

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
AGENDA**

**Wednesday, September 13, 2006, 8:15 a.m.  
City of Corvallis Madison Avenue Conference Room  
500 SW Madison, Across Madison from City Hall**

- I. INTRODUCTION
- II. APPROVAL OF MINUTES - August 9, 2006 CACOT meeting
- III. CACOT/VISITOR'S COMMENTS - Items not already on agenda
- IV. CAMPO DRAFT TRANSPORTATION PLAN - Opportunity for CACOT to issue comments as a group ahead of the September 14, 2006 CAMPO public meeting
- V. BEAVER BUS - Staff report during the meeting
- VI. ADA PARATRANSIT SERVICE FARE REVIEW PROCESS - Staff report during the meeting
- VII. OPERATING AND MAINTENANCE FACILITY SITE SELECTION PROCESS - Staff report during the meeting
- VIII. INFORMATION SHARING - Written report distributed during meeting
- IX. ADJOURNMENT

**Future Meetings:**

**Wednesday, Oct. 11, 2006, 8:15 a.m., Madison Avenue Conf. Room  
Wednesday, Nov. 8, 2006, 8:15 a.m., Madison Avenue Conf. Room**

**The Madison Avenue Conference Room is accessible to the public.  
Please contact Michelle Rhoads at (541) 766-6916  
if you will need special accommodations to attend the meeting.**

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES**

August 9, 2006

Members Present

Scott Carroll  
Stephan Friedt  
Bob Lowry, Chair  
Brandon Trelstad  
Robert E. Wilson

Staff

Michelle Rhoads, Public Works

Visitors

Paul Morgan  
Ali Bonakdar, Corvallis Area  
Metropolitan Planning Org. (CAMPO)

Absent

Emily Hagen, City Councilor  
Lita Verts, Vice-Chair

SUMMARY OF DISCUSSION

| Agenda Item                               | Infor-<br>mation<br>Only | Held<br>for<br>Further<br>Review | Recommendations/Action |
|---|--------------------------|----------------------------------|------------------------|
| I. Introductions                          | X                        |                                  |                        |
| II. Approval of Minutes-<br>July 12, 2006 |                          |                                  | Approved               |
| III. CACOT/Visitor's<br>Comments          | X                        |                                  |                        |
| IV. Monroe Streetscape<br>Conceptual Plan | X                        |                                  |                        |
| V. Information Sharing                    | X                        |                                  |                        |
| VI. Adjournment                           | X                        |                                  |                        |

CONTENT OF DISCUSSION

**I. Introductions**

Introductions of Commission members, staff and visitors were made.

**II. Approval of Minutes- July 12, 2006**

Commissioners Wilson and Friedt, respectively, moved and seconded that the Commission approve the July 12, 2006 minutes. The motion passed unanimously.

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

Mr. Bonakdar provided a summary of the soon-to-be-completed Transportation Plan (Plan). It is at the printer and will be released to the public soon. The Plan includes a discussion of the existing transportation system and recommendations for transit and Transportation Demand Management (TDM) measures. A few recommendations in the Plan are:

- Bus route to Adair Village by year 2010.
- Expansion of transit service hours routes beginning in 2010 expanding further by 2030.
- Park and ride lots adjacent to transit service.

A public meeting on the draft Plan will be held September 14<sup>th</sup>, 7:00pm-8:30pm, at the Corvallis-Benton County Library.

Ms. Rhoads asked if the recommendations have specific funding sources tied to them since there is a possibility that one or more ODOT personnel may have an incorrect perception that there are existing ODOT funding sources for mass transit operations. Mr. Bonakdar responded that the Plan must be financially constrained, i.e, there must be "reasonably anticipated funding sources" for the recommendations. Mr. Bonakdar said federal funding is the most likely funding source. Chair Lowry spoke with ODOT's Director and raised the issue of creating a permanent source of transit operating funds.

The CAMPO website ([www.corvallisareampo.org](http://www.corvallisareampo.org)) will contain information on the Plan and staff will forward that website address to CACOT members. CACOT members requested that staff provide paper copies of sections of the Plan that address transit services.

### **IV. Monroe Streetscape Conceptual Plan**

This item was covered extensively during last month's meeting. Ms. Rhoads asked the Commissioners for any last-minute comments they may have regarding the plan. Last month the consensus of the Commission was to approve, in concept, forwarding the plan to the Capital Improvement Program (CIP) with the caveat that there were certain details of the plan which needed to be addressed:

- There is heightened concern of proximity of bicycles on the roadway/bike lanes given the current width of CTS buses and the proposal to narrow the width of some travel lanes.
- Assure that all CTS stops are shown on the streetscape conceptual map being used for planning purposes.

Mr. Morgan asked if there was a retrofit device available to install on buses, that would signal bicyclists that a bus was preparing to pass. Ms. Rhoads said she would investigate and report back at the September meeting.

#### **V. Information Sharing**

Ms. Rhoads addressed the recent Federal Transit Administration (FTA) inspection of transit operations. FTA stressed that the City is doing an adequate job of oversight but identified a few instances in which oversight could be improved. The following are examples:

- The City's contract with Laidlaw calls for oversight of Laidlaw's operations in general, but the City needs to more closely monitor drug and alcohol testing practices. It appears that Dial-A-Bus currently conducts drug testing according to Federal Highway Administration standards when it needs to test to the higher level of FTA standards. Ms. Rhoads said staff will work with Laidlaw and Dial-A-Bus to insure both organizations test within the proper guidelines.
- The City needs to define its vehicle maintenance schedules and standards, and monitor record keeping. Laidlaw generally does a good job of this but the City needs to increase its level of monitoring.

CACOT members asked about the level of time commitment needed to meet FTA contract monitoring requirements. Ms. Rhoads stated that FTA is also interested in this issue, and through the Triennial Review process is requiring the City to report the number of staff hours needed to adhere to FTA compliance. Former Public Works employee Bernadette Barrett has been hired to assist in responding to some of the FTA inquiries and follow-up work associated with this Triennial Review. Other City staff, including Ms. Rhoads, also continue to spend time on it.

It is anticipated that Joe Harrod will be appointed as a

CACOT Commissioner during the next month. He is expected to begin attending CACOT meetings in September. Mr. Harrod will fill the open position created by the departure of Bjorn Warloe. Ms. Rhoads has already contacted ASOSU to inquire about filling the vacant ASOSU position on the Commission. ASOSU said it would attempt to locate a person of interest once the fall term begins. Historically, the Community Affairs Director has occupied the Commission seat.

Commissioner Trelstad said OSU contacted Amtrak in an attempt to commission a train to bring passengers to OSU football games. Amtrak said trains would not be available because of crew limitations and freight congestion. OSU will revisit the issue in 2007.

CTS on-time performance has been somewhat hampered by construction detours and delays, and other unavoidable circumstances.

Ms. Rhoads received a letter from a CTS rider who lamented the reduction of service through OSU's campus via Routes 3 and 8. The rider feels the reduction has done a disservice to a fair amount of riders, especially people with limited mobility. It was noted that this change to the CTS routes was conducted in partnership with the City and OSU. Commissioner Trelstad agreed to speak to the rider if any further inquiries are made regarding OSU interests. OSU Shuttle service is not in service during the summer.

Ms. Rhoads has been asked to corroborate Beaver Bus operating cost estimates. The proposal calls for a one-third cost share (\$21,000) by three parties: OSU students, City Council and downtown businesses, to cover the estimated \$63,000 per year cost.

Catherine Mater approached the City regarding a potential "downtown circulator" bus service for downtown businesses. Use of the CTS Trolley is one idea being considered.

Chair Lowry asked if CTS drivers have received training on the traffic signal emitters, traffic priority system for buses. Many City resources and time have already been expended to facilitate the acquisition of the emitters. Ms. Rhoads said drivers have received training in the past and will receive additional training this fall. She will also ask for Laidlaw to check the positioning of the hardware installed on the buses. City electronics staff conducted testing of the hardware recently and reported no problems with the hardware at these particular traffic signal

locations around the City.

Ms. Rhoads was asked to look into why Route 8 was below 90% for on-time performance in July. Ms. Rhoads agreed to do so.

Ms. Rhoads said the auto announce/passenger information system's issue of changing route numbers directly before entering the Transit Center has been discussed with the program engineer. The programming apparently was not upgraded on the buses as originally thought because the program engineer has been on vacation for the last month. It is being addressed now. Mr. Morgan asked if it were feasible and advisable for the City to change the programming of the on-board announcements to state, as an example: "Approaching 14<sup>th</sup>" instead of "Approaching Monroe & 14<sup>th</sup>" because he thinks that the announcement is taking too long and in at least some situations the bus may be passing the stop before the second half of the location can be announced. This would provide insufficient time for a disabled passenger to pull the "stop cord" to request a bus stop.

Commissioner Friedt asked if financial reports for the Transit program are available for CACOT member review. Ms. Rhoads said she would provide copies.

CACOT members asked about the advertising on bus revenue program, specifically if it is meeting the City's original expectations for revenue. Ms. Rhoads stated that the current monthly revenue is approximately \$500 per month, which is far below the monthly revenue amounts that were gained when the program began approximately two years ago. CACOT members inquired if the advertising company is sufficiently marketing the program to interested buyers. Ms. Rhoads stated that the City has offered suggestions, issued requests for increased efforts, and passed along sales leads to Lamar Advertising. But, it is up to Lamar to directly handle and manage sales, production, and installation of advertisements.

CACOT members asked about the viability of Business Energy Tax Credit (BETC) revenue. Ms. Rhoads stated that Bank of America is the City's new BETC Partner and a BETC project and funding agreement is in place for the current fiscal year.

## **VI. Adjournment**

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

### **Future Meetings:**

Wednesday, Sept. 13, 2006 8:15 a.m., Madison Avenue Meeting Room  
Wednesday, Oct. 11, 2006 8:15 a.m., Madison Avenue Meeting Room

**MEMORANDUM**

**DATE SEPTEMBER 13, 2006**

**TO: CACOT MEMBERS**

**FROM: MICHELLE RHOADS, TRANSIT  
MANAGER**

**SUBJECT: INFORMATION SHARING  
WRITTEN REPORT**

- **FEDERAL TRANSIT  
ADMINISTRATION (FTA)  
TRIENNIAL REVIEW - THE CITY IS  
ON SCHEDULE FOR COMPLETING  
NEEDED IMPROVEMENTS  
IDENTIFIED FOR COMPLETION BY  
NOVEMBER 2006.**
- **ROUTES AND ON-TIME  
PERFORMANCE - CTS ON-TIME  
PERFORMANCE IN AUGUST WAS 98%  
USING THE SAME DATA  
COLLECTION AND REPORTING  
METHODOLOGY USED IN THE PAST.  
THE AUTOMATED SYSTEM IS ALSO  
BEING USED TO MONITOR  
PERFORMANCE. STAFF WILL BE  
WORKING WITH THE CITY OF  
PHILOMATH OVER THE COMING  
MONTH TO IMPLEMENT CHANGES  
TO THE PHILOMATH CONNECTION**

**BUS ROUTE, THE BUS SCHEDULES  
AND PASSENGER FARES.**

- **PASSENGER SHELTERS - THEY ARE SCHEDULED FOR RELOCATION DURING THE NEXT MONTH, WITH CONSIDERATION FOR DUAL USE POTENTIAL WITH OSU'S CAMPUS SHUTTLE SERVICE AND THE NEW BEAVER BUS SERVICE.**
- **CTS CODE OF CONDUCT DRIVER TRAINING - THIS TRAINING WAS CONDUCTED DURING THE SEPTEMBER 12, 2006 DRIVER MEETING. GUEST PRESENTERS WERE DAVE HENSLEE, CORVALLIS POLICE DEPARTMENT PATROL LIEUTENANT, AND DAVID COULOMBE, REPRESENTING THE CITY ATTORNEY'S OFFICE.**
- **MONROE STREETSCAPE CAPITAL IMPROVEMENT PROJECT - STAFF FOLLOW-UPS REGARDING THE PROJECT AND REQUESTS FOR INFORMATION DURING LAST MONTH'S CACOT MEETING HAVE BEEN COMPLETED.**
- **RIDERSHIP - RIDERSHIP REPORTS WILL BE DISTRIBUTED DURING THE MEETING. HIGHLIGHTS ARE:**

- ▶ **CTS SET A NEW AUGUST RIDERSHIP RECORD WITH 41,865 RIDES. THE NEW ANNUAL RECORD IS A 3.5% INCREASE OVER THE PRIOR RECORD SET IN AUGUST 2001 OF 40,448 RIDES. THIS IS ALSO A 10% INCREASE OVER THE PAST 5 YEAR PRIOR AVERAGE FOR AUGUST OF 38,062.**
- ▶ **PHILOMATH PROVIDED 1,417 RIDES IN AUGUST. THIS WAS NOT A NEW MONTHLY RECORD BUT IT WAS AN INCREASE OF 51.8% OVER THE PAST 5 YEAR AVERAGE FOR AUGUST OF 933.**
- ▶ **DIAL-A-BUS PROVIDED 6,024 RIDES IN AUGUST, APPROXIMATELY THE SAME NUMBER OF RIDES AS IN 2005. IN GENERAL, RIDERSHIP DEMAND CONTINUES TO GROW.**

- **AUTO-ANNOUNCE/PASSENGER INFORMATION SYSTEM - THE VENDOR HAS ADJUSTED THE PROGRAMMING ON ONE BUS TO TEST THE TIMING OF THE CHANGE OF ROUTE INFORMATION ON THE EXTERIOR READER BOARD OF THAT ONE BUS AS IT ARRIVES/ENTERS THE DOWNTOWN TRANSIT CENTER (DTC, 5<sup>TH</sup> & MONROE). RESULTS ARE BEING**

**MONITORED PRIOR TO  
IMPLEMENTATION SYSTEM-WIDE.**

**• UPCOMING EVENTS AND  
PROMOTIONS -**

- ▶ **TEA FOR TRANSIT - NOW  
THROUGH SEPTEMBER 21, 2006 -  
VOLUNTEERS ARE NEEDED TO  
ASSIST TRAINING EVENT  
PARTICIPANTS.**
- ▶ **UNIVERSITY DAY, SEPTEMBER  
19, 2006 - STAFF WILL BE  
AVAILABLE AT THIS OSU  
FACULTY/STAFF  
INFORMATIONAL EVENT TO  
SHARE INFORMATION ABOUT  
THE TRANSIT GROUP-PASS  
PROGRAM AND OTHER  
TRANSPORTATION OPTIONS**
- ▶ **FALL FESTIVAL, SEPTEMBER 23-  
24 2006 - BUSES WILL OPERATE  
FROM 9:45 A.M. TO 7:15 P.M. ON  
SATURDAY AND SUNDAY.**
- ▶ **"WHERE IT'S AT" OSU  
COMMUNITY FAIR, SEPTEMBER  
29, 2006 - THIS EVENT IS FOCUSED  
ON OSU STUDENTS. VOLUNTEERS  
ARE NEEDED TO DISTRIBUTE  
INFORMATION ABOUT THE  
TRANSIT GROUP-PASS PROGRAM  
AND OTHER TRANSPORTATION  
OPTIONS.**