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

Public Forum, Regular Business Meeting and Briefing
Wednesday October 21, 2026, 5:30 P.M.
Glenwood Administrative Office | Board Room
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 – October 2026
   - Monthly Performance Report
   - Monthly Department Reports
   - Delegated Authority Report
   - Strategic Business Plan Update
   - Human Resources Update
   - Investment Policy Update

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 2026-10-21-27, appointing two new members to the Statewide Transportation Improvement Fund (STIF) Advisory Committee
   - Adoption of Resolution 2026-10-21-28, authorizing the Chief Executive Officer to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing eight (8) cutaway buses for revenue service with our Ride Source service
   - Adoption of Resolution 2026-10-21-29, authorizing the Chief Executive Officer to enter into a contract with Pomp's Tire Service for the purpose of purchasing revenue bus tires, tire retreads, and tire repairs

7. **BUSINESS ACTION ITEMS**
   - Adoption of Resolution 2026-10-21-30, approving the LTD Artificial Intelligence (AI) Acceptable Use Policy

8. **ORDINANCES**
   - Ordinance No. 53 Amendment: Amending Lane Transit District Ordinance No. 53 to modify the District's Fare Structure by expanding eligibility for Honored Rider Fare benefits to current and former members of the United States Armed Forces (Second Reading)

9. **ADJOURN BUSINESS MEETING**

UPCOMING MEETINGS:

November 18 – November Board Meeting
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97403

December 16 – December Board Meeting
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97403

January 20, 2027 – January Board Meeting
Glenwood Administrative Office
3500 E 17th Avenue, Eugene, OR 97403

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

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **Title: Employee of the Month - October 2026**

Prepared By: Eric Evers, Director of Fleet Maintenance

Action: Information Only

Background:

Doug Covey, lead journey mechanic, has been selected to receive the October 2026 Employee of the Month. Doug was hired as a journeyman mechanic in August 1998, and during that time, Doug has received two Monthly Value Awards and was Employee of the Month in 2017.

> Doug Covey was nominated for his role in meeting a major battery electric bus (BEB) milestone! These BEBs have been challenging for a variety of reasons, including labor capacity, parts availability, as well as extended diagnosis and repair times. Recently, Doug challenged himself to get all 11 of the 20200 series BEBs buses available for service. As a "lead," this meant Doug was assigning work, taking calls from Transit Operations and other departments, and shifting resources throughout the day to meet operational requirements. Doug displayed determination, resilience, and collaboration and it paid off - by August 19, all 11 20200s were available for service! Doug worked with other members of Fleet, improving the whole team as he worked through this process. By taking the first step and not giving up, Doug ensured our riders have reliable transportation. Doug is the example of that we should all aspire to be. Great work, Doug!

When asked to comment on Doug's selection as EOM, Allen Shipp, Fleet Services Supervisor, said:

> Doug diligently works through difficult and ongoing issues, taking them on as a personal challenge. This is along with all of Doug's other responsibilities as lead mechanic while day shift has been without a supervisor. I credit Doug with my success as a mechanic, lead mechanic, and now as a supervisor. His advice and training when I was starting out was invaluable. Doug has always shown dedication to LTD's values and performs above and beyond.

Award:

Doug will attend the October 21, 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: Board Performance Report - October 2026 Board Meeting

Prepared By: Aimee Reichert, Director of Business Intelligence

Action: Information Only

Agenda Item Summary: The October 2026 Board Performance Report provides August 2026 results for fixed-route and EmX service, mobility services, fleet maintenance, customer service, operations, public safety, and accidents. The report compares current-month results with August 2025 and compares the rolling 12-month average with the prior 12-month period.

Highlights

- **Fixed-route and EmX ridership:** Combined ridership totaled 454,322, an increase of 5.2% from August 2025. The rolling 12-month average increased 2.3%. Total ridership per revenue hour was 21.61, up 1.4% from the prior-year month but down 2.1% on the rolling 12-month comparison. Preliminary Dollar Days of Summer results show that LTD provided 930,618 rides during the July–August promotion, 7.6% more than the comparable 2025 period and 4.3% above the estimated no-promotion baseline. (Note: results do not imply causation.)
- **Mobility services:** Total ridership reached 39,210, up 1.2% from August 2025 and 1.7% on the rolling 12-month comparison. Cottage Grove Connector, Rhody Express, Florence ADA, and Vanpool recorded strong current-month growth, while RideSource NEMT and Diamond Express declined.
- **Fleet maintenance:** Total maintenance cost per mile was $2.32, $0.06 higher than August 2025. The rolling 12-month average declined by $0.42 to $2.55, reflecting lower repair costs over the longer-term comparison.
- **Customer service:** Substantiated complaints totaled 6.82 per 100,000 boardings, up 3.35 from August 2025 and 0.46 on the rolling 12-month comparison. Compliments were 2.20 per 100,000 boardings, down 0.35 from the prior-year month but up 0.66 on the rolling 12-month comparison.
- **Operations:** The average operator count was 202, representing 94.0% of the goal of 215 and an increase of three operators from August 2025. Unanticipated absenteeism was 14.8%, above the 10% goal and 2.83 percentage points higher than the prior-year month.
- **Public safety:** Ordinance 36 violations were 10.61 per 100,000 revenue hours, up 0.78 from August 2025 and 1.83 on the rolling 12-month comparison. 14 assaults were reported, two fewer than in August 2025. The rolling 12-month average declined by 5.2 assaults.

Lane Transit District
Agenda Item Summary (AIS)

- **Accidents:** Eight accidents were reported, one fewer than in August 2025. The accident rate was 3.21 per 100,000 revenue miles, down 0.56 from the prior-year month and 0.08 on the rolling 12-month comparison.
- **Inspections:** The 2026 year-to-date fare validation rate reached 65.4%, up from 60.0% in 2025, with more than 31,500 inspections completed through August. Failed inspections declined approximately 61% from April to August, indicating improved fare compliance.

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

Attachment:

(1) Board Performance Report - August 2026

Board Performance Report

August 2026

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	175,357	166,740	5.2%	208,695	213,670	-2.3%
Fixed Route Service	278,965	265,126	5.2%	311,076	294,179	5.7%
Total	**454,322**	**431,866**	**5.2%**	**519,771**	**507,849**	**2.3%**

Revenue Hours

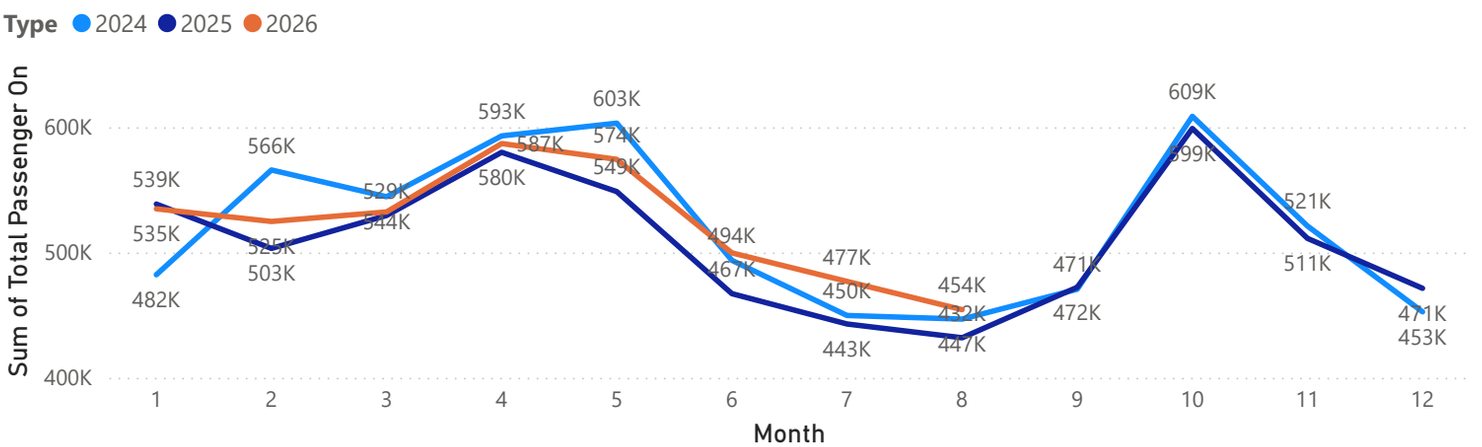
Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	5,355	5,353	0.0%	5,268	5,262	0.1%
Fixed Route Service	15,672	14,907	5.1%	15,751	14,841	6.1%
Total	**21,027**	**20,259**	**3.8%**	**21,020**	**20,103**	**4.6%**

Ridership per Revenue Hour

Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
EmX Service	32.75	31.15	5.1%	39.61	40.60	-2.4%
Fixed Route Service	17.80	17.79	0.1%	19.75	19.82	-0.4%
Total	**21.61**	**21.32**	**1.4%**	**24.73**	**25.26**	**-2.1%**

Ridership

Jan 2024 - Aug 2026



Board Performance Report

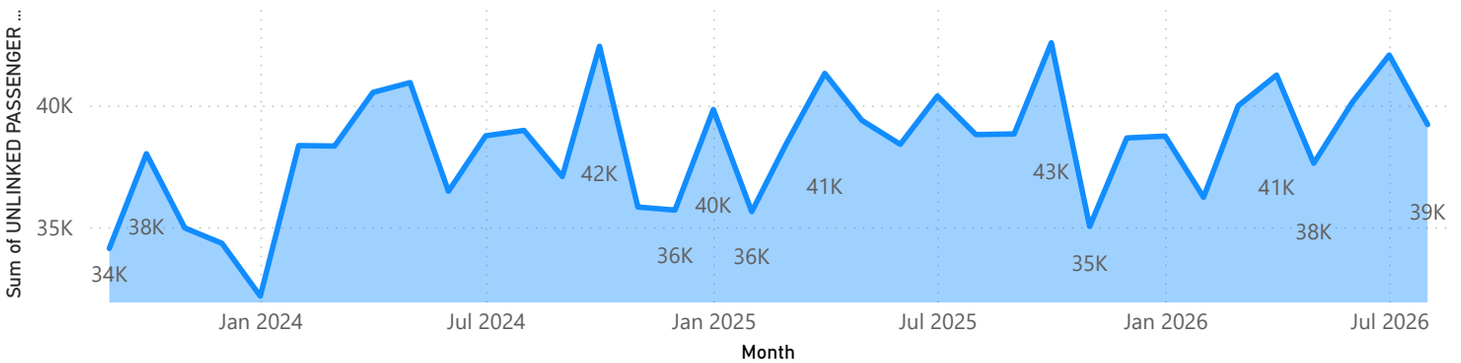
August 2026

Mobility Services

Ridership

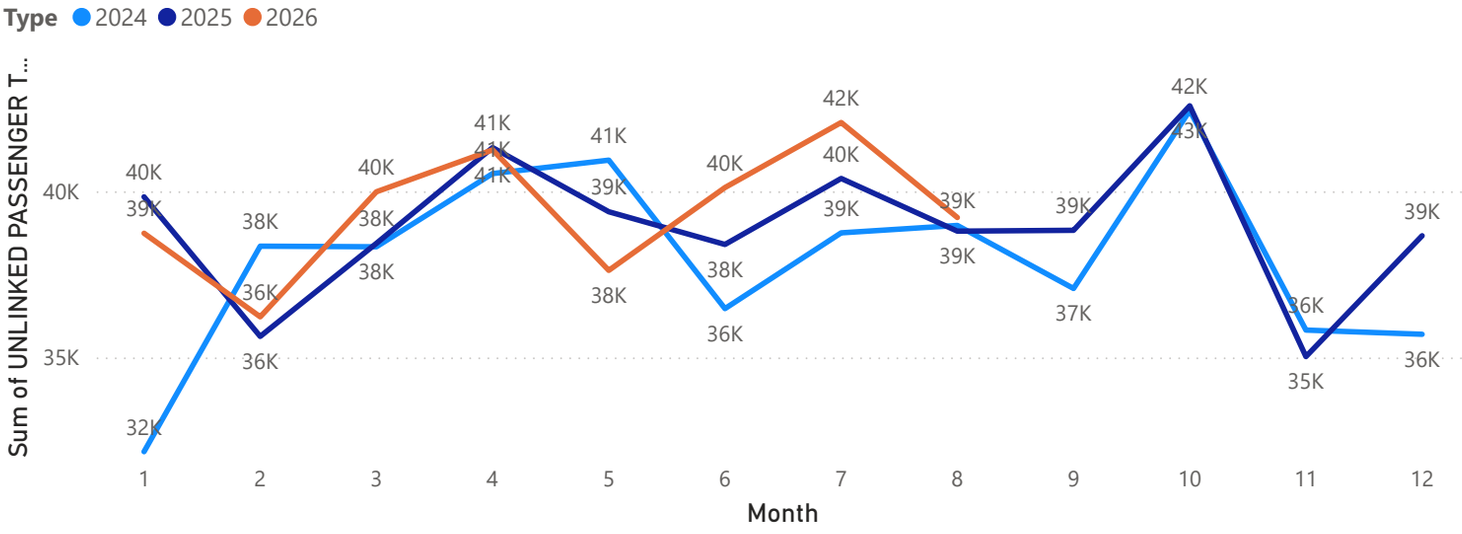
Service	Current Month	Prior Year Month	% Change Monthly	12 Month Avg	Prior 12 Month Avg	% Change Rolling 12
RideSource NEMT	21,783	22,837	-4.6%	22,776	22,969	-0.8%
RideSource	12,681	11,985	5.8%	12,307	11,651	5.6%
Cottage Grove Connector	1,564	1,188	31.6%	1,240	1,197	3.6%
Vanpool	1,273	1,160	9.7%	1,157	931	24.3%
Rhody Express	1,138	785	45.0%	931	955	-2.5%
Diamond Express	609	661	-7.9%	612	695	-11.9%
Florence ADA	162	119	36.1%	145	114	27.6%
Total	**39,210**	**38,735**	**1.2%**	**39,168**	**38,510**	**1.7%**

Mobility Services Ridership



Mobility Services Ridership

Jan 2024 - Aug 2026



Board Performance Report

August 2026

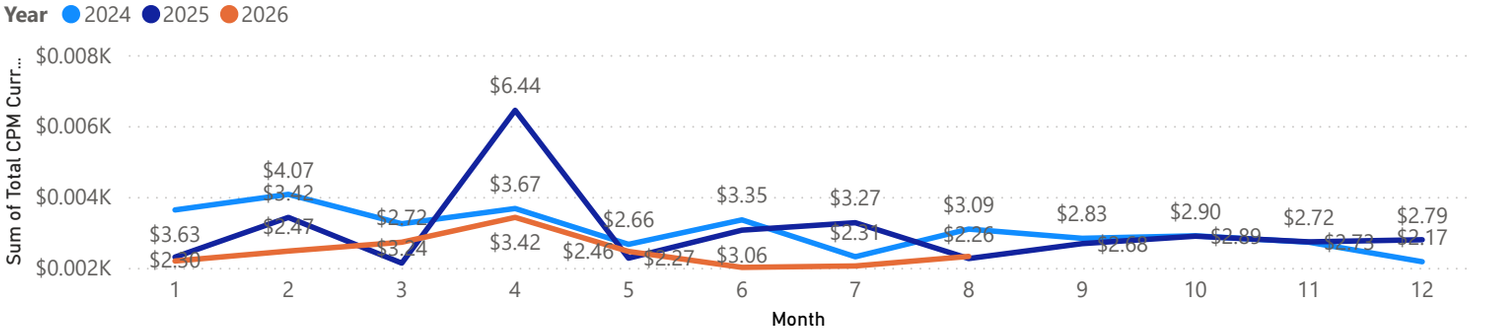
Fleet Maintenance

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	$0.54	$0.43	$0.11	$0.39	$0.40	($0.01)
REPAIR	$1.78	$1.83	($0.05)	$2.16	$2.57	($0.41)
Total	**$2.32**	**$2.26**	**$0.06**	**$2.55**	**$2.97**	**($0.42)**

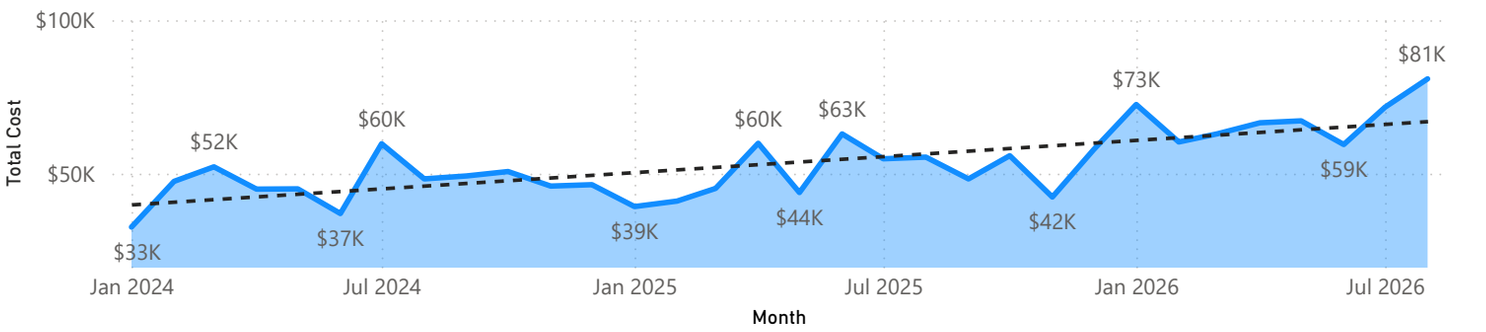
Maintenance Cost

Jan 2024 - Aug 2026



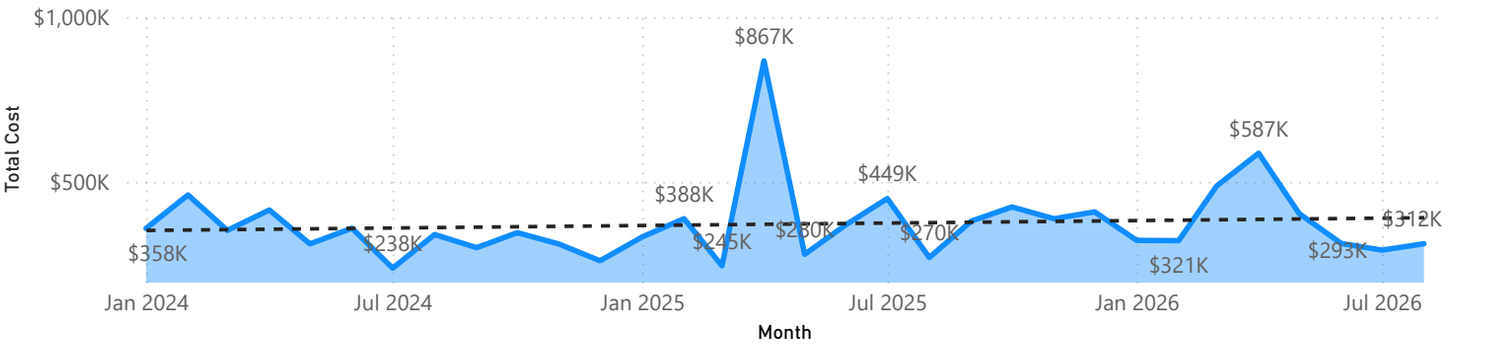
Maintenance Cost - PM

Jan 2024 - Aug 2026



Maintenance Cost - Repair

Jan 2024 - Aug 2026



Board Performance Report

August 2026

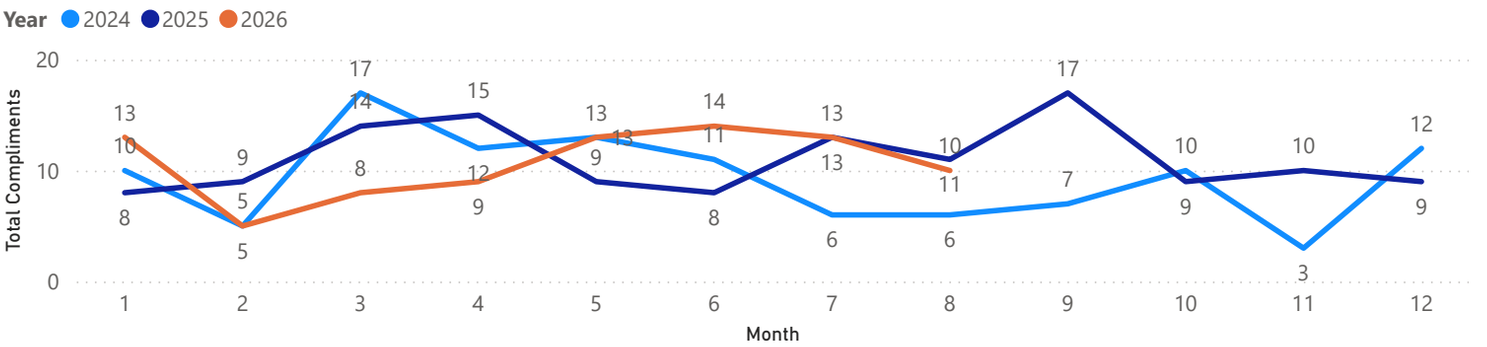
Customer Service

Compliments per 100k Boardings

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Compliment	2.20	2.55	-0.35	3.24	2.58	0.66
Total	**2.20**	**2.55**	**-0.35**	**3.24**	**2.58**	**0.66**

Compliments Trend

Jan 2024 - Aug 2026

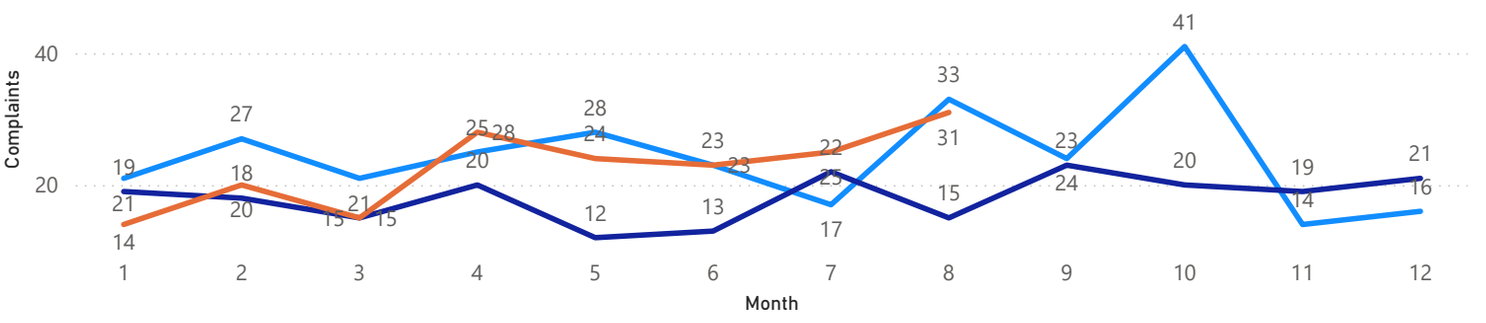


Substantiated Complaints per 100k Boardings

Type	Current	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Customer Relations	2.86	1.39	1.47	1.70	1.10	0.60
Miscellaneous	0.22	0.46	-0.24	0.22	0.39	-0.17
Reliability	2.42	1.39	1.03	1.56	2.00	-0.45
Safety	1.32		1.32	0.83	0.68	0.16
Website/Technology		0.23	-0.23		0.20	-0.20
Total	**6.82**	**3.47**	**3.35**	**4.22**	**3.76**	**0.46**

Substantiated Complaints Trend

Jan 2024 - Aug 2026



Board Performance Report

August 2026

Operations

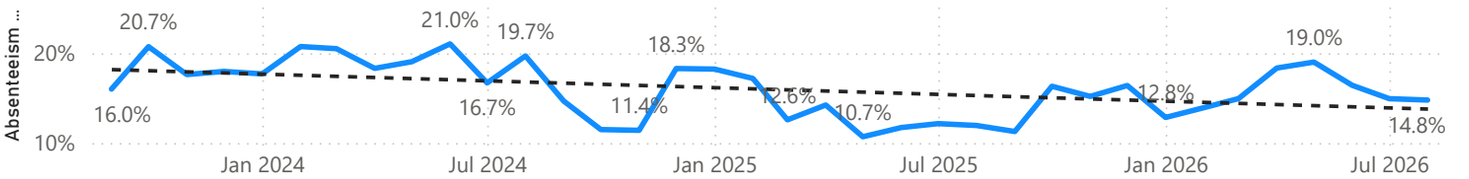
Operator Unanticipated Absenteeism Rate

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	2.8%	1.63%	1.22%	2.86%	1.92%	0.93%
Other	0.9%	1.22%	-0.34%	1.84%	0.96%	0.87%
Protected	6.7%	4.07%	2.61%	5.78%	5.09%	0.68%
Sick	4.4%	5.03%	-0.66%	4.88%	5.69%	-0.81%
Total	**14.8%**	**11.94%**	**2.83%**	**15.35%**	**13.67%**	**1.68%**

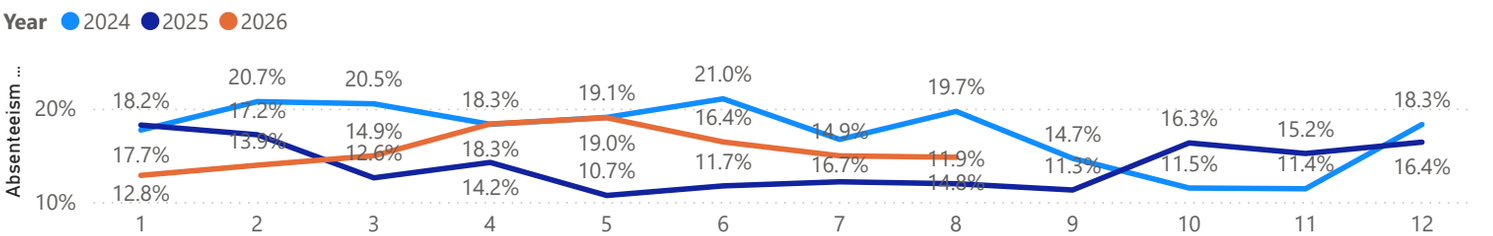
Operator Unanticipated Absenteeism Rate Trend

Sep 2023 - Aug 2026



Operator Unanticipated Absenteeism Rate Yearly Comparison

Jan 2024 - Aug 2026



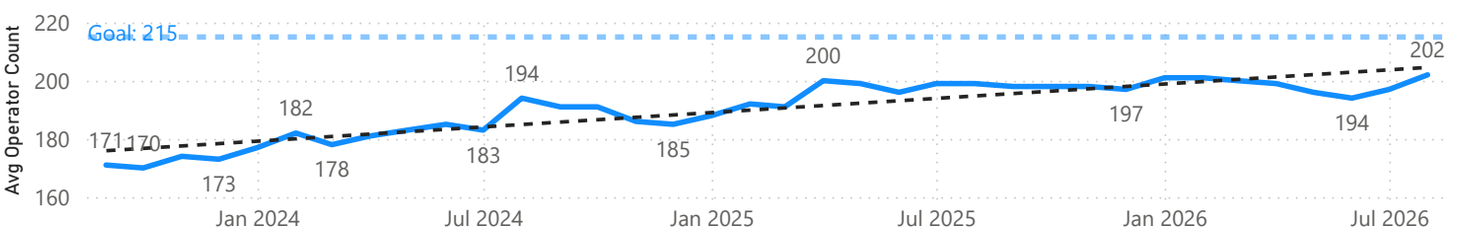
Average Operator Count

Goal: 215

% of Goal	Current Month	Prior Year Month	Change Monthly	% Change Monthly	Rolling 12 Month	Rolling 12 Month Prior	Change Rolling 12
94.0%	202	199	3	1.51%	198	193	5

Operator Count Trend

Sep 2023 - Aug 2026



Board Performance Report

August 2026

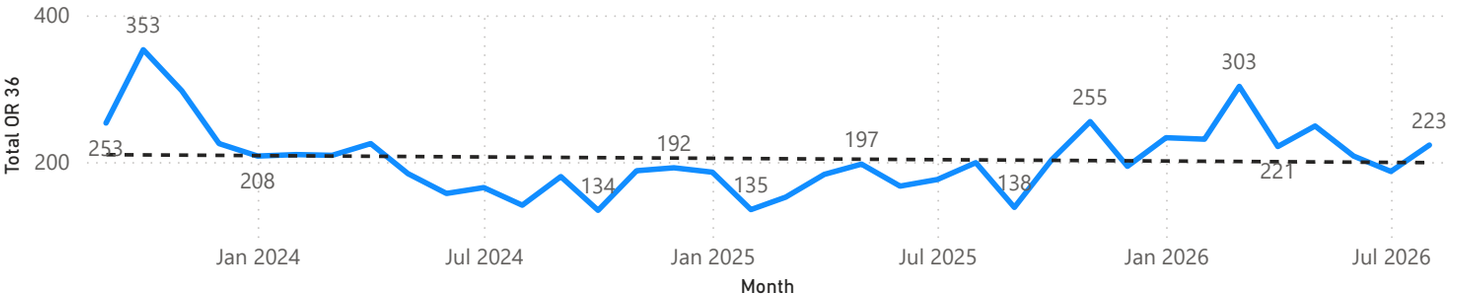
Public Safety

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	10.61	9.82	0.78	10.49	8.66	1.83

Ordinance 36 Trend

Sep 2023 - Aug 2026

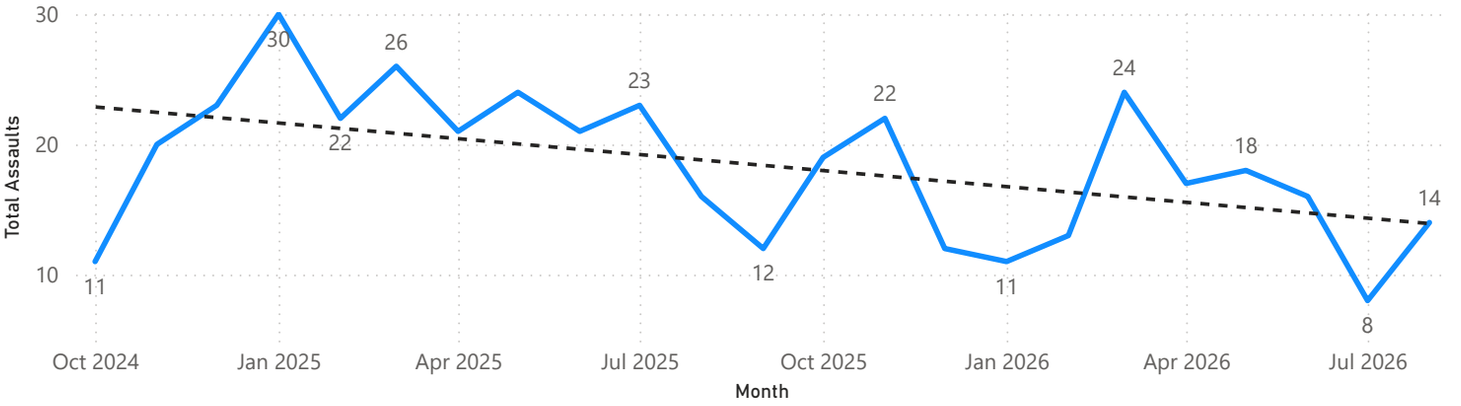


Assaults

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Physical	**5**	**9**	**-4**	**10.7**	**14.3**	**-3.6**
Operator Non-Physical	1	1	0	3.0	3.7	-0.7
Other Transit Worker Non-Physical	3	3	0	6.6	7.8	-1.2
Public Non-Physical	1	5	-4	1.1	2.8	-1.8
Physical	**9**	**7**	**2**	**4.8**	**6.4**	**-1.6**
Operator Physical				0.1	0.3	-0.2
Other Transit Worker	3	3	0	1.3	2.2	-0.9
Public Physical	6	4	2	3.5	4.0	-0.5
Total	**14**	**16**	**-2**	**15.5**	**20.7**	**-5.2**

Assaults Trend

Oct 2024 - Aug 2026



Board Performance Report

August 2026

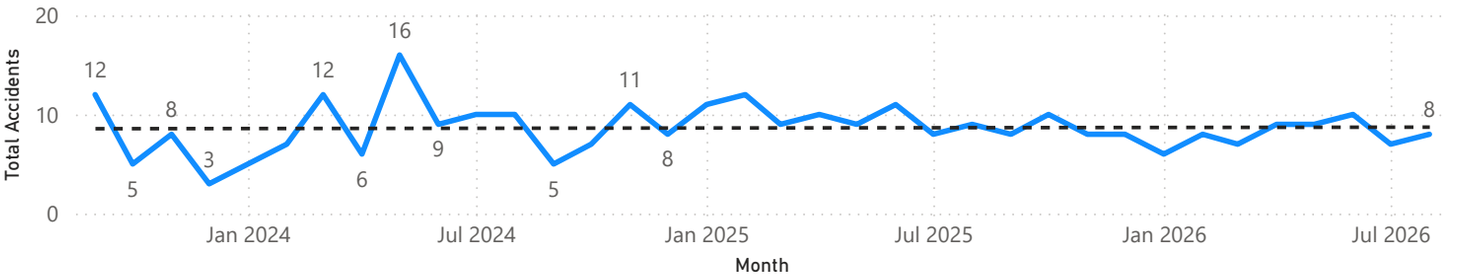
Accidents

Accidents

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable	3	5	-2	3.8	4.3	-0.58
Preventable	5	4	1	3.8	5.1	-1.33
Total	**8**	**9**	**-1**	**7.5**	**9.4**	**-1.92**

Accident Trend

Sep 2023 - Aug 2026

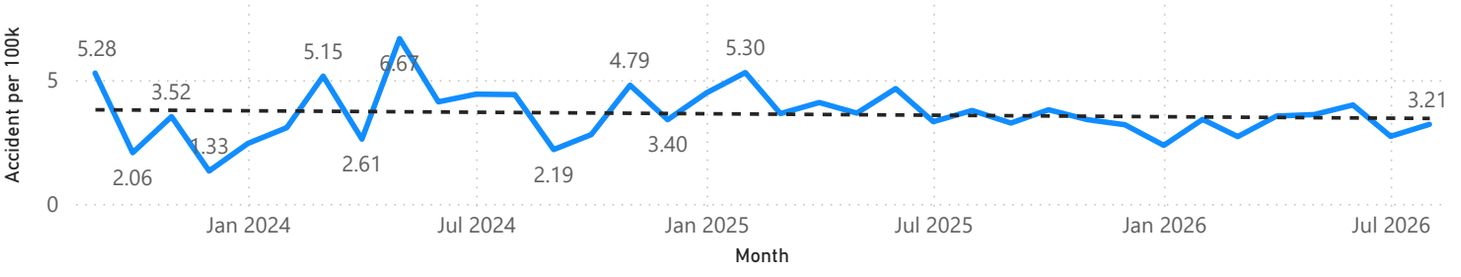


Accidents Per 100k Revenue Miles

Type	Current Month	Prior Year Month	Change Monthly	12 Month Avg	Prior 12 Month Avg	Change Rolling 12
Non-Preventable	1.20	2.09	-0.89	0.12	0.15	-0.03
Preventable	2.01	1.67	0.33	0.12	0.18	-0.05
Total	**3.21**	**3.77**	**-0.56**	**0.25**	**0.33**	**-0.08**

Accidents per 100k Trend

Sep 2023 - Aug 2026



Lane Transit District
Monthly Department Reports

Administration

Wendi Frisbie, Chief Administrative Officer

HUMAN RESOURCES

Open Recruitments:

- Eight Amalgamated Transit Union (ATU) Positions: Two customer service representatives (CSR), three fleet mechanics, one facilities generalist, one public safety officer, and one systems administrator
    - (CSR) posting received over 250 applicants, with many internal and employee referrals. Fleet mechanic posting received over 30 applicants.
    - One Administrative Position: planning manager

Positions Filled:

- ATU: general service worker (September 14) Enterprise Asset Management (EAM) coordinator (September 21), public safety officer (September 28), 10 bus operators (October 12)
- Admin: senior director of transit operations and public safety (September 8) paralegal assistant (September 21)

In September, HR focused on annual benefit renewals:

- Medical insurance renewal came in below budget at 3.77% YoY increase.
- Dental insurance renewal came in below budget at 2.8% YoY increase.
- Vision insurance renewal came in at budget at 0% YoY increase.

The annual LTD Employee Benefits Fair and Flu Shot Clinic will be on October 22 from 7:00 am – 4:00 p.m. at Glenwood.

Pension Plans

- At the LTD/ATU Pension Trust Q3 Meeting (August 18), the fund showed continued funding progress with an investment return of 6.82% in the first two quarters vs. the 5.5% assumed rate of return.
- At the now closed Salaried Employees Pension Trust Q3 Meeting (August 18), the planned returned 5.46% in the first two quarters vs. a 5.0% yearly target assumed rate of return.

HR has started hosting a weekly “Lunch and Learn” series covering topics such as Employee Benefits, Bus Rapid Transit, and Connect 2045.

INFORMATION TECHNOLOGY / INTELLIGENT TRANSPORTATION SYSTEMS

Mobile Video Surveillance Replacement

Preparations for fleet-wide deployment of the new Mobile Video Surveillance system are complete, with installation activities scheduled to begin in October. The project will replace aging onboard video equipment with a modernized system that improves reliability, accessibility, video quality, and long-term supportability.

Microsoft 365 Modernization

Work continues in preparation for LTD’s SharePoint Online deployment. Along with previously completed Teams and

OneDrive implementations, this effort represents a significant milestone in LTD's transition to Microsoft 365 cloud services and will strengthen information management, access to LTD resources across departments and collaboration across the organization Artificial Intelligence Enablement and Governance
LTD continues development of policies and standards to support responsible use of artificial intelligence technologies. Current efforts are focused on establishing governance, security controls, and staff training to enable broad organizational adoption.

Enterprise Asset Management (EAM)
LTD's new EAM Coordinator started on September 21. This is a new position that will play a key role in supporting the Enterprise Asset Management program and strengthening asset lifecycle management practices across LTD.

MARKETING

Transit App Year One Update

In 2025, LTD launched a partnership with *Transit*, a leading mobile application for planning trips on public transportation and other shared mobility services, like bike share. Transit users in LTD's service area have access to premium app features, and the partnership also enables LTD to communicate with riders and gather anonymized data. Performance metrics indicate significant growth with unique monthly users and monthly app opens increasing by 100% and 83%, respectively, compared to pre-partnership levels. With 1,890 unique monthly users in August 2026 (the most recent month available), there is an opportunity to increase overall app adoption among riders, and the Marketing department will partner with *Transit* on an updated campaign.

Student Transit Pass

In late August and early September, staff participated in high school orientation events and other outreach to schools to promote the STIF-funded Student Transit Pass (STP). Last fiscal year, LTD provided 607,895 trips for K-12 students in Lane County through STP. LTD intends to continue and build on this student ridership growth by creating promotional collateral for schools to distribute on LTD's behalf, increasing STP advertising targeted to families, and continuing the student art contest and art bus to engage Lane County youth.

Bus Stop Signage Design Update

As identified in the 2027-2036 Capital Improvement Plan, the Marketing department has initiated a project to redesign signs at LTD bus stops, in collaboration with Facilities Management and Operations. The project kicked off in September and is intended to improve communication with riders, update signs to current LTD branding, and ensure that signs meet accessibility standards identified through the Fixed Route Bus Stop ADA Assessment completed in 2026. Staff will implement the Community Engagement Framework to ensure that rider feedback informs design updates. In addition to the flag stop sign updates, staff are currently redesigning bus schedule signs posted at select stops to improve rider communication and reduce staff time by automating sign creation.

Lane Transit District
Monthly Department Reports

PLANNING

Connect 2045
LTD recently completed a robust summer outreach and engagement effort for the Connect 2045 Long-Range Mobility Plan and is now developing potential future transit and mobility improvement scenarios. This fall and winter, staff will conduct a regional "road show" with local city councils across Lane County to share LTD's community impact, discuss emerging Connect 2045 concepts, and gather feedback to help shape a long-term vision for the region's transportation future.

Statewide Transportation Improvement Fund (STIF) Formula Plan
Development of our sixth biennium of STIF Formula plan is underway. As the Qualified Entity, LTD has met with our municipal partners to develop the sub-allocation method for Lane County. We've posted the solicitation for projects within Lane County and are beginning to convene the STIF Advisory Committee toward the development of a recommended plan to bring to LTD's Board in December.

As a public transportation service provider, LTD has also developed proposed projects to sustain current programs, fund capital projects, and continue the valuable services we provide.

River Road and HWY99 Corridor Study
LTD is partnering with the City of Eugene on a federally funded study of the River Road and Highway 99 corridors to identify improvements that enhance transit reliability, safety, and multimodal access. The project is currently advancing corridor concepts and community engagement, with recommendations expected to inform future implementation and investment priorities.

Regional MESH
LTD staff continue to advance implementation of the Regional Mobility Enabling Service Hub (MESH) initiative, which includes a regional transit planning and management platform, Transit app enhancements, and a Mobility on Demand pilot in the Bethel Area. This summer, staff finalized an agreement with the University of Oregon to serve as the project's independent evaluator, strengthened project governance through the Regional MESH Steering Committee, and published a Request for Proposals for a Project Management and Technology Consultant. Staff are currently reviewing proposals, and consultant selection is anticipated for Board consideration in October. Once under contract, the consultant will support technology implementation, grant administration, and coordination across project workstreams. Staff will initially focus on developing the regional transit planning platform and Transit app enhancements to provide data and insights that inform the design and implementation of the Bethel Area Mobility on Demand pilot

Lane Transit District
Monthly Department Reports

BUSINESS INTELLIGENCE

Advanced Fare Revenue Recovery Analytics And Reporting Capabilities

As part of a district-wide initiative to improve operational reporting for business decisions, work was initiated to advance fare revenue recovery analytics and reporting capabilities. This work will automate a comprehensive fare recovery metrics framework spanning fareboxes, Umo, ticket vending machines, cashiering, and account-based fare programs to improve revenue transparency, support financial stewardship, and strengthen reporting capabilities.

Expanded Data-Driven Safety And Performance Monitoring Initiatives

Work progressed on enterprise safety analytics, Public Transportation Agency Safety Plans reporting, automated passenger counter performance monitoring, and forecasting tools designed to improve regulatory compliance, identify operational trends, and support proactive decision-making across the organization.

Maintained Federally Required Performance And Compliance Reporting

National Transit Database (NTD) reporting for FY2026 is on track, helping ensure accurate reporting. This ongoing work is a requirement for federal formula funding eligibility.

Updated Monthly Board Performance Reporting

Work continues on refreshing the monthly Board performance report to improve clarity and better align key metrics with executive decision-making needs. The new format will be introduced to LTD's Board in the coming months.

Finance

Pam Strutz, Chief Financial Officer

FINANCE DEPARTMENT

Certificate of Achievement for Excellence in Financial Reporting

LTD has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association (GFOA). This prestigious recognition reflects LTD's commitment to transparency, and accountability in financial reporting. It is a direct result of the dedication and collaboration of staff involved in the preparation and presentation of LTD's financial information.

Invoice Processing and Three-Way Matching

The implementation of the new three-way matching process continues to progress, with Finance seeing a significant decrease in troubleshooting and concerns related to invoice processing. While Finance has assumed responsibility for entering invoices across all departments, the overall process has become more efficient by reducing back-and-forth

questions and improving consistency. Some departments continue to experience challenges and concerns related to the additional steps and workload associated with the new process and have expressed a desire for a more user-friendly process. Finance is working with departments to address these concerns, while maintaining the efficiencies gained through centralized invoice entry and three-way matching.

Amazon Purchases

We have seen an increase in Amazon purchases since the expansion of our e-procurement system. We believe this increase is primarily related to the convenience and accessibility of Amazon through the new e-procurement process.

Payroll Overtime Reporting

LTD's payroll system has been calculating overtime based on applicable union agreements. With the new federal requirements under H.R. 1, also known as the One Big Beautiful Bill Act (OBBBA), Finance must separately identify overtime that meets the federal Fair Labor Standards Act (FLSA) definition for W-2 reporting. Because the two definitions of overtime are different, LTD's payroll system was updated to calculate both.
The new calculation has been configured and tested, and the system is ready to meet the new reporting requirements.

Grants

Executed four new federal grants with a total award value of $8,630,948. Funding will be used to replace buses that have exceeded their useful lives, retro fit bus stops for improved ADA accessibility, and coordinate services for seniors and individuals with disabilities. Preparations are underway for the new State Transportation Improvement Fund biennium which will enable LTD to continue popular services like Route 1 - Downtown Loop.

MATERIALS MANAGEMENT

September 2026 inventory percentage was completed with 99.74% count accuracy. September 2026 total inventory value is $1,892,123.44.

The department is working on a complete inventory level and usage review.

PROCUREMENT

Centralization is part of LTD's Strategic Business Plan and Procurement is working closely with Finance on their AP Centralization process. This collaboration between departments will improve efficiency, from purchase request to payment. Facilities and Marketing are still in Progress for full Procurement Centralization. Procurement is centralizing three more departments in October.

LTD is utilizing the E-Procurement Module within the ERP System to create efficiency in purchasing from vendors that are on cooperative agreements and have Online Shopping "Punch-Out" systems. Procurement is continuously working

on setting up active vendors through E-Procurement. Fastenal, Lowes, and Home Depot are currently in process of being set up and Staples, Grainger, and Amazon are actively being used.

Operations

Mike Hursh, Deputy Chief Executive Officer

Operations continues to make progress in workforce development, operational readiness, fleet management, and customer service. Key accomplishments this month include the commissioning of seven new 26100-series diesel buses, the successful completion of the 2026 Fall Bid process, continued growth of the Routes to Success Mentorship within the Apprenticeship Program, and completion of the ADA Fixed-Route Assessment.

Facilities staff supported the Fall Service Change through extensive passenger information updates and station improvements, while fare compliance trends remained positive with a year-to-date validation rate of 65.4%. These efforts reflect LTD's ongoing commitment to providing safe and accessible transit service.

OPERATIONS

- Transit Operations successfully completed the 2026 Fall Bid, providing operators with additional scheduling flexibility and helping to reduce pressure on Extra Board staffing.
- All newly hired operators successfully passed their Commercial Driver's License (CDL) examinations and continue progressing through training and onboarding.

FACILITIES MANAGEMENT

- Facilities Management successfully supported the Fall Service Change by updating fare information at 65 ticket vending machines, installing passenger information at 176 locations, establishing four new stops, completing 10 route sign changes, and updating station bus-bay graphics in coordination with Marketing and Operations.
- The department completed its ADA Fixed-Route Assessment and is currently evaluating contracting options for implementation. A recommended project delivery approach will be presented to the Board later this year.
- Improvements to the Springfield Station restrooms were completed, including transitioning the larger restrooms for operator use and opening two remodeled single-user restrooms to customers and building tenants.

FLEET MAINTENANCE

- A new general service worker (GSW) began employment on September 14 and will complete an eight-week training and certification program, including CDL instruction.

Fleet Services received seven new 40-foot Gillig diesel buses (26100-series). The vehicles are currently undergoing commissioning with Fleet, ITS, Operations, and Training, with deployment anticipated by the end of September.

Lane Transit District
Monthly Department Reports

OPERATIONS TRAINING

- New bus operator training concluded for the July 2026 class of seven operators, with the cohort graduating on September 25, 2026. This is the second cohort of the state-approved Routes to Success Apprenticeship Program. Additional mentors were selected during July, increasing the total number of Apprenticeship Mentors to 15.
- Recruitment for the next new operator class has been completed, with ten participants scheduled to begin training on October 12, 2026.
- The 2025-2026 In-Service Training Program is nearing completion, with all 378 employees either having completed or registered for the required training. Development of the 2026-2027 curriculum is currently underway.

FARE INSPECTION REPORT:

Row Labels	Sum of Failed	Sum of Validated	Total Inspections	% Validated
2025	**3191**	**4783**	**7974**	**60.0%**
Oct	437	529	966	54.8%
Nov	1202	1673	2875	58.2%
Dec	1552	2581	4133	62.4%
2026	**10930**	**20628**	**31558**	**65.4%**
Jan	1693	2354	4047	58.2%
Feb	1407	2453	3860	63.5%
Mar	1726	3077	4803	64.1%
Apr	1796	3250	5046	64.4%
May	1415	3064	4479	68.4%
Jun	1312	2642	3954	66.8%
Jul	885	2319	3204	72.4%
Aug	696	1469	2165	67.9%
Grand Total	**14121**	**25411**	**39532**	**64.3%**

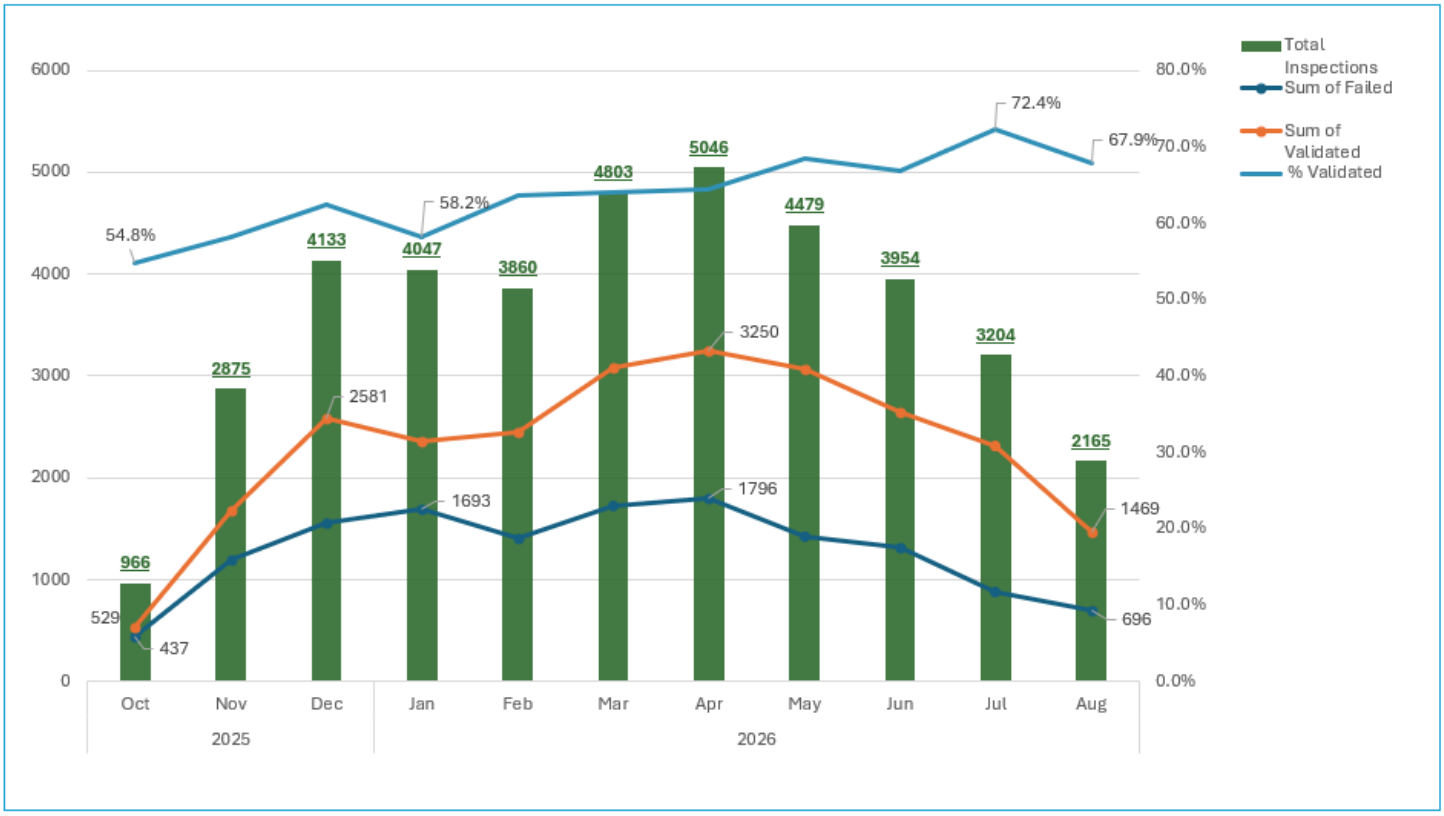
Fare Inspection Trend Analysis

- The 2026 year-to-date fare validation rate increased to 65.4%, exceeding the 2025 validation rate of 60.0%.
- Validation rates improved from 54.8% in October 2025 to 67.9% in August 2026, peaking at 72.4% in July.

Lane Transit District
Monthly Department Reports

- Failed inspections declined by approximately 61% between April and August, while inspection activity remained strong with more than 31,500 inspections conducted year-to-date.
- Overall trends indicate continued improvement in fare compliance and the effectiveness of ongoing inspection and customer outreach efforts.

EMX Fare Inspection Trends (October 2025 - August 2026)



LANE TRANSIT DISTRICT
DELEGATED AUTHORITY REPORT
September 2026

Contracts

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	CONTRACT VALUE	CONTRACT INCREASE/TASK ORDER AMOUNT	NEW CONTRACT VALUE	SIGNER	NOTES
9/1/2026	Planeteria Media, LLC	Comprehensive Website Development	Personal Services	Sep 1, 2025 - Jan 14, 2027	$146,250.00	N/A	N/A	E. Breitenstein	Amendment to extend the term of the agreement 6 months and incorporate the Ongoing Hosting & Maintenance contract.
9/2/2026	Willamette Community Health Solutions	Medical Exams, Drug and Alcohol Testing	Personal Services	Oct 1, 2024 - Sep 30, 2027	$175,000.00	N/A	N/A	C. Jackson-Brown	Amendment to extend the term of the agreement 12 months, update compensation with Year 3 pricing and update Key Personnel.
9/8/2026	Camp Creek Electric	Bus Wash New Pump Circuit	Task Order	Sep 8, 2026 - Nov 1, 2026	$249,999.00	$1,520.00	N/A	J. McCormack	Task Order to install new Bus Wash pump circuit.
9/10/2026	Taryn Johnson-Kline	HR Consulting Services	Personal Services	Nov 3, 2025 - Oct 31, 2027	$22,500.00	N/A	N/A	W. Frisbie	Amendment to extend the term of the agreement 12 months and update Key Personnel.
9/14/2026	Camp Creek Electric	Eugene Station Lighting Troubleshooting	Task Order	Sep 11, 2026 - Dec 31, 2026	$249,999.00	$480.00	N/A	J. McCormack	Task Order to troubleshooting Eugene Station Lighting
9/21/2026	Southeast Transit Services	Buy American Auditing Services	Personal Services	Aug 1, 2026 - Jul 31, 2029	$10,000.00	$20,000.00	$30,000.00	E. Evers	Amendment to increase the NTE amount.
9/22/2026	Chambers Construction	Glenwood Admin Waste Line Replacement	Task Order	Sep 21, 2026 - Nov 30, 2026	$8,500,000.00	$33,003.00	N/A	J. McCormack	Task Order to replacement waste line at Glenwood location.
9/28/2026	Lane Counsil of Governments	Telecom Data Sharing Agreement	Intergovernmental Agreement	Sep 28, 2026 - ongoing	$4,675.00	N/A	N/A	J. Flick	New Agreement
9/28/2026	Criteria Corp.	Pre-Hire Assessment	Personal Services	Sep 28, 2026 - Sep 27, 2026	$12,000.00	N/A	N/A	W. Frisbie	New Agreement

Lease/Revenue Agreements

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	CONTRACT INCREASE AMOUNT	NEW CONTRACT VALUE	SIGNER	NOTES
9/16/2026	Hattenhauer Distribution Co.	Oregon Clean Fuels Program Credits	Sale Agreement	Sep 2, 2026 - until completion	$86,460.00	N/A	N/A	P. Strutz	New Sales Agreement

Group Pass/Non-Profit Program - Revenue Agreements

DATE EXECUTED	CONTRACTOR	DESCRIPTION	CONTRACT TYPE	CONTRACT TERM	ANNUAL CONTRACT VALUE	CONTRACT INCREASE AMOUNT	NUMBER of PARTICIPANTS	SIGNER	NOTES
9/8/2026	Center for Family Development	Non-Profit Pass	Revenue Agreement	Sep 1, 2026 - ongoing	varies	N/A	varies	C. Rees	New Agreement

Lane Transit District

CEO Report

October 21, 2026 | Board of Directors Meeting



CEO Report | October 21, 2026

Performance Report Highlights

August 2026 Data

- +2.3% | Ridership
- +.66% | Customer Service

Ordinance 36 Violations

+1.83%

12-month average

Fare Inspections

+65.4%

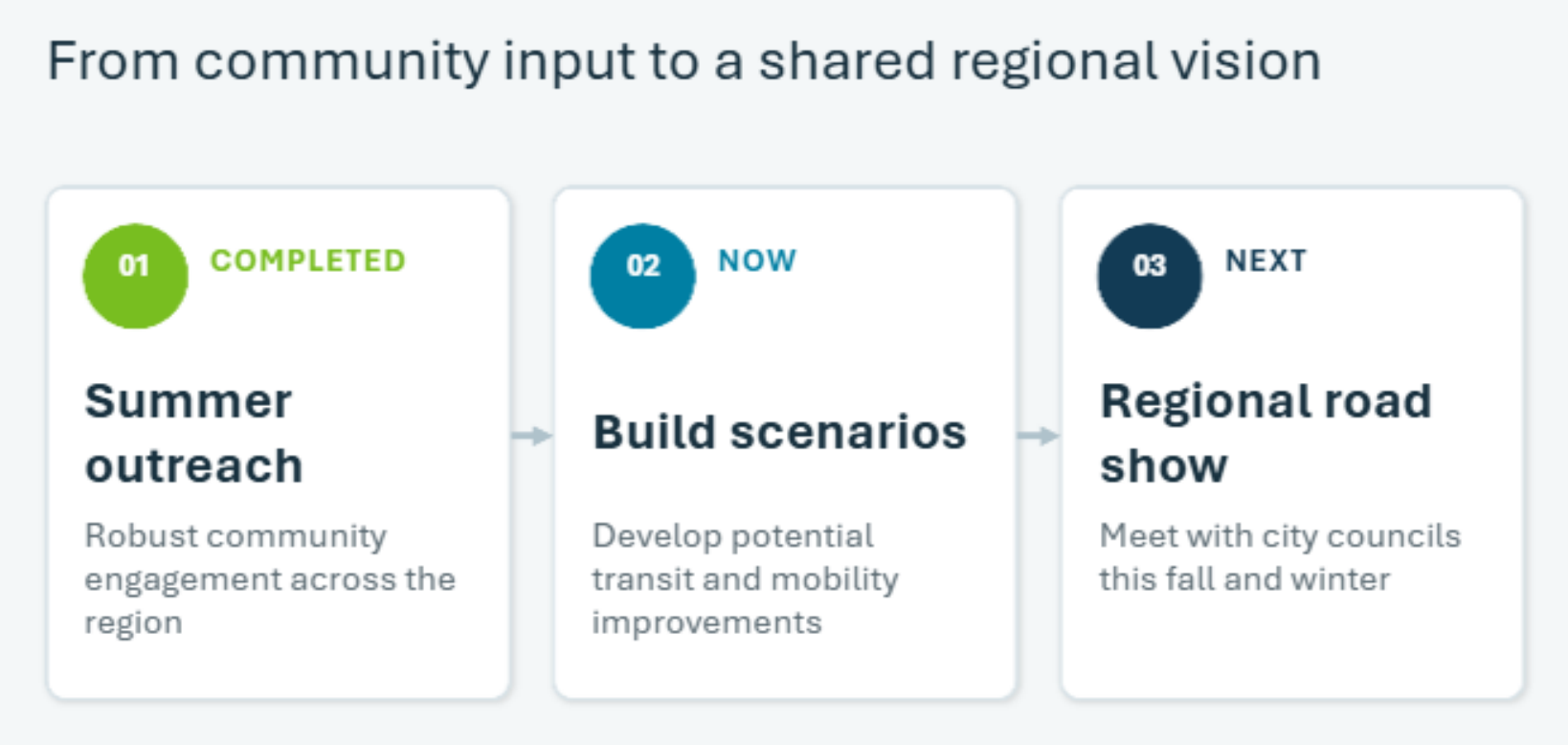
YTD Rate

Accidents

-1.92%

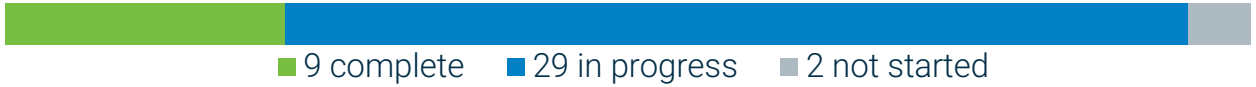
12-month average

Connect 2045



LTD 2026-2028 Strategic Business Plan Update

4 focus areas **40** initiatives



Strategic Focus Area	Measured by	Initiative Highlights
Community Value	Annual impact Reporting → Stable YoY	Connect 2045 progress continues; Fixed Route Service Policy adopted
Customer Satisfaction	Net Promoter Score ↑ Improved YoY	Real-time rider information improvements continue; Mobile Video Upgrades On Track
Employee Experience	Annual Survey → Stable YoY	Staff pulse groups resumed; Collaboration Tools continue to improve
Financial Health	Reserve policy → Stable YoY	Group Pass participation exceeded target; Business process improvements underway in procurement and accounts payable

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title: 2026-2028 Strategic Plan Update October 2026

Prepared By: Aimee Reichert, Director of Business Intelligence

Action: Discussion and Feedback

Overview

Lane Transit District's (LTD) 2026-2028 Strategic Business Plan (SBP) was adopted by the Board of Directors on December 17, 2025. The plan organizes LTD's work around four outcome areas: Customer Satisfaction, Community Value, Employee Experience, and Financial Health. This structure anchors strategic work to the outcomes that matter most to riders, employees, and the broader Lane County community. The last progress update to the Board was on April 14, 2026. Key Performance Indicators are maintained quarterly through LTD's public dashboard. The following report provides a quarterly progress update on actions and key performance indicators across each focus area.

Executive Snapshot

Total Actions	Complete	In Progress	Not Started
40	9	29	2

LTD continues to make progress on its 2026-2028 Strategic Business Plan. Of 40 strategic actions, nine are complete, 29 are in progress, and two have not yet started. Community Value work includes Connect 2045 and development of the annual impact report. Customer Satisfaction work focuses on rider information improvements and mobile video upgrades. Employee Experience includes completed internal impact storytelling and fleet safety work, along with Microsoft 365 implementation, scheduling software replacement, and radio system upgrades. Financial Health work includes the RideSource cost review, procurement centralization, and revenue opportunity planning. Government relations planning is complete and implemented. No strategic action is currently identified as off track. Two actions have not yet started, and staff will reassess one deferred project during winter 2026.

Key Performance Indicator Highlights

Outcome Area	KPI	Trend	Why It Matters
Community Value	Access to Education, Housing, Workforce, Healthcare	► Stable	LTD continues to maintain or improve access to jobs, housing, education, and healthcare.

Customer Satisfaction	Net Promoter Score	► Stable	Riders continue to report positive experiences with LTD services.
Employee Experience	Engagement Score	► Stable	Employee engagement remains consistent and supports organizational performance.
Financial Health	Reserve Policy	► Stable	LTD continues to meet reserve policy targets and maintain financial stability.

Community Value

"Deliver strong value to riders and the broader community through our services, as communicated in LTD's annual impact report."

Sponsor: Joe McCormack, Director Facilities

Summary: Community Value work remains on track. LTD is advancing projects that support access to housing, education, workforce opportunities, and healthcare while implementing the Board-adopted Community Outreach Framework. Three actions are complete, and only one has not yet started.

Action Progress:

Action	Status	Key Progress / Next Step
Hold annual stakeholder event	🟡 In Progress	Replacing a single State of the District event with partner presentations to support annual updates and Connect 2045 engagement.
Publish annual impact report	🟡 In Progress	Communications plan is developed; report, video, and web content are planned for development and launch in the second quarter of fiscal year 2027 (FY27 Q2)
Design and implement pilot projects	🟡 In Progress	Rural Shuttle concluded and is under review; Downtown Loop shows strong results; ATTAIN/Regional MESH has key planning milestones underway.
Fare system roadmap and recommendations	🟡 In Progress	Roadmap is complete; staff are developing the project charter and scope for fare system replacement.
Continuity of operations plan	🟡 In Progress	Project group is reviewing needs and coordinating potential backup staging options with Lane Community College.

Coordinated transportation plan	🟡 In Progress	The final draft is nearing completion after an eight-month process and is expected before the Board by the end of 2026.
RideSource facility expansion assessment	🟡 In Progress	Initial cross-workgroup meeting held to identify information gaps and process needs.
Facilities state of good repair work plans	🟡 In Progress	Preventive and corrective maintenance work is proceeding as scheduled with no significant barriers identified.
Fleet fuel/fluid system overhaul	⚪ Not Started	Project is deferred to preserve capacity for active work and is planned for reassessment in winter 2026.
EmX corridor planning and partnerships	🟡 In Progress	Franklin Corridor project is approaching 30%design; construction timing remains uncertain due to federal funding issues.
Fiber mapping and replacement	🟡 In Progress	Scope is being finalized with procurement and legal coordination underway; kickoff depends on final approvals.
2024 System Review recommendations	🟢 Complete	Recommendations are being implemented with each service bid cycle. Public outreach and engagement continue.
Connect 2045 long-range mobility plan	🟢 Complete	LTD initiated the project in spring 2026 with robust public engagement conducted through the summer.
Fixed Route Service Policy update	🟢 Complete	Updated Fixed Route Service Policy adopted by the LTD Board of Directors in spring of 2026.

Customer Satisfaction

"Deliver exceptional customer service that boosts customer advocacy, measured by the annual Net Promoter Score."

Sponsor: Michael Hursh, Deputy **Chief Executive Officer**

Summary: Customer Satisfaction work remains on track and focuses on improving rider information, onboard safety systems, and the systems that support reliable service. Key projects include real-time transit information improvements and mobile video surveillance upgrades.

Action Progress:

Action	Status	Key Progress / Next Step
Install rear-facing American with Disabilities Act (ADA) securement	🟡 In Progress	Procurement is pending, with work planned for 2027 after mobile video installations.

Vehicle procurement workflow	🟡 In Progress	Fleet is working with Finance, Grants, Procurement, and ITS to improve handoffs across the full vehicle procurement process.
Real-time transit information work plan	🟡 In Progress	Transit app is launched; mapping and data reliability work continue to improve rider trip planning accuracy.
Mobile video surveillance upgrades	🟡 In Progress	Pilot installations are complete; full fleet installation is forecasted to begin in September and continue for about three months.
Technology and infrastructure state of good repair	🟡 In Progress	Upcoming work includes printer replacement, Windows 11 PC upgrades, PDU replacement, and storage upgrades.
Incident management solution upgrade	⚪ Not Started	Staff have not yet scheduled this work.
Public Transportation Agency Safety Plan (PTASP) review and update	🟡 In Progress	PTASP group is meeting regularly, and development of a new dashboard in progress to support recurring review.
Fleet head-sign upgrades	🟢 Complete	Action is resolved as operational.

Employee Experience

"Build and sustain a high-performing workforce by fostering strong employee engagement, measured through the annual survey."

Sponsor: Wendi Frisbie, Chief Administrative Officer

Summary: Employee Experience work remains on track, with four actions complete and five underway. Completed work includes internal impact storytelling, fleet crane fall protection, and HR improvement support. Current efforts focus on Microsoft 365 and SharePoint implementation, scheduling software replacement, staff feedback programs, and radio system modernization.

Action Progress:

Action	Status	Key Progress / Next Step
Microsoft 365, OneDrive, SharePoint, and Teams implementation	🟡 In Progress	Teams, OneDrive, Microsoft 365 apps, and initial Copilot release are substantially complete; SharePoint launch planning is targeted for Q4 2026.
Staff feedback and Pulse Groups	🟡 In Progress	Pulse Groups will continue meeting quarterly.
HR action plan	🟡 In Progress	Xenium supported HR transformation work; HR Manager role has been filled and Xenium support is no longer needed.

Operations scheduling software replacement	In Progress	Major testing is complete; side-by-side comparisons and operator training development underway ahead of system go-live.
Operations radio system modernization	In Progress	Digital deployment is complete; remaining work focuses on emergency priority validation and evaluating future communications options.
Internal impact storytelling	Complete	Cross departmental data and impact stories are now routinely included in Inside Lane.
Fleet crane fall protection	Complete	Construction and inspections are complete, and equipment is ready for use.
External HR expertise	Complete	External expertise was engaged to support HR process updates and employee experience improvements.
HR milestone communications	Complete	Key measures and milestones are now being communicated on a regular/as needed basis.

Financial Health

"Maintain a strong financial position to sustain our operations for the future, measured by reserve policy."

Sponsor: Pamela Strutz, Chief Financial Officer

Summary: Financial Health work remains on track and focuses on controlling costs, identifying revenue opportunities, and maintaining long-term financial stability. Key efforts include contracted mobility service reviews, procurement centralization, and planning for future funding needs.

Action Progress:

Action	Status	Key Progress / Next Step
Contracted mobility services cost analysis	In Progress	Financial and legal review is underway for the MTM contract; American Public Transportation Association (APTA) peer review and facility needs will inform next steps.
Centralize procurement activities	In Progress	Two departments are centralized, and additional departments are being scheduled.
Public communication of key metrics	In Progress	Adopted budget, Capital Improvement Plan (CIP), and Long-Range Financial Plan (LRFP) are posted online; staff working on adding mobility and cost metrics for strategic reporting.
Revenue marketing opportunities	In Progress	Connected by Art bus wraps are complete, veterans pass wrap planning is underway, and a bus advertising policy is scheduled for Board review.

Lane Transit District
Agenda Item Summary (AIS)

Group Pass and nonprofit participation	In Progress	Group Pass participation exceeded the 5% target, with strong ridership capture driven by education partners and validator implementation.
Accounts Payable process evaluation	In Progress	Invoice entry centralization began July 1, 2026; Procurement and Finance are supporting departments through the transition.
State transportation funding scenario planning	In Progress	A no-revenue-increase scenario was developed for statewide task force discussions; additional scenarios will inform the LRFP.
In-house Transit Asset Management (TAM) plan	In Progress	LTD may renew under Oregon Department of Transportation (ODOT) while discussions continue about moving the plan in-house.
Government relations lobbying plan	Complete	Plan was developed and reviewed by the Board.

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

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **AIS Title: Human Resources – Metrics Update**

Prepared By: Wendi Frisbie, Chief Administrative Officer

Action: Discussion and Feedback

Agenda Item Summary: Taryn Johnson-Kline, of Taryn M Consulting, has designed a comprehensive metrics framework that enhances visibility into workforce trends, supports strategic decision-making, and aligns HR outcomes with LTD's organizational goals and values.

Two metrics warrant close attention in the second half of the calendar year (H2) 2026: an uptick in voluntary separations (someone who leaves the organization by choice) and a modest decline in new-hire 90-day retention (fewer newly hired employees are staying with LTD through their first 90 days of employment than in a previous period). As supplemental context, LTD reached out to 15 peer transit agencies to participate in a voluntary HR metrics benchmarking exercise; three agencies have responded to date. To encourage continued participation from remaining agencies, respondents are identified by size band only. Peer agency data is referenced at the end of this document.

What Changed Since April 2026

Workforce Growth

Average headcount increased from 364 FTE (H1 2025) to 380 FTE (H1 2026), a gain of 16 employees and a 4.4% year-over-year increase. Growth was driven primarily by Transit Operations expansion. LTD has grown by 101 employees - 37% - since January 2024.

Turnover - Continued Improvement

The annualized H1 2026 turnover rate is 6.1%, down from 6.6% in H1 2025 and 9.0% for full-year 2025. Of 23 separations in H1 2026, 20 were voluntary (primarily retirements and resignations) and only three were involuntary — reflecting an improved retention culture and management practices. This marks the lowest turnover rate in three years and a 71% improvement from 2024's 21.1% rate.

New Hire Retention

88.9% of H1 2026 new hires (16 of 18) remain active - the strongest 90-day retention rate on record. This reflects improvements in onboarding, competitive wages, and role-fit screening. The robust hiring pipeline (1,600+ applications received in 2025) supports continued strong intake quality.

Mandatory Training Compliance

96.5% average training completion rate across five mandatory courses, including ICE awareness training and workplace harassment prevention. All bus operators and public safety staff achieved 100% completion of ICE training. Completion rates ranged from 92.4% to 100%.

Lane Transit District
Agenda Item Summary (AIS)

Internal Movement

H1 2026 saw 16 internal role changes: five promotions, nine lateral transfers, one reclassification, and one interim assignment. Lateral moves span Finance, IT, HR, Business Intelligence, Facilities, Operations, and Public Safety. Promotions include union-represented employees moving to administrative classification and advances within HR, Public Safety, and Transit Operations - reflecting active succession activity and a developing internal talent pipeline.

Emerging Priorities

Retirement eligibility is an area requiring proactive attention: 4.8% of the workforce (18 employees) is eligible to retire today, growing to 15.5% (58 employees) by 2030. Transit Operations (38 employees, 18% of department) and Fleet Maintenance (eight employees, 20% of department) carry the highest risk. Female representation stands at 28.3% (106 of 375), a slight decline from 29.4% in H2 2025, and an area to monitor for equity goals.

Key Metrics: Rolling Period Comparison

Metric	H1 2025	H2 2025	H1 2026 ★	YoY Trend
Avg FTE (Headcount)	364	369	380	↑ +16 (+4.4% YoY)
Turnover Rate (Annualized)	6.6%	2.7%	6.1%	↓ −0.5pp vs H1 2025
Total Separations	24	10	23	↓ −1 vs H1 2025
— Involuntary	6	6	3	↓ −3 Improved
— Voluntary	18	4	20	↑ +2 Monitor
New Hire 90-Day Retention	—	94.4%	88.9%	↓ −5.5pp vs H2 2025
Training Compliance	—	—	96.5%	✓ New metric
Internal Role Changes	—	—	16	✓ New metric

Lane Transit District
Agenda Item Summary (AIS)

Metric	H1 2025	H2 2025	H1 2026 ★	YoY Trend
Female Representation	—	29.4%	28.3%	**↓ −1.1pp Monitor**

Next Steps

- Develop department-level succession plans for Transit Operations and Fleet Maintenance to address projected 2030 retirement wave.
- Establish H2 2026 benchmarks for training compliance, retention, and internal mobility to enable trend reporting at the next Board meeting.
- Continue peer agency outreach; follow-up will be sent to the remaining 13 non-responding agencies in Q4 2026.

Peer Agency Reference (3 of 15 requested agencies responded - anonymized by size band)

LTD reached out to 15 peer transit agencies for voluntary HR metrics benchmarking. Responding agencies are identified by size band only to encourage continued participation from non-responding agencies. All three respondents are larger in FTE count and operate across multiple regional locations, which limits direct metric-to-metric comparison. Data is included here as contextual reference only.

Metric	LTD (H1 2026)	Agency A Large Regional (10,000+ FTE)	Agency B Mid-Size Regional (~600 FTE)	Agency C Mid-Large Regional (~3,400 FTE)
Workforce Size	~380 FTE	~10,000+ FTE	~600 FTE	~3,435 FTE
Locations	1 (Eugene, OR)	Multiple – regional	Multiple – regional	Multiple – regional
Turnover Rate	6.1%	6% (non-contract) / 12–13% (contract)	Not provided	~8.5% annualized (H1 2026)

Lane Transit District
Agenda Item Summary (AIS)

Metric	LTD (H1 2026)	Agency A Large Regional (10,000+ FTE)	Agency B Mid-Size Regional (~600 FTE)	Agency C Mid-Large Regional (~3,400 FTE)
90-Day Retention	88.9%	Not provided	95%	Not provided
Training Compliance	96.5%	Not provided	98%	Not provided
Workers' Comp Claims	3 claims/ 2 lost days	Not provided	23 claims / 875 lost days	Not provided

- *Agency A: Large regional transit authority - multi-county service area; turnover reported separately for non-contract (management) and contract (union-represented) employee classifications.*
- *Agency B: Mid-size regional transit agency - multiple union and non-represented classifications.*
- *Agency C: Mid-large regional transit agency - turnover annualized from H1 2026 YTD data; 196 total separations (resignations 38%, retirements 26%, involuntary 36%).*
- *Agencies are anonymized by size band to encourage continued participation from peer agencies not yet responded.*

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

Lane Transit District

Workforce BI -Metrics

January - June 2026

What Changed Since April 2026

WORKFORCE & TURNOVER

+16 FTE: Average headcount increased from 364 (H1 2025) to 380 (H1 2026), a +4.4% year-over-year gain.

Turnover Improved: Annualized turnover rate declined from 6.6% to 6.1%, down from 9.0% full-year 2025.

23 Separations in H1: Primarily voluntary retirements and resignations — no involuntary separation spikes.

18 New Hires: 88.9% retention rate (16 of 18 still active) — strongest new hire cohort retention on record.

COMPLIANCE & RISK

16 Internal Role Changes: 5 promotions, 9 lateral transfers, 1 reclassification, and 1 interim. — active succession pipeline.

Retirement Risk Growing: 15.5% of workforce eligible by 2030 (58 employees). Transit Operations (38) and Fleet Maintenance (8) highest-risk departments.

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Board Metrics Scorecard —H1 2026

Status indicators reflect H1 2026 performance against established benchmarks and industry comparators.

KEY PERFORMANCE INDICATOR	VALUE	STATUS
H1 2026 Turnover Rate ↓ from 6.6% in H1 2025 and 9.0% in full-year 2025	**6.1%**	ON TRACK
New Hire Retention Rate 16 of 18 new hires still active after H1 2026	**88.9%**	ON TRACK
Mandatory Training Compliance Average across 5 required courses; range: 92%–100%	**96.5%**	ON TRACK
FTE Growth (H1 YoY) Average headcount: 364 (H1 2025) → 380 (H1 2026)	**+4.4%**	ON TRACK
Retirement Eligible by 2030 58 of 375 employees; Transit Ops and Fleet highest risk	**15.5%**	MONITOR
Transit Ops Succession Gap 17.7% of Transit Ops eligible to retire by 2030	**38 of 215**	MONITOR

Employee Tenure: Years of Service (2026)

40%

of workforce has
less than 3 years' tenure
(152 of 375 employees)

10.7%

hold 21+ years of tenure
(40 employees — institutional knowledge at risk when they retire)

Median tenure: 7.2 years | Avg tenure: 9.1 years

Tenure Distribution by Years of Service

Tenure Band	Headcount (of 375 FTE)	Count
Less than 1 yr		27 (7%)
1 – 3 yrs		**125 (33%)**
4 – 6 yrs		49 (13%)
7 – 10 yrs		69 (18%)
11 – 20 yrs		65 (17%)
21 – 29 yrs		29 (8%)
30+ yrs		11 (3%)

Board Priority: The 1-3 year cohort (125 employees, 33%) represents high investment in onboarding/training — and elevated flight risk. Institutional knowledge (21+ years, 40 employees) requires proactive succession planning before wave retirements.

Workforce Retirement Eligibility

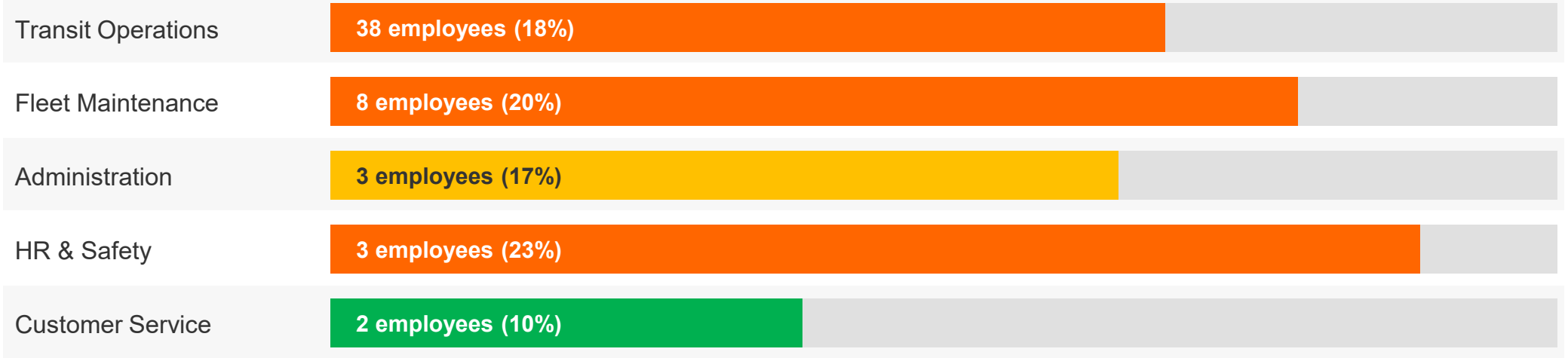
4.8%
ELIGIBLE TODAY
18 of 375 employees

→
by 2030

15.5%
ELIGIBLE BY 2030
58 of 375 employees

⚠ Action Required
Succession planning and knowledge transfer must begin now to protect service continuity.

Employees Eligible to Retire by 2030 — by Department (count and % of department)



Eligibility based on age 65+ threshold as of June 2026. Department totals reflect active FTE headcount. Percentages shown are department-level retirement risk rates.

FTE Growth Trajectory: 2024 – H1 2026

Consistent workforce expansion across all periods

304	359	380
2024 Avg FTE	2025 Avg FTE	H1 2026 Avg FTE ★

Workforce Scale: Headcount Over Time



37% total growth since January 2024

Workforce grew by 101 employees from Jan 2024 to Jun 2026. The organization added 16 net FTE in H1 2026 alone, driven primarily by Transit Operations expansion.

Turnover & Retention: Improving Trend

H1 2026 | 6.1% Annualized Rate — Lowest in 3 Years

6.1%

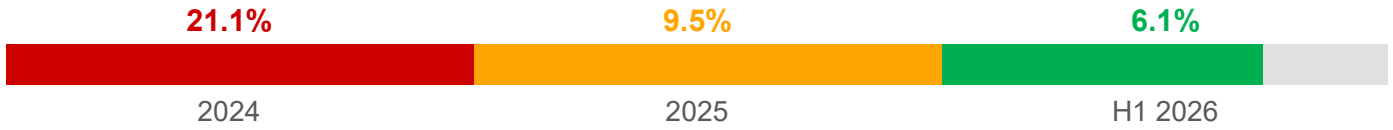
Annualized Turnover
H1 2026

3
Involuntary

20
Voluntary

Year-Over-Year Comparison

Year	Total Sep.	Involuntary	Voluntary	Rate
2024	64	28	36	21.1%
2025	34	16	18	9.5%
H1 2026 ★	**23**	**3**	**20**	**6.1%**



★ H1 2026 annualized (23 separations × 2). Voluntary separations predominantly retirements.

Turnover has improved 71% from 2024 to H1 2026. The shift toward voluntary separations (retirements) vs. involuntary reflects improved retention culture and management practices.

New Hire Retention: Consistent Improvement

H1 2026 | 88.9% Retention Rate — Highest in 3 Years

88.9%
90-Day Retention
H1 2026

83.3%
10 of 12
ATU / Union

100%
6 of 6
Administration

1,600 Applications in 2025
Strong hiring pipeline

Retention Trend: 3-Year Improvement



Retention = percentage of new hires/rehires still employed at 90 days

+13.3 percentage point improvement from 2024 to H1 2026

New hire retention improvement reflects stronger onboarding, competitive wages, and role-fit screening. With 1,600 applications in 2025, the hiring pipeline remains strong. H2 2025 retention tracked at 94.4%.

Internal Movement: H1 2026

Lateral transfers, promotions, reclassifications, and interim assignments — Jan through Jun 2026

16
Total Movements
H1 2026

↔ **9 — Lateral Transfers**

↑ **5 — Promotions**

≡ **1 — Reclassifications**

⏱ **1 — Interim / Temp**

Movement Detail (H1 2026)

Lateral (9)
- Cross-department moves across Finance, IT, Human Resources, Business Intelligence, Facilities, and Operations
- Transfers within Administrative Services and Public Safety
- Position changes reflecting departmental restructuring

Promotions (5)
- Union-represented employees promoted to Administrative classification
- Promotions within Human Resources, Public Safety, and Transit Operations

Reclassification (1)
- IT department role scope update

Interim / Temp (1)
- Interim/Temporary Assignment

Board Insight: 17 internal movements in H1 2026 — 9 lateral transfers and 6 promotions — signals a strong internal talent pipeline. The promotion rate reflects meaningful career progression within the organization. Recommend tracking whether internal mobility correlates with reduced voluntary turnover.

Workforce Metrics: Ongoing Period Comparison

Rolling view: H1 2025 | H2 2025 | H1 2026. YoY Trend compares equivalent half-year periods.

METRIC	H1 2025	H2 2025	H1 2026 ★	YoY TREND
Avg FTE (Headcount)	364	369	**380**	↑ +16 (+4.4% YoY)
Total Separations	24	10	**23**	↓ -1 vs H1 2025
— Involuntary	6	6	**3**	↓ -3 Improved
— Voluntary	18	4	**20**	↑ +2 Monitor
Turnover Rate	6.6%	2.7%	**6.1%**	↓ -0.5pp vs H1 2025
New Hire 90-Day Retention	—	94.4%	**88.9%**	↓ -5.5pp vs H2 2025
Internal Role Changes	—	—	**16**	New metric H1 2026

★ H1 2026 = most recent period (Jan–Jun 2026). YoY Trend compares H1 2025 → H1 2026 for equivalent-period consistency. H2 2025 shown for sequential context (last Board report period). Training Compliance and Internal Role Changes are new metrics first tracked in H1 2026.

Peer Agency Benchmarking — H1 2026

3 of 15 requested agencies responded; identified by size band only to encourage continued participation.

METRIC	LTD (H1 2026)	Agency A	Agency B	Agency C
		Large Regional	Mid-Size Regional	Mid-Large Regional
Workforce Size	~380 FTE	~10,000+ FTE	~600 FTE	~3,435 FTE
Locations	1 (Eugene, OR)	Multi-county, regional	Multiple – regional	Multiple – regional
Turnover Rate	6.1%	6% (non-contract) 12–13% (contract)	Not provided	~8.5% annualized (H1 2026 YTD)
90-Day Retention	88.9%	Not tracked	95%	Not provided

Strategic Priorities: H1 2026 Workforce Outlook

H1 2026 workforce metrics reflect both organizational strengths and areas requiring continued investment to deliver on LTD's mission.

OPERATIONAL RELIABILITY

Stable Workforce: 380 avg FTE supports consistent service delivery across all transit routes.

Low Turnover: 6.1% annualized turnover rate reduces disruption and retraining costs.

Trained Staff: 96.5% mandatory training compliance ensures operators meet safety and regulatory standards.

TALENT PIPELINE

Succession Urgency: 15.5% of workforce eligible to retire by 2030 — Transit Ops (38) and Fleet Maintenance (8) are highest-risk areas.

Strong Retention: 88.9% of H1 2026 new hires retained — effective onboarding supports long-term talent investment.

Internal Mobility: 8 H1 2026 role changes signal active leadership development and career pathing.

Conclusions…

- Overall, the story is positive: the workforce is growing – and that growth is accelerating, operational HR metrics are trending in the right direction, and internal mobility continues to support a “grow from within” strategy.

- The two metrics to watch closely in H2 2026 are the uptick in voluntary turnover and the decline in new-hire retention.

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer **AIS Title: Monthly Financial Report as of August 31, 2026**

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 August 2026.

Summary of Key Highlights

- Revenue: $19.32M (11.2% of annual budget), compared with $18.66M (12.2%) for the prior year. General Fund revenue was $16.60M, up $1.71M, while Non-General Fund revenue was $2.72M, down $1.05M.
- Expenditures: $22.79M (13.2% of annual budget), compared with $20.66M (13.5%) for the prior-year period. General Fund expenditures increased $0.19M, and Non-General Fund expenditures increased $1.94M.
- Net Position: Preliminary deficit of $3.47M, compared with a $2.01M deficit for the prior year period. This is primarily due to timing of grant drawdowns for bus purchases.

General Fund Snapshot

- General Fund Revenue totaled $16.60M (19.6% of budget), up $1.71M from $14.88M for the prior year period. Payroll tax revenue increased $1.55M with strong receipts from the June 30 quarterly employer reports. Combined Fares & Passes and Group Passes revenue was $0.43M, down $0.20M from last year. This decrease was expected due to the Summer Dollar Days discount.
- General Fund Expenditures totaled $12.42M (14.0% of budget), up $0.19M from $12.23M for the prior year period. Information Technology was the only department above the 2-month budget spend of 16.67%. This is due to annual software maintenance agreements costs that are paid at the beginning of the fiscal year. Materials Management is higher this year both in dollars ($.87M vs $.72M) and as a percent of budget (15.1% vs 11.3%. This is expected with higher fuel prices and parts costs.

Non-General Funds

- Non-General Fund Revenue totaled $2.72M (3.1% of budget) primarily due to grant drawdowns occurring after the date of this report. Medicaid revenue was $2.48M, slightly

lower than last year. With the changes in Medicaid eligibility, we are watching this revenue stream carefully.

- Non-General Fund Expenditures totaled $10.37M (12.4% of budget). Capital Projects make up the largest portion of the expenditures at $5.83M. $4.9M of this expense is from bus purchases.

Outlook

- Trends align with budget expectations and seasonal timing for August.
- Dollar Days 50% discount reduced fare revenue by 32% (fares and passes combined).
- Payroll tax revenue increased 11.5% over prior year's amount
- FY27 grant drawdowns were completed in September and will be shown in next report.
- Start of year expenses impact the July-August months but will smooth out after the 1st quarter.

Attachments:

(1) LTD Financial Report

Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the 2 Months Ending August 31, 2026
(For Internal Use only - not audited)

Revenue: General Fund	FY27 Budget	Actual to date	% Budget	FY26 Budget	Prior Year to date	% Budget
Fares & Passes	$ 2,667,890	$ 274,491	10.3%	$ 2,467,065	$ 409,810	16.6%
Group Passes	2,018,553	153,258	2.9%	1,959,760	222,593	11.4%
Advertising	100,000	-	0.0%	-	-	0.0%
Special Services	138,000	127,890	92.7%	131,222	123,301	94.0%
Payroll Tax Revenue	63,109,510	15,080,552	23.9%	58,826,480	13,526,860	23.0%
Self-Employment Tax	2,623,904	93,021	3.5%	2,400,000	117,280	4.9%
State In-Lieu-of Tax	795,715	-	0.0%	735,000	-	0.0%
Interest Income	2,743,996	447,576	16.3%	2,235,000	462,270	20.7%
Federal Assistance	4,843,811	353,431	7.3%	4,700,000	-	0.0%
State Assistance	5,350,000	-	0.0%	5,350,000	-	0.0%
Local Assistance	30,000	-	0.0%	-	-	0.0%
Misc Revenue, Records, Recovery	209,500	65,929	31.5%	391,200	20,547	5.3%
Procedes from Sale of Asset	150,000	-	0.0%	1,000,000	-	0.0%
Total General Fund Revenue	**$ 84,780,879**	**$ 16,596,149**	**19.6%**	**$ 80,195,727**	**$ 14,882,659**	**18.6%**

Revenue: Non-General Funds						
Capital Projects Fund	$ 42,169,408	$ -	0.0%	$ 25,468,336	$ 771,753	3.0%
Medicaid Fund	18,359,200	2,480,798	13.5%	19,082,519	2,749,097	14.4%
Mobility Services Fund	15,820,715	68,959	0.4%	15,818,716	63,236	0.4%
Point2Point	495,698	3,249	0.7%	163,265	-	0.0%
Working Capital	3,906,691	-	0.0%	4,345,776	-	0.0%
Sustainable Services Fund	600,000	171,562	28.6%	1,098,743	189,127	17.2%
Transfer from General Fund	5,905,779	-	0.0%	6,805,750	-	0.0%
Total Non-General Funds Revenue	**$ 87,257,491**	**$ 2,724,568**	**3.1%**	**$ 72,783,105**	**$ 3,773,213**	**5.2%**

Total All Revenue	**$ 172,038,370**	**$ 19,320,717**	**11.2%**	**$ 152,978,832**	**$ 18,655,873**	**12.2%**

Expenditures: General Fund	FY27 Budget	Actual to date	% Budget	FY26 Budget	Prior Year to date	% Budget
Business Intelligence	$ 803,459	$ 107,544	13.4%	$ 630,942	$ 148,346	21.3%
Compliance	1,601,028	218,499	13.6%	449,879	123,523	14.6%
Customer Services	1,399,512	184,281	13.2%	1,116,734	174,979	14.4%
Executive Office	2,613,668	405,955	15.5%	2,596,967	554,358	18.3%
Facilities Management	4,014,655	663,750	16.5%	3,440,166	507,712	13.3%
Finance	1,946,160	311,461	16.0%	1,674,277	326,759	16.6%
Fleet Management	8,111,513	1,121,423	13.8%	6,539,179	1,146,020	16.1%
Human Resources	4,958,589	528,426	10.7%	11,407,114	847,575	15.4%
Information Technology	6,347,066	1,541,291	24.3%	4,418,157	1,471,150	29.6%
Insurance & Risk Services	3,425,052	432,176	12.6%	2,280,058	469,679	16.2%
Intelligent Transport Systems	971,674	74,605	7.7%	707,308	214,852	25.3%
Marketing	1,866,164	244,635	13.1%	2,106,372	232,038	11.4%
Materials Management	5,757,250	870,918	15.1%	6,209,500	716,670	11.3%
Mobility Services	121,684	15,889	13.1%	429,756	50,905	11.4%
Planning & Development	1,542,276	197,790	12.8%	885,437	145,130	14.3%
Procurement	1,770,559	260,059	14.7%	1,468,312	205,810	14.3%
Public Safety Services	3,501,114	496,866	14.2%	2,834,624	422,192	13.9%
Special Events/Contingency	98,000	-	0.0%	50,000	-	0.0%
Transit Operations	31,527,694	4,696,033	14.9%	27,736,220	4,432,109	14.8%
Transit Training	404,674	48,389	12.0%	65,620	40,807	10.7%
Transfer To Other Funds	5,905,779	-	0.0%	20,018,285	-	0.0%
Total General Fund Expense	**$ 88,687,570**	**$ 12,419,990**	**14.0%**	**$ 97,064,907**	**$ 12,230,614**	**12.6%**

Lane Transit District
Financial Report Budget to Actuals (PRELIMINARY)
For the 2 Months Ending August 31, 2026
(For Internal Use only - not audited)

Expenditures: Non-General Funds	FY27 Budget	Actual to date	% Budget	FY26 Budget	Prior Year to date	% Budget
Capital Projects Fund	$ 31,096,336	$ 5,834,049	12.4%	$ 36,640,620	$ 4,451,238	14.3%
Medicaid Fund	19,410,269	2,645,892	14.2%	17,979,000	2,521,201	13.0%
Mobility Services Fund	16,318,716	1,876,419	11.5%	14,893,989	1,443,371	8.8%
Point2Point	263,265	15,764	2.9%	699,875	15,223	5.8%
Sustainable Services Fund	1,398,743	-	0.0%	500,000	-	0.0%
Total Non-General Funds Expense	**$ 68,487,329**	**$ 10,372,125**	**15.1%**	**$ 70,713,484**	**$ 8,431,033**	**11.9%**
Total All Expense	**$ 157,174,899**	**$ 22,792,115**	**14.5%**	**$ 167,778,391**	**$ 20,661,647**	**12.3%**
			0			
Net Surplus (Deficit) **(Total Revenue less Total Expense)**		**$ (3,471,398)**			**$ (2,005,775)**	

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 2026-10-21-27, appointing two new members to the Statewide Transportation Improvement Fund (STIF) Advisory Committee
- Adoption of Resolution 2026-10-21-28, authorizing the Chief Executive Officer to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing eight (8) cutaway buses for revenue service with our Ride Source service
- Adoption of Resolution 2026-10-21-29, authorizing the Chief Executive Officer to enter into a contract with Pomp's Tire Service for the purpose of purchasing revenue bus tires, tire retreads, and tire repairs

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 STIF Advisory Committee Members

Prepared By: Kathleen Flynn, Mobility Services Grant Specialist

Action: Adoption

Agenda Item Summary: The purpose of this item is to seek Lane Transit District's (LTD) Board of Directors' adoption of Resolution No. 2026-10-21-27, appointing two new members to LTD's Statewide Transportation Improvement Fund (STIF) Advisory Committee.

Background: In 2017, the Oregon Legislature enacted House Bill 2017, the Keep Oregon Moving Act, which included a new 0.1% employee payroll tax to fund public transportation. This tax provides a dedicated source of funding for expanding public transportation service in Oregon that benefits a high percentage of low-income households. *(*See https://lanestif.org/). This funding source is called the Statewide Transportation Improvement Fund. 90% of STIF funds are disbursed by formula to Qualified Entities (QE) based on the amount of payroll tax generated in their area. LTD is the Qualified Entity for the funds allocated to Lane County. Pursuant to OAR 732-040-0030(1), the Governing Body of each QE shall appoint an Advisory Committee to advise and assist the QE "in carrying out the purposes of the STIF and prioritizing projects to be funded by STIF moneys received by the Qualified Entity."

STIF Advisory Committee Membership and Composition: In accordance with the STIF Advisory Committee bylaws, the committee consists of ten voting members, as well as two LTD Board members and an Oregon Department of Transportation representative who each serve in an advisory, non-voting capacity. Pursuant to Oregon Administrative Rule 732-040-0035(5), committee members must represent a diverse set of stakeholders with a variety of interest areas. This recruiting cycle, LTD sought members who are representative of the following stakeholder groups: public transportation service providers, educational institutions, persons who rely on public transit, and those who reside outside of LTD's payroll tax district.

STIF Advisory Committee Member Recruitment, Selection, and Appointment Process: Three STIF Advisory Committee members completed their terms on June 30, 2026, and one member resigned earlier in 2026 after moving out of Lane County. Pursuant to OAR 732-040-0035, committee members must represent specified stakeholder interests, and the Committee must include members from LTD's area of responsibility both within and outside LTD's district boundaries. LTD staff conducted recruitment efforts in the local community and sought new applicants for the STIF Advisory Committee in August and September. LTD advertised the vacancies via the LTD website, social media, and direct emails with partner agencies and organizations. As a result of these recruitment efforts, two eligible members for the STIF Advisory Committee were identified and recommended by LTD staff, and their biographies are attached to this AIS for review and consideration.

Lane Transit District
Agenda Item Summary (AIS)

Attachments:

1. STIF Advisory Committee Members Biographies
2. Resolution No. 2026-10-21-27

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

Proposed Motion: I move to adopt Resolution No. 2026-10-21-27, appointing two new members to LTD's Statewide Transportation Improvement Fund (STIF) Advisory Committee.

Lane Transit District
Agenda Item Summary (AIS)

Statewide Transportation Improvement Fund (STIF) Committee Onboarding Members



Braden Ravenscraft

Community Program Manager
McKenzie Community Lane Trust

Bio

Braden grew up in a small town in Arizona and moved to Oregon to attend the University of Oregon, where he graduated in 2023 with his degree in Planning, Public Policy and Management. After graduation, he joined the Resource Assistance for Rural Environments AmeriCorps Program and began working with McKenzie Community Land Trust (MCLT). After completing 2 AmeriCorps service terms, he is now the Community Program Manager for MCLT. Among many projects with MCLT, Braden has worked alongside low-income households to secure affordable housing, and he currently leads efforts to create safe pedestrian connections in Blue River. Living, attending school, and working in Eugene and Lane County has reinforced to him the importance of a well-connected community. Proudly living a multi-modal lifestyle, he believes public transportation is key to a future where people can live, work, and play in an affordable and sustainable manner.



Theodora Ko Thompson

Admissions Specialist
University of Oregon

Bio

Theodora Ko Thompson is a long-service University of Oregon employee, an alumna of Lane Community College, and a Double Duck with a bachelor's degree in journalism-advertising, and master's degree in educational leadership. Policy, management and organization, access to learning opportunities, pathways, safety,

equity, and inclusion have been core components of Theo's advocacy in service and leadership roles. The daughter of an educator who championed the inclusion of children with disabilities and raised in a multi-racial, multi-ethnic, and multi-religious society, Theo is multilingual and has a unique blend of diverse business, education and labor experiences. She has backpacked and travelled extensively, navigating different public transit and transportation systems. Curious, passionate, driven, and a pragmatic goal and solutions-minded strategic thinker, Theo brings deep insight with her interest and passion for languages and cultures - to uplift voices, and to foster dialogue, awareness and meaningful change for welcoming, safe, healthy and inclusive spaces. She served on Lane County's Equity and Access Advisory Board, as well as the on the Board of the Asian Pacific American Network Organization. While serving on the University Senate Theo co-authored the Senate's Annual Leadership award for Classified Employees. She currently serves on the Safety Advisory Committee. Her union leadership roles include serving as Statewide Secretary and Regional Director on the Board, President of her sub-local; founder of the Asian Desi Pacific Islander caucus, founding member of the Women of Color caucus; co-chair of the Civil and Human Rights Committee, and she currently serves as co-chair of Women's Council. Theo values bridging connections, working collaboratively on evolving topical issues of the social-cultural-economic experiences in the workplace, and in underserved, under-represented, and under-resourced communities.

LTD RESOLUTION NO. 2026-10-21-27

APPOINTING MEMBERS TO THE LANE TRANSIT DISTRICT STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE

WHEREAS, ORS 184.761 and O.A.R. 732-040-0030 requires Lane Transit District's (LTD) Board of Directors to appoint an Advisory Committee for the purpose of advising and assisting the Board in prioritizing plans and projects to be funded with Statewide Transportation Improvement Fund (STIF) moneys; and

WHEREAS, the committee shall consist of at least seven (7) members who are knowledgeable about the public transportation needs of residents or employees located within or traveling to and from Lane County, and who individually represent one or more of the diverse stakeholder groups specified in Oregon Administrative Rule 732-040-00359(5)(b)(A-R); and

WHEREAS, LTD broadly advertised the opportunity to fill two(2) STIF Advisory Committee seats; and

WHEREAS, pursuant to ORS 184.761(1), LTD formed a Selection Committee including LTD's Associate Planner Kerry Aszklar, Public Information Officer Anni Katz, HR Generalist Ashley Ziert, and LTD Mobility Services Grant Specialist and STIF Advisory Committee Liaison Kathleen Flynn, to screen and interview candidates; and

WHEREAS, pursuant to ORS 184.761(1), after review and consideration, the Selection Committee hereby recommends and the Board approves two (2) STIF Advisory Committee appointee candidates identified below;

NOW, THEREFORE, BE IT RESOLVED, that the LTD Board of Directors appoints the following member(s) to the STIF Advisory Committee for the term set forth below:

Member	Term Ending
Braden Ravenscraft	6/30/2028
Theodora Ko Thompson	6/30/2028

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21ST DAY OF OCTOBER 2026.

_____

Susan Cox, Board President

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson T. Auten, Chief Executive Officer

Contract Title: Specialized Services Eight (8) Cutaway Vehicle Replacements

Prepared By: Eric Evers, Director of Fleet Maintenance

Grant No: 35850 ODOT STIF Formula 100%

Contract No.: Washington Department of Enterprise Services 04824-02

Entering into a Contract: ☒ **Contract Amendment:** ☐ **Approved by Procurement:** ☒

Action: Adoption of Resolution No. 2026-10-21-28, authorizing the Chief Executive Officer (CEO) to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing eight (8) cutaway buses for RideSource for revenue service.

Agenda Item Summary: This contract authorizes LTD to carry out annual vehicle replacements for state-of-good repair purposes, driven by the end of vehicle life. As part of this initiative, LTD will replace eight (8) RideSource cutaway buses on a one-for-one basis due to their end-of-life status. STIF Formula funds from the FY26 and FY27 STIF Biennium will be used to support these vehicle replacements. Procurement utilized the Washington Department of Enterprise Services Master Contract 04824-02 for Light and Medium Buses to request quotes from the awarded vendors for eight (8) Category 3 Cutaway buses. All four vendors awarded this contract submitted responsive quotes by the deadline. The lowest responsive bidder was Model 1 Commercial Vehicles, Inc. The breakdown of the total cost for these vehicles is provided below:

- Cutaway buses: 1 each @ $143,616.00 x 8 Total = $1,148,928.00
- Total Contract Amount: $1,148,928.00

Attachments:

(1) Resolution No. 2026-10-21-28

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

Proposed Motion: I move to adopt Resolution No. 2026-10-21-28, authorizing the Chief Executive Officer to enter into a contract with Model 1 Commercial Vehicles, Inc. for the purpose of replacing eight (8) cutaway buses for revenue service.

RESOLUTION NO. 2026-10-21-28

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH MODEL 1 COMMERCIAL VEHICLES, INC., FOR THE PURPOSE OF REPLACING EIGHT SPECIALIZED SERVICES VEHICLES FOR REVENUE SERVICE

WHEREAS, LTD needs to replace eight (8) RideSource cutaway buses on a one-for-one basis due to their end-of-life status; and

WHEREAS, LTD's Fiscal Year 2026 - 2027 Budget includes STIF Formula funds from the FY26 and FY27 STIF Biennium (grant number 35850 ODOT STIF Formula 100%); and

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

WHEREAS, LTD followed the Cooperative Purchasing and Request for Quote (RFQ), competitive bid process, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 46-49, and LTD's Procurement Policy, as well as any Federal Transit Administration requirements, as applicable; and

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

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 Model 1 Commercial Vehicles, Inc., for the purpose of replacing eight (8) RideSource cutaway buses on a one-for-one basis due to their end-of-life status in an amount not to exceed $1,148,928.00; and (b) as needed, execute amendments to the contract not to exceed a cumulative Contract total of $1,378,713.60.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21ST DAY OF OCTOBER 2026.

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Susan Cox, Board President

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson T. Auten, Chief Executive Officer

Contract Title: New, Retread, Repair and Disposal Revenue Bus Tires

Prepared By: Eric Evers, Director of Fleet Maintenance

Contract No.: Pomp's Tire Service, Inc. Contract No. 20260056

Grant No: N/A

Entering into a Contract: ☒ **Contract Amendment:** ☐ **Approved by Procurement:** ☒

Action: Adoption of Resolution No. 2026-10-21-29, authorizing the Chief Executive Officer (CEO) to enter into a contract with Pomp's Tire Service, Inc., for the purpose of purchasing revenue bus tires, tire retreads, and tire repairs.

Agenda Item Summary: This contract authorizes LTD to carry out new tire purchases, tire retreads, and tire repairs for all revenue bus tires on a recuring basis. General funds from the annual budgets will be used to support purchases made in the concurrent fiscal year**.** Procurement issued a formal Invitation for Bid (IFB) solicitation as the procurement method on July 14, 2026, for a one (1) year base term and two (2) optional renewal year contract. LTD received three (3) responsive bids by the submission deadline. Pomp's Tire Service, Inc., was the lowest responsive bid and was awarded the contract. The total cost for this contract is $1,455,246.96

	Base Year	Option Year 1 (5% increase)	Option Year 2 (5% increase)	Total
Tires	$326,640.00	$342,972.00	$360,120.60	$1,029,732.60
Tire Services	$134,976.80	$141,725.64	$148,811.92	$425,514.36
Annual Total	$461,616.80	$484,697.64	$508,932.52	$1,455,246.96

Attachments:

(1) Resolution No. 2026-10-21-29

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

Lane Transit District
Agenda Item Summary (AIS)

Proposed Motion: I move to Adopt Resolution No. 2026-10-21-29, authorizing the Chief Executive Officer to enter into a contract with Pomp's Tire Service, Inc., for the purpose of purchasing revenue bus tires, tire retreads, and tire repairs.

RESOLUTION NO. 2026-10-21-30

AUTHORIZING THE CHIEF EXECUTIVE OFFICER TO ENTER INTO A CONTRACT WITH POMP'S TIRE SERVICE, INC., FOR THE PURPOSE OF PURCHASING REVENUE BUS TIRES, TIRE RETREADS, AND TIRE REPAIRS

WHEREAS, Lane Transit District (LTD) needs new tires, tire retreads and tire repair services for all revenue buses on a recuring basis to maintain serviceable tires across LTD's fleet; and

WHEREAS, LTD's Fiscal Year 2026 - 2027 budget includes general fund budget for tire management; and

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

WHEREAS, LTD followed the Invitation for Bid (IFB), competitive process, pursuant to the requirements of the Oregon Public Contracting Code, Oregon Administrative Rules Ch. 137, Divisions 46-49, and LTD's Procurement Policy, as well as any Federal Transit Administration requirements, as applicable; and

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

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

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 Pomp's Tire Service, Inc., for the purpose of purchasing new tires, tire retreads and tire repairs for all revenue buses on a recuring basis to maintain serviceable tires across LTD's fleet in an amount not to exceed $1,455,246.96; and (b) as needed, execute amendments to the contract not to exceed a cumulative contract total of $1,705,246.96.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21ST DAY OF OCTOBER 2026.

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Susan Cox Board President

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

AIS Title Artificial Intelligence (AI) Acceptable Use Policy

Prepared By: Aimee Reichert, Director of Business Intelligence

Action: Approval

Agenda Item Summary

Lane Transit District (LTD) staff prepared a new Artificial Intelligence (AI) Acceptable Use Policy (Policy) for Board approval. The Policy establishes a District-wide governance framework for the ethical, secure, and transparent use of AI tools in LTD business. It recognizes that AI can support drafting, analysis, summarization, decision support, and operational improvement, but it does not replace human judgment, accountability, or required review.

The Policy is intentionally high level and is supported by associated operating procedures that can be updated iteratively as AI technology, tools, risks, and best practices continue to evolve. This approach allows the Board to approve the overarching policy direction while preserving the flexibility needed for staff to manage implementation details, approved tools, training, vendor review, data protection, and compliance requirements over time.

Approval of this Policy will provide a formal governance foundation for LTD's use of AI and help ensure future AI-related work is aligned with District values, legal requirements, public trust, and responsible stewardship of public resources.

LTD provided the required Section 2.2 notice under the applicable CBAs to ATU 757 President Bruce Hansen, ATU 757 Vice-President Henry Beasley and ATU 757 Executive Board Officer Mike Funderburk II, on September 8, 2026 by email; as of the date of this AIS; no comments or correspondence have been received.

Attachments:

(1) AI Policy Presentation
(2) Resolution No. 2026-10-21-30
(3) AI Use Policy

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

Proposed Motion: I move to adopt Resolution No. 2026-10-21-30, approving the LTD Artificial Intelligence Acceptable Use Policy.

RESOLUTION NO. 2026-10-21-30

APPROVAL OF THE LTD ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

WHEREAS, Lane Transit District (LTD) recognizes that AI tools are increasingly available to support administrative, analytical, operational, and customer-facing work; and

WHEREAS, the responsible use of artificial intelligence can improve efficiency, support data-informed decision-making, and help employees better serve riders and the community when used appropriately; and

WHEREAS, LTD has developed an AI Acceptable Use Policy to establish a consistent governance framework and provide clear guidance for the responsible, ethical, secure, and transparent use of AI tools by employees, contractors, and other authorized users; and

WHEREAS, the Policy establishes expectations regarding the use of authorized AI tools and appropriate use cases; protection of confidential, sensitive, and protected information; review and validation of AI-generated content; appropriate human oversight and accountability; transparency regarding AI use when appropriate; compliance with public records, records retention, privacy, security, and other applicable legal and policy requirements; and training and guidance for authorized users; and

WHEREAS, LTD recognizes that AI technologies and associated legal, regulatory, and industry standards will continue to evolve and that the District's governance practices should be periodically reviewed and updated to reflect changes in technology, applicable law, operational needs, and recognized best practices; and

NOW, THEREFORE, BE IT RESOLVED that LTD's Board of Directors approves the AI Acceptable Use Policy and authorizes the Chief Executive Officer, or designee, to implement the policy, make administrative updates as needed, and provide guidance and training to support responsible use of artificial intelligence across the District.

ADOPTED BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21ST DAY OF OCTOBER 2026.

Susan Cox, Board President

	Information Technology	**Department(s) Affected:** All Departments
		Effective Date: 10/21/2026
		Revision Date(s): Enter all dates

LANE TRANSIT DISTRICT
ARTIFICIAL INTELLIGENCE (AI) ACCEPTABLE USE POLICY

PURPOSE

The purpose of this policy is to guide the ethical, secure, and transparent use of Artificial Intelligence (AI) and Generative AI at Lane Transit District (LTD). AI is a tool and does not replace human decision-making or accountability. This policy outlines acceptable use, data protections, risk mitigation, approvals, and legal obligations for AI systems and AI-generated outputs.

APPLICABILITY

This policy applies to:

1. **Individuals:** All LTD employees (regular, part-time, temporary, remote, and represented), as well as contractors, consultants, interns, visitors, and other third parties who access LTD systems or data, unless otherwise specified by collective bargaining agreements (CBAs) or individual employment contracts.

2. **Locations:** All LTD, owned, leased, or managed facilities and virtual spaces where IT resources are stored, accessed, or used.

3. **Systems and Information:** All LTD IT systems, infrastructure, applications, and technology resources or vendor solutions using AI on behalf of LTD, as well as all sensitive, confidential, proprietary, or otherwise protected information created, collected, stored, processed, or managed on behalf of LTD.

4. **Devices and Networks:** All devices (LTD-owned, leased, or authorized personnel devices) connected to LTD, affiliate, or third-party networks, including AI-enabled tools.

RESPONSIBILITY

Senior Executive Leadership (CEO/Chiefs) The CEO has overall executive authority for LTD's AI governance framework and strategic direction.

The Chiefs are responsible for implementing that direction within their respective departments and have decision-making authority regarding AI use, risk management, resource allocation, and operational controls within their areas of responsibility. Chiefs are accountable for ensuring AI use within their departments complies with district policies and applicable legal, regulatory, and operational requirements.

Director of Information Technology administers and enforces LTD's AI governance program under the direction of the CEO and chiefs and is responsible for the secure and compliant implementation of AI technologies.

Responsibilities include, but are not limited to:

- Recommending AI-related policies.
- Establishing standards and guidelines.
- Approving all AI deployments and reviewing high-risk use cases.
- Leading AI-related risk assessments and incident response activities.
- Ensuring AI practices comply with cybersecurity, privacy, and legal frameworks.
- Developing LTD's AI strategy in collaboration with internal and external experts.

Department Directors are responsible for ensuring AI governance and use within their departments align with **LTD** policies, operational needs, and this policy. Directors are accountable to their respective chief for the appropriate, responsible, and compliant use of AI within their areas of responsibility.

Responsibilities include, but are not limited to:

- Ensuring compliance with this policy and other district requirements.
- Identifying, assessing, and managing AI-related risks within their area of responsibility.
- Establishing departmental expectations for approved AI use and ensuring appropriate training resources are available.
- Coordinating with IT on the review and approval of high-risk, sensitive, procured, or vendor provided AI solutions.
- Monitoring vendor compliance when AI capabilities are provided through contracted services.
- Ensuring managers and supervisors are implementing AI governance requirements within their work groups.

Managers and Supervisors are responsible for ensuring employees follow approved AI practices and comply with AI governance requirements in day-to-day operations. They implement AI governance requirements within their teams.

Responsibilities include, but are not limited to:

- Ensuring employees comply with this policy and related procedures.
- Monitoring the use of approved AI tools within their work groups.
- Ensuring employees complete required training and apply approved AI practices in their daily work.
- Escalating AI-related risks, incidents, or concerns to department directors and IT.

All users are responsible for using AI responsibly, following **LTD** requirements, and ensuring AI-generated work is accurate and appropriate.

Responsibilities include, but are not limited to:

- Complying with this policy and related procedures.
- Using only approved AI systems.
- Verifying the accuracy of AI-generated outputs.
- Disclosing AI-generated content when required.
- Immediately reporting suspected AI-related incidents to the IT Department.

Procurement Department is responsible for ensuring AI-related procurements and contracts comply with district procurement, legal, security, and data protection requirements.

Responsibilities include, but are not limited to:

- Coordinating with IT and Legal before entering into contracts involving AI systems.
- Ensuring AI-related procurements complies with applicable security, privacy, transparency, and data protection requirements.
- Incorporating the requirements identified in the AI Tools and Vendor Solutions section of this policy into applicable contracts.

Legal and Compliance Legal and Compliance is responsible for advising on legal, regulatory, records management, public records, privacy, ethics, and policy review and considerations related to AI use and supporting departments with applicable laws, regulations, and **LTD** requirements.

POLICY

AI tools may be used for District business only if they are listed as approved in the ***LTD AI Acceptable Use SOP***, which is the authoritative source for approved tools and their assigned use categories. Approval applies to the specific LTD-licensed instance of a tool and does not extend to personal, free, or consumer versions of that product.

Each approved AI tool may be used only for the use categories assigned to it in the SOP. Requests for new AI tools or use categories shall follow the review and approval process established in the ***LTD AI Acceptable Use SOP.*** An AI tool is approved for LTD business only once it appears in the SOP.

For purposes of this policy, "AI" includes AI tools and AI functionality provided through software applications and vendor solutions that generate content, analysis, recommendations, or decisions.

AI Tools and Vendor Solutions

New AI tools and vendor solutions that use AI must be reviewed and approved before they are purchased, activated, or used for LTD business.

Reviews shall consider legal, operational, security, privacy, records management, accessibility, equity, data governance, and other compliance requirements. Detailed review criteria, approval requirements, and implementation procedures shall be maintained in the ***LTD AI Acceptable Use SOP.***

AI tools and AI functionality provided through software applications, vendor solutions, or search engines may be used only in accordance with this policy, ***LTD AI Acceptable Use SOP,*** and applicable security requirements.

Human Oversight and Accountability

LTD employees remain responsible and accountable for all decisions, actions, communications, and work products that involve AI-generated content. AI systems may assist with drafting, analysis, recommendations, or decision support, but they do not replace human judgment, review, validation, or approval.

AI-generated outputs must be reviewed for accuracy, completeness, appropriateness, and compliance with applicable laws, district policies, and operational requirements before being relied upon, distributed, or released.

AI may not independently make final decisions affecting employment, rider eligibility, safety, compliance, legal matters, procurement, or financial determinations.

Public-facing content that is created with AI assistance must undergo appropriate review and approval prior to publication.

Training Requirement

Approved AI tools must have documented standards for use and appropriate training materials available to employees.

Prohibited Use

LTD strictly prohibits the following use of AI, regardless of approval status:

- Entering regulated or legally protected data into public AI tools.
- LTD data may not be used to train or improve a vendor's general-purpose AI models except where specifically authorized following IT, Legal, privacy/security, or records review.
- Creating deep fakes, manipulated media, or deceptive content.
- Submitting substantially generated content as human-created work without disclosure.
- Publishing rider-facing, public-facing, or board materials without human review and approval.
- Conducting AI-based surveillance, biometric identification, behavioral analysis, social scoring, or manipulation unless explicitly authorized by law and formally approved by the Director of IT and Legal.

Any AI use that introduces significant privacy, civil rights, equity, safety, security, or legal compliance risks as determined by Legal.

Compliance Requirements

All use of AI must comply with applicable federal, state, and local laws, as well as LTD policies governing safety, security, privacy, and data governance.

AI systems and outputs must comply with:

- Public Records and Retention (ORS 192, ORS 357, OAR 166 Division 150). AI-generated content created or used during LTD business may constitute a public record subject to disclosure and to applicable Oregon retention schedules. Record status is determined by content and use, not by the tool that produced it.
- Civil Rights (Title VI, Title VII, ORS 659A). AI may not be used in a manner that results in unlawful discrimination, unjustified disparate impact on protected classes, or reduced access to District services and programs.
- Americans with Disabilities Act (ADA): AI-enabled customer-facing services and AI-assisted public content must meet District accessibility standards.
- Safety and Security Requirements**:** AI must operate in compliance with existing safety, cybersecurity, and data governance regulations.
- Values and Ethical Standards: Use of AI should uphold LTD's values and associated procedures, and training materials will emphasize ethical considerations and responsibilities.

Attorney-Client Privilege and Legal Confidentiality

Use of an AI system does not create attorney-client privilege, and employees should not assume that communications with or outputs from an AI system are privileged or otherwise protected from disclosure.
Attorney-client privileged communications, attorney work product, confidential legal advice, or information prepared for or at the direction of Legal and Compliance may be entered into or processed by an AI system only when the system and the specific use have been approved for that purpose by Information Technology and Legal and Compliance.

Employees must not use AI systems as a substitute for consultation with Legal and Compliance on matters requiring legal advice. Questions regarding whether information is privileged, confidential, subject to disclosure, or appropriate for use with an AI system shall be referred to Legal and Compliance before the information is submitted to the AI system.

Nothing in this policy is intended to waive or limit any attorney-client privilege, attorney work-product protection, or other applicable legal protection.

Transparency and Attribution

Synthetic media created or materially altered by AI, including images, audio, and video, may not be published or distributed by LTD without clear disclosure that the content is AI-generated. Where the tool supports embedded content provenance, that provenance shall be retained.

AI may not be used to simulate the voice, likeness, or written statement of a specific individual without that individual's written consent.

Where AI has materially informed the analysis or findings in a report to the Board, the public, or a regulatory body, the methodology section shall note its use. Disclosure is a description of method, not a disclaimer.

Routine AI assistance with drafting, editing, formatting, and summarization does not require disclosure.

DEFINITIONS

Artificial Intelligence (AI): A system or software that performs tasks typically requiring human intelligence, including learning, reasoning, problem-solving, decision-making, pattern recognition, and natural language processing.

AI Systems: Software or tools using machine learning, language models, or pattern recognition to simulate human intelligence. This includes both LTD-approved tools (e.g., Microsoft Copilot) and vendor-provided AI systems.

AI Output: Content or decisions produced by an AI system, including text, summaries, code, or media, which may require human review before use.

Biometric Identification: Use of fingerprints, facial recognition, or behavioral traits to identify individuals.

Generative AI: AI that generates new content (text, images, video, audio) from input prompts (e.g., ChatGPT, Gemini, DALL·E, Copilot, etc.).

High-Risk AI Use: Any AI use involving sensitive or regulated data or outputs that could significantly affect employees, riders, financial, compliance, or legal outcomes. High-Risk AI Use requires prior review and approval, with documented Human-in-the-Loop oversight, as specified in this policy.

Human-in-the-Loop: A requirement for meaningful human oversight in AI-assisted decision-making processes to ensure fairness, accountability, and transparency, particularly for high-impact decisions.

Human Resource Data (HRD): Confidential employee-related information maintained by the district for employment purposes.

Payment Card Information (PCI): Credit Card or payment information governed by the Payment Card Industry Data Security Standards (PCI DSS).

Personal Health Record (PHR): Health-related information that is maintained and managed by the individual, rather than a healthcare provider.

Personally Identifiable Information (PII): Personally Identifiable Information (e.g., Names, addresses, Social Security numbers).

Protected Health Information (PHI): Individually identifiable health information that is protected under HIPAA and Oregon state laws.

Public AI Tools: Third-party AI platforms available on the internet (e.g., ChatGPT Free, Bard, DALL·E) that are not owned or managed by LTD and may collect or retain submitted data. Public AI Tools are prohibited from sensitive or regulated data unless explicitly approved.

Private AI Tools: AI systems that are developed, hosted, or managed in a secure, controlled environment by LTD or a trusted vendor.

Public Records: Under Oregon Public Records Law (ORS 192), AI-generated content created or used in the course of LTD operations may be subject to disclosure and records retention requirements.

Regulated Data: Information legally protected under federal, state, or industry regulations. This includes HRD, PCI, PHI, PII, and other records subject to statutory or regulatory requirements.

Sensitive Data: Non-public information that could cause harm if disclosed, including but not limited to regulated data, internal operational data, or security protocols.

Social Scoring: Use of AI to profile or rank individuals based on personal attributes or behavior. Social scoring is prohibited at LTD due to the potential for discrimination and privacy violations.

Subject Matter Expert (SME): a person with specialized knowledge, skills, or experience in a particular area who is qualified to review, validate, or approve content or decisions related to that area.

Substantially Generated Content: AI-produced text, code, images, audio, or video used word for word, or nearly word for word, in a final work product. Routine AI assistance with drafting, editing, formatting, or summarization does not by itself make content substantially generated.

RECORD RETENTION SCHEDULE

All records created, used, or generated through AI must be:

- Retained according to Oregon records retention schedules
- Classified and archived per LTD's Records and Information Management Policy
- Managed with support from the Records Management Officer

COMPLIANCE AND DISCIPLINARY ACTIONS

Non-compliance with this policy may result in corrective or progressive disciplinary action, up to and including suspension or termination, depending on the severity of the violation and in accordance with established district procedures.

For employees covered by a Collective Bargaining Agreement (CBA) or an individual employment contract, any actions taken under this policy will be consistent with the terms of the applicable agreement. In the event of a conflict between this policy and a CBA or individual employment contract, the terms of the respective agreement or contract will take precedence, as required.

BUDGETARY CONSIDERATIONS

AI investments must be evaluated based on expected operational value, long-term maintenance costs, and alignment with LTD's strategic goals. Departments must work with Finance and IT to conduct a cost-benefit analysis prior to procurement.

MAINTENANCE

This policy will be reviewed annually for needed updates.

REVISION HISTORY

Revision Number	Author	Summary of Changes

POLICY APPROVAL

Policy Stage	
New Policy	☒
Revision	☐
Rescind	☐
Other:	Click or tap here to enter text.

Required Approval Type	
Chief Executive Officer (CEO) Approval	☐
Board of Directors' Approval	☒
Union Review (must be submitted at least 10 days before implementation)	☐
Other:	Click or tap here to enter text.

Susan Cox, Board President **Date**

Lane Transit District
Agenda Item Summary (AIS)

Presented By: Jameson Auten, Chief Executive Officer

Prepared By: Carmen Jackson-Brown, General Counsel

Title: An Ordinance Amending Lane Transit District Ordinance No. 53 To Modify The District's Fare Structure By Expanding Eligibility For Honored Rider Fare Benefits To Current And Former Members Of The United States Armed Forces

Action: Second reading and proposed adoption of Ordinance No. 53 amending Lane Transit District Ordinance No. 53 to expand eligibility for the Honored Rider Program to include current members of the United States Armed Forces and veterans, which includes a person who has served in the United States Armed Forces, including service in National Guard, or Reserve components, regardless of length of service, activation status, or character of discharge, and schedule the Ordinance for second reading and adoption at a subsequent regular Board meeting.

Background: Lane Transit District's Honored Rider Program currently provides fare-free fixed-route transit service to individuals sixty-five (65) years of age and older. Ordinance No. 53 establishes the District's fare structure and defines eligibility for the Honored Rider Program.

Recognizing the service and sacrifice of members of the United States Armed Forces is consistent with the District's commitment to providing equitable access to public transportation and supporting mobility for members of the communities it serves.

The proposed ordinance expands eligibility for Honored Rider fare benefits to include active-duty military personnel and qualifying veterans while maintaining existing eligibility for senior riders. The amendment authorizes the Chief Executive Officer to establish administrative procedures and acceptable forms of documentation necessary to verify eligibility and administer the program.

Ordinance No. 53 was presented to the Board for first reading at a prior regular Board meeting on September 16, 2026. The ordinance is now presented for second reading and proposed adoption at the Board's October 21, 2026 regular meeting.

Agenda Item Summary: The proposed amendment updates the Honored Rider Program provisions contained in Ordinance No. 53 by expanding eligibility to include:

- Persons sixty-five (65) years of age or older;
- Current members of the United States Armed Forces; and

- Veterans, which includes a person who has served in the United States Armed Forces, including service in the Active Duty military, National Guard, or Reserve components, regardless of length of service, activation status, or character of discharge.

Agenda Item Summary: Because the proposed ordinance expands eligibility for fare-free transit benefits under the Honored Rider Program, the District conducted a Title VI Fare Equity Analysis consistent with applicable Federal Transit Administration (FTA) requirements and the District's Title VI Program. Based on the best available American Community Survey data, the analysis identified a potential disparate impact on minority populations and a potential disproportionate burden on low-income populations because the benefits of the proposed change are not projected to be distributed proportionately among demographic groups.

The proposed change provides a new fare benefit and does not result in a fare increase, service reduction, or other direct loss of an existing transit benefit. The District evaluated practicable alternatives and determined that neither would accomplish the objective of extending Honored Rider eligibility to all veterans and materially reduce the identified impacts. If approved, the District will implement targeted outreach, enrollment assistance, and other mitigation measures to promote equitable access to fare benefits and will monitor participation following implementation. The complete Title VI Fare Equity Analysis is included in the agenda packet for the Board's review and consideration.

If approved on first reading, the ordinance will be scheduled for second reading and adoption at a subsequent regular Board meeting in accordance with ORS 267.550. Consistent with ORS 267.550, the ordinance shall not become effective earlier than thirty (30) days following its adoption upon second reading. The proposed ordinance establishes December 1, 2026, as its effective date. The amendment does not change existing fare rates; however, it modifies the District's fare structure by expanding the class of individuals eligible to receive fare-free benefits under the Honored Rider Program.

Implementation of the ordinance will require the District to establish administrative procedures for verifying military status or service, updating program materials, modifying customer service procedures, and communicating the expanded eligibility criteria to the public.

Fiscal Impact: The anticipated fiscal impact is expected to be minimal and will consist primarily of foregone fare revenue associated with newly eligible participants, administrative updates to customer service procedures, and production of revised program materials. Staff anticipates these costs can be absorbed within existing operating budgets.

Equity Considerations: Title VI Analysis & Results: Veterans Fare Change

Attachments:

(1) Ordinance No. 53
(2) Title VI Analysis
(3) Fiscal Analysis

Lane Transit District
Agenda Item Summary (AIS)

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

Proposed Motion: I move to adopt Ordinance No. 53 following second reading, amending the District's fare structure to expand eligibility for Honored Rider fare benefits to current and former members of the United States Armed Forces, effective December 1, 2026.

ORDINANCE NO. 53

AN ORDINANCE AMENDING LANE TRANSIT DISTRICT ORDINANCE NO. 53 TO MODIFY THE DISTRICT'S FARE STRUCTURE BY EXPANDING ELIGIBILITY FOR HONORED RIDER FARE BENEFITS TO CURRENT AND FORMER MEMBERS OF THE UNITED STATES ARMED FORCES

WHEREAS, Lane Transit District provides fare benefits through its Honored Rider Program pursuant to Ordinance No. 53; and

WHEREAS, the Board of Directors desires to recognize the service and sacrifice of current and former members of the United States Armed Forces by extending Honored Rider fare benefits to such individuals; and

WHEREAS, expanding eligibility for fare benefits promotes equitable access to public transportation and supports mobility for veterans and active-duty military personnel within the District's service area; and

WHEREAS, pursuant to ORS 267.320(1), the Board is authorized by ordinance to impose and collect user charges, fees, and tolls from persons served by or using the District's transit system and other facilities and services; and

WHEREAS, Lane Transit District is a recipient of Federal Transit Administration ("FTA") financial assistance and is therefore subject to the requirements of Title VI of the Civil Rights Act of 1964 and FTA Circular 4702.1B, *Title VI Requirements and Guidelines for Federal Transit Administration Recipients*; and

WHEREAS, Chapter IV of FTA Circular 4702.1B requires certain transit providers to conduct a Fare Equity Analysis prior to implementing fare changes to determine whether the proposed fare changes would result in a disparate impact on minority populations or a disproportionate burden on low-income populations; and

WHEREAS, prior to consideration of this Ordinance, the District conducted a Fare Equity Analysis that included an evaluation of ridership data, a comparison of the existing and proposed fare structure, and an assessment of the impacts of the proposed fare changes on minority and low-income populations; and

WHEREAS, the Fare Equity Analysis identified a potential disparate impact on minority populations and a potential disproportionate burden on low-income populations resulting from the distribution of the proposed fare benefit; and

WHEREAS, the District evaluated practicable alternatives and determined that no identified alternative would both accomplish the objective of extending Honored Rider Program eligibility to all veterans and materially reduce the identified impacts, and the District has identified mitigation measures to promote equitable access to the fare benefit; and

WHEREAS, the proposed amendments to Ordinance No. 53 were presented for public meeting before the Lane Transit District Board of Directors in accordance with applicable law and Board

procedures, including the required public meeting, reading, notice, and voting requirements applicable to non-emergency ordinances;

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

Section 1. Amendment to Ordinance No. 53.

Section 1.02(1)(a), (b), and (c) of Ordinance No. 53 are amended as follows:

(a) Cash Fare

Fare Type	Fare
Adult (ages 19-64)	$1.75
Youth (ages 6-18)	$0.85
Half-Fare	$0.85
Honored Rider Program (ages 65 and older and Veterans)*	Free

(b) Monthly Pass

Fare Type	Fare
Adult (ages 19-64)	$50.00
Youth (ages 6-18)	$25.00
Half-Fare	$25.00
Honored Rider Program (ages 65 and older and Veterans)*	**Free**

(c) Day Pass

Fare Type	Fare
Adult (ages 19-64)	$3.50
Youth (ages 6-18)	$1.75
Half-Fare	$1.75
Honored Rider Program (ages 65 and older and Veterans)**	**Free**

Section 2. Amendment to Honored Rider Program Eligibility.

The footnote currently designated as "*******" in Section 1.02(1) of Ordinance No. 53 is deleted and replaced with the following:

Honored Rider Program. The Honored Rider Program provides free rides for:

(1) Persons sixty-five (65) years of age or older;

(2) Veterans, which includes a person who has served in the United States Armed Forces, including service in the Active Duty military, National Guard, or Reserve components, regardless of length of service, activation status, or character of discharge.

Eligibility shall be verified through government-issued photo identification together with proof of military status or military service acceptable to the General Manager or Chief Executive Officer. An Honored Rider Fare Program photo identification card may be obtained at the LTD Customer Service Center.

Section 3. Administrative Authority.

The Chief Executive Officer is authorized to adopt administrative rules, procedures, forms of documentation, and identification requirements necessary to implement and administer this Ordinance.

Section 4. Compliance with ORS 267.550, ORS 198.540 and 198.550.

Pursuant to ORS 267.550(3), the District is subject to the applicable provisions of ORS chapter 198. The Board finds that this Ordinance has been introduced, noticed, read, and adopted in accordance with ORS 198.540 and ORS 198.550, Ordinance No. 52, and all other applicable provisions of Oregon law governing the adoption of District ordinances. Specifically:

1. Notice of the proposed Ordinance and the meeting at which it would be considered was provided in accordance with ORS 198.540.
2. This Ordinance was read at regular meetings of the Board held on two different days at least six (6) days apart, in accordance with ORS 198.550.
3. Copies of the Ordinance were made available to members of the public as required by applicable law.
4. The Ordinance was adopted by the affirmative vote of a majority of the members of the Board, in accordance with ORS 198.550.

Section 5. Title VI Compliance.

Prior to adoption of this Ordinance, the District completed a Fare Equity Analysis consistent with FTA Circular 4702.1B and the District's Title VI Program. Based on the best available American Community Survey data, the analysis identified a potential disparate impact on minority populations and a potential disproportionate burden on low-income populations because the benefits of the proposed expansion of Honored Rider eligibility to veterans are not projected to be distributed proportionately among demographic groups.

The Board finds that the proposed modification provides a new fare benefit and does not impose a fare increase, service reduction, or other direct loss of an existing transit benefit. The District evaluated practicable alternatives, including taking no action and limiting eligibility based on income, and determined that no identified alternative would both accomplish the objective of extending eligibility to all veterans and materially reduce the identified impacts.

To promote equitable access and mitigate the identified impacts, the District will conduct targeted outreach to minority veteran communities and veteran-serving organizations, enhance outreach and

enrollment assistance for low-income riders, reduce barriers to participation, and monitor enrollment and available demographic information following implementation.

The Board finds that the Fare Equity Analysis, including the evaluation of alternatives and mitigation measures, was completed and presented to the Board prior to implementation of the fare modifications authorized by this Ordinance.

Section 6. Effective Date.

This Ordinance was duly adopted by the Lane Transit District Board of Directors after being first introduced at a regular meeting of the Board on September 16, 2026, and thereafter considered and adopted upon second reading at a regular public meeting of the Board on October 21, 2026.

Consistent with ORS 198.540, this Ordinance shall not become effective earlier than thirty (30) days following its adoption upon second reading. The Board hereby establishes December 1, 2026, as the effective date of this Ordinance.

ADOPTED UPON SECOND READING BY THE LANE TRANSIT DISTRICT BOARD OF DIRECTORS ON THIS 21ST DAY OF OCTOBER, 2026.

_____
Susan Cox, Board President

ATTEST:

_____ _____
Secretary Recording Secretary

CERTIFICATION

The undersigned duly qualified and acting Clerk of the Board of the Lane Transit District certifies that the foregoing is a true and correct copy of Ordinance NO. 53, AN ORDINANCE AMENDING LANE TRANSIT DISTRICT ORDINANCE NO. 53 TO MODIFY THE DISTRICT'S FARE STRUCTURE BY EXPANDING ELIGIBILITY FOR HONORED RIDER FARE BENEFITS TO CURRENT AND FORMER MEMBERS OF THE UNITED STATES ARMED FORCES, as adopted at a legally convened meeting of the Board of Directors held on October ___, 2026.

_____
Recording Officer

Clerk of the Board
Title of Recoding Officer

_____
Date

ORDINANCE NO. 53

AN ORDINANCE SETTING FARES FOR THE USE OF DISTRICT SERVICES AND AMENDING AND RESTATING ORDINANCE NO. 49

WHEREAS the Lane Transit District evaluated its fare structure and fare policy procedures as part of its overall assessment of its services to the community;

WHEREAS, Lane Transit District's goals related to fares focus on using fare structure and policy to:

- Increase ridership
- Improve equitable access to LTD's services
- Facilitate creation of life-long public transportation users
- Encourage choices that promote environmental sustainability
- Balance fare levels to optimize affordability and cost recovery

WHEREAS, the general manager is delegated the authority to make operational decisions related to establishing and adjusting incidental fees;

WHEREAS, the proposed fare rates were presented at a public hearing on May 17, 2019 and a second public hearing on June 19, 2019;

WHEREAS, a Title VI analysis conducted prior to the adoption of this ordinance showed the proposed fare changes will not have a discriminatory impact based on race, color, or national origin, nor will low-income populations bear a disproportionate burden of the proposed fare changes; and

WHEREAS, this ordinance supersedes and replaces the prior fare ordinance (Ordinance No. 49) and all prior adopted policies or procedures related to the District's fares.

NOW, THEREFORE, be it enacted by the Lane Transit District Board of Directors that Lane Transit District Ordinance No. 53 is stated in its entirety to read as follows:

1 .01 Definitions. As used herein, the following defined terms have the meaning set forth below:

(1) "District" means Lane Transit District.

(2) "Service Area" means the area designated in Lane Transit District Ordinance No. 42, as such area is now constituted and as it may be altered from time to time hereafter by ordinance of this District.

FILED

JUN 27 2019

LANE COUNTY CLERK

BY

1.02 Fares.

(1) Fares on the District transit system shall vary according to the status of the rider and method of payment and shall be in accordance with the following schedule:

(a) Cash Fare *(Effective 7/01/12)*

	Monday-Sunday
Adult (ages 19-64)	$1.75
Youth (ages 6-18)*	$ .85
Half-Fare**	$ .85
Senior Honored Rider (ages 65 and older) ***	Free

(b) Monthly Pass *(Effective 7/01/14)*

Pass Type	**Monthly Price**	**Three-Month Price**
Adult (ages 19-64)	$50.00	$135.00
Youth (ages 6-18)*	$25.00	$ 67.50
Half-Fare**	$25.00	$ 67.50
Senior Honored Rider (ages 65 and older) ***	Free	Free

(c) Day Pass *(Effective 7/01/12)*

Adult (ages 19-64)	$3.50
Youth (ages 6-18)*	$1.75
Half-Fare**	$1.75
Senior Honored Rider (ages 65 and older) ***	Free

* Youth fare applies to ages 6-18 who are not participants in the Student Transit Pass program. Children age five and under ride free with parent or guardian.

** LTD provides a Half-Fare Program for persons with disabilities and Medicare cardholders. Eligibility and photo Identification is required and available at the LTD Customer Service Center.

*** The Senior Honored Rider Program provides free rides for persons 65 years of age and older. Photo identification and proof of age is required. A Senior Honored Rider photo identification card may be obtained at the LTD Customer Service Center.

(2) Fare Capping. On a calendar day and calendar month basis, the District may provide riders, using stored value on a TouchPass fare media to purchase their fares, the ability to accumulate stored value. By accumulating stored value, riders will be charged only up to the eligible rate for qualifying fare types and not more. For example, an adult rider who purchases Day Passes will accumulate the value of those Day Passes, such that when the rider purchases $50.00 in Day Passes within one calendar month (the eligible Monthly Pass rate), the rider will not be charged to ride within the Service Area for the remainder of that calendar month. When accessing stored value on a TouchPass mobile application or smartcard:

- Fares shall accumulate on a calendar day basis up to the eligible Day Pass rate.
- Fares shall accumulate on a calendar month basis up to the eligible Monthly Pass rate.

Rides taken after reaching the maximum fare for the calendar period shall be free for the remainder of that calendar period.

(3) Group Pass Program. The general manager, or his/her designated representative, is authorized to sign contracts on behalf of the District to provide transit service through organizations and entities for their participants at reduced rates pursuant to policies established by the Board at its May 2, 1990, meeting, as amended, or pursuant to such policies as the Board may hereafter adopt by resolution or ordinance.

LTD's contract will be with the entity or organization, and participants will be eligible for benefits as determined and administered by that entity or organization.

Group Pass (*Effective 1/01/15*)

Pass Type	**Monthly Rate**
Taxpayer	$5.42
Non-Taxpayer	$6.30

(4) Special Event Discounts. The promotional distribution of free tickets from time to time is necessary or convenient for the provision of a public transit system. The general manager, or his/her designated representative, is authorized to reduce or eliminate fares, or to approve the distribution of free tickets for use of District facilities during special events, or at specified times, on a finding by the general manager, or his/her designated representative, that the fare reduction or elimination will promote increased use of the District's public transit system or will otherwise further the provision of a public transit system.

(5) Autzen Express Route *(Effective 8/1/19)*

This service requires moving large numbers of people to and from an event that has a start and end time. LTD incurs additional costs to collect and secure cash fares. LTD will encourage customers to utilize prepaid fares for this service. For customer who pay with cash for this service only LTD will charge a cash surcharge that brings the price up to $5. This surcharge will cover the cost needed for cash fare collection.

(6) Reduced Fares for Low-Income Persons. (Effective 8/1/19)

The general manager, or his/her designated representative, is authorized to sign contracts with local nonprofit agencies whereunder the District may agree to provide transit fare passes at a 75% subsidy (i.e., they would purchase passes for 25% of face value) up to a cumulative $750,000 per year for fixed route fares, for distribution to low-income persons within the Service Area who need transportation assistance. Definitions of those who are "low income persons" and "who need transportation assistance" shall be part of such contracts.

(7) Student Transit Pass Program. *(Effective 9/1/19)*

The general manager, or his/her designated representative, is authorized to sign contracts with educational entities whereunder the District may allow eligible students enrolled in kindergarten through 12th grade to ride the District's fixed route service within the Service Area at no cost. Educational entities will be responsible for determining which students may be eligible for this program and for distribution of passes to such students.

(8) Paratransit. Fare structure (*Effective 7/01/12*):

Ride*Source*	$3.50 one way
Ride*Source* Out of Area surcharge	$2.00 one way
Escort*	$3.50 one way
Ride*Source* Shopper**	$2.00 round trip
Social Service Agencies***	100 percent
Book of Ten Tickets	$35.00

* Escort is limited to door-to-door transportation for medical rides.

** Ride*Source* Shopper is specialized transportation service for grocery shopping. Ride*Source* Shopper fares are based on round-trip rides. All other fares are one-way rides.

*** Social service agencies will contract for service and pay 100 percent of the marginal cost of service.

2.01 Large-quantity Pass Purchases. The District will provide a discount of five (5) percent to private sales organizations authorized by the District, who will in turn sell to the public for full price.

ADOPTED this 19th day of June, 2019.

Carl Yeh
President and Presiding Officer

ATTEST:

Secretary

Recording Secretary

Lane Transit District
P. O. Box 7070
Springfield, Oregon 97475
(541) 682-6100
Fax: (541) 682-6111

CERTIFICATION

The undersigned duly qualified and acting Clerk of the Board of the Lane Transit District certifies that the foregoing is a true and correct copy of Ordinance No. 53, "an ordinance setting fares for the use of District services, and amending and restating Ordinance No. 49," as adopted at a legally convened meeting of the Board of Directors held on June 19, 2019.

Signature of Recording Officer

Clerk of the Board
Title of Recording Officer

June 19, 2019
Date

Title VI Analysis & Results: Veterans Fare Change

August 20, 2026

Executive Summary

LTD is proposing to expand eligibility for its Honored Rider program to include all Lane County veterans beginning November 1, 2026. Under the proposal, veterans of any age would qualify for an LTD Honored Rider Pass and receive the same fare benefits available to other Honored Rider participants.

This proposed change in Honored Rider eligibility constitutes a fare change under LTD's Title VI Program and requires an analysis of how the benefits of the proposal would be distributed across protected and low-income populations. The results of this analysis are provided to decision-makers to inform their consideration of the proposal and its potential equity impacts prior to any action being taken.

While data for veterans and certain other demographic groups in Lane County are limited, the best available information indicates that the proposed fare change could result in a disparate impact under LTD's adopted Title VI policy and would also meet LTD's threshold for a disproportionate burden analysis.

Introduction

Purpose of Report

The purpose of this report is to evaluate the impacts of a permanent fare change for veterans on Title VI protected populations – based on race, color, or national origin – that may result from including veterans in the Honored Rider Pass free fare program. This report also analyzes the impact of the permanent fare change for veterans, on low-income populations.

Title VI Description and Requirements

Title VI prohibits discrimination toward persons based on their race, color, or national origin by a federally funded recipient in the administration and execution of an activity. Additionally, the Environmental Justice Order (Executive Order 12898) requires that the activity not have a disproportionately high and adverse effect on non-white or low-income populations without practical alternative mitigation.

In accordance with Federal Transit Administration (FTA) Circular 4702.1B, LTD has adopted a service policy addressing Title VI and EO12898 requirements. This service policy describes the actions that require an equity analysis and the thresholds for identifying a “major service change.” LTD must identify, assess, and address any revealed adverse impacts.

All fare-related changes are considered major service changes.

Types of Impacts

LTD's Service Policy specifies that a disparate impact or disproportionate burden exists if:

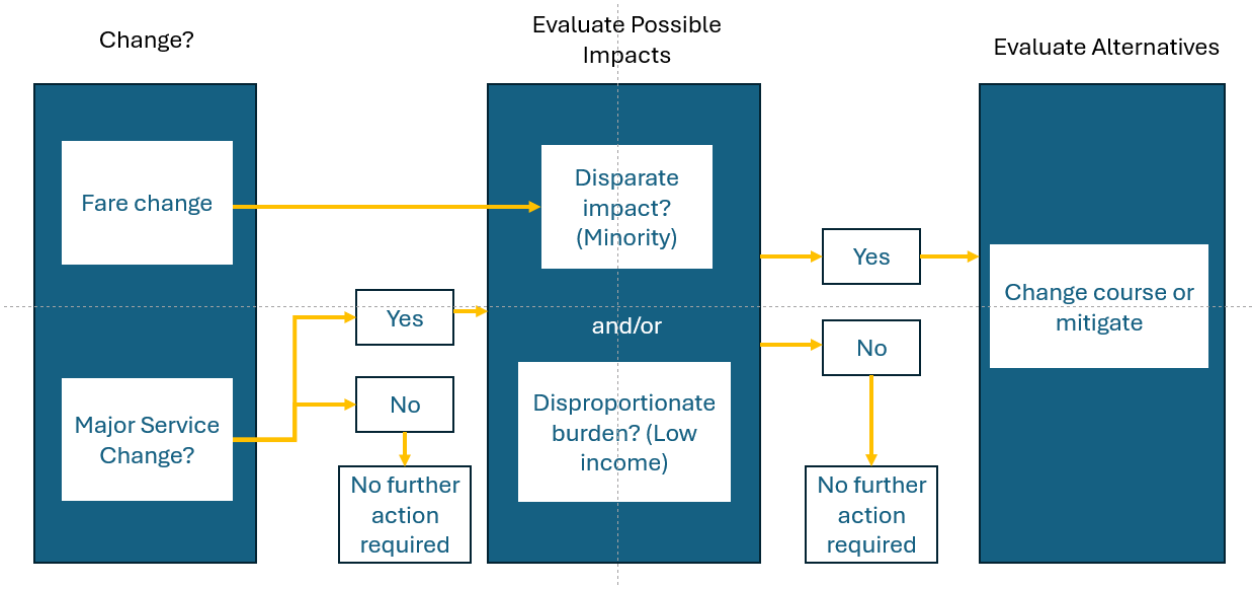
- Benefits are provided to minority or low-income populations at a rate less than 80% of the benefits provided to non-minority or non-low-income populations; or
- Adverse effects are borne by non-minority or non-low-income populations at a rate less than 80% of the adverse effects being borne by minority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

Staff reviewed available ridership survey data; however, veteran status is not collected in LTD's 2019 or 2023 Origin-Destination Surveys. Accordingly, this analysis relies on ACS Census estimates for Lane County as the best available proxy. Results should be interpreted with caution because the demographic characteristics of Lane County veterans as a whole may differ from those of veterans who use LTD services.

Because the proposed fare change provides a fare benefit rather than imposing a fare increase, the analysis focuses on how that benefit is distributed among protected and low-income populations. If the analysis identifies a disparate impact or disproportionate burden under LTD's adopted thresholds, LTD may consider alternatives, mitigation measures, or other relevant policy factors as part of its decision-making process.

A visual summary of the types of impact and the Title VI analysis steps is shown in Figure 1.

Figure 1. Overview of types of impacts and analysis steps.



Overview of LTD Services

LTD is located in Lane County, Oregon. LTD operates 70 peak buses on 27 fixed-routes and the EmX bus rapid transit (BRT) line. LTD provides services for more than 300,000 people. LTD's district boundary contains eight cities, three of which (Eugene, Springfield, and Coburg) are located within the Central Lane Metropolitan Planning Organization (MPO) and compose most of the urbanized area.

LTD operates low frequency rural routes beyond the MPO area to provide service to five small cities and outlying rural communities. LTD contracts operations for several other rural services throughout Lane County including Rhody Express, Diamond Express, and the LTD Connector in Cottage Grove.

Definitions

- Veterans – As defined by the US Census, veterans are individuals who have served on active duty in the US Armed Forces, Reserves, or National Guard.
- Minority persons – All persons who self-identify as not "white alone" on Census or ACS surveys. This includes 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 – Households for which the household income in the past 12 months was below the 200% of the poverty level.
- Disparate Impact – A disparate impact occurs when a facially neutral policy or practice disproportionately affects members of a group identified by race, color, or national origin.
- Disproportionate Burden – A disproportionate burden is a neutral policy or practice that disproportionately affects low-income populations more than non-low-income populations.

Proposed Changes

The proposed change that triggers this Title VI analysis is making all veterans, regardless of age, residing in Lane County eligible for the Honored Rider Pass. If approved by the Board, this change will become effective November 1, 2026, commemorating Veteran's Day, and continuing indefinitely. The Honored Rider Pass is accepted on LTD's fixed route bus service, including EmX. It is not accepted on the Rhody Express in Florence, Diamond Express to Oakridge, the LTD Connector in Cottage Grove, RideSource, nor the RideSource Shopper.

Veterans aged 65 and older are already eligible for the Honored Rider Pass based on age. Therefore, the primary effect of the proposal would be to extend free-fare eligibility to veterans under age 65 who do not currently qualify for the program.

Because available demographic data do not consistently allow analysis of only veterans who would become newly eligible under the proposal, the analyses in this report use the total veteran population regardless of age. Findings should therefore be interpreted as estimates of the distribution of benefits among veterans generally rather than among newly eligible veterans specifically.

Analysis

Data Limitations

Several data limitations affected the analyses presented in this report. In particular, the absence of veteran-specific data in LTD survey results and limited availability of reliable demographic data for veterans required the use of assumptions and proxy measures. As a

result, the findings should be interpreted with appropriate consideration of the uncertainty associated with the available data. Nevertheless, the analysis relies on the best available information and provides a reasonable basis for evaluating the potential equity impacts of the proposed change.

Key data limitations include:

- Veteran status is not available in LTD rider survey data.
- American Community Survey (ACS) data represent the entire county population, not the characteristics of LTD riders.
- Veterans aged 65 and older could not be isolated and removed from some datasets, potentially overstating the population affected by the proposal.
- Small sample sizes for some racial and ethnic groups increase uncertainty.
- ACS estimates include wide margins of error.

Veterans and Race, National Origin, and Color

To match the geographic coverage of LTD services, this demographic analysis of veterans based on ACS Census data spans all of Lane County. Despite veterans over 65 having access to free fare because of the Honored Rider pass, this analysis focuses on veterans of any age due to data limitations and small sample numbers.

Because LTD does not collect veteran status in ridership surveys, Census data for the general population were used as a proxy. Results should be interpreted accordingly as veteran demographics may differ from transit rider demographics.

Table 1 provides more information on veterans by race. Table 2 summarizes this information.

Table 1. Veterans age 18+ by race in Lane County. Source: ACS 5-year estimate. Table S2101, Veteran Status.

	Total Lane County Population			Veterans within Lane County			Non-veterans within Lane County		
	Count	**Margin of Error**	**Percent**	**Count**	**Margin of Error**	**Percent**	**Count**	**Margin of Error**	**Percent**
Total (18+)	338,015	±221		24,820	±1,077	7.3%	313,195	±1,109	92.75%
White alone	261,851	±856	82.6%	21,167	±1,052	88.7%	240,684	±1,313	82.1%
White alone, not Hispanic or Latino	255,214	±672	80.5%	20,925	±1,060	87.7%	234,289	±1,185	79.9%
Black or African American alone	3,682	±382	1.2%	233	±145	1.0%	3,449	±411	1.2%

	Total Lane County Population			Veterans within Lane County			Non-veterans within Lane County		
	Count	Margin of Error	Percent	Count	Margin of Error	Percent	Count	Margin of Error	Percent
American Indian and Alaska Native alone	3,673	±564	1.2%	202	±102	0.8%	3,471	±554	1.2%
Asian alone	8,899	±589	2.8%	190	±115	0.8%	8,709	±592	3.0%
Native Hawaiian and Other Pacific Islander alone	623	±137	0.2%	45	±33	0.2%	578	±135	0.2%
Some other race alone	9,603	±1,021	3.0%	242	±113	1.0%	9,361	±1,008	3.2%
Two or more races	28,599	±1,240	9.0%	1,790	±325	7.5%	26,809	±1,188	9.1%
Hispanic or Latino (of any race)	27,722	±5	8.7%	1,193	±292	5.0%	26,529	±292	9.1%

Table 2. Summary of Veterans age 18+ by white and non-white demographics in Lane County

Demographic	County	Veterans	Non-Veterans
Total Population (18+) of Lane County	316,930	24,820	313,195
% Veteran vs Non-Veteran		7.8%	92.5%
By Race			
Count of White Alone, not Hispanic or Latino	255,214	20,925	234,289
%		84.3%	74.8%
Count of Non-White	82,801	3,895	78,906
%		15.7%	25.2%

Under LTD's adopted disparate impact policy, a disparate impact is identified when the proportion of minority persons receiving the benefit is less than 80 percent of the proportion of minority persons in the comparison population.

Based on the demographics of Tables 1 and 2, there are approximately 3,895 non-white veterans in Lane County (sum of Black or African American alone, American Indian and Alaska Native alone, Asian alone, Native Hawaiian and other Pacific Islander alone, some other race alone, two or more races, and Hispanic or Latino [of any race]). The number of minority veterans compared to the total number of veterans (24,820) is 15.7%. There are approximately 78,906 minority non-veterans (civilians) over 18. This number compared to the total number of civilians over 18 (313,195) is 25.2%.

Table 3 shows the equation that determines whether there is a disparate impact.

Table 3. Disparate impact summary

Number of non-white veterans / Total veterans population	-	80% x [Number of non-white non-veterans (civilians) / number of non-veterans (civilians)]
(3,895 / 24,820) = 15.7%	-	80% x [78,906 / 313,195 = 25.2%]
15.7%	-	0.80 * 25.2%
15.7%	<	20.2%

Since the percent of non-white veterans in Lane County is less than 80% of the percent of non-white non-veterans, this change may be considered a disparate impact.

Veterans and Poverty Status

While income is not a factor in Title VI analyses, there is value in understanding the impact of this permanent fare change on low-income populations to determine if there is a disproportionate burden. Table 4 provides information on veterans of all ages and their poverty status.

Table 4. Veterans 18+ by income in Lane County. Source: ACS 5-year estimate, Table C21007, "Age by Veteran Status by Poverty Status in the Past 12 Months by Disability Status for the Civilian Population 18 Years and Over".

	Total Lane County Population			**Veterans within Lane County**			**Non-veterans within Lane County**		
	Count	Margin of error	%	Count	Margin of error	%	Count	Margin of error	%
Total County population 18+ years	310,268	±1,846	100%	23,601	±1,523	7.6%	286,667	±1,660	92.4%
Income in the past 12 months below poverty level:	48,366	±3,145	15.6%	2,284	±457	9.7%	46,082	±1,664	16.1%
Income in the past 12 months at or above poverty level:	261,902	±4,480	84.4%	21,317	±2,814	90.3%	240,585	±3,037	83.9%

Note, the total population, number of veterans, and number of non-veterans differs from the above disparate impact analysis (Tables 1 and 2) due to different ACS Census datasets.

There are 2,284 veterans with income below the poverty line, and 21,317 veterans living at or above the poverty line. Table 5 is the equation that determines whether there is a disproportionate burden.

Table 5.Disproportionate burden summary

Number of veterans below the poverty line / Total veterans population	-	80% x (Number of non-veterans (civilians) living at or above the poverty line / number of non-veterans (civilians)]
2,284 / 23,601	-	0.80 x (240,585 / 286,667)
0.10	-	0.80 x 0.84
0.10	-	0.67
10%	<	67%

Based on LTD's adopted disproportionate burden methodology, the proposed fare change meets the agency's threshold for identifying a disproportionate burden based on income. This finding indicates that the fare benefit may be distributed less favorably to low-income populations than to non-low-income populations under the methodology used in this analysis.

Findings

Using available American Community Survey (ACS) population data as a proxy for the population affected by the proposed change, the analysis indicates a potential disparate impact under LTD's Title VI policy. Based on the best available data, the benefits of expanding Honored Rider eligibility to veterans are projected to accrue disproportionately to individuals who identify as White alone compared with minority populations.

Using the same ACS-based methodology, the analysis also indicates a potential disproportionate burden under LTD's adopted policy threshold, as the distribution of benefits is projected to be less favorable for low-income populations than for non-low-income populations.

Because the proposal provides a new benefit rather than imposing a fare increase or service reduction, no population would experience a direct loss of service or increase in fare under the proposed change; however, the distribution of benefits is not projected to be proportional across demographic groups.

Alternatives Considered and Evaluation

Consistent with LTD’s Title VI Program and FTA guidance, LTD considered whether there are practical alternatives that would accomplish the objectives of the proposed fare change while avoiding or reducing the identified disparate impact and disproportionate burden findings.

Alternative 1: No Action

Under this alternative, LTD would maintain current Honored Rider eligibility criteria and would not extend eligibility to veterans under age 65.

This alternative would avoid the identified disparate impact and disproportionate burden findings because no new fare benefit would be provided. However, it would not accomplish the purpose of the proposal, which is to extend Honored Rider eligibility to all veterans and provide equivalent fare benefits regardless of age. Therefore, this alternative was not selected.

Alternative 2: Income-Based Veteran Eligibility

Under this alternative, LTD would offer the proposed fare benefit only to veterans meeting an income-based eligibility threshold.

This alternative could direct a greater share of benefits toward lower-income veterans and potentially lessen identified equity concerns. However, it would not fully achieve the proposal's objective of recognizing military service through a universally available veteran benefit. It would also require additional eligibility verification and administrative processes and may create barriers to participation among eligible veterans. Accordingly, this alternative was not selected.

Determination

After evaluating practicable alternatives, LTD determined that neither alternative would fully accomplish the objectives of the proposed fare change. LTD therefore concludes that no practicable alternative identified during this review would both achieve the purpose of extending Honored Rider eligibility to all veterans and materially reduce the identified disparate impact and disproportionate burden findings.

Mitigation Commitments

- If the LTD Board approves the proposed expansion of Honored Rider eligibility to veterans, LTD will implement the following measures to address the potential disparate impact and disproportionate burden identified in this analysis: Conduct targeted outreach regarding Honored Rider eligibility and enrollment opportunities among minority veteran communities and veteran-serving organizations,
- Enhance outreach and enrollment assistance for existing reduced-fare and affordability programs available to low-income riders,
- Develop informational materials and enrollment support designed to reduce barriers to participation among eligible veterans,
- Continue evaluation of broader fare affordability strategies and programs that benefit low-income populations and communities historically experiencing transportation cost burdens, and

- Monitor Honored Rider enrollment and available demographic information after implementation and consider additional actions if participation patterns indicate that benefits are not being broadly accessed by eligible populations.

These mitigation measures are intended to improve awareness of available fare programs, reduce barriers to enrollment, and promote more equitable access to transportation affordability benefits across LTD's service area.

Public Engagement Opportunities

This report will be presented along with an adoption resolution for the proposed Fare Change to the LTD Board. The Fare Change resolution will require two readings by the LTD Board before it can be approved. The following is a timeline for readings scheduled at LTD Board Meetings.

Date	Event/Action
16-Sep	LTD Board - First Reading
21-Oct	LTD Board - Second Reading and Approval
21-Nov	Earliest the updated fare ordinance could go into effect (30-day req)

Data Sources

Definition of veteran status: https://www.census.gov/acs/www/about/why-we-ask-each-question/veterans/

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Estimated Fiscal Impact of Honored Rider Pass Eligibility for Veterans

Lane Transit District, Lane County, Oregon

August 2026

Purpose

This analysis estimates the fiscal impact of extending eligibility of Lane Transit District's (LTD) Honored Rider Pass to veterans under age 65. This is accomplished through the development of a planning-level estimate of the number of Lane County veterans who may use LTD services and the potential population affected by a fare-free transit program for veterans. Because veteran-specific transit ridership data are unavailable, the estimate relies on available demographic, ridership, and survey data combined with several simplifying assumptions.

Findings

Based on available demographic and transit ridership data:

- Approximately **330 veterans under age 65 may use transit on a typical day**.
- These riders may generate approximately **858 transit boardings per day**.
- This corresponds to approximately **313,200 annual transit boardings**.

These values provide a reasonable planning-level estimate of the population potentially affected by a fare-free transit program for veterans.

Potential Revenue Impact

Revenue impacts can be estimated using the following equation:

Revenue Impact = Annual Veteran Boardings × Average Fare Revenue per Boarding

Using the estimated 313,200 annual veteran boardings and the 2025 average fare per boarding ($0.79):

Average Revenue per Boarding	Estimated Annual Revenue Impact
$0.79/trip	$247,428

Actual impacts will depend on fare products used, pass programs, fare capping, reduced-fare programs, and how many veterans currently pay full fares.

Assumptions

This estimate relies on the following assumptions:

1. **Veterans use transit at the same rate as the general population.** No veteran-specific ridership data was available.
2. **The countywide age distribution approximates the veteran age distribution.** Veterans are typically older than the general population; therefore, this assumption is likely to overestimate the number of veterans under age 65.
3. **The average transit rider makes approximately 2.6 one-way transit trips per day.** This estimate is based on findings from LTD's 2023 Origin-Destination Survey.
4. **All estimated veteran riders under age 65 currently pay fares.** Some veterans may already receive fare discounts or free rides through other programs.

Analysis Summary

In the absence of veteran-specific transit ridership data, a planning-level estimate was developed using Lane County demographic data, National Transit Database ridership data, and Lane Transit District rider survey results. After excluding veterans likely eligible for the existing Honored Rider program, approximately 19,700 veterans were estimated to be under age 65. Assuming veterans use transit at rates like the general population, approximately 350 veterans may use transit on a typical day. These riders are estimated to generate approximately 336,000 annual transit boardings. This estimate provides a reasonable basis for evaluating the potential fiscal impact of a fare-free transit program for veterans, although actual impacts will depend on veteran travel behavior and current fare payment patterns.

Limitations

Several factors may affect the accuracy of this estimate:

- Veteran-specific transit-use rates are unknown.
- Veteran-specific age distributions were unavailable.

- Some veterans may qualify for existing fare assistance programs.
- Travel behavior among veterans may differ from the county population due to age, disability status, income, or vehicle ownership.
- NTD data measures boardings rather than unique riders, requiring assumptions to estimate daily users.

Because of these limitations, the estimate should be regarded as a planning-level approximation rather than a precise forecast of revenue impacts.

Data Available

Population Data

- Lane County total population (2024): **384,207**
- Lane County population age 65 and older: **80,093**
- Estimated veteran population (age 18+): **24,820**
- Veterans represent approximately **7.8%** of the adult population.

Transit Ridership Data

LTD reported **6,115,878 annual unlinked passenger trips (boardings)** in 2025.

This equates to:

$$6{,}115{,}878 \div 365 = 16{,}755$$

Approximately **16,800 daily transit boardings**.

LTD Rider Survey Data

The 2023 LTD Origin-Destination Survey found that:

- 43% of riders are employed.
- 30% of riders are students.
- 26% of riders are neither employed nor students.

The survey also found that:

- 49% of riders make two one-way transit trips per day.
- Riders generally make an even number of daily trips.

- Frequent riders are more likely to make four or more transit trips per day.

These findings support an estimated average of approximately **2.6 one-way transit trips per rider per day**.

Methodology

Step 1: Estimate Daily Transit Users

Daily boardings were converted to an estimate of daily transit users using the rider survey trip-making information.

$$16{,}775 \div 2.6 = 6{,}452$$

Estimated daily transit users:

$$\approx 6{,}450$$

Step 2: Estimate Countywide Transit User Rate

$$6{,}452 \div 384{,}207 = 1.68\%$$

Estimated share of the county population using transit on a typical day:

Approximately 1.8%

Step 3: Estimate Veterans Under Age 65

Because veterans age 65 and older already qualify for free transit through LTD's Honored Rider program, they were excluded from the population potentially affected by a new veterans fare program.

Veteran age data were not available. Therefore, the countywide age distribution was used as a proxy.

County population age 65+:

$$80{,}093 \div 384{,}207 = 20.8\%$$

County population under age 65:

$$79.2\%$$

Applying this proportion to the veteran population:

$$24{,}820 \times 79.2\% = 19{,}655$$

Estimated veterans under age 65:

Approximately 19,700 veterans

Step 4: Estimate Veteran Transit Users

Assuming veterans use transit at the same rate as the general population:

$$19{,}655 \times 1.68\% = 330$$

Estimated veteran transit users per day:

Approximately 330 riders per day

Step 5: Estimate Annual Veteran Boardings

Applying the survey-based estimate of 2.6 one-way transit trips per rider per day:

$$330 \times 2.6 = 858$$

Estimated veteran boardings per day:

Approximately 860 boardings

Annual boardings:

$$860 \times 365 = 313{,}170$$

Estimated annual veteran boardings:

Approximately 313,200 annual boardings

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