

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT AGENDA

**Wednesday, February 9, 2011, 8:20 a.m.
Madison Avenue Meeting Room
500 SW Madison Avenue**

- I. INTRODUCTIONS
- II. APPROVAL OF MINUTES
January 12, 2011
- III. CACOT/VISITOR'S COMMENTS
- IV. OLD BUSINESS
- V. NEW BUSINESS
- VI. INFORMATION SHARING
- VII. COMMISSION REQUESTS AND REPORTS
- VIII. PENDING ITEMS
- IX. ADJOURNMENT

Future Meetings:

Wednesday, March 9, 2011, 8:20 a.m., Madison Avenue Meeting Room

Wednesday, April 13, 2011, 8:20 a.m., Madison Avenue Meeting Room

Commission Members:

Bob Lowry, Chair

Stephan Friedt, Vice-Chair

Susan Hyne

Tom Kincaid

Ray Shimabuku

Robert E. Wilson

Brandon Trelstad

Ryan Ludlow, ASOSU Representative

Mike Beilstein, Council Liaison

The Madison Avenue Meeting Room is accessible to the public.
Please contact Tim Bates at (541) 766-6916
if you need special accommodations to attend the meeting.

DRAFT

Subject to review &
CACOT approval

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
January 12, 2011**

Present

Bob Lowry, Chair
Stephan Friedt, Vice-Chair
Susan Hyne
Tom Kincaid
Ryan Ludlow, ASOSU
Ray Shimabuku
Brandon Trelstad
Robert E. Wilson
Mike Beilstein, Council Liaison

Staff

Tim Bates, Public Works
Brie Caffey, Public Works

Visitors

Rose Clark, Transportation Coordinator,
OSU Student Sustainability Initiative

Absent

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of Dec 8, 2010 Minutes			Approved
III. CACOT/Visitor Comments	X		
IV. Old Business			N/A
V. New Business			N/A
VI. Information Sharing	X		
VII. Commission Requests and Reports			<ul style="list-style-type: none">• Forward proposed council goal to Commission• Form a route review subcommittee• Report on 99 Express ridership
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:07 am

CONTENT OF DISCUSSION

- I.** The meeting was called to order at 8:21 a.m. Introductions of Commission members, staff, and visitors were made.

II. Approval of Minutes

Commissioners Friedt and Kincaid, respectively, moved and seconded to approve the December 8, 2010 minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

Rose Clark, Transportation Coordinator for the Student Sustainability Initiative at OSU, said she was attending to introduce herself, learn more about CTS and to find out if there were any suggestions for students on transportation.

IV. Old Business

Chair Lowry was asked about his research on the Olympia, Washington transit system, previously mentioned at an earlier CACOT meeting. He reported he is not yet ready to make a report, but will do so at a future meeting.

V. New Business

None.

VI. Information Sharing

Mr. Bates reviewed the Information Sharing Report. Additional information:

Commissioner Wilson asked Mr. Bates to update the Commission on the hours and maintenance of the public restroom at the DTC and Commissioner Lowry asked if the police will open and close it. Mr. Bates reported that once the restroom is finished, it will be open 6:00 am to 2:30 am, Monday - Saturday. A security service will be hired to lock and unlock the restroom each day and Garten Industries will provide custodial service as part of the regular DTC cleaning schedule.

First Student has not yet obtained a permit to relocate its large capacity fuel tank to its current location. So CTS is having to purchase fuel more frequently, leading to a higher overall cost and more staff time.

The Transit Operations Fee (TOF), previously called the Transit Sustainability Initiative Fee, will be publicized to the public on Jan 19, 2010, assuming no referendum. Staff has created a refund policy for bus passes, coupons, and day passes. Refunds between the \$5 minimum up to \$20 will be refunded in cash at the City's Utility Billing office beginning February 1st. Any refund that is more than \$20 will be refunded by check. Refunds will be available through March 31st.

The Intergovernmental Agreement between the City and OSU is being amended due to CTS going fareless. After January 31st, each OSU residence hall will pay the TOF based on the number of beds in each building. The fee for a single-family residential customer will be \$2.75. Commissioner Trelstad said that Mark McCambridge, OSU Vice President for Finance and Administration, and Steve Rogers, Public Works Director, created the \$0.68 cents per bed rate for OSU students. Chair Lowry asked what percentage of students live on campus, because students living in apartments will be paying the TOF through their residential utility bill. Commissioner Trelstad said on-campus students in the residence halls make up about 23-24% of the total student population. Mr. Bates

noted that OSU's direct contribution to the Transit Fund, \$130,000 annually, will remain in place. Students will continue to pay 70% of the annual cost of the Beaver Bus service. Commissioner Hyne requested that staff report rides per service hour for the Beaver Bus, as is reported for the other services. Staff agreed to do this.

Mr. Bates mentioned that City staff met with Benton County to discuss the current STF/paratransit program. Part of the discussion centered around fare revenue which will be lost once CTS goes fareless because paratransit rides will also be fareless.

Mr. Bates mentioned that the City will monitor the CTS system to see if fareless service impacts on-time performance. Chair Lowry asked about allowing passengers to board through both doors to speed loading. Commissioner Friedt and Mr. Bates both expressed concern over the safety of allowing boarding through the back doors because of loading pad and line-of-sight issues.

Commissioner Friedt asked if City staff has heard of any formal opposition on the switch to fareless. Mr. Bates reported that while individuals had called in to ask about the process, as of Monday, no one had come in to pick up signature sheet packet needed to force a referendum.

Commissioner Friedt asked staff to ensure that drivers were aware of their ability to make judgments regarding riders who have been on the bus too long. Mr. Bates said he would be attending a drivers meeting on Tuesday and will hand out the CTS Code of Conduct and exclusion policy. He said drivers know that they are in control of the "safe operation of the bus", a policy that is highlighted in both the Code of Conduct and Exclusion Policy. Mr. Bates noted the City had concerns about the possible negative behavior of some students when the School District joined the group pass program but there have been very few negative incidents. Chair Lowry suggested the Commission wait to see if problems develop before adopting more policies.

Commissioner Trelstad asked if CTS will reprint the system maps or place "fareless" stickers on them. Mr. Bates stated that the supply of existing maps will be used up before new ones are reordered. Commissioner Hyne expressed concern that the City's advertising of fareless may be missing people who don't ride the bus. Chair Lowry suggested the City aim its message to the majority but expect that some people won't get the message no matter how much advertising is done.

VII. Commission Requests and Reports

Chair Lowry reported that the scheduled State meeting on 5311 (rural/intercity) funding was canceled and rescheduled for February.

Commissioner Wilson asked about the council goals forwarded by the Commission. Mr. Bates said three CACOT goals were received and combined into one. Mr. Bates said he would send an email containing the goal language.

Councilor Beilstein said he was happy to be joining the Commission. He has also been reappointed as liaison for the Bike/Pedestrian Advisory Commission and noted that transportation issues are important to him. He noted that when he campaigned, he said he

didn't wanted to see the City backslide on transit issues, especially since ridership shows that more and more people are using CTS. Beilstein said he will miss the January 24th Council goal setting meeting, but explained how that process will work. He shared his appreciation for the work the Commission has done over the years.

Commissioner Friedt said he felt it was time to form a route review subcommittee, looking specifically at on-time performance. Commissioner Hyne noted that starting this now will get ahead of issues that increased ridership from going fareless might bring. Mr. Bates said he will send out an email asking for volunteers and set a meeting date.

Mr. Bates reported that CTS's grant application for a replacement VIS made the list of projects recommended to the Oregon Transportation Commission for funding through ODOT's Flexible Funds grant program. Grant awards will be announced in February. The federal share of the grant is \$462,000 with a City match of \$24,000. He will begin researching RFP language so that the City is ready to begin the process once the grant is awarded. Commissioner Hyne asked that staff include that the new system allow the public to determine the real-time location of buses.

Commissioner Trelstad reported that OSU has concerns about the condition of the portion of SW 26th Street that is on the OSU campus. The previous summer brought some degradation to that street, in part due to CTS buses and construction vehicles, especially on the north end. He reported that rides per service hour numbers for the OSU shuttle, based on last academic year, were about one-third of the number of CTS rides. There has been a minor revision to the shuttle's North route, which now travels further north.

Commissioner Ludlow added that ASOSU is generally trying to encourage alternative transportation. He reported that ASOSU feels good about the agreement on the new fee.

Mr. Bates noted that the Philomath Connection (PC) is planning to continue to charge fares. Assuming an agreement between City of Philomath and ASOSU/OSU, a transit group pass program will be in place for 2011-12 for OSU students, faculty and staff.

Commissioner Friedt requested ridership figures for the 99 Express service. Mr. Bates said he would email that information to the Commission.

VIII. Pending Items

None.

IX. Adjournment

Commissioners Friedt and Hyne, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.

The meeting was adjourned at 9:07 am.

NEXT MEETING: February 9, 2011, 8:20 a.m., Madison Avenue Meeting Room

MEMORANDUM

DATE: February 7, 2010
TO: CACOT Members
FROM: Tim Bates, Transit Coordinator
SUBJECT: Information Sharing Report

Fareless - CTS is fareless as of February 1st. Refunds on unused bus passes, coupons and day passes are available through March 31st.

City of Philomath has yet to make a final decision on making the Philomath Connection fareless. It is expected to make that decision in the next several weeks. Day Passes will not be offered for sale aboard the PC and will only be on sale at Philomath City Hall and Corvallis Utility Billing until the current supply is exhausted. Bus passes and coupon books will remain for sale. Group Pass Programs offered by City of Philomath have been eliminated except for OSU students, faculty and staff. A grace period of several weeks will be extended to former Group Pass Members who are unaware that the PC Group Pass Program has now been eliminated.

Flexible Funds Program Grant - ODOT announced that the City of Corvallis' application for a replacement VIS is being recommended to the Oregon Transportation Commission. The Commission considered the list at the its January 19th meeting and it is anticipated it will announced an approved list of projects at its February 16th meeting.

Ridership - Percentage changes are based on rides per service hour due to the differences in days of service and revised routes effective September 22, 2008.

- **CTS provided 80,164 rides in January, an average of 37.6 rides/service hour, a 20 % increase from January, 2010.** Ridership for January, 2010 was 66,194, an average of 31.3 rides/service hour.
- **Philomath Connection provided 2,570 rides in January, an average of 18.8 rides/service hour, a 15% increase from January, 2010.** Ridership for January, 2010 was 2,115, an average of 16.3 rides/service hour.
- **Beaver Bus provided 1,410 rides in January, an average of 9.8 rides/service hour, a 40% increase in rides/service hour from January, 2010.** 1,005 rides were provided in January, 2010, an average of 7.0 rides/service hour.
- **Dial A Bus** - 553 ADA paratransit rides were provided in January.

Follow-up on issues presented at the January CACOT meeting.

- Satellite Transit Centers - No news to report.
- Park & Ride Locations - No news to report.
- Commissioner Wilson requested that the Council goals forwarded by the Commission be emailed to the Commissioners. Mr. Bates did that shortly after the January meeting.
- Vice Chair Friedt requested the formation of a route review subcommittee to study, among other issues, on time performance. As of the date of this report, volunteers for this subcommittee are: Chair Lowry, Vice Chair Friedt, Commissioner Hyne, and Commissioner Ludlow. Staff will coordinate the volunteers' schedules to set meeting dates.