



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

Date: Tuesday, May 3, 2022
Time: 2:30 – 4:30 pm
Location: **Via Zoom by clicking [HERE](#)**
Passcode: 2022
Via Phone: 1-669-900-9128
Meeting ID: 870 4642 1854
Passcode: 2022
Contact: Steve Dobrinich, sdobrinich@ocwcog.org, 541-223-7040

- | | | |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| 1. 2:30 | Call to Order | Chair, Brad Dillingham |
| 3. 2:35 | Agenda Review | Chair |
| 4. 2:40 | Public Comment | Chair |
| 5. 2:50 | Minutes of February 1, 2022 (Attachment A) | Chair |
| | <i>Action Requested: Approval of meeting minutes</i> | |
| 6. 2:55 | Budget and Ridership Reports (Attachments B, C, D, E) | Hoffman |
| | <ul style="list-style-type: none">• Year to date budget (includes STIF)• Quarterly budget (includes STIF)• Drawdown Reports (includes STIF)• Ridership | |
| | <i>Action Requested: Information only</i> | |
| 7. 3:20 | 5307 Capital Funding | All |
| | <i>Discussion on potential projects to be funded through 5307 capital reserves (estimated \$736,590). Potential projects discussed during last TAC meeting include:</i> | |
| | <ul style="list-style-type: none">• Contingency funds• Bus Barn• Mobility Hubs• Bus purchase• Bus Stop amenities• Operations | |
| | <i>Action Requested: Discussion</i> | |
| 8. 3:50 | City of Albany STIF Fund Procedures (Attachment F) | Hoffman |
| | <i>Action Requested: Discussion</i> | |

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.

9. 4:10 **Updates and Other Business** **All**
- TAC Membership
 - Loop Marketing Activities (**Attachment G**)
 - Human Services Coordinated Plans (Linn, Benton and Lincoln Counties) (**Attachment H**)
 - Mobility Hubs Project
 - Staff updates
 - ATS update on return to fares
10. 4:30 **Adjournment** **Chair**
Next meeting August 2nd, 2022

ATTENDANCE (FOR QUORUM PURPOSES)

TAC Members	Jurisdiction	Attendance
Sheldon Flom	Linn Benton Community College	
Sarah Bronstein	Oregon State University	
Barry Hoffman	City of Albany	
Tim Bates	City of Corvallis	
Mark Volmert	Linn County	
Brad Dillingham	Benton County	
Vacant	Albany Area Metropolitan Planning Organization	
Steve Dobrinich	Corvallis Area Metropolitan Planning Organization	
Andrew Koll	At Large Member	
Ken Bronson	At Large Member	
Mark Bernard	Oregon Department of Transportation	

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.

- Loop Technical Advisory Committee Bylaws, Section 6: Meetings, Subsection f: Quorum

**LINN-BENTON Loop TAC Meeting
Teleconference
Tuesday, February 1, 2022
2:30 – 4:30**

MEETING MINUTES

TAC Members	Representing	
Catherine Rohan	AAMPO	Yes
Steve Dobrinich	CAMPO	Yes
Sheldon Flom	LBCC	Yes
Sarah Bronstein	OSU	Yes
Barry Hoffman	City of Albany	Yes
Tim Bates	City of Corvallis	Yes
Brad Dillingham	Benton County	No
Mark Volmert	Linn County	Yes
Mark Bernard	ODOT	Yes
Ken Bronson	At-Large	Yes
Andrew Koll	Member at-large	Yes
Guests	Representing	
Tiffany Plemmons	CTS & BAT	
Jeff Babbitt		

Staff: Nick Meltzer, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order Agenda Review Introductions (2:33 pm)		The Chair Catherine Rohan called the meeting to order at 2:33 pm.

2. 2022 Chair and Vice Chair (2:34)	<p>Tim Bates voted for Chair Brad Dillingham to serve as Chair of the Linn-Benton Loop TAC. Mark Volmert seconded the motion. Motion carried.</p> <p>Mark Volmert nominated Tim Bates to serve as the Linn-Benton Loop TAC Vice Chair. Barry Hoffman seconded the motion. Motion carried.</p>	Consensus for Brad Dillingham to serve as Chair and Tim Bates to serve as Vice Chair of the Linn-Benton Loop TAC for 2022.
3. Agenda Review (2:37 pm)	Mark Volmert would like brief updates from the last meeting; marketing, Mobility Hub, Counties Coordinated Plan, and the Van Buren bridge.	Additional Discussions: Marketing, Mobility Hub, Counties Coordinated Plans, and Van Buren bridge
4. Public Comment (2:38 pm)		There were no public comments.
5. Minutes of November 2, 2021	Sheldon Flom moved to approve the November 2, 2021 meeting minutes as presented. Barry Hoffman seconded the motion. Motion carried.	Consensus to approve the November 2, 2021, meeting minutes as presented.
6. 5307 Capital Funding (2:39 pm)	<p>Staff Nick Meltzer advised that throughout 2021, the Linn-Benton Loop held discussions on 5307 excess funds. The TAC and Board approved to move those excess funds to capital funding. This agenda item is to begin discussing how to spend those funds.</p> <p>Barry Hoffman clarified that internally, the funds were not moved to capital funding because once they are pledged as operating, it is difficult if not impossible for FTA to change it. What they did instead for this fiscal year is, to place AAMPO and CAMPO contributions towards capital funds instead of going to operating until that pot is drained. He stated that, that is what needs to be discussed then the TAC talks about capital funds.</p>	

	<p>Hoffman went on to note that some things that have discussed thus far are the Bus Barn Facility. The loop service buses account for half of the Albany bus fleet. The city has land for a bus barn and planning funds have been pledged for it. The Loop capital funds could support that project.</p> <p>Hoffman that noted that the funds could also be used to purchase buses. There is a 2010 Loop bus that is terming out this year. Other ideas have included, supporting the LBCC/OSU project but that needs to be approached with caution due to long-term reporting regulations. Hoffmann went on to note that the funds could be used for anything that is not operating. Operating funds are at a 50/50 match rate, and capital funds are at 80/20 (fed/local).</p> <p>Electric buses could be a better match including charging equipment, but it is much more expensive. A lot of the new Bills are targeting towards electric and battery buses. If the TAC decides on the purchase of electric buses, there would be a need to have infrastructure built for them.</p> <p>Mark Volmert stated that there are a lot of unknowns, including the new federal Bill. Additionally, the Loop should be able to use the funds for capital and operations. With the new expansion, members could consider using the funds for operations.</p> <p>Volmert went on to note that the Board has also been interested in contingency reserves. He stated that in addition to Hoffman's noted ideas, it would be good to also talk about using the funds for operations and as contingency funds.</p> <p>Mark Bernard noted other transit agencies are moving towards electrification. He suggested Staff stay in contact with Steve</p>	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Dickey to collaborate on that. He went on to note that the City of Albany may also want to contact the local utility to get aligned and figure out what the grid can do.</p> <p>Bates reported that the City of Corvallis has an RFP for the design and build for ta CTS electrification infrastructure.</p> <p>Bernard then every manufacturer has a different approach on how they are advancing the electrification initiative.</p> <p>Hoffman then stated that he has seen that ODOT will be phasing out diesel buses and moving towards fully electric buses. It's more of a when, and not an if.</p> <p>Bates asked if the City of Albany would have in-house mechanics once the bus barn was built. Hoffmann responded that that would not be the case. There are some staff that do minor vehicle maintenances but there aren't any heavy-duty mechanics. That work is all contracted out.</p> <p>Volmert noted that the Albany school district has in-house mechanics. He asked if anyone knows if they are looking at going electric. Hoffman responded that he assumes they have their own mechanics, but he does not what their plans are on electrification or whether they align with FTA funding.</p> <p>Bates advised that the Corvallis school district has investigated it, but he is unsure how far they are into that process. He went on to note that Pacific Power has not been working with the school district. Bates also noted that Allyson Wyle from ODOT is very involved in this work, and she posts a newsletter about it.</p>	
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Bernard added that DEQ has a program and if anyone needs their contact, let him know so he can share it.</p> <p>Regarding the usage of capital funds for mobility hubs for higher education's institutes, Sara Bronstein stated that there have been discussions as to whether using these funds might result into long-range reporting requirements. Hoffman responded that the city does have long-term agreement with FTA because of the way funds go into the city and with them building on a property under another organization. He stated that it's very complicated.</p> <p>Bronstein stated that she and Meredith Williams and her did additional leg work when the idea came up and they talked with folks who work closely with capital funds at OSU. Through these discussions, they learned that it's not uncommon or a deal breaker at OSU and there may be projects that have received that type of funding in the past. Bronstein noted that she wanted to make sure it's clear that they are not worried about that issue if the group is invested in using those funds towards that.</p> <p>Bernard stated that there have been discussions on the idea of discretionary as a tag along. However, this does not address the maintenance. In reference to the reporting, he noted that the 40-year reporting requirement is a sliding scale based on the scale of the improvement.</p> <p>Staff Meltzer stated that for today; Staff can ensure the ideas have been captured. He also noted that it's worth to look at other funding and where they fit. Meltzer summarized the ideas that were discussed:</p> <ul style="list-style-type: none">• Contingency funds• Bus Barn• Mobility Hubs	
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<ul style="list-style-type: none"> • Bus purchase <p>Volmert added operations and Rohan added stop amenities.</p>	
<p>7. Budget and Ridership Reports</p>	<p>Hoffman provided an overview of the budget and ridership reports.</p> <p>Fiscal Year 2022, Period 1-6; July to December 2021 Budget Report:</p> <p>Hoffman noted that the negative numbers are revenues. He advised that at the time this report was pulled on January 19th, the revenues were at \$101k. The city had received both OSU and LBCC partnerships contributions. There have been some Tokin Transit transactions when someone makes a purchase before Hoffman is able to shut off fares. The positive numbers are expenses.</p> <p>Jeff Babbitt noted that the total is negative because it's on a reimbursements basis and November and December would not come through until after this report was pulled. The 5307 funds cannot be requested until those expenses occur. There are more expenditures than there is revenue because the 5307 reimbursement isn't showing yet for the time after December 31st.</p> <p>On the Loop STIF Budget, only one reimbursement has been submitted at this time. Equal amount of funds has been received from Linn and Benton Counties, but it is not showing on the report. The STIF operating extension did not kick off until December 1st so there will be more revenue and expenses showing in the next report.</p> <p>Quarterly Reports; Period 4-6 2022 (second quarter of fiscal year):</p>	

	<p>Expenses are high and revenues are low, mostly because the city hasn't received 5307 reimbursements. Those will show on the next quarter.</p> <p>Bates asked if the city is completing drawdowns once every two months. Babbitt responded that yes, typically they do complete them every two months.</p> <p>Volmert reiterated that both counties allocated \$337,500 for the year; \$675,000 each for the biennium. When the city lists \$555,500 for reserve operations which equals \$648,000. Volmert asked why there is a \$27,000 difference. Babbitt stated that his guess on this discrepancy is that that was the best estimate when the budget was created. Volmert responded that this needs to be cleaned up. The allocations were made in early January of 2021. Babbitt responded that it won't get cleaned up until there is a supplemental budget city wide.</p> <p>Volmert then noted that the budget shows that the city budgeted for carryover funds of \$5,500. The actuals are listed at \$60,827 so the good news is that there are \$5,500 of additional funds. He asked if that was correct and if those have not been placed in the budget. Furthermore, when the city completes a supplemental the \$5,500 will be added. Babbitt responded that the only time that would happen is when it's needed and when the expenditures will go over what budgeted. The city does not complete a supplemental budget to increase revenue. Volmert reiterated that if the city has \$5,500 of carryover funds, it must be listed somewhere. Babbitt responded that it would just go forward a carryover in the next budget as reserve if it's still available at that point. Volmert responded that this is part of the issue that was had with the additional \$800,000 that was discovered.</p>	
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

On expenses, Volmert noted that the budget reflects \$150,985 has been spent for wages and salaries which is 49%. He asked if this includes the existing and expanding service. Hoffman responded that it does. It includes existing and expansion. Volmert went on to note that if there was \$302,000 in original budget and the revised budget is also at \$302,000 and it includes wages and salaries, half of the money has been spent even though half of the service wasn't delivered. This means, the budget will be short on wages and salaries. He asked if that was correct. Babbitt responded that that is not correct. The charges to STIF will be the monies reimbursing this budget for any expansion services. There seemed to be confusion on this area and Babbitt advised that they would look more into it and report back.

Volmert then noted his math does not equal the total revenue of \$1,714,200 that the budget report shows. He stated that between the 5307, member contributions, carryforward and STIF funds; there is a difference of \$566,000 which is the charge in service. He stated that it seems like the \$566,000 was added twice to get \$1,714,200. Babbitt and Volmert agreed to talk about this later as it makes sense for the city but not for Volmert.

Volmert had one other questions. The 5307 funds are listed as \$225,000 and his recollection is that the MPOs put in \$342,000 last year, this year they are putting in less money into operations and the rest of the funds were going into capital. He asked if that was correct? Babbitt answered that that is correct. Volmert followed up by asking what happened to the difference and where does it show that funds are going into capital. Hoffman answered that it does not show in this budget, it shows in the FTA allocation. It is not part of the operating budget so it's not showing on this document. Volmert stated that this is the problem that has occurred in the past where the Loop TAC does not receive a

	<p>quarterly report that shows the capital, and it may be something that needs to be resolved.</p> <p>RIDERSHIP</p> <p>Barry reported that he has heard from drivers that they are seeing more riders than prior to the expansion. He’s also heard from people that they are happy with the additional options. However, COVID continues to keep people off the bus. Hoffman went on to note that it will be interesting what next ridership will look like after a full quarter of the expansion and because typically; those were the higher months. He also noted that Saturday ridership held steady through the pandemic.</p> <p>Bronstein voiced that she is curious on the primary modality for the class delivery. Sheldon responded that Linn-Benton Community College is running 30% in person classes, 28-35% is hybrid and is looking at the same ratio in the Spring. The college will try to increase in-person learning but not drastically.</p>	
<p>8. Loop Financial Policies</p>	<p>Meltzer advised that this conversation comes from the two motions that the Loop TAC had forwarded to the Policy Board last year about ensuring financial policies for Loop drawdowns and pertaining to historical budgets. He went on to note that ATS put together their operating procedure which was included in the TAC packet. The question to members is “does the TAC want to move to adopt the standard of operating procedures as the financial policy” or are there any other thoughts.</p> <p>Bates responded that that would be a good idea under any other circumstance, but Albany and Corvallis are going through auditing which means, whatever the City of Albany turns in (which covers ATS and Loop) to FTA, will be scrutinized. The TAC may want to</p>	<ul style="list-style-type: none"> • The TAC is satisfied with the 5307 financial policies • ATS will follow up on STIF policies • Volmert will follow-up with ATS and members are satisfied with historical 5307 allocations

	<p>wait until they look at those documents to ensure it is approved by the FTA first.</p> <p>Meltzer responded that the motion from the Board was to request the ATS financial procedures for drawing down FTA funds. ATS has submitted those, and they have been made available to members. The TAC can choose to note they have received them, or they could choose to adopt them and memorialize it as the Loop's financial policy.</p> <p>Barry this document is how they go about requesting FTA funds. Most of the background work is done by jeff, Barry, and public works director. This has been in existence but made sure it was cleaned up and that it follows the FTA policy. It is submitted as part of the 5307 triannual reviews. It's a policy for the city of Albany, not sure need to adopt it. Have tried to address keeping the TAC and Board informed about the reimbursements where applicable. Next step is keeping the Board informed of the status of the loop funds.</p> <p>Hoffman advised that this document is the operating procedures on how ATS goes about requesting the funds from FTA. The steps that are taken. Most of the background work is done by the public works business manager, Jeff Babbitt. There then is the transit manager (Hoffman) and the public works director who also have roles in this process. He went on to note that the document has been in existence, and he is unsure if the Loop needs to adopt it. The Loop could put it in the minutes as having been received.</p> <p>Volmert thanked Babbitt and Hoffman for putting the document into a more formal fashion. With this being an internal City of Albany policy, Volmert stated that he does not think it is something the Loop would approve but rather note as it being presented. He</p>	
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>went on to state that having received the document does not address the core issue of how the city ended up with excess funds to the Loop. He went on to note that the city needs to work on having information to the Loop on existing amounts of funds in the FTA accounts and ensure the budget reflects those funds.</p> <p>Hoffman responded that Bates shared a spreadsheet that shows what Volmert is discussing. Babbitt and Hoffman created something similar for Albany. Hoffman presented the information to members via zoom. Bates voiced that if everyone agrees, the Loop can note having received the policy information and the City of Albany can work on reporting the STIF funds along with the regular budget update. Sheldon voiced that in having made that distinction, the Loop would not need to adopt the document as it's part of Albany's internal protocols.</p> <p>Hoffman moved on to review the 5307 grant funds spreadsheet with members.</p> <p>Volmert thanked Hoffman and staff for putting the spreadsheet together. He stated that this will be a critical piece in looking at hindsight and had this been available previously, there would have been less confusion. Members continued to discuss the document and agreed that it will be very helpful.</p> <p>Volmert stated that the TAC and the Board asked to see the policies and procedures for 5307 and the policies and procedures for the STIF program. He asked where the policies and procedures for the STIF program are at. Hoffman replied that he does not have that prepared but they can work on it for the next meeting.</p>	
--	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Mark Bernard reminded the group that the STIF procedures are set forth in the rules and that is the guidance that the Qualified Entities (QE) needs to manage the funds. Bernard cautioned against procedures that would contradict the rules and other things that are guidance of that program. Volmert stated that Bernard is correct.</p> <p>Bernard went on to note that if they are being requested to do separate procedures, those would have to be in shared with the STIF Advisory Committees for both Linn and Benton counties because they are both contributing to the STIF program. There needs to be consistency throughout the program statewide. Bernard went on to note that he firmly believes that all these things are already established. Volmert responded that the Albany needs to ensure that their policies and procedures align with ODOT's requirements for everyone to be consistent and that is what the Board asked from the city of Albany. Bernard stated that as a PTSP Albany's policies would have to be aligned with the QE's because ODOT's relationship is not with the PTSP's but rather with the QE's. Bernard stated that he wants to clarify the relationships so that there is no perception of overreach by ODOT into the business of PTSP's in respect to STIF. Volmert stated that this is not an overreach, and it is not a request from ODOT but from the Loop Board.</p> <p>Bronstein asked Bernard if she was right in how she is interpreting what his comments. She stated that what she is understanding is that it might not be appropriate to request this from the City of Albany. Bernard responded that the policy is derived from the OAR as it guides the QE's work and relationship with the public transportation service providers. What needs to reconcile everything within the parties is the agreement between the parties. Bernard went on to note that his concern is that this is very</p>	
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>complex, and the rules were changed last month therefore there is a high likelihood or probability that the policies being requested may contradict the IGA that is already in place. Volmert responded that everything needs to be aligned and that ODOT policies are an umbrella but don't get into the nuts and bolts on how the city accounts for the monies. Furthermore, he stated that there is a need to ensure that in the accounting procedures, that they tie into the umbrella of the STIFF policies. He went on to state that this would allow for all to be aligned. Bernard noted that it's important to reach out to Megan at ODOT to which Volmert stated that the city should reach out to David.</p> <p>Bronstein stated that she respects Volmert's idea of ensuring everyone is in the same page; however, she would not want the Board to provide guidance that would leave the city of Albany astray. She went on to state that as a member of the Board and in the last meetings direction on this topic; she may have asked for the city to provide something that she may not have been completely clear on, and she wants to ensure that we are not asking for something that will cause issue to them in the future. Bernard thanked Bronstein for her comment and noted that this is the reason why it's important for the city to reach out to Megan and/or David.</p>	
<p>9. Historical Budget Report</p>	<p>This agenda item was discussed during agenda item 8.</p> <p>Volmert thanks Tim and Barry for the balance spreadsheet and that he will follow up with the city on his specific questions.</p> <p>Staff Meltzer reviewed conclusions of agenda items 8-9:</p> <ul style="list-style-type: none"> • The TAC is satisfied with the 5307 financial policies • ATS will follow up on STIF policies • Volmert will follow-up with ATS and members are satisfied with historical 5307 allocations 	<ul style="list-style-type: none"> • The TAC is satisfied with the 5307 financial policies • ATS will follow up on STIF policies • Volmert will follow-up with ATS and members are satisfied with historical 5307 allocations

<p>10. Updates and Other Business</p>	<ul style="list-style-type: none"> • Discussion of ongoing transit projects and schedule coordination with CTS, ATS, and the Linn Shuttle: This was a request from a previous meeting to be an ongoing agenda item as a check in point. Nothing discussed. • Staff Updates: Tim Bates reported that Lee Lazaro, previous Benton County STF Coordinator is struggling with medical issues. Bates wanted everyone to know of the update since Lazaro had been heavily involved with the Loop and other transportation related work. Bates also mentioned that Lazaro sent a hello to everyone. • ATS Update on Return to Fares Hoffman reported that transit has been running with the fares being collected. There have not been any discussions on fares as of lately. Fares were accounted in the budget and the fact that fare funds are not being collected but there are ways to cover the expense. Also, fare revenue reduces the amount of 5307 being received. Giving the state of COVID, Hoffman stated that he would not suggest collecting fares just yet, but the conversations will need to be had. The buses are not packed and the people who are using the services are those who truly need it and \$1.50 really means something to them. <p>Bates asked Mark Bernard if this would be the type of project that might fall under a regionally significant project. Bernard stated that in the STIF Plan projects of regional significance is a reserve account. The balance of using these accounts can be to backfill things have been underfunded. There should be caution as to whether these are one-time expenses or will this expand serve that then will create a condition where you will need to maintain service through limited funding.</p>	
---------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>Volmert stated that he would refer to Albany on this decision. For this biennium there is plenty of STIF funds available and would not need to get into reserves to cover the lack of fares being collected. Hoffman noted that the expenses will be the expenses but it's the revenue that anticipated to receive that won't receive. However, as long as the budget does not come out unbalance; it should be okay to not collect fares as of yet.</p> <p>ADDITONAL AGENDA ITEMS:</p> <ul style="list-style-type: none"> • Marketing – Staff Meltzer reported that AAMPO and CAMPO staff have not worked on that effort yet and Hoffman responded that the city of Albany has not yet either. • Mobility Hub RFP – Staff went through the RFP process last year and selected Parametrix. A kickoff meeting is scheduled for next week. That process is kicking off and staff will bring updates as we have them. <p>Mark asked if OSU and LBCC staff were in the RFP review committee. Meltzer responded that they were.</p> <ul style="list-style-type: none"> • Benton, Linn, Lincoln Coordinated Plans – Staff just advertised that RFQ and received one bid. The respondent is Nelson Nygaard whom worked on the 2017 plans. Staff is working on establishing those contracts. AAMPO Staff Catherine Rohan will be leading that effort for the COG. <p>Volmert asked if Benton, Linn, and Lincoln were involved in the RFQ process. Meltzer advised that they weren't since an RFQ has less restrictions and with having only received one quote, there was not much to deliberate on. Volmert stated that ultimately, these are County plans and they should have been</p>	
--	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

	<p>involved with the review of the RFQ and selection of contractor but he will refer to the counties on that. Meltzer advised that the counties will be involved throughout the process and staff was working to keep moving things along.</p> <ul style="list-style-type: none"> • Van Buren Bridge – Volmert noted that the Van Buren bridge now has weight restrictions now that prevent buses from traveling across. If the new bridge is not in place by August and OSU is back to full on in-campus classes; will that be a challenge. Hoffman responded that buses have been touring around. It is not better, and it does cost a small delay. It is good that there aren't as many students in-campus as of yet, but the weight restriction has not caused much of an issue at this time. Bronstein added that OSUs current operations are probably what to be expected in the foreseeable future and as far as parking; they are mostly back to pre-COVID. If this isn't already causing issues then, there probably won't be much of an issue in the future. There may have also been a reduction in traffic with many of the employees who continue to telework. She went on to note that when it may become a bigger factor is when LBCC begins having more in-person classes. Bernard added that the ODTO modelers working on that were particularly interested in that detour. 	
11. Adjournment		Meeting adjourned at 4:26 pm



04/25/2022
09:22:44

City of Albany, OR
FLEXIBLE PERIOD REPORT
PP 06

PAGE 1
glflxprt

FROM 2022 01 TO 2022 13

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
213 PUBLIC TRANSIT	APPROP	ADJSTMNTS	BUDGET	ACTUALS	ENCUMBRANCES	BUDGET	USED
21340105 213 LINN-BENTON LOOP							
21340105 420045 FTA SECTION 5307	-225,000	0	-225,000	-261,526.00		36,526.00	116.2%
21340105 428200 LBCC PARTNERSHIP	-128,100	0	-128,100	-128,100.00		.00	100.0%
21340105 428205 OSU PARTNERSHIP	-128,100	0	-128,100	-128,100.00		.00	100.0%
21340105 435000 BUS FARES	-13,000	0	-13,000	-29.25		-12,970.75	.2%
21340105 435006 CHARGES FOR SERVICE: LOOP	-566,500	0	-566,500	-284,060.00		-282,440.00	50.1%
21340105 469015 MISCELLANEOUS REVENUE	0	0	0	-181.10		181.10	.0%
21340105 480100 INTEREST	0	0	0	-244.25		244.25	.0%
21340105 499000 BEGINNING BAL: PRIOR PER A	0	0	0	-4.00		4.00	.0%
21340105 499050 BEGINNING BALANCE	-5,500	0	-5,500	-60,827.08		55,327.08	%
21340105 510010 WAGES & SALARIES	302,000	0	302,000	247,896.76		54,103.24	82.1%
21340105 520010 TEMPORARY EMPLOYEES	45,000	0	45,000	4,417.58		40,582.42	9.8%
21340105 530010 OVERTIME	20,000	0	20,000	3,583.96		16,416.04	17.9%
21340105 540050 UNEMPLOYMENT CLAIMS	0	0	0	7,866.00		-7,866.00	.0%
21340105 560001 EMPLOYER MEDICAL	156,200	0	156,200	110,837.21		45,362.79	71.0%
21340105 560005 EMPLOYER DENTAL	12,700	0	12,700	7,430.43		5,269.57	58.5%
21340105 560008 EMPLOYER VISION	4,800	0	4,800	3,039.05		1,760.95	63.3%
21340105 560010 EMPLOYER PAID BENEFITS	28,100	0	28,100	19,017.21		9,082.79	67.7%
21340105 560012 EMPLOYER PAID DEFERRED COM	2,000	0	2,000	1,122.81		877.19	56.1%
21340105 560014 EMPLOYER PAID LTD/LIFE/AD&	3,200	0	3,200	2,223.91		976.09	69.5%
21340105 560016 EMPLOYER PAID WORKER'S COM	21,500	0	21,500	13,255.88		8,244.12	61.7%
21340105 560018 EMPLOYER PAID OREGON WBF	2,100	0	2,100	102.13		1,997.87	4.9%
21340105 560020 PERS	106,300	0	106,300	57,397.21		48,902.79	54.0%
21340105 560030 HRA VEBA	12,400	0	12,400	32,316.95		-19,916.95	260.6%
21340105 600115 INSURANCE & BONDS	5,600	0	5,600	5,821.67		-221.67	104.0%
21340105 600400 CONTRACTUAL SERVICES	4,200	0	4,200	2,344.71		1,150.09	72.6%
21340105 602300 SOFTWARE LICENSE FEES	700	0	700	.00		700.00	.0%
21340105 610005 ADVERTISING & PUBLICATIONS	1,100	0	1,100	49.12		1,022.00	7.1%
21340105 610075 CREDIT CARD FEES	500	0	500	.00		500.00	.0%
21340105 610100 DUPLICATION & FAX	1,500	0	1,500	625.41		874.59	41.7%
21340105 610130 EDUCATION & TRAINING	800	0	800	.00		620.00	22.5%
21340105 610405 MATERIALS & SUPPLIES	3,000	0	3,000	6,308.61		-5,756.11	291.9%
21340105 610420 MEETINGS & CONFERENCES	600	0	600	.00		600.00	.0%
21340105 610425 MEMBERSHIPS & DUES	1,100	0	1,100	750.00		350.00	68.2%
21340105 610545 PRINTING & BINDING	1,600	0	1,600	.00		1,600.00	.0%
21340105 610750 UNIFORMS	1,000	0	1,000	1,803.12		-1,011.62	201.2%
21340105 610800 VEHICLE FUEL CHARGES	92,500	0	92,500	45,077.28		36,186.43	60.9%
21340105 630000 ELECTRICITY	1,500	0	1,500	.00		1,500.00	.0%
21340105 630005 NATURAL GAS	200	0	200	109.13		54.46	72.8%



04/25/2022
09:22:44

City of Albany, OR
FLEXIBLE PERIOD REPORT
PP 06

PAGE 2
glflxrpt

FROM 2022 01 TO 2022 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
21340105 630010 TELEPHONE	3,000	0	3,000	625.31		2,374.69	20.8%
21340105 630400 WATER SERVICE	800	0	800	650.98		149.02	81.4%
21340105 630405 SEWER SERVICE CHARGES	0	0	0	199.24		-199.24	.0%
21340105 630410 STORMWATER SERVICE CHARGES	200	0	200	118.80		81.20	59.4%
21340105 650015 MAINT: COMMUNICATION EQUIP	600	0	600	394.37		-1,298.87	316.5%
21340105 652800 SAFETY IMPROVEMENTS	0	0	0	338.34		-338.34	.0%
21340105 653600 MAINT: VEHICLE	89,300	0	89,300	62,269.32		18,571.99	79.2%
21340105 655100 MAINT: BUILDING	4,000	0	4,000	4,313.00		-313.00	107.8%
21340105 660100 CS: BUILDING MAINTENANCE	3,800	0	3,800	3,166.70		633.30	83.3%
21340105 660200 CS: CENTRAL SERVICE	3,300	0	3,300	2,750.00		550.00	83.3%
21340105 660210 CS: FINANCE	19,900	0	19,900	16,583.30		3,316.70	83.3%
21340105 660211 CS: CITY MANAGER'S OFFICE	11,500	0	11,500	9,583.30		1,916.70	83.3%
21340105 660212 CS: MAYOR & COUNCIL	1,300	0	1,300	1,083.30		216.70	83.3%
21340105 660214 CS: HUMAN RESOURCES	8,800	0	8,800	7,333.30		1,466.70	83.3%
21340105 660215 CS: LABOR RELATIONS	500	0	500	416.70		83.30	83.3%
21340105 660225 CS: EMERGENCY MGMT/SAFETY	1,400	0	1,400	1,166.70		233.30	83.3%
21340105 660400 CS: EQUIPMENT REPLACEMENT	27,000	0	27,000	22,500.00		4,500.00	83.3%
21340105 660500 CS: FLEXIBLE SPENDING ADMI	200	0	200	19.69		180.31	9.8%
21340105 660700 CS: INFORMATION TECHNOLOGY	7,900	0	7,900	6,583.30		1,316.70	83.3%
21340105 660701 CS: PHONE SYSTEM REPLACE	100	0	100	83.30		16.70	83.3%
21340105 660800 CS: IT EQUIPMENT REPLACEME	500	0	500	416.70		83.30	83.3%
21340105 662500 PW: ADMINISTRATION	49,200	0	49,200	36,900.00		12,300.00	75.0%
21340105 665400 PHYSICAL EXAMS & MEDICALS	600	0	600	275.00		325.00	45.8%
21340105 670600 SAFETY RECOGNITION PROGRAM	100	0	100	.00		100.00	.0%
21340105 700170 FTA 5307 - SAFETY 1%	0	0	0	374.17		-374.17	.0%
TOTAL 213 LINN-BENTON LOOP	0	0	0	-111,530.72		86,724.75	.0%
TOTAL PUBLIC TRANSIT	0	0	0	-111,530.72		86,724.75	.0%
TOTAL REVENUES	-1,066,200	0	-1,066,200	-863,071.68		-203,128.32	
TOTAL EXPENSES	1,066,200	0	1,066,200	751,540.96		289,853.07	

04/25/2022
09:21:47City of Albany, OR
FLEXIBLE PERIOD REPORT
PP 06PAGE 1
glflxrpt

FROM 2022 01 TO 2022 13

ACCOUNTS FOR:
213 PUBLIC TRANSIT

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
21340106 213 LINN-BENTON LOOP STIF							
21340106 428120 STIF - LINN COUNTY	-324,000	0	-324,000	-28,100.00		-295,900.00	8.7%
21340106 428125 STIF - BENTON COUNTY	-324,000	0	-324,000	-51,925.00		-272,075.00	16.0%
21340106 499000 BEGINNING BAL: PRIOR PER A	0	0	0	-.21		.21	.0%
21340106 499050 BEGINNING BALANCE	0	0	0	-3,184.52		3,184.52	.0%
21340106 630506 CHARGES FOR SERVICE: LOOP	566,500	0	566,500	284,060.00		282,440.00	50.1%
21340106 670000 MISCELLANEOUS EXPENDITURES	0	0	0	3,184.52		-3,184.52	.0%
21340106 690000 RESERVE: OPERATING	81,500	0	81,500	.00		81,500.00	.0%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	204,034.79		-204,034.79	.0%
TOTAL PUBLIC TRANSIT	0	0	0	204,034.79		-204,034.79	.0%
TOTAL REVENUES	-648,000	0	-648,000	-83,209.73		-564,790.27	
TOTAL EXPENSES	648,000	0	648,000	287,244.52		360,755.48	

04/25/2022
09:23:39City of Albany, OR
FLEXIBLE PERIOD REPORT
PP 06PAGE 1
glflxprt

FROM 2022 07 TO 2022 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
213 PUBLIC TRANSIT	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
<hr/>							
21340105 213 LINN-BENTON LOOP							
21340105 420045 FTA SECTION 5307	-225,000	0	-225,000	-159,691.00		-65,309.00	71.0%
21340105 428200 LBCC PARTNERSHIP	-128,100	0	-128,100	.00		-128,100.00	.0%
21340105 428205 OSU PARTNERSHIP	-128,100	0	-128,100	.00		-128,100.00	.0%
21340105 435000 BUS FARES	-13,000	0	-13,000	-28.50		-12,971.50	.2%
21340105 435006 CHARGES FOR SERVICE: LOOP	-566,500	0	-566,500	-284,060.00		-282,440.00	50.1%
21340105 469015 MISCELLANEOUS REVENUE	0	0	0	-181.10		181.10	.0%
21340105 499050 BEGINNING BALANCE	-5,500	0	-5,500	.00		-5,500.00	.0%
21340105 510010 WAGES & SALARIES	302,000	0	302,000	99,881.96		202,118.04	33.1%
21340105 520010 TEMPORARY EMPLOYEES	45,000	0	45,000	1,935.78		43,064.22	4.3%
21340105 530010 OVERTIME	20,000	0	20,000	1,718.44		18,281.56	8.6%
21340105 560001 EMPLOYER MEDICAL	156,200	0	156,200	43,472.57		112,727.43	27.8%
21340105 560005 EMPLOYER DENTAL	12,700	0	12,700	2,907.76		9,792.24	22.9%
21340105 560008 EMPLOYER VISION	4,800	0	4,800	1,182.94		3,617.06	24.6%
21340105 560010 EMPLOYER PAID BENEFITS	28,100	0	28,100	7,710.92		20,389.08	27.4%
21340105 560012 EMPLOYER PAID DEFERRED COM	2,000	0	2,000	441.80		1,558.20	22.1%
21340105 560014 EMPLOYER PAID LTD/LIFE/AD&	3,200	0	3,200	850.23		2,349.77	26.6%
21340105 560016 EMPLOYER PAID WORKER'S COM	21,500	0	21,500	5,564.78		15,935.22	25.9%
21340105 560018 EMPLOYER PAID OREGON WBF	2,100	0	2,100	43.15		2,056.85	2.1%
21340105 560020 PERS	106,300	0	106,300	23,088.15		83,211.85	21.7%
21340105 560030 HRA VEBA	12,400	0	12,400	2,000.00		10,400.00	16.1%
21340105 600115 INSURANCE & BONDS	5,600	0	5,600	107.38		5,492.62	1.9%
21340105 600400 CONTRACTUAL SERVICES	4,200	0	4,200	612.13		3,632.87	13.5%
21340105 602300 SOFTWARE LICENSE FEES	700	0	700	.00		700.00	.0%
21340105 610005 ADVERTISING & PUBLICATIONS	1,100	0	1,100	.00		1,100.00	.0%
21340105 610075 CREDIT CARD FEES	500	0	500	.00		500.00	.0%
21340105 610100 DUPLICATION & FAX	1,500	0	1,500	66.94		1,433.06	4.5%
21340105 610130 EDUCATION & TRAINING	800	0	800	.00		800.00	.0%
21340105 610405 MATERIALS & SUPPLIES	3,000	0	3,000	2,712.25		287.75	90.4%
21340105 610420 MEETINGS & CONFERENCES	600	0	600	.00		600.00	.0%
21340105 610425 MEMBERSHIPS & DUES	1,100	0	1,100	.00		1,100.00	.0%
21340105 610545 PRINTING & BINDING	1,600	0	1,600	.00		1,600.00	.0%
21340105 610750 UNIFORMS	1,000	0	1,000	282.46		787.04	21.3%
21340105 610800 VEHICLE FUEL CHARGES	92,500	0	92,500	21,914.25		70,585.75	23.7%
21340105 630000 ELECTRICITY	1,500	0	1,500	.00		1,500.00	.0%
21340105 630005 NATURAL GAS	200	0	200	40.13		159.87	20.1%
21340105 630010 TELEPHONE	3,000	0	3,000	285.88		2,714.12	9.5%
21340105 630400 WATER SERVICE	800	0	800	88.39		711.61	11.0%
21340105 630405 SEWER SERVICE CHARGES	0	0	0	71.10		-71.10	.0%



04/25/2022
09:23:39

City of Albany, OR
FLEXIBLE PERIOD REPORT
PP 06

PAGE 2
glflxprt

FROM 2022 07 TO 2022 09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
21340105 630410 STORMWATER SERVICE CHARGES	200	0	200	39.60		160.40	19.8%
21340105 650015 MAINT: COMMUNICATION EQUIP	600	0	600	.00		600.00	.0%
21340105 652800 SAFETY IMPROVEMENTS	0	0	0	183.00		-183.00	.0%
21340105 653600 MAINT: VEHICLE	89,300	0	89,300	31,765.25		58,375.43	34.6%
21340105 655100 MAINT: BUILDING	4,000	0	4,000	2,213.00		2,443.50	38.9%
21340105 660100 CS: BUILDING MAINTENANCE	3,800	0	3,800	950.01		2,849.99	25.0%
21340105 660200 CS: CENTRAL SERVICE	3,300	0	3,300	825.00		2,475.00	25.0%
21340105 660210 CS: FINANCE	19,900	0	19,900	4,974.99		14,925.01	25.0%
21340105 660211 CS: CITY MANAGER'S OFFICE	11,500	0	11,500	2,874.99		8,625.01	25.0%
21340105 660212 CS: MAYOR & COUNCIL	1,300	0	1,300	324.99		975.01	25.0%
21340105 660214 CS: HUMAN RESOURCES	8,800	0	8,800	2,199.99		6,600.01	25.0%
21340105 660215 CS: LABOR RELATIONS	500	0	500	125.01		374.99	25.0%
21340105 660225 CS: EMERGENCY MGMT/SAFETY	1,400	0	1,400	350.01		1,049.99	25.0%
21340105 660400 CS: EQUIPMENT REPLACEMENT	27,000	0	27,000	6,750.00		20,250.00	25.0%
21340105 660500 CS: FLEXIBLE SPENDING ADMI	200	0	200	.00		200.00	.0%
21340105 660700 CS: INFORMATION TECHNOLOGY	7,900	0	7,900	1,974.99		5,925.01	25.0%
21340105 660701 CS: PHONE SYSTEM REPLACE	100	0	100	24.99		75.01	25.0%
21340105 660800 CS: IT EQUIPMENT REPLACEME	500	0	500	125.01		374.99	25.0%
21340105 662500 PW: ADMINISTRATION	49,200	0	49,200	12,300.00		36,900.00	25.0%
21340105 665400 PHYSICAL EXAMS & MEDICALS	600	0	600	275.00		325.00	45.8%
21340105 670600 SAFETY RECOGNITION PROGRAM	100	0	100	.00		100.00	.0%
TOTAL 213 LINN-BENTON LOOP	0	0	0	-158,705.38		160,317.06	.0%
TOTAL PUBLIC TRANSIT	0	0	0	-158,705.38		160,317.06	.0%
TOTAL REVENUES	-1,066,200	0	-1,066,200	-443,960.60		-622,239.40	
TOTAL EXPENSES	1,066,200	0	1,066,200	285,255.22		782,556.46	

04/25/2022
09:24:25City of Albany, OR
FLEXIBLE PERIOD REPORT
PP 06PAGE 1
glflxrpt

FROM 2022 07 TO 2022 09

ACCOUNTS FOR:
213 PUBLIC TRANSIT

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
21340106 213 LINN-BENTON LOOP STIF							
21340106 428120 STIF - LINN COUNTY	-324,000	0	-324,000	.00		-324,000.00	.0%
21340106 428125 STIF - BENTON COUNTY	-324,000	0	-324,000	-46,850.00		-277,150.00	14.5%
21340106 630506 CHARGES FOR SERVICE: LOOP	566,500	0	566,500	284,060.00		282,440.00	50.1%
21340106 690000 RESERVE: OPERATING	81,500	0	81,500	.00		81,500.00	.0%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	237,210.00		-237,210.00	.0%
TOTAL PUBLIC TRANSIT	0	0	0	237,210.00		-237,210.00	.0%
TOTAL REVENUES	-648,000	0	-648,000	-46,850.00		-601,150.00	
TOTAL EXPENSES	648,000	0	648,000	284,060.00		363,940.00	

**Linn-Benton Loop FTA Section 5307 Grant Funds Remaining
(Last Updated 4/25/22)**

<u>Grant Year</u>	<u>Project</u>	<u>Match Ratio</u>	<u>Remaining Project Funds</u>	<u>FTA Match Required</u>	<u>Local Match Required</u>
18-19	FTA 5307 - Operations	50:50	933,866	466,933	466,933 as of 2/1/22
	Drawdown - 2/2/22		766,308	(83,779)	(83,779)
	Drawdown - 3/23/22		614,484	(75,912)	(75,912)
	SUBTOTAL		614,484	307,242	307,242
19-20	FTA 5307 - Operations	50:50	587,000	293,500	293,500 as of 2/1/22
	FTA 5307 - Preventive Maintenance	80:20	60,875	48,700	12,175 as of 2/1/22
	SUBTOTAL		647,875	342,200	305,675
20-21	FTA 5307 - Capital Project - TBD*	80:20	449,138	359,310	89,828 as of 2/1/22
	SUBTOTAL		449,138	359,310	89,828
GRAND TOTAL			1,711,497	1,008,752	702,745

*Funds have been awarded, but the Linn-Benton Loop has not yet obligated the funds. These funds will be obligated when the Loop has determined the projects to assign the funding too.

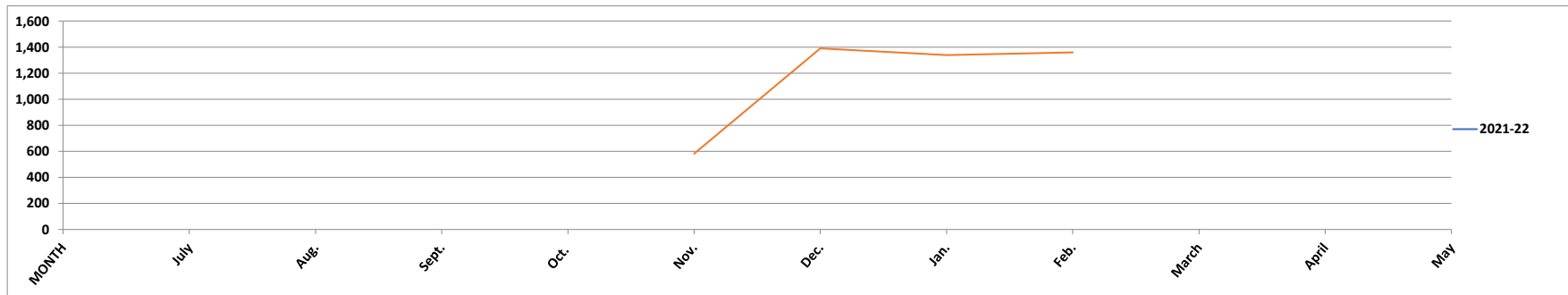
**Linn-Benton Loop STIF Funds Remaining
(Last Updated 4/25/22)**

<u>Fiscal Year</u>	<u>Project</u>	<u>Remaining Project Funds</u>
21-22	STIF - Benton County	\$675,000
	Drawdown 11/10/21	(\$14,450)
	Drawdown 2/8/22	(\$37,475)
	Drawdown 4/25/22	(\$90,105)
	SUBTOTAL	\$532,970
21-22	STIF - Linn County	\$675,000
	Drawdown 12/21/21	(\$5,075)
	Drawdown 2/8/22	(\$28,100)
	Drawdown 4/25/22	(\$108,855)
	SUBTOTAL	\$532,970
GRAND TOTAL		\$1,065,940

LINN-BENTON LOOP
WEEKDAY RIDERSHIP
REGULAR LOOP PLUS LOOP EXPRESS
2021 -2022

Connector 1-Afternoon Commuter

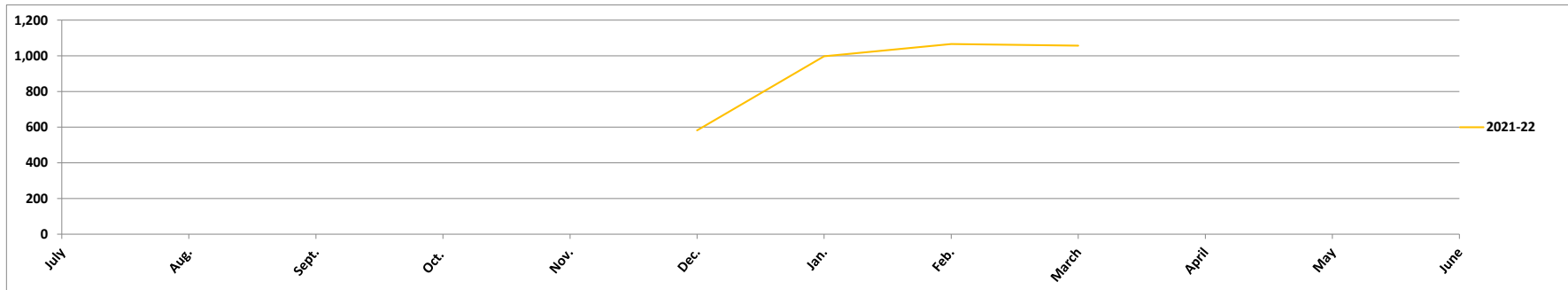
MONTH	2021-22	2022-23																			+/-	Ratio
July																					0	#DIV/0!
Aug.																					0	#DIV/0!
Sept.																					0	#DIV/0!
Oct.																					0	#DIV/0!
Nov.																					0	#DIV/0!
Dec.	582																				0	#DIV/0!
Jan.	1,391																				0	#DIV/0!
Feb.	1,339																				0	#DIV/0!
March	1,360																				0	#DIV/0!
April																					0	#DIV/0!
May																					0	#DIV/0!
June																					0	#DIV/0!
Sub Total*	4,672	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Saturday	0	0	0	0																	0	#DIV/0!
Grand Total	4,672	0	0	0																	0	#DIV/0!



LINN-BENTON LOOP
WEEKDAY RIDERSHIP
REGULAR LOOP PLUS LOOP EXPRESS
2021 -2022

AM US 20 Commuter

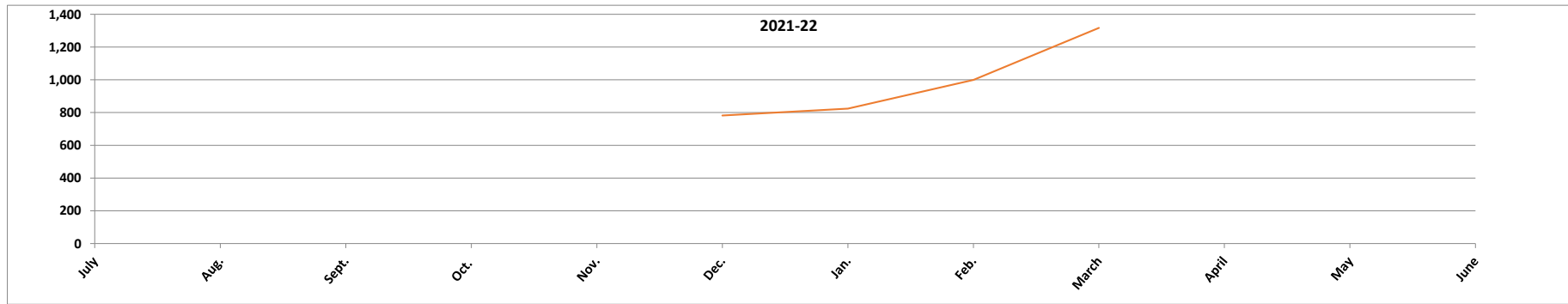
MONTH	2021-22	2022-23																		+/-	Ratio
July																				0	#DIV/0!
Aug.																				0	#DIV/0!
Sept.																				0	#DIV/0!
Oct.																				0	#DIV/0!
Nov.																				0	#DIV/0!
Dec.	582																			582	#DIV/0!
Jan.	997																			997	#DIV/0!
Feb.	1,066																			1,066	#DIV/0!
March	1,057																			0	#DIV/0!
April																				0	#DIV/0!
May																				0	#DIV/0!
June																				0	#DIV/0!
Sub Total*	3,702	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
																				0	#DIV/0!
Grand Total	3,702	0	0	0																0	#DIV/0!



LINN-BENTON LOOP
WEEKDAY RIDERSHIP
REGULAR LOOP PLUS LOOP EXPRESS
2021 -2022

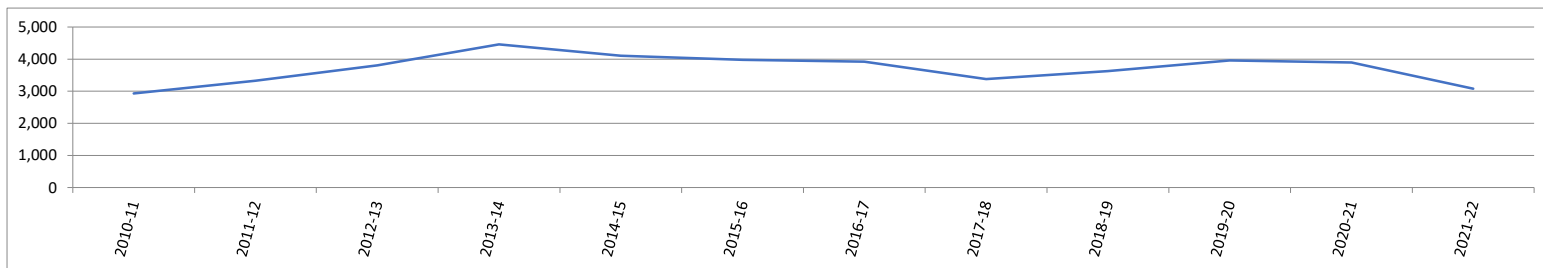
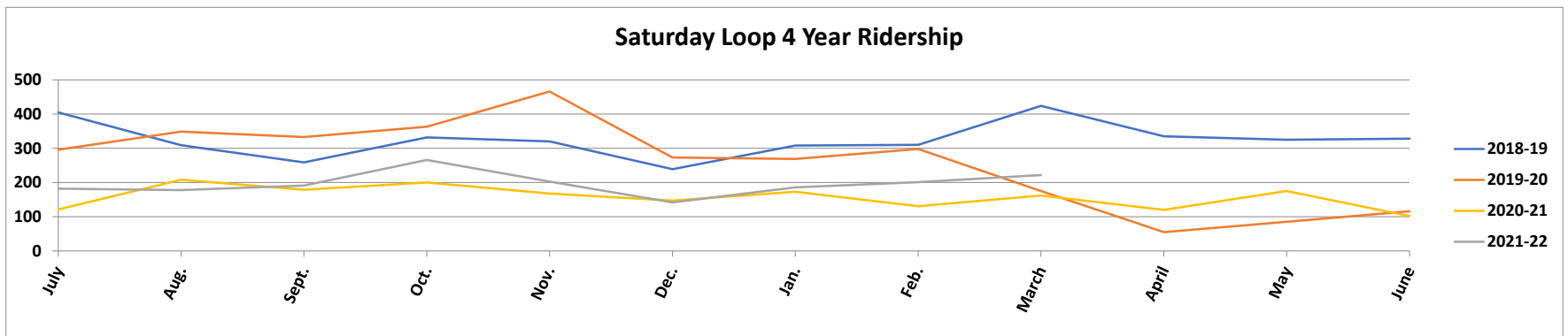
Heart to Hub Uniter

MONTH	2021-22	2022-23																			+/-	Ratio
July																					0	#DIV/0!
Aug.																					0	#DIV/0!
Sept.																					0	#DIV/0!
Oct.																					0	#DIV/0!
Nov.																					0	#DIV/0!
Dec.	782																				0	#DIV/0!
Jan.	824																				0	#DIV/0!
Feb.	999																				0	#DIV/0!
March	1,317																				0	#DIV/0!
April																					0	#DIV/0!
May																					0	#DIV/0!
June																					0	#DIV/0!
Sub Total*	3,922	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Saturday	0	0	0	0																	0	#DIV/0!
Grand Total	3,922	0	0	0																	0	#DIV/0!



**LINN-BENTON LOOP
SATURDAY SERVICE
2021-2022**

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	2021-22	+/-	Ratio
July		93	147	160	250	356	252	262	274	195	315	291	405	296	121	182	61	33.5%
Aug.	90	245	241	227	235	339	267	400	353	325	219	262	309	349	208	178	-30	-16.9%
Sept.	185	229	227	209	294	323	494	324	317	247	259	388	259	333	179	191	12	6.3%
Oct.	212	171	239	303	349	497	321	307	436	375	407	310	332	363	200	266	66	24.8%
Nov.	165	217	334	388	350	366	318	444	346	282	334	308	320	466	168	203	35	17.2%
Dec.	199	226	184	161	180	353	407	232	244	239	333	328	239	273	147	142	-5	-3.5%
Jan.	160	175	358	356	331	354	265	309	344	314	206	289	308	269	173	186	13	7.0%
Feb.	177	235	235	264	345	369	377	227	298	251	258	343	310	298	131	201	70	34.8%
March	206	257	232	334	349	399	385	421	342	271	276	406	424	175	162	222	-13	-8.0%
April	176	253	242	320	472	337	294	323	295	333	362	296	335	55	120		65	54.2%
May	147	275	251	357	340	367	319	400	403	246	339	332	325	85	175		90	51.4%
June	221	267	241	246	309	399	409	328	271	298	321	405	328	116	102		-14	-13.7%
Totals	1,938	2,643	2,931	3,325	3,804	4,459	4,108	3,977	3,923	3,376	3,629	3,958	3,894	3,078	1,886		-816	-1.6%



Standard Operating Procedure – FTA ECHO Drawdown Requests

5307 Grant Reimbursement Requests	
1. At least quarterly, within the Munis financial software system, run expenditure status and revenue status reports for the required time period(s). Reports should be run for Transit programs 21340100*, 21340105*, 21340110*. Additionally at year-end, after the final revenues and expenditures are audited and finalized, a year-end true-up needs to be made to account for any changes made that were made by the Finance department or auditors that could potentially impact the reimbursement requests that were processed for the prior fiscal year. (Follow steps 2-13 to true-up any changes and submit to ECHO).	<i>(Public Works Business Manager)</i>
2. Open the appropriate Excel spreadsheet for the applicable Transit Operating department and appropriate 5307 grant. Create a new tab in the spreadsheet and renumber to the next reimbursement request in the sequence.	<i>(Public Works Business Manager)</i>
3. In the Operation Management section, column titled Transit Expenses, input the all the expenses from the expenditure status report for the applicable Transit program.	<i>(Public Works Business Manager)</i>
4. In the column titled Less: 5310 Exp, input expenditures associated with the 5310 grant reimbursement funding, if applicable to the associated Transit program. These expenditures are reduced from the eligible costs for 5307 grant reimbursement.	<i>(Public Works Business Manager)</i>
5. In the column titled Less: Ineligible Costs: Internal Svc Chgs/Other, input expenditures associated with the ineligible costs (Central Service Charges, Equipment Replacement, Information Technology Services, IT Equipment Replacement, Public Works Administrative Charges, Building Maintenance Charges), if applicable to the associated Transit program. These expenditures are reduced from the eligible costs for 5307 grant reimbursement.	<i>(Public Works Business Manager)</i>
6. In the Operating Revenues section, input the all the revenues from the revenue status report for the applicable Transit program.	<i>(Public Works Business Manager)</i>
7. In Drawdown Calculation section, verify that the appropriate eligible costs are carrying down to the appropriate 5307 funding area, Operations (50/50), Operation (80/20), Capital-Maint (80/20), Capital (80/20), 1% - Safety (80/20) for the applicable program.	<i>(Public Works Business Manager)</i>
8. Once all calculations are verified, print out a copy of the Excel Spreadsheet.	<i>(Public Works Business Manager)</i>
9. Submit a copy of all documentation to the Transit Manager for review and approval signature.	<i>(Transit Manager)</i>
10. Once reviewed and approved by Transit Manager, package is forwarded to the Public Works Director (ECHO approver) for their approval.	<i>(Public Works Director)</i>
11. After final approval by the Public Works Director, documentation is returned to Public Works Business Manager for entry into ECHO.	<i>(Public Works Business Manager)</i>
12. Once ECHO transaction has been processed, Public Works Business Manager notifies the Finance department that funding will be received within a few days and provides the appropriate revenue lines to code the grant revenues to.	<i>(Public Works Business Manager)</i>
13. Update 5307 grant funds remaining spreadsheet to reflect current reimbursement requests. Provide report to appropriate parties, as requested.	<i>(Public Works Business Manager)</i>

Standard Operating Procedure – STIF Reimbursement Requests

STIF Reimbursement Requests	
1. On a quarterly basis, within the Munis financial software system, run expenditure status reports for the required time period(s). Reports should be run for Transit programs 21340100*, 21340105*, 21340110*. Additionally at year-end, after the final revenues and expenditures are audited and finalized, a year-end true-up needs to be made to account for any changes made that were made by the Finance department or auditors that could potentially impact the reimbursement requests that were processed for the prior fiscal year. (Follow steps 2-10 to true-up any changes and submit to the STIF providers in Linn & Benton County).	<i>(Public Works Business Manager)</i>
2. Open the appropriate Excel spreadsheet for the applicable Transit Operating department and appropriate STIF program. Create a new tab in the spreadsheet and renumber to the next reimbursement request in the sequence.	<i>(Public Works Business Manager)</i>
3. In the Operation Management section, column titled Transit Expenses, input the all the expenses from the expenditure status report for the applicable Transit program. Apply agreed upon percentage or quarterly reimbursement formula to qualifying expenditures.	<i>(Public Works Business Manager)</i>
4. In Drawdown Calculations section, verify that the appropriate eligible costs are carrying down to the appropriate STIF funding area, Linn Co STIF Share, Benton Co STIF Share for the applicable program. Apply agreed upon percentage	<i>(Public Works Business Manager)</i>
5. Once all calculations are verified, print out a copy of the Excel Spreadsheet.	<i>(Public Works Business Manager)</i>
6. Submit a copy of all documentation to the Transit Manager for review and approval signature.	<i>(Transit Manager)</i>
7. Once reviewed and approved by Transit Manager, package is forwarded to the Public Works Director for their approval.	<i>(Public Works Director)</i>
8. After final approval by the Public Works Director, documentation is returned to Transit Manager and Public Works Business Manager for entry into OPTIS and reimbursement requests to Linn & Benton Counties.	<i>(Public Works Business Manager)</i>
9. Once the STIF transactions have been processed, Public Works Business Manager notifies the Finance department that funding will be received within a few days and provides the appropriate revenue lines to code the STIF revenues to.	<i>(Public Works Business Manager)</i>
10. Update STIF funds remaining spreadsheet to reflect current reimbursement requests. Provide report to appropriate parties, as requested.	<i>(Public Works Business Manager)</i>

Loop Marketing Update

Oregon State University

- 1) Loop ads ran for two weeks on OSU's Beaver TV (school's streaming service) in late February/early March
- 2) Loop ads appeared as digital slides on TVs around campus
 - a. Memorial Union
 - b. Student Experience Center
 - c. University Dining and Housing Services and INTO OSU
 - d. Rec Sports/Dixon Rec Center
 - e. Kelly Engineering Center
- 3) Loop Instagram posts have been shared via OSU's Transportation Services account and have been forwarded to other appropriate accounts
- 4) Loop ads inside Beaver Buses (rail ads) - Catherine dropped off printed materials with OSU's transportation services in late February

Linn Benton Community College

- 1) Loop Instagram posts have been shared via school accounts
- 2) Loop ads appeared on monitors around campus in late February/early March

**Make it easy, take
The Loop Bus**

- ✓ **Corvallis ↔ Albany**
With stops along 99E, 34 & Hwy20
- ✓ **X trips a day**
X direct trips between LBCC & OSU
- ✓ **\$1.50 bus fares**
Free for LBCC & OSU students
- ✓ **Real time bus location**
Visit taketheloop.com
- ✓ **Links to Corvallis, Albany & Linn County transit**
Visit CWRides.org for more info

