APPROVED: MAY 13, 2011

CITY OF ALBANY
LINN-BENTON LOOP TRANSIT COMMISSION
Senior Center, 489 Water Ave. NW
Friday, March 11, 2011
1:30 p.m.

MINUTES

Commission Members present: Chair Robert Lowry, City of Corvallis; Tim Bates, City of Corvallis; Bruce Clemetsen, LBCC; Brandon Trelstad, OSU; Stephan Friedt, Benton County; and Ralph Reid, Jr., City of Albany

Commission Members absent: Current Vice President, ASLBCC; and Sharon Fipps, Benton County

Ex-Officio and Staff present: Chris Bailey, City of Albany; Barry Hoffman, City of Albany; and Mark Volmert, Linn County Special Transportation; and Robin Robinson, City of Albany

Visitor: Sharon Peerenboom, ODOT Small City/Rural Program Manager

CALL TO ORDER

Chair Robert Lowry called the meeting to order at 1:30 p.m.

INTRODUCTIONS / PUBLIC COMMENTS:

Those present introduced themselves.

APPROVAL OF FEBRUARY 4, 2011 MINUTES

Steve Friedt motioned to accept the February 4, 2010 minutes; Ralph Reid seconded, and the motion was accepted.

RIDERSHIP REPORT

Barry Hoffman presented the ridership report for the period ending February 2011 (ridership for the month of January is included in the 2/4/11 minutes.) February ridership was up 7%.

LBCC: pass program ridership for February remained the same.

OSU: ridership for February was up 13%.

Hewlett-Packard: pass program ridership for February was up 12%.

Samaritan: ridership in February was 33.

Saturday Loop: ridership for February was up 23%; LBCC pass program was up 15% in February; OSU pass program up 18% in February.

FINANCIAL REPORT

Barry gave the financial report for the period ending February 2011. Revenues are $291,667 and expenditures are $263,026. Advertising revenue is up over what was projected for the year by $2,588. Fuel costs are at 47% for the year.

Contractual Services was projected to be $16,000 the Loop has only used $1,600. Chris Bailey explained that we budgeted for the Loop study, and there are several small vendors that do contractual work for us, along with the charge for the accountant to certify our BETC project, and some other charges that are still in the works.

Chris is expecting another year of BETC. Loop revenues are down; there are more pass riders than paying riders (fare box revenues are down.)

OLD/NEW BUSINESS

A. Business Plan Update: Chris found a copy of the Operating Rules which was approved in January 2009 and is still in effect until July 2011. The I.G.A. (the over arching agreement) created by Edna Campau in 2007 was never finalized or signed. Chris is going to use this I.G.A. as a foundation to create a new one. In the meantime she will send a copy of that I.G.A. to all the members via email, so that they can review it and discuss it at the next meeting.

   Bob Lowry requested that the language of the IGA include an escalation clause, whether it is in the form of a contingency or supplemental clause, as long as the partners are prepared to contribute if the need arises. Chris said a clause can be added to the "Finance" section of the rules, stating that it is the goal of the Loop Commission to keep a certain amount of money in an operating contingency fund.

B. Maintenance Facility: Bob said there may be a ConnectOregon IV, and suggested that we get prepared in case that it does happen. Sharon Peerenboom said a ConnectOregon III grant was approved for an organization that did not have land. Chris said it would be to our advantage if we had the land available in case we have an opportunity to apply for a grant.

   Chris was told that the size of land that we would need is a minimum 1.5 acres which would accommodate a building with eight bus bays, and space for exterior parking of personal vehicles – that was before the idea of going into partnership with Corvallis for a maintenance facility was mentioned. Bob said that since we are thinking about going into partnership with Corvallis we really need to consider purchasing a larger parcel of land.

   Steve said he would like us to work with the community college as much as possible, which would include finding a site that would work well for both transit

systems and the college as a bus maintenance facility. Steve went on to say that he has found that several of the fairly successful systems in the United States are successful because they tied into their local education systems.

C. Preliminary Budget for FY 2011-12: Chris passed out a proposed budget for the next fiscal year. Overtime has been increased to $4,100. Fuel has increased by 57.7%. Chris has been instructed to budget $5.00 a gallon for diesel and $4.25 for gas. On the sheet that Chris passed out, under expenditures at the bottom of the list is "Reserve: Operating" in the amount of $22,400 (which is the beginning balance) and from that Chris wanted to establish a 5% reserve of $18,100.

Ralph said he would like to see the reserve increased to $30,000. The members discussed what should be done. In order to establish a "base level" each partner would have to contribute an additional $1,520 this next year (increasing the partners share to $19,500). Unused funds would roll over into the next fiscal year. Partners would not be expected to contribute to this annually unless the reserves are used and need to be replenished.

ACTION: Ralph motioned to establish a reserve fund of $30,000 and asked that Chris calculate what each partner's share would be to achieve that goal, and send that information along to the partners. Steve seconded and the motion carried unanimously.

OTHER BUSINESS

A. Membership Reports:

Barry: ATS – Ridership for January was 9,989 rides, making it a record month. February had 8,863 rides. Corliss is retiring on March 31st, and one of our other full-time drivers is retiring in April.

Tim Bates: CTS – Ridership increased by 20% in February partially due to the "Fare-less" service, fuel costs, and student enrollment.

The City of Corvallis received a "Flexible Fund" grant in the amount of $448,700 for a replacement VIS (Vehicle Information System), which includes automatic passenger counting, on board announcements, and real time "Where's the bus?"

Tim reported that the Linn-Benton Loop information is almost ready to go on Google Transit. The volunteer who is doing all the work has already completed adding CTS, Beaver Bus, and the Philomath Connection on Google Transit. He has promised to have the Loop on Google by April.

Tim: Hwy 99 Express – Tim was told by Sharon Fipps that ridership is lower than expected and the service may be cancelled next year.

Bruce Clemetsen: LBCC enrollment has "flattened out", meaning it is filled to capacity.

Painting the bus stop in front of Takena Hall has been put on the top of "*the list*".

B. Other Business

Sharon Peerenboom: ODOT has an on-line Drug and Alcohol Awareness training which will be coming up soon. It will be a one hour required class. You take a quiz on-line, print out a certificate of completion, monitor employees, etc. Some of the glitches are still being worked out of the software; however, people seem to like the convenience and the program.

ODOT has hired someone to study the way the quarterly reports are done. He will be studying the various reporting requirements, interviewing people who have used the system to find out what we (transit) do, what is difficult for us, and basically look for ways to improve the system.

NEXT MEETING

The next meeting is scheduled for May 13, 2011, at 1:30 p.m., at Albany City Hall, Santiam Room, 333 Broadalbin St. SW in Albany.

ADJOURNMENT

The meeting adjourned at 3:14 p.m.

Submitted by,

Robin Robinson
Recording Secretary

Reviewed by,

Robert Lowry
Chair

RR