

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
AGENDA**

**Tuesday, December 12, 2012, 8:20 a.m.
Madison Avenue Meeting Room
500 SW Madison Avenue**

- I. INTRODUCTIONS
- II. APPROVAL OF MINUTES
October 10, 2012 (November meeting was canceled)
- III. CACOT/VISITOR'S COMMENTS
- IV. OLD BUSINESS
- V. NEW BUSINESS
- VI. INFORMATION SHARING
- VII. COMMISSION REQUESTS AND REPORTS
- VIII. PENDING ITEMS
- IX. ADJOURNMENT

Future Meetings:

Wednesday, January 9, 2013, Madison Avenue Meeting Room

Commission Members:

Stephan Friedt, Chair	Robert E. Wilson
Brandon Trelstad, Vice-Chair	Kriste York
Terry Wright	Robert Monasky
Celeste Weaver de Balan	
Mike Beilstein, Council Liaison	

The Madison Avenue Meeting Room is accessible to the public.
Please contact Tim Bates at (541) 766-6916
if you need special accommodations to attend the meeting.

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
October 10, 2012**

Present

Stephan Friedt, Chair
 Brandon Trelstad, Vice Chair
 Celeste Weaver de Balan
 Robert Monasky
 Robert E. Wilson
 Terry Wright
 Mike Beilstein, Council Liaison

Staff

Tim Bates, Public Works
 Brie Caffey, Public Works

Visitors

Bill Harris, First Student
 Keturah Taylor, ASOSU
 Jacob Kollen, OSU Student Sustainability Initiative

Absent

Kriste York

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of August 15, 2012 and September 18, 2012 Minutes	X		
III. CACOT/Visitor Comments	X		
IV. Old Business			N/A
V. New Business	X		
VI. Information Sharing	X		
VII. Commission Requests and Reports	X		
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:20 am

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:20 am by Chair Friedt. Introductions were made of Commission members, staff and visitors.

II. Approval of Minutes

Commissioners Wilson and Wright, respectively, moved and seconded to approve the August 15, 2012 and September 18, 2012 minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

Bill Harris, Location Manager of First Student since June of this year, reported that ridership has been slightly lower than expected, most likely due to unseasonably warm and dry fall weather. He said the new buses are up and running and the new enhancement schedule is running fairly well. Mr. Harris reported that some new initiatives put in place have significantly reduced the number of complaints and thanked Tim Bates and City staff for helping motivate the drivers with the initiatives. Chair Friedt said he has heard nothing but good things about the enhancements.

Commissioner Wright voiced one frustration, that being the Route 5's 9:15 am run being so full that she could barely get off the bus at her stop. She also said the buses tend to run behind schedule. Visitor Jacob Kollen agreed that the Rt 5 runs are very full. Mr. Bates said the intention is that riders will use Route C1 as an alternative and said he believes some riders haven't yet discovered the enhanced C1 route. Mr. Harris said a review of the CTS routes and how wheelchairs impact the routes is something First Student will look at this year.

Mr. Harris said some riders have a hard time reading the transit schedule and First Student has taken more calls about how to get from point A to point B than any other issue. Mrs. Caffey noted that the new City web site has a "New-Rider Information" page which includes a guide on how to read a CTS schedule. She said she would print some of the brochures and make them available for drivers to give out.

Mr. Harris reported that First Student is getting warranty work done on the new buses and recently completed work on the older buses which eliminated their power issues. He also commented that the bus seats were recently cleaned. Mr. Bates said CTS has grants in hand for two replacement buses which are eligible to be purchased in February, 2014. Those are the last two grants that CTS has in hand; moving forward, CTS will receive an annual allocation that will be banked to purchase buses according to the City's replacement schedule.

IV. Old Business

None.

V. New Business

Commissioner Wright believes there may be interest in creating a Philomath Connection stop near the small commercial center at Country Club and Philomath Blvd; she asked how someone might go about requesting a route change and/or new stop. Mr. Bates suggested she start with Philomath City Manager Randy Kugler.

VI. Information Sharing

Mr. Bates reported that CTS is making a change to its ADA policy due to a Triennial Review corrective action. In order to comply with ADA law, passengers using a wheelchair who are not able to have the chair secured properly will now have the option

to remain on the bus and use the handrails as their only securement. Previously, CTS would not transport a passenger whose wheelchair could not be secured and would instead call Dail-A-Bus to transport the passenger. Chair Friedt asked if the City Attorney will recommend waivers to protect the City from liability; he said he sees no issue with someone opting out using the restraints but he can see where it might be helpful to have something that shows that they opted out.

Mr. Bates distributed the new CTS Revenues and Expenses pie charts and discussed the projections. Councilor Beilstein noted the one-half million dollar difference between the revenue and expense totals and asked if the City would be putting that money into reserves. Mr. Bates answered in the affirmative, with the caveat that the chart reflects projections. If the City does not obtain BETC partners in this and future years, CTS will not have the full revenues indicated in the chart.

Mr. Bates mentioned the upcoming Holiday Trolley service. Commission members were in support of expending additional CTS dollars in order to offer the Holiday Trolley on Christmas Eve.

Chair Friedt noted an error, saying that the CTS ridership increased 5% over last year.

Mr. Bates mentioned that the CTS shelter in front of the Kerr Building on the OSU campus has a sign indicating that OSU is now a non-smoking campus. OSU staff was given permission from CTS to post signs in the CTS shelters on campus reflecting the new policy.

VII. Commission Requests and Reports

Vice Chair Trelstad ask if the City had any addition information about the OSU/City collaborations regarding transit or the OSU shuttle. Mr. Bates reported that there had not been any additional contact since he spoke to the OSU consultant about the shuttle, However, there is a pre-meeting scheduled for October 16th and the next collaboration meeting is scheduled for October 25th.

Chair Friedt asked if the City had any policy documents or published guidelines on what routes should do or where stops should be placed. Mr. Bates responded that CTS routes traffic orders to appropriate staff after determining where stops will be placed. He noted that traffic orders are reviewed and approved by the Public Works Transportation Division Manager, Corvallis Police Department, Street Maintenance Supervisor, GIS Supervisor, Public Works Director, City Manager and City Council. Mr. Bates said the City traffic engineers are also consulted and asked to sign off on the location and design. Chair Friedt said he feels published criteria guidelines for adding and deleting stops, like those of other transit systems, makes sense to have because he has previously noted inconsistencies in CTS decision making. He believes those inconsistencies stem from the absence of a guiding document. Commissioner Wilson said a list of priorities might be in order, such as number one -safety, number two -on time performance, etc. Councilor Beilstein said such a guide might be “aspirational rather than prescriptive”.

VIII. Pending Items

None.

IX. Adjournment

Commissioners Weaver de Balan and Wright, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.

The meeting was adjourned at 9:20 am.

NEXT MEETING: November 14, 2012, 8:20 am, Madison Avenue Meeting Room

MEMORANDUM

DATE: December 6, 2012
TO: CACOT Members
FROM: Tim Bates, Transit Coordinator
SUBJECT: Information Sharing Report

Business Energy Tax Credit (BETC) - The City has identified a pass-through partner for its 2009-10 and 2010-11 projects. The partner has signed the pass-through agreement and the City is soon expecting a check for slightly more than \$1.1 million in the Transit Fund.

Replacement Radios for CTS and Philomath Connection Buses - New radios were installed at the end of November. There have been some issues with coverage and clarity, issues that the contractor is working to correct.

Replacement Vehicle Information System (VIS) - Jim Mitchell has been contracted to draft a Request for Proposals (RFP) for a replacement VIS. The tentative schedule is for the RFP to be released at the end of January, 2013 and a vendor to be selected by mid-March.

Beaver Bus - Beaver Bus service operates December 6th-8th and then takes its scheduled Winter break. Service resumes January 10, 2013 and operates uninterrupted through June 10, 2013.

Ridership - Percentage changes are based on rides per service hour.

- **CTS provided 120,079 rides in October, an average of 48.5 rides/service hour, a 1.9% increase from October 2011.** Ridership for October 2011 was 104,343, an average of 47.6 rides/service hour.
CTS provided 104,768 rides in November, an average of 45.9 rides/service hour, a 0.2% increase from November 2011. Ridership for November 2011 was 96,884, an average of 45.7 rides/service hour.
- **Philomath Connection provided 3,334 rides in October, an average of 22.3 rides/service hour, a 3.7% increase from October 2011.** Ridership for October 2011 was 2,935, an average of 21.5 rides/service hour.
Philomath Connection provided 3,084 rides in November, an average of 22.6 rides/service hour, an 11.5% increase from November 2011. Ridership for November 2011 was 2,766, an average of 20.3 rides/service hour.
- **ADA Paratransit - October ridership was 646.** Ridership for October, 2011 was 446.
November ridership was 589. Ridership for November, 2011 was 432.
- **99 Express Adair Village** - October ridership was 639, an average of 4.7 rides per service hour. November ridership was 578, an average of 4.3 rides per service hour.

CTS Ridership (Beaver Bus and Philomath Connection not included in figures)

	FY 12/13	FY 11/12	FY 10/11	FY 09/10	FY 08/09
July	78,758	80,650	54,310	54,381	55,774
Aug	79,369	72,375	49,560	45,734	48,693
Sept	83,874	80,518	58,342	48,383	50,053
Oct	120,079	104,343	79,562	67,573	71,342
Nov	104,768	96,884	73,961	59,602	57,426
Dec		79,456	58,193	50,300	49,952
Jan		103,182	78,754	66,194	62,904
Feb		106,526	80,794	65,306	59,098
Mar		102,672	91,060	63,665	55,252
Apr		107,491	92,842	66,781	60,223
May		107,509	89,078	59,090	53,376
Jun		90,236	78,421	53,782	49,625
Total	466,848	1,131,842	884,877	700,791	673,718

