



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

**Public Forum, Regular Business Meeting and Briefing
Wednesday, February 18, 2026, 5:30 P.M.
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97478**

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

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

Subdistrict	Description	Board Member
Subdistrict 1	East Springfield to McKenzie Bridge	Gino Grimaldi
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. 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.

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 – February 2026
- Monthly Operations Performance Update
- Monthly Department Reports
- Delegated Authority Report
- ALICE Report Presentation with United Way

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
- Adoption of Resolution No. 2026-0218-04, appointing a member to LTD’s Strategic Planning Committee.
- Approving the Amendment to the CEO Employment Agreement

7. BOARD ACTION ITEMS

- Adoption of Resolution No. 2026-02-18-05, authorizing the transfer of nineteen 2021 New Flyer battery electric buses from Lane Transit District (LTD) to the Los Angeles County Metropolitan Transportation Authority (METRO).
- Adoption of Resolution No. 2026-02-18-06, authorizing the Chief Executive Officer to Submit an Application Seeking Modification of the 2025-2027 STIF Formula Plan.
- Adoption of Resolution No. 2026-02-18-07, authorizing the Chief Executive Officer to execute the sale of Clean Fuel Program credits to ACT Fuel, Inc.

8. EXECUTIVE SESSION

- ORS 192.660 (2)(d): To conduct deliberations with persons designated by the governing body to carry on labor negotiations.

9. ADJOURN BUSINESS MEETING

UPCOMING MEETINGS:

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

April 15 – April Board Meeting
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97478

May 20 – May 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)

Presented By: Jameson Auten, Chief Executive Officer and Eric Evers, Director of Fleet Management **Title:** Employee of the Month February 2026

Action: Information Only

Background:

Jordan May, Maintenance Instructor, is the February 2026 Employee of the Month. Jordan was hired as a Journeyman Mechanic in December 2007. He has since been named Employee of the Year 2018, Employee of the Month October 2018, and Employee of the Month March 2014.

Jordan May continues to set the example of what a continual learning and teaching mechanic should be. Jordan is Fleet's full-time maintenance instructor and is a member of LTD's Safety Committee. Jordan has transformed Fleet's training into a first-rate program. He's worked with colleagues to build, track, and execute full-time training for fleet mechanics, general service Workers (GSW), and equipment and detail technicians (EDT). Jordan has also built and instructed a CDL Pre-Trip Training class for every new bus operator. This course has significantly boosted success rates for CDL testing. Jordan guides a team of shift instructors through a year-long program covering every aspect of bus maintenance for new mechanics. Furthermore, he coordinates schedules to cover GSW, EDT and vendor trainings. His hard work ensures the success of our newest employees and LTD's mission of Connecting Our Community.

When asked to comment on Jordan's selection as EOM, Eric Evers, Director of Fleet Management said:

"Jordan's selection as LTD's Employee of the Month is well deserved! He is engaged across the district as one of our top mechanics, our lead instructor, a highly respected union representative, and a critical Safety Committee member. His impact on Fleet and LTD as a whole is immeasurable! Congratulations, Jordan!"

Award:

Jordan will attend the February 18, 2026 Board Meeting to be introduced to the Board and receive his award.



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: February 2026 LTD Performance Report

Prepared By: Aimee Reichert, Chief Performance Officer

Action: Discussion and Feedback

Agenda Item Summary:

The January 2026 Performance Report provides a summary of LTD's key performance indicators using **December 2025** data across: Ridership (Fixed Route, EmX, Mobility Services), Fleet Maintenance, Customer Service, Operations & Workforce, Public Safety, Accidents & Safety Performance. The report highlights system trends, year-over-year comparisons, and rolling 12-month performance for core operational areas.

Highlights

Ridership

- Fixed Route & EmX combined ridership totaled 471,329, up 4.1% from December 2024.
- EmX ridership increased 1.4% year-over-year.
- Fixed Route ridership increased 6.1% year-over-year.
- Rolling 12-month ridership shows a slight decline (-2.2%), consistent with long-term stabilization trends.

Mobility Services

- Total Mobility Services ridership reached 38,661, an 8.3% increase year-over-year.
- Strongest performers:
 - Vanpool: +57.5%
 - Florence ADA: +33.3%
- Declines observed in Rhody Express (-22.4%) and Diamond Express (-17.2%).

Fleet Maintenance

- Total maintenance cost per mile increased from \$2.17 to \$2.83 year-over-year, driven mostly by rising repair costs.
- Preventive Maintenance cost per mile decreased slightly (from \$0.39 to \$0.38).
- Repair cost per mile rose significantly (from \$1.78 to \$2.45).

Customer Service

- Compliments per 100,000 boardings fell month-over-year (2.65 → 1.91).



Lane Transit District Agenda Item Summary (AIS)

- Substantiated complaints per 100,000 boardings increased from 3.54 to 5.09 month-over-year.
- Rolling 12-month complaints decreased (8.64 → 6.38), signaling improved longer-term customer experience.

Operations & Workforce

- Unanticipated Absenteeism decreased from 18.29% to 16.5% year-over-year.
- Largest declines were in:
 - Protected leave (-3.45%)
 - Sick leave (-1.71%)
- Average operator count reached 197, or 91.6% of the staffing goal of 215.

Public Safety

- Ordinance 36 violations per 100k revenue hours decreased slightly year-over-year (9.74 → 9.08).
- Total assaults fell sharply from 23 to 7 year-over-year.
- Physical assaults increased (1 → 4), driven primarily by incidents involving the public.
- Non-physical assaults showed a significant decline (22 → 3).

Accidents

- Total accidents remained level at 8, matching December 2024.
- Non-preventable accidents increased (1 → 3).
- Preventable accidents decreased (7 → 5).
- Accidents per 100k revenue miles remained stable (3.40 → 3.19).

Attachments

- December 2025 Performance Report

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



Board Performance Report

December 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	192,221	189,506	1.4%	209,871	227,459	-7.7%
Fixed Route Service	279,108	263,052	6.1%	298,046	291,821	2.1%
Total	471,329	452,558	4.1%	507,917	519,280	-2.2%

Revenue Hours

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	5,277	5,215	1.2%	5,270	4,933	6.8%
Fixed Route Service	15,980	14,491	10.3%	15,221	14,078	8.1%
Total	21,257	19,706	7.9%	20,490	19,011	7.8%

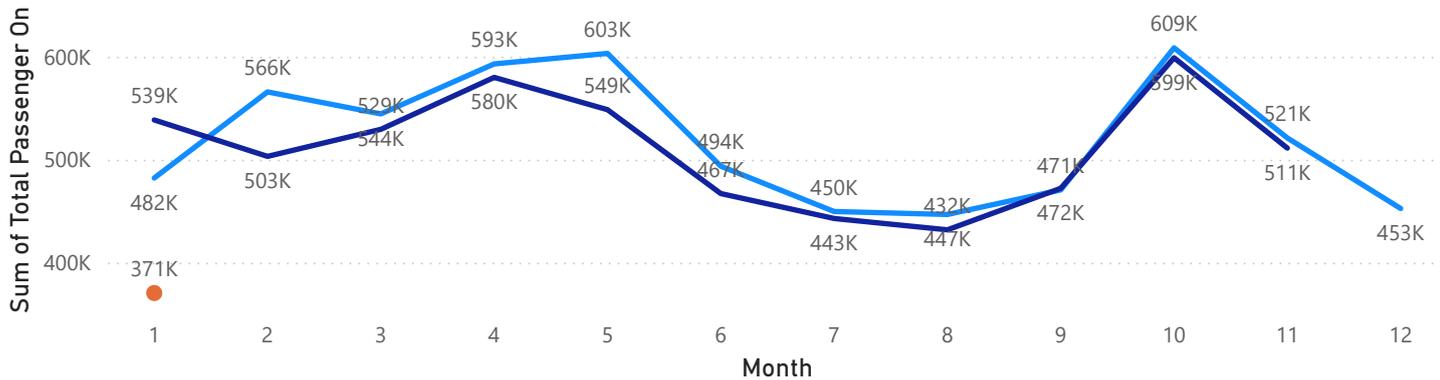
Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	36.42	36.34	0.2%	39.83	46.11	-13.6%
Fixed Route Service	17.47	18.15	-3.8%	19.58	20.73	-5.5%
Total	22.17	22.97	-3.5%	24.79	27.31	-9.2%

Ridership

Jan 2024 - Jan 2026

Type ● 2024 ● 2025 ● 2026





Board Performance Report

December 2025

Mobility Services

Ridership

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	23,068	20,947	10.1%	23,133	23,079	0.2%
RideSource	11,738	10,864	8.0%	11,972	10,973	9.1%
Vanpool	1,120	711	57.5%	1,006	939	7.1%
Cottage Grove Connector	1,115	1,171	-4.8%	1,137	1,174	-3.2%
Rhody Express	850	1,096	-22.4%	861	842	2.3%
Diamond Express	603	728	-17.2%	642	699	-8.1%
Florence ADA	132	99	33.3%	119	85	40.3%
Cottage Grove O2D	35	80	-56.3%	68	170	-59.8%
Total	38,661	35,696	8.3%	38,938	37,960	2.6%

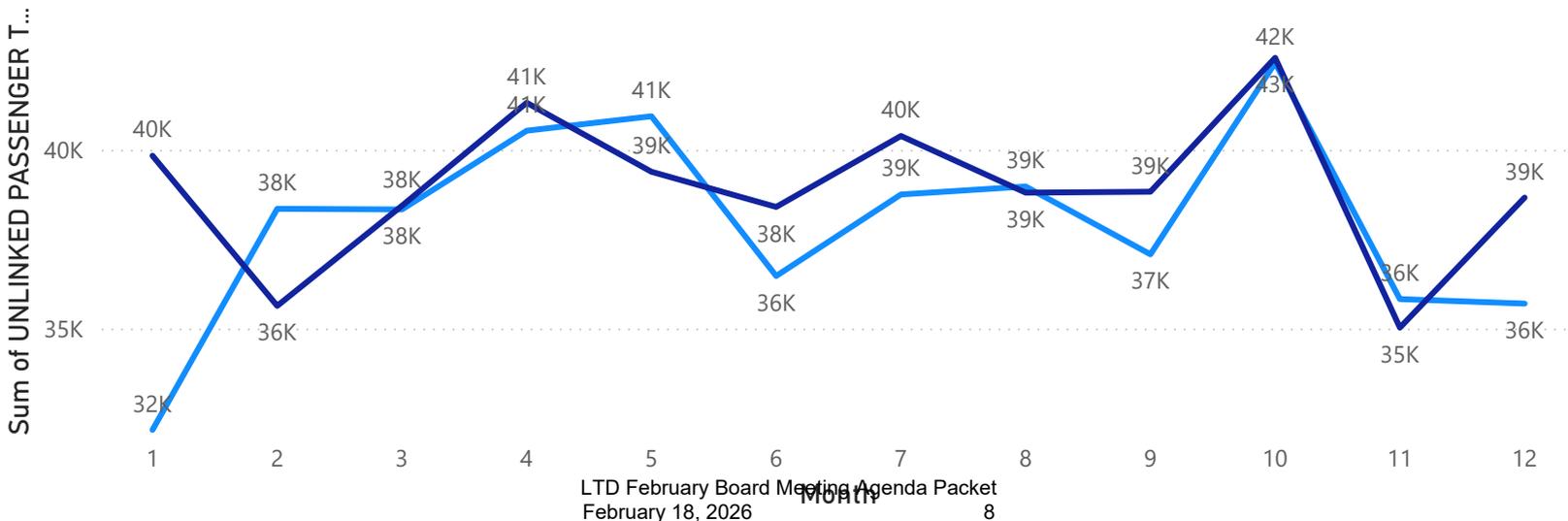
Mobility Services Ridership



Mobility Services Ridership

Jan 2024 - Jan 2026

Type ● 2024 ● 2025





Board Performance Report

December 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	\$0.39	(\$0.01)	\$0.39	\$0.42	(\$0.03)
REPAIR	\$2.45	\$1.78	\$0.67	\$2.62	\$2.61	\$0.01
Total	\$2.83	\$2.17	\$0.66	\$3.01	\$3.03	(\$0.02)

Maintenance Cost

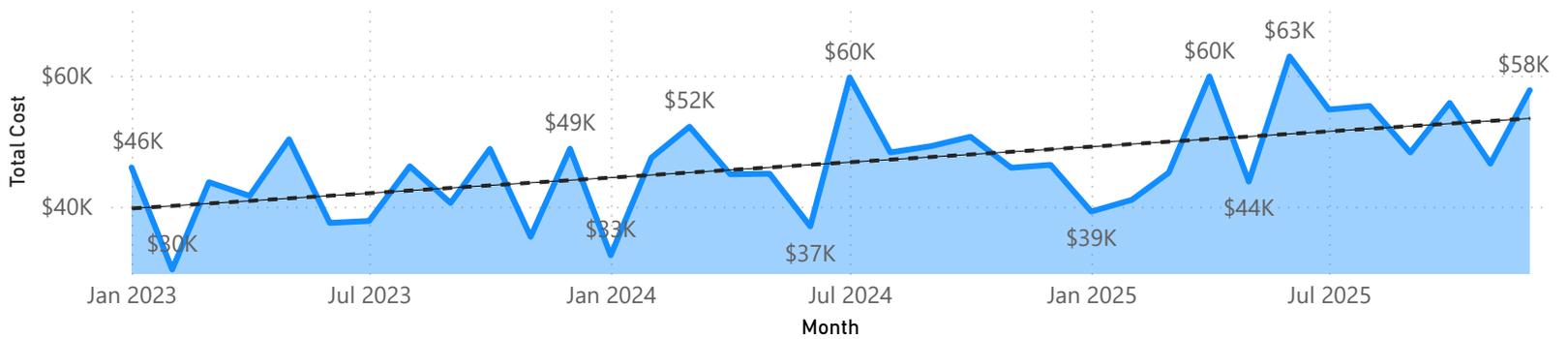
Jan 2023 - Dec 2025

Year ● 2023 ● 2024 ● 2025



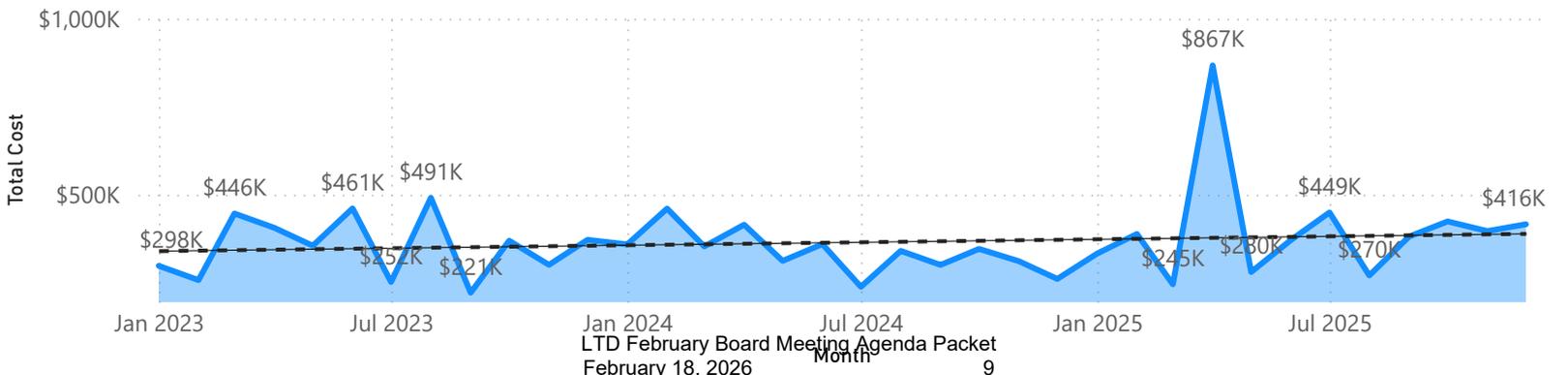
Maintenance Cost - PM

Jan 2023 - Dec 2025



Maintenance Cost - Repair

Jan 2023 - Dec 2025





Board Performance Report

December 2025

Customer Service

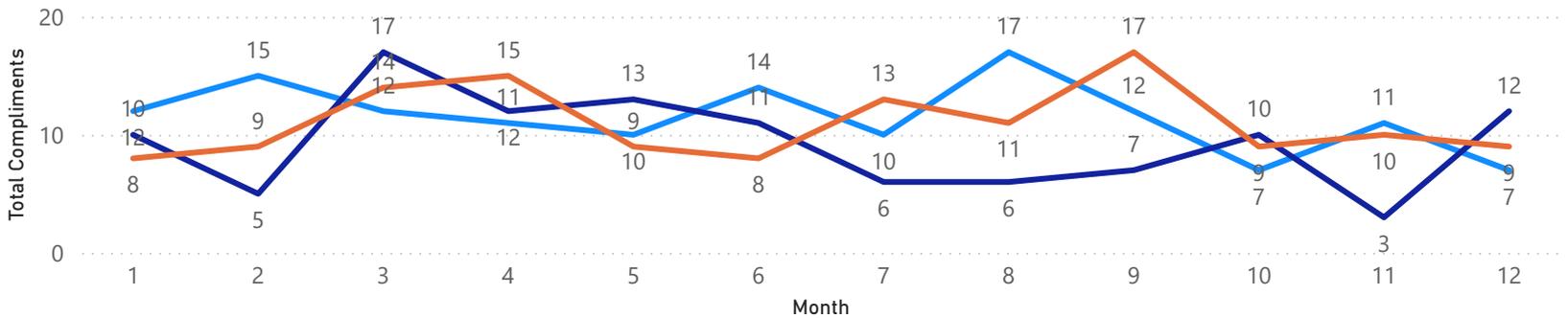
Compliments per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Compliment	1.91	2.65	-0.74	3.04	2.82	0.21
Total	1.91	2.65	-0.74	3.04	2.82	0.21

Compliments Trend

Jan 2023 - Dec 2025

Year ● 2023 ● 2024 ● 2025



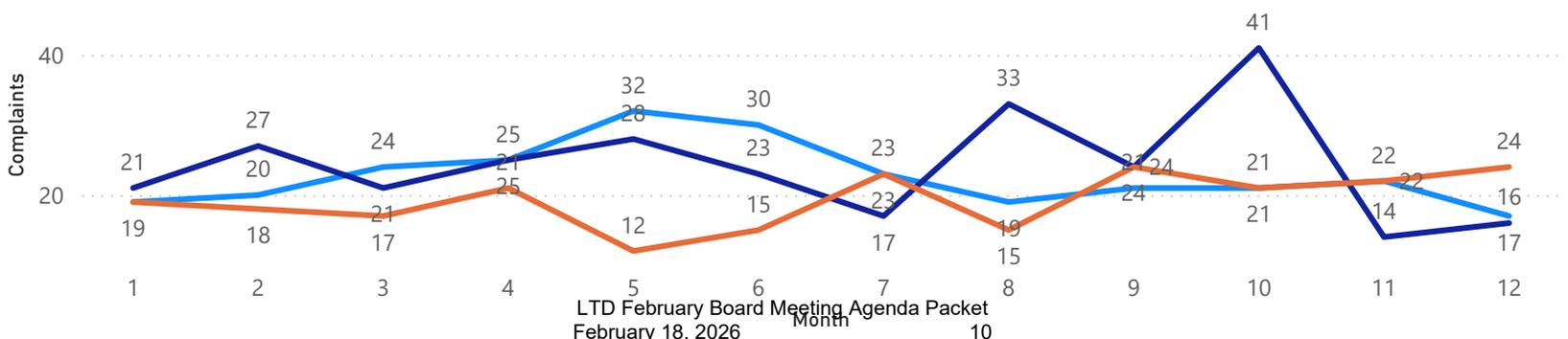
Substantiated Complaints per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Customer Relations	1.70	1.55	0.15	2.36	3.83	-1.47
Miscellaneous	0.21		0.21	0.28	0.49	-0.22
Reliability	1.91	1.99	-0.08	2.68	2.47	0.22
Safety	1.27		1.27	1.06	1.85	-0.79
Total	5.09	3.54	1.56	6.38	8.64	-2.26

Substantiated Complaints Trend

Jan 2023 - Dec 2025

Year ● 2023 ● 2024 ● 2025





Board Performance Report

December 2025

Operations

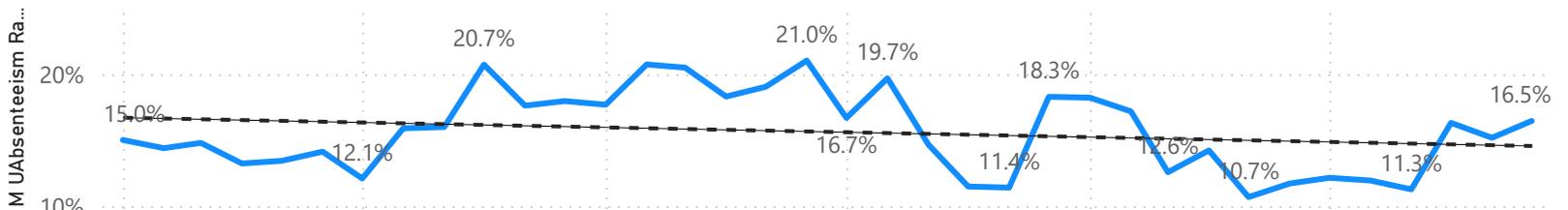
Operator Unanticipated Absenteeism Rate

Goal 10%

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
On The Job Injury Time Loss	2.4%	0.65%	1.73%	2.19%	2.11%	0.08%
Other	2.1%	0.53%	1.60%	1.16%	2.22%	-1.06%
Protected	5.4%	8.85%	-3.45%	4.77%	6.27%	-1.50%
Sick	6.6%	8.26%	-1.71%	5.84%	6.80%	-0.96%
Total	16.5%	18.29%	-1.83%	13.95%	17.39%	-3.44%

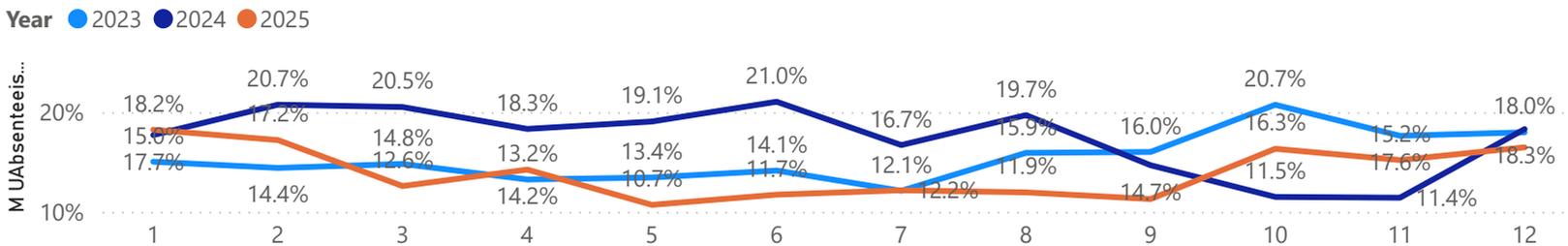
Operator Unanticipated Absenteeism Rate Trend

Jan 2023 - Dec 2025



Operator Unanticipated Absenteeism Rate Yearly Comparison

Jan 2023 - Dec 2025



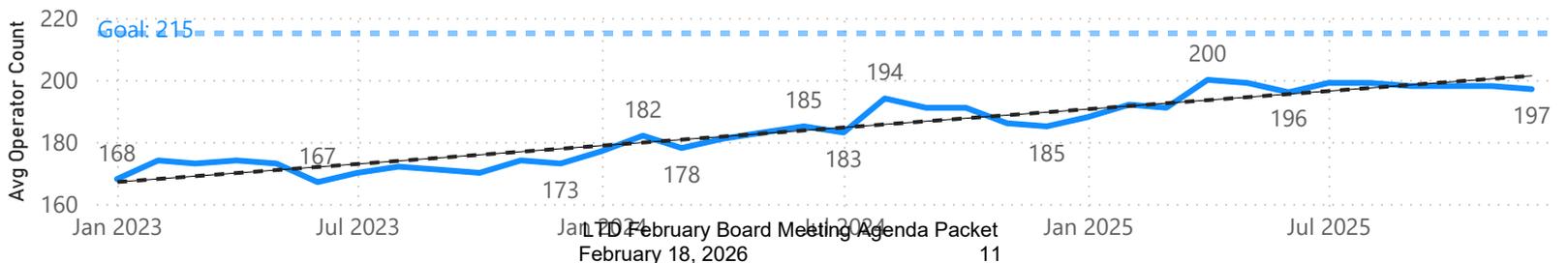
Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	Change Monthly	% Change Monthly	Rolling 12 Month	Rolling 12 Month Prior	Change Rolling 12
91.6%	197	185	12	6.49%	196	185	11

Operator Count Trend

Jan 2023 - Dec 2025





Board Performance Report

December 2025

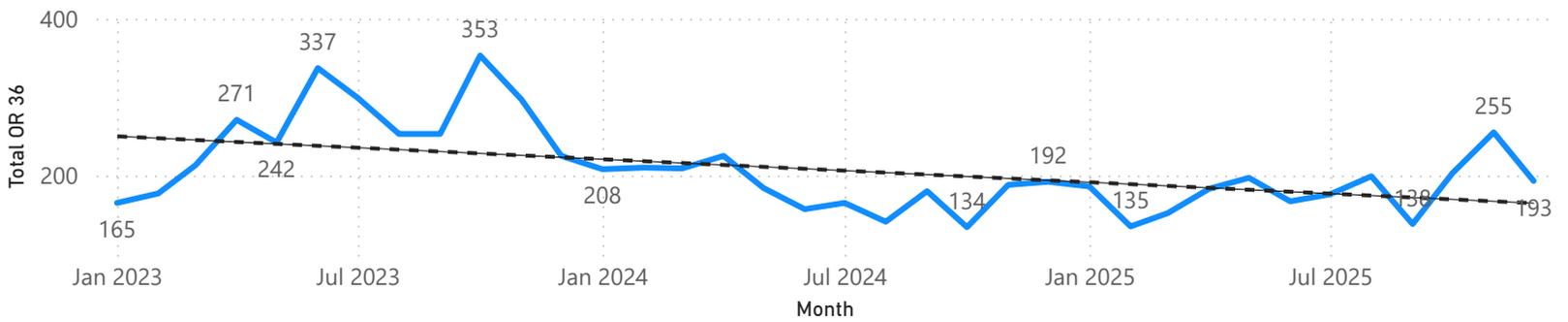
Public Safety

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	9.08	9.74	-0.66	8.88	9.61	-0.73

Ordinance 36 Trend

Jan 2023 - Dec 2025

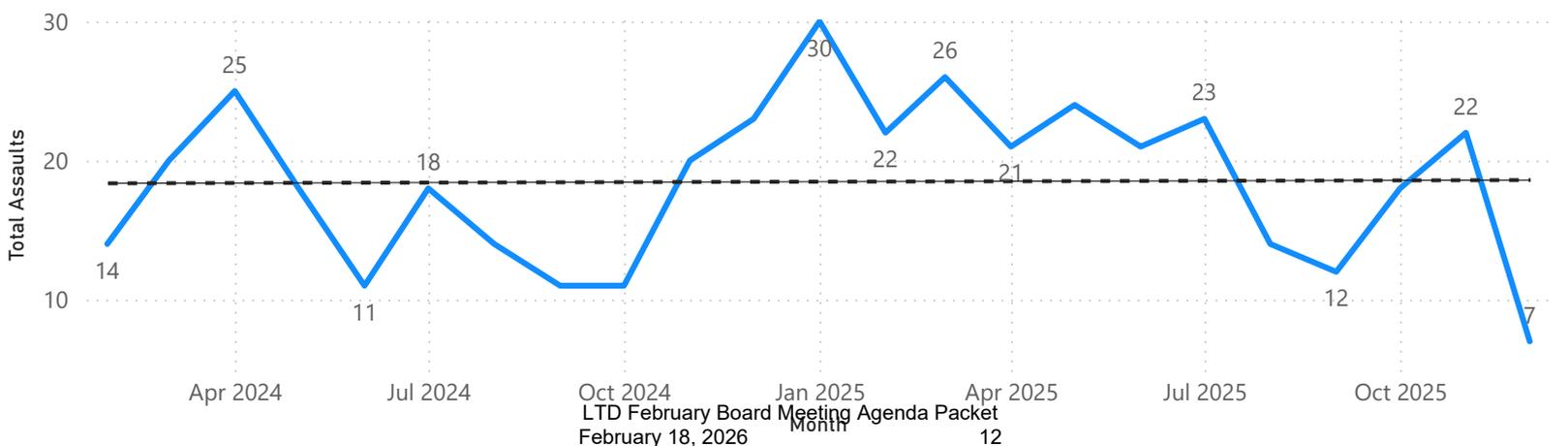


Assaults

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Physical	3	22	-19	12.3	12.8	-0.5
Operator Non-Physical	1	7	-6	3.8	3.3	0.4
Other Transit Worker Non-Physical	2	14	-12	6.1	7.8	-1.8
Public Non-Physical		1	-1	2.5	1.7	0.8
Physical	4	1	3	7.7	4.3	3.3
Operator Physical				0.3	0.5	-0.3
Other Transit Worker	1	1	0	2.5	1.8	0.7
Public Physical	3		3	4.9	2.0	2.9
Total	7	23	-16	20.0	17.2	2.8

Assaults Trend

Feb 2024 - Dec 2025





Board Performance Report

December 2025



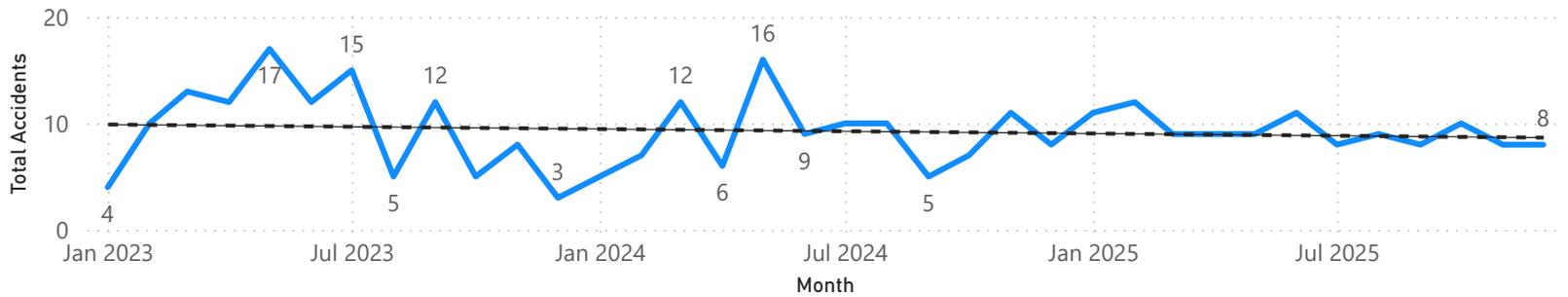
Accidents

Accidents

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable	3	1	2	4.4	4.5	-0.08
Preventable	5	7	-2	4.9	3.7	1.25
Total	8	8	0	9.3	8.2	1.17

Accident Trend

Jan 2023 - Dec 2025

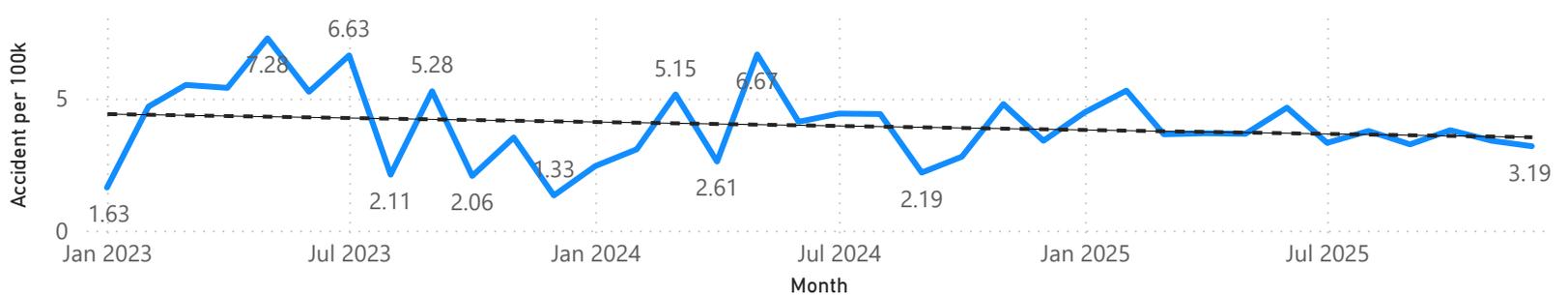


Accidents Per 100k Revenue Miles

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable	1.20	0.42	0.77	0.15	0.16	-0.01
Preventable	1.99	2.97	-0.98	0.17	0.13	0.04
Total	3.19	3.40	-0.21	0.32	0.30	0.02

Accidents per 100k Trend

Jan 2023 - Dec 2025





Lane Transit District
Monthly Department Reports
Reporting Period: December 1-31, 2026

Administration

Wendi Frisbie, Chief Administrative Officer

HUMAN RESOURCES

Recruitment and Retention Report | December 2025

New Employees: 3

Open Positions: 6

2025 Human Resources (HR) Highlights:

- HR partnered with Finance to revamp of the Administrative, Facilities, IT, and Public Safety retirement program
 - Employees are now vested at the end of year 3
 - Total contribution to retirement is now 13%
- Hired 57 employees which include:
 - 29 bus operators, 8 fleet workers, and 6 public safety officers Total of 47 union employees and 10 admin employees
- Rehired 7 employees, including 4 operators
- Promoted 16 employees
- Transferred 10 employees
- We received over 1,600 job applications
 - Indeed accounted for 78% of applications, Applicant Pool (LTD's applicant website) accounted for 10%
- Added a pilot program for GLP-1 coverage to the health insurance while remaining budget neutral

MARKETING

Project Highlights

In December, the Marketing Department focused on preparing communication materials for the upcoming winter service change. This process includes producing an updated Rider's Guide, digital communication, and system signage. Staff also collaborated on planning and communication efforts related to the ongoing brand marketing campaign, event planning for the grand opening of the Phyllis Loobey Operations Command Center, and the development of promotional campaigns launching in winter and spring 2026 focused on youth engagement and Honored Rider Pass utilization.

Outreach & Events:

LTD launched *Sounds of the Season*, a four-week performance series at Eugene Station Customer Service, featuring local musicians and engaging approximately 240 community members, while also providing refreshments all month.

Quarterly Rider Appreciation outreach was conducted at Eugene and Springfield stations, strengthening direct rider engagement and community connection.

Student Transit Pass:



Lane Transit District

Monthly Department Reports

Reporting Period: December 1-31, 2026

The Transportation Program Specialist has contacted all area schools to ensure they are trained and aware of the Student Transit Pass program. Eugene School District 4J staff has developed curriculum around riding the bus. LTD is coordinating with 4J to send a bus to schools for the purposes of on-board demonstrations and how-to-ride tutorials.

Marketing Metrics • December 2025

Digital

<u>Metric</u>	<u>Current Month</u>	<u>Prior Month</u>	<u>Increase/Decrease</u>	<u>% Change Monthly</u>
Social Media Followers*	14,257	14,221	+36	+ .25%
Social Media Post Views*	79,461	94,837	-15,376	-16.21%
Website Page Views	89,000	96,000	-7,000	-7.29%
Website Unique Visitors	20,000	21,000	-5000	-4.76%
Text/Email Subscribers	5,297	5,212	+85	+1.63%

Advertising

<u>Media</u>	<u>Impressions</u>	<u>Cost Per Thousand Impressions (CPM)</u>	<u>Notes/Benchmarks</u>
TV	929,600	\$3.78	TV CPM benchmark range is between \$5 and \$35.
Streaming TV	107,540	\$13.95	Streaming TV CPM benchmark range is between \$25 and \$65.
Digital Advertising	192,716	\$4.41	These display ads generated 1,667 clicks to LTD.org, at a click-through rate (CTR) of 0.87%. Average CTR for this type of advertising is 0.46%. Programmatic display ad CPM benchmark range is between \$1 and \$12.
Streaming Audio	63,800	\$17.63	Streaming audio CPM benchmark range is between \$8 and \$40.
Outdoor Digital Billboard	540,810	\$2.36	Digital billboard CPM benchmark range is between \$4.50 and \$32.

Outreach & Events

<u>Metric</u>	<u>Current Month</u>
Events Attended	6
Total Interactions	288

*Represents consolidated data from the social media accounts where LTD is active: Facebook, Instagram, LinkedIn, X



Lane Transit District

Monthly Department Reports

Reporting Period: December 1-31, 2026

Development Services

Joe McCormack, Chief Development Officer

FACILITIES MANAGEMENT & PROJECTS

FY2026 Q1 – Q2 update for the 310 Garfield Safe Sleep Site - From July 2024 - Dec 2025, the site served 95 unique individuals, with six exiting to permanent housing. Another seven individuals exited to situations other than homelessness, including emergency shelter, hospital, and temporary tenure with family or friends. While positive outcomes for the first two quarters are tracking similar to FY25, reductions in state funding have reduced resources available to support case management and housing navigation services and may impact overall positive outcomes for FY26.

Bus Stop Deep Cleaning - Northwest Elite has started a system-wide deep cleaning of bus stop signs, poles and pole integrated seating. Work has started on the out-of-town routes in advance of any inclement weather.

Fire Protection Services - Omlid & Swinney is performing annual fire testing at all facilities.

Tree Service - Locations are being assessed to prioritize tree trimming in February.

Preventative Maintenance - on time completion back up to 99% from 94% last month.

Corrective Maintenance - work caught up and handling minor Alteration and Improvements requests again.

Fleet Crane and Fall Protection - Demolition efforts began in Fleet Bay 1 for the installation of fall protection and a crane/hoist system to support high voltage maintenance efforts. The Spika fall protection equipment arrived a month ahead of schedule. Over the next couple months, construction work will continue with the new equipment expected to be operational this spring.

Fixed Route ADA Assessments - Facilities is still actively supporting LTD’s fixed route ADA assessment project, which started on December 8 and is being conducted by Kimley Horn consulting. Kimley Horn will continue data collection thru March. After this, LTD and Kimley Horn will work to develop prioritization and evaluation criteria that will then guide the development of an implementation plan.



Operation Command Center and Glenwood Roof Replacement - Significant progress was achieved in December as both projects advanced through the closeout phase. Key efforts included completion and coordination of permits, resolution of punch list items, system commissioning, and preparation of operation and maintenance manuals. As-built drawings were finalized, and financial reporting and contract closeouts are well underway, marking steady progress toward full project completion.



Lane Transit District

Monthly Department Reports

Reporting Period: December 1-31, 2026

Boardroom Improvements - Significant progress was made in December and January with the successful completion of the rough-in for all mechanical, electrical, and plumbing (MEP) systems. In early February, milestones include the completion of drywall, ceiling installation, and painting. Wood wall and ceiling installations are expected to reach near-completion by mid-month, followed by the installation of new cabinetry for fixed boardroom seating in late February. This project also encompasses the conversion of the previous Admin break area into a modern conference room. To conclude the rehabilitation, the final phase in March will focus on the installation and commissioning of new Audio-Visual (AV) equipment.

Conference Room Upgrades – Planning and procurement efforts in December set the state for conference room improvements to be implemented between February and March. Existing conference rooms on the Glenwood campus will undergo a series of technology upgrades and minor finish improvements. The intent is to enhance the overall meeting experience. Key focus areas include the installation of a new video conferencing system and various room enhancements to support modern collaboration.

Finance

Pam Strutz, Chief Financial Officer

FINANCE DEPARTMENT

- **December recap:** total deposits \$10.2 million; total disbursements \$11.6 million (operating account)
- **Financial highlights:**
 - FY26 preliminary Fares & Group Passes \$119,000 higher than previous year
 - Year-to-date Payroll tax receipts are \$3 million higher than previous year
 - Interest earnings rate has decreased from 4.60% to 4.25% due to Fed rate changes
 - All departments are below or at budget in expenses
 - July-December preliminary net results is a deficit due to timing of grant drawdowns, and quarterly reconciliation of state funding that occurs after the end of the quarter.
- **Audit** – The ACFR (Annual Comprehensive Financial Report) is complete and was submitted to the Oregon Secretary of State in December. No issues were found during the audit. The auditors are now working on the grants portion of the audit (the Single Audit report), and the required review of our STIF accounting. The reports will be presented to the Board in early 2026.
- **Staffing** – We have two open positions: Accounting Analyst I (focus on Accounts Payable) and the Director of Finance position. Interviews for the AP position are complete and we have made an offer. We have a few applicants for the Director of Finance.
- **National Transit Database (NTD) & American Bus Benchmarking Group (ABBG)** –We have completed the submission of financial data for NTD and are gathering data for the ABBG survey. Both of these agencies produce useful comparison data. These are big projects that involve several departments with the Business Intelligence team leading. NTD data determines in large part our allocation of federal funds. ABBG compares our service and financial data to a group of our transit agency peers.



Lane Transit District

Monthly Department Reports

Reporting Period: December 1-31, 2026

GRANTS

- In December, two old grants were closed and three applications/amendments were approved. No draw-downs were completed in December, but January's report will reflect draw-down activity.
- The proposed bus transfer is moving to Board consideration at both LTD and LA Metro, with approvals required to proceed.

BUDGET

- Priorities for the FY27 budget are 4.5% increase in Personnel costs and 0% increase in Material & Services. The internal budget process will begin soon by meeting with each department. The public budget meeting will be on March 31 to review the draft FY27 budget and the updated Long-Range Financial Plan and Community Investment Plan (CIP).

MATERIALS MANAGEMENT

December 2025 inventory percentage was completed with 99.76% count accuracy and adjustment value of \$63.20. December 2025 total inventory value is \$1,886,053.67.

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 within the system.

PROCUREMENT

Upcoming Projects:

Request for Proposal (RFP) 20250107 for Rural Services Pilot and Cottage Grove Connector closed on October 1, 2025. Contract execution is anticipated following final review, with signatures expected in early 2026.

Requisition for eleven 40-foot Gillig Buses. Approval from Washington Department of Enterprise Services acquired for utilization of Cooperative Contract No. 06719-01.

Information Technology and Business Intelligence

Aimee Reichert, Chief Performance Officer

INFORMATION TECHNOLOGY & INTELLIGENT TRANSPORTATION SYSTEMS

As part of an end of year review, IT evaluated ticket trends from Jan. 2020 – Dec. 2025. Annual requests rose from 1,969 (2020) to 2,974 (2025). IT request volume has followed a consistently increasing linear trend from 2020–2025. Projected

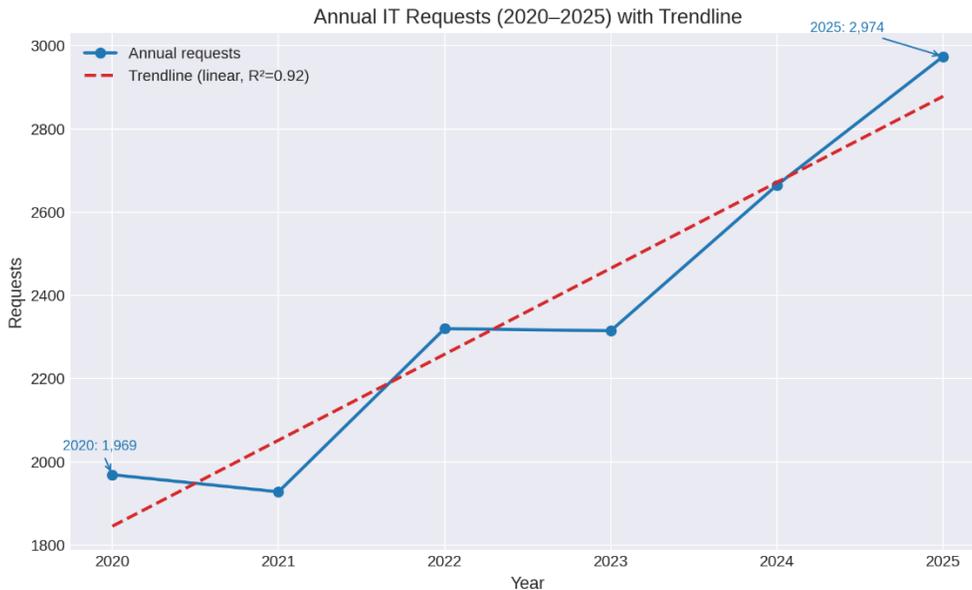


Lane Transit District

Monthly Department Reports

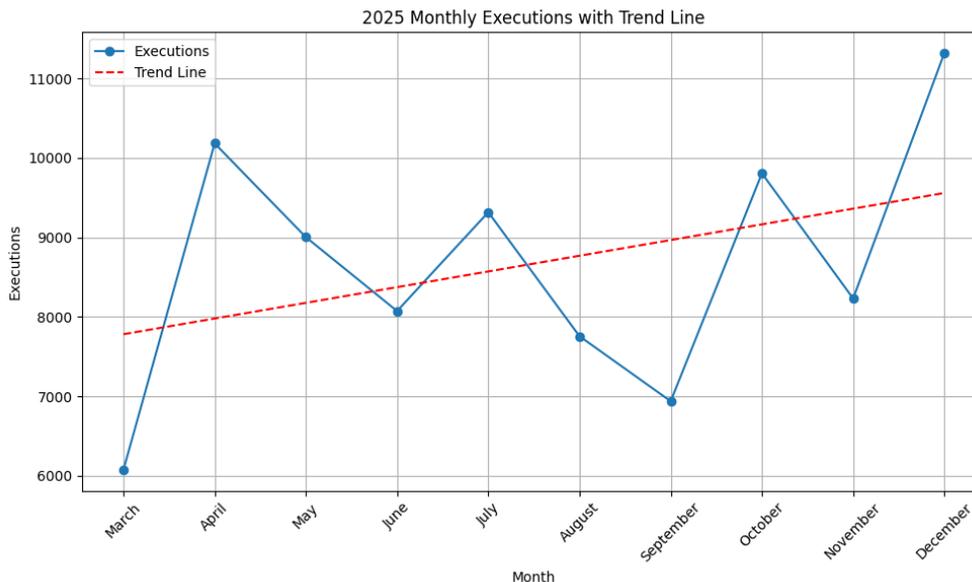
Reporting Period: December 1-31, 2026

technology demand from the CIP indicates the line will continue on a linear trend for at least the next five years with 32% growth and ~4000 annual requests by 2030.



BUSINESS INTELLIGENCE

Given BI’s newer program status, end of year analysis includes review of BI server activity from March 2025 – present. Server activity aka “executions” represents staff engagement with BI reports. Monthly report executions show consistent operational dependency on BI reports, with major peaks in April, October, and a year-end surge in December.



The BI environment supports mission critical, shift driven operations, showing no periods of low engagement. Across all months, three report families dominated usage:



Lane Transit District

Monthly Department Reports

Reporting Period: December 1-31, 2026

1. Transit Operations – Supervisor Tools
 - a. Ops Absences (PBIX / RDL)
 - b. Operations Absences – Printable
 - c. Oregon Sick Leave Report
 - d. Ops Self Reports
 - e. Ops Accidents
 - f. Service Requests + Service Loss
2. Fleet Maintenance – Daily Operations
 - a. Daily Mileage TM
 - b. PM Check List
 - c. Fueling Sheet
 - d. Next PM Inspections Due Per Bus
 - e. Miles Between Road Calls
3. Finance – Transactions & Reconciliations
 - a. Packing List Reconciliation by EPO
 - b. Webstore Transactions Journal Import
 - c. AR UMO Invoice Import

Based on this 2025 snapshot, here is where BI stands as a program:

1. BI is deeply embedded in daily operations – absences, fleet checks, fueling, mileage, and sick leave reports are run dozens of times daily.
2. Usage is steady – there are no seasonal or operational downtimes, even on weekends.
3. December surge signals year-end workloads, reinforcing BI's role in streamlining regulatory reporting cycles.
4. Opportunity lies in improving key report parameters and access for easier user reference.
5. 2026 goals are focused on stabilizing BI infrastructure, user training/adoption, and consolidating critical reporting for easier access.
6. Increased adoption focuses include Fleet Maintenance Insight Reporting, RideSource Operational Reporting, and Fare Insights.

Legal

Carmen Jackson-Brown, In House Legal Counsel

COMPLIANCE

The Compliance Department completed year-end records management activities and initiated the annual records clean-up for the new year. At the beginning of each year, the Records Management Officer collaborates with departments to ensure records are organized, maintained, and retained in accordance with approved retention schedules.

The department also welcomed new Legal Counsel, Carmen Jackson-Brown (**Currently licensed in Maryland and Colorado; pending admission to the Oregon State Bar*). Jackson-Brown now oversees the Compliance Department.



Lane Transit District

Monthly Department Reports

Reporting Period: December 1-31, 2026

Operations

Mike Hursh, Chief Operating Officer

MOBILITY SERVICES UPDATES

- LTD remains fully prepared for the Oregon Health Plan transition from PacificSource to Trillium and the Oregon Health Authority effective February 1, 2026.
- Visited Willamette Oaks for community outreach on January 8.
- The Strategic Planning Committee received a tour of RideSource on January 15.

OPERATIONS TRAINING

- Eight new bus operators began their nine-week training course on January 12, —this is the first Apprenticeship cohort.
- In-Service Training continues for 2025–2026.
- Reunion classes returned in January.
 - One- and two-year reunion classes have returned, providing operators an opportunity to review key updates from the past year, revisit curriculum topics, and reinforce important reminders and expectations.
- GIRO Operator Timekeeping Software Training curriculum development underway.
 - Training curriculum development is underway for GIRO, which will replace MIDAS for payroll, bidding, and daily supervisor and operator timekeeping functions. Training will be delivered on an ongoing basis. Staff are scheduled to meet with GIRO in February to continue coordination and development.
- Human Trafficking Awareness recognition ongoing.
 - In recognition of Human Trafficking Awareness Month in January, efforts are ongoing to reinforce training, standards, and awareness. Work continues to incorporate local resources and best practices into existing training and operational protocols.

PUBLIC SAFETY

- Jason Cain hired as Public Safety Supervisor.
- Public Safety team expanded to 22 officers by January 20.

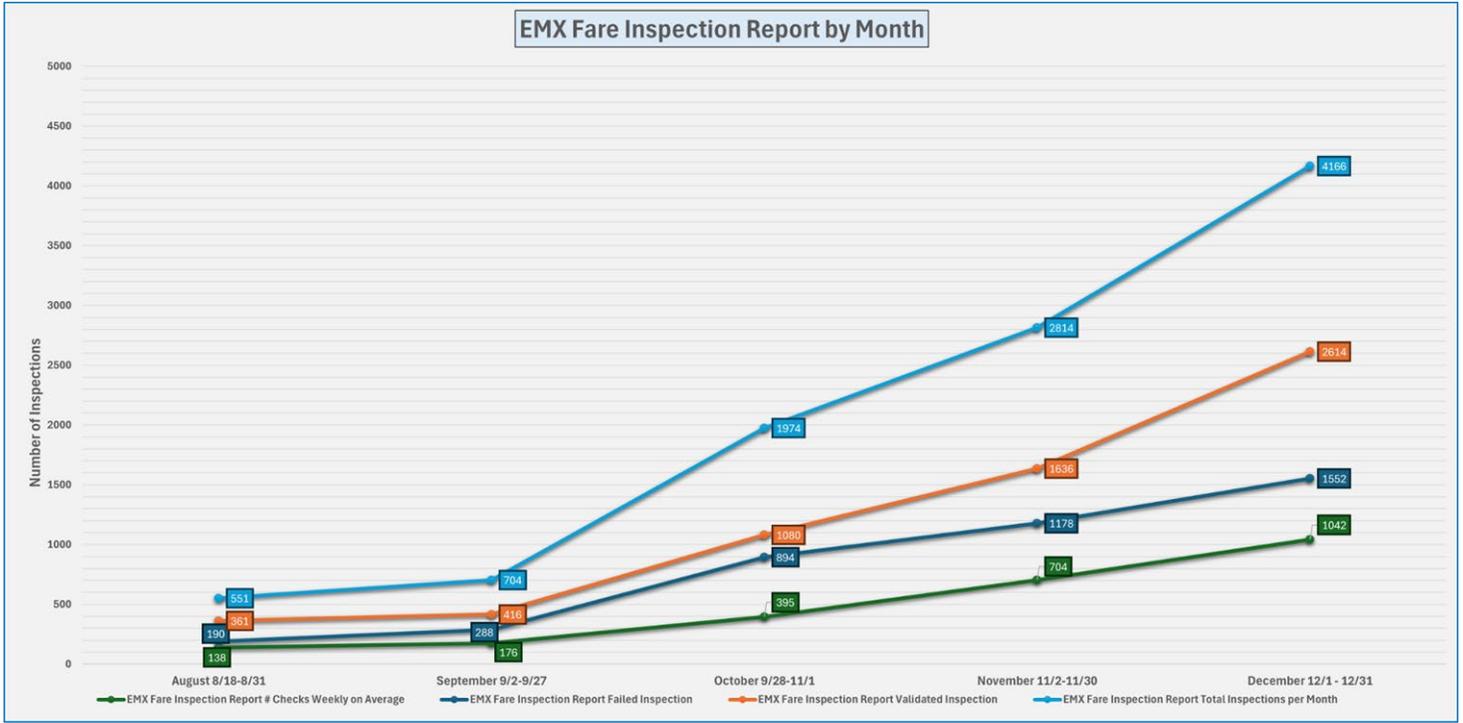
TRANSIT OPERATIONS

- First winter service bid successfully completed in new OCC.

EMX FARE INSPECTION CHART



Lane Transit District Monthly Department Reports Reporting Period: December 1-31, 2026



**LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
January 2026**

Contracts									
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	CONTRACT INCREASE/TASK ORDER AMOUNT	NEW CONTRACT VALUE	SIGNER	NOTES
1/12/2026	Collaborative Economic Development Oregon	Promotional Partnership of Bridge Lane Event	In-Kind Trade	Jan 12, 2026 - Feb 4, 2026	\$0.00	N/A	N/A	E. Breitenstein	New Agreement
1/14/2026	Courval Scheduling, Inc.	Hastus Technical Training and Assistance	Personal Services	Mar 25, 2024 - Mar 24, 2027	\$50,906.00	N/A	N/A	D. Roth	Amendment to extend the term of the agreement, update Key Personnel and incorporate Contractor's 2026 Rate Sheet.
1/19/2026	Chambers Construction	Eugene Station Painting	Task Order	Dec 22, 2025 - Oct 15, 2026	\$8,500,000.00	\$284,973.00	N/A	J. McCormack	Task Order to paint Eugene Station facilities.
1/23/2026	Darren Muci	Procurement Technical Assistance	Personal Services	Feb 1, 2026 - Jan 31, 2028	\$207,000.00	N/A	N/A	J. DeJong	New Agreement
1/23/2026	WSP USA, Inc.	Grant Support Services	Personal Services	Jan 1, 2026 - Dec 31, 2028	\$110,000.00	N/A	N/A	P. Strutz	New Agreement
1/27/2026	City of Florence	Florence Mobility Hub Planning Project	Intergovernmental Agreement	Jan 1, 2026 - Dec 31, 2026	\$230,000.00	N/A	N/A	C. Rees	New Agreement
1/28/2026	Chambers Construction	Eugene Station Heat Pump Replacement	Task Order	Jan 21, 2026 - Jun 30, 2026	\$8,500,000.00	\$241,138.00	N/A	J. McCormack	Task Order to replace Heat Pump at Eugene Station.
1/30/2026	Planet Technologies, Inc.	M365 Trusted Advisor	Personal Services	Jan 1, 2025 - Apr 30, 2026	\$149,940.00	N/A	N/A	A. Reichert	Amendment to extend the term of the agreement for another three months.
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
1/8/2026	DevNW	Non-Profit Pass	Revenue Agreement	Jan 1, 2026 - ongoing	varies	N/A	varies	C. Rees	New Agreement
1/12/2026	Valley River Inn	Group Pass	Revenue Agreement	Feb 1, 2026 - ongoing	\$11,251.92	N/A	173	E. Breitenstein	New Agreement
1/23/2026	6KS Campbell	Group Pass	Revenue Agreement	Feb 1, 2026 - ongoing	\$2,601.60	N/A	40	E. Breitenstein	New Agreement
Lease/Revenue Agreements									
DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	CONTRACT INCREASE AMOUNT	NEW CONTRACT VALUE	SIGNER	NOTES
1/9/2026	City of Eugene	310 Garfield Lease Agreement	Lease Agreement	Aug 23, 2021 - Jun 30, 2026	\$18,900.00	N/A	N/A	J. McCormack	Amendment to extend the lease term another 4 months.



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: Monthly Financial Report

Prepared By: Pamela Strutz, Chief Financial Officer

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. This report represents preliminary year-to-date results through December 2025.

Summary of Key Highlights

- Revenue: \$54.2M (35.4% of annual budget) — up from \$42.8M (28.6%) same time last year.
- Expenditures: \$55.7M (36.4% of budget) — up from \$48.1M (32.1%) FY25.
- Net Position: Preliminary deficit \$-1.5M, due to timing of ODOT/STIF quarterly reconciliations and Federal grant drawdowns.

General Fund Snapshot

- Revenue: \$37.7M (47.1% of budget), driven by strong payroll tax receipts (\$29.5M, 50.1%), interest earned ahead of budget \$1.3M (60.1% of budget), local assistance \$30k is Wellness grant from PacificSource.
- Expenditures: \$34.0M (40.2% of budget), front-loaded IT and training costs are smoothing out, annual VEBA contribution is in January so that expense not reflected.

Non-General Funds

- Revenue: \$16.5M (22.6% of budget), timing of capital projects drawdowns.
- Expenditures: \$21.7M (31.6% of budget), led by capital project activity.

Outlook

- Trends align with budget expectations and seasonal timing.
- Slight growth in fares, strong growth in payroll tax revenue at 10%.
- Focused work by grants staff to reconcile and drawdown on eligible expenses.
- Expenses show below budget year-to-date, parts and fuel showing significant savings from budgeted amounts, open positions, and timing of fleet purchases (Capital Fund).
- Property insurance and VEBA contribution are annual expenses occurring in January.

Attachments:

- (1) Lane Transit District Financial Report

Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the 6 Months Ending December 31, 2025
(For Internal Use only - not audited)

Revenue: General Fund	FY26 Budget	Actual to date	% Budget	FY25 Budget	Actual to date	% Budget
Fares & Passes	\$ 2,467,065	\$ 1,247,536	50.6%	\$ 2,839,500	\$ 1,181,738	41.6%
Group Passes	1,959,760	866,802	44.2%	2,137,000	813,262	38.1%
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	29,492,612	50.1%	53,873,247	26,399,890	49.0%
Self-Employment Tax	2,400,000	482,170	20.1%	2,685,256	787,547	29.3%
State In-Lieu-of Tax	735,000	378,912	51.6%	841,922	404,227	48.0%
Interest Income	2,235,000	1,344,352	60.1%	1,200,000	1,311,068	109.3%
Federal Assistance	4,700,000	2,657,341	56.5%	9,650,000	-	0.0%
State Assistance	5,350,000	852,152	15.9%	3,350,000	652,985	19.5%
Local Assistance	-	30,000	0.0%	-	-	0.0%
Misc Revenue, Records, Recovery	391,200	84,295	21.5%	320,000	229,143	71.6%
Procedes from Sale of Asset	1,000,000	189,050	-	-	-	-
Total General Fund Revenue	\$ 80,195,727	\$ 37,748,522	47.1%	\$ 77,074,325	\$ 31,891,746	41.4%

Revenue: Non-General Funds						
Capital Projects Fund	\$ 25,468,336	\$ 6,330,529	24.9%	\$ 29,964,985	\$ 21,380	0.1%
Medicaid Fund	\$ 19,082,519	7,759,080	40.7%	17,651,250	7,342,910	41.6%
Mobility Services Fund	15,818,716	1,811,419	11.5%	14,383,989	3,273,102	22.8%
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	554,190	50.4%	200,000	294,620	147.3%
Transfer from General Fund	6,805,750	106	0.0%	8,018,285	-	0.0%
Total Non-General Funds Revenue	\$ 72,783,105	\$ 16,455,323	22.6%	\$ 72,704,066	\$ 10,932,012	15.0%

Total All Revenue	\$ 152,978,832	\$ 54,203,845	35.4%	\$ 149,778,391	\$ 42,823,757	28.6%
--------------------------	-----------------------	----------------------	--------------	-----------------------	----------------------	--------------

Expenditures: General Fund	FY26 Budget	Actual to date	% Budget	FY25 Budget	Actual to date	% Budget
Business Intelligence	\$ 695,318	\$ 354,648	51.0%	\$ 390,942	\$ 231,557	59.2%
Compliance	844,112	358,258	42.4%	499,533	207,896	41.6%
Customer Services	1,213,192	523,859	43.2%	989,734	469,679	47.5%
Executive Office	3,038,988	1,415,312	46.6%	2,643,621	1,130,614	42.8%
Facilities Management	3,754,918	1,511,079	40.2%	3,378,166	1,459,091	43.2%
Finance	1,889,065	949,655	50.3%	1,674,277	898,178	53.6%
Fleet Management	7,169,937	3,395,201	47.4%	6,532,179	3,074,110	47.1%
Human Resources	5,947,557	2,458,772	43.7%	5,015,806	2,603,506	51.6%
Information Technology	4,973,918	2,499,916	50.3%	4,418,157	2,276,205	51.5%
Insurance & Risk Services	2,896,671	1,311,579	45.3%	2,280,058	1,033,947	45.3%
Intelligent Transport Systems	882,578	366,351	41.5%	707,308	155,735	22.0%
Marketing	1,932,746	795,440	41.2%	2,181,372	648,412	30.1%
Materials Management	6,394,400	2,051,522	32.1%	6,209,500	1,768,193	28.5%
Mobility Services	411,521	167,035	40.6%	520,756	154,703	29.7%
Planning & Development	1,041,317	457,169	43.9%	874,437	391,707	44.8%
Procurement	1,377,563	643,675	46.7%	1,478,312	665,707	45.0%
Public Safety Services	3,047,701	1,211,292	39.7%	2,826,624	867,493	30.7%
Special Events/Contingency	98,000	-	0.0%	50,000	-	0.0%
Transit Operations	30,016,065	13,373,440	44.6%	28,310,220	12,141,265	42.9%
Transit Training	60,186	155,658	40.6%	65,620	7,700	11.7%
Transfer To Other Funds	6,805,750	106	0.0%	8,018,285	-	0.0%
Total General Fund Expense	\$ 84,491,503	\$ 33,999,968	40.2%	\$ 79,064,907	\$ 30,185,698	38.2%

Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the 6 Months Ending December 31, 2025
(For Internal Use only - not audited)

Expenditures: Non-General Funds	FY26 Budget	Actual to date	% Budget	FY25 Budget	Actual to date	% Budget
Capital Projects Fund	\$ 31,096,336	\$ 8,964,503	28.8%	\$ 36,640,620	\$ 5,921,795	16.2%
Medicaid Fund	19,410,269	8,022,868	41.3%	17,979,000	7,748,625	43.1%
Mobility Services Fund	16,318,716	4,641,371	28.4%	14,893,989	4,187,762	28.1%
Point2Point	263,265	45,480	17.3%	699,875	23,493	3.4%
Sustainable Services Fund	1,398,743	-	0.0%	500,000		0.0%
Total Non-General Funds Expense	\$ 68,487,329	\$ 21,674,222	31.6%	\$ 70,713,484	\$ 17,881,676	25.3%
Total All Expense	\$ 152,978,832	\$ 55,674,190	36.4%	\$ 149,778,391	\$ 48,067,374	32.1%
	0					
Net Surplus (Deficit) (Total Revenue less Total Expense)	\$ (1,470,344)			\$ (5,243,616)		



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **Title:** Consent Agenda

Prepared By: Brianna Gutierrez-Thorne, Board Liaison Officer

Action: Approval

Consent Agenda:

- Approval of Monthly Finance Report
- Adoption of Resolution No. 2026-0218-04, appointing a member to LTD's Strategic Planning Committee.
- Approving the Amendment to the CEO Employment Agreement

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



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: Appointment of New SPC Advisory Committee Members

Prepared By: Brianna Gutierrez-Thorne, Board Liaison Officer

Action: Adoption

Agenda Item Summary: The purpose of this item is to seek Board adoption of Resolution 2026-02-18-04, appointing new members to Lane Transit District’s (LTD’s) Strategic Planning Committee (SPC).

Background: The SPC provides independent advice and recommendations to LTD’s Board of Directors on strategic planning issues that advance the goals of the Long-Range Mobility Plan and other planning priorities.

The appointment of new SPC members will fill three committee vacancies: two designated for key local partners (the Cities of Eugene and Springfield) and one designated for a targeted interest area (the Oregon Department of Transportation [ODOT]).

- **City of Eugene and City of Springfield Representative (Informational)**

The SPC Bylaws identify the City of Eugene and City of Springfield representatives as a “key local partner” member. This seat is appointed by the respective governing body pursuant to SPC Bylaws Section 2(b)(i).

The City of Eugene has appointed Eugene Mayor Kaarin Knudson to serve as its SPC representative, with her term on the SPC ending June 30, 2027. This update is provided for informational purposes, and no LTD Board action is required.

The City of Springfield has appointed City Councilor Andrew Buck to serve as its representative on LTD’s SPC, with his term on the SPC ending June 30, 2027. This appointment is made by the City pursuant to SPC Bylaws Section 2(b)(i) and is presented to the Board for informational purposes and committee continuity.

- **ODOT Representative (Board Action Requested)**

The SPC Bylaws identify ODOT as a targeted interest area included among the remaining Committee members appointed by the LTD Board pursuant to SPC Bylaws Section 2(b)(ii).

In accordance with the SPC Bylaws vacancy provisions, when a vacancy occurs for a member appointed under Section 2(b)(ii), the Board appoints a successor to serve the unexpired portion of the term.



Lane Transit District Agenda Item Summary (AIS)

LTD and ODOT staff recommend approving the appointment of Bill Johnston, Area 5 Planner, as the ODOT representative to maintain continuity of state transportation planning and multimodal expertise on the SPC.

Attachments:

- (1) Resolution No. 2026-02-18-04
- (2) New SPC Committee Members Biography

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

Proposed Motion: I move to adopt Resolution 2026-02-18-04: appointing a member to the Lane Transit District Strategic Planning Committee.



RESOLUTION NO. 2026-02-18-04

APPOINTING A MEMBER TO THE LANE TRANSIT DISTRICT STRATEGIC PLANNING COMMITTEE

WHEREAS, The Strategic Planning Committee (SPC) was established by LTD’s Board of Directors in Resolution No. 2016-12-12-041, a resolution re-chartering the EMX Steering Committee as the SPC; and

WHEREAS, the SPC provides LTD’s Board of Directors with independent advice and recommendations on strategic planning issues related to advancing the goals of the Long-Range Mobility Plan and other planning priorities; and

WHEREAS, the SPC Bylaws identify the Oregon Department of Transportation (ODOT) as a targeted interest area included among the Committee members appointed by LTD’s Board pursuant to SPC Bylaws Section 2(b)(ii); and

WHEREAS, in accordance with the SPC Bylaws vacancy provisions, when a vacancy occurs for a member appointed under Section 2(b)(ii), the Board appoints a successor to serve the unexpired portion of the term; and

WHEREAS, LTD and ODOT staff recommend approving the appointment of Bill Johnston as the ODOT representative to maintain continuity of state transportation planning and multimodal expertise on the SPC.

NOW, THEREFORE, BE IT RESOLVED, that Lane Transit District’s Board of Directors appoints the following member to the SPC for the term set forth below:

<u>Member</u>	<u>Term Ending</u>
Bill Johnston	6/30/2027

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18TH DAY OF FEBRUARY 2026.

Susan Cox, Board President



Strategic Planning Committee Onboarding Members



Bill Johnston

Area 5 Planner, Oregon Department of Transportation

Bio

Bill Johnston is a transportation planner for the Oregon Department of Transportation (ODOT), located in the Springfield office. He has worked for ODOT since 2010. He previously worked as a land use planner for several cities and counties in Washington and Colorado. He also worked for a large Metropolitan Planning Organization (MPO). Bill has an undergraduate degree in Civil Engineering from the University of Colorado, and graduate degrees in Urban Planning and Public Administration from the University of Virginia.



Andrew Buck

Springfield City Councilor, Ward 4

Bio

Andrew Buck has spent most of his life in the Eugene Springfield area and has been an Oregonian his entire life. He attended Southern Oregon University and has lived in Springfield with his family for the past 20 years.

Andrew values community service, connection, and stewardship, principles he learned from his father and strives to carry forward. He is a member of the Springfield Rotary Club and has served as an active member of the Willamalane Budget Committee.

Andrew is inspired by his two children, ages 10 and 15, who drive his commitment to public service. He believes in helping shape a strong and thoughtful future for Springfield, one that supports families, builds opportunity, and reflects the community values that make the city a great place to live.



Strategic Planning Committee Onboarding Members



Mayor Kaarin Knudson

Mayor of Eugene, OR

Bio

Mayor Kaarin Knudson is an architect, writer, and educator with more than 25 years' experience in design, sustainability, and community building. Trained as a journalist before becoming an architect, her work has always focused on people and place. In 2017, after a decade in architectural practice, she organized the public-interest project Better Housing Together to address Lane County's housing crisis. This work supported the creation of Eugene's Affordable Housing Trust Fund, Lane County's first Affordable Housing Action Plan, and Oregon's landmark middle housing reforms. In 2024, she was elected with 73% of the primary vote and 96% in the general election.

Mayor Knudson teaches planning and urban design at the University of Oregon, and she speaks at regional and national conferences about sustainable cities, housing, and the work of guiding community change. She is co-author of the new textbook, *The Sustainable Urban Design Handbook* (Routledge).

**SECOND AMENDMENT TO AMENDED AND RESTATED
LANE TRANSIT DISTRICT EMPLOYMENT AGREEMENT**

This Second Amendment to the Amended and Restated Lane Transit District Employment Agreement (this “Second Amendment”) is made and entered into effective as of November 1, 2025 (the “Effective Date”) by and between Lane Transit District, a municipal corporation of the State of Oregon (“LTD”) and Jameson Auten (“Mr. Auten” or “Employee”).

RECITALS

- A. LTD is a special purpose mass transit district organized and operated pursuant to ORS Chapter 267. The Board of Directors of LTD (the “Board”) is authorized pursuant to ORS 267.200(5) to enter into contracts on behalf of LTD and to appoint and fix the salary of the Chief Executive Officer (“CEO”).
- B. On August 18, 2022, the Board, on behalf of LTD, entered into a contract with Mr. Auten to serve as LTD’s CEO, effective November 7, 2022 (the “Original Agreement”). The Original Agreement was replaced and superseded by the Amended and Restated Lane Transit District Employment Agreement, effective November 1, 2023 (the “Amended and Restated Agreement”).
- C. The Board approved the First Amendment to the Amended and Restated Lane Transit District Employment Agreement, effective November 1, 2024 (the “First Amendment”), which modified certain terms of the Amended and Restated Agreement. The First Amendment and the Amended and Restated Agreement are collectively referred to herein as the “Agreement.”
- D. The Board, on behalf of LTD, and Mr. Auten, desire to enter into this Second Amendment to adjust Mr. Auten’s compensation and extend the term of this Agreement.
- E. Capitalized terms used but not defined herein shall have the meaning given to such terms in the Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are expressly incorporated herein, the Parties agree as follows:

- 1. **Salary.** Section 2 (a) of the Amended and Restated Agreement, as modified by the First Amendment, is hereby deleted in its entirety and replaced with the following:

“a. **Salary.** Except as otherwise set forth herein, as of the Effective Date, Employee’s annual salary shall be \$320,000. In addition to the foregoing, Employee shall also be entitled to a Cost of Living Adjustment (“COLA”), the same as that paid to other management staff.”

2. **Term of Employment.** Section 3 of the Amended and Restated Agreement is hereby deleted in its entirety and replaced with the following:

“3. **Term of Employment.** The term of Employee’s employment with LTD as CEO commenced on November 7, 2022 and shall continue to November 7, 2027 (the “**Initial Term**”). In addition to the foregoing, and after the conclusion of the Initial Term, Employee’s employment with LTD as CEO shall continue to November 7, 2029 (the “**Additional Term**”). Notwithstanding the foregoing, and except as otherwise expressly provided herein, Employee is an “at will” employee. This Agreement can be extended or otherwise amended pursuant to the provisions of Section 6(h).”

3. **Merger.** This Second Amendment constitutes the final and exclusive agreement between the Parties on the matters contained in this Second Amendment. All earlier and contemporaneous negotiations and agreements between the Parties on the matters contained in this Agreement are expressly superseded by this Second Amendment.

4. **Continued Effectiveness of the Agreement.** Except as expressly amended by this Second Amendment, the Agreement continues unchanged and in full force and effect.

5. **Counterparts.** This Second Amendment may be executed in counterparts, each of which shall be deemed an original and when taken together shall constitute one and the same agreement.

IN WITNESS WHEREOF, the Parties have caused this Second Amendment to be signed by their duly authorized representatives as of the Effective Date.

LANE TRANSIT DISTRICT

EMPLOYEE

By: _____
Susan Cox, Board President

By: _____
Jameson Auten

Date: _____

Date: _____



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: Transfer Battery Electric Buses from Lane Transit District to Los Angeles County Metropolitan Transportation Authority

Prepared By: Michael Hursh, Deputy Chief Executive Officer

Action: Adoption of Resolution No. 2026-02-18-05; authorizing the transfer of nineteen 2021 New Flyer battery electric buses from Lane Transit District (LTD) to the Los Angeles County Metropolitan Transportation Authority.

Agenda Item Summary:

Authorize Lane Transit District's Chief Executive Officer to transfer nineteen 19 2021 New Flyer battery electric buses to the Los Angeles County Metropolitan Transportation Authority (METRO). As part of the proposed transfer:

- METRO will assume the remaining federal interest for each vehicle, as detailed in Attachment A.
- METRO will be responsible for all shipping, transportation, and related transfer expenses.
- Upon authorization by both LTD's Board of Directors and METRO's Board of Directors, final approval by the Federal Transit Administration (FTA) is still required prior to completion.
- Completion of this transfer will reduce LTD's fleet spare ratio from approximately 43% to 23%, moving closer to the FTA-recommended 20% spare ratio.

This action benefits both agencies by enabling LTD to better meet FTA fleet management requirements and operate a more reliable fleet, while supporting METRO's preparation for the 2028 Summer Olympics and its transition to a 100% zero-emission bus fleet by 2040 in accordance with California Air Resources Board requirements.

Attachments:

- (1) Attachment A – Remaining Federal Interest by Vehicle
- (2) Resolution 2026-02-18-05

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

Proposed Motion: I move to adopt Resolution No. 2026-02-18-05; authorizing the transfer of nineteen 2021 New Flyer battery electric buses from Lane Transit District (LTD) to the Los Angeles County Metropolitan Transportation Authority.



RESOLUTION NO. 2026-02-18-05

AUTHORIZING THE TRANSFER OF NINETEEN 2021 NEW FLYER BATTERY ELECTRIC BUSES FROM LANE TRANSIT DISTRICT TO THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY

WHEREAS, Lane Transit District (LTD) owns nineteen (19) 2021 New Flyer battery electric buses purchased with Federal Transit Administration (FTA) assistance; and

WHEREAS, the Los Angeles County Metropolitan Transportation Authority (METRO) has requested to assume ownership of these vehicles; and

WHEREAS, METRO has agreed to assume the remaining federal interest associated with each vehicle, as detailed in Attachment A to the associated agenda item summary; and

WHEREAS, METRO has agreed to pay all shipping, transportation, and related transfer costs associated with the transfer of the vehicles; and

WHEREAS, federal regulations require approval from the Federal Transit Administration (FTA) for the transfer of federally funded assets; and

WHEREAS, the proposed transfer is contingent upon authorization by both LTD's Board of Directors and METRO's Board of Directors, and final approval by the FTA;

NOW, THEREFORE, BE IT RESOLVED that LTD's Board of Directors hereby authorizes the transfer of 19 2021 New Flyer battery electric buses to METRO; and

BE IT FURTHER RESOLVED that LTD'S Chief Executive Officer, or their designee, is authorized to execute all agreements and documents necessary to effectuate the transfer, contingent upon METRO assuming the remaining federal interest in the vehicles, payment of all shipping and related transfer costs by METRO, and receipt of final approval from the FTA; and

BE IT FURTHER RESOLVED that LTD's Chief Executive Officer, or their designee, is authorized to take any additional actions necessary and appropriate to carry out the intent of this resolution.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18TH DAY OF FEBRUARY 2026.

Susan Cox, Board President



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: 2025-2027 STIF Formula Plan Amendment

Prepared By: Pamela Strutz, Chief Financial Officer

Action: Adoption of Resolution No. 2026-02-18-06, authorizing the Chief Executive Officer to submit an application seeking modification of the 2025-2027 STIF formula plan.

Agenda Item Summary:

In October 2024, the Oregon Transportation Commission (OTC) adopted Oregon Administrative Rule 732-042-0045 allowing Qualified Entities (QEs), like Lane Transit District, to amend their STIF Formula Plan once each biennium. The spirit of this amendment is to allow QEs to adjust their plan amount to facilitate putting the revenues to work doing good in their regions rather than holding over to the next biennium. The amendment is limited. In short, if there is additional funding for a QE to spend because they 1) had more carryforward funding than anticipated, or 2) if revenues are exceeding estimates, a QE can amend their plan mid-biennium to adjust the total value of their STIF Formula Plan to reflect these findings.

On December 18, 2024, LTD’s Board of Directors approved the 2025-2027 Statewide Transportation Improvement Fund Formula Plan outlining programs to be funded for the biennium effective July 1, 2025 – June 30, 2027. The plan approved and allocated \$37,164,663 across two projects, each with multiple tasks. This \$8.7 million carryforward comes from many projects over the previous biennium. One example is the purchase of fixed route vehicles to support our operations; we had expectations they would be received prior to July 2, 2025. Due to the long lead-times for vehicles, LTD ended the biennium with planned vehicles we had not yet received. In aggregate with other projects that underspent, this resulted in an increase in our carry-forward. This justifies seeking an amendment to allow unspent funds to be allocated toward other existing STIF projects and tasks in the current STIF Plan.

The \$8.7 million is carryforward, unspent from the last biennium. As such, it is considered one-time funding. LTD staff’s recommendation focuses on non-operational projects that can most effectively benefit from this one-time infusion. LTD staff propose amending the current STIF plan (attached as spreadsheet) to incorporate updated allocations to the following STIF projects:

Proposed Changes (Additions):		
Task 13 Fixed Route Bus Service	\$237,000	Replace what had been transferred to Task 21 for River Road Bus Stop Project
Task 20 Fixed Route Vehicles	\$3,260,000	Additional funding for 60’ Articulated buses that need to be ordered now due to long lead time



Lane Transit District Agenda Item Summary (AIS)

Task 21 Transit Access Safety Improvement	\$110,000	River Road Bus Stop Safety Project (additional to \$237,000 already transferred from Fixed Route Bus Service)
Task 28 Fare Management	\$4,400,000	Expand/replace fare collection system (project management, hardware & software)
Task 33 Contingency	\$697,667	This is allocating a portion of the carryover funds to Contingency, to be available for changes in task costs during the biennium.
Total Plan Increase	\$8,704,667	

Attachments:

- (1) 2025-2027 STIF Formula Fund Table
- (2) Resolution No. 2026-02-18-06

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

Proposed Motion: Adoption of Resolution No. 2026-02-18-06, authorizing the Chief Executive Officer to submit an application seeking modification of the 2025-2027 STIF formula plan.



RESOLUTION NO. 2026-02-18-06

AUTHORIZING THE CEO TO SUBMIT AN APPLICATION SEEKING MODIFICATION OF THE 2025-2027 STIF FORMULA PLAN

WHEREAS, House Bill 2017, Keep Oregon Moving made a significant investment in transportation to help advance what Oregonians value – a vibrant economy with good jobs, strong communities with a high quality of life, a clean environment, and safe, healthy people;

WHEREAS, a centerpiece of Keep Oregon Moving is the Statewide Transportation Improvement Fund (STIF) that provides a dedicated source of funding to expand public transportation service in Oregon communities;

WHEREAS, HB 2017 designates LTD as the Qualified Entity (QE) for the purpose of administering the STIF planning process and receiving and distributing STIF funds for Lane County to Public Transportation Service Providers;

WHEREAS, OAR 732-042-0045 authorizes QE's to request a STIF plan amendment if additional carryforward funds are identified after the approval of the plan;

WHEREAS, LTD has set forth the details of this proposed Amendment, allowable under the OAR;

NOW, THEREFORE, BE IT RESOLVED by the LTD Board of Directors authorizes the LTD CEO to submit an application seeking modification of the 2025-2027 STIF Formula Plan, consistent with the proposed amendments presented, to support effective planning, deployment, operation and administration of STIF-funded public transportation programs and projects.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18TH DAY OF FEBRUARY, 2026.

Susan Cox, Board President



Lane Transit District Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: 2026-02-18-2026-DEQ Clean Fuels Program Credit Sale Agreement

Prepared By: Pamela Strutz, Chief Financial Officer

Action: Adoption of Resolution No. 2026-02-18-07, authorizing the Chief Executive Officer to enter into a clean fuels program credit sale agreement with Act Fuel, inc. authorizing the sale of 7,625 Oregon clean fuels program credits.

Agenda Item Summary: LTD is requesting authorization to execute the sale of 7,625 Clean Fuel Credits to ACT Fuel, Inc. at a current market price of \$166.25 per credit, resulting in a total transaction value of \$1,267,656.25. DEQ has developed the Oregon Fuel Reporting System (OFRS) to implement the Clean Fuels Program (CFP) and collect data from fuel suppliers for the Greenhouse Gas Reporting Program. The OFRS was developed to combine the existing reporting requirements for fuels suppliers under the Greenhouse Gas Reporting Program (GHG RP, OAR 340-215) and the Clean Fuels Program (CFP, OAR 340-253). Only businesses registered with CFP or the Greenhouse Gas Reporting Program are allowed access to the system. Regulated parties and credit generators submit quarterly progress reports that generate deficits and credits. Each quarter LTD records the kWh used at our bus charging stations and reports that to the DEQ. This data is converted to credits that can be purchased by companies to offset their greenhouse gas deficits. Regulated parties and credit generators can post on OFRS to transact (buy and sell) credits. On January 14, 2026 LTD posted 7,625 credits for sale on OFRS. The sale was posted through January 26, 2026. We received two offers, and the higher offer was accepted. We are requesting Board approval of this sale transaction.

Attachments:

- (1) Resolution No. 2026-02-18-07
- (2) Clean Fuel Program Average Price Per Credit
- (3) LTD's Energy Credit Report
- (4) Draft Clean Fuels Program Credit Sales Agreement

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

Proposed Motion: I move to adopt Resolution No. 2026-02-18-07; authorizing the Chief Executive Officer to enter into a clean fuels program credit sale agreement with Act Fuel, inc. authorizing the sale of 7,625 Oregon clean fuels program credits.



RESOLUTION NO. 2026-02-18-07

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CLEAN FUELS PROGRAM CREDIT SALE AGREEMENT WITH ACT FUEL, INC. AUTHORIZING THE SALE OF 7,625 OREGON CLEAN FUELS PROGRAM CREDITS

WHEREAS, LTD desires to sell 7,625 Oregon Clean Fuels Program Credits (the “CFP Credits”);

WHEREAS, LTD’s Fiscal Year 2025-2026 Budget did not include this source of funding due to changing market price conditions;

WHEREAS, LTD posted the CFP Credits for sale on DEQ’s Oregon Fuel Reporting System and received two offers, with the highest offer being for a current market price of \$166.25 per CFP Credit for a total transaction value of \$1,267,656.25; and (and

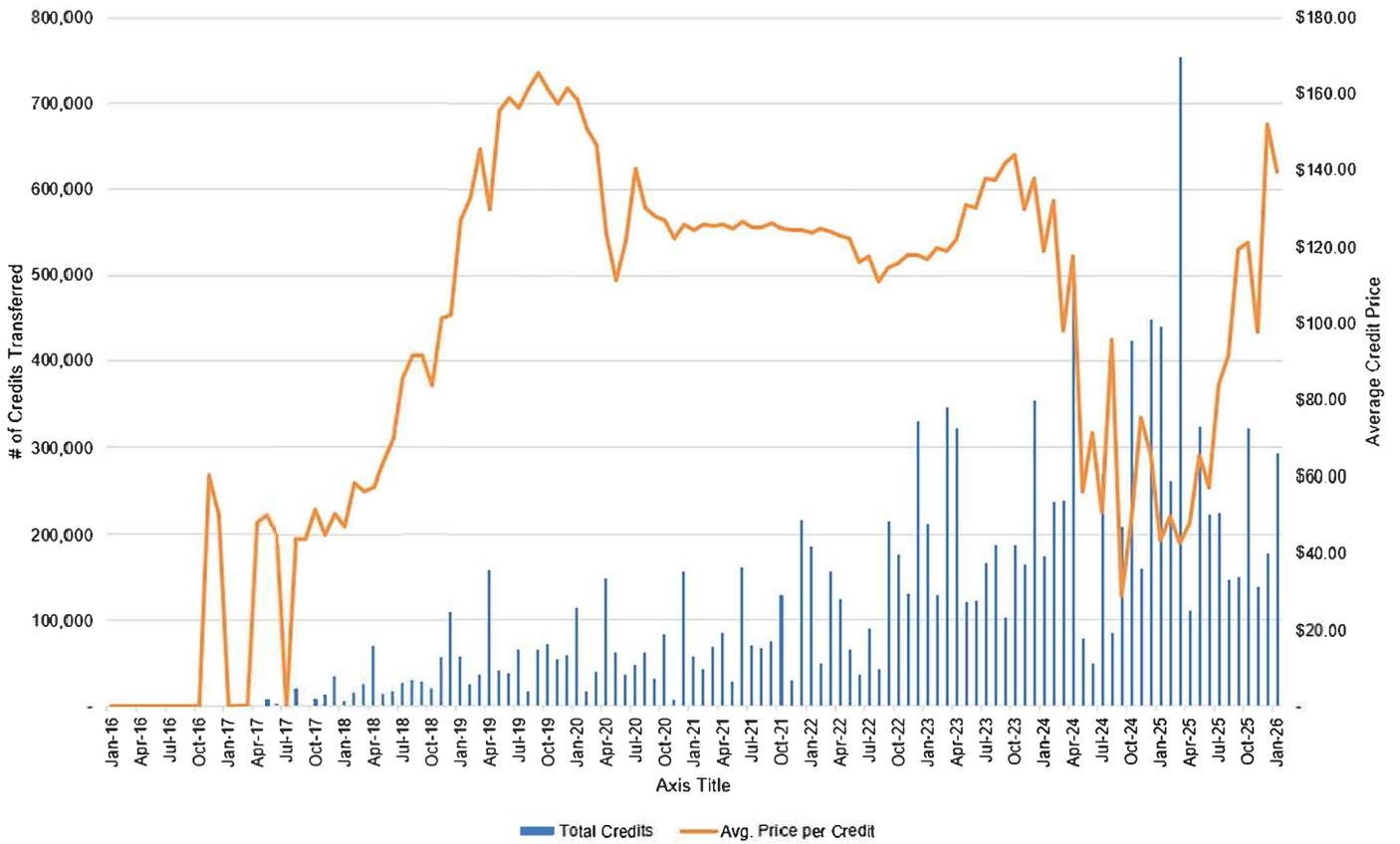
WHEREAS, pursuant to LTD resolution No. 2024-08-21-023, the LTD Board of Directors is the LTD Contract Review Board and is required to authorize all contracts that exceed \$250,000.

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

Once any protest period has passed and no protests being received and/or such protests being resolved in accordance with Oregon law and the LTD Procurement Policy, the Chief Executive Officer, or designee, is hereby authorized to: (a) negotiate and enter into a contract with ACT Fuels, Inc. for the purpose of selling Oregon Clean Fuels Program Credits in an amount of not less than \$166.25 per CFP Credit and on terms as approved by legal counsel.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 18TH DAY OF FEBRUARY, 2026.

Susan Cox, Board President



Credit Balance

	Compliance Year	Credit Balance (MT)	Deficit Balance (MT)	Net Balance (MT)	Last Post	Annual Summary
<input type="checkbox"/>	2025	7,625	0	7,625	11/25/2025	Summary To Date
<input type="checkbox"/>	2024	5,740	0	5,740	04/04/2025	Annual Summary
<input type="checkbox"/>	2023	3,838	0	3,838	04/29/2024	Annual Summary
<input type="checkbox"/>	2022	2,089	0	2,089	04/27/2023	Annual Summary
<input type="checkbox"/>	2021	656	0	656	04/27/2022	Annual Summary
<input type="checkbox"/>	2020	152	0	152	04/30/2021	Annual Summary
<input type="checkbox"/>	2019	117	0	117	04/29/2020	Annual Summary
<input type="checkbox"/>	2018	11	0	11	04/29/2020	Annual Summary

OREGON CLEAN FUELS PROGRAM CREDITS SALE AGREEMENT

This Oregon Clean Fuels Program Credits Sale Agreement (this “Agreement”) is entered into this 27th day of January, 2026 (“Effective Date”), by and between Lane Transit District, an Oregon Mass Transit District (“LTD”) and ACT Fuel, Inc. (“Buyer”).

LTD and Buyer may be referred to individually as a “Party” and collectively as the “Parties”; with reference to the following:

WHEREAS, LTD owns Oregon Clean Fuels Program Credits (“Credits”), under the Oregon Clean Fuels Program (“CFP”), pursuant to Oregon Revised Statutes (ORS) 468A.265 to 468A.277 and Oregon Administrative Rules (OAR) at Chapter 340, Division 253 (“CFP Rules”), as administered by the Oregon Department of Environmental Quality (“DEQ”); and

WHEREAS, LTD wishes to sell, and Buyer wishes to buy, a quantity of Credits subject to the terms of this Agreement;

NOW, THEREFORE, in consideration of the foregoing and the mutual promises contained herein, the Parties agree as follows:

1. Purchase and Sale. LTD agrees to sell to Buyer and Buyer agrees to purchase from LTD 7625 Credits (the “Contract Quantity”) for \$166.25 per credit (“Contract Price”) for a total purchase amount of \$1,267,656.25 (“Purchase Price”).

2. Payment. Buyer agrees to pay LTD the Purchase Price by wire or automated clearinghouse (“ACH”) transfer to the account described in Attachment 1 within ten (10) business days of the Effective Date. If LTD is not in receipt of the full Purchase Price within ten (10) business days of the Effective Date, LTD may, but is not obligated to, cancel and terminate this Agreement upon notice to Buyer, with no further obligation or liability of LTD hereunder. Any amounts unpaid hereunder shall bear interest at the prime rate of interest until paid.

3. Transfer. LTD shall, within ten (10) business days after receipt of payment in full for the Credits in accordance with the terms of this Agreement, initiate the appropriate State of Oregon CFP credit form utilizing the State of Oregon CFP online system pursuant to CFP Rules. LTD and Buyer shall work cooperatively and do all things necessary under the CFP and CFP Rules to record and effectuate the transfer of Credits provided for under the terms of this Agreement. In no event shall either Party have any liability to the other Party for any transfer not made on account of any change to the CFP or CFP Rules, including any change that cancels the CFP or terminates the registration of Credits to LTD under the CFP.

4. Representations and Warranties. Each Party represents and warrants to the other that: (i) it is duly organized and validly existing under the laws of the jurisdiction of its organization; (ii) it has the corporate, governmental, and other legal capacity and authority to enter hereinto and to perform its obligations hereunder; (iii) its obligations hereunder are valid, binding, and enforceable in accordance with their terms, subject to bankruptcy or similar laws affecting creditors’ rights generally; (iv) it is not relying upon any representations of the other Party other than those expressly set forth in this Section 4; (v) it has entered into this Agreement

with a full understanding of the material terms and risks of the same, and it is capable of assuming those risks; (vi) it has made its trading and investment decisions based upon its own judgment and any advice from such advisors as it has deemed necessary and not in reliance upon any view expressed by the other Party; (vii) it has not received from the other Party any assurances or promises regarding any financial results or benefits under this Agreement; and (viii) it is registered with the DEQ under the CFP and authorized to transact in Credits pursuant to the CFP Rules.

5. Exclusions. The Credits are sold “as is” with all faults and without any warranty or guarantee of any kind. Other than the representations and warranties in section 4, LTD makes no, and specifically excludes all, representations, warranties or guaranties, express or implied, regarding the Credits, including merchantability or fitness for any purpose, the usability or suitability of the Credits for Buyer’s intended use, any promises respecting invalidation, or whether or not the DEQ will accept or permit the Credits to be used to satisfy any of Buyer’s obligations or regulatory requirements under Oregon law, including but not limited to the CFP.

6. Limitation on Damages. In no event shall either party be liable for any lost or prospective profits or any special, punitive, exemplary, consequential, incidental or indirect losses or damages, in tort, contract, or based on any other legal or equitable theory, under or in respect of this agreement, whether or not arising from such party’s sole, joint or concurrent negligence and whether or not such party has been advised of the possibility of such damages.

7. No Waiver of Immunities and Legal Protections. Nothing in this Agreement and the sale of Clean Fuel Program credits, including any section purporting to confer jurisdiction, choice of law, venue, damages, remedies, or enforcement mechanisms, shall be construed as a waiver or relinquishment by LTD of any immunity, defense, protection, limitation, or right available under the Oregon Constitution, Oregon statutory law (including the Oregon Tort Claims Act, ORS 30.260–30.300), or any other applicable law. No provision of this Agreement shall be interpreted to consent to suit against LTD in any forum beyond the extent expressly authorized by statute.

8. Setoff. LTD may, at its election, set off any or all amounts which the Buyer owes to it, whether under this Agreement or otherwise and whether or not then due, against any or all amounts which it owes to LTD, whether under this Agreement or otherwise and whether or not then due.

9. Dodd-Frank Act. With reference to 77 Fed. Reg. 48233-35, the Parties enter hereinto with the understanding that this is a forward transaction in an environmental commodity, excluded from the definition of swap.

10. Governing Law; Jurisdiction. This Agreement is entered into in, and will be governed by and construed in accordance with the laws of, the State of Oregon. Each Party consents to the exclusive venue and jurisdiction of any state or federal court sitting in Eugene, Oregon, for all actions and proceedings arising out of or relating to this agreement. In the event judicial proceedings are instituted by either Party, the prevailing Party will be entitled to award of its costs and attorneys’ fees incurred in connection with such proceedings.

11. Notices. Notices will be given as follows or to such other address as may be

provided by a Party from time to time in writing, and will be effective upon receipt:

LTD:
Attn: Pamela Strutz
P.O. Box 7070
Eugene, Oregon 97475
Email: pamela.strutz@ltd.org

Notice to Buyer:

ACT Commodities
Attn: [REDACTED]
437 Madison Avenue
Floor 17
New York, NY 10022
Email: [REDACTED]

12. Entire Agreement; Counterparts. This Agreement constitutes the entire agreement between the Parties with respect to its subject matter, and completely and fully supersedes all other prior understandings or agreements, both written and oral, between the Parties relating to the subject matter hereof. This Agreement may only be amended in a writing and signed by both Parties. This Agreement may be executed in counterparts, including by a facsimile or e-mail transmission thereof, each of which is an original and all of which taken together constitute one and the same original instrument.

13. Assignment. Neither Party will transfer or assign all or any part of this Agreement or its rights or obligations hereunder or otherwise dispose of any right, title or interest herein without the prior written consent of the other Party.

14. No Third Party Beneficiaries. This Agreement confers no rights whatsoever upon any person other than the Parties and will not create, or be interpreted as creating, any standard of care, duty or liability to any person not a Party hereto.

15. Rules of Construction. Unless otherwise required by the context in which any term appears, (a) the singular includes the plural and vice versa; (b) all references to a particular entity include such entity's successors; (c) "herein," "hereof" and "hereunder" refer to this Agreement as a whole; (d) "including" means "including, without limitation" or "including, but not limited to"; (e) the words "shall" and "will" mean "must", and shall and will have equal force and effect and express an obligation; and (f) the word "or" is not necessarily exclusive. Each term hereof shall be construed simply according to its fair meaning and not strictly for or against either Party. The Parties have jointly prepared this Agreement, and no term hereof shall be construed against a Party on the ground that the Party is the author of that provision.

16. Further Assurances. Each Party agrees to provide such information, execute and deliver any instruments and documents and to take such other actions as may be necessary or reasonably requested by the other Party which are not inconsistent with the provisions of this

Agreement and which do not involve the assumptions of obligations other than those provided for in this Agreement, in order to give full effect to this Agreement and to carry out the intent of this Agreement.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed as of the Effective Date.

LTD

ACT FUEL, INC.

BY: _____
NAME: Jameson T. Auten
TITLE: Chief Executive Officer
DATE: _____

BY: _____
NAME: _____
TITLE: _____
DATE: _____

ATTEST:

BY: _____
NAME: Pamela Strutz
TITLE: Chief Financial Officer
BY: _____
NAME: Jerad DeJong
TITLE: Director of Procurement

Reviewed by: _____

DRAFT FOR REVIEW