



## Agenda Linn-Benton Loop Board

Date: Tuesday, August 29, 2017  
Time: 3:00 – 5:00 pm  
Location: OCWCOG Upstairs Conference Room, 1400 Queen Ave, SE Albany OR  
Phone: 541-497-7311, Code 841

1. **Call to Order** Hal Brauner, Chair
2. **Agenda Review** Chair
3. **Public Comment** Chair
4. **Minutes of May 30, 2017 Meeting (Attachment A)** Chair  
*Action Requested: Approval of May 30, 2017 Meeting Minutes*
5. **Loop Scope Service Analysis Update (Attachment B)** Phil Warnock  
*Action Requested: Informational*  
  
*Staff will provide a Draft Loop Service Analysis Scope of Work.*
6. **Transit District Discussion Follow Up** Phil Warnock  
*Action Requested: Informational*  
  
*Staff will provide feedback on the Loop TAC discussion and recommendation.*
7. **Memorandum of Agreement (MOA)** Phil Warnock  
*Action Requested: Approval of Memorandum of Agreement*  
  
*Staff will provide a draft MOA for review. Per the Intergovernmental Agreement establishing the governance of the Linn-Benton Loop transit service; "the Board and the City of Albany need to develop a memorandum of agreement sufficient to formalize agreements between the Parties, the Board, Albany, or member entities of the MPOs related to funding, operations, and ongoing expectations for continuing the Loop service."*
8. **Budget and Ridership Reports** Barry Hoffman  
*Action Requested: Informational*  
  
*Barry Hoffman, Albany City Transit Staff will review the Linn-Benton Loop Budget for FY2017-18 and Ridership Reports for FY 2016-17.*
9. **Webpage Update** Emma Chavez  
*Action Requested: Informational*  
  
*Staff will provide an update on the Loop Webpage.*
10. **Next Meeting and Future Agenda Items** Chair  
*Action Requested: Discussion only*

*Agenda continued on next page*

**11. Other Business**

Chair

**12. Adjourn**

Chair

Next meeting date, Tuesday, November 28, 2017

**LINN-BENTON LOOP BOARD  
MEETING MINUTES**

**Tuesday, May 30, 2017  
3:00 – 5:00 pm**

Oregon Cascades West Council of Governments  
Upstairs Conference Room / 1400 Queen Ave. SE, Albany

**Board Members and Ex-Officio:** Roger Nyquist, Hal Brauner, and Bruce Clemetson

**Staff Members:** Barry Hoffman, Ali Bonakdar, Tarah Campi, Phil Warnock, and Emma Chavez

**Guests Present:** Arla Miller

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order and Introductions		<b>The meeting was called to order at 3:02 pm by the Chair, Hal Bruner.</b>
2. Agenda Review		<b>There were no changes to the agenda.</b>
3. Public Comment		<b>There were no public comments.</b>
4. Minutes of February 28, 2017 meeting		<b>Consensus by the Loop Board to approve the February 28, 2017 meeting minutes as written.</b>
5. Loop Board Bylaws	Members received a signed copy of the adopted bylaws.	
6. Technical Advisory Committee Bylaws and Membership	<p>Staff reached out to the nine Board approved agencies to appoint members to the Loop TAC. Those agencies appointed their member representatives. Chavez reviewed the TAC membership.</p> <p>Staff advised that the Loop TAC met prior to the Board and made recommended changes to its bylaws. Board members were presented with updated bylaws that included the Board’s recommendations from the February meeting, as well as the TAC’s recommendations.</p>	<p><b>Consensus by the Board to approve the Technical Advisory Committee Membership as presented.</b></p> <p><b>Consensus by the Board to approve the updated Technical Advisory Committee Bylaws with</b></p>

		the TAC recommendations.
<p>7. Loop Scope Service Analysis</p>	<p>Bruce Clemetsen reported that, at its meeting today, the TAC requested for the Loop Scope of Work to be reconfigured as follows: The effort should conduct a rider assessment with a targeted in-house assessment of needs/potential needs.</p> <p>Clemetsen noted that the TAC requested for a professional consultant team to be hired to complete the work. Staff will need to update the Scope of Work and bring it back to the TAC and Board for review.</p> <p>Chair Brauner questioned if the analysis could look at various alternatives for a regional transit district.</p> <p>It was clarified that the Loop Scope Service Analysis funds would not cover such work.</p> <p>Chair Brauner advised that for the purposes of the Loop Service Analysis, the information provided was understood and that a special transit district could be discussed under another item later on in the agenda.</p>	<p><b>Staff will update the Scope of Work for the Loop Service Analysis and will take to the TAC and Board for review.</b></p>
<p>8. Loop and City of Albany Memorandum of Understanding</p>	<p>Staff advised that per the IGA establishing the governance of the Linn-Benton Loop transit servicee, the Board and City of Albany need to develop a Memorandum of Agreement (MOA) to formalize arrangements between the parties in relation to funding, operations, and expectations for the Loop service. Staff is currently drafting a MOA.</p> <p>Additionally, in order for the City of Albany to receive 5310 funds from Linn County on behalf of the Loop, a memo has been drafted for the Loop Board’s approval and Chair’s signature.</p> <p>Members reviewed a copy of the memo and met consensus for the Chair to sign.</p>	<p><b>Consensus from the Board to approve the Memo for the City of Albany to receive 5310 funds from Linn County.</b></p>

<p>9. Webpage and Communications Update</p>	<p>Staff reported that the current Loop webpage is located on the COG website at <a href="http://www.ocwcog.org">www.ocwcog.org</a>. Chavez and Hoffman from the City of Albany met to discuss the long term location of the website. The recommendation is to use the City of Albany webpage which includes Albany Transit, and add a Linn-Benton Loop Board and TAC subpage. The AAMPO and CAMPO websites can have a sidebar with a short description of their involvement with a link to the page. Staff has been put in contact with the Albany Technology staff to begin this work and will provide an update to the Board at its next meeting.</p>	
<p>10. Next Meeting and Future Agenda Items</p>	<p>Chair Brauner requested for staff to look into Transit District structural options and provide a report answering the following:</p> <ul style="list-style-type: none"> <li>• What are the different forms of Transit Districts (models/case studies)</li> <li>• What are the alternatives for types</li> <li>• What are the types of funding</li> <li>• What are our capabilities to have a transit district for our area</li> <li>• What are the steps to move toward a regional transit district</li> </ul> <p>The Chair noted that he is interested in a district that would create a levy on residents or businesses with a purpose of intercity, making rates lower, and preferable with a payroll tax.</p>	<p>Next Meeting Agenda Items:</p> <ul style="list-style-type: none"> <li>• Staffing Clarification</li> <li>• Loop SOW</li> <li>• New Budget</li> <li>• Transit District Update</li> </ul>
<p>11. Other Business</p>	<p>Financial Reports: Members received financial and rider reports. Hoffman reviewed the reports with members. Hoffman noted that the Loop Service is doing well and is projecting to end the year well; on budget and with consistent ridership. He noted that next year’s budget will be approved soon. All financial commitments for next year are in place.</p> <p>Chair Brauner noted that discussions with MPO staff need to take place in regards to agreements on financial commitments.</p>	
<p>12. Adjourn</p>	<p>Meeting adjourned at 4:00 pm.</p>	

Linn Benton Loop Transit Service Study

**I. Existing Conditions**

- 1. History
- 2. Governance
- 3. Routes and Schedule
- 4. Seasonal and Annual Ridership
- 5. Rolling Stocks
- 6. Budget
- 7. Marketing and Exposure

**II. Goals and Objectives**

- 1. Short Term Goals  
Objectives
- 2. Long Term Goals  
Objectives

**III. Origin-Destination Survey of Riders**

- 1. Typology of Riders
- 2. Origins and Destinations of Riders
- 3. Frequencies of Riding

**IV. Finance**

- 1. Current Financing Mechanism
- 2. Implication of Current Financing Mechanism
- 3. Optimal Financing Mechanism

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**Requires Outsourcing**

**V. Assessment of Potential Ridership**

- 1. Survey of Major Employment / Households – Work Place V. Residential  
Addresses
- 2. Assessment of Patronage Inclination

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**VI. Recommendations**

- 1. Operational
- 2. Marketing
- 3. Financial