

APPROVED

July 14, 2010
by CACOT

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
June 9, 2010**

Present

Bob Lowry, Chair
Stephan Friedt, Vice-Chair
Susan Hyne
Robert E. Wilson
Hal Brauner, City Councilor

Staff

Jim Mitchell, Public Works
Lisa Namba, Public Works
Tim Bates, Public Works
Cindy Hallett, Public Works

Absent

Paul Aljets, ASOSU
Tom Kincaid
Ray Shimabuku
Brandon Trelstad

Visitors

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of May 12, 2010 Minutes			Approved.
III. CACOT/Visitor Comments • Sandra Palmer's Request to Operate a Snack Shop at the Downtown Transit Center	X		Commission would like Ms. Palmer to present a business plan in person.
IV. Old Business • None			N/A
V. New Business • Public Meeting - Site Selection Process for Proposed City of Corvallis Transit Operations and Maintenance Facility			No members of the public were present to comment on this item
VI. Information Sharing • Written Report	X		
VII. Commission Requests and Reports	X		
VIII. Adjournment			Adjourned at 9:35 am

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:22 a.m.

II. Approval of May 12, 2010 Minutes

Vice-Chair Friedt and Commissioner Hyne, respectively, moved and seconded the Commission approve the May 12, 2010, minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

- **Sandra Palmer's Request to Operate a Snack Shop at the Downtown Transit Center (DTC)** - Mr. Bates presented a written request from Sandra Palmer, who would like to have a motorcycle ice cream truck located at the DTC. After hearing the request, the Commission stated it would require a business plan from Ms. Palmer. Commissioner Hyne asked if ultimate approval of Ms. Palmer's request would result in other vendors wanting to do business at the DTC. Chair Lowry would like staff to check with Parks & Recreation for its policy to use as a template. Mr. Bates will relay the information to Ms. Palmer that the Commission wants Ms. Palmer to present a business plan in person to the Commission before deliberating on this request.

IV. Old Business

- None

V. New Business

- **Public Meeting - Site Selection Process for Proposed City of Corvallis Transit Operations and Maintenance Facility** - Jim Mitchell, Transportation and Buildings Manager, gave background information about the project. The City requested and received a federal earmark to evaluate sites for an Operations and Maintenance (O&M) facility with the intent to level the playing field for contractors to bid on service or allow the City to bring the service in-house. The initial concept was to provide a facility for Corvallis Transit System and other local partners, potentially including the Corvallis School District, Dial-a-Bus, the OSU Shuttle and others. Lisa Namba, Transportation Services Supervisor, stated that in 2006 the City hired Pivot Architecture, which subcontracted to Parametrix, a planning and environmental consulting company. Parametrix worked with the Federal Transit Administration (FTA) to develop a matrix to evaluate 26 potential sites. Three preferred sites were identified: the Corvallis Industrial Park (south Corvallis); Reservoir Road; and the City's Public Works site (PW). In late 2006, FTA expressed concern with the City's plan to partner with the Corvallis School District because of the complications of mixing federal and non-federal dollars. Eventually that partnership was no longer considered viable. In 2008, Steve Rogers, Public Works Director, entered into a contract with Pivot to do preliminary planning for possible changes to the PW site. Mr. Mitchell and Ms. Namba met with the FTA in September, 2009 to report that the

school district partnership was no longer being considered but that the City wished to partner on a joint CTS/PW facility. The FTA was favorable about this concept but requested that the City hold another public meeting to review the site selection process and take public input. This public meeting is being held to meet the FTA's request. Once the site selection process is completed, the City will seek grants and other revenues to fund the construction of the facility. Pivot has prepared two site plans, with the proposed CTS O&M facility included in Phase 1. Councilor Brauner asked about possible temperature issues for the water at the lagoons at PW. Mr. Mitchell said plans would not impact the lagoons or the new radio tower. The new facility would provide covered bus parking, room for future growth, be centrally located, provide proper fueling and a vehicle wash area, and is already zoned properly for this use.

After determining there were no additional questions, Chair Lowry closed the public meeting.

VI. Information Sharing

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

- Mr. Bates will attend a pre-construction conference June 18th for the old Moose Building demolition/parking lot project. The south shelters next to the building will be temporarily out of service while demolition is taking place.
- Operations and Maintenance Services RFP - Maintenance costs are expected to be lower due to newer buses, and the previous 15% mark-up on parts and outside labor will be 5%. The *Notice of Intent* was mailed June 8th. First Student is expected to relocate to its new site on Research Way (the former Keith Brown site) in late August or early September.
- Philomath Connection bus is expected to be delivered today.
- daVinci Days - Ms. Hallett will distribute a volunteer schedule to Vice-Chair Friedt and Commissioner Hyne.
- Google Transit - Ms. Hallett uploaded the data June 4th and is waiting to hear from Google on the launch date.
- Get There Another Way week - Councilor Brauner requested the ridership from the 'Free' ride day on May 24th. Ms. Hallett will provide the information to Councilor Brauner.
- Commissioner Hyne asked if CTS will participate in the Sustainability Coalition's "Car Free Day", scheduled for September 22nd, and asked if CTS will provide free rides. Jo Morgan, Transportation Program Specialist, will attend the planning meeting and will share the meeting's details with staff.
- Councilor Brauner stated that the public's perception is one of the hurdles with the passage of the Sustainability Initiative Fee. The biggest share of the SIF fee is to cover the Transit Fund's share of the General Funds, and the remaining share would be to cover lost fare revenue in providing a fareless system. He said he feels the transit portion of the SIF should be passed in its entirety and not just enough to cover the General Fund portion. The next work session is an open meeting with no public input, scheduled for July. The expectation is that Council will take action at an August Council meeting.

VII. Commission Requests and Reports

- Vice-Chair Friedt asked which were the four sections of the RFP that MV Transportation scored higher than First Student, and requested the final scoring results from both contracts. Mr. Bates said he would provide that information.
- Commissioner Hyne requested youth ridership counts for fiscal years 2007, 2008, and 2009. Ms. Hallett will provide that information.
- Chair Lowry requested the total number of OSU faculty/staff to calculate the percent of ridership among that group. Mr. Bates said he would provide that information.
- Chair Lowry visited the Tri-Cities, Washington area, whose districts are facing budget cuts. For weekend and evening service, a dial-a-ride service option is in use. Chair Lowry will contact the Tri-Cities transit service to see how they tailored the service to the needs of the three-city region.

VIII. Pending Items

- None

IX. Adjournment

Commissioner Wilson and Vice-Chair Friedt, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.

The meeting was adjourned at 9:35 a.m.

NEXT MEETING: July 14, 2010, 8:20a.m., Madison Avenue Meeting Room