

Public notice of cancellation was given to *The Register-Guard* for publication on July 11, 2013.

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

JULY 2013

C O N T E N T S

	<u>Page No.</u>
I. ITEMS FOR INFORMATION	
A. Board Calendars	3
B. Board Member Reports	4
1. Meetings Held or Attended	
a. Lane Council of Governments (LCOG) Board of Directors, June 27	
b. LTD Board Human Resources Committee, July 9	
c. Lane Area Commission on Transportation (LaneACT), July 10	
d. Metropolitan Policy Committee (MPC), July 11	
2. No Meeting/No Report	
a. LTD Pension Trusts	
b. Main Street-McVay Governance Committee	
c. EmX Steering Committee	
d. Accessible Transportation Committee (ATC)	
e. Transportation Community Resource Group for the Eugene Transportation System Plan	
f. Springfield Stakeholder Advisory Committee	
g. LTD Board Service Committee	
h. LTD Board Finance Committee	

C.	Surface Transportation Program-Urban Funding Update	6
D.	June Financial Statements	8
E.	June 2013 Grant Report	9
F.	Monthly Department Reports	13
G.	Monthly Performance Reports	19
II.	ITEMS FOR ACTION/INFORMATION AT A FUTURE MEETING	22
A.	General Manager Performance Evaluation - September	
B.	Long-Range Transit Plan - September/October	
C.	Bicycle Parking Study - October	
D.	Surface Transportation Improvement Program (STIP) - Fall	
E.	Independent Audit Report and Comprehensive Annual Financial Report (CAFR) – November or December	
F.	Annual Performance Report	
G.	High-capacity Transit Corridor Projects	

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2013

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.

Board members also are asked to contact Jeanne Schapper with any changes in availability for LTD-related meetings and events, and to provide their summer and fall vacation dates.

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

PROPOSED MOTION: None.

<Q:\Reference\Board Packet\2013\7\Calendar of Events Summary.docx>

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2013

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 Council of Governments (LCOG) Board of Directors:** LTD Board Member Carl Yeh represents LTD on the LCOG Board of Directors as a non-voting member, with Board Member Martha Reilly serving as an alternate. The LCOG Board generally meets every other month. At the June 27 meeting, information was provided regarding the Senior and Disabled Services Status Report on funding for the 2013-15 biennium; and the senior meals contract and the Executive Director contract as they were ratified by the Executive Committee. Action items included a public hearing and adoption of LCOG's FY 2014 budget and appointments to the Senior Services Advisory Council.
2. **LTD Board Human Resources Committee:** The Board Human Resources Committee is composed of Chair Doris Towery and Board Members Michael Dubick and Martha Reilly, and meets on the second Tuesday of the month. On July 9 the Committee met in executive session to review and evaluate the performance of LTD's general manager. The August meetings and the September 10 meeting have been canceled. The next meeting is tentatively scheduled to be held on September 24.
3. **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 July 10 meeting, the Commission appointed three new members: Mia Nelson, Willamette Valley Advocate, 1000 Friends of Oregon; Timothy Doll, Director, Eugene Airport; and Jennifer Jordan, Senior Community Health Analyst, Lane County Public Health. The Commission also discussed reallocation of 2010-2013 Statewide Transportation Improvement Program (STIP) modernization funding, and provided feedback regarding preparation for the 2015-2018 STIP Enhance Super ACT. The next meeting is scheduled to be held on August 14.

4. **Metropolitan Policy Committee (MPC):** Board President Doris Towery and Board Member Martha Reilly are LTD's MPC representatives, with Board Member Gary Gillespie serving as an alternate. MPC meetings are held on the first Thursday of each month. At the July 11 meeting, the programming of Surface Transportation Program-Urban (STP-U) and Transportation Alternative Program (TAP) funds in the FY 2012-15 Metropolitan Transportation Improvement Program (MTIP) was approved; and updates regarding Scenario Planning and the STIP Enhance process were provided. The August 1 meeting has been canceled. The next meeting is scheduled to be held on September 5.

NO MEETINGS HELD:

1. **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 Gary Gillespie serves as a trustee for both plans. The next meeting is scheduled to be held on July 19.
2. **Main Street-McVay Governance Committee:** This committee was formed to provide informed direction and collaborative decision making to support the Main Street-McVay Transit Feasibility Study and four other concurrent projects along Main Street in Springfield. Board President Doris Towery and Board Member Michael Dubick are LTD's representatives on this committee, which typically meets on the fourth Thursday of the month. The June 27 meeting was canceled. The next Committee meeting is tentatively scheduled to be held on July 25.
3. **EmX Steering Committee:** The EmX Steering Committee generally meets quarterly and is composed of Chair Gary Gillespie, Board President Doris Towery, Board Member Carl Yeh, members of local units of government, and community representatives. The next meeting is tentatively scheduled to be held on September 3.
4. **Accessible Transportation Committee (ATC):** The 16-member ATC is composed of both consumers and providers who are interested in transportation services for people with disabilities, people with low incomes, and older adults. The Committee meets six to seven times per year on the third Tuesday of the month. Board Member Ed Necker was appointed to the ex officio position representing the LTD Board on this committee. The next meeting is scheduled to be held on September 17.
5. **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. The next meeting has not yet been scheduled.
6. **Springfield Stakeholder Advisory Committee:** Committee members consist of citizens and representatives from organizations with a distinct interest in the future of transportation in Springfield. LTD's Board representative to this committee will be appointed in the near future. The next meeting has not yet been scheduled.
7. **LTD Board Service Committee:** The Board Service Committee is composed of Chair Ed Necker and Board Members Gary Gillespie and Michael Dubick. Meetings are scheduled on an as-needed basis. The next meeting has not yet been scheduled.
8. **LTD Board Finance Committee:** The Board Finance Committee is composed of Chair Michael Dubick and Board Members Ed Necker and Carl Yeh. Meetings are scheduled on an as-needed basis. The next meeting has not yet been scheduled.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2013

ITEM TITLE: SURFACE TRANSPORTATION PROGRAM-URBAN FUNDING UPDATE

PREPARED BY: Tom Schwetz, Planning and Development Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Metropolitan Policy Committee (MPC) approved Resolution No. 2013-02 on July 11, 2013, programming Surface Transportation Program – Urban (STP-U) and Transportation Alternatives Program (TAP) funds in the FY 2012-15 Metropolitan Transportation Improvement Program (MTIP). To summarize, MPC allocated its discretionary federal STP-U and TAP funds, including funding for several grant applications submitted by LTD and Point2point. These funded projects and programs include the following:

LTD

- Pavilion Station: received \$400,000
- NW Eugene - LCC Transit Corridor Plan (partnered with City of Eugene): received \$584,780
- Bike Share Feasibility Study (partnered with City of Eugene): received \$100,000

Point2point

- Safe Routes to School Regional Program: received \$243,026 (funded through TAP funds)
- Baseline Operational Funding for Two Years: received \$600,000

PROJECT AND PROGRAM DESCRIPTIONS:

Pavilion Station

This is an additional EmX boarding platform proposed at the north end of the 200-acre RiverBend Medical Center campus. The need for an additional station was identified at the north end of the RiverBend campus to serve the newly constructed Urgent Care and Specialty Clinic complex. The Pavilion Station will provide improved accessibility to the community's most vulnerable citizens.

The Northwest Eugene – Lane Community College (LCC) Transit Corridor Plan

This is a project that will provide preliminary corridor planning and design in advance of a more detailed frequent transit corridor environmental assessment. Possible extension of the frequent transit network, and opportunities for pedestrian and bicycle system enhancements, will be examined from the Northwest Eugene Corridor. This will include service areas around Highway 99 and River Road, through the LTD Eugene Station, and along 30th Avenue to Lane Community College. The City of Eugene and LTD are submitting this grant as joint applicants.

The Eugene Bike Share System

This is an innovative strategy for investing in public transportation. Bike share systems provide a new network of flexible connections to the public transportation system and increase the accessibility, integration, and efficiency of public transportation by improving mobility for all Eugene residents and visitors. The University of Oregon (UO) is implementing a bike share program on campus in late 2013. LTD is partnering with the City of Eugene to implement a feasibility study to evaluate a broader community bike share system to connect the UO system with the downtown core of Eugene and adjacent neighborhoods.

Regional Safe Routes to Schools Project

This is a project that will continue and build on the high quality Safe Routes to Schools programs that have been underway in the Bethel and 4J school districts. The grant request will fund a two-year program, which includes in-classroom bicycle and pedestrian safety education, along with year-round encouragement activities. This work will coincide with current work underway in all three school districts in which school walking maps are being developed.

Baseline Operational Funding for Point2point

Point2point receives \$300,000 per year of the STP-U funding cycle for baseline operational funding.

ATTACHMENT: None.

PROPOSED MOTION: None.

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AGENDA ITEM SUMMARY

DATE: July 17, 2013

ITEM TITLE: JUNE FINANCIAL STATEMENTS

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

ACTION REQUESTED: None

BACKGROUND:

Because the fiscal year-end closure process takes a period of several weeks to complete, the June financial report is not available at this time. In accordance with a statutory requirement, a preliminary financial report for the fiscal year ended on June 30 is always provided to Board members on or before July 31 of each year. The Comprehensive Annual Financial Report (CAFR), which contains audited financial statements for the previous fiscal year, is presented to the Board in the fall of the subsequent fiscal year.

The first phase of field work for the independent audit of Fiscal Year 2012-2013 was conducted during the week of June 10, 2013. The balance of the field work is scheduled to begin in late September. Staff expect the CAFR to be ready for acceptance by the Board before the end of the calendar year.

ATTACHMENT: None

PROPOSED MOTION: None

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AGENDA ITEM SUMMARY

DATE: July 17, 2013

ITEM TITLE: JUNE 2013 GRANT REPORT

PREPARED BY: Todd Lipkin, Finance Manager

ACTION REQUESTED: None. Information Only.

BACKGROUND:

The Monthly Grant Report for activity through June 30, 2013, 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, not all of the invoices for the report month have been received. Any additional invoices charged to this report month will be reflected in the Grant Totals expenditure amounts next month.

Federal Transit Administration TEAM Grant Applications

Two grant applications have been drafted and forwarded to FTA Region X for review:

- Main Street/McVay Transportation Planning Study - \$750,000
- FY 2013 STP funds - \$1,447,601 – This application provides funding for preventive maintenance and Point2point Solutions projects.

Region X staff is currently reviewing these applications, and they should be submitted in July. Once submitted, it usually takes 60 days for final execution. A 5307 Urbanized Area Formula Funds application will be drafted in July and submitted in early August to meet federal fiscal year 2013 processing deadlines. The details of that grant application have yet to be finalized.

Federal Transit Administration Notifications of Funding Availability (NOFA)

The FTA has not awarded grants for the Alternatives Analysis grant solicitation. Lane Transit District applied for \$1,452,000 for the analysis of alternatives along the Northwest Eugene/Lane Community College corridor. The new transportation bill, MAP-21, has changed the requirements for Small Starts projects. The Federal Transit Administration is still determining how or if they will be awarding grants for this NOFA.

Oregon Department of Transportation (ODOT) 2015-18 Enhance Applications

Lane Transit District submitted three applications to ODOT for funds under the new Enhance program for the 2015-2018 Statewide Transportation Improvement Program (STIP). The Enhance program is a component of the State's new system for programming STIP funds that is designed to meet ODOT's expectation to identify and fund the best multimodal transportation project solutions to address a given

problem. The Lane Area Commission on Transportation (Lane ACT) forwarded a list of grants for 150 percent of the available funds to ODOT for scoping. ODOT staff will prepare a 100 percent straw proposal recommendation and forward it to ACT chairs and co-chairs by August 2. This list will be non-binding and is intended to serve as a starting point for the Super ACT negotiations that will occur on September 12. The Super ACT (each ACT will be represented by their chair and co-chair) will create a 100 percent project list recommendation to forward to the Oregon Transportation Commission for final funding approval. Lane Transit District's applications were as follows:

- Northwest Eugene – Lane Community College Corridor NEPA: This application requests \$2 million for the analysis of a future high-capacity transit project consistent with local and state transportation and land use plans. The Northwest Eugene/Lane Community College corridor would complete a major segment of the region's 61-mile system of bus rapid transit (BRT). The proposed project will provide the required first step (National Environmental Policy Act (NEPA) review and analysis of the refined project) to allow for the project's federal funding.
- River Road Station Development: This application requests \$2,691,900 for development/relocation of the River Road Station. The existing River Road Station, located south of Randy Pape Beltline, at the intersection of River Road and River Avenue, was built in 1982 and has had no significant upgrades since construction. LTD proposes to relocate the River Road Station to the north of Randy Pape Beltline, at the intersection of River Road and Green Lane. There are a range of facility and operational issues at the existing River Road Station related to aging infrastructure, traffic congestion, and customer safety and security. Additionally, the major commercial activity along River Road has moved north of Randy Pape Beltline, so the current River Road Station location is not adequately serving that demand. By relocating the station to the north of Randy Pape Beltline, these issues would be resolved.
- SmartTrips Regional Residential Program: This application requests \$372,845 for the SmartTrips Regional Program, a comprehensive individual household marketing aimed at increasing biking, walking, use of public transit, and ridesharing. The planned 2016-2018 project has three target areas within the Central Lane Metropolitan Planning Organization, all with high concentrations of transportation disadvantaged (youth, seniors, low-income, people with disabilities, minorities, limited English, and/or no car). Targeted areas have safety concerns and congested corridors. SmartTrips leverages public investments in existing travel programs and infrastructure by addressing household transportation needs regardless of age or ability. By highlighting seniors, SmartTrips can offer greater access and use of available, low-cost transportation options and respond to growing demand within our aging population.

ATTACHMENT: Monthly Grant Report

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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	855,285.99	(111,582.60)
14.04.40 Sitework & Special Conditions	-	11,241,013.34	10,894,235.61	346,777.73
14.05.50 Systems	-	2,229,930.78	1,885,822.19	344,108.59
14.06.60 ROW, Land, Existing Improvements	-	1,929,027.42	1,503,670.42	425,357.00
14.08.80 Professional Services	7,781.00	7,721,200.00	8,370,604.12	(649,404.12)
14.09.90 Unallocated Contingency	-	1,088,113.00	-	1,088,113.00
	7,781.00	30,808,867.00	28,463,163.05	2,345,703.95

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-04-0041 - FTA 5309 VTCLI	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.42.08 Call Center Software	163.00	1,062,000.00	23,576.71	1,038,423.29
11.62.02 Call Center Telephone System	-	298,000.00	63.62	297,936.38
	163.00	1,360,000.00	23,640.33	1,336,359.67

OR-37-X016 - FTA 5316 Job Access/Reverse Commute	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management'	-	425,803.00	-	425,803.00
11.7L.00 Mobility Management-Assessments	-	504,570.00	370,308.43	134,261.57
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
	-	1,311,695.00	751,630.13	560,064.87

OR-57-X012 - FTA 5317 New Freedom	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance

11.7L.00 Mobility Management	-	96,528.00	-	96,528.00
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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	13,848.00	1,460,900.00	1,051,751.61	409,148.39
11.42.08 Software	-	480,000.00	480,000.00	-
11.42.09 Bus Security Cameras	-	60,224.00	60,224.59	(0.59)
11.42.09 Security Improvements	-	300,000.00	300,000.00	-
11.42.20 Miscellaneous equipment	-	175,000.00	175,000.00	-
11.43.03 Improvements	-	400,000.00	400,000.00	-
11.43.03 Maintenance Facility Remodel	-	1,475,289.00	1,475,288.81	0.19
11.62.20 Communications Equipment	-	50,000.00	42,928.13	7,071.87
11.71.12 Vanpools	-	163,400.00	163,400.00	-
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	52,842.62	3,237.38
	13,848.00	18,531,037.00	17,989,169.07	541,867.93

OR-90-X161 - FTA 5307 Urbanized Area Formula Funds	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.42.09 Security Improvements	-	91,250.00	91,250.00	-
11.7A.00 Preventive Maintenance	32,409.00	7,500,000.00	6,975,185.02	524,814.98
	32,409.00	7,591,250.00	7,066,435.02	524,814.98

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	-	2,340,354.00	1,854,652.20	485,701.80
11.7F.00 Gateway SmartTrips	-	100,301.00	100,301.00	-
	-	2,440,655.00	1,954,953.20	485,701.80

OR-95-X035 - Federal Surface Transportation Program	Current Month Expenditures	Grant Totals (Including Match)		
		Budget	Expenditures	Balance
11.72.11 Rideshare	-	354,787.18	345,287.18	9,500.00
11.72.11 Safe Routes to School	(2,092.00)	83,584.00	12,670.64	70,913.36
11.72.11_Rideshare_Bike_Sharing	-	6,000.00	3,596.95	2,403.05
11.72.11_Rideshare_Carpool	-	2,000.00	901.78	1,098.22
11.72.11_Rideshare_CMP	-	600.00	905.57	(305.57)
11.72.11_Rideshare_ETC	-	6,000.00	5,793.83	206.17
11.72.11_Rideshare_Group Pass	-	35,212.82	35,212.82	-
11.72.11_Rideshare_Park and Ride	-	2,500.00	1,495.38	1,004.62
11.7A.00 Preventive Maintenance	-	557,227.00	557,227.00	-
	(2,092.00)	1,047,911.00	963,091.15	84,819.85

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2013

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, July 17, 2013



MONTHLY DEPARTMENT REPORTS

JULY 17, 2013

Customer Services and Planning

Andy Vobora, Director of Customer Services and Planning

MEDIA

Lane Transit District appeared in a number of earned media stories during the past month. These included articles related to the West Eugene EmX lawsuit; the community discussion around the Willamette Street design; the BRING RE:think certification awarded to LTD; the introduction of the LTD web store; and event partnerships such as the Oregon Country Fair and Willamalane's 2013 SummerFair.

MARKETING AND COMMUNICATIONS

Russ Arnold, Marketing Supervisor

LTD has been running an awareness campaign that highlights the District's community involvement. The campaign has been running on Facebook, *The Register Guard*, *Eugene Weekly*, KPNW, and KUGN since February. The campaign was originally scheduled to end in August, but that date will be extended and the campaign refreshed for at least another six months.

ACCESSIBLE AND CUSTOMER SERVICES

Cosette Rees, Accessible and Customer Services Manager

Web Store

On July 1 LTD's Customer Service staff began filling fare pass orders that were received via the web. To kick off this convenient new option for customers to purchase their passes, LTD is collaborating with Off the Waffle, and customers can receive a free waffle and drink with the purchase of any pass. LTD did a soft launch of the web store to ensure that the process works well, and more promotions will be coming as word gets out. Customers, including agencies, can purchase passes and 10-ride ticket books for LTD routes as well as for RideSource and Diamond Express. Shipping is free through September.

Coordinated Care Organization (CCO) Transition

On July 1, through a contract with Trillium Community Health Plan, LTD began providing service for non-emergency medical transportation for Lane County residents who are traveling to Oregon Health Plan Plus-eligible medical appointments. Thanks to hard working staff at LTD and at Trillium, the service is active and operating smoothly. LTD, Trillium, and the Oregon Health

Authority will monitor and evaluate the program as a template for other transitions coming around the state.

Reimbursement Program Transition

In addition to the CCO transition, the RideSource Call Center (RCC) began coordinating reimbursement for mileage, meals, and lodging for eligible medical trips. Before July 1 this reimbursement was managed by the Department of Human Services branch offices. The RCC set up a program to provide debit cards to eligible participants, and are able to reimburse the card as eligible expenses are incurred.

FACILITIES MANAGEMENT

Joe McCormack, Facilities Manager

Roofing

The District will be soliciting for proposals in early July to replace the roof on the Fleet Maintenance Building. The original flat roofing material is more than 22 years old and has reached the end of its useful life.

Eugene Station

The Customer Service Center's (CSC) Willamette Street doors, which are currently closed, will be replaced with new swing-style doors and an automated door opener. This will allow the closure of the north side door into the CSC, which has long been a problem for passengers who are waiting outside for a bus or waiting inside at the counter. Also, a new wrought iron-style fence will be installed around the Plaza tree planter. The plantings and irrigation system within the planter are being damaged by people walking through the planter. This new fence will be decorative, yet functional.

Painting

A painter has again been hired for the summer months, and staff are in the midst of changing the passenger shelter color scheme. There also is the usual shelter rehabilitation work and other various larger facility paintings and coatings work. Some of the first EmX passenger shelter structures also are showing signs of wear; thus, annual painting efforts are expanding.

PLANNING AND DEVELOPMENT

Tom Schwetz, Planning and Development Manager

West Eugene EmX Extension

Staff and the consultant team led by Parsons Brinckerhoff continue to work with agency partners on the engineering phase of the West Eugene EmX Extension project, including:

- Time-sensitive tasks related to project permitting and initializing a public outreach process.
- Seasonal field research for environmental permitting.
- Partnering efforts to build a collaborative, efficient, and effective project technical team with the consultants and key staff from LTD, the City of Eugene, and the Oregon Department of Transportation.

The first engineering phase tasks include surveying, geotechnical data sampling, detailed base mapping, and corridor-wide outreach. Site-specific design refinements with affected property owners have begun and will continue throughout the summer and fall.

Main Street-McVay Transit Feasibility Study

Under the direction of the joint City of Springfield - LTD Main Street-McVay Project Governance Team, LTD and the City of Springfield are continuing the stakeholder outreach effort to implement the first of two possible phases of the Main Street-McVay project. Phase One consists of initial public and stakeholder input on transit and land use challenges and successes along Main Street. Then, as determined by the project's Governance Team, Phase Two will complete the detailed study of transit improvement options to help improve the Main Street-McVay corridor.

POINT2POINT

Theresa Brand, Transportation Options Manager

Drive Less Connect

A week-long Dump the Pump campaign was conducted on June 17– 21. A total of 230 individuals logged trips in the Drive Less Connect trip calendar (a 91 percent increase over 2012), saving 26,025 vehicle miles traveled, and resulting in a savings of 18,288 pounds of CO₂.

As of June 30, there are 1,350 users in the Drive Less Connect ride matching database, which represents a 40 percent increase since January 2013.

Vanpool Program

LTD was notified that the MTR Western bus route (a service provided by Amtrak) from Eugene to Salem will be discontinued as of July 12, 2013. Point2point staff are working with commuters to place them in alternate vanpool solutions. Approximately 25 commuters are being displaced by this situation.

Point2point and Enterprise Rideshare met with University of Oregon (UO) staff about starting a vanpool shuttle for UO faculty and staff traveling to the UO Portland campus. This will be in lieu of staff driving alone with either a motor pool vehicle or a personal vehicle.

Employer Programs

Sykes Enterprises, with its 60 employees, joined the Group Pass and Emergency Ride Home program.

CarShare

WeCar by Enterprise has recently rebranded and will now be known as Enterprise CarShare. This move is intended to create greater awareness and connection with the parent brand, Enterprise Rent-A-Car.

The CarShare vehicle stationed at Patterson Street & 17th Avenue has recently been relocated to Villard Street at 15th Avenue, across from the Matthew Knight Arena. It is believed that this location will better serve the community.

There are now 118 members in the regional CarShare program, and there have been more than 4,000 hours logged since the inception of the program (an average of 288 hours per month).

School Services

The Schoolsolutions flyer is being updated and will be distributed at the start of the 2013-14 school year in the region's 55 elementary, middle, and high schools. A marketing plan is underway to reach parent-teacher organizations and engage students in school activities focusing on wellness and health.

The Safe Routes to School (SRTS) quarterly grant reports are being completed for the 2012-13 academic year. These reports highlight the number of students who have participated in walk/bicycle safety education classes, and the change in walking and biking behavior since the program began in October 2012 to the end of the school year.

An Oregon Department of Transportation SRTS non-infrastructure grant is being completed, which will implement a SRTS program for Springfield schools in October 2013. The grant will fund a part-time coordinator to develop SRTS action plans for nine of the sixteen elementary and middle schools over a three-year period, and will bring bicycle/pedestrian safety education classes to targeted Springfield schools.

The Oregon Department of Transportation mapping project continues to make progress towards completing walking route and infrastructure improvement maps for 49 schools region-wide. Map approvals will continue in the fall with the schools, school districts, and county and city stakeholders.

Validation surveys were sent to the 93 families currently enrolled in the Schoolpool program.

Smart Trips

The *Smart Trips* program is moving forward in Springfield. The program will launch in August and will be conducted in the Hayden Bridge area throughout the summer and fall of 2013. This change was necessary due to the delays that the City of Springfield requested in order to best fit within their Main Street planning efforts. After evaluating the Hayden Bridge Program, *Smart Trips* Main Street will begin in Spring 2014.

Regional Bike Parking Study

Staff gave a presentation to the City of Springfield's Downtown Citizen's Advisory Committee. The Study will be forwarded to the LTD Board for review in August, with a final report developed by mid-September.

SERVICE PLANNING

Will Mueller, Service Planning Manager

There is no Service Planning Department Report this month.

Transit Operations

Mark Johnson, Director of Transit Operations

There is no Transit Operations Department Report this month.

Maintenance

George Trauger, Director of Maintenance

There is no Maintenance Department Report this month.

Finance and Information Technology

Diane Hellekson, Director of Finance and Information Technology

Please see June Financial Statements summary.

Human Resources and Risk Management

Mary Adams, Director of Human Resources and Risk Management

The Health Management Team met on July 8 to hear two presentations: (1) Account staff from PacificSource presented a detailed report on LTD's health claims for 2012; (2) Lane Council of Governments (LCOG) staff presented on the Living Wise with Chronic Conditions program, which is a free support program for persons with chronic diseases that is being provided through LCOG. The Team plans to meet again in August to reconsider a whole range of programs that may be added to LTD's health benefits in order to improve health outcomes.

RECRUITMENT AND PERSONNEL

David Collier, Senior Human Resources Analyst

Recruitment

Tim Simon was selected to fill the transit planner position. He will be here during the week of July 22 for HASTUS (transit scheduling software) training, and then he will return for his official start on September 16. Tim comes to LTD from Kansas City Area Transportation Authority where he was a scheduling supervisor for the past three years.

David Kinkennon and Shauna Remior were hired as the new part-time accounting assistants in Finance. David began work at LTD on July 8. He also is a pianist specializing in accompaniment and will begin graduate work at the University of Oregon's School of Music soon. Shauna began work on July 15 and is a former accounting technician who is looking forward to settling into a regular, part-time position.

The Information Technology Department conducted phone interviews for the IT technician II position on July 9 and 10. In-person interviews will be scheduled before the end of the month. Interviews for the data/business intelligence analyst will be scheduled before the end of the month.

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AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2013

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.

ATTACHMENT: May 2013 RideSource Activity and Productivity Report
(The link to the June 2013 Performance Reports will be sent out electronically with the financial reports on or before July 31.)

PROPOSED MOTION: None

Special Mobility Services: RideSource Activity and Productivity Information

May-13	Current Month	Prior Year's Month	% Change	Current YTD	Previous YTD	% Change	Current 12 Month	Prior 12 Month	% Change
RideSource Ridership	17,082	17,105	-0.1%	174,493	178,131	-2.0%	190,439	193,963	-1.8%
RideSource(All Modes)	14,602	14,483	0.8%	148,505	143,569	3.4%	161,577	156,278	3.4%
Shopper	578	572	1.0%	5,911	5,433	8.8%	6,422	5,904	8.8%
Escort Volunteers-Metro	1,049	962	9.0%	9,862	13,998	-29.5%	10,964	15,240	-28.1%
Escort Volunteers-Rural	853	1,088	-21.6%	10,215	15,131	-32.5%	11,476	16,541	-30.6%
RideSource Cost per Ride	\$ 24.28	\$ 23.25	4.5%	\$ 23.82	\$ 22.04	8.1%	\$ 23.68	\$ 21.99	7.7%
RideSource(All Modes)	\$ 27.29	\$ 26.35	3.6%	\$ 26.84	\$ 26.08	2.9%	\$ 26.75	\$ 26.03	2.8%
RideSource Shopper	\$ 14.30	\$ 13.73	4.2%	\$ 13.96	\$ 15.04	-7.2%	\$ 13.94	\$ 15.09	-7.6%
RideSource Escort	\$ 4.20	\$ 3.99	5.3%	\$ 4.36	\$ 3.40	28.1%	\$ 4.32	\$ 3.43	25.8%
Ride Reservations	15,639	15,419	1.4%	161,213	153,598	5.0%	175,188	166,906	5.0%
Cancelled Number	1,260	1,205	4.6%	13,727	14,300	-4.0%	14,899	15,411	-3.3%
Cancelled % of Total	8.06%	7.82%		8.51%	9.31%		8.50%	9.23%	
No-Show Number	153	170	-10.0%	1826	1789	2.1%	1,986	1,950	1.8%
No-Show % of Total	0.98%	1.10%		1.13%	1.16%		1.13%	1.17%	
Ride Refusals Number	-	2	0.0%	2	2	0.0%	2	2	0.0%
Ride Refusals % of Total	0.00%	0.01%		0.00%	0.00%		0.00%	0.00%	
Service Hours	8,308	8,272	0.4%	86,987	81,653	6.5%	94,720	88,870	6.6%
Agency Staff	8,142	8,059	1.0%	85,097	79,106	7.6%	92,638	86,084	7.6%
Agency SMS Volunteer	166	213	-22.1%	1,890	2,547	-25.8%	2,082	2,786	-25.3%
Avg. Trips/Service Hr.	1.83	1.82	0.5%	1.78	1.82	-2.2%	1.77	1.82	-2.7%
RideSource System Miles	104,211	103,342	0.8%	1,093,373	1,032,867	5.9%	1,190,017	1,126,523	5.6%
Avg. Miles/Trip	6.87	6.86	0.0%	7.08	6.93	2.1%	7.08	6.95	2.0%
Miles/Vehicle Hour	12.54	12.49	0.4%	12.57	12.65	-0.6%	12.56	12.68	-0.9%
On-Time Performance %	88.1%	89.0%	-0.9%	88.6%	87.8%	1.0%	88.7%	87.7%	1.1%
Sample	12,936	12,905		133,078	128,719		144,654	140,238	
On-Time	11,402	11,483		117,926	112,987		128,287	123,049	

Special Mobility Services: RideSource Activity and Productivity Information

<u>May-13</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>
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- 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.

AGENDA ITEM SUMMARY

DATE OF MEETING: July 17, 2013

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:

Listed below are Action or Information items that will be included on the agenda for future Board meetings.

- A. **General Manager Performance Evaluation**: An executive session to review and evaluate the performance of LTD's general manager is planned for the September 9 special Board meeting.
- B. **Long-Range Transit Plan**: A public hearing on the Long-Range Transit Plan will be held during the September 18 regular Board meeting, with adoption to follow at the October 16 regular Board meeting.
- C. **Bicycle Parking Study**: The draft Study is currently available for public comment. The comments will be compiled, and a final draft report will be presented to the LTD Board for adoption at its October 16 regular meeting.
- D. **Surface Transportation Improvement Program (STIP)**: A status update on the STIP Enhance process will be provided to the LTD Board in the fall.
- E. **Independent Audit Report and Comprehensive Annual Financial Report (CAFR)**: The annual audit findings and the CAFR will be presented to the Board during the November or December regular Board meeting.
- F. **Annual Performance Report**: Staff will provide a FY 2012-13 Performance Report to the Board at a future meeting.
- G. **High-capacity Transit Corridor Projects**: Periodic updates on these projects will be presented to the Board throughout the various stages of the projects.

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Lane Transit District
P.O. Box 7070
Springfield, OR 97475-0470

3500 East 17th Avenue
Eugene, Oregon 97403
Phone 541-682-6100
Fax 541-682-6111

July 29, 2013

MEMORANDUM

TO: LTD Board of Directors

FROM: Diane Hellekson, Director of Finance & Information Technology

SUBJECT: Preliminary June 2013 Financial Report and June 2013 Performance Report

Enclosed for your review is the preliminary financial report for the fiscal year that ended on June 30, 2013. As many Board members are aware, LTD is required by statute to make a financial report available to its Board on or before July 30 for the previous fiscal year. As previously reported, the intent of this statute appears to ensure that boards get at least one financial report per year. It is impossible for even the smallest of properties to provide audited or even final results in the time allowed. Therefore, LTD has met the letter of the law by providing preliminary results and will follow up with audited reports when the independent audit work has been completed.

Remaining transactions and adjustments include depreciation of assets, year-end accruals for vacation and sick leave, year-end revenue accruals, and various expense adjustments. These transactions will not materially impact the income statements.

While the information, when final, will be covered with the Board in detail, some preliminary observations are offered at this time.

General Fund Revenue

Passenger fare revenue was \$136,000 less than anticipated by the FY 2012-13 budget, but 6.2 percent more than the previous year, an increase of \$250,000. The increase was due to fare price changes. Ridership ended FY 2012-13 down 1.6 percent compared to the previous fiscal year. June 2013 was down 9.8 percent versus June 2012. There was one more weekday in June 2012 than in June 2013, which accounts for part of the decline. A bigger factor is likely to be the Olympic track and field trials that were held in Eugene in June 2012 and resulted in high ridership on the EmX corridor.

Group pass revenue fell below budget expectations for the fiscal year by \$145,000. Revenue decreased 2.8 percent over FY 2011-12.

Payroll tax revenue finished the fiscal year above budget (cash basis) by more than \$253,000. The gradual reduction in the local unemployment rate and positive improvement in the local economy in FY 2012-13 resulted in receipts that were 5.9 percent higher than those for

FY 2011-12. Total payroll tax receipts include the increase in tax rate from 6.8 tenths of one percent to 6.9 tenths of one percent that was effective January 1, 2013.

Self-employment tax revenue (cash basis) was 5.3 percent higher compared to FY 2011-12 results, but fell short of budget by \$96,000.

State-in-lieu-of tax revenue (accrual basis) was higher than in the previous fiscal year. Receipts accrued through June 30, 2013, were more than \$71,000 over FY 2011-12 and 3.8 percent more than was anticipated by the FY 2012-13 budget. Wages paid to University of Oregon employees are likely responsible for the growth.

Interest income, once a significant contributor to General Fund revenue, was \$77,171, 23.2 percent more than the previous fiscal year and \$17,000 over what was budgeted. The Local Government Investment Pool (LGIP) has been paying 0.54 percent through FY 2012-13.

General Fund Expense

As previously noted, year-end accruals for personnel services expenses have not yet been posted. However, **administration wages** increased by a net 11 percent in FY 2012-13 due to a reduction in administrative wages that were charged to grant-funded capital projects. Administrative wages, not including grant contra charges, increased by 7.2 percent. **Amalgamated Transit Union employee wages** increased by 1.5 percent due to a wage adjustment of 2 percent included in the Amalgamated Transit Union Local 757 contract in effect through June 30, 2014.

Diesel fuel was budgeted at \$3.75 per gallon. The average price in FY 2012-13 was \$3.19, seven cents lower than for FY 2011-12. The low price for the year was \$2.87 on April 18, 2013. The high price was \$3.67 on August 21, 2012. In addition to fuel purchased for immediate use stored on the Glenwood property, LTD continues to store 582,635 gallons of fuel in Coos Bay for use in FY 2013-14.

There were **transfers to capital** in FY 2012-13 of \$1,600,000, the exact amount specified by the annual budget. **Transfers to the Accessible Services Fund** were slightly less than was anticipated by the FY 2012-13 budget.

General Fund program categories as a group finished the fiscal year under budget, and most programs either essentially met budget or under spent versus budget. The Finance Department incurred professional services expenditures related to the placement of old Business Energy Tax Credits (BETC) that were not budgeted, but were more than offset by revenue received. BETC receipts are posted to miscellaneous revenue. Maintenance posted a large positive variance due to more favorable fuel prices.

Other Funds

The **Accessible Services Fund** finished FY 2012-13 generally as anticipated by the budget. Revenues were down slightly, but were sufficient to cover expenditures. The **Medicaid Fund** results were also satisfactory.

The **Capital Projects Fund** results are significantly below the FY 2012-13 budget due to the state budget law requirement to appropriate the entire cost of a multi-year project in the year in which contract work begins. The excess appropriations covered the West Eugene EmX Extension project. The majority of capital outlay in FY 2012-13 was for passenger boarding improvements, hardware and software upgrades, and transit security improvements.

In summary, Lane Transit District finished FY 2012-13 in stable financial condition due to continued expenditure control and some modestly good news about payroll tax revenues. There were no service changes or reductions of significant additions during the year nor are any service changes planned for FY 2013-14.

Also attached for your review is a performance report for June 2013.

Should anyone have questions about this material before the final information is formally presented to the Board, please do not hesitate to ask. My direct telephone number at LTD is 541-682-6151.

DH:crt

Enclosures

cc: LTD Leadership Council



Lane Transit District
Operating Financial Report
For the Fiscal Period Ending 6/30/2013 With Comparisons to Prior Year to Date
Current Year: 2012-2013
Unaudited

	Prior YTD 11-12	Adopted Budget	YTD Actual	% Budget	% Over Last Year
Revenues & Other Sources					
Passenger Fares	4,069,258	4,456,900	4,321,251	97.0%	6.2%
Group Pass	2,669,139	2,740,300	2,595,725	94.7%	-2.8%
Advertising	281,500	279,100	287,500	103.0%	2.1%
Special Service	588,943	572,500	357,438	62.4%	-39.3%
Miscellaneous	230,826	149,800	427,664	285.5%	85.3%
Total Operating	<u>7,839,666</u>	<u>8,198,600</u>	<u>7,989,578</u>	97.5%	1.9%
Payroll Tax (cash basis)	22,942,471	24,046,500	24,299,778	101.1%	5.9%
Self-employment Tax (cash basis)	1,497,175	1,672,800	1,576,826	94.3%	5.3%
State-in-Lieu (cash basis)	1,869,854	1,820,000	1,941,063	106.7%	3.8%
Operating Grants	4,565,899	5,177,200	3,932,557	76.0%	-13.9%
Total Taxes & Grants	<u>30,875,399</u>	<u>32,716,500</u>	<u>31,750,224</u>	97.0%	2.8%
Interest Income	62,653	60,000	77,171	128.6%	23.2%
Sale of Assets	45,103	15,000	43,804	292.0%	-2.9%
Total Revenues & Other Sources	<u>38,822,821</u>	<u>40,990,100</u>	<u>39,860,777</u>	97.2%	2.7%
Expenditures & Other Uses					
Personnel Services					
Administration	8,305,015	9,139,200	8,904,023	97.4%	7.2%
Administration - Contra Payroll	(898,168)	(910,200)	(678,746)	74.6%	-24.4%
Administration - Net	<u>7,406,847</u>	<u>8,229,000</u>	<u>8,225,277</u>	100.0%	11.0%
Contract	18,053,197	19,345,800	18,315,159	94.7%	1.5%
Total Personnel Services	<u>25,460,044</u>	<u>27,574,800</u>	<u>26,540,436</u>	96.2%	4.2%
Materials & Services					
General Administration	138,769	161,400	123,616	76.6%	-10.9%
Government Relations	123,140	128,100	118,528	92.5%	-3.7%
Finance	148,122	181,700	211,681	116.5%	42.9%
Information Technologies	612,957	803,000	588,325	73.3%	-4.0%
Human Resources	253,460	321,700	165,633	51.5%	-34.7%
Service Planning	6,158	7,500	9,707	129.4%	57.6%
Marketing	327,164	295,900	194,564	65.8%	-40.5%
Graphics	14,876	21,300	18,752	88.0%	26.1%
Accessible Services	3,464	18,300	1,090	6.0%	-68.5%
Customer Service Center	22,392	26,200	19,732	75.3%	-11.9%
Planning & Development	28,641	23,700	19,405	81.9%	-32.2%
<i>point2point Solutions</i>	225,780	497,700	307,994	61.9%	36.4%
Facilities Services	1,115,643	1,244,500	1,210,375	97.3%	8.5%
Transit Operations	636,138	670,400	659,491	98.4%	3.7%
Maintenance	4,104,767	4,858,300	3,649,647	75.1%	-11.1%
Insurance / Liability Costs	1,034,167	1,416,200	1,282,094	90.5%	24.0%
Accessible Services Transfer	1,907,165	2,501,300	1,829,502	73.1%	-4.1%
Capital Transfer	3,031,900	1,600,000	1,600,000	100.0%	-47.2%
Total Materials & Services	<u>13,734,703</u>	<u>14,777,200</u>	<u>12,010,136</u>	81.3%	-12.6%
Total Expenditures & Other Uses	<u>39,194,747</u>	<u>42,352,000</u>	<u>38,550,572</u>	91.0%	-1.6%
Excess (Deficiency) of Revenues Over Expenditures	<u>(371,926)</u>	<u>(1,361,900)</u>	<u>1,310,205</u>		452.3%
Net to Fund	<u>(371,926)</u>	<u>(1,361,900)</u>	<u>1,310,205</u>		452.3%



Lane Transit District
General Fund
Comparative Balance Sheets
June 30, 2013 and 2012
Unaudited

	Current Balance unaudited	Balance 06/30/12
ASSETS		
Cash & Investments	\$ 13,797,350	\$ 11,022,021
Receivables	2,662,927	4,702,531
Accrued Payroll Taxes Receivable	5,344,000	5,344,000
Due from Other Governments	523,914	515,160
Due from Other Funds	97,464	462,573
Inventory of Parts and Supplies	3,068,721	2,750,860
Prepaid Expenses	286,367	678,562
Deposits	60,000	90,000
Property, Plant and Equipment Net of Accumulated Depreciation	122,613,660	122,613,660
Contribution in excess of ARC	1,006,960	1,006,960
Total Assets	\$ 149,461,363	\$ 149,186,327
LIABILITIES		
Accounts Payable	\$ 400,042	\$ 1,129,583
Accrued Payroll Related Payable	531,431	739,797
Unearned Revenue	121,135	125,860
Liability Claims/Other Payable	881,493	974,029
CAL/Sick Accrual	3,499,425	3,499,425
Net OPEB Obligation	2,488,640	2,488,640
Total Liabilities	7,922,166	8,957,334
FUND BALANCE		
Investment in Fixed Assets	39,130,442	39,130,442
Contributed Capital	102,876,471	102,876,471
Fund Balance Restricted to Assets	142,006,913	142,006,914
Fund Balance	(1,777,921)	9,433,177
Excess (Deficiency) of Revenues Over Expenditures	1,310,205	(11,211,098)
Ending Fund Balance	(467,716)	(1,777,921)
Total Reserves & Fund Balances	141,539,197	140,228,993
Total Liabilities & Fund Balance	\$ 149,461,363	\$ 149,186,327



**Lane Transit District
Accessible Services Fund
Comparative Balance Sheets
June 30, 2013 and 2012
Unaudited**

	Current Balance unaudited	Balance 6/30/2012
ASSETS		
Cash & Investments	\$ -	\$ -
Receivables	537,508	293,953
Grants Receivable	<u>79,558</u>	<u>643,629</u>
Total Assets	<u>\$ 617,066</u>	<u>\$ 937,582</u>
LIABILITIES		
Accounts Payable	\$ 267,322	\$ 184,379
Due to Other Funds	97,464	462,573
Unearned Revenue	<u>-</u>	<u>-</u>
Total Liabilities	<u>364,786</u>	<u>646,952</u>
RESERVES & BALANCES		
Fund Balance	290,630	298,795
Excess (Deficiency) of Revenues Over Expenditures	<u>(38,350)</u>	<u>(8,165)</u>
Ending Fund Balance	<u>252,280</u>	<u>290,630</u>
Total Liabilities & Fund Balances	<u>\$ 617,066</u>	<u>\$ 937,582</u>



**Lane Transit District
Medicaid Fund
Comparative Balance Sheets
June 30, 2013 and 2012
Unaudited**

	Current Balance unaudited	Balance 6/30/2012
ASSETS		
Cash & Investments	\$ 157,861	\$ 540,944
Receivables	<u>453,923</u>	<u>351,732</u>
Total Assets	<u>\$ 611,784</u>	<u>\$ 892,676</u>
LIABILITIES		
Accounts Payable	\$ 74,408	\$ 66,825
Medicaid Medical Reserves	<u>404,451</u>	<u>625,175</u>
Total Liabilities	<u>478,859</u>	<u>692,000</u>
RESERVES & BALANCES		
Fund Balance	200,676	151,801
Excess (Deficiency) of Revenues Over Expenditures	<u>(67,751)</u>	<u>48,875</u>
Ending Fund Balance	<u>132,925</u>	<u>200,676</u>
Total Liabilities & Fund Balances	<u>\$ 611,784</u>	<u>\$ 892,676</u>



**Lane Transit District
Capital Projects Fund
Comparative Balance Sheets
June 30, 2013 and 2012
Unaudited**

	Current Balance	Balance 06/30/12
ASSETS		
Cash & Investments	\$ 7,051,764	\$ 1,732,686
Accounts Receivable	12,914	15,676
Grants Receivable	<u>324,568</u>	<u>1,653,169</u>
Total Assets	<u>\$ 7,389,246</u>	<u>\$ 3,401,531</u>
LIABILITIES		
Accounts Payable	\$ 198,957	\$ 202,899
Retainage Payable	17,118	7,208
Unearned Revenue	<u>5,905,807</u>	<u>1,674,630</u>
Total Liabilities	<u>6,121,882</u>	<u>1,884,737</u>
RESERVES & BALANCES		
Fund Balance	1,516,794	952,723
Excess (Deficiency) of Revenues Over Expenditures	<u>(249,430)</u>	<u>564,071</u>
Ending Fund Balance	<u>1,267,364</u>	<u>1,516,794</u>
Total Liabilities & Fund Balances	<u>\$ 7,389,246</u>	<u>\$ 3,401,531</u>

**Lane Transit District
General Fund
Schedule of Resources and Requirements
For the Period 6/01/2013 - 6/30/2013
Unaudited**

	Annual Budget	Current Month			Year to Date		
		Budget	Actual	Variance	Budget	Actual	Variance
Resources							
Beginning Working Capital	10,306,300	-	-	-	10,306,300	12,456,000	2,149,700
Passenger Fares	4,456,900	354,920	336,189	(18,731)	4,456,900	4,321,251	(135,649)
Group Pass	2,740,300	179,500	161,868	(17,632)	2,740,300	2,595,725	(144,575)
Advertising	279,100	20,600	24,000	3,400	279,100	287,500	8,400
Special Service	572,500	2,000	-	(2,000)	572,500	357,438	(215,062)
Miscellaneous	134,800	46,780	5,104	(41,676)	149,800	427,663	277,863
Payroll Tax (cash basis)	24,046,500	561,500	173,730	(387,770)	24,046,500	24,299,778	253,278
Self-employment Tax (cash basis)	1,672,800	82,800	10,633	(72,167)	1,672,800	1,576,826	(95,974)
State-in-Lieu (accrual basis)	1,820,000	500,000	523,914	23,914	1,820,000	1,941,063	121,063
Operating Grants	5,192,200	440,220	24,176	(416,044)	5,177,200	3,932,557	(1,244,643)
Interest Income	60,000	5,000	6,950	1,950	60,000	77,171	17,171
Proceeds From Sale of Assets	15,000	-	-	-	15,000	43,804	28,804
Total General Fund Resources	51,296,400	2,193,320	1,266,564	(926,756)	51,296,400	52,316,776	1,020,376
Requirements							
General Administration	664,400	54,773	43,832	10,941	664,400	594,377	70,023
Government Relations	128,100	6,160	4,915	1,245	128,100	118,528	9,572
Finance	1,174,900	88,585	89,729	(1,144)	1,174,900	1,214,849	(39,949)
Information Technologies	1,380,700	87,599	71,237	16,362	1,380,700	1,229,368	151,332
Human Resources	1,005,100	79,643	61,105	18,538	1,005,100	826,285	178,815
Service Planning	461,800	36,366	40,637	(4,271)	461,800	453,879	7,921
Marketing	593,700	52,384	43,643	8,741	593,700	581,484	12,216
Graphics	159,400	12,347	12,306	41	159,400	162,142	(2,742)
Accessible Services	137,600	9,864	5,564	4,300	137,600	137,167	433
Customer Service Center	535,600	44,508	43,685	823	535,600	565,767	(30,167)
Planning & Development	386,000	26,759	24,393	2,366	386,000	370,793	15,207
<i>point2point Solutions</i>	1,042,700	72,994	51,684	21,310	1,042,700	824,694	218,006
Facilities Services	1,890,800	154,439	149,482	4,957	1,890,800	1,865,366	25,434
Transit Operations	18,158,100	1,501,061	1,387,726	113,335	18,158,100	17,274,643	883,457
Maintenance	9,115,600	754,364	601,790	152,574	9,115,600	7,619,633	1,495,967
Insurance / Liability Costs	1,416,200	117,980	103,126	14,854	1,416,200	1,282,094	134,106
Total Operating Requirements	38,250,700	3,099,826	2,734,854	364,972	38,250,700	35,121,069	3,129,631
Accessible Services Transfer	2,501,300	208,460	181,670	26,790	2,501,300	1,829,502	671,798
Capital Projects Transfer	1,600,000	-	-	-	1,600,000	1,600,000	-
Reserve-Operating Contingency	1,000,000	-	-	-	-	-	-
Reserve-Self-insurance and Risk	1,000,000	-	-	-	-	-	-
Reserve-Working Capital	6,944,400	-	-	-	-	-	-
Total Non-Operating Requirements	13,045,700	208,460	181,670	26,790	4,101,300	3,429,502	671,798
Total General Fund Requirements	51,296,400	3,308,286	2,916,524	391,762	42,352,000	38,550,571	3,801,429
Resources Less Requirements	-				8,944,400	13,766,205	



Lane Transit District
Accessible Services Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 6/01/2013 - 6/30/2013
Unaudited

				Percent of Year	100.0%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
State Special Transp Funds - In District	473,000	343,485	36,409	(129,515)	72.6%
State Special Transp Funds - Out of District	-	104,357	11,607	104,357	NA
State Special Transp Funds - Administration	-	-	-	-	NA
Special Transportation Operating	-	55,848	-	55,848	NA
Federal Grants - 5310	1,528,500	1,335,720	-	(192,780)	87.4%
Federal Grants - 5311	154,900	114,302	-	(40,598)	73.8%
Federal Grants - 5316 JARC	25,000	175,472	-	150,472	701.9%
Federal Grants - 5317 New Freedom	152,000	-	-	(152,000)	0.0%
Other Federal Grants	704,100	983,184	95,389	279,084	139.6%
Other State Grants	60,300	-	-	(60,300)	0.0%
Farebox	319,500	336,202	29,266	16,702	105.2%
Local Grants	90,300	90,000	-	(300)	99.7%
Miscellaneous	-	50	-	50	NA
Transfer from General Fund	2,501,300	1,829,502	-	(671,798)	73.1%
Total Revenues	<u>6,008,900</u>	<u>5,368,122</u>	<u>172,671</u>	<u>(640,778)</u>	89.3%
Expenditures & Other Uses					
Eugene-Springfield Based Services					
ADA RideSource	4,989,600	4,476,299	310,963	513,301	89.7%
Mental Health & Homeless	86,600	80,714	246	5,886	93.2%
Travel Training & Host	130,000	138,860	11,284	(8,860)	106.8%
Job Access/Reverse Commute (JARC)	-	-	-	-	NA
Total Eugene-Springfield Based Services	<u>5,206,200</u>	<u>4,695,873</u>	<u>322,493</u>	<u>510,327</u>	90.2%
Rural Lane County Services					
South Lane	104,000	84,160	24,184	19,840	80.9%
Florence	172,000	165,611	13,611	6,389	96.3%
Oakridge	188,000	200,378	1,092	(12,378)	106.6%
Total Rural Lane County Services	<u>464,000</u>	<u>450,149</u>	<u>38,887</u>	<u>13,851</u>	97.0%
Mobility Management	170,000	146,018	1,152	23,982	85.9%
Veterans Transportation	-	19,301	358	(19,301)	NA
Lane County Coordination	168,700	95,131	2,850	73,569	56.4%
Transfer to Capital Fund	40,000	-	-	40,000	0.0%
Contingency	176,300	-	-	176,300	0.0%
Total Accessible Services Expenditures	<u>6,225,200</u>	<u>5,406,472</u>	<u>365,740</u>	<u>838,029</u>	86.8%
Unreserved Fund Balance					
Change to Fund Balance	(216,300)	(38,350)			
Beginning Balance	216,300	290,630			
Ending Balance	<u>\$ -</u>	<u>\$ 252,280</u>			



Lane Transit District
Medicaid Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 6/01/2013 - 6/30/2013
Unaudited

				Percent of Year	100.0%
	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
Medicaid	4,521,100	4,597,542	252,010	76,442	101.7%
Medicaid Non-Medical	419,800	516,435	-	96,635	123.0%
State Special Transportation Fund (STF) Operating	88,200	103,279	-	15,079	117.1%
State Discretionary Funds	32,200	32,191	-	(9)	100.0%
Miscellaneous	-	-	-	-	N/A
Total Revenues	<u>5,061,300</u>	<u>5,249,447</u>	<u>252,010</u>	<u>188,147</u>	103.7%
Expenditures & Other Uses					
Medicaid Medical Service					
Services	3,735,400	3,843,869	262,759	(108,469)	102.9%
Mobility Management	43,700	52,438	407	(8,738)	120.0%
RideSource Call Center Administration	574,100	566,443	256	7,657	98.7%
Lane Transit District Administration	<u>167,900</u>	<u>170,986</u>	<u>22,786</u>	<u>(3,086)</u>	101.8%
Total Medicaid Medical (NEMT)	<u>4,521,100</u>	<u>4,633,736</u>	<u>286,209</u>	<u>(112,636)</u>	102.5%
Medicaid Non-Medical (Waivered) Service					
Services	324,700	375,175	27,622	(50,475)	115.5%
Mobility Management	17,400	20,879	226	(3,479)	120.0%
Grant program match requirements	191,500	179,420	-	12,080	93.7%
RideSource Call Center Administration	-	103,279	-	(103,279)	N/A
Lane Transit District Administration	<u>6,600</u>	<u>4,709</u>	<u>-</u>	<u>1,891</u>	71.3%
Total Medicaid Non-Medical (Waivered)	<u>540,200</u>	<u>683,462</u>	<u>27,848</u>	<u>(143,262)</u>	126.5%
Total Medicaid Fund Expenditures	<u>5,061,300</u>	<u>5,317,198</u>	<u>314,057</u>	<u>(255,898)</u>	105.1%
Unreserved Fund Balance					
Change to Fund Balance	-	(67,751)			
Beginning Balance	<u>151,800</u>	<u>200,676</u>			
Ending Balance	<u>151,800</u>	<u>132,925</u>			



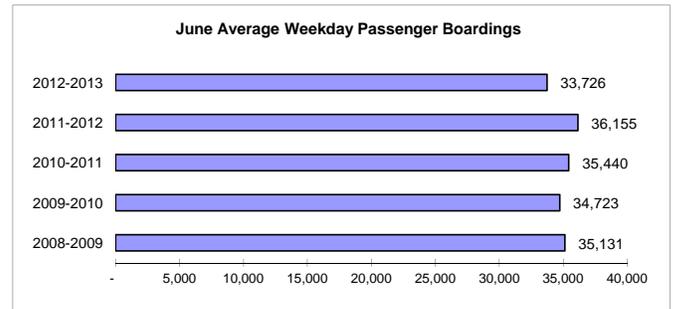
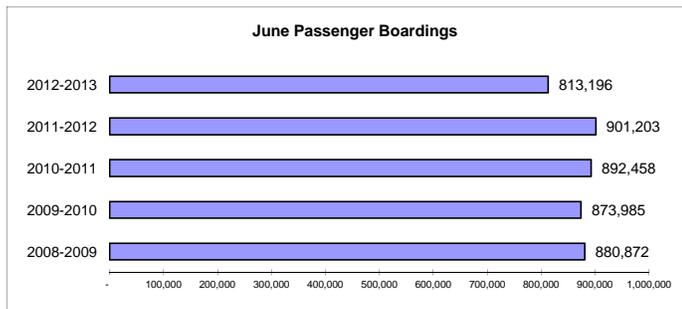
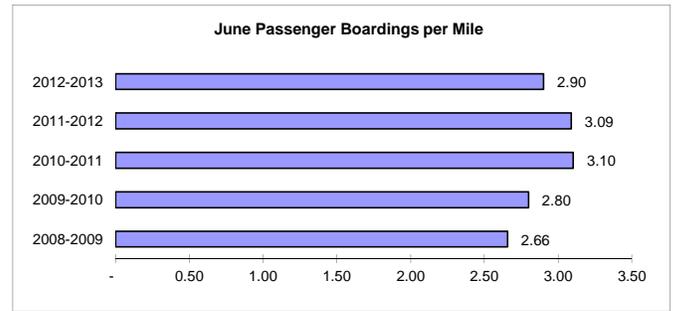
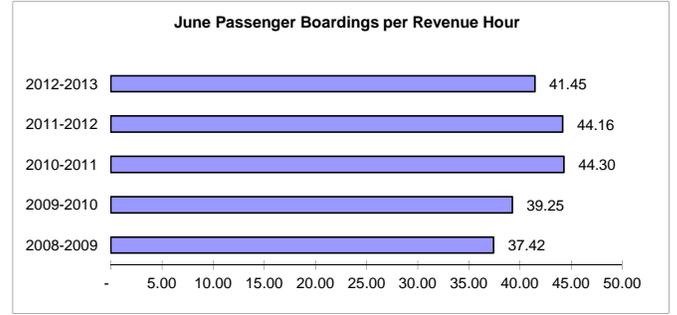
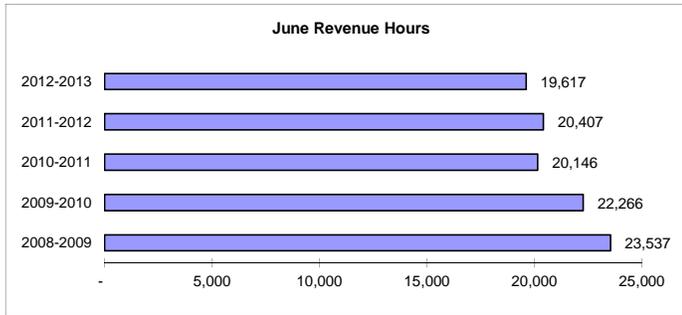
Lane Transit District
Capital Projects Fund
Schedule of Revenues, Expenditures, and Changes in Fund Balance
For the Period 6/01/2013 - 6/30/2013
Unaudited

Percent of Year **100.0%**

	Adopted Budget	YTD Actual	Current Month Actual	Variance	YTD % of Budget
Revenues & Other Sources					
Federal Grant Income					
Formula Funds (Section 5307)	4,663,700	766,572	-	(3,897,128)	16.4%
American Recovery & Reinvestment Act (ARRA)	69,400	66,306	-	(3,094)	95.5%
Discretionary Funds	18,410,900	138,245	-	(18,272,655)	0.8%
Other Funds	-	-	-	-	N/A
Total Federal Grants	<u>23,144,000</u>	<u>971,123</u>	<u>-</u>	<u>(22,172,877)</u>	4.2%
Connect Oregon	-	-	-	-	N/A
Other State Grant Income	3,934,300	-	-	(3,934,300)	0.0%
Other Local Funds	-	15,914	12,914	15,914	N/A
Miscellaneous Income	-	200	-	200	N/A
Transfer from General Fund	1,600,000	1,600,000	-	-	100.0%
Transfer from Accessible Services Fund	40,000	-	-	(40,000)	0.0%
Total Resources	<u>28,718,300</u>	<u>2,587,237</u>	<u>12,914</u>	<u>(26,131,063)</u>	9.0%
Expenditures					
Grant Paid Capital					
EmX					
Gateway EmX Extension	2,080,000	165,133	10,991	1,914,867	7.9%
West Eugene EmX Extension	18,280,800	573,514	91,931	17,707,286	3.1%
Main Street/McVay EmX Extension	937,500	25,037	3,228	912,463	2.7%
Total EmX	<u>21,298,300</u>	<u>763,684</u>	<u>106,149</u>	<u>20,534,616</u>	3.6%
Revenue Rolling Stock	125,000	-	-	125,000	0.0%
PBI/Facilities	2,791,800	1,223,605	150,418	1,568,195	43.8%
Software & Hardware	3,080,800	382,516	16,489	2,698,284	12.4%
Intelligent Transportation Systems	526,600	19,185	-	507,415	3.6%
Transit Security Projects	652,600	328,167	37,710	324,433	50.3%
Bus Related Equipment	-	-	-	-	N/A
Miscellaneous Equipment	305,000	14,384	-	290,616	4.7%
Communications	80,000	-	-	80,000	0.0%
Shop Equipment	78,500	40,859	-	37,641	52.0%
Support Vehicles	60,000	19,763	-	40,237	32.9%
Accessible Services Vehicles	200,000	44,504	81	155,496	22.3%
Budgeted for Capital Contingency/Reserves	564,100	-	-	564,100	0.0%
Total Expenditures	<u>29,762,700</u>	<u>2,836,667</u>	<u>310,847</u>	<u>26,926,033</u>	9.5%
Unreserved Fund Balance					
Change to Fund Balance	(1,044,400)	(249,430)			
Beginning Fund Balance	<u>1,044,400</u>	<u>1,516,794</u>			
Ending Fund Balance	<u>-</u>	<u>1,267,364</u>			

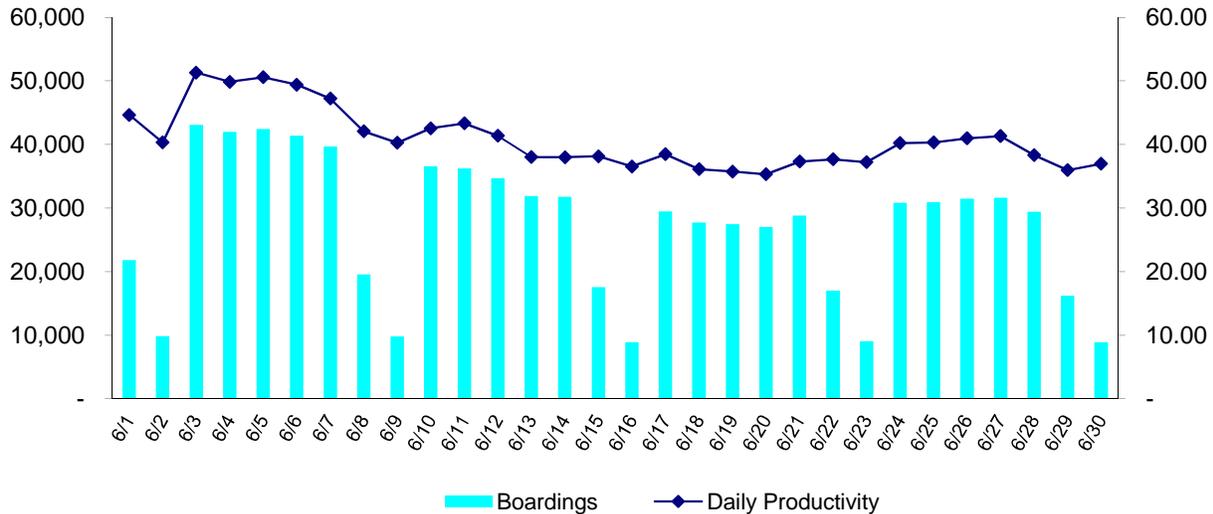
LANE TRANSIT DISTRICT
June 2013 Performance Report
30-July-2013

Performance Measure	Prior			Current			Current		
	Current Month	Year's Month	% Change	Current Y-T-D	Previous Y-T-D	% Change	Current 12 Month	Prior 12 Month	% Change
Fixed Route Service									
Passenger Boardings	813,196	901,203	- 9.8%	11,276,282	11,463,124	- 1.6%	11,276,282	11,463,124	- 1.6%
Mobility Assisted Riders	11,937	11,340	+ 5.3%	138,950	122,174	+ 13.7%	138,950	122,174	+ 13.7%
Average Passenger Boardings:									
Weekday	33,726	36,155	- 6.7%	38,329	38,878	- 1.4%	38,329	38,878	- 1.4%
Saturday	18,443	20,072	- 8.1%	19,035	19,090	- 0.3%	19,035	19,090	- 0.3%
Sunday	9,292	10,398	- 10.6%	10,025	10,033	- 0.1%	10,025	10,033	- 0.1%
Monthly Revenue Hours	19,617	20,407	- 3.9%	247,303	247,480	- 0.1%	247,303	247,480	- 0.1%
Boardings Per Revenue Hour	41.5	44.2	- 6.1%	45.60	46.32	- 1.6%	45.60	46.32	- 1.6%
Weekly Revenue Hours	4,725	4,777	- 1.1%	4,851	4,812	+ 0.8%	4,851	4,812	+ 0.8%
Weekdays	20	21		254	256		254	256	
Saturdays	5	5		52	54		52	54	
Sundays	5	4		53	50		53	50	
Passenger Revenues & Sales									
Total Passenger Revenues	\$498,057	\$522,763	- 4.7%	\$6,916,975	\$6,755,016	+ 2.4%	\$6,916,975	\$6,755,016	+ 2.4%
Average Passenger Fare	\$0.612	\$0.580	+ 5.6%	\$0.61	\$0.59	+ 4.1%	\$0.61	\$0.59	+ 4.1%
Farebox Revenue	\$155,561	\$172,293	- 9.7%	\$2,081,984	\$2,072,451	+ 0.5%	\$2,081,984	\$2,072,451	+ 0.5%
Adult Pass	1,930	1,967	- 1.9%	25,185	23,980	+ 5.0%	25,185	23,980	+ 5.0%
Youth Pass	901	844	+ 6.8%	12,049	9,963	+ 20.9%	12,049	9,963	+ 20.9%
Reduced Fare Pass	1,025	1,210	- 15.3%	14,712	13,319	+ 10.5%	14,712	13,319	+ 10.5%
Adult 3 Month Pass	72	87	- 17.2%	862	1,048	- 17.7%	862	1,048	- 17.7%
Youth 3 Month Pass	3	16	- 81.3%	753	826	- 8.8%	753	826	- 8.8%
Reduced Fare 3 Month Pass	62	85	- 27.1%	703	717	- 2.0%	703	717	- 2.0%
Adult 10-Ride Ticket Book	1,200	-	+ 0.0%	12,582	-	+ 0.0%	12,582	-	+ 0.0%
Half-Fare 10-Ride Ticket Book	273	-	+ 0.0%	3,183	-	+ 0.0%	3,183	-	+ 0.0%
Agency Adult 25-Day Pass Book	-	465	- 100.0%	556	3,116	- 82.2%	556	3,116	- 82.2%
Agency Half-Fare 25-Day Pass Book	-	27	- 100.0%	126	285	- 55.8%	126	285	- 55.8%
RideSource 10-Ride Ticket Book	477	428	+ 11.4%	6,585	6,927	- 4.9%	6,585	6,927	- 4.9%
Fleet Services									
Fleet Miles	280,208	291,824	- 4.0%	3,512,473	3,549,802	- 1.1%	3,512,473	3,549,802	- 1.1%
Average Passenger Boardings/Mile	2.90	3.09	- 6.0%	3.21	3.23	- 0.6%	3.21	3.23	- 0.6%
Fuel Cost	\$233,962	\$251,831	- 7.1%	\$3,054,570	\$3,365,324	- 9.2%	\$3,054,570	\$3,365,324	- 9.2%
Fuel Cost Per Mile	\$0.835	\$0.863	- 3.2%	\$0.870	\$0.948	- 8.3%	\$0.870	\$0.948	- 8.3%
Repair Costs	\$187,011	\$180,247	+ 3.8%	\$2,352,343	\$2,524,043	- 6.8%	\$2,352,343	\$2,524,043	- 6.8%
Total Repair Cost Per Mile	\$0.667	\$0.618	+ 8.1%	\$0.670	\$0.711	- 5.8%	\$0.670	\$0.711	- 5.8%
Preventive Maintenance Costs	\$35,165	\$34,809	+ 1.0%	\$420,442	\$388,525	+ 8.2%	\$420,442	\$388,525	+ 8.2%
Total PM Cost Per Mile	\$0.125	\$0.119	+ 5.2%	\$0.120	\$0.109	+ 9.4%	\$0.120	\$0.109	+ 9.4%
Mechanical Road Calls	52	57	- 8.8%	660	863	- 23.5%	660	863	- 23.5%
Miles/Mech. Road Call	5,389	5,120	+ 5.3%	5,322	4,113	+ 29.4%	5,322	4,113	+ 29.4%
Special Mobility Service									
SMS Rides	15,154	15,939	- 4.9%	187,861	192,951	- 2.6%	187,861	192,951	- 2.6%
SMS Ride Refusals	-	2	- 100.0%	2	5	- 60.0%	2	5	- 60.0%
RideSource	6,740	7,308	- 7.8%	83,355	92,755	- 10.1%	83,355	92,755	- 10.1%
RideSource Refusals	-	2	- 100.0%	1	5	- 80.0%	1	5	- 80.0%



Daily Ridership Recap June 2013

Date	Day	Service	Boardings	Mobility	Revenue	Daily
				Assisted Boardings	Hours	Productivity
6/1/2013	Saturday	Saturday	21,835	381	489.00	44.65
6/2/2013	Sunday	Sunday	9,841	165	244.00	40.33
6/3/2013	Monday	Weekday	43,094	547	840.00	51.30
6/4/2013	Tuesday	Weekday	41,976	557	842.00	49.85
6/5/2013	Wednesday	Weekday	42,444	551	839.00	50.59
6/6/2013	Thursday	Weekday	41,400	522	838.00	49.40
6/7/2013	Friday	Weekday	39,668	494	840.00	47.22
6/8/2013	Saturday	Saturday	19,555	391	465.00	42.05
6/9/2013	Sunday	Sunday	9,787	188	243.00	40.28
6/10/2013	Monday	Weekday	36,584	464	860.00	42.54
6/11/2013	Tuesday	Weekday	36,245	473	837.00	43.30
6/12/2013	Wednesday	Weekday	34,666	447	838.00	41.37
6/13/2013	Thursday	Weekday	31,855	362	838.00	38.01
6/14/2013	Friday	Weekday	31,797	500	837.00	37.99
6/15/2013	Saturday	Saturday	17,583	356	461.00	38.14
6/16/2013	Sunday	Sunday	8,879	193	243.00	36.54
6/17/2013	Monday	Weekday	29,469	506	766.00	38.47
6/18/2013	Tuesday	Weekday	27,697	437	767.00	36.11
6/19/2013	Wednesday	Weekday	27,486	434	769.00	35.74
6/20/2013	Thursday	Weekday	27,016	395	765.00	35.32
6/21/2013	Friday	Weekday	28,839	447	773.00	37.31
6/22/2013	Saturday	Saturday	17,019	384	452.00	37.65
6/23/2013	Sunday	Sunday	9,046	190	243.00	37.23
6/24/2013	Monday	Weekday	30,838	380	767.00	40.21
6/25/2013	Tuesday	Weekday	30,916	375	767.00	40.31
6/26/2013	Wednesday	Weekday	31,466	414	768.00	40.97
6/27/2013	Thursday	Weekday	31,637	507	766.00	41.30
6/28/2013	Friday	Weekday	29,427	438	768.00	38.32
6/29/2013	Saturday	Saturday	16,223	259	451.00	35.97
6/30/2013	Sunday	Sunday	8,908	180	241.00	36.96
Totals			813,196	11,937	19,617	41.45



LANE TRANSIT DISTRICT

Five Year History of Passenger Boardings

