

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
AGENDA**

**Wednesday, March 14, 2007, 8:15 a.m.  
Madison Avenue Meeting Room  
500 SW Madison Avenue**

- I. INTRODUCTIONS
- II. APPROVAL OF MINUTES - February 14, 2007 CACOT meeting
- III. CACOT/VISITOR'S COMMENTS - Items not already on agenda
- IV. OLD BUSINESS
  - Work Plan Development/Prioritization - Discussion and adoption
- V. NEW BUSINESS
  - Bus Advertising (revisit program, discuss at future meeting)
- VI. INFORMATION SHARING - Written report distributed during meeting
- VII. ADJOURNMENT

Future Meetings:

Wednesday, Apr. 11, 2007, **5:30 p.m.**, Madison Avenue Meeting Room - **NOTE TIME**

Wednesday, May 9, 2007, 8:15 a.m., Madison Avenue Meeting Room

Wednesday, June 13, 2007, 8:15 a.m., Madison Avenue Meeting Room

The Madison Avenue Meeting Room is accessible to the public.

Please contact Lisa Namba at (541) 766-6916

if you need special accommodations to attend the meeting.

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
February 14, 2007**

**Present**

Bob Lowry, Chair  
Lita Verts, Vice-Chair  
Brandon Trelstad  
Joe Harrod  
Kenyon Solecki, ASOSU  
Stephan Friedt  
George Grosch, City Councilor

**Staff**

Jim Mitchell, Public Works  
Lisa Namba, Public Works

**Visitors**

Ali Bonakdar, Corvallis Area Metropolitan  
Planning Organization (CAMPO)

**Absent**

Scott Carroll  
Robert E. Wilson

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of January 10, 2007 Minutes			Approved, as amended
III. CACOT/Visitor Comments	X		
IV. Old Business	N/A		
V. New Business • Work Plan Development/Prioritization		X	
VI. Information Sharing	X		
VII. Adjournment	X		

**CONTENT OF DISCUSSION**

**I. Introductions**

Introductions of Commission members, staff and visitors were made.

**II. Approval of January 10, 2007 Minutes**

Corrections to the minutes:

- Page 3, under Information Sharing, first bullet, second sentence, one of the words “in” shall be stricken.
- Summary of Discussion, under Old Business, first bullet, the word “City” shall be replaced

with “Citizen”.

- Summary of Discussion, under New Business, second bullet, the word “Harrod” shall be replaced with “Harrod’s”.

**Commissioners Friedt and Verts, respectively, moved and seconded that the Commission approve the minutes, as amended. The motion passed unanimously.**

### **III. CACOT/Visitor Comments**

Mr. Bonakdar addressed the Commission regarding CTS’s role within the CAMPO Regional Transportation Plan (RTP). Expansion of routes, service area and service times are being anticipated. Commissioner Friedt asked how the City’s Draft Transit Master Plan coincides with MPO’s plans. Mr. Bonakdar said the two plans mirror each other very closely. Mr. Mitchell said one difference between the two plans is that the MPO’s plan specifies time periods for project goals and the City’s Master Plan does not. Mr. Bonakdar agreed to supply to the Commission a copy of CAMPO’s 30-year plan for area transit.

### **IV. Old Business**

There was none.

### **V. New Business**

- **Work Plan Development/Prioritization**

Ms. Namba asked the Commission for ideas on projects or plans which staff should focus on during the coming year. The following are the Commission’s possibilities, in no priority order:

- **CTS service for Sundays** - Even a modified schedule would allow churchgoers to ride the bus to and from places of worship. Mr. Bonakdar said this is a long-term goal for CAMPO but nothing immediate is planned because of funding issues.
- **Integrated transit fares** - Seamless service between Philomath and Albany with a uniform fare on the Linn Benton Loop, Corvallis Transit System, Philomath Connection and OSU Shuttle.
- **Draft Transit Master Plan** - Update the draft Master Plan for consistency with the MPO Regional Transportation Plan (RTP) and complete the adoption of the Plan.
- **Expanded CTS evening service** - Vice-Chair Verts has heard from many OSU students who say they cannot take on evening jobs or work studies due to a lack of evening service. Full service expansion would not necessarily need to occur. For example, service to Southwest Corvallis would occur on Route 3 or Route 8, not both.
- **Transit Operations & Maintenance Facility** - Complete the site selection and environmental analysis phase of this project and investigate costs to bring operation of

CTS in-house.

- **Improved transit integration and coordination among area transit providers, i.e. Linn-Benton Loop, CTS, OSU Shuttle, Dial-A-Bus, etc.** - An example of this issue is Linn-Benton Loop riders' difficulty in getting to Avery Square.
- **Core Services Review Task Force** - Mayor Tomlinson has appointed Commissioner Wilson to the Task Force. Public Works staff will also be actively involved. Staff will regularly consult with CACOT to gather input to forward to the task force.
- **Providing transit service to areas of the City not currently serviced** - An example of unserved areas include the Grand Oaks development in southwest Corvallis, the Corvallis Municipal Airport, and the Corvallis Industrial Park off of South 3<sup>rd</sup> Street.
- **System fine-tuning** - Evaluate on-time performance, routes, and schedules to adjust for times of varying demand and make more efficient use of system resources. Prioritize service expansions/cuts depending on funding changes: service hours, area served, frequency, on-time performance.
- **Evaluate need for 35-foot long buses** - Mr. Mitchell said staff could look into bus sizes and alternate fuel options as part of a regular review of transit needs.
- **CTS "Dream System" Cost Analysis** - Commissioner Friedt asked staff if a cost analysis has ever been done for what it would cost for CTS to operate seven days a week for expanded hours. Both the Draft Transit Master Plan and the MPO RTP are good sources of information on system enhancements. Mr. Mitchell said staff has approached ASOSU about the kind of system they'd like to see, if more funding were available.
- **Emergency Response Plan** - Commissioner Friedt asked if there is a plan in place to use CTS personnel and fleet in case of an emergency. Mr. Mitchell answered that an evacuation and shelter emergency plan is covered in the Benton County Emergency Plan and the City of Corvallis Emergency Plan.
- **Collect demographic survey information** - Better demographic information on riders/potential riders would allow the City to plan services to better meet community needs. It would also be useful to have the resources to do better promotion in order to increase ridership. Mr. Mitchell said the Budget Commission has recommended approval of a new position in the Transportation Division (Transit-specific) which would allow staff to tackle some of these issues.

Staff agreed to organize this list into a cohesive document, bring it to the March meeting, and have the Commission prioritize the items.

## VI. Information Sharing

- Commissioner Friedt reported that CTS drivers told him that Beaver Bus routes have had no OSU monitors for the last few months. Mr. Solecki confirmed ASOSU's difficulty in recruiting student monitors.
- Councilor Grosch reported that OSU will complete the 14th/15th Street Improvements no later than 2009, with a more likely date of 2008.
- Monroe Avenue Improvements - Mr. Mitchell was asked about the proposed improvements on Monroe Avenue. He reported that as part of a CIP project proposal, bulb-outs and crossings are proposed with the anticipation that a bike/ped grant will fund the project.
- Ms. Namba distributed ridership information for CTS and Beaver Bus. Ridership for Beaver Bus has steadily increased since the beginning of OSU's winter term. ASOSU recently produced posters and brochures for the buses and around the City. Staff will run ads in the *Gazette Times* and *The Barometer* to further promote the service.
- Staff said Beaver Bus stop signs are almost completely installed. The Beaver Buses will also stop at any current CTS stop on a Beaver Bus route. The additional signs are needed because some Beaver Bus routes are not on regular CTS routes.
- Recruitment is underway to fill the Transit Coordinator position formerly held by Michelle Rhoads. Ms. Namba estimated the position will be filled by April.
- The Transit Operations & Maintenance Facility project will need some intensive work by staff to move the project forward. The Federal Transit Administration (FTA) has indicated it has serious misgivings about the proposed partnership between the City and the school district. The partnership arrangement has always been assumed by staff to be a critical part of the project. Until recently, the FTA did not indicate the issues associated with such a partnership would be difficult to overcome. Staff is considering a trip to Seattle to meet with key FTA personnel in hopes of convincing them that the partnership is the only way the project is locally viable.
- Commissioner Friedt asked if staff has a contingency plan in the event Laidlaw, the CTS contractor, was to experience a work stoppage or interruption due to a driver shortage. According to Ms. Namba, Public Works Director Steve Rogers recently met with Laidlaw officials who assured him that Laidlaw has replacement drivers at its disposal if needed.

## VII. Adjournment

**Commissioners Verts and Harrod, respectively, moved and seconded that the Commission approve adjournment. The motion passed unanimously.**

**NEXT MEETINGS: March 14, 2007, 8:15 a.m., Madison Avenue Meeting Room**  
**\*\*April 11, 2007, 5:30 p.m., Madison Avenue Meeting Room**  
⇒ **\*\*THIS IS A TIME CHANGE**

## MEMORANDUM

DATE: March 14, 2007

TO: CACOT Members

FROM: Lisa Namba, Transportation Services Supervisor

SUBJECT: Information Sharing Report

- **Job Access Reverse Commute (JARC)-Funded Service Expansion** - Expanded CTS Saturday hours went into effect on January 6, 2007 and expanded Philomath Connection (PC) weekday hours went into effect on January 8, 2007. Rides provided during the expanded CTS hours totaled 680, with 24 total additional rides provided for the extra PC morning run.
- **Beaver Bus (BB) Resumes Service** - Remaining BB signs were installed in February, providing stops at locations currently not located along existing CTS routes. This includes S. 3<sup>rd</sup> St. northbound, SW 49<sup>th</sup> St., Harrison Blvd eastbound near 25<sup>th</sup> St., and 2<sup>nd</sup> St. downtown. Total ridership on the Beaver Bus has been increasing, with 377 rides provided in January (126 rides per weekend) and 720 rides (180 rides per weekend) in February. Funding for the BB for the next academic year is uncertain, as the Budget Commission voted in February not to provide City funding to support it.
- **“Honored Citizen” bus passes (free bus passes for seniors 80 + years of age)** - Over 398 Honored Citizen bus passes have been issued since the program began in September 2004.
- **Laidlaw - Amalgamated Transit Union (ATU) Contract Negotiations** - The parties are in negotiations for a new agreement effective July 1, 2007. A meeting with both parties and a mediator are scheduled for March 15, 2007.
- **Routes and On-Time Performance** - Overall CTS on-time performance in February was 94% using the same data collection and reporting methodology used in the past and 93% using data provided by the Vehicle Information System (VIS). Given this close agreement, staff proposes to begin reporting this figure solely using VIS-generated data. Note that on-time performance continues to be calculated using departure times from the DTC, not departure from individual stops along the routes.

- **Advertising on Buses** - The advertising policy recommended by CACOT during the December 2006 meeting was approved by both the City Council's Urban Services Committee on February 6, 2007 and the City Council on March 5, 2007. However, in consideration of concerns raised by a citizen at the March 5<sup>th</sup> City Council meeting, Council has asked staff to have CACOT reconsider the bus advertising program.
- **ADA Paratransit Fare Increase** - The proposed increase to this fare was approved by the City Council's Administrative Services Committee on February 8, 2007 and the City Council on February 20, 2007.
- **Vehicle Information System** - Following a site visit by Luminator in February, an upgrade to the VIS software was implemented, allowing automatic software uploads to the buses. Previously, upgrades were manually uploaded by the vendor remotely, as each bus passed the library. During the site visit staff received brief training on making route and stop changes to the system.
- **Ridership** - Ridership reports will be distributed during the meeting. Highlights are:
  - ▶ **CTS provided 48,255 rides in February.** This is not a new record, and YTD ridership is 0.25% less than 2005-2006 ridership for the same 8-month period. Ridership for February is 2% higher than the previous 5 year February average, and ridership YTD is 4% higher than the previous 5 year average YTD.
  - ▶ **Philomath provided 1,153 rides in February.** This represents a significant drop (22%) in ridership over February, 2006, and a 10% drop in ridership over the same 8-month period for 2005-2006. Ridership for February is 11% less than the previous 5 year February average, but the YTD figure is up 4% from the previous 5 year average YTD.
  - ▶ **Dial-A-Bus** provided 5,577 rides during the month of February, 406 of which were recorded as ADA paratransit rides.
- **Events and Promotions** - Transportation Division employee Joe Whinnery has made contact with the Jefferson Elementary School art teacher, facilitating a poster project with a 4<sup>th</sup> grade class to celebrate and promote Get There Another Way Week, scheduled for May 14 - 18.