

**CORVALLIS CITIZEN'S ADVISORY COMMISSION ON TRANSIT
AGENDA**

Wednesday, May 11, 2005, 8:00 a.m.

City Hall Conference Room D

501 S.W. Madison Avenue

- I. INTRODUCTION

- II. APPROVAL OF MINUTES - Meetings March 9 and 30, 2005, and April 13, 2005

- III. CACOT/VISITOR'S COMMENTS - Items not already on agenda

- IV. DRAFT TRANSIT MASTER PLAN - Review plan sent to CACOT members

- V. DISCUSSIONS WITH ASOSU REGARDING STUDENT FEES AND GROUP PASS PROGRAM - Update during meeting

- VI. DRAFT POLICY ON PARAMETERS FOR RESTRICTING SERVICES TO PASSENGERS - Introduce topic during meeting

- VII. INFORMATION SHARING - Written report to be distributed during meeting

- X. ADJOURNMENT

Future Meetings:

Wednesday, June 8, 2005 8:00 a.m., City Hall Conference Rm. D
Wednesday, July 13, 2005 8:00 a.m., City Hall Conference Rm. D
Wednesday, August 10, 2005 8:00 a.m., City Hall Conference Rm. D

**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.**

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
March 9, 2005**

Members Present

Robert Straus
Brandon Trelstad
Lita Verts, Vice-Chair
Bjorn Warloe
Robert E. Wilson

Absent

Scott Carroll
Bob Lowry, Chair
Emily Hagen, City Councilor

Staff

Steve Rogers, Public Works
Jim Mitchell, Public Works
Jon Katin, Public Works
Michelle Rhoads, Public Works

Visitors

Roy Severin, Laidlaw
Paul Morgan
Casey Schaufler, Associated
Students of Oregon State
University (ASOSU), Student Fees
Committee
Marcie Fadem, Access Benton County
(ABC)
Lori Sitton, ABC and Benton County
Special Transportation Advisory
Committee (STAC)
Ali Bonakdar, Corvallis Area
Metropolitan Planning
Organization (CAMPO)

SUMMARY OF DISCUSSION

Agenda Item	Infor- mation Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Approval of Minutes- February 9, 2005			Approved.
III. CACOT/Visitor's Comments		X	Potential route revisions for 3, 6, 8
IV. Draft Transit Master Plan			Public hearing- March 30 at Library
V. Decision on Making Route 2 Revision a Permanent Route Change			Route 2 Revision Approved as a Permanent Route Change
VI. Information Sharing	X	X	ASOSU group-pass program
VII. Adjournment	X		

CONTENT OF DISCUSSION

I. Introductions

Introductions of Commission members, staff and visitors were made.

II. Approval of Minutes- February 9, 2005

Commissioners Wilson and Warloe, respectively, moved and seconded that the Commission approve the minutes. The motion passed unanimously.

III. CACOT/Visitor's Comments

Roy Severin, who works at Laidlaw Transit, provided information on complaints received about Route 6. The CTS customer information department receives many calls of complaint from riders frustrated when a Route 6 trip is cancelled. This happened twice during the week of February 27 - March 5 on two separate afternoons. One cancellation occurred at 4:15 p.m., the other at 4:45 p.m.

Michelle Rhoads offered to work with Mr. Severin to decide which of his suggestions may be implemented. Rhoads added Routes 3, 6 and 8 have been experiencing on-time issues which she is looking into. These routes are paired together in the system, so they continue to impact each other. Bob Wilson asked why the routes were cancelled. Rhoads answered if one of the 30-minute frequency routes is twenty or more minutes late, the route is cancelled because the hourly frequency route it is paired with would be thrown off to a great degree. Routes 6 and 5 run every thirty minutes, which would make their cancellations not as severe a blow to riders as would a cancellation of a route which runs every hour. Due to financial implications, there is currently not a contingency plan to send out a backup bus to make up for a cancelled route.

IV. Draft Transit Master Plan

Steve Rogers referred to the draft document and discussed the process. The document has red line/strikeouts which signify proposed changes suggested by individuals. Rogers suggested, from a process standpoint, that CACOT conduct a public hearing to acquire public comments on the draft. At the public hearing, CACOT could make suggestions on changes to be made in the draft based on the public comment. Following the public hearing, CACOT should consider and finalize the draft at the April 13 CACOT meeting. The draft would be taken to City Council for consideration. Council would then be asked to propose the draft be forwarded through a planning process.

Michelle Rhoads said she reserved Monday, March 28 and Wednesday, March 30 in the Library main meeting room as possible dates for the public hearing. A quorum of CACOT members would be needed at the hearing.

It was decided to hold a public hearing on Wednesday, March 30. Rhoads said she would send out public notices and include notice in the Spring CTS newsletter. CACOT members were encouraged to familiarize themselves with the draft prior to the public hearing. Several pages are still to be incorporated into the draft. The pages should be available by early in the week of March 13th. Copies of the entire draft will be posted at the Public Library and the City's website.

V. Decision on Making Route 2 Revision a Permanent Route Change

Staff recommends making the Route 2 revision, first implemented January 10, 2005, into a permanent route change. The revision has mostly alleviated on-time performance issues for the Route 2 and 5 pairing. There have been no complaints received from riders regarding the route revision and there has only been one Route 5 trip cancellation due to lateness since the trial revision took effect in January.

Commissioners Warloe and Wilson, respectively, moved and seconded that the Commission approve the permanent route change of Route 2. The motion passed unanimously.

VI. Information Sharing

Michelle Rhoads reported CTS set a ridership record in January, 2005, for any previous month of January. The annual OSU rider survey results show 43% of total CTS ridership is OSU students, 6% is OSU faculty and staff and 51% is ridership not affiliated with OSU. The survey showed 23% of total Philomath ridership is OSU students, 19% is faculty and staff and 58% is ridership not affiliated with OSU.

Steve Rogers has begun discussions with Corvallis School District about two issues. The first issue is a group-pass program for the students. Currently, school district students take approximately 110,000 rides per year. Rogers said he felt this number would increase with a group-pass program which would eliminate cash transactions. The program would be funded by the students' families.

The second issue is finding a way to provide some level of service to Crescent Valley High School. A proposed route

would not be operated with a CTS bus, instead it would be a yellow school bus operating throughout the school day. The bus would run between the high school and Walnut Boulevard and Highland Drive and would link students to the CTS system. Crescent Valley High School is particularly interested in this idea because of declining enrollment at their school. They are losing students to Corvallis High School, which has direct access to CTS. Rhoads said CTS has also begun discussions with Benton County regarding a group-pass program for County employees.

During a February budget hearing, ASOSU voted to increase the transit group pass program fees to \$2.07 per student per term: \$2.01 for CTS and \$0.06 for Philomath Connection. The City's original proposal was for an increase to \$2.18 per term: \$2.12 for CTS and \$0.06 for Philomath. There will be continued discussion with ASOSU on this issue. Lita Verts reiterated her stance that if CTS accepts the lower fee, the contract should include a reconciliation to invoice on the actual number of students.

Casey Schaufler said a total dollar amount is allocated annually to CTS. Regardless if projected enrollment reached the set goals, the group-pass program would receive the total dollar amount allocation. The City's originally proposed fee of \$2.18 included costs for Philomath Connection and CTS. This amount was rejected based on a student fee guideline which dictated ASOSU could not approve any increases which were outside of previously identified mandatory increases. Schaufler said this is a state-wide trend with university student fee programs. It was also noted the student fees system is set up as a "social system" in that all students help pay for all of the services whether or not they use all of the services.

Jim Mitchell said ridership data is collected and forwarded to ASOSU so it is apparent why CTS would expect ASOSU to fund a particular percentage of services. If ASOSU falls short in paying its fair share, the burden falls to others who use the services. Mitchell said with ASOSU agreeing to provide the same amount of funding as last year, it will be difficult for CTS to provide the same level of service because of increases in the cost of fuel, labor and maintenance.

Steve Rogers was asked about CTS drivers' living wage increases. He said the City has two sets of living wage requirements. One is for any personal services contract. The wage is set near \$9.25. The second living wage requirement was based on a vote by citizens of Corvallis about four or

five years ago. This second wage requirement specifies that drivers and mechanics be paid as though they are City employees. City employees are paid based on a union agreement. CTS drivers and mechanics are eligible for any cost-of-living increases provided to City employees. The cost of City transit services increased approximately 25% due to the citizens' vote, yet student fees were not raised in accordance with the increase. Because they are also Corvallis citizens, OSU students were eligible to vote on this issue.

Lita Verts said a number of students were passionate about raising salaries for CTS personnel. Bob Wilson asked that staff provide a recommendation for the April 13 meeting.

Bjorn Warloe reported on Hewlett-Packard employee shifts. Currently, the majority of hourly workers begin and end shifts at either 6:00 a.m. or 6:00 p.m. A second set of shifts are eight-hour shifts which switch at 11:00 p.m., 7:00 a.m. or 3:00 p.m. Warloe said it would be best if CTS could provide service at HP just after the top of the hour. It was noted this would work for employees ending their shift, but that those going on shift require service to arrive at HP just before the top of the hour.

Rhoads reported the office of Peter DeFazio, Congressional Representative, provided notice that a \$1.24 million federal earmark for Corvallis bus replacement is in process. This process is currently in the House of Representatives and then is sent to the Senate.

VII. Adjournment

Commissioners Wilson and Warloe, respectively, moved and seconded that the Commission adjourn. The motion passed unanimously.

Future Meetings:

Wednesday, March 30, 2005, 5:30 p.m., Public Library Meeting Rm.
Wednesday, April 13, 2005, 8:00 a.m., City Hall Conference Rm. D
Wednesday, May 11, 2005, 8:00 a.m., City Hall Conference Rm. D

DRAFT
CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
PUBLIC HEARING MINUTES
 March 30, 2005

Members Present

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

Absent

Scott Carroll
 Robert Straus

Staff

Steve Rogers, Public Works
 Jim Mitchell, Public Works
 Jon Katin, Public Works
 Michelle Rhoads, Public Works

Visitors

Charles Johnson
 Beryl Bunker
 Stewart Wershow
 Tim Bates, Public Works
 Ali Bonakdar, Corvallis Area
 Metropolitan Planning Organization
 (CAMPO)

SUMMARY OF DISCUSSION

Agenda Item	Infor- mation Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Public Hearing- Accept Public Comments On the Draft Corvallis Area Transit Master Plan	X		
III. CACOT Action on Public Comment and Issue Recommendations to City Council			a) Recommended a periodic peer review be conducted by the City and that it be incorporated into the Plan; and b) Recommended that staff forward the Draft Transit Master Plan to Urban Services Committee
IV. Adjournment	X		

CONTENT OF DISCUSSION

I. Introductions

CACOT members were introduced.

II. Public Hearing- Accept Public Comments On the Draft Corvallis Area Transit Master Plan

Jim Mitchell gave a brief overview of the Draft Corvallis Area Transit Master Plan (Plan). It is expected that the Plan will help anticipate the future needs of the transit system and guide decisions for the next 20 years. The Plan was originally developed in 1996-97 but was never formally adopted by City Council. Some suggestions made in the 1996-97 plan were incorporated into this version. The Plan looks at external policies and programs which influence what is permissible to act on, both in the short term and long term. When completed, the Plan will include seven chapters and an executive summary.

The intent of updating the Plan at this time is to have a plan adopted by City Council and then incorporated into the Transportation System Plan.

The public comment period began. Charles Johnson was the first visitor to speak. Mr. Johnson has been a regular transit rider for the last six months and made the following observations:

- ◆ The Plan identifies Jefferson Avenue as a primary transit corridor through OSU's campus. However, the Plan states in "Chapter Discussions" that because of pedestrian traffic, speed bumps and the like, OSU and/or the transit system would need to make major infrastructure expenditures along this stretch of Jefferson Avenue. Mr. Johnson said OSU's transportation system provides enough service to students to warrant Corvallis Transit System (CTS) not providing service through OSU's campus on Jefferson. He said Monroe Avenue is a more efficient route because it is a city-owned street. 26th Street should be the street used to service OSU.
- ◆ 35th Street between Jefferson and Harrison has also been designated as a primary corridor. Mr. Johnson said this is a route which can be serviced by OSU's transit system. He feels there is no chance of growth in the corridor because all property is owned by OSU, save for one or two structures. Citizens living in the structures are within several blocks of current CTS services.
- ◆ Philomath Boulevard between Technology Loop and West Hills/Western has been designated as a primary corridor. Mr. Johnson said there is no chance for growth in this area because it is currently single family housing. He said

Research Way is a much better candidate for being a primary corridor because of businesses already located there. He said the Plan does not address businesses thoroughly enough, specifically how to transport employees to the businesses. He suggested a marketing plan which offers discounted ride passes to encourage employees to use the transit system.

- ◆ Mr. Johnson said all future transit route plans should include Elks Drive being serviced in a counter-clockwise loop around Good Samaritan Hospital. This route would decrease route time while servicing all buildings in that area.
- ◆ Mr. Johnson said Route 6, which services South Corvallis, can be kept intact with several modifications. On inbound service, the route would go straight at Thompson, turn right on 5th from Western and proceed to the Intermodal Mall. On outbound service, the route would exit the Intermodal Mall and turn right on 4th Street from Monroe Avenue.
- ◆ Mr. Johnson pointed out that Route 6 is the sole bus which services any portion of downtown. The route services 4th Street from Jefferson until it reaches the south part of Corvallis. He said there is only one bus stop on this stretch and more need to be added. He went on to say that by not servicing downtown, CTS is missing an opportunity to increase ridership.
- ◆ Mr. Johnson prepared specific recommendations for revising individual routes and route pairings. These recommendations were provided in writing.

Visitor Beryl Bunker was the next to speak. She said she was at the meeting to advocate keeping twice-per-hour Route 6 service to the south part of Corvallis.

Visitor Tim Bates expressed his pleasure with the transit system and drivers. He and his son Eddie are frequent riders of many routes. He suggested CTS should educate the public to the fact that buses are equipped with bike racks on the front of the buses. He said he hears from many non-riders who claim they would use the system if there were a stop closer to their residence or business. Many non-riders were unaware buses had bike racks.

Visitor Charles Johnson suggested that transit service hours be expanded and that the system make use of transit peer groups to evaluate CTS's performance. He advocated maintaining service until 9:00 p.m. during OSU's Fall,

Winter, and Spring terms. Mr. Johnson said naming of routes would make the system more easily identifiable. A route could be named for a school which is along the route.

Visitor Stewart Wershow said it would be helpful if the Plan had a zoning and Comprehensive Plan map of the city and the urban growth boundary. He also suggested looking more at the new OSU Campus Master Plan. Part of this plan states a desire to limit traffic on 26th Street, a suggestion made earlier by another visitor.

Brandon Trelstad said one of the goals of the OSU Campus Master Plan is to limit private automobile traffic on campus, making it easier for CTS to maneuver. He said land-use development impact on transit should be a major focus of The Plan. Public demand should be responsive to transit, not vice versa.

Jim Mitchell, responding to Trelstad's comments, said the Plan touches on land development but doesn't "put teeth into it" because land development is covered in the Land Development Code and Comprehensive Plan. The Plan, in general, does speak to street arterials and collectors, and access.

Steve Rogers said the Plan, first drafted in 1996, began with the Comprehensive Plan and Land Development Code. The consultant looked at the long-term transit routes based on the Comprehensive Plan.

The public hearing was closed by Chair Bob Lowry.

III. CACOT Action on Public Comment and Issue Recommendations to City Council

Emily Hagen agreed with Visitor Charles Johnson's suggestion to have a transit peer review on a regular basis. Bob Wilson agreed that a peer review would be an excellent component to the Plan. A recent peer review, done by a consultant for CTS, looked at fourteen comparable systems. The peer review portion of the consultant's work cost approximately \$10,000.

Commissioners Wilson and Verts, respectively, moved and seconded that the Commission recommend a periodic peer review be conducted by the City and that it be incorporated into the Plan. The motion passed unanimously.

Lita Verts asked if City Council is considering expansions in the south part of Corvallis to include numerous public buildings and, if so, she asked if there are plans to expand transit service to this area. Emily Hagen said one of Council's goals is to make portions of the south part of Corvallis "shovel-ready" and encourage business development.

Bob Lowry suggested taking copies of the Plan home, marking suggestions and corrections on them and returning them to Jim Mitchell. This would include comments on corridors identified in the Plan. Mitchell would then make a consensus of the suggestions and corrections and incorporate them into the Plan.

Mitchell was asked about the time line staff is under to complete the Plan. Mitchell replied that an update to the Council's Urban Services Committee is scheduled for April 19, 2005. If the Plan is close to completion, staff would ask Urban Services to issue a Comp Plan amendment to adopt the Plan. If Urban Services agreed to issue an amendment it would be forwarded to City Council for approval. If City Council agreed to initiate a Comprehensive Plan amendment, the process would take approximately four months.

Mitchell said he believes if Council initiates a Comprehensive Plan amendment, it would then be forwarded to Planning Commission's schedule. As an applicant, CACOT would submit The Plan to the Planning Division of the Community Development Department. Planning Division staff would meet with CACOT to address issues and build a staff report on the Plan with recommended changes and concerns for deliberation by the Planning Commission. The Planning Commission would hold a legislative-type public hearing to take testimony. Planning Commission would make a disposition of the Plan and submit it to Council. Council would then deliberate on the Plan for possible adoption.

Jon Katin clarified CACOT's present mission. He said the intent of CACOT is not to create a finished document to take to Urban Services Committee on April 19. The intent is to present a document which shows CACOT is close to finalizing the document. Urban Services will decide if the document is on the right track to forward to Planning Commission.

Brandon Trelstad said he worried that citizens who saw dotted lines around a specific corridor may mistake a potential corridor for a corridor that has been identified. Jim Mitchell said language could be added in a legend to

clearly identify a potential corridor as "conceptual" only.

Jim Mitchell said staff should incorporate language to address the likelihood the Albany area will become an urbanized area in the next U.S. Census. Albany would be eligible for additional transit funds which could possibly provide an opportunity for Corvallis and Albany to increase inter-city transit services. The section on Long-Range Service Concepts in the Program Policies section already touches on this subject and would be a good section to incorporate the language regarding Albany.

Commissioners Trelstad and Wilson, respectively, moved and seconded that the Commission approve the recommendation to direct staff to forward the Draft Transit Master Plan to Urban Services Committee. The motion passed unanimously.

IV. Adjournment

Commissioners Wilson and Trelstad, respectively, moved and seconded that the Commission adjourn the meeting. The motion passed unanimously.

Future Regular Meetings:

Wednesday, April 13, 2005, 8:00 a.m., City Hall Conference Rm. D
Wednesday, May 11, 2005, 8:00 a.m., City Hall Conference Rm. D
Wednesday, June 8, 2005, 8:00 a.m., City Hall Conference Rm. D

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES**

April 13, 2005

Members Present

Emily Hagen, City Councilor
Brandon Trelstad
Lita Verts, Vice-Chair
Robert E. Wilson

Staff

Jon Katin, Public Works
Michelle Rhoads, Public Works

Visitors

Paul Morgan

Absent

Scott Carroll
Bob Lowry, Chair
Robert Straus, ASOSU
Bjorn Warloe

SUMMARY OF DISCUSSION

Agenda Item	Infor- mation Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Approval of Minutes- March 9, 2005 and March 30, 2005		X	
III. CACOT/Visitor's Comments	X		
IV. Draft Transit Master Plan- Status report		X	
V. Discussions with ASOSU re Student Fees and Group Pass Program	X		
VI. Consider Potential Revisions to Routes 3, 6, 8		X	
VII. Consider Potential Revision to Standard Operating Procedure of waiting up to 5 minutes for Transfers between Buses			CACOT supported a three-month trial period for reducing waiting times to three minutes for transfers between buses.
VIII. Draft Policy on Parameters for Restricting Services to Passengers		X	
IX. Information Sharing	X		
X. Adjournment	X		

CONTENT OF DISCUSSION

I. Introductions

Introductions of Commission members, staff and visitors were made.

II. Approval of Minutes- March 9, 2005 and March 30, 2005

There was no quorum to approve minutes.

III. CACOT/Visitor's Comments

Paul Morgan said he has noticed a lot of cigarette smoking at the Intermodal Mall and Timberhill bus shelter. There are "No Smoking" signs posted at the Intermodal Mall and on each shelter but the signs are being ignored by smokers. Michelle Rhoads said there is a City ordinance prohibiting smoking within ten feet of any public facility. Bus shelters and buses are considered public facilities. Once or twice a year the *CTS Newsletter* will contain a no smoking notice. Mr. Morgan suggested posting the City ordinance at the Intermodal Mall, which Rhoads agreed to.

Mr. Morgan also said lately he has noticed a number of automobile drivers using the Intermodal Mall as a cut-through from Monroe Avenue to 5th Street. Michelle Rhoads said she would look into putting a letter or press release in the *Gazette-Times* advising private motorists of the illegality of accessing the Intermodal Mall. Jon Katin said he would contact Tim Brewer, Corvallis Police Department, to have police officers monitor the Intermodal Mall for this type of violation. Mr. Morgan suggested contacting the City Attorney for clarification of the City's minimum standards for signage at the Intermodal Mall.

IV. Draft Transit Master Plan- Status Report

Jon Katin reported the Draft Transit Master Plan (Plan) will be presented to Urban Services Committee on May 17. It was originally scheduled to be presented in April. The Plan will be submitted to CACOT before its May 11 meeting.

V. Discussions with ASOSU Regarding Student Incidental Fees and Group Pass Program

Jon Katin said a proposal to increase CTS fees to \$2.18 per term per student was submitted to ASOSU's Incidental Fee Committee ("Committee"). The Committee initially accepted

the proposal. An open forum, which Katin was unable to attend due to short notice, yielded a change of position from the Committee in that it chose a fee of \$2.07 per term per student. The \$2.07 fee includes Philomath Connection and CTS. The Committee's initial intent was to cover the difference between the number of students reported this year versus number of students next year, so there was no decrease in funds distributed to CTS. Due to a math error, the Committee's granting of \$2.07 to CTS increases the dollar figure coming to CTS from \$105,000 to \$109,000. However, the dollar figure still falls short, by more than \$6,000, of funding requested by CTS.

The Committee stated three reasons for not honoring CTS's request for \$2.18 per student per fee. First, the Committee's budget guide stated "no increases unless mandated". CTS's position was diesel fuel prices, a \$40,000 increase in next year's budget and a five-year contract with Laidlaw Transit with a built-in escalator clause amounting to \$36,000 would make the fee increase a mandate. The Committee decided otherwise.

Secondly, the Committee views the \$130,000 contract from OSU to CTS as funds indirectly coming from students' tuition fees. Katin does not know what percentage of the contract, if any, comes from students' tuition fees.

Thirdly, information given to the Committee by CTS via charts and graphs indicated the City's General Fund support to CTS had decreased over the previous three years. The General Fund contribution went from \$890,000 in 2002-2003 to \$624,000 in 2003-2004. The contribution further decreased to \$570,000 in 2004-2005. The Committee viewed this as an attempt to place additional burden on OSU students by not maintaining an equal share from the General Fund. However, the same charts and graphs showed the overall revenue to CTS from student incidental fees, as a percentage of revenue, was fairly constant during this time period. CTS was able to acquire additional revenue sources which allowed the General Fund to decrease its support. The Committee also felt CTS's figure of student ridership being 43% of total ridership was too high and the data was not collected correctly. Ridership totals currently are measured by surveys conducted one week in January and one week in February. The Committee suggested collecting ridership data one week every term.

Both Student Senates voted to support the Student Incidental Fee Committee's position of \$2.07 per student per term. Katin said CTS is left with three options. The first option

is to accept the Committee's stated offer and attempt to acquire additional revenue sources to offset a shortfall of \$6,345. The second option is to accept the Committee's stated offer then cut services. The third option is to appeal to the President of OSU.

Bob Wilson said other options would be to terminate negotiations or to change the period of the contract, such as removing service for the summer term.

Katin said CACOT could modify its future presentations and limit input furnished to the Committee strictly to budget and ridership summary data. Katin felt the Committee took some of the information provided by CTS and extrapolated incorrect conclusions. Katin also felt CTS was looked at differently than other organizations which are centered on OSU's campus and not seen as an outside organization.

Lita Verts said when a general vote was held regarding raising salaries for CTS drivers approximately seven years ago, OSU students voted overwhelmingly to approve an increase.

Lita Verts asked if there would be a cost per gallon of fuel at which CTS would need to increase the amount of support from OSU students. Jon Katin answered that CTS would not be able to implement such an increase within the existing contract with OSU. Currently, there is no fuel clause in the contract. Brandon Trelstad said if a fuel clause were included in a future OSU contract, an across the board increase would need to apply to all riders, so as not to single out OSU student riders. Current CTS funding budgeted for overhaul of one of the bus engines. This overhaul has not been needed so the funds have been used to offset increases in fuel prices.

VI. Consider Potential Revisions to Routes 3, 6, 8

Michelle Rhoads said staff requested CACOT postpone discussion of this topic. Input is still being gathered.

VII. Consider Potential Revision to Standard Operating Procedure of Waiting Up to 5 minutes for Transfers between Buses

Michelle Rhoads reported CTS drivers encouraged CACOT to look at this issue because they feel the five-minute wait time is too long. Staff proposes a two-minute wait time. Rhoads said many of the routes are on a very tight schedule which does not allow for wait times for transfers if the route is going to remain on time. Route performance is

affected by traffic congestion; trains; riders using wheelchairs or walkers; and riders with small children. On occasion transfers for some riders can take five minutes.

Lita Verts said she worried that a reduction in wait times may negatively impact wheelchair riders. Rhoads said the change would be a system-wide change and is not geared toward wheelchair users, though it may impact them too.

Rhoads said staff prefers a three-month trial period to assess on-time performance impacts and rider impact. On-time performance is defined as any route leaving the Intermodal Mall less than six minutes after its scheduled departure time. Rhoads said the two-minute wait time would positively impact the entire system as delays have an aggregate effect on the system. There was discussion about other options for reduced wait time, such as 4 minutes or 3 minutes, and advantages or disadvantages to these options.

CACOT members present agreed to support a three-minute wait time for transfers between buses for up to a three-month trial period. If the three-minute wait time does not make a positive impact, the change could be abolished before the three-month trial period is completed.

VIII. Draft Policy on Parameters for Restricting Services to Passengers

This topic was postponed to the next meeting.

IX. Information Sharing

Michelle Rhoads said the 2005 Summer Youth Program is underway. Passes and sunglasses will be mailed June 1. A pass will be valid for three months and will cost \$18.25.

Rhoads said 105 persons over the age of 80 have been issued their free CTS passes.

X. Adjournment

The meeting was adjourned.

Future Meetings:

Wednesday, May 11, 2005 8:00 a.m., City Hall Conference Rm. D
Wednesday, June 8, 2005 8:00 a.m., City Hall Conference Rm. D
Wednesday, July 13, 2005 8:00 a.m., City Hall Conference Rm. D

Memorandum

DATE: May 9, 2005
TO: CACOT Members
FROM: Michelle Rhoads, Transit Manager
SUBJECT: Information Sharing Written Report

- **Laidlaw - Almagamated Transit Union (ATU) Contract Negotiations** - The drivers voted to accept the proposed employee contract.
- **Vehicles Cutting Through Intermodal Mall** - Staff discussed the situation with a representative of the Corvallis Police Department. Police will monitor this as resources are available to do so. Public Works is exploring the possibility of installing “bulbs” on the pavement at the entrance and along Monroe to discourage this activity. The availability of resources will be a factor in whether this is possible.
- **No Smoking/No Littering at Intermodal Mall & Timberhill Transfer Point** - Posters to remind people of the City ordinances will be placed this week.
- **Honored Citizen Bus Pass Recipients** - As of the end of April, 129 seniors 80 years of age or older have been issued their free bus passes!
- **On-Time Performance and Route Revisions** - The CTS on-time performance summary report will be distributed during the meeting. System performance for April was 96%. The reduction in transfer wait time from 5 to 3 minutes began on May 2. Data is being collected to monitor the effectiveness of the change.
- **Ridership** - Ridership reports will be distributed during the meeting. Highlights are:
 - CTS provided 49,395 rides, which was the 2nd highest April ridership on record; on Earth Day, April 22, CTS provided 2,152 FREE rides;
 - Philomath provided 1,193 rides in April;and
 - Dial-A-Bus is maintaining a high volume of rides.

- **Senior/Disabled Ridership Survey** - The results of the week-long survey are:

CTS Ridership - 7.1% Senior, 14.2% Youth, 11.4% Disabled, 67.3% Other (meaning non-S/Y/D). When these percentages are combined with results of the recent OSU ridership survey that reflected CTS ridership includes 43% OSU students and 6% OSU faculty , it can be surmised that there is an increase in the number of “general” CTS riders. This segment of CTS riders increased from ~12% in 2004 to ~18% in 2005. The ridership reports include a pie chart that depicts the current split of CTS ridership.

Philomath Ridership - 10.5% Senior, 6.0% Youth, 4.9% Disabled, and 78.6% Other. When the S/Y/D percentages are combined with the ~42% of the ridership that is OSU, it reflects ~36.6% of the ridership is comprised of “general” riders.
- **Upcoming Special Events** -
 - **“Get There Another Way” Week May 16 - 20, 2005** - CTS will offer FREE rides all day Monday, May 16, in support of this City of Corvallis Transportation Demand Management (TDM) event. There will be a promotional event at the Intermodal Mall during that morning in which commuters, bus drivers, and the general public can enjoy coffee, juice, and muffins.
 - **Summer Youth** - Flyers announcing the availability of the discount-price CTS Youth Summer Pass program (with free sunglasses) is being promoted again this year. Corvallis and Philomath transit systems and libraries are cooperating again on the Summer Reading “seasonal” group pass program. It is anticipated that the Corvallis Parks and Recreation Youth Corp will also participate in its seasonal group pass program with CTS.
- **Recycled Bus Shelters** - Work has commenced to refurbish the used shelters obtained from Lane Transit District. A contract is being awarded to “powder coat” the metal frame, providing many years of useful service.
- **Concessionaire at Intermodal Mall** - It is expected that the City Council will approve the vendor’s lease during the Council’s May 16 meeting, and that the vendor will be on-site beginning Summer 2005.