

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT AGENDA

**Wednesday, May 13, 2009, 8:20 a.m.
Madison Avenue Meeting Room
500 SW Madison Avenue**

I. INTRODUCTIONS

II. APPROVAL OF MINUTES

April 8, 2009

III. CACOT/VISITOR'S COMMENTS

- Mayor Tomlinson

IV. OLD BUSINESS

V. NEW BUSINESS

- Siting Bike Lockers at Downtown Transit Center

VI. INFORMATION SHARING

VII. COMMISSION REQUESTS AND REPORTS

VIII. ADJOURNMENT

Future Meetings:

*Wednesday, June 17, 2009, 8:20 a.m., Madison Avenue Meeting Room

Wednesday, July 8, 2009, 8:20 a.m., Madison Avenue Meeting Room

Wednesday, August 12, 2009, 8:20 a.m., Madison Avenue Meeting Room

* Rescheduled from the original June 10th meeting.

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.

Approved

by CACOT
May 13, 2009

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
April 8, 2009**

Present

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

Staff

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

Visitors

Absent

Tad Abernathy

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of March 11, 2009 Minutes			Approved.
III. CACOT/Visitor Comments <ul style="list-style-type: none">• June 10, 2009 meeting date change due to Triennial Review• Letter of support for new Lebanon to Corvallis Linn Benton Loop service			Rescheduled June 10, 2009 meeting to June 17, 2009. Motion passed to have staff write a letter of support for new service.
IV. Old Business <ul style="list-style-type: none">• Review CTS Passenger Code of Conduct and Implementing Procedures			Motion passed to accept the <i>Corvallis Transit System Administrative Rule 09-01.</i>
V. New Business <ul style="list-style-type: none">• Stakeholder Comments on Former Moose Building Demolition Project	X		
VI. Information Sharing <ul style="list-style-type: none">• Written Report	X		
VII. Commission Reports & Requests	N/A		
VIII. Adjournment			Adjourned at 9:22a.m.

CONTENT OF DISCUSSION

I. The meeting was called to order at 8:20a.m. Introductions of Commission members and staff were made.

II. Approval of Minutes

Vice-Chair Friedt and Commissioner Trelstad, respectively, moved and seconded that the Commission approve the March 11, 2009, minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

Mr. Bates requested that the June 10th meeting be changed to June 17th in order to accommodate the FTA's June 9-10, 2009 Triennial Review of CTS. The Commission approved the date change by consensus.

Chair Lowry attended two meetings with the Linn-Benton Loop Commission to discuss the possibility of a \$45,00 budget shortfall. This turned out to be an accounting error, and further accounting showed a \$2,000 shortfall. City of Albany staff is confident the shortfall can be managed within the existing budget, with no interruptions in service.

Mr. Bates read a letter from Mark Volmert of Cascades West Council of Governments stating that the City of Albany submitted a 2009-2011 Job Access Return Commute (JARC) grant application to continue to fund a new Linn Benton Loop route from Lebanon-Corvallis, known as the Lebanon Loop. The Corvallis Area Metropolitan Planning Organization (CAMPO) has submitted a letter of support and Mr. Volmert is seeking a letter of support from CACOT. The City of Albany, which will operate the Lebanon Loop, is hopeful it will be up and running in June, 2009. Ms. Namba stated this request does not compete with the CTS JARC application for 2009-2011 funding. Additional funding for the Lebanon Loop is expected to come from each of the four major funding partners (City of Corvallis, City of Albany, OSU and Linn-Benton Community College (LBCC)) in the amount of \$4,400 each. Mr. Bates will acquire a service plan from the City of Albany and email it to all Commissioners. Vice-Chair Friedt, a Linn Benton Loop Commissioner, stated the service would be particularly beneficial to those commuting from Lebanon to the hospital, LBCC, and OSU.

Vice-Chair Friedt and Commissioner Wilson, respectively, moved and seconded that the Commission approve a recommendation that staff write a letter of support, on behalf of CACOT, for the City of Albany's 09-11 JARC application. The motion passed unanimously.

IV. Old Business

- **Review CTS Passenger Code of Conduct and Implementing Procedures**

Mr. Bates reviewed the "Appeal Process" section in the proposed CTS Administrative Rule (AR) 09-01 - Exclusion Policy. The Appeal Process is already covered in the *CTS Passenger Code of Conduct*, so staff elected to not duplicate this language in the

new Rule. Staff added a “violation of exclusion notice”, which increases the length of exclusion with each offense. Vice-Chair Friedt asked if this has been reviewed by the City Attorney. Ms. Namba stated the City Attorney has not yet seen it but the City Manager’s Office approved of the format of the Rule language.

Vice-Chair Friedt and Commissioner Wilson, respectively, moved and seconded that the Commission approve the *Corvallis Transit System Administrative Rules AR 09-01*, as written. The motion passed unanimously.

Staff will have the City Attorney review the document.

V. New Business

- **Stakeholder Comments on Former Moose Building Demolition Project**

The City Council requested that Mr. Mitchell review the proposed project plan for the demolition of the former Moose Building with various stakeholder groups and relay comments and concerns back to the Council. Mr. Mitchell provided an overview of the plan. The Moose Building was evaluated for possible use as City offices or an emergency shelter, but the building was found unsuitable for habitation. Although the area is part of a longer-term City-County facility plan, the short-term commitment (5-10 years) is to provide parking space for City staff and visitors, relieving some of the pressure on area parking. Other elements of the plan include improving bike parking, installing bike lockers at the Downtown Transit Center, and providing a charging station for electric vehicles. Use of low-energy lighting, pervious pavement, and recycling/reusing as many materials as possible are goals for the plan. Demolition and construction is planned for this summer, and two potential site layouts have been developed. Time frame for demolition is 1-2 weeks and construction of the lot at 1-2 months. Commissioners’ concern is bus access to the south bays for buses and safety for pedestrian travel. Mr. Mitchell assured the commissioners there would be protection to the DTC during the construction and demolition process.

A public restroom was not part of the initial plan, but the Council is considering incorporating one. Initial costs range from zero for a rented porta-potty to well over \$100,000 for a stick-built facility similar to the Riverfront Park restrooms, with annual operating/maintenance costs ranging from \$960 - \$18,000. Mr. Mitchell described the various restroom options listed in the staff report he provided to the Commission. Commissioner Wilson said a rented porta-potty makes the most sense since the parking lot is temporary until the final plan is completed. Councilor Brauner stated that “temporary” could mean 10-30 years and that the Council feels a porta-potty is not an attractive option. Although the Central Park Master Plan will probably construct a permanent restroom in Central Park, a time frame has not been established for this. There was discussion about the need for a one-stall versus two-stall unit, as well as how security issues will be handled. Chair Lowry prefers a unit which could be moved at a later date. Vice-Chair Friedt stated that while cost points to a porta-potty, if it will be there awhile, aesthetics are important. He asked if any of the units would use solar energy. Mr. Mitchell said this is not in the plan, since there is energy available for the car charging station and parking lot lighting. Skylights can be incorporated in most units.

Mr. Mitchell then addressed the general layout of the parking lot under the two alternatives, which have different numbers of accesses and parking stalls. Several Commissioners suggested having as many bike lockers as possible at the DTC, to encourage City employees to use them. Mr. Mitchell said most vehicle parking in the new lot would be used by motorists with yellow parking permits, with an additional three or four staff parking spaces and one car pool space.

Chair Lowry would like to make sure the long-range plan considers the possibility of doubling the size of the DTC. Discussion on future DTC space needs ensued and the consensus was that the lot layout with a single access would allow curb space on 5th Street for a bus staging area and is preferable for that reason.

VI. Information Sharing

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

- **Group Pass** - Work Unlimited is officially a Group Pass Program member. They are in the process of getting identification cards for all their employees.
- **Federal FY 2010 Appropriations Bill** - Chair Lowry referred to the article in the Gazette-Times which featured a transportation “wish list,” including \$735,000.00 for bus purchases. While staff submitted the operations and maintenance facility for consideration, it was not included in the proposed projects for the bill.

VII. Commission Requests and Reports

No requests or reports.

VII. Adjournment

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

The meeting was adjourned at 9:22 a.m.

NEXT MEETING: May 13, 2009, 8:20 a.m., Madison Avenue Meeting Room

MEMORANDUM

DATE: May 8, 2009

TO: CACOT Members

FROM: Tim Bates, Transit Coordinator

SUBJECT: Information Sharing Report

Job Access Reverse Commute (JARC) - Staff was notified that the City of Corvallis will receive \$328,040 in JARC funding through ODOT's Discretionary Grant Program for FY 09-11. The City currently receives \$318,535, and had applied for \$342,670 for the FY 09-11 biennium. These funds require a 50/50 match and are used for expanded Saturday service and for some of the JARC-eligible portion of the service we provide.

ODOT had considered splitting the JARC funding available to the three small UZAs (Corvallis, Bend, Rogue Valley) three ways, for an allocation of \$178,300 to each agency. Input from staff likely caused them to reconsider this plan, which would have taken money currently used to fund existing services, and awarded it to fund new services.

Transit Investments for Greenhouse Gas and Energy Reduction (TIGGER) - CTS is planning to apply for \$1,265,500 in FTA TIGGER funds. The FTA has made available \$100 million in discretionary funds with zero local match. Proposals are due May 22, 2009. Below are the details of the proposal submitted by CTS staff:

- Upgrade of six as-yet-undelivered buses to include diesel/electric hybrid drive systems. This would result in increased energy savings and reduced greenhouse gases production. **Total Cost of this proposal is \$1,260,000 (6 buses x \$210,000 per bus cost).**
- Upgrade the lighting at the DTC to inductive lighting. Implementation of this new lighting system would result in significant energy savings. **Total Cost of this proposal is \$5,500 (11 replacement fixtures x \$500).**

New Buses - Two new CTS buses will arrive at First Student on June 1st.

Triennial Review - The City's FTA Triennial Review is scheduled for June 10-11. Staff has been spending a significant amount of time gathering documents and completing an extensive questionnaire in preparation of the review.

Get There Another Way Week - This will be May 18 -22. A May 18th kickoff at the DTC will occur 7:00am - 9:30am. The City will have a display in the window at Footwise, 301 SW Madison Avenue.

Summer Youth Transit Program - Thanks in part to a generous donation from Allied Waste, this program will again operate in Summer, 2009. It begins June 1st and runs through September 6th.

Beaver Bus - Last day of service for the 08-09 Beaver Bus service is June 6th. Service resumes October 1, 2009.

Ready to Ride in 2009 - CTS is joining with other local transit providers to host a special transit event at the Corvallis-Benton Public Library on Saturday, June 27th, 10:00am - 1:00pm. There will be demonstrations and information about the local transit systems. The event is open to the public.

Ridership

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

CTS provided 60,223 rides in April, an average of 26 rides per service hour (total ridership increase of 1% compared to April, 2008; a 12% decrease based on per service hour compared to April, 2008). Ridership for April, 2008 was 59,791, an average of 26 rides per service hour.

Philomath Connection provided 1,908 rides in April, an average of 13 rides per service hour (9% rides per service hour increase over April, 2008). Ridership for April, 2008 was 1,674, an average of 12 rides per service hour.

Beaver Bus provided 1,187 rides in April, an average of 8 rides per service hour (5% rides per service hour increase over April, 2008). Ridership for April, 2008 was 1,036, an average of 7 rides per service hour.

“Honored Rider” bus passes for seniors 75 + years. 14 passes were distributed in April, 2009. A total of 626 Honored Rider passes have been issued since the program began in September, 2004.

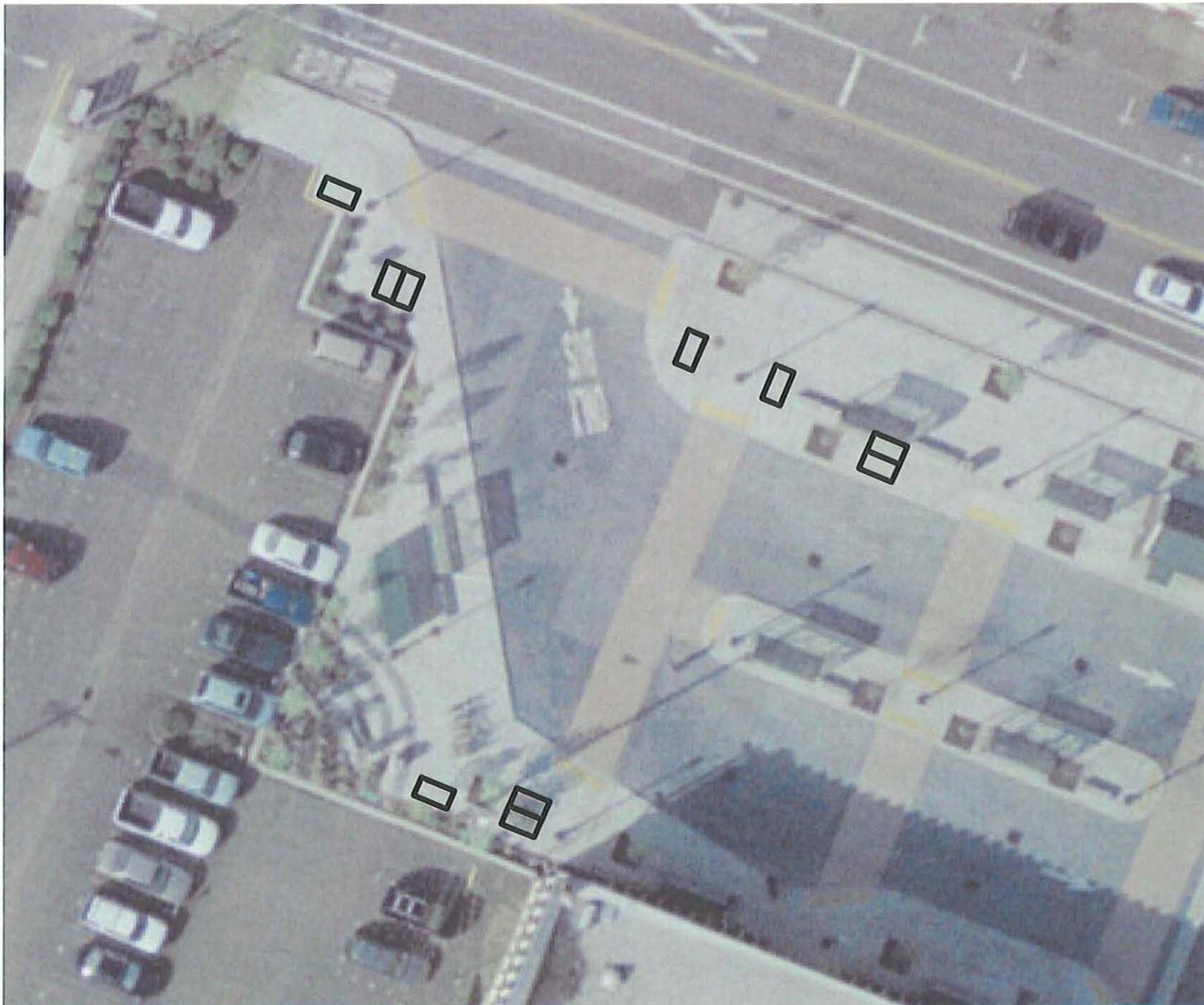
Follow-up on issues presented at the April CACOT meeting.

Letter of Support - Staff was asked to write a letter of support, on behalf of CACOT, for the City of Albany’s 09-11 JARC application. The letter was written and sent to ODOT on April 9th.

City Attorney’s Office Approval of AR 09-01 - Staff was asked to confirm that the City Attorney’s Office (CAO) approves this Administrative Rule. The CAO gave approval via email to staff, who in turn forwarded a copy of the approval email to CACOT on April 9th.

CTS 2008-09 Budget Expenditures and Revenue - Commissioner Wilson requested this information from staff. It will be provided to the Commission at the May meeting.

Possible Pay-As-You-Go Bike Locker Locations



May, 2009