

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
AGENDA**

Wednesday, January 11, 2006, 8:15 a.m.  
City Hall Conference Room D  
501 S.W. Madison Avenue

- I. INTRODUCTION
  
- II. APPROVAL OF MINUTES - December 14, 2005 meeting
  
- III. CACOT/VISITOR'S COMMENTS - Items not already on agenda
  
- IV. CITY FY 06-07 BUDGET PROCESS - Commission recommendations requested, if any
  
- V. SUBCOMMITTEE AND STAFF RECOMMENDATION ON ROUTE CHANGES- Report during meeting
  
- VI. INFORMATION SHARING - Written report enclosed
  
- VII. ADJOURNMENT

**Future Meetings:**

Wednesday, Feb. 8, 2006 8:15 a.m., City Hall Conference Rm. D  
Wednesday, Mar. 8, 2006 8:15 a.m., City Hall Conference Rm. D  
**NOTE NEW MEETING ROOM EFFECTIVE Wednesday, March 8, 2006,  
8:15 a.m., Madison Ave. Conference Room**

The Corvallis City Hall is accessible to the public.  
Please contact Michelle Rhoads at (541) 766-6916  
if you will need special accommodations to attend the meeting.

**DRAFT**  
**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT**  
**MINUTES**

December 14, 2005

Members Present

Stephan Friedt  
 Bob Lowry, Chair  
 Brandon Trelstad  
 Bjorn Warloe  
 Robert E. Wilson

Absent

Scott Carroll  
 Emily Hagen, City Councilor  
 Annie McMahan  
 Lita Verts, Vice-Chair

Staff

Jon Katin, Public Works  
 Michelle Rhoads, Public Works

Visitors

Jim Brewer, Deputy City Attorney  
 Carol Warloe  
 Linda Elder, Dial-A-Bus  
 Sharon Fipps, Benton County Special  
 Transportation Coordinator  
 Paul Morgan  
 Ali Bonakdar, Corvallis Area  
 Metropolitan Planning Org. (CAMPO)

SUMMARY OF DISCUSSION

Agenda Item	Infor- mation Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Approval of Minutes- October 12, 2005 and November 9, 2005			October 12 minutes were approved, as amended. November 9 minutes were approved.
III. CACOT/Visitor's Comments	N/A		
IV. Passenger Policies			Recommended proposed amendment to language in CTS Passenger Policies manual.
V. Dial-A-Bus Services Provided to County-Wide Community Including CTS ADA Paratransit	X		
VI. City FY 06-07 Budget Process	X		
VII. Subcommittee and Staff Report re On-Time Performance and Route Review		X	
VIII. Information Sharing	X		
IX. Adjournment	X		

## **CONTENT OF DISCUSSION**

### **I. Introductions**

Introductions of Commission members, staff and visitors were made.

### **II. Approval of Minutes- October 12, 2005 and November 9, 2005**

**Commissioners Wilson and Friedt, respectively, moved and seconded to discuss a clarification to the October 12, 2005 minutes. The motion passed unanimously.**

October 12, 2005 minutes, page 4, sentence 1, should read "The Commission unanimously agreed that on-time performance should remain the number one priority of the transit system after safety".

**Commissioners Friedt and Warloe, respectively, moved and seconded that the Commission approve the October 12, 2005 minutes, as amended and the November 9, 2005 minutes. The motion passed unanimously.**

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

There were no visitor's comments.

### **IV. Passenger Policies**

#### **Background:**

Deputy City Attorney Jim Brewer previously addressed the Commission to discuss possible amendments to transit rules and attended this meeting to discuss input from the Commission. Any recommendations would be taken to the Administrative Services Committee (ASC) because this would represent a change to a City ordinance. ASC will then forward its recommendations to City Council.

#### **Discussion:**

Michelle Rhoads said staff recommends moving forward the changes, as written, to ASC. Staff's only concern is that the Commission indicated it wanted a greater emphasis on safety. The Commission agreed to amend the passage to read "These regulations should always be interpreted in a manner that best maintains safe and efficient operation of the Corvallis Transit System.".

**Commissioners Wilson and Friedt, respectively, moved and seconded that the Commission approve a recommendation to forward the above changes in language of the transit passenger policies manual to the Administrative Services Committee . The motion passed unanimously.**

**V. Dial-A-Bus Services Provided to County-Wide Community Including CTS ADA Paratransit**

Linda Elder of Dial-A-Bus was asked to present information about her organization's recent business decision to implement a pilot project that changes the way services are delivered to people living in senior residential facilities in Benton County.

Bjorn Warloe stated that he potentially has a conflict of interest in any discussion on this topic because his grandparents live at Stoneybrook and have been impacted by the recent changes in Dial-A-Bus service delivery.

The City contributes 4.9% of the Dial-A-Bus operating budget. Corvallis Transit System (CTS) ADA paratransit services are 1% of all Dial-A-Bus ridership. The majority of Dial-A-Bus drivers are volunteers and the level of volunteer hours has not kept pace with increased demands in ridership.

Ms. Elder has been exploring options to maximize the level of services provided with available resources. After much consultation with Dial-A-Bus board members and colleagues, one of the steps taken was to identify senior facilities that are equipped with their own buses to help meet the transportation needs of their residents. Ms. Elder collaborated with several facilities, including Stoneybrook and West Hills, to develop a Dial-A-Bus service schedule that is complimentary to the facilities' transportation schedule and avoids duplication.

The Dial-A-Bus service schedule with Stoneybrook calls for Stoneybrook to provide services to their residents on Tuesdays and Thursdays. West Hills also provides services on Friday mornings. Dial-A-Bus now provides service Mondays, Wednesdays, Fridays and the weekend to these facilities. Dial-A-Bus provides service to all other patrons Monday through Saturday from 8:00 a.m. to 9:00 p.m. and Sundays from 9:00 a.m. to 3:00 p.m. Ms. Elder noted that the needs of an ADA rider would override any agreement made by Dial-A-Bus and a care facility, i.e. Dial-A-Bus would provide service for ADA riders if needed even during hours that a care facility is responsible for

transportation.

Bob Lowry said it is important for residential facility residents to know the Dial-A-Bus service schedule to help residents plan personal appointments when Dial-A-Bus service is available. Trips to a particular medical facility could be coordinated so that multiple residents would be transported during the same trip, saving time and fuel.

Rhoads said CACOT should be concerned primarily with ADA services because the contract between the City and Dial-A-Bus is for ADA services. Dial-A-Bus is required to provide transportation to ADA riders for the same days and hours of operation as CTS.

Sharon Fipps, Benton County Special Transportation Coordinator, said Benton County supports Dial-A-Bus's business decision and its agreements with the residential facilities. The County realizes that in order to provide services to as many citizens as possible, these types of business and operational decisions needed to be made. Ms. Fipps reviewed the bus schedule of Stoneybrook and found the bus to be readily available. She encouraged advocates of facility residents to contact facility management and owners to ask that the facilities provide appropriate transportation.

Carol Warloe said her parents are residents at Stoneybrook. Her father is currently unable to board the Stoneybrook bus because of a broken hip. Ms. Warloe was told by Stoneybrook that they provide all transportation needs for their residents. However, Ms. Warloe has information that would indicate otherwise. She personally spoke with two Stoneybrook residents who ride Dial-A-Bus and also informally surveyed other residents. A minority of those surveyed claimed to ride Dial-A-Bus somewhat frequently. The majority claimed to use Dial-A-Bus somewhat infrequently, choosing to use Stoneybrook's bus more often. Stoneybrook's bus operates one morning per week, all day Tuesday and Thursday, Wednesday afternoon and Friday morning. Several residents are unable to board Stoneybrook's bus but were unaware of the availability of Dial-A-Bus. Several residents said they would be willing to pay an increased fare for more Dial-A-Bus availability.

Ms. Elder said Dial-A-Bus has not increased fares since its inception in 1974 but will look into the possibility of increasing them in the future. However, a fare increase would not necessarily allow for more drivers

because the majority of drivers are volunteers. Ms. Elder said her goal is to continue to provide services seven days a week.

#### **VI. City FY 06-07 Budget Process**

Michelle Rhoads referred to a memo distributed to Commissioners which was written by City Finance Director Nancy Brewer. The memo stated there will be a more streamlined budget process this year. The Commission may bring forward issues as a group or as individuals. Bob Lowry said because of the February deadline, the Commission must decide on issues to be brought forth to the Budget Commission by no later than the January CACOT meeting.

#### **VII. Subcommittee and Staff Report re On-Time Performance and Route Review**

Rhoads referred to the November on-time performance report which again showed a poor performance. A couple of operational concerns were discussed with Laidlaw and staff has received assurances that the issues will not be repeated in December. That will help on-time performance for December. Several customer complaints were received by Rhoads recently and all dealt with on-time performance issues in the afternoon.

Lowry said the subcommittee met three times. The subcommittee is in agreement that four of the routes should be forty-five minutes in length, routes 2, 3, 4 and 8. The formal route change proposal to be submitted to the full CACOT in January is expected to include changes to the structure of Routes 2, 3, and 8. Staff tweaked the changes and proposed the following: Routes 5 and 6 would be paired at thirty minute intervals; Route 1 would not be modified; Route 7 would be heavily modified; Routes 3, 8, 2 and 4 would be paired together and would be extended to forty-five minute routes. Staff and the subcommittee recognizes that by extending these routes from thirty minutes to forty-five minutes, service would essentially be reduced by 50% to the areas served by these routes.

Routes were grouped geographically to make more effective use of the resources. Rhoads said the extension of routes to forty-five minutes would allow for a larger portion of the City to be serviced. For example, by moving the Cheldelin School and Good Samaritan Hospital service from Route 7 to Route 2, Route 7 could provide twice-hourly service to both sides of Hewlett-Packard's (HP) campus and

2nd Street. Bjorn Warloe said HP's campus is approximately three quarters of a mile long, so having stops at both ends of the campus would prevent riders from having a very long walk. Rhoads said Route 3 could potentially provide service to Grand Oaks and West Hills Assisted Living. Route 8 could provide more service to SW Country Club Drive and bring CTS service two blocks closer for Stoneybrook residents.

Rhoads will present the proposed changes to CTS drivers during their December meetings. The drivers will have an opportunity to provide input on the proposed changes.

A Stoneybrook resident who has acted as a representative for other Stoneybrook residents in the past on the topic of requesting CTS bus service for Stoneybrook, contacted staff for an update. Concerns were expressed about the proposed changes. Although the revisions call for service to be provided closer to Stoneybrook, it was hoped that service would be extended directly adjacent to their facility rather than closer to it. A copy of the resident's e-mail on the topic was distributed to the Commissioners. No final decisions have been made, but there are concerns about the additional time that would be needed to extend Route 8 into Stoneybrook because of the impact to the rest of the service. Warloe, who accompanied Rhoads in visiting Stoneybrook and helped assess the logistics of direct service to the facility and loading times, said an additional 5-7 minutes per trip would be needed. That would mean approximately 10% of the route would be dedicated to one facility.

Routes 1 and 7 currently depart from the Transit Center at the top of the hour. It would be possible to have one of these routes depart at the bottom of each hour. Each Commissioner was provided a copy of the draft route proposal for review. Staff was asked to provide some additional information in January regarding population demographics in relation to the CTS bus routes.

Rhoads discussed the timeline for the process of route revisions. CTS drivers and the Commission were presented the draft revisions today. With January 11, 2006 being the next CACOT meeting, Rhoads asked the Commission and CTS drivers to contact her within one week to provide input. The subcommittee will receive these comments prior to the CACOT meeting in January and will meet to discuss them. At the January meeting, the Commission would decide if it wanted to move forward with proposed changes. If proposed changes were recommended for approval, a public

hearing on the subject would be held at the end of January, 2006. Final recommendations would be presented at CACOT's February 8, 2006 meeting. Implementation of any agreed-upon revisions would follow within thirty days.

### **VIII. Information Sharing**

Jon Katin gave a demonstration of the Auto Announcement System, now operational on CTS buses. The manufacturer is Mark IV Luminator, an international company, which continues to work on making the system fully-operational. Katin said to his knowledge, this system is the only fully-integrated, real time program in the country which incorporates all the functions of this program. Other systems have portions of the program, but none are fully-integrated on one Global Positioning Satellite (GPS) system. Michelle Rhoads said staff continues to collect passenger counts and on-time performance data based on drivers' manual notes for the time being as bugs are worked out of the automatic system. This will allow a cross referencing of data between drivers' notes and auto announce data to ensure they are one and the same. Staff was asked to provide a concise list of the "public and private" functions and features of the new system.

Ridership in November, 2005 set a new November record. Historically November ridership drops off after October and the annual Try Transit Week promotions held during October, but this year's November ridership stayed at the higher levels.

### **IX. Adjournment**

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

#### **Future Meetings:**

Wednesday, January 11, 2006 8:15 a.m., City Hall Conference Rm. D  
Wednesday, February 8, 2006 8:15 a.m., City Hall Conference Rm. D  
Wednesday, March 8, 2006 8:15 a.m., Madison Avenue Conference Rm.

## Memorandum

DATE January 6, 2006  
TO: CACOT Members  
FROM: Michelle Rhoads, Transit Manager  
SUBJECT: Information Sharing Written Report

- **2006-07 Bus Purchase** - Preparations have begun for the purchase of one, and possibly two, new buses during the next fiscal year. Federal Transit Administration grants will pay up to 83% of the purchase cost, including needed auto-announce equipment. Staff will again pursue Business Energy Tax Credits to help fund the 17% local match requirement.
- **Citizen Attitude Survey** - The 2005 results are complete. It may be reviewed electronically at the City website: [www.ci.corvallis.or.us](http://www.ci.corvallis.or.us) If a paper copy is requested, please contact staff.
- **2005 Holiday Trolley** - The Trolley operated a total of 12 days and provided 1,410 rides. Productivity (rides per service hour) this year was higher than the prior five year average. Please refer to the ridership report for details.
- **Promotion of ASOSU Group Pass Program** - Barometer display advertising is scheduled for January, as is a year-to-date budget report presentation to the ASOSU Senate. The annual OSU ridership survey will be conducted for two weeks in late January and early February.
- **“On the Go” Transit Concessionaire** - Staff continues dialogue with the vendor regarding the vendor’s concern about the viability of operating the concessionaire.
- **Business Energy Tax Credits (BETC)** - It is anticipated that the City will receive a BETC pass-through payment from Citizens Bank in an amount of over \$470,000 for FY 04-05 operations. Staff continues to monitor the Department of Energy (ODOE) process for reviewing the BETC program. A senior member of the ODOE staff will participate in the January 10, 2006 Oregon Transit Association Board Meeting to hear input from CTS and other Oregon transit agencies regarding the ODOE process and the value of the BETC program in meeting State objectives for air quality and economic development as well as promotion of alternative transportation modes.

- **Ridership** - Ridership reports will be distributed during the meeting. Highlights are:
  - **CTS** provided 35,928 rides during December, including 1,345 Holiday Trolley rides.
  - **Philomath** provided 1,046 rides during December.
  - **Dial-A-Bus** provided 5 ADA rides during December.
- **On-Time Performance** - The report will be distributed during the meeting. December performance was 97%. As agreed, the standby bus was not used during OSU's Winter Break, but will resume again on January 9.
- **Auto-Announce/Passenger Information System** - The system is still in the test phase and the vendor is addressing concerns that come up.
- **Installation of Refurbished Bus Shelters** - There have been some delays in this process but the shelters will be installed soon.
- **Travel Training** - Staff is proposing for CTS to host an event at the library to provide training and education for local people who use mobility devices to help them more effectively board and alight the CTS buses. The intent is to incorporate this training with installation of the nylon wheelchair straps that will help streamline the wheelchair securement process. It is anticipated that Benton County Special Transportation Program, Dial-A-Bus, OSU staff and volunteers will participate in the event.