



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

**Public Forum, Regular Business Meeting and Briefing  
Wednesday, November 19, 2025, 5:30 P.M.  
Glenwood Administrative Office  
3500 E 17<sup>th</sup> Avenue, Eugene, OR 97478**

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

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

<b>Subdistrict</b>	<b>Description</b>	<b>Board Member</b>
Subdistrict 1	East Springfield to McKenzie Bridge	Gino Grimaldi
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 Testimony on all Board Matters including Resolutions:**

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

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

To be added to Lane Transit District's Public Meeting Notice List, please submit this request to [clerk@ltd.org](mailto:clerk@ltd.org).

## **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
  - Bylaws Committee – Susan Cox, Michelle Webber, Pete Knox
4. **CEO REPORT**
  - Employee of the Month – November 2025
  - Monthly Operations Performance Update
  - Monthly Department Reports
  - Delegated Authority Report
  - Lane Transit District Compensation Policy
5. **MONTHLY FINANCE REPORT**
6. **CONSENT AGENDA**

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

  - Approval of Monthly Finance Report
7. **BOARD ACTION ITEMS**
  - Adoption of Resolution No. 2025-11-19-36, Approval of Title VI Analysis for the Route 1 Downtown Loop.
8. **EXECUTIVE SESSION**
  - ORS 192.660(2)(i): To review and evaluate the employment-related performance of the Chief Executive Officer.
  - ORS 192.660(2)(f): To consider information or records that are exempt by law from public inspection.
9. **ADJOURN BUSINESS MEETING**

**UPCOMING MEETINGS:**

December 17 - December Board Meeting  
Glenwood Administrative Office  
3500 E 17th Avenue, Eugene, OR 97478

January 21 – January Board Meeting  
Glenwood Administrative Office  
3500 E 17th Avenue, Eugene, OR 97478

February 18 – February Board Meeting  
Glenwood Administrative Office  
3500 E 17th Avenue, Eugene, OR 97478

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



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Pamela Strutz, Chief Financial Officer

**Title:** Employee of the Month November 2025

**Action: Information Only**

**Background:**

Jeff Hoss, Payroll Manager, has been selected to receive the November 2025 Employee of the Month. Jeff was hired as an Accounting Technician in September 1994 and has since received multiple monthly value awards, an EOM in both November 2001 and March 2010, and most recently, the Turbo Award from Fleet in June 2023.

“There are multiple examples of why Jeff should be recognized as a hard-working, dedicated, employee with integrity. A few recent examples: Jeff keeps payroll going while helping to innovate on multiple activities that impact payroll: MIDAS/HASTUS project collaboration, agency reorganizations, recruitment campaigns, on-demand checks, new union contracts, audits, and ERP implementation. He has stayed late, worked early mornings and weekends, all to keep payroll on schedule. He always maintains excellent customer service. We would be lost without him! Thank you, Jeff!”

When asked to comment on Jeff’s selection as EOM, Pam Strutz, Chief Financial Officer said:

“Jeff’s energy and commitment to excellence inspires all who work with him. Jeff is an invaluable resource for LTD history: from ATU contracts and payroll law to doing audio at our events, Jeff is our “go-to” guy. He offers his assistance and advice freely, and lives our key values of respect and integrity. This award is well-deserved for his 31 years of service with LTD as we connect our community.”

**Award:**

Jeff will attend the November 19 Board Meeting to be introduced to the Board and receive his award.



## Lane Transit District Agenda Item Summary (AIS)

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

**Action:** Information Only

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

### Highlights

- EmX and Fixed Route ridership was flat compared to this time last year. Ridership in the last 12 months remains down 2.5% compared to the prior year, based on the 12-month rolling average.
- Ridership per Revenue Hour remains down as service adjustments per Comprehensive Service Review recommendations continue, and ridership adapts.
- Mobility Services ridership is up 4.9% compared to this time last year, and up 3.9% on the 12-month rolling average across all services.
- Maintenance Costs were down 5.5% from the same time last year, and down 7.3% on the 12-month rolling average comparison.
- Fixed Route Verified Operations Complaints/100,000 Boardings was flat across indicators with 5.72 verified complaints per 100,000 Boardings.
- Positive trend with Operator Unanticipated Absenteeism continued, with an 11.34% unanticipated absence rate in September 2025, down 3.32% compared to the same time last year and 5.31% on the 12-month rolling average.
- Operator Average count dropped 2 from August to September.
- Ordinance 36 Violations per 100,000 revenue hours were down 28.9% compared to the same time last year, and down 25.5% overall on the 12-month rolling average comparison.
- There were 8 total assaults in September, including 3 physical and 5 non-physical.
- Preventable accidents were 3.26/100,000 miles, almost 50% higher than the same time last year, however accidents remain flat on the 12-month rolling comparison.

### Attachments:

(1) LTD Performance Report



# Board Performance Report

## September 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	176,483	193,268	-8.7%	212,271	229,254	-7.4%
Fixed Route Service	295,675	277,305	6.6%	295,710	291,794	1.3%
<b>Total</b>	<b>472,158</b>	<b>470,573</b>	<b>0.3%</b>	<b>507,981</b>	<b>521,048</b>	<b>-2.5%</b>

#### Revenue Hours

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	5,201	5,084	2.3%	5,272	4,836	9.0%
Fixed Route Service	15,412	14,041	9.8%	14,955	13,984	6.9%
<b>Total</b>	<b>20,613</b>	<b>19,125</b>	<b>7.8%</b>	<b>20,227</b>	<b>18,820</b>	<b>7.5%</b>

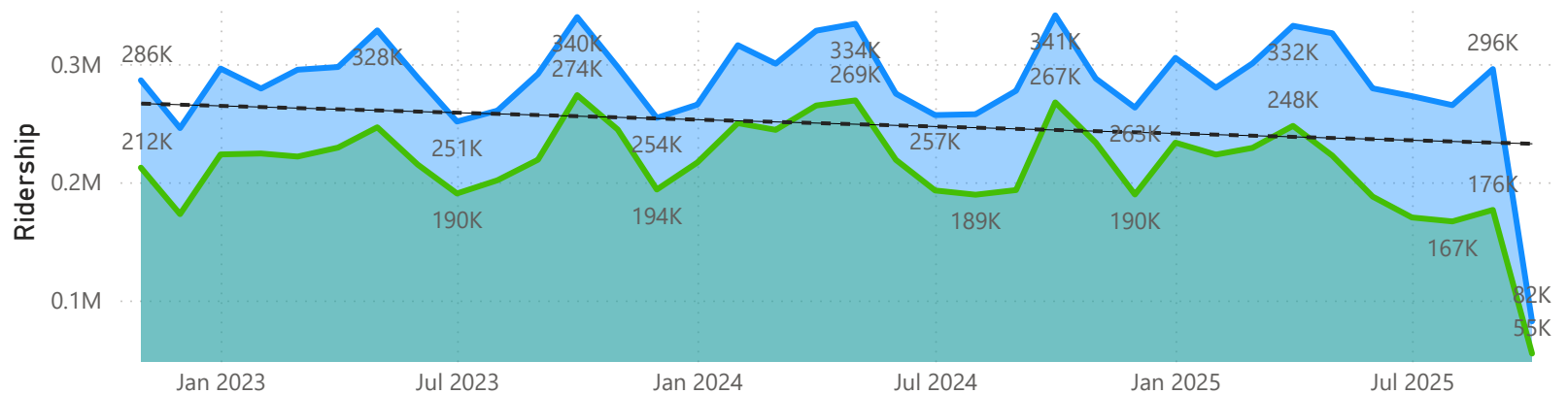
#### Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	33.93	38.02	-10.7%	40.26	47.40	-15.1%
Fixed Route Service	19.18	19.75	-2.9%	19.77	20.87	-5.2%
<b>Total</b>	<b>22.91</b>	<b>24.61</b>	<b>-6.9%</b>	<b>25.11</b>	<b>27.69</b>	<b>-9.3%</b>

#### Ridership Last 36 Months

Nov 2022 - Oct 2025

Type — EmX Service — Fixed Route Service





# Board Performance Report

## September 2025

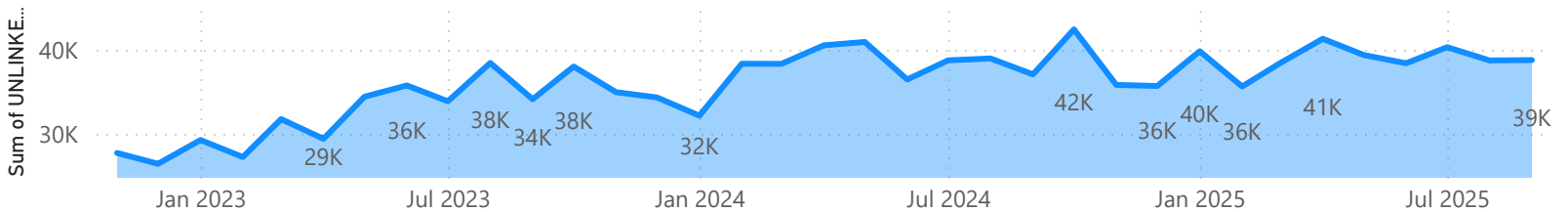
### Mobility Services

#### Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	23,035	22,350	3.1%	23,026	22,954	0.3%
RideSource	12,157	10,575	15.0%	11,783	10,663	10.5%
Vanpool	1,050	998	5.2%	935	1,036	-9.7%
Cottage Grove Connector	998	1,163	-14.2%	1,183	1,164	1.6%
Rhody Express	809	1,077	-24.9%	933	673	38.6%
Diamond Express	626	689	-9.1%	689	639	7.8%
Florence ADA	103	129	-20.2%	111	88	27.1%
<b>Total</b>	<b>38,778</b>	<b>36,981</b>	<b>4.9%</b>	<b>38,660</b>	<b>37,218</b>	<b>3.9%</b>

#### Mobility Services Ridership Last 36 Months

Nov 2022 - Oct 2025



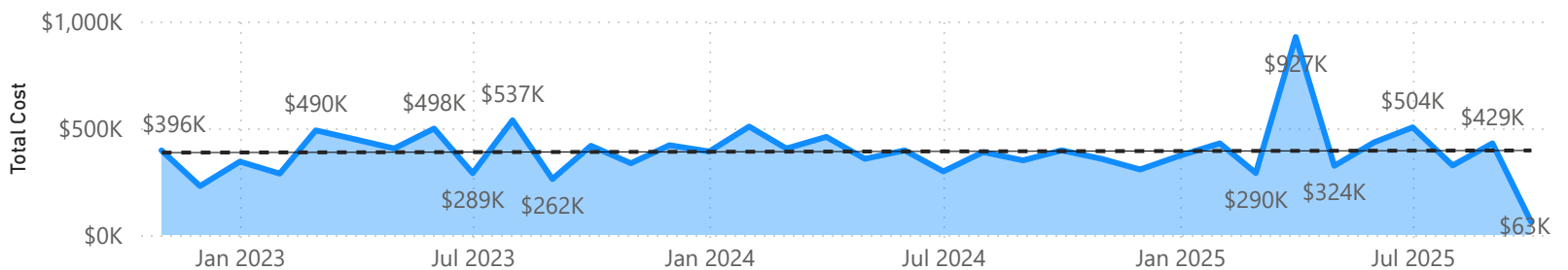
### Fleet Maintenance

#### 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	\$0.38	\$0.45	-15.2%	\$0.39	\$0.42	-5.0%
REPAIR	\$2.29	\$2.38	-3.6%	\$2.55	\$2.76	-7.6%
<b>Total</b>	<b>\$2.67</b>	<b>\$2.82</b>	<b>-5.5%</b>	<b>\$2.95</b>	<b>\$3.18</b>	<b>-7.3%</b>

#### Maintenance Cost Last 36 Months

Nov 2022 - Oct 2025





# Board Performance Report

## September 2025

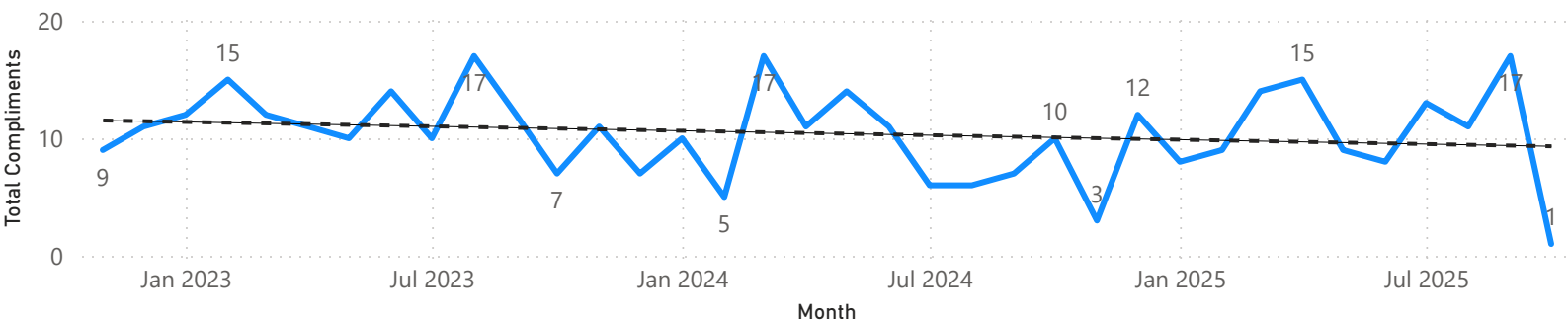
### Customer Service

#### Compliments per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Compliment	3.60	1.49	2.11	3.00	2.97	0.03
Total	3.60	1.49	2.11	3.00	2.97	0.03

#### Compliments Trend Last 36 Months

Nov 2022 - Oct 2025

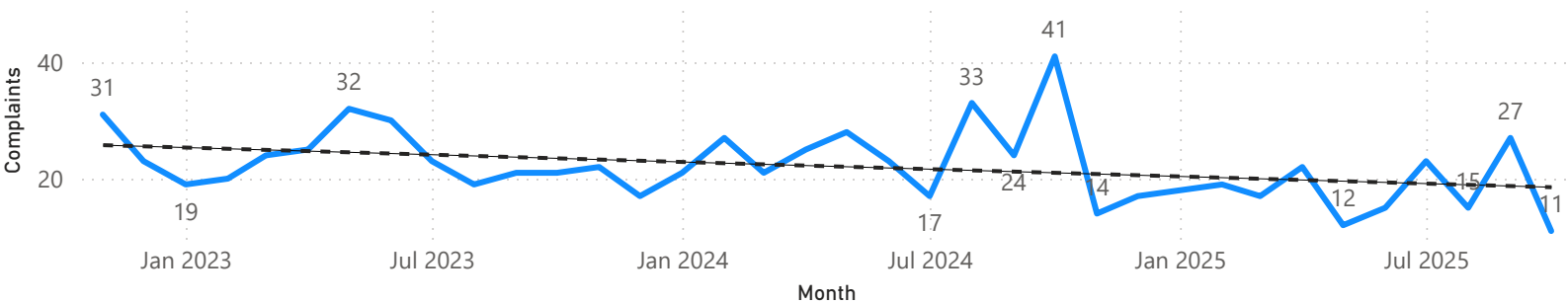


#### Substantiated Complaints per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Customer Relations	1.27	1.91	-0.64	2.55	3.81	-1.26
Miscellaneous	0.42	0.43	0.00	0.92	0.41	0.51
Reliability	3.39	1.91	1.48	3.07	2.53	0.54
Safety	0.64	0.85	-0.21	1.18	1.82	-0.64
Total	5.72	5.10	0.62	7.72	8.58	-0.86

#### Substantiated Complaints Trend Last 36 Months

Nov 2022 - Oct 2025







Board Performance Report

September 2025

Operations

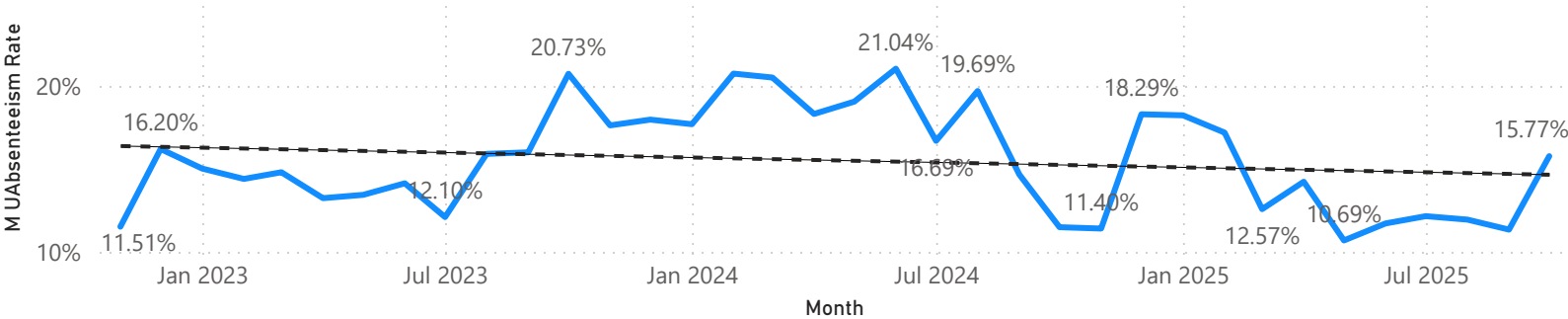
Operator Unanticipated Absenteeism Rate

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	1.37%	2.99%	-1.62%	1.79%	2.92%	-1.13%
Other	0.89%	1.20%	-0.30%	0.94%	2.72%	-1.78%
Protected	3.15%	5.14%	-1.98%	4.92%	6.48%	-1.56%
Sick	5.93%	5.34%	0.59%	5.74%	6.58%	-0.84%
Total	11.34%	14.66%	-3.32%	13.38%	18.70%	-5.31%

Operator Unanticipated Absenteeism Rate Trend Last 36 Months

Nov 2022 - Oct 2025



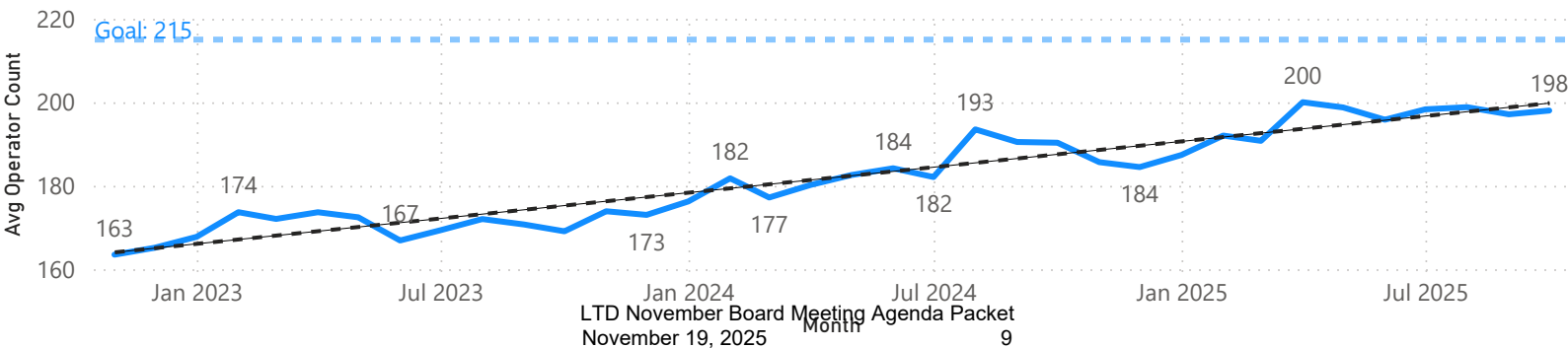
Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
91.7%	197	190	3.5%	193	180	7.2%

Operator Count Trend Last 36 Months

Nov 2022 - Oct 2025





Board Performance Report

September 2025

Public Safety

Ordinance 36 Violations

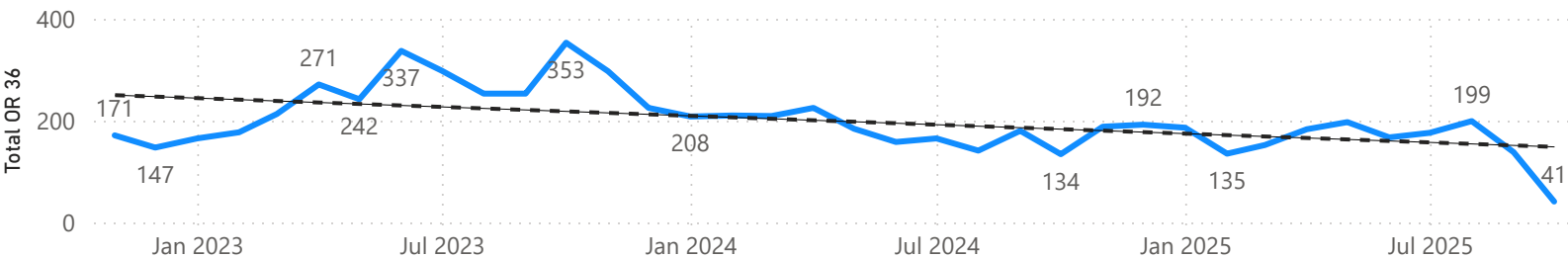
Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Ordinance 36 Violations	138	180	-23.3%	181	221	-18.0%

Ordinance 36 Violations Per 100k Revenue Hours

Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
Ordinance 36 Violations	6.69	9.41	-28.9%	8.43	11.31	-25.5%

Ordinance 36 Trend Last 36 Months

Nov 2022 - Oct 2025

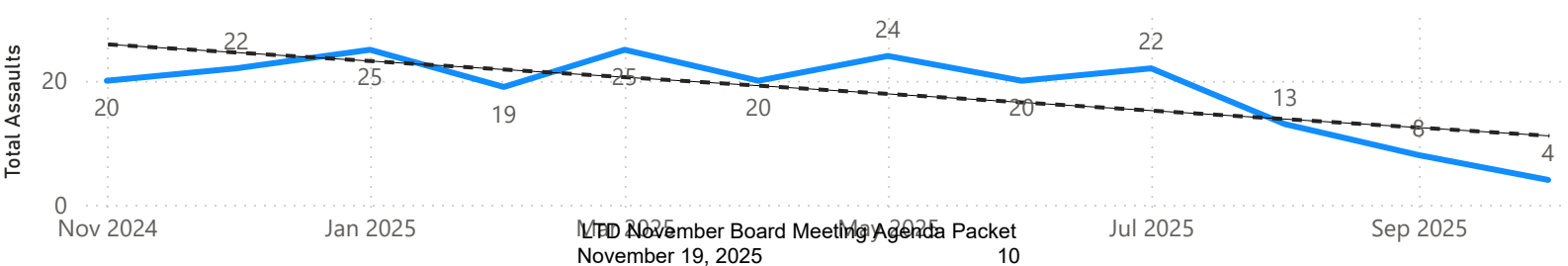


Assaults

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
<input checked="" type="checkbox"/> Non-Physical	5	8	-3	13.1	9.8	3.3
Operator Non-Physical	4	1	3	3.3	1.5	1.8
Other Transit Worker Non-Physical	1	4	-3	7.4	6.9	0.5
Public Non-Physical		3	-3	2.4	1.3	1.1
<input checked="" type="checkbox"/> Physical	3	1	2	6.0	4.0	2.0
Operator Physical				0.2	0.5	-0.3
Other Transit Worker	2		2	2.3	1.8	0.4
Public Physical	1	1	0	3.6	1.7	1.9
Total	8	9	-1	19.1	13.8	5.3

Assaults Trend Last 36 Months

Nov 2024 - Oct 2025





# Board Performance Report

## September 2025

### Accidents

#### Accidents

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable	2	2	0	4.3	4.8	-0.58
Preventable	6	3	3	4.8	3.8	1.08
Total	8	5	3	9.1	8.6	0.50

#### Total Revenue Miles

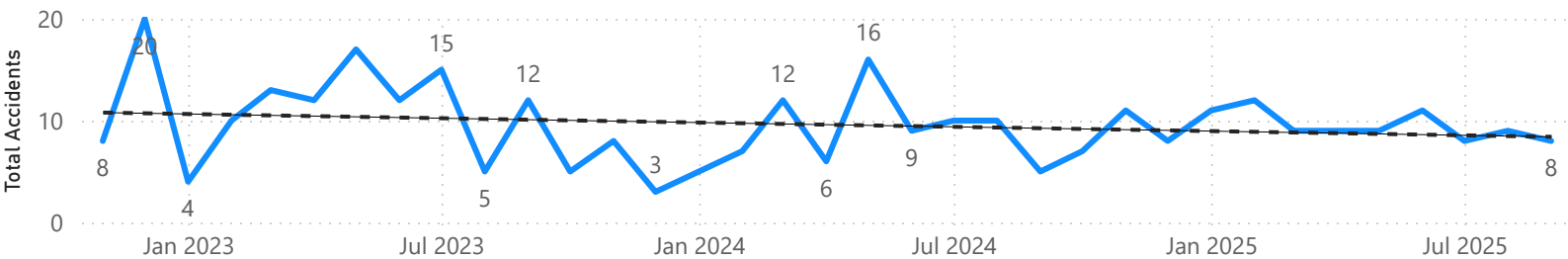
Type	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	59,107	56,981	3.73%	720,360	655,837	9.84%
Fixed Route Service	186,161	171,266	8.70%	2,167,072	2,075,012	4.44%
Total	245,268	228,247	7.46%	2,887,432	2,730,850	5.73%

#### 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	0.82	0.88	-6.9%	0.15	0.18	-16.8%
Preventable	2.45	1.31	86.1%	0.17	0.14	21.9%
Total	3.26	2.19	48.9%	0.31	0.31	0.1%

#### Accident Trend Last 36 Months

Nov 2022 - Oct 2025





## Lane Transit District Monthly Department Reports

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### Administration

Wendi Frisbie, Chief Administrative Officer

#### COMPLIANCE

##### **Disadvantaged Business Enterprise (DBE) Program Update**

On October 3, 2025, the U.S. Department of Transportation (DOT) published an Interim Final Rule revising the DBE Program under 49 CFR Parts 26.

Changes include:

- Elimination of race- and sex-based presumptions of social and economic disadvantage.
- Requirement for all firms, both new applicants and currently certified, to individually demonstrate social and economic disadvantage, regardless of race or sex.
- Mandatory recertification and reevaluation of all currently certified DBE firms by the Certification Office for Business Inclusion and Diversity (COBID).
- Temporary suspension of certain program operations, including the setting of DBE contract goals and counting DBE participation toward goals, until COBID reevaluations are complete.
- Revisions to definitions, recordkeeping, reporting, and goal-setting procedures.

Lane Transit District (LTD) is currently reviewing the new requirements and will update internal documents and procedures to ensure full compliance with the revised rule. LTD is coordinating closely with the Oregon Unified Certification Program (UCP) and COBID to monitor implementation progress.

Once the recertification process is complete and updated DBE lists are available, LTD will reassess and adjust its DBE participation goals as appropriate. LTD continues to operate a DBE-neutral program in alignment with federal regulations.

##### **2024 Triennial Review Update**

The 2024 Triennial Review is nearing completion. LTD has addressed the majority of findings and implemented most corrective actions. The final step involves hiring an EEO consultant to assist with outstanding compliance items and finalize documentation.

Once the consultant is onboarded and their recommendations are incorporated, LTD expects to close out the review fully. The District continues to focus on ensuring all EEO program requirements are in alignment with federal regulations.

##### **Records Storage Facility Cleanup – The Batcave Project**

The Batcave Project is progressing well. We identified 104 boxes that require inspection and assignment of retention schedules. The next steps are to review each box, categorize records, and document findings to ensure compliance. Resources are being allocated to complete this efficiently, keeping the project on track for a fully organized and compliant Records area.



## Lane Transit District Monthly Department Reports

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### **HUMAN RESOURCES**

The Human Resources (HR) Department continues to focus on employee engagement, recruitment, and retention initiatives to strengthen organizational culture and support operational needs. Several key recruitments are currently underway to fill critical vacancies, with recent hires contributing positively to team capacity and performance. In addition, two bus operators have successfully transitioned into administrative roles over the past few months, further supporting internal career development and organizational continuity.

In support of ongoing employee engagement, HR is preparing to launch the annual employee survey in early November. The results will help identify strengths and areas for improvement, guiding planning for the coming year.

### **MARKETING**

*(September 15 – October 14)*

#### **Project Highlights**

##### **Transit Royale Partnership**

LTD launched a partnership with Transit, one of the leading multi-modal trip planning mobile applications on the market. Through this partnership, everyone in LTD's service area receives access to premium features of Transit. This includes: trip-planning on LTD, as well as partner services such as PeaceHealth Rides and Lane Council of Government's (LCOG) Link Lane; access to advanced communication features such as automatic detour notifications; and two-way engagement through pulse surveys and quarterly benchmarking surveys (year two of the contract). The app had a "soft launch" at the State of the District on October 7 and a marketing campaign begins in early November. LTD will monitor app downloads in our survey area and usage patterns to measure success.

##### **Website Launch**

A redesigned LTD.org website was launched on October 1. Staff are actively monitoring customer feedback and implementing updates as riders adjust to the updated format.

##### **Website & Social Media Highlights:**

In the last 30 days, LTD.org earned 209,000 pageviews and followers increased on all social media platforms. As the University of Oregon's (UO) fall term began in late September, referral traffic from [transportation.uoregon.edu](https://transportation.uoregon.edu) spiked, indicating traction for UO group pass adoption. The top-performing social media posts this month were about taking the new Downtown Loop to 5<sup>th</sup> Street Public Market, Halloween Downtown event promotion, and LTD's new website. Across all platforms, social media content earned 45,000 views.

##### **Outreach & Events:**

##### **Creation Station**

LTD continued its Creation Station series, featuring kid-friendly art activities developed in collaboration with local art organizations. On September 27, Clay Space Eugene was the co-host of a guided air-dry clay art activity, with over 35 community members participating.

##### **UO/Group Pass**

LTD participated in Transportation Day at the UO, reaching over 200 students.



## Lane Transit District Monthly Department Reports

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### Summary

Through the end of September and early October, LTD directly engaged with 360 community members through campus outreach, station outreach, service presentations, and events.

### Text Message Service

Total users as of 10/15/25:

- **Total Subscriber Profiles: 5,105 (up 48)**
- **Total Subscriptions: 30,458 (up 581)**

### Student Transit Pass

Staff attended back-to-school registration events to assist area schools. In addition, Umo rolled out a new bulk upload feature that was used to auto-renew passes for students with a card from the prior year. This was a huge help to schools in the region.

## Development Services

Joe McCormack, Chief Development Officer

### FACILITIES MANAGEMENT & PROJECTS

#### **NTD Reporting Updates**

Facilities Management is collaborating with the Business Intelligence team to gain additional clarity on recent changes to the NTD form A-15 reporting requirements. After this, Facilities will complete the A-15 report and pass it to Business Intelligence for final review and submission.

#### **OCC Occupancy**

Operations moved into the Operations Command Center (OCC) on October 23. Final preparations included:

- Room designations, entering of equipment details, and creation of associated preventive maintenance programs within Facilities Management's CMMS (computerized maintenance management system), Asset Essentials.
- Creation and implementation of key schedule.
- Directing the stocking of restroom and janitorial closet supplies, and initiating janitorial services.
- Oversight of Wellness Center equipment installation.
- Supporting Operations' transition to their new workspace.
- Attending equipment/systems-based owner trainings.

#### **Snow & Ice Preparations**

Facilities Management has updated this year's Snow & Ice procedures and related supporting documents. Efforts underway include:

- Site specific supplies, tooling, and equipment verification.
- Staff equipment training.
- Sourcing of new equipment solutions.
- Snow & Ice contractor coordination.



## **Lane Transit District Monthly Department Reports**

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### **Contracted Services**

- Cleaning Services: quotes for cleaning bus stop poles, flags and poles with integrated seating is in process.
- H.V.A.C services: service contractor Harvey & Price is scheduled to perform semi-annual services to prepare for the heating season at all LTD buildings at the end of October. Our yearly H.V.A.C filter order has been delivered.
- Powder Coating Service: All outdoor platform furniture at Springfield Station has been powder coated and reinstalled. Preparation to send out more EmX trash cans and fixed route shelter furniture is in progress.
- Fleet Equipment: In the process of resubmitting requests for quotes due to lack of participation for a multi-year contract for fleet equipment services. This will cover repairs and inspections of bus lifts, compressors and fluid dispensing systems. Annual inspections of all the vehicle lifts are completed. Efforts are underway to increase the stock of spare parts for bus lifts, aiming to reduce downtime during repairs.
- Fire systems services: LTD is in process of a contract renewal with Omlid & Swinney fire protection. This will initiate year three of this seven-year service contract.

### **Fixed Route Infrastructure Improvements**

Following Board approval in October, LTD staff began work with Kimley Horn to identify fixed route bus stops not in compliance with ADA standards and develop an implementation plan. This assessment is expected to be complete in June 2026.

### **Fleet Bay 1 Crane and Fall Prevention**

Construction on this project is expected to begin in January 2026 and be complete June 2026. This project will provide a safer working environment on top of buses and allow for the safe lifting of components off the top of a bus for removal, repair, or replacement.

### **MOBILITY PLANNING**

#### **LTD and Cities to Partner on Transit Corridor Studies:**

LTD and the cities of Eugene and Springfield are partnering for two transit corridor refinement studies to build on past work conducted as part of the MovingAhead Study and the Main-McVay Safety Study. With funding support from LTD, Springfield and Eugene will act as sub-contractors to deliver the work. The project in Eugene will focus on establishing enhanced transit design treatments on River Road, Highway 99 West, and Coburg Road. The project in Springfield will develop a new concept design for South-A street, part of the Main Street couplet, with the intent to improve transit efficiency and to enhance safety for people accessing transit stops.

### **MOBILITY MANAGEMENT & CUSTOMER SERVICE**

#### **Website Transition**

Customer Service is assisting customers who need a extra assistance navigating the new website. Change including technology can be especially challenging. CSRs are working with LTD's Marketing Team to address issues and ensure a smooth transition.

#### **Customer Service transactions for September 2025:**

- Calls Answered: 2031
- Calls Answered Under 30 Seconds: 1872 (92%)
- Honored Rider Cards created/renewed/replaced: 435



## Lane Transit District Monthly Department Reports

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### Month Passes Purchased:

- Adult \$44,100 (882)
- Youth \$325.00
- Half Fare \$2,650.00 (106)

### 3-Month Passes Purchased:

- Adult \$ 12,825.00 (95)
- Youth \$ 0.00 (0)
- Half Fare \$ 1,957.50 (29)

## Finance

Pam Strutz, Chief Financial Officer

### FINANCE DEPARTMENT

In September 2025, LTD recorded total deposits of \$9,191,207 and total disbursements of \$9,802,173. FY26 fare and group pass revenue is \$69,000 higher than the same period last year, and year-to-date payroll tax collections are \$837,000 above the previous year, reflecting continued regional economic growth. Interest earnings are trending upward, supported by an additional deposit made in June.

Several departments are currently above budget year-to-date, primarily due to annual subscriptions and contract payments made early in the fiscal year. These expenditures are expected to normalize over time. The July–August net result of \$3,595,556 reflects the timing of drawdowns related to the Operations Command Center (OCC) project.

LTD's Finance Department continues to monitor revenues and expenditures closely to ensure alignment with the adopted budget and long-term financial sustainability.

### Enterprise Resource Planning (ERP) Update

LTD continues to make steady progress on the implementation and refinement of key Enterprise Resource Planning (ERP) system modules to improve financial tracking, reporting, and operational efficiency.

- **Projects and Grants:** Staff are reconciling the manual grant tracker with data in the Project Ledger and Grants Manager modules to ensure consistency and accuracy.
- **Capital Assets:** This module is complete and performed well during the October audit—no follow-up questions were issued by auditors, highlighting improvements in transparency and reporting.
- **Cashiering and E-Payments:** The Finance and Marketing teams are coordinating to finalize processes and workflows ahead of the new webstore launch.

Finance and IT teams continue to monitor system performance and provide user support as needed.

### Eide Bailly

Auditors from Eide Bailly were on site the week of October 20 and commended the Finance Department for being well-prepared and organized throughout the audit process.





## Lane Transit District Monthly Department Reports

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### **Staffing Update**

Open positions include:

- **Accounting Analyst I**
- **Director of Finance**

Both positions will be posted soon; referrals are welcome.

### **National Transit Database**

National Transit Database (NTD) forms are now available to download. Finance is assisting the Business Intelligence team in updating LTD's reporting software, TransTrack. The FY25 NTD report was submitted on time, though follow-up questions and additional analysis are anticipated. This cross-departmental effort plays a key role in determining federal funding allocations for LTD.

### **GRANTS**

Several grant applications have been executed in the new federal Fiscal Year (began October 1). Several grants required extensions to fully utilize available funds, but those were all approved.

The shutdown of the federal government did not delay LTD's quarterly/annual reporting requirements – all reports were submitted and accepted before the October 30 deadline.

LTD is working closely with the FTA to draft an agreement to transfer 19 battery electric buses (BEBs) to Los Angeles Metro. This transfer will help that agency meet their BEB quota, providing needed transportation for the 2028 Summer Olympics. The transfer also helps rightsize LTD BEB fleet and create spots for buses better suited to the region.

### **MATERIALS MANAGEMENT**

September 2025 inventory percentage was completed with 99.74% count accuracy and adjustment value of \$62.81. August 2025 total inventory value is \$1,982,587.26.

Warranty reorganization and development are approximately 95% complete. We are in the process of bringing all New Flyer claims in-house and developing processes for Gillig buses.

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

### **PROCUREMENT**

#### **Upcoming Projects:**

Request for Proposal (RFP) 20250107 for Rural Services Pilot and Cottage Grove Connector was posted on August 15, 2025. This contract is expected to go to the Board for approval in December 2025.



## Lane Transit District Monthly Department Reports

### Information Technology and Business Intelligence

Aimee Reichert, Chief Performance Officer

#### INFORMATION TECHNOLOGY

In September 2025, the IT group received a total of 239 requests. In addition to routine maintenance and support, major work in progress through this period includes bringing OCC online and headway on the Operations Scheduling Replacement Project. LTD also continued to roll-out Microsoft 365 collaboration tools, amplifying collaboration across the District.

#### BUSINESS INTELLIGENCE

In September 2025, there were 7,464 BI report executions (average of 249 daily) across approximately 50 distinct users. The most commonly used reports at LTD are currently: Absences, Daily Mileage, Packing List reconciliation, and Customer Feedback. Major work is underway to support the Service Policy Plan Development with analysis of several key indicators, as well as to establish Employee Experience recurring indicators in partnership with HR.

### Operations

Mike Hursh, Chief Operating Officer

#### MOBILITY SERVICES

- On October 14, 2025, Mobility Services presented to the Living with Memory Loss group, helping participants and caregivers plan for future transportation needs.
- As the region's Medicaid transportation brokerage, Mobility Services is ready to support members through upcoming transitions affecting local Oregon Health Plan participants.
- Replacement of aging bus stop shelters is underway along the Rhody Express route to improve safety, comfort, and accessibility for riders.

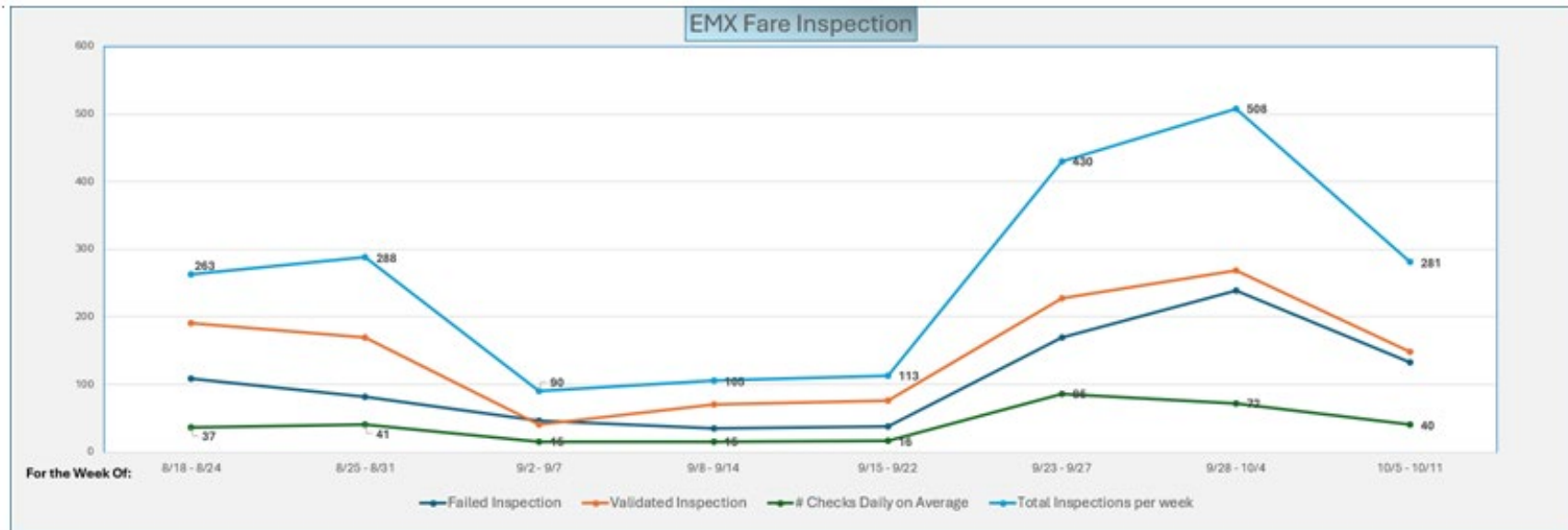
#### EMX FARE INSPECTIONS

LTD continues to deploy Public Safety Officers (PSOs) in high-ridership areas to perform fare checks. While the average number of inspections per week fluctuates with staffing availability, we are seeing an increase in fare compliance and the public's awareness that fares are being checked regularly.

EMX Fare Inspection Report				
Week of	Failed Inspection	Validated Inspection	# Checks Daily on Average	Total Inspections per week
8/18 - 8/24	109	191	43	263
8/25 - 8/31	81	170	36	288
9/2 - 9/7	46	40	13	90
9/8 - 9/14	35	70	15	105
9/15 - 9/22	38	76	16	113
9/23 - 9/27	169	227	62	430
9/28 - 10/4	239	269	95	508
10/5 - 10/11	133	148	47	281



## Lane Transit District Monthly Department Reports



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

<b>Contracts</b>									
<b>DATE EXECUTED</b>	<b>CONTRACTOR</b>	<b>DESCRIPTION</b>	<b>CONTRACT TYPE</b>	<b>CONTRACT TERM</b>	<b>CONTRACT VALUE</b>	<b>CONTRACT INCREASE/TASK ORDER AMOUNT</b>	<b>NEW CONTRACT VALUE</b>	<b>SIGNER</b>	<b>NOTES</b>
10/3/2025	Chambers Construction	Board Room Rehabilitation	Task Order	Sep 23, 2025 - Jan 1, 2026	\$8,500,000.00	\$705,685.00	N/A	J. McCormack	Task Order to Rehabilitate the Glenwood Board Room.
10/6/2025	Planet Technologies, Inc.	M365 Trusted Advisor	Amendment	Jan 1, 2025 - Dec 31, 2025	\$112,770.00	\$37,170.00	\$149,940.00	A. Reichert	Amendment to extend the contract for six months and increase the NTE amount.
10/6/2025	Turrell Group	Brand Campaign and State of the District Videos	Task Order	Sep 15, 2025 - Oct 30, 2025	Task Order Amount	\$33,600.00	N/A	E. Breitenstein	Task Order to produce two videos; Every Ride Opens Doors & Rider Stories.
10/9/2025	Eide Bailly	RideSource Reasibility Study	Personal Services	Oct 1, 2025 - June 30, 2026	\$35,000.00	N/A	N/A	P. Strutz	New Agreement
10/9/2025	Lane Council of Governments	Safe Routes to Schools	Intergovernmental Agreement	Jan 1, 2021 - Sep 30, 2026	\$305,335.00	N/A	N/A	E. Breitenstein	Amendment to extend the term of the agreement and update Key Personnel.
10/15/2025	Planetaria Media, LLC	Comprehensive Website Development	Amendment	Jan 15, 2025 - Jul 14, 2026	\$146,250.00	\$14,100.00	\$160,350.00	E. Breitenstein	Amendment to increase the NTE for necessary additions to the Scope of Work.
10/15/2025	Axon Enterprise, Inc.	Axon Bodycams	Amendment	Oct 25, 2022 - Aug 31, 2030	\$137,974.87	\$3,135.48	\$141,110.35	J. McCallum	Amendment to increase the NTE for necessary additions to the Scope of Work.
10/22/2025	Willamette Community Health Solutions	Medical Exams and Drug & Alcohol Testing	Amendment	Oct 1, 2024 - Sep 30, 2026	\$175,000.00	N/A	N/A	W. Frisbie	Amendment to extend the term of the agreement for another year and update Key Personnel.
10/24/2025	The City of Springfield	Main-McVay Locally Preferred Transit Solution South "A" Refinement Study	Intergovernmental Agreement	Oct 24, 2025 - Jun 30, 2028	\$120,000.00	N/A	N/A	D. Roth	New Agreement
10/27/2025	WSP, Inc.	On-Call Procurement Technical Assistance	Amendment	Nov 21, 2024 - Nov 20, 2026	\$30,000.00	N/A	N/A	J. DeJong	Amendment to extend the term of the agreement for another year and update Key Personnel.



## Lane Transit District Agenda Item Summary (AIS)

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**Presented By:** Jameson Auten, Chief Executive Officer      **Title:** Draft Compensation Policy

**Action:** Information and Discussion

This Compensation Policy establishes the framework for equitable, competitive, and transparent pay practices for Lane Transit District's (LTD) administrative employees. It ensures consistency in how compensation decisions are made, supports the recruitment and retention of qualified personnel, and aligns with LTD's financial and organizational goals.

Outlined here are key elements of LTD's compensation approach, including market benchmarking, pay adjustments, cost-of-living adjustments (COLAs), and discretionary pay.


The current draft includes the following provisions:

- **Triennial market evaluations** to align pay ranges and individual salaries with comparable regional and industry benchmarks.
- **Performance-based pay increases** linked to individual and organizational results, contingent on budget availability.
- **Annual cost-of-living adjustment (COLA) process** referencing the [U.S. Bureau of Labor Statistics' CPI-U for the West Region](#), with a target band of 2%–4%.
- **Defined pay components** including post-probationary adjustments, salary adjustments for equity or market considerations, and CEO-approved discretionary bonuses.
- **Premium pay** provisions for specialized skills, and red-circling guidance when salaries exceed the range maximum. *Red-circling* refers to temporarily maintaining an employee's pay rate above the established salary range, typically until the range catches up through market adjustments or reclassification.
- **Clear implementation process** for annual COLA reviews and recommendations to the Board.

This draft policy applies to administrative employees. Compensation for represented employees continues to be governed by the Collective Bargaining Agreement (CBA) with Amalgamated Transit Union (ATU) 757.

**Attachments:**

(1) Draft Compensation Policy

	<b>Executive Department</b>	<b>Department(s) Affected:</b> District Administrative Employees
		<b>Effective Date:</b> 7/1/2025
		<b>Revision Date(s):</b> None to date

## POLICY TITLE

Compensation Policy

## PURPOSE

The purpose of this policy is to ensure that Lane Transit District's Compensation strategy supports and reinforces the District's ability to meet its mission by:

- Establishing and maintaining the ability to recruit and retain highly skilled personnel
- Implementing a performance-based reward strategy
- Ensuring internal pay equity
- Recognizing and adjusting for inflationary pressures

## Applicability

All pay practices for LTD Administrative Professionals will be administered in accordance with this policy.

All pay practices for employees represented by Amalgamated Transit Union (ATU) 757 are administered in accordance with the terms and conditions established in the active Collective Bargaining Agreement (CBA) between LTD and ATU 757.

## Responsibility

LTD's compensation and benefits program includes several components: base pay, health, dental and vision benefits, paid time off, retirement plans, and continuing education benefits. The Chief Executive Officer authorizes a triennial external evaluation of total compensation- to include an equal pay analysis. The result of the evaluation, in conjunction with consideration of LTD's financial condition, are included in the recommended annual budget sent for approval by the Board of Directors. The LTD Board of Directors has final approval authority of the LTD Budget.

## Policy Procedures

In order to achieve the primary objectives of LTD's Compensation Plan, determining and identifying base pay compensation levels consists of the following key elements:

- Annually, job descriptions will be reviewed for accuracy through an audit led and coordinated by the Human Resources Department. Additionally, job description audits for specific roles may be requested by management.
- Triennial Market evaluations will be used to establish ranges and individual pay rates/salaries.
- Pay increases are linked to market rates, individual merit-based performance, and LTD performance and Budget.
- Cost of Living Adjustments will be assessed each year as a component of the budget process
- The LTD Employee Handbook will be updated with any changes and recommended to the Board of Directors for approval annually.
- All compensation adjustments will be included in the Board adopted annual budget.

## **Market Based Pay Ranges, Base Pay, Hiring Wages**

**Pay ranges.** Pay ranges shall be assigned to all positions at LTD and will be assessed against market rates triennially.

**Base Pay.** Base Pay will be determined by the pay range for the position. Employees will have the ability to advance through the pay range based on established performance measures for the position.

**Hiring Wage.** The amount offered to a newly hired employee will reflect the relevant experience and expertise they bring to the position. In most cases, the offer will be between the minimum and midpoint of the pay range.

## **Compensation Changes**

Compensation changes may occur for following:

**Post Probationary Adjustment.** At the successful conclusion of a probationary period, supervisors may make a one-time adjustment in salary based on established performance measures.

**Annual Review and Pay Increases.** All employees are eligible to be considered for an annual pay increase at their annual performance review. All increases are dependent on LTD's financial condition, established performance goals, and pay range. Annual increases recommended by managers are reviewed and recommended for approval by the Chief Administrative Officer or their delegate.

**Salary Adjustment Increases.** Adjustments in an employee's pay may occur separately from the annual review process as a result of an internal equity or market assessment. The Human Resources Department will recommend such adjustments for approval by the Chief Executive Officer.

**Premium Pay.** Premium pay is additional pay for a skill required by the District or a particular job function. Premiums may not be offered to all departments or positions and are determined individually based on LTD business need. Employees may be eligible for more than one premium. Premium pay is calculated on base wage rate, not including any other premiums.

**Red Circling.** Employees may not be eligible to receive base-pay increases if an employee's salary is above the pay range. The employee may still be eligible for one-time payouts based on established performance measures.

**Discretionary Bonus.** The Chief Executive Officer may decide in their sole discretion to issue a discretionary bonus.

## **Cost of Living Adjustments (COLA)**

COLAs are designed to recognize and counterbalance inflation. COLAs are not related to performance-based increases.

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.

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.

### **Implementation Process**

- Annual Review: Human Resources (HR), in coordination with the Finance Department, will conduct an annual analysis each January.
- The Chief Executive Officer will recommend COLA rate to the Board of Directors.
- 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.

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



## Lane Transit District Agenda Item Summary (AIS)

---

**Prepared By:** Pamela Strutz, Chief Financial Officer

**AIS Title:** Monthly Financial Report

**Action:** Information Only

The purpose of this report is to provide the Board of Directors with the District's regular monthly financial update, summarizing budget-to-actual performance for revenues and expenditures across all funds.

### Summary of Key Highlights

- Revenue: \$20.7M (13.5% of annual budget) — up from \$15.8M (10.6%) same time last year.
- Expenditures: \$24.3M (15.9% of budget) — up from \$16.0M (10.7%) FY25.
- Net Position: Preliminary –\$3.6M, aligned with budgeted early-year deficit.

### General Fund Snapshot

- Revenue: \$15.7M (19.5% of budget), driven by strong payroll tax receipts (\$13.9M, 23.6%) and fare recovery (+78% YoY).
- Expenditures: \$15.3M (18.1% of budget), reflecting inflation, front-loaded IT and training costs.

### Non-General Funds

- Revenue: \$5.0M (6.9% of budget), boosted by early Medicaid receipts.
- Expenditures: \$8.9M (13.1% of budget), led by capital project activity.

### Outlook

- Trends align with budget expectations and seasonal timing.
- Continued growth in fare and payroll tax revenue.
- Staff monitoring variances in IT, training, and capital project spend.

### Attachments:

(1) LTD Financial Report

**Lane Transit District**  
**Financial Report Budget to Actuals (PRELIMINARY )**  
**For the 3 Months ending September 30, 2025**  
**(For Internal Use only - not audited)**

<b>Revenue: General Fund</b>	<b>FY26 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>	<b>FY25 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>
Fares & Passes	\$ 2,467,065	\$ 641,939	26.0%	\$ 2,839,500	\$ 364,528	12.8%
Group Passes	1,959,760	222,585	11.4%	2,137,000	190,499	8.9%
Advertising	-	-	0.0%	50,000	-	0.0%
Special Services	131,222	123,301	94.0%	127,400	111,884	87.8%
Payroll Tax Revenue	58,826,480	13,887,659	23.6%	53,873,247	12,713,665	23.6%
Self-Employment Tax	2,400,000	164,534	6.9%	2,685,256	93,625	3.5%
State In-Lieu-of Tax	735,000	152,530	20.8%	841,922	-	0.0%
Interest Income	2,235,000	445,835	19.9%	1,200,000	414,864	34.6%
Federal Assistance	4,700,000	-	0.0%	9,650,000	-	0.0%
State Assistance	5,350,000	-	0.0%	3,350,000	-	0.0%
Local Assistance	-	-	0.0%	-	-	0.0%
Misc Revenue, Records, Recovery	391,200	28,840	7.4%	320,000	119,824	37.4%
Proceedes from Sale of Asset	1,000,000	-				
<b>Total General Fund Revenue</b>	<b>\$ 80,195,727</b>	<b>\$ 15,667,223</b>	<b>19.5%</b>	<b>\$ 77,074,325</b>	<b>\$ 14,008,889</b>	<b>18.2%</b>

<b>Revenue: Non-General Funds</b>						
Capital Projects Fund	\$ 25,468,336	\$ 771,753	3.0%	\$ 29,964,985	\$ 6,087	0.0%
Medicaid Fund	\$ 19,082,519	3,659,493	19.2%	17,651,250	71,564	0.4%
Mobility Services Fund	15,818,716	378,196	2.4%	14,383,989	1,624,673	11.3%
Point2Point	163,265	-	0.0%	484,975	-	0.0%
Working Capital	4,345,776		0.0%	2,000,582		0.0%
Sustainable Services Fund	1,098,743	189,127	17.2%	200,000	101,305	50.7%
Transfer from General Fund	6,805,750	-	0.0%	8,018,285		0.0%
<b>Total Non-General Funds Revenue</b>	<b>\$ 72,783,105</b>	<b>\$ 4,998,569</b>	<b>6.9%</b>	<b>\$ 72,704,066</b>	<b>\$ 1,803,628</b>	<b>2.5%</b>

<b>Total All Revenue</b>	<b>\$ 152,978,832</b>	<b>\$ 20,665,792</b>	<b>13.5%</b>	<b>\$ 149,778,391</b>	<b>\$ 15,812,517</b>	<b>10.6%</b>
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<b>Expenditures: General Fund</b>	<b>FY26 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>	<b>FY25 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>
Business Intelligence	\$ 695,318	\$ 164,321	23.6%	\$ 390,942	\$ 116,548	29.8%
Compliance	844,112	152,542	18.1%	499,533	76,996	15.4%
Customer Services	1,213,192	226,286	18.7%	989,734	146,038	14.8%
Executive Office	3,038,988	657,197	21.6%	2,718,621	420,551	15.5%
Facilities Management	3,754,918	695,866	18.5%	3,378,166	455,541	13.5%
Finance	1,889,065	373,104	19.8%	1,674,277	231,992	13.9%
Fleet Management	7,169,937	1,462,567	20.4%	6,532,179	1,035,986	15.9%
Human Resources	5,947,557	1,210,136	20.3%	4,960,806	896,325	18.1%
Information Technology	4,973,918	1,689,101	34.0%	4,418,157	1,205,613	27.3%
Insurance & Risk Services	2,896,671	331,274	11.4%	2,280,058	538,504	23.6%
Intelligent Transport Systems	882,578	231,092	26.2%	707,308	65,024	9.2%
Marketing	1,932,746	316,840	16.4%	2,181,372	168,818	7.7%
Materials Management	6,394,400	960,383	15.0%	6,209,500	593,302	9.6%
Mobility Services	411,521	98,372	23.9%	520,756	60,480	11.6%
Planning & Development	1,041,317	183,988	17.7%	874,437	112,430	12.9%
Procurement	1,377,563	262,610	19.1%	1,458,312	224,930	15.4%
Public Safety Services	3,047,701	525,736	17.3%	2,826,624	294,030	10.4%
Special Events/Contingency	98,000	-	0.0%	50,000	-	0.0%
Transit Operations	30,016,065	5,729,555	19.1%	28,310,220	3,926,272	13.9%
Transit Training	60,186	51,186	85.0%	65,620	969	1.5%
Transfer To Other Funds	6,805,750	-	0.0%	8,018,285		0.0%
<b>Total General Fund Expense</b>	<b>\$ 84,491,503</b>	<b>\$ 15,322,157</b>	<b>18.1%</b>	<b>\$ 79,064,907</b>	<b>\$ 10,570,349</b>	<b>13.4%</b>

**Lane Transit District**  
**Financial Report Budget to Actuals (PRELIMINARY )**  
**For the 3 Months ending September 30, 2025**  
**(For Internal Use only - not audited)**

<b>Expenditures: Non-General Funds</b>	<b>FY26 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>	<b>FY25 Budget</b>	<b>Actual to date</b>	<b>% Budget</b>
Capital Projects Fund	\$ 31,096,336	\$ 4,976,618	16.0%	\$ 36,640,620	\$ 1,603,434	4.4%
Medicaid Fund	19,410,269	2,476,059	12.8%	14,893,989	1,311,369	8.8%
Mobility Services Fund	16,318,716	1,468,140	9.0%	17,979,000	2,507,013	13.9%
Point2Point	263,265	18,373	7.0%	699,875	6,300	0.9%
Sustainable Services Fund	1,398,743	-	0.0%	500,000	-	0.0%
<b>Total Non-General Funds Expense</b>	<b>\$ 68,487,329</b>	<b>\$ 8,939,191</b>	<b>13.1%</b>	<b>\$ 70,713,484</b>	<b>\$ 5,428,115</b>	<b>7.7%</b>
<b>Total All Expense</b>	<b>\$ 152,978,832</b>	<b>\$ 24,261,348</b>	<b>15.9%</b>	<b>\$ 149,778,391</b>	<b>\$ 15,998,464</b>	<b>10.7%</b>
<b>Net Surplus (Deficit) (Total Revenue less Total Expense)</b>	<b>\$ (3,595,556)</b>			<b>\$ (3,641,744)</b>		



## Lane Transit District Agenda Item Summary (AIS)

---

**Prepared By:** Brianna Gutierrez-Thorne, Board Liaison Officer      **Title:** Consent Agenda

**Action:** Approval

Consent Agenda:

- Approval of Monthly Finance Report
- Adoption of Resolution No. 2025-11-19-36, approving the Title VI Analysis for the Route 1 Downtown Loop

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



## Lane Transit District Agenda Item Summary (AIS)

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**Prepared By:** Heather Lindsay, Senior Service Planner

**AIS Title:** 2025 LTD Title VI Analysis for Route 1: Downtown Loop Pilot

**Action:** Adoption of Resolution No. 2025-11-19-36: Approving the Title VI Analysis for the Route 1 Downtown Loop.

**Agenda Item Summary:** The Route 1 Downtown Loop is a two-year pilot developed by LTD and the City of Eugene (CoE). The pilot's design resulted from a [study commissioned by the CoE that](#) analyzed downtown Eugene's transit needs and conducted robust public engagement.

Launched in September 2025, the pilot modifies and expands LTD's Route 1 to provide better connectivity between the Eugene Riverfront area, the greater downtown area, and midtown. The two-year pilot is supported, in part, by an award of \$1 million in discretionary Statewide Transportation Improvement Fund (STIF) funding.

Because the pilot modifies and expands Route 1, a Title VI analysis is required. Based on the Title VI analysis conducted by LTD staff (Attachment 1), under the Route 1 changes, minority and low-income populations do not bear a disproportionate burden compared to non-Title VI communities. The Downtown Loop's service changes to the fixed route bus system provide equitable benefits to LTD's minority and low-income populations, and no discrimination is noted.

**Attachments:**

- 1) Title VI Analysis: Route 1: Downtown Loop Pilot
- 2) Resolution No. 2025-11-19-36

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

**Proposed Motion:** I move to adopt LTD Resolution No. 2025-11-19-36: Approving the Title VI Analysis for the Route 1 Downtown Loop as presented.

# Title VI Analysis: Route 1 Downtown Loop Pilot

## SUMMARY

Lane Transit District (LTD) is proposing to change the route, frequency, and span of Route 1 – Campbell Center in a two-year pilot. As part of these service changes, LTD must complete a Title VI Service Change Analysis, consistent with regulation from the Federal Transit Administration (FTA) and LTD’s Title VI program, to understand impacts to minority and low-income residents within the geography of this services. Any unequitable impacts must be avoided, minimized, or mitigated for proposed changes to proceed.

***This analysis reveals the major changes, part of a two-year pilot, in the routing, frequency, and span of Route 1 – Campbell Center, will not have an unequitable impact on minority and low-income residents and LTD can proceed without mitigation efforts.***

## BACKGROUND

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, and national origin. As a direct recipient of federal financial assistance, LTD must comply with FTA Circular 4702.1B, “Title VI Requirements and Guidelines for Federal Transit Administration Recipients.”

When considering a change in service, LTD is required, through FTA Circular 4701.1B, to understand the impacts of the proposed service changes on minority and low-income populations to determine if there is an unequitable impact on these populations. LTD’s Title VI Program outlines the methodology by which proposed service changes are evaluated to determine if the change will have a **disparate impact** on minority riders or a **disproportionate burden** on low-income and minority riders.

This report will determine if the proposed changes qualify as major changes, and if so, whether those major changes will have impacts on minority and low-income populations that are disproportionate disparate to the impacts of these changes on other populations. The report will also identify strategies to avoid, reduce, and mitigate any unequitable impacts that are identified through this analysis

## METHODOLOGY

The methodology for a service change equity analysis takes place in two steps:

1. Determine if the proposed change is considered major or minor.
2. If major, evaluate the proposed change to determine if an unequitable impact will occur.

Due to the pattern of socioeconomic characteristics across LTD’s service area, geographic route changes (realignments) can result in a change in the socio-economic characteristics of the

population served by those routes. When service hours on a route are altered, there can be changes in the balance of service available to the various populations.

In examining any ‘disparate impact’ or ‘disproportionate burden’ of transit service modifications, the question is whether the proposed changes adversely impact a higher proportion of the protected populations than the proportion of the non-protected populations. For this to be determined, the socio-economic characteristics of each route under consideration are first determined.

### Major Service Changes

LTD’s Fixed Route Service Policy defines a ‘major service change’ for which an equity analysis is required. The policy defines a major service change as:

1. A change in service of:
  - a. 25% or more of the number of route miles, or
  - b. 25% change or more of a route’s revenue hours of service on a daily basis for the day of the week for which a change is made, or;
  - c. Any change in the routing of a bus route, when it is in service that alters 40% or more of the route’s miles, or;
2. A new transit route is established, or;
3. A transit route is discontinued without reasonable access alternatives, or;
4. Restructuring of service throughout a sector as defined by LTD, or;
5. Decrease in the level of transit service (span in days and/or hours, and/or frequency) and/or decreased access to transit service defined as an increase of the access distance to beyond one-quarter mile of bus stops”

These thresholds are used to identify the proposed route changes that must undergo analysis.

### Major Changes

Under LTD’s Fixed Route Service Policy, the change in revenue hours of service for Route 1 would be considered major service changes.

### Minor Changes

There are no minor changes.

### Disparate Impact and Disproportionate Burden

A “**disparate impact**” refers to a facially neutral<sup>1</sup> policy or practice that disproportionately affects members of a group identified by race, color, or national origin, where LTD’s policy or practice lacks a substantial legitimate justification and where there exists one or more alternatives that would serve the same legitimate objectives but with less disproportionate effect on the basis of race, color, or national origin.

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<sup>1</sup> A facially neutral policy or practice is one that, as written, does not explicitly discriminate against any group.



A “**disproportionate burden**” refers to a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations. A finding of disproportionate burden requires LTD to evaluate alternatives and mitigate burdens where practicable.

### Definitions

“**Minority persons**” include all persons who self-identify as “not white alone” on census or American Community Survey (ACS) surveys. Thus, minority persons are American Indian and Alaska Native, Asian, Black or African American, Hispanic or Latino, and/or Native Hawaiian or Other Pacific Islander. Minorities also include persons who are more than one race.

“**Low income households**” are households where the income in the past 12 months was below the poverty level.

### Socioeconomic Characteristics of Routes

Characterization of affected populations is defined in this report by residents of the service area. Ridership data from surveys are not used.

Service coverage is considered provided if a residence is sited within a particular distance from a bus route (i.e., within a ‘buffer’ around the route). This distance is ‘as the crow flies’; that is, no network distance computations. This simplified approach is used because the pedestrian network (including shortcuts and the presence of sidewalks) is not well described for the entire region, and also because the distances by which ‘access is provided’ are averaged approximations and there is little local knowledge available to refine these measures to something more accurate on a route to route basis.

These buffers are considered to be ¼ mile on each side of a route providing ‘local’ service, and ½ mile on each side of a bus rapid transit (BRT) route (a distance determined from a past survey of BRT riders). Structures are located within the route buffers using address points from a data set maintained by Lane Council of Governments (LCOG’s Central Lane Metropolitan Planning Organization or MPO). Two types of residential structures are identified: household residences and group quarters. Nonresidential structures locate destinations available on the route.

Each residence is tagged with the 2020 Census block group in which it is located. Block group level household size and occupancy data from the latest American Community Survey (ACS) are processed to estimate the service area household population. This, combined with the ACS percent minority statistic for each block group determines the population of minorities. Each occupied household residence combined with the ACS percentage of households below the poverty level yields the estimate of the number of low-income households.

In addition to household residences, group quarters are also present within the service areas of some routes. LCOG address data locates group quarters but does not indicate how many persons reside in each structure and, Census data does not provide this information. The ACS group quarters population of the entire block group is thus proportionately allocated to the

route buffer area of the block group based on the percentage of group quarters address points that lie within the buffer. The characteristics of this population are then provided by the socio-economic characteristics of the block group as described above for household residences.

By summing all residences in each route buffer, the characteristics of the population are estimate for the entire route. The same process is followed in computing LTD's populations; in this case, the computational area is the entire area within LTD's boundary.

People-trips are calculated by estimating the number of individuals within the service area of the route and multiplying this number by the number of trips for each day type of the route. Partial trips are counted as one half trip. Once a base line of service has been established, the change in people-trips at the route level are calculated. For instance, if a route is extended to 100 new people and makes five trips per weekday, there are 500 additional people-trips per weekday. Conversely, if a route serving 1,000 riders has a service cut from five trips per weekday to four trips per weekday, the data would show a loss of 1,000 people-trips each weekday. These two service changes can be compared because they are expressed in the same units.

Disproportionate impacts and disparate burdens can be calculated by comparing the change borne by low-income populations and minority populations against the regional averages for these groups respectively. The difference between the change borne and the regional average provides a way to assess whether service changes are aligned with LTD's service policy regarding equitable service distribution.

### Defining Impact

LTD's service policy specifies that a disparate impact or disproportionate burden is in evidence if:

- Benefits are being provided to minority or low-income populations at a rate less than 80% of the benefits provided to non-minority or non-low-income populations;
- Adverse effects are being borne by non-minority or non-low-income populations at a rate less than 80% of the adverse effects being borne by minority or low-income populations.

These thresholds are used to identify which, if any, of the major service changes need to be assessed by LTD for corrections or mitigation of impacts.

### Geographic Analysis Scale

Analysis is provided at the individual route level. These results are then combined in order to consider the proposed actions as a whole.

## DATA SOURCES

GIS and Data Analysis was conducted by LCOG. LTD provided routing information and tables of current and proposed revenue hours and service spans by route.

Socioeconomic statistics were obtained from the most recent five-year American Community Survey (2019-2023), utilizing the Census Block Group level summaries.

## ANALYSIS

### Analysis Documentation

The analysis requires the following:

- **ACS 2023 5-Year Tables:**
  - B02001
    - B02001\_001E (Total Population)
    - B02001\_002E (White Alone Population)
  - B11002
    - B11002\_001E (Population in Households)
  - B17017
    - B17017\_001E (Total Households)
    - B17017\_002E (Households in Poverty)
  - B25010
    - B25010\_001E (Avg Household Size)
- **Shapefiles:**
  - 2020 Census Block Groups
  - Existing and Proposed Route Alignment
  - LTD Service Area Boundary
  - Addresses of households and group quarters

### GIS Processes and Data Analysis

1. Create a **new table** with the following fields for each block group:
  - a. Total Population (B02001\_001E)
  - b. Group Quarters Population (B17017\_001E – B11002\_001E)
  - c. Average Household Size (B25010\_001E)
  - d. Minority Percentage ((B02001\_001E – B02001\_002E) / B02001\_001E))
  - e. Low-Income Percentage (B17017\_002E / B17017\_001E)
2. Join the **new table** to the **2020 Census Block Groups**
3. Use the Buffer tool to create ¼ buffers around **Existing and Proposed Route Alignments** to create **Route Buffers**.
4. Use the Intersect tool on **2020 Census Block Groups** and each of:
  - a. **Existing Route Buffer**
  - b. **Proposed Route Buffer**

**c. LTD Service Area**

5. Use the Summarize Within tool with the **Addresses** and the **2020 Census Block Group Intersects** to obtain the count of households and group quarters within each block group.
6. Using the results, calculate the following to obtain the minority and low-income population percentage for the LTD service area and each route:
  - a. Household poverty rate in each block group.
  - b. Minority population percentage in each block group.
  - c. Group quarter split, or the percent of the group quarter addresses within a block group that are further located inside each route-buffer block group intersection.
  - d. Minority population in each route buffer-block group. This population is the sum of the household and group quarter minority populations.
    - i. To obtain the household minority population, multiply the average household size, the number of households in the route buffer-block group, and the minority population percentage.
    - ii. To obtain the group quarters minority population, multiply the group quarter split, the minority population percentage, and the group quarters population.
  - e. Low-income population in each route buffer-block group. This number is the product of the number of average household size in each block group, households in the route buffer-block group and the household poverty rate in each block group.
  - f. Obtain the sum of the minority and low-income population, and population within the route buffer-block groups and calculate the percentages.

## RESULTS

The total population within the LTD system boundary is 350,391. The minority systemwide population percentage is 18.8%, and the low-income systemwide population percentage is 14.8%.

Table 1 shows the change in person-trips under the proposed changes to Route 1. The overall change to the system and route does not produce a disproportionate burden nor a disparate impact.

**Table 1. Proposed Change in People-Trips**

Route	Total Change (Person-Trips)			Percent Change (Person-Trips)			Change Borne	
	Person-Trips	Minority	Low-Income	Person-Trips	Minority	Low-Income	Minority	Low-Income
1	1,344,218.00	295,784.00	655,257.00	361.4%	22.0%	48.7%	3.2%	33.9%

Under the proposed service changes, minority and low-income populations do not bear a disproportionate burden of the changes compared to non-Title VI communities. The proposed changes to the system provide equitable benefits to LTD's minority and low-income populations, and no discrimination is noted.



**RESOLUTION NO. 2025-11-19-36**

**APPROVING THE 2025 LTD TITLE VI ANALYSIS FOR ROUTE 1: DOWNTOWN LOOP PILOT**

**WHEREAS**, Section 601 of Title VI of the Civil Rights Act of 1964 states, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance;”

**WHEREAS**, the Route 1: Downtown Loop service is a pilot project developed in partnership between Lane Transit District (LTD) and the City of Eugene. Launched in Fall 2025, the new pilot modifies and expands LTD’s Route 1 to provide better connectivity between the Eugene Riverfront area, greater downtown area, and midtown;

**WHEREAS**, because the LTD pilot modifies and expands Route 1, a Title VI analysis is required; and

**WHEREAS**, public engagement for the pilot service design was conducted in accordance with LTD’s adopted Community Engagement Framework.

**NOW, THEREFORE, BE IT RESOLVED**, LTD’s Board of Directors approves the 2025 LTD Title VI Analysis for Route 1 Downtown Loop.

**ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 19TH DAY OF NOVEMBER, 2025.**

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Susan Cox, Board President