



**Agenda  
Linn-Benton Loop TAC Meeting  
Remote Only**

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Date: Tuesday, February 2, 2021  
Time: 2:30 – 4:30 pm  
Location: Via Zoom: <https://us02web.zoom.us/j/85247999349>  
Phone: 1-669-900-6833  
Meeting ID: 852 4799 9349  
Passcode: 2020  
Contact: Nick Meltzer, Transportation Manager, 541-758-1911

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1. **2:30 Call to Order** **Chair, Catherine Rohan**
  
2. **2:35 Agenda Review** **Chair**
  
3. **2:40 Election of Officers** **Chair**  
A Chair and Vice Chair of the TAC shall be elected at the first regularly scheduled meeting of each calendar year and shall hold the office until their successors are selected. The Chair shall not serve for more than two consecutive years.  
**Action Requested:** *Election of Officers*
  
4. **2:50 Public Comment** **Chair**
  
5. **2:55 Minutes of November 3, 2020 (Attachment A)** **Chair**  
**Action Requested:** *Approval of Meeting Minutes*
  
6. **3:10 Budget and Ridership Reports (Attachment B & C)** **Barry Hoffman**  
**Action Requested:** *Information Only*
  
7. **3:40 Federal 5307 Account Balance (Attachment D)** **Hoffman**  
**Action Requested:** *Discussion to forward to the Board with action recommendations*
  
8. **4:00 COVID-19 Current Ridership and Service** **All**  
**Action Requested:** *Continue Discussion*
  
9. **4:15 Updates and Other Business** **Chair**
  
10. **4:30 Adjournment** **Chair**

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The meeting location is accessible to persons with disabilities. Sign language, interpreter services or other accommodations can also be provided by contacting Emma Chavez at least 48 hours prior to the meeting. Emma can be reached at 541-967-8551 (TTY/TTD 711) or [echavez@ocwcog.org](mailto:echavez@ocwcog.org).

**LINN-BENTON Loop TAC Meeting**  
**Teleconference**  
**Tuesday, November 3, 2020**  
**2:30 – 4:30**

**MEETING MINUTES**

**TAC Members:** Tim Bates, Mark Bernard, Sarah Bronstein, Brad Dillingham, Stephen Dobrinich, Barry Hoffman, Andrew Koll, Catherine Rohan, Mark Volmert

**Interested Parties:** Jeff Babbitt, Sheldon Flom, Lisa Scherf

**Staff:** Nick Meltzer, C. Clark

<b>TOPIC</b>	<b>DISCUSSION</b>	<b>DECISION / CONCLUSION</b>
1. Call to Order (2:36pm)	The Chair, Catherine Rohan, calls to order at 2:36pm	<b>The Chair continued with the meeting at 2:36 pm.</b>
2. Agenda Review (2:37)	Catherine Rohan reviewed the agenda and the packet. Mark Volmert noted the missing pages within the ridership report in the packet. Barry Hoffman said he will display this missing information.	<b>There were no changes to the agenda.</b>
3. Public Comments (2:38)		<b>There were no public comments.</b>
4. Minutes of September 15, 2020 (Attachment A) (2:38)	Barry Hoffman requested to change the phrasing from “numbers” to “ridership” regarding the COVID ridership numbers on the first page of the minutes.	<b>Catherine moved to approve minutes and it was approved with a minor change to the minutes.</b>
5. Budget and Ridership Reports (Attachment B & C) (2:40)	The budget review represents the first three months, the first quarter of the year. Barry Hoffman discussed the details that the Loop over expensed the budget. This is from a maintenance expense because of COVID-19 precautions. Mark Volmert emphasized the importance to balance out the expenses for the	<b>There was no need to make changes to the budget or ridership reports. Informational discussion only.</b>

	<p>next year. Hoffman says the STIF grants will help offset some of the expenses for the rest of the year. Collecting partnerships have not been paid yet, but it is expected for them to come in soon.</p> <p>It will be about 10 weeks until the new buses will come in. There has been no collection of bus fares, so that is expected to remain at zero. Barry Hoffman is unsure if the Loop will be charging fares at all this fiscal year.</p> <p>There are new OSHA best practices that continue to maintain the 6ft distance from bus drivers, and the 3ft distance between passengers.</p> <p>Mark Bernard discussed the policy regarding COVID-19, and that local agencies are responsible to adhering to the government and county guidance.</p> <p>Barry Hoffman mentioned that Portland has started to collect fares again, but that is due to them having electronic fares and installing physical barrier between drivers and passengers.</p> <p>Barry Hoffman opened the floor for questions. Mark Volmert asked about Albany transit using CARES Act funds and what it covers. Hoffman discussed that the CARES Act fund doesn't cover revenue lost by fares. Hoffman notes that the Loop didn't furlough any full time staff or bus drivers. If there is a full shutdown and a need to lay off 3 or more full time drivers, then it would require that conversation about having the CARES Act fund the Loop, which is a possibility with the other cities.</p> <p>Mark Volmert asked Barry Hoffman to add an agenda item for the next Board meeting to discuss CARES Act potential funds within the Loop as an informational item.</p>	
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Mark Bernard discussed that the Loop is eligible for 5311 and 5307 funding. There is still an opportunity to apply for a needs based CARES Act under 5311 for any formula expenses for the Loop. Linn and Benton county are eligible for this. Mark Volmert mentioned that he is confident that the Loop doesn't qualify for 5311 from a conversation from 8 years ago with the FTA and so this topic needs to be investigated further. Barry Hoffman discussed one of the issues with the definitions was due to the ability to carry luggage.

Mark Bernard emphasized that there are some ODOT CARES Act that allow to cover loss of fares. Barry Hoffman wants the Board to be aware that 5311 funding is still an option, but is concerned about their eligibility. Bernard offered to look into it regarding the luggage qualification.

Assigned an agenda item for the Board meeting to discuss the budget, potential loss of revenue, and how to mitigate it, either through the cities, the CARES Act or 5311 or 530 for the Loop.

Tim Bates added that another ability of the CARES Act is to pay driver wages for those displaced because of schedule cut due to COVID-19. Barry Hoffman thought of one employee who would fit that category very well. Bates confirmed that the 5307 are eligible for this.

Mark Volmert wanted to discuss the additional costs of cleaning the buses. Barry Hoffman added that he has been paying bus drivers overtime to help clean the buses as well, but is charging it due to COVID-19. The FEMA CARES funding is covering that, as well as the additional cleaning supplies and equipment to cleaning the buses.

	<p>October is generally the busiest time of the year, and while it did jump up a bit, the Loop has avoided the overload issues. Barry Hoffman gave a shout out to Tim Bates for helping out with the overload issue for the first week, and it helped with the adjustment period of the first week of school. Due to not checking passes and fares, there is no record of number of students and types of riderships.</p> <p>Sarah Bronstein asked about the increase of ridership between June and July. Barry Hoffman is unsure about the increase, but guesses that June was when the lockdown was still heavily in place. July and August was nearly the same, and Hoffman suggested that most of the ridership are folks who are houseless and those who are dependent on the bus to get to and from work as soon as full lockdown lifted.</p> <p>Sarah Bronstein mentioned that OSU is intended to keep classes online through the winter term. Sheldon Flom said LBCC will as well. Andrew Koll mentioned that HP will be doing the same.</p>	
<p>6. COVID-19 Current Ridership and Service (3:23)</p>	<p>Barry Hoffman doesn't have any plans to change service. Nick Meltzer asks Hoffman if he is wanted a second bus for the next term, while Hoffman isn't opposed to it, the winter term is not as busy as the fall term.</p> <p>Mark Volmert asked about the expanded evening service. Barry Hoffman says the evening campus connector service has been going, and the STIF has been funding it, split between Benton and Linn county.</p> <p>Lisa Scherf asked about the new buses. Barry Hoffman says 10 weeks till they start building them, then 4 weeks to build them, and then driven here on time, which is March 31<sup>st</sup>, but they can be</p>	<p><b>Informational discussion only.</b></p>

	<p>expected to be here by February. Two buses for the ATS and 2 for the Loop.</p> <p>Lisa Scherf asked about the potential of STIF funding in the future. Barry Hoffman doesn't think it's a good idea to start an expansion service in May or June in 2021; it is better operationally to start after July 1<sup>st</sup>. Also it'll allow to budget for the future instead of doing it during COVID. Nick Meltzer made a note to discuss the service STIF funds on with the Board too.</p>	
7. STIF Discretionary Projects (3:32)	<p>Nick Meltzer discussed that OCWCOG submitted a grant to add a transit hub for OSU. Another grant to upgrade the software for the non-emergency system, and another planning grant to do internal coordination across the region.</p> <p>Mark Bernard discussed the combined application grants by Yamhill and Benton County for 99W transit. They agreed to four round trips between McMinnville and Junction City and 4 category C buses.</p> <p>Barry Hoffman discussed a discretionary grant for Albany and Salem feasibility study. There has been one public meeting thus far, they're talking about the feasibility to have a ride service between the two cities. Mark Bernard adds that this service should touch Jefferson as well. Mark Volmert added that there will be an open house discussion for the next meeting.</p> <p>Barry Hoffman said Albany didn't apply for any STIF grants because all the buses will be within their life cycle until 2022. He expects 2022 will be overloaded with bus requests because that's when the state's buses age out.</p>	<b>Informational discussion only.</b>

	<p>Mark Volmert discussed for Ken Bronson about a STIF grant for an additional bus for the Linn shuttle.</p> <p>Barry Hoffman asked Mark Bernard about discretionary grants being under-prescribed. Bernard agreed, and explained that there are three grant opportunities under the STIF (discretionary, inner community, and 5311F programs). While 5311F programs were over-prescribed, discretionary and inner community grants were under-prescribed. Bernard explains this is the reasoning behind the priority structure on the application forms. He notes that 2022 STIF grant applications will be more competitive than in the past.</p>	
<p>8. Updates &amp; Other Business (3:40)</p>	<p>Mark Volmert suggested to change the time and date for the TAC Loop meetings. The 2<sup>nd</sup> Tuesdays has been when the TAC meets over the past 4 years, and he wanted mention that there will be conflict of time in the future because of Linn County TAC meetings meeting on the 2<sup>nd</sup> Tuesday of every month. Barry Hoffman says moving it to any another Tuesday would be possible for him. Volmert also suggested to share the dates of other Tuesdays that the Loop TAC could to meet, so he can see if the Linn or Benton County TAC meetings would conflict. Nick Meltzer asked Volmert to send those other TAC meeting dates to him so Meltzer could keep track of them and can be scheduled around those conflicting meetings.</p> <p>Barry Hoffman brought up a change of the Loop service. The day after Thanksgiving traditionally runs a Saturday schedule. A lot of retailers are scaling back on Black Friday sales, and suggests to cancel the route this year due to COVID-19. There were no objections to this change of plan.</p>	<p><b>The Loop will not be running a Saturday route bus on Black Friday due to COVID-19. Informational discussion only.</b></p>

	<p>Sheldon Flom mentioned that students from LBCC are happy that the Loop is continuing to run because it is critical for them to continue to get to their classes.</p> <p>Tim Bates said CTS continued their full schedule once school started. That was continued for 3 weeks, but ended up scaling back the evening service and the extended services. Bates continued to discuss the enhanced technology services on the buses and the transit centers, in addition to an app and a website with Real-Time updates. They planned to use CARES funding for their service, but found another way to do it through STIF. CTS also expects to have two battery electric buses in January 2022.</p> <p>Mark Volmert discussed the Linn Shuttle is at 50% of pre-COVID numbers, which he thinks is due to riders of need in the rural areas.</p> <p>Working with Jefferson, Catherine Rohan discusses their regional transportation system plan, bicycle and pedestrian plan, and the Salem to Albany plan, working with Barry Hoffman.</p> <p>Mark Bernard discussed the STIF solicitation materials has been released this week. The FTA 5304, 5310, 5311, and STIF has been scheduled to release on Nov 15<sup>th</sup>. Training webinars have been scheduled for Dec 2<sup>nd</sup> for STIF, and Dec 10<sup>th</sup> for FTA. Nick Meltzer asked about the timeline for discretionary grants. Bernard said the applications will need to have recommendations reviewed by late January, and they will be scored based upon level, and the announcement will be sometime in April or May. Bernard said he will let people know if they are ranking low on application awards.</p> <p>Sarah Bronstein considered OSU's goal for a new transit hub and how competitive the discretionary funds will be in the upcoming</p>	
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	<p>awards, and asked if it is reasonable to apply for both discretionary funds for design through OCWCOG and also apply for formula funds separately. Mark Bernard said considering all of the circumstances of the uncertainty of the world and in transit, it makes sense to have a contingency plans for funding. Bernard suggests everyone to have contingency project plans that sets aside dollar amounts for them.</p> <p>Lisa Scherf asked about 130% lists, and Mark Bernard said the STIF plan doesn't provide for 130% lists this time because there is more certainty around projections of payroll tax revenue.</p> <p>Tim Bates asked about having a healthy contingency, if that is just about setting aside dollars or if they need to be named plans for projects. Mark Bernard said it is just the dollar amount. Bated asked about the application process. Bernard said it is more readable, specifically the budget table is easier to navigate. He continue about the 1601, continuing/ongoing projects, from previous STIF plans, that it's similar as previous applications, but has enough nuance to be important to look through with careful detail. Mark Volmert said it's a good idea to have a contingency plan for funding. Lisa Scherf said that the contingency plan is more for building flexibility for things that can't be foreseen now. Mark Bernard agreed with this summary.</p> <p>Mark Bernard mentioned he doesn't intend to go to the STIF advisory committees, but is available if others want him to be there and would still appreciate receiving the packets.</p>	
9. Adjournment (4:11)	Catherine Rohan thanked the TAC and staff, and adjourned the meeting.	<b>Meeting adjourned at 4:11 pm.</b>

01/14/2021  
07:45:27City of Albany, OR  
FLEXIBLE PERIOD REPORT  
PP 06PAGE 1  
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FROM 2021 04 TO 2021 06

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
213 PUBLIC TRANSIT	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
21340105 213 LINN-BENTON LOOP							
21340105 420035 FTA SECTION 5310 GRANT	-27,500	0	-27,500	-7,080.00	.00	-20,420.00	25.7%
21340105 420045 FTA SECTION 5307	-342,200	0	-342,200	-56,935.00	.00	-285,265.00	16.6%
21340105 428020 SPECIAL TRANSIT FUND: LINN	-24,000	0	-24,000	-5,760.00	.00	-18,240.00	24.0%
21340105 428025 SPECIAL TRANSIT FUND: BENT	-23,000	0	-23,000	-5,875.00	.00	-17,125.00	25.5%
21340105 428120 STIF - LINN COUNTY	-270,000	0	-270,000	.00	.00	-270,000.00	.0%
21340105 428125 STIF - BENTON COUNTY	-270,000	0	-270,000	.00	.00	-270,000.00	.0%
21340105 428130 STIF - DISCRETIONARY	-440,000	0	-440,000	.00	.00	-440,000.00	.0%
21340105 428200 LBCC PARTNERSHIP	-124,400	0	-124,400	-124,400.00	.00	.00	100.0%
21340105 428205 OSU PARTNERSHIP	-124,400	0	-124,400	-124,400.00	.00	.00	100.0%
21340105 435000 BUS FARES	-27,000	0	-27,000	-25.50	.00	-26,974.50	.1%
21340105 480100 INTEREST	-300	0	-300	.00	.00	-300.00	.0%
21340105 499050 BEGINNING BALANCE	-8,300	0	-8,300	79.74	.00	-8,379.74	1.0%
21340105 510010 WAGES & SALARIES	252,200	0	252,200	40,319.66	.00	211,880.34	16.0%
21340105 520010 TEMPORARY EMPLOYEES	46,200	0	46,200	1,336.83	.00	44,863.17	2.9%
21340105 530010 OVERTIME	3,300	0	3,300	297.56	.00	3,002.44	9.0%
21340105 540050 UNEMPLOYMENT CLAIMS	800	0	800	.00	.00	800.00	.0%
21340105 560001 EMPLOYER MEDICAL	0	0	0	13,191.56	.00	-13,191.56	.0%
21340105 560005 EMPLOYER DENTAL	0	0	0	1,004.62	.00	-1,004.62	.0%
21340105 560008 EMPLOYER VISION	0	0	0	393.27	.00	-393.27	.0%
21340105 560010 EMPLOYER PAID BENEFITS	277,500	0	277,500	5,087.80	.00	272,412.20	1.8%
21340105 560012 EMPLOYER PAID DEFERRED COM	0	0	0	75.51	.00	-75.51	.0%
21340105 560014 EMPLOYER PAID LTD/LIFE/AD&	0	0	0	101.51	.00	-101.51	.0%
21340105 560016 EMPLOYER PAID WORKER'S COM	0	0	0	679.25	.00	-679.25	.0%
21340105 560018 EMPLOYER PAID OREGON WBF	0	0	0	4.48	.00	-4.48	.0%
21340105 560020 PERS	0	0	0	13,485.16	.00	-13,485.16	.0%
21340105 560030 HRA VEBA	0	0	0	7,474.70	.00	-7,474.70	.0%
21340105 600115 INSURANCE & BONDS	9,200	0	9,200	.00	.00	9,200.00	.0%
21340105 600400 CONTRACTUAL SERVICES	500	0	500	670.17	62.12	-232.29	146.5%
21340105 610100 DUPLICATION & FAX	1,300	0	1,300	.00	.00	1,300.00	.0%
21340105 610405 MATERIALS & SUPPLIES	3,000	0	3,000	3,771.76	2,411.76	-3,183.52	206.1%
21340105 610425 MEMBERSHIPS & DUES	0	0	0	600.00	-600.00	.00	.0%
21340105 610545 PRINTING & BINDING	800	0	800	.00	.00	800.00	.0%
21340105 610750 UNIFORMS	500	0	500	.00	.00	500.00	.0%
21340105 610800 VEHICLE FUEL CHARGES	50,000	0	50,000	3,736.93	114.03	46,149.04	7.7%
21340105 630005 NATURAL GAS	0	0	0	22.75	.00	-22.75	.0%
21340105 630010 TELEPHONE	0	0	0	57.50	.00	-57.50	.0%
21340105 650015 MAINT: COMMUNICATION EQUIP	0	0	0	309.40	-309.40	.00	.0%
21340105 653600 MAINT: VEHICLE	48,000	0	48,000	13,172.82	5,941.29	28,885.89	39.8%

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07:45:27City of Albany, OR  
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FROM 2021 04 TO 2021 06

ACCOUNTS FOR: 213 PUBLIC TRANSIT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
21340105 660200 CS: CENTRAL SERVICE	41,600	0	41,600	10,400.01	.00	31,199.99	25.0%
21340105 660400 CS: EQUIPMENT REPLACEMENT	3,000	0	3,000	907.07	.00	2,092.93	30.2%
21340105 660500 CS: FLEXIBLE SPENDING ADM	200	0	200	33.74	.00	166.26	16.9%
21340105 662500 PW: ADMINISTRATION	35,100	0	35,100	.00	.00	35,100.00	.0%
21340105 665400 PHYSICAL EXAMS & MEDICALS	300	0	300	125.00	.00	175.00	41.7%
21340105 690000 RESERVE: OPERATING	27,600	0	27,600	.00	.00	27,600.00	.0%
21340105 700000 CAPITAL EQUIPMENT	880,000	0	880,000	.00	.00	880,000.00	.0%
TOTAL 213 LINN-BENTON LOOP	0	0	0	-207,136.70	7,619.80	199,516.90	.0%
TOTAL PUBLIC TRANSIT	0	0	0	-207,136.70	7,619.80	199,516.90	.0%
TOTAL REVENUES	-1,681,100	0	-1,681,100	-324,395.76	.00	-1,356,704.24	
TOTAL EXPENSES	1,681,100	0	1,681,100	117,259.06	7,619.80	1,556,221.14	



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City of Albany, OR  
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FROM 2021 04 TO 2021 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-207,136.70	7,619.80	199,516.90	.0%



01/14/2021  
07:45:27

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REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	Y	From Yr/Per: 2021/ 4
Sequence 2	9	Y	N	To Yr/Per: 2021/ 6
Sequence 3	0	N	N	Budget Year: 2021
Sequence 4	0	N	N	Print totals only: N

Report title:

FLEXIBLE PERIOD REPORT  
PP 06

Includes accounts exceeding 0% of budget.

Print Full or Short description: F

Print full GL account: N

Sort by full GL account: N

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: Y

Format type: 1

Double space: N

Suppress zero bal accts: Y

Amounts/totals exceed 999 million dollars: N

Roll projects to object: N

Print journal detail: N

From Yr/Per: 2020/ 1

To Yr/Per: 2020/13

Include budget entries: N

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

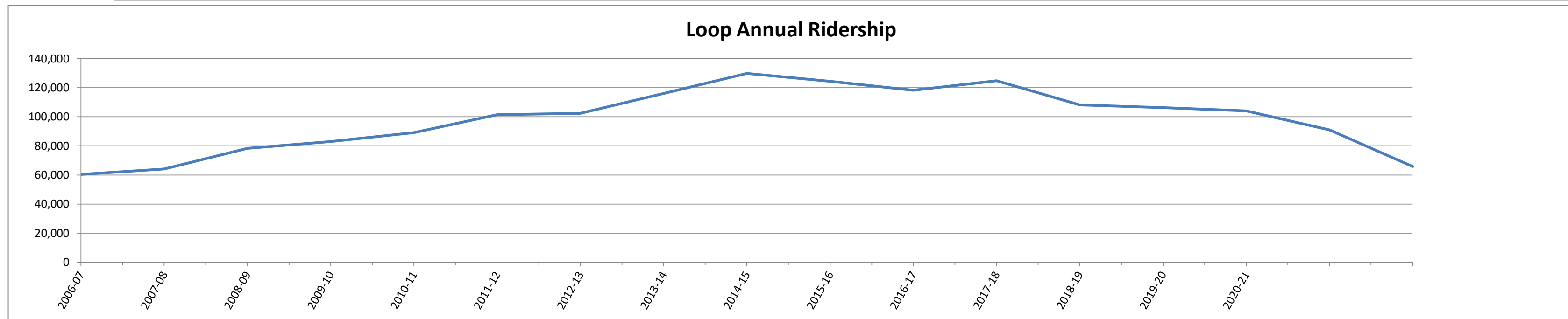
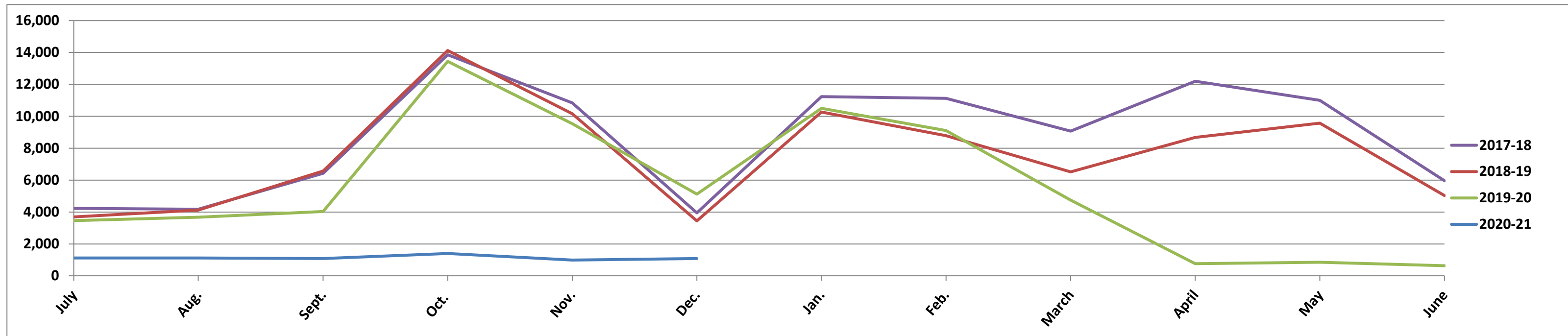
Detail format option: 1

Multiyear view: D

**LINN-BENTON LOOP  
WEEKDAY RIDERSHIP  
REGULAR LOOP PLUS LOOP EXPRESS  
2019 -2020**

MONTH	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	+/-	Ratio
July	2,794	3,260	3,237	3,319	3,692	3,975	6,391	4,709	4,781	5,911	6,036	6,045	6,106	5,512	3,606	4,223	3,690	3,450	1,121	-2,329	-207.8%
Aug.	2,859	2,249	3,143	3,663	3,912	4,140	5,245	3,599	4,261	6,502	5,977	5,331	4,798	4,562	3,430	4,174	4,122	3,680	1,121	-2,559	-228.3%
Sept.	2,425	2,812	3,526	4,240	4,920	4,992	5,614	5,125	6,442	8,303	7,293	4,621	6,751	5,228	6,314	6,418	6,570	4,034	1,085	-2,949	-271.8%
Oct.	6,973	8,460	7,934	10,139	11,093	11,539	14,446	13,013	13,527	16,046	16,490	16,516	18,648	15,384	13,712	13,861	14,128	13,447	1,398	-12,049	-861.9%
Nov.	4,800	5,342	6,705	8,422	8,681	8,640	9,643	10,056	11,917	13,440	12,245	12,095	11,667	11,153	11,557	10,843	10,156	9,539	986	-8,553	-867.4%
Dec.	3,178	3,412	3,145	3,717	3,338	3,310	5,646	5,393	5,625	5,598	4,600	6,418	7,496	5,860	4,163	3,946	3,442	5,129	1,082	-4,047	-374.0%
Jan.	6,021	5,895	6,530	7,684	8,204	9,075	10,557	11,888	12,667	12,462	14,039	13,599	13,391	11,979	10,439	11,241	10,276	10,500		-10,500	0.0%
Feb.	6,666	6,175	5,868	7,990	8,299	9,152	9,589	10,608	11,415	13,078	13,188	10,736	12,417	10,205	11,126	11,122	8,787	9,113		-9,113	0.0%
March	4,736	5,714	5,907	6,801	7,096	7,232	7,830	9,314	10,529	10,733	9,846	9,521	10,281	10,350	9,270	9,072	6,510	4,743		-4,743	0.0%
April	6,766	6,836	7,172	7,886	8,952	10,437	11,054	11,963	13,566	14,659	14,149	13,926	13,892	11,548	11,365	12,197	8,687	762		-762	0.0%
May	5,902	6,206	6,764	8,885	9,237	9,753	9,219	10,487	13,261	14,507	13,320	12,161	11,885	10,555	11,700	11,001	9,570	845		-845	0.0%
June	3,937	3,955	4,185	5,474	5,575	6,927	6,201	6,225	7,922	8,604	7,202	7,311	7,461	5,883	9,616	5,961	5,039	632		-632	0.0%
<b>Sub Total*</b>	<b>57,057</b>	<b>60,316</b>	<b>64,116</b>	<b>78,220</b>	<b>82,999</b>	<b>89,172</b>	<b>101,435</b>	<b>102,380</b>	<b>115,913</b>	<b>129,843</b>	<b>124,385</b>	<b>118,280</b>	<b>124,793</b>	<b>108,219</b>	<b>106,298</b>	<b>104,059</b>	<b>90,977</b>	<b>65,874</b>	<b>6,793</b>	-25,103	-869.7%
Saturday	0	0	0	0	1,938	2,643	2,931	3,325	3,804	4,459	4,108	3,977	3,923	3,376	3,629	3,871	3,894	3,078		-816	477.2%
<b>Grand Total</b>	<b>57,057</b>	<b>60,316</b>	<b>64,116</b>	<b>78,220</b>	<b>84,937</b>	<b>91,815</b>	<b>104,366</b>	<b>105,705</b>	<b>119,717</b>	<b>134,302</b>	<b>128,493</b>	<b>122,257</b>	<b>128,716</b>	<b>111,595</b>	<b>109,927</b>	<b>107,930</b>	<b>94,871</b>	<b>68,952</b>	<b>6,793</b>	-25,919	366.0%

Regular extended service began, Sept28



### LINN-BENTON LOOP LBCC PASS PROGRAM 2018 - 2019

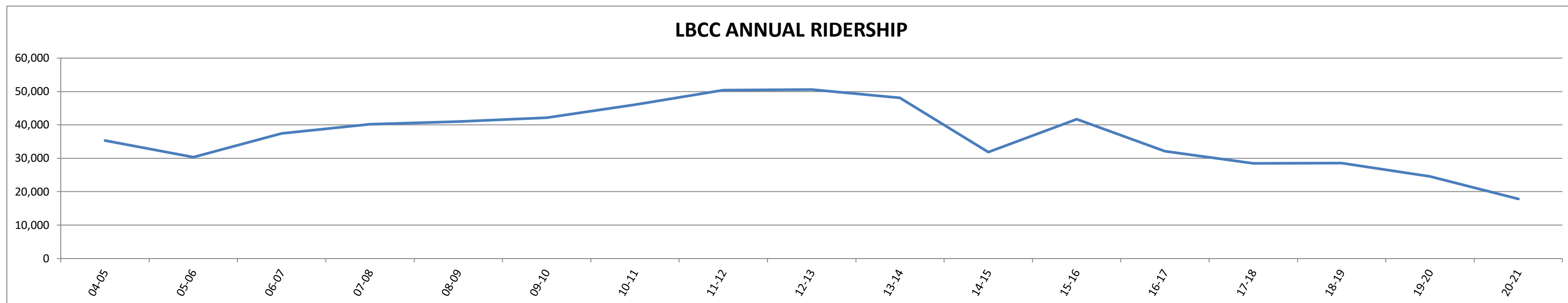
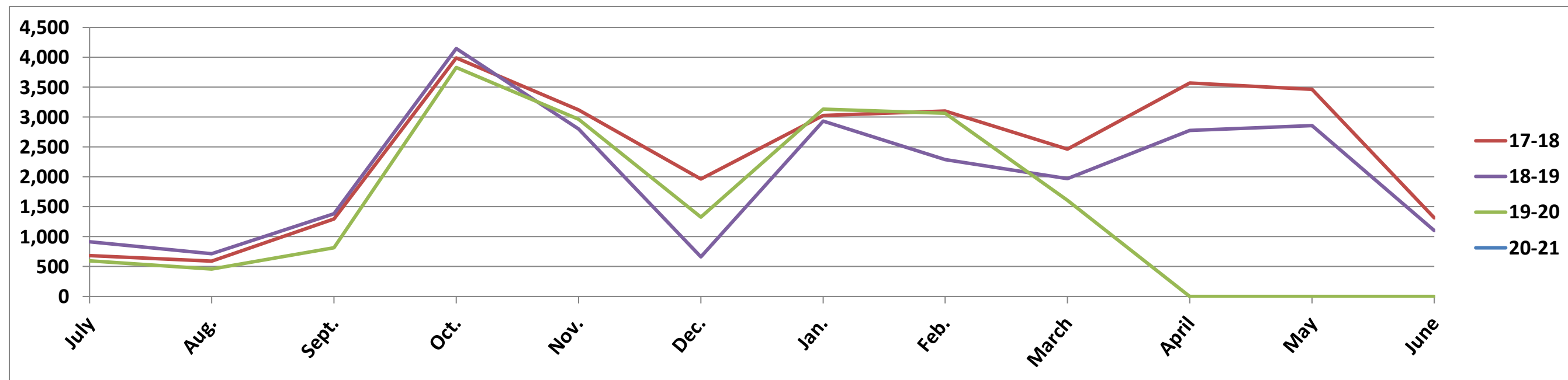
MONTH	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	+/-	Ratio	
July	792	1,124	1,056	856	818	1,166	1,587	1,134	1,384	1,419	1,309	1,262	1,244	821	619	684	912	599	0	-599	0.0%	
Aug.	737	422	706	731	732	981	1,146	573	791	1,322	1,158	940	911	1,008	577	591	713	458	0	-458	0.0%	
Sept.	454	777	960	1,774	1,741	1,668	1,259	1,489	2,087	2,279	2,169	737	1,588	1,133	1,542	1,297	1,384	813	0	-813	0.0%	
Oct.	4,155	6,251	4,411	5,373	6,314	6,374	7,050	6,695	6,574	7,500	7,074	4,947	7,217	5,789	3,950	3,991	4,148	3,831	0	-3,831	0.0%	
Nov.	2,921	3,396	3,564	4,598	4,892	4,544	4,692	5,376	5,655	6,169	5,599	3,719	5,092	2,945	3,356	3,120	2,803	2,966	0	163	5.5%	
Dec.	1,326	1,706	1,071	1,175	1,151	773	2,135	1,873	1,746	1,521	1,114	1,489	2,547	1,297	1,076	1,962	663	1,329	0	666	50.1%	
Jan.	3,500	4,046	3,538	3,810	4,365	4,500	4,949	5,795	6,187	5,098	5,913	3,936	5,381	4,276	2,883	3,030	2,931	3,134	0	203	6.5%	
Feb.	3,290	4,190	3,366	4,342	4,719	4,582	4,467	5,150	5,143	5,746	5,836	2,983	4,678	3,043	4,164	3,103	2,288	3,065	0	777	25.4%	
March	2,407	3,320	2,877	3,456	3,569	3,253	3,441	4,250	4,675	4,426	4,036	2,489	3,613	3,448	2,379	2,464	1,974	1,610	0	-364	-22.6%	
April	4,205	4,419	3,826	4,248	4,772	5,350	5,121	5,855	7,049	6,234	6,063	3,788	4,973	4,348	3,037	3,573	2,779	0	0	-2,779	-28.6%	
May	3,689	3,954	3,658	4,998	4,857	4,962	4,188	5,443	6,512	6,174	5,574	3,549	2,946	2,902	3,290	3,465	2,856	0	0	-2,856	0.0%	
June	1,582	1,707	1,310	2,055	2,249	2,798	2,124	2,422	2,632	2,703	2,265	2,046	1,547	1,104	1,586	1,314	1,100	0	0	-1,100	0.0%	
<b>TOTAL</b>	<b>29,058</b>	<b>35,312</b>	<b>30,343</b>	<b>37,416</b>	<b>40,179</b>	<b>40,951</b>	<b>42,159</b>	<b>46,055</b>	<b>50,435</b>	<b>50,591</b>	<b>48,110</b>	<b>31,885</b>	<b>41,737</b>	<b>32,114</b>	<b>28,459</b>	<b>28,594</b>	<b>24,551</b>	<b>17,805</b>	<b>0</b>	<b>-6,746</b>	<b>-37.9%</b>	
Sat	0	0	0	0%	232	356	535	683	791	760	627	594	525	425	554	609	486	376	0	0	-110	-29.3%
<b>Grand Total</b>	<b>29,058</b>	<b>35,312</b>	<b>30,343</b>	<b>37,416</b>	<b>40,411</b>	<b>41,307</b>	<b>42,694</b>	<b>46,738</b>	<b>51,226</b>	<b>51,351</b>	<b>48,737</b>	<b>32,479</b>	<b>42,262</b>	<b>32,539</b>	<b>29,013</b>	<b>29,203</b>	<b>25,037</b>	<b>18,181</b>	<b>0</b>	<b>-6,856</b>	<b>-37.7%</b>	

5 days averaged; passes not counted during Try Transit Week.

Sept 2002: College classes began approximately 2 weeks later than usual.

July 2003: Cut 4 runs.

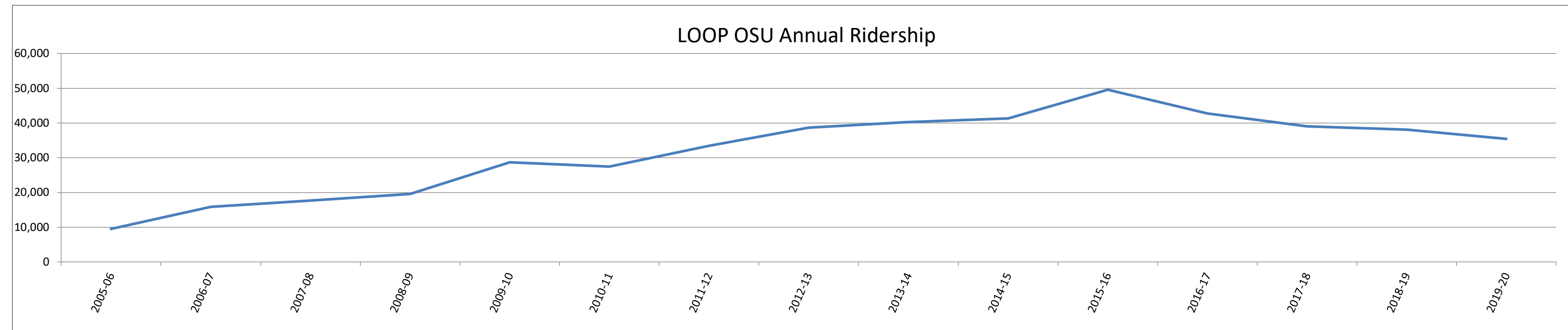
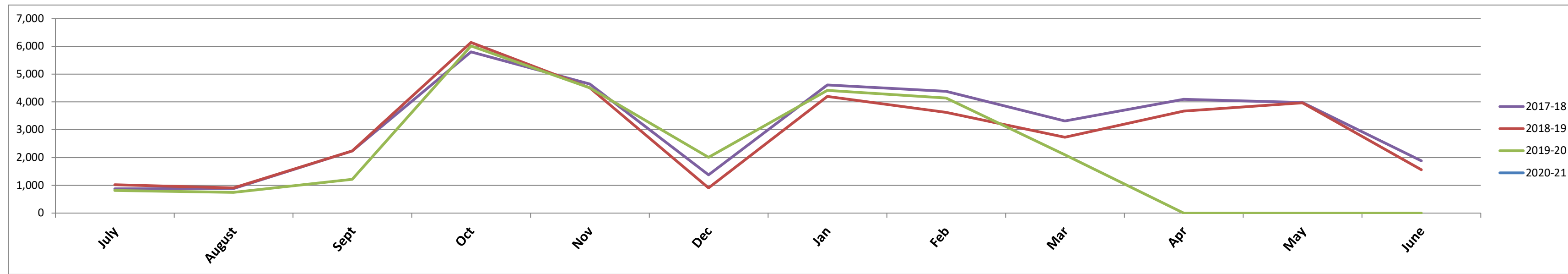
Jan. 2004: 2 snow days + MLK day.



### LINN-BENTON LOOP OSU PASS PROGRAM 2020-2021

MONTH	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	20-21	+/-	Ratio
July	153	467	1,126	849	1,786	1,001	837	1,301	1,652	1,783	1,826	1,366	970	873	1,017	810	0	-810	#DIV/0!
August	564	590	854	869	1,262	662	849	1,390	1,582	1,439	1,337	1,202	988	880	909	750	0	-159	-21.2%
Sept	532	1,007	1,171	1,089	1,217	1,191	1,685	2,250	2,140	1,242	2,033	1,875	2,428	2,236	2,232	1,212	0	-1,020	-84.2%
Oct	1,068	1,866	2,278	2,308	3,962	3,841	4,295	5,071	5,717	6,213	7,959	6,872	5,370	5,802	6,142	6,016	0	-126	-2.1%
Nov	1,073	1,648	1,870	1,863	2,629	2,720	3,971	4,237	4,020	4,448	5,190	4,381	4,435	4,644	4,507	4,503	0	-4	-0.1%
Dec	488	730	705	719	1,379	1,259	1,587	1,297	1,239	2,035	2,770	1,893	1,343	1,372	906	2,004	0	1,098	54.8%
Jan	1,068	2,254	1,607	2,175	3,345	3,418	4,099	3,749	4,711	5,084	5,658	5,399	3,934	4,612	4,199	4,411	0	212	4.8%
Feb	975	1,615	1,623	2,092	3,108	3,046	3,499	4,123	4,619	3,949	5,223	4,890	4,991	4,379	3,623	4,144	0	521	12.6%
Mar	832	1,230	1,320	1,546	2,185	2,553	2,986	3,080	3,111	3,206	4,235	4,345	3,505	3,318	2,734	2,096	0	-638	-30.4%
Apr	1,064	1,577	1,885	2,227	3,355	3,476	4,191	4,943	4,992	5,005	6,259	4,864	4,476	4,094	3,672	0	0	-3,672	0.0%
May	1,029	1,822	2,045	2,238	2,842	2,942	3,529	4,763	4,443	4,362	4,647	4,038	4,540	3,984	3,965	0	0	-3,965	0.0%
June	661	1,102	1,168	1,621	1,654	1,335	1,931	2,440	2,036	2,588	2,442	1,636	2,107	1,881	1,561	0	0	-1,561	0.0%
<b>Sub Total</b>	<b>9,507</b>	<b>15,908</b>	<b>17,652</b>	<b>19,596</b>	<b>28,724</b>	<b>27,444</b>	<b>33,459</b>	<b>38,644</b>	<b>40,262</b>	<b>41,354</b>	<b>49,579</b>	<b>42,761</b>	<b>39,087</b>	<b>38,075</b>	<b>35,467</b>	<b>25,946</b>	<b>0</b>	<b>73,542</b>	<b>100.0%</b>
Saturday	0	0%	502	400	592	600	639	834	814	743	771	771	581	709	600	512	0	-88	-17.2%
<b>Grand Total</b>	<b>9,507</b>	<b>15,908</b>	<b>18,154</b>	<b>19,996</b>	<b>29,316</b>	<b>28,044</b>	<b>34,098</b>	<b>39,478</b>	<b>41,076</b>	<b>42,097</b>	<b>50,350</b>	<b>43,532</b>	<b>39,668</b>	<b>38,784</b>	<b>36,067</b>	<b>26,458</b>	<b>0</b>	<b>-9,609</b>	<b>-36.3%</b>

July 2004: Begin pass program  
Try Transit

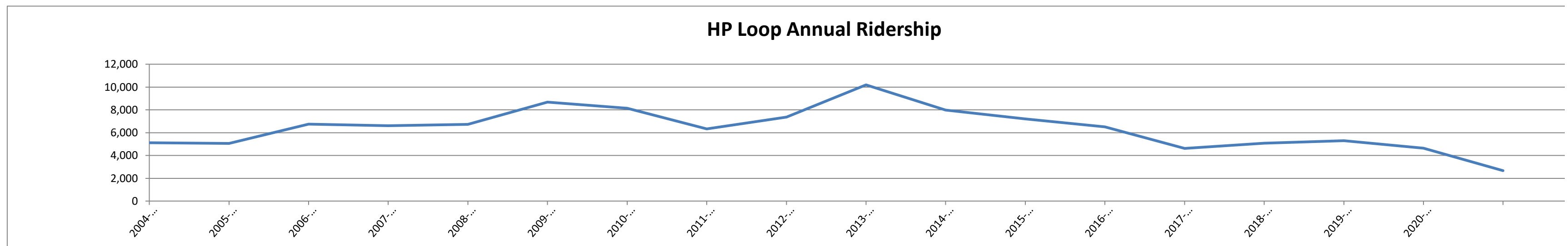
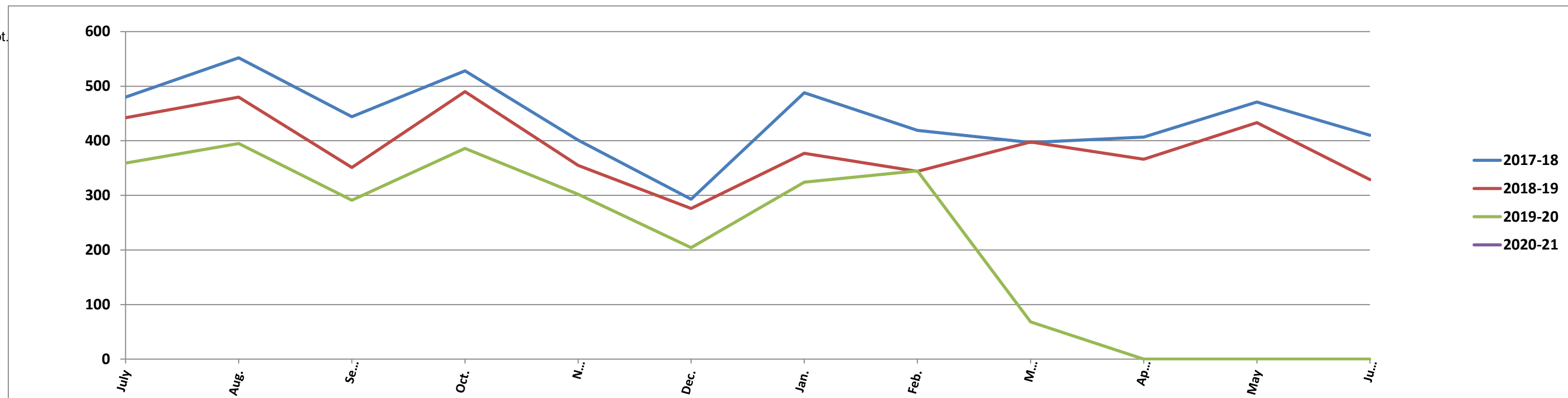




**LINN-BENTON LOOP  
HEWLETT PACKARD  
PASS PROGRAM  
2020-21**

MONTH	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	+/-	Ratio
July	336	501	540	551	580	627	1,091	496	532	766	819	592	599	458	373	480	442	359	0	-359	#DIV/0!
Aug.	423	370	525	591	655	728	954	512	554	921	699	733	518	342	435	552	480	395	0	-85	-21.5%
Sept.	405	385	463	712	460	656	949	536	598	802	607	699	688	375	420	444	351	291	0	-60	-20.6%
Oct.	467	412	551	708	524	666	847	619	544	950	755	700	696	420	444	528	490	386	0	-104	-26.9%
Nov.	313	262	550	528	520	709	648	547	520	732	587	553	476	328	365	401	355	302	0	-53	-17.5%
Dec.	307	262	377	359	385	453	473	313	401	520	398	378	406	272	259	293	276	204	0	-72	-35.3%
Jan.	476	363	529	570	526	700	563	631	570	842	693	733	557	371	394	488	377	324		-53	-16.4%
Feb.	500	388	480	463	499	638	443	514	583	812	723	531	535	440	374	419	344	345		1	0.3%
March	572	432	695	465	595	819	448	617	800	858	684	635	570	438	444	397	398	68		-330	-485.3%
April	494	477	707	437	577	852	550	528	685	933	664	602	515	364	527	407	366	0		-366	0.0%
May	407	547	714	605	744	775	527	533	724	1,046	688	535	459	381	568	471	433	0		-433	0.0%
June	409	666	625	612	656	1,063	645	490	848	1,017	666	516	488	425	474	410	329	0		-329	0.0%
<b>Sub Total</b>	<b>5,109</b>	<b>5,065</b>	<b>6,756</b>	<b>6,601</b>	<b>6,721</b>	<b>8,686</b>	<b>8,138</b>	<b>6,336</b>	<b>7,359</b>	<b>10,199</b>	<b>7,983</b>	<b>7,207</b>	<b>6,507</b>	<b>4,614</b>	<b>5,077</b>	<b>5,290</b>	<b>4,641</b>	<b>2,674</b>		<b>-2,243</b>	<b>-73.6%</b>
<b>Saturday</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>25</b>	<b>6</b>	<b>11</b>	<b>6</b>	<b>29</b>	<b>18</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>11</b>	<b>6</b>	<b>30</b>	<b>40</b>		<b>10</b>	<b>0.0%</b>
<b>Grand Total</b>	<b>5,109</b>	<b>5,065</b>	<b>6,756</b>	<b>6,601</b>	<b>6,726</b>	<b>8,711</b>	<b>8,144</b>	<b>6,347</b>	<b>7,365</b>	<b>10,228</b>	<b>8,001</b>	<b>7,211</b>	<b>6,512</b>	<b>4,619</b>	<b>5,088</b>	<b>5,296</b>	<b>4,671</b>	<b>2,714</b>		<b>2,714</b>	<b>-72.1%</b>

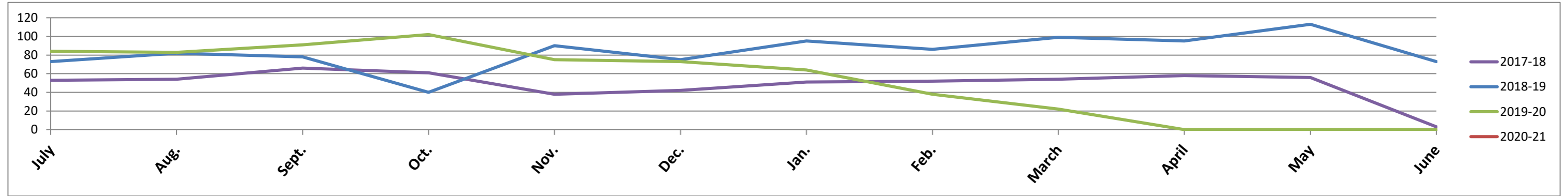
July 2003: Cut 4 runs. Sept. 2003: Runs restored.



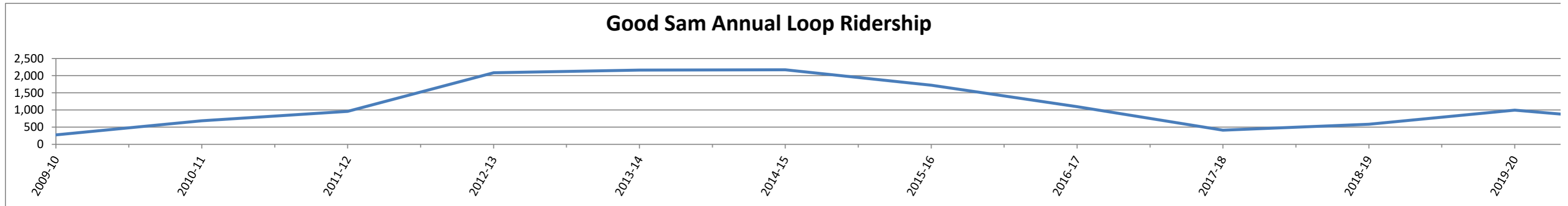
## LINN-BENTON LOOP SAMARITAN PASS PROGRAM 2019-2020

MONTH	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	+/-	Ratio
July		95	91	105	196	245	210	105	7	53	73	84	0	-84	#DIV/0!
Aug.		42	102	123	191	222	172	129	25	54	82	83	0	1	1.2%
Sept.		54	95	127	225	159	153	133	53	66	78	91	0	13	14.3%
Oct.		26	57	160	249	207	185	138	43	61	40	102	0	62	60.8%
Nov.	14	45	48	178	162	147	147	98	37	38	90	75	0	-15	-20.0%
Dec.	17	58	54	134	124	129	178	110	35	42	75	73	0	-2	-2.7%
Jan.	8	45	66	169	188	206	102	121	28	51	95	64		-31	-48.4%
Feb.	18	53	33	202	160	161	118	103	48	52	86	38		-48	-126.3%
March	15	57	59	220	160	189	99	84	22	54	99	22		-77	-350.0%
April	82	58	116	194	204	162	117	34	25	58	95	0		-95	0.0%
May	57	72	125	235	172	165	99	22	41	56	113	0		-113	0.0%
June	65	82	112	239	130	180	141	22	51	3	73	0		-73	0.0%
<b>Sub Total</b>	<b>276</b>	<b>687</b>	<b>958</b>	<b>2,086</b>	<b>2,161</b>	<b>2,172</b>	<b>1,721</b>	<b>1,099</b>	<b>415</b>	<b>588</b>	<b>999</b>	<b>632</b>		<b>-462</b>	<b>-58.1%</b>
Saturday	3	2	5	16	34	14	11	11	13	2	7	5		<b>-840</b>	<b>-40.0%</b>
<b>Grand Total</b>	<b>279</b>	<b>689</b>	<b>963</b>	<b>2,102</b>	<b>2,195</b>	<b>2,186</b>	<b>1,732</b>	<b>1,110</b>	<b>428</b>	<b>590</b>	<b>1,006</b>	<b>637</b>		<b>-1,302</b>	<b>-57.9%</b>

\*This does not include the Saturday Loop.



### Good Sam Annual Loop Ridership

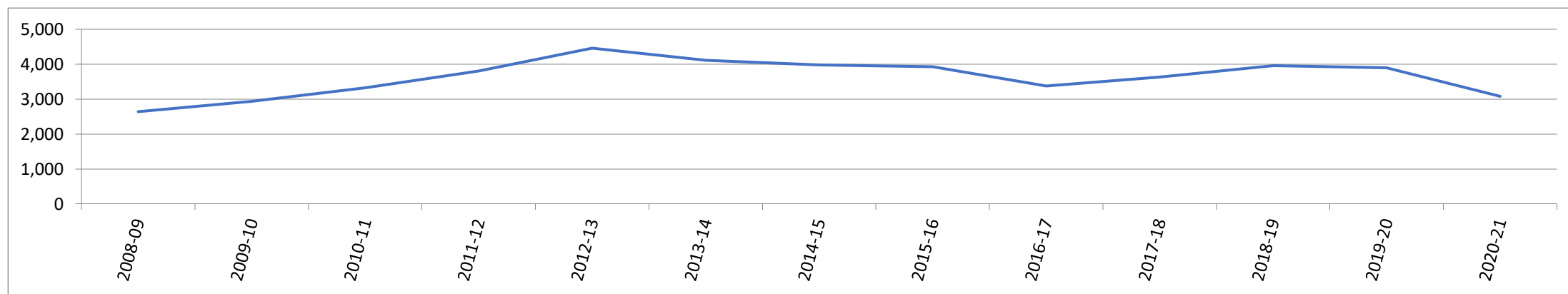
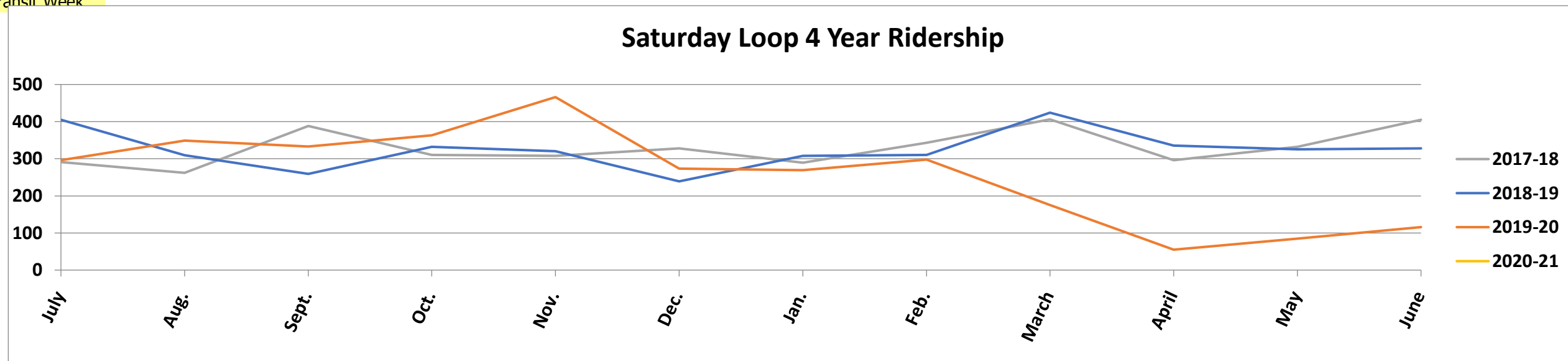


# LINN-BENTON LOOP SATURDAY SERVICE 2020-2021

MONTH	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	+/-	Ratio
<b>July</b>		93	147	160	250	356	252	262	274	195	315	291	405	296	121	-175	#####
<b>Aug.</b>	90	245	241	227	235	339	267	400	353	325	219	262	309	349	208	-141	-67.8%
<b>Sept.</b>	185	229	227	209	294	323	494	324	317	247	259	388	259	333	179	-154	-86.0%
<b>Oct.</b>	212	171	239	303	349	497	321	307	436	375	407	310	332	363	200	-163	-81.5%
<b>Nov.</b>	165	217	334	388	350	366	318	444	346	282	334	308	320	466	168	-298	#####
<b>Dec.</b>	199	226	184	161	180	353	407	232	244	239	333	328	239	273	147	-126	-85.7%
<b>Jan.</b>	160	175	358	356	331	354	265	309	344	314	206	289	308	269		-39	-14.5%
<b>Feb.</b>	177	235	235	264	345	369	377	227	298	251	258	343	310	298		-12	-4.0%
<b>March</b>	206	257	232	334	349	399	385	421	342	271	276	406	424	175		-249	#####
<b>April</b>	176	253	242	320	472	337	294	323	295	333	362	296	335	55		-280	#####
<b>May</b>	147	275	251	357	340	367	319	400	403	246	339	332	325	85		-240	#####
<b>June</b>	221	267	241	246	309	399	409	328	271	298	321	405	328	116		-212	#####
<b>Totals</b>	<b>1,938</b>	<b>2,643</b>	<b>2,931</b>	<b>3,325</b>	<b>3,804</b>	<b>4,459</b>	<b>4,108</b>	<b>3,977</b>	<b>3,923</b>	<b>3,376</b>	<b>3,629</b>	<b>3,958</b>	<b>3,894</b>	<b>3,078</b>	<b>1,023</b>	<b>-816</b>	<b>-1.6%</b>

0


Oct. Try Transit Week





# MEMO

TO: Linn-Benton Loop Technical Advisory Committee

VIA: Barry Hoffman, Transit Manager 

DATE: January 26, 2021, for the February 2, 2021, Meeting

**SUBJECT:** Unreimbursed Federal Transit Administration 5307 Linn-Benton Loop Operating Funds

## Action Requested:

Discussion and direction for appropriate operating fund balance in Federal Transit Administration (FTA) 5307 operating account.

## Discussion:

Yearly, both AAMPO and CAMPO contribute FTA Section 5307 funding toward Linn-Benton Loop (Loop) operations. This contribution is made through the cities of Corvallis and Albany by directing some of the annual apportioned amount from each City's FTA Section 5307 funding towards the Loop operations. These funds pay for eligible operating expenditures at a 50/50 match. They are received based on a reimbursement process, and not all Loop expenses are reimbursable.

At the end of the current fiscal year, and after all eligible expenses for FY 2020-21 are reimbursed, the City of Albany is projecting a balance of approximately \$700,000 of Loop-designated operating funding from both AAMPO and CAMPO in the Section 5307 Loop Operating Account at the FTA. As a point of reference, the Loop received \$293,000 in Section 5307 reimbursements last fiscal year, so this projected balance represents approximately 2.3 times the annual reimbursement from this fund.

## Background

Each year Albany and Corvallis staff work together to request a certain dollar amount to be set aside by AAMPO and CAMPO for Loop operating support. These funds are described in annual grant agreements with the FTA. Albany staff also requests funding from LBCC and OSU as the two primary local partners in the Loop service. Other local partners, such as Good Samaritan Hospital, contribute much smaller amounts. While the AAMPO and CAMPO Section 5307 operating fund contribution can only be accessed to reimburse eligible operating expenditures, other local contributions must provide the matching 50 percent of operating costs plus must also bear the additional burden of paying for any expenses that are not allowed to be reimbursed under 5307 rules.

Reimbursement requests for eligible expenses are made to the FTA quarterly. If a grant allocation is not fully drawn down within the fiscal year, those funds remain available for reimbursement for up to four additional fiscal years. Section 5307 fund reimbursements are requested from the oldest grants first so we can close out old grants before drawing down new grants. This is not a completely unique situation: Albany Transit System (ATS) and Corvallis Transit System (CTS) regularly have some Section 5307 operating funds from previous fiscal years to draw down.

While the AAMPO and CAMPO 5307 operating funds have been put into grant agreements for Loop operating expenses, they have not been fully reimbursed each fiscal year. Simply put, the AAMPO and CAMPO contributions have outpaced our ability to fully draw them down using our limited local match funding.

### **Options Moving Forward**

ATS and CTS staff met to discuss the best path forward. It seems clear that the two transit agencies should avoid continuing to add Section 5307 operating funds onto the carryover for a limited time. Staff from both agencies felt the Loop should reimburse eligible operating expenditures using the existing funds in the FTA 5307 account for some time. However, staff also agreed that a balance should be maintained in the FTA 5307 Loop operating account that can be used in case of operating contingency such as a delay in future authorization of federal funding. The staff recommendation is to keep approximately nine months of reimbursement (\$225,000) in the account for such contingencies.

Staff also recommends a regular report to the Loop Technical Advisory Committee (TAC) and Loop Policy Board on the Section 5307 operating balance at each meeting along with the standard revenue and expenditure reports. This Section 5307 report should indicate that the existing balance is drawing down over the course of the next 12 to 18 months until it reaches approximately \$225,000. Staff will reinstate Section 5307 operating allocations when appropriate to continue to fund Loop operations while maintaining that balance. Under this proposed plan, ATS and CTS will not contribute additional Section 5307 operating funds in fiscal year 2021-2022, but the Albany budget document will show reimbursement from existing Section 5307 operating grants.

### **Other Section 5307 Funding**

ATS and CTS will continue to direct funds from their Section 5307 allocation toward preventive maintenance. Preventive maintenance expenditures are reimbursed at 80 percent with only 20 percent local match required. The Loop has fully reimbursed the eligible preventive maintenance funds from Section 5307 every year. In past years, each transit agency has directed \$18,000 of their Section 5307 allocation to Loop preventive maintenance. Because the expenses each year outpace the available funds for reimbursement, staff is recommending increasing the allocation for preventive maintenance to \$24,000 from both CTS and ATS.

### **Impacts on Loop Expansion**

The Loop Development Plan calls for approximately doubling the current amount of service. However, there has never been an expectation that Section 5307 funds would be increased to pay for the expansion, and traditional local funds available for match are already fully dedicated to existing expenses. The expansion was intended to be paid for primarily using State Transportation Improvement Funds (STIF) funding. STIF formula applications have been submitted to both Benton County and Linn County and are on track for funding in the 2021-23 biennium.

### **Future Discussion**

Staff from both CTS and ATS have identified these steps moving forward to best use the available Section 5307 funding for Loop operations, but the challenge of limited local match for Loop operating expenses remains. This is an issue that the Loop TAC and Policy Board will need to address in order to continue to provide sustainable, meaningful Loop service to the community.