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Public notice of cancellation was given to *The Register-Guard* for publication on January 15, 2012.

**LANE TRANSIT DISTRICT
INFORMATIONAL PACKET FOR BOARD OF DIRECTORS
(REGULAR BOARD MEETING CANCELED)**

January 18, 2012

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INFORMATIONAL PACKET ITEM SUMMARY

DATE: January 18, 2012

ITEM TITLE: BOARD CALENDARS

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: Discussion of Board member participation at LTD and community events and activities.

BACKGROUND:

Board members are asked to coordinate the Board Activity Calendars with their personal calendars for discussion at each Board meeting. Updated Board Activity Calendars are included with this packet for Board members.

Please contact Jeanne Schapper with any changes in your availability for LTD-related meetings and events, or to provide your winter vacation dates.

ATTACHMENT: Board activity calendars are included separately for Board members.

PROPOSED MOTION: None.

Q:\Reference\Board Packet\2012\01\Bd Mtg 1-18-12\Calendar of Events Summary.docx

INFORMATIONAL PACKET ITEM SUMMARY

DATE: January 18, 2012

ITEM TITLE: BOARD MEMBER REPORTS

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

Board members have been appointed to Board committees and to the Metropolitan Policy Committee (MPC), the Lane Council of Governments (LCOG) Board of Directors, and, on occasion, to other local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After meetings, public hearings, or other activities attended by individual Board members on behalf of LTD, time will be scheduled on the next Board meeting agenda for an oral report by the Board member. The following activities have occurred since the last Board meeting:

MEETINGS HELD:

Board members may take this opportunity to report briefly on any one-on-one meetings they have held with local officials or other meetings that they have attended on behalf of LTD.

1. **Lane Area Commission on Transportation (LaneACT):** In 2009 the Oregon State Legislature directed Lane County to develop an Area Commission on Transportation (ACT). Commission membership includes representatives from Lane County, cities within the county, Lane Council of Governments, and LTD. Board Member Michael Dubick serves as LTD's representative on this commission, which meets on the second Wednesday of the month. At the December 14 meeting, Oregon Department of Transportation (ODOT) staff provided an update on the Highway 126 West facility plan. They also summarized public involvement to date and presented the draft range of alternatives for the plan. ODOT staff then provided the protocol for the letters of endorsement process and gave information on the State Transportation Improvement Project priorities. The January 11 meeting was canceled, and the next meeting is scheduled to be held on February 8.
2. **Metropolitan Planning Organization's Citizen Advisory Committee:** Board Member Gary Gillespie serves on the Citizen Advisory Committee (CAC) for the Metropolitan Planning Organization (MPO). The Committee is composed of interested citizens and representatives of groups within the MPO area and is scheduled to meet on the third Thursday of each month. At the December 15 meeting, the committee further discussed the CAC member recruitment process. City of Eugene staff provided an update on the South Willamette Street Transformation project. A draft concept plan for the District has been developed to provide a framework for future uses and urban design intentions. The City recently secured a Transportation Growth Management grant to fund the transportation component that will develop a Complete Street Design Plan. The next meeting is scheduled to be held on January 19.

3. **Metropolitan Policy Committee (MPC)**: Board Members Mike Eyster and Greg Evans are LTD's MPC representatives, with Mike Dubick serving as an alternate. MPC meetings generally are held on the second Thursday of each month. At the January 12 meeting, the Metropolitan Transportation Improvement Program (MTIP) and the Draft Air Quality Conformity Determination for the Regional Transportation Plan were adopted. LCOG staff also gave updates on the MTIP Annual Report and the Federal MPO Certification Review report. The next meeting is scheduled to be held on February 9.

NO MEETINGS HELD:

1. **LTD Board Human Resources Committee**: The Board Human Resources Committee is composed of Chair Mike Dubick and Board Members Dean Kortge and Gary Gillespie. The December 27 and January 10 meetings were canceled. The next meeting will be held on January 24 and will be a joint meeting with the Board Finance Committee.
2. **LTD Board Finance Committee**: The Board Finance Committee is composed of Chair Dean Kortge and Board Members Mike Dubick and Ed Necker. The next meeting will be held on January 24 and will be a joint meeting with the Board Human Resources Committee.
3. **Springfield Stakeholder Advisory Committee**: Board President Mike Eyster represents the District on the Stakeholder Advisory Committee for the development of the Springfield Transportation System Plan (TSP). Committee members consist of citizens and representatives from organizations with a distinct interest in the future of transportation in Springfield. The Committee plans to meet five times over an 18-month period. The next meeting is scheduled to be held on January 24.
4. **LTD Pension Trusts**: LTD's two pension plans (one for ATU-represented employees and one for administrative employees) are each governed by a board of trustees. LTD Board Member Dean Kortge serves as a trustee for both plans. The next meeting is scheduled to be held on February 8.
5. **Lane Council of Governments (LCOG) Board of Directors**: LTD Board Member Mike Dubick represents LTD on the LCOG Board of Directors as a non-voting member, with Board member Doris Towery serving as the alternate. The LCOG Board meets every other month. The next meeting is scheduled to be held on February 23.
6. **LTD Board Service Committee**: The Board Service Committee is composed of Chair Greg Evans and Board Members Ed Necker and Doris Towery. The next meeting will be held on February 23.
7. **Transportation Community Resource Group (TCRG) for the Eugene Transportation System Plan (TSP)**: The TCRG includes community members who have an interest in transportation issues in the City of Eugene. Board Member Ed Necker represents LTD on the TCRG, and Board Member Gary Gillespie represents the MPO's Citizen Advisory Committee on the TCRG for the development of the Eugene Transportation System Plan. The next TCRG meeting is being scheduled for February.
8. **EmX Steering Committee**: The EmX Steering Committee generally meets quarterly and is composed of Chair Greg Evans, Board Members Doris Towery and Gary Gillespie, members of local units of government, and community representatives. The next meeting is scheduled to be held on March 6.

INFORMATIONAL PACKET ITEM SUMMARY

DATE: January 18, 2012

ITEM TITLE: 2012 FARE ANALYSIS

PREPARED BY: Andy Vobora, Director of Service Planning, Accessibility, and Marketing

ACTION REQUESTED: None

BACKGROUND:

The District's fares are priced according to an adopted fare policy. This policy outlines structured fare increases by rotating price increases between fare types on an annual basis. This methodology has served the District well since the Board adopted the fare policy in the mid-1980s.

The District's fare policy states, "When considering changes to the fare, the Board will consider:"

- The effects of the change on Title VI populations
- The inflation rate
- Ridership and revenue trends
- Local economic trends
- Trends in automobile-related costs, such as gas
- Service changes
- Economic impact on customers
- Market conditions and opportunities
- The District's financial situation
- The District's goals and objectives

Based on the rotation of fare changes by type of fare, LTD will be evaluating cash fares in 2012. Pass prices were increased in July 2010; the last cash fare increase took effect in July 2008 when the fare was increased from \$1.25 to \$1.50. Staff also will provide information on an increase to group pass rates, which were last increased in January 2009.

The following peer group information provides the Board with a glimpse into how other Oregon agencies and agencies with similar characteristics have priced fares.

	Adult Cash Fare	Token or Multi-Ride Card/Tickets	Daily Pass	Adult Monthly Pass	Adult Multi-Month Pass
Reno, Nevada	\$2.00	\$1.70	\$12.00	\$70.00	N/A
Santa Cruz, California	\$2.00	\$1.80	\$6.00	\$65.00	N/A
Colorado Springs, Colorado	\$1.75	\$1.59	N/A	\$63.00	N/A
Bellingham, Washington	\$1.75	N/A	N/A	\$63.00	N/A
Livermore, California	\$2.00	\$1.60	N/A	\$60.00	N/A
Ann Arbor, Michigan	\$1.50	\$1.50	\$4.50	\$58.00	N/A
Vancouver, Washington	\$1.60	\$1.60	\$3.85	\$56.00	N/A
Lane Transit District	\$1.50	N/A	\$3.00	\$48.00	130 (3-mo.)
Salem, Oregon	\$1.25	\$1.25	\$3.25	\$40.00	\$480 - annual
Bakersfield, California	\$1.25	N/A	\$3.00	\$36.00	N/A
Olympia, Washington	\$1.00	\$1.00	\$2.00	\$30.00	N/A
Fort Collins, Colorado	\$1.25	\$0.90	\$3.00	\$25.00	\$154
Median	\$1.55	---	---	\$57.00	
Average	\$1.57	---	---	\$51.17	
Data collected through transit district Web site information. Updated 12/11.					
TriMet	\$2.40*	\$2.40	\$5.00	\$92.00	\$1,012 - annual

* Zone system

Averages do not include Tri-Met

Staff will return to the Board to begin an in-depth discussion of fares in March or April. The Title VI analysis requires data from the Origin and Destination study and, at this time, this data is unavailable.

ATTACHMENT: None

Q:\Reference\Board Packet\2012\01\Bd Mtg 1-18-12\2012 fare analysis.docx

INFORMATIONAL PACKET ITEM SUMMARY

DATE: January 18, 2012

ITEM TITLE: 2012 LEGISLATIVE SESSION APPROACH

PREPARED BY: Mary Adams, Director of Human Resources and Risk Management

ACTION REQUESTED: None

BACKGROUND:

The Oregon Legislature will hold its first session under the new annual session model approved by voters in 2010. By statute, the “short sessions” held in even years will be no longer than 35 days and will focus on necessary budgetary adjustments rather than policy matters. Each legislator will be allowed to submit two bills, and each committee will be allowed to have five bills.

LTD will closely monitor a bill proposed by the governor through the Department of Energy to fine tune the Business Energy Tax Credit (BETC) program passed in the 2011 legislative session. HB 3672 created a new BETC program to replace the prior BETC program, which was due to sunset. This bill is intended to fix technical problems in HB 3672 that will make the program easier to administer.

LTD also will track an attempt to create one state-wide Medicaid brokerage, which would reverse the work LTD has done in the past two years to implement its regional brokerage model. Offered by the Oregon Health Authority as one way to reduce its budget, this proposal has been discussed in various forums. There is disagreement about whether this change will result in actual budget savings, and it could eliminate up to 70 Oregon jobs.

ATTACHMENT: None

Q:\Reference\Board Packet\2012\01\Bd Mtg 1-18-12\Legislative Session agensum.docx

INFORMATIONAL PACKET ITEM SUMMARY

DATE: January 18, 2012

ITEM TITLE: DECEMBER FINANCIAL STATEMENTS

PREPARED BY: Diane Hellekson, Director of Finance and Information Technology

ACTION REQUESTED: None

BACKGROUND:

In order to allow staff more month-end processing time while continuing to provide financial information to the Board on a timely basis, monthly financial reports are now separate from the Board packet. On the Tuesday before the regular monthly Board meeting, financial reports will be sent by e-mail to all Board members and senior LTD staff and posted to the LTD website.

ATTACHMENT: None.

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INFORMATIONAL PACKET ITEM SUMMARY

DATE: January 18, 2012

ITEM TITLE: DECEMBER 2011 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through December 31, 2011, follows this summary. It contains financial data for all Federal Transit Administration (FTA) and Oregon Department of Transportation (ODOT) ConnectOregon grants that have a remaining balance or have had activity within the last six months. All grant totals are reported in total project dollars, so they include both the grant-funded amount and any applicable local match. Due to the timing of this report, all of the invoices for the report month have not been received. Any additional invoices charged to this report month will be reflected in the Grant Totals expenditure amounts next month.

Federal Transit Administration Grants. The National Transit Database (NTD) report for NTD report year 2011 (Lane Transit District fiscal year 2010-11) was submitted to the Federal Transit Administration (FTA) on December 23, 2011. The NTD report is required because LTD receives federal 5307 Urbanized Area Formula Funds. The report consists of financial, service, asset and resource information for the completed fiscal year. The NTD report process is an iterative process that takes several months to complete. The draft report is reviewed by Lane Transit District's independent auditor prior to submittal to verify data elements as required by the FTA (a copy of the arrangement letter from Grove, Mueller & Swank, P.C. is attached). The NTD analysts will now review the report and submit back to LTD any questions they have. LTD will respond to these questions and this back and forth will continue a few times until the FTA is ready to finalize the report. Report finalization and closeout usually occurs sometime between April and July. Once the report is finalized, staff will bring the NTD report to the Board of Directors.

ATTACHMENT: Monthly Grant Report
NTD Arrangement Letter from Grove, Mueller & Swank, P.C.

Q:\Reference\Board Packet\2012\01\Bd Mtg 1-18-12\Grant report summary jan 12.docx



24930 ODOT - ODOT State ConnectOregon	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

Veneta Transit Center	-	820,000.00	744,137.16	75,862.84
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OR-03-0122 - FTA 5309 Small Starts	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

13.13.06 EmX Vehicles	-	1,555,073.75	1,555,073.75	-
14.01.10 Guideway	-	4,300,805.32	3,398,470.97	902,334.35
14.02.20 Stations & Stops	-	743,703.39	843,447.42	(99,744.03)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,792,437.18	448,576.16
14.05.50 Systems	3,837.00	2,229,930.78	1,818,063.71	411,867.07
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,515,170.42	413,857.00
14.08.80 Professional Services	813.00	7,721,200.00	8,204,967.72	(483,767.72)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	4,650.00	30,808,867.00	28,127,631.17	2,681,235.83

OR-04-0026 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.06 Hybrid Electric 40 ft Buses	-	893,600.00	-	893,600.00
11.12.06 Hybrid Electric Articulated Buses	-	3,410,724.00	3,410,724.50	(0.50)
	-	4,304,324.00	3,410,724.50	893,599.50

OR-04-0030 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.04 Paratransit replacement vehicles	-	700,000.00	700,000.00	-
11.13.04 Paratransit expansion vehicles	-	140,000.00	140,000.00	-
11.32.20 Misc Passenger Boarding Improvements	-	410,000.00	-	410,000.00
	-	1,250,000.00	840,000.00	410,000.00

OR-04-0035 - FTA 5309 Bus and Bus Facilities	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.12.01 Hybrid Electric 40' Buses	407,634.00	6,024,096.00	1,739,259.78	4,284,836.22
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OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	504,570.00	176,906.24	327,663.76
11.80.00 Program Administration	-	18,090.00	18,090.00	-
30.09.01 Employment Transportation Options	-	363,232.00	363,231.70	0.30
	-	885,892.00	558,227.94	327,664.06

OR-57-X001 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	98,354.00	98,354.00	-
11.80.00 New Freedom Program Administration	-	11,798.00	11,798.00	-
30.09.01 EmX Travel Training	-	40,000.00	40,000.00	-
30.09.01 Mental Health & Homeless	-	8,000.00	8,000.00	-
30.09.01 Mobility Management	-	164,364.00	164,364.00	-
	-	322,516.00	322,516.00	-



OR-58-0001 - FTA 5308 Clean Fuels	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Hybrid Electric Low Floor Buses	-	4,000,331.00	-	4,000,331.00

OR-77-0001 - FTA TIGGER TIGGER	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 Hybrid bus incremental costs	625,000.00	3,000,000.00	1,875,000.00	1,125,000.00

OR-90-X151 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.40 Bus Related	-	250,000.00	250,000.00	-
11.13.06 EmX Vehicles	-	1,130,000.00	1,130,000.00	-
11.33.20 Passenger Boarding Improvements	-	50,000.00	50,000.00	-
11.42.07 Hardware	-	550,000.00	550,000.00	-
11.42.11 Support Vehicles	-	150,000.00	132,673.94	17,326.06
11.93.02 Shelters	-	54,239.00	54,239.00	-
	-	2,184,239.00	2,166,912.94	17,326.06

OR-90-X152 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.01 40' Gillig Low Floor Bus	-	2,787,360.00	2,787,360.00	-
11.12.01 Finance & Int. Costs Gillig Bus Purch	-	186,499.00	186,498.55	0.45
11.13.01 40' Gillig Low Floor Bus	-	1,000,850.00	1,000,849.78	0.22
11.23.01 Extend EmX Lanes	-	201,520.00	201,520.52	(0.52)
11.32.02 River Road Station Land	-	2,261,504.00	2,261,504.46	(0.46)
11.32.06 Franklin EmX Fare Machines	-	350,000.00	350,000.00	-
11.42.07 Hardware	1,754.00	1,460,900.00	938,723.24	522,176.76
11.42.08 Software	-	480,000.00	184,497.87	295,502.13
11.42.09 Bus Security Cameras	-	60,224.00	60,224.59	(0.59)
11.42.09 Security Improvements	60,175.00	300,000.00	300,000.00	-
11.42.20 Miscellaneous equipment	-	175,000.00	40,132.15	134,867.85
11.43.03 Improvements	10,874.00	400,000.00	222,137.56	177,862.44
11.43.03 Maintenance Facility Remodel	-	1,475,289.00	1,475,288.81	0.19
11.62.20 Communications Equipment	-	50,000.00	30,328.13	19,671.87
11.71.12 Vanpools	3,115.00	163,400.00	123,797.01	39,602.99
11.7A.00 FY 12 Preventive Maintenance	-	1,281,250.00	1,281,250.00	-
11.7A.00 Preventive Maintenance	-	5,718,750.00	5,718,750.00	-
11.92.08 Bus Stop Signage	-	122,411.00	-	122,411.00
11.93.02 Shelters	-	56,080.00	34,471.34	21,608.66
	75,918.00	18,531,037.00	17,197,334.01	1,333,702.99

OR-95-X013 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.06 Hybrid Electric Articulated Buses	-	707,380.00	707,380.00	-
11.33.20 Passenger Boarding Improvements	-	222,891.00	201,216.09	21,674.91
11.72.11 Rideshare	-	450,498.00	450,498.00	-
	-	1,380,769.00	1,359,094.09	21,674.91



OR-95-X019 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.12.06 EmX Hybrid Electric Articulated Bus	-	49,785.00	49,784.68	0.32
11.12.06 Hybrid Electric Articulated Buses	-	1,598,403.00	1,598,403.00	-
11.72.11 Rideshare	-	1,277,320.00	1,277,320.00	-
11.72.11 RTOP	-	22,289.00	22,289.00	-
11.72.11 Safe Routes to School	1,595.00	27,861.00	17,247.49	10,613.51
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	<u>1,595.00</u>	<u>3,532,885.00</u>	<u>3,522,271.17</u>	<u>10,613.83</u>

OR-95-X030 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.33.02 U of O Station Construction	4,140.00	2,340,354.00	1,775,260.74	565,093.26

OR-96-X006 - FTA 5307 ARRA	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Camera Replacement	-	64,678.00	-	64,678.00
11.44.03 Maintenance Facility Remodel	-	3,136,892.00	3,136,892.00	-
11.7A.00 Preventive Maintenance	-	3,201,569.00	3,201,569.00	-
	<u>-</u>	<u>6,403,139.00</u>	<u>6,338,461.00</u>	<u>64,678.00</u>



GROVE, MUELLER & SWANK, P.C.

CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS
475 Cottage Street NE, Suite 200, Salem, Oregon 97301
(503) 581-7788

November 4, 2011

Board of Directors
Lane Transit District
Eugene, Oregon

This letter is to explain our understanding of the arrangements for, and the nature and limitations of, the services we are to perform for Lane Transit District with respect to certain records and transactions of the District for the purpose of verifying Federal Funding Allocation Data as required by the Federal Transportation Administration (FTA). The specific procedures to be performed are outlined in the Federal Transportation Administration guidelines for National Transit District audits.

We ask that you either confirm or amend our understanding regarding the procedures to be performed as outlined by the FTA. The sufficiency of these procedures is solely the responsibility of Lane Transit District and the FTA. We make no representation regarding the sufficiency of the procedures described above either for the purpose for which these services have been requested or for any other purpose.

Our engagement will be conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Because we do not constitute an audit made in accordance with generally accepted auditing standards, we will not express an opinion on any of the specific elements, accounts, or items referred to in our report or on the financial statements of Lane Transit District taken as a whole.

At the conclusion of our engagement, we will submit a report in letter form outlining the procedures performed and our findings resulting from the procedures performed.

Our report will contain a statement that it is intended solely for the use of Lane Transit District and the FTA and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Should you desire that others be added to our report as specified parties, please contact us as it will be necessary to obtain their agreement with respect to the sufficiency of the procedures for their purpose.

If circumstances arise which in our professional judgment prevent us from completing the engagement, we retain the unilateral right to take any course of action permitted by professional standards, including withdrawal from the engagement.

The services that we will perform are not designed and cannot be relied upon to disclose errors, fraud or illegal acts, should any exist. However, we will inform the appropriate level of management of any material errors that come to our attention and any fraud or illegal acts that come to our attention, unless they are clearly inconsequential.

Lane Transit District hereby indemnifies Grove, Mueller & Swank PC and its shareholders and employees and holds them harmless from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of Lane Transit District's management, regardless of whether such person was acting in Lane Transit District's interest. This indemnification will survive termination of this letter.

During the course of our engagement, we may accumulate records containing data that should be reflected in your books and records. You will determine that all such data, if necessary, will be so reflected. Accordingly, you will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by your personnel has been discussed and coordinated with Todd Lipkin. The timely and accurate completion of this work is an essential condition to our completion of our services and issuance of our report.

Our fees are based on the time required by the individuals assigned to the engagement, plus direct expenses. We will submit our bill for services promptly upon rendering the report. Billings are due upon submission.

In the event we are requested or authorized by Lane Transit District or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagements for Lane Transit District, Lane Transit District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The working papers for this engagement are the property of Grove, Mueller & Swank PC and constitute confidential information. However, as required by FTA, we are required to make certain workpapers available to them upon request for their regulatory oversight purposes. Access to the requested workpapers will be provided to FTA under the supervision of Grove, Mueller & Swank PC engagement personnel and at a location designated by our Firm.

It is agreed by Lane Transit District and Grove, Mueller & Swank PC or any successors in interest that no claim arising out of services rendered pursuant to this agreement by or on behalf of Lane Transit District shall be asserted more than two years after the date of the last report issued by Grove, Mueller & Swank PC.

This letter constitutes the complete and exclusive statement of agreement between Grove, Mueller & Swank PC and Lane Transit District, superseding all other communications oral or written with respect to the terms of the engagement between the parties.

If this letter defines the arrangements as you understand them, please sign and date the enclosed copy and return it to us. We appreciate your business.


CERTIFIED PUBLIC ACCOUNTANTS

Confirmed on behalf of the addressee:



INFORMATIONAL PACKET ITEM SUMMARY

DATE: January 18, 2012

ITEM TITLE: DEPARTMENT REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

Monthly reports on activities within departments and throughout the District are provided for the Board's information.

ATTACHMENT: Monthly Department Reports, January 18, 2012

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MONTHLY DEPARTMENT REPORTS

January 18, 2012

PLANNING AND DEVELOPMENT

Tom Schwetz, Director of Planning and Development

PROJECT DEVELOPMENT

John Evans, Senior Project Manager

West Eugene EmX Extension

Staff continue working with the Federal Transit Administration (FTA) on the review of the Environmental Assessment (EA) of the West Eugene EmX Extension. FTA Region 10 staff are currently reviewing the second draft of the EA. Final approval and public release of the EA by FTA is dependent upon completion of the agency's internal review process, which is currently expected in late January or early February. A public review period will begin when the EA is published. Given the level of public interest in the project, LTD has requested that FTA extend the required 30-day public comment period to 45 days.

Long Range Transit Plan (LRTP):

The draft LRTP policy is being coordinated with the ongoing individual transportation planning processes for Springfield, Eugene, and the region under the Regional Transportation Plan. Based on previous Board input and ongoing work with our regional partners, staff and consultants are reviewing transit planning options and opportunities for the Board to consider in the final draft of the LRTP.

Planning and Development staff are working with Marketing staff to coordinate a public forum, titled Connecting Communities: Investing is Smart Growth, on February 16 from 7:30 to 10:30 a.m. at the Eugene Hilton Conference Center. This event is intended to raise awareness about the challenges and opportunities that face our region and the role of transit as we strive toward quality growth and a more vibrant community through improved economic, social, and environmental conditions. The keynote speakers will be Christopher Leinberger, Director of the graduate Real Estate Program at University of Michigan and founding partner of the Arcadia Land Company; and John Robert Smith, President and CEO of Reconnecting America and former mayor of the City of Meridian, Mississippi. They will share their experiences and innovative ideas, which will help our regional leaders as the future is considered. The morning also will include a local panel who will discuss opportunities, innovations, and the work in progress in our own community.

POINT2POINT SOLUTIONS

Theresa Brand, Program Manager

Program Management:

Staff attended the Statewide Transportation Options Working group meeting in Salem.

The two Flexible Fund grant applications submitted by Point2point Solutions/Lane Transit District for a Smart Trips regional program and a bike sharing feasibility study have advanced to round two. It is anticipated that notification will be given this month. The two grants were completed by working closely with staff from partner agencies, including the cities of Eugene and Springfield.

Point2point Solutions hosted several events for the Transportation Options Group of Oregon including a board training session, a strategic planning session, and a quarterly board meeting.

Staff participated in a half-day training retreat with staff from the Planning and Development, Marketing, and Accessible Services departments.

School Solutions:

Staff continued work on the strategic plan to develop a Regional Safe Routes to School Program.

Staff worked with the Communities and Schools Together research program and the Bethel School District to develop walking and biking route maps for local elementary schools.

Work Solutions:

Employer Programs Specialist Marcia Maffei and Smart Trips Program Coordinator Claire Otwell attended the monthly Springfield Gateway Development Committee meeting.

Point2Point has received four group pass program contract cancellations for 2012:

Organization	Emp.#	Reason
Deck Monitoring, LLC	6	Employees ride bikes and walk
Oregon Research Institute	150	To offset health benefit cost increase
Green Valley Rehabilitation Center	140	Not enough usage to justify expense
Providence Health Plans	4	Not enough usage
Total employees	300	

On-the-go Solutions:

After careful review of the proposals submitted in response to the Request for Proposal (RFP), WeCar (a division of Enterprise Rent-A-Car) was selected to provide the Carshare service. A draft contract is being developed at this time. It is anticipated that a program could be in place as early as March. ZipCar was the other firm that responded to the RFP.

The fall Park & Ride lot study was received. Both the River Road Transit Station (RRTS) and Thurston Station were surveyed in October. One key finding was that capacity is not an issue at either lot location. RRTS typically fills to 33 to 39 percent of capacity, while Thurston fills to less than 20 percent capacity. More than two-thirds (68 percent) of those surveyed ride a bus from the Park & Ride to their destination, with 19 percent transferring to the EmX. One out of six

respondents (17 percent) vanpool from RRTS to their destination (Corvallis), and 13 percent carpool. Only one respondent from the Thurston Station uses the lot to carpool.

Drive Less Connect Stats

DLC STATISTICS	Stats Through Nov 2011	In Dec 2011	Total
New Users	376	33	409
Non-Single-Occupancy Vehicle Miles Logged	329,767	36,582	366,349
Bike Trips	2082	220	2302
Bus Trips	2189	419	2608
Carpool Trips	4194	820	5014
Telework Trips	653	76	729
Vanpool Trips	1785	227	2012
Walk Trips	492	53	545
Carbon Dioxide	244,852	22,047	266,899
Gasoline	12,321	1,125	13,446
Monetary Savings	\$85,748	\$7,792	\$93,540

Education and Outreach:

Point2Point staffed a booth at the International Society for Technology in Education transportation option fair, and 50 employees attended.

FACILITIES PROJECTS

Joe McCormack, Facilities Manager

EmX Real-time Signs:

A total of 43 real-time dynamic message signs will be distributed along both EmX corridors. Most of these signs should be installed by mid-January. Basic time information will initially be displayed on the signs as staff work to correctly display the arrival information with the software consultants.

SERVICE PLANNING, ACCESSIBILITY, AND MARKETING

Andy Vobora, Director of Service Planning, Accessibility, and Marketing

Service Planning:

The winter bid is complete from a Service Planning standpoint, and now the department is researching minor changes for fall bid. The District has not planned an extensive Annual Route Review process for the coming year, but minor routing and timepoint adjustments are under consideration. Several of the potential changes require research into how current and potential

customers may be affected by the changes. Service planners are working with Marketing staff to gather data. This data will be presented to the Board later this spring.

Staff are working closely with Starline Luxury Coaches on the service package for the 2012 U.S. Olympic Track and Field Trials, and final contracts are under review. LTD will provide buses to assist during the busy times and will enhance EmX frequency to accommodate the anticipated demand. LTD staff also will assist with informational signage at the event venues and will develop departure schedule information for spectators and participants.

The Origin and Destination Survey data is scheduled to arrive in January, and staff are planning a presentation to the Board at its February meeting.

Marketing and Communications:

The winter *Rider's Digest* update is at the printer and will be available on the buses beginning Monday, January 23. The number of timepoint adjustments dictated that a multi-page update would be necessary this year.

Paid media was placed in *The Register-Guard* and the *Eugene Weekly* in early December. A week of radio spots featured General Manager Ron Kilcoyne offering a general message about LTD and the coming year. In January the District will take advantage of a couple of special print opportunities in *The Register-Guard* as well as additional radio spots. Ads will be tagged to invite folks to visit the LTD/Point2point Solutions booths at the Good Earth Home and Garden Show, which will be held during the weekend of January 20 - 22.

Marketing staff are working with Facilities and Information Technology staff on the programming of the new real-time information signs, which include the EmX signs and a kiosk sign at the University of Oregon Station.

LTD hosted the Eugene Chamber Latino Business Network on January 10. The group met at the Los Faroles restaurant located at the Springfield Station. Mike Eyster provided an update of District activities and encouraged Latino businesses to become familiar with business opportunities at LTD. Approximately 40 people were in attendance.

Graphics:

LTD received 70 applications and interviewed 10 applicants for the graphic designer position. After an additional round of interviews with the top two rated applicants, the District has hired Craig Runyon. Craig currently works at *The Register-Guard* and will be fulfilling that commitment for the coming weeks while also working for LTD. Craig comes with an impressive background, including working as an adjunct professor and working for a number of years at *The Washington Post*. He and his family moved to Eugene from Maryland about six years ago.

The bus stop sign project is complete. Customer Service staff report very favorable comments from customers.

ACCESSIBLE SERVICES

Terry Parker, Accessible Services Manager

LTD learned that it was successful in its application for an FTA capital grant under the Veterans Transportation and Community Living Initiative. LTD was awarded \$1.088 million to replace

outdated software and communication systems within the RideSource Call Center. Enhancements to call centers must include connecting veterans, service members, and military families to available transportation services. A local workgroup has been convened. In addition, LTD supported an effort by Lane Council of Governments Senior and Disabled Services to apply for a Senior Transportation Grant Opportunity through the National Center on Senior Transportation. If successful, this grant would provide training opportunities for the transportation coordinators who conduct in-home transportation assessments for the RideSource Call Center.

TRANSIT OPERATIONS

Mark Johnson, Director of Transit Operations

There will not be a department report from Transit Operations this month.

MAINTENANCE

George Trauger, Director of Maintenance

All 15 of the new 40-foot hybrid buses of the first initial order have been placed into service. Installation of the camera security system is complete; all camera systems have been functionally tested and are in revenue service.

Production of the next nine buses associated with this purchase has begun this month. There is currently an LTD maintenance supervisor at Gillig Corporation in Hayward, CA, for the vehicle inspections. Delivery of these buses is expected to begin within the next two weeks, with complete arrival on LTD property prior to the end of January through early February. Training for mechanics is being scheduled for the new buses.

FINANCE AND INFORMATION TECHNOLOGY

Diane Hellekson, Director of Finance and Information Technology

FINANCE

Todd Lipkin, Finance Manager

Payroll Processing:

- Seventy-three (73) payroll checks and 829 payroll direct deposits totaling \$1,360,763 were made in December 2011 (three pay dates).

Accounts Payable:

- Three hundred twenty (320) vendor paper and electronic checks totaling \$7,439,706 were processed during the month of December 2011. This included payments totaling \$2,260,250 to Gillig Corporation for four of the fifteen 40-foot hybrid-electric buses that have been delivered.

Accounts Receivable:

- Twelve (12) cash fare deposits totaling \$139,116 were processed in December 2011.
- Thirty-two (32) nonprofit agency orders were processed in December 2011.
- Sixty-two (62) RideSource ticket book orders for 185 ticket books were processed in December 2011.

ACCOUNTING/INTERNAL AUDIT

Carol James, Chief Accountant/Internal Auditor

Accounting:

- The November 2011 financial reports were completed for the December 12, 2011, special Board meeting.
- Staff completed production of the Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2011. The FY 2010-11 CAFR was presented to the Board at the December 12 meeting.
- Staff continued review of the new Government Accounting Standards Board exposure draft on pension reporting. While this new reporting requirement is not likely to appear in the District's CAFR until fiscal year ending June 30, 2014, a beginning liability under the new rules will need to be established as of June 30, 2012, for both pension plans.

Internal Audit:

- The Request for Proposals (RFP) for banking services was distributed on December 6, 2011. Proposals were due on January 12, 2012. The current banking services contract expires in February 2012.
- Staff continued the review and monitoring of pass sales through the Customer Service Center.

PURCHASING

Jeanette Bailor, Purchasing Manager

- An RFP has been published for agent of record for property and liability insurance.
- Proposals have been received for agent of record for health insurance, and they are being reviewed by the Joint Insurance Committee.
- A request for bids has been issued for seals.
- Proposals have been received for banking services and are being reviewed.

- An RFP is being developed for Call Center software.
- An RFP has been issued for general electrical maintenance services.
- Letters of qualification have been received for miscellaneous architectural services and contracts have been awarded to two local firms: PIVOT Architecture and Rowell Brokaw Architects.

HUMAN RESOURCES AND RISK MANAGEMENT

Mary Adams, Director of Human Resources and Risk Management

Labor:

A second mediation session took place on January 10. The Board will be provided with an update on labor contract mediation during an executive session in February.

Health Care:

The RFP for renewal of the Health Care Insurance Broker contract has closed, and three bids were received. Joint Insurance Committee members and Human Resources staff reviewed the bids on January 5, and interviews were conducted on January 12; however, when this meeting packet went to print, a decision had not yet been reached. Wilson-Heirgood Associates has been LTD's insurance broker for the past five years. The new contract will begin on February 1, 2012, and could be in effect for as long as five years.

As part of the Oregon Health Strategies project, LTD is assembling a Health Management team. LTD is one of eleven Oregon employers involved in this pilot project. This cross-departmental team will guide the work of the project, including selecting and implementing interventions to improve plan member health. The team's kickoff meeting will be January 30, 2012, when grantor Pfizer will conduct a full day training on the project.

Risk Management:

The RFP for renewal of the Liability Insurance Broker contract will close on January 18. Wilson-Heirgood Associates is the current broker. The new contract could be in effect for as long as five years.

HUMAN RESOURCES/TRAINING

David Collier, Senior Human Resources Analyst

Recruitment:

Craig Runyon started on December 28, 2011, as the new graphics designer.

Bus Operators Rebecca Bailey, Jeff Hadden, and Darryl Whittaker were promoted to temporary supervisors and began training on December 13.

Michael Smitasin has been hired to fill the IT Support Technician II opening and will begin work at LTD on January 30, 2012. Mike comes to us from the University of Oregon where he has worked for the School of Architecture and Allied Arts as an IT Consultant II for the past 3-½ years. Prior to that, he spent a year as a Help Desk Analyst for Nordstrom, Inc.

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INFORMATIONAL PACKET ITEM SUMMARY

DATE: January 18, 2012

ITEM TITLE: MONTHLY PERFORMANCE REPORTS

PREPARED BY: Ron Kilcoyne, General Manager

ACTION REQUESTED: None

BACKGROUND:

In response to a request by the Board for regular reporting on the District's performance in several areas, monthly performance reports are provided for the Board's information.

ATTACHMENTS: December 2011 Performance Reports (*to be sent out before regularly scheduled meeting date*)
November 2011 RideSource Activity and Productivity Report

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Special Mobility Services: RideSource Activity and Productivity Information

<u>11/30/2011 Revised</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
RideSource Ridership	15,382	14,283	7.7%	80,277	75,762	6.0%	189,182	180,706	4.7%
RideSource(All Modes)	12,421	11,795	5.3%	63,073	62,697	0.6%	152,593	150,015	1.7%
Shopper	502	428	17.3%	2,417	2,201	9.8%	5,420	5,212	4.0%
Escort Volunteers-Metro	1,262	894	41.2%	7,156	4,370	63.8%	14,392	10,055	43.1%
Escort Volunteers-Rural	1,197	1,166	2.7%	7,631	6,494	17.5%	16,777	15,424	8.8%
RideSource Cost per Ride	\$ 23.82	\$ 22.26	7.0%	\$ 21.72	\$ 21.46	1.2%	\$ 21.50	\$ 20.68	4.0%
RideSource(All Modes)	\$ 28.23	\$ 25.63	10.1%	\$ 26.31	\$ 24.65	6.7%	\$ 25.33	\$ 23.72	6.8%
RideSource Shopper	\$ 15.08	\$ 15.86	-4.9%	\$ 15.34	\$ 15.42	-0.5%	\$ 15.66	\$ 14.88	5.2%
RideSource Escort	\$ 3.36	\$ 4.31	-22.2%	\$ 3.22	\$ 4.26	-24.6%	\$ 3.73	\$ 3.97	-6.0%
Ride Reservations	13,474	12,900	4.4%	67,125	66,180	1.4%	161,648	157,933	2.4%
Cancelled Number	1,240	1,650	-24.8%	5,876	6,594	-10.9%	14,854	15,399	-3.5%
Cancelled % of Total	9.20%	12.79%		8.75%	9.96%		9.19%	9.75%	
No-Show Number	182	143	27.3%	787	658	19.6%	1,872	1,674	11.8%
No-Show % of Total	1.35%	1.11%		1.17%	0.99%		1.16%	1.06%	
Ride Refusals Number	0	2	-1	0	4	-100.0%	0	5	-100.0%
Ride Refusals % of Total	0.00%	0.02%		0.00%	0.01%		0.00%	0.00%	
Service Hours	7,163	6,513	10.0%	35,609	33,560	6.1%	84,567	80,262	5.4%
Agency Staff	6,917	6,353	8.9%	34,366	32,494	5.8%	81,946	77,107	6.3%
Agency SMS Volunteer	246	160	53.8%	1,243	1,066	16.6%	2,621	3,155	-16.9%
Avg. Trips/Service Hr.	1.80	1.88	-4.3%	1.84	1.93	-4.7%	1.87	1.93	-3.1%
RideSource System Miles	90,166	85,265	5.7%	458,153	454,805	0.7%	1,098,751	1,084,062	1.4%
Avg. Miles/Trip	6.98	6.98	0.0%	7.00	7.01	-0.2%	6.95	6.98	-0.4%
Miles/Vehicle Hour	12.59	13.09	-3.8%	12.87	13.55	-5.1%	12.99	13.51	-3.8%

Special Mobility Services: RideSource Activity and Productivity Information

<u>11/30/2011 Revised</u>	<u>Current Month</u>	<u>Prior Year's Month</u>	<u>% Change</u>	<u>Current YTD</u>	<u>Previous YTD</u>	<u>% Change</u>	<u>Current 12 Month</u>	<u>Prior 12 Month</u>	<u>% Change</u>
On-Time Performance %	86.6%	84.0%	3.2%	87.2%	83.6%	4.3%	87.1%	83.5%	4.2%
Sample	11,275	10,641		57,092	56,464		138,236	134,935	
On-Time	9,769	8,936		49,804	47,229		120,362	112,707	

- RideSource (All Modes) includes all rides except Shopper, Escort, & Taxi
- Escort Volunteers-Metro includes in-district volunteer rides and SMS volunteer escort rides.
- Escort Volunteers-Rural is out of district volunteer rides.

- RideSource System Miles includes miles by volunteers in agency vehicles.

- On-Time Performance reflects a 100% sample of all rides with scheduled pickup times, plus will-call rides. The standard is +/- 10 minutes for scheduled pickups and within 30 minutes of will-call request.

INFORMATIONAL PACKET ITEM SUMMARY

DATE: January 18, 2012

ITEM TITLE: ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING

PREPARED BY: Jeanne Schapper, Administrative Services Manager/Clerk of the Board

ACTION REQUESTED: None

BACKGROUND:

The action or information items listed below will be included on the agenda for future Board meetings:

- A. **Board Strategic Planning Work Session:** The Board's next strategic planning work session is scheduled to be held on February 10, 2012, at PacificSource on International Way in Springfield. The Budget Committee also will be participating.
- B. **Post Project Evaluation – Fleet Maintenance Building Expansion/Remodel:** At the February 15 Board Meeting, staff will present to the Board a post-project evaluation of the Fleet Maintenance Building Expansion/Remodel. The evaluation is required when a public improvement contract is granted an exemption from the competitive bidding process.
- C. **West Eugene EmX Extension:** The latest status on the various activities of West Eugene EmX Extension project will be presented and discussed at the February 15 Board Meeting.
- D. **Connecting Communities Event Preview:** Last year's *Let's Talk Transit* event was very well received. At the February 15 Board Meeting, staff will give the Board a brief overview of this event that is scheduled to be held on February 16, with a similar format as last year's event and a focus on walkable urbanism.
- E. **Point2point Solutions Annual Report:** The annual Point2Point Solutions report will be presented to the Board at the February 15 Board Meeting.
- F. **Statement of Principles on Immigrant Integration:** With the historic and ongoing arrival of immigrants to our community, LTD recognizes the growing diversity in Lane County. At the February 15 Board Meeting, staff will ask the Board to join other community organizations to affirm LTD's commitment to assure a welcoming environment for our immigrant neighbors and to promote a thoughtful public dialogue about immigration.
- G. **Origin and Destination Survey Results:** The 2011 LTD Rider Survey, also known as the Origin and Destination survey, is being finalized. The consultant and staff will provide a review of the results at a February Board Meeting.
- H. **Labor Negotiations:** In an executive session in February, the Board will receive an update on contract negotiations.

- I. **Capital Improvements Program Adoption:** Approval of the FY 2013-20 Capital Improvements Program will be requested from the Board at the February or March Board meeting.
- J. **Long-Range Financial Plan Adoption:** Approval of the FY 2013-20 Long-Range Financial Plan will be requested at the March Board meeting.
- K. **2012 Legislative Session:** Staff will provide updates concerning funding requests throughout the short 2012 Legislative Session.
- L. **Data Center Construction:** Partnering with the University of Oregon on construction of a new Information Technology Data Center is not viable given the UO is not likely to pursue this facility for a number of years. In early 2012 LTD staff will ask for Board approval to move forward with the CIP project using a Construction Management/General Contractor (CM/GC) method of construction.
- M. **LTD Subdistrict Boundaries:** The adjustments to political districts due to the changes in population taken from the 2010 Census are nearly complete. The Oregon Secretary of State is finalizing LTD's subdistrict boundaries. When it is complete, a public hearing will be held later this winter followed by adoption of the new boundaries. The new boundaries would be in place for ten years after adoption.
- N. **Annual Performance Report:** In conjunction with an update on progress related to the Long-Range Transit Plan, staff will provide a FY 2010-11 Performance Report for presentation at the March or April Board meeting.
- O. **Board Luncheon:** As part of the Fiscal Year 2012-13 Budget development process, a luncheon is being scheduled for April that also will include the Board Budget Committee.
- P. **Lane Coordinated Human Services Transportation Plan:** The Lane Coordinated Human Services Transportation plan is in the process of being updated. It will be ready for a public hearing and Board approval in late winter or early spring.
- Q. **2012 Fare Analysis and Pricing Recommendation:** Staff included a review of the annual pricing plan in the January Board Meeting Information Packet. The process will continue with a discussion with the Board Finance Committee in February and a recommendation going to the Board in Spring 2012.