



**Agenda  
Linn-Benton Loop Board**

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Date: Tuesday, May 30, 2017  
Time: 3:00 – 5:00 pm  
Location: OCWCOG Upstairs Conference Room, 1400 Queen Ave, SE Albany OR  
Contact: Emma Chavez, CED Executive Admin Assistant, (541) 924-8405  
Ali Bonakdar, CAMPO Director, (541) 758-1911

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1. **Call to Order & Introductions** Hal Brauner, Chair
2. **Agenda Review** Chair
3. **Public Comment** Chair
4. **Minutes of February 28, 2017 Meeting (Attachment A)** Chair  
*Action Requested: Approval of February 28, 2017 Meeting Minutes*
5. **Loop Board Bylaws (Attachment B)** Staff  
*Action Requested: Informational*

The Loop Board Bylaws have been adopted and signed by the Chair. Members will receive a signed copy for their records.

6. **Technical Advisory Committee Bylaws and Membership (Attachments C&D)** Staff  
*Action Requested: Adoption of Linn-Benton Loop Technical Advisory Committee bylaws and membership*

Staff will present updated bylaws for the Linn-Benton Loop Technical Advisory Committee (TAC) based on the February Loop Board recommendations. Staff will also present a TAC membership roster.

7. **Loop Scope Service Analysis (Attachment E)** Staff  
*Action Requested: Review and Provide Feedback*

Staff will present a draft Scope of Work (SOW) for a Linn-Benton Loop Service Analysis. The Albany Area MPO (AAMPO) has provided funding for this analysis in its FY16-17 Work Program. Staff will outline the current funding allocation, a potential scope of work, and timeline for this effort.

8. **Loop and City of Albany Memorandum of Understanding** Staff  
*Action Requested: Guidance on Next Steps*

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.”

**9. Webpage and Communications Update** Staff  
*Action Requested: Discussion only*

Staff has prepared an interim 'Linn-Benton Loop' webpage to post basic information about Board activities. Staff is coordinating with the City of Albany to find a permanent web presence that can accommodate the Loop Board administration needs and Loop operation's needs. Staff requests to work with the TAC on this item, once established.

**10. Next Meeting and Future Agenda Items** Staff  
*Action Requested: Discussion only*

**11. Other Business** Staff

**12. Adjourn** Chair

Next meeting date, August 29, 2017

**LINN-BENTON LOOP BOARD  
MEETING MINUTES**

**Tuesday, February 28, 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:** Mark Volmert for Roger Nyquist, Hal Brauner, Bruce Clemetson, and Chris Bailey

**Staff Members:** Barry Hoffman, Ali Bonakdar, Theresa Conley, Phil Warnock, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order and Introductions		<b>The meeting was called to order at 3:06 pm by Chair Hal Brauner.</b>
2. Agenda Review	At agenda item 4, Reaffirmation on Loop Board Budget was added to the Financial and Ridership Report discussion.	<b>There were no changes to the agenda.</b>
3. Public Comment		<b>There were no public comments.</b>
4. Minutes of November 29, 2016 Meeting	A member questioned if the Board had made an action on the Budget at the November meeting, and if so, that it needed to be reflected on the minutes. Chair Brauner stated that the action could be reaffirmed at this meeting as an additional agenda item.	<b>Consensus by the Loop Board to approve the November 29, 2016 meeting minutes as written.</b>
5. Linn-Benton Loop Board Bylaws.	AAMPO Manager, Theresa Conley advised that the bylaws have been revised to include comments received at the November 29 <sup>th</sup> meeting. Conley reviewed those changes with members.	<b>Consensus from the Loop Board to approve the Bylaws as presented.</b>
6. Designation of Technical Advisory Committee	As requested by the Loop Board at its last meeting, staff worked with the Linn-Benton Loop Commission to outline a proposed membership and function for a Linn-Benton Loop Technical Advisory Committee (TAC).	<b>Staff will update the bylaws with the Board's recommendations and</b>

	<p>Theresa Conley attended the Commission’s December meeting to facilitate the discussion. Conley reviewed the recommendations made at the Commission meeting noting that a key recommendation was that a clear scope of work and expectations be outlined for the TAC. Members stated that OSU and LBCC representatives be specifically added to the TAC membership. Members questioned what would determine a quorum. Per the bylaws, a quorum is reached when a majority of voting members is present; half the members plus one. Therefore, if a seat is vacant that would not impact quorum. Members also asked that individuals previously serving on the Linn-Benton Loop Commission be invited to sit on the new Loop TAC.</p> <p>Recommended TAC membership:</p> <ol style="list-style-type: none"> <li>1. City of Albany</li> <li>2. City of Corvallis</li> <li>3. Benton County</li> <li>4. Linn County</li> <li>5. Oregon Department of Transportation</li> <li>6. Albany Area Metropolitan Planning Organization</li> <li>7. Corvallis Area Metropolitan Planning Organization</li> <li>8. Linn-Benton Community College</li> <li>9. Oregon State University</li> <li>10. Four at-large members, which may represent riders of the Linn-Benton Loop service, students, individuals with disabilities, bus drivers, interested citizens, or other funders of the Linn-Benton Loop service. At-large members should not represent entities already represented, except in the case of a bus driver.</li> </ol> <p>Recommended Responsibilities:</p> <ol style="list-style-type: none"> <li>1. Advise on system operations, including fare structure, routes and route timing, and service delivery</li> </ol>	<p><b>bring to the April meeting for review and consideration of approval.</b></p> <p><b>Consensus by the Board for the TAC to operate under the Draft Bylaws so that a meeting can be held and at-large TAC membership can be discussed.</b></p> <p><b>Consensus by the Board to hold a teleconference meeting if needed to appoint TAC membership.</b></p> <p><b>Consensus by the Board for the four at-large TAC members to have a two year terms with no term limits.</b></p>
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	<ol style="list-style-type: none"> <li>2. Advise on strategic planning efforts, including service expansion, service cuts, and regional coordination</li> <li>3. Recommend to the Board an annual budget</li> <li>4. Explore additional funding or match sources as directed by the Board</li> <li>5. Develop and, at the direction of the Board, oversee a transit safety program</li> <li>6. Be a venue for complaints, which is important for the Federal Transit Administration. Review customer feedback and complaints and recommend to the Board follow-up actions requiring Board approval</li> <li>7. Develop recommendations for and, at the direction of the Board, implement transit marketing programs</li> <li>8. Conduct transit system planning, on-board or other rider surveys, regional transit service analyses, and other technical tasks as assigned by the Board</li> </ol> <p>Members requested the following changes to the TAC bylaws:</p> <ul style="list-style-type: none"> <li>• Section 6.b. Clarify meeting cancellation</li> <li>• Section 6.g. Delete second sentence.</li> <li>• Section 7. Clarify that the Board adopts the bylaws</li> </ul> <p>Staff will update the bylaws as requested and bring back a draft update to the April meeting for approval.</p> <p>Members met consensus for the TAC to operate under the draft bylaws. Members requested that staff reach out to the nine appointed TAC agencies to convene, and also to request ideas for the four at-large positions. Members met consensus to hold a teleconference if needed, to appoint the TAC membership.</p>	
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	<p>It was questioned if the at-large members should have an expiring term. Members discussed and agreed that the four at-large members should have two year terms but no term limits.</p>	
<p>7. Financial and Ridership Report  Reaffirmation of Loop Budget</p>	<p>Barry Hoffman reviewed ridership reports for the Loop. He noted that service has dipped recently, and most transit services are seeing a similar trend. This could be due to the economy and lower gas prices.</p> <p>Hoffman went on to review the Loop financial reports. The Loop is running on budget with a tradeoff between maintenance and fuel. Staff questioned how the Loop will be affected with the slight decrease to 5310 funds to AAMPO. Hoffman advised that the Albany Transit System will absorb the loss. It was noted that AAMPO contributes an additional \$36,000 above the partnership amount to cover preventative maintenance. It was agreed that this could be revisited next year, in preparation for the budget.</p> <p>Hoffman went on to review the Loop Budget. He noted that personnel costs are going down due to changes in new health care benefits. Vehicle maintenance has a large increasing. Hoffman noted that the Loop doesn't have additional revenue. He stated that with the budget remaining the same, and expenditures increasing, sometime in the future there may be an issue. The Chair advised that other sources of revenue and partnership arrangements will be discussions of future meetings. The Chair discussed the possibility of forming a rural transit district to support intercity services without impacting intra-city urban services. This topic could be researched in the future, and possibly taken on by the Board or a special Task Force.</p>	<p><b>Consensus from the Board to approve the Loop Budget.</b></p>
<p>8. Webpage and Communications Update</p>		<p><b>Due to time constraint this agenda topic was table for the April meeting.</b></p>

<p>9. Next Meeting and Future Agenda Items</p>	<p>Volmert noted that the memorandum of agreement between the Loop Board and the City of Albany noted in the IGA that established the governance of the Linn-Benton Loop Board has yet to be developed.</p> <p>Conley advised that she has begun drafting a Scope of Work (SOW) for a Linn-Benton Loop Service Analysis. This task is programmed in the FY16-17 AAMPO work program. There was not time to fully discuss the draft SOW. It will be brought back to the Loop Board for review and discussion.</p>	<p><b>Due to lack of time, these agenda items will be brought back to the next Loop Board meeting.</b></p>
<p>9. Adjourn</p>	<p>Meeting adjourned at 4:38 pm.</p>	

## **Bylaws for the Linn-Benton Loop Board**

### **Section 1: Purpose**

The purpose of these Bylaws is to define the operating procedures for the governing body of the Linn-Benton Loop transit service, according to the signed *Intergovernmental Agreement for the formation of the Linn-Benton Loop Governing Board* (hereafter IGA). In the case of any conflict between the IGA and these operating Bylaws, the IGA shall prevail.

### **Section 2: Name**

The governing body of the Linn-Benton Loop shall be known as the Linn-Benton Loop Board (hereafter Board).

### **Section 3: Board Membership**

- a. **Membership:** The Board's membership shall consist of one appointed representative for each Party to the IGA (hereafter Party). The Board Members are representatives of Albany Area Metropolitan Planning Organization (hereafter AAMPO), Corvallis Area Metropolitan Planning Organization (hereafter CAMPO) and Linn Benton Community College (hereafter LBCC). Representatives of the City of Albany and Oregon Cascades West Council of Governments (hereafter OCWCOG) serve as ex-officio members.
- b. **Tenure:** Representatives will serve until a new representative is appointed by the Party.
- c. **Vacancies:** Any vacancy on the Board shall be filled by the Party with the vacancy.
- d. **Alternates:** A Party may designate an Alternate member to the Board.
- e. **Additional Members:** Additional members may be added to the Board with an amendment to the IGA, and with unanimous consent of the Board.
- f. **Voting Members:** Voting members of the Board are representatives of AAMPO, CAMPO, and LBCC. Appointed Alternates may vote on behalf of appointed representatives.

### **Section 4: Officers**

- a. **Election of Officers:** The Board shall elect a Chair and Vice Chair at its first meeting. Thereafter, the Board shall elect a Chair and Vice Chair at the first meeting of each calendar year. In the absence of the Chair, the Vice Chair shall have the powers of the Chair.



- b. **Terms of Office:** In order to facilitate rotation of officer positions among the jurisdictions, the Chair and Vice Chair are limited to serve one year of office.
- c. **Duties:** The Chair shall preside at and be responsible for the conduct at all meetings. The Chair shall be available for consultation by staff on the development of meeting agendas and shall also serve as a liaison with committees and advisory group as the need arises.
- d. **Alternates:** In the absence of the Chair from a Board meeting, his or her Alternate may sit only as a voting member of the Committee and the Vice Chair will preside over the meeting.

### Section 5: Responsibilities

The Board is authorized to provide policy direction and recommendations regarding the operation and performance of the Linn-Benton Loop. The Board is not responsible for developing or managing the budget, making appropriations, or conducting day-to-day operations. The Board has no independent budgetary or purchasing authority. The Board shall have the power to:

- a. Consistent with Federal and State law, review and comment on the annual budget of the Loop; recommend to the Parties that the Parities receive, appropriate, and expend funds; and the conduct of other business necessary to operate the Loop.
- b. Review and make recommendations regarding level of service, operations, and performance of the Loop.
- c. Seek, identify, and recommend funding sources for the Loop.
- d. Establish and administer the policies of the Linn-Benton Loop.
- e. Sponsor and administer the development and implementation of plans, programs, projects and studies for the Loop.
- f. Designate an Operator for the Loop.
- g. Work with the Operator to develop memoranda of agreement related to funding, operations, and ongoing expectations for continuing the Loop service.

### Section 6: Meetings

- a. **Frequency:** The Board shall meet at least quarterly or more frequently, if needed.

- b. **Notice of Meetings:** All Board meetings are open to the public and a public comment period shall be provided for at all meetings. Public notifications of Board meetings shall meet, at a minimum, the public notice requirements of the Public Meetings laws of the State of Oregon as set forth in ORS 192.640. No action may be taken unless all Board members are given notice. Notice of meetings to Board members may be given by means of electronic communication.
- c. **Quorum:** Board business may be conducted provided a quorum of members, or their Alternates, are in attendance. A quorum consists of a majority (2) of the Board. Board members may participate telephonically or by other means of electronic communication, provided the meeting is called to order at a public noticed meeting place where the public can attend, hear, understand and/or read the comments of the members participating by telephonic or electronic means and the members so participating can fully hear, understand, and/or read the comments of the other members participating in the meeting.
- d. **Conduct:** Except as otherwise provided in these Bylaws or the IGA, Roberts Rules of Order shall be followed at all meetings. The Board and its committees shall follow the Public Meetings laws of the State of Oregon.
- e. **Decision Making:** Decisions are by consensus of all voting members.
- f. **Special Meetings:** Special or emergency meetings of the Board may be called by the Chair or by a majority of the members.
- g. **Development of Meeting Agendas:** Staff will consult with the Chair in preparation of meeting agendas. If prepared by staff, the agenda shall be reviewed by the Chair prior to distribution to the full Board. Agendas and related materials shall be distributed to Board members at least five days prior to a regularly scheduled meeting.
- h. **Cancellation:** Meetings may be cancelled if agenda items do not justify or a quorum cannot be achieved. Whenever possible, notice of cancellation or change of meeting date or time shall be at least five (5) days in advance of the regularly scheduled meeting and shall be sent to all members.

## Section 7: Committees

The Board shall form a Linn-Benton Loop Technical Advisory Committee (TAC) and additional committees, as necessary, to serve in an advisory capacity to the Board. The Board shall decide membership of committees.

- a. **Technical Advisory Committee:** The Board shall establish a standing committee called the Linn-Benton Loop Technical Advisory Committee (TAC), which will serve in an

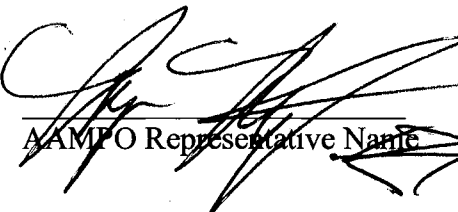
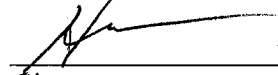
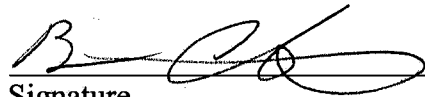
task or a standing committee for one or more work tasks. Any such committee will be advisory to the Board or the TAC as determined by the Board.

**Section 7: Amendment of Bylaws**

These Bylaws may be amended, repealed or new bylaws may be adopted by unanimous vote of the members at an official meeting of the Board.

**Section 8: Effective Date**

These Bylaws for the Linn-Benton Loop Board have been reviewed and approved by the Board, effective February 28, 2017.

	<u>Roger Nyquist</u>	<u>3/8/17</u>
AAMPO Representative Name	Signature	Date
<u>Hal Brauner</u>		<u>2/28/17</u>
CAMPO Representative Name	Signature	Date
<u>Bruce Clementson</u>		<u>2/28/17</u>
LBCC Representative Name	Signature	Date

**Bylaws for the  
Linn-Benton Loop Technical Advisory Committee**

**Section 1: Purpose**

The purpose of these Bylaws is to define the operating procedures for the technical advisory committee as established by the Linn-Benton Loop Board (hereafter Board). The committee is to advise the Linn-Benton Loop Board and staff regarding operations and performance of the Linn-Benton Loop Transit Service.

**Section 2: Name**

This committee shall be the Linn-Benton Loop Technical Advisory Committee (TAC).

**Section 3: Responsibilities**

Specific responsibilities of the Linn-Benton Loop TAC include, but are not limited to, the following:

- a. Advise on Linn-Benton Loop operations, including fare structure, routes and route timing, and service delivery
- b. Advise on strategic planning efforts, including service expansion, service cuts, and regional coordination;
- c. Recommend to the Board an annual budget;
- d. Explore additional funding or match sources as directed by the Board;
- e. Develop and, at the direction of the Board, oversee a transit safety program
- f. Review customer feedback and complaints and recommend to the Board follow-up actions requiring Board approval;
- g. Develop recommendations for and, at the direction of the Board, implement transit marketing programs;
- h. Conduct transit system planning, on-board or other rider surveys, regional transit service analyses, and other technical tasks as assigned by the Board.

**Section 4: Membership**

- a. **Membership:** The voting membership of the Linn-Benton Loop TAC shall consist of one technical or managerial staff representing each of the following:
  - City of Albany
  - City of Corvallis
  - Benton County
  - Linn County
  - Oregon Department of Transportation
  - Albany Area Metropolitan Planning Organization
  - Corvallis Area Metropolitan Planning Organization
  - Linn Benton Community College

- Oregon State University
  - Four at-large members, which may represent riders of the Linn-Benton Loop service, students, individuals with disabilities, bus drivers, interested citizens, or other funders of the Linn-Benton Loop service. At-large members should not represent entities already represented, except in the case of a bus driver.
- b. **Appointment and Tenure:** Representatives on the Linn-Benton Loop TAC shall be appointed by the entities listed above except for at-large members who shall be appointed by the Board upon recommendation of staff. Entities may re-appoint representatives as necessary. Members may designate alternates to serve in their place and vote on their behalf.
- c. Tenure: Representatives of the entities specifically listed above may serve continually and those entities may reappoint as necessary. At-large members serve two-year terms and are able to be reappointed with no term limit.
- d. **Subcommittees:** The Linn-Benton Loop TAC, may create subcommittees consisting of its own members to conduct research or specific technical tasks.

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#### Section 5: Officers and Duties

- a. **Election:** A Chair and Vice Chair of the Linn-Benton Loop TAC shall be elected at the first regularly scheduled meeting of ~~the each~~ calendar year and shall hold the office until their successors are selected. The Chair shall not serve for more than two consecutive years.
- b. **Responsibilities:** The Chair shall preside at all meetings and shall be responsible for the conduct at all meetings. The Chair shall also serve as a liaison between the Linn-Benton Loop TAC and the Board and any other advisory group as the need arises.
- c. **Absence:** The Vice Chair shall perform the duties of the Chair in his or her absence and ~~shall perform~~ other duties as the Chair may assign. In the event that both the Chair and Vice Chair cannot attend a meeting, staff will assume responsibility for conducting a meeting.

#### Section 6: Meetings

- a. **Regular Meetings:** Regular meetings shall be held at a date and time established by the Linn-Benton Loop TAC members. However, meetings shall be on an "as needed" basis and may be cancelled if agenda items do not justify.
- b. **Cancellation:** Notice of cancellation or a change of meeting date, time, or location shall be sent to all members.
- c. **Electronic of Telephonic Participation:** Meetings may be held by telephone or other means of electronic communication, and Linn-Benton Loop TAC members may

participate in any meeting by telephone or other means of electronic communication with advance notice of 24 hours given to staff. Such telephonic or electronic participation may only occur if the meeting is called to order at a location where all Linn-Benton Loop TAC members and any member of the general public can attend, understand, and either hear or read the comments of all the members participating in the meeting.

- d. **Special or Emergency Meetings:** Special or emergency meetings may be called by the Chair or staff on two days notice. The person calling the special or emergency meeting shall fix the time and place for holding the meeting.
- e. **Development of meeting agendas:** Agendas shall be prepared prior to all meetings. Agendas should be sent with meeting notices, and, whenever possible, minutes of the previous meeting, at least five calendar days prior to any regular meeting or coincident with notice of a special or emergency meeting. Staff will consult with the Chair in drafting meeting agendas, except in situations where timing does not permit review or the need for review is waived by the Chair.
- f. **Quorum:** Official action may be taken by the Linn-Benton Loop TAC when a quorum is present. A quorum shall exist when the majority of appointed voting members are present. A majority is half plus one of the members appointed. If a member is unable to participate in a meeting, that member may designate an alternate to participate in his/her place. The alternate should declare their status at the start of the meeting.
- g. **Public Participation:** All meetings will be open to the public. ~~Public participation shall be at the discretion of the Chair.~~
- h. **Decision Making:** The Linn-Benton Loop TAC shall strive to reach decisions on a consensus basis. If consensus cannot be reached, a vote may be called by the Chair. All appointed members, including at-large members, are voting members of the TAC.
- i. **General Conduct:** Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.

#### Section 7: Amendments to the Bylaws

~~The Linn-Benton Loop TAC may recommend amendments to, repeal of, or replacement of these bylaws at any regular meeting. Such changes become effective only upon endorsement of the Linn-Benton Loop Board at a regular meeting of the Board and provided that written notice of the proposed change(s) has been sent to every Board member at least five calendar days before it is to be voted on.~~

~~These bylaws may be amended, repealed, or new bylaws may be adopted at any regular meeting of the Linn-Benton Loop TAC, provided that written notice of the proposed change(s) has been sent to every member at least five calendar days before it is to be voted on. Amendments to these bylaws will become effective upon endorsement by the Linn-Benton Loop Board.~~

**Section 8: Effective Date**

These Bylaws for the Linn-Benton Loop TAC have been reviewed and approved by the Board, effective **February 28, XXX, XX, 2017.**

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Hal Brauner, Chair  
Linn-Benton Loop Board

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**Loop Technical Advisory Committee**

City of Albany	Barry Hoffman
City of Corvallis	Tim Bates
Benton County	Lee Lazaro
Linn County	Mark Volmert
ODOT	Valerie Grigg Devis
AAMPO	Tarah Campi
CAMPO	Ali Bonakdar
LBCC	Bruce Clemetsen
OSU	Sarah Bronstein



**Linn-Benton Loop Service Analysis**

AAMPO, in collaboration with CAMPO and under the guidance of the Linn-Benton Loop Board, will conduct a review of the current Loop service. This service analysis may consider routes, frequency, stop locations, span of service, bicycle accessibility, and other factors in order to assess the current service and opportunities for improved service to key rider groups. The analysis will build upon data and findings from the Albany and Corvallis Transit Development Plans currently being developed. The analysis may also include policy recommendations and funding structure recommendations.

<b>Budget:</b>	\$28,357
<b>Percent of Total Budget:</b>	11.3%
<b>Timeframe:</b>	Third and fourth quarters
<b>Deliverables:</b>	Service analysis of Linn-Benton Loop

**Scope of Work**

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**Existing Conditions Report:**

Prepare a report describing existing conditions, problems, and opportunities for the Linn-Benton Loop. The report should draw on information in the following plans and/or their associated technical memoranda: Albany Area Transit Development Plan, Corvallis Transit Development Plan, Linn County and Benton County Coordinated Public Transit Human Services Transportation Plans, Albany Public Transit Plan, Oregon Public Transportation Plan, Central Willamette Valley ITS Plan, and federal and state guidance on asset management, Title VI, and ADA regulations.

The report should be in the form of a short report that can be incorporated into a final Loop Service Analysis document. It should include:

- Transit market analysis information
- Comparisons with peer systems or best practices
- Current route, stop, and schedule information for the Linn Benton Loop.
- Findings of any stop-level ridership count and on-board surveys
- Assessments of Loop ridership, productivity, service hours, service miles, operating costs, and number of trips
- Information related to the efficiency and effectiveness of the service, such as cost per hour, cost per trip, trips per hour, or service hours per full-time employee
- A summary of how well the current route(s) serve their intended markets, how well current route(s) support the regional transportation system, and the degree to which current route(s) meet stakeholder expectations.
- A summary of capital programs including current and planned investments in rolling stock, transit facilities, and supportive infrastructure.
- A summary of current or planned use of transit-supportive technologies, particularly for vehicle location, passenger counting, scheduling, and transit priority at traffic signals

- A summary of vehicle capacity and state of repair, transit center functionality and capacities, bus stop amenities, maintenance facilities and equipment, and other applicable capital investments.

**Deliverable: Draft Existing Conditions Report****Cost: \$5,000****Operator and Stakeholder Input Report:**

Summarize stakeholder input received during recent AAMPO, Corvallis, Linn County and Benton County outreach efforts regarding regional public transportation in the area served by the Linn-Benton Loop. It should also reflect any feedback from the Linn-Benton Loop operator regarding accuracy of existing conditions findings and any additional input regarding problems and opportunities for the Loop service. A summary of operator and stakeholder input should be in the form of a short report that can be incorporated into a final Loop Service Analysis document.

**Deliverable: Draft Operator and Stakeholder Input Report****Cost: \$1,000****Service Goals and Objectives Report:**

Based on findings in the Existing Conditions Report and Operator and Stakeholder Input Report, develop draft goals and objectives for the Linn-Benton Loop Service. These goals and objectives should be able to guide policy, funding, and service delivery decisions over the short and long term.

**Deliverable: Draft Service Goals and Objectives Report****Cost: \$2,000****Meeting Series #1**

Loop TAC: Present *Existing Conditions Report, Operator & Stakeholder Input Report, and Service and Goals and Objectives Report* to the Linn-Benton Loop TAC to obtain feedback and refine the document. Discuss specific opportunities, goals, and challenges related to the Loop service schedule and route alignment(s) and begin to define recommended policy-level goals and desired level of service for the Loop. Goals and service recommendations should consider primary ridership characteristics, primary geographic service areas, desired frequency of service, and funding needs.

Loop Board: Subsequently present refined Existing Conditions Summary and Operator & Stakeholder Input Summary to the Linn-Benton Loop Board for refinement. Also review Draft Service Goals and Objectives Report and hold first discussion on policy-level goals and desired level of service for the Loop. During this conversation, identify: primary ridership characteristics, primary geographic service areas, desired frequency of service

**Deliverable: Final Draft Existing Conditions Report and Operator and Stakeholder Input Report. Revised Service Goals and Objectives Report**  
**Cost: \$2,000**

**Financial Assessment:**

Prepare a summary of the historic and current funding structure for the Linn-Benton Loop service and discuss potential sources for additional revenue. This report may be informed by financial analyses prepared for the Albany Area Transit Development Plan, Corvallis Transit Development Plan, Albany Transit Plan, the AAMPO and CAMPO Transportation Improvement Programs, local Capital Improvement Programs or operating budgets, or a white paper on Linn-Benton Loop Governance and Funding prepared by the MPOs. Findings should be outlined as a short report that can be incorporated into a final Loop Service Analysis document.

**Deliverable: Draft Financial Assessment**  
**Cost: \$8,000**

**Loop Service Recommendations:**

Develop recommendations for Linn-Benton Loop service delivery and funding structure, based on TAC and Board input and findings from the *Existing Conditions Report, Operator and Stakeholder Input Report, Financial Assessment, and Service Goals and Objectives Report*. This should include short, mid and long-term recommendations on routes, frequency, service hours, fares, and funding structure. Utilize visualization tool such as ArcGIS and Remix to the degree possible

**Deliverable: Draft Loop Service Recommendations**  
**Cost: \$6,000**

**Meeting Series #2 and #3**

(May include two rounds of meetings to finalize *Financial Assessment* and *Loop Service Recommendations*.)

Loop TAC: Present *Financial Assessment* and *Loop Service Recommendations* to the Linn-Benton Loop TAC to obtain feedback and refine the documents.

Loop Board: Subsequently present refined *Financial Assessment* and *Recommendations* to the Linn-Benton Loop Board for refinement.

**Deliverable: Revised Financial Assessment and Loop Service Recommendations Report**  
**Cost: \$4,000**

## ATTACHMENT E

Deliverable: Draft Existing Conditions Report	\$5,000
Deliverable: Draft Operator and Stakeholder Input Report	\$1,000
Deliverable: Draft Service Goals and Objectives Report	\$2,000
Deliverable: Final Draft Existing Conditions Report and Operator and Stakeholder Input Report. Revised Service Goals and Objectives Report	\$2,000
Deliverable: Draft Financial Assessment	\$8,000
Deliverable: Draft <i>Loop Service Recommendations</i>	\$6,000
Deliverable: Revised <i>Financial Assessment</i> and <i>Loop Service Recommendations Report</i>	\$4,000
Total	\$28,000