

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
AGENDA**

**Tuesday, October 10, 2012, 8:20 a.m.
Madison Avenue Meeting Room
500 SW Madison Avenue**

- I. INTRODUCTIONS
- II. APPROVAL OF MINUTES
August 15, 2012 and September 18, 2012
- 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, November 14, 2012, Madison Avenue Meeting Room

Commission Members:

Stephan Friedt, Chair	Robert E. Wilson
Brandon Trelstad, Vice-Chair	Kriste York
Terry Wright	Robert Monasky
Celeste Weaver de Balan	Evan Sorce, 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.

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
August 15, 2012**

Present

Stephan Friedt, Chair
 Brandon Trelstad, Vice Chair
 Celeste Weaver de Balan
 Robert E. Wilson
 Terry Wright
 Kriste York
 Mike Beilstein, Council Liaison

Staff

Tim Bates, Public Works
 Brie Caffey, Public Works

Visitors

Absent

Robert Monasky
 Evan Sorce

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of July 11, 2012 Minutes			Approved
III. CACOT/Visitor Comments			N/A
IV. Old Business	X		
V. New Business			N/A
VI. Information Sharing	X		
VII. Commission Requests and Reports	X		
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 8:52 am

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:22 am by Chair Friedt. Introductions were made of Commission members and staff. Chair Friedt acknowledged the addition of new Commissioner Celeste Weaver de Balan, who is employed by Dial-A-Bus.

II. Approval of Minutes

Commissioner Wright offered a correction to the minutes, noting that the community member who used the bus to get to the hospital for work needed to be there by 7:00 am,

not 8:00 am. **With that correction, Commissioners Wilson and Wright, respectively, moved and seconded to approve the July 11, 2012 minutes. The motion passed unanimously.**

III. CACOT/Visitor Comments

None.

IV. Old Business

Mr. Bates reported that CORE Communications is working on map edits with the goal of getting the final draft to the printers by Friday, August 24th. This map/schedule will include the enhancements approved at the July 11th CACOT meeting and the additional runs funded by OSU. The OSU runs include one additional run that operates only when OSU is in session for Route 5 at 8:25 pm, one additional similar run for Route 6 at 7:55 pm and two additional year-round C1 runs at 1:05 pm and 2:05 pm. It is unknown if OSU would be funding a 12:30 pm run for the C3.

Mr. Bates reported that the CVA service will begin on September 4th to coincide with the beginning of the 509J school year; all other enhancements will begin September 24th. The map/schedule will be available the week of September 17th. Mrs. Caffey noted that CTS staff will hand out the new maps at on-campus events the weeks of September 10th, 17th & 24th.

Mr. Bates said CTS is scheduled to have two new buses delivered in early September. Chair Friedt asked if this will increase the number of spare buses in the fleet and Mr. Bates said it would not. Mr. Bates noted that the City's asset management feels that two spare buses is adequate, in part due to the cost of maintenance of spare buses. Chair Friedt noted that having only two spares has previously put the system in a tenuous position, and he said he would like to see the number of spares increase as the service expands. Mr. Bates said that CTS' Trolley is also available as a bus backup and also noted that the FTA generally won't allow a spare ratio that exceeds 25% of the active fleet.

Mr. Bates said the September CACOT meeting date conflicts with staff travel plans for a conference. September 19th was set as a tentative alternative meeting date. Staff will send out confirmation of the date change.

V. New Business

None.

VI. Information Sharing

Mr. Bates reviewed the written Information Sharing Report. Comments he provided in addition to the report included:

The Benton County Fair shuttle ridership was 913.

Mr. Bates reported that the City of Albany's recent designation as an Urbanized Area may cause them to lose \$190,000 in grant funding for FY 12-13 that would support the Linn-Benton Loop bus service. In addition, the Loop will most probably not have BETC

funding for FY 12-13. In those cases, alternative funding will need to be identified. The major funding partners for the Loop are OSU, LBCC, the City of Albany, the City of Corvallis, Benton County and Linn County. A request for additional funds from those organizations may be forthcoming. Councilor Beilstein asked if the Loop might consider going fareless. Chair Friedt said it was unlikely because group pass programs are an important part of the Loop's funding and the Loop does not have a dedicated fee like CTS has.

VII. Commission Requests and Reports

Mr. Bates asked about Commissioner Sorce's status with CACOT. Vice Chair Trelstad said Commissioner Sorce's position with the Student Sustainability Initiative (SSI) is a one-year term; he is currently transitioning out of the position. It was generally agreed that CACOT should have OSU student presentation but it is unclear whether it makes more sense to have the student representative come from ASOSU or SSI. Several members acknowledged Commissioner Sorce's efforts participating in CACOT, noting that he was one of the most engaged student participants the Commission has enjoyed.

Commissioner Weaver de Balan stated that Dial-A-Bus (DAB) has relocated to its new office to the Sunset Building at 4700 SW Research Way. She invited the CACOT Commissioners to a DAB open house next Thursday at 4:30 pm at the new offices. Commissioner Wright asked if DAB would continue to offer Sunday service and Commissioner Weaver de Balan said she is currently working on the DAB budget to determine that possibility. Commissioner Wright said one of the reasons she advocated for Sunday service as a CTS enhancement was because DAB Sunday service has been unstable.

VIII. Pending Items

None.

IX. Adjournment

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

The meeting was adjourned at 8:52 am.

NEXT MEETING: September 19, 2012, 8:20 am, Madison Avenue Meeting Room

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
September 18, 2012**

Present

Stephan Friedt, Chair
 Brandon Trelstad, Vice Chair
 Celeste Weaver de Balan
 Robert Monasky
 Robert E. Wilson
 Terry Wright
 Kriste York
 Mike Beilstein, Council Liaison

Staff

Tim Bates, Public Works
 Brie Caffey, Public Works

Visitors

Absent

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of Minutes			N/A
III. CACOT/Visitor Comments	X		
IV. Old Business			N/A
V. New Business	X		
VI. Information Sharing	X		
VII. Commission Requests and Reports			N/A
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:22 am

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:20 am by Chair Friedt. Introductions were made of Commission members and staff.

II. Approval of Minutes

None. The minutes of the August 15, 2012 meeting were not available for approval. They will be presented at the October meeting.

III. CACOT/Visitor Comments

Commissioner Wright asked about City public outreach efforts around the new stroller policy. Mr. Bates said that the new policy is listed in the new schedules and agreed that staff will put up posters regarding the new policy. He said it goes into effect September 24, 2012 and noted the drivers have for weeks been actively informing passengers about the upcoming policy change.

Commissioner Wilson requested that staff prepare a revenue and expenditures budget pie chart for this fiscal year. Staff agreed to provide this chart.

IV. Old Business

None.

V. New Business

Mr. Bates distributed the new CTS schedules and reviewed the changes that CACOT had approved.

Commissioner Monasky recommended that staff change the front photo of the schedule when new schedules are introduced. He said he felt the change in the banner color is not significant enough to indicate to most passengers the difference in schedules. Chair Friedt suggested that new policies, such as the stroller policy, be bolded the first time they appear in the schedule, in order to draw passengers' attention to the fact that verbiage has changed or been added.

Mr. Bates reported that the city of Philomath made a request to the Corvallis MPO to look into providing more Philomath Connection (PC) service within Philomath. The PC currently operates 6.5 hours per weekday with some of that time within Corvallis. The MPO examined creating a transfer point to CTS near 53rd & Country Club Drive that would allow passengers to connect to CTS buses. This would also allow the PC to provide more service hours within the City of Philomath. The MPO conducted a survey and found that while most PC riders would like more frequency of service within Philomath, they wanted the convenience of staying on one bus all of the way into OSU, the DTC, or other destinations.

Commissioner Wilson asked how discussions went with the OSU Collaboration team regarding the future of the OSU Shuttle. Mr. Bates reported that CTS staff spoke with Group McKenzie's project manager and made the suggestion that the OSU Shuttle adjust its hours of service to better align with the CTS schedule.

VI. Information Sharing

Mr. Bates said two new CTS buses arrived this weekend but it will take a few weeks before they are ready for use because they each have to undergo a post delivery inspection. He said CTS has enough buses in the current fleet to implement the enhancement changes. Mr. Bates noted CTS will dispose of only one bus, leaving the City with only one bus that is not a low-floor model. He noted that the new highway bill provides capital funds to Corvallis through an annual allocation of \$120,000 from the 5339 fund, which is about one-third the amount needed to buy a bus. The plan is to bank

that money annually until there is enough to purchase a bus. Mr. Bates reported that as of last Tuesday, the FTA couldn't tell him why the Corvallis urbanized area received more money in our general operations allocation than expected or if CTS will be able to use all of that money. If the money is indeed available, staff plans to purchase buses in the future and could have them in hand as early as February, 2014. Chair Freidt asked if CTS could keep all of its buses if CTS continues to expand its system. Mr. Bates replied in the affirmative, saying that the MPO envisions CTS with a fleet of nineteen buses by 2030.

Chair Freidt thought it noteworthy that this was the first time in the last four years that CTS ridership did not take a dip in the month of August. Mr. Bates reported that the PC ridership was right about where it was this time last year and noted that the free youth summer rides ended on September 7th. Mr. Bates mentioned the Beaver Bus will begin FY 12-13 service on Thursday, September 27th.

Mrs. Caffey reported that staff attended an OSU graduate student event on September 12th, and that staff would be also be working tables at the INTO student event on the 19th, the sustainability student event on the 21st and the Beaver Community Fair on the 28th to get the word out to students about CTS, Beaver Bus and transit options in general.

Mr. Bates mentioned that CTS will offer Sunday bus service in recognition of the Fall Festival.

Mrs. Caffey reported that the City of Corvallis will have a new web site on September 14th which includes a link directly from the home page to the CTS routes page. It also includes printable schedules for each route, which is especially useful if riders have difficulty interpreting the CTS schedules.

Mr. Bates said that he and Lisa Scherf attended the OTA conference in Seaside, Oregon where the most interesting session topics were ADA and Map 21 funding.

Commissioner Monasky asked about the status of the VIS system. Mr. Bates reported that staff still needs to get out the RFP but is currently focusing on the radio RFP because CTS radios must be narrowband compliant by December. Vice Chair Trelstad requested monthly updates on the VIS system, feeling it should be a top priority.

Councilor Beilstein said that City Council got a report from Councilor Brauner on the Linn-Benton Loop which indicated that the City of Albany will not receive rural funding for the Loop. A ridership study showed that 70% of the ridership is from LBCC and OSU, so 70% of the funding is anticipated to be divided between those institutions, with the remainder divided between Albany and Corvallis. The division between the cities has not been decided and will no doubt take more negotiating, especially since Corvallis has a much larger transit system.

VII. Commission Requests and Reports

None.

VIII. Pending Items

None.

IX. Adjournment

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

The meeting was adjourned at 9:22 am.

NEXT MEETING: October 10, 2012, 8:20 am, Madison Avenue Meeting Room

MEMORANDUM

DATE: October 5, 2012
TO: CACOT Members
FROM: Tim Bates, Transit Coordinator
SUBJECT: Information Sharing Report

New CTS Buses - Buses 754 and 755 were put into service this week. Bus 742 will be sold and Bus 743, originally scheduled to be sold, will be retained in order to satisfy a proper spare ratio.

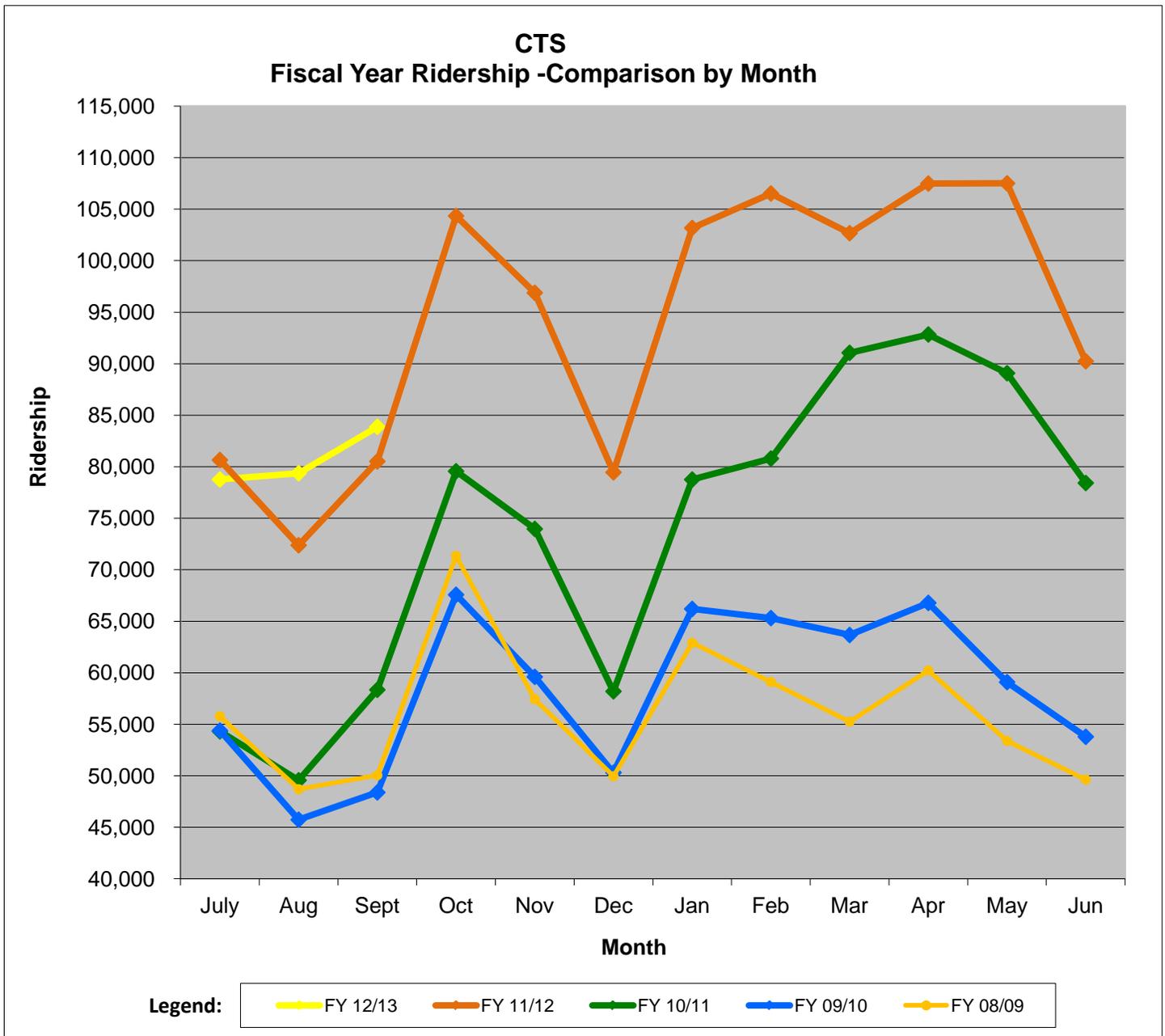
Holiday Trolley - The Holiday Trolley will operate again this year. The exact dates of service are still being determined. At this time, it is expected that the service days will be the first four Saturdays and Sundays in December.

Ridership - Percentage changes are based on rides per service hour.

- **CTS provided 83,874 rides in September, an average of 38.9 rides/service hour, a 5.0% decrease from September 2011.** Ridership for September 2011 was 80,518, an average of 37.1 rides/service hour.
- **Philomath Connection provided 2,057 rides in September, an average of 16.7 rides/service hour, a 0.6% increase from September 2011.** Ridership for September 2011 was 2,289, an average of 16.8 rides/service hour.
- **ADA Paratransit - September ridership was 448.** Ridership for September, 2011 was 430.
- **99 Express Adair Village** - September ridership was 398, an average of 3.7 rides per service hour.

CTS Ridership (Beaver Bus and Philomath Connection not included in figures)

	FY 12/13	FY 11/12	FY 10/11	FY 09/10	FY 08/09
July	78,758	80,650	54,310	54,381	55,774
Aug	79,369	72,375	49,560	45,734	48,693
Sept	83,874	80,518	58,342	48,383	50,053
Oct		104,343	79,562	67,573	71,342
Nov		96,884	73,961	59,602	57,426
Dec		79,456	58,193	50,300	49,952
Jan		103,182	78,754	66,194	62,904
Feb		106,526	80,794	65,306	59,098
Mar		102,672	91,060	63,665	55,252
Apr		107,491	92,842	66,781	60,223
May		107,509	89,078	59,090	53,376
Jun		90,236	78,421	53,782	49,625
Total	242,001	1,131,842	884,877	700,791	673,718



Corvallis Transit System FY12-13 Budgeted Revenues and Expenses

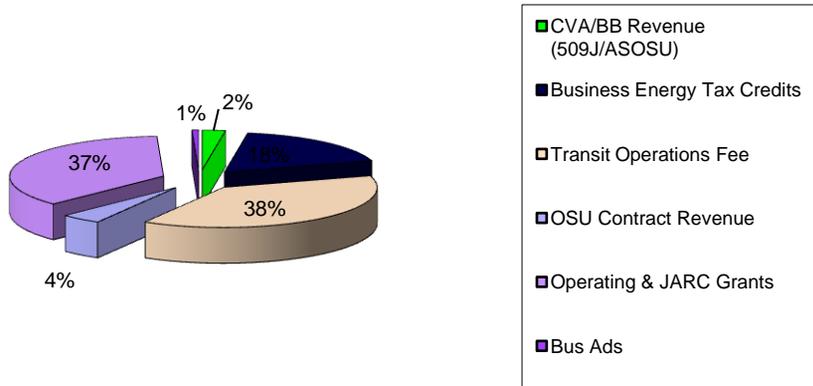
<u>Budgeted Revenue 12-13 *</u>	<u>Amount</u>	<u>Percent</u>
CVA/BB Revenue (509J/ASOSU)	\$74,620	2%
Business Energy Tax Credits	\$549,760	18%
Transit Operations Fee	\$ 1,173,900	39%
OSU Contract Revenue	\$130,000	4%
Operating & JARC Grants	\$1,128,000	38%
Bus Ads	\$21,000	0.70%
Total	\$ 3,002,660	100%

* Does not include Capital, Philomath, or STF revenues

<u>Budgeted Expenses 12-13</u>	<u>Amount</u>	<u>Percent</u>
Personal Services	\$243,370	10%
Biodiesel Fuel	\$323,500	13%
Operations Contract	\$1,428,000	56%
Vehicle Maintenance Contract	\$228,500	9%
Misc Services **	\$110,770	4%
Utility/Overhead/Training	\$135,340	5%
Beaver Bus (ops & maint)	\$58,190	2%
Total	\$ 2,527,670	100%

** Includes Paratransit, Printing, Advertising, Janitorial Services, LB Loop support, etc.

FY 12-13 CTS Budgeted Revenue



FY 12-13 CTS Budgeted Expenses

