



Agenda Linn-Benton Loop TAC Meeting Virtual Meeting

Date: Tuesday, May 12, 2026

Time: 2:30 pm – 4:30 pm

Location: **Via Microsoft Teams by clicking [HERE](#)**

Meeting ID: 273 422 565 010 3

Passcode: Xv2QB7NL

Mobile 1-Click Number

[+1 872-242-8088](#)

Phone Conference ID: 528 316 390#

Contact: Corum Ketchum, cketchum@ocwcog.org, 541-223-7040

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|---|------|---|---|
| 1. | 2:30 | Call to Order, Introductions, Agenda Review | Chair |
| 2. | 2:35 | Public Comments | Chair |
| 3. | 2:45 | Minutes of the Technical Advisory Committee meeting on February 10, 2026 (Attachment A pg. 4) | Chair |
| <i>Action: Approval of meeting minutes.</i> | | | |
| 4. | 2:50 | Budget Reports FY26 Q1 (Attachment B pg. 14) <ul style="list-style-type: none">• Quarterly/YTD budget• Drawdown Reports (5307/STIF) | Jeff Babbitt |
| <i>Action: Information only</i> | | | |
| 5. | 3:10 | Ridership Dashboard Update (Attachment C pg. 18) <p style="margin-top: 10px;">Viewable at this link: LB Loop Ridership. Loop Ridership numbers can also be found attached as Attachment C.</p> | Mary Bach-Jackson |
| <i>Action: Discussion</i> | | | |
| 6. | 3:20 | Saturday Shopper Extension Preliminary Evaluation Presentation (Attachment D pg. 24) <p style="margin-top: 10px;">At the direction of the TAC staff at OCWCOG have estimated the impact the addition of stops at Costco and Walmart in Albany would have on the timing of the route.</p> | Billy McGregor,
Justin Peterson,
Mary Bach-Jackson |
| <i>Action: Discussion, recommendation for further study, survey public, or referral to the Policy Board</i> | | | |

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|-----|------|--|---------|
| 7 | 3:40 | 99 Vine Updates and Ridership Information (Attachment E pg.32)
<i>Updates on the 99 Vine Pilot project and ridership numbers.</i>

<i>Action: Information Only</i> | Ketchum |
| 8. | 3:50 | TAC At-Large Membership Applicants
Staff completed public outreach for additional at large members and did not receive any responses to date. Staff propose keeping this as a standing other business item.

<i>Action: Information Only</i> | Staff |
| 9. | 3:55 | Bylaws Updates (Attachment F pg. 37)
Minor update to the LBL Bylaws such that “up to four” members of represented groups can be appointed to the TAC, rather than requiring four at-large positions.

<i>Action: Recommendation to Policy Board</i> | Ketchum |
| 10. | 4:10 | Updates and Other Business <ul style="list-style-type: none"> • LBCC Mobility Hub <ul style="list-style-type: none"> ○ Ribbon Cutting Highlights ○ Shelter Layout Improvements (Attachment G pg. 41) • Target Distribution Center – Evaluate Service Opportunities? • Member Agency Updates • Other Business | All |
| 11. | 4:30 | Adjournment
<i>Next meeting is August 11th from 2:30 to 4:30 PM</i> | Chair |

ATTENDANCE (FOR QUORUM PURPOSES)

TAC Members	Jurisdiction	Attendance
Sheldon Flom	Linn Benton Community College	
Sarah Bronstein	Oregon State University	
Candy Bliss	City of Albany	
Peggy Cogswell	City of Corvallis	
Reagan Maudlin	Linn County	
Gary Stockhoff	Benton County	
Billy McGregor	Albany Area Metropolitan Planning Organization	
Corum Ketchum	Corvallis Area Metropolitan Planning Organization	
Cody Franz	Oregon Department of Transportation	
Andrew Koll	At Large Member	
Ken Bronson	At Large Member	

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 10, 2026
 2:30 pm – 4:15 pm

TAC Members	Jurisdiction	Attendance
Sheldon Flom	Linn Benton Community College	Yes
Sarah Bronstein	Oregon State University	Yes
Candy Bliss	City of Albany	Yes
Peggy Cogswell	City of Corvallis	Yes
Reagan Maudlin	Linn County	Yes
Gary Stockhoff	Benton County	No
Billy McGregor	Albany Area Metropolitan Planning Organization	Yes
Corum Ketchum	Corvallis Area Metropolitan Planning Organization	Yes
Cody Franz	Oregon Department of Transportation	No
Andrew Koll	At Large Member	No
Ken Bronson	At Large Member	Yes

Guests: Kristen Preston, Jeff Babbit, Mary Bach-Jackson, Volodymyr Kulish
 Staff: Planning Supervisor Justin Peterson, Executive Assistant Ashlyn Muzechenko

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order, Introductions	The February Linn-Benton Loop Technical Advisory Committee (TAC) meeting was called to order by the 2025 chair, Billy McGregor, at 2:30pm	The Loop TAC meeting was called to order

	Members and guests took turns providing introductions for all of those in attendance.	by the 2025 chair, Billy McGregor, at 2:33pm
2. Chair and Vice-Chair Elections	Sheldon Flom nominated Billy McGregor to serve as chair for 2026. Corum Ketchum seconded. Regan Maudlin nominated Corum to serve as the vice-chair, Sarah Bronstein seconded. The motion carried via consensus. Sheldon Flom with LBCC voted in favor. Sarah Bronstein with OSU voted in favor. Candy Bliss with the City of Albany voted in favor. Peggy Cogswell with the City of Corvallis voted in favor. Regan Maudlin with Linn County voted in favor. Billy McGregor with AAMPO voted in favor. Corum Ketchum with CAMPO voted in favor. There were no votes against.	For the 2026 Calendar year, it was moved seconded and approved via consensus that Billy McGregor will serve as the Loop TAC Chair and Corum Ketchum will serve as the Loop TAC Vice-Chair.
3. Public Comment	There were no comments provided by the members of the public present.	There were no public comments.
4. Minutes of the Joint Loop TAC and Board Meeting on December 09, 2025 Action: Approval of Minutes	The Loop TAC members in attendance approved of the Joint Loop TAC and Board Meeting Minutes, Ken Bronson moved to approve. Sheldon Flom abstained. The motion carried by consensus. Sheldon Flom with LBCC voted in favor. Sarah Bronstein with OSU voted in favor. Candy Bliss with the City of Albany voted in favor. Peggy Cogswell with the City of Corvallis voted in favor. Regan Maudlin with Linn County voted in favor. Billy McGregor with AAMPO voted in favor. Corum Ketchum with CAMPO voted in favor. There were no votes against.	The Joint Loop Minutes of December 09, 2026, meeting was approved.

5. Budget Reports FY25 Q4	Jeff Babbit shared an overview of the Budget Reports from the fourth quarter of fiscal year 2025 and the year-to-date report. These reports are attachment C in the meeting agenda packet. There currently is a funding gap, Sheldon shared that reviewing this during the spring meeting would put us toward the end of the biennium and would give us a better feeling of where we need to go. Ken Bronson asked about the 5307 funding and if the carryover has been fully used. Babbit noted those carry over funds will be spent down by June. The 24-25 funds could be drawn down to cover the funding gap, with match funds. STIF funds are projected to run out by the end of the Fiscal Year, we will need to have a budget discussion at the spring LBL meetings. 5307 funds for 24/25 are likely to bridge the gap. 25/26 funds will be available but will need a source of match. Bottom line fine for this biennium but the next may be of concern The group will revisit the funding gap during the spring Loop meeting.	
6. Ridership Dashboard	Mary Bach-Jackson shared the dashboard for Loop Data. For questions on the dashboard please reach out the GIS and Data staff to Mary at mbachjackson@ocwcog.org. The Linn-Benton Loop dashboard can be found at the following link: https://public.tableau.com/views/Linn-BentonLoop/CurrentRoutes?:language=en-US&:sid=&:redirect=auth&:display_count=n&:origin=viz_share_link . The Ridership Data can also be found as attachment D in the meeting agenda packet.	
7. November 2025 Audit Findings	Ketchum shared the November 2025 Audit findings for the Loop. The presentation shared there were no significant observations to note.	

	Summary One (1) Compliance observation – <u>must</u> remedy • 60-day timeframe – By Mid-March, 2026 • Target action: Be more specific about allowable costs charged to federal awards One (1) Advisory recommendation – <i>should</i> remedy • Implemented next plan update (2028) • Target action: Limit Title VI plan protected classes to those listed in statute <i>No other findings or compliance concerns</i>	
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Remedy 1: Allowable Costs



Procedure. Prior to entry into the general ledger, the Accounting Clerk I shall determine if the nature of the expense and determine if the expense:



Allowability – meets the general requirements established in 2 CFR § 200.403(a) through §200.403(g). [ABC Transit] will maintain a system of internal controls over Federal expenditures to provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the above referenced cost principles.

Those controls will meet the following general criteria:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the district.
- Be accorded consistent treatment.
- Be determined in accordance with generally accepted accounting principles.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.
- Be adequately documented.



Actions taken

- Remedy 1 : Will be implemented shortly by adopting the model language
- Remedy 2: Will be addressed in the next Title VI update (2028)
- Audit report will be included in the next LBL Policy Board Packet and OCWCOG Website

	Ketchum offered to share out the final audit report with anyone who is interested in seeing it. For those curious, please email your request to cketchum@ocwcog.org. Sarah Bronstein asked what the reasoning was for updating the protected class list. Regan Maudlin answered that Title VI is very specific to the limited protected classes that were covered in the scope.	
8. OSU Mobility Hug Updates	Chair McGregor shared an update along with OSU Staff regarding the path forward towards construction of the OSU Mobility hub site. Ketchum shared background on this topic, along with the update included within the memo. The OSU Mobility hub will serve seven total transit providers, including three CTS routes, Three inter-regional services, and an airport shuttle. As of January 2026 COG, Corvallis, and OSU staff met with the project manager to review the project status, permit drawings, and determine critical next steps. The group explored options to address remaining design, transportation, water quality, building code items, and other items not addressed in the original permit package. An approach was identified that should provide parametrix sufficient direction to finalize a permit package that will achieve project goals within the project budget. Next steps were identified as follows: Next Steps In addition to permit drawings/specifications, a few outstanding items are being worked through including the following: • Extension/revision to the IGA between COG, Corvallis, and OSU • Finalize the maintenance agreement • Finalize the sign package • Parametrix revise/finalize permit set • Survey for right-of-way dedication • Arborist to prepare tree protection plan • Hiring contractor It is anticipated that the OSU mobility hub will be constructed summer/fall 2026.	

	Ketchum noted in addition to the cities, the project couldn't have been continued without the support of Linn and Benton Counties and the STIF project committees.	
9. Updates and Other Business: • Member Agency Updates • Staff Updates • Other Business	<u>Member Updates:</u> <i>LBCC</i> Sheldon shared the LBCC mobility hub is going well, with positive reviews from the riders. The one request received is better signage for clarity. Ken Bronson shared from experience, there is a lot of confusion on the LBCC campus, the west most should be Loop, the center ATS, and the east most should be the Linn Shuttle, for people to know exactly where to go when they need to catch a specific bus. Flom noted folks are out there all the time. For the college, enrollment is up over 6%. For the Corvallis campus, the Beaver bus is also very popular. The group asked about an update for the real time digital sign boards for the LBCC Hub. ATS did not have an update. Justin Peterson, planning supervisor, shared the goal would be to have the infrastructure ready for it, but then a new funding source would need to be determined for the new real time signs. Peterson noted a locked in funding source has not yet been identified. In the meantime, LBCC would like regular signage to better help drivers and riders identify where to go. Kristin Preseton, noted ATS will put up some temporary signs, Flom offered LBCC facilities team to help coordinate that installation as well. COG Staff will be putting together an interested parties meeting regarding the bus signage at the LBCC campus. <i>OSU</i> Sarah Brontsiten shared OSU's latest beaver bus ridership, which has been very popular. For calendar year 2025, LBCC route had 26,500 rides. Which included a record-breaking January.	

	ATS Candy Bliss shared a suggestion, for the Saturday loop would it be possible to add Walmart to that route. If we were able to add, would we be able to swing into the Costco and Winco area as well on the way through. ATS staff will start looking into the details on this as well. Peggy Cogswell asked if a passenger survey had been done, Bliss answered that it hadn't. AAMPO Staff will plan to use technical support hours to create a survey and send it to ATS to distribute. CTS Peggy Cogswell shared on the topic of Battery Electric buses; the chargers are up and working. The buses can now be plugged in! The buses may only be allowed to go on certain routes due to tree canopy issues. <i>Linn County</i> Regan Maudlin had to leave the meeting before she could provide an update. <i>Benton County</i> Gary Stockhoff with Benton County was not present at this meeting. AAMPO Billy McGregor shared the MPO is deep into the regional transportation plan update process. Transit providers should look to see requests for transit information coming their way soon. For ATS ZEV plan, McGregor attended their Battery Electric Bus webinar series, which didn't include information on how to apply for the funding. However, McGregor did speak to staff about when the Zero Emissions fund will open and was told around the end of February. CAMPO Corum Ketchum shared he would echo what was shared about the regional transportation plan update. Staff will also be reaching out to collect data about the route level from different member jurisdictions. ODOT: There were no representatives from ODOT present. Ken Bronson, member at large, did not have updates to share.	
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	<i>Other Business</i> There was no other business shared with the group	
10. Adjournment	<i>Next meeting is Tuesday, May 12, 2026, from 2:30pm to 4:30pm.</i>	The meeting was adjourned at 4:00 pm by the Chair Billy McGregor.

04/28/2026
08:23:17

City of Albany, OR
FLEXIBLE PERIOD REPORT
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FROM 2026 07 TO 2026 09

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	ACTUALS	ENCUMBRANCES	AVAILABLE	PCT
213 PUBLIC TRANSIT	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
21340105 213 LINN-BENTON LOOP							
21340105 420100 FEDERAL GRANTS & ASSISTANC	-1,173,600	0	-1,173,600	-167,098.00	.00	-1,006,502.00	14.2%
21340105 428205 INTERGOVERNMENTAL AGREEMEN	-602,800	0	-602,800	.00	.00	-602,800.00	.0%
21340105 430000 CHARGES FOR SERVICES	-1,642,000	0	-1,642,000	-265,540.00	.00	-1,376,460.00	16.2%
21340105 480100 INVESTMENT EARNINGS	0	0	0	-674.82	.00	674.82	.0%
21340105 499050 BEGINNING BALANCE	-128,200	0	-128,200	.00	.00	-128,200.00	.0%
21340105 510010 WAGES & SALARIES	1,044,800	0	1,044,800	107,060.96	.00	937,739.04	10.2%
21340105 520010 TEMPORARY EMPLOYEES	21,800	0	21,800	14,329.95	.00	7,470.05	65.7%
21340105 530010 OVERTIME	43,700	0	43,700	1,686.61	.00	42,013.39	3.9%
21340105 540050 UNEMPLOYMENT CLAIMS	13,100	0	13,100	.00	.00	13,100.00	.0%
21340105 560010 EMPLOYER PAID BENEFITS	822,000	0	822,000	59,330.93	.00	762,669.07	7.2%
21340105 560016 EMPLOYER PAID WORKER'S COM	69,400	0	69,400	3,989.99	.00	65,410.01	5.7%
21340105 560020 PERS	0	0	0	29,296.07	.00	-29,296.07	.0%
21340105 600115 INSURANCE & BONDS	32,100	0	32,100	.00	.00	32,100.00	.0%
21340105 600400 CONTRACTUAL SERVICES	56,400	0	56,400	10,034.31	-4,827.46	51,193.15	9.2%
21340105 602300 SOFTWARE	3,000	0	3,000	.00	.00	3,000.00	.0%
21340105 610130 PROFESSIONAL DEVELOPMENT	12,200	0	12,200	141.05	116.00	11,942.95	2.1%
21340105 610405 OPERATING EXPENSE	23,900	0	23,900	764.94	.00	23,135.06	3.2%
21340105 610430 EQUIP/MAINT UNDER 10K	1,200	0	1,200	667.02	-361.46	894.44	25.5%
21340105 610555 COMMUNICATIONS	4,000	0	4,000	655.26	-655.26	4,000.00	.0%
21340105 610750 UNIFORMS & CLOTHING	2,600	0	2,600	1,861.21	.00	738.79	71.6%
21340105 610800 FUEL	231,300	0	231,300	27,124.78	-26,925.94	231,101.16	.1%
21340105 630000 ELECTRICITY	10,500	0	10,500	1,789.01	-1,289.01	10,000.00	4.8%
21340105 630005 NATURAL GAS	2,600	0	2,600	687.48	.00	1,912.52	26.4%
21340105 630010 TELECOMMUNICATIONS	6,000	0	6,000	77.97	.00	5,922.03	1.3%
21340105 630400 WATER SERVICE	9,400	0	9,400	72.04	.00	9,327.96	.8%
21340105 630405 SEWER SERVICE CHARGES	1,100	0	1,100	447.12	.00	652.88	40.6%
21340105 630410 STORMWATER SERVICE CHARGES	700	0	700	67.26	.00	632.74	9.6%
21340105 653600 VEHICLE MAINTENANCE	555,000	0	555,000	42,158.12	-36,943.46	549,785.34	.9%
21340105 660200 CENTRAL SERVICE ALLOCATION	286,900	0	286,900	35,862.51	.00	251,037.49	12.5%
21340105 660400 EQUIPMENT REPLACEMENT	100,000	0	100,000	12,500.01	.00	87,499.99	12.5%
21340105 662500 PW SERVICE ALLOCATION	192,900	0	192,900	24,112.50	.00	168,787.50	12.5%
TOTAL 213 LINN-BENTON LOOP	0	0	0	-58,595.72	-70,886.59	129,482.31	.0%

21340106 213 LINN-BENTON LOOP STIF

21340106 428010 COUNTY	-1,642,000	0	-1,642,000	-265,540.00	.00	-1,376,460.00	16.2%
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City of Albany, OR
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FROM 2026 07 TO 2026 09

ACCOUNTS FOR: 213 PUBLIC TRANSIT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
21340106 670000 MISCELLANEOUS EXPENDITURES	1,642,000	0	1,642,000	265,540.00	.00	1,376,460.00	16.2%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	.00	.00	.00	.0%
TOTAL PUBLIC TRANSIT	0	0	0	-58,595.72	-70,886.59	129,482.31	.0%
TOTAL REVENUES	-5,188,600	0	-5,188,600	-698,852.82	.00	-4,489,747.18	
TOTAL EXPENSES	5,188,600	0	5,188,600	640,257.10	-70,886.59	4,619,229.49	

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FROM 2026 01 TO 2026 09

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
213 PUBLIC TRANSIT							
21340105 213 LINN-BENTON LOOP							
21340105 420100 FEDERAL GRANTS & ASSISTANC	-1,173,600	0	-1,173,600	-274,156.00	.00	-899,444.00	23.4%
21340105 428205 INTERGOVERNMENTAL AGREEMEN	-602,800	0	-602,800	-294,000.00	.00	-308,800.00	48.8%
21340105 430000 CHARGES FOR SERVICES	-1,642,000	0	-1,642,000	-459,692.00	.00	-1,182,308.00	28.0%
21340105 469015 MISCELLANEOUS REVENUE	0	0	0	-721.47	.00	721.47	.0%
21340105 480100 INVESTMENT EARNINGS	0	0	0	-17,366.63	.00	17,366.63	.0%
21340105 499050 BEGINNING BALANCE	-128,200	0	-128,200	.00	.00	-128,200.00	.0%
21340105 510010 WAGES & SALARIES	1,044,800	0	1,044,800	337,782.67	.00	707,017.33	32.3%
21340105 520010 TEMPORARY EMPLOYEES	21,800	0	21,800	28,879.79	.00	-7,079.79	132.5%
21340105 530010 OVERTIME	43,700	0	43,700	10,596.13	.00	33,103.87	24.2%
21340105 540050 UNEMPLOYMENT CLAIMS	13,100	0	13,100	.00	.00	13,100.00	.0%
21340105 560010 EMPLOYER PAID BENEFITS	822,000	-344,784	477,216	209,596.86	.00	267,619.14	43.9%
21340105 560016 EMPLOYER PAID WORKER'S COM	69,400	0	69,400	12,178.42	.00	57,221.58	17.5%
21340105 560020 PERS	0	344,784	344,784	101,651.08	.00	243,132.92	29.5%
21340105 600115 INSURANCE & BONDS	32,100	0	32,100	7,106.02	.00	24,993.98	22.1%
21340105 600400 CONTRACTUAL SERVICES	56,400	0	56,400	20,335.28	1,735.50	34,329.22	39.1%
21340105 602300 SOFTWARE	3,000	0	3,000	.00	2,376.00	624.00	79.2%
21340105 610130 PROFESSIONAL DEVELOPMENT	12,200	0	12,200	6,188.86	116.00	5,895.14	51.7%
21340105 610405 OPERATING EXPENSE	23,900	0	23,900	3,140.88	.00	20,759.12	13.1%
21340105 610430 EQUIP/MAINT UNDER 10K	1,200	0	1,200	2,987.18	632.54	-2,419.72	301.6%
21340105 610555 COMMUNICATIONS	4,000	0	4,000	1,850.05	694.44	1,455.51	63.6%
21340105 610750 UNIFORMS & CLOTHING	2,600	0	2,600	2,289.31	206.44	104.25	96.0%
21340105 610800 FUEL	231,300	0	231,300	67,110.33	66,229.26	97,960.41	57.6%
21340105 630000 ELECTRICITY	10,500	0	10,500	4,311.79	6,486.31	-298.10	102.8%
21340105 630005 NATURAL GAS	2,600	0	2,600	1,293.20	.00	1,306.80	49.7%
21340105 630010 TELECOMMUNICATIONS	6,000	0	6,000	201.91	.00	5,798.09	3.4%
21340105 630400 WATER SERVICE	9,400	0	9,400	896.51	.00	8,503.49	9.5%
21340105 630405 SEWER SERVICE CHARGES	1,100	0	1,100	1,235.52	.00	-135.52	112.3%
21340105 630410 STORMWATER SERVICE CHARGES	700	0	700	201.78	.00	498.22	28.8%
21340105 652800 SAFETY IMPROVEMENTS	0	0	0	.00	445.00	-445.00	.0%
21340105 653600 VEHICLE MAINTENANCE	555,000	0	555,000	155,032.70	181,823.44	218,143.86	60.7%
21340105 660200 CENTRAL SERVICE ALLOCATION	286,900	0	286,900	107,587.53	.00	179,312.47	37.5%
21340105 660400 EQUIPMENT REPLACEMENT	100,000	0	100,000	37,500.03	.00	62,499.97	37.5%
21340105 662500 PW SERVICE ALLOCATION	192,900	0	192,900	72,337.50	.00	120,562.50	37.5%
TOTAL 213 LINN-BENTON LOOP	0	0	0	146,355.23	260,744.93	-407,100.16	.0%

21340106 213 LINN-BENTON LOOP STIF

21340106 428010 COUNTY	-1,642,000	0	-1,642,000	-459,692.00	.00	-1,182,308.00	28.0%
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04/28/2026
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City of Albany, OR
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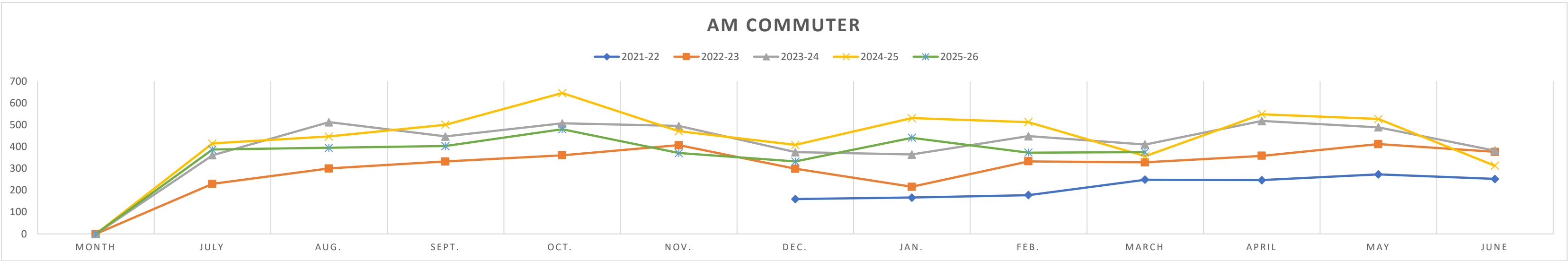
FROM 2026 01 TO 2026 09

ACCOUNTS FOR: 213 PUBLIC TRANSIT	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
21340106 670000 MISCELLANEOUS EXPENDITURES	1,642,000	0	1,642,000	459,692.00	.00	1,182,308.00	28.0%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	.00	.00	.00	.0%
TOTAL PUBLIC TRANSIT	0	0	0	146,355.23	260,744.93	-407,100.16	.0%
TOTAL REVENUES	-5,188,600	0	-5,188,600	-1,505,628.10	.00	-3,682,971.90	
TOTAL EXPENSES	5,188,600	0	5,188,600	1,651,983.33	260,744.93	3,275,871.74	

AM US 20 COMMUTER
WEEKDAY RIDERSHIP
2025 -2026

AM US 20 Commuter

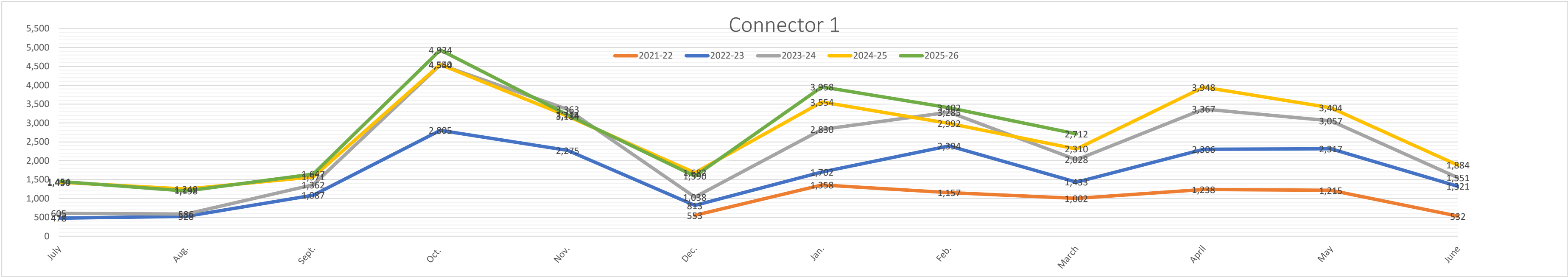
MONTH	2021-22	2022-23	2023-24	2024-25	2025-26															+/-	Ratio
July		229	361	415	387															54	13.0%
Aug.		300	512	447	395															-65	-14.5%
Sept.		332	447	501	403															54	10.8%
Oct.		361	507	646	480															139	21.5%
Nov.		407	495	471	371															-24	-5.1%
Dec.	160	299	375	408	332															33	8.1%
Jan.	167	216	364	531	441															167	31.5%
Feb.	178	333	448	513	373															65	12.7%
March	249	328	410	356	375															-54	-15.2%
April	247	358	518	549																160	30.9%
May	273	412	489	527																139	33.7%
June	252	376	382	313																124	33.0%
Sub Total*	1,526	3,951	5,308	5,677	3,557	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
																				0	#DIV/0!
Grand Total	1,526	3,951	5,308	5,677																0	#DIV/0!



CONNECTOR 1
WEEKDAY RIDERSHIP
2025 -2026

Connector 1

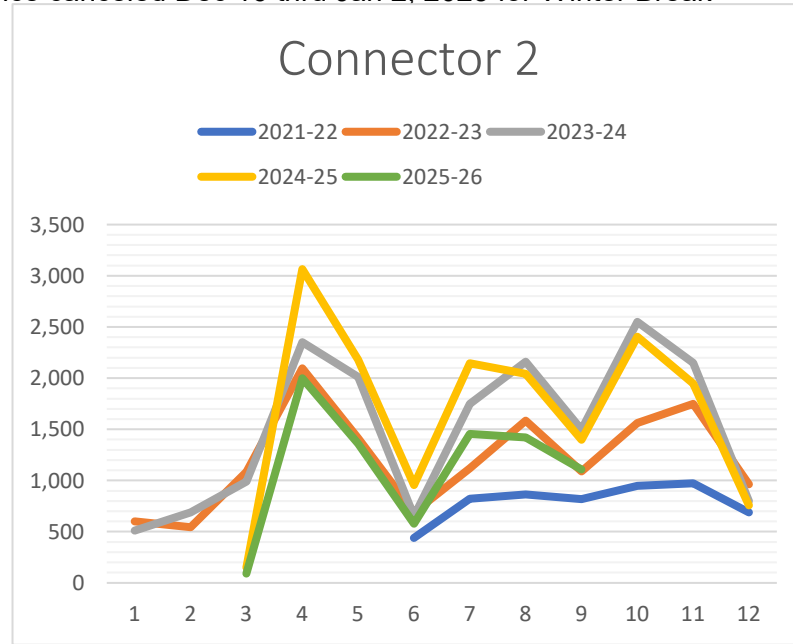
MONTH	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2022-32	2022-33	2022-34	2022-35	2022-36	2022-37	2022-38	2022-39	2022-40	2022-41	+/-	Ratio
July		478	605	1,430	1,454																825	57.7%
Aug.		528	586	1,249	1,198																663	53.1%
Sept.		1,087	1,362	1,571	1,647																209	13.3%
Oct.		2,805	4,544	4,550	4,934																6	0.1%
Nov.		2,275	3,363	3,184	3,214																-179	-5.6%
Dec.	553	813	1,038	1,682	1,590																644	38.3%
Jan.	1,358	1,702	2,830	3,554	3,958																724	20.4%
Feb.	1,157	2,394	3,285	2,992	3,402																-293	-9.8%
March	1,002	1,433	2,028	2,310	2,712																282	12.2%
April	1,238	2,306	3,367	3,948																	1,061	46.3%
May	1,215	2,317	3,057	3,404																	1,102	47.6%
June	532	1,321	1,551	1,884																	789	59.7%
Sub Total*	7,055	19,459	27,616	31,758	24,109	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0	#DIV/0!
				0																	0	#DIV/0!
Grand Total	7,055	19,459	27,616	31,758																	0	#DIV/0!



Connector 2

	2021-22	2022-23	2023-24	2024-25	2025-26		+/-	Ratio
July		601	511	Not in service	Not in service		#VALUE!	#VALUE!
Aug.		544	690	Not in service	Not in service		-690	#DIV/0!
Sept.		1,086	990	150	91		-840	-6
Oct.		2,096	2,350	3,065	1,999		715	0
Nov.		1,414	2,011	2,178	1,359		167	0
Dec.	439	690	649	954	580		305	0
Jan.	823	1,118	1,748	2,146	1,456		398	0
Feb.	865	1,584	2,159	2,041	1,422		-118	0
March	819	1,090	1,497	1,397	1,110		-100	FALSE
April	949	1,563	2,550	2,403			987	38.7%
May	973	1,750	2,149	1,947			777	44.4%
June	690	965	799	757			275	28.5%
Sub Total	5,558	14,501	18,103	17,038	8,017	0	0	#DIV/0!
							0	#DIV/0!
Grand Total	5,558	14,501	18,103	17,038			0	#DIV/0!

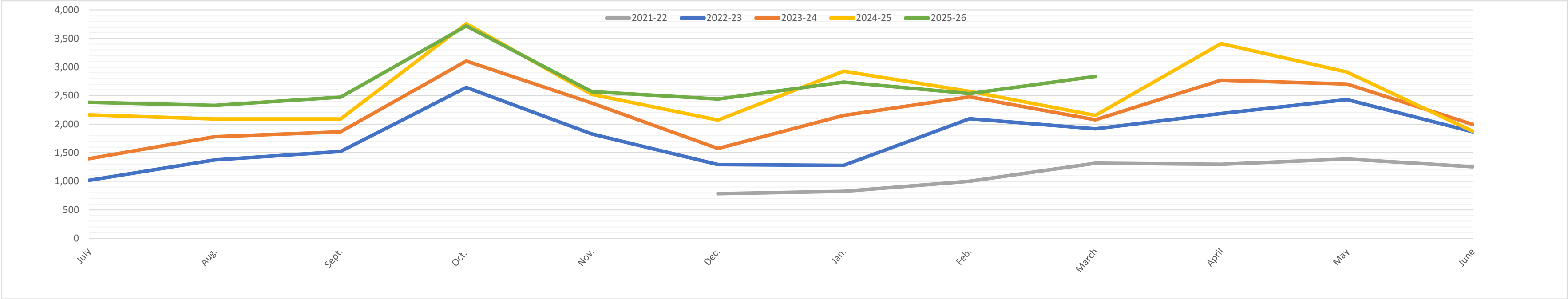
Connector 2 Service canceled Dec 16 thru Jan 2, 2025 for Winter Break



HEART TO HUB UNITER
WEEKDAY RIDERSHIP
2025 -2026

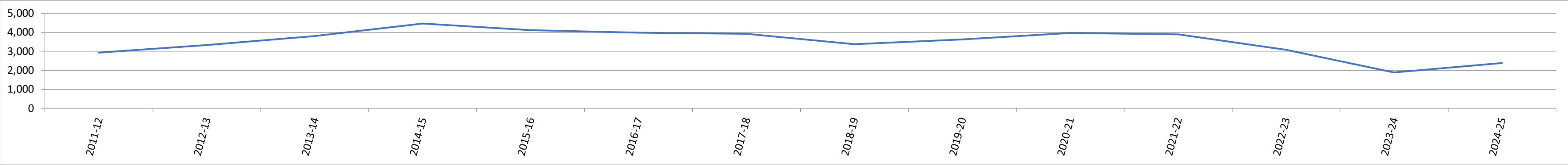
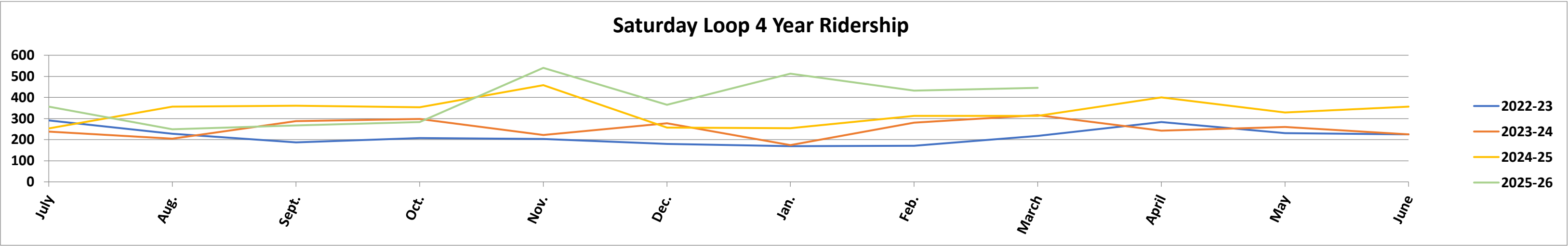
Heart to Hub Uniter

MONTH	2021-22	2022-23	2023-24	2024-25	2025-26																+/-	Ratio
July		1,015	1,394	2,164	2,380																770	35.6%
Aug.		1,374	1,781	2,090	2,328																309	14.8%
Sept.		1,520	1,864	2,092	2,472																228	10.9%
Oct.		2,643	3,106	3,760	3,719																654	17.4%
Nov.		1,828	2,366	2,523	2,568																157	6.2%
Dec.	782	1,293	1,576	2,071	2,438																495	23.9%
Jan.	824	1,277	2,151	2,927	2,734																776	26.5%
Feb.	999	2,097	2,477	2,573	2,533																96	3.7%
March	1,317	1,920	2,074	2,155	2,835																81	3.8%
April	1,296	2,184	2,772	3,411																	588	18.7%
May	1,389	2,432	2,702	2,911																	1,043	42.9%
June	1,255	1,866	1,994	1,875																	611	32.7%
Sub Total*	7,862	21,449	26,257	30,552	24,007	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	7,862	21,449	26,257	30,552																	0	#DIV/0!



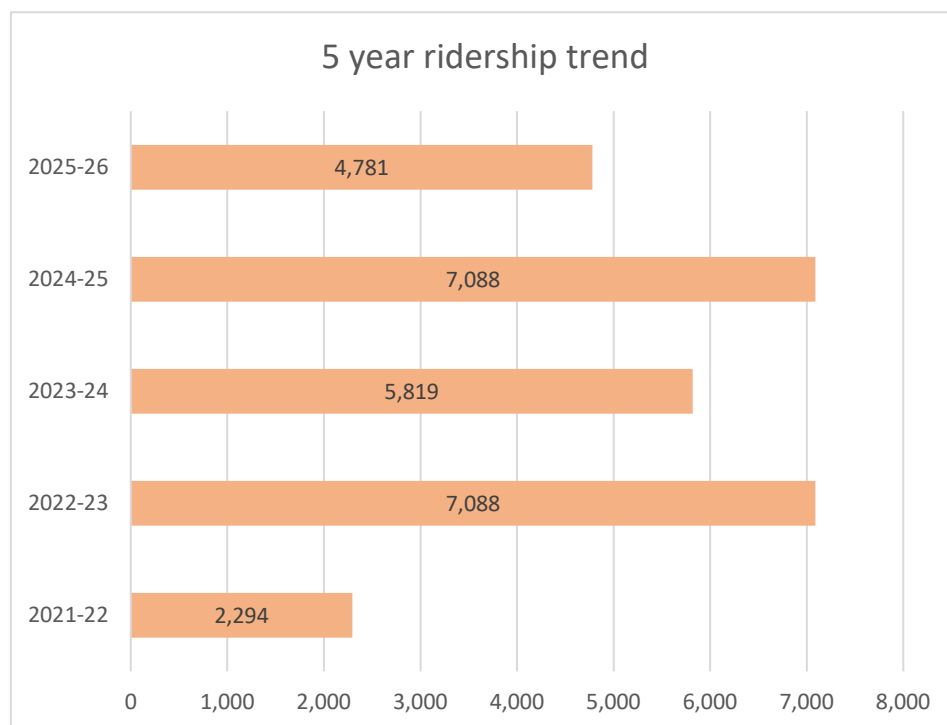
LINN-BENTON LOOP
SATURDAY SERVICE
2025-2026

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	2022-23	2023-24	2024-25	2025-26	+/-	Ratio
July		93	147	160	250	356	252	262	274	195	315	291	405	296	121	182	291	238	253	357	15	5.9%
Aug.	90	245	241	227	235	339	267	400	353	325	219	262	309	349	208	178	228	204	356	249	152	42.7%
Sept.	185	229	227	209	294	323	494	324	317	247	259	388	259	333	179	191	187	288	361	267	73	20.2%
Oct.	212	171	239	303	349	497	321	307	436	375	407	310	332	363	200	266	207	298	353	284	55	15.6%
Nov.	165	217	334	388	350	366	318	444	346	282	334	308	320	466	168	203	203	222	458	540	236	51.5%
Dec.	199	226	184	161	180	353	407	232	244	239	333	328	239	273	147	142	179	278	257	365	-21	-8.2%
Jan.	160	175	358	356	331	354	265	309	344	314	206	289	308	269	173	186	169	174	254	513	80	31.5%
Feb.	177	235	235	264	345	369	377	227	298	251	258	343	310	298	131	201	171	280	313	432	33	10.5%
March	206	257	232	334	349	399	385	421	342	271	276	406	424	175	162	222	218	316	312	445	-4	-1.3%
April	176	253	242	320	472	337	294	323	295	333	362	296	335	55	120	219	284	242	400		65	22.9%
May	147	275	251	357	340	367	319	400	403	246	339	332	325	85	175	184	230	260	329		46	20.0%
June	221	267	241	246	309	399	409	328	271	298	321	405	328	116	102	203	225	225	357		22	9.8%
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	2,377	2,592	3,025	4,003	3,452	215	8.3%



PM US 20 Commuter

MONTH	2021-22	2022-23	2023-24	2024-25	2025-26	+/-	Ratio
July		410	571	600	698	29	4.8%
Aug.		504	571	537	640	-34	-6.3%
Sept.		538	421	578	510	157	27.2%
Oct.		528	509	741	662	232	31.3%
Nov.		611	402	534	402	132	24.7%
Dec.	182	597	388	442	395	54	12.2%
Jan.	213	429	394	667	530	273	40.9%
Feb.	308	660	473	545	456	72	13.2%
March	358	651	511	532	488	21	3.9%
April	371	554	583	688		29	5.0%
May	428	982	568	644		-414	56.4%
June	434	624	428	580		-196	30.4%
Sub Total	2,294	7,088	5,819	7,088	4,781	0	#DIV/0!
						0	#DIV/0!
Grand Total	2,294	7,088	5,819	7,088		0	#DIV/0!





1400 Queen Ave SE • Suite 201 • Albany, OR 97322
(541) 967-8720 • FAX (541) 967-6123

MEMORANDUM

DATE: May 12, 2026
TO: Albany Transit Service
FROM: OCWCOG Community & Economic Development
RE: **Saturday Shopper Loop Service**

Loop Saturday Shopper Route Exploration

At the February 10, 2026 Technical Advisory Committee meeting ATS Transit Manager Candy Bliss requested OCWCOG and Albany Area Metropolitan Planning Organization staff assist looking into possible alternate routes for the Loop Saturday Shopper. GIS Planner Mary Bach-Jackson developed several scenarios using Remix Transit Planning Software through the ODOT license. This memo lays out these scenarios in Figures 1 through 7.

In preparation for discussions regarding the Loop Route with ATS, Cascades West staff looked at two primary considerations: the existing route with the addition of WinCo and Walmart stops, and the addition of those stops along a modified Loop route.

As an additional use of Remix, which ODOT is allowing the license to expire for, Cascades West staff also surmised that it could be both interesting and useful to examine a potential Albany only Saturday ATS route of which are described via Figures 8 through 10. Albany currently operates Routes A-D Monday through Friday with no local Saturday option. A local Saturday route is another option to fill the Saturday shopper gap identified in the Loop meetings. As an example, Corvallis currently offers weekend bus service.

Staff also propose that along with route changes being looked at, that flow direction of routes also be evaluated. Contraflow Saturday routes could serve to decrease aggregate wait times and allow more ease of use or additional options not realized in a single direction of flow system.

The proposed routes are exploratory in nature and will need additional analysis to determine route timing and feasibility. The goal with the initial public outreach effort is to narrow down the options to a few preferred options.

Next Steps

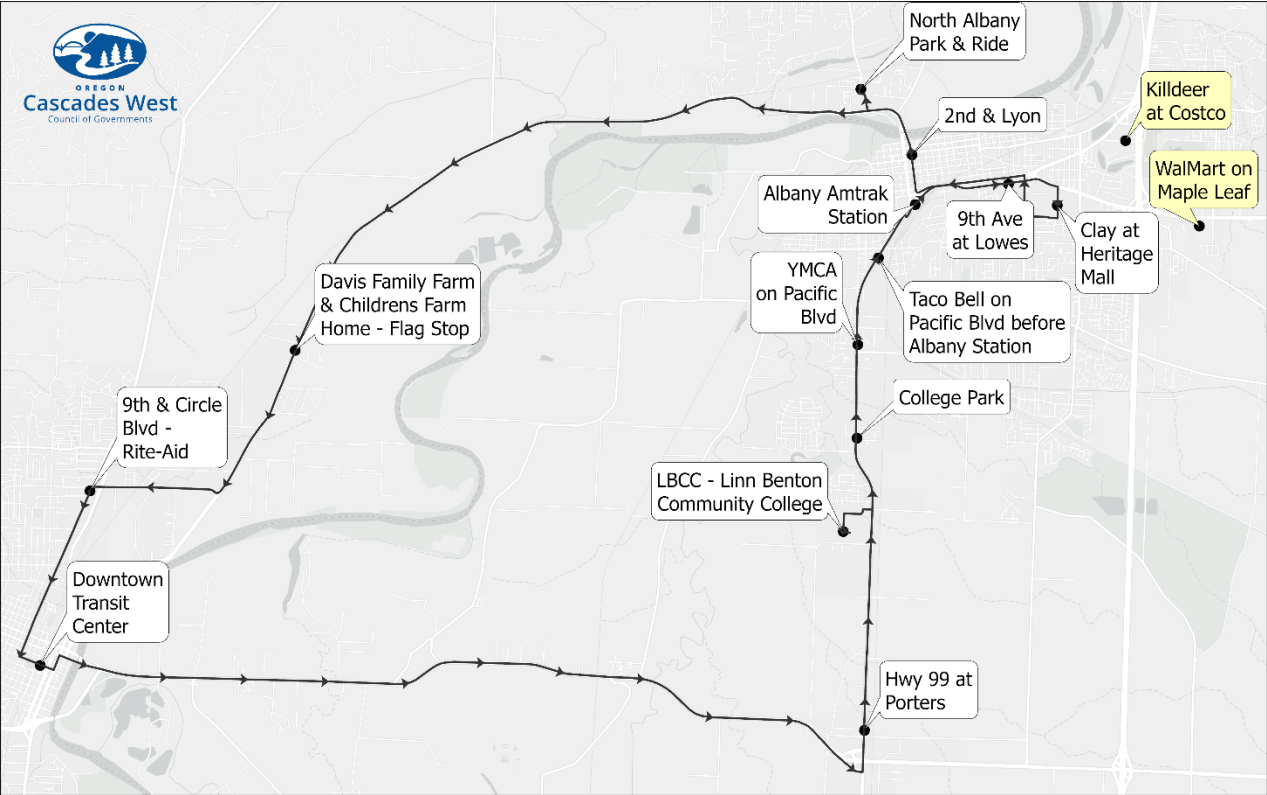
- Present the route options to the TAC and Policy Board for public outreach approval
- Develop a public outreach survey for feedback
- Present survey results at a future TAC and Policy Board meeting

Any future route adjustments or additions are contingent on Loop Board approval and funding availability.

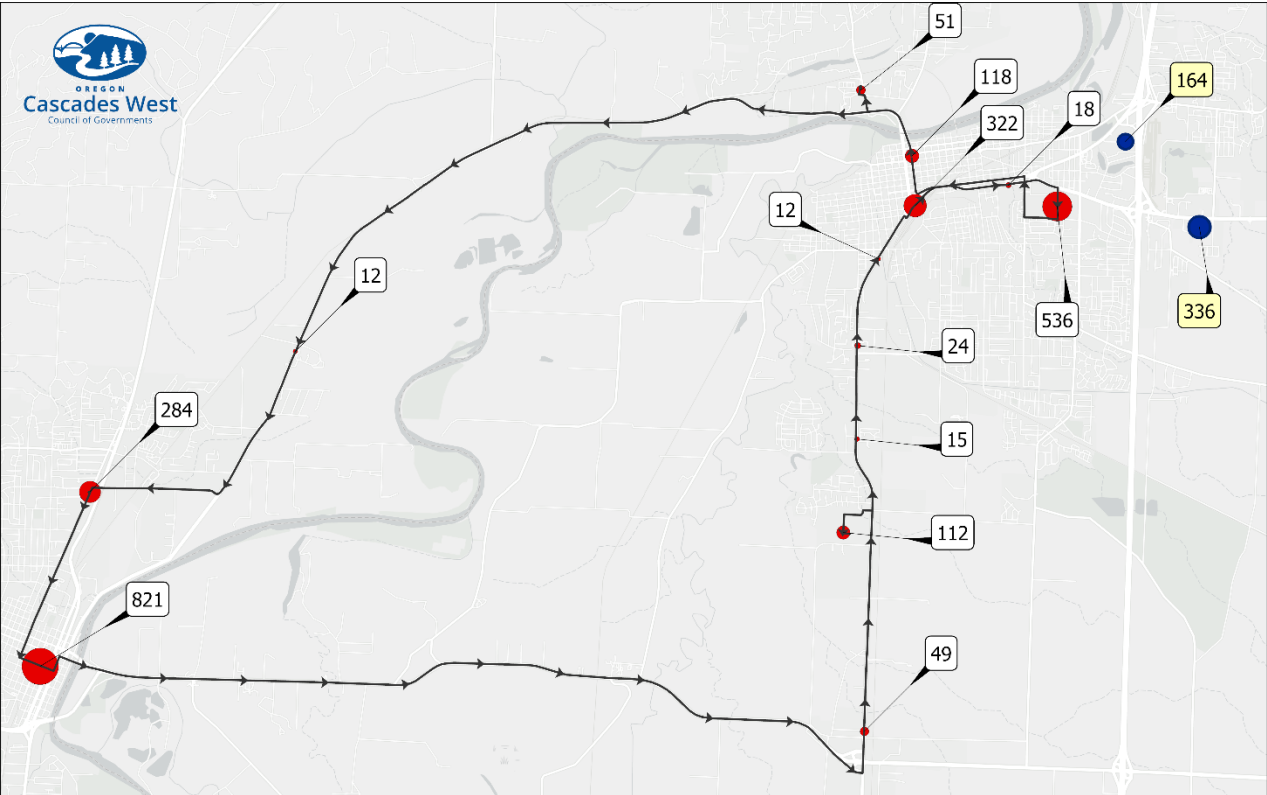
Table 1. Route Details

Options	Stops in N. Albany	Yearly Passengers (Approx.)	Length (Miles)	Runtime (Minutes)	Population Served	SNAP Retailers Reached	Nursing Home Served	Jobs Reached (Approx. Employees)
Existing Saturday Route	Yes	2,374	30.31	85	9,100	35	1	8,600
Existing Saturday + Option A (Winco)	Yes	2,538	33.01	96	10,400	41	1	9,900
Existing Saturday + Option B (Walmart)	Yes	2,710	34.2	101	10,100	39	1	9,400
Existing Saturday + Option C (Winco & Walmart)	Yes	2,874	35.01	104	10,400	41	1	9,900
Reduction: North	Yes	2,162	27.1	73	9,700	35	1	9,100
Reduction: North + Option A (Winco)	Yes	2,326	29.8	84	11,000	41	1	10,400
Reduction: North + Option B (Walmart)	Yes	2,498	30.99	89	10,700	39	1	9,900
Reduction: North + Option C (Winco & Walmart)	Yes	2,662	31.8	92	11,000	41	1	10,400
Reduction: South	No	2,193	32.27	90	9,200	35	1	8,600
Reduction: South + Option A (Winco)	No	2,357	34.97	101	10,500	41	1	9,900
Reduction: South + Option B (Walmart)	No	2,529	36.16	106	10,200	39	1	9,400
Reduction: South + Option C (Winco & Walmart)	No	2,693	36.97	109	10,500	41	1	9,900
Reduction South + N. Albany	Yes	2,362	38.54	107	10,200	36	1	9,600
Reduction South + N. Albany + Option A (Winco)	Yes	2,526	41.24	118	11,500	42	1	10,900
Reduction South + N. Albany + Option B (Walmart)	Yes	2,698	42.43	123	11,200	40	1	10,400
Reduction South + N. Albany + Option C (Winco & Walmart)	Yes	2,862	43.24	126	11,500	42	1	10,900

Figure 1 & 2. Existing Saturday Shopper Route



Existing Saturday Shopper Route w/ Stops Identified, Winco and Wlamart Shown in Yellow



Existing Saturday Shopper Route w/ Average Yearly Saturday Passenger Counts, Winco and Wlamart Shown in Yellow

Figures 3-5. Extensions: Options A/B/C

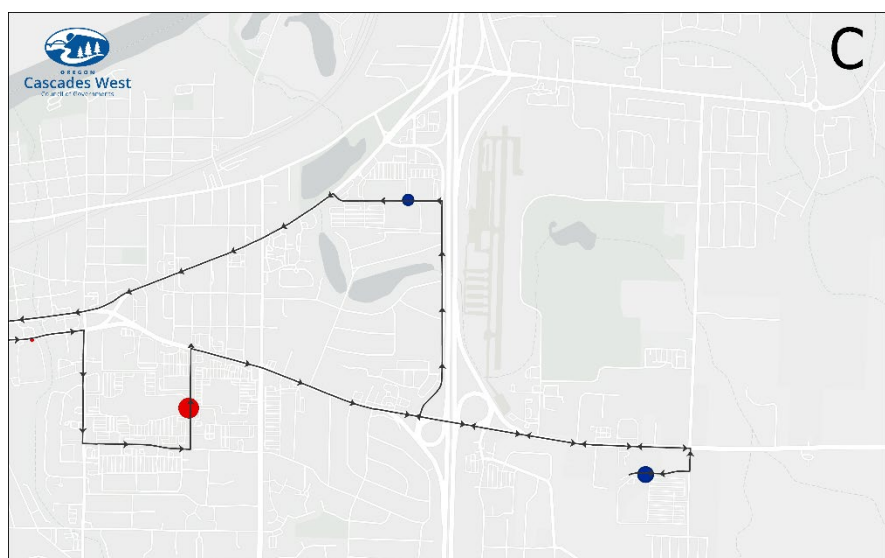
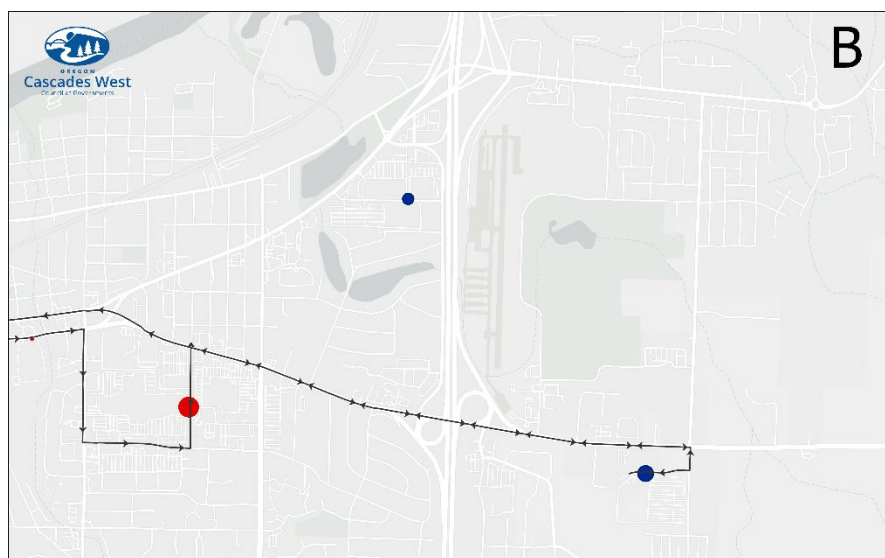
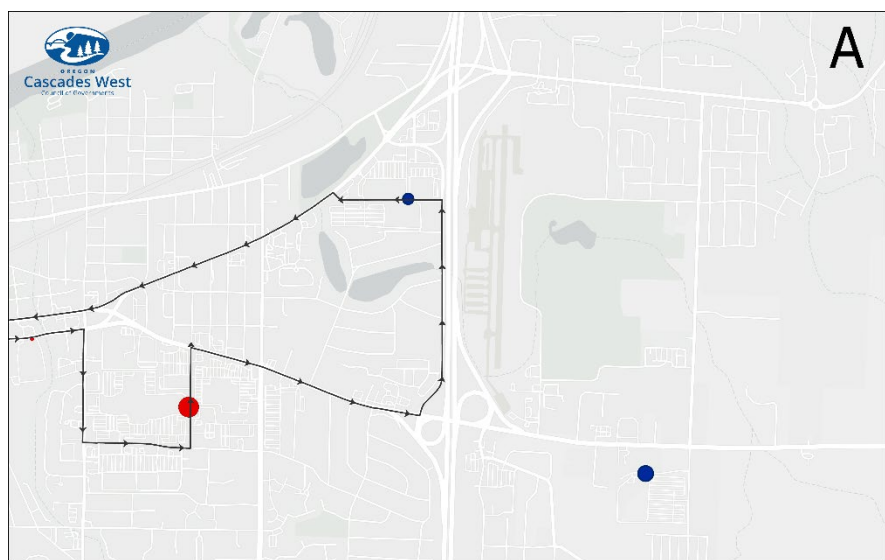
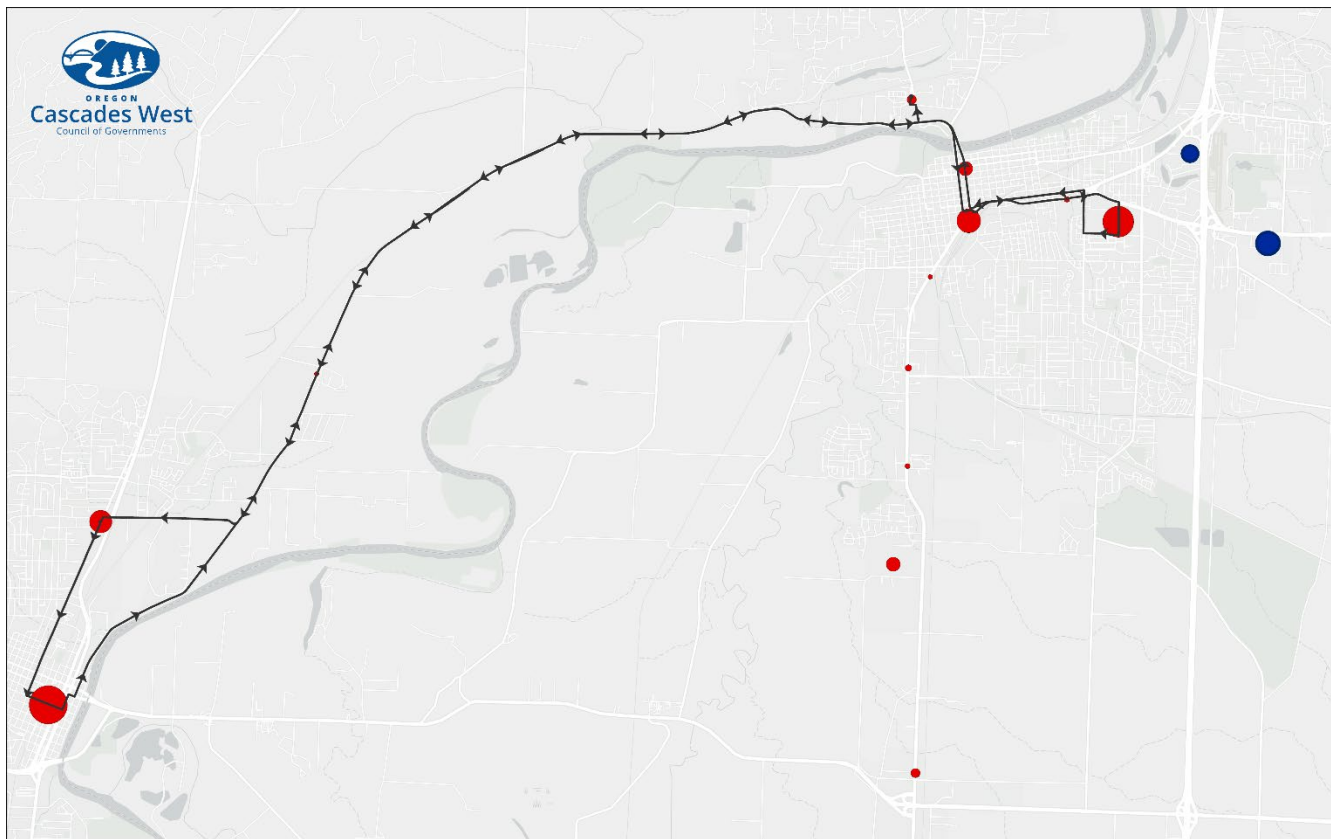


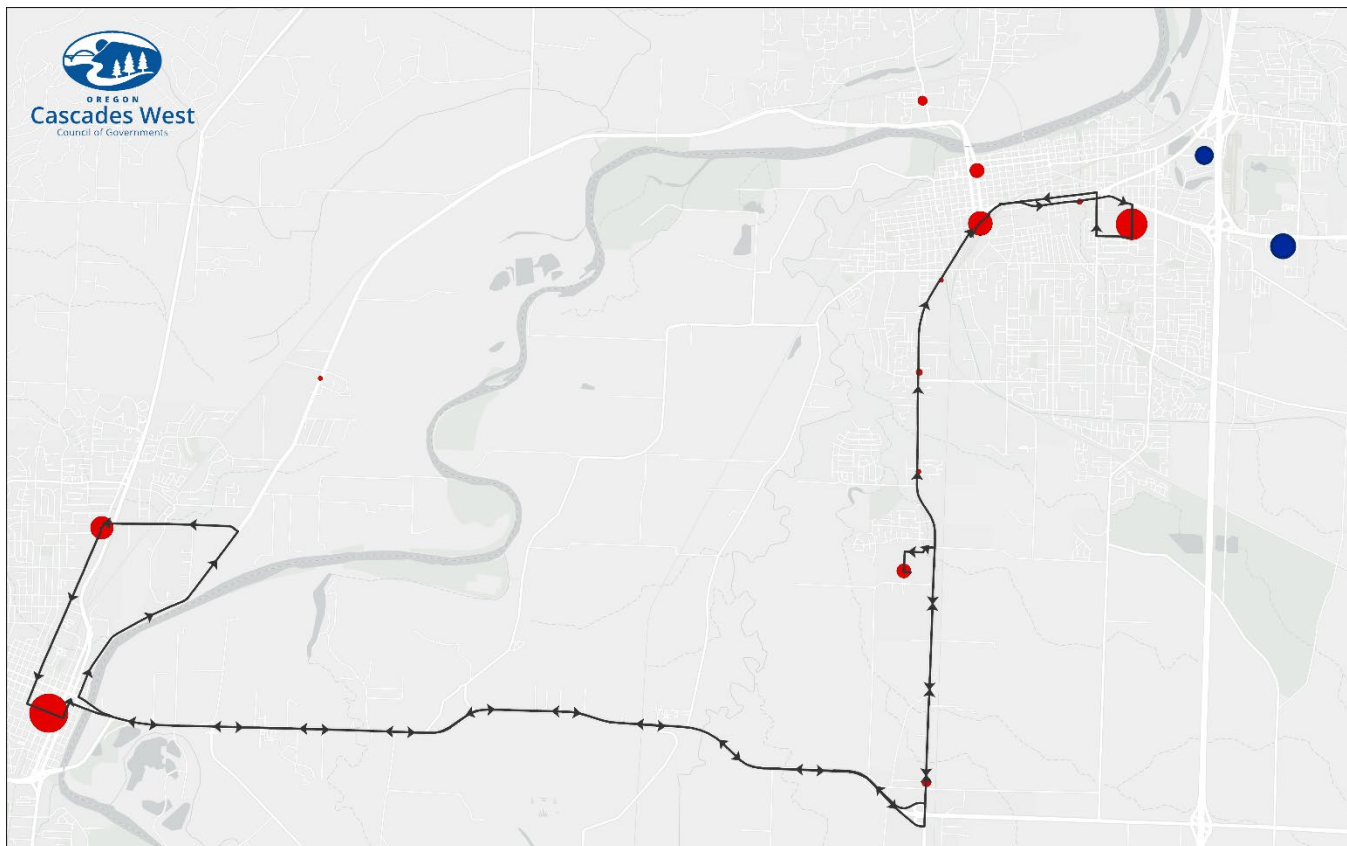
Table 2. Changes with Options A/B/C

Option	A	B	C
Length (Miles)	+2.7	+3.89	+4.7
Stops	+1	+1	+2
Runtime (Minutes)	+11	+16	+19
Yearly Passengers Added	+164	+336	+500
Within 0.25 miles of stops (5 minute walk)			
Population Served	+1,300	+1,000	+1,300
SNAP Retailers Added	+6	+4	+6
Jobs Reached	+1,300	+800	+1,300

Figure 6. Reduction: North

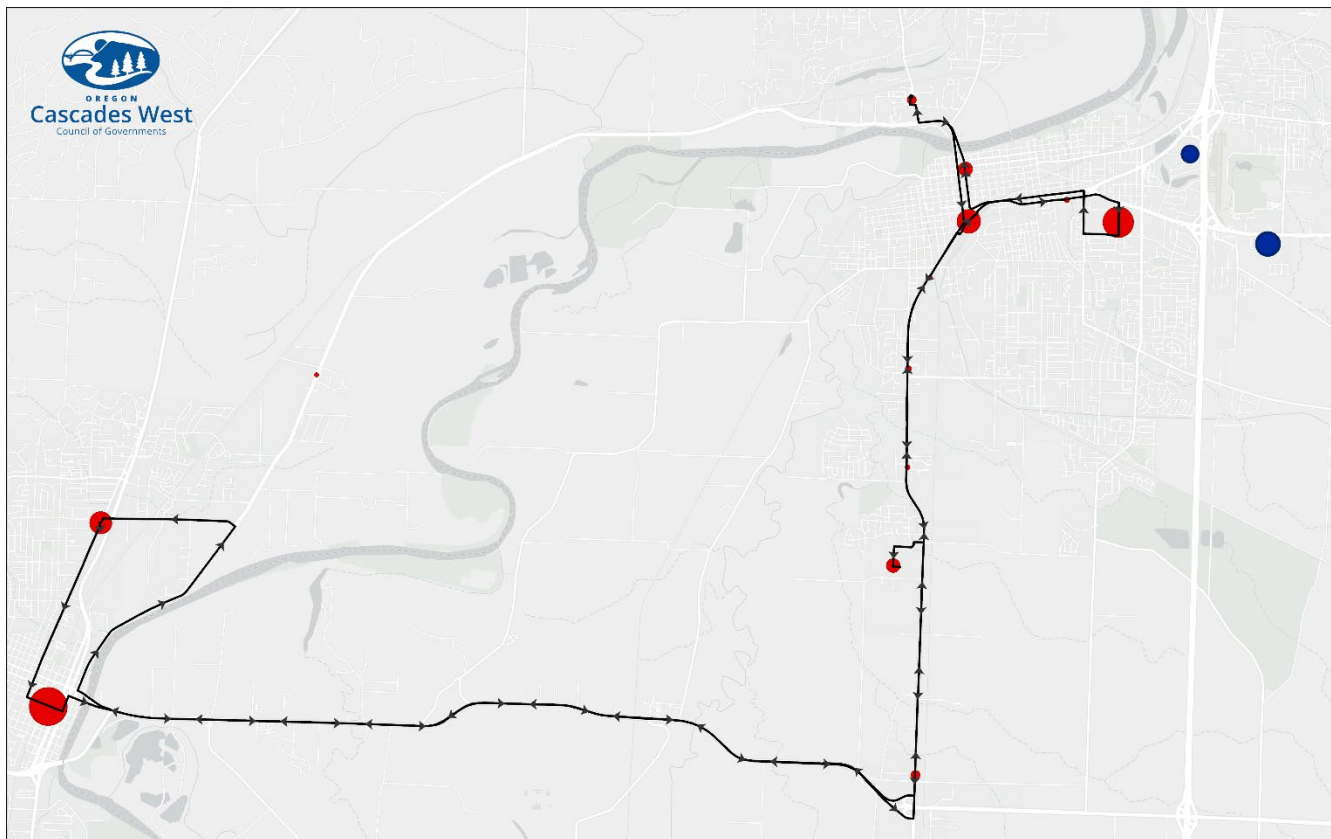
Options	Stops in N. Albany	Yearly Passengers (Approx.)	Length (Miles)	Runtime (Minutes)	Population Served	SNAP Retailers Reached	Nursing Home Served	Jobs Reached (Approx. Employees)
Existing Saturday Route	Yes	2,374	30.31	85	9,100	35	1	8,600
Reduction: North	Yes	2,162	27.1	73	9,700	35	1	9,100
Reduction: North + Option A (Winco)	Yes	2,326	29.8	84	11,000	41	1	10,400
Reduction: North + Option B (Walmart)	Yes	2,498	30.99	89	10,700	39	1	9,900
Reduction: North + Option C (Winco & Walmart)	Yes	2,662	31.8	92	11,000	41	1	10,400

Table 3. Reduction: North Compared to Existing Saturday Route

Figure 6. Reduction: South

Options	Stops in N. Albany	Yearly Passengers (Approx.)	Length (Miles)	Runtime (Minutes)	Population Served	SNAP Retailers Reached	Nursing Home Served	Jobs Reached (Approx. Employees)
Existing Saturday Route	Yes	2,374	30.31	85	9,100	35	1	8,600
Reduction: South	No	2,193	32.27	90	9,200	35	1	8,600
Reduction: South + Option A (Winco)	No	2,357	34.97	101	10,500	41	1	9,900
Reduction: South + Option B (Walmart)	No	2,529	36.16	106	10,200	39	1	9,400
Reduction: South + Option C (Winco & Walmart)	No	2,693	36.97	109	10,500	41	1	9,900

Table 4. Reduction: South Compared to Existing Saturday Route

Figure 6. Reduction: South + North Albany**Table 5. Reduction: South + North Albany Compared to Existing Saturday Route**

Options	Stops in N. Albany	Yearly Passengers (Approx.)	Length (Miles)	Runtime (Minutes)	Population Served	SNAP Retailers Reached	Nursing Home Served	Jobs Reached (Approx. Employees)
Existing Saturday Route	Yes	2,374	30.31	85	9,100	35	1	8,600
Reduction South + N. Albany	Yes	2,362	38.54	107	10,200	36	1	9,600
Reduction South + N. Albany + Option A (Winco)	Yes	2,526	41.24	118	11,500	42	1	10,900
Reduction South + N. Albany + Option B (Walmart)	Yes	2,698	42.43	123	11,200	40	1	10,400
Reduction South + N. Albany + Option C (Winco & Walmart)	Yes	2,862	43.24	126	11,500	42	1	10,900



COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY PLANNING | ECONOMIC DEVELOPMENT | LENDING | TRANSPORTATION

Date: May 12, 2026
To: Linn Benton Loop Technical Advisory Committee (TAC) & Policy Board
From: Corum Ketchum, OCWCOG and CAMPO Staff
Re: **99 Vine Updates**

This memo updates the Linn Benton Loop TAC and Policy Board on the current operations of the 99 Vine transit service and next steps of the pilot program.

Action: *Information only*

Background

The 99 Vine is a pilot transit service of Benton and Yamhill counties funded by a State Transit Improvement Fund (STIF) discretionary grant¹. The service was scoped by a 2020 Oregon Cascades West Council of Governments (OCWCOG) study *Highway 99 West Transit Feasibility Report* conducted by the University of Oregon². That study found that there would be demand for such a service which led to the successful grant application and current pilot service.

Pilot service began November 2025 and will conclude June 30th, 2026. The service is operated by Pacific Crest Bus Lines. Tickets are not required during the 6-month pilot period, thanks to grant funding. The service runs between 6:30 a.m. and 5:30 p.m.

From the Benton County website³:

*The new 99 Vine bus service makes four trips in each direction every Monday – Friday between McMinnville and Eugene, with four stops in Benton County. Best of all – it’s free!
 Benton County and Yamhill County have partnered to launch the pilot project providing bus service along the 99W corridor. The route follows Highway 99 with plenty of convenient stops:*

99 Vine Pilot Stops

McMinnville	Monroe	Eugene Amtrak Station
Amity	Junction City	Eugene downtown
Rickreall	Corvallis downtown	Eugene UO
Monmouth	Corvallis OSU	
Adair Village	Eugene Airport	

¹ <https://www.oregon.gov/odot/rptd/pages/stif-program-overview.aspx>

² See <https://ocwcog.org/wp-content/uploads/2021/04/Hwy-99W-Transit-Feasibility-FINAL.pdf>

³ <https://bat.bentoncountyor.gov/99-vine/>



COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY PLANNING | ECONOMIC DEVELOPMENT | LENDING | TRANSPORTATION

Usage and Ridership

In the most recent available data, March 2026, just over 1,000 riders took advantage of the service, up from the 543 people who used the service during the first full month of service, December 2025. These data tables are available as Exhibit A attached to this memo. The high usage of the service is attractive to the operator, Pacific Crest Bus Lines, who will continue to provide the service once daily for at least weekdays beginning July 1st, 2026.

Next Steps for the 99 Vine

There are two immediate next steps for the service as it concludes its pilot phase:

- Adding Saturday service to evaluate the demand for off-week travel
- Conducting a survey of riders to determine the reasons what destinations they are traveling to, what makes the service attractive, and what can be improved

The pilot is scheduled to conclude June 30th, 2026, with the expiration of the grant that funds the service. Paid service will begin July 1st with a reduction of trips from four times per day down to once daily. To restore higher levels of service, Benton and Lane counties have applied for an additional STIF grant. The results of this application will not be known until February 2027, but would begin implementation July 1st, 2027, if successful.

The new proposed service will change from serving communities along 99W to focus on communities along 99E, namely Tangent, Shedd, Halsey and Harrisburg, while still maintaining service to Corvallis and Junction City. This will result in a loss of service to communities north of Corvallis, as well as the city of Monroe. Benton County hopes to support transit in Monroe through a separate service which itself is being evaluated as part of an Oregon Dept. of Transportation Innovative Mobility Program (IMP) grant.

Relevance to the Linn Benton Loop

The 99 Vine, both currently and in its future proposed service along 99E, serves the Mobility Hub site at Oregon State University, providing regional access to the riders of the Linn Benton Loop. Making it possible, for example, for a rider to take the Linn Shuttle from Sweet Home to Linn Benton Community College, ride the Loop to OSU, and then the 99 Vine to the University of Oregon or the Eugene Airport.

Action: *Information only.*

Exhibit A: 99 Vine Ridership Data*Provided by Pacific Crest Bus Lines***Table 1** - 99 Vine Boardings, March 2026

Stop Boardings by day of the week									
Stop	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Average
Jaqua Academic Center	10	4	3	7	19	0	0	43	4%
Eugene Transit (LTD)	40	27	22	16	12	0	0	117	11%
Eugene Amtrak	15	23	18	14	34	0	0	104	10%
Eugene Airport	13	13	11	25	16	0	0	78	8%
Junction City	6	11	8	8	5	0	0	38	4%
Monroe	7	2	4	7	6	0	0	26	3%
Corvallis OSU	46	36	42	42	68	0	0	234	23%
Corvallis Downtown	42	39	33	36	50	0	0	200	19%
Adair Village	2	1	2	0	2	0	0	7	1%
Monmouth	21	18	15	12	15	0	0	81	8%
Rickreall	2	1	0	0	0	0	0	3	0%
Amity	2	7	0	7	4	0	0	20	2%
McMinnville	18	21	12	17	20	0	0	88	8%
Total	224	203	170	191	251	0	0	1039	
Average	22%	20%	16%	18%	24%	0%	0%		

Table 2 - 99 Vine Alights, March 2026

Stop Alights by day of the week									
Stop	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total	Average
Jaqua Academic Center	11	10	6	17	27	0	0	71	7%
Eugene Transit (LTD)	38	34	44	35	38	0	0	189	18%
Eugene Amtrak	3	11	9	4	9	0	0	36	3%
Eugene Airport	22	18	30	25	37	0	0	132	13%
Junction City	3	7	1	8	3	0	0	22	2%
Monroe	9	3	5	8	9	0	0	34	3%
Corvallis OSU	40	32	26	42	38	0	0	178	17%
Corvallis Downtown	27	24	21	19	29	0	0	120	12%
Adair Village	7	0	3	4	3	0	0	17	2%
Monmouth	21	26	9	20	15	0	0	91	9%
Rickreall	3	1	1	2	0	0	0	7	1%
Amity	1	5	3	5	4	0	0	18	2%
McMinnville	20	24	14	17	25	0	0	100	10%
Total	205	195	172	206	237	0	0	1015	
Average	20%	19%	17%	20%	23%	0%	0%		

Table 3 - 99 Vine Ridership (Boarding and Alights), December 2025

Ridership by Stop				
Stop	Boardings	%	Alights	%
Jaqua Academic Center	40	7%	15	3%
Eugene Transit (LTD)	60	11%	89	16%
Eugene Amtrak	52	10%	49	9%
Eugene Airport	29	5%	51	9%
Junction City	23	4%	15	3%
Monroe	18	3%	14	3%
Corvallis OSU	93	17%	96	18%
Corvallis Downtown	94	17%	71	13%
Adair Village	17	3%	9	2%
Monmouth	28	5%	30	6%
Rickreall	15	3%	2	0%
Amity	18	3%	4	1%
McMinnville	56	10%	98	18%
TOTAL	543		543	

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
 - **Up to 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 review of the TAC and 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. People who are not TAC members may be appointed if their knowledge and experience would assist the subcommittee in completing its work.

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. The Chair has specific responsibility for the approval of agenda for all TAC meetings.
- 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 seven calendar days prior to any regular meeting or coincident with notice of a special or emergency meeting. After consultation with staff, the Chair shall approve the agenda for all TAC meetings. In the absence of the Chair, the Vice Chair may approve the agenda. When timing is urgent, staff may add items to the approved agenda and advise the Chair at the earliest opportunity. Committee members may, at any time, forward a request to the Chair to place an item on the written agenda for the next meeting and the Chair shall inform the member about his/her decision.
- 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 and are subject to the provisions of Oregon Public Meeting laws (ORS 192.630)
- 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.
- j. **Minutes:** Written minutes from each meeting shall be taken and approved as a formal agenda item. The minutes may be in the form of "action minutes" simply noting major decisions and votes.

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 May 26, 2026.

Sheldon Flom, Chair
Linn-Benton Loop Board



Hub notes

From Matthew Lehman <mlehman@ocwcog.org>

Date Wed 4/8/2026 9:44 AM

To Justin Peterson <jpeterson@ocwcog.org>; Corum Ketchum <CKetchum@ocwcog.org>; Billy McGregor <bmcgregor@ocwcog.org>

Hi All,

Thanks again for your participation in the ribbon cutting. After it died down a bit, I did get some comments regarding the Hub operation that I wanted to pass along:

1. Signage and Transit App access – We have received comments previously regarding the signage at the hub, but it still seems a bit confusing on site. I think we should also see about posting some links to the Transit App in the shelters.
2. Bus stopping locations – commentary was provided that the sign in-between lanes in the middle of the hub area is causing one of the busses to have to move well beyond the shelter to drop-off or pick-up. The feedback indicated that the location of the crossing sign inhibits the ability of the busses to maneuver around each other; thus the need to move the bus to the end of the service area to allow the other busses freedom of movement.

Regards,

Matt Lehman

Director, Community and Economic Development
Oregon Cascades West Council of Governments.

541-758-1911

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OCWCOG.org

