to three minute increments

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 Chief Executive Officer in advance of the Committee meeting. They may consult with legal counsel.



ARTICLE IX
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 X
AMENDMENTS

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



**STATE TRANSPORTATION IMPROVEMENT FUND (STIF) COMMITTEE
COMMUNITY ADVISORY COMMITTEE
BYLAWS**

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ARTICLE I **PURPOSE**

SECTION 1.1 Purpose. Pursuant to Oregon Administrative Rule ("OAR") 732-040-0030, the Lane Transit District ("LTD" or the "District") Board of Directors shall appoint a State Transportation Improvement Fund Committee (the "Committee" or "Advisory Committee") as an advisory committee for the purpose of advising and assisting the District in carrying out the purposes of the Statewide Transportation Improvement Fund ("STIF") and prioritizing Projects to be funded by population-based and employer-based STIF moneys received by the District. The Committee may also advise the District regarding the opportunities to coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

In addition to any other duties, the Committee may also propose any changes to the policies or practices of the LTD Board of Directors that the Committee considers necessary to ensure that:

- a. A Sub-Recipient that has received STIF funds has applied the moneys received in accordance with and for the purposes described in the Project proposal; and
- b. A Project proposal submitted by a Sub-Recipient does not fragment the provision of public transportation services.

Defined terms, as used herein, shall have the same meaning as given in the Oregon Administrative Rules, Chapter 732, Divisions 040,042, and 044. Those definitions are set forth in Exhibit A. Definitions shall be amended consistent with the Oregon Administrative Rules.

ARTICLE II **GOVERNANCE PROCEEDINGS**

SECTION 2.1 Governance Procedures. The Committee will comply with Oregon's Public Meetings Law, Public Records Law, and all applicable governance procedures set forth in the LTD Ordinance 52 Providing Rules for Meetings of the Lane Transit Board of Directors, attached hereto as Exhibit B.

ARTICLE III **MEMBERSHIP, COMPOSITION, APPOINTMENT**

SECTION 3.1 Membership. Pursuant to OAR 732-040-0035(3), the Committee shall consist of at least seven (7) members. All members of the Committee are voting members. The Oregon Department of Transportation will be notified of changes in Committee membership when LTD submits its STIF Plan or grant application.

SECTION 3.2 Composition. To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from LTD's service area or Lane County; and be a person who is a member of or represents one or more of the following:

- a. local governments, including land use planners;
- b. Public Transportation Service Providers;
- c. non-profit entities which provide public transportation services;
- d. neighboring public transportation service providers;
- e. employers;



- f. public health, social and human service providers;
- g. transit users;
- h. transit users who depend on transit for accomplishing daily activities;
- i. individuals age 65 or older;
- j. people with disabilities;
- k. veterans
- l. low-income individuals;
- m. social equity advocates;
- n. environmental advocates;
- o. Black, indigenous, and people of color
- p. bicycle and pedestrian advocates;
- q. people with limited English proficiency;
- r. educational institutions; or,
- s. major destinations for users of public transit.

The Committee must also include at least four members who, separately, are members of or represent each of the following four groups:

- a. low-income individuals;
- b. individuals age 65 or older;
- c. people with disabilities; and
- d. Public Transportation Service Providers or non-profit entities which provide public transportation services.

The Committee must also include members from both within and outside LTD's boundaries.

SECTION 3.3 Appointment. Pursuant to OAR 732-040-0030(6), Committee members shall represent diverse interests, perspectives, geography, and the population demographics of the area, as described in OAR 732-040-0035. Pursuant to OAR 732-040-0030, Committee membership will be reviewed and decided on by the LTD Board of Directors.

ARTICLE IV **TERMS OF SERVICE, VACANCIES**

SECTION 4.1 Terms of Service. Members shall serve for two (2) year terms. Members may be eligible for reappointment for up to three additional two-year terms, for a total term of eight (8) years.

SECTION 4.2 Vacancies. For members whose positions are vacated prior to the end of their term, the LTD Board of Directors shall appoint the member's successor to serve for the remainder of the unexpired term. Vacancies that occur as a result of a member's term expiring will be filled by the LTD Board of Directors.

ARTICLE V **OFFICERS**

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 July and end on the last day of June.

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 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 **DUTIES**

SECTION 6.1 Advisory Committee Review of Proposed Projects. Public Transportation Service Providers seeking STIF funding from the District through the District's STIF Plan shall submit a Project proposal to the Committee for review and approval. A standard form will be provided for use during application windows. The Project proposal must include the contents described in OAR 732-042-0015(3).

- a. The Committee shall conduct its reviews and activities in compliance with the requirements of this Section 6.1 and with these bylaws.
- b. The Advisory Committee shall meet as often as needed to advise the LTD Board of Directors and review Project proposals but no less than two times per year
- c. The Committee shall:
 1. Hold public meetings, as applicable, to review every Project proposed for inclusion in LTD's STIF Plan;
 2. Recommend approval or rejection of proposed Projects and recommend prioritization of approved Projects within the geographic boundary for which LTD receives funding to the LTD Board of Directors.
- d. The Committee shall consider the source of funds in its review of proposed projects to ensure that funds distributed via the population-based formula are spent on projects benefitting seniors and people with disabilities.
- e. The Committee may appoint a Work Group to provide additional input on STIF Formula projects. A Work Group may or may not be composed of members of the Qualified Entity's Advisory Committee. Input from the Work Group shall be considered and documented in the Advisory Committee's meeting minutes in the completion of its duties as described in OAR 732-040-0030(1).



- f. The Committee shall consider the following criteria when reviewing Projects under the STIF Formula Fund:
1. Whether the Project would:
 - i. Increase the frequency of bus service in communities with a high percentage of Low- Income Households;
 - ii. Expand bus routes and bus services to serve communities with a high percentage of Low-Income Households;
 - iii. Reduce fares for public transportation in communities with a high percentage of Low- Income Households;
 - iv. Result in procurement of buses that are powered by natural gas, electricity or other low or no emission propulsion for use in areas with a population of 200,000 or more;
 - v. Improve the frequency and reliability of service connections between communities inside and outside of LTD's service area;
 - vi. Increase the coordination between Public Transportation Service Providers to reduce fragmentation in the provision of public transportation service; or
 - vii. Implement programs to provide Student Transit Services for students in grades 9 through 12.
 - viii. Implement programs that enhance services for older adults and people with disabilities.
 2. Whether the Project would maintain an existing service;
 3. The extent to which the Project goals meet public transportation needs and are a responsible use of public funds;
 4. The extent to which the Project might benefit or burden historically or currently marginalized communities both now and in the long term; and
 5. Other factors to be determined by the LTD Board of Directors or Advisory Committee such as geographic equity.
- g. The Committee shall also review Projects under the STIF Discretionary and Intercommunity Funds. The Discretionary Fund is intended to provide a flexible funding source to improve public transportation in Oregon. It is not a source of ongoing operations funding. The Intercommunity Discretionary Fund is for improving connections between communities and between communities and other key destinations important for a connected Statewide Transit Network. As a competitive funding source, ongoing operations Projects are subject to risk of not receiving continuous funding.

When reviewing a Project proposal for acceptance, rejection or prioritization, the Committee shall consider the extent to which the Project:



1. Supports the purpose, as applicable, of the Discretionary Fund or the Intercommunity Discretionary Fund, as described in OAR 732-044-0000 and set forth in Section 6.1 (e), above.
2. Meets the criteria established under OAR 732-044-0030 (1), which is set forth below:
 - i. Improvement of Public Transportation Service to Low-Income Households;
 - ii. Improved Coordination between Public Transportation Service Providers and reduced fragmentation of Public Transportation Services;
 - iii. Consistency with Oregon Public Transportation goals, policies, and implementation plans, including:
 - i. Integrated public transportation planning where affected communities planned or partnered to develop proposed Projects.
 - ii. Technological innovations that improve efficiencies and promote a seamless and easy to use Statewide Transit Network.
 - iii. Advancement of State greenhouse gas emission reduction goals.
 - iv. Support or improvement of a useful and well-connected Statewide Transit Network;
 - iv. Operations Projects that do not substantially rely on discretionary state funding beyond a pilot phase;
 - v. Geographic equity or an ability to leverage other funds (these factors apply when all other priorities are held equal); and
 - vi. Other factors as determined by the Oregon Transportation Commission.
3. Meets any additional criteria established by the Oregon Transportation Commission.

SECTION 6.2 High-Percentage of Low-Income Households. The STIF Plan must contain an explanation of how the Plan defines and identifies “communities with a high percentage of Low-Income Households.” A “high percentage of Low-Income Households” is defined in Exhibit A. It shall be the responsibility of the Committee to identify the areas of Lane County in which there exist a high percentage of Low-Income Households, and to publish said determination in its Committee minutes and printed public materials.

Improvements benefiting areas with a high percentage of Low-Income Households are not limited to services provided directly to areas with high percentages of Low-Income Households. As is set forth in Section 6.1 (d)(1)(ii), improvements are also defined as services that connect individuals from areas with a high percentage of Low-Income Households with employment, services, shopping, social centers, places of worship, etc. In evaluating the value of proposed Projects, this aspect is an important consideration

ARTICLE VII DISTRICT/COMMITTEE RELATIONSHIP

SECTION 7.1 Project Consultation. Prior to adopting a STIF Plan, the LTD Board of Directors shall consult the Committee regarding the Projects proposed in the STIF Plan and seek a recommendation



on the prioritization of those Projects from the Committee. The purpose of this consultation is to ensure that the STIF Plans reflect a coordinated regional approach to Public Transportation Service that considers the public transportation needs of people residing and traveling into and out of the geographic territory of the District as well as larger regional population centers and to ensure that interested parties have the opportunity to review and comment on the proposed STIF Plan.

SECTION 7.2 *Project Recommendation.* The LTD Board of Directors may accept the Committee's recommendation to approve or reject a Project proposal and consider the Committee's recommended prioritized list of Projects, may return it to the Committee for modifications, or may modify it prior to inclusion in the STIF Plan for submittal to the Oregon Department of Transportation. If the LTD Board of Directors modifies the Committee's recommendation, it shall inform any affected Public Transportation Service Provider of all modifications and the explanation for such changes.

ARTICLE VIII CODE OF ETHICS AND CONFLICT OF INTEREST POLICY

SECTION 8.1 *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 IX MEETINGS

SECTION 9.1 *Meetings.* The Committee will meet a minimum of two times per year, or a sufficient number of times so as to advise the LTD Board of Directors regarding its review of Project proposals and the STIF Plan.

The Committee will comply with Oregon's Public Meetings Law, Public Records 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 IX is intended to supplement the law and LTD's Ordinances.

SECTION 9.2 *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 with the intention of being filled. This Committee can have a varying number of members, with a minimum of seven (7) and a maximum of 14 members. If a position is vacant because a member appointed is no longer a member, that position should be counted in determining whether there is a quorum. If a position is vacant because a member appointed is no longer a member, and that position is not intended to be filled, that position should not be counted in determining whether there is a quorum. A quorum is required to pass a vote at a public meeting.

- a) By way of example, assume there are 12 Committee members. A member appointed to the Committee resigns so that there are now 11 Committee members and one vacancy. Seven (of twelve) Committee members are required for a quorum.
- b) By way of example, assume there are 12 Committee members. A member appointed to the Committee resigns so that there are now 11 Committee members. The Chief Executive Officer informs the Committee that she/he does not intend to fill the vacancy, so there is no vacancy, meaning there are now 11 Committee members. Six (6) (of eleven) Committee members are required for a quorum.

SECTION 9.3 *Meeting Times.* The Committee shall meet no less than twice per year. Committee meetings will occur as needed during STIF funding windows. Scheduled meetings may be cancelled by the president, or upon written notice to the Committee by any four (4) members. Special meetings may



be called, with reasonable notice. Committee members must respect the scheduled starting and ending times for meetings. The vice president will assist the president with keeping on schedule.

SECTION 9.4 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 9.5 Remote Attendance. Committee meetings may be hybrid (in-person with a remote option) or remote only. If a Committee member is unable to attend an in-person meeting, there is an option to attend remotely. A Committee meeting can also be held entirely remotely, 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 9.6 Committee Meeting Discussion. Committee discussions should be thorough yet concise and pertinent to the issues on the agenda.

SECTION 9.7 Public Participation. Although the Public Meetings Law guarantees the public the right to attend all public meetings, it does not provide the public the right to participate. LTD has historically allowed public participation at meetings upon recognition by the president. Public testimony will typically be limited to three (3) minute increments, but it is adjustable at the discretion of the president and the Board of Directors.

SECTION 9.8 Scheduling. All Committee members are expected to cooperate in scheduling special meetings and/or work sessions for training purposes.

ARTICLE X **VOTING RULES**

SECTION 10.1 Voting. Committee members are expected to cast a vote on all matters except when a conflict of interest arises.

SECTION 10.2 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 Chief Executive Officer in advance of the Committee meeting. Committee members may consult with legal counsel.

SECTION 10.3 Voting Requirements. The affirmative vote of a majority of all Committee members is required to pass a motion. For example, assume there are ten Committee members. Even if only seven Committee members attend the meeting, six must vote affirmatively to pass the motion.

ARTICLE XI **PUBLIC MEETINGS LAW AND PUBLIC RECORDS LAW**

SECTION 11.1 Legal Requirements. The requirements of Oregon's Public Meetings Law must be followed whenever a quorum of Committee members meet to deliberate towards a decision. All Committee communications are subject to the Public Records Law. Pursuant to OAR 732-040-0030(4)(b) copies of these bylaws, meeting minutes and meeting notices will be published by LTD and made available for public review in a reasonable and timely manner and will be maintained for three years. This Article XI is intended to supplement the requirements of the Public Meetings Law and Public Records Law.

SECTION 11.2 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 (which is a majority of Committee members) is involved. While serial communications can take place in person or over the phone, they most often occur via email.

SECTION 11.3 Committee E-mail. The following guidelines apply to use of Committee email:

- 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 Chief Executive Officer and/or Clerk of the Board, so long as the Chief Executive Officer 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 XII **SEVERABILITY**

SECTION 12.1 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 XIII **AMENDMENTS**

SECTION 13.1 Action. These Bylaws, as adopted by the LTD Board of Directors, may be revised or amended at any regular or special meeting of the LTD Board of Directors by a vote of the majority of the whole membership of the Board.



Exhibit A **DEFINITIONS**

The following definitions apply to rules in Chapter 732, Divisions 040, 042, and 044:

1. **"Advisory Committee"** means a committee formed by a Qualified Entity to assist the Qualified Entity in carrying out the purposes of the STIF Formula Fund and the Advisory Committee requirements specified in ORS 184.761(1).
2. **"Agency"** means Oregon Department of Transportation ("ODOT").
3. **"Americans with Disabilities Act"** ("ADA") means section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008.
4. **"Area Commission on Transportation"** ("ACT") means an advisory body chartered under the authority of the Commission, and subject to the Commission's oversight and final decision-making authority.
5. **"Area of Responsibility"** means the geographic area for which each Qualified Entity is responsible to provide STIF Formula Fund moneys.
6. **"Biennium"** (plural, "Biennia") means a two-year period which runs from July 1 of an odd-numbered year to June 30 of the next odd-numbered year.
7. **"Calendar Year"** means the year which begins on January 1 and ends on December 31.
8. **"Capital Asset"** means real property or tangible items purchased or leased with STIF Fund moneys, including vehicles and structures, with a purchase price of \$5,000 or more and a useful life of at least one year.
9. **"Client-Only Project"** means a project where the underlying transportation service is offered to a limited group of people and not made available to the general public.
10. **"Commission"** means the Oregon Transportation Commission ("OTC") established under ORS 184.612.
11. **"Coordinate"** ("Coordination") means meet and develop sub-allocation methods, plans, programs, and schedules with other Public Transportation Service Providers and non-profit public transportation service providers with the intent of developing efficient and seamless public transportation services and reducing gaps in service.
12. **"Discretionary Fund"** means up to five percent of STIF funds to be disbursed to Public Transportation Service Providers, which includes Qualified Entities, through a competitive grant funding process, pursuant to ORS 184.758(2)(b).
13. **"Fiscal Year"** means the Agency's fiscal year which begins on July 1 and ends on June 30.
14. **"Governing Body"** means the decision-making body or board of a Qualified Entity.
15. **"Indexed Minimum"** means the smallest amount to be distributed under the Population-Based Formula and Payroll-Based Formula to any one Qualified Entity. This amount is tied to the minimum distribution of the STIF Formula and Special Transportation Fund Formula programs in the 2019-2021 biennium, adjusted biennially by the rate of growth in the overall STIF fund.



16. **“High percentage of Low-Income Households”** means an area where the percentage of Low-Income Households is above the State of Oregon average number of Low-Income Households statewide in the same year.
17. **“Indian Tribe”** means a federally recognized Indian Tribe in Oregon that has members residing on a reservation or in tribal trust lands in Oregon.
18. **“Intercommunity Discretionary Fund”** means up to four percent of STIF funds to be disbursed to Public Transportation Providers through a competitive grant funding process, pursuant to ORS 184.758(2)(c).
19. **“Intergovernmental Entity”** means entities organized under ORS 190.010.
20. **“Low-Income Household”** means a household the total income of which does not exceed 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902 (2) for the 48 Contiguous States and the District of Columbia.
21. **“Local Plan”** means a local or regional public transportation plan(s), which may include adopted policy(ies) that is developed and approved by the Governing Body of a Qualified Entity, Public Transportation Service Provider, or Metropolitan Planning Organization and which includes, at a minimum:
 - a. A planning horizon of at least four years;
 - b. An existing and future conditions analysis that includes:
 - i. Current and forecast population and demographics, including locations of people who are often transit dependent, including low income households, individuals of age 65 or older, youth, and individuals who are racially and ethnically diverse;
 - ii. Locations of existing housing, employment centers, medical and social and human services centers, major destinations, and other locations with needs for public transportation services and programs;
 - iii. Inventories of current Public Transportation Services located within, adjacent to, or with the reasonable potential to connect to the local or regional public transportation services, as applicable;
 - c. Prioritized lists of public transportation improvements and capital projects; and
 - d. Identified opportunities to coordinate public transportation services within and outside the county, district, or tribal area and with other agencies and areas to improve efficiency and effectiveness of service and reduce gaps in service.
 - e. Local Plans include, but are not limited to: Coordinated Public Transit Human Services Transportation Plans, Transportation System Plans, Transit Development Plans, and Transit Master Plans.
22. **“Mass Transit District”** means a district organized under ORS 267.010 to 267.390.
23. **“Payroll-Based Formula”** means the portion of STIF Formula Funds disbursed per ORS 184.758(5).
24. **“Population-Based Formula”** means the portion of STIF Formula Funds disbursed per ORS 184.758(3).



25. **"Project"** means a public transportation improvement activity or group of activities eligible for STIF moneys and a plan or proposal for which is included in a STIF Plan or in a grant application to a Qualified Entity or the Agency. Examples of project types include, but are not limited to: discrete activities, such as purchasing transit vehicles, planning, or operations; and groups of activities for a particular geographic area or new service, such as a new route that includes purchase of a transit vehicle, and maintenance and operations on the new route.
26. **"Public Corporation"** means an independent legal entity that was formed by legislative action, serves a public purpose, and is under exclusive public management or control.
27. **"Public Transportation Advisory Committee"** ("PTAC") means the ODOT Public Transportation Advisory Committee established by the Commission in 2000.
28. **"Public Transportation Service Provider"** means a Qualified Entity or a city, county, Special District, Intergovernmental Entity or any other political subdivision or municipal or Public Corporation that provides Public Transportation Services.
29. **"Public Transportation Services"** means any form of passenger transportation by car, bus, or other conveyance, either publicly or privately owned, which provides service to the general public (not including charter, sightseeing, or exclusive school bus service) on a regular and continuing basis. Such transportation may include services designed to meet the needs of a specific user group, including for older adults and individuals with disabilities, for purposes such as health care, shopping, education, employment, public services, personal business, or recreation. Public Transportation Services must be designed and advertised as Shared-Ride Service.
30. **"Qualified Entity"** means, a county in which no part of a Mass Transit District or Transportation District exists, a Mass Transit District, a Transportation District or an Indian Tribe.
31. **"Recipient"** means a Qualified Entity or Public Transportation Service Provider that has a STIF Plan approved by the Commission or enters into an agreement directly with the Agency to receive STIF funds.
32. **"Satisfactory Continuing Control"** means the legal assurance that a Capital Asset will remain available to be used for its originally authorized purpose throughout its useful life or until disposition.
33. **"Shared-Ride Service"** means a service where neither the operator nor any passenger may refuse to permit additional passengers that are otherwise complying with the operator's rules and policies.
34. **"Special District"** means a service district organized under ORS 451.010(1)(h).
35. **"STIF Formula Fund"** means up to 90 percent of the Statewide Transportation Improvement funds to be disbursed to Qualified Entities conditioned upon the Commission's approval of a STIF Plan, pursuant to ORS 184.758(2)(a).
36. **"STIF Fund"** means the fund established under ORS 184.751.
37. **"STIF Plan"** means a public transportation improvement plan that is approved by a Governing Body and submitted to the Agency for review and approval by the Commission in order for the Qualified Entity to receive a share of the STIF Formula Fund.
38. **"Statewide Transit Network"** means the collection of all transit service that operates in Oregon.



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39. **"Student Transit Services"** means Public Transportation Services within the Qualified Entity's area of responsibility that can feasibly and efficiently be used by students in grades 9 through 12.
 40. **"Sub-Recipient"** means any entity that has entered into an agreement with a Recipient in order to complete one or more tasks specified in the agreement between the Agency and the Recipient.
 41. **"These Rules"** means OAR Chapter 732 Divisions 040, 042, and 044.
 42. **"Transportation District"** means a district organized under ORS 267.510 to 267.650.
 43. **"Tribal Enterprise"** means a commercial activity or business managed or controlled by an Indian Tribe.
 44. **"Work Group"** means a subcommittee formed by a Qualified Entity's Governing Body or Advisory



Exhibit B

Ordinance No. 52 attached on following page



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.



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 July and end on the last day of June each fiscal 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 Chief Executive Officer 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 Chief Executive Officer and/or Clerk of the Board, so long as the Chief Executive Officer 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.



Lane Transit District Agenda Item Summary (AIS)

Presented By: Julie Lindsey, Chief Financial Officer

AIS Title: Banking Policy

Action: Adoption of Banking Policy

Resolution No. 2025-05-21-18: Adopting Lane Transit District's Banking Policy

Summary: This policy addresses the Financial Health goals of the Lane Transit District ("District") Board of Directors ("Board"), which are to maintain the District's financial condition while providing a consistent level of service in compliance with all applicable law and FTA guidelines. It also ensures transparency and accountability in regard to District banking and financial institution use. Achieving these goals requires careful financial planning, appropriate controls and audits, and strategic options to manage LTD's financial structure in a flexible, responsible manner that aligns with the District's values, vision, and mission.

Updated periodically as needed to comply with legal and regulatory requirements or evolving District needs, this policy establishes guidelines and high-level controls applicable to the District's banking services for cash management, procurement card management, receipting, and investments. It provides guidance regarding various accounts used by the District: operating checking, investments, local interest-bearing saving, and procurement card management.

Attached: Proposed Banking Policy

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

Proposed Motion: I move to adopt Resolution 2025-05-21-18, Adopting Lane Transit District's Banking Policy.



RESOLUTION NO. 2025-05-21-18

ADOPTION OF BANKING POLICY

WHEREAS, the Lane Transit District (“District”) Board of Directors (“Board”) may create bylaws and policies and do such other acts or things as may be necessary or convenient for the proper exercise of powers granted to them as the governance of a mass transit district;

WHEREAS, staff have created a Policy establishing financial management goals and banking use requirements and controls that is in compliance with Federal Transit Administration guidelines and applicable laws and regulations;


WHEREAS, staff have created a Policy for responsible selection and use of banking services for sound District financial management that aligns with District’ Mission, Vision, Values and organizational goals;

WHEREAS, LTD shall make this Policy available to all LTD employees and members of the LTD Board of Directors; and,

NOW, THEREFORE, BE IT RESOLVED that the Lane Transit District Board of Directors adopts Resolution 2025-05-21-18: Adopting Lane Transit District’s Banking Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21 DAY OF MAY, 2025.

Board President, Gino Grimaldi

	Finance Department	Department(s) Affected: All Employees
		Effective Date: 5/22/2025
		Revision Date(s):

POLICY TITLE

Banking Services Policy

PURPOSE

The purpose of this policy is to establish clear guidelines for management of banking services in compliance with applicable laws and regulations, including cash management, procurement card management, receipting, and investments. This policy applies to the District's use of various banking service accounts including operating, investment, and procurement card accounts.

This policy supports the Financial Health goals of the Lane Transit District (District) Board of Directors (Board) by ensuring prudent financial management that maintains or enhances the District's financial condition while providing a consistent level of service. Achieving this goal requires careful financial planning and strategic avenues to manage the District's financial structure. Further, this policy allows for local investing in banking institutions that support the economic and housing goals of our community by investing in local projects.

This policy supersedes all previous policies regarding the District's banking services.

RESPONSIBILITY

The Chief Finance Officer and Finance Director are responsible for management, oversight, and training regarding the activities related to this policy.

POLICY

Banking

The Finance department manages all banking, merchant, investment, and procurement card services. Responsibilities include balancing and auditing all cash management transactions within the automated financial system; providing training, advice, and support to decentralized departments responsible for processing accounts payable; and those responsible for receipting and cashiering revenue. Cashiering stations are located at multiple locations throughout the District. Departments' cash and checks are prepared for deposit in the department and picked up by courier service daily and delivered to the local bank for deposit. Copies of deposit slips are forwarded to Finance. Finance is responsible for recording all financial transactions in the financial system.

Banking Institutions:

- All banking and financial services are selected through an approved procurement process.
- The District may use multiple banking institutions to meet service needs, including those that support the economic and housing goals of our community by investing in local projects (e.g., checking at one bank and procurement card services at another).
- Deposits into a local interest-bearing savings account are permitted, subject to available funds.

Banking Services Include:

- Depository services
- Cash and treasury management
- Investments
- Automated Clearing House (ACH)
- Wire transfers
- Positive Pay
- Merchant services
- Procurement card services (including monthly statements and the use of a workflow/receipt management system)

Financial System

The District uses Tyler Technologies Inc. Enterprise Resource Planning (ERP or Munis) software for resource management and planning needs, including management of financial transactions, monthly balancing of banking, savings, investment, and credit card accounts. The ERP provides automated internal controls for cash management activities. Munis provides automated internal controls and workflow technology for approval of each transaction. Munis cashiering stations use Ingenico (a secure third-party transaction-processing application) for credit card processing. Annual external financial audits are conducted to ensure integrity and transparency of the District's internal controls and cash management procedures. Audit results will be reviewed promptly and any compliance requirements implemented as needed.

Investment Funds

The District participates in the Oregon State Treasury's Local Government Investment Pool (LGIP or Pool) through the Oregon Short Term Fund (OSTF). The LGIP allows local governments and special districts to earn returns on idle funds before they are needed to cover operating expenses.

The LGIP is managed by the Oregon State Treasury and administratively supported by [PFM Asset Management](#), operating under the prudent investor rule (ORS 293.726). Eligible entities include municipalities, political subdivisions, and public corporations in Oregon that hold or manage public funds. For resources and requirements, see [Oregon Treasury LGIP Resources](#) incorporated into this Policy by reference as applicable.

LGIP Characteristics:

- Open-ended, no-load diversified portfolio
- Competitive rates of return
- Easy transfers between investment and operating accounts
- Authorization by the Chief Finance Officer or Finance Director is required for transfers

District reserve funds using LGIP services:

- Sustainable Services
- Capital
- Point2Point
- Medicaid
- Mobility Services

Local Investment

Per ORS 295.002, the District may deposit public funds in financial institutions headquartered or with branches in Oregon, provided the deposits are insured by the Federal Deposit Insurance Corporation (FDIC) or the National Credit Union Administration (NCUA) and, for any amount deposited in excess of the insured amount, the excess amount is insured or guaranteed by private deposit insurance or a deposit guaranty bond issued by an insurance company rated A- or better by a recognized insurance rating service.

This policy directs that any unrestricted reserves be deposited in an institution that invests in projects or engages in activities that are aligned with state and local economic, health, educational, and housing goals.

The banking institution must:

- Comply with deposit insurance requirements as set forth in ORS 295.002
- Be selected through a compliant procurement process that may include a local preference
- Offer a competitive rate of return comparable to LGIP rates
- Be listed on the [State of Oregon's List of Qualified Depositories](#)
- Only hold general funds not tied to Federal Transit Administration (FTA) funding
- Be included as a general fund transfer in the annual budget
- Be tracked through a unique fund in the financial system

Authorization Requirements:

- All banking transfers must be approved by the Chief Finance Officer or the Finance Director

POLICY REVIEW

This policy is reviewed and updated annually, or as needed, by the Chief Finance Officer and Finance Director. The Board of Directors must approve any substantial changes. The Chief Finance Officer and Finance Director are responsible for providing necessary staff assistance during the review process.

Gino Grimaldi, Board President

Date