

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT

MINUTES

May 11, 2005

Members Present

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

Staff

Jim Mitchell, Public Works
 Jon Katin, Public Works

Visitors

Paul Morgan

Absent

SUMMARY OF DISCUSSION

| Agenda Item | Information Only | Held for Further Review | Recommendations/Action |
|--|------------------|-------------------------|---|
| I. Introductions | X | | |
| II. Approval of Minutes- March 9, 2005, March 30, 2005 and April 13, 2005 | | | Minutes approved for three meetings. |
| III. CACOT/Visitor's Comments | X | | |
| IV. Draft Transit Master Plan | | | Accepted Draft Transit Master Plan as currently presented. Approved a recommendation to support Alternatives Two and Three for Plan. |
| V. Discussions with ASOSU Regarding Student Fees and Group Pass Program | | | Approved a recommendation to accept offer of \$2.07 per student per term. |
| VI. Draft Policy on Parameters for Restricting Services to Passengers | 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- March 9, 2005, March 30, 2005 and April 13, 2005

Commissioners Wilson and Verts, respectively, moved and seconded that the Commission approve the March 9, 2005 minutes. The motion passed unanimously.

Commissioners Wilson and Verts, respectively, moved and seconded that the Commission approve the March 30, 2005 minutes. The motion passed unanimously.

Commissioners Wilson and Verts, respectively, moved and seconded that the Commission approve the April 13, 2005 minutes. The motion passed unanimously.

III. CACOT/Visitor's Comments

There were no visitor's comments.

IV. Draft Transit Master Plan

Jim Mitchell said that while formatting is not complete, the information contained in the copies handed to CACOT members was complete. He said the Draft Transit Master Plan (Plan) is scheduled to go to Urban Services Committee on May 17, 2005. The staff report includes four alternatives for Urban Services Committee to consider:

- Alternative One is to initiate a Comprehensive Plan amendment to adopt the Plan as part of the Transportation Plan;
- Alternative Two is to initiate a Comprehensive Plan amendment to update Chapter 5 in the Transportation Plan and reference the Plan, which would then become a facilities plan. This alternative would provide the City more flexibility in the future in modifying and updating the Plan without having to adopt another comprehensive plan amendment;

- Alternative Three is to direct Public Works staff to use the Plan as an operational plan and not adopt it as a part of the City's Comprehensive Plan. A possible downside to this alternative would be that by making it an operational plan, it would have less authority and provide less guidance to future City Council decisions related to the system;
- Alternative Four is to not adopt the Plan. In this case, the Plan would be sent back to CACOT and staff for further revisions.

Mitchell was asked about how Chapter 4 would be incorporated under the first three alternatives. He said if the Plan becomes part of the Transportation Plan, it would also be a part of the Comprehensive Plan. If the Plan were to be incorporated into the Comprehensive Plan by either Alternative One or Two, there would be a \$5,602 fee which would be charged to the Transit Fund to pay Planning Department to initiate the Comprehensive Plan Amendment process.

Jon Katin said that if the Commission had a recommendation or a strong feeling about which alternative would be most preferable, staff would pass the information along to Urban Services Committee. The information would not be included in the staff report, which has already been drafted, but Mitchell would pass along the information.

Commissioners Wilson and Warloe, respectively, moved and seconded that the Commission approve the Draft Transit Master Plan as currently presented. The motion passed unanimously.

Jim Mitchell said Chapter 4 contains two scenarios of future expectation for the transit system. One scenario discusses low service, the other scenario discusses high service. Low service would be a 30-minute headway. High service would be a 15-minute headway. According to the chart provided to the Commission, based on current route structures, the low service scenario puts all but two routes on a 30-minute headway from 6:30 a.m. until 11:00 p.m. nine months of the year. These nine months would encompass a school year. The other months the routes run from 6:30 a.m. until 7:00 p.m. Saturday service would remain the same as is currently structured, and there would be no Sunday service. The high service scenario would be from 6:30 a.m. until 11:00 p.m. for twelve months. The service hours on Saturdays would increase to run until 11:00 p.m. and would provide Sunday service hours from 9:30 a.m. until 5:00 p.m.

The Commission discussed a recommendation to send to Urban Services Committee. The Commission ruled out Alternatives One and Four and focused discussion on Alternatives Two and Three. Individuals were asked for their preference. Bjorn Warloe preferred Alternative Three. Robert Straus, Emily Hagen and Bob Wilson preferred Alternative Two. Brandon Trelstad preferred Alternative Two, albeit not strongly. Bob Lowry had no preference between Alternatives Two and Three. He said the Plan should be forwarded with a recommendation that both Alternatives Two and Three were acceptable to the Commission.

Commissioners Wilson and Warloe, respectively, moved and seconded that the Commission approve a recommendation to support Alternatives Two and Three. Alternatives One and Four are not supported by the Commission. The motion passed unanimously.

V. Discussions with ASOSU regarding Student Fees and Group Pass Program

Background:

In January, 2005 Jon Katin and Robert Straus took to the Incidental Fee Committee at OSU a request for a \$2.18 per student per term fee, an increase from the current \$1.91. This fee would cover Philomath Connection and CTS services. The Incidental Fee Committee vote ended in a tie and the Chair broke the tie by voting for the increase. An open forum convened in February, 2005, serving as a public meeting. Katin, Straus and Jim Mitchell were not in attendance at this forum. The Incidental Fee Committee reversed its earlier vote and adopted a recommendation for an increase to \$2.07. The intent of the \$2.07 fee amount was to keep the total dollar amount the same between the current fiscal year and next fiscal year in terms of dollars CTS would receive. The projected number of students at OSU was decreasing. The Incidental Fee Committee's recommendation of \$2.07 was forwarded to the Graduate and Undergraduate Senate Committees.

Emily Hagen and Jon Katin attended the Undergraduate and Graduate Senate hearings on behalf of CTS. The Senate Committees' only two choices were to reject the \$2.07 recommendation or accept the \$2.07 recommendation. Both Senate Committees supported the \$2.07 recommendation from the Incidental Fee Committee and gave three reasons why the recommendation was supported. The first reason was a feeling that the only increases which should be enacted should be

mandated increases. The Senate Committees did not consider the CTS \$40,000 increase in diesel fuel use as a mandated increase. The Senate Committees also did not see the escalation prices contained in the CTS contract with Laidlaw as a mandated increase.

The second reason was the Senate Committees felt that, of the \$130,000 additional funds received by CTS from OSU's administration, students were disproportionately responsible for those funds via tuition payments. The third reason was the City's General Fund decreased funding to CTS for the previous three years and this was viewed as a placement of additional burden on student fees. However, as a percentage of the CTS revenue budget, the student incidental fees remained relatively constant. Other revenue sources offset the decrease from the City's General Fund.

CACOT has several options at this point. The first option is to accept the \$2.07 recommendation. The second option is to accept the \$2.07 recommendation and reduce service. A possible third option is to appeal to the president of OSU. Katin was not sure if the third option is viable and said he would check into it. Katin's recommendation to CACOT is to accept the \$2.07 offer and try to absorb the lost revenue without reducing service.

Lita Verts said she was willing to accept the \$2.07 offer with the proviso that CACOT make it perfectly clear that next year CACOT will base its fees on true costs and not projected enrollment. Brandon Trelstad said he did not support language in a recommendation which would negatively impact the relationship between CACOT and student committees.

Jim Mitchell said he expects to see the process occur differently next year. He said ASOSU representatives need to be incorporated into the process earlier to give them a better understanding of CACOT's and the City's contract concerns. Davis, California's transit system, which provides a much higher service to students and is a good model to emulate, incorporates students as drivers, dispatchers and mechanical workers, reducing the overhead costs and giving the students a first-hand look at how the transit system operates. Davis also has student fees more than 10 times ASOSU's for the transit group-pass program. Working with ASOSU, CTS may be able to make progress towards providing a similar service level. Jon Katin said CTS recently signed a five-year contract with Laidlaw. Bob Lowry added that Davis' transit system is almost entirely geared toward the university and not the general public, unlike the CTS system.

Robert Straus said one CACOT dilemma is asking for an increase in fees and not being able to show an increase in service for students. He said showing students that fee increases are necessary for continued good service would be important.

Commissioners Carroll and Trelstad, respectively, moved and seconded that the Commission accept the Incidental Fee Committee's offer of \$2.07 per student per term. The motion passed unanimously.

VI. Draft Policy on Parameters for Restricting Services to Passengers

Jon Katin reported that Michelle Rhoads is in the process of drafting a policy to present to CACOT for consideration regarding restriction of services to disruptive passengers. The Police Department has been approached and has told CTS that unless a crime is being committed, the Police Department is unable to assist. Bob Lowry suggested contacting other transit systems and asking for their current policies.

VII. Information Sharing

Jon Katin said "Get There Another Way" Week is May 16-20.

Katin reported a new lease for the Intermodal Mall's concession stand has been taken to City Council for approval at the May 16 meeting. Originally, there was to be a full-service concession stand to include fresh food and coffee products with milk. Benton County Health Department raised concerns with the facility's ability to safely handle a full-service stand. The prospective proprietor then amended the lease proposal to include only pre-packaged goods. Coffee will be served but not in the form of lattes, etc., which would require an espresso maker.

The prospective proprietor will be required to sell bus passes and booklets and have general knowledge of the bus routes and schedules to assist CTS customers.

VIII. Adjournment

The meeting was adjourned.

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

Memorandum

DATE: June 7, 2005
TO: CACOT Members
FROM: Michelle Rhoads, Transit Manager
SUBJECT: Information Sharing Written Report

- **Recruitment to Fill CACOT Member Position & Election of Officers** - There is one vacancy on the CACOT. You are invited to provide the names of recommended nominees to staff, who will forward them to the Mayor, or you may submit them directly to the Mayor's office. There is a selection process including an interview with the Mayor.

During the July meeting members will elect a Chair and Vice-Chair for FY 05-06.

- **Laidlaw Operating Facility Move** - Laidlaw is moving its operating facility to a site east of Corvallis, off Highway 34. It is not expected to alter service to CTS riders. The City granted a contractual waiver to permit the relocation, including that there will no longer be covered overnight storage for the buses with the exception of the Trolley bus. The move will result in only a small, incremental increase in costs for "deadhead" mileage expenses (fuel and maintenance) because the contractual payment is based upon CTS revenue service hours, which have not changed.
- **New Bus** - It is here! It will undergo a pre-service inspection and installation of local equipment, and then it will be placed into service.
- **Auto-Announce/Passenger Count System** - Equipment is being installed on the buses and at select bus stops throughout the community, and final programming is being completed. It is anticipated that mid-June will be the start date. It may take a little time to work out any "bugs" in the system, but it appears that it should be fully operational by Fall 2005.
- **Concessionaire at Intermodal Mall** - The City Council approved the vendor's lease agreement. A contractor working for the vendor is commencing work on the building to prepare it for business. It is expected to be open for business by the end of June.

- **Passenger Shelters** - The recently acquired, used shelters are being refurbished and should be installed at their designated locations by the end of Summer.
- **Wheelchair Straps** - There is some forward motion on this procurement. It is hoped that the straps will be received by June 30.
- **Honored Citizen Bus Pass Recipients** - As of the end of May, 140 seniors 80 years of age or older have been issued free bus passes!
- **Requests for Bus Service within Stoneybrook** - On June 6, 2005 staff received phone calls from 8 different Stoneybrook residents, all requesting that CTS provide a bus stop within Stoneybrook to make service more directly accessible to their community. Staff encouraged their contact person to attend a CACOT meeting to make the request during the visitor proposition/comment period, or to e-mail or mail written comments to staff which would be forwarded to CACOT.
- **Ridership** - Ridership reports will be distributed during the meeting. Highlights are:
 - CTS provided 46,977 rides which is 407 more rides than the previous May ridership record set in May 2002. On May 16, CTS provided 2,199 FREE rides as in support of “Get There Another Way Week”;
 - **Philomath** provided 1,280 rides in May, the 2nd highest May on record; and
 - **Dial-A-Bus** is maintaining a high volume of rides.
- **Change to 3 Minute Wait Time** - On-time performance data for the system will be distributed during the CACOT meeting. To date the drivers have reported that the change has helped them keep the system operating more on time, mainly in the afternoon when it is most needed. Two citizen complaints have been received:
 - 1) The week before the change was implemented, one rider expressed concern about the potential impact, including that most of the data collection period would be during the summer months when the system is not as “stressed” with high ridership and traffic. I indicated we would look very closely at the data for May since it is while OSU is still in full session. She will call again later if it truly does impact her.
 - 2) On May 13, 2005 an anonymous caller left a message that they do not like the change. Further, the person thinks the buses should be able to make up the extra time needed during the course of the route rather than making passengers wait an extra 45 minutes if they miss a transfer.