

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

**Wednesday; May 12, 2004; 8:00 a.m.
City Hall Conference Room D
501 S.W. Madison Avenue**

- I. INTRODUCTIONS

- II. APPROVAL OF MINUTES - April 14, 2004

- III. CACOT/VISITOR'S COMMENTS (Items not on Agenda)

- IV. CITY FINANCIAL STRATEGIES & TRANSPORTATION FUNDING ALTERNATIVES TASK FORCE - Review/discuss final report of TFATF Phase 1

- V. REVIEW OF REVENUE PERCENTAGE FROM RIDES/SERVICES RECEIVED AND PASSENGER FARES

- VI. ROUTE 1 - Follow up on trial period change implemented April 26

- VII. INFORMATION SHARING - written report will be distributed at meeting

- VIII. ADJOURNMENT

Future Meetings:

Wednesday, June 9, 2004 8:00 a.m., City Hall Conference Rm. D
Wednesday, July 14, 2004 8:00 a.m., City Hall Conference Rm. D
Wednesday, August 11, 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**

April 14, 2004

Members Present

Craig Anderson, Chair
 Scott Carroll
 Chris Godwin, ASOSU ex-officio
 Lita Verts
 Bjorn Warloe
 Stewart Wershow, City Council
 Robert E. Wilson

Staff

Jon Katin, Public Works
 Michelle Rhoads, Public Works

Visitors

Ali Bonakdar, CAMPO Director
 Bob Davidson
 Paul W. Morgan
 Dennis Stillwagon

Excused Absence

Bob Lowry, Vice-Chair

SUMMARY OF DISCUSSION

Agenda Item	Inform- ation Only	Held for Further Review	Recommendations/Action
I. Introductions	x		
II. Approval of Minutes - March 10, 2004			Approved as submitted
III. CACOT/Visitors Comments			None
IV. Corvallis Area Metropolitan Planning Organization (CAMPO) Public Involvement Framework	X		
V. Review of Revenue Percentage from Rides/Services Received and Passenger Fares		X	
VI. Route 1- Discussion on Ridership, Rider requests to change schedule, and on-time performance			Approved recommendation for Rt. 1 revision for trial period
VII. Criteria for Location of Designated Stops and Bus Shelters			Approved staff policy recommendation
VIII. Information Sharing	X		
IX. Adjournment			

CONTENT OF DISCUSSION

I. INTRODUCTIONS

Introductions were made.

II. APPROVAL OF MINUTES - March 10, 2004

Wilson made a motion to approve the March 10, 2004 meeting minutes as submitted. Carroll seconded the motion. A vote was called and the motion passed unanimously.

III. CACOT/VISITORS COMMENTS

Rhoads noted that there needed to be discussion on the criteria for shelters and bus stops. It was agreed this discussion would be added to the agenda after the Route 1 discussion. There were no visitor's comments.

IV. CORVALLIS AREA METROPOLITAN PLANNING ORGANIZATION (CAMPO) PUBLIC INVOLVEMENT FRAMEWORK

This discussion was delayed until Bonakdar appeared at the meeting. He appeared at the meeting at the conclusion of the Review of Revenue Percentage discussion and addressed the Commission.

Bonakdar provided information about CAMPO. When the population of an urban area reaches 50,000, the federal government requires that those areas form an association of local governments, to be called "Metropolitan Planning Organization" (MPO). The function of this organization is to direct transportation planning and programming for the area. Members of the local MPO are the cities of Corvallis, Philomath, and Adair Village; Benton County; and the Oregon Department of Transportation (ODOT). There is a five member policy board that governs CAMPO, comprised of elected or appointed officials from the agencies.

The organization's boundaries include the three stated cities and a portion of Benton County. The organization's activities include long-range transportation plans, transit planning for the area and development for the transportation improvement program.

The organization, by federal regulations, has a mandate called "environmental justice", to reach disadvantaged and disenfranchised segments of the population.

Bonakdar then asked for comments and questions. A CACOT member asked about the composition of the policy board. Bonakdar answered that the policy board is made up of representatives of the cities of Corvallis, Philomath, Adair and Benton County. Betty Griffiths is the City of Corvallis' representative on the CAMPO policy board. The policy board is typically comprised of elected officials.

Bonakdar stated that CAMPO is funded by federal dollars. The basic boundary of the organization comes from the U.S. Census, updated every ten years. The policy board has leeway on boundary based on "local knowledge". For example, if northwest Corvallis will grow into an "urbanized" area in the next ten years, it would be included in the planning process.

A question was asked about bringing OSU students into the policy discussions. Bonakdar commented that the policy board was well advertised with local print outlets. It was suggested that CAMPO add the OSU Barometer publication to its list of media outlets.

V. REVIEW OF REVENUE PERCENTAGE FROM RIDES/SERVICES RECEIVED AND PASSENGER FARES

Rhoads distributed two different documents: 1) Percentage Revenue Share from User Fees; and 2) Passenger Fare Structure. It was agreed that all present needed a few minutes to scan the two documents since the information had just been received this morning.

A question was asked about projected revenue from advertising on the buses. Also, there are differences of a boarding fee for LTD vs. a single trip in regards to the information in the report on Passenger Fare Structure. There were discussions regarding riders' potential reactions to schedule changes and fare transfers.

It was noted that goals and policies are described in the handouts. It was suggested that CTS have a higher percentage as a goal. It was noted that Corvallis' budget was similar to that of Klamath Falls. Staff will prepare an "elasticity model" to calculate the potential impact of a fare increase might have on ridership.

The discussion that perhaps fare changes should be made in increments of 25 cents to make it easier on riders. It was noted that the last time CTS increased its fares there was minimal impact on ridership, and that fares are only one of multiple factors that potentially impact ridership. Anderson asked for increments that the Commission would like to see appear in the models to be done.

Godwin asked about the impact to future ASOSU fees for CTS services. Katin stated that the Commission was going to be looking at making a change or recommendation to a change to fares in the Fall but it would not impact the negotiated \$1.91 per student per semester the Commission was asking for Fiscal Year 04-05. There will likely be a change in FY 05-06. Each year brings a separate negotiation. To recap, next year's fees have already been agreed upon by the parties.

Rhoads asked for suggestions on potential fare increases for the purposes of running a fare increase/effect on ridership model.

Amounts of 70 cents, 75 cents, 80 cents, 90 cents and one dollar were suggested.

There was a suggestion that perhaps the City needs to look at increasing all service fees, not just transit-related fees. Wershow offered the Council's perspective. The Council wants to see more user fee money coming in. Warloe stated the Parks and Recreation fees have already gone up "quite substantially".

Wershow stated the Council is considering a proposal to eliminate discounts for kids in Parks and Rec fees and other fees.

Further discussions were held regarding the parameters of the fare increase model. Rhoads recapped that three things were agreed upon; 1) a target of a 15% share of revenue from user fees; 2) the elasticity model for 70, 75, 80, 90 cents and one dollar for an adult fare; and 3) the potential impact to senior/disabled fees and ridership. The goal is fiscal responsibility appropriately balanced with social responsibility.

A suggestion was made that ridership be surveyed for their input on the possible effects of a possible fare increase. It may be more cost-effective to use models instead of a survey. It was agreed by all that the elasticity model would be used before other methods.

VI. ROUTE 1

Rhoads distributed handouts, also says that she will supplement the information with drawing on a blackboard. She stated that on-time performance was 96% for two weeks in January. In February it dropped to 89%. It rose back up to 98% after operational issues were worked out with Laidlaw. The overall CTS system is operating at 92% on-time performance. On-time was defined as departing the Intermodal Mall less than 5 minutes late.

OSU ridership on Route 1 was 55% students and 7% faculty/staff, for a combined ridership of 62%, according to the January survey. As a comparison, Route 4 has only 17% OSU-related student ridership.

Hewlett-Packard ridership was broken down into several categories based on time. Specific numbers of rides were calculated per month.

Rhoads attended the May drivers meeting and asked for the drivers reaction to a variety of issues. She asked the drivers about specific departure hours. Drivers expressed concerns about ability to complete transfers between the Route 1 and Route 8. Drivers want to keep service going into HP during non-peak hours. Drivers want to continue on Walnut Blvd., directly to HP, saving 2-3 minutes per trip. This would enable more on-time arrivals to the Mall.

A discussion ensued regarding Rhoads' findings to the Commission. A major concern was saving the transfers between the Route 1 and Route 8. Also discussed was the impact on senior citizens and the disabled of changing the path of the Route 1. Notices of the Route 1 change would be posted on buses and at the Mall downtown one full week before any change.

Verts made a motion to change the Route 1 path of travel and time schedule so that it does not stop at Timberhill Shopping Center on its outbound trip on a trial basis and to review the impact of the incremental change of the Route 1's route in two months. Warloe seconded the motion. A vote was called and the motion passed unanimously.

Rhoads asked for a policy recommendation that the criteria used to select the location of designated stops and bus shelters is reasonable for current and future use. Wilson made a motion to accept the recommended criteria; Verts seconded the motion. A vote was called and the motion passed unanimously.

Rhoads alerted CACOT that for safety reasons, the intersection of 9th and Madison will not currently be used as a transfer location for wheelchair riders if they are transferring to or from a bus a ramp. This intersection is currently sometimes used for non-wheelchair riders or for wheelchair riders transferring to or from buses with lifts.

VII. INFORMATION SHARING

Rhoads asked if the Information Sharing Report was acceptable in form and content. It was noted that it should be read ahead of time and then questions could be brought up during CACOT meetings if necessary. There were positive comments about it.

Rhoads recognized Bob Davidson for his outstanding contributions in time and talent on the designated stop project.

VIII. ADJOURNMENT

Verts made a motion to adjourn. Wilson seconded the motion. The meeting was adjourned.

Future Meetings:

Wednesday, May 12, 8:00 a.m., City Hall Conference Rm. D

Wednesday, June 9, 8:00 a.m., City Hall Conference Rm. D

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

Memorandum

DATE: April 9, 2004
TO: CACOT Members
FROM: Michelle Rhoads, Staff
SUBJECT: Information Sharing Written Report

A concern was expressed during the March 10th CACOT meeting that the extended length of the monthly meetings was not working for some of the members. After the meeting, two or three people suggested to me that one way to shorten the length of the monthly CACOT meetings is for "Information Sharing" items to be incorporated into a handout that could be distributed during the monthly meeting or in advance with the CACOT packets. This solution is being implemented immediately, and this document is the first Information Sharing written report. It is being distributed in advance this month, along with other reports that you will want to review ahead of time to be prepared to discuss during the CACOT meeting, should there be a need.

If you think any items listed in the Information Sharing written reports are more suited as agenda items for business or discussion purposes, please let me know in advance or notify the CACOT Chair at the beginning of the month's meeting.

- **Advertising on Buses** - To date all revenue buses have been fitted with at least one advertisement and communication/cooperation has been good between Obie Media and Laidlaw. A monthly revenue sharing report has been received from the contractor but there is not any revenue yet since the ads were just installed last month. Staff has received a number of inquiries and comments, but there have not been any complaints.
- **ASOSU & OSU Group Pass Programs and CACOT Membership** - ASOSU approved the \$1.91 per term per student fee for CTS and Philomath Connection (PC) rides during FY 04-05. The proposal to add two voting positions to CACOT, respectively one each for ASOSU and OSU, will be presented to the City Council Urban Services Committee on April 20. Assuming it is recommended also by Urban Services, it will be presented for approval of the entire City Council on May 3. Following Council approval a contract with OSU for their group pass agreement and transit support will then be completed in May.
- **Bus Shelters** - Please review the enclosed document on this topic as it will be discussed during the April CACOT meeting.

- **Business Energy Tax Credits (BETC) from the Oregon Department of Energy** - The City has applied for a BETC “Pass-Through” tax credit program on the Corvallis Transit System “project” beginning with the last three months of the current fiscal year. The City will reapply for the tax credits for subsequent years. The program allows for a tax credit of 35% of eligible project costs at the completion of the project. As an example, 35% of CTS’s allowable annual operational costs are currently estimated at \$510,000. Since the City does not incur tax liabilities, it will partner to transfer the tax credit (“pass-through”) to a local business partner that does, Citizens Bank, in exchange for an up-front, lump-sum cash payment of 25.5% of the tax credit, currently estimated at \$367,000.

Citizens Bank still gets to take the full 35% tax credit, spread out over the next five (5) years, which creates an approximate 8% return on the business partner’s money and recognizes the time value of money. Through this program, the business partner also gets to dictate that their tax dollars be expended locally with Corvallis. There is an up-front cost for the City, which is an application fee of 0.75% of the project cost, estimated at \$2,750, so the net return to the City is estimated to be \$364,250.

Besides transit operations, the tax credits can also be used to help fund the City’s match for transit grants for capital purchases. The BETC program was designed to encourage behaviors that save energy, maintain existing services, and where possible, expand services. Note this is a short-term program that is likely to be available for the next five (5) years. Staff will continue to investigate long-term funding solutions for transit.

- **Designated Stops** - Please review the enclosed document on this topic as it will also be discussed during the April meeting.
- **Federal Earmark Received for Bus Replacement** - The City received notice that the House of Representatives passed a version of the Transportation Equity Act that proposes \$1.24 million in Federal funds over the next 4 years for CTS vehicle replacement. This is in addition to the funding already approved to replace one vehicle during FY 04-05. The new earmarks for the subsequent years are: 05: \$396,800; 06: \$409,200, and 07: \$434,000.
- **On-Time Performance** - CTS on-time performance was 92% again during March. During Spring Break, the 4th week of March, the on-time performance jumped up to 98%! That week was not factored into the reported 92% for the month since it was an exception.
- **Philomath Connection (PC) Service and Schedules** - Philomath is evaluating its bus services and may initiate some changes including adding locations for designated stops. Driver input has been forwarded to City of Philomath management for consideration.

Philomath is also reviewing the PC schedules for potential changes. Corvallis staff will continue to assist Philomath to the extent possible within the Transit workload.

- **Ridership Reports** - Copies of the March ridership reports will be distributed during the meeting to minimize postage expense. Highlights are that CTS ridership was 46,276 which is a new record for March rides. Year-to-date (through March) route productivity (rides per hour) increased by one (1) ride per hour compared to the same period in FY 02-03. Philomath Connection ridership was 1,266, which is also a new record for March rides. Dial-A-Bus is developing a ridership report in graph format, which should make their ridership data more meaningful to you.
- **School District and Transit Discussions** - No activity to report at this time; staff will remove it from future reports until such time as there is activity on the subject.
- **Special Events** -
 - *“Earth Day”* is Thursday, April 22. CTS (and possibly Philomath Connection) will provide free rides on that day and will collaborate with ASOSU (and possibly other partners) to promote the message and celebrating the day.
 - *“Get There Another Way” Week* - It is scheduled for May 17-21, 2004 and will include special incentives and events to get people to try alternative transportation modes including transit.
 - *“T(ea) for Transit”* - *Are you willing to volunteer for 2 hours one day to help inspire and train seniors how to use CTS to get where they want to go?* Staff is planning a series of festive public outreach events to be held in April and/or May at local retirement and assisted living facilities. They will be held in cooperation with the hosting facility, Benton County Special Transportation Program, Dial-A-Bus, and possibly other local organizations. Volunteers are needed to assist during each of the events, which will include refreshments. Seniors (and some persons with disabilities) will learn how to: a) read a bus schedule, b) board a bus, and c) transfer between bus routes. Then the group will board a CTS bus and go for a ride.