

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT**

**MINUTES**

February 8, 2006

Members Present

Stephan Friedt  
 Emily Hagen, City Councilor  
 Bob Lowry, Chair  
 Annie McMahon  
 Brandon Trelstad  
 Lita Verts, Vice-Chair  
 Bjorn Warloe  
 Robert E. Wilson

Staff

Jon Katin, Public Works  
 Michelle Rhoads, Public Works

Visitors

John Oliver, CTS Driver  
 Marge Coe, "On The Go" Proprietor  
 Paul Morgan

Absent

Scott Carroll

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Approval of Minutes - January 11, 2006			Approved.
III. CACOT/Visitor's Comments	X		
IV. "On The Go" Transit Concessionaire Request to Reduce Operating Hours			Approved a recommendation for reduction in operating hours and monthly lease amount.
V. Subcommittee and Staff Recommendation on Route Changes			Approved a recommendation to allow staff to move forward with a refined route revision proposal.
VI. Information Sharing	X		
VII. Adjournment	X		

CONTENT OF DISCUSSION

**I. Introductions**

Introductions of Commission members, staff and visitors were made.

## II. Approval of Minutes- January 11, 2006

**Commissioners Warloe and Verts, respectively, moved and seconded that the Commission approve the January 11, 2006 minutes. The motion passed unanimously.**

## III. CACOT/Visitor's Comments

Bob Lowry reported that the Oregon Transportation Commission will meet February 14-15 at the Corvallis Hilton Garden Inn and Alumni Center. Most of the meetings are open to the public.

## IV. "On The Go" Transit Concessionaire Request to Reduce Operating Hours

Marge Coe, the proprietor of "On The Go" has determined there is a lower level of business than was originally anticipated. The requested hours are 7:45 a.m. - 5:00 p.m. Monday - Friday and no Saturday service. During the spring and summer, hours will extend to 6:00 p.m. If business increases, Saturday hours of 10:00 a.m. to 4:00 p.m. may be added. Ms. Coe felt that in order to maintain reasonable business hours and expenses, these reduced hours are necessary. Staff agrees with this request at this point in time and the Staff's recommendation is to accept the request for a lease amendment to allow for a reduction in operating hours. Rhoads reaffirmed that late spring and summer months would have a greater need for Saturday service than the winter months and that the City's expectation is for hours to increase for spring and summer.

**Commissioners Wilson and Warloe, respectively, moved and seconded that the Commission approve staff's recommendation to reduce operating hours for "On The Go" transit concession operation.**

Discussion ensued regarding the recommendation. Jon Katin said this reduction in hours cannot be imposed solely by a CACOT recommendation. The original lease states that the hours of operation would coincide with the hours of operation of CTS. An amendment to the lease agreement must be approved by City Council. It would be signed by Jon Nelson, City Manager.

Rhoads said it is also staff's recommendation to reduce the monthly building lease amount from \$100 to \$50 through June 30, 2006. Starting July 1, 2006, the monthly lease amount would again be \$100.

**Commissioners Wilson and Warloe, respectively, moved and seconded that the Commission approve staff's recommendation to reduce operating hours and reduce the monthly lease payment amount to \$50 through June 30, 2006 for "On The Go" concession operation. The monthly lease payment would revert to \$100 starting July, 2006.**

Discussion ensued regarding this motion. Emily Hagen asked if staff knew what the cost to the City would be to have an information booth-only operation, without concession sales. Jon Katin said City personnel at City Hall has traditionally served in the information role. City personnel currently sell bus tickets, passes and provide route information. Rhoads pointed out that bus pass and tickets sales is but one service provided by City Hall. Laidlaw Transit provides bus route information through the CTS Information Line. It was noted that the City and specifically CTS, benefits from the transit information and sales provided by "On the Go."

Warloe asked if there was a way for staff to modify the operating hours of "On The Go" without a City Council approval process. Katin said he would talk to the City Attorneys Office. Rhoads said staff would talk internally as well.

Bob Lowry suggested opening "On The GO" at 7:40 a.m. because buses depart the Transit Center at 7:45 a.m. Ms. Coe said she is operational nearly every morning by 7:40 a.m.

Friedt asked if "On The Go" was promoted by signs on CTS buses and elsewhere. Katin said because of an advertising contract with a company, Ms. Coe would incur a cost for promotion. Rhoads said she promotes "On The Go" as a source of transit information by means of CTS newsletters, press releases, display advertising, "Try Transit Week" promotions and public hearing notices. Friedt suggested posting notices on buses which stated transit information can be obtained at "On The Go". It was noted that this would likely require including notice of all potential locations for obtaining that information.

**A vote was called and the motion passed unanimously.**

## V. Subcommittee and Staff Recommendation on Route Changes

Lowry said the subcommittee met recently to discuss public comments regarding the proposed routes changes. The subcommittee suggested the following changes affecting the North end of Corvallis:

**Route 1:** No changes.

**Route 2:** Would stay on 9th Street, travel around Good Samaritan Hospital, then return to the Transit Center via 9<sup>th</sup> Street. This change should keep the route on time.

**Route 4:** Would travel Highland Drive to Satinwood Street, around Good Samaritan Hospital, then return to the Transit Center via Highland.

**Route 5:** No changes.

**Route 6:** No changes.

**Route 7:** Would travel into Hewlett-Packard's (HP) campus to the south gate, turn around, come back through HP's campus and continue to Conifer Boulevard. On Conifer Boulevard, it would proceed directly to 9th Street on its way to Circle Boulevard. It would no longer service the hospital. This route will depart the Transit Center at the bottom of each hour.

The subcommittee suggested the following changes affecting the routes servicing Southwest Corvallis:

**Route 8:** Would travel down Monroe Avenue, to Harrison Boulevard, to 53rd Street, to Country Club Drive, loop around the SW apartment developments, to Philomath Boulevard, to Western Boulevard and 15th Street. OSU's campus shuttle will meet riders at several CTS bus stops on Western Boulevard to ferry students to campus. Routes 8 and 3 will be offset so they are thirty minutes apart, giving certain parts of SW Corvallis twice-hourly service.

**Route 3:** Would travel on Jefferson to SW 15th Street, then on Western to 35th Street, loop around Research Way and Technology Loop back to Country Club Drive, to 35th Street then Western to 15<sup>th</sup>, to Jefferson and then back to the transit center. The Route 3 would provide bi-directional service, i.e. serving both sides of a street with one route. This was one of the goals of the Subcommittee.

Hagen asked if riders of the Route 7 will be negatively impacted by not having direct service to the hospital. Rhoads said Routes 2 and 4 will provide service to the hospital every thirty minutes. It was noted that there would be a reduction in service if Route 7 no longer traveled to the hospital.

Rhoads said because these revised changes are a result of the public hearing process, another public hearing is not necessary before implementing the changes.

John Oliver, a CTS driver, said he is in favor of adding five minutes per trip to each route. He realizes that the addition will confuse some riders who are used to a set schedule but he pointed out that other transit services have off-set schedules. Mr. Oliver thanked CACOT and City staff for its work on route revisions and for keeping CTS drivers informed during the process.

Warloe inquired about comments by Catherine Mater during the public hearing, in which she requested consideration for Systems Development Charges (SDC's) to be "earmarked" for transit service in the downtown area. Katin replied that it is not possible to use City SDC's in this manner. Rhoads said the subcommittee will meet once more before the March CACOT meeting. Any other final comments received from the public and CTS drivers will be discussed at this meeting. CACOT will present a final recommendation at the March 8th CACOT meeting.

Lita Verts asked that the 2nd Street corridor, which was not included in the route revisions to the disappointment of all CACOT members, remain on the radar for future discussion of route changes. Rhoads said she will personally contact persons representing 2nd Street riders to inform them their interests will not be forgotten.

**Commissioners Warloe and Wilson, respectively, moved and seconded that the Commission approve a recommendation for staff to move forward with finalizing changes to Routes 8 and 3, including but not limited to trial runs, and post the revisions for public comment. The Commission will then make a final recommendation at the March 8th CACOT meeting. The motion passed unanimously.**

Jon Katin expressed his appreciation to the Subcommittee members for their effort during the route revision process.

## **VI. Information Sharing**

Rhoads announced a group pass agreement with the Corvallis Clinic. In the past year, the City of Corvallis, Benton County and the Corvallis Clinic have joined the Group Pass Program.

Drivers have been testing the mobile data system in conjunction with the Auto Announce System. The goal is to eventually have a paper-less system for data collection. Also, the data collected during ridership surveys should be more comprehensive.

Katin said the wayside signs are not yet fully-operational because of antennae interference. The interference has been addressed and the next step is to test the accuracy of the wayside signs. Katin said he hoped to have the system up and running by the end of February.

Emily Hagen said the City Council approved a funding request from the Associated Students of Oregon State University (ASOSU) for a "Beaver Bus" to operate 8:00 p.m. - 3:00 a.m. on Thursday, Friday and Saturday. The bus will be used to ferry students between OSU and downtown. Annie McMahon added that other funding partners are ASOSU and downtown businesses.

Bob Lowry said there is discussion that Amtrak is considering providing a train from the Albany Station to Gill Coliseum on OSU football game days.

## **VII. Adjournment**

**Commissioners Friedt and Trelstad, respectively, moved and seconded to adjourn. The motion passed unanimously.**

### **Future Meetings:**

Wednesday, March 8, 2006, 8:15 a.m., Madison Avenue Conf. Room  
Wednesday, April 12, 2006, 8:15 a.m., Madison Avenue Conf. Room  
Wednesday, May 10, 2006, 8:15 a.m., Madison Avenue Conf. Room

Margaret Coe  
On The Go Snack Bar  
508 SW Monroe Ave.  
Corvallis OR 97333

January 30, 2006

Mr. John Katin  
Transit Supervisor  
PO Box 1083  
Corvallis, OR 97339

Re: Proposed hours for snack bar.

Dear Mr. Katin:

Following are the proposed hours for On The Go Snack Bar:

Monday through Friday: 7:45 a.m. to 5:00 p.m.  
No hours on Saturday's due to poor business.

As business increases through out the spring and summer, hours will increase to 6:00 p.m. In addition, Saturday hours from 10:00 a.m. to 4:00 p.m. may be added as business increases. Please call me at (541) 753-0200 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Margaret Coe".

Margaret Coe