

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