

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

Wednesday; December 17, 2003; 8:00 a.m.

City Hall Conference Room D

501 S.W. Madison Avenue

- I. INTRODUCTIONS
- II. APPROVAL OF MINUTES - November 12, 2003 and November 21, 2003
- III. CACOT/VISITOR'S COMMENTS (Items not on Agenda)

- IV. PRESENTATION - DESIGN CONCEPT FOR NEW TRANSIT GUIDE AND SYSTEM MAP WITH SCHEDULE

- V. REQUEST FOR PROPOSALS - ADVERTISING ON BUSES

- VI. INFORMATION SHARING
 - A. Transportation Funding Alternatives Task Force
 - B. OSU Master Plan
 - C. Revised Routes, Designated Stops, Bus Shelters
 - D. Ridership Reports (CTS, Philomath, Dial-A-Bus)
 - E. Pedestrian Crosswalk Law effective January 1, 2004
 - F. Holiday Trolley & Parade
 - G. Winter Newsletter
 - H. OSU Annual Ridership Survey

VIII. ADJOURNMENT

Future Meetings:

Wednesday, January 14, 2004 8:00 a.m., City Hall Conference Rm. D

Wednesday, February 11, 2004 8:00 a.m., City Hall Conference Rm. D

Wednesday, March 10, 2004 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 any special accommodations to attend the meeting.**

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES**

November 12, 2003

Members Present

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

Members Absent, Unexcused

Scott Carroll

Staff

Jon Katin, Public Works
Michelle Rhoads, Public Works

Members Absent, Excused

Craig Anderson, Chair

Visitors

Paul W. Morgan
Linda Elder, Dial-A-Bus

SUMMARY OF DISCUSSION

Agenda Item	Informa- tion Only	Held for Further Review	Recommendations/Action
Minutes - October 8, 2003			Approved as submitted
Visitor Comments	X		
Bus Maintenance Incident		X	Staff will investigate the incident and report to CACOT
Discussion on the Route System		X	CACOT will hold special meeting
Transportation Alternatives Funding Task Force	X		
Advertising on Buses	X		
Revised Routes & Bus Schedules		X	Special CACOT meeting
Ridership Reports	X		
Try Transit Week	X		
Holiday Trolley & Parade	X		
Park & Rides	X		
Bus Priority with Traffic Signals	X		
Capital Improvement Program	X		
Tri-County Special Transportation Project	X		
OSU Master Plan	X		
New CAMPO Director	X		

CONTENT OF DISCUSSION

I. INTRODUCTIONS

None.

II. APPROVAL OF MINUTES - October 8, 2003

Wilson made a motion to approve the October 8, 2003 minutes as submitted. Verts seconded the motion. A vote was called and the motion passed unanimously.

III. CACOT/VISITOR COMMENTS

Visitor Paul Morgan asked about the process of assigning designated stops for the route system. Rhoads replied that there is still time for input. Morgan asked that pedestrian access to the stops be considered during the process.

Morgan also described a situation that occurred the previous Friday morning with one of the Route 5 buses. There was a mechanical problem and some passengers boarding at Timberhill chose to take the Route 1 bus due to the delay. Apparently this created a frustrating and uncomfortable experience for some passengers. Concern was expressed about the maintenance performed on buses. CACOT asked Rhoads to investigate the situation and report back during the next meeting.

There was discussion about the ongoing challenge of the current route system, specifically balancing the sometimes competing interests of covering the maximum geographic area and achieving satisfactory on-time performance. There was consensus that this discussion could lead to policy and funding decisions. Because the proposed route revisions and new transit materials are to go into effect in early January 2004, it was agreed that CACOT would reassess this issue in a special meeting. Staff will make meeting arrangements and send notification.

IV. INFORMATION SHARING

A. Transportation Alternatives Funding Task Force (TAFT)

Wilson reported that one of TAFT's discussion points is whether the Corvallis Transit System is or should be a social service or a business. TAFT continues to gather data on all of the City's transportation-related programs. They will review the information and conclusions, and then will issue recommendations on the programs, priorities, and funding opportunities. Verts attended the last TAFT meeting and provided testimony on the importance of having an effective transit system.

Wershow noted that approximately \$250,000 of Federal Highway transportation funds that used to go directly to the City for street projects will now go to the Corvallis Area Metropolitan Planning Organization (CAMPO) for distribution on MPO area projects. A concern is that it appears that CAMPO's vision for the future use of these funds is focused

on development, while the City's past focus and use of those funds has been on preservation.

The next TAFT meeting is 5:00 p.m. November 19, in the Cline Room at the Senior Center on Tyler Ave. The December meeting is 5:00 p.m. December 17, in the Public Library.

B. Advertising on Buses

The City is pursuing the implementation of advertising on buses to raise revenue for the transit system. More information is being collected, and the proposal is going before the City Council's Urban Services Committee on November 18.

C. Revised Routes & Bus Schedules

The City issued a Request for Proposals for the design of the new transit materials. Proposals from interested vendors are due November 18.

D. Ridership Reports

Rhoads distributed ridership reports for CTS and Philomath. CTS achieved a new monthly ridership record in October: 54,265 - an increase of 13 over the previous record set in October 2001. Philomath achieved its 3rd highest monthly ridership at 1,420. ADA paratransit ridership will be reported at a later date. Albany Transit and the Linn-Benton Loop also experienced record ridership in October.

E. Try Transit Week

Ridership during Try Transit Week increased slightly over last year's event ridership: 12,427 compared with 12,195. Sixty-six (66) prizes were awarded to transit riders as part of the event promotion. Thirty (30) businesses located along the routes donated the prizes. A list of the sponsoring businesses and the prizes was shared with CACOT. Compliments were received regarding the "thank you for riding transit" reception held at the Intermodal Mall the morning of October 8.

It was noted that the commencement of OSU and LBCC classes and the Try Transit Week promotion likely magnified the problems of late routes during the month of October.

F. Holiday Trolley & Parade

Planning for the event continues, and the Trolley is signed up for the November 28 Community Holiday Parade. Rhoads

requested a volunteer to play "Downtown Gingerbear" during the kick-off event beginning at 11:30 a.m. the same day.

G. Park & Rides

Rhoads thanked Lowry for developing a list of potential park and ride sites for the transit system. Staff will follow up on contacting property owners and implementing a program.

H. Bus Priority with Traffic Signals

The system will be activated in December.

I. Capital Improvements Program (CIP) Update

The CIP Commission will meet 7:00 p.m. November 12, the same day as this CACOT meeting. The meeting will be held in Fire Station One.

J. Tri-County Special Transportation Project Update

The Linn, Benton, and Lincoln boards of commissioners have directed the Cascades West Council of Governments to enter into discussion with the Oregon Department of Human Services to develop a Medicaid medical transportation brokerage for the tri-county area.

K. OSU Master Plan

Staff will inform CACOT members of opportunities to provide input on the OSU Master Plan as it is processed by the City's Planning Commission. The plan is in a 30-day comment period.

L. New CAMPO Director

November 17 will be the first day for Ali Bonakdar's new role as the Director of the Corvallis Area Metropolitan Planning Organization (CAMPO).

VI. ADJOURNMENT

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

Future Meetings:

Wednesday, November 12, 8:00 a.m., City Hall Conference Rm. D
Wednesday, December 10, 8:00 a.m., City Hall Conference Rm. D
Wednesday, January 14, 8:00 a.m., City Hall Conference Rm. D

**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