



Agenda
Linn-Benton Loop Board Meeting
Remote Only

Date: Monday, June 13, 2022
Time: 3:00 – 5:00 pm
Location: Via Zoom:
<https://ocwcog.zoom.us/j/83432375508?pwd=a3RTRINhRE9mMStuSnlLMEZiVjZZQT09>
Phone: 1-253-215-8782
Meeting ID: 834 3237 5508
Passcode: 2022
Contact: Steve Dobrinich, CAMPO Transportation Planner, 541-223-7040

1. **3:00 Call to Order and Agenda Review** **Chair,
Commissioner
Pat Malone**

2. **3:05 Public Comment** **Chair**

3. **3:15 Minutes of February 22, 2022 (Attachment A)** **Chair**

Action Requested: Approval of meeting minutes

4. **3:20 Mobility Hubs Project Update (Attachment B)** **Steph Nappa**
*OCWCOG staff will provide an update on the ongoing
Mobility Hubs Project.*

Action: Information only

5. **3:40 Budget and Ridership Reports** **Barry Hoffman**
 - *Year to date budget (includes STIF) (Attachment C)*
 - *Quarterly budget (includes STIF) (Attachment D)*
 - *Drawdown Reports (includes STIF) (Attachment E)*
 - *Ridership (Attachment F)*
Action Requested: Information only

6. **4:05 5307 Capital Reserve Funding** **All**
*Discussion on potential projects to be funded through 5307
capital reserves. Potential projects discussed during last TAC
meeting include:*
 - *Transit Operations Facility (Bus Barn)*
 - *Electric bus preparation*
 - *Contingency funds*
 - *Bus purchase*
 - *Bus Stop amenities*
 - *Operations*
 - *Mobility Hubs (likely targeting STIF discretionary)*

Action Requested: Discussion

7. 4:30 **City of Albany Statewide Transportation Improvement Fund (STIF) Procedures (Attachment G)** Hoffman

Action Requested: Discussion

8. 4:45 **Other Business** All
- Human Services-Public Transportation Coordinated Plan (**Attachment H**)
 - Van Buren Bridge Project
 - TAC At-Large-Members
 - Loop Marketing Efforts

9. 5:00 **Adjournment** Chair
- Next meeting August 30, 2022

ATTENDENCE (FOR QUORUM PURPOSES)

Board Member	Alternate	Jurisdiction	Attendance
Sheldon Flom		Linn Benton Community College	
Pat Malone		Corvallis Area Metropolitan Planning Organization	
Roger Nyquist		Albany Area Metropolitan Planning Organization	
Hal Brauner		At-Large Member (<i>non-voting position</i>)	

Quorum: Board business may be conducted provided a quorum of members, or their Alternates, are in attendance. A quorum consists of a majority (2) of the Board. Board members may participate telephonically or by other means of electronic communication, provided the meeting is called to order at a public noticed meeting place where the public can attend, hear, understand and/or read the comments of the members participating by telephonic or electronic means and the members so participating can fully hear, understand, and/or read the comments of the other members participating in the meeting.

- Loop Board Bylaws, Section 6: Meetings, Subsection c: Quorum

**Linn-Benton Loop Board Meeting
Teleconference
Tuesday, February 22, 2022
3:00 – 5:00pm**

MEETING MINUTES

Board Member	Jurisdiction	Attendance
Sheldon Flom	Linn Benton Community College	Yes
Pat Malone	Corvallis Area Metropolitan Planning Organization	Yes
Roger Nyquist	Albany Area Metropolitan Planning Organization	
Hal Brauner	At-Large Member (<i>non-voting position</i>)	Yes
TAC Chair		
Brad Dillingham		Yes
Board Alternates		
Mark Volmert	Alternate to Commissioner Nyquist, Albany Area Metropolitan Planning Organization	Yes

Staff: Jenny Glass, Catherine Rohan, Steve Dobrinich, and Emma Chavez

Guests: Ken Bronson, Barry Hoffman, Candy Bliss, Mark Bernard, and Kristin Preston

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order and agenda review. (3:03 pm)		The Chair Commissioner Malone called the meeting to order at 3:02 pm.
2. Appoint Chair and Vice Chair for 2022 (3:03)	Mark Volmert stated that having Commissioner Pat Malone and Commissioner Roger Nyquist serving as Chair and Vice Chair works well with their connection to the MPOs, CWACT, and other	Consensus for Commissioner Pat Malone to continue to

	<p>overlapping partnerships in particular the partnerships between Linn and Benton County. To this, Commissioner Malone responded that he is willing to continue to serve as Chair and would suggest Commissioner Nyquist continues as Vice Chair. The group generally agreed this was working well and a good option continuing forward.</p> <p>Staff Steve Dobrinich noted that the bylaws state that there is a limited term of two consecutive years. However, if members agree to a continuance, that works for Staff. Members discussed this and supported the decision to continue with the same Chair and Vice Chair.</p>	<p>serve as Chair and Commissioner Roger Nyquist to continue to serve as Vice Chair for the Linn-Benton Loop Board.</p>
3. Agenda Review		<p>There were no changes to the agenda.</p>
4. Public Comment (3:08)		<p>There were no comments from the public.</p>
5. Minutes of November 30, 2021 (3:08)	<p>Volmert moved to approve the meeting minutes as presented. He noted that Emma Chavez, Clark, and all COG Staff have done an exceptional job on taking minutes.</p> <p>Hal Brauner indicated that the minutes look good. Chair Malone stated that it's nice to have confidence that minutes are complete and accurate.</p>	<p>Consensus to approve the November 30, 2021 meeting minutes as presented.</p>
6. Progress on motions passed by Board related to finances (3:11)	<p>Barry Hoffman with the City of Albany noted that COG Staff Nick Meltzer developed a memorandum providing an overview of the concerns the Loop Governing Board had brought up in regard to 5307 funding, and large reserves for Loop operations. The memo also noted the motions requested by the Governing Board and how they were addressed.</p> <p>There was an email yesterday about setting policy procedures, in particular for the STIF. City of Albany Staff will develop these policies and will have it ready for review for the TAC before presenting it to the Policy Board. Hoffman noted that we are</p>	<p>Hoffman and Jeff Babbitt will work on summarizing procedures for STIF reimbursement requests for the next Loop TAC and Board meeting.</p>

	<p>getting on the right track with reporting this information and attempting to be more transparent.</p> <p>Volmert stated that there were two items that went to the Board from the TAC and the memo does not reflect that correctly. First is on 5307 standard operating procedures which Albany has provided. He went on to note that when the TAC received that, it did not include any consideration to the balance. Volmert went on to note that the City of Corvallis has a reporting system for their 5307 accounts. Volmert requested that Tim Bates with the City of Corvallis share that with Hoffman. Bates did so and Hoffmann then developed a similar report for the City of Albany and that is part of the Board packet today. Volmert went on to note that the TAC asked for the standard of operating procedures to include that report.</p> <p>Volmert continued that as far as the STIF, the Board last August asked for procedures for the STIF. That has yet to be seen therefore the memo from Meltzer is incorrect. Volmert went on to note that at the TAC meeting, ODOT staff voiced caution that the local policies would be in conflict with the State. Volmert advised that this is not the intention. He went on to note that ODOT aspires STIF funds to be accounted for in a separate account and they allow the locals to decide how to do that.</p> <p>Hoffman voiced that the statement Volmert noted in an email about figuring out a percentage basis for reimbursement also has a different way to be noted and that is in hourly rates and both ways are acceptable to ODOT.</p> <p>Dobrinich asked what Volmert was referencing in regard to a memo he put together. Volmert responded that he sent a copy to Jenny and the Board members. Brauner noted that the body of the email had a memo attached to it.</p>	
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	Hoffman and Jeff Babbitt will work on summarizing procedures for STIF reimbursement requests for the next Loop TAC and Board meeting.	
7. Budget and Ridership Reports	<p>Hoffman reviewed periods 1-6 for FY21-22. The report shows an original appropriation budget and the actuals received. It also shows the STIF budget at the bottom though they are separately accounted for.</p> <p>Volmert noted that while we've gone through six months of the year, the expansion of service did not begin until December of 2021 yet the Loop is already at 51% of funds available for wages. Hoffman responded that it's a good question. New drivers were hired at the first of the year and the expense covers that as well as driver trainings.</p> <p>Volmert went on to ask about the total expenses at \$1,714,200 and if it's adding the \$556,500 charges for the Loop service twice. He advised that he does not think that is correct. Hoffman responded that Jeff Babbitt attempted to answer after the last TAC meeting. Sheldon Flom advised that the top part of the document shows the \$556,500 as a credit and the bottom portion as a debit, so they are offsetting the amounts so that it does not overstate or understate the total amount of both funds put together. Therefore, the sum of the revenue accounts for the STIF and the budgeted revenue at the top. Volmert advised that he is still confused with it showing twice and it may be helpful if the bottom line is noted differently. He went on to add that the confusion is trying to match the STIF separate accounting with the regular accounting. Additionally, he noted that it would be good for Jeff to take a deeper look at this. Hal Brauner noted that it is not overstated because one is a negative and the other is a positive, so it balances. Flom agreed that this is correct.</p> <p>Hoffman moved on to review the quarterly budget report for period four through six and the ridership reports. Hoffman noted that ridership is a mixed bag and he would like to see it higher.</p>	

Volmert noted that there was a request to do marketing outreach at the TAC meeting including outreach to the Corvallis Gazette-Times, Albany Democrat-Herald and through local Chambers of Commerce. He went on to note that it does not seem like there has been a chance to do that, but it would be helpful to increase ridership. Hoffmann noted that Meltzer had volunteered to do that but with his absence and passing that on to AAMPO and CAMPO, he may work towards getting some of that done himself. He noted that the agency is going through its triennial review. Volmert stated that some of the marketing should not be too much of an effort and suggested reaching out to Alex for a photo opportunity.

Chair Malone voiced that all the work on engagement should not fall on Hoffman, and he suggested that Hoffman try to engage the partners with assistance. He added that it does not hurt to promote something that is new and improved. Hoffman stated that high gas prices are our best marketing right now. Hal Brauner noted that we have seen jumps in ridership in the past and people will continue to use the system if it is well run.

Flom asked about how the Loop will handle changes to the mask mandate and how it will affect ridership. Hoffman responded that FTA is still requiring masks on public transit. He went on to note that it is becoming more challenging to enforce the rules when they are not required everywhere. Drivers continue to hand masks out to riders who need them. Chair Malone asked if this applies to all transit agencies and Hoffman responded that that is correct. Hal Brauner asked if the occupancy limit is still a restriction or just the mask. Hoffman answered that the occupancy limit is no longer in place. Flom advised that Linn County may have more masks if needed.

Volmert noted that in the next couple of pages, it shows the things he spoke of earlier. How Corvallis has provided a document for a long time that notes the history of balances and the commitment

	<p>you need from local match for 5307. Volmert stated that he talked to Corvallis and asked them to work with Hoffman who then produced those pages. He added that this is very helpful and had we had this in the past, we probably wouldn't have run into issues. He thanked Corvallis and Albany for this work.</p> <p>Hoffman advised that the TAC suggested to keep a running total where the oldest funds are used first until they are zeroed out.</p>	
<p>8. 5307 Capital Funding</p>	<p>Staff Dobrinich noted that this is discussion on 5307 capital funding that was previously programed for operations and is now shown under reserve funding. At the February TAC meeting, the group began generating ideas for potential projects that the funding could be used for. Ideas thus far include Albany Transit Facility (sometimes referred to as the Bus Barn), replacement buses, bus stop improvements, and contingency funding. The discussions are expected to continue at the next TAC meeting and come back to the Board.</p> <p>Volmert stated that there were two other items that came up at the TAC. First was the Mobility Hubs Project currently taking place for locations at OSU and LBCC.. There was a reminder that when FTA funds are used, there are significant ongoing and lengthy commitments. A Mobility Hub may be a great way to spend the funds, but it could put the OSU and LBCC into long term situation. Volmert noted that we really want to get the design of the Mobility Hubs done to 90% complete to help seek additional investment. The other option for using the funds that was discussed is operations. The FTA does allow that. The challenge would be digging self into a hole by using a one time only for operations.</p> <p>Flom asked in regard to the Albany Transit Facility and the Loop governance being a membership between different organizations; can you invest in if something goes wrong and becomes asset of another group? Hoffman responded that technically when AAMPO and CAMPO funds combine and are pushed to the City of Albany, the City of Albany becomes the grant holder of those funds. The</p>	

City of Albany then applies for funding from FTA. The match dollars to that grant are a different story but STIF could be potential match. Technically, it would become City of Albany property.

Hoffman then added that the city has planning dollars through AAMPO for the facility, and they just selected a design consultant to design the building. The City would then apply for construction funds once the design is completed.

Brauner stated that he agrees with Hoffman's assessment of the ownership going to the City of Albany. That is usually a general way of how that works, and Hoffman described that accurately.

Chair Malone noted that one of the items listed is contingency funding. He asked what the current balance of that is or if there is any? Hoffman stated that the current contingency is the "operations reserve" line item in the budget.

Volmert stated that this goes back to a number of years ago when the budget was very tight, and fuels went up. Albany often pitched in extra funds each year to make the program whole. The Loop governing board for the last couple of years has been discussing setting aside a certain percent to possibly build up at least a 5% contingency. He went on to note that currently, we are probably in a better situation, but someone should look into this more closely.

Hoffman stated that during the biennial budget update is when it's a good time to ensure there is a contingency fund for each year in case anything goes wrong. Albany will be doing its biannual budget in 1 year. Hoffman noted that we can aim for a contingency higher than 5%.

Hal Brauner noted that Operating Reserve and contingency essentially mean the same thing.

	<p>Buses – Hoffman stated that the fleet is in great shape. New buses were received in 2010, 2014, 2018, and 2021. The fleet of the Loop buses is five and the City of Albany owns ten buses. The oldest buses from 2010 are aging out. They age out at twelve years and/or five hundred thousand miles. Those buses will not make it in miles. Hoffman can apply now to upgrade those buses; however, they would not be received until eighteen months from now. The caveat is that the State is pushing toward electric buses and those come with a higher price tag. The last bus purchased cost around \$500,000 while electric buses cost around \$1 million each. The good news is that a lot of grants are coming with a better exchange rate for electric buses and there are a lot of grants coming out for low emission vehicles. There are also a couple of city buses aging out, one of them being a backup Loop bus. To this, Mark Volmert noted that at the TAC meeting, it was noted that the City of Corvallis has a consulting firm that Hoffman may want to reach out to, and that the new federal infrastructure bill will set aside a large amount of funds for electric buses. Volmert reiterated that it would be good for Albany to reach out to the consulting firm that Corvallis is using.</p>	
<p>9. Other Business</p>	<p>Mobility Hub Project– Staff Dobrinich stated that he reached out Stephanie Nappa, the OCWCOG Transportation Planner leading the Mobility Hub Project. This project is funded using a STIF discretionary grant. It will go to create a Mobility Hub at LBCC and OSU. Staff Stephanie Nappa advised Dobrinich that a consultant Parametrix has been hired for the project. A kickoff workshop was held on the 11th of February. Next steps include design meetings in early March.</p> <p>Volmert stated that something that is key, is getting to at least 90% design level on the Mobility Hub project by November in order to apply for the next round of STIF discretionary grant funding. The value of that is getting an 80/20% match.</p>	

Hoffman stated that he sat in on the consultant's Mobility Hubs meeting and that they are pitching the project as somewhere between a transit stop and a bus mall.

Human Services Public Transportation Coordinated Plan – Staff Catherin Rohan advised that all the counties in the COG region (Linn, Benton and Lincoln) need to have an updated Coordinated Plan. The update occurs every five years and it is now time to update the Plans. Last year, Nick Meltzer put in and was awarded for a grant to complete the update. COG has hired Nelson Nygard to assist with the Plan update. COG currently working on the scope and contract. The project will be kicked off in March.

Volmert thanked the COG for the work on this. This is the second time a contractor is hired to assist with all three plans. A final draft is needed by October or early November. If they are not approved by the County Boards of Commissions by then, it is okay but before the counties can move forward with STIF formula fund allocations, they need to have the plans completed.

Van Buren Bridge Project – Dobrinich noted that Hoffman was going to give an update on the project. Hoffman advised that he does not have much to do with the actual Van Buren project. However, there was a lot of concern from the City of Albany about Loop buses having to take a detour and bus delays, particularly at peak hours. However, delays have not been as bad as initially expected and OSU is close to full classes which means full traffic.

Chair Malone advised that he spoke with Savannah Crawford with ODOT about the Van Buren Bridge project. There will be an update timeline for the Van Buren bridge and other projects by the springtime. They are a bit late, but the timeline is coming. In regard to the Corvallis to Albany bike path, there is not enough funds for the full project.

	Volmert stated that he's glad to hear that the Van Buren bridge project has not been a hinderance to operations. He went on to state that his recollection is that the temporary bridge will not have a weight limit. Therefore, we don't need to wait for the new bridge to go back to the previous route. In regards to the Highway 20 Safety projects, he noted that there might be delays and Hoffman will want to stay in the know about those.	
10. Adjournment	Next meeting: May 31st. Malone will be out of town. Commissioner Nyquist will need to chair.	Meeting adjourned at 4:32 pm.

Mobility Hubs

Funding: STIF Discretionary

Consultant: Parametrix

Key Partners:

- OSU
- LBCC
- Transit Providers

What is a Mobility Hub?

- Connection between transit and other transportation modes
 - Micromobility (bikeshare, scooter share, etc.)
 - Carpool, car share, park & ride
- Additional amenities
 - Cafe, food carts
 - Bathrooms
 - Package pickup
 - Wayfinding



Project Tasks

- Conceptual Design for Mobility Hub at OSU and LBCC
 - Near complete
- Cost Estimate
 - Apply for construction funding in November 2022 (STIF Discretionary)
- Full PS&E
 - June 2023



Image: Veritone Architecture



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FROM 2022 01 TO 2022 13

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
213 PUBLIC TRANSIT	APPROP	ADJSTMTS	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%



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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	

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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	



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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%



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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	

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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.

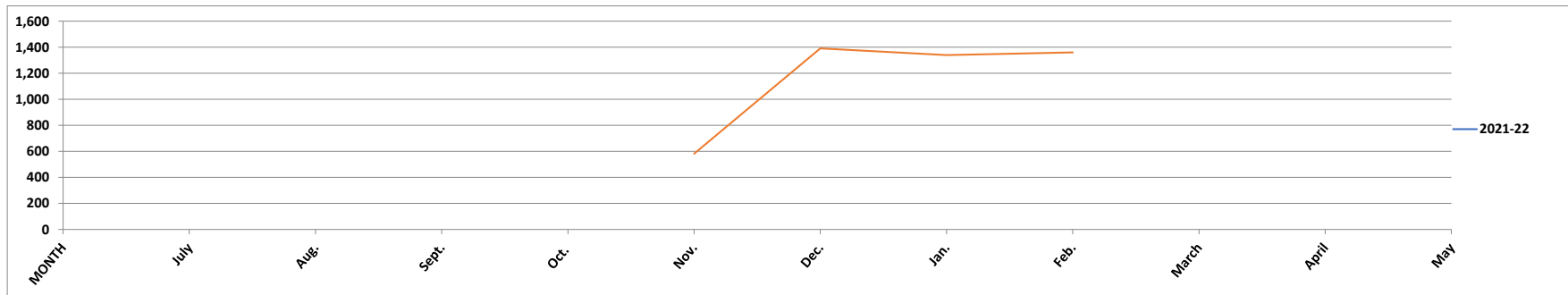
**Linn-Benton Loop STIF Funds Remaining
(Last Updated 4/25/22)**

<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

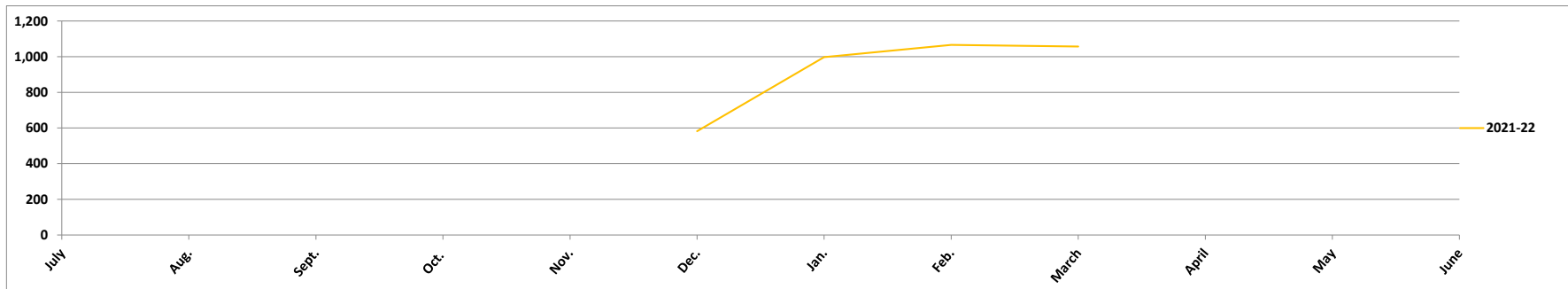
MONTH	2021-22	2022-23																			+/ -	Ratio
July																					0	#DIV/0!
Aug.																					0	#DIV/0!
Sept.																					0	#DIV/0!
Oct.																					0	#DIV/0!
Nov.																					0	#DIV/0!
Dec.	582																				0	#DIV/0!
Jan.	1,391																				0	#DIV/0!
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

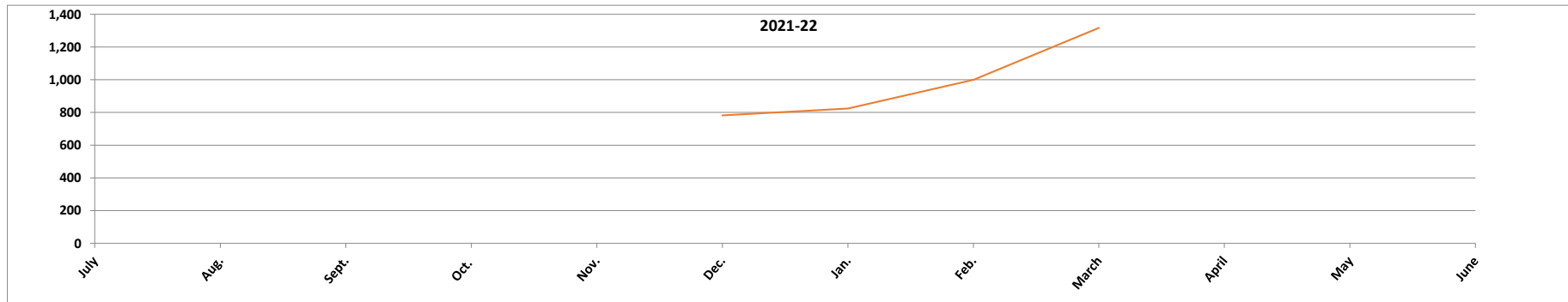
MONTH	2021-22	2022-23																		+/-	Ratio
July																				0	#DIV/0!
Aug.																				0	#DIV/0!
Sept.																				0	#DIV/0!
Oct.																				0	#DIV/0!
Nov.																				0	#DIV/0!
Dec.	582																			582	#DIV/0!
Jan.	997																			997	#DIV/0!
Feb.	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
Grand Total	3,702	0	0	0																0	#DIV/0!



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

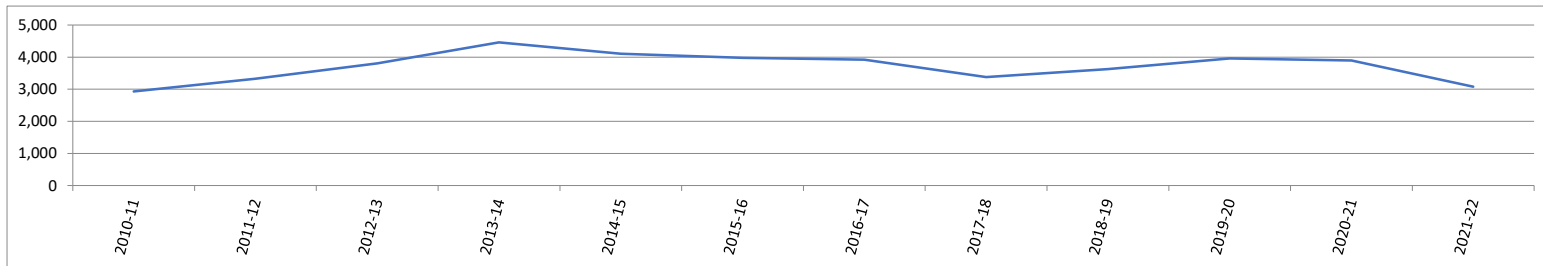
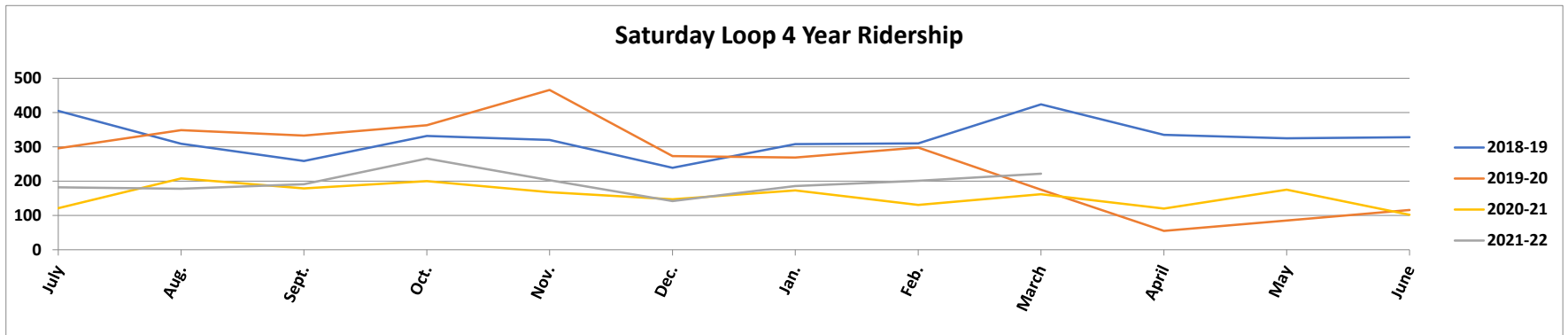
Heart to Hub Uniter

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>

