

Approved

August 12, 2009
by CACOT

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
June 17, 2009**

Present

Bob Lowry, Chair
Stephan Friedt, Vice-Chair
Susan Hyne
Robert E. Wilson

Staff

Lisa Namba, Public Works
Tim Bates, Public Works

Absent

Heather Bennett, ASOSU
Tom Kincaid
Brandon Trelstad
Hal Brauner, City Councilor

Visitors

Linda Easter

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of May 13, 2009 Minutes			Approved, as corrected.
III. CACOT/Visitor Comments	X		
IV. Old Business <ul style="list-style-type: none">Siting Bike Lockers at Downtown Transit Center			Recommended siting bike lockers in the parking lot of old Moose Building site
V. New Business <ul style="list-style-type: none">None			
VI. Information Sharing <ul style="list-style-type: none">Written Report	X		
VI. Commission Requests and Reports			
VII. Adjournment			Adjourned at 9:37 a.m.

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8.23 a.m. Introductions of Commission members and staff were made.

II. Approval of May 13, 2009 Minutes

Page 4, section VII, third sentence inadvertently omitted the name of Commissioner Wilson. Vice-Chair Friedt and Commissioner Wilson, respectively, moved and seconded the Commission approve the May 13, 2009, minutes as corrected. The motion passed unanimously.

III. CACOT/Visitor Comments

Commissioner Abernathy dropped in to announce his resignation from the Commission in light of his appointment to the Planning Commission.

Chair Lowry asked if staff is prepared for the construction projects taking place this summer. Mr. Bates has met and will continue to meet as appropriate with the City's Engineering Division to keep apprised of the summer construction schedule. The public is notified of detours via posters on buses and shelters, and via the City's website.

Visitor Linda Easter asked that CTS service be extended to Waldorf School, at Conifer Boulevard and Highway 20. She said it could be similar to the proposed commuter service to the Crescent Valley area. Chair Lowry stated that CTS can not offer school bus service. In response to Ms. Easter's suggestion that the service to the Waldorf School could be run all day, Chair Lowry said that currently there is not funding for this additional service.

IV. Old Business

- **Siting Bike Lockers at Downtown Transit Center** - Ms. Namba reported that the concessionaire building at the DTC has been vacated. The proposed plan is to turn the building into a handicapped-accessible restroom, while maintaining the existing separate restroom for CTS drivers. The Commission was very supportive of this plan. Ms. Namba proposed that the three new bike lockers be located in the area previously identified for public restrooms in the former Moose building parking lot project.

Commissioner Wilson and Vice-Chair Friedt, respectively, moved and seconded that the Commission recommend the new bike lockers be placed in the parking lot of the old Moose Building. The motion passed unanimously.

V. New Business

- No New Business.

VI. Information Sharing

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

- **Job Access Reverse Commute (JARC).** Ms. Namba stated the bulk of the grant funds cover service that CTS is already providing for JARC-eligible riders. The JARC grant funds both that existing JARC-eligible service and expanded service on Saturday. Commissioner Wilson asked how the JARC ridership figure of 30% of total ridership was established. Ms. Namba stated the figure is based on an on-board survey conducted in March of 2008.
- **New Buses** -No older buses will be surplus with the arrival of the two new buses. When three new buses arrive in April 2010, the oldest three buses will be disposed of.
- **Triennial Review** - Ms. Namba complimented Mr. Bates on the outstanding job he did in providing comprehensive information to the Federal Transit Administration prior to and during the site review. Out of a detailed review of 23 different program elements, there were only four findings:
 - The original five-year maintenance and operations contract with First Student was extended by the City Council in 2005 for an additional five years without a competitive bid process. The City will request the FTA allow the City to exercise the final year option for service in 2009-10. An RFP and competitive bid process will be used to establish a new contract beginning in FY 10-11.
 - The grant for an Operations and Maintenance Facility is still open but inactive. The City will take steps to move the project forward. Ms. Namba and Jim Mitchell plan to meet with FTA staff before September 15th.
 - The Drug and Alcohol programs of the City's fixed-route and paratransit contractors were found to be missing verbiage in their programs. Mr. Bates expects that the required revisions will not be extensive. He will meet with the contractors to resolve the finding.
 - The FTA found that the method Dial-A-Bus is using to record trip denials is not entirely in accordance with ADA regulations. The finding will be resolved by Dial-A-Bus recording trip denials appropriately.
- **Summer Youth Transit Program** - Chair Lowry asked staff to give Allied Waste a formal thank you on behalf of CACOT for its donation to the transit program. Mr. Bates stated City Manager Jon Nelson has sent a personal letter of thanks to Allied Waste in previous years, and staff will place ads in the newspaper to acknowledge the support of Allied Waste. During a recent Leadership Corvallis session, Vice-Chair Friedt thanked Allied Waste.
- **Beaver Bus** -Vice-Chair Friedt has had drivers forward requests from the general public to have more routes running as late as Routes 5 and 6, and to add additional nights of Beaver Bus service. Currently, the Beaver Bus service operates Thursday - Saturday nights during weeks that OSU is in session. CTS has budgeted for Beaver Bus service to operate continuously from October 1, 2009 to June 5, 2010, with a three-week break during OSU's winter (December/January) break.
- **CTS Service to the 2009 Benton County Fair-** Vice-Chair Friedt asked what service CTS provided last year in support of the Fair. Mr. Bates explained that all CTS routes operated extended hours on the Thursday-Saturday of the Fair because Route 8 provided hourly service to the fairgrounds. Ms. Namba explained there are grassroots

parties trying to modify the Charter Service restrictions mandated by the FTA. These restrictions made it impossible for the City and Benton County to cost-share operating the trolley as a shuttle to the Fair the last two years.

- **Ridership** - The slight decrease in CTS ridership lately may be due to relatively low fuel prices in 2009 as compared to 2008 prices. Commissioner Hyne also stated that because ridership has been rising steadily the last few years, at some point those increases cannot be sustained. Chair Lowry requested a demographic survey on the Beaver Bus/CTS if possible. Ms. Namba stated staff does a quarterly ridership count (student/faculty/staff) for OSU.
- **Follow-up issues - Commissioner Hyne's request** - The *Transit Master (Draft) Plan* and the *Metropolitan Planning Organization (MPO) Transit Plan* both have suggestions for increases in service. The only plan which gives possible scenarios for decreases in service is the *City of Corvallis Transit Service Reduction Alternatives*, from Nelson/Nygaard Consulting Associates, April 2003, which was made available to all Commissioners. Commissioner Hyne questioned the lead time to be able to act in the event there was a shortfall or increase in funding. Ms. Namba explained that under normal circumstances there is enough lead time to identify services that would be affected. The City accesses FTA funds one year in arrears of when they are appropriated by the federal government. Commissioner Wilson asked how the Nelson/Nygaard report was funded. Chair Lowry said it was a federal grant. Commissioner Hyne also wanted to point out that a fareless system would impact the service as well.
- **TIGGER Grants** - The City has submitted an application for federal funds to retrofit six yet-to-be delivered buses into diesel hybrid-electric buses. A decision on the application will be made by September.

VII. Commission Requests and Reports:

- Commissioner Wilson requested a Revenue/Expenditure chart for CTS in 2009-10. Staff agreed to provide this.

VIII. Adjournment

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

The meeting was adjourned at 9:37 a.m.

NEXT MEETING: July 8, 2009, 8:15 a.m., Madison Avenue Meeting Room

(July 8, 2009 meeting cancelled, next meeting August 12, 2009)