



Agenda
Linn-Benton Loop Technical Advisory Committee

Date: Tuesday, May 30, 2017
 Time: 1:30 – 3:00 pm
 Location: OCWCOG Upstairs Conference Room, 1400 Queen Ave, SE Albany OR
 Contact: Emma Chavez, CED Executive Admin Assistant, (541) 924-8405
 Ali Bonakdar, CAMPO Director, (541) 758-1911

1. **Call to Order & Introductions** Staff

2. **Agenda Review** Staff

3. **Public Comment** Staff

4. **Loop Technical Advisory Committee Bylaws & Membership (Attachment A)** Staff
Action Requested: Information & Recommendation on At-Large Members

 The Loop TAC Bylaws have been adopted by the Loop Board. Staff will review the Bylaws and Membership.

5. **Election of Officers** Staff
Action Requested: Members will elect a Chair and Vice-Chair

6. **Loop Service Analysis Scope (Attachment B)** Staff
Action Requested: Review of Loop Scope of Work

 Staff will review a draft Scope of Work (SOW) for a Linn-Benton Loop Service Analysis. The Albany Area MPO (AAMPO) has provided funding for this analysis in its FY16-17 Work Program.

7. **Webpage and Communications Update** Staff
Action Requested: Discussion only

 Staff has prepared an interim 'Linn-Benton Loop' webpage to post basic information including meeting dates and agenda packets. Staff will review with members the webpage location.

8. **Next Meeting and Future Agenda Items** Chair
Action Requested: Discussion only

9. **Adjourn** Chair

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
 - Linn Benton Community College

- Oregon State University
 - 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:** 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. **Tenure:** Representatives of the entities specifically listed above may serve continually and those entities may reappoint as necessary. At-large members serve two-year terms and are able to be reappointed with no term limit.
 - d. **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 the 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 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 a change of meeting date, time, or location 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 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.
- g. Public Participation:** All meetings will be open to the public.
- 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. All appointed members, including at-large members, are voting members of the TAC.
- 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

The Linn-Benton Loop TAC may recommend amendments to, repeal of, or replacement of these bylaws at any regular meeting. Such changes become effective only upon endorsement of the Linn-Benton Loop Board at a regular meeting of the Board and provided that written notice of the proposed change(s) has been sent to every Board member at least five calendar days before it is to be voted on.

Section 8: Effective Date

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

Hal Brauner, Chair
Linn-Benton Loop Board

Linn-Benton Loop Service Analysis

AAMPO, in collaboration with CAMPO and under the guidance of the Linn-Benton Loop Board, will conduct a review of the current Loop service. This service analysis may consider routes, frequency, stop locations, span of service, bicycle accessibility, and other factors in order to assess the current service and opportunities for improved service to key rider groups. The analysis will build upon data and findings from the Albany and Corvallis Transit Development Plans currently being developed. The analysis may also include policy recommendations and funding structure recommendations.

Budget:	\$28,357
Percent of Total Budget:	11.3%
Timeframe:	Third and fourth quarters
Deliverables:	Service analysis of Linn-Benton Loop

Scope of Work

Existing Conditions Report:

Prepare a report describing existing conditions, problems, and opportunities for the Linn-Benton Loop. The report should draw on information in the following plans and/or their associated technical memoranda: Albany Area Transit Development Plan, Corvallis Transit Development Plan, Linn County and Benton County Coordinated Public Transit Human Services Transportation Plans, Albany Public Transit Plan, Oregon Public Transportation Plan, Central Willamette Valley ITS Plan, and federal and state guidance on asset management, Title VI, and ADA regulations.

The report should be in the form of a short report that can be incorporated into a final Loop Service Analysis document. It should include:

- Transit market analysis information
- Comparisons with peer systems or best practices
- Current route, stop, and schedule information for the Linn Benton Loop.
- Findings of any stop-level ridership count and on-board surveys
- Assessments of Loop ridership, productivity, service hours, service miles, operating costs, and number of trips
- Information related to the efficiency and effectiveness of the service, such as cost per hour, cost per trip, trips per hour, or service hours per full-time employee
- A summary of how well the current route(s) serve their intended markets, how well current route(s) support the regional transportation system, and the degree to which current route(s) meet stakeholder expectations.
- A summary of capital programs including current and planned investments in rolling stock, transit facilities, and supportive infrastructure.
- A summary of current or planned use of transit-supportive technologies, particularly for vehicle location, passenger counting, scheduling, and transit priority at traffic signals

- A summary of vehicle capacity and state of repair, transit center functionality and capacities, bus stop amenities, maintenance facilities and equipment, and other applicable capital investments.

Deliverable: Draft Existing Conditions Report

Cost: \$5,000

Operator and Stakeholder Input Report:

Summarize stakeholder input received during recent AAMPO, Corvallis, Linn County and Benton County outreach efforts regarding regional public transportation in the area served by the Linn-Benton Loop. It should also reflect any feedback from the Linn-Benton Loop operator regarding accuracy of existing conditions findings and any additional input regarding problems and opportunities for the Loop service. A summary of operator and stakeholder input should be in the form of a short report that can be incorporated into a final Loop Service Analysis document.

Deliverable: Draft Operator and Stakeholder Input Report

Cost: \$1,000

Service Goals and Objectives Report:

Based on findings in the Existing Conditions Report and Operator and Stakeholder Input Report, develop draft goals and objectives for the Linn-Benton Loop Service. These goals and objectives should be able to guide policy, funding, and service delivery decisions over the short and long term.

Deliverable: Draft Service Goals and Objectives Report

Cost: \$2,000

Meeting Series #1

Loop TAC: Present *Existing Conditions Report, Operator & Stakeholder Input Report, and Service and Goals and Objectives Report* to the Linn-Benton Loop TAC to obtain feedback and refine the document. Discuss specific opportunities, goals, and challenges related to the Loop service schedule and route alignment(s) and begin to define recommended policy-level goals and desired level of service for the Loop. Goals and service recommendations should consider primary ridership characteristics, primary geographic service areas, desired frequency of service, and funding needs.

Loop Board: Subsequently present refined Existing Conditions Summary and Operator & Stakeholder Input Summary to the Linn-Benton Loop Board for refinement. Also review Draft Service Goals and Objectives Report and hold first discussion on policy-level goals and desired level of service for the Loop. During this conversation, identify: primary ridership characteristics, primary geographic service areas, desired frequency of service

Deliverable: Final Draft Existing Conditions Report and Operator and Stakeholder Input Report. Revised Service Goals and Objectives Report
Cost: \$2,000

Financial Assessment:

Prepare a summary of the historic and current funding structure for the Linn-Benton Loop service and discuss potential sources for additional revenue. This report may be informed by financial analyses prepared for the Albany Area Transit Development Plan, Corvallis Transit Development Plan, Albany Transit Plan, the AAMPO and CAMPO Transportation Improvement Programs, local Capital Improvement Programs or operating budgets, or a white paper on Linn-Benton Loop Governance and Funding prepared by the MPOs. Findings should be outlined as a short report that can be incorporated into a final Loop Service Analysis document.

Deliverable: Draft Financial Assessment
Cost: \$8,000

Loop Service Recommendations:

Develop recommendations for Linn-Benton Loop service delivery and funding structure, based on TAC and Board input and findings from the *Existing Conditions Report, Operator and Stakeholder Input Report, Financial Assessment, and Service Goals and Objectives Report*. This should include short, mid and long-term recommendations on routes, frequency, service hours, fares, and funding structure. Utilize visualization tool such as ArcGIS and Remix to the degree possible

Deliverable: Draft Loop Service Recommendations
Cost: \$6,000

Meeting Series #2 and #3

(May include two rounds of meetings to finalize *Financial Assessment* and *Loop Service Recommendations*.)

Loop TAC: Present *Financial Assessment* and *Loop Service Recommendations* to the Linn-Benton Loop TAC to obtain feedback and refine the documents.

Loop Board: Subsequently present refined *Financial Assessment* and *Recommendations* to the Linn-Benton Loop Board for refinement.

Deliverable: Revised *Financial Assessment* and *Loop Service Recommendations* Report
Cost: \$4,000

Deliverable: Draft Existing Conditions Report	\$5,000
Deliverable: Draft Operator and Stakeholder Input Report	\$1,000
Deliverable: Draft Service Goals and Objectives Report	\$2,000
Deliverable: Final Draft Existing Conditions Report and Operator and Stakeholder Input Report. Revised Service Goals and Objectives Report	\$2,000
Deliverable: Draft Financial Assessment	\$8,000
Deliverable: Draft <i>Loop Service Recommendations</i>	\$6,000
Deliverable: Revised <i>Financial Assessment</i> and <i>Loop Service Recommendations Report</i>	\$4,000
Total	\$28,000