



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

**Public Forum, Regular Business Meeting and Briefing
Wednesday, September 10, 2025, 5:30 P.M.
Springfield Chamber of Commerce
101 S A St, Springfield, OR 97477**

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
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

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:** Susan Cox (President), Michelle Webber (Vice President), Pete Knox (Treasurer), Lawrence Green (Secretary), Heather Murphy, Gino Grimaldi, Kelly Sutherland

2. **PUBLIC COMMENT**

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, Gino Grimaldi
- Real Estate Subcommittee – Susan Cox, Michelle Webber, Kelly Sutherland
- Bylaws Committee – Susan Cox, Michelle Webber, Pete Knox

4. **CEO REPORT**

- Employee of the Month – July-Sept 2025
- Long Range Mobility Plan (LRMP) Update
- Fare Collections
- Xenium Human Resources Update
- Cost of Living Adjustment (COLA) Policy
- Community Engagement Framework Implementation Plan
- Outcomes Panel Debrief
- State of the District
- Monthly Department Reports
- Monthly Finance Report
- Delegated Authority Report

5. **CONSENT AGENDA**

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

- Lane Council of Governments (LCOG) Link Lane IGA
- Lane Council of Governments (LCOG) South Lane IGA
- City of Eugene IGA for MovingAhead System Refinement Study
- Pension Trust - Removal and Addition of Trustee for Amalgamated Transit Union (ATU) and Admin Pension Trust Plans
- Operations Control Center (OCC) Dedication
- Disadvantaged Business Enterprise (DBE) and Goal

6. **BOARD ACTION ITEMS**

- Board Committee Assignments and Status of Current Committees
- Operations Control Center (OCC) Dedication

7. ADJOURN BUSINESS MEETING

UPCOMING MEETINGS:

October 15 - October Board Meeting
Springfield Chamber of Commerce
101 S A St, Springfield, OR 97477

November 19 - November Board Meeting
Location - TBD

December 17 - December Board Meeting
Glenwood Administrative Building
3500 E. 17th Ave. Eugene, OR 97403

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



Lane Transit District Agenda Item Summary (AIS)

Presented By: Aimee Reichert, Chief Performance Officer **AIS Title:** Monthly Operations Performance Update

Action: Information Only

The September Performance Report to the Board reflects current status and trends through July 2025 for all services - Ridership; Fleet Maintenance; Operations Management; Customer Service; and Public Safety. Financial reporting is also included, and reflects up through the end of FY25. Financial reporting is considered preliminary pending final account reconciliations and grant draw downs.

Highlights

- EmX and Fixed Route ridership were down 1.5% compared to this time last year. Ridership in the last 12 months declined by 3.2% compared to the prior year, based on the 12-month rolling average.
- EmX and Fixed Route revenue hours were up 10.2% over the same time last year and 5.9% on the 12-month rolling average comparison.
- Ridership per revenue hour was down 10.6% this year compared to last and down 8.5% on the 12-month rolling average comparison.
- Mobility Services ridership performance overall is steady with a 4.8% increase year over year, and a 4.4% increase on the 12-month rolling average comparison.
- Maintenance costs increased by 42% from the same time last year, but have overall decreased by 5.4% on the 12-month rolling average comparison.
- Fixed Route Substantiated Operations Complaints/100,000 Boardings and Compliments/100,000 Boarding remain consistent, with many good compliments to pull from. To illustrate this trend, on 8/20/25 incident #36731 was logged: "Every bus I've taken has been on time, super clean...I've never once felt unsafe, and every driver I've met has been kind and helpful."
- Positive trend with Operator Unanticipated Absenteeism continued, down 26.68% compared to the same time last year and 23% on the 12-month rolling average.
- Operator average count was steady for July at 198, a 9% increase from the same time last year.
- Positive trend with Ordinance 36 Violations per 100,000 revenue hours continued with violations decreased 3.2% compared to the same time last year, and decreased 30% on the 12-month rolling average comparison.
- Assault reporting shows an overall change of +3 assaults (22) compared to the same time last year (17) and +7 in total assaults on the 12-month rolling-average comparison. These are attributed to both physical and non-physical assaults.



Lane Transit District Agenda Item Summary (AIS)

- Preventable and non-preventable accidents reviewed by the Accident route review committee, were down 25% compared to the same time last year and flat on the 12-month rolling comparison.
- The Preliminary Year-End Financial Report summarizes LTD's financial performance through June 30, 2025. All funds are projected to end the fiscal year within appropriated budgets, and no fund is expected to end with a negative balance. Key highlights include:
 - **General Fund** revenues are projected to meet or exceed budget. The Statewide Transportation Improvement Fund (STIF) funding for low-income fares, student fares, and increased service is being reconciled, and has not been recorded by the publication of this report.
 - **General Fund** expenditures are anticipated to be at or under budget for all departments except Insurance and Risk, which has seen a significant increase in premiums.
 - **Non-General Fund areas (Mobility Services, Medicaid, Point2Point)** will be under budget due to timing of grants and projects.
 - **Capital Projects Fund** revenue and expenditures are below budget due to project timing, but available funds and grant matches remain sufficient to cover project expenses.
 - **Sustainable Services Reserve Fund** increased due to the \$12 million transfer from the General Fund approved in the Supplemental Budget.

This preliminary report reflects conservative estimates based on available data. Final figures are pending receipt of all invoices and internal allocations.

Attachments: LTD Performance Report; LTD FY25 Preliminary Year-End Financial Report



Board Performance Report

July 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	170,098	192,937	-11.8%	215,553	232,413	-7.3%
Fixed Route Service	272,773	256,720	6.3%	293,538	293,240	0.1%
Total	442,871	449,657	-1.5%	509,091	525,653	-3.2%

Revenue Hours

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Fixed Route Service	15,121	13,709	10.3%	14,749	14,039	5.1%
EmX Service	5,412	4,926	9.9%	5,228	4,826	8.3%
Total	20,532	18,635	10.2%	19,978	18,865	5.9%

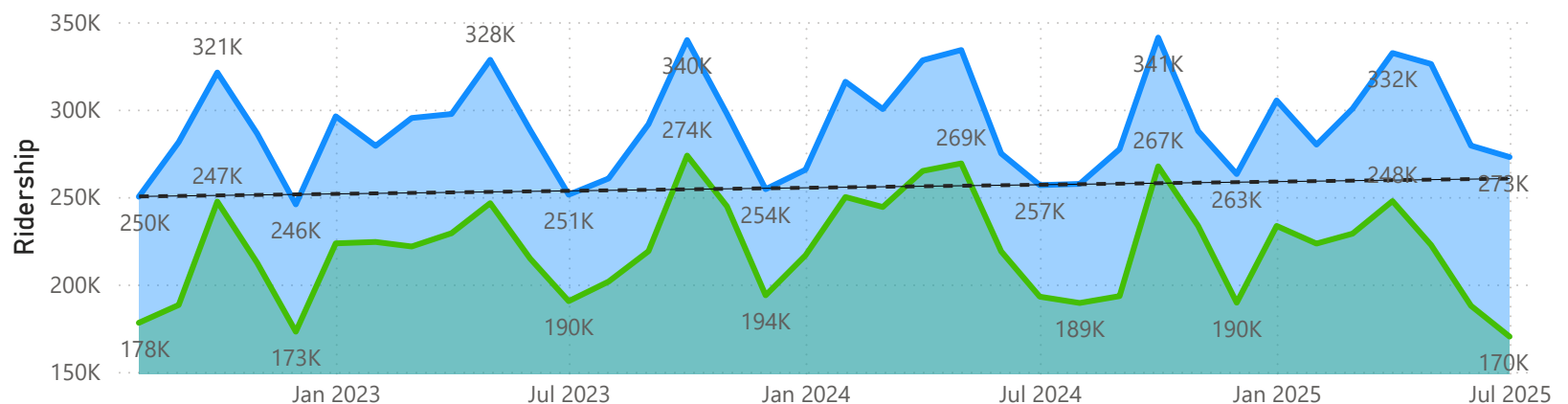
Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	31.43	39.17	-19.8%	41.23	48.16	-14.4%
Fixed Route Service	18.04	18.73	-3.7%	19.90	20.89	-4.7%
Total	21.57	24.13	-10.6%	25.48	27.86	-8.5%

Ridership Last 36 Months

Aug 2022 - Jul 2025

Type — EmX Service — Fixed Route Service





Board Performance Report

July 2025

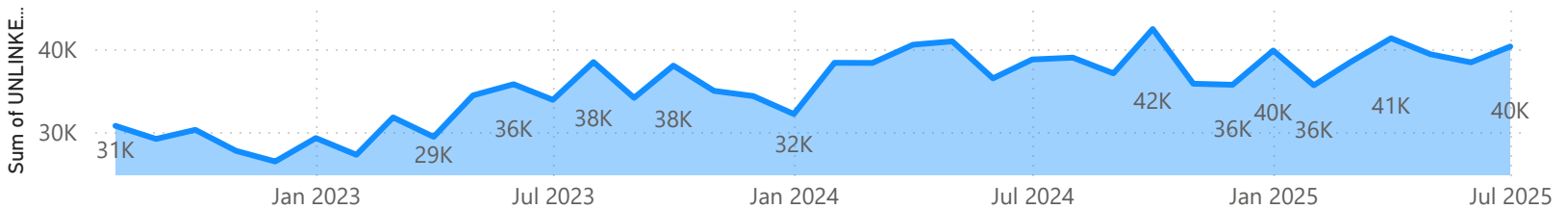
Mobility Services

Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	23,779	23,476	1.3%	23,016	22,942	0.3%
RideSource	12,180	11,099	9.7%	11,595	10,445	11.0%
Vanpool	1,266	838	51.1%	914	1,046	-12.6%
Cottage Grove Connector	1,247	1,186	5.1%	1,197	1,177	1.7%
Rhody Express	1,083	1,093	-0.9%	987	591	67.1%
Diamond Express	616	667	-7.6%	699	620	12.9%
Florence ADA	144	112	28.6%	114	89	28.5%
Total	40,315	38,471	4.8%	38,522	36,908	4.4%

Mobility Services Ridership Last 36 Months

Aug 2022 - Jul 2025



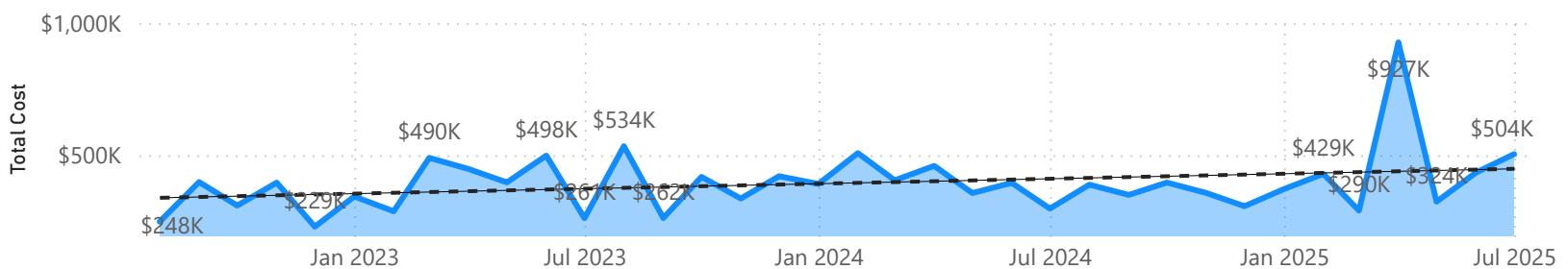
Fleet Maintenance

Maintenance Cost Per Mile - Revenue Vehicles

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
PM	\$0.43	\$0.51	-15.6%	\$0.40	\$0.40	-0.5%
REPAIR	\$2.84	\$1.79	58.4%	\$2.63	\$2.81	-6.1%
Total	\$3.27	\$2.30	42.0%	\$3.04	\$3.21	-5.4%

Maintenance Cost Last 36 Months

Aug 2022 - Jul 2025





Board Performance Report

July 2025

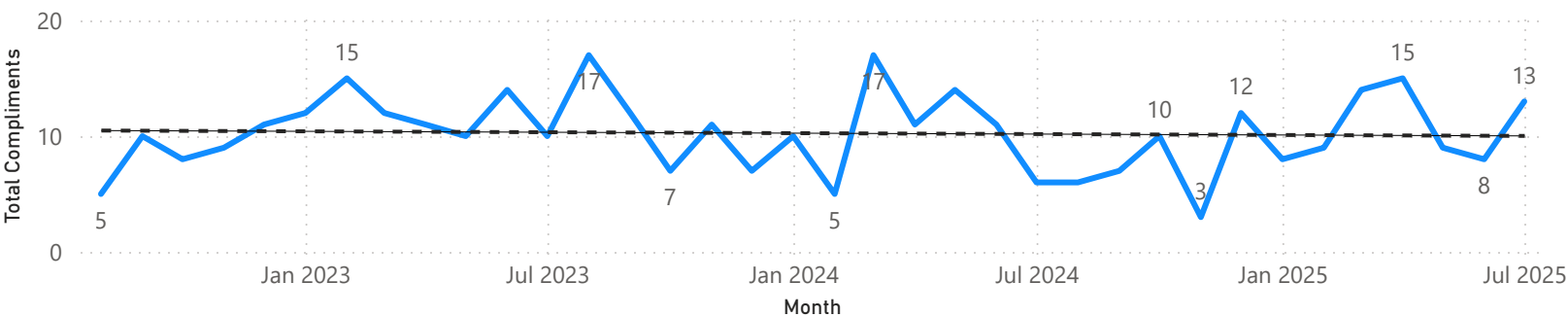
Customer Service

Compliments per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Compliment	2.94	1.33	1.60	2.54	3.45	-0.92
Total	2.94	1.33	1.60	2.54	3.45	-0.92

Compliments Trend Last 36 Months

Aug 2022 - Jul 2025

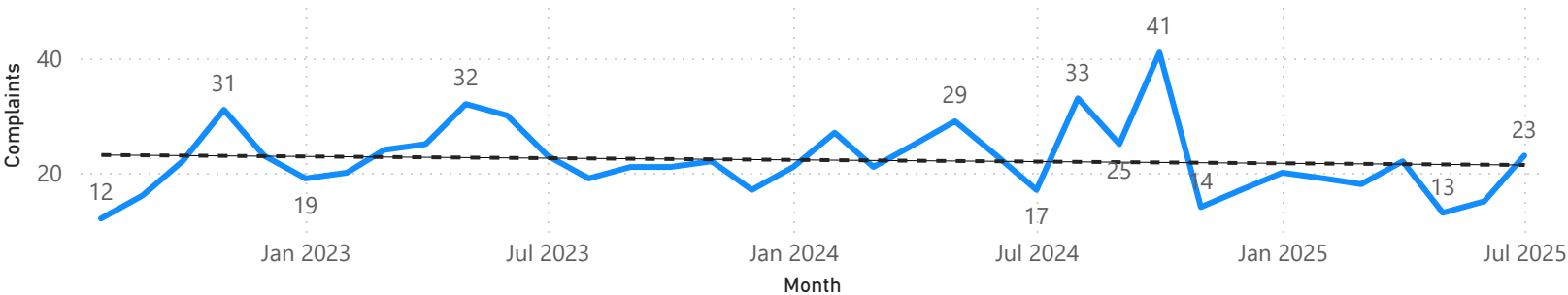


Substantiated Complaints per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Customer Relations	1.81	1.11	0.69	3.19	3.55	-0.36
Miscellaneous		0.22	-0.22	0.72	0.37	0.35
Reliability	2.48	1.56	0.93	2.85	2.57	0.29
Safety	0.90	0.89	0.01	1.61	1.42	0.19
Total	5.19	3.78	1.41	8.37	7.92	0.46

Substantiated Complaints Trend Last 36 Months

Aug 2022 - Jul 2025





Board Performance Report

July 2025

Operations

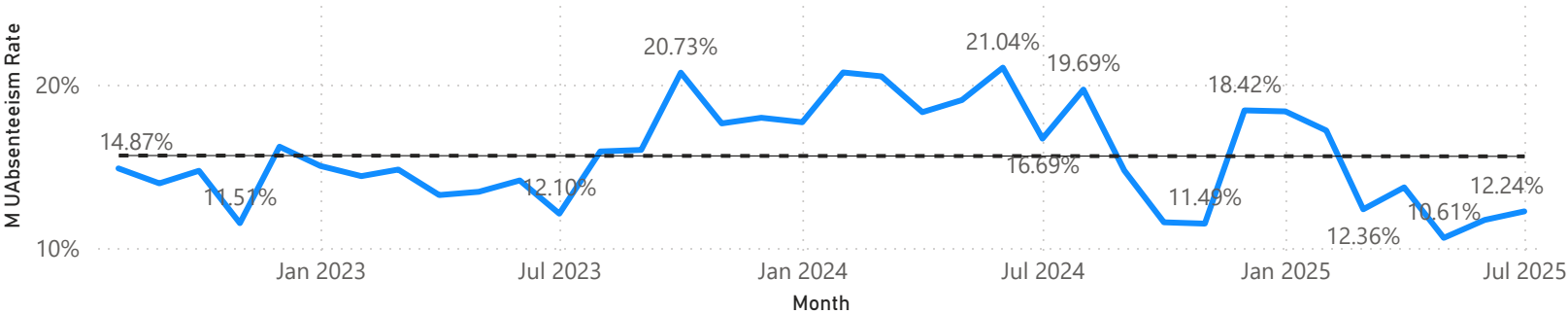
Operator Unanticipated Absenteeism Rate

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	1.91%	2.43%	-21.27%	2.03%	3.02%	-32.85%
Other	1.32%	1.74%	-23.98%	0.98%	3.09%	-68.27%
Protected	3.55%	7.26%	-51.15%	5.35%	6.04%	-11.48%
Sick	5.45%	5.26%	3.69%	5.89%	6.35%	-7.25%
Total	12.24%	16.69%	-26.68%	14.25%	18.51%	-23.00%

Operator Unanticipated Absenteeism Rate Trend Last 36 Months

Aug 2022 - Jul 2025



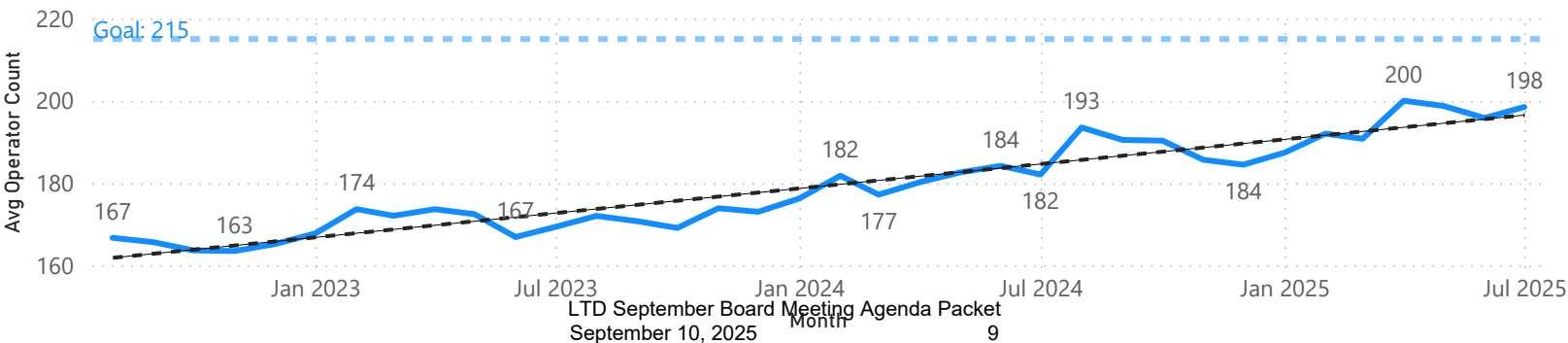
Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
92.3%	198	182	9.0%	192	177	8.7%

Operator Count Trend Last 36 Months

Aug 2022 - Jul 2025





Board Performance Report

July 2025

Public Safety

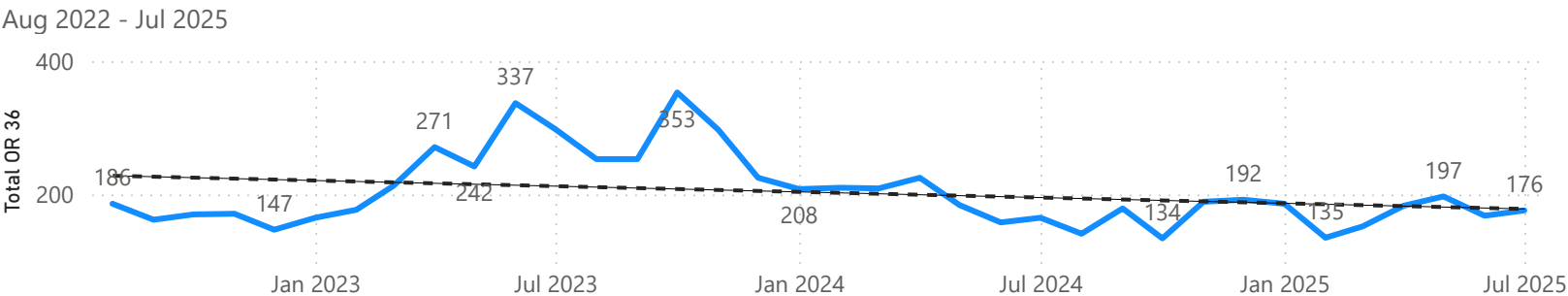
Ordinance 36 Violations

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Ordinance 36 Violations	176	165	6.7%	180	237	-24.2%

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	8.57	8.85	-3.2%	8.48	12.10	-30.0%

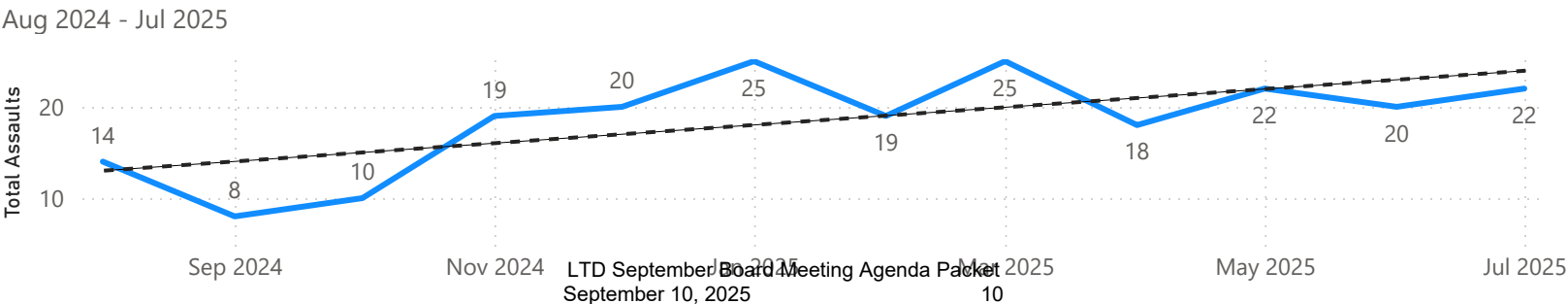
Ordinance 36 Trend Last 36 Months



Assaults

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
<input checked="" type="checkbox"/> Non-Physical	13	12	8.3%	12.6	8.3	51.0%
Operator Non-Physical	9	2	350.0%	3.1	1.3	131.3%
Other Transit Worker Non-Physical	3	10	-70.0%	7.1	6.0	18.1%
Public Non-Physical	1			2.4	1.0	141.7%
<input checked="" type="checkbox"/> Physical	9	5	80.0%	5.9	3.4	73.2%
Operator Physical	1			0.2	0.5	-66.7%
Other Transit Worker	3	4	-25.0%	2.3	1.5	50.0%
Public Physical	5	1	400.0%	3.5	1.4	147.1%
Total	22	17	29.4%	18.5	11.8	57.4%

Assaults Trend Last 36 Months





Board Performance Report

July 2025

Accidents

Accidents

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Non-Preventable	5	6	-16.7%	4.4	4.6	-3.6%
Preventable	3	4	-25.0%	4.9	4.0	22.9%
Total	8	10	-20.0%	9.3	8.6	8.7%

Total Revenue Miles

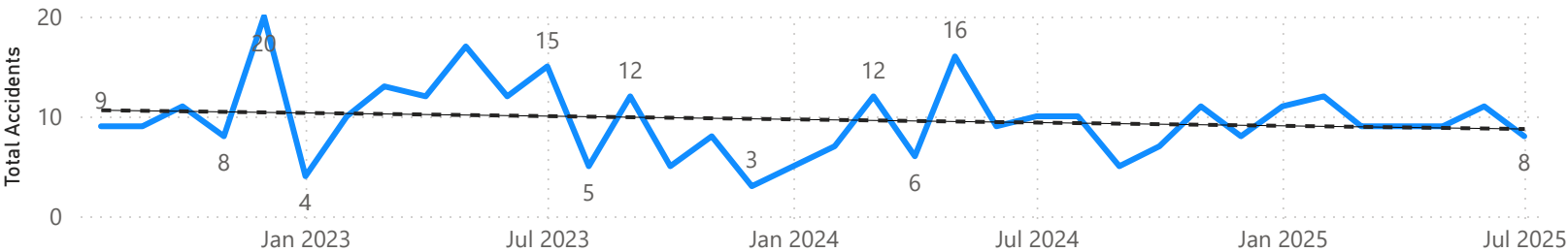
Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	61,973	55,212	12.25%	712,988	655,063	8.84%
Fixed Route Service	179,226	170,723	4.98%	2,145,330	2,084,922	2.90%
Total	241,199	225,935	6.76%	2,858,318	2,739,985	4.32%

Accidents Per 100k Revenue Miles

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Non-Preventable	2.07	2.66	-21.9%	0.15	0.17	-7.6%
Preventable	1.24	1.77	-29.7%	0.17	0.15	17.8%
Total	3.32	4.43	-25.1%	0.33	0.31	4.2%

Accident Trend Last 36 Months

Aug 2022 - Jul 2025



Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the Fiscal Year ending June 30, 2025
(For Internal Use only - not audited)

Revenue: General Fund	FY25 Budget	Actual to date	% Budget	FY24 Budget	Actual to date	% Budget
Fares & Passes	\$ 2,839,500	\$ 2,419,036	85.2%	\$ 2,408,420	\$ 2,321,033	96.4%
Group Passes	2,137,000	2,012,303	94.2%	1,921,925	2,019,126	105.1%
Advertising	50,000	-	0.0%	-	-	0.0%
Special Services	127,400	111,884	87.8%	27,383	142,518	520.5%
Payroll Tax Revenue	53,873,247	55,511,206	103.0%	50,841,071	54,857,787	107.9%
Self-Employment Tax	2,685,256	2,617,018	97.5%	2,142,737	2,416,284	112.8%
State In-Lieu-of Tax	841,922	689,582	81.9%	789,450	928,822	117.7%
Interest Income	1,200,000	2,986,033	248.8%	729,658	2,548,001	349.2%
Federal Assistance	27,650,000	24,417,717	88.3%	13,300,000	7,370,304	55.4%
State Assistance	3,350,000	994,775	29.7%	1,110,000	1,247,940	112.4%
Local Assistance	-	-	0.0%	-	-	0.0%
Misc Revenue, Records, Recovery	320,000	476,109	148.8%	400,000	351,302	87.8%
Total General Fund Revenue	\$ 95,074,325	\$ 92,235,664	97.0%	\$ 73,670,644	\$ 74,203,116	100.7%

Revenue: Non-General Funds						
Capital Projects Fund	\$ 29,964,985	\$ 5,450,171	18.2%	\$ 30,408,409	\$ 17,129,228	56.3%
Medicaid Fund	17,651,250	14,531,442	82.3%	15,395,845	13,399,715	87.0%
Mobility Services Fund	14,393,989	6,471,488	45.0%	7,113,765	4,441,042	62.4%
Point2Point	484,975	5,241	1.1%	572,092	335,756	58.7%
Working Capital	1,990,582	-	0.0%	-	-	0.0%
Sustainable Services Fund	500,000	571,621	114.3%	-	529,908	0.0%
Transfer from General Fund	7,718,285	20,018,285	259.4%	9,437,342	8,203,247	86.9%
Total Non-General Funds Revenue	\$ 72,704,066	\$ 47,048,249	64.7%	\$ 62,927,453	\$ 44,038,896	70.0%

Total All Revenue	\$ 167,778,391	\$ 139,283,912	83.0%	\$ 136,598,097	\$ 118,242,012	86.6%
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Expenditures: General Fund	FY25 Budget	Actual to date	% Budget	FY24 Budget	Actual to date	% Budget
Business Intelligence	\$ 630,942	\$ 400,800	63.5%	\$ -	\$ -	0.0%
Compliance	449,879	400,225	89.0%	-	-	0.0%
Customer Services	1,116,734	1,021,523	91.5%	991,826	864,248	87.1%
Executive Office	2,596,967	2,366,854	91.1%	2,349,938	2,228,781	94.8%
Facilities Management	3,440,166	3,321,041	96.5%	3,374,702	3,051,393	90.4%
Finance	1,674,277	1,634,567	97.6%	1,764,850	1,564,449	88.6%
Fleet Management	6,539,179	6,372,247	97.4%	6,236,962	6,107,066	97.9%
Human Resources	11,407,114	11,322,570	99.3%	2,078,685	1,683,373	81.0%
Information Technology	4,418,157	4,087,901	92.5%	3,809,501	3,253,288	85.4%
Insurance & Risk Services	2,280,058	2,283,376	100.1%	1,549,741	2,303,858	148.7%
Intelligent Transport Systems	707,308	406,483	57.5%	393,200	216,926	55.2%
Marketing	2,106,372	1,330,975	63.2%	2,355,900	1,893,368	80.4%
Materials Management	6,209,500	4,422,409	71.2%	5,093,031	4,334,362	85.1%
Mobility Services	429,756	355,058	82.6%	596,262	211,026	35.4%
Planning & Development	885,437	821,752	92.8%	1,315,604	1,201,928	91.4%
Procurement	1,468,312	1,424,188	97.0%	1,915,843	1,749,245	91.3%
Public Safety Services	2,834,624	2,023,791	71.4%	2,126,964	1,580,986	74.3%
Special Events	50,000	-	0.0%	-	49,350	0.0%
Transit Operations	27,736,220	25,449,179	91.8%	27,100,319	25,244,903	93.2%
Transit Training	65,620	37,335	56.9%	377,312	150,782	40.0%
Transfer To Other Funds	20,018,285	20,018,285	100.0%	9,321,712	8,203,247	88.0%
Total General Fund Expense	\$ 97,064,907	\$ 89,500,557	92.2%	\$ 72,752,352	\$ 65,892,578	90.6%

Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the Fiscal Year ending June 30, 2025
(For Internal Use only - not audited)

Expenditures: Non-General Funds	FY25 Budget	Actual to date	% Budget	FY24 Budget	Actual to date	% Budget
Capital Projects Fund	\$ 36,640,620	\$ 13,332,805	36.4%	\$ 40,768,294	\$ 23,002,894	56.4%
Medicaid Fund	17,979,000	14,317,781	79.6%	15,723,595	14,043,963	89.3%
Mobility Services Fund	14,893,989	8,177,663	54.9%	11,598,951	7,750,871	66.8%
Point2Point	699,875	77,636	11.1%	754,870	448,469	59.4%
Sustainable Services Fund	500,000	-	0.0%	238,919	-	0.0%
Total Non-General Funds Expense	\$ 70,713,484	\$ 35,905,885	50.8%	\$ 69,084,629	\$ 45,246,197	65.5%
Total All Expense	\$ 167,778,391	\$ 125,406,442	74.7%	\$ 141,836,981	\$ 111,138,774	78.4%
Net Surplus (Deficit) (Total Revenue less Total Expense)	\$ 13,877,471			\$ 7,103,238		



Lane Transit District Monthly Department Reports

Administration

Wendi Frisbie, Chief Administrative Officer

HUMAN RESOURCES

Xenium Update

Additional HR support has joined LTD through our partnership with Xenium.

As part of this expansion, LTD has transitioned to a new Xenium service team with experience supporting organizations that have more complex HR needs, including Labor Relations and HR departmental build-outs.

To further align our partnership, Xenium staff will be onsite on September 22 to meet with LTD's HR staff and continue building alignment.

Human Resources (HR) currently consists of the following team:

- Chief People Officer
- Labor Relations Manager
- HR Specialist - Benefits, Leaves, and the HR Help Desk (Internal promotion from Operations 8/11)
- HR Generalist (Xenium) – HRIS/HRMS Management, HR Help Desk back-up (Joined 8/25)
- HR Generalist (Xenium) – Full-cycle Recruiting including talent acquisition, development of department specific On-Boarding programs, and development of a 30-60-90 retention program. (Joined 8/27)

Average Stats for the last month as of 8/20

- Headcount: 372
- Current Open Positions: 33 including next operator class of ten
- Interviews facilitated per week: 22
- Leave Management including Constant & Intermittent: 23
- HR interactions average over the last 30 days: 225 per week

MARKETING

Downtown Loop

LTD Marketing led brand development and marketing strategy for the Downtown Loop, an improved Route 1 that serves Downtown Eugene. LTD collaborated with the City of Eugene.

Downtown Loop branding will be present at stops serving the route in downtown Eugene. A full marketing campaign will include direct mail to all residences and businesses near downtown, targeted business outreach, social media, and media outreach.





Lane Transit District Monthly Department Reports

Website & Social Media Highlights:

Date range July 13 - August 12

- 206,000 website page views (down 9.5% compared to last year)
- 14 new Facebook page followers; 7,144 total Facebook page followers (up 3.1% over last year)
- 69,834 Facebook views
- 38 new LinkedIn followers; 1,668 total LinkedIn followers
- 29 new Instagram followers; 1,554 total Instagram followers
- 11,696 Instagram views
- 3,570 total X followers

Outreach & Events:

In July and August, LTD engaged the community through a variety of events, from music at our stations and cultural gatherings to outreach partnerships and university programming. These efforts reached more than 900 community members, strengthening our partnerships with the Eugene Family YMCA and the University of Oregon, as well as promoting LTD's services to community organizations like the Migrant Education Program.

Text Message Service

Total users as of 8/13/25:

- Total Subscriber Profiles: 5,018 (up 50 over previous period; 67.11% growth over past 12 months)
- Total Subscriptions: 29,376 (up 306 over previous period; 149.23% growth over past 12 months)

MATERIALS MANAGEMENT DEPARTMENT

2025 inventory percentage was completed with 99.72% count accuracy. 2025 total inventory value is \$1,906,132.

Warranty reorganization and development is 80% complete. We are currently in the process of adding all New Flyer commercial claims into the system, and new training and process development for Gillig buses.

Enterprise Asset Management (EAM) Fleets and Materials Management software is still in the process of Administrative cleanup. Materials Management team is working on adding new workflow process improvements.

PROCUREMENT DEPARTMENT

Upcoming Projects:

- Request for Qualifications (RFQu) 20250098 for Fixed Route Bus Stop ADA Assessment leading to the repair of any out of compliance LTD bus stops is expected to go the Board for approval in October 2025.
- Request for Proposal (RFP) 20250107 for Rural Services Pilot and Cottage Grove Connector was posted August 15, 2025. This contract is expected to go the Board this winter.
- Cooperative Agreement 202500XX for seven Cutaway vehicles is currently out for quote and is expected to go the Board for approval in October 2025 utilizing Washington State Department of Enterprise Services contract.



Lane Transit District Monthly Department Reports

Development Services

Joe McCormack, Chief Development Officer

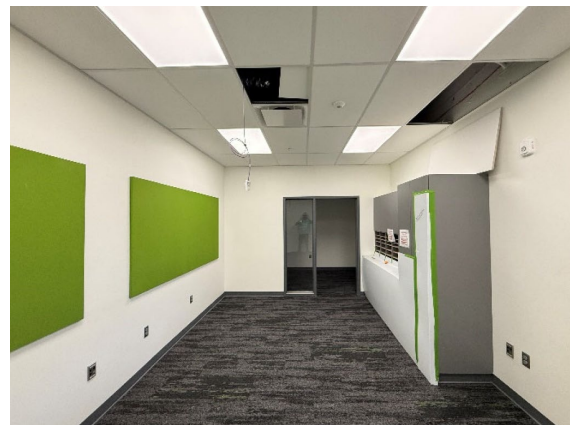
FACILITIES MANAGEMENT & PROJECTS

Underground Storage Tank System Updates: On July 17, 2025, Oregon Department of Environmental Quality (DEQ) performed an Underground Storage Tank (UST) compliance inspection at LTD's Glenwood campus. This was the first inspection since LTD's legacy Trace Tek leak detection system was replaced in FY23. On August 5, LTD was informed that no violations were noted during the inspection, stating, "Keep doing the good work you're doing." These inspections occur on a triennial basis, during which LTD's nine USTs, associated piping, and leak detection systems are physically inspected. Additionally, all *Owner* and *Service Provider* inspection, testing, and repair records are reviewed to ensure they are completed as mandated by Oregon OAR and Federal law. LTD's investment in these system updates, combined with our team's ongoing maintenance efforts, have been critical to our successful management of these systems.

Facilities-Related TAMS & NTD Reporting Updates: Facilities Management has recently updated our Transit Asset Management System (TAMS) site assessment forms to include the details required for National Transit Database (NTD) reporting. These changes enhance our team's compliance reporting and asset lifecycle management, which in turn improves our ongoing SGR (State of Good Repair) and CIP (Capital Improvement Plan) planning.

Powder Coating Service: We have received the second batch of newly powder-coated outdoor furniture for Springfield Station, allowing us to complete a full replacement of the existing furniture. Additionally, over a dozen EmX trash receptacles are currently being swapped out for newly powder-coated units.

OCC Project: Construction of the Operations Command and Control building is progressing on schedule and within budget. Installation of finishes including wall painting, wall tile, countertops, floor coverings, electrical and mechanical trim-out continues. Site grading and concrete walkways is underway. Contractors completed installing anchors for fall protection and replacing skylights on the roof throughout the admin side of the building. The new electrical transformer is energized after a successful electrical shutdown and cable transfer.



UPCOMING TARGET MILESTONE DATES

- Access Drive – Scheduled to start in September
- Electrical Infrastructure – Scheduled for completion in August



Lane Transit District Monthly Department Reports

- Flooring Coverings – Installation will continue and scheduled for completion in August
- Equipment and Furniture Installation – Scheduled for September
- Locker Installation – Planned for September
- Substantial Completion – Scheduled for October 15, 2025
- Move-in - Expected to be completed by October 31, 2025

EmX Lane Repairs: Rehab of several sections of concrete bus lane along Franklin Blvd and East 11th has commenced, the bulk of which will be complete prior to the start of school in September. These concrete panel repairs/replacements are within the first EmX corridor completed in 2006.

MOBILITY PLANNING

Long Range Mobility Plan: With a consultant team selected, LTD staff are working with the Oregon Department of Transportation's (ODOT) Transportation and Growth Management (TGM) staff to finalize scope and budget negotiations on the Long-Range Mobility Plan (LRMP). An Intergovernmental Agreement (IGA) between LTD and ODOT will be executed in early fall. LTD's LRMP will be a strategic blueprint to guide future investments and policies that expand and integrate mobility options across Lane County. The plan will update LTD's goals within a broader mobility management framework, emphasizing diverse travel choices that meet community needs rather than focusing solely on traditional transit services.

Coordinated Plan Update Project: LTD is updating the [Lane Coordinated Public Transit – Human Services Transportation Plan](#) (Coordinated Plan). This plan was last revised in 2019, and the newly updated version should be completed by June 2026. Generally, the Coordinated Plan aims to analyze the landscape of regional transportation planning in Lane County. It also evaluates changes over the last six years with state and federal policy, funding streams, the needs and priorities of the community, and more.

LTD is contracting with the Lane Council of Governments (LCOG) to provide technical support in developing the updated plan. Upcoming outreach and engagement will include agenda topics at Lane STIF Advisory Committee and LTD Strategic Planning Committee (SPC) meetings.

Fixed Route Service Policy Update: On July 11, we held a project kick-off meeting for the [Fixed Route Service Policy](#) update.

Last updated in 2022, this policy defines LTD's performance standards and identifies guidance for resolving performance issues. The Fixed Route Service Policy also describes LTD's Title VI policy. The project consultant will:

- Assess the current policy to identify how LTD compares to peer agencies and to ensure our service standards are realistic and reflecting of recommended changes from the recently approved System Review Final Plan;
- Integrate a bus stop balancing methodology that was developed during the System Review project;
- Integrate several other service-related policies and initiatives (e.g. charter policy, pilot guidance, and communications framework);
- Update and integrate the Disparate Impact (Title VI) methodology.

Additional engagement with LTD and our SPC are planned for this fall. Ultimately, the updated draft Service Policy will be brought to the Board for approval this winter.



Lane Transit District Monthly Department Reports

MOBILITY MANAGEMENT & CUSTOMER SERVICE

Fare System Strategic Road Map: In our evolving role as a mobility manager, we strive to improve seamless travel experiences between modes and service. LTD's current system is aging and technologies are more innovative.

LTD has contracted with Access Planning, a firm associated with Nelson\Nygaard, to create a fare system roadmap to best meet the needs of our community today and in the future.

We are currently conducting focus groups with staff and external partners to identify priorities. The final report will be developed and delivered in October, and we plan to share information at the November Board meeting.

Rolling Passes Coming in February 2025: Currently, customers purchasing a month or three-month pass are limited to the calendar month, and their pass is valid from the first day of the month through the last day of the month. LTD is moving toward a more flexible rolling 31-day/92-day rolling pass. The advantages are clear – if you get paid on the 10th of the month, you can purchase your 31-day fare on the 10th and use it for a full 31 days. LTD plans to implement this pass in February 2026.

Rural Shuttle Pilots: As discussed at June's Board meeting, LTD applied for and was awarded a Statewide Transportation Improvement Fund discretionary grant. This grant provides pre-scheduled services to three rural areas including 1) South Lane County, 2) Mohawk/Marcola Community, and 3) Oregon Highway 36 between Mapleton and Deadwood. The service goals are to provide access from these rural areas to the metro area for medical needs, work school and provide access for an improved quality of life. LTD is in procurement for a provider of these services and plans to implement this winter. In the meantime, LTD continues to communicate these coming changes while maintaining current service.

Customer Service Stats: May 1, 2025 - July 31, 2025

Calls Answered	4853
Under 30 Sec.	92% (4464)
Under 60 Sec.	96% (4659)

Lane Transit District
New Accounts Opened by Account Type
2025/05/01 - 2025/07/31

New Card	Adult	Half Fare	Youth	Honored Rider	Child	LTD Employee	Student	Group Pass
	964	111	44	550		1	879	189
New Mobile	Adult	Half Fare	Youth	Honored Rider	Child	LTD Employee	Student	Group Pass
	3006							
TOTALS	3970	111	44	550		1	879	189



Lane Transit District Monthly Department Reports

Finance

Pam Strutz, Director of Finance

FINANCE DEPARTMENT

- Presentation of the Preliminary Fiscal Year 24-25 Financial Report to the Board Finance Committee. All Funds are forecast to end the year in the positive.
- Continued work on ERP modules:
 - Projects and Grants – All major ongoing projects have been entered in the Project Ledger module along with the grants supporting those projects. A manual spreadsheet with grant expenditures is being maintained until all projects and grants have been entered in the ERP and reconciled.
 - Capital Assets – Assets as of July 1, 2024 have been imported and the totals reconciled to last year's audit. Work to reconcile and record capital assets acquired and disposed during FY25 is nearly complete. Final step will be to add the grant funding to this module so reporting on grant-funded assets will be automated.
 - Cashiering/E-payments – The Cashiering module automates the fare payments so we no longer have to manually import fare sales information. This module went live in May and was fully operational in June. We improved our customer experience by switching to a “no signature required” card process in July. We are reviewing E-payments as a replacement for the current online webstore vendor. If this product can be used, it will also eliminate manual batch imports of these fare sales.
- Year-end processes – the Finance team is busy with year-end reconciliations and audit preparation work. The auditors will be on-site in mid-October. The close for FY25 transactions is estimated to be August 30. The close has to be completed before any FY26 financial and budgetary report can be produced.

GRANTS

- Grant application and draw down processes were delayed until the Federal Transit Agency (FTA)-required Certifications and Assurances letter could be signed. After several discussions with our attorneys and other transit agencies, we signed the letter in early August.
- The grant application (\$6.9M) for Preventive Maintenance was transmitted to FTA in June. We are working with the FTA to submit any additional information. The grant, utilizing formula 5307 funds, will cover PM for FY24/25 and 25/26.
- The grant application (\$2.1M) for Fixed Route Bus Replacement Project was transmitted to FTA in June. The grant, utilizing formula 5339 funds, will fund the purchase of approximately four replacement buses (out of 10 total buses).
- The final Statewide Transportation Investment Fund (STIF) and Oregon Department of Transportation (ODOT) reporting for the 2023-25 biennium was submitted August 15.



Lane Transit District Monthly Department Reports

Information Technology and Business Intelligence

Aimee Reichert, Chief Performance Officer

The Information Technology, Intelligent Transportation Systems, and Business Intelligence Units continue to balance routine support, updates, upgrades, and maintenance of existing technologies and information systems. There is a lot in motion, with the demand for smart solutions to everyday problems as high as ever. As part of the FY2025 Strategic Plan refresh, technology priorities are focused on improving customer experience, creating efficiencies that support employee experience, and streamlining reporting for more insight-driven decisions across our finances and community investment. Here are a few highlights of work in flight at present:

- **Mobile Video Surveillance Project** is officially kicked off with our contracted vendor, **Gatekeeper Systems**.
- Over FY25 our **Computer Automated Dispatch/Automatic Vehicle Location (CAD/AVL)** solution underwent some major improvements. Since upgrading, we have gone from a 30-second real-time **General Transit Feed Specification (GTFS)** refresh rate, to 2-seconds. That's a 93% improvement.
- If you've been to a Customer Service Center anytime in the last few months, you can now pay with a credit card tap. LTD has **open payments**. Our **point of sale** has been upgraded, and work is underway to link up with the **fare management system** seamlessly.
- Our Business Intelligence and Technical Data experts are working with Finance to get a more streamlined **automated monthly financial report**.
- Since the official launch of our **EmX Hand-Held Scanning** on May 15, 2025 Public Safety has conducted nearly 6,000 fare inspections.
- In July about 40%, or 70,000, EmX trips were **validated** using new **on-board validators**, a 12% increase from initial launch, and a strong indicator that folks understand EmX requires fare.
- In July, staff from IT and Planning attended a **technical workshop** at Tri-Met focused on **fare system** and **travel planning** initiatives. Technical experts from 12 major transit groups engaged in innovative discussion related to applications of the **big data** available through **fare and location based intelligent transportation solutions**. This conversation has already led to improvements in LTD's **fare data security**, and is informing discussions related to **fare policy** and the **fare system roadmap**.
- Behind the scenes, work on **infrastructure improvements** continues with **M365 (Microsoft365)** as the big current push. The target is modernized **business collaboration tools** that can assist in the break-down of communication siloes.

Operations

Mike Hursh, Chief Operating Officer

FLEET MAINTENANCE

Gillig is on site working through the remaining few defects on two of the ten buses. Cummins is also on-site finishing up a defect found on two of the 10 buses for engine belt alignment. All 10 buses are scheduled to enter revenue service prior to September 1.

Washington State Transportation Authority (WSTA)



Lane Transit District Monthly Department Reports

- LTD technicians Jerry Moore, Joe Means, and Pete Butler represented LTD in competition against peer teams from Washington and TriMet. They were supported by Riley Kelley (Swing Shift Supervisor) and Sandra Wells (Fleet Maintenance Planner).
- The competition consisted of six technical modules—Vapor Door, Air Board, Cummins Engine, Bus Inspection, Brakes, and Thermo King—along with a written exam.
- The team will compete again at the TriMet Roadeo in September.

TRAINING

- **Current Training Class:** Six student operators are actively progressing through training and remain on track to complete the program as scheduled.
- **Upcoming Training:** A new class is scheduled to begin on September 29, 2025 and on January 12, 2026.

PUBLIC SAFETY

We have begun interviews for the Public Safety Supervisor position and will continue the process next week. In addition, we are moving forward with plans to hire six additional officers to strengthen system coverage and support.

The PSO Fall Bid was completed and will take effect on September 7, covering 18 officers.

Public safety officers continue to perform periodic focused fare inspections in the West Eugene EmX corridor using handheld inspection devices.

Recent and upcoming focused fare inspections:

- July 16, 2025
- August 20–21, 2025
- August 23, 2025
- August 27, 2025 (scheduled)
- August 30, 2025 (scheduled)

We have had 24 reinstatement meetings:

- 6 Reinstatement Denied - No shows
- 1 Full Reinstatement
- 14 Limited Reinstatements
- 3 Denied reinstatement

Exclusions for this year:

- 1 Day Exclusions: 42
- 10 Day Exclusions: 29
- 30 Day Exclusions: 8
- Indefinite Exclusions: 211

TRANSIT OPERATIONS DEPARTMENT

Transit Operations successfully completed two bids in August:



Lane Transit District Monthly Department Reports

- Labor Day Holiday Bid for September 1, 2025
- Fall Service Bid effective September 7, 2025, covering 201 operators

Additionally, Operator Shannon Phillips represented LTD at the Washington State Transportation Authority (WSTA) Bus Roadeo and earned 7th place.

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

Contracts									
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	CONTRACT INCREASE/TASK ORDER AMOUNT	NEW CONTRACT VALUE	SIGNER	NOTES
8/1/2025	TransDash, LLC	Strategic Business Plan Dashboard	Amendment	Oct 1, 2025 - Sep 30, 2026	\$170,000.00	\$55,667.00	\$225,667.00	A. Reichert	Amendment to extend the contract for another year and increase the NTE amount.
8/6/2025	Chambers Construction	Charnelton EmX Station Repairs	Task Order	Aug 4, 2025 - Dec 1, 2025	\$8,500,000.00	\$3,467.00	N/A	J. McCormack	Task Order to repair damage caused by car accident.
8/7/2025	Chambers Construction	FY26 EmX Lane Repairs	Task Order	Jul 22, 2025 - Jun 1, 2026	\$8,500,000.00	\$487,499.00	N/A	J. McCormack	Task Order to repair bus lanes along the EmX line.
8/7/2025	Chambers Construction	2025 Fall Service Change Bus Stop Pads	Task Order	Aug 4, 2025 - Sep 30, 2025	\$8,500,000.00	\$42,467.00	N/A	J. McCormack	Task Order to fabricate concrete boarding pads to ADA standards for three bus stops.
8/13/2025	Pavion Corporation	Security Monitoring Agreements	Amendment	Aug 18, 2009 - Jun 30, 2026	\$5,760.00 annual payment	\$1,800.00 annual payment	\$7,560.00 annual payment	J. DeJong	Amendment to increase the annual cost of the monitoring agreements.
8/22/2025	Chambers Construction	Guy Lee EB EmX Station Repair	Task Order	Aug 21, 2025 - Dec 1, 2025	\$8,500,000.00	\$39,885.00	N/A	J. McCormack	Task Order to repair damage caused by car accident.
8/26/2025	Criteria Corporation	Human Resources Pre-Hire Assessments	Master Services Agreement	Aug 29, 2025 - Aug 28, 2026	\$18,250.00	N/A	N/A	J. Francke	Renewal of the Master Services Agreement
8/26/2025	Greystone Partners, Inc.	Public Safety Uniforms and Supplies	Personal Services	Jul 1, 2025 - Jun 30, 2026	\$20,000.00	N/A	N/A	J. McCallum	New Agreement
8/27/2025	Edgewise Newtwork, LLC	Professional Development	Personal Services	Aug 27, 2025 - Aug 31, 2026	\$24,000.00	N/A	N/A	J. Auten	New Agreement
Group Pass/Non-Profit Program - Revenue Agreements									
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	CONTRACT INCREASE AMOUNT	NUMBER of PARTICIPANTS	SIGNER	NOTES



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jake McCallum, Director of
Transit Operations

Title: Employee of the Month July 2025

Action: Information Only

Background:

Jake Carpenter, Transit Operations Supervisor, was selected to receive the July 2025 Employee of the Month. Jake was hired as a bus operator in July 2015 and has received 17 safe driving awards since then.

“Jake is consistently quick to respond to any inquiry I have. If he doesn’t have the answer, he finds it and gets back to me. This is a normal behavior for him. His communication is excellent with the operators.”

When asked to comment on Jake’s selection as EOM, Brian Penn, Transit Operations Manager said:

“I really appreciate the efforts that Jake has made throughout his time as a security officer, operator, and supervisor here at LTD. He has been instrumental in helping with many projects. He always takes the time to think things through and work out the best way to not only resolve an issue but communicate with others once he has found a solution. His work on the carry-on policy along with his work on revamping how we handle our Oregon Country Fair service has been outstanding. Thank you, Jake, for all of your hard work and positivity. Keep up the great work!”

Award:

Jake will attend the September 10 Board Meeting to be introduced to the Board and receive his award.



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jake McCallum, Director of
Transit Operations

Title: Employee of the Month – August 2025

Action: Information Only

Background:

Brett Nice, Transit Operations Supervisor, was selected to receive the August 2025 Employee of the Month. Brett was hired as a bus operator in September 2016 and has received seven Safe Driving awards since then.

“I went off route doing the Cottage Grove detour. I called Dispatch to see if I could verify my location. I had a hard time explaining exactly what happened and once the phone got transferred to Brett, he immediately understood what I needed to do. He even identified landmarks for the turns. This all happened while dealing with the traffic of Eugene’s Pride march. Brett’s quick thinking and knowledge, and Elizabeth’s skill on the radio allowed my riders to make their transfers and arrive at reasonable times.”

When asked to comment on Brett’s selection as EOM, Brian Penn, Transit Operations Manager said:

“Brett always come to work with a smile on his face, positive attitude and willing to solve the issues he faces on daily basis. Brett has done a great job since being promoted to supervisor in May 2024. He has a passion for helping those in a need and an understanding of how to help those around him. His nomination this month is a perfect example of the things he does on a daily basis. Great job Brett and congratulations on your recognition as August’s Employee of the Month.”

Award:

Brett Nice will attend the September 10 Board Meeting to be introduced to the Board and receive his award.



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jake McCallum, Director of Operations

Title: Employee of the Month – September 2025

Action: Information Only

Background:

Garit Sage, Bus Operator, has been selected to receive the September 2025 Employee of the Month. Garit was hired as a Bus Operator on 8/10/2015 and during that time, he has been nominated multiple times for Employee of the month and has received 8 safe driving awards, became a part time instructor in 2021 and most recently became a temporary supervisor in 2024.

Garit was nominated for his quick thinking that saved a fellow colleague from a more severe medical event. Retired operator Toni Langerud said, “I was working the Oregon Country Fair with Garit. I had a medical emergency and he took action that actually saved my life. When I suddenly couldn’t breathe, Garit jumped into action and bent me over. The doctor said this opened my airway enough to pass a small clot.”

When asked to comment on Garit’s selection as Employee of the Month, Vonnie Willard, Transit Operations Supervisor, said:

“The nomination for Employee of the Month for Garit Sage is indeed an excellent choice. Garit's work ethic shines through in every role he undertakes, be it as a Bus Operator, Instructor, or Temporary Supervisor. His consistent display of leadership qualities not only sets a high standard but also motivates his colleagues to strive to do better. Garit's dedication and positive impact make him an asset to our team, and we are truly fortunate to have him as part of our workforce.”

Award:

Garit Sage will attend the September 10 Board Meeting to be introduced to the Board and receive his award.



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Pamela Strutz


AIS Title: Draft Cost of Living Adjustments Policy

Action: Discussion and Feedback

Agenda Item Summary: Lane Transit District (LTD) Management is requesting feedback on a proposed cost of living adjustments (COLA) policy. The purpose of establishing a COLA policy is to ensure that the salaries and wages of LTD employees maintain purchasing power in the face of inflation and changes to the local cost of living. Regular cost of living adjustments also support employee retention, morale, and equitable compensation. While this policy would primarily focus on the staff who are not covered by a collective bargaining agreement or an individual employee contract, the amount of the adjustment under this policy would inform the negotiations teams and promote equity across all of our employees.

Attachments: Cost of Living Adjustment (COLA) Policy - DRAFT

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

	Executive Department	Department(s) Affected: District Administrative Employees
		Effective Date: 9/1/2025
		Revision Date(s): Enter all dates

POLICY TITLE

Cost of Living Adjustment (COLA) Policy

PURPOSE

The purpose of this policy is to ensure that the salaries and wages of Lane Transit District (LTD) employees maintain purchasing power in the face of inflation and changes to the local cost of living. Regular cost of living adjustments (COLAs) support employee retention, morale, and equitable compensation.

Applicability

This policy applies to all regular full-time, part-time, and represented employees of Lane Transit District, unless otherwise specified by collective bargaining agreements (CBAs). Temporary and seasonal employees may be considered for adjustments based on operational needs and budget availability.

Responsibility

Lane Transit District Chief Financial Officer and Chief Administrative Officer will review employee compensation annually and implement a Cost of Living Adjustment based on objective economic indicators, subject to budgetary constraints and Board approval.

Policy

Each year, LTD will reference the annual change in the Consumer Price Index (CPI-U), West Region published by the U.S. Bureau of Labor Statistics. If actual CPI-U is outside the COLA band (see below), other factors such as the United Way of Lane County Asset Limited, Income Constrained, Employed (ALICE) Report, other applicable livability indexes, the Lane County unemployment rate, and the payroll tax forecast will be used to establish the COLA.

The COLA shall be targeted to match the CPI percentage change over the most recent 12-month period ending December 31.

The initial COLA band (minimum-maximum) will be 2% minimum to 4% maximum. In subsequent years the COLA will be reviewed annually. The minimum will reflect the Federal reserve Board CPI target, and the maximum will not exceed 2 times that rate.

Example:

If CPI increased by 3.2%, LTD would target a 3.2% salary adjustment across eligible employees' base wages. This is within the established COLA band.

Implementation Process

- Annual Review: Human Resources (HR), in coordination with the Finance Department, will conduct an annual analysis each January.
- Recommendation: The Chief Executive Officer will recommend COLA rate to the Board of Directors.
- Approval: Any COLA amount must be approved by the Board of Directors after considering budgetary impacts and overall fiscal responsibility.
- Timing: Approved COLA adjustments will typically take effect the first full pay period following July 1 each year, unless another date is designated by the Board of Directors, or by contract terms.

Budgetary Considerations

If financial constraints limit LTD's ability to implement a full COLA:

- A reduced COLAs may be awarded.
- COLA implementation may be delayed.

Relationship to Collective Bargaining Agreements

For represented employees:

- COLA provisions negotiated in CBAs and individual employee contracts shall govern.
- Where CBAs or individual employee contracts are silent or refer to general District policies, this COLA Policy will apply.

LTD will evaluate COLA impacts on internal pay equity and living wage standards to ensure that adjustments do not disproportionately affect lower-wage workers.

Policy Review

This policy shall be reviewed at least every three years or sooner as needed to respond to significant economic shifts or organizational needs.

REVISION HISTORY

Revision Number	Author	Summary of Changes

POLICY APPROVAL

Policy Stage	
New Policy	<input checked="" type="checkbox"/>
Revision	<input type="checkbox"/>
Rescind	<input type="checkbox"/>
Other:	Click or tap here to enter text.

Required Approval Type	
Chief Executive Officer (CEO) Approval	<input checked="" type="checkbox"/>
Board of Directors' Approval	<input checked="" type="checkbox"/>
Other:	Click or tap here to enter text.

Susan Cox, Board President

Date

DRAFT



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Eric Breitenstein, Director of Marketing

AIS Title: Community Engagement Framework Implementation Plan

Action: Discussion and Feedback

Agenda Item Summary:


On August 21, 2024, Lane Transit District's (LTD) Board of Directors adopted the Community Engagement Framework, a foundational guide for how LTD conducts community engagement around our projects, policies, and programs. The Framework was the culmination of the Community Outreach and Communications Assessment (COCA), a year-long effort to collaborate with community members from a variety of backgrounds to improve LTD's engagement and communication around a range of initiatives.

Since adoption, the Framework has informed several of LTD's communication and engagement efforts. LTD has also identified a need to establish an implementation plan to ensure the foundational elements of the Framework can be applied in-practice, effectively, and consistently. The Community Engagement Standard Operating Procedure (SOP) applies the Framework across several steps including defining roles and responsibilities, project scoping, engagement plan development and implementation, and finally an evaluation phase to ensure LTD reports back to the community.

In July, the SOP was presented to the Community Steering Council (CSC) — the group of community members who collaborated with LTD on the creation of the Framework. The CSC's feedback was incorporated into the final version of the SOP to ensure the implementation plan aligns with the standards established through the Framework. Moving forward, LTD will rely on this document to guide communication and engagement efforts.

Attachments: Community Engagement for Projects Standard Operating Procedure

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


	Department: Marketing & Communications	Title: Community Engagement for Projects
	Prepared by: Eric Breitenstein	
	Date prepared: May 12, 2025	

Standard Operating Procedure

Community Engagement for Projects

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	Department: Marketing & Communications	Title: Community Engagement for Projects
	Prepared by: Eric Breitenstein	
	Date prepared: May 12, 2025	

1.0 Purpose

In August 2024, Lane Transit District's Board of Directors adopted a Community Engagement Framework as a foundational guide for how LTD will conduct community engagement around projects, policies, and programs. The framework establishes guiding principles, essential practices, and strategies for engagement. The board-adopted framework is available at LTD.org/COCA.

The purpose of this Standard Operating Procedure (SOP) is to operationalize the Community Engagement Framework by establishing internal processes, best practices, and communication tools to engage and communicate with the public about projects, policies, and programs (collectively referred to as "projects" in this SOP).

2.0 Scope

This SOP is intended for LTD project managers to reference when developing, changing, or ending LTD services, capital projects, or other initiatives that require robust communication or engagement with the public. It is also used by LTD communicators (specifically the Marketing & Communications and Executive Office departments) when developing communication and engagement plans (collectively referred to as "communication/engagement plans" in this SOP).

Examples of Projects that likely require communication plans: pilots, major service changes, fare changes, system redesign, long-range plans, annual budget and capital improvement plan (CIP).

This SOP is not intended to be the only way in which the Community Engagement Framework is implemented. The Framework is a foundational document for LTD and has cross-functional applications from service and project design to implementation.

3.0 Responsibilities


Project Managers: Identify communication/engagement needs and consult with Marketing & Communications/Executive Office to develop communication/engagement plan. This individual or their designee(s) will also serve as subject matter experts on the project or program. A communication/engagement plan is a required component of a project charter.

Director of Marketing or designee: Develop and implement communication/engagement plan in consultation with project/program manager, PIO, and Government Relations Manager.

Public Information Officer (PIO): Develop and implement media engagement strategy, as part of overall communication/engagement plan. Assist with internal communication.

Government Relations Manager: Develop and implement strategy to engage government partners, elected officials, and other key stakeholders, as part of overall communication/engagement plan.

Project Consultants: LTD may engage with external consultants on a range of projects. In these instances, some of the planning and implementation steps described in this SOP will be assigned to the consultant team.

	Department: Marketing & Communications	Title: Community Engagement for Projects
	Prepared by: Eric Breitenstein	
	Date prepared: May 12, 2025	

4.0 Procedure

4.1 Identify Need for Communication and Engagement

Project and program managers are responsible for identifying when public communication or engagement may be required. A communication/engagement plan is likely required in the following situations, in addition to other situations not explicitly listed here:

- New service
- Removal of service
- Route adjustments
- Pilot development
- Long-range planning efforts
- Facilities projects resulting in sustained or significant community or rider impact
- Fare changes
- System re-design
- Large community event (like State of the District)

4.2 Define Communication/Engagement Scope

After a need for communication or engagement has been identified, the project manager, Director of Marketing, and other internal stakeholders should meet to discuss project needs. Discussion topics include:

Define audience(s): Identify segments of the community who are most likely to be impacted, positively or negatively, by the project or program. This could include segments of current riders, potential riders, stakeholders (community organizations, government entities, elected officials, and neighboring residents and businesses). During this step translation should be considered based on audience needs and Title VI compliance. LTD provides all essential rider information in English and Spanish.


Establish timeline: Based on the overall project timeline and engagement level.

Identify potential opportunities and risks:

- Define how the plan, project, or change will result in a positive outcome for the community, or how the community's engagement will result in a better outcome.
- Define specific areas of concern for audience segments who may be negatively impacted by the project or program, or who may perceive a negative impact.

Determine engagement level: Internal teams should agree on the level of engagement needed prior to developing a communication/engagement plan. Intentional engagement should occur early in the planning process. Engagement levels include:

- **Inform:** Provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.
- **Consult:** Obtain public feedback on analysis, alternatives and/or decisions.
- **Involve:** Work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

	Department: Marketing & Communications	Title: Community Engagement for Projects
	Prepared by: Eric Breitenstein	
	Date prepared: May 12, 2025	

- **Collaborate:** Partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.
- **Empower:** Place final decision making in the hands of the public.

As a project progresses, the engagement level may change as new needs are identified. All communication/engagement plans should be nimble.

For large or complex projects, varying levels of engagement may be required for different audience segments.

See the International Association for Public Participation (IAP2) engagement level attachment for information about each engagement level.


Define budget: Clear direction on available funding is essential prior to developing a communication/engagement plan. Generally, communication tactics should be included in the project budget since the Marketing general fund budget is reserved for pre-planned and routine communication needs.

4.3 Develop Communication/Engagement Plan

After the communication/engagement scope has been defined, Director of Marketing or designee is responsible for drafting the communication plan in consultation with PIO and Government Relations Manager. The communication plan should be reviewed with the project manager prior to finalization.

Elements of a Communication/Engagement Plan

- **Description:** Overview of the project and high-level summary of communication or engagement needs.
- **Objectives and Goals:** This should identify engagement level, as identified in step 4.2, and anticipated outcomes.
- **Audience(s):** As defined in step 4.2. *When defining the audience(s), apply the Community Engagement Framework essential practices of understanding the demographics of Lane County and LTD riders and use a stakeholder mapping exercise to consider how stakeholder needs differ.*
- **Detailed communication/engagement timeline:** Using the project timeline identified in step 4.2 as a starting point, the timeline in the communication/engagement plan should include more detail about the timing of communication or engagement for each phase of the project. This should include start dates for when communication deliverables are being planned and developed, as well as launch dates for public-facing communication. Refer to section 4.4 for potential communication tactics.
- **Budget:** As defined in step 4.2
- **Messaging/Key Points:** This list should include key talking points that will be incorporated into deliverables and public remarks about the project. These points should speak to the needs of the audiences identified for the project and respond to potential opposition. Key messages should articulate why LTD is involved in the initiative and how it relates to LTD's mission, organizational goals, and community needs. *Community Engagement practices to be applied to this step include articulating clarity of purpose, ensure communication is outcome oriented, and content is data-driven.*

	Department: Marketing & Communications	Title: Community Engagement for Projects
	Prepared by: Eric Breitenstein	
	Date prepared: May 12, 2025	

- **Roles & Responsibilities:** Identify levels of responsibility for individuals, departments, consultants, stakeholders, and/or partner agencies involved in developing or implementing the communication plan.

Media Relations: PIO is responsible for identifying need for engagement with the media. This may include determining timing for press release distribution, identifying stages in the project timeline most likely to garner positive or negative coverage, and drafting press releases and talking points for LTD representatives. PIO will assist in identifying LTD spokespeople to communicate about the project or program through media interviews and presentations.

Government Relations: Government Relations Manager is responsible for identifying opportunities to engage with elected officials and key stakeholders about the project. This may include participation in public hearings or neighborhood/community organizations and direct engagement with elected officials. Government partners and stakeholders should be informed about LTD projects, even when their engagement is not required. Stakeholders and partners can also advise LTD on additional stakeholder groups and audiences to consider.

Internal Communications: The plan and timeline for internal communication should be considered concurrently with the development of the communication/engagement plan. Tactics for internal communication may include articles in Inside Lane and SharePoint posts/articles.

4.4 Plan Implementation


The specific tactics used to communicate about a project and engage the community will be tailored to the specific needs of each project and the level of engagement required. This may include the following tactics:

Communication Deliverables: printed and digital communication

- **Examples:**
 - Info Sheet/FAQ
 - Direct mail: e.g. postcard, letter
 - Website: This may include dedicated project pages on LTD.org, home page presence, blog articles, or service/route change information pages.
 - Social media: This may include organic posts and “boosted” or paid advertising on social media channels.
- **Process:**
 - PIO, Director of Marketing, or designee will develop copy for deliverables in consultation with project team. Project manager will approve copy.
 - Director of Marketing or designee is responsible for submitting design requests and ensuring task completion.
 - The timeline for development deliverables will vary based on the level of complexity and department capacity.

Surveys & Comment Forms

- **Process:**
 - For larger scale projects (e.g. long-range planning efforts), an external consultant should generally be engaged for surveys and market research.

	Department: Marketing & Communications	Title: Community Engagement for Projects
	Prepared by: Eric Breitenstein	
	Date prepared: May 12, 2025	

- For smaller scale projects (e.g. route adjustments, pilot projects), project manager is responsible for drafting survey questions, in consultation with internal project team. Draft questions should be reviewed by Senior Digital Marketing Specialist or PIO.
- Printed and digital options should be offered for most surveys and comment forms
- Digital surveys should be created in LTD's approved survey software (Constant Contact)
- Printed surveys should utilize the Survey Template

Public Events & Presentations

- **Examples:**
 - Information tabling at community events
 - Town halls or open house hosted by LTD
 - Presentations at community group meetings or partner organizations
- **Process:**
 - All speaking engagements on behalf of LTD should follow the External Events Protocol


Stakeholder Meetings

- **Examples:**
 - One-on-one or small group meetings with key stakeholders such as elected officials, community and business leaders, transportation committees, and neighborhood groups
- **Process:**
 - PIO, Government Relations Manager, Director of Marketing, and Project Manager should be contacted prior to stakeholder meetings in order to provide talking points.
 - After each stakeholder meeting, complete the External Meeting Debrief Asana form to record notes and any follow-up items.

4.5 Project Transitions

Various project phases (design, implementation, ongoing service) require varying approaches to communication and engagement. During this process it is important to revisit the communication and engagement plan and update accordingly. Key considerations during transition phases include:

- **Roles & Responsibilities:** Does ownership of communication or engagement tasks changes as the project evolves?
- **Opportunities for Continual Engagement:** After a plan, project, or service has been implemented, LTD should consider opportunities for the community to provide ongoing feedback.
- **Feedback loop:** Audiences who participated in the engagement process should be informed of outcomes and how their feedback factored into the process (see evaluation and reporting section below).

	Department: Marketing & Communications	Title: Community Engagement for Projects
	Prepared by: Eric Breitenstein	
	Date prepared: May 12, 2025	

4.6 Evaluation & Reporting

A summary of engagement activities should be compiled upon the completion of the engagement phase of a project. If a project page was created on LTD.org, the engagement summary should be posted on that page.

Elements of an Engagement Summary

- **Overview of Communication and Engagement Tactics**
- **Quantity of impressions and/or engagements**
 - Project page website visits
 - Outreach event engagements
 - Social media impressions and engagements
 - Quantity of direct mail distributions
- **Anonymized survey responses**
- **Summary of community presentations**
- **Summary of media coverage**
- **Summary of social media comments**

5.0 Definitions

[LTD Glossary](#)

6.0 Attachments, Forms & Related Documents

- Attachment 1: IAP2 Engagement Levels
- Related Document 1: Communication/Engagement Plan Example
- Related Document 2: Info sheet/FAQ Example
- Related Document 3: Survey Example
- Related Document 4: External Events Protocol
- Related Document 5: PowerPoint Template
- Related Document 6: Project Webpage Outline

7.0 Revision History

Revision	Date	Description of Changes	Modified By
1.0			

Current.+1 for minor changes, Current+1.0 for major changes; Date format mm/dd/yy

IAP2 Spectrum of Public Participation

IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.

INCREASING IMPACT ON THE DECISION					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.



Lane Transit District Agenda Item Summary (AIS)

Prepared By: John Ahlen, Mobility Services Manager

Contract Title: Lane Council of Governments (LCOG) Link Lane IGA

Contract No.: 2025-0111

Grant No: STIF Formula Funds 2025-0105

Entering into a Contract: ☒

Contract Amendment: ☐

Approved by Procurement: ☐

Action: Adoption of Resolution No. 2025-09-10-26 authorizing the Chief Executive Officer (CEO) to enter into a contract with Lane Council of Governments (LCOG) for the purpose of providing STIF Formula funding for LCOG's Link Lane public transportation services.

Agenda Item Summary: LCOG oversees operations of the Link Lane Eugene-Florence Connector and the Link Lane Florence-Yachats Connector. LCOG received two-year Statewide Transportation Improvement Fund (STIF) Discretionary grants from Oregon Department of Transportation (ODOT) to continue operations of these two public transportation services. Because these grants cover only 80% of LCOG's operating and administrative costs, LCOG also applied to LTD as the Qualified Entity to receive STIF Formula funds for the 20% match required by STIF Discretionary funding. Additionally, LCOG requested STIF Formula funds for a Link Lane Low Income and Student Fare Program. LTD incorporated these requests in its FY26-FY27 STIF Formula Plan, which was approved by LTD's Board of Directors on December 18, 2025. This IGA specifies that LTD will provide a total of \$358,420 in FY26-FY27 STIF Formula funds to LCOG. This STIF Formula subrecipient funding includes \$234,500 for the Eugene-Florence Connector, \$115,920 for the Florence-Yachats Connector, and \$8,000 for the Low Income and Student Fare Program.

Attachments: [Click or tap here to enter text.](#)

1) Resolution No. 2025-09-10-26

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

Proposed Motion: I move to adopt Resolution No. 2025-09-10-26; authorizing the Chief Executive Officer (CEO) to enter into a contract with Lane Council of Governments (LCOG) for the purpose of providing STIF Formula funding for LCOG's Link Lane public transportation services.



RESOLUTION NO. 2025-09-10-26

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH LANE COUNCIL OF GOVERNMENTS (LCOG) FOR THE PURPOSE OF PROVIDING STIF FORMULA FUNDS FOR LCOG'S LINK LANE PUBLIC TRANSPORTATION SERVICES

WHEREAS, Lane Transit District (LTD) needs an intergovernmental agreement with LCOG to specify how LTD will provide STIF Formula funds to LCOG, a subrecipient of LTD's FY26-FY27 STIF Formula Plan, for LCOG's Link Lane public transportation services;

WHEREAS, LTD's Fiscal Year 2025-2026 Budget includes STIF Formula Funds;

WHEREAS, LTD followed the STIF Formula allocation process, pursuant to the requirements of the Oregon Revised Statutes Ch. 190 regarding intergovernmental agreements 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, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000;

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

The Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with LCOG for the purpose of providing STIF Formula funds for LCOG's Link Lane Public Transportation Services in an amount not to exceed \$358,420 and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$71,684.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 10th DAY OF SEPTEMBER, 2025.

Susan Cox, Board President



Lane Transit District Agenda Item Summary (AIS)

Prepared By: John Ahlen, Mobility Services
Manager

Contract Title: Lane Council of Governments
South Lane IGA

Contract No.: 2025-0061

Grant No: STIF Formula Funds 2025-0105

Entering into a Contract: ☐

Contract Amendment: ☒

Approved by Procurement: ☒

Action: Adoption of Resolution No. 2025-09-10-27 authorizing Lane Transit District's (LTD) Chief Executive Officer (CEO) to enter into a contract amendment with Lane Council of Governments (LCOG) for the purpose of providing STIF Formula funding for LCOG's South Lane public transportation services.

Agenda Item Summary: LCOG oversees operations of the Metro Shuttle service between South Lane County and the Eugene-Springfield metropolitan area. LCOG received a two-year Statewide Transportation Improvement Fund (STIF) Discretionary grant from the Oregon Department of Transportation (ODOT) to operate this public transportation service. Until a new contract is in place for rural shuttle service overseen by LTD, LCOG will continue operations of the Metro Shuttle using STIF formula funds from LTD. An amendment is required to increase the not-to-exceed amount of the IGA from \$390,000 to \$500,000 due to the time extension.

Attachments:

1) Resolution No. 2025-09-10-27

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

Proposed Motion: I move to adopt Resolution No. 2025-09-10-27; authorizing the Chief Executive Officer (CEO) to enter into a contract amendment with Lane Council of Governments (LCOG) for the purpose of providing STIF Formula funding for LCOG's Link Lane public transportation services.



RESOLUTION NO. 2025-09-10-27

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT AMENDMENT WITH LANE COUNCIL OF GOVERNMENTS FOR THE PURPOSE OF PROVIDING STIF FORMULA FUNDS FOR LCOG'S SOUTH LANE PUBLIC TRANSPORTATION SERVICES

WHEREAS, Lane Transit District (LTD) entered into an intergovernmental agreement (2025-0061) with Lane Council of Governments (LCOG), pursuant to the requirements of Revised Statutes Ch. 190 regarding intergovernmental agreements, and LTD's Procurement Policy, as well as any Federal Transit Administration (FTA) requirements, as applicable, on April 16, 2025 for South Lane services.

WHEREAS, Resolution No. 2025-04-16-12 authorized the Chief Executive Officer (CEO) to enter into this contract with LCOG with a Not-to-Exceed ("NTE") amount of \$390,000 and with \$78,000 in amendment authority;

WHEREAS, LTD's Fiscal Year 2025-2026 Budget includes STIF Formula Funds;

WHEREAS, an extension of funding for LCOG's administration of South Lane services is needed until a new contract for LTD services is in place;

WHEREAS, LTD followed the STIF Formula allocation process, pursuant to the requirements of the Oregon Revised Statutes Ch. 190 regarding intergovernmental agreements, and LTD's Procurement Policy, as well as any FTA requirements, as applicable;

WHEREAS, pursuant to LTD resolution No. 2025-08-21-025, LTD's Board of Directors is the LTD Contract Review Board and has delegated to the CEO the authority and responsibility to approve and execute contract amendments and change orders not exceeding \$250,000 or 20% of the initial contract, whichever is less.

NOW, THEREFORE, BE IT RESOLVED by LTD's Board of Directors, acting as the LTD Contract Review Board, that the CEO, or designee, is hereby authorized to: (a) negotiate and enter into a contract amendment with LCOG for the purpose of providing STIF Formula Funds for LCOG's South Lane public transportation services in an amount not to exceed \$500,000; and (b) as needed, execute further amendments to the contract not to exceed a cumulative total of \$100,000.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 10th DAY OF SEPTEMBER, 2025.

Susan Cox, Board President



Lane Transit District Agenda Item Summary (AIS)

Presented By: Dave Roth, Director of Mobility
Planning and Policy

AIS Title: City of Eugene IGA for MovingAhead
System Refinement Study – River Rd., Highway
99 & Coburg Rd.

Action: Adoption

Agenda Item Summary

Staff seeks adoption of Resolution No. 2025-09-10-30 authorizing the Chief Executive Officer (CEO) to enter into an intergovernmental agreement (IGA) with City of Eugene (CoE) for the purpose of delivering a MovingAhead Refinement Study for River Road, Highway 99, and Coburg Road corridors.

Background

The MovingAhead project began in 2015 as a partnership between the CoE, Lane Transit District (LTD), regional agencies, and the Eugene-Springfield community. The project studied a range of potential transit investments and conducted an alternatives analysis on five major corridors in Eugene – Highway 99, River Road, Downtown to LCC via 30th Avenue, Coburg Road, and Martin Luther King Jr. Boulevard. Results of community engagement and technical analysis resulted in a Locally Preferred Alternative (LPA) build alternative recommendation for future investments on the corridors being studied:

- Highway 99 Corridor: Enhanced Corridor
- River Road Corridor: EmX (*Modified to Enhanced Corridor on May 15, 2022*)
- 30th Avenue Corridor (Downtown to LCC): No-Build
- Coburg Road Corridor: Enhanced Corridor
- Martin Luther King Jr. Corridor: Enhanced Corridor

The final MovingAhead LPA was adopted by the Eugene City Council on March 14, 2022; the LTD Board of Directors on March 16, 2022; and the Metropolitan Policy Committee (MPC) on May 5, 2022.

Subsequently, on May 15, 2024, Resolution No. 2024-05-15-012 was adopted by LTD's Board modifying the LPA on River Road from EmX to Enhanced Corridor. Following LTD's Board's May 2024 decision, Eugene's City Council similarly took action modifying the River Road LPA.

With approximately \$350,000 in remaining MovingAhead project funding available, LTD and CoE staff are developing a refinement project intended to identify necessary future capital improvements aligned with the River Road Enhanced Corridor designation. In addition to defining River Road requirements, the project will refine future Enhanced Corridor treatments to the Highway 99 and Coburg Road corridors.

Attachments:

- 1) Resolution No. 2025-09-10-30



Lane Transit District Agenda Item Summary (AIS)

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

Proposed Motion: I move to adopt Resolution No. 2025-09-10-30, authorizing the Chief Executive Officer (CEO) to enter into an intergovernmental agreement with City of Eugene for the purpose of delivering a MovingAhead System Refinement Study for River Road, Highway 99 and Coburg Road corridors.



RESOLUTION NO. 2025-09-10-30

**AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH CITY OF EUGENE
FOR THE PURPOSE OF DELIVERING A MOVINGAHEAD SYSTEM REFINEMENT STUDY**

WHEREAS, Lane Transit District (LTD) and the City of Eugene (CoE) partnered through the MovingAhead project to evaluate transit and access safety improvements on five major corridors within the city;

WHEREAS, based on modification to the River Road Corridor Locally Preferred Alternative (LPA) by the LTD Board of Directors and the Eugene City Council, additional study is required to determine future capital investments to address transit operations and safety access improvements;

WHEREAS, LTD followed the process for entering into intergovernmental agreement, pursuant to the requirements of the Oregon Revised Statutes Ch. 190 regarding intergovernmental agreements, 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 LTD's Board of Directors, acting as the LTD Contract Review Board that:

The Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with the City of Eugene for the purpose of delivering a MovingAhead System Refinement Study in an amount not to exceed \$350,000; and (b) as needed, execute amendments to the contract not to exceed a cumulative total of \$70,000.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 10th DAY OF
SEPTEMBER, 2025.**

Susan Cox, Board President



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Pamela Strutz, Director of Finance

AIS Title: Pension Trust – Removing and Appointing a Trustee for Amalgamated Transit Union and Admin Pension Trust Plans

Action: Adoption

Adoption of Resolution No. 2025-09-10-29: Removing and Appointing a Trustee for Amalgamated Transit Union and Admin Pension Trust Plans

Agenda Item Summary: Appointing Bill Bradley as Trustee of the Lane Transit District (LTD) and Amalgamated Transit Union (ATU), Local No. 757 Pension Trust and of the LTD Salaried Employees' Retirement Plan. LTD's Board of Directors is asked to consider appointing Labor Relations Manager Bill Bradley as Trustee of the LTD and ATU, Local No. 757 Pension Trust ("Union Pension Trust") and the LTD Salaried Employees' Retirement Plan ("Salaried Employees' Retirement Plan"), in order to replace former Chief Financial Officer, Julie Lindsey, as Trustee. 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.

Attachment:

1) Resolution No. 2025-09-10-29

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

Proposed Motion: I move to adopt Resolution No. 2025-09-10-29, removing and appointing a trustee for the Amalgamated Transit Union (ATU) and Administrative Pension Trust Plans.



RESOLUTION NO. 2025-09-10-29

REMOVING AND APPOINTING A 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

WHEREAS, the prior Trustee is no longer employed by Lane Transit District (LTD), and is no longer qualified to serve as Trustee for the Amalgamated Transit Union (ATU), Local No. 757 Pension Trust and the LTD Salaried Employees' Retirement Plan;

WHEREAS, it is the responsibility of LTD's Board of Directors to appoint a Trustee to the ATU Local No. 757 Pension Trust and LTD Salaried Employees' Retirement Plan; and

WHEREAS, Bill Bradley serves as Labor Relations Manager for LTD and is an appropriate candidate to serve as Trustee.

NOW, THEREFORE, BE IT RESOLVED, LTD's Board of Directors:

Hereby removes the former Chief Financial Officer, Julie Lindsey, as Trustee and appoints Bill Bradley as Trustee to the 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 10TH DAY OF SEPTEMBER 2025.

Board President, Susan Cox



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Rebecca Melhorn, Compliance Officer

AIS Title: LTD 2024 Disadvantaged Business Enterprise Program Final Rule Revisions and 2026–2028 DBE Goal Methodology

Action: Adoption of Resolution No. 2025-09-10-28; adopting the LTD Disadvantaged Business Enterprise Program and Goal-Setting Methodology 2026-2028.

Agenda Item Summary: Lane Transit District's (LTD) Board of Director's is being asked to review and approve LTD's Overall Disadvantaged Business Enterprise (DBE) Goal-Setting Methodology for Federal Fiscal Years 2026-2028 and the latest revision to LTD's DBE Policy and Program, that incorporates the 2024 Final Rule, published by the United States Department of Transportation (DOT). These documents have been attached as exhibits to this report.

The Proposed Final Overall DBE Goal for FFY 26-28 for LTD Federal Transit Administration-assisted contracts is 0.82%. LTD will implement race neutral measures to achieve this goal. The DOT regulations require race-neutral methods be used to the maximum extent feasible to reach the overall DBE goal

Attachments:

- 1) 2025 DBE Policy and Program
- 2) LTD DBE Goal-Setting Methodology 2026-2028
- 3) Resolution 2025-09-10-28

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

Proposed Motion: I move to adopt Resolution No. 2025-09-10-28; adopting the LTD Disadvantaged Business Enterprise (DBE) Program and Goal-Setting Methodology 2026-2028.



RESOLUTION NO. 2025-09-10-28

**ADOPTION OF THE LANE TRANSIT 2024 DISADVANTAGED BUSINESS ENTERPRISE (DBE) PROGRAM FINAL
RULE REVISIONS AND THE 2026-2028 DBE GOAL METHODOLOGY POLICY**

WHEREAS, Lane Transit District's (LTD) Board of Directors 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 in alignment with applicable federal, state, and local regulations;

WHEREAS, staff created a policy for providing a compliant Disadvantaged Business Enterprise (DBE) Program and Overall Goal-Setting Methodology for Federal Fiscal Years 2026 through 2028 in accordance with 49 CFR Part 26;

WHEREAS, this policy supports LTD's Mission, Vision, Values, and strategic goals;

WHEREAS, LTD shall make this policy available to all LTD employees and members of LTD's Board of Directors; and,

NOW, THEREFORE, BE IT RESOLVED that LTD's Board of Directors adopts Resolution 2025-09-10-28: Adopting Lane Transit District's Disadvantaged Business Enterprise (DBE) Program and Goal Setting Methodology for Federal Fiscal Years 2026–2028 Policy.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 10th DAY OF SEPTEMBER, 2025.

Board Vice President, Susan Cox



**DISADVANTAGED BUSINESS ENTERPRISE (DBE)
POLICY STATEMENT AND PROGRAM**

**FEDERAL TRANSIT ADMINISTRATION (FTA)
FUNDED PROJECTS**

Revised: February 28, 2025

Disadvantaged Business Enterprise (DBE) Program

Section 26.1, 26.23 Objectives/Policy Statement

Lane Transit District (“LTD”) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 CFR Part 26. LTD has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, LTD has signed an assurance that it will comply with 49 CFR Part 26.

It is the policy of LTD to ensure that DBEs are defined in part 26, have an equal opportunity to receive and participate in DOT-assisted contracts. It is also our policy:

1. To ensure nondiscrimination in the award and administration of DOT - assisted contracts;
2. To create a level playing field on which DBEs can compete fairly for DOT- assisted contracts;
3. To ensure that the DBE Program is narrowly tailored in accordance with applicable law;
4. To ensure that only firms that fully meet 49 CFR Part 26 eligibility standards are permitted to participate as DBEs;
5. To help remove barriers to the participation of DBEs in DOT assisted contracts;
6. To promote the use of DBEs in all types of federally assisted contracts and procurement activities conducted by recipients.
7. To assist the development of firms that can compete successfully in the market place outside the DBE Program; and
8. To provide appropriate flexibility to recipients of Federal financial assistance in establishing and providing opportunities for DBEs.

The LTD Compliance Officer (CO) has been delegated as the DBE Liaison Officer. In that capacity, the CO is responsible for implementing all aspects of the DBE program. Implementation of the DBE program is accorded the same priority as compliance with all other legal obligations incurred by LTD in its financial assistance agreements with the Department of Transportation.

LTD has disseminated this policy statement to the Board of Directors and all of the components of our organization. We have distributed this statement to DBE and non-DBE business communities that perform work for us on DOT-assisted contracts. To reach these parties, LTD has posted this policy and a link to the entire program on its website: [LTD DBE Program](#).

Jameson T Auten
Jameson T Auten (Feb 24, 2025 10:05 PST)

Jameson T. Auten
Chief Executive Officer

02/24/2025

Date

SUBPART A – GENERAL REQUIREMENTS

Section 26.1 Objectives

The objectives are found in the policy statement on the first page of this program.

Section 26.3 Applicability

Lane Transit District (LTD) is a recipient of federal transit funds authorized by Titles I, III, V and VI of ISTEA, Pub. L. 102- 240 or by Federal transit laws in Title 49, U.S. Code, or Titles I, III, and V of the TEA-21, Pub. L. 105- 178. Titles I, III, and V of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU), Pub. L. 109-59, 119 Stat. 1144; and Divisions A and B of the Moving Ahead for Progress in the 21st Century Act (MAP-21), Pub. L. 112-141, 126 Stat. 405; Titles I, II, III, and VI of the Fixing America's Surface Transportation Act (FAST Act) Pub. L 114-94; and Divisions A and C of the Bipartisan Infrastructure Law (BIL), enacted as the Infrastructure Investment and Jobs Act (IIJA) (Pub. L. 117-58), Pub. L. 117-58.

Section 26.5 Definitions

The definitions of terms contained in [49 CFR 26.5](#) shall be used as definitions in this DBE Policy and the program, and are hereby incorporated by reference.

Section 26.7 Non-discrimination Requirements

It is the policy of LTD to never exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, or national origin.

In administering its DBE program, LTD will not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program with respect to individuals of a particular race, color, sex, or national origin.

Section 26.11 Record Keeping Requirements

Section 26.11(a) Uniform Report of DBE Awards or Commitments and Payments

LTD will report DBE participation to the FTA through the electronic Uniform Report of DBE Awards or Commitments and Payments which is submitted in TrAMS. LTD will report this information on a semi-annual basis on June 1st and December 1st. The June 1 report includes information from October 1 through March 31. The December 1 report includes information from April 1 through September 30.

LTD will report their ODOT pass-through grants to ODOT on a quarterly basis.

Section 26.11(c) Bidders List

In partnership with the Oregon Department of Transportation (ODOT), LTD will maintain a bidders list with information about all DBE and non-DBE firms that bid or propose on DOT-assisted contracts. The purpose of the bidders list information is to compile as accurate data as possible about the universe of DBE and

non-DBE contractors and subcontractors who seek to work on federally assisted contracts for use in helping set overall goals, and to provide the USDOT/FTA with data for evaluating the extent to which the objectives are being achieved. The following information from all DBE and non-DBEs who bid as prime contractors and subcontractors on each federally assisted contract will be collected:

1. Firm Name
2. Firm address, including ZIP code
3. Firm's status as a DBE or Non-DBE
4. Race and gender information for the firm's majority owner
5. NAICS code applicable to each scope of work the firm sought to perform in its bid
6. Age of the firm; and
7. The annual gross receipts of the firm. This will be obtained by asking each firm to indicate into what gross receipts bracket they fit. (e.g., less than \$1 million; \$1-3 million; \$3-6 million; \$6-10 million; etc.) Rather than requesting an exact figure from the firm.

LTD will collect the data from all bidders for our federally assisted contracts by requiring the Bidders List information (listed above) to be submitted with their bids or initial responses to negotiated procurements. LTD will enter this data in the Department's designated system no later than December 1 following the fiscal year in which the relevant contract was awarded. In the case of a "design-build" contracting situation where subcontracts will be solicited throughout the contract period as defined in a DBE Performance Plan pursuant to [§ 26.53\(e\)](#), the data must be entered no later than December 1 following the fiscal year in which the design-build contractor awards the relevant subcontract(s).

LTD will capture this information from our vendor information form included in our solicitations that must be submitted with the bid or proposal to procurement.

Section 26.13 Federal Financial Assistance Agreement and Contracts

Section 26.13(a) Financial Assistance Assurance

Each financial assistance agreement LTD signs with FTA will include the following assurance: LTD shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements [49 CFR part 26](#). LTD shall take all necessary and reasonable steps under [49 CFR part 26](#) to ensure nondiscrimination in the award and administration of DOT-assisted contracts. LTD's DBE program, as required by [49 CFR part 26](#) and as approved by DOT, is incorporated by reference in this agreement. Implementation of this DBE program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to LTD of its failure to carry out its approved program, the Department may impose sanctions as provided for under [49 CFR part 26](#) and may, in appropriate cases, refer the matter for enforcement under [18 U.S.C. 1001](#) and/or the Program Fraud Civil Remedies Act of 1986 ([31 U.S.C. 3801](#) et seq.).

Section 26.13(b) Contract Assurance

Each contract LTD signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance: The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of [49 CFR part 26](#) in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- (1) Withholding monthly progress payments;
- (2) Assessing sanctions;
- (3) Liquidated damages; and/or
- (4) Disqualifying the contractor from future bidding as non-responsible.

SUBPART B – ADMINISTRATIVE REQUIREMENTS

Section 26.21 DBE Program Updates

LTD is an FTA Tier I recipient who receives funding for planning, capital and/or operating assistance and awards prime contracts (excluding transit vehicle purchases), the cumulative total value of which exceeds \$670,000 in FTA funds in a Federal fiscal year. As such, LTD will continue to maintain and carry out the program purpose in accordance with part 26 until all funds from DOT financial assistance have been expended. We will provide to DOT updates representing significant changes in the program.

Section 26.23 Policy Statement

The Policy Statement is elaborated on the first page of this program.

Section 26.25 DBE Liaison Officer (DBELO)

LTD has designated the following individual as its DBELO:

Rebecca Hay, Compliance Officer
Lane Transit District
3500 East 17th Avenue, Eugene, OR 97403
541-682-6100
compliance@ltd.org

In that capacity, the DBELO is the primary person responsible for implementing all aspects of the DBE program and ensuring that LTD complies with all provision of 49 CFR Part 26. The DBELO has direct, independent access to the Chief Executive Officer concerning DBE program matters. LTD has adequate staff and the DBELO has authority to administer all aspects of the DBE program. An organization chart displaying the DBELO's position in the organization is found in **Attachment 1: Organizational Chart** to this Disadvantaged Business Enterprise Policy and Program.

The DBELO, in coordination with appropriate operating divisions, other departments and consultants of LTD, has primary responsibility for developing, implementing and monitoring the DBE program. The duties and responsibilities undertaken under the authority and direction of the DBELO include the following:

1. Gather and report statistical data and other information as required by DOT.
2. Review third party contracts and purchase requisitions for compliance with this Policy and the program.
3. Works with all departments to set overall goal.
4. Ensure that bid notices and requests for proposals are available to DBEs in a timely manner.
5. Identify contracts and procurements so that DBE goals are included in solicitations (both race-neutral methods and contract specific goals) and monitor results.
6. Analyze LTD's progress toward attainment and identify ways to improve progress.

7. Participate in pre-bid meetings.
8. Advise the Chief Executive Officer (CEO) on DBE matters and achievements.
9. Provide DBEs with information and assistance in preparing bids, obtaining bonding and insurance.
10. Plan and participates in DBE training seminars.
11. Provide outreach to DBEs and community organizations to advise them of opportunities.

Section 26.27 DBE Financial Institutions

It is the policy of LTD to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on DOT-assisted contracts to make use of these institutions. LTD has made the following efforts to identify and use such institutions:

Examined public information such as the [Minority Bank Deposit Program \(MPDP\)](#) list of Minority-Owned Institution website. To date, there are no Minority financial institutions in Oregon, which are classified as commercial banks.

Information on the availability of such institutions can be obtained from the DBELO.

Section 26.29 Prompt Payments Mechanisms

LTD will include the following clause in each DOT-assisted prime contract:

In accordance with 49 CFR §26.29, the prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 15 calendar days from the receipt of each payment, the prime contractor receives from LTD. The prime contractor agrees further to return retainage payments (if any) to each subcontractor within 15 calendar days after the subcontractor(s)' work is satisfactory completed. Any delay or postponement of payment from the above-referenced time frame may occur only for good cause following written approval from LTD. This clause applies to both DBE and non-DBE subcontractors.

The prime contractor and its subcontractors shall further comply with O.R.S. § 279C.570 regarding prompt payment, to the extent applicable.

Prompt payment and return of retainage requirements in this article also apply to all lower-tier subcontractors.

It is the responsibility of the subcontractors to notify the District's DBE Liaison Officer of prime contractor noncompliance with the above prompt payment provisions. Upon receipt of such notification, LTD will investigate and take appropriate action.

Monitoring:

LTD undertakes ongoing and proactive monitoring of prime contractors' payments to subcontractors, at every tier, over the course of any covered contract. LTD has the option to audit payments made by the prime contractor to all subcontractors, using LTD's Compliance process, to make sure payments have been made within the respective DBE Prompt Payment Provisions.

Enforcement:

If LTD determines that the prime contractor has failed to comply with the prompt payment/release of retainage provisions set forth above, LTD shall provide written notice to the prime contractor that, if the default is not remedied within a specified period of time (at least 5 days), the contract may be terminated. The Contract may be terminated for cause in accordance with the Contract Article entitled TERMINATION FOR DEFAULT.

Section 26.31 Directory

LTD is a non-certifying member of the Oregon Unified Certification Program (UCP). The Certification Office for Business Inclusion and Diversity (COBID) certifies minority-owned, women-owned, and service-disabled veteran-owned business owners and emerging small businesses interested in contracting with state, county, and city government agencies; and is the sole UCP of Oregon which certifies DBEs. The COBID "Directory of Certified Firms," is maintained and updated daily by COBID. Pursuant to 49 CFR Part 26, LTD will use the COBID Directory as the primary resource in developing overall and contract-specific DBE participation goals and conducting outreach and other activities to promote DBE participation in DOT contracts. The COBID Directory is available to the public at: [COBID](#)

Section 26.33 Overconcentration

LTD has not currently identified over-concentration in any types of work that are the subject of its procurements. LTD will continue to monitor for overconcentration.

Section 26.35 Business Development Programs

LTD has not established a business development program.

Section 26.37 Monitoring and Enforcement Mechanisms

LTD will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. LTD will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with LTD's Policy and its program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in 26.109.
2. LTD will consider similar action under its own legal authority, including responsibility determinations in future contracts. **Attachment 3: Monitoring and Enforcement Mechanism** contains a non-exhaustive summary of remedies available to LTD in the events of non-compliance with the DBE regulation by a participant in its procurement activities.
3. LTD will provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by routine site visits, certified payroll, and regular review of contract performance conducted by staff assigned to manage contracted work.

4. LTD will monitor actual payments to DBE firms for work committed to them at the time of contract award.
5. LTD does not set contract goals, in accordance with the [Western States Case](#). The running tally mechanism outlined in this section pertains specifically to contract goals and is not applicable to LTD.

In addition, the federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR part 26;
2. Enforcement action pursuant to 49 CFR part 31; and
3. Prosecution pursuant to 18 USC 1001.

Section 26.39 Small Business Participation

LTD has established a Small Business Enterprise (SBE) Program in order to continuously meet the maximum achievable portion of its DBE goal through race-neutral means. To ensure that the maximum achievable portion of the overall DBE goal is met by using race-neutral means, LTD assesses the latest available data and takes measures to facilitate competition and small business participation on contracts.

SUBPART C – GOALS, GOOD FAITH EFFORTS, AND COUNTING

Section 26.43 Set-asides or Quotas

LTD does not utilize quotas in any way in the administration of its DBE Policy and Program.

Section 26.45 Overall Goals

In accordance with 49 CFR Part 26, Section 26.45, LTD will submit its triennial overall DBE goal to the FTA on August 1 of the year specified by the FTA for each three (3) year period. The process used by LTD to establish overall DBE goals is as follows:

- Review LTD's **Community Investment Plan (CIP)** and identify projects, for the three-year federal fiscal year (ex: October 1, 2025 thru September 30, 2028) goal setting period. Include the Project Description, Total Estimated Project Cost over the three-year period, Estimated FTA Dollar Share, and Estimated FTA Percentage Share. Exclude projected contract expenditures with transit vehicle manufacturers, as they are exempt from the program.
- Once the projects have been identified, identify the [NAICS codes](#) for each category of work related to the projects and apply the appropriate dollar amounts.
- **Market Area:** LTD's market area is the State of Oregon.

The DBE goals will be established in accordance with the **2-step process** as specified in 49 CFR Part 26.45.

Step 1. The first step is to determine a base figure for the relative availability of DBEs in the market area. LTD will use [COBID](#) and [U.S. Census Bureau data](#) as a method to determine the base figure.

Relative Availability of DBEs: Using the DBE Directory [COBID](#), determine the number of DBEs within the market area.

Relative Availability of All Firms: Using the [U.S. Census Bureau data](#), determine the number of all firms within each industry in the market area.

The base figure is intended to be a measurement of the current ready, willing, and able DBEs as a percentage of all ready, willing and able businesses to perform LTD's anticipated FTA-assisted contracts in LTD's market area. The following formulas are used by LTD, to calculate the final base figure:

1. **Relative Availability (COBID & U.S. Census Bureau):**
Number of DBE Firms in the Industry / All Available Firms in the Market Area
2. **Forecast Weight (CIP & NAICS):** Amount in Contracting Area / Total Contract Opportunities
3. **Weighted Availability:** Relative Availability of DBEs x Forecast Weight
Base Figure = Relative Availability x Forecast Weight

Step 2. Base figure adjustment, LTD will examine relevant and reliable data in LTD's market area to determine if an adjustment to the base figure is warranted. The consideration of an adjustment is intended to account for any impact the relevant factors may have on DBE contracting opportunities with LTD. The following factors will be considered for the Step Two adjustment:

1. Past DBE participation (Historical Median by taking the (3) previous years DBE achieved participation)
2. **Final DBE Goal:** Average (Step 1 Base Figure + Median DBE Participation divided by 2)

Public Participation

LTD will conduct a consultation with the with minority, women's and general contractor groups, community organizations, and other officials or organizations which could be expected to have information concerning the availability of disadvantaged and no-disadvantaged businesses.

Following this consultation, LTD will publish a notice of the proposed overall goals, informing the public that the proposed goal and its rationale are available for inspection during normal business hours at: 3500 E. 17th Ave, Eugene, OR 97403, for 30 days following the date of the notice, and informing the public that LTD will accept comments on the goals for 30 days from the date of the notice. The notice will be published on LTD's website at [ltd.org](#). The notice must include addresses to which comments may be sent and addresses (including offices and websites) where the proposal may be reviewed.

LTD's overall goal submission will include a summary of information and comments received during this public participation process and our responses.

LTD will begin using its overall goal on October 1 of each year, unless it has received other instructions from FTA.

Section 26.47 Goal Setting and Accountability

LTD cannot be penalized, or treated by the FTA as being in noncompliance with this rule, because LTD's DBE participation falls short of our overall goal, unless LTD has failed to administer the program in good faith.

If the awards and commitments shown on LTD's Uniform Report of Awards or Commitments and Payments at the end of any fiscal year are less than the overall applicable to that fiscal year, LTD must conduct a Shortfall Analyses in order to be regarded by the FTA as implementing the DBE program in good faith:

1. Analyze, in detail, the reasons for the difference between the overall goal and the actual awards/commitments in the fiscal year.
2. Establish specific steps and milestones to correct the problems LTD has identified in the analysis and enable LTD to fully meet the goal for the new fiscal year.

Section 26.49 Transit Vehicle Manufacturer Goals

All Transit Vehicle Manufacturers (TVM), as a condition of being authorized to bid or propose on LTD FTA-assisted transit vehicle procurements, shall certify that it is on the FTA's certified [TVMs list](#) and has complied with the requirements of 49 CFR Section 26.49, including the establishment of an annual overall DBE participation goal that has been submitted to the FTA and either approved, or not disapproved.

Each TVM shall complete and submit with its bid or proposal to LTD a TVM DBE Certification form acknowledging it has complied with this section and has an approved overall DBE goal on file with FTA. LTD shall not include the amount of FTA assistance used in transit vehicle procurements in the base amount from which LTD's overall goal is established.

Within 30 days of becoming contractually required to procure a transit vehicle, LTD must report on FTA's [Transit Vehicle Award Reporting Form](#):

1. The name of the TVM that was the successful bidder; and
2. The Federal share of the contractual commitment at that time.

Section 26.51 (a-c) Breakout of Estimated Race-Neutral and Race-Conscious Participation

LTD operates a race-neutral DBE program, in accordance with the [Western States Case](#). The goal is to meet the program's objectives to the maximum extent feasible while striving to achieve the overall goals of the program. DBE participation that is obtained on contracts that have no specific DBE goal, or where prime contractors use a strictly competitive bidding process, or do not consider the DBE's status as a DBE in awarding a subcontract shall be considered race-neutral DBE participation. In addition, LTD will use the following measures as appropriate:

1. Structuring contracting requirements to facilitate competition by small business concerns.
2. Taking reasonable steps to eliminate obstacles to small business participation (e.g. eliminating unnecessary and unjustified bundling by configuring large contracts into smaller contracts when feasible), when to do so would make contracts more accessible to small business and would not impose significant additional cost, delay or risk to LTD.
3. Providing technical assistance in orienting small businesses to public contract procedures, use of the internet, and facilitating introductions to LTD's contracting activities.
4. Providing outreach and communications on contract procedures and opportunities to

ensure the inclusion of DBEs.

5. Ensuring distribution of the DBE database to the widest feasible universe of potential prime contractors.

Section 26.51 (d-g) Contract Goals

This section does not apply to LTD in accordance with the [Western States Decision](#).

Federal Transit Administration recipients comprising the Ninth Federal Judicial Circuit include these US states: California, Oregon, Washington, Alaska, Arizona, Idaho, Montana, Nevada, and Hawaii.

In a wholly race-neutral program (e.g., the annual overall DBE goal has been approved with no portion of it projected to be attained by using race- and gender-conscious means) the recipient (e.g., LTD) does not set contract goals on any of its US DOT-assisted contracts for which DBE subcontracting possibilities exist. Recipients (e.g., LTD) having an all-race-neutral program are not required to establish contract goals to meet any portion of their overall goal.

Section 26.53 (a-d, f) Good Faith Efforts Procedures

This section does not apply to LTD in accordance with the [Western States Decision](#).

Section 26.55 Counting DBE Participation

LTD will count DBE participation toward overall goals as provided in [49 CFR 26.55](#).

SUBPART D – CERTIFICATION STANDARDS

Section 26.61 – 26.73 Certification Process

LTD will use the certification standards of Subpart [D of Part 26](#) to determine the eligibility of firms to participate as DBEs in DOT-assisted contracts.

LTD enters into an Intergovernmental Agreement (IGA) with the State of Oregon for the DBE certification process. The State of Oregon, through its Oregon Department of Transportation (ODOT), holds responsibility for overseeing the Oregon Unified Certification Program (UCP). Additionally, the Oregon Business Development Department (OBDD) delegates the authority for administering the DBE Certification Component of the Oregon UCP to its Certification Office for Business Inclusion and Diversity ([COBID](#)).

For information about the certification process or to apply for certification please visit this site: [COBID](#)

SUBPART E – CERTIFICATION PROCEDURES

Section 26.81 Unified Certification Programs

LTD is a non-certifying member of a Unified Certification Program (UCP) administered by [COBID](#). [COBID](#) will meet all of the requirements of 49 CFR Part 26.

The UCP is designed to streamline and centralize the certification process for DBEs in Oregon. It provides a single application process for businesses seeking DBE certification for federal transportation contracts, ensuring consistency and efficiency across multiple state and local agencies.

SUBPART F – COMPLIANCE AND ENFORCEMENT

Section 26.109 Information, Confidentiality, Cooperation

LTD will safeguard from disclosure to third party's information that may reasonably be regarded as confidential business information, consistent with Federal, state, and local law. (See ORS Chapter 192) Notwithstanding any contrary provisions of state or local law, LTD will not release personal financial information submitted in response to the personal net worth requirement to a third party (other than DOT) without the written consent of the submitter.

Monitoring Payments to DBEs

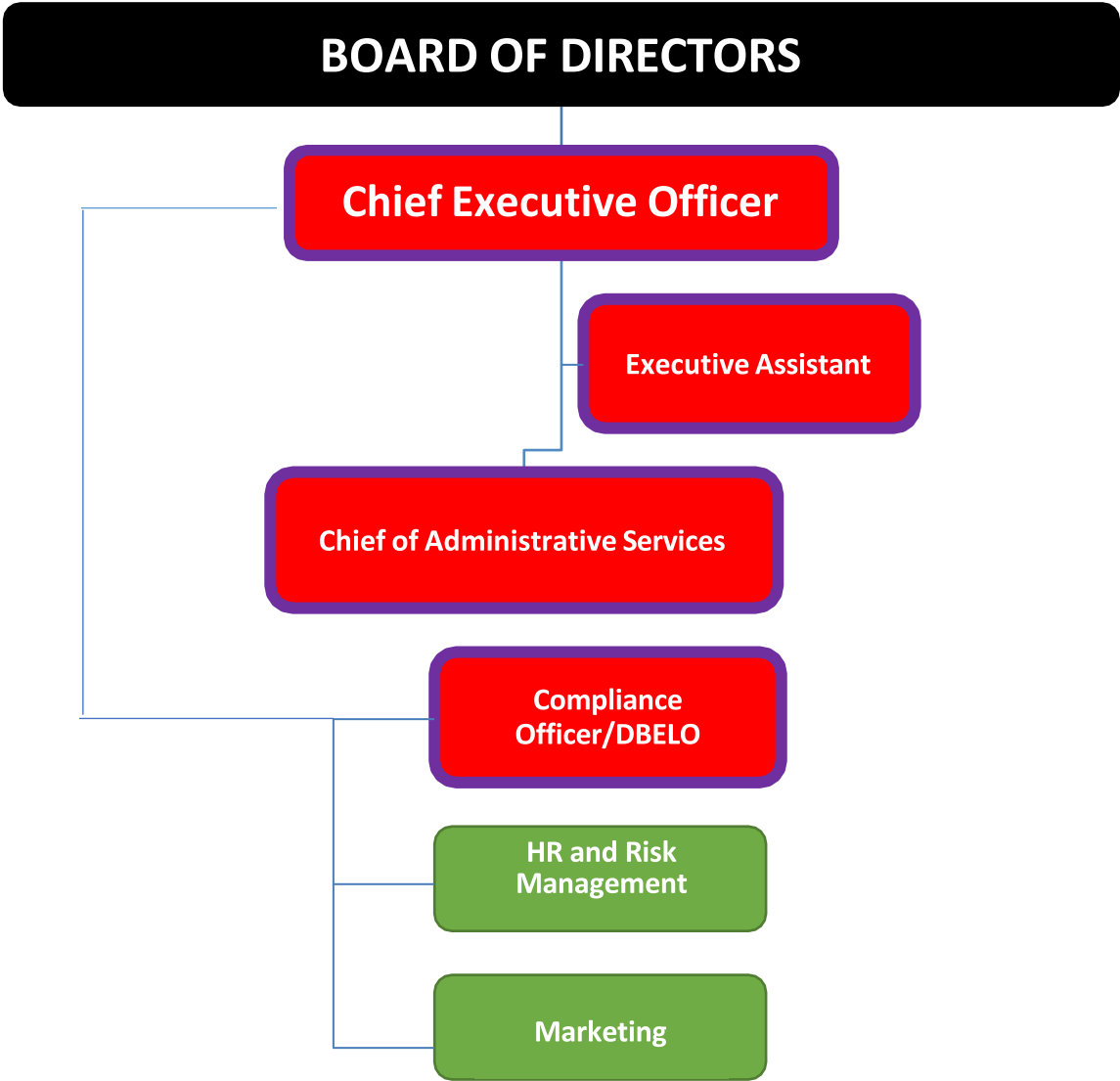
LTD will require prime contractors to maintain records and documents of payments to DBEs for three years following the performance of the contract. These records will be made available for inspection upon request by any authorized representative of LTD or DOT. This reporting requirement also extends to any certified DBE subcontractor.

LTD will perform interim audits of contract payments to DBEs. The audit will review payments to DBE subcontractors to ensure that the actual amount paid to DBE subcontractors equals or exceeds the dollar amounts stated in the schedule of DBE participation.

ATTACHMENTS:

Attachment 1	Organizational Chart
Attachment 2	DBE Directory
Attachment 3	Monitoring and Enforcement Mechanism
Attachment 4	Overall Goal Calculation
Attachment 5	Breakout of Estimated Race-Neutral Participation
Attachment 6	Certification Application Forms
Attachment 7	Link to USDOT DBE Rule 49 CFR part 26

Attachment 1
Organizational Chart



Attachment 2

DBE Directory

The Certification Office for Business Inclusion and Diversity (COBID) certifies minority-owned, women-owned, and service-disabled veteran-owned business owners and emerging small businesses interested in contracting with state, county, and city government agencies; and is the sole UCP of Oregon which certifies DBEs. The COBID “Directory of Certified Firms,” is maintained and updated daily by COBID. Pursuant to 49 CFR Part 26, LTD will use the COBID Directory as the primary resource in developing overall and contract-specific DBE participation goals and conducting outreach and other activities to promote DBE participation in DOT contracts. The COBID Directory is available to the public at: [COBID](#)

Attachment 3

Monitoring and Enforcement Mechanism

LTD will take the following monitoring and enforcement mechanisms to ensure compliance with 49 CFR Part 26.

1. LTD will bring to the attention of the Department of Transportation any false, fraudulent, or dishonest conduct in connection with LTD's Policy and its program, so that DOT can take the steps (e.g., referral to the Department of Justice for criminal prosecution, referral to the DOT Inspector General, action under suspension and debarment or Program Fraud and Civil Penalties rules) provided in Section V. A. of this Policy and Program.
2. LTD will consider similar action under its own legal authority, including responsibility determinations in future contracts. This **Attachment 3: Monitoring and Enforcement Mechanism** contains a non-exhaustive summary of remedies available to LTD in the events of non-compliance with the DBE regulation by a participant in its procurement activities.
3. LTD will provide a monitoring and enforcement mechanism to verify that work committed to DBEs at contract award is actually performed by the DBEs. This will be accomplished by routine site visits and regular review of contract performance conducted by staff assigned to manage contracted work.
4. LTD will monitor actual payments to DBE firms for work committed to them at the time of contract award.

LTD has available several remedies to enforce the DBE requirements contained in its contracts, including, but not limited to, the following:

1. Breach of contract action, pursuant to the terms of the contract;
2. Breach of contract action, pursuant to ORS 12.080;
3. Suspension of a bidder's or contractor's right to bid or participate in any public contract suspended for up to 90 days for a first violation, up to one year for a second violation and up to five years for a third violation pursuant to ORS 200.75; and
4. Referral to the Oregon Department of Justice for criminal investigation and, if warranted, prosecution.

In addition, the federal government has available several enforcement mechanisms that it may apply to firms participating in the DBE problem, including, but not limited to, the following:

1. Suspension or debarment proceedings pursuant to 49 CFR part 26;
2. Enforcement action pursuant to 49 CFR part 31; and
3. Prosecution pursuant to 18 USC 1001.

Attachment 4

Overall Goal Calculation

In accordance with 49 CFR Part 26, Section 26.45, LTD will submit its triennial overall DBE goal to the FTA on August 1 of the year specified by the FTA for each three (3) year period. The process used by LTD to establish overall DBE goals is as follows:

- Review LTD's **Community Investment Plan (CIP)** and identify projects, for the three-year federal fiscal year (ex: October 1, 2025 thru September 30, 2028) goal setting period. Include the Project Description, Total Estimated Project Cost over the three-year period, Estimated FTA Dollar Share, and Estimated FTA Percentage Share. Exclude projected contract expenditures with transit vehicle manufacturers, as they are exempt from the program.
- Once the projects have been identified, identify the [NAICS codes](#) for each category of work related to the projects and apply the appropriate dollar amounts.
- **Market Area:** LTD's market area is the State of Oregon.

The DBE goals will be established in accordance with the **2-step process** as specified in 49 CFR Part 26.45.

Step 1. The first step is to determine a base figure for the relative availability of DBEs in the market area. LTD will use [COBID](#) and [U.S. Census Bureau data](#) as a method to determine the base figure.

Relative Availability of DBEs: Using the DBE Directory [COBID](#), determine the number of DBEs within the market area.

Relative Availability of All Firms: Using the [U.S. Census Bureau data](#), determine the number of all firms within each industry in the market area.

The base figure is intended to be a measurement of the current ready, willing, and able DBEs as a percentage of all ready, willing and able businesses to perform LTD's anticipated FTA-assisted contracts in LTD's market area. The following formulas are used by LTD, to calculate the final base figure:

4. **Relative Availability (COBID & U.S. Census Bureau):**
Number of DBE Firms in the Industry / All Available Firms in the Market Area
5. **Forecast Weight (CIP & NAICS):** Amount in Contracting Area / Total Contract Opportunities
6. **Weighted Availability:** Relative Availability of DBEs x Forecast Weight
Base Figure = Relative Availability x Forecast Weight

Step 2. Base figure adjustment, LTD will examine relevant and reliable data in LTD's market area to determine if an adjustment to the base figure is warranted. The consideration of an adjustment is intended to account for any impact the relevant factors may have on DBE contracting opportunities with LTD. The following factors will be considered for the Step Two adjustment:

3. Past DBE participation (Historical Median by taking the (3) previous years DBE achieved participation)
4. **Final DBE Goal:** Average (Step 1 Base Figure + Median DBE Participation divided by 2)

Attachment 5

Breakout of Estimated Race-Neutral Participation

LTD intends to use race-neutral methods to the maximum extent feasible to achieve its overall goals. DBE participation that is obtained on contracts that have no specific DBE goal, or where prime contractors use a strictly competitive bidding process, or do not consider the DBE's status as a DBE in awarding a subcontract shall be considered race-neutral DBE participation. In addition, LTD will use the following measures as appropriate:

1. Structuring contracting requirements to facilitate competition by small business concerns.
2. Taking reasonable steps to eliminate obstacles to small business participation (e.g. eliminating unnecessary and unjustified bundling by configuring large contracts into smaller contracts when feasible), when to do so would make contracts more accessible to small business and would not impose significant additional cost, delay or risk to LTD.
3. Providing technical assistance in orienting small businesses to public contract procedures, use of the internet, and facilitating introductions to LTD's contracting activities.
4. Providing outreach and communications on contract procedures and opportunities to ensure the inclusion of DBEs.
5. Ensuring distribution of the DBE database to the widest feasible universe of potential prime contractors

Attachment 6

Certification Application Forms

The Certification Office for Business Inclusion and Diversity (COBID) certifies minority-owned, women-owned, and service-disabled veteran-owned business owners and emerging small businesses interested in contracting with state, county, and city government agencies; and is the sole UCP of Oregon which certifies DBEs. The COBID “Directory of Certified Firms,” is maintained and updated daily by COBID. Pursuant to 49 CFR Part 26, LTD will use the COBID Directory as the primary resource in developing overall and contract-specific DBE participation goals and conducting outreach and other activities to promote DBE participation in DOT contracts. The COBID Directory is available to the public at: [COBID](#)

Attachment 7

Link to USDOT DBE Rule 49 CFR Part 26

Table: [49 CFR Part 26](#)

Full Text: [PART 26—PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES IN DEPARTMENT OF TRANSPORTATION FINANCIAL ASSISTANCE PROGRAMS](#)



**DISADVANTAGED BUSINESS ENTERPRISE (DBE)
GOAL SETTING METHODOLOGY**

**FEDERAL TRANSIT ADMINISTRATION (FTA)
FEDERAL FISCAL YEAR (FFY) 2026-2028**

October 1, 2025

Submitted in fulfillment of:
Title 49 Code of Federal Regulations Part 26

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DBE GOAL METHODOLOGY

I. INTRODUCTION

Lane Transit District (LTD) sets forth its overall Disadvantaged Business Enterprise (DBE) goal and corresponding federally prescribed goal-setting methodology for the three-year Federal Fiscal Year (FFY) goal period of 2026-2028 (October 1, 2025 through September 30, 2028), pursuant to Title 49 Code of Federal Regulations (CFR) Part 26 “Participation by Disadvantaged Business Enterprises in U.S. Department of Transportation Programs.” Overall DBE goals are expressed as a percentage of the total amount of U.S. DOT funds LTD anticipates expending within a given three-year period. The overall DBE goal is based upon all budgeted contracts anticipated to utilize the U.S. DOT federal financial assistance, provided that the anticipated expenditures have viable opportunities for subcontracting possibilities and corresponding DBE availability.

II. BACKGROUND

LTD is a recipient of U.S. Department of Transportation (USDOT), Federal Transit Administration (FTA), funding. As a condition of receiving this assistance, LTD have signed assurances that it will comply with FTA DBE requirements. In accordance with Title 49 CFR Part 26 provisions: Participation by DBEs in USDOT Programs, LTD is required to develop and submit an overall DBE Goal for its FTA-assisted projects.

LTD herein presents its overall DBE Goal Methodology for FFY 2026-2028.

III. FTA-ASSISTED CONTRACTING PROGRAM FOR FFY 2026-2028

Market Area

The Federal DBE Program requires agencies to implement the DBE Program based on information from the relevant geographic market area—the area in which the agency spends the substantial majority of its contracting dollars.

LTD’s local market for contracts consists of a geographic market area that is:

- Where a large majority of contracting dollars is expended, and
- Where a substantial number of contractors and subcontractors are located and available to submit bids, quotes, or proposals.

LTD’s bidder’s list was reviewed and analyzed to determine where LTD spends the substantial majority of its contracting dollars. This analysis confirms our geographic market area is the State of Oregon.

Anticipated Projects

LTD has 18 FTA-community investment projects that are anticipated to be awarded during the triennial period and which were considered in preparing this goal methodology. These projects and their federal share are listed in Table 1.

- Column A: Lists the name and brief description of each project.
- Column B: Lists the total estimated cost of each project.
- Column C: Lists the estimated FTA dollar share for each project.
- Column D: Lists the estimated FTA percentage ratio for each project.

	Project Name/Description	Total Estimated Project Costs (FY26-28)	Estimated FTA \$ Share	Estimated FTA % Share
1	Glenwood Admin Roof Replacement - The Glenwood Administrative Facility roof is in need of replacement to protect the structure and assets inside the building. This project will replace the existing metal roofing with new materials improving the life cycle cost.	\$ 850,000	\$ 680,000	80%
2	Eugene State Modernization - This infrastructure project will improve the building and exterior features of the station, enhancing both the customer and employee experience while updating the station for enhanced safety and efficiency.	\$ 130,000	\$ 104,000	80%
3	Glenwood Mechanical & Electrical Rehabilitation - The Glenwood Administration Building was constructed in the early '90s. This project will consist of mechanical and electrical upgrades. The project will take corrective measures on electrical safety issues, installation/code deficiencies, and equipment deficiencies. The work also includes increasing the capacity of the electrical systems on the Glenwood	\$ 1,975,000	\$ 1,580,000	80%
4	Eugene Station Sitework Upgrades - This project will address sitework needs throughout the station. Project will include items like paver replacement, concrete repairs, crosswalk alignment adjustments, site lighting, roofing replacement, shelter painting. This investment will ensure that our main hub of our transit system will continue to serve the community as required.	\$ 3,680,000	\$ 2,944,000	80%
5	Fixed Route Infrastructure Rehabilitation - This project will be a comprehensive infrastructure rehabilitation, as needed, across all of our stops within the community. This project will be phased to first allow a review of all stops that will then lead to infrastructure rehabilitation needs to meet updated standards/best practices. Upgrades will focus on accessibility at the bus stop, flag pole & sign updates, shelter rebalancing.	\$ 2,000,000	\$ 1,600,000	80%
6	Glenwood Site Rehabilitation - The Glenwood Site, our main campus, has been in continuous operation for over 35 years, requiring critical rehabilitation to address aging infrastructure and enhance overall functionality. This project involves repaving parking lots, establishing a secure employee entrance, preserving a dedicated visitor parking area near the main entrance, increasing parking capacity, installing energy-efficient lighting, and creating dedicated accessible walkways. Additionally, revitalizing the landscape and hardscape features will significantly improve accessibility, safety, operational efficiency, and support our sustainability initiatives.	\$ 1,250,000	\$ 1,000,000	80%
7	RideSource Facility Expansion - LTD's RideSource ADA paratransit service provides vital origin-to-destination transportation for people who are unable to use the bus due to a disability. This project will allow LTD to increase parking capacity for paratransit and employee vehicles and expand the RideSource operational/administrative building to better meet the needs of the community.	\$ 300,000	\$ 240,000	80%
8	Major Bus Components - This program will allow LTD to leverage capital funds for the replacement of major bus components (hybrid systems, engine overhauls) needing to be replaced prior to the end of the vehicle's useful life. This will help increase reliability while reducing operational costs in repairing these components.	\$ 932,989	\$ 746,391	80%
9	Fleet Crane and Fall Protection - This project will provide for a safe working environment on top of the bus and provide for safely lifting components that are located anywhere on top of a bus and removing/ replacing them.	\$ 1,000,000	\$ 800,000	80%
10	Trip Planner / Mobile Wallet - This project includes acquisition of a regional trip-planning and mobile payment application that integrates the variety of transportation options available (including transit, cycling, pedestrian, bike share, etc.). It will also include necessary governance agreements, project testing, and marketing/communications associated with the project.	\$ 600,000	\$ 600,000	100%
11	Fare Systems - Project would be for a unified fare system throughout our network of LTD services. The goal is to modernize and enhance transit fare to improve operational efficiency, accessibility and customer experience. This will include updated fare policy, validation and payment infrastructure.	\$ 6,100,000	\$ 4,880,000	80%
12	Franklin & Gateway EmX Corridors - EmX platforms and busways along the Franklin and Gateway EmX lines will be updated to increase passenger safety, comfort, and accessibility. Improvements might include repainting structures, installing new signage, repairs and replacement to hardscapes, and rehabilitating furniture and shelters.	\$ 500,000	\$ 200,000	40%
13	Gateway & UO North Site Rehab - Gateway & UO North are core elements to our overall system. By keeping these stations in good working order, repainting structures, installing signage, and other minor upgrades, we continue to provide a safe environment for passengers.	\$ 485,000	\$ 388,000	80%
14	ITS Video Systems Replacement - Project will be to update our mobile video system throughout our fleet to provide a singular mobile video system.	\$ 3,600,000	\$ 1,296,000	36%
15	ERP - An overhaul to the LTD enterprise software solution including core financial work flows and key department integrations. This project will impact all LTD departments and can lead to significant process improvement focus through design assessment and implementation.	\$ 100,000	\$ 80,000	80%
16	IT Hardware/Software Replacement - Replacement/upgrades of various LTD information technology systems software utilized throughout the District	\$ 3,375,000	\$ 2,025,000	60%
17	Operations Software/Midas Replacement - This project is to replace the current operations scheduling/bid software. LTD will be able to better serve the community with updated software allowing staff to do their jobs more smoothly, creating new efficiencies for staff, and better service for our Operators who are at the core of delivering service to the community.	\$ 1,031,015	\$ 824,812	80%
18	OCC / Training / Lounge - Improvements to LTD's Operations Department, including but not limited to modern operations dispatch, monitoring of cameras and transit systems, operator report/rest area, training classrooms, restrooms/showers, employee lounge and wellness center	\$ 3,880,000	\$ 3,104,000	80%
Totals		\$ 31,789,004	\$ 23,092,203	

Subrecipients

LTD does not have any subrecipients.

Categories of Work

LTD reviewed each project anticipated to be awarded during the respective three-year period and determined the applicable categories of work for each project using the North American Industry Classification System (NAICS) codes. The corresponding dollar values for each NAICS code by project were summarized for purposes of weighting the categories of work based on the staff estimates. Table 2 provides a summary of the categories of work with estimated dollars for each.

- Column A: Lists the category of work (NAICS) code and title.
- Column B: Lists the estimated FTA dollar share for each NAICS code.
- Column C: Lists the estimated percentage of each NAICS code (the estimated FTA dollars for each NAICS code divided by the grand total of all estimated FTA dollars).

Table 2

A		B	C
NAICS	NAICS Code Category of Work	Estimated FTA \$ by NAICS	Estimated FTA % by NAICS
238160	Roofing Contractors	\$ 680,000	2.9%
238190	Building Exterior Contractors	\$ 104,000	0.5%
238210	Electrical Contractors	\$ 1,580,000	6.8%
238910	Site Preparation Contractors	\$ 5,784,000	25.0%
333618	Other Engine Equipment Manufacturing	\$ 746,391	3.2%
333923	Overhead Traveling Crane, Hoist System Manufacturing	\$ 800,000	3.5%
334220	Mobile communications equipment manufacturing	\$ 600,000	2.6%
334514	Fare collection equipment manufacturing	\$ 4,880,000	21.1%
339950	Sign Manufacturing	\$ 588,000	2.5%
518210	Computing Infrastructure Providers	\$ 1,296,000	5.6%
541511	Custom Computer Programming Service	\$ 6,033,812	26.1%
Totals		\$ 23,092,203	100.0%

IV. GOAL METHODOLOGY

In accordance with 49 CFR Part 26, Section 26.45, LTD will submit its triennial overall DBE goal to the FTA on August 1 of the year specified by the FTA for each three (3) year period. The process used by LTD to establish overall DBE goals is as follows:

- Review LTD's **Community Investment Plan (CIP)** and identify projects, for the three-year federal fiscal year (ex: October 1, 2025 thru September 30, 2028) goal setting period. Include the Project Description, Total Estimated Project Cost over the three-year period, Estimated FTA Dollar Share, and Estimated FTA Percentage Share. Exclude projected contract expenditures with transit vehicle manufacturers, as they are exempt from the program.

- Once the projects have been identified, identify the [NAICS codes](#) for each category of work related to the projects and apply the appropriate dollar amounts.
- **Market Area:** LTD's market area is the State of Oregon.

Step 1: Determination of a Base Figure (26.45)

To establish LTD's Base Figure of the relative availability of DBEs relative to all comparable firms (DBE and non-DBE) available to bid or submit proposals on LTD FTA-assisted contracting opportunities projected to be solicited during the triennial goal period, LTD followed the prescribed federal methodology to determine the relative availability. This was accomplished by assessing:

1. Certification Office for Business Inclusion and Diversity (COBID) Certification Management System: [COBID](#) and
2. 2022 U.S. Census Bureau County Business Patterns Database: [U.S. Census Bureau data](#), within LTD's market area for each of the categories of work defined in Table 2.

In accordance with the formula listed below, the Base Figure is derived by:

- Dividing the number of ready, willing and able DBE firms identified for each NAICS work category by the number of all firms identified within the LTD market area for each corresponding work category (*relative availability*),
- Weighting the relative availability for each work category by the corresponding work category weight from Table 2 (*weighted ratio*), and
- Adding the weighted ratio figures together.

$$\text{Base Figure} = \sum \frac{(\text{Number of Ready, Willing and Able DBEs})}{(\text{Number of All Ready, Willing and Able Firms})} \times \text{Weighted Ratio}$$

⇒ For the numerator: COBID DBE Database of Certified Firms

⇒ For the denominator: 2022 U.S. Census Bureau County Business Patterns Database

A concerted effort was made to ensure that the scope of businesses included in the numerator was as close as possible to the scope included in the denominator. The result of the Base Figure calculation is shown in Table 3.

- Column A: Lists the category of work (NAICS) code and title.
- Column B: Lists the estimated percentage of each NAICS code (the estimated FTA dollars for each NAICS code divided by the grand total of all estimated FTA dollars) from Table 2.
- Column C: Lists the number of DBEs in the market area for each NAICS code from the Certification Office for Business Inclusion and Diversity (COBID) DBE Database of Certified Firms.
- Column D: Lists number of all firms (DBE and non-DBE) in the supplier market area for each NAICS code from the 2022 U.S. Census Bureau County Business Patterns Database.
- Column E: Lists the relative availability of DBEs for each NAICS code (the number of DBEs divided by the number of all firms).
- Column F: Lists the weighted base figure is the sum of the Estimated FTA% by NAICS in Column B multiplied by the Relative Availability of DBEs in Column E.

Table 3					
A	B	C	D	E	F
NAICS Code Category of Work	Estimated FTA % by NAICS	DBEs	All firms	Relative Availability of DBEs	Weighted Ratio
238160 Roofing Contractors	2.94%	11	515	2.14%	0.06%
238190 Building Exterior Contractors	0.45%	13	47	27.66%	0.12%
238210 Electrical Contractors	6.84%	15	996	1.51%	0.10%
238910 Site Preparation Contractors	25.05%	66	3324	1.99%	0.50%
333618 Other Engine Equipment Manufacturing	3.23%	0	7	0.00%	0.00%
333923 Overhead Traveling Crane, Hoist System Manufacturing	3.46%	0	3	0.00%	0.00%
334220 Mobile communications equipment manufacturing	2.60%	0	15	0.00%	0.00%
334514 Fare collection equipment manufacturing	21.13%	0	3	0.00%	0.00%
339950 Sign Manufacturing	2.55%	4	184	2.17%	0.06%
518210 Computing Infrastructure Providers	5.61%	12	231	5.19%	0.29%
541511 Custom Computer Programming Service	26.13%	49	2559	1.91%	0.50%
Totals	100.0%	170	7884	2.16%	
Step 1 Weighted Base Figure					1.64%

Step 2: Adjusting the Base Figure

Upon establishing the Base Figure, LTD reviewed and assessed other known evidence potentially impacting the relative availability of DBEs within the market area, in accordance with prescribed narrow tailoring provisions as set forth under 49 CFR Part 26.45: Step 2, DBE Goal Adjustment Guideline. Evidence considered in adjusting the Base Figure included Past DBE Goal Attainments and Other Evidence, as follows:

1. Past DBE Goal Attainments

Historical DBE participation attainments provide demonstrable evidence of DBE availability and capacity to perform on LTD projects that are substantially similar to previous years. LTD proceeded to calculate past DBE participation attainments for the three (3) federal fiscal years, for which DBE attainment data is available. The table below reflects the demonstrated capacity of DBEs (measured by actual historical DBE participation attainments) on FTA-assisted contracts awarded by LTD within the last three (3) federal fiscal years.

Table 4	
Federal Fiscal Year (FFY)	Attainment %
2022	0.89%
2023	0.00%
2024	0.01%
Median DBE Attainment past 3 years	0.01%

The median established for the past three years is lower than the Base Figure derived from Step 1; therefore, an adjustment to the Base Figure based on LTD past DBE goal attainments has been made. The adjustment is calculated in accordance with FTA guidance by averaging the Base Figure with the median DBE Past Attainment, as shown below.

Step 1 Base figure (A)	1.64%
Median past participation (B)	0.01%
Step 2 Adjustment Figure (A+B) / 2	0.82%

2. Disparity Studies

LTD has reviewed the ODOT 2023 DBE Disparity Study Update ([2023 State of Oregon Disparity Study](#)) and has determined that the type of work is significantly different from LTD projects; therefore, LTD will not be making adjustments to the base figure based on the ODOT Disparity Study Update.

LTD uses a strictly race-neutral DBE program since the Western States decision. If LTD fails to reach its goal for a complete federal fiscal year, LTD will re-evaluate its DBE program to determine whether contract goals are necessary to achieve the overall goal. If after re-evaluation LTD believes a race-conscious program is necessary, as required by the Western States, LTD will gather evidence to determine if discrimination in the transportation contracting industry is present. LTD will make a determination at that time what type of evidence gathering is appropriate, based on DOT regulations and case law.

3. Other Available Evidence

LTD is not in possession of other information that would have an impact on the DBE goal assessment.

V. PROPOSED OVERALL DBE GOAL

The Proposed Overall DBE Goal for FFY 2026-2028 for LTD FTA-assisted contracts is 0.82%

LTD will implement race neutral measures to achieve this goal, as generally described in the following section. As a part of the prescribed goal-setting methodology, LTD must project the percentage of its Proposed Overall DBE Goal that can be met utilizing race-neutral and race-conscious measures.

Race-Conscious & Race-Neutral Projection

The United States Department of Transportation (USDOT) regulations require that race-neutral methods be used to the maximum extent feasible to reach the DBE overall goal. As LTD is located in the 9th Circuit, the agency cannot implement a race-conscious program without a disparity study that shows evidence of disparity. Therefore, LTD is unable to set a race-conscious projection and intends to continue to use race-neutral methods to meet the overall DBE goal of 0.82% for FFY 2026-2028 in accordance with Title 49 CFR Part 26.51.

LTD projects that all of the 0.82% DBE goal will be achieved through race-neutral means and that 0% will be achieved through race-conscious means.

Race-Conscious & Race-Neutral Projections	
Step 2 Adjustment Figure	0.82%
Race-Neutral Component	0.82%
Race-Conscious Component	0.00%

Due to the emphasis on race-neutral methods, LTD will increase the use the race-neutral measures listed below. LTD will carefully monitor participation during the course of the goal period. At the conclusion of each year during the goal period, LTD will re-evaluate the effectiveness of the race-neutral measures and determine if it is necessary to institute additional race-neutral measures to achieve the goal or if race-conscious methods should be considered.

VI. RACE-NEUTRAL IMPLEMENTATION MEASURES

LTD is currently implementing a number of race and gender-neutral remedies. In order to promote the participation of DBEs and small businesses in LTD's FTA-assisted contracting program and to increase the effectiveness of established measures, LTD will continue to explore options for consideration based on the agency's success in meeting its overall DBE goals.

LTD will:

- Encourage DBE and other small business contracting community to register and receive solicitation notices through its on-line procurement website: <https://ltd.gob2g.com/>.
- Host and/or participate in workshops for the DBE and small business contracting community. LTD will attend and participate in vendor fairs hosted by unrepresented groups and other public agencies.
- Unbundle solicitations, provide pre-bid/pre-proposal conferences to afford networking opportunities for primes and subcontractors. LTD will promote and encourage teaming opportunities between prospective prime contractors and the DBE and small business contracting community. Arrange solicitations, times for the presentation of bids, quantities, specifications, and delivery schedules in ways that facilitate DBE and other small business participation.
- Structure solicitations to remove barriers such as the inability to obtain bonding or financing (e.g., by such means as simplifying the bonding process, reducing bonding requirements, eliminating the impact of surety costs from bids, and providing services to help DBEs, and other small businesses, obtain bonding and financing).
- Solicit DBEs and other small businesses participation by carrying out information programs through use of advertisement and other communication methods on contracting procedures and specific contract opportunities (e.g., ensuring the inclusion of DBEs, and other small businesses, on recipient mailing lists of bidders; ensuring the dissemination to bidders on prime contracts of lists of potential subcontractors; provision of information in languages other than English, where appropriate).
- Actively promote the small business conferences, programs, and support services offered by other agencies that have established DBE and other small business programs as a supportive service to help develop and improve immediate and long-term business management, record keeping, and financial and accounting capability for DBEs and other small businesses. LTD will also begin conducting "How to do Business with LTD" and DBE workshops.
- Advise its contracting community of the online directory of certified DBEs, found at the Certification Office for Business Inclusion and Diversity Certification Management System website: <https://oregon4biz.diversitysoftware.com/>.
- Advise the DBE and small business community to participate in ODOT's related bidding/proposal opportunities at <https://www.oregon.gov/ODOT/Business/Procurement/Pages/HowTo.aspx>. LTD will also encourage DBEs and small businesses to seek the assistance and training through the U.S. Small Business Administration at www.sba.gov and the Oregon Government Contract Assistance Program (GCAP) at www.gcap.org.

In addition to the measures specified above, LTD has also implemented strategies to foster *Small Business Participation* in its contracting process. These include the following:

- Conducting “How to do Business with LTD” and DBE workshops.
- On larger prime contracts requiring the prime contractor to consider subcontracting opportunities of a size that small businesses, including DBEs, can reasonably perform, rather than self-performing all the work involved.
- Identifying alternative acquisition strategies and structuring procurements to facilitate the ability of consortia or joint ventures consisting of small businesses, including DBEs, to compete for and perform prime contracts.
- Ensuring that a reasonable number of prime contracts are of a size that small businesses, including DBEs, can reasonably perform.
- Provide outreach to current LTD contractors or past LTD contractors who may qualify for DBE-certification by encouraging them to seek and obtain DBE-certification.

VII. CONSULTATION AND PUBLICATION

Consultation

Before establishing the overall goal, LTD conducted virtual meeting consultation with minority, women’s, general contractor groups, on May 1, 2025. In addition, LTD seeks input from community organizations, and other officials or organizations.

Public Notice and Public Comment

Following the public consultation and outreach efforts, LTD published a notice of the proposed overall goal methodology on their website. As required, this notice informed the public that:

- Inform the public that the proposed overall goal and its rationale are available for inspection on their website at www.ltd.org.
- LTD would accept comments on the goals for 30 days from the date of the notice published at the address above or at: compliance@ltd.org.

Summary of Comments & Responses

No comments were received by the June 30, 2025 deadline.



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Brianna Gutierrez-Thorne, Board
Liaison Officer

AIS Title: Committee Assignments and Status of
Current Committees

Action: Committee Approval
Agenda Item Summary: In accordance with Article 5 of the LTD Board Bylaws, the Board President appoints members to committee assignments. This action ensures that standing and ad hoc committees remain properly staffed, aligned with Board priorities, and consistent with governance requirements. In addition to discussing committee assignments, the Board will discuss whether to retain the Finance Committee and, if so, the cadence of Finance Committee meetings.

Committee Assignments:

The Board President has appointed directors to serve on standing committees. The Board generally revisits these assignments at the beginning of each fiscal year.

Committee Status:

The Board will review the current roster of standing and ad hoc committees, including:

- Membership
- Alignment with Board and agency strategic priorities
- Potential adjustments or dissolution as appropriate

Current Committees:

- 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, Gino Grimaldi
- Real Estate Subcommittee – Susan Cox, Michelle Webber, Kelly Sutherland
- Bylaws Committee – Susan Cox, Michelle Webber, Pete Knox

Next Steps:

- The Board President discusses assignments of Board members to committees, seeking Board feedback. The Board will also discuss whether to retain the Finance Committee and, if so, the cadence of those meetings going forward. No formal Board action (resolution or motion) is required.
- Update Board Governance Policy Manual and public rosters to reflect approved assignments.

Communicate assignments to committees, staff, and relevant partners.

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



Lane Transit District Agenda Item Summary (AIS)

Prepared By: Carrie Stewart, Records
Management Officer

AIS Title: Operations Control Center (OCC)
Dedication

Action: Adoption

Agenda Item Summary:

The Operations Command Center (OCC) Dedication Selection Committee conducted a comprehensive review of twenty-six candidate nominations submitted for consideration. The Committee utilized an evaluation and ranking system to assess candidates' contributions to Lane Transit District (LTD) and the broader community.

Following this process, the Committee identified two finalists: Phyllis Loobey (92% score) and Wiley Griffon (67% score). Based on the Committee's scoring results and deliberations, the Committee unanimously recommends that the Board honor Phyllis Loobey for her extraordinary contributions to LTD and the Lane County community.

DISCUSSION

The Committee's recommendation reflects Ms. Loobey's lasting impact on LTD's culture, operations, and public service legacy. In recognition of her leadership and dedication, the Committee recommends the following actions:

1. **Dedication of the OCC Building** – Officially name the facility the "*Phyllis Loobey Operations Command Center*."
2. **Legacy Storyboard** – Install a permanent storyboard at the front of the building to share Ms. Loobey's story and contributions with employees, visitors, and the public.
3. **Memorial Herb Garden** – Establish a dedicated herb garden on LTD grounds as a living memorial and reflection space honoring Ms. Loobey's service and values.

RECOMMENDATION

The Committee recommends the LTD Board of Directors adopt the attached resolution to dedicate the Operations Command Center in honor of Phyllis Loobey and authorize supporting memorial elements.

Attachments:

- 1) Resolution No. 2025-09-10-31

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



Lane Transit District Agenda Item Summary (AIS)

Proposed Motion: I move to adopt Resolution No. 2025-09-10-31, dedicating the Operations Command Center in honor of Phyllis Loobey.



RESOLUTION NO. 2025-09-10-31

DEDICATING THE OPERATIONS COMMAND CENTER IN HONOR OF PHYLLIS LOOBEY

WHEREAS, the Lane Transit District (LTD) Board of Directors values the contributions of individuals who have demonstrated extraordinary service and leadership in advancing the mission of public transportation in Lane County; and

WHEREAS, the OCC Dedication Selection Committee conducted a thorough review of twenty-six nominations and, through an evaluation and ranking process, identified Phyllis Loobey as the leading candidate; and

WHEREAS, Phyllis Loobey's work, dedication, and legacy exemplify LTD's values of service, innovation, and community stewardship; and

WHEREAS, the Committee unanimously recommends dedicating the Operations Command Center in honor of Phyllis Loobey and establishing additional memorials to share her story and preserve her legacy;

NOW, THEREFORE, BE IT RESOLVED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS THAT:

1. The Operations Command Center shall hereafter be known as the "Phyllis Loobey Operations Command Center."
2. A permanent storyboard shall be installed at the front of the facility to educate employees, visitors, and community members about Ms. Loobey's service and legacy.
3. A memorial herb garden shall be established on LTD grounds in recognition of Ms. Loobey's contributions and commitment to LTD and the community.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 10TH DAY OF SEPTEMBER 2025.

Board President, Susan Cox