

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
AGENDA**

**Wednesday, October 12, 2005, 8:15 a.m.
City Hall Conference Room D
501 S.W. Madison Avenue**

- I. INTRODUCTION

- II. APPROVAL OF MINUTES - September 14, 2005 Meeting

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

- IV. NOTE: REVISIT PASSENGER POLICIES - City Attorney and Staff Presentation/Report rescheduled for November meeting

- V. 2005 HOLIDAY TROLLEY - Input requested for event planning

- VI. INFORMATION SHARING - Written report to be distributed during meeting, including ridership and on-time performance reports and an update on the auto-announce/passenger information system implementation

- VII. ADJOURNMENT

Future Meetings:

Wednesday, Nov. 9, 2005 8:15 a.m., City Hall Conference Rm. D
Wednesday, Dec. 14, 2005 8:15 a.m., City Hall Conference Rm. D
Wednesday, Jan. 11, 2006 8:15 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**

September 14, 2005

Members Present

Scott Carroll
Stephan Friedt
Bob Lowry, Chair
Brandon Trelstad
Lita Verts, Vice-Chair
Bjorn Warloe
Robert E. Wilson

Staff

Michelle Rhoads, Public Works
Jon Katin, Public Works

Visitors

Paul Morgan
Carl Switzer, Metropolitan Planning
Organization (MPO)

Absent

Emily Hagen, City Councilor
Robert Straus, ASOSU

SUMMARY OF DISCUSSION

Agenda Item	Infor- mation Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Approval of Minutes- August 10, 2005			Approved.
III. CACOT/Visitor's Comments			Future CACOT meetings will begin at 8:15 a.m.
IV. Proposed Project Time Lines for Reviewing Routes for Potential Revisions	X		
V. Revisit Passenger Policies			Approved any measures to ensure non- disruptive and safe bus service.
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- August 10, 2005

Commissioners Wilson and Friedt, respectively, moved and seconded that the Commission approve the August 10, 2005 minutes. The motion passed unanimously.

III. CACOT/Visitor's Comments

Paul Morgan shared several of his observations on riding a CTS bus with an active auto announce system. Approaching several intersections, the system finished announcing an intersection after the bus had passed the intersection. Mr. Morgan suggested announcing the cross street of the intersection first, before announcing the street the bus is currently traveling on, to insure the cross street is announced before a bus passes through an intersection. He also suggested increasing by several seconds the time the system begins its announcement of an approaching intersection. Jon Katin said the consultant continues to work on these and other issues which have arisen. Michelle Rhoads said all designated stops are currently being announced but CTS all along has planned to reduce the number of announcements to an appropriate frequency. ADA requires the announcing of major intersections and landmarks. Mr. Morgan said new OSU students would benefit by having CTS announce as many stops as possible to initially familiarize the students with the routes.

Mr. Morgan suggested adding cushion time to the routes to prevent drivers from having to adhere to a strict schedule. He said fuel consumption could be lowered by adding time to the routes. Rider comfort and safety would also be increased by the route time addition. He said staff should ask for a demonstration of the hybrid bus which could provide a savings in fuel consumption and maintenance.

Bob Wilson said he would like to see future CACOT meetings begin at 8:15 a.m. Because doors to City Hall open at 8:00 a.m., a later starting time would enable staff ample time to set up and allow Commissioners and visitors time to ready themselves for meetings. Lita Verts said an 8:15 a.m. start time would allow her and other Commissioners to ride the bus to meetings.

It was agreed that future CACOT meetings, starting with the October, 2005 meeting, will begin at 8:15 a.m.

Carl Switzer, Metropolitan Planning Organization (MPO), said MPO is developing a long-range transportation model for the region. MPO is testing alternatives for future traffic issues. One alternative is to develop strategies for coping with transit issues 20-25 years in the future. As the process moves along, Mr. Switzer will report the progress to CACOT.

IV. Proposed Project Time Lines for Reviewing Routes for Potential Revisions

Michelle Rhoads said current route and schedule information

was recently printed and updated on the City's website. Staff anticipates that in mid-October it would be possible to collect valid ridership and bus stop usage data as the system should settle into regular patterns after the start of Fall Term at OSU and the Try Transit Week promotion. Data may also be available through the information system being installed on the buses. Commissioners Steve Friedt, Bob Lowry and Lita Verts volunteered to assist staff in evaluating data in early November. It is anticipated preliminary ideas could be shared during the November CACOT meeting, with formal recommendations available for discussion during the December 14 CACOT meeting.

Warloe suggested the sub-committee review challenging locations for buses, such as "bad" intersections in which buses must sit for long periods of time before being able to enter heavy traffic.

As part of the Federal Transit Administration (FTA) requirements, if there are significant changes to routes which would negatively impact riders, public hearings must be held. Rhoads will seek input from CTS drivers regarding any proposed route changes. Any public hearing would need to occur at the beginning of January, 2006 in consideration of the winter break at OSU. Final decisions could be discussed during the January 11, 2006 CACOT meeting. Any route changes would probably take effect February, 2006.

V. Revisit Passenger Policies

Rhoads said that due to new concerns received regarding passenger behavior, she has had more discussions with the City Attorney's Office (CAO) regarding passenger policies. CAO recommended CTS consider adding a phrase to its passenger policies which would be used to address passenger behavior incidents, such as "Your behavior is interfering with our bus system". Drivers would need to be instructed on when, how, and why the phrase should be used.

CAO has offered to train CTS drivers to deal with problem passenger behavior without infringing on passenger civil liberties. Staff has also considered involving a police officer in CTS driver training.

Commissioners Carroll and Wilson, respectively, moved and seconded that the Commission approve any measures, policies and/or training which City staff or the City's Attorney Office deems necessary to ensure non-disruptive and safe bus service. The motion pass unanimously.

VI. Information Sharing

Dial-A-Bus will host an open house Saturday, September 24, 2005, from 1:00-3:00 p.m. at the Senior Center. Dial-A-Bus

provides the ADA paratransit service for the fixed route bus system.

Michelle Rhoads said that Linda Elder of Dial-A-Bus reported ADA rides increased dramatically during August, 2005. Ms. Elder said the increased ridership figures are based on rides given between 4:00 p.m.-7:00 p.m. Monday through Friday and all day Saturday. Rides given at other times are reported under the Special Transportation Fund (STF).

Philomath Connection reported a ridership record for August, 2005. CTS ridership for August was less than 100 rides short of a ridership record.

Rhoads said after Laidlaw's move to Highway 34 there was an increase in the frequency of late buses, specifically around the time of driver shift changes downtown. Laidlaw is working with drivers to allow for more timely shift changes to remedy the situation.

The City has an FTA grant to study the environmental impact of locating its transit facility at various sites around Corvallis. Jon Katin added staff is looking into acquiring partners for a proposed facility. If the City were to acquire its own facility, more companies might bid on upcoming transit service contracts, thus leading to a more competitive bidding process.

Stephan Friedt asked why inside advertising on buses is not more fully utilized to the extent of other local bus systems. Rhoads said the interiors are used for transit system advertising and where possible, to also advertise upcoming community events. Within the next week or so posters will be installed to promote Fall Festival free bus service.

Rhoads said she has been working with riders who have applied for Dial-A-Bus but who are capable of riding CTS with some training. Training includes schedule reading, finding bus stops and riding buses.

VII. Adjournment

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

Future Meetings:

Wednesday, October 12, 2005, 8:15 a.m., City Hall Conference Rm. D
Wednesday, November 9, 2005, 8:15 a.m., City Hall Conference Rm. D

Memorandum

DATE: September 14, 2005

TO: CACOT Members

FROM: Michelle Rhoads, Transit Manager

SUBJECT: Information Sharing Written Report

- **Passenger Behavior and Policies** - To be discussed during CACOT on Sept. 14.
- **Group Pass Program** - Discussion is ongoing with Benton County and The Corvallis Clinic in regards to starting programs still this fiscal year. The OSU/ASOSU pass program has been, and will be continued to be, promoted and advertised with this clientele. It is increasing heavily with Fall Term rapidly approaching.
- **Travel Training** - Staff is collaborating with Benton County Special Transportation Program and Dial-A-Bus staff to develop and implement a training program to help seniors and people with disabilities learn how to use the fixed-route bus system to get where they want to go. To date, 2 people with disabilities have received the training and are currently using CTS instead of Dial-A-Bus. This helps save space on the more specialized and higher-cost-per-ride demand response system for people who cannot use CTS.
- **Route Revisions** - Business item during CACOT September 14. Newly printed bus schedules are being distributed this week. The new schedules are also being posted on the passenger shelters.
- **Laidlaw Facility Move** - Staff continues to monitor the situation to determine any negative impacts on CTS. Laidlaw made some adjustments to assure timely shift changes to prevent negative impact on the on-time performance. Bus cleanliness concerns are also being addressed.
- **Auto-Announce/Passenger Information System and Installation of "New" Bus Shelters** - Both are still in process and anticipated to be complete by September 30. It is anticipated that CTS drivers will begin using the "mobile data terminal" (MDT) in each bus over the coming week for a system testing period.

- **Ridership** - Ridership reports will be distributed during the meeting. Highlights are:
 - **CTS** provided 40,387 rides during August, including the 2,074 FREE rides provided during the Benton County Fair. Productivity year-to-date is 21 rides per service hour, which is an increase over the past 3 years for the same period.
 - **Philomath** provided 1,208 rides during August, setting a new ridership record for any August on record since the service began 5 years ago.
 - **Dial-A-Bus** provided 86 ADA rides during August, which is 30 - 40 more rides in a month than is typical in the past; Linda Elder, DAB Director, says ridership is continuing to rise

- **On-Time Performance** - CTS on-time performance continues to be dismal, at 88% average in August. Staff will review detailed information available to determine what, if anything, can be accomplished to help the situation. There is concern that with OSU Fall Term starting soon, it will only become worse.

- **Upcoming Special Events** -
 - **Fall Festival** - CTS will provide FREE rides and expanded service hours during the community event, scheduled for September 24 and 25.
 - **Dial-A-Bus Open House** - It is scheduled for September 24, from 1 - 3 p.m., at the Senior Center located at 27th & Tyler.
 - **OSU Events** - CTS will participate in these annual informational/promotional events: September 20, University Day (staff and faculty) and September 30, "Where It's At" (focus on students, but also somewhat attended by staff and faculty)
 - **Try Transit Week** - It is scheduled for October 3 - 8, 2005. The Linn-Benton Loop, Philomath Connection, and Albany Transit System will also participate.
 - **The Linn-Benton Loop is celebrating its 25th anniversary of service this year** - There may be some special promotions occurring as a result.