

LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN TECHNICAL ADVISORY COMMITTEE MEETING #5

January 22, 2018
2:30 – 4:30 p.m.

Oregon Cascades West Council of Governments
1400 Queen Ave SE, Albany, OR
General Administration Conference Room
Conference Line: 1-877-428-8451, ID# 932394

Time	Topic	Lead
2:30 – 2:35 p.m. (5 min.)	Welcome and announcements <ul style="list-style-type: none"> Meeting Overview 	Jamey Dempster, Nelson\Nygaard Lee Lazaro, Linn-Benton Loop
2:35 – 2:50 p.m. (15 min.)	TAC Business Meeting <ul style="list-style-type: none"> Approve Minutes TAC #4 (December 18,2018) (<i>Attachment A</i>) Special Announcement from the Chair Election of New Chair for Remainder of 2019 	Lee Lazaro, Linn-Benton Loop
2:50 – 3:00 p.m. (10 min.)	Workshop Debrief <ul style="list-style-type: none"> Discuss outcomes from workshop 	Jamey Dempster and Paul Leitman, Nelson\Nygaard
3:00 – 4:00 p.m. (60 min.)	Service Enhancement Plan <ul style="list-style-type: none"> Discuss Service Enhancement memo (<i>Attachment B</i>) Solicit feedback from group on enhancement plan Discuss changes, adjustments Phase 1 Vehicle Acquisition; grant opportunities and coordination 	Jamey Dempster and Paul Leitman, Nelson\Nygaard Lee Lazaro, Linn-Benton Loop
4:00 – 4:15 p.m. (15 min.)	Next steps and action items <ul style="list-style-type: none"> February TAC meeting/Loop Board meeting STIF Plans Project Update (CTS and ATS) 	Jamey Dempster, Nelson\Nygaard Lee Lazaro, Linn-Benton Loop Tim Bates, Corvallis Transit Barry Hoffman, Albany Transit
4:15 p.m.	Other Discussion (as needed)	All
4:30 p.m.	Conclude	



MEMORANDUM

To: Linn-Benton Loop Technical Advisory Committee

From: Nelson\Nygaard

Subject: Summary from Linn-Benton Loop Service Development Plan Workshop (Dec 18, 2018)

Attendees

- Jamey Dempster, Nelson\Nygaard Consulting Associates
- Paul Leitman, Nelson\Nygaard Consulting Associates
- Maggie Derk, Nelson\Nygaard Consulting Associates
- Phil Warnock, Oregon Cascades West Council of Governments (OCWCOG)
- Emma Chavez, OCWCOG
- Nick Meltzer, Corvallis Area Metropolitan Planning Organization (CAMPO)
- Lee Lazaro, Benton County
- Cathy Williams, Benton County
- Hal Brauner, Corvallis City Council
- Tim Bates, Corvallis Transit System
- Lisa Scherf, Corvallis Transit System
- Chris Bailey, City of Albany
- Barry Hoffman, City of Albany
- Sarah Bronstein, Oregon State University (OSU)
- Meredith Williams, OSU
- Bruce Clemetsen, Linn Benton Community College (LBCC)
- Dave Henderson, LBCC
- M'Liss Runyon, LBCC
- Mark Bernard, Oregon DOT
- James Feldmann, Oregon ODOT
- Ken Bronson, Linn Shuttle
- Andrew Knoll, Resident

Workshop Summary

Overview

Jamey Dempster summarized the work done to date, which included:

- An overview of the project timeline and planning content;
- Key findings from the Existing Conditions Report and the OSU on-board survey; and
- An overview of the current and projected funding for the Linn Benton Loop.

Scenario Overview

Paul Leitman presented six service scenarios: one that showed the existing Linn Benton Loop service and five potential new service scenarios. Details of the service scenarios are provided in Figure 1.

Scenario Voting and Discussion

Attendees were then asked to participate in a voting exercise. Maggie Derk explained the purpose was to help everyone understand and discuss the scenario tradeoffs (not to select a single scenario to carry forward). Attendees were given time to review and add comments to each scenario poster

WORKSHOP SUMMARY | LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN
OCWCOG

as well as vote for their favorite scenario. Maggie facilitated a discussion about what influenced people's voting choices.

Scenario Refinement

Attendees then broke into three groups to develop their own scenario. Jamey, Paul, and Maggie facilitated these group discussions and asked group members to outline the following project details for their scenario:

- **Alignment:** Where does the service go?
- **Service span:** What hours of the day and days of week is service available?
- **Frequency:** How often should the bus arrive at each stop?
- **Stop locations:** Where does the service stop to pick and drop-off passengers?
- **Capital investments:** What infrastructure, vehicles, equipment are needed?
- **Phasing:** What is considered need to have (i.e. short-term)? What is considered nice to have (i.e. med or long-term)?

At the end of this activity, everyone came back together to present their group work and discuss any final questions before adjourning.

Recap

Key takeaways from the workshop included:

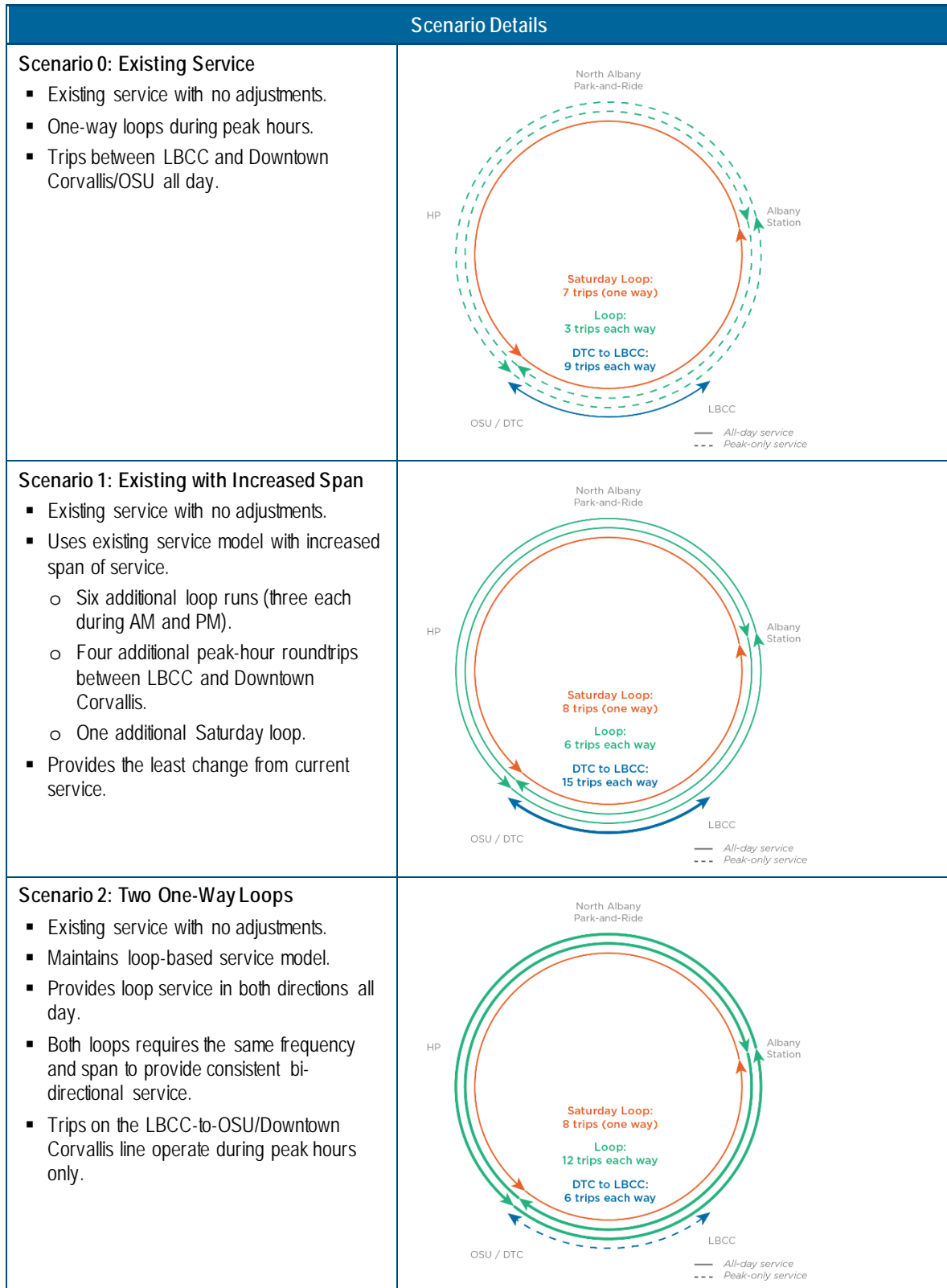
- Needs
 - Service at night is important for university students.
 - The Good Samaritan medical campus on a LB Loop would benefit employees and hospital visitors.
 - 30 minute frequency all day and all year isn't needed—just during peak hours.
 - Community needs a better connection between OSU and the new LBCC Benton Center.
 - The Loop will need new transit vehicles (along with Albany Transit).
 - Connections to Albany Transit Center are important—want to maintain Bolt Bus, Amtrak, POINT connections.
- Opportunities
 - Scenario 3 and 5 were the most popular among attendees with 6 and 11 votes respectively.
 - Expanding the service area would be great but to Heritage Mall (referring to Scenario 4) may not be the best option. Transit service is there already—it might be more helpful to expand to other areas.
 - Need to consider how this service could tie in to other neighborhood areas in the future. For example, should the service 9th Street in Corvallis? How might it relate to the ATS Transit Plan?
 - Want to keep this a commuter service—do not want to run into ADA Complimentary Paratransit compliance requirements (e.g., stops, distance, luggage portage, etc.).
 - The Loop can connect to ATS and CTS to serve local destinations, and avoid adding travel time to the regional routes.

WORKSHOP SUMMARY | LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN
OCWCOG

- Scenario 3 may be the short-term, Scenario 5 the long-term.
- Replacing the Corvallis-Amtrak Connector service and leveraging capital/funding from that service may be an option in the future.

WORKSHOP SUMMARY | LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN
OCWCOG

Figure 1 Scenario Details



WORKSHOP SUMMARY | LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN
OCWCOG

Scenario Details	
<p>Scenario 3: Bi-Directional Routes</p> <ul style="list-style-type: none"> Splits loops into two bi-directional routes that meet at Albany Station and in Downtown Corvallis/OSU. Allows for greater flexibility — can adjust service levels or route alignment to match demand on particular segments of the loop, or adjust schedules to increase connectivity with other services. 	
<p>Scenario 4</p> <ul style="list-style-type: none"> Splits loops into two bi-directional routes that meet at Albany Station and in Downtown Corvallis/OSU. Extends route to Heritage Plaza and WinCo, both noted as high demand locations in local plans and stakeholder feedback. Reduces frequency to every 90 minutes on route between OSU/Downtown Corvallis and WinCo to accommodate increased coverage. Cycle time of route to WinCo allows for consistent connections to ATS and CTS services. 	
<p>Scenario 5</p> <ul style="list-style-type: none"> Existing service with no adjustments. Reduces coverage to provide maximum service levels on segment with highest demand (OR-34 between LBCC and Downtown Corvallis). Relies on ATS and CTS local circulation within each city. This scenario provides an informative look into what focusing on the most productive rider market looks like. 	



MEMORANDUM

To: Linn-Benton Loop Technical Advisory Committee
 From: Nelson\Nygaard Consulting Associates
 Date: January 15, 2019
 Subject: Linn-Benton Loop Service Enhancement Plan

INTRODUCTION

This Service Enhancement Plan provides the 10-year vision for the Linn-Benton Loop, and identifies the steps to achieve the vision in phases.

The vision was established based on results from a survey of existing Linn-Benton Loop passengers, and a workshop with regional stakeholders and decision-makers. The survey indicated passengers were most interested in more frequent service, later service in the evening and faster travel times. The workshop attendees had similar preferences, and specifically wanted later service to LBCC to serve evening classes, and to increase the frequency of service between LBCC and Corvallis to every 30-minutes. There was also preference in maintaining peak-hour service along US-20 between North Albany and Corvallis. These preferences have been incorporated into the transit vision.

This document begins by describing the proposed 10-year vision, including the route alignments, frequency, span and days of service. This is followed by sections that outline the specific service improvements in phases to achieve the vision. Each phase describes improvements and a preliminary funding allocation. Phases 1 through 3 are constrained within the expected operating budget determined through this planning project (\$1.3 million annually, or \$600,000 above today's estimated budget). Phase 4 includes additional service beyond this targeted annual budget, with the assumption that Linn Benton Loop partners could consider long-range service enhancements as conditions permit.

10-YEAR VISION

The Linn-Benton Loop in 2029 will continue to be a robust regional service connecting Albany and Corvallis, providing reliable service for commuters, university students, and people making intercity connections at Albany Station.

The Linn-Benton Loop will be composed of three routes:

- **Regional:** weekday and Saturday service between OSU/Downtown Transit Center, LBCC and Albany Station via Highway 34 and 99E
- **Campus Connector:** weekday service between OSU/Downtown Transit Center and LBCC via Highway 34
- **Highway 20 Commuter:** weekday peak-hour service between OSU/Downtown Transit Center and Albany Station via US-20

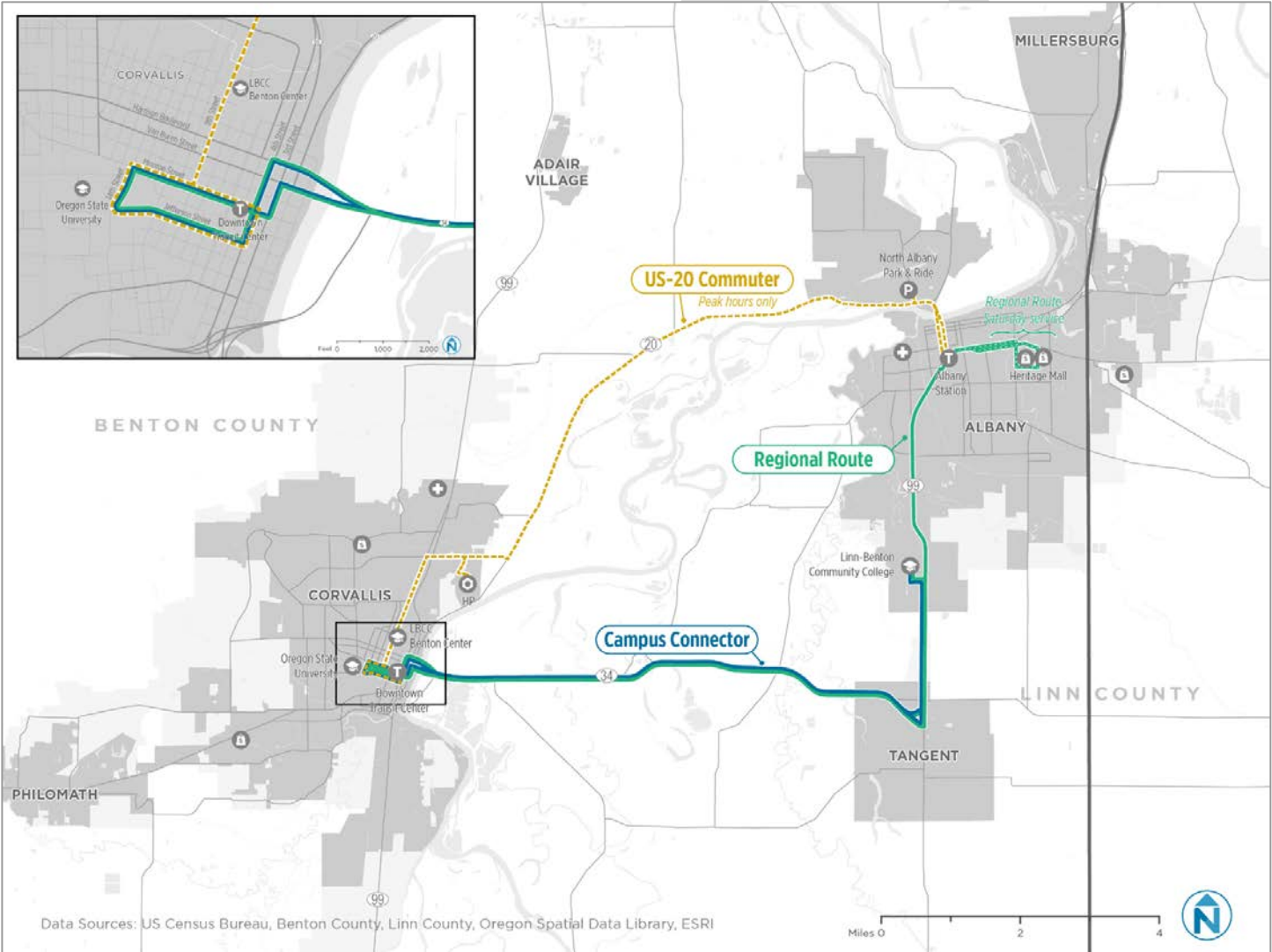
Figure 1 lists the routes, and identifies key operations characteristics. **Figure 2** presents a map of the future system.

SERVICE ENHANCEMENT PLAN | LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN
OCWCOG

Figure 1 Regional Transit Vision Routes

Route	Service Days	Time of Year	Hours of Service	Frequency (min)	Vehicles
Regional Route ●	Monday-Friday	All year	6 am – 9 pm	75	1
	Saturday	All year	8 am – 6 pm	75	
US-20 Commuter ●	Monday-Friday	All year	6:30 – 9 am; 4:30 – 7 pm	75	1
Campus Connector ●	Monday-Friday	OSU/LBCC academic term	7-9 am and 4-6 pm	60	2
			9 am – 4 pm	30	
		Semester breaks	7 am – 6 pm	60	

Figure 2 Regional Transit Vision Map



PHASE 1 (JULY 2019 – JUNE 2020)

The first phase of the Linn-Benton Loop service enhancement will continue the current operating pattern of service with loop routes, with service extended later in the day on the Afternoon Express to provide service for LBCC students who attend evening and night classes. Additionally, this phase will allocate funds for bus stop amenities, marketing and administrative costs to support the future expansions that are expected to be implemented in later phases. This phase will also include the purchase of one new vehicle which is expected to enter service at the start of Phase 2, in July 2020.

The following are the specific tasks within this phase:

- Task 1: Operations
 - Continue current routes as they are scheduled today.
 - Extend Afternoon Express by four hours to provide bi-directional service between LBCC and Downtown Corvallis every hour (i.e., extend end of service from 5 pm to 9 pm).
- Task 2: Vehicles
 - Purchase one 40-foot bus to expand active fleet from two to three vehicles. The new vehicle is expected to enter service in July 2020.
- Task 3: Bus Stops, Marketing and Administration
 - In coordination with ATS and CTS, identify potential bus stop improvements, including new shelters, seating, lighting and bus stop signage. Prioritize improvements at the busiest stops, and where service will continue to operate following Phase 2 implementation.
 - Develop outreach strategy to educate existing and potential riders on service changes in future phases, and to market improved frequency and new route structure.
 - Develop a brand refresh to be introduced with Phase 2, including new name and logo. This change is intended to highlight the service changes, and to drop the “Loop” designation to avoid confusion with new bi-directional services.
 - These funds could alternatively be put into a reserve fund to support later capital purchases, or to cover unforeseen operational or vehicle maintenance expenses.

PHASE 2 (JULY 2020 – JUNE 2022)

Following the acquisition of the third vehicle, Phase 2 will restructure the Linn-Benton Loop system into three routes that each operate independently. Service will be maintained at all locations where the Loop operates today, though frequency, span and direction of service will change depending on location and time of day. This restructuring will allow service levels to be more easily adjusted in the future to respond to demand and service needs.

The three routes are:

- **Regional:** service will operate bi-directionally between Albany Station and Downtown Corvallis/OSU via OR-99E, LBCC and OR-34. On weekdays it will operate for 15 hours per day from 6 am to 9 pm, with service every 75 minutes, using one vehicle. On Saturdays, it will operate for 10 hours, from 8 am to 6 pm.

SERVICE ENHANCEMENT PLAN | LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN
OCWCOG

- **Campus Connector:** service will operate bi-directionally between LBCC and Downtown Corvallis/OSU via OR-34 on weekdays during OSU/LBCC academic term only (with no service during summer term or semester breaks). It will operate every 60 minutes for 11 hours between 7 am and 6 pm, with one vehicle.
- **US-20 Commuter:** service will operate bi-directionally between Albany Station and Downtown Corvallis/OSU via US-20, HP and 9th Street. Service will operate on weekdays during peak hours only, with two bi-directional trips in the morning (6:30 to 9 am) and two in the evening (4:30 to 7 pm). This route will require one vehicle.

Like in Phase 1, Phase 2 will allocate funds for marketing, bus stops and administration costs. Additionally, Phase 2 will include the purchase of an additional 40-foot bus to be placed into service in 2022 along with frequency enhancements in Phase 3.

PHASE 3 (JULY 2022 – JUNE 2024)

Phase 3 continues the service established in Phase 2, with the Regional Route and US-20 Commuter continuing to operate within the same parameters.

The Campus Connector, however, will put a fourth vehicle into service to provide increased capacity and frequency between 9 am and 4 pm. During these hours, the Campus Connector will operate every 30 minutes. This is the time of day when passenger loads and demand between LBCC and Corvallis is greatest. Hourly service will continue to be provided between 7 and 9 am, and between 4 and 6 pm. The route will operate when OSU and LBCC classes are in session, but not during winter and summer breaks.

Phase 3 includes funds for marketing and administration. However, the funds for these tasks will be reduced from levels provided during Phase 2 to accommodate the increased operating costs.

PHASE 4 (JULY 2024 – JUNE 2029)

Phase 4 is the last step to complete the 10-year transit vision. This phase's operational costs would exceed the \$600,000 STIF funding budget guiding this planning project (see table below).

In this phase, the Campus Connector will begin to operate year-round, including during OSU/LBCC semester breaks and summer term. However, the 30-minute frequency of service will only operate during academic term.

ADJUSTING SERVICE FOR SURPLUS OR DEFICIT

The funding amounts assumed in the phasing of the transit system is an estimate that could change in the future, based on increases or decreases in employment, wages and taxpayer compliance rates in both Linn and Benton Counties. The lists below present an array of potential options for how to adjust service plans based on funding levels. The two counties and the Linn-Benton Loop Governing Board will need to work collaboratively to identify the service changes that make sense based on available funding, regional priorities and how far along the region is to achieving the regional transit vision.

Additional funds available

If there are additional funds available, the following are potential options that could be considered to expand service:

SERVICE ENHANCEMENT PLAN | LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN
OCWCOG

- Invest in a bus tracker and real-time arrival information software. Purchase real-time displays for busiest stops.
- Extend the Campus Connector and/or Regional Route to the Benton Center on weekdays.
- Extend the Regional Route to Heritage Plaza on weekdays.
- Extend the Regional Route to WinCo on Saturdays (or all week – Monday through Saturday).
- Add extra trips on the US-20 Commuter.
- During academic terms, expand the hours of the day when the Campus Connector operates every 30-minutes, rather than only between 9 am and 4 pm.
- Provide 30-minute frequency on the Campus Connector between 9 am and 4 pm all year, rather than only during the academic terms.
- Use three buses on the Regional Route to provide 30-minute frequencies between Albany Station and OSU/DTC. Eliminate the Campus Connector.
- Add Sunday service.

Insufficient funds available

If there are insufficient funds to proceed with the next phase of the enhancement plan, the priority should always be to maintain service and defer additional enhancements until funding is available. However, if funding levels drop below operating costs, the following should be considered:

- Use local funds to provide stopgap funding (either public funds, or contributions from local/regional institutions and businesses)
- Reduce frequency on the Campus Connector to every 60 minutes.
- Limit service on the Campus Connector to OSU/LBCC academic terms only.
- Terminate US-20 Commuter at HP or at 9th & Circle and ensure timed transfers to/from CTS.
- Eliminate or reduce frequency on the US-20 Commuter.
- Eliminate or reduce the Campus Connector and provide service on OR-34 and OR-99E with the Regional Route.
- Eliminate or reduce service between LBCC and Albany Station and ensure timed transfers to/from ATS.
- Eliminate Saturday service to Heritage Plaza.

SUMMARY

Figure 3 provides a summary of the frequency, operating days and span of service for all routes, from existing services through Phase 4. As described in the sections above and detailed below, the most significant changes occur in Phase 2. Though small service enhancements will occur in Phase 1, Phase 3 and Phase 4.

SERVICE ENHANCEMENT PLAN | LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN
OCWCOG

Figure 3 Operating Matrix

Route	Existing	Phase 1	Phase 2	Phase 3	Phase 4
Loops					
Frequency (min)	75	-	-	-	-
Days of service	Monday-Friday and Saturday	-	-	-	-
Span	Weekdays: 6:30 – 10 am + 3 – 7 pm Saturdays: 8 am – 6 pm	-	-	-	-
Vehicles	1	-	-	-	-
Express and Midday					
Frequency (min)	60-75	-	-	-	-
Days of service	Monday-Friday	-	-	-	-
Span	6:40 am – 5 pm	6:40 am – 9 pm	-	-	-
Vehicles	1	-	-	-	-
Regional Route					
Frequency (min)	-	-	-	75	-
Days of service	-	-	-	Monday-Friday and Saturday	-
Span	-	-	-	Weekdays: 6 am – 9 pm Saturdays: 8 am – 6 pm	-
Vehicles	-	-	-	1	-
Campus Connector (during OSU/LBCC academic terms only)					
Frequency (min)	-	-	60	60 off-peak / 30 peak	
Days of service	-	-	Monday-Friday		
Span	-	-	7 am – 6 pm	60-min service: 7 – 9 am; 4 – 6 pm 30-min service: 9 am – 4 pm	
Vehicles	-	-	1	2	
Campus Connector (during OSU/LBCC semester breaks and summer term)					
Frequency (min)	-	-	-	-	60
Days of service	-	-	-	-	Monday-Friday
Span	-	-	-	-	7 am – 6 pm
Vehicles	-	-	-	-	1
US-20 Commuter					
Frequency (min)	-	-	-	75	
Days of service	-	-	-	Monday-Friday	
Span	-	-	-	6:30 – 9 am; 4:30 – 7 pm	
Vehicles	-	-	-	1	

SERVICE ENHANCEMENT PLAN | LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN
OCWCOG

Figure 4 identifies the annual operating expenses in each phase, including the sources of funds. **Figure 5** identifies the sources of capital funds. It assumes vehicles cost \$440,000, and that an assumed 20% local match for grant funds would be covered through the STIF. A detailed table of expenses by task and year is in **Figure 6**.

Figure 4 Annual Operating and Small Capital** Expenditures

Fund	Existing (FY 2019)	Phase 1 (FY 2020)	Phase 2 (FY 2021 to 2022)	Phase 3 (FY 2023 to 2024)	Phase 4 (FY 2025 to 2029)
STIF	-	\$212,000 *	\$512,000 *	\$600,000	\$600,000
Federal	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000
Other state	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Local	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000
Other	\$95,000	\$95,000	\$95,000	\$95,000	\$238,550
Total	\$695,000	\$907,000	\$1,207,000	\$1,295,000	\$1,438,550

Notes: All figures in constant 2018 dollars. * Phase 1 and 2 expenditures include other costs such as administration, marketing, and bus stop improvements; See Figure 7 for details. **Small capital expenditures include equipment and bus stop amenities.

Figure 5 Service Expansion Vehicle Expenditures (does not include replacements)

Fund	Existing (FY 2019)	Phase 1 (FY 2020)	Phase 2 (FY 2021 to 2022)	Phase 3 (FY 2023 to 2024)	Phase 4 (FY 2025 to 2029)
STIF	-	\$88,000	\$88,000	-	-
Federal	-	\$352,000	\$352,000	-	-
Other state	-	-	-	-	-
Local	-	-	-	-	-
Other	-	-	-	-	-
Total	-	\$440,000	\$440,000	-	-

Note: All figures in constant 2018 dollars.

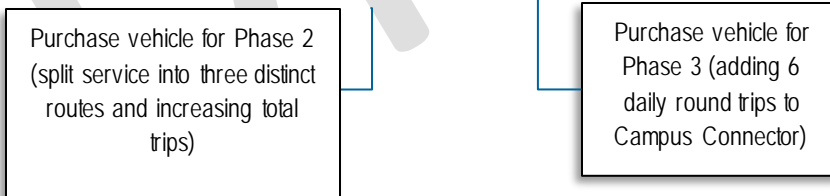


Figure 6 Total STIF Expenditures

Fund	Existing (FY 2019)	Phase 1 (FY 2020)	Phase 2 (FY 2021 to 2022)	Phase 3 (FY 2023 to 2024)	Phase 4 (FY 2025 to 2029)
STIF	-	\$300,000	\$600,000	\$600,000	\$600,000

Note: All figures in constant 2018 dollars.

SERVICE ENHANCEMENT PLAN | LINN-BENTON LOOP SERVICE DEVELOPMENT PLAN
OCWCOG

Figure 7 Expenditure Details

Fund	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
	<i>Existing</i>	<i>Phase 1</i>	<i>Phase 2</i>		<i>Phase 3</i>		<i>Phase 4</i>				
Task 1: Operations											
STIF Formula	-	\$151,450	\$412,750	\$412,750	\$586,000	\$586,000	\$586,000	\$586,000	\$586,000	\$586,000	\$586,000
Federal	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000	\$335,000
Other State	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000	\$35,000
Local	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000	\$230,000
Other	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$95,000	\$238,550	\$238,550	\$238,550	\$238,550	\$238,550
Subtotal	\$695,000	\$846,450	\$1,107,750	\$1,107,750	\$1,281,000	\$1,281,000	\$1,424,550	\$1,424,550	\$1,424,550	\$1,424,550	\$1,424,550
Task 2: Vehicles											
STIF Formula	-	\$88,000	-	\$88,000	-	-	-	-	-	-	-
Federal	-	\$352,000	-	\$352,000	-	-	-	-	-	-	-
Other State	-	-	-	-	-	-	-	-	-	-	-
Local	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$0	\$440,000	\$0	\$440,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Task 3: Bus Stops, Marketing and Administration (or reserve)											
STIF Formula	-	\$60,550	\$187,250	\$99,250	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000
Federal	-	-	-	-	-	-	-	-	-	-	-
Other State	-	-	-	-	-	-	-	-	-	-	-
Local	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Subtotal	\$0	\$60,550	\$187,250	\$99,250	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000	\$14,000

Note: All figures in constant 2018 dollars; Vehicle match is typically 20% in both federal and STIF Discretionary programs, but can be as low as 10% for projects serving low income communities.