



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

**Special Business Meeting and Briefing  
Valley River Inn | 1000 Valley River Way, Eugene, OR 97401  
Tuesday, August 5, 2025, 9:00 A.M.**

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

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

<b>Subdistrict</b>	<b>Description</b>	<b>Board Member</b>
Subdistrict 1	East Springfield to McKenzie Bridge	Gino Grimaldi
Subdistrict 2	West Springfield	Michelle Webber, Vice President
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, Treasurer
Subdistrict 6	West Eugene, HWY 99, River Road and Junction City	Lawrence Green, Secretary
Subdistrict 7	Southwest Eugene, Veneta and Fern Ridge	Susan Cox, President

**REGULAR BUSINESS MEETING AGENDA:**

1. **CALL TO ORDER & ROLL CALL:** Susan Cox (President), Michelle Webber (Vice President), Pete Knox (Treasurer), Lawrence Green (Secretary), Heather Murphy, Gino Grimaldi, Kelly Sutherland
2. **EXECUTIVE SESSION**
  - ORS 192.660 (2)(f): To consider information or records that are exempt by law from public inspection.
3. **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

- Bylaws Committee – Susan Cox, Michelle Webber, Pete Knox

**4. CEO REPORT**

- Employee Retention Goal Discussion
- Lane Transit District Strategic Plan Update

**5. CONSENT AGENDA**

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

- Adoption of Resolution No. 2025-08-05-24: Appointing four new members to the Lane Transit District Strategic Planning Committee
- Approval of Non-Procurement Related Agreements

**6. BOARD ACTION ITEMS**

- Adoption of Resolution No. 2025-08-05-26; authorizing the Chief Executive Officer (CEO) to enter into a contract with Vertosoft, LLC for the purpose of implementing a multi-modal trip planning application.

**7. ADJOURN BUSINESS MEETING**

**UPCOMING MEETINGS:**

September 17, 2025 – September Board Meeting  
Springfield Chamber of Commerce  
101 S. A Street, Springfield, OR 97477

October 15, 2025 – October Board Meeting  
Springfield Chamber of Commerce  
101 S. A Street, Springfield, OR 97477

November 19, 2025 – November Board Meeting  
Glenwood Administrative Office – Boardroom  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478

The facility used for this meeting is wheelchair accessible. To request a reasonable accommodation or interpreter, including alternative formats of printed materials, please contact LTD's Administration office no later than 48 hours prior to the meeting at 541-682-5555 (voice) or 7-1-1 (TTY through Oregon Relay).



## Lane Transit District Agenda Item Summary (AIS)

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**Prepared By:** Aimee Reichert

**AIS Title:** Lane Transit District Strategic Plan Update

**Action:** Discussion and Feedback

**Agenda Item Summary:**

### **Overview**

Lane Transit District (LTD) adopted our first Strategic Business Plan (SBP) in October 2021. The SBP seeks to bridge LTD's mission, vision, and values to our day-to-day operations. Since its adoption, we have committed to an annual accountability cycle, including:

1. Displaying scorecard progress quarterly on a public dashboard – Updated as of June 30, 2025
2. Annual realignment on prioritized strategic work – In Progress
3. Plan renewal reported to LTD's Board of Directors – Due September 2025

This report summarizes major progress and opportunities identified as we get realigned with the FY2026 plan. During last year's process, we committed to continued work on 1) stabilizing fixed-route service, 2) developing internal strengths, 3) improving system security, and 4) maintaining financial health; and introduced new work focused on 5) operationalizing the Board-adopted community engagement framework, and 6) delivering on outcome-focused commitments in health, education, workforce, and housing – as defined through community stakeholder input.

### **Key Strategic Goals & Progress**

#### **1. Achieve Stabilized Fixed Route Service**

**Objective:** Reach a sustainable baseline of 280,000 vehicle revenue hours.

- **Progress:** Revenue service hours increased 5% from 223,169 (FY2024) to 235,015 (FY2025). Eight new 40-foot buses were received. Fall FY2026 bid will expand routes 98 and 1, and reinstate school trips (Routes 36, 79X, 81, 82). Departure windows will be extended on core weekday routes (6:00 a.m. and 7:00 p.m.). Year over year, operator count increased 8% and mechanics increased 11%.
- **Opportunities:** Fleet commissioning timelines, operator availability, and retention of skilled staff remain key constraints heading into FY2026. Continuing to minimize absenteeism and turnover may help mitigate less predictable variables such as funding and supply chain.

#### **2. Develop Internal Strengths**

**Objective:** Strengthen organizational culture and leadership through internal communication, training, and structure.



## Lane Transit District Agenda Item Summary (AIS)

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- **Progress:** The 2025 Employee Engagement Survey saw a year over year 7% improvement (73% composite score).<sup>1</sup> but remains below the targeted 80% baseline. Restructuring of HR is underway with support from new partner, **Xenium HR**. Supervisor development training efforts continue.
- **Opportunities:** Rebuilding HR systems and workflows remains a priority. Operations Training is being designed as a continuous annual program. Leveraging the new Operator Control Center (OCC) training space, and technology innovations; as well as gaining insight from exit interviews may help improve retention and employee engagement.

### 3. Improve System Security and Safety

**Objective:** Improve actual and perceived safety throughout our system.

- **Progress:** Increased safety presence and new handheld fare validators were deployed. Fare enforcement shows early promise in reducing fare evasion. Monthly assaults remain stable (18 avg.); ordinance-related incidents dropped over 30% year over year (to 13.42 per 100,000 revenue hours). Safety perception ratings dipped slightly in 2024 per the American Bus Benchmarking Group. Contract initiated with Gatekeeper Systems to install system-wide mobile surveillance. Public safety officer presence in the system increased 32%, with a focus on EmX.
- **Opportunities:** Managing perceptions is complicated and requires a focus on both real and perceived issues. Key indicators going forward include fare validation insights, and targeted customer experience improvements using more real-time customer input.

### 4. Maintain Financial Health

**Objective:** Strengthen financial forecasting, transparency, and internal controls.

- **Progress:** FY2025 budget adopted; Long-Range Financial Plan updated; Community Investment Plan renewed. ERP (Finance Enterprise Resource Planning System) implementation advanced. Notable milestones here included new point-of-sale system, vendor portal, and improved purchasing controls.
- **Opportunities:** While reserves remain healthy, financial forecasts must account for potential stagnation in federal and state funding. FY2026 will continue ERP enhancements and grant/reporting transparency. Monitoring reserves and containing costs will be key indicators for financial health.

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<sup>1</sup> Composite score of the following indicators: 'recommending LTD as a good place to work', 'understanding of performance linked to LTD's success', 'agreement leadership is invested in individuals' success, agreement staff are provided the tools needed to work successfully, and agreement departments work well together.



## Lane Transit District Agenda Item Summary (AIS)

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### 5. Public Engagement

**Objective:** Implement Community Engagement Framework (August 2024, LTD Board of Directors adopted - Community Engagement Framework: <https://www.ltd.org/coca/>) to track outcomes impact on education, housing, workforce, and health.

- **Progress:** Four community workshops in 2024 helped define access-focused outcome baselines. We have re-engaged the Community Steering Council as of July 2025 and operationalized the framework into long-range planning. Initial access indicators (e.g., transit access to parks, pools, and community events) were recently highlighted in external communications. Full results will be shared at the August 2025 stakeholder outcomes panel.
- **Opportunities:** Transportation plays a foundational role in determining social outcomes, and requires community partner engagement for fully leveraging influence on outcomes. Continuing to measure our community impact, and aligning service with broader community goals remains a priority.

### 6. Mobility Portfolio Development

**Objective:** Expand and evolve our services to meet emerging community needs.

- **Progress:** Two major pilots are planned for FY2026: rural shuttles and a downtown circulator. Long-Range Mobility Plan underway. Partnerships with UO and OSU developed. RideSource technical review in progress.
- **Opportunities:** Strategic growth depends on maintaining fixed route stability, securing funding, and aligning with public engagement. FY2026 will focus on evaluating trade-offs between system expansion and core service reliability.

### Looking Ahead

Strategic progress is a constant. We have taken a continuous improvement approach to remain accountable to the public and internal stakeholders alike. As we seek to deepen a performance based, outcomes driven culture, communication with staff, stakeholders, and community partners is more essential than ever. Through this report, we have identified annual progress and opportunities for improvement. With input from staff, the Board, and stakeholders, an annual SBP Refresh will be compiled, to be presented for adoption renewal by the Board in September 2025.

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



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

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

**AIS Title: Appointment of New Strategic  
Planning Committee Members**

**Action: Adoption**

### **Agenda Item Summary:**

The purpose of this item is to seek Lane Transit District's (LTD) Board of Directors adoption of Resolution No. 2025-08-05-24, appointing four new members to LTD's Strategic Planning Committee (SPC).

### **Background**

The SPC was established in 2016 through a re-chartering of the original EmX Steering Committee. In 2022, the SPC's purpose was expanded to encompass the work of the former Accessible Transportation Committee. The purpose of the SPC is to provide the Board with independent advice and recommendations on strategic planning issues, in addition to deliberately considering service and project impacts to individuals with disabilities and older adults.

### **SPC Membership and Composition**

In accordance with SPC bylaws, the committee consists of at least eight and not more than 15 members, all of whom reside within the LTD service district area. All members are considered voting members and serve two-year terms with eligibility to be reappointed for up to three additional two-year terms.

In addition to two people from LTD's Board, members of the SPC include representatives of large employers, chambers of commerce, smaller cities, and LTD's key partners. Committee members should represent a diverse set of stakeholders with a variety of interest areas.

### **SPC Member Recruitment, Selection, and Appointment Process**

LTD staff sought to fill four open committee seats during this recruitment. The opportunity to serve on the SPC was broadly advertised and communicated during Spring 2025. Staff communicated through multiple channels including newsletters, social media, and via direct emails with partner agencies and organizations. Members of LTD's Board were also asked to notify their networks of the opportunity.

Candidates were directed to submit applications using LTD's online portal between May 12 and June 24, 2025. A selection committee consisting of SPC Chair Alma Fumiko Hesus, LTD Government Relations Manager Sam Kelly-Quattrocchi, and LTD Director of Mobility Planning and Policy Dave Roth, was formed to review and interview candidates.



## Lane Transit District Agenda Item Summary (AIS)

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In total, 12 applications were received at the time of initial screening on June 12, 2025. The selection committee conducted an initial screening to select six finalists for formal interviews. Following the completion of formal interviews by the selection committee, a list of four recommended appointee candidates was finalized on June 24.

**Attachments:**

- 1) Resolution 2025-08-05-24
- 2) New SPC Member Bios

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

**Proposed Motion:** I move to adopt Resolution No. 2025-08-05-24; appointing the following members to the LTD Strategic Planning Committee for the term set forth below:

<u>Member</u>	<u>Term Ending</u>
Jack Boisen	6/30/2027
Paul Comery	6/30/2027
Sarah Mazze	6/30/2027
Peter Simmeth	6/30/2027



## Strategic Planning Committee Onboarding Members



### Jack Boisen

Administrative Director  
St. Vincent de Paul

#### Bio

Jack Boisen is the Administrative Director for St. Vincent de Paul. In this role, Jack supervises SVdP's homeless shelter and support programs and community engagement department and provides the Executive Director with high-level

interdepartmental support. Jack has worked with nonprofits focused on assisting and housing the homeless for over 11 years, including 7 of those years within our local, Lane County community. He is passionate about bridging support for the most vulnerable with an understanding for the community's needs at large. Outside of work, Jack married his best friend last year and started a family, with their first child just turning 6 months old in June. He also loves to read, write and spend time with family.



### Paul Comery

Transportation Planner  
University of Oregon

#### Bio

Paul Comery is a transportation planner with multiple years of experience partnering with transit agencies to improve transit service, increase public awareness of options and enhance the rider experience. Paul and his family recently relocated to Springfield after moving to the area from Portland in the fall of 2024, when he started his current job at the University of

Oregon. Paul enjoys riding the EmX with his son to daycare, and hopes that his work on this committee will help more parents feel comfortable making the same travel choice with their children.





## Strategic Planning Committee Onboarding Members



### Sarah Mazze

Eugene 4J  
Safe Route to School Coordinator

#### Bio

Sarah Mazze serves as the Safe Routes to School Coordinator for Eugene School District 4J, where she leads efforts to make walking, biking, and rolling to school safer, more accessible, and more enjoyable for students and families. With a deep commitment to community well-being and sustainable transportation, Sarah works closely with schools, families, and local agencies to promote active transportation and reduce traffic congestion around school zones. Her work includes education programs, infrastructure planning, safety campaigns, and advocacy that support healthy, independent travel habits for youth. Sarah is known for her ability to connect stakeholders, secure resources, and foster a culture of safety and inclusion. Whether organizing bike safety classes, mapping safe travel routes, or working with city planners, she brings energy and compassion to every project. Sarah's work reflects her belief that when kids have the freedom and safety to get to school under their own power, it benefits not only their health but the entire community.



### Peter Simmeth

Community and Regional Planning Student  
University of Oregon

#### Bio

Peter is a master's student at the University of Oregon, studying community and regional planning. Before returning to school, he worked as a long-term substitute teacher for the 4J and Springfield school districts, teaching at nearly all of their middle and high schools. Peter has always relied on biking and public transit as his primary modes of transportation and is particularly interested in strategies to make multimodal travel the most convenient and accessible option in our community.



**RESOLUTION NO. 2025-08-05-24**

**APPOINTING MEMBERS TO THE LANE TRANSIT DISTRICT  
STRATEGIC PLANNING COMMITTEE**

**WHEREAS**, The Strategic Planning Committee was established by Lane Transit District's (LTD) Board of Directors in Resolution No. 2016-12-12-041, Re-chartering the EMX Steering Committee as the Strategic Planning Committee ("SPC" or the "Committee"). The SPC provides the Board with independent advice and recommendations on strategic planning issues related to advancing the goals of the Long-Range Mobility Plan; and

**WHEREAS**, the committee shall consist of at least eight (8) and not more than fifteen (15) members, all of whom reside within the LTD service area. All members of the SPC are voting members; and

**WHEREAS**, the SPC shall include the following nine (9) members, appointed by their respective governing bodies:

- I. Two members 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.

In addition to those members appointed to the SPC pursuant to Section 3.2 (a) of the Strategic Planning Committee Bylaws, up to an additional six (6) members, representing a diverse set of stakeholders, may be nominated for the SPC by LTD's Chief Executive Officer; and

**WHEREAS**, LTD broadly advertised the opportunity fill four SPC seats; and

**WHEREAS**, a selection committee consisting of SPC Chair Alma Fumiko Jesus, LTD Government Relations Manager Sam Kelly-Quattrocchi, and LTD Director of Mobility Planning and Policy Dave Roth, was formed to screen and interview candidates; and

**WHEREAS**, four SPC appointee candidates were selected by the selection committee.

**NOW, THEREFORE, BE IT RESOLVED**, the Board appoints the following member(s) to the Strategic Planning Committee for the term set forth below:

<u>Member</u>	<u>Term Ending</u>
Jack Boisen	8/31/2027
Paul Comery	8/31/2027

Sarah Mazze  
Peter Simmeth

8/31/2027  
8/31/2027

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 5TH DAY OF AUGUST  
2025.**

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Susan Cox, Board President



## Lane Transit District Agenda Item Summary (AIS)

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**Prepared By:** Wendi Frisbie, Chief  
Administrative Officer

**AIS Title:** Non-Procurement Related  
Agreements

**Action:** Adoption

**Agenda Item Summary:** On August 21, 2024, the LTD Contract Review Board adopted amended Resolution No. 2024-08-21-023, authorizing the Chief Executive Officer (CEO) to execute contractual agreements with a value up to \$250,000 without prior Board approval.

To ensure the timely processing of employee settlement agreements, staff respectfully requests the Board authorize the CEO, or their designee, to execute such agreements up to the same \$250,000 threshold. Due to the confidential nature of these agreements, they will be excluded from the monthly Delegated Authority Report. Any settlement agreement exceeding \$250,000 will be presented to the Board for review and approval.

**Attachments:** None

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

**Proposed Motion:** I move to authorize the Chief Executive Officer, or their designee, to execute employee settlement agreements up to \$250,000.



## Lane Transit District Agenda Item Summary (AIS)

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**Prepared By:** Eric Breitenstein

**Contract Title:** Vertosoft Multi-Modal Trip  
Planning Application

**Contract No.:**

**Grant No:** OR-2025-004-00

**Entering into a Contract:** ☒

**Contract Amendment:** ☐

**Approved by Procurement:** ☒

**Action:** Adoption of Resolution No. 2025-08-05-25 authorizing the Chief Executive Officer (CEO) to enter into a contract with Vertosoft, LLC for the purpose of implementing a multi-modal trip planning application.

**Agenda Item Summary:** This contract provides for the implementation of a multi-modal real-time trip planning mobile application to be used by Lane Transit District's (LTD) riders. Additionally, the contract provides access to an application programming interface (API) for LTD's use, namely for the development of a real-time trip planner on LTD's redesigned website.

This will give riders access to real-time information about LTD's fixed route network, as well as information from other mobility providers in Lane County. This will allow for easier trip planning and the visualization of the geographic location of services. The application will also introduce new tools for LTD to engage with riders through in-app notifications and surveys.

Technology is provided by Transit, a mobile app providing real-time public transit data through a contract with Vertosoft, LLC. LTD intends to utilize The Interlocal Purchasing System (TIPS) purchasing cooperative contract number 250106 between TIPS and Vertosoft, LLC.

The total contract value for five years is up to \$600,000, funded through May 31, 2030.

**Attachments:**

Resolution No. 2025-08-05-25

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

**Proposed Motion:** I move to adopt Resolution No. 2025-08-05-25; authorizing the Chief Executive Officer (CEO) to enter into a contract with Vertosoft, LLC for the purpose of implementing a multi-modal trip planning application.



**RESOLUTION NO. 2025-08-05-25**

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH VERTOSOFT, LLC FOR THE PURPOSE OF IMPLEMENTING A MULTI-MODAL TRIP PLANNING APPLICATION**

**WHEREAS**, LTD needs a multi-modal real-time trip planning mobile application and application programming interface (API) for website trip planner development;

**WHEREAS**, LTD's Fiscal Year 2025-2026 Budget includes a planned expenditure of \$600,000 for the Trip Planner/Mobile Wallet project funded by a federal grant awarded in the spring of 2022;

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

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

**WHEREAS**, pursuant to LTD resolution No. 2024-08-21-025, LTD's Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000;

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

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with Vertosoft, LLC for the purpose of implementing a multi-modal real-time trip planning application in an amount not to exceed \$600,000; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$120,000.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 5TH DAY OF AUGUST 2025.**

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Susan Cox, Board President