

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
AGENDA**

**Wednesday, December 12, 2007, 8:15 a.m.
Madison Avenue Meeting Room
500 SW Madison Avenue**

- I. INTRODUCTIONS
- II. APPROVAL OF MINUTES - November 14, 2007 CACOT meeting
- III. CACOT/VISITOR'S COMMENTS - Items not already on agenda
- IV. OLD BUSINESS
 - Route Revision subcommittee update
- V. NEW BUSINESS
- VI. INFORMATION SHARING
 - Survey results from Avery Square/Good Sam Regional Medical Center employees on Routes 2 and 4 switching departure times
- VII. ADJOURNMENT

Future Meetings:

Wednesday, January 9, 2008, 8:15 a.m., Madison Avenue Meeting Room
Wednesday, February 13, 2008, 8:15 a.m., Madison Avenue Meeting Room
Wednesday, March 12, 2008, 8:15 a.m., Madison Avenue Meeting Room

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

January 9, 2008

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

Present

Bob Lowry, Chair
Rick Crawford, ASOSU
Stephan Friedt
George Grosch, City Councilor
Joe Harrod
Brandon Trelstad
Robert E. Wilson

Staff

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

Visitors

None

Absent

Lita Verts, Vice-Chair
Scott Carroll

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of September 12, 2007 Minutes and October 10, 2007 Minutes			Approved with corrections Approved
III. CACOT/Visitor's Comments	X		
IV. Old Business • Route revision subcommittee update	X		
V. New Business • Donated transit service for community events	X		
VI. Information Sharing • Advertising revenue summary • Volunteers for the Holiday Trolley kick- off Nov. 23 rd	X X		Requested staff provide quarterly summaries
VII. Adjournment			Adjourned at 9:30 a.m.

CONTENT OF DISCUSSION

I. Introductions

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

Introductions of Commission members and staff were made. Rick Crawford was introduced as the new ASOSU representative, replacing Kenyon Solecki.

II. Approval of September 12, 2007 Minutes

Page 2, Section III, last sentence shall read “Ms. Namba stated a cost of between \$18,000-\$20,000 for a bank of six lockers”.

Page 3, Section V, last paragraph, first sentence, the word “questioned” shall be replaced with the word “suggested”.

Page 6, Section VI, last paragraph, first sentence, third line shall read “appropriated through the federal highway bill”.

Commissioners Wilson and Friedt, respectively, moved and seconded that the Commission recommend approval of the September 12, 2007 minutes as corrected. The motion passed unanimously.

- **Approval of October 10, 2007 Minutes**

Commissioners Wilson and Friedt, respectively, moved and seconded that the Commission recommend approval of the October 10, 2007. The motion passed unanimously.

III. CACOT/Visitor Comments

- Chair Lowry stated that staff has been asked to develop a proposed budget enhancement for FY08-09 as the result of additional funds available in the federal highway bill. Transit could have extra monies provided the City comes up with the local match, expected to be approximately \$50,000-\$60,000. Regional coordination, expanded hours and system fine tuning were three priorities previously agreed upon by the Commission. Ms. Namba stated that enhancement options could include increased frequency, larger service area and/or expanded service hours. Commissioner Wilson suggested adding a bus at peak times to help with on-time performance. Chair Lowry suggested expanded marketing to help increase ridership and promote CTS as a reliable transportation alternative.

Councilor Grosch asked Ms. Namba if she needed specific recommendations from the Commission to complete the enhancement request. Ms. Namba said she simply wants general recommendations from the Commission. Based on subcommittee and CACOT and public

input, Ms. Namba would suggest some expansion of evening hours and extra frequency on selected routes. Chair Lowry would like to see enhanced connectivity to the Philomath Connection (PC). Ms. Namba believes connectivity between CTS and the PC can be improved without additional funding by working with the City of Philomath regarding service coordination and revenue sharing. Commissioner Trelstad would like to have expanded evening hours to close the gap between the last CTS runs and Beaver Bus service. The Commission agreed that the number one goal is to provide enhanced and more efficient service to riders.

Ms. Namba noted that she will be continuing to work to establish an on-campus transit advisory group that continues from year to year to provide a pipeline from OSU students regarding their transit needs. Student input would be very helpful in making decisions regarding service enhancements and/or service changes.

IV. Old Business

- **Route Revision Update**

The subcommittee met November 2, 2007. Mr. Bates reviewed the different scenarios of possible route changes, and advantages and disadvantages of each scenario. The report ties into service enhancements and on-time issues. The subcommittee will meet again before December's Commission meeting.

V. New Business

- **Donated Transit Service for Community Events**

Mr. Bates explained the figures on a handout showing transit services donated by CTS for community events. He expanded on a preliminary draft of criteria for donated CTS bus and trolley service. Ms. Namba explained that CTS has traditionally provided free bus and trolley service for some community events while other organizations have paid to use the trolley. Staff's concern is that there are little criteria used to determine donated vs. paid service. Further, CTS does not get a lot of recognition for donated service from the event organizers. Commissioner Friedt questioned if a percentage of the annual budget should be established for donated transportation to support community events. Councilor Grosch stated that would be a Council policy decision and would need to go before Council. Many ongoing community events are sponsored by the City of Corvallis and providing transit service for those events has been standard practice in the past. Commissioner Wilson noted that the revenue from advertising on the buses, as reported in the packet, nearly equals the value of the donated services. Councilor Grosch stated support for the establishment of criteria to use in evaluating requests. Staff would like to ensure that the CTS "brand" is recognized by organizations in their events, literature, web pages and other marketing materials. The proposed criteria for consideration of donated transit service are:

1. Benefit to the community and CTS

2. Timeliness of solicitation made to CTS
3. Availability of transit budget
4. Recognition of CTS in event marketing literature.

CACOT expressed support for the proposed criteria. No formal action was taken.

VI. Information Sharing

- **Advertising Revenue Summary**

Mr. Bates reviewed a summary of advertising revenue. The Commission found this information useful and asked that it be provided quarterly.

- **On-time Performance**

Chair Lowry noted that the ridership information provided by staff comparing summer ridership to non-summer rides was helpful in highlighting routes with high student ridership. There was discussion about the format of the on-time performance data. It was agreed that the midpoint data points reflect timepoints that need to be adjusted, and that the reporting of this could be suspended. Instead, the Commission would like to see both arrival and departure from the Downtown Transit Center provided in the on-time performance report.

- **Volunteers for the Holiday Trolley kick-off November 23rd**

Commissioners Friedt and Lowry volunteered to help at the kick-off event. Ms. Hallett reviewed the Holiday Trolley budget and donations from merchant sponsors and community sponsors. Ms. Hallett was able to get seven merchant and thirteen community sponsors. Budgeted income for 2006 was \$7,436, actual income was \$6,230, and expenses were \$7,328. The 2007 budgeted income is \$7,200, actual income with community sponsors is \$6,925, and estimated expenses are \$8,100.

VII. Adjournment

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

The meeting was adjourned at 9:30 a.m.

NEXT MEETING: December 12, 2007, 8:15 a.m., Madison Avenue Meeting Room

MEMORANDUM

DATE: Dec. 12, 2007

TO: CACOT Members

FROM: Tim Bates, Transit Coordinator

SUBJECT: Information Sharing Report

- **Beaver Bus** - The Beaver Bus will not operate during OSU's winter break. Service will resume January 10-12, 2008. Later this week, staff will meet with ASOSU's Beaver Bus representatives to brainstorm ways to improve Beaver Bus ridership through marketing.
- **Holiday Trolley** - The Holiday Trolley Kick-off event was held Friday, November 23rd at the Downtown Transit Center (DTC). Staff provided hot cider and cookies. Gingerbear greeted children at the DTC and rode on the trolley's initial run. Ridership for the day was 119.

The remaining operating schedule is Dec. 8-9 and Dec. 15-26 (no service on Dec. 25). The trolley leaves at the top of the hour, with the first run leaving the DTC at Noon and the last run of the day leaving at 5:00 p.m. Each run last approximately 50 minutes and stops at merchants sponsors.

- **Ridership**
 - **CTS provided 52,359 rides in November.** This total was a ridership record for the month of November. CTS has set monthly records for each month of Fiscal Year 07-08 and is on pace to provide 600,000 rides this fiscal year.
 - **Philomath Connection provided 1,509 rides in November.** The PC set ridership records for October and November.
 - **Beaver Bus provided 736 rides in November.** November, 2006 Beaver Bus ridership was 650.
- **"Honored Citizen" bus passes (free passes for seniors 80 + years of age)** - Twelve new passes were distributed in November. A total of 449 Honored Citizen bus passes have been issued since the program began in September, 2004.

- **On-Time Performance** - The on-time performance figures are as follows:

Route	Departure from DTC	Arrival to DTC
1	81%	38%
2	85%	63%
3	86%	78%
4	97%	81%
5	88%	57%
6	92%	74%
7	98%	44%
8	85%	71%

The following question was asked of employees at Good Sam Regional Medical Center and Avery Square. Below are the responses.

If Route 2 departure times were switched so that the bus would arrive at Avery Square at 7:47 a.m. from the Downtown Transit Center, and would service Avery Square at 5:07 p.m. on the way to the Downtown Transit Center, would you be more likely to use the bus?

Leave Routes 2 and 4 departure times as they are	Switch departure times for Routes 2 & 4	Will not be impacted either way
9	3	21

Below is a sampling of comments received from Avery Square/Good Sam Employees. Each question posed was responded to by Tim either via email or phone call.

Tim,

I've been riding the Corvallis Transit System since February of this year and before that I lived in Albany and was taking the Loop Bus. I would prefer the times to stay the same except for one suggestion. My work hours are 7:30 a.m. to 4:00 p.m and for the evening departure the bus is suppose to leave at 4:15 from downtown but it is rarely on time. So consequently there have been times that I have missed the connection with bus #1 and have had to ride back downtown to catch the #5 bus to Timberhill. I feel if any changes were to be made that possibly the #2 bus in the evening leave downtown at 4:00 or 4:05 to make sure we make our connections. This is the only change I would make if possible. But if this is not a possibility then I would leave the schedule as it is. I appreciate your listening to our comments on the bus system.

Another question I had was about the possibility of the bus running on Sundays. I do not have a car and it is impossible during the winter months especially to go anywhere on Sunday when it's raining. I have spoken with several people on the bus and have had quite a few people respond favorably to buses running on Sunday. Just a thought to put in your head.

Thank you very much

Sherry

Good morning,

Thank you returning my call – I will not use Route 2 if it gets Avery 7.45am

Thanks,

Amelia Widharma

I take the #2 bus each day and my frustration is that the bus is routinely 10-20 minutes late (5:45 p.m. bus)which means that I miss my transfer downtown. I would prefer that the bus come closer to 5:00 after

work, but would be pleased if it was simply on time. Thanks, Therese

In response to the question regarding Route 2 time changes to increase riders...

This in no way would impact my bus usage, as my schedule (RN) is from 7-3:30 PM.

Thanks,

SM

I live in Lebanon, once the additional July 08 route for Linn Benton Loop is added, with the below schedule for CTS, I would take the bus every day.

Hi there. I'm responding to an email that we got from Mindy Holliday about possible changes in the bus schedule. I'm not sure how many employees of Good Sam use the bus but I use it for every shift I work b/c I don't have a car. My shifts are from 7-7:30 whether it's in the morning or in the evening. The changing of the schedule that was proposed to us mainly pertains to the employees at Avery Square. If it helps them, that's perfect, but I would hope that it would not change the route so much that I would be late for my shifts at the hospital. It would be nice if there was a bus route that would be able to get me here by 7 in the morning from possibly the downtown transit center. When I work weekends or "days" I have to find alternative transportation. I do know that it costs a lot to run those busses, but I thought I'd throw my two cents in! Thanks!

Lynn Hampton

Tim,

I live in Albany and would be happy to have a route that could coordinate with the Linn Benton loop and go by Avery around 8:00 a.m. and going the other way about 5:00 p.m.

Thanks!

Sorry, I have no need for the bus. I live one block from work.

Bill Fournier

I ride the number 8 and 2 in the am, I work at Samaritan Family Medicine, I need to be at work by 7:45, I catch the 7:00 am bus #8 at Scott St off Philomath Blvd, stay on when it becomes the 2 and arrive at work

By 7:30. If the time is changed I will be at work too late, I want everyone to ride the bus so I hope we can

Work this out. Thanks Sandy Kuhns

I bike to work so the I would probably not use the bus. However, if the schedule was as below, it would be a more likely option.

Hello,

I was sent an email asking if I would ride the bus to work more if there were some changes made to route 2.

I thought I would take this opportunity to say that I love the bus, and I have ridden the bus a few times, when I had car problems. I would love to ride the bus every day. I live in Albany and I have a bus stop right in my back yard, so I never have to walk very far to catch the bus.

The main reason I do not ride the bus every day is that for the ride home I have to catch a bus downtown Corvallis, and then wait till the Linn Benton loop bus comes by, then it is an hour ride from downtown, for what takes less than 20 minutes to drive.

If there was a Bus that would leave Downtown Corvallis and go down 34 to Pacific Blvd, then to Albany, without going down all kinds of side streets then I would be more apt to ride. There may already be an option that gets me home sooner, but I do not know of it.

Robert Denny

Tim,

I wanted to let you know that I ride the #4 bus from Good Sam 3 days a week. I wanted to suggest that there be a 7pm bus at the hospital for all the 12 hour shift people (shifts start at 7am and 7pm). I don't know if you have enough riders for that late bus but I thought I would suggest it.

Thank you,

Sarah Steffensen

I think it is bus 7 that I take leaving good sam at 430 pm. I live over by 29th and Grant in corvallis

I am wondering since I get off at 1630 if there is any chance I can depend on the bus to not leave good sam until after say 1633 to allow for time for me to walk out to the bus each day after clocking out at 1630?

thank you,

Georgia

Answer to survey: No, there are no buses that serve the Lewisburg area so I need to drive to Avery Square everyday. Thanks, Dotha Canning

I already do ride the city bus to work but and I arrive to work at 7:20 am which is a great time for me because my shift starts at 7:30 and if I would arrive to work at 7:47 I would be late or I would have to change my shift to start at 8:00 am and stay later. I quite honestly do not want to work till later just to get the bus. I do not ride the bus home because it gets here till 4:20 pm and I don't want to stay at the bus stop for 20 minutes till the bus arrives. I walk to the bus station so I can ride the number 6 bus home. I would have to wait some more if I waited for the number 2 bus to arrive at the Avery Square stop and then I have to wait some more to catch the number 6 bus. I really think that the bus route in the morning should not be changed but having it leave at 4:00 pm from the transit station would be a great idea since most of Avery square employees start work at 7:30 am and get out at 4:00. I would give us just enough time to wrap up our day and walk out to the stop. If you were to change the schedule to arrive at Avery at 7:47 we

would be 17 minutes late or 13 minutes early and if the schedule was changed to arrive here at 5:07 pm employees would have to wait for 37 minutes after their shift would end. If employees started there shift at 8:00 am they would end their shift at 4:30. I hope this helps. If you have any more questions on anything I said please don't hesitate to call me or e-mail me.

Thank you,

Leanne Martinez

Patient Financial Services

I currently ride the bus 3-4 days a week and usually use Route 2. I like the pattern as it is now and fear changes could reciprocate, especially with regards to connections with the Linn-Benton shuttle.

If I had anything to request it would be a bit better "on time" performance from the 2, especially in the PM. The schedule has it arriving at Good Sam at :25 but many days it's :40 or even after. Of course when OSU had break it arrived at :23 after ... which means we have to be out there anywhere from :23 to :50 in order to catch it.

The route 4 is much more reliable (and when I go to Avery I don't mind the a walk from 11th to 9th).

RB

This service timing would be much better.

Most of the people who work at Avery Square work shifts from either 7:30am - 4:00pm, or 8:00am-4:30pm. So having a bus arrive at 7:47 would only service those who's shifts begin at 8:00am and a bus arriving at 5:07pm would only work if there are employees who's shifts end at 5:00pm, which would be very little if any.

Im not sure that anyone who gets off work at 4:00 or 4:30 would want to wait over an hour or even 37 minutes for a bus to pick them up.

Thank you

Sheryle Henson

Hello Timothy,

I am an employee of Good Samaritan Regional Medical Center. I live in Philomath and would love to be able to use the transit system as a way of saving fuel, wear and tear on my car and a parking place here at the hospital. I work from 7:00 to 3:30 Monday through Friday. Any chance some new routes have been added to the Philomath area?

Thank you,
Bonita Hobbs
ER Admitting GSRMC

Dear Mr. Bates,

It is possible that I could/would ride CTS 2 days a week with the time changes, as long as it would coordinate appropriately with the Linn-Benton Loop system. I live in Albany and would get on/off the bus on Pacific Blvd near LBCC. I would/could not ride more than 2 times a week because of childcare issues. Unfortunately I cannot ride the transit systems at this time because of timing factors.

Laura Frenzel, CMA (AAMA)

I ride the #7 bus.....and work at GSRMC so it wouldn't really affect me.....

Hello,

As an employee who uses the bus service daily, specifically Route 2, to travel along 9th street to the hospital, I feel the current times work excellent. Would the new times affect the service at the hospital? Right now the bus comes at :25 which works excellent. Would they now change?

Thank you for your consideration.

Aurae Beidler

I'm a 7:00am-3:30pm person, so probably not. Unless the times were earlier, I might consider it. I would be coming from Albany's Train Station. Thanks!