



Agenda
Linn-Benton Loop Governing Board Meeting
Virtual Meeting

Date: Tuesday, February 24, 2026
Time: 3:00 pm – 5:00 pm
Location: **VIRTUAL MEETING**
Via Microsoft Teams by clicking [HERE](#)
Meeting ID: 227 798 461 101
Passcode: uW99ef7v
Mobile 1-Click Number
[+1 872-242-8088](#)
Phone Conference ID: 725 076 453#
Contact: Justin Peterson, jpeterson@ocwcoq.org, 541-924-8420

1. **3:30** **Call to Order, Introductions** **2025 Chair**
2. **3:35** **Public Comments** **2025 Chair**
3. **3:40** **Chair and Vice Chair Elections ([Attachment A pg. 03](#))** **2025 Chair**
4. **3:45** **Minutes of the Joint Loop Governing Board meeting on December 09, 2025 ([Attachment B pg. 04](#))** **2026 Chair**

Action Requested: Approval of meeting minutes.
5. **3:50** **Budget Reports FY25 Q4 ([Attachment C pg. 14](#))** **Jeff Babbitt**
 - Quarterly/YTD budget
 - Drawdown Reports (5307/STIF)
Action: Information only
6. **4:05** **Ridership Dashboard Update** **Mary Bach-Jackson**

Viewable at this link: [LB Loop Ridership](#). Loop Ridership numbers can also be found attached as "[Attachment D pg. 20](#)".

Action: Discussion
7. **4:20** **November 2025 Audit Findings ([Attachment E pg. 26](#))** **Corum Ketchum**

OCWCOG Staff will share the findings and corrective actions taken as a result of the Oregon Dept. of Transportation and Federal Transit Administration audit. Findings were minor and corrective actions have been taken.

Action: Discussion

8. 4:30 **OSU Mobility Hub Construction Updates** **Lehman, Staff**
(Attachment F pg. 44)
Oregon Cascades West staff will share the status of the project and provide a summary of steps being taken to bring the project to build-readiness.
9. 4:50 **Updates and Other Business** **All**
 - 2026 Meeting Dates (**Attachment G pg. 51**)
 - TAC At-Large Member Vacancies
 - Member Agency Updates
 - OCWCOG Transit Staff Updates**Chair**
10. 5:00 **Adjournment**
Next meeting is Tuesday, May 26, 2026.

ATTENDANCE (FOR QUORUM PURPOSES)

Board Member	Jurisdiction	Membership
Sheldon Flom (Chair)	Linn Benton Community College	Voting Member
Rich Saalsaa	Corvallis Area Metropolitan Planning Organization	Voting Member
Carolyn McLeod	Albany Area Metropolitan Planning Organization	Voting Member
Pat Malone	Corvallis and Albany Area Metropolitan Planning Organizations	Alternate
Roger Nyquist	At-Large Member	Non-voting

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

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

Linn-Benton Loop Board Chairmanship History

Bylaws, 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.

	Chair	Vice-Chair
2017	Hal Brauner	Roger Nyquist (AAMPO)
2018	Hal Brauner	Roger Nyquist (AAMPO)
2019	Pat Malone (CAMPO)	Roger Nyquist (AAMPO)
2020	Pat Malone (CAMPO)	Roger Nyquist (AAMPO)
2021	Pat Malone (CAMPO)	Roger Nyquist (AAMPO)
2022	Pat Malone (CAMPO)	Roger Nyquist (AAMPO)
2023	Pat Malone (CAMPO)	Sheldon Flom (LBCC)
2024	Pat Malone (CAMPO)	Sheldon Flom (LBCC)
2025	Sheldon Flom (LBCC)	Jackie Montague (AAMPO)

**Joint Linn-Benton Loop Governing Board & Technical Advisory Committee
Virtual Meeting Via Microsoft Teams
Tuesday, December 09, 2025
3:30 pm – 5:00 pm**

DRAFT MINUTES

Board Member	Jurisdiction	Attendance
Sheldon Flom	Linn Benton Community college	No
Rich Saalsaa	Corvallis Area Metropolitan Planning Organization	No
Carolyn McLeod	Albany Area Metropolitan Planning Organization	Yes
Roger Nyquist	Linn County Member At-Large	No
Pat Malone	Benton County Member At-Large	No

TAC Members	Jurisdiction	Attendance
Sheldon Flom	Linn Benton Community College	No
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	Yes
Billy McGregor	Albany Area Metropolitan Planning Organization	Yes
Corum Ketchum	Corvallis Area Metropolitan Planning Organization	Yes
Andrew Koll	At Large Member	Yes
Ken Bronson	At Large Member	No
Cody Franz	Oregon Department of Transportation	No

Guests: Jeff Babbit, Tiffany Plemmons

Staff: CED Planning Supervisor Justin Peterson, GIS Planner Mary Bach-Jackson, and Operations Supervisor Emma Martinez-Chavez Sosa

TOPIC	DISCUSSION	DECISION / CONCLUSION
1. Call to Order and Agenda Review	<p>The Linn-Benton Loop TAC Chair, Billy McGregor called the meeting to order, and the group determined there were no changes needed on the agenda.</p> <p>For record keeping purposes, the Linn-Benton Loop TAC has a quorum, but a quorum was not received for the Linn-Benton Loop Governing Board.</p>	<p>The Loop TAC Chair, Billy McGregor called the meeting to order at 3:31 pm.</p>
2. Public Comment	<p>There were no members of the public who wished to provide public comments.</p>	<p>There were no public comments.</p>
<p>3. Minutes of Loop Technical Advisory Committee meeting on August 12, 2025 (Attachment A2)</p> <p>Action: Approval of Minutes</p>	<p>Corum Ketchum moved to approve the Linn-Benton Loop TAC minutes from the meeting on Tuesday, August 12, 2025. Sarah Bronstein seconded. The motion carried successfully.</p> <p>Candy Bliss voted in favor. Sarah Bronstein voted in favor. Peggy Cogswell voted in favor. Reagan Maudlin voted in favor. Gary Stockhoff voted in favor. Corum Ketchum voted in favor. Billy McGregor voted in favor. There were no votes against.</p> <p>There was not a quorum of members for the Linn-Benton Loop Governing board. Meeting minutes for August 26, 2025, meeting will be approved at the next regularly held Loop Board meeting when a quorum of members is present.</p>	<p>Corum Ketchum moved to approve the Linn-Benton Loop TAC minutes from the meeting on Tuesday, August 12, 2025. Sarah Bronstein seconded. The motion carried successfully.</p> <p>There was not a quorum of members for the Linn-Benton Loop Governing board. Meeting minutes for the August 26, 2025, meeting will be approved at the next</p>

		regularly held Loop Board meeting when a quorum of members is present.
<p>4. Budget Reports (Attachment B)</p> <p>Action: Information Only</p>	<p>Jeff Babbit shared an update on the budget reports which are attachment b in the meeting agenda packet.</p> <p>Jeff Babbitt provided an overview of the Quarterly/Year to Date budget noting that costs are within normal range. He highlighted that there are no concerns despite vehicle maintenance running slightly higher than expected. He went on to note that the vehicle maintenance overage should even out with the new contract.</p> <p>For the Drawdown report (5307/STIF) Babbitt reported that STIF numbers show zero because reimbursement requests are submitted following each quarter. This means that first quarter numbers will be available for review next quarter.</p> <p>Babbit went on to report that 5307 funds are used for operating and maintenance costs. He noted that the city continues to draw down 20-21 and 20-22 funds. Once those are depleted, they will begin drawing down 24-25 funds.</p>	
<p>5. Ridership Dashboard</p> <p>Action: Discussion</p>	<p>OCWCOG Staff, Mary Bach-Jackson provided an overview of the loop ridership, advising that the loop dashboard has been updated with the numbers provided by City of Albany.</p> <p>McGregor noted that the trend lines are looking steady and upwards, which is positive.</p> <p>Candy Bliss advised that though there was an increase in ridership, the report reflects a partial period when school was not</p>	

	<p>in session. Now that school is in session, we should continue to see an increase in ridership.</p> <p>Sarah Bronstein noted that in past, the report reflected decades of data which was found to be useful and question if it was possible to receive such reporting. McGregor responded that the information is housed in Tableau and went on to screen share the data for member's review.</p> <p>Bliss stated that if OCWCOG Staff would like to receive different reporting that may be helpful, the city is happy to work with Staff on what that may look like.</p> <p>The Loop Ridership Dashboard can be found at this link: Linn-Benton Loop Tableau Public.</p>	
<p>2025 Initial Audit Feedback</p>	<p>Ketchum reported that the ODOT Linn-Benton Loop Audit was successful with only two minor suggestions. Those being the following:</p> <ol style="list-style-type: none"> 1. Narrowing the scope of how we define the Title VI document. 2. Clarifying across financial policies of what is an allowable employee cost (particularly regarding travel and conferences) that can be charged to the organization. <p>Ketchum advised that Staff expect to receive the final audit results within forty-five days from the November 19th audit date and reported that the final audit findings will be posted to the Linn Benton Loop website. (https://albanyoregon.gov/transportation/loop/).</p>	

<p>6. Updates and Other Business:</p> <ul style="list-style-type: none"> • Member Agency Updates 	<p><i>LBCC Mobility Hib Post-Construction Review:</i> Ketchum asked if any members had any feedback on the LBCC Mobility Hub design.</p> <p>There were no questions, however, Reagan Maudlin reported that she drove by the hub and signage and hub look nice and seem to be working well.</p> <p><i>99 Vine Service Launch:</i> Gary Stockhoff advised that this is a pilot project that initiated the week of Thanksgiving. The service is provided via a partnership between Benton and Yamhill Counties. The service runs Monday through Friday, initially running to and from McMinnville and Junction City. Through a partnership with Lane Transit District (LTD), the service now goes through downtown Eugene and to Eugene airport, which seems to be quite popular. Stockhoff noted that there were a couple of issues at launch that have been worked through. He went on to let members know if that are any questions, they can be emailed to him, and he will follow up with the technical folks.</p> <p>Bronstein voiced her excitement for the service, and it's stop at the OSU campus. Bronstein asked the following questions:</p> <ul style="list-style-type: none"> ○ What are the metrics of success? ○ Is there a ridership threshold? ○ What would be the deciding factor to move the service beyond a pilot? ○ If it is determined that the pilot is successful, are there potential avenues to keep this service moving forward? 	
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	<p>Stockhoff responded that those are the questions that the project team is also asking. Stockhoff expects to have conversations with ODOT and other partners such as OCWCOG related to these topics. He advised that the pilot is designated to end on June 30, 2026, which creates a short window to work with.</p> <p>Peterson noted that anything OSU can do on their end to promote the service, specifically to the airport as students are traveling for the holidays, that would be helpful. Bronstein responded that OSU may have missed the window to promote for winter holiday travel, but they will see what they can do. She went on to voice how this service is filling a significant gap for students, specifically the run into downtown Eugene and the Eugene airport.</p> <p>Peterson reported that he rode the service to McMinnville for Thanksgiving and it worked well other than signage in Corvallis. He went on to report that he was not the only rider that first week and heard from at least one other rider who shared that he would be a frequent rider.</p> <p>McGregor asked if we would be integrating the service to the CWRide platform. Peterson responded that those discussions are taking place and that that is the intent. Currently, there is a link on the CWRide website, however,</p> <p>Ketchum reported that he has heard there is some confusion on the stops and arrival times.</p> <p>Bronstein noted that currently there are some temporary signs and asked if there are plans to post longer term signs, noting that there are official processes for posting long-term signs. Stockhoff</p>	
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responded that he will verify, though it makes sense that due to the service being a pilot, it is likely they will remain as temporary signage for the pilot phase.

Transit Coordination:

Peterson noted that some of the Loop members have attended the Seamless partner meetings with OCWCOG and while OCWCOG holds the contracts with the Seamless website and mobile app agencies, moving forward, OCWCOG will be stepping back to provide support to the transit agencies while they work directly with the providers. Peterson went on to advise that if the transit agencies need support with projects, they are welcome to reach out to OCWCOG Staff. He mentioned a good example of such support is the 99W Study which led to the current 99 Vine transit service. Peterson went on to remind members that OCWCOG has an internal Staff, Ana Duffy, who can provide Transit Training for members of the public who may need such assistance. If member agencies have folks in mind, they can send Ana Duffy their information at cwride@ocwcoq.org or at aduffy@ocwcoq.org.

Emma Martinez-Chavez Sosa noted that OCWCOG also offers nationally certified training for transit drivers. She shared the following link in the meeting chat noting that it includes the details on the trainings, the 2026 schedule, and the contract information: [Cascades West Training Center | OCWCOG](#).

Peterson reported that OCWCOG Staff, through its Transportation Options program, was recently part of a photoshoot by ODOT. ODOT will compile the stock photos to make available statewide. Staff will forward the stock photos to members to utilize as needed.

	<p><i>Oregon State University (OSU):</i> Bronstein requested COG Staff to provide an update on the OSU Mobility Hub project status. OCWCOG advised that Matt Lehman is the lead in those efforts and would have the latest update. Staff will request Lehman to provide an update to Bronstein. Staff noted that Lehman recently held a meeting with OSU Staff should Bronstein also want to reach out to them for an update.</p> <p>Bronstein shared the following additional information: OSU began running an additional service between OSU and LBCC in FY2024. In FY25 the service provided over 22k rides which is 10% of all ridership. Through November of this year, data indicates the service has exceeded over 9k rides; trending to break previous record.</p> <p>Ketchum advised that members should be included in the Oregon MPOs and Oregon Transit providers meet to discuss transportation needs. The next meeting will be hosted by AAMPO and CAMPO. The meeting is scheduled for February 29, 2026. If members do not have this meeting information, please let MPO Staff know.</p> <p><i>City of Albany/Albany Transit Service (ATS):</i> Bliss advised that the city made changes to the loop schedule and started the US Commuter one hour earlier and ran the route in the opposite direction. Feedback thus far is positive. There was expectation for Hewlett Packard ridership to increase but that was not the case. Bliss also noted that changes were made to the Loop schedule.</p> <p>Councilor Carolyn McLeod reported that the following three projects were funded with grant funding.</p>	
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- US20 Ellsworth and 2nd Avenue at \$250 thousand for a dedicated left turn lane and parking removal,
- US20 Lyon Street at 1st Avenue at \$500 thousand to reconfigure lanes to provide two right-turn lanes, bike lanes, and a bike signal, and
- US20 Ellsworth/Lyons between RRFB at 5th Street and 8th Street at \$150 thousand to install rectangular rapid flashing beacons, updated illuminations, and curb extensions.

City of Corvallis/Corvallis Transit Service (CTS):

Peggy Cogswell reported that she has been providing updates on EV buses. The contractor passed their final inspection. Now working on getting the chargers turned on and train Staff on how to operate the busses and operate the flood gates to turn of the chargers in case of flooding.

Linn County:

Reagan Maudlin reported that first quarter one has been processed. All requests were submitted within a normal timeline. STIF income has been flowing in a bit slowly but there is hope that it will pick up. Maudlin advised that there is a lot going on at the county level, including a proposed tax increase. She advised members that there is a new solicitation schedule by ODOT which will start in February.

Benton County:

Gary Stockhoff reported that the county is going on year 3-4 for their 6EV vehicles and charging stations. In the last couple of weeks, the county received notice that they were awarded an FTA discretionary grant of approximately \$830 for new vehicles. Lastly,

	<p>he advised that the Board approved the County to move forward with operating the BAT service internally and not contract for the operations. The county will need to hire their own Staff, including drivers. The go-live date is slated for July 2027.</p> <p>CAMPO Updates: There were no further CAMPO Updates.</p> <p>AAMPO Updates: There were no further AAMPO Updates.</p> <p><i>Other Business:</i> McGregor shared the 2026 meeting schedules for the Loop Governing Board and Technical Advisory Committee are in the meeting agenda packet.</p> <p>Staff made sure to note the joint Loop TAC and Board meeting on November 17, 2025.</p>	
7. Adjournment	<p>The next meeting of the Linn Benton Loop Governing Board will be Tuesday, February 24, 2026.</p> <p>The next meeting of the Linn Benton Loop Technical Advisory Committee will be Tuesday, February 10, 2026.</p>	<p>The Linn Benton Loop Board meeting was adjourned at 4:27 pm by the Loop TAC Chair, Billy McGregor.</p>

**Linn-Benton Loop FTA Section 5307 Grant Funds Remaining
(Last Updated 1/28/26)**

<u>Grant Year</u>	<u>Project</u>	<u>Match Ratio</u>	<u>Remaining Project Funds</u>	<u>FTA Match Required</u>	<u>Local Match Required</u>	
20-21 & 21-22	FTA 5307 - Operations	80:20	1,228,000	614,000	614,000 as of 6/16/25	
	6/26/25 Disbursement			(15,049)	(15,049)	
	7/29/25 Disbursement			(134,430)	(134,430)	
	9/24/25 Disbursement			(36,884)	(36,884)	
	11/14/25 Disbursement			(53,598)	(36,884)	
	1/28/26 Disbursement			(136,267)	(136,267)	
	FTA 5307 - Preventive Maintenance	80:20	153,238	122,590	30,648 as of 6/16/25	
	6/26/25 Disbursement			(24,715)	(6,179)	
	7/29/25 Disbursement			(48,345)	(12,086)	
	9/24/25 Disbursement			(10,811)	(2,703)	
	11/14/25 Disbursement			(5,765)	(1,441)	
	1/28/26 Disbursement			(30,831)	(7,708)	
	SUBTOTAL			494,912	239,895	255,017
	24-25	FTA 5307 - Operations	50:50	739,200	369,600	369,600 as of 7/29/25
FTA 5307 - Preventive Maintenance		80:20	84,000	67,200	16,800 as of 7/29/25	
SUBTOTAL			823,200	436,800	386,400	
GRAND TOTAL			1,318,112	676,695	641,417	

**Linn-Benton Loop STIF Funds Remaining
(Last Updated 1/27/26)**

<u>Fiscal Year</u>	<u>Project</u>	<u>Remaining Project Funds</u>
25-26/26-27	STIF - Benton County	\$860,000
	Drawdown 10/29/25	(\$97,076)
	Drawdown 1/26/26	(\$132,770)
	SUBTOTAL	\$630,154
	GRAND TOTAL	\$1,182,308
25-26/26-27	STIF - Linn County	\$782,000
	Drawdown 10/29/25	(\$97,076)
	Drawdown 1/26/26	(\$132,770)
	SUBTOTAL	\$552,154
	GRAND TOTAL	\$1,182,308

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City of Albany, OR
FLEXIBLE PERIOD REPORT
PP 06

PAGE 1
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FROM 2026 04 TO 2026 06

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	-59,363.00		-1,114,237.00	5.1%
21340105 428205 INTERGOVERNMENTAL AGREEMEN	-602,800	0	-602,800	.00		-602,800.00	.0%
21340105 430000 CHARGES FOR SERVICES	-1,642,000	0	-1,642,000	-194,152.00		-1,447,848.00	11.8%
21340105 469015 MISCELLANEOUS REVENUE	0	0	0	-721.47		721.47	.0%
21340105 499050 BEGINNING BALANCE	-128,200	0	-128,200	.00		-128,200.00	.0%
21340105 510010 WAGES & SALARIES	1,044,800	0	1,044,800	127,754.11		917,045.89	12.2%
21340105 520010 TEMPORARY EMPLOYEES	21,800	0	21,800	10,056.95		11,743.05	46.1%
21340105 530010 OVERTIME	43,700	0	43,700	6,043.05		37,656.95	13.8%
21340105 540050 UNEMPLOYMENT CLAIMS	13,100	0	13,100	.00		13,100.00	.0%
21340105 560010 EMPLOYER PAID BENEFITS	822,000	0	822,000	90,062.11		731,937.89	11.0%
21340105 560016 EMPLOYER PAID WORKER'S COM	69,400	0	69,400	4,685.90		64,714.10	6.8%
21340105 560020 PERS	0	0	0	37,652.07		-37,652.07	.0%
21340105 600115 INSURANCE & BONDS	32,100	0	32,100	6,648.46		25,451.54	20.7%
21340105 600400 CONTRACTUAL SERVICES	56,400	0	56,400	4,253.65		54,997.69	2.5%
21340105 602300 SOFTWARE	3,000	0	3,000	.00		3,000.00	.0%
21340105 610130 PROFESSIONAL DEVELOPMENT	12,200	0	12,200	3,293.44		8,906.56	27.0%
21340105 610405 OPERATING EXPENSE	23,900	0	23,900	859.28		23,040.72	3.6%
21340105 610430 EQUIP/MAINT UNDER 10K	1,200	0	1,200	19.98		186.02	84.5%
21340105 610555 COMMUNICATIONS	4,000	0	4,000	625.81		2,024.49	49.4%
21340105 610750 UNIFORMS & CLOTHING	2,600	0	2,600	.00		2,600.00	.0%
21340105 610800 FUEL	231,300	0	231,300	29,660.18		230,666.43	.3%
21340105 630000 ELECTRICITY	10,500	0	10,500	1,473.87		10,000.00	4.8%
21340105 630005 NATURAL GAS	2,600	0	2,600	555.54		2,044.46	21.4%
21340105 630010 TELECOMMUNICATIONS	6,000	0	6,000	55.70		5,944.30	.9%
21340105 630400 WATER SERVICE	9,400	0	9,400	230.95		9,169.05	2.5%
21340105 630405 SEWER SERVICE CHARGES	1,100	0	1,100	447.12		652.88	40.6%
21340105 630410 STORMWATER SERVICE CHARGES	700	0	700	67.26		632.74	9.6%
21340105 653600 VEHICLE MAINTENANCE	555,000	0	555,000	73,408.03		546,118.03	1.6%
21340105 660200 CENTRAL SERVICE ALLOCATION	286,900	0	286,900	35,862.51		251,037.49	12.5%
21340105 660400 EQUIPMENT REPLACEMENT	100,000	0	100,000	12,500.01		87,499.99	12.5%
21340105 662500 PW SERVICE ALLOCATION	192,900	0	192,900	24,112.50		168,787.50	12.5%
TOTAL 213 LINN-BENTON LOOP	0	0	0	216,092.01		-121,057.83	.0%

21340106 213 LINN-BENTON LOOP STIF

21340106 428010 COUNTY	-1,642,000	0	-1,642,000	-194,152.00		-1,447,848.00	11.8%
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01/28/2026
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City of Albany, OR
FLEXIBLE PERIOD REPORT
PP 06

PAGE 2
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FROM 2026 04 TO 2026 06

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	194,152.00		1,447,848.00	11.8%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	.00		.00	.0%
TOTAL PUBLIC TRANSIT	0	0	0	216,092.01		-121,057.83	.0%
TOTAL REVENUES	-5,188,600	0	-5,188,600	-448,388.47		-4,740,211.53	
TOTAL EXPENSES	5,188,600	0	5,188,600	664,480.48		4,619,153.70	

01/28/2026
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City of Albany, OR
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PP 06

PAGE 1
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FROM 2026 01 TO 2026 06

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	-107,058.00		-1,066,542.00	9.1%
21340105 428205 INTERGOVERNMENTAL AGREEMEN	-602,800	0	-602,800	-294,000.00		-308,800.00	48.8%
21340105 430000 CHARGES FOR SERVICES	-1,642,000	0	-1,642,000	-194,152.00		-1,447,848.00	11.8%
21340105 469015 MISCELLANEOUS REVENUE	0	0	0	-721.47		721.47	.0%
21340105 480100 INVESTMENT EARNINGS	0	0	0	-16,691.81		16,691.81	.0%
21340105 499050 BEGINNING BALANCE	-128,200	0	-128,200	.00		-128,200.00	.0%
21340105 510010 WAGES & SALARIES	1,044,800	0	1,044,800	230,721.71		814,078.29	22.1%
21340105 520010 TEMPORARY EMPLOYEES	21,800	0	21,800	14,549.84		7,250.16	66.7%
21340105 530010 OVERTIME	43,700	0	43,700	8,909.52		34,790.48	20.4%
21340105 540050 UNEMPLOYMENT CLAIMS	13,100	0	13,100	.00		13,100.00	.0%
21340105 560010 EMPLOYER PAID BENEFITS	822,000	0	822,000	150,265.93		671,734.07	18.3%
21340105 560016 EMPLOYER PAID WORKER'S COM	69,400	0	69,400	8,188.43		61,211.57	11.8%
21340105 560020 PERS	0	0	0	72,355.01		-72,355.01	.0%
21340105 600115 INSURANCE & BONDS	32,100	0	32,100	7,106.02		24,993.98	22.1%
21340105 600400 CONTRACTUAL SERVICES	56,400	0	56,400	10,300.97		39,993.52	29.1%
21340105 602300 SOFTWARE	3,000	0	3,000	.00		3,000.00	.0%
21340105 610130 PROFESSIONAL DEVELOPMENT	12,200	0	12,200	6,047.81		6,152.19	49.6%
21340105 610405 OPERATING EXPENSE	23,900	0	23,900	2,375.94		21,524.06	9.9%
21340105 610430 EQUIP/MAINT UNDER 10K	1,200	0	1,200	2,320.16		-2,114.16	276.2%
21340105 610555 COMMUNICATIONS	4,000	0	4,000	1,194.79		1,455.51	63.6%
21340105 610750 UNIFORMS & CLOTHING	2,600	0	2,600	428.10		2,171.90	16.5%
21340105 610800 FUEL	231,300	0	231,300	39,985.55		140,536.04	39.2%
21340105 630000 ELECTRICITY	10,500	0	10,500	2,522.78		307.92	97.1%
21340105 630005 NATURAL GAS	2,600	0	2,600	605.72		1,994.28	23.3%
21340105 630010 TELECOMMUNICATIONS	6,000	0	6,000	123.94		5,876.06	2.1%
21340105 630400 WATER SERVICE	9,400	0	9,400	824.47		8,575.53	8.8%
21340105 630405 SEWER SERVICE CHARGES	1,100	0	1,100	788.40		311.60	71.7%
21340105 630410 STORMWATER SERVICE CHARGES	700	0	700	134.52		565.48	19.2%
21340105 653600 VEHICLE MAINTENANCE	555,000	0	555,000	112,874.58		310,360.34	44.1%
21340105 660200 CENTRAL SERVICE ALLOCATION	286,900	0	286,900	71,725.02		215,174.98	25.0%
21340105 660400 EQUIPMENT REPLACEMENT	100,000	0	100,000	25,000.02		74,999.98	25.0%
21340105 662500 PW SERVICE ALLOCATION	192,900	0	192,900	48,225.00		144,675.00	25.0%
TOTAL 213 LINN-BENTON LOOP	0	0	0	204,950.95		-403,612.95	.0%
21340106 213 LINN-BENTON LOOP STIF							
21340106 428010 COUNTY	-1,642,000	0	-1,642,000	-194,152.00		-1,447,848.00	11.8%

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City of Albany, OR
FLEXIBLE PERIOD REPORT
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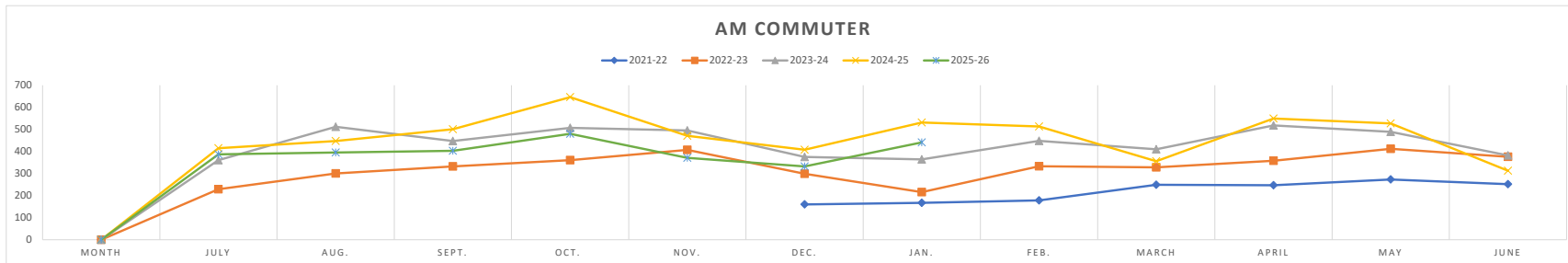
FROM 2026 01 TO 2026 06

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	194,152.00		1,447,848.00	11.8%
TOTAL 213 LINN-BENTON LOOP STIF	0	0	0	.00		.00	.0%
TOTAL PUBLIC TRANSIT	0	0	0	204,950.95		-403,612.95	.0%
TOTAL REVENUES	-5,188,600	0	-5,188,600	-806,775.28		-4,381,824.72	
TOTAL EXPENSES	5,188,600	0	5,188,600	1,011,726.23		3,978,211.77	

AM US 20 COMMUTER
WEEKDAY RIDERSHIP

AM US 20 Commuter

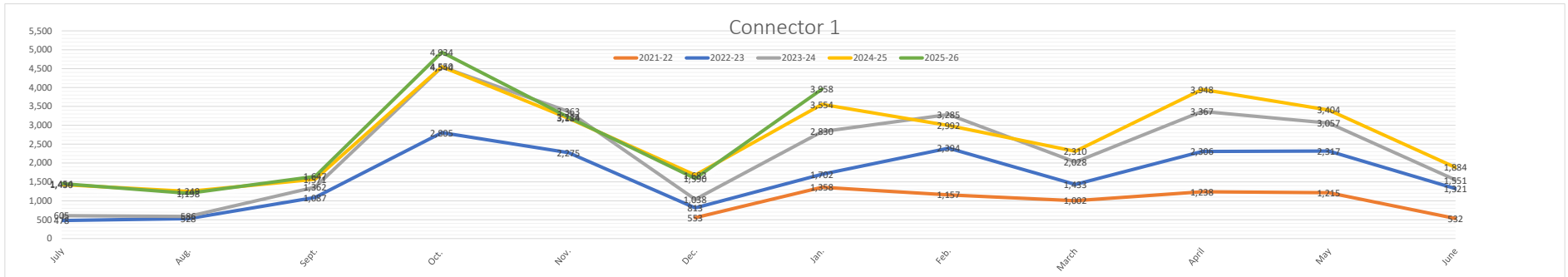
MONTH	2021-22	2022-23	2023-24	2024-25	2025-26																+/-	Ratio
July		229	361	415	387																54	13.0%
Aug.		300	512	447	395																-65	-14.5%
Sept.		332	447	501	403																54	10.8%
Oct.		361	507	646	480																139	21.5%
Nov.		407	495	471	371																-24	-5.1%
Dec.	160	299	375	408	332																33	8.1%
Jan.	167	216	364	531	441																167	31.5%
Feb.	178	333	448	513																	65	12.7%
March	249	328	410	356																	-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	2,809	0	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

Connector 1

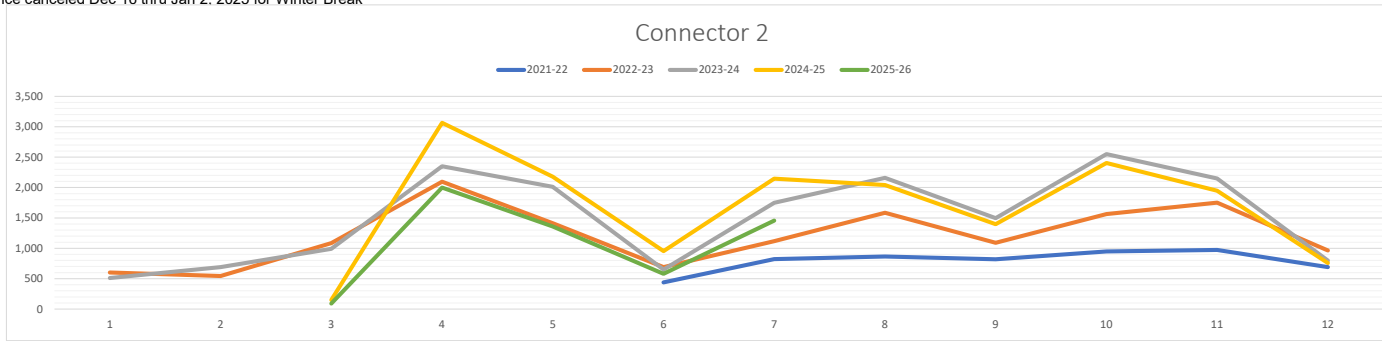
MONTH	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2022-32	2022-33	2022-34	2022-35	2022-36	2022-37	2022-38	2022-39	2022-40	2022-41	+/-	Ratio		
July		478	605	1,430	1,454																	825	57.7%	
Aug.		528	586	1,249	1,198																		663	53.1%
Sept.		1,087	1,362	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																			-293	-9.8%
March	1,002	1,433	2,028	2,310																			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	17,995	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!	
Grand Total	7,055	19,459	27,616	31,758	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	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																			-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																		-118	0
March	819	1,090	1,497	1,397																		-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	5,485	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
																						0	#DIV/0!
Grand Total	5,558	14,501	18,103	17,038																		0	#DIV/0!

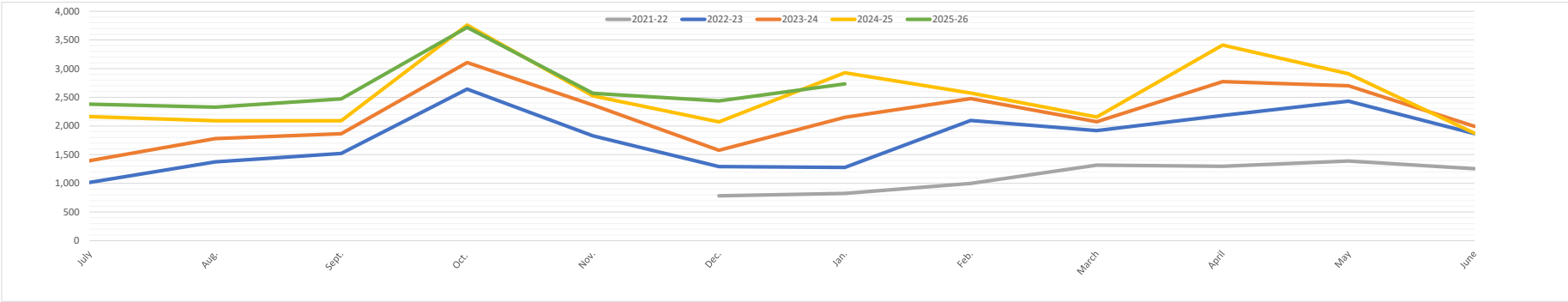
Connector 2 Service canceled Dec 16 thru Jan 2, 2025 for Winter Break



**HEART TO HUB UNITER
WEEKDAY RIDERSHIP**

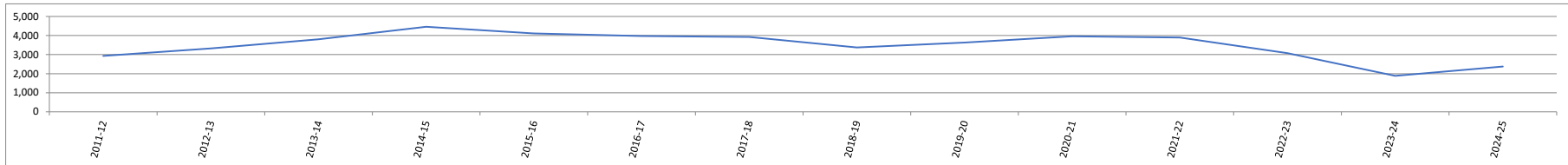
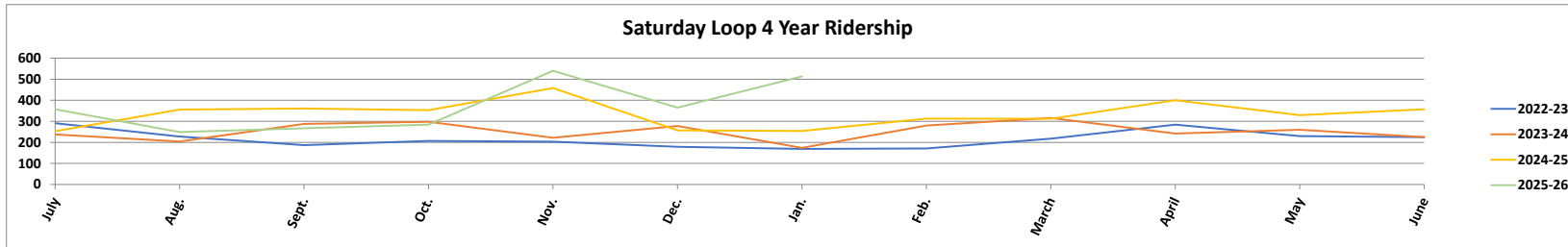
Heart to Hub Uniter

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																		96	3.7%
March	1,317	1,920	2,074	2,155																		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	18,639	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Saturday	0	0	0	0																		0	#DIV/0!
Grand Total	7,862	21,449	26,257	30,552																		0	#DIV/0!



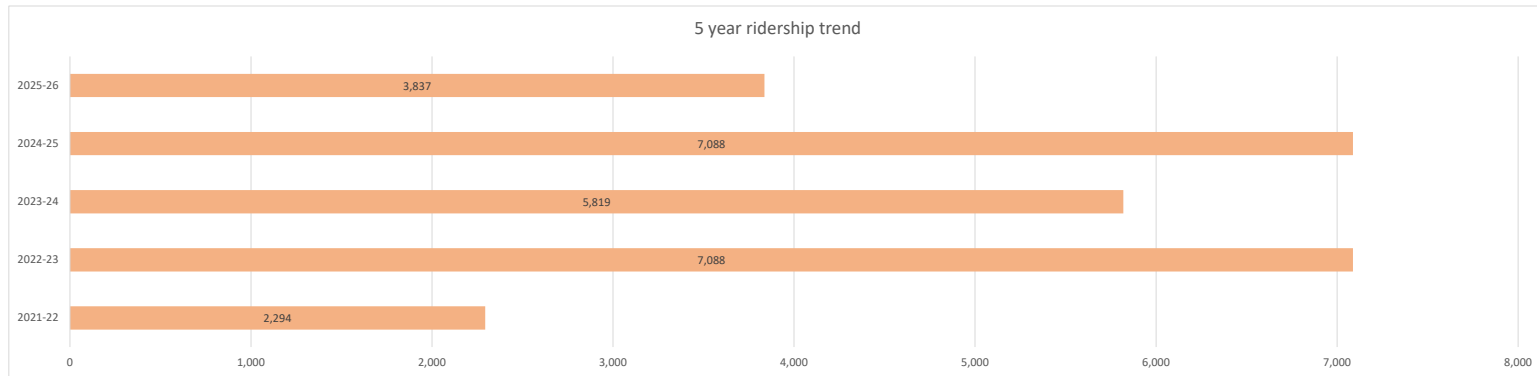
LINN-BENTON LOOP SATURDAY SERVICE

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		33	10.5%
March	206	257	232	334	349	399	385	421	342	271	276	406	424	175	162	222	218	316	312		-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	2,575	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																	72	13.2%
March	358	651	511	532																	21	3.9%
April	371	554	583	688																	29	5.0%
May	428	982	568	644																	-114	56.4%
June	434	624	428	580																	-196	30.4%
Sub Total	2,294	7,088	5,819	7,088	3,837	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!
Grand Total	2,294	7,088	5,819	7,088																	0	#DIV/0!

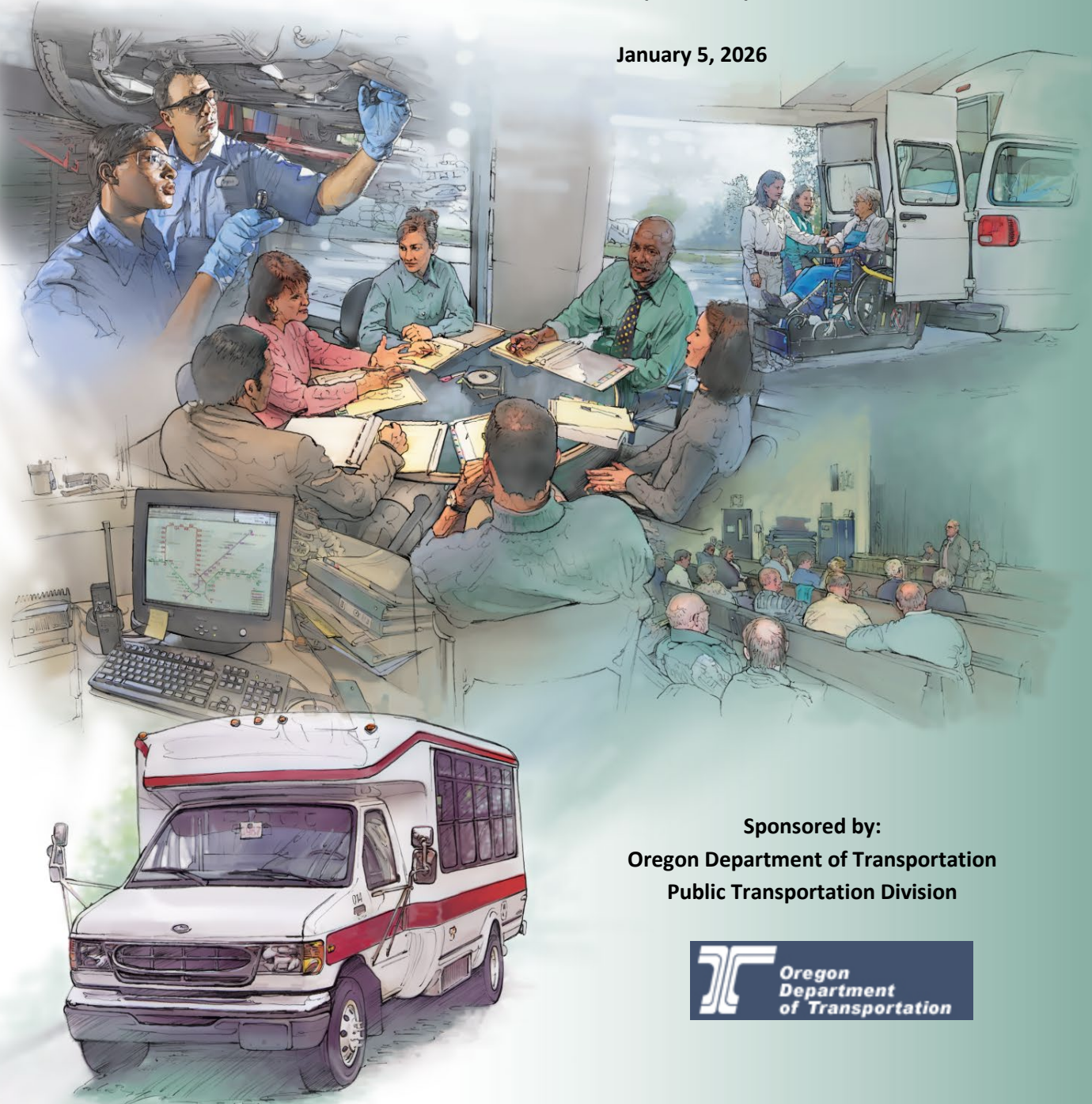




Compliance Review of the Oregon Cascades West Council of Governments

Compliance Report

January 5, 2026



Sponsored by:
Oregon Department of Transportation
Public Transportation Division



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Table of Contents

Oregon DOT Compliance Monitoring Program	1
Scope of the Review	1
Service Area	3
Description of the Transit Service	4
Funding.....	4
OCWCOG Compliance Review.....	5
Program Management.....	5
Program Management Compliance Observations and Advisory Recommendations.....	5
Financial Management	5
Financial Management Compliance Observations and Advisory Recommendations	6
Operations Management.....	7
Operations Management Compliance Observations and Advisory Recommendations	7
Procurement.....	7
Procurement Compliance Observations and Advisory Recommendations.....	8
Use and Maintenance of Project Equipment and Facilities.....	8
Use and Maintenance Compliance Observations and Advisory Recommendations.....	9
Civil Rights	9
Civil Rights Compliance Observations and Advisory Recommendations.....	9
Americans with Disabilities Act.....	10
Americans with Disabilities Act Compliance Observations and Advisory Recommendations	11
Charter and School Bus.....	11
Charter and School Bus Compliance Observations and Advisory Recommendations.....	11
Statewide Transportation Improvement Fund.....	11
Statewide Transportation Improvement Fund Compliance Observations and Advisory Recommendations	12
Compliance Review Corrective Action Plan	13
Summary	13

Exhibit 1. Compliance Review Participants

No.	Name	Title	Organization	Phone	Email
(1)	Matt Lehman	Community Economic Development Director	OCWCOG	541-574-4544 x301	Mlehman@ocwcog.org
(2)	Leslie Thompson	Contracts Coordinator	OCWCOG	541-967-8630	Lthompson@ocwcog.org
(3)	Corum Ketchum	Lead Planner	OCWCOG	541-223-7040 x287	Cketchum@ocwcog.org
(4)	Billy McGregor	Planner	OCWCOG	541-924-4548 x296	Bmcgregor@ocwcog.org
(5)	Reagan Maudlin	Special and Rural Transportation Coordinator	Linn County	541-409-4494	Rmaudlin@co.linn.or.us
(6)	Cody Franz	Regional Transit Coordinator	ODOT PTD	971-446-0336	Cody.Franz@odot.oregon.gov
(7)	Matthew Bussey	Director of Compliance	RLS & Associates	617-510-2485	Mbussey@rlsandassoc.com

Oregon DOT Compliance Monitoring Program

Scope of the Review

The Oregon Department of Transportation's (ODOT) Public Transportation Division (PTD) is responsible for the implementation and oversight of ODOT's federal and state transit grant programs. The Compliance Monitoring Program is designed to assist the PTD and public transportation providers with the assessment of how transit agencies in Oregon meet the varied compliance requirements imposed by the state, as stipulated in the latest version of the *State Management Plan for Public Transportation Programs*. This document summarizes federal and state requirements for PTD-administered grant programs.

Each Compliance Review assesses how an agency's management is complying with federal and state laws, rules, requirements, and regulations. The Program's overall goal is to improve an agency's compliance with applicable regulations while strengthening management's abilities in those areas.

Procedures for conducting this review follow the process described in the Compliance Field Guide for conducting Oregon Compliance Reviews, developed by RLS & Associates, Inc. (RLS). ODOT contracted with this firm to conduct these reviews. This report documents the results of a Compliance Review conducted of the Oregon Cascades West Council of Governments (OCWCOG).

The review was conducted in person on November 19, 2025, by Mr. Matthew Bussey of RLS. Mr. Cody Franz, ODOT Regional Transit Coordinator, also participated and observed the review.

The Agency's receipt of grant funding applicable to this review includes federal Section 5307 funds directly from ODOT and the Statewide Transportation Improvement Fund (STIF). It was determined through consultation with ODOT officials that the compliance review would address the following nine (9) topical areas:

1. Program Management
2. Financial Management
3. Operations Management
4. Procurement
5. Use and Maintenance of Project Equipment
6. Civil Rights
7. Americans with Disabilities Act
8. Charter and School Bus Provision
9. Statewide Transportation Improvement Fund

An overview of the major compliance principles and elements is provided for each topical area. Reviewers used the Compliance Review Field Guide (Version 7.0) to determine the nature and extent of technical assistance required to ensure compliance.

This report documents those policies, procedures, or practices requiring corrective action to bring the element(s) into compliance or for which a best practice recommendation could improve operating or administrative efficiency. Findings relative to the subrecipient are stated and remedial actions necessary to achieve compliance are outlined in each topical area along with a timetable to address the findings.

Observations and recommendations will be provided as a result of the review. These findings are typically categorized as follows:

Exhibit 2. Report Findings

Report Finding	Subrecipient Responsibility	Timeframe
Compliance Observation	Implement remedial action within a limited, prescribed timeframe.	30 -180 Days
Advisory Recommendation	Optional element to be considered by transit system management. Recommendations typically represent industry “best practices” and should be evaluated by management accordingly.	No specific timeframe

In addressing each report’s recommendations, the following information will be provided:

- ◆ **Condition.** A narrative description of the condition or conditions that do not align with federal or state requirements or a condition that creates:
 - A compliance deficiency;
 - An increase in risk to the agency; or
 - An inefficient use of agency resources.
- ◆ **Remedy.** The review will provide a detailed narrative of the remedial activity needed to address the condition noted above. Where applicable, sample forms, policies, or procedures will be provided to the subrecipient to assist the subrecipient in remedying the deficiency.
- ◆ **Timeframe.** In consultation with ODOT staff, the reviewer will determine a suitable timeframe to implement corrective action for all Compliance Observations.

If OCWCOG requires additional time beyond what is specified in this report, the agency must consult with its ODOT Regional Transit Coordinator (RTC). The compliance review corrective action plan, presented at the end of this report, includes a summary table of all recommendations.

Due to the test nature and other inherent limitations of the limited scope of work encompassed in this review, along with the constraints of any system of internal and management controls used to ensure compliance, this assessment will not necessarily reveal all instances of noncompliance. The procedures employed are substantially narrower in scope than a full compliance audit; they are designed to provide

the transit provider with technical assistance to facilitate compliance with the terms and conditions of federal financial assistance.

Service Area

OCWCOG provides public transportation planning and oversight throughout Linn County, Benton County, Lincoln County, and the Confederated Tribe of the Siletz Indians; its members include those previous counties and tribe, 20 cities, and one port. Most of the subordinate organizations are located along the Willamette Valley. Linn County consists of 2,297 square miles located in northcentral Oregon, with Albany being the county seat. Less than half of Linn County's 129,839-person population lives in Albany, with many residents spread across a largely rural area with limited access to medical care and shopping centers.

Benton County is located in Northwestern Oregon. The County seat is Corvallis, which is approximately 85 miles south of Portland. U.S. Highway 20 runs east-west through the County, while State Highway 99W provides a north-south connection. Interstate 5 traverses the state north-south just east of Benton County. Benton County has a U.S. Census 2024 population estimate of 98,899 persons living across a land area of approximately 676 square miles. This results in approximately 141 persons per square mile. Approximately 22.8 percent of the population is minority, with 16.2 percent of the population living below the poverty level.

Lincoln County is located in southeastern Oregon, along the Pacific Ocean. The coastal city of Newport is the county seat. Other small cities/towns include Lincoln City, Toledo, and Depoe Bay. Lincoln County had 50,862 residents based on 2021 U.S. Census data. The county contains 1,194 square miles, many of which are designated state and federal nature preserves, forests, or beaches. There are 51.4 people per square mile in Lincoln County, and the poverty rate is 15.2%. Lincoln County borders Tillamook, Polk, Benton, and Lane Counties.

The Confederated Tribes of Siletz Indians are located in Siletz, a city about 15 miles northeast of Newport in Lincoln County. State highways 229 and 410 converge in Siletz. CTSI has no real service boundary, with the service area extending to eleven counties in lieu of a defined service boundary. The transit service does not encompass the entire eleven-county area. The system serves the tribal population area in the towns across the area, with approximately 25 percent of the Tribe's 5,000 total estimated population residing in Lincoln County.

Description of the Transit Service

In 1967, the Counties of Benton and Linn formed the Linn-Benton Association of Governments to aid in applications for federal grants and loans. In 1970, Governor Tom McCall divided the state of Oregon into administrative regions. The organization then joined Lincoln County and its communities to form the Oregon District 4 Council of Governments. In 1990, the organization rewrote its articles of engagement to give decision-making powers to the executive board of the organization rather than the boards for each subdistrict. Accompanying these changes, the organization would adopt the current name of the Oregon Cascades West Council of Governments. The Transportation function of the organization focuses on planning and management of the transit services of subrecipient organizations, including:

- ◆ Managing Cascades West Ride Line, the Region's Non-Emergent Medical Transportation (NEMT);
- ◆ Managing both the Albany Area Metropolitan Planning Organization (AAMPO) and the Corvallis Area Metropolitan Planning Organization (CAMPO);
- ◆ Staffing the Cascades West Area Commission on Transportation (CWACT);
- ◆ Coordinating the regional Transportation Options Program, including carpool and vanpool services; and
- ◆ Provides in-kind staff support to the Linn-Benton Loop.

Funding

During the review period, OCWCOG received funding from Section 5307 directly from ODOT and STIF.

Overview of the Compliance Status of the Oregon Cascades West Council of Governments

Based on the interviews conducted and materials examined as part of this review, one (1) compliance observation was identified in the areas of Financial Management. One (1) advisory recommendation was also made in the areas of Civil Rights.

OCWCOG Compliance Review

Program Management

Program management encompasses several key areas, including the governing structure of the organization, documentation detailing the environment of control, and the subrecipient's managerial capacity to ensure adequate oversight and proper use of federal funds. All ODOT grant recipients must be legally constituted and have a governing board that must provide appropriate oversight of the financial affairs of the organization and approve all key policies of the agency. An agency's overall control environment sets the tone of the organization and influences the control consciousness of its employees. To successfully address risks and achieve its objectives, agency management must institute various control activities, such as segregation of duties, physical controls, and a system of approvals.

Program management encompasses the following areas in the review process:

- ◆ Organizational Governance
- ◆ Control Environment

Program Management Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with the ODOT requirements in the area of Program Management.

Financial Management

All subrecipients are required to establish and maintain an accounting system that follows generally accepted accounting principles (GAAP) and/or guidelines issued by the Government Accounting Standards Board (GASB). All financial transactions must be recorded in a manner to be clearly identified, easily traced, and substantially documented. The fully allocated cost of the public transit program must be identified regardless of the agency's operational nature. All ODOT subrecipients are expected to use funds received as specified in the project application and grant agreement(s). Control systems must adhere to the applicable requirements outlined in the State Management Plan and other requirements as may be established by ODOT.

Financial management encompasses the following areas in the review process:

- ◆ Accounting Practices
- ◆ Indirect Costs

- ◆ Internal Controls
- ◆ Budget
- ◆ Documentation of Costs
- ◆ Cash Management
- ◆ Financial and Program Reporting
- ◆ Local Match
- ◆ In-Kind or Contributed Services
- ◆ Program Income
- ◆ Single Audit

Financial Management Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, one deficiency was found with the ODOT requirements in the area of Financial Management. OCWCOG must address:

1. Compliance Observation

Accounting Practices

No: 2351

Code: FM2-1

Condition: Federal cost principles require that non-federal entities that accept federal financial aid must have written financial policies that include procedures to determine the allowability of costs that are charged to federal awards (2 CFR § 200.302(b)(7)). OCWCOG has established financial policies and procedures in its financial manual, but these policies do not address the allowability of costs as required by 2 CFR § 200.403.

Remedy: OCWCOG must revise its financial management policies to include all required factors that could affect the allowability of costs for any expenses charged to its federal awards, as set forth in Subpart E – Cost Principles of 2 CFR § 200. A sample policy for determining the allowability of costs charged to federal awards has been provided by the contractor.



Model Policy for Allowability of Costs.d

Timeframe: 60 Days

Operations Management

All subrecipients are required to demonstrate the managerial and technical capacity to meet all federal and state requirements, affect the scope of services described in grant applications and agreements, and optimize federal and state funding in a manner consistent with safeguarding the public trust. Subrecipients meet this requirement by ensuring appropriate staff levels, providing adequate training, and developing policies and procedures that maximize operational efficiency and effectiveness. In addition to the primary topics discussed below, reviewers also evaluated policies and procedures, including customer service, operations planning, marketing, and complaint management.

Operations management encompasses the following areas in the review process:

- ◆ Organization and Staffing
- ◆ Operations
- ◆ Scheduling
- ◆ Dispatching
- ◆ Safety and Security

Operations Management Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with the ODOT requirements in the area of Operations Management.

Procurement

PTD and subrecipients receiving funding under ODOT programs must comply with all federal, state, and local laws, ordinances, regulations, and policies regarding procurement and contracting. FTA Circular 4220.1F documents applicable federal procurement requirements. Subrecipients that are public entities will follow those requirements that apply to state and local governments.

All non-federal entities, including subrecipients of the state, must follow 2 CFR part 200.318, “General procurement standards,” through 2 CFR part 200.326, “Contract provisions.” Subrecipients that are private for-profit organizations must comply with FTA procurement requirements contained in FTA Circular 4220.1F for procurements conducted with federal funds.

Procurement encompasses the following areas in the review process:

- ◆ Standards of Conduct
- ◆ Third-Party Contracting Capacity

- ◆ Purchasing Methods
- ◆ Other than Full and Open Competition
- ◆ Cost and Price Analysis
- ◆ Protests and Disputes
- ◆ Pre-Award and Post-Delivery Audits
- ◆ New Model Bus Testing

Procurement Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with the ODOT requirements in the area of Procurement.

Use and Maintenance of Project Equipment and Facilities

Capital equipment is defined as a tangible item with an aggregate purchase price of \$5,000 or more and with a useful life of at least one year. For all equipment, subrecipients are responsible for maintaining appropriate equipment records by: including a method of assigning a property tag number to each item; performing a periodic inventory (at least every two years); safeguarding equipment from misuse and abuse; maintaining equipment in a state of good repair; and following appropriate disposal procedures when equipment is no longer needed or has exceeded its useful life.

The subrecipient and/or designated operator shall have the requisite fiscal and technical capacity to carry out the project and be responsible for maintaining required insurance coverage and property records, conducting physical inventories, implementing adequate property control systems, and maintaining the equipment in proper working condition. Documentation that supports compliance with these elements must be available upon request.

Equipment and facilities must be kept in good operating order. Meal delivery or other incidental services provided by the grantee cannot conflict with the provision of public transit service or result in a reduction of service to transit passengers.

Use and maintenance of project equipment encompasses the following areas in the review process:

- ◆ Real Property
- ◆ Equipment – General
- ◆ Maintenance of Equipment and Facilities
- ◆ Equipment – Insurance
- ◆ Equipment – Incidental Use

Use and Maintenance Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with the ODOT requirements in the area of the Use and Maintenance of Project Equipment and Facilities.

Civil Rights

Federal civil rights requirements are encompassed in laws, regulations, and executive orders. The objective of FTA's oversight in this area is to:

- ◆ Ensure that the level and quality of transportation service are provided without regard to race, color, or national origin;
- ◆ Identify and address, as appropriate, disproportionately high and adverse human health and environmental effects, including social and economic effects of programs and activities on minority populations and low-income populations;
- ◆ Promote the full and fair participation of all affected populations in transportation decision-making;
- ◆ Prevent the denial, reduction, or delay in benefits related to programs and activities that benefit minority populations or low-income populations; and
- ◆ Ensure meaningful access to programs and activities by persons with limited English proficiency.

Civil Rights encompasses the following areas in the review process:

- ◆ Title VI Requirements
- ◆ Limited English Proficiency (LEP)/Language Assistance Programs
- ◆ Equal Employment Opportunity
- ◆ Disadvantaged Business Enterprises (DBE)

Civil Rights Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with the ODOT requirements in the area of Civil Rights. However, one (1) advisory recommendation is provided to improve management of the program:

2. Advisory Recommendation

Title VI Program

No: 2352

Code: N/A

Condition: Title VI's protections, and the required Title VI program stipulated in FTA Circular 4702.1B, only extend to race, color, and national origin. While other populations are covered by other legislative actions, Title VI is limited to those three protected classes. In reviewing OCWCOG's Title VI program, which is a joint plan for OCWCOG, Corvallis Area MPO, and Albany Area MPO, it was observed that the program lists several classes outside of Title VI, including: sex, age, disability, and income status.

Remedy: The next joint Title VI plan should include only race, color, and national origin as protected classes.

Timeframe: No specific timeframe

Americans with Disabilities Act

Under U.S. Department of Transportation (USDOT) Americans with Disabilities Act of 1990 (ADA) regulations, public and private transportation providers are required to operate services in a way that does not discriminate against persons with disabilities. The regulations include general nondiscrimination provisions that apply to all types of agencies and services. Some provisions apply only to certain types of agencies and services. For example, public fixed route operators are required to make onboard stop announcements to keep riders oriented to their location.

The organization serves as a pass-through entity that does not operate a transportation service, and as such, the Americans with Disabilities Act (ADA) topics examined during this review were limited to the below referenced:

- ◆ Entity/Service Classification
- ◆ Nondiscrimination
- ◆ Fixed Route Systems
- ◆ Demand Response Systems
- ◆ General Requirements

Americans with Disabilities Act Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with ODOT requirements in the area of the Americans with Disabilities Act.

Charter and School Bus

ODOT subrecipients are prohibited from using federally funded equipment or facilities to provide charter service. Under new regulations, effective April 30, 2008, certain activities are exempt from coverage and other charter services may be provided under limited circumstances if they meet certain exceptions spelled out in the regulation. Generally, service provided under contract to a human services agency is considered a “program purpose” and is exempt from charter regulatory coverage.

ODOT subrecipients are not permitted to use federally funded equipment to provide exclusive school bus transportation for school students and school personnel. The implementing regulation does permit regular service to be modified to accommodate school students along with the general public. Under FTA’s school bus regulation, Head Start is considered a social service, not a school program.

The charter and school bus regulations encompass the following areas in the review process:

- ◆ Charter Service
- ◆ School Bus Service

Charter and School Bus Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with ODOT requirements in the area of Charter and School Bus services.

Statewide Transportation Improvement Fund

The Statewide Transportation Improvement Fund (STIF) provides financial support to eligible Public Transportation Service Providers, defined as “Qualified Entities.” STIF monies may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of STIF-funded public transportation programs, including, but not limited to:

- ◆ Creation of new systems and services with origins, destinations or stops in Oregon;
- ◆ Maintenance or continuation of systems and services; and

- ◆ Planning and development of a local plan or future STIF Plan to improve Public Transportation Service.

The majority of the STIF money (90%) is allocated based on a formula; the formula is structured to ensure that no Qualified Entity receives less than \$100,000 per year. The remaining funds are distributed by the Public Transportation Discretionary Grant Program. There are many requirements associated with receiving STIF funds.

Statewide Transportation Improvement Fund Compliance Observations and Advisory Recommendations

Based on the interviews conducted and materials examined as part of this review, no deficiencies were found with the ODOT requirements in the area of STIF.

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Compliance Review Corrective Action Plan

Summary

One (1) Compliance Observation and one (1) Advisory Recommendation were made as a result of this review.

Exhibit 3 provides a summary of the observation detailed in this compliance review. A recommended time frame for subrecipient remedial action is provided. Both ODOT and OCWCOG may comment on this recommendation; this timeframe can then be adjusted based on the mutual agreements between the subrecipient and ODOT.

Exhibit 3. Summary of Compliance Observations and Advisory Recommendations

Subrecipient	Date of Draft Report	ODOT Region	RTC
Oregon Cascades West Council of Governments	January 5, 2026	2	Cody Franz

Topic: Financial Management		Subtopic: Accounting Practices	Compliance Observation
No. 2351			Code: FM2-3
Item No.	Condition	Remedy	Timeframe
1	Federal cost principles require that non-federal entities that accept federal financial aid must have written financial policies that include procedures to determine the allowability of costs that are charged to federal awards (2 CFR § 200.302(b)(7)). OCWCOG has established financial policies and procedures in its financial manual, but these policies do not address the allowability of costs as required by 2 CFR § 200.403.	OCWCOG must revise its financial management policies to include all required factors that could affect the allowability of costs for any expenses charged to its federal awards, as set forth in Subpart E – Cost Principles of 2 CFR § 200. A sample policy for determining the allowability of costs charged to federal awards has been provided by the contractor.	60 Days
Topic: Civil Rights		Subtopic: Title VI Program	Advisory Recommendation
No. 2342			Code: N/A
Item No.	Condition	Remedy	Timeframe
2	Title VI’s protections, and the required Title VI program stipulated in FTA Circular 4702.1B, only extend to race, color, and national origin. While other populations are covered by other legislative actions, Title VI is limited to those three protected classes. In reviewing OCWCOG’s Title VI program, which is a joint plan for OCWCOG, Corvallis Area MPO, and Albany Area MPO, it was observed that the program lists several classes outside of Title VI, including: sex, age, disability, and income status.	The next joint Title VI plan should include only race, color, and national origin as protected classes.	No specific timeframe



COMMUNITY & ECONOMIC DEVELOPMENT

COMMUNITY PLANNING | ECONOMIC DEVELOPMENT | LENDING | TRANSPORTATION

Date: February 3, 2026
To: City of Corvallis, Corvallis Transit Service, Oregon State University:
 Facilities Planning and Management, CAMPO Policy Board, Linn Benton
 Loop Policy Board
From: Matt Lehman, OCWCOG CED Director
Re: OSU Mobility Hub Updates

Overview

The purpose of this memorandum is to provide an update on the Oregon State University (OSU) Mobility Hub, located in Corvallis on Jefferson Avenue between SW 14th Street and SW 11th Street.

Background on the OSU Mobility Hub

The Mobility Hubs project began FY21 with a Statewide Transit Improvement Fund (STIF) grant award to Oregon Cascades West Council of Governments (OCWCOG) on behalf of our project partners at Oregon State University and Linn Benton Community College, with support from the cities of Corvallis and Albany, and Linn and Benton counties. This grant proposed construction of two mobility hubs; one at Linn Benton Community College (LBCC) and one at OSU. The LBCC mobility hub is complete, while the one planned for OSU is in process.

The OSU Mobility Hub will provide improvements on both sides of Jefferson Avenue within the public street right-of-way and on OSU owned land. The southern side of the project will have four shelters to accommodate multiple local and regional transit services, while the northern side will consist of one shelter to support an existing shared Corvallis Transit System (CTS) and Beaver Bus stop. A midblock crossing will connect the improvements on either side of the street.

An overview of the goals and policies that directed or provided support for the Mobility Hub project is available as Attachment A.

OSU Mobility Hub Services

The OSU Mobility Hub is expected to provide a centralized location for intercity transit, as well as enhance safety, security and comfort by adding covered seating, lighting, and active transportation/micromobility parking. The project includes a marked mid-block crosswalk across Jefferson Ave and reallocates street right-of-way, consistent with the NACTO guidance, to be friendly to both cyclists and buses.

The OSU Mobility Hub will serve seven (7) total transit providers, including three (3) different CTS routes, three (3) interregional services, and an airport shuttle. A full breakdown of these providers is available as Attachment B.

These improvements will provide a substantially improved experience for those using local and regional transit services, including those seeking “last mile” connections to OSU campus destinations available through OSU micromobility options. The co-location of services will also greatly improve the legibility of regional transit for everyone, with a visible shared stop that is easy to find.

Design and Permitting Status

- September 2024 - Parametrix (design consultant) submitted permit drawings and specifications to the City of Corvallis in September 2024. The design consultant has been working with City of Corvallis Development Services and Development Review staff over the past year to address Plan Review comments.
- Fall 2025 - COG, City of Corvallis, and OSU Staff met to devise solutions to design and permitting challenges.
- January 2026 - To more efficiently facilitate project management and coordination, OSU's Transportation Services paid the cost for an OSU Capital Project Manager to oversee the remaining steps of the project. This is an amount above any prior grant match obligations.
- 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

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.

Attachment A: Jurisdictional Support for the OSU Mobility Hub

The Mobility Hub at Jefferson Way fulfills the stated goals of the stakeholders of this project, has summarized in the following table:

<i>Jurisdiction</i>	<i>Plan (year)</i>	<i>Action / policy / project ID</i>	<i>Description</i>	<i>Page</i>
<i>Corvallis</i>	TSP Vol. I (2018)	Goal 2, Objective g	Improve personal security on public facilities and services (e.g., street lighting, surveillance/patrols around transit).	pg. 23
<i>Corvallis</i>	TSP Vol. I (2018)	Goal 3, Objective e	Allow for alternative transportation facility designs in constrained areas to minimize impacts to natural resources so transit stops and stations.	pg. 24
<i>Corvallis</i>	Transportation System Plan, Vol. I (2018)	Goal 3, Objective f	Work with neighboring jurisdictions to identify and provide opportunities to commute to and from Corvallis by means other than single-occupant vehicles.	pg. 24
<i>Corvallis</i>	TSP Vol. I (2018)	Goal 3, Objective g	Make it easy for people of all ages and abilities to get where they need to go, comfortably and safely, by all modes of travel.	pg. 24
<i>Corvallis</i>	TSP Vol. I (2018)	Goal 4, Objective e	Pursue grants/programs or collaboration with other agencies to efficiently fund transportation improvements and supporting programs.	pg. 24

<i>Corvallis</i>	TSP Vol. I (2018)	Goal 4, Objective g	Increase the number of walking, bicycling, and transit trips in the city.	pg. 24
<i>Corvallis</i>	TSP Vol. I (2018)	Mobility Hubs (Strategy section)	Defines mobility hubs as central multimodal transfer points (transit + rideshare + bikeshare) supporting safe/comfortable transfers.	pg. 67
<i>Corvallis</i>	Transit Development Plan (Aug 2018)	Bus Stop Amenities (TDP)	Bus stop amenities should provide comfort, convenience, safety, security; prioritize upgrades based on ridership and context.	pg 78
<i>Corvallis</i>	Transit Development Plan (2018)	Tier 3 (Enhanced) – includes “Mobility hub”	Tier 3 category explicitly includes “Mobility hub: public and private multi-modal access.”	pg. 79
<i>Corvallis</i>	Transit Development Plan (2018)	Tier 3 required elements	Tier 3 includes continuous pedestrian access, shelter, secure bike parking, real-time displays, bikeshare station—core mobility hub features.	pg. 79
<i>Corvallis</i>	Transit Development Plan (2018)	Multimodal Access recommendations	Recommends improving sidewalk connections to routes/stops and providing secure bike parking at bus stops/stations (first/last-mile).	pg. 88
<i>Benton County</i>	Transportation System Plan (2018)	Mobility Hubs (POLICIES AND ACTION ITEMS)	Coordinate with regional efforts to site mobility hubs by providing access to County-provided transit services and information as feasible.	pg. 97

Attachment B: Transit Services Served by the OSU Mobility Hub

Transit provider	Existing stop location	Vehicle	Length (ft)	Service Days, Hours/Times	Freq.	~ Duration of stop	Notes	Schedule/ Map link
Beaver Bus		18 Passenger	26	M-F, 7:00am - 7:00pm (When OSU is in session)	15min	1-3min		
CTS Route 3	Jefferson, north side	Gilig Bus	35	Nearest timed stop is DTC: :15 & :45 Weekdays: First bus departs DTC at 6:15am Last Bus departs DTC at 8:45pm Saturdays: First Bus departs DTC at 7:45am Last bus departs DTC at 6:15pm Sundays: 60 minute frequency First Bus departs DTC at 10:45am Last bus departs DTC at 5:45pm	M-Sat 30min Sun hourly	1-3min	Only westbound (outbound) bus	https://www.corvallisoregon.gov/cts/page/cts-route-3
CTS Route 6	Jefferson, south side	Gilig Bus	35	Nearest timed stop is Western and 8th: :35 & :05 Weekdays: First bus departs DTC at 6:15am Last Bus departs DTC at 8:45pm Saturdays: First Bus departs DTC at 7:15am Last bus departs DTC at 7:15pm Sundays: 60 min frequency First Bus departs DTC at 10:45am Last bus departs DTC at 5:45pm	M-Sat 30min Sun hourly	1-3min	Only eastbound (inbound) bus	https://www.corvallisoregon.gov/cts/page/cts-route-6

CTS Route 8	Jefferson, north side	Gilig Bus	35	DTC: :00 Weekdays: First Bus departs DTC at 6:00am Last bus departs DTC at 8:00pm Saturdays: First Bus departs DTC at 8:00am Last bus departs DTC at 6:00pm	60min	1-3min	Only westbound (outbound) bus	https://www.corvallisoregon.gov/cts/page/cts-route-8
Philomath Connection	Jefferson, north side	Gilig Bus	35	7 days a week, 7:00am - 6:00pm	Hourly	1-3min	Westbound (Outbound) bus only.	https://archives.corvallisoregon.gov/public/ElectronicFile.aspx?dbid=0&docid=1526634
Linn Benton Loop	15th and Jefferson	Gilig Bus	40	See Linn Benton Loop Schedule Tab	30min or less	1-3min	Plan to shift to half hour service once new buses arrive	https://loop.cityofalbany.net/wp-content/uploads/2021/11/2021-12-01-LOOP-final.pdf
Coast to Valley Express	McNary Lot	??	21	7 days/wk: Westbound 6:50am, 9:40am, 1:47pm, 3:50pm Eastbound 8:05am, 10:02am, 2:12pm, 4:35pm		1-3min		https://www.co.lincoln.or.us/transit/page/coast-valley-express-bus-schedule
Groome Airport Shuttle	Hilton Garden Inn	unknown	16-40	NB Departures: 1:35am - 8:35pm SB Arrivals: 8:15am - 3:15am	Hourly, 7 days a week	5-10min	Groome mostly uses small vans, but occasionally uses larger vehicles when	https://groometransportation.com/portland-airport/

							demand is high at the beginning and end of OSU breaks.	
FlixBus	15th and Jefferson	unknown	45	Thurs-Mon 8:30am, 1:35pm, 4:30pm and 10pm		5-10min		https://www.flixbus.com/
Highway 99 Pilot	15th and Jefferson	unknown	unknown	Mon-Fri NB: 7:34am, 10:23am, 1:36pm, 4:26pm SB: 7:30am, 10:19am, 1:33pm, 4:21pm	M-F, 4 runs daily in both directions	5-10min		https://pacificcrestbuslines.net/routes/99-vine/

Linn-Benton Loop Technical Advisory Committee (TAC)

2026 Meeting Dates

Microsoft Teams Information:

[Join the meeting now](#)

Meeting ID: 273 422 565 010 3

Passcode: Xv2QB7NL

Dial in by phone

[+1 872-242-8088,,528316390#](#)

Phone conference ID: 528 316 390#

Second Tuesday of every 3 Months 2:30 – 4:30 pm
February 10 May 12 August 11 November 17 <i>Joint with Loop Board</i>

Linn-Benton Loop Governing Board 2026 Meeting Dates

Microsoft Teams Information:

[Join the meeting now](#)

Meeting ID: 227 798 461 101

Passcode: uW99ef7v

Dial in by phone

[+1 872-242-8088,,725076453#](#)

Phone conference ID: 725 076 453#

<p>Policy Board Last Tuesday of every 3 Months 3:00 – 5:00 pm</p>
<p>February 24 May 26 August 25 November 17 <i>Joint with Loop TAC</i></p>