

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT AGENDA

Wednesday, June 9, 2010, 8:20 a.m.

Madison Avenue Meeting Room

500 SW Madison Avenue

- I. INTRODUCTIONS
- II. APPROVAL OF MINUTES
May 12, 2010
- III. CACOT/VISITOR'S COMMENTS
 - Sandra Palmer - Request to Operate a Snack Shop at the Downtown Transit Center
- IV. OLD BUSINESS
- V. NEW BUSINESS
 - Public Meeting - Site Selection Process for Proposed City of Corvallis Transit Operations and Maintenance Facility
- VI. INFORMATION SHARING
- VII. COMMISSION REQUESTS AND REPORTS
- VIII. PENDING ITEMS
- IX. ADJOURNMENT

Future Meetings:

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

Wednesday, August 11, 2010, 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

Paul Aljets, ASOSU

Hal Brauner, 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 &
approval

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
May 12, 2010**

Present

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

Staff

Tim Bates, Public Works
Cindy Hallett, Public Works

Visitors

Charlie Tomlinson, Mayor

Absent

Paul Aljets, ASOSU
Ray Shimabuku

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of April 14, 2010 Minutes			Approved, as amended.
III. CACOT/Visitor Comments	X		
IV. Old Business			Moved updates to Information Sharing Report
V. New Business	NA		
VI. Information Sharing • Written Report	X		
VII. Commission Requests and Reports	X		
VIII. Adjournment			Adjourned at 10:03am

CONTENT OF DISCUSSION

I. Introductions

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

II. Approval of April 14, 2010 Minutes

Vice-Chair Friedt and Commissioner Kincaid, respectively, moved and seconded the Commission approve the April 14, 2010, minutes.

Commissioner Hyne, not Commissioner Trelstad, seconded the motion to adjourn.

The motion passed unanimously, as amended.

III. CACOT/Visitor Comments

Mayor Tomlinson thanked the Commissioners for their service to the City of Corvallis. As a user of Route 6, Mayor Tomlinson said the bus drivers take care of passengers extremely well and are good representatives for Corvallis. Mayor Tomlinson presented Corvallis-Albany Farmers Market wooden tokens to each Commissioner. He said Toyota has chosen Corvallis as a test site for a Prius-style vehicle with plug-in capability. Chair Lowry, on behalf of CACOT, thanked Mayor Tomlinson for his service as Mayor and commitment to the city of Corvallis. Mayor Tomlinson recognized the outstanding work Councilor Brauner has done in his role as Council liaison CACOT.

IV. Old Business

- Possible Park & Ride Locations - Mr. Bates received an e-mail from the manager of Sunset Center stating that he is attempting to contact tenants of the Sunset Center to gauge their interest in allowing a Park & Ride at this location. Mr. Bates requested a minimum of four spaces but would welcome more if available. Chair Lowry suggested moving this agenda item to the Information Sharing Report.
- Possible Satellite Transit Centers - Currently there are maps in shelters with maps of all routes that stop at the shelter. Staff can post additional signage at shelters with possible transfer capability information regarding transfer services.

Commissioner Wilson asked about the relocation of the First Student facility to the former Keith Brown Lumber location on Philomath Boulevard. First Student has a letter of intent with a possible move date of late August or early September.

The Commission agreed to moved the above two items to Information Sharing for succeeding meetings.

V. New Business

There was none.

VI. Information Sharing

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

- Several weeks ago Bus 740 caught on fire at First Student's facility after it finished its runs. The rear's inside and outside were destroyed. However, the VIS unit is salvageable. Quick thinking drivers moved other buses out of harm's way. Commissioner Trelstad asked about the revenue impact, since this bus was scheduled

to be surplused. First Student provides the insurance coverage that will cover the salvage cost. Mr. Bates will e-mail pictures of the damaged bus to Commissioners.

- PC bus should be on the road soon since there is no VIS to be installed. The current PC bus will be retained as a spare.
- CTS's data has been uploaded to Google Transit and it should be "live" in the next couple of weeks.
- Councilor Brauner reported on the Sustainability Initiatives Funding (SIF) transit fee. Administrative Services Committee voted against the Energy Conservation and Renewable Energy fee and the Urban Forestry Program fee. The proposed fees for Transit, Sidewalk Safety, and Alternative Transportation Modes will be recommended to the full Council during a May 17th Council Meeting. The proposed transit fee dollar amount will be the higher of \$2.75 per residence or the average price of gasoline for the previous year. Revenue from the transit fee would allow for the Transit Fund to no longer rely on an allocation from the City's General Fund, and would allow for a fareless transit system. A tentative effective date for this fee, if implemented is February 1, 2011.

VII. Commission Requests and Reports

- After much discussion, it was determined that staff has the ability to query ridership trends during particular times of the day via drivers' count sheets. Although there are no scheduled services reductions for the coming fiscal year (July 1, 2010 - June 30, 2011), but staff will begin to analyze ridership trends when inputting ridership data. Staff is always open to specific ridership requests from the Commission.

VIII. Adjournment

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

The meeting was adjourned at 10:03 a.m.

NEXT MEETING: June 9, 2010, 8:20a.m., Madison Avenue Meeting Room

MEMORANDUM

DATE: June 4, 2010
TO: CACOT Members
FROM: Tim Bates, Transit Coordinator
SUBJECT: Information Sharing Report

Operations and Maintenance RFP - The two proposals were independently reviewed by four Public Works staff. A staff recommendation has been forwarded to the City Council, who will discuss it at their June 7, 2010 noon meeting.

New CTS Buses - The three new CTS buses are on the road.

New PC Bus - Schetky estimates the delivery date of the new PC bus will be any day now. There are some technical glitches that are being worked out by the manufacturer before delivery.

Summer Youth Transit Program - This program began June 1st and runs through September 6th., providing a seamless transition from 509J school district's group pass program for students. Fareless rides to youths 17 years of age and under are provided on CTS and the Philomath Connection.

daVinci Days - Volunteers are being sought for July 17th and 18th on behalf of CTS. Let staff know if you are interested in volunteering.

C1 and CVA - Last day of service is June 18th. These routes will return to service September 7th.

Beaver Bus - Last day of service is June 12th.

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 59,090 rides in May, an average of 27.9 rides per service hour, an 4.9% increase from May, 2009.** Ridership for May, 2009 was 54,443, an average of 26.6 rides per service hour.
- **Philomath Connection provided 1,811 rides in May, an average of 13.9 rides per service hour, a 5.3% increase from May, 2009.** Ridership for May, 2009 was 1,710, an average of 13.2 rides per service hour.
- **Beaver Bus provided 1,258 rides in May, an average of 8.1 rides per service hour, a 26.8% increase from May, 2009.** Ridership for May, 2009 was 1,067, an average of 6.4 rides per service hour.
- Ridership figures for May paratransit rides were unavailable from Dial-A-Bus.

"Honored Rider" bus passes - Two passes were distributed in May, 2010. A total of 735 Honored Rider passes have been issued since the program began in September, 2004.

Google Transit - All CTS data is ready to be uploaded by Google Transit. Staff is awaiting word from Google Transit on an implementation date, expected to be any day.

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

- Satellite Transit Centers - No news to report.
- Park & Ride Locations - No news to report.

MEMORANDUM

June 1, 2010

To: Mayor and City Council

From: Steve Rogers, Public Works Director 

Subject: Transit Operating Contract Award

Issue:

Staff intends on awarding a transit system operating contract following a Request for Proposal (RFP) process that has just been completed.

Back ground:

For about 30 years, the City has contracted the operation of the Corvallis Transit System including maintenance and repair of the City owned transit buses. The City provides the fuel for the buses. The current contract will expire on June 30, 2010. An RFP was issued seeking proposals from qualified transit operators to provide operations management, dispatch, drivers, mechanics, repair parts and an operating location. Two proposals were received; one from MV Transportation, Inc. and one from 1st Student.

The proposals have been reviewed and staff has concluded that a contract award to 1st Student is appropriate.

Discussion:

The RFP required that the proposal review process occur in three steps. First, company financial information was reviewed to assess the financial viability of each proposer. Both companies met the RFP requirements in this area.

The second level of review addressed the company qualifications in five areas. In each of the five areas, the minimum requirement was a score of 6 on a 1-10 (10 highest) score. Both proposals met the minimum requirement although MV Transportation was scored higher in four of the five areas than 1st Student. The five areas are:

- Professional references
- Qualifications
- Facilities, equipment and maintenance programs
- Personnel
- Management and operations

An analysis of the price proposal was the third level of review. A table (attached) compares the MV Transportation cost proposal; the 1st Student cost proposal; FY 09-10 budget and proposed FY10-11 budget.

From the proposals and the review the following points are noted:

1. Both proposals met or exceeded minimum requirements.
2. The 1st Student price proposal is significantly less expensive than the MV Transportation proposal and is within budgeted amounts.
3. The 1st Student proposal includes relocating their current facility on Highway 34 east of Corvallis to Philomath Blvd near Sunset Center. MV Transportation proposes a facility located 4.5 miles east of Corvallis on Highway 34. The facility location is important as it affects fuel use and response time and access during flooding events.
4. The current CTS drivers would all maintain their jobs, job group step and leave banks with the recommended contractor selection.
5. Per City Ordinance, the contract will require wage rate and benefit minimums based on prevailing wages for transit drivers, mechanics and fuelers.

Recommendations:

This information is provided for information only.

Review and Concur,



Jon Nelson, City Manager

10-11 Proposed Budget	09-10 Budget	Item	First Student (Proposed)	MV Transp. (Proposed)
\$93,306	\$90,600	Fixed Monthly Cost	\$96,000	\$390,650
\$1,419,354	\$1,376,773	Service Hour Cost	\$1,326,555	\$1,391,061
\$36,000	\$36,000	Bus Cleaning	\$36,000	Included
\$206,240	\$196,180	Maintenance	\$204,165	\$208,527
\$1,754,900	\$1,699,553	Total	\$1,662,720	\$1,990,238

First Student's proposal is \$92,180 less than the proposed 10-11 budget.

MV Transportation's proposal is \$235,338 more than the proposed 10-11 budget.

Chapter 1.24

Transit Subcontracting

Sections:

1.24.010 Purpose.

1.24.020 Minimum guarantee.

Section 1.24.010 Purpose.

The transit system is operated and maintained by the City, in part, to promote economic vitality in Corvallis. One aspect of economic vitality is the promotion of employment that provides adequate wages and benefits. To achieve that purpose, the City will not enter into any contract or agreement whereby another entity, public or private, provides transit services to the City unless prevailing wages and benefit levels are guaranteed to those non-supervisory employees (including, but not limited to, drivers, mechanics, cleaners, and fuelers) engaged in the provision of the transit service.

(Ord. 2000-02 § 1, 7/2/2000)

Section 1.24.020 Minimum guarantee.

The City shall not enter into any contract or agreement whereby any entity, public or private, provides transit services to the City inconsistent with the City Compensation Policy (CP 91-3.02).

(Ord. 2000-02 § 1, 7/2/2000)