

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES**

November 21, 2003

Members Present

Craig Anderson, Chair
 Scott Carroll
 Bob Lowry, Vice-Chair
 Lita Verts
 Bjorn Warloe
 Robert E. Wilson
 Stewart Wershow, City Council

Staff

Jon Katin, Public Works
 Michelle Rhoads, Public Works

Visitors

Paul W. Morgan
 Roy Severen

SUMMARY OF DISCUSSION

Agenda Item	Informa- tion Only	Held for Further Review	Recommendations/Action
Minutes - November 12, 2003		X	
Visitor Comments	X		
Follow-up on Vehicle Maintenance & Communication	X		
Discussion on the Route System	X		
Advertising on Buses	X		
Holiday Trolley & Parade	X		
Proposals Received for Design the New Transit Materials	X		
Bus Priority with Traffic Signals	X		

CONTENT OF DISCUSSION

I. INTRODUCTIONS

Members of CACOT introduced themselves to visitor Roy Severen. Severen is an Accounting Clerk with Laidlaw.

II. APPROVAL OF MINUTES

Minutes of the November 12 meeting will be reviewed during the December meeting.

III. CACOT/VISITOR COMMENTS

Visitor Paul Morgan requested two designated stops be established as follows:

- ▶ In the vicinity of the LBCC Benton Center, bounded by Buchanan to the North, Tyler to the South, 9th St. to the West, and 5th St. to the East; and
- ▶ The 600 block of 5th St.

IV. REVISED ROUTES & BUS SCHEDULES

Rhoads issued recommendations to CACOT. Following is a summary of the discussion and recommendations:

- The combination of switching the pairing of routes and implementation of designated stops and the traffic signal bus priority system should enable the routes to be on time; we won't modify the geographic coverage of the transit routes at this time; the situation will be monitored and adjustments can be made in the future if warranted.
- Leave the Route 7 departure time from the Intermodal Mall as is.
- There is concern about the buses having to turn left from Spruce onto Highland with the traffic generators in the area: the Osborn Aquatic Center, the Boys & Girls Club, and when open again, the new Middle School. It may be necessary to ask for police assistance in traffic control at key times.
- Keep the same bus for both 30 minute frequency runs of Route 6 so continuing passengers do not have to transfer buses at the Intermodal Mall; this may result in CTS drivers transferring between buses which in turn could cause a "domino effect" of multiple late routes if one route is late; staff will review this situation with Laidlaw management
- The Route 6/Route 6 pairing creates the Route 3/Route 4 pairing.
- There are opportunities for transferring between routes in the corridor of Walnut/Satinwood/9th St./Circle; it is noted that these are opportunities only; it seems appropriate to install bus shelters in key areas that would also include system-wide information to assist passengers in determining transfer opportunities appropriate for their destination and schedule.

Carroll asked when the designated stop system would go into effect, which should improve the on-time performance of the route system. Rhoads replied it will go into effect in January 2004.

Warloe commented that he would expect the pairing of the two

Route 6 trips to not cause other routes to be delayed if drivers must switch buses.

V. INFORMATION SHARING

A. Vehicle Maintenance & Communication

Rhoads reported that standard operating procedures were followed when one of the Route 5 buses experienced a mechanical failure earlier in the month. The dispatch office was notified and the mechanic was sent to the scene to assess the situation. The vehicle had received its required pre-trip before going on-route, but the equipment failure occurred during the route. The Laidlaw mechanic had the necessary part on order already, and it arrived later that day and fixed the bus.

CTS buses are maintained according to the manufacturers' recommended schedules. Vehicles can break down even with appropriate preventative maintenance. Replacement buses are sent to the scene when appropriate, but even then there would be at least a 15 or 20 minute delay before it could arrive to resume the route. Laidlaw has been directed that in the future they will report any delays of 10 minutes or more to staff.

Under the circumstances of this situation, the delay experienced by the Route 5 passengers was regrettable but unavoidable. Some chose to board the Route 1 bus which in turn became crowded as the route traveled inbound to OSU and downtown.

B. Holiday Trolley

Volunteers are needed to play Downtown Gingerbear, and to help set-up and staff the refreshments during the November 28 kick-off event. Verts volunteered to help. Space is available for CACOT members and family who wish to ride the Trolley during the Community Holiday Parade that same evening.

C. Design of New Transit Materials

The City issued an intent to award the contract for designing the new transit rider guide and system map with schedule. Three proposals were received from companies interested in performing the design work for the new transit materials. The proposal evaluation committee of Lowry, Katin, and Rhoads determined one proposal was unresponsive and it was eliminated from further consideration. The

lowest responsive proposer was selected from the remaining two proposals.

D. Advertising on Buses

The proposal to permit advertising on buses and to hire a firm to manage that program was approved by the City Council's Urban Services Committee. It is expected that the program will begin still this Fiscal Year.

E. Bus Priority with Traffic Signals

The system will be activated in December.

VI. ADJOURNMENT

Lowry made a motion to adjourn the meeting. Wilson seconded the motion. By consensus the meeting adjourned.

Future Meetings:

Wednesday, December 10, 8:00 a.m., City Hall Conference Rm. D

Wednesday, January 14, 8:00 a.m., City Hall Conference Rm. D

Wednesday, February 11, 8:00 a.m., City Hall Conference Rm. D