

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
January 10, 2007**

Present

Bob Lowry, Chair
Lita Verts, Vice-Chair
Joe Harrod
Kenyon Solecki
Robert E. Wilson
Scott Carroll
Stephan Friedt
George Grosch, City Councilor

Staff

Steve Rogers, Public Works
Lisa Namba, Public Works
Michelle Rhoads, Public Works

Visitors

Stewart Wershow, City Councilor

Absent

Brandon Trelstad

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of December 13, 2006 Minutes			Approved
III. CACOT/Visitor Comments			Commissioners Friedt, Harrod and Wilson agreed to serve on City's budget task force
IV. Old Business <ul style="list-style-type: none"> • Citizen Request for Quarterly Evening Meeting Days/Times 			Tentatively scheduled April meeting for the 11 th at 5:30pm
V. New Business <ul style="list-style-type: none"> • Public Process for Fare Increases and Major Service Reductions • Commissioner Harrod's Suggestion to Hold CACOT/City and Laidlaw Staff Cookout 			Approved staff's draft policy on service reduction/fare increase Approved a motion to organize a cookout
VI. Information Sharing	X		
VII. Adjournment	X		

CONTENT OF DISCUSSION

I. Introductions

Introductions of Commission members, staff and visitors were made.

II. Approval of December 13, 2006 Minutes

Commissioners Carroll and Friedt, respectively, moved and seconded that the Commission approve the December, 13, 2006 Minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

- Mr. Rogers addressed the Commission on the subject of funding for Fiscal Year (FY) 2008-09. Budget projections show a potential shortfall for property tax-funded services including transit. The City Manager has met once with City Council, and will meet at least once more, to discuss a process for dealing with the potential shortfall.

Several years ago the Transportation Funding Alternatives Task Force, a group of citizens and public officials, looked at transportation funding as a whole. The outcome of that meeting was a reduction in street maintenance services and a Council initiative to adopt a Transportation Maintenance Fee.

Mr. Rogers asked the Commission to recommend several nominees to a new “core services” task force which will meet twice a month for approximately one year. The task force will discuss services, costs, prioritization, service reductions and revenue sources. It is hoped that a finalization of the process would occur by November or December, 2007. The task force will include the Mayor, several City Councilors, Budget Commissioners, Rural Fire Protection District representatives, citizens at-large, Downtown Corvallis Association, Economic Vitality Partnership, Chamber of Commerce, Capital Improvement Commission and various City commissions and departments.

Commissioners Wilson, Harrod and Friedt volunteered to serve on the task force.

IV. Old Business

- **Citizen Request for Quarterly Evening Meeting Days/Times**

Ms. Rhoads emphasized that an evening meeting should coincide with CTS travel times so visitors would be able to take public transit to and from the meeting. Chair Lowry suggested holding one evening meeting as a trial and then discuss holding additional ones, perhaps quarterly.

It was decided to hold an evening meeting on Wednesday, April 11th, beginning at 5:30 pm. This date and time are contingent on the meeting room being available.

V. New Business

- **Public Process for Fare Increases and Major Service Reductions**

Ms. Namba provided an overview of the staff report and draft policy for this item. The Federal Transportation Administration (FTA) requires there be a public process for any fare increases or major service reductions. They also require a local definition for a major service reduction. Staff have developed a definition for a major service reduction as follows: a change that reduces service hours on any one route 25% or more; the relocation of a route more than 1/8 of a mile. The City has always used a public process in these matters, but the FTA requires it be documented and adopted. Staff is asking the Commission for approval to forward the draft policy of staff's documentation process to City Council.

Commissioners Wilson and Carroll, respectively, moved and seconded that the Commission approve staff's draft policy to be forwarded to City Council. The motion passed unanimously.

- **Commissioner Harrod's Suggestion to Hold CACOT/City and Laidlaw Staff Cookout**

Discussion began with the method of payment which could be used to treat Laidlaw staff to a City-hosted cookout, tentatively scheduled for April 1st. Ms. Rhoads cautioned that Transit Department funds can not be used in this manner. Commissioner Harrod estimated the cost at \$5 per person. Councilor Grosch said he would be willing to approach City Council for possible funding. Ms. Rhoads said that Sunday would be the best day to host this type of event because CTS operates Monday-Saturday. Ms. Rhoads noted that the Maple Grove Shelter in Avery Park has been reserved in case the Commission decides to move forward with the event.

Commissioners Friedt and Solecki, respectively, moved and seconded that the Commission approve the planning of a Laidlaw Staff Appreciation Cookout, date and time to be determined. The motion passed unanimously.

Commissioner Harrod, Commissioner Friedt and Councilor Grosch agreed to form a subcommittee to plan this event.

VI. Information Sharing

- Ms. Rhoads said that we conduct a system ridership count each year for the full month of November. This year's November count showed a reduction in Routes 3 and 8 ridership since the route revisions. In response to a question from Chair Lowry, Ms. Rhoads said she wasn't certain of the exact percentage drop in ridership on these routes, but she thought it was in single digits. Ms. Namba noted that the OSU ridership survey conducted in late November (a one week survey) showed a drop in student ridership as a percentage

of overall ridership. Because of the drop in Route 3 and 8 ridership and the reduction in student ridership percentage, Ms. Rhoads suggested the City and OSU may want to revisit the April, 2006 revisions which removed Routes 3 and 8 from traveling through campus. Commissioner Friedt asked if the reduction resulted from riders traveling inbound or outbound through OSU. Ms. Rhoads said she would attempt to cull that information from the Vehicle Information System (VIS). Chair Lowry suggested that more accurate ridership counts would be garnered by conducting surveys in a month in which OSU does not have a major holiday. Another OSU ridership survey is scheduled for the fourth week in January, once the students have been back to school for several weeks. The City has agreed to provide quarterly demographic information on ridership to ASOSU.

- More than 380 Honored Citizen bus passes have been given free of charge to citizens over 80 years old.
- Ms. Rhoads has resigned from the City, effective January 19th. Councilor Grosch, on behalf of the Commission, thanked Ms. Rhoads for her service to the Commission.

VII. Adjournment

Commissioners Friedt and Wilson, respectively, moved and seconded that the Commission approve adjournment. The motion passed unanimously.

NEXT MEETING: February 14, 8:15 a.m., Madison Avenue Meeting Room

Memorandum

DATE January 9, 2007

TO: CACOT Members

FROM: Michelle Rhoads, Transit Manager

SUBJECT: Information Sharing Written 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.
- **Beaver Bus (BB) Resumes Service** - The service resumes January 11, 2007. ASOSU is finalizing service brochures for distribution. Additional designated BB stops and signs are under consideration, with anticipation of sign installation by the end of January.
- **New Gillig Bus** - A 2007 model Gillig is on order and delivery is anticipated by June 30. It will replace a 1994 model Gillig.
- **Federal Transit Administration (FTA) Triennial Review** - The City is on schedule for meeting its deadlines to FTA for completing required improvements.
- **“Honored Citizen” bus passes (free bus passes for seniors 80 + years of age)** - Over 380 Honored Citizen bus passes have been issued since the program began in September 2004.
- **Laidlaw - Almagamated Transit Union (ATU) Contract Negotiations** - The parties are in negotiations for a new agreement effective July 1, 2007.
- **Routes and On-Time Performance** - CTS on-time performance in December was 98% using the same data collection and reporting methodology used in the past. The automated system is also being used to monitor performance. The PC will continue to operate on Jefferson within the OSU campus for the time being. PC schedules are currently being revised.
- **Passenger Shelters** - Relocation of remaining shelters are on hold at this time due to Transit budget constraints through June 30, the end of the City’s Fiscal Year. If the situation changes, the shelters will be installed by then.
- **Advertising on Buses** - The agreement with Lamar Advertising was extended for

one year, through Dec. 31, 2007. The advertising policy recommended by CACOT during the December 2006 meeting is being forwarded to the City Council's Urban Services Committee for review/action on February 6, 2007.

- **ADA Paratransit Fare Increase** - The proposed increase to this fare was forwarded to the City Council's Administrative Services Committee for review/action on February 8, 2007.
- **Group Pass Partners** - The City and 509J School District are exploring the possibility of establishing a group pass agreement for employee rides on CTS.
- **Auto-Announce/Passenger Information System** - There are ongoing discussions regarding staff training, programming and needed revisions/updates to the system.
- **Ridership** - Ridership reports will be distributed during the meeting. Highlights are:
 - ▶ **CTS provided 35,621 rides in December.** This is not a new record, but YTD ridership is approximately 1% greater than 2005 ridership for the same 6-month period. A new annual ridership record was set last year so it is possible that another ridership record will be set this year.
 - ▶ **Philomath provided 1,088 rides in December.** This too was not a new monthly record but it was an increase of 13% over the past 5 year average for December of 963. YTD ridership is 27% greater than the past 5 year average YTD.
 - ▶ **Dial-A-Bus provided 5,577 rides during the month of December,** an increase over December ridership in prior years.
- **Upcoming Events and Promotions** - None scheduled at this time.