

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
AGENDA**

**Wednesday, December 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 - October 18, 2006 and November 8, 2006 CACOT meetings
  
- III. CACOT/VISITOR'S COMMENTS - Items not already on agenda
  
- IV. ADVERTISING ON CORVALLIS TRANSIT SYSTEM BUSES - Action requested on draft policy on ad content
  
- V. OPERATING AND MAINTENANCE FACILITY - Update during meeting and follow up from public meeting
  
- VI. ADA PARATRANSIT SERVICE FARE REVIEW - Update during the meeting
  
- VII. INFORMATION SHARING - Written report distributed during meeting
  
- VIII. ADJOURNMENT

**Future Meetings:**

**Wednesday, Jan. 10, 2007, 8:15 a.m., Madison Avenue Conf. Room**

**Wednesday, Feb. 14, 2007, 8:15 a.m., Madison Avenue Conf. Room**

**Wednesday, Mar. 14, 2007, 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.**

**REVISED DRAFT**  
**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT**  
**MINUTES**  
October 18, 2006

Members Present

Scott Carroll  
Stephan Friedt  
Emily Hagen, City Councilor  
Joe Harrod  
Brandon Trelstad  
Lita Verts, Vice-Chair

Absent

Bob Lowry, Chair  
Robert E. Wilson

Staff

Jim Mitchell, Public Works  
Lisa Namba, Public Works  
Michelle Rhoads, Public Works

Visitors

Kenyon Solecki, ASOSU  
Jennifer Hughes, Parametrix  
Curt Wilson, Pivot Architecture

SUMMARY OF DISCUSSION

Agenda Item	Infor- mation Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Approval of Minutes- September 13, 2006			Approved
III. CACOT/Visitor's Comments	X		
IV. Operating and Maintenance Facility Site Selection Criteria Review			Approved criteria matrix
V. Suggested Change to Route 4, Reverse Path of Travel Around Hospital			Conditionally approved
VI. ADA Paratransit Service Fare Review Process	X		
VII. Information Sharing	X		
VIII. Adjournment	X		

## **CONTENT OF DISCUSSION**

### **I. Introductions**

Introductions of Commission members, staff and visitors were made.

### **II. Approval of Minutes- September 13, 2006**

Commissioners Friedt and Trelstad, respectively, moved and seconded that the Commission approve the September 13, 2006 minutes. The motion passed unanimously.

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

- Ms. Rhoads recognized Councilor Hagen for her contributions to the Commission. This meeting is her last as City Council liaison.
- Ms. Rhoads introduced Mr. Solecki as the new ASOSU representative, pending mayoral appointment.
- Ms. Rhoads received a citizen request to periodically hold Commission meetings in the evenings to allow those who work in the mornings to attend. Commissioner Verts said any evening meeting should begin at 5:00 p.m. to allow for travel by bus to and from the meeting. The Commission agreed to revisit the matter after the first of the year, when the new City Council is in place.
- Elections of Commission Chair and Vice-Chair will occur during the November meeting.

### **IV. Operating and Maintenance Facility Site Selection Criteria Review**

Chair Lowry asked Vice-Chair Verts to pass along several of his observations on the criteria review. He favors only the primary partnership and does not support entangling Fire Department finances with the transit system.

Ms. Namba, to provide background on the project, stated that some years ago the City decided it would be advantageous to pursue public ownership of an operating and maintenance facility. The City applied for and received an FTA capital grant for site and facility planning. The current tasks are to select a facility

site, create a preliminary design and cost estimate, and navigate the National Environmental Policy Act (NEPA) process in compliance with FTA environmental standards. Staff hopes to have three or four preferred sites identified by the November Commission meeting. There will be a public meeting to present the sites and solicit comments. The goal is to have one preferred site identified by the end of 2006. After the consultant works out a cost estimate and design, staff will present the preferred site to the Commission and City Council. Ms. Namba introduced the project consultants to lead the discussion on the evaluation of potential sites for the facility.

Mr. Wilson said Pivot Architecture has worked on many transit projects, primarily for Lane County Transit District. A recently-completed paratransit project was jointly conducted with Parametrix. He presented a list of potential partners who have common transit or facility needs.

Consultant studies show that the primary partnerships calls for space needs of approximately six to ten acres. Secondary partnerships, which include primary partnerships plus the Fire Department's training needs, would require 10 to 14 acres. The tertiary level of partnerships would need a minimum site of 42 acres.

In addition to space needs, site availability is the other key component. It is very important that the site is as close to the hub of the operation as possible to minimize dead-head time. The hub for CTS is the Downtown Transit Center. Primary, secondary and tertiary partners' hubs were also identified.

Approximately 26 sites are currently being evaluated. Once the final three sites are identified, Pivot Architecture will begin the design phase of the process.

Site size is so important because Laidlaw's newer buses need more room between buses when parked because the door requires more room to open. It is this detail, and others like storm water management, setbacks, and landscaping requirements, which contribute to the need for a larger site size. The consultant team and staff have struggled with determining the "preferred" site size range and asked for advice from the Commission. Staff prefers using the smaller 6-7.9 acre range as the ideal. Commissioner Friedt concurred with the consultant that due to the future

growth and the variables presented by site shapes and access, the "preferred range" should be 8-9.9 acres.

Mr. Wilson and Ms. Hughes stressed that the site selection process is necessary to satisfy the federal government's funding requirements for this type of project.

Chair Lowry expressed through Ms. Rhoads his desire to acquire a site which would be accessible by transit for Laidlaw drivers. Mr. Wilson said a site is graded favorably if it is near a transit stop.

**Commissioners Friedt and Carroll, respectively, moved and seconded that the Commission approve the criteria matrix as presented. The motion passed unanimously.**

**V. Suggested Change to Route 4, Reverse Path of Travel Around Hospital**

At a recent training event at The Regent, an assisted living facility, Ms. Rhoads received feedback from residents that because of the current paths of travel for the bus routes in this area, they are unable to reach the hospital area on transit without first traveling downtown. Further, to ride Route 4 requires crossing Elks Drive and walking east down the hill to the stop, which is difficult for them.

Ms. Rhoads suggested it was worth considering changing the direction of Route 4 so that all three routes serving the hospital area would travel in a counter-clockwise direction. This would give residents of The Regent the ability to access the medical facilities more directly and without traveling downtown first. One potential negative was expressed by a CTS driver who told Ms. Rhoads of her safety concerns with making a left turn on to Samaritan Drive from Elks Drive.

Discussion ensued on the ramifications of changing the direction of Route 4. Commissioner Friedt noted that if all routes traveled counter-clockwise, there would be no stops on the front door sides of the Corvallis Clinic, medical center and hospital. He wondered about the possibility of leaving the Route 4 as is, and reversing the direction of either Route 2 or Route 7 to provide access to the medical facilities by area residents without first traveling downtown. This would continue to provide service to both sides of the main street within the medical complex.

Another potential negative to reversing the direction of Route 4 would be the loss of service on the north side of Elks Drive. Ms. Rhoads said she will gather figures for the number of passengers boarding Route 4 on the north side of Elks Drive and email the figures to the Commission. Ms. Rhoads asked that, in the interest of expediency in implementing the proposed change, the Commission approve the change with the assumption that ridership figures support the change. The Commission agreed to the conditional approval.

#### **VI. ADA Paratransit Service Fare Review Process**

Next week the Special Transportation Advisory Committee (STAC) will hear a recommendation from Dial-A-Bus and the STF program on the fare process review. Ms. Rhoads is offering her input of the review process on how CTS, paratransit and Philomath Connection fares will be affected by the proposed changes. She will keep the Commission informed of any developments.

#### **VII. Information Sharing**

- Commissioner Friedt said he spoke to several drivers who favor the resumption of pairing Routes 5 and 6, now that Route 6 is temporarily not servicing Western Boulevard due to the Marys River bridge closure. Ms. Rhoads said this could be implemented easily and without a lengthy process.
- Commissioner Harrod suggested Route 1 changes which would enable commuters on NE Second Street and Seavy Avenue to ride CTS. Ms. Rhoads pointed out that during the last route revisions there was a proposal to change routes to serve NE Second Street but the proposal was not accepted. That idea remains on file for future use. She agreed to add the suggested change regarding Seavy to her list of ideas for consideration during future route reviews.
- CTS set a September ridership record, up 4.7% over last year's record figure. The September figure is an 11.5% ridership increase over the average for the previous five years.
- The 92% on-time performance figure was severely impacted by the closure of northbound Marys River Bridge travel lanes. On-time performance figures continue to be gathered via driver records, not the VIS system.
- Ms. Namba noted that a new format is being developed for

the quarterly CTS financial information. The report will be provided at November's meeting.

- Mr Solecki reported the Beaver Bus is operational. There will be a meeting with CTS drivers, bus monitors and City staff regarding any issues which may have arisen since the start of service. Commissioner Friedt said Beaver Bus drivers have expressed concerns about route directions. Mr. Solecki said he would contact drivers about this.
- Ms. Rhoads reported that statistics on Beaver Bus ridership will be kept separately from other CTS routes for tracking purposes.
- Commissioner Friedt asked for staff to report back in November regarding the functional status of the Vehicle Information System including the automatic audio and reader board announcements, and the wayside signs that prompt riders to "refer to the time schedule" instead of providing information on when the route is expected to arrive. In particular he had noticed that the reader board on the inside of one bus was not displaying information.

#### **VIII. Adjournment**

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

#### **Future Meetings:**

Wednesday, November 8, 2006, 8:15 am, Madison Avenue Meeting Room  
Wednesday, December 13, 2006, 8:15 am, Madison Avenue Meeting Room

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
November 8, 2006**

**Present**

Stephan Friedt  
Joe Harrod  
Bob Lowry, Chair  
Brandon Trelstad  
Robert E. Wilson

**Absent**

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

**Staff**

Lisa Namba, Public Works  
Michelle Rhoads, Public Works

**Visitors**

Kenyon Solecki, ASOSU  
Paul Morgan  
Linda Elder, Dial-A-Bus  
David Coulombe, City Attorney's Office

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of October 18, 2006 Minutes		X	
III. CACOT/Visitor Comments	X		
IV. ADA Paratransit Service Passenger Fares			Recommended increase of ADA fare from \$1.00 to \$1.50
V. Election of Commission Officers			Re-elected Chair Lowry and Vice-Chair Verts
VI. FY 07-08 City Budget Planning		X	
VII. Advertising on Corvallis Transit System Buses			Two recommendations: A) Continuation of bus advertising program and extension of existing contract with Lamar Advertising B) Restrict bus advertising to commercial advertising only
VIII. Proposal to Revise Beaver Bus Route			Accepted staff's proposal
IX. JARC Grant Application to Expand Service	X		
X. Information Sharing	X		
XI. Adjournment	X		

## CONTENT OF DISCUSSION

### I. Introductions

Introductions of Commission members, staff and visitors were made.

### II. Approval of October 18, 2006 Minutes

**Commissioners Trelstad and Friedt, respectively, moved and seconded that the Commission approve the October 18, 2006 Minutes.**

Discussion ensued regarding the motion. Commissioner Friedt asked Ms. Rhoads to review the audio tape from the October minutes and include the discussion on the progress of CTS's GPS system.

**Approval of the minutes was postponed until the December meeting.**

### III. CACOT/Visitor Comments

- Mr. Morgan asked if the site selection criteria for an operating and maintenance facility site includes the site elevation relative to a flood zone. Ms. Namba noted there are two issues: 1) locating the facility in a flood plain, and 2) locating the facility such that buses might be stranded by flooding. She assured Mr. Morgan that both issues will be addressed in the evaluation process.
- Mr. Solecki read a letter from a citizen which contained a suggestion for a four-way traffic signal at the 26<sup>th</sup> Street and Western Boulevard intersection. Ms. Rhoads has already forwarded the concern on to Public Works' Bicycle and Pedestrian staff member Joe Whinnery, who agreed to contact Mr. Solecki and discuss this matter. Commissioner Trelstad will forward this concern to OSU's Alternative Transportation Committee.

### IV. ADA Paratransit Service Passenger Fares

Ms. Rhoads distributed a handout describing a recommendation that the Commission endorse an increase in the Corvallis Transit System (CTS) Americans with Disabilities Act (ADA) Paratransit Service passenger fare, from \$1.00 to \$1.50 per one-way ride. Commissioner Wilson noted the fare has been unchanged at \$1.00 for 10 years.

**Commissioners Wilson and Trelstad, respectively, moved and seconded that the Commission approve staff's recommendation to increase the ADA Paratransit passenger fare to \$1.50 for a one-way ride. The motion passed unanimously.**

This recommendation will be forwarded to the Benton County Special Transportation Advisory Committee (STAC) for discussion during its November meeting.

Ms. Elder noted that Dial-A-Bus is establishing a scholarship fund to assist riders who will be unable to pay the increased fare for a paratransit ride.

#### **IV. Election of Commission Officers**

**Commissioners Wilson and Friedt, respectively, moved and seconded that the Commission approve the reappointment of Chair Lowry and Vice-Chair Verts. The motion passed unanimously.**

#### **V. FY 07-08 City Budget Planning**

Ms. Namba pointed out that the diversification of Transit revenue sources and reduced reliance on the General Fund over the past few years has prevented budget cuts which have affected other divisions. Approximately one-third of the Transit operating funds come from the Federal Transit Administration, approximately one-fourth each from the General Fund and Business Energy Tax Credits, with the balance from passenger fare and miscellaneous revenue

Staff agreed to provide a summary of current funding sources, amounts, and how local dollars are used to leverage non-local dollars at the next meeting.

Commissioner Friedt emphasized his desire that staff find ways to further reduce reliance on the General Fund and to find other outside entities to provide funds.

#### **VI. Advertising on Corvallis Transit System Buses**

- The first issue of discussion is whether the City should continue to permit advertising on CTS buses and if so, should the current contract with Lamar Advertising be kept in place. Ms. Rhoads was asked about her impression of Lamar regarding its performance as the City's contractor for CTS advertising. Ms. Rhoads said Lamar has been reasonable to work with. An ongoing concern is the City's lack of advertising revenue. Some of the shortfall, far below original projections, can be attributed to the small size of the Corvallis market. Even with the less-than-expected revenue, Ms. Rhoads feels it is advisable to continue with the current contract.

Commissioner Wilson said the City's public perception is enhanced by showing the public that it is trying to generate revenue without taxpayer involvement. Secondly, a new solicitation would result in direct and indirect costs which would impact the budget.

Commissioner Friedt is concerned about the lack of advertising inside the buses and if Public Service Announcements can be added inside the bus. He asked if Lamar has followed up on the leads of prospective advertisers provided to them by Ms. Rhoads. Ms. Rhoads confirmed that at least some of the leads had been followed up on. She is concerned that there is no full-time sales associate assigned to CTS and she and Ms. Namba have met with Lamar representatives to discuss her concerns.

**Commissioners Friedt and Trelstad, respectively, moved and seconded that the City continue to permit advertising on CTS buses and to continue the current contract**

**with Lamar. The motion passed unanimously.**

- The second issue is if the City continues to allow advertising on CTS buses, agreed upon in the earlier discussion, then what should be the City's policy regarding content of advertising?

Mr. Coulombe addressed the Commission on the political and legal perspectives to this issue. The fundamental issue is whether the City opens up a non-traditional public forum, buses, for the full expression of ideas or does the City limit and retain the ability to restrict content? In a legal sense, the City must have a compelling interest(s) to restrict content and must use the least restrictive means necessary to advance that compelling interest(s). Most restrictions have a difficult time passing the courts' strict scrutiny. Once the forum is viewed as public, it then becomes difficult to reverse. Mr. Coulombe's initial inclination is to advise the Commission that if it wants to restrict content, there is a paradigm in the federal analysis which would allow for the City to limit advertising to commercial speech provided there is a written policy that states such a limit and a written policy which justifies the limit. State of Oregon allows for less leeway in permitting public entities to limit advertising in a public forum.

Ms. Namba said the draft policy being reviewed today was borne out of discussions with City staff and City Council when the advertising contract was first enacted. The draft was never ratified.

**Commissioners Friedt and Wilson, respectively, moved and seconded that the Commission approve a recommendation that advertising on CTS buses be limited to commercial advertising only. A formal draft policy will be proposed stating this limitation. The motion passed unanimously.**

Staff will work with the City Attorney's Office to draft desirable policy language.

## **VII. Proposal to Revise Beaver Bus Route**

Commissioner Friedt said CTS drivers reported their desire for more Beaver Bus schedules on buses. They feel this would increase ridership from return customers. Ms. Rhoads said ASOSU has a draft brochure review ready, subject to revisions. Also, the lack of lighting at bus stops makes it difficult for drivers to identify riders. Riders will be encouraged to use a flashlight to alert drivers at bus stops. Another suggestion is that CTS distribute safety lights, though it was noted that the cost of such a distribution is not currently in the Transit budget.

Ms. Rhoads and Ms. Namba met with ASOSU representatives to discuss proposed route revisions. The revisions are being considered in part because there is time available during the current routes and there has been a request for service closer to downtown businesses and to multi-family housing in southwest Corvallis. Proposed changes are:

- Service closer to or on 2<sup>nd</sup> Street by both the North and South routes.
- Expanding the South route to operate on SW 49<sup>th</sup> St., Country Club and 35<sup>th</sup> St., to

bring service closer to a significant student population.

The Commission recommended, in lieu of a vote, to support staff's proposed changes. Ms. Rhoads will speak with ASOSU and CTS drivers again to confirm changes before they go into effect.

### **VIII. JARC Grant Application to Expand Service**

Ms. Namba provided an overview of the Job Access and Reverse Commute (JARC) opportunity. JARC is a federal grant program which addresses two areas, job access and reverse commute. CTS is applying for a job access grant, targeted at work related transportation for limited income citizens. ODOT administers the federal funds for small urbanized areas like the Corvallis Urbanized Area and for non-urbanized areas in the state, and several weeks ago notified the City of available federal fiscal year 2006 dollars. The grant requires a 50% match from the recipient and staff has proposed using a portion of the current local "over-match" as the funds for these dollars without having to increase local funds. The City submitted its grant proposal for expanded Saturday hours and increased weekday service for the Philomath Connection. The expanded CTS hours would provide additional Saturday service including approximately two hours in the morning and 90 minutes in the afternoon. Also, service hours for the Philomath Connection would increase Monday-Friday by adding an early morning run from Philomath to Corvallis to allow workers to get to Corvallis in time to make a connection to a CTS destination and start work by 8:00am. Included in the proposal is a free pass program that would be used by local employers for their limited-income employees.

Costs for administrative duties, new schedules, information gathering, etc. were included in the proposal. ODOT administers funds on a biennium basis. The program is expected to continue for the extended future. The City will apply for the same grant again in 2007.

### **IX. Information Sharing**

- The Holiday Trolley is expected to run for thirteen days this year. A kickoff event will take place Friday, November 24th.
- Year-to-date rides per service hour on CTS has steadily increased to a current high of 24.
- Four passenger shelters are being relocated. Three are in the OSU area. The fourth is near Stoneybrook on SW Country Club Drive. This shelter was previously located on SW 49<sup>th</sup> Street.

### **X. Adjournment**

The meeting was adjourned by Chair Lowry.

**NEXT MEETING: December 13, 2006, 8:15 a.m., Madison Avenue Meeting Room**