

**REVISED DRAFT**  
**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT**  
**MINUTES**  
October 18, 2006

Members Present

Scott Carroll  
Stephan Friedt  
Emily Hagen, City Councilor  
Joe Harrod  
Brandon Trelstad  
Lita Verts, Vice-Chair

Absent

Bob Lowry, Chair  
Robert E. Wilson

Staff

Jim Mitchell, Public Works  
Lisa Namba, Public Works  
Michelle Rhoads, Public Works

Visitors

Kenyon Solecki, ASOSU  
Jennifer Hughes, Parametrix  
Curt Wilson, Pivot Architecture

SUMMARY OF DISCUSSION

Agenda Item	Infor- mation Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Approval of Minutes- September 13, 2006			Approved
III. CACOT/Visitor's Comments	X		
IV. Operating and Maintenance Facility Site Selection Criteria Review			Approved criteria matrix
V. Suggested Change to Route 4, Reverse Path of Travel Around Hospital			Conditionally approved
VI. ADA Paratransit Service Fare Review Process	X		
VII. Information Sharing	X		
VIII. Adjournment	X		

## **CONTENT OF DISCUSSION**

### **I. Introductions**

Introductions of Commission members, staff and visitors were made.

### **II. Approval of Minutes- September 13, 2006**

**Commissioners Friedt and Trelstad, respectively, moved and seconded that the Commission approve the September 13, 2006 minutes. The motion passed unanimously.**

### **III. CACOT/Visitor's Comments**

- Ms. Rhoads recognized Councilor Hagen for her contributions to the Commission. This meeting is her last as City Council liaison.
- Ms. Rhoads introduced Mr. Solecki as the new ASOSU representative, pending mayoral appointment.
- Ms. Rhoads received a citizen request to periodically hold Commission meetings in the evenings to allow those who work in the mornings to attend. Commissioner Verts said any evening meeting should begin at 5:00 p.m. to allow for travel by bus to and from the meeting. The Commission agreed to revisit the matter after the first of the year, when the new City Council is in place.
- Elections of Commission Chair and Vice-Chair will occur during the November meeting.

### **IV. Operating and Maintenance Facility Site Selection Criteria Review**

Chair Lowry asked Vice-Chair Verts to pass along several of his observations on the criteria review. He favors only the primary partnership and does not support entangling Fire Department finances with the transit system.

Ms. Namba, to provide background on the project, stated that some years ago the City decided it would be advantageous to pursue public ownership of an operating and maintenance facility. The City applied for and received an FTA capital grant for site and facility planning. The current tasks are to select a facility

site, create a preliminary design and cost estimate, and navigate the National Environmental Policy Act (NEPA) process in compliance with FTA environmental standards. Staff hopes to have three or four preferred sites identified by the November Commission meeting. There will be a public meeting to present the sites and solicit comments. The goal is to have one preferred site identified by the end of 2006. After the consultant works out a cost estimate and design, staff will present the preferred site to the Commission and City Council. Ms. Namba introduced the project consultants to lead the discussion on the evaluation of potential sites for the facility.

Mr. Wilson said Pivot Architecture has worked on many transit projects, primarily for Lane County Transit District. A recently-completed paratransit project was jointly conducted with Parametrix. He presented a list of potential partners who have common transit or facility needs.

Consultant studies show that the primary partnerships calls for space needs of approximately six to ten acres. Secondary partnerships, which include primary partnerships plus the Fire Department's training needs, would require 10 to 14 acres. The tertiary level of partnerships would need a minimum site of 42 acres.

In addition to space needs, site availability is the other key component. It is very important that the site is as close to the hub of the operation as possible to minimize dead-head time. The hub for CTS is the Downtown Transit Center. Primary, secondary and tertiary partners' hubs were also identified.

Approximately 26 sites are currently being evaluated. Once the final three sites are identified, Pivot Architecture will begin the design phase of the process.

Site size is so important because Laidlaw's newer buses need more room between buses when parked because the door requires more room to open. It is this detail, and others like storm water management, setbacks, and landscaping requirements, which contribute to the need for a larger site size. The consultant team and staff have struggled with determining the "preferred" site size range and asked for advice from the Commission. Staff prefers using the smaller 6-7.9 acre range as the ideal. Commissioner Friedt concurred with the consultant that due to the future

growth and the variables presented by site shapes and access, the "preferred range" should be 8-9.9 acres.

Mr. Wilson and Ms. Hughes stressed that the site selection process is necessary to satisfy the federal government's funding requirements for this type of project.

Chair Lowry expressed through Ms. Rhoads his desire to acquire a site which would be accessible by transit for Laidlaw drivers. Mr. Wilson said a site is graded favorably if it is near a transit stop.

**Commissioners Friedt and Carroll, respectively, moved and seconded that the Commission approve the criteria matrix as presented. The motion passed unanimously.**

**V. Suggested Change to Route 4, Reverse Path of Travel Around Hospital**

At a recent training event at The Regent, an assisted living facility, Ms. Rhoads received feedback from residents that because of the current paths of travel for the bus routes in this area, they are unable to reach the hospital area on transit without first traveling downtown. Further, to ride Route 4 requires crossing Elks Drive and walking east down the hill to the stop, which is difficult for them.

Ms. Rhoads suggested it was worth considering changing the direction of Route 4 so that all three routes serving the hospital area would travel in a counter-clockwise direction. This would give residents of The Regent the ability to access the medical facilities more directly and without traveling downtown first. One potential negative was expressed by a CTS driver who told Ms. Rhoads of her safety concerns with making a left turn on to Samaritan Drive from Elks Drive.

Discussion ensued on the ramifications of changing the direction of Route 4. Commissioner Friedt noted that if all routes traveled counter-clockwise, there would be no stops on the front door sides of the Corvallis Clinic, medical center and hospital. He wondered about the possibility of leaving the Route 4 as is, and reversing the direction of either Route 2 or Route 7 to provide access to the medical facilities by area residents without first traveling downtown. This would continue to provide service to both sides of the main street within the medical complex.

Another potential negative to reversing the direction of Route 4 would be the loss of service on the north side of Elks Drive. Ms. Rhoads said she will gather figures for the number of passengers boarding Route 4 on the north side of Elks Drive and email the figures to the Commission. Ms. Rhoads asked that, in the interest of expediency in implementing the proposed change, the Commission approve the change with the assumption that ridership figures support the change. The Commission agreed to the conditional approval.

#### **VI. ADA Paratransit Service Fare Review Process**

Next week the Special Transportation Advisory Committee (STAC) will hear a recommendation from Dial-A-Bus and the STF program on the fare process review. Ms. Rhoads is offering her input of the review process on how CTS, paratransit and Philomath Connection fares will be affected by the proposed changes. She will keep the Commission informed of any developments.

#### **VII. Information Sharing**

- Commissioner Friedt said he spoke to several drivers who favor the resumption of pairing Routes 5 and 6, now that Route 6 is temporarily not servicing Western Boulevard due to the Marys River bridge closure. Ms. Rhoads said this could be implemented easily and without a lengthy process.
- Commissioner Harrod suggested Route 1 changes which would enable commuters on NE Second Street and Seavy Avenue to ride CTS. Ms. Rhoads pointed out that during the last route revisions there was a proposal to change routes to serve NE Second Street but the proposal was not accepted. That idea remains on file for future use. She agreed to add the suggested change regarding Seavy to her list of ideas for consideration during future route reviews.
- CTS set a September ridership record, up 4.7% over last year's record figure. The September figure is an 11.5% ridership increase over the average for the previous five years.
- The 92% on-time performance figure was severely impacted by the closure of northbound Marys River Bridge travel lanes. On-time performance figures continue to be gathered via driver records, not the VIS system.
- Ms. Namba noted that a new format is being developed for

the quarterly CTS financial information. The report will be provided at November's meeting.

- Mr Solecki reported the Beaver Bus is operational. There will be a meeting with CTS drivers, bus monitors and City staff regarding any issues which may have arisen since the start of service. Commissioner Friedt said Beaver Bus drivers have expressed concerns about route directions. Mr. Solecki said he would contact drivers about this.
- Ms. Rhoads reported that statistics on Beaver Bus ridership will be kept separately from other CTS routes for tracking purposes.
- Commissioner Friedt asked for staff to report back in November regarding the functional status of the Vehicle Information System including the automatic audio and reader board announcements, and the wayside signs that prompt riders to "refer to the time schedule" instead of providing information on when the route is expected to arrive. In particular he had noticed that the reader board on the inside of one bus was not displaying information.

#### **VIII. Adjournment**

**Commissioners Friedt and Trelstad, respectively, moved and seconded that the Commission approve adjournment. The motion passed unanimously.**

#### **Future Meetings:**

Wednesday, November 8, 2006, 8:15 am, Madison Avenue Meeting Room  
Wednesday, December 13, 2006, 8:15 am, Madison Avenue Meeting Room