



Agenda Linn-Benton Loop Board

Date: Tuesday, February 28, 2017
Time: 3:00 – 5:00 pm
Location: OCWCOG Upstairs Conference Room, 1400 Queen Ave, SE Albany OR
Contact: Theresa Conley, AAMPO Program Manager, (541) 924-4548
Ali Bonakdar, CAMPO Director, (541) 758-1911

1. **Call to Order & Introductions** Hal Brauner, Chair

2. **Agenda Review** Chair

3. **Public Comment** Chair

4. **Minutes of November 29, 2016 Meeting** (Attachment A) Chair
Action Requested: Approval of November 29, 2016 Meeting Minutes

5. **Linn-Benton Loop Board Bylaws** (Attachment B) Theresa Conley
Action Requested: Discussion only

MPO staff will briefly review the Linn-Benton Loop Board Bylaws, as adopted on November 29, 2016, with revisions.

6. **Designation of Technical Advisory Committee** (Attachments C & D) Theresa Conley
Action Requested: Provide guidance on draft Linn-Benton Loop Technical Advisory Committee bylaws and membership

Staff will present proposed bylaws for a Linn-Benton Loop Technical Advisory Committee (TAC). The proposed bylaws were developed with input from the former Linn-Benton Loop Commission, particularly regarding membership and responsibilities. Staff will request to solicit members on behalf of the Board and will subsequently work with those members to arrange for the TAC's first meeting in spring 2017.

7. **Financial and Ridership Report** Albany Transit Staff
Action Requested: Discussion only

Staff will present a financial and ridership report for the Linn-Benton Loop operations. Handouts will be provided at the meeting. As part of this report, staff will also provide an

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update on capital assets and facilities planning now underway, funded through the Albany Area MPO.

8. Webpage and Communications Update

Emma Chavez

Action Requested: Discussion only

Staff has prepared an interim ‘Linn-Benton Loop’ webpage to post basic information about Board activities. Staff is coordinating with the City of Albany to find a permanent web presence that can accommodate the Loop Board administration needs and Loop operations needs. Staff requests to work with the TAC on this item, once established.

9. Next Meeting and Future Agenda Items

Theresa Conley

Action Requested: Discussion only

Staff will discuss and seek guidance from the Board regarding upcoming tasks. Specifically, the Albany Area MPO has provided funding for a ‘Linn-Benton Loop Service Analysis’ in its FY16-17 Work Program. Staff will outline the current funding allocation, a potential scope of work, and timeline for this effort.

10. Adjourn

Chair

**LINN-BENTON LOOP BOARD
MEETING MINUTES**

**Tuesday, November 29, 2016
3:00 – 5:00 pm**

Oregon Cascades West Council of Governments
Upstairs Conference Room / 1400 Queen Ave. SE, Albany

Board Members and Ex-Officio: Roger Nyquist, Hal Brauner, Bruce Clemetson, Fred Abousleman, and Chris Bailey
Staff Members: Sarah Bronstein, Barry Hoffman, Ali Bonakdar, Theresa Conley, Phil Warnock, and Emma Chavez

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order and Introductions	The meeting was called to order and Mr. Abousleman proceeded with Agenda Item 6 while waiting for all voting members to arrive. Self-introductions were conducted.	The meeting was called to order at 3:08 pm by Fred Abousleman.
2. Selection of Chair and Vice Chair	Members selected Councilor Brauner as Chair and Commissioner Nyquist to serve as Vice Chair.	Consensus by the Board for Councilor Brauner to serve as the Chair and Commissioner Nyquist to serve as Vice Chair.
3. Agenda Review		There were no changes to the agenda.
4. Public Comment		There were no public comments.
5. Linn-Benton Loop Governance Agreement	The Chair provided a brief summary of the intergovernmental agreement and asked if there were any questions. With no further questions, the Chair moved on to the next agenda item.	
6. Service Report & Proposed Budget	Barry Hoffman provided a short presentation of the Linn-Benton Loop service.	

	<p>The service initiated in 1980 as a demonstrative project and has now served for thirty seven years. Initially the service ran to Hewlett Packard, Samaritan Hospital, Corvallis, Philomath, OSU, LBCC, and then back to the Albany Amtrak station. The service continues to run very similarly with the exception from the extension to Philomath. Throughout the years, the Loop has had many ups and downs do to and unstable funding source. Discussions of the formation of a Transit District have taken place but not come to fruition.</p> <p>When the City of Albany became part of an MPO, federal funding changed and is now received through the MPO. Federal 5307 funds come from CAMPO and AAMPO and are matched with community partnership funds from OSU, LBCC, HP, and Good Samaritan. The Loop also receives 5310 Special Transportation Funds from Linn and Benton Counties.</p> <p>The Loop is a key connection to larger systems such as the Corvallis Transit System, Albany Transit, and the Linn Shuttle. Currently, the Loop runs twelve hours a day; Monday through Saturday. The City also runs a Loop Express to assist with overflow. Hoffman went on to share statistics, noting that the Loop has relatively high ridership per service hour (29.36 per hour on weekdays). At peak hours several people could be standing while riding the Loop at 55 mph down the highway.</p> <p>Hoffman went on to review the Loop budget with members. He noted a 3.1% increase for the MPOs and 2% for the colleges. It was requested that for future quarterly Board meetings an expenditures budget be presented with the revenue budget.</p> <p>Discussions followed about the pent up demand for the Loop Service.</p>	
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<p>7. Linn-Benton Loop Board Bylaws</p>	<p>Members received draft Bylaws with highlighted areas that need decision making. The Chair reviewed those areas and members made the following decisions:</p> <ul style="list-style-type: none"> • Election of Officers – Annually • Terms of Office – 1 year terms • In absence of Chair/Vice Chair – Delete Sentence, as it is most likely that a quorum will not be met and a meeting would not be held • Meeting Frequency – Quarterly • Quorum – Majority (2 members present) • Decision Making – By Consensus • Distribution of Meeting Materials – Five days in advance • TAC Formation – The Policy Board will choose the organizations and each organization will elect their own representative • Special Committees – Will be advisory to the Policy Board and TAC as determined by the Board. 	<p>Consensus by the Policy Board to approve the Linn-Benton Loop Board Bylaws as revised.</p> <p>Staff will provide a final draft at the next Loop Board meeting.</p>
<p>8. Designation of Technical Advisory Committee</p>	<p>Staff noted that there is a current set of bylaws for the existing Loop Commission. Currently the Linn-Benton Loop Commission serves as a in a technical advisory role. It includes representation from OSU, LBCC, City of Corvallis, City of Albany, and Benton County. HP and ODOT serve as Ex-Officio members. The Board requested that the existing Loop Commission provide direction on which entities should be represented on the new TAC. At a minimum, Linn County, Benton County, Albany, Corvallis, CAMPO, AAMPO, OSU, and LBCC should be represented.</p> <p>It was suggested that the Linn-Benton Loop Commission hold its final meeting on December 9th and provide recommendations for a newly formed TAC and advise on new bylaws.</p>	<p>Staff will provide a suggested list of members and a bylaws to the next Loop Board meeting.</p>

<p>9. Next Meeting and Future Agenda Items</p>	<p>Members discussed a date and time for the Loop Board meetings and concurred that the last Tuesday of the month at 3:00 pm worked for their scheduled.</p> <p>OTHER BUSINESS: Staff questioned how the Board would prefer meetings to continue to be staffed. The Boards preference is for the MPOs to continue to staff the meetings.</p>	<p>The next Loop Board meeting was scheduled for February 28th, 2017 at 3:00 pm.</p> <p>Consensus from the Loop Board for AAMPO/CAMPO to staff the Board meetings.</p>
<p>10. Adjourn</p>	<p>Meeting adjourned at 4:24 pm.</p>	

Bylaws for the Linn-Benton Loop Board

Section 1: Purpose

The purpose of these Bylaws is to define the operating procedures for the governing body of the Linn-Benton Loop transit service, according to the signed *Intergovernmental Agreement for the formation of the Linn-Benton Loop Governing Board* (hereafter IGA). In the case of any conflict between the IGA and these operating Bylaws, the IGA shall prevail.

Section 2: Name

The governing body of the Linn-Benton Loop shall be known as the Linn-Benton Loop Board (hereafter Board).

Section 3: Board Membership

- a. **Membership:** The Board's membership shall consist of one appointed representative for each Party to the IGA (hereafter Party). The Board Members are representatives of Albany Area Metropolitan Planning Organization (hereafter AAMPO), Corvallis Area Metropolitan Planning Organization (hereafter CAMPO) and Linn Benton Community College (hereafter LBCC). Representatives of the City of Albany and Oregon Cascades West Council of Governments (hereafter OCWCOG) serve as ex-officio members.
- b. **Tenure:** Representatives will serve until a new representative is appointed by the Party.
- c. **Vacancies:** Any vacancy on the Board shall be filled by the Party with the vacancy.
- d. **Alternates:** A Party may designate an Alternate member to the Board.
- e. **Additional Members:** Additional members may be added to the Board with an amendment to the IGA, and with unanimous consent of the Board.
- f. **Voting Members:** Voting members of the Board are representatives of AAMPO, CAMPO, and LBCC. Appointed Alternates may vote on behalf of appointed representatives.

Section 4: Officers

- a. **Election of Officers:** The Board shall elect a Chair and Vice Chair at its first meeting. Thereafter, the Board shall elect a Chair and Vice Chair at the first meeting of each calendar year. In the absence of the Chair, the Vice Chair shall have the powers of the Chair.

- b. **Terms of Office:** In order to facilitate rotation of officer positions among the jurisdictions, the Chair and Vice Chair are limited to serve two consecutive full terms of office.
- c. **Duties:** The Chair shall preside at and be responsible for the conduct at all meetings. The Chair shall be available for consultation by staff on the development of meeting agendas and shall also serve as a liaison with committees and advisory group as the need arises.
- d. **Alternates:** In the absence of the Chair from a Board meeting, his or her Alternate may sit only as a voting member of the Committee and the Vice Chair will preside over the meeting.

Section 5: Responsibilities

The Board is authorized to provide policy direction and recommendations regarding the operation and performance of the Linn-Benton Loop. The Board is not responsible for developing or managing the budget, making appropriations, or conducting day-to-day operations. The Board has no independent budgetary or purchasing authority. The Board shall have the power to:

- a. Consistent with Federal and State law, review and comment on the annual budget of the Loop; recommend to the Parties that the Parties receive, appropriate, and expend funds; and the conduct of other business necessary to operate the Loop.
- b. Review and make recommendations regarding level of service, operations, and performance of the Loop.
- c. Seek, identify, and recommend funding sources for the Loop.
- d. Establish and administer the policies of the Linn-Benton Loop.
- e. Sponsor and administer the development and implementation of plans, programs, projects and studies for the Loop.
- f. Designate an Operator for the Loop.
- g. Work with the Operator to develop memoranda of agreement related to funding, operations, and ongoing expectations for continuing the Loop service.

Section 6: Meetings

- a. **Frequency:** The Board shall meet at least quarterly or more frequently, if needed.
- b. **Notice of Meetings:** All Board meetings are open to the public and a public comment period shall be provided for at all meetings. Public notifications of Board meetings shall meet, at a minimum, the public notice requirements of the Public Meetings laws of the

State of Oregon as set forth in ORS 192.640. No action may be taken unless all Board members are given notice. Notice of meetings to Board members may be given by means of electronic communication.

- c. **Quorum:** Board business may be conducted provided a quorum of members, or their Alternates, are in attendance. A quorum consists of a majority 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.
- d. **Conduct:** Except as otherwise provided in these Bylaws or the IGA, Roberts Rules of Order shall be followed at all meetings. The Board and its committees shall follow the Public Meetings laws of the State of Oregon.
- e. **Decision Making:** Decisions are by consensus of all voting members.
- f. **Special Meetings:** Special or emergency meetings of the Board may be called by the Chair or by a majority of the members.
- g. **Development of Meeting Agendas:** Staff will consult with the Chair in preparation of meeting agendas. If prepared by staff, the agenda shall be reviewed by the Chair prior to distribution to the full Board. Agendas and related materials shall be distributed to Board members at least five days prior to a regularly scheduled meeting.
- h. **Cancellation:** Meetings may be cancelled if agenda items do not justify or a quorum cannot be achieved. Whenever possible, notice of cancellation or change of meeting date or time shall be at least five (5) days in advance of the regularly scheduled meeting and shall be sent to all members.

Section 7: Committees

The Board shall form a Linn-Benton Loop Technical Advisory Committee (TAC) and additional committees, as necessary, to serve in an advisory capacity to the Board. The Board shall decide membership of committees.

- a. **Technical Advisory Committee:** The Board shall establish a standing committee called the Linn-Benton Loop Technical Advisory Committee (TAC), which will serve in an advisory role to the Board. TAC members shall be appointed by the Board and shall be made up of representatives of jurisdictions, institutions, technical experts, the general public, and other stakeholders.
- b. **Additional Committees:** The Board may create other special committees, as it deems necessary. Additional committees may be either an ad hoc committee for a specific work

task or a standing committee for one or more work tasks. Any such committee will be advisory to the Board or the TAC as determined by the Board.

Section 7: Amendment of Bylaws

These Bylaws may be amended, repealed or new bylaws may be adopted by unanimous vote of the members at an official meeting of the Board.

Section 8: Effective Date

These Bylaws for the Linn-Benton Loop Board have been reviewed and approved by the Board, effective February 28, 2017.

AAMPO Representative Name Signature _____ Date _____

CAMPO Representative Name Signature _____ Date _____

LBCC Representative Name Signature _____ Date _____



Albany Area Metropolitan Planning Organization

City of Albany • City of Jefferson • City of Millersburg • City of Tangent • Linn County •
Benton County • Oregon Department of Transportation

February 7, 2017

TO: Linn-Benton Loop Board
FROM: Theresa Conley, AAMPO Manager
SUBJECT: Linn-Benton Loop Technical Advisory Committee

Action Requested

Provide guidance on draft Linn-Benton Loop Technical Advisory Committee bylaws and proposed membership roster, including at-large members.

Discussion

At the November 2016 Linn-Benton Loop Board meeting, staff was directed to work with the existing Linn-Benton Loop Commission to outline a proposed membership and function for a Linn-Benton Loop Technical Advisory Committee (TAC). Theresa Conley attended the December 9th Linn-Benton Loop Commission meeting to facilitate this conversation, and gathered the following recommendations which are also incorporated in the attached *Draft Linn-Benton Loop TAC Bylaws*.

Recommended Membership:

It is recommended to include one technical or managerial staff representing each of the following entities. It was recommended to not list specific positions such as 'STF Coordinator' but allow the entity the discretion to appoint whomever they feel is most appropriate.

1. City of Albany
2. City of Corvallis
3. Benton County
4. Linn County
5. Oregon Department of Transportation
6. Albany Area Metropolitan Planning Organization
7. Corvallis Area Metropolitan Planning Organization
8. Four at-large members, which may represent riders of the Linn-Benton Loop service, students, individuals with disabilities, bus drivers, interested citizens, or other funders of the Linn-Benton Loop service. At-large members should not represent entities already represented, except in the case of a bus driver.

In comparison, the prior Linn-Benton Loop Commission members hips was comprised of one staff and one appointed official or citizen at large from OSU, LBCC, City of Corvallis, City of

Albany, and Benton County. Listed ex-officio members included HP and ODOT. Other regular attendees of the meetings included representatives from Linn County, AAMPO, CAMPO, and other transit staff.

Recommended Responsibilities:

A key overarching recommendation from Loop Commission members was that a clear scope of work and expectations be outlined for the TAC. Specific recommendations include:

1. Advise on system operations, including fare structure, routes and route timing, and service delivery
2. Advise on strategic planning efforts, including service expansion, service cuts, and regional coordination
3. Recommend to the Board an annual budget
4. Explore additional funding or match sources as directed by the Board
5. Develop and, at the direction of the Board, oversee a transit safety program
6. Be a venue for complaints, which is important for the Federal Transit Administration. Review customer feedback and complaints and recommend to the Board follow-up actions requiring Board approval
7. Develop recommendations for and, at the direction of the Board, implement transit marketing programs
8. Conduct transit system planning, on-board or other rider surveys, regional transit service analyses, and other technical tasks as assigned by the Board

**Bylaws for the
Linn-Benton Loop Technical Advisory Committee**

Section 1: Purpose

The purpose of these Bylaws is to define the operating procedures for the technical advisory committee as established by the Linn-Benton Loop Board (hereafter Board). The committee is to advise the Linn-Benton Loop Board and staff regarding operations and performance of the Linn-Benton Loop Transit Service.

Section 2: Name

This committee shall be the Linn-Benton Loop Technical Advisory Committee (TAC).

Section 3: Responsibilities

Specific responsibilities of the Linn-Benton Loop TAC include, but are not limited to, the following:

- a. Advise on Linn-Benton Loop operations, including fare structure, routes and route timing, and service delivery
- b. Advise on strategic planning efforts, including service expansion, service cuts, and regional coordination;
- c. Recommend to the Board an annual budget;
- d. Explore additional funding or match sources as directed by the Board;
- e. Develop and, at the direction of the Board, oversee a transit safety program
- f. Review customer feedback and complaints and recommend to the Board follow-up actions requiring Board approval;
- g. Develop recommendations for and, at the direction of the Board, implement transit marketing programs;
- h. Conduct transit system planning, on-board or other rider surveys, regional transit service analyses, and other technical tasks as assigned by the Board.

Section 4: Membership

- a. **Membership:** The voting membership of the Linn-Benton Loop TAC shall consist of one technical or managerial staff representing each of the following:
 - City of Albany
 - City of Corvallis
 - Benton County
 - Linn County
 - Oregon Department of Transportation
 - Albany Area Metropolitan Planning Organization
 - Corvallis Area Metropolitan Planning Organization

- Four at-large members, which may represent riders of the Linn-Benton Loop service, students, individuals with disabilities, bus drivers, interested citizens, or other funders of the Linn-Benton Loop service. At-large members should not represent entities already represented, except in the case of a bus driver.
- b. **Appointment and Tenure:** Representatives on the Linn-Benton Loop TAC shall be appointed by the entities listed above except for at-large members who shall be appointed by the Board upon recommendation of staff. Entities may re-appoint representatives as necessary. Members may designate alternates to serve in their place and vote on their behalf.
 - c. **Subcommittees:** The Linn-Benton Loop TAC, may create subcommittees consisting of its own members to conduct research or specific technical tasks.

Section 5: Officers and Duties

- a. **Election:** A Chair and Vice Chair of the Linn-Benton Loop TAC shall be elected at the first regularly scheduled meeting of each calendar year and shall hold the office until their successors are selected. The Chair shall not serve for more than two consecutive years.
- b. **Responsibilities:** The Chair shall preside at all meetings and shall be responsible for the conduct at all meetings. The Chair shall also serve as a liaison between the Linn-Benton Loop TAC and the Board and any other advisory group as the need arises.
- c. **Absence:** The Vice Chair shall perform the duties of the Chair in his or her absence and shall perform other duties as the Chair may assign. In the event that both the Chair and Vice Chair cannot attend a meeting, staff will assume responsibility for conducting a meeting.

Section 6: Meetings

- a. **Regular Meetings:** Regular meetings shall be held at a date and time established by the Linn-Benton Loop TAC members. However, meetings shall be on an “as needed” basis and may be cancelled if agenda items do not justify.
- b. **Cancellation:** Notice of cancellation or change of meeting date shall be sent to all members.
- c. **Electronic or Telephonic Participation:** Meetings may be held by telephone or other means of electronic communication, and Linn-Benton Loop TAC members may participate in any meeting by telephone or other means of electronic communication with advance notice of 24 hours given to staff. Such telephonic or electronic participation may only occur if the meeting is called to order at a location where all Linn-Benton Loop TAC members and any member of the general public can attend, understand, and either hear or read the comments of all the members participating in the meeting.

- d. Special or Emergency Meetings:** Special or emergency meetings may be called by the Chair or staff on two days notice. The person calling the special or emergency meeting shall fix the time and place for holding the meeting.
- e. Development of meeting agendas:** Agendas shall be prepared prior to all meetings. Agendas should be sent with meeting notices, and, whenever possible, minutes of the previous meeting, at least five calendar days prior to any regular meeting or coincident with notice of a special or emergency meeting. Staff will consult with the Chair in drafting meeting agendas, except in situations where timing does not permit review or the need for review is waived by the Chair.
- f. 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 voting members are present. 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.
- g. Public Participation:** All meetings will be open to the public. Public participation shall be at the discretion of the Chair.
- h. Decision Making:** The Linn-Benton Loop TAC shall strive to reach decisions on a consensus basis. If consensus cannot be reached, a vote may be called by the Chair.
- i. General Conduct:** Except as otherwise provided in these Bylaws, Roberts Rules of Order shall be followed at all meetings.

Section 7: Amendments to the Bylaws

These bylaws may be amended, repealed, or new bylaws may be adopted at any regular meeting of the Linn-Benton Loop TAC, provided that written notice of the proposed change(s) has been sent to every member at least five calendar days before it is to be voted on. Amendments to these bylaws will become effective upon endorsement by the Linn-Benton Loop Board.

Section 8: Effective Date

These Bylaws for the Linn-Benton Loop TAC have been reviewed and approved by the Board, effective February 28, 2017.

Hal Brauner, Chair
Linn-Benton Loop Board