

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
AGENDA**

Wednesday, March 8, 2006, 8:15 a.m.

**NOTE NEW LOCATION: Madison Avenue Conference Room
500 SW Madison, Across Madison from City Hall**

- I. INTRODUCTION

- II. APPROVAL OF MINUTES - January 30, 2006 CACOT public hearing and February 8, 2006 regular CACOT meeting

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

- IV. SUBCOMMITTEE AND STAFF RECOMMENDATION ON ROUTE CHANGES- Report during meeting

- V. UPDATE ON GROUP PASS AGREEMENT DISCUSSIONS WITH ASSOCIATED STUDENTS OF OREGON STATE UNIVERSITY - Staff report during meeting

- VI. INFORMATION SHARING - Written report distributed during meeting

- VII. ADJOURNMENT

Future Meetings:

Wednesday, April 12, 2006, 8:15 a.m., Madison Avenue Conf. Room

Wednesday, May 10, 2006, 8:15 a.m., Madison Avenue Conf. Room

The Madison Avenue Conference Room 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
PUBLIC HEARING MINUTES
 January 30, 2006

Members Present

Stephan Friedt
 Emily Hagen, City Councilor
 Bob Lowry, Chair
 Brandon Trelstad
 Lita Verts, Vice-Chair
 Bjorn Warloe
 Robert E. Wilson

Absent

Scott Carroll
 Annie McMahon

Staff

Steve Rogers, Public Works
 Jim Mitchell, Public Works
 Jon Katin, Public Works
 Michelle Rhoads, Public Works

Visitors

Robert Denner
 Fred Lay
 Sue Donna Doolen
 Catherine Mater
 Drew Robertson
 Alan Heninger
 Roy Severin
 Marshall Smith
 Nancy Laurence
 Warren Baker
 John Oliver
 Casey Schaufler

SUMMARY OF DISCUSSION

Agenda Item	Infor- mation Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Open Public Hearing	X		
III. Closed Public Hearing	X		
IV. Commission Questions of Staff		X	
V. Commission Deliberations		X	
VI. Recommendation/ Decision		X	

CONTENT OF DISCUSSION

I. Introductions

Introductions were made.

II. Open Public Hearing

Chair Bob Lowry asked each speaker to limit his/her speaking time to five minutes. If there is time remaining during the open public hearing session, speakers will be allowed to speak a second time.

Steve Rogers and Michelle Rhoads presented the staff report. Rogers discussed the objectives of this public process: improve on-time performance, respond to evolving transportation needs of the bus riders and community, and prevent negative impact on the Transit and thus City budget. On-time performance has been negatively impacted by increased bus ridership and vehicle traffic throughout the community. Rhoads summarized the proposed revisions to bus routes as advertised in the public notices.

Public Comments:

Robert Denner said it would be convenient to riders if the buses servicing OSU would arrive at the campus at least five-ten minutes before the top of each hour. He went on to say that it would be convenient if buses arrived at the Transit Center at least 15 minutes after each hour and 15 minutes before each hour. Mr. Denner also emphasized the importance of the bus system for senior citizens.

Fred Lay is an OSU student who mainly rides the Route 5. He disagreed with the statement by staff that Routes 2,3,4 and 8 are the routes which are primarily late. He believed it was Route 5 which suffered the most because of its attachment to the Routes 2 and 4. According to Mr. Lay, Route 5 has been cancelled numerous times recently, negatively affecting students. Although budget constraints would probably prevent it, he asked for later hours for the buses and for some Sunday service. Mr. Lay said it would be helpful if the auto-announce/wayside sign system became fully operational soon.

Sue Donna Doolen recently submitted a letter signed by sixteen residents of Walnut Court at 842 NE 2nd Street. The letter requested regular bus service along the NE 2nd Street corridor. Ms. Doolen said she and other residents of Walnut Court are excited about proposed bus service along NE 2nd Street. This service will give non-drivers better access to shopping and appointments.

Catherine Mater is an employee of Mater Engineering and is a

partner in building the Riverfront Renaissance. She requested that CACOT recommend a change in City of Corvallis policy to allow earmarking of City System Development Charges (SDC's) for specific projects. Ms. Mater said that the Renaissance project will be charged approximately \$300,000 in SDC's. She would like for those funds to be used to operate a Trolley bus "circulator" service along 1st or 2nd streets in downtown Corvallis.

Drew Robertson, a resident who lives on NE 2nd Street, said he and his family are pleased about the proposed service to 2nd Street. Mr. Robertson also requested coordination between Route 4 and the Corvallis High School bell times to encourage more student ridership.

Alan Heninger is an OSU student who lives on NE Conifer Boulevard and rides Route 7. Mr Heninger is concerned the proposed change for the Route 4 to operate along Conifer would mean a reduction in service to him and others who need transportation to OSU because the proposed Route 4 operates several blocks from campus. This would make it difficult for him to arrive at classes on time. The proposed change to a forty-five minute route length would necessitate a long wait time. He asked for either a change to a thirty minute route length or a route change which would provide access closer to OSU.

Roy Severin said routes which will be paired with other routes should be publicized so riders know in advance which route they are riding.

Marshall Smith is a twenty-year rider of CTS. Mr. Smith said Route 2 having to go through the stops signs on 9th Street at Walnut Boulevard and Samaritan Drive will cause the route to be late because of traffic congestion. His understanding is that Route 7 will be traveling an opposite direction from the one it takes now, necessitating a switch in designated stops from the north side of the street to the south side. Mr. Smith questioned the need for service along the NE 2nd Street corridor and through the Hewlett-Packard campus. He expressed support for maintaining service on Spruce and asked for bus stop locations to be improved for wheelchair accessibility.

Nancy Laurence is a resident of South Corvallis. Ms. Laurence praised the bus service but said she was concerned about the potential negative impact of route changes on children wanting to access the Boys and Girls Club and

Osborn Aquatic Center. She was also concerned with the flow-through of buses which currently leave OSU every thirty minutes and arrive at the Transit Center in time for transfers. Proposed changes would reduce service to forty-five minute intervals.

Warren Baker is an infrequent rider of CTS. He echoed his support of earlier testimony which supported flow-through routes.

John Oliver said the Commission needed to be mindful of routes which will travel in close proximity to one another during the same time period if some of the routes change to 45 minutes in length. Routes 2 and 4 will have this dilemma. Routes servicing Hewlett-Packard will have a difficult time being on time because of trains. Adding five minutes to each route trip throughout the day would improve on-time performance for all routes. Mr. Oliver expressed concern that due to the tight bus schedule, he and his fellow bus drivers frequently do not receive adequate time for bathroom breaks and that their lunch breaks are often cut short. He suggested changing Route 1 to a departure time (from the Downtown Transit Center) of 30 minutes after each hour.

Casey Schaufler, Chair of the Student Incidental Fee Committee at OSU, attended the meeting on behalf of a committee member and several student senators at OSU. Mr. Schaufler said he has heard from many OSU students who would like some bus service to arrive at OSU at the bottom of each hour. Currently, buses arrive at OSU at the top of each hour.

Marshall Smith added testimony about difficulties transferring between routes 4 and 5 due to late buses. He likes Mr. Oliver's proposal of adding 5 minutes to each route trip.

The open public hearing was closed after all speakers had addressed the Commission.

III. Closed Public Hearing

Emily Hagen, responding to the speaker who suggested a five-minute addition to each route leg, said she worried that riders would become confused by the scheduled times if they weren't consistent.

Stephan Friedt said he would like to ponder the suggestions

and comments made by the public and meet with the CACOT subcommittee to discuss the points made.

Bjorn Warloe said on-time performance was paramount in the Commission's mind when making the proposed changes. Also, drivers getting a break during their shifts is an important consideration of the Commission in crafting the route changes.

Lita Verts said she was concerned that the speaker's suggestion of adding five minutes to each route trip would interfere with OSU students' schedules.

Chair Lowry called upon Steve Rogers. Rogers asked for the visitors to show hands if they preferred maintaining the existing bus routes with the addition of five minutes to the length of each bus route or if they preferred the route revision proposal as presented to include four of the routes changing to 45 minutes in length. The majority of visitors showed hands indicating a preference for maintaining the existing route system with the addition of 5 minutes to the length of each route. There seemed to be a fairly strong consensus opposed to 45 minute runs.

Bob Lowry suggested that the CACOT review all of the information presented and be prepared to discuss it at the next regular CACOT meeting on February 8, 2006.

IV. Commission Questions of Staff

Questions from the Commission to Staff will be asked at the next CACOT meeting.

V. Commission Deliberations

Deliberations were tabled until the next CACOT meeting.

VI. Recommendation/Decision

Recommendations were tabled until the next CACOT meeting.

Future Meetings:

Wednesday, February 8, 2006, 8:15 a.m., City Hall Conference Rm. D
Wednesday, March 8, 2006 8:15 a.m., Madison Avenue Conf. Room
Wednesday, April 12, 2006 8:15 a.m., Madison Avenue Conf. Room

CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT

MINUTES

February 8, 2006

Members Present

Stephan Friedt
 Emily Hagen, City Councilor
 Bob Lowry, Chair
 Annie McMahon
 Brandon Trelstad
 Lita Verts, Vice-Chair
 Bjorn Warloe
 Robert E. Wilson

Staff

Jon Katin, Public Works
 Michelle Rhoads, Public Works

Visitors

John Oliver, CTS Driver
 Marge Coe, "On The Go" Proprietor
 Paul Morgan

Absent

Scott Carroll

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Approval of Minutes - January 11, 2006			Approved.
III. CACOT/Visitor's Comments	X		
IV. "On The Go" Transit Concessionaire Request to Reduce Operating Hours			Approved a recommendation for reduction in operating hours and monthly lease amount.
V. Subcommittee and Staff Recommendation on Route Changes			Approved a recommendation to allow staff to move forward with a refined route revision proposal.
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- January 11, 2006

Commissioners Warloe and Verts, respectively, moved and seconded that the Commission approve the January 11, 2006 minutes. The motion passed unanimously.

III. CACOT/Visitor's Comments

Bob Lowry reported that the Oregon Transportation Commission will meet February 14-15 at the Corvallis Hilton Garden Inn and Alumni Center. Most of the meetings are open to the public.

IV. "On The Go" Transit Concessionaire Request to Reduce Operating Hours

Marge Coe, the proprietor of "On The Go" has determined there is a lower level of business than was originally anticipated. The requested hours are 7:45 a.m. - 5:00 p.m. Monday - Friday and no Saturday service. During the spring and summer, hours will extend to 6:00 p.m. If business increases, Saturday hours of 10:00 a.m. to 4:00 p.m. may be added. Ms. Coe felt that in order to maintain reasonable business hours and expenses, these reduced hours are necessary. Staff agrees with this request at this point in time and the Staff's recommendation is to accept the request for a lease amendment to allow for a reduction in operating hours. Rhoads reaffirmed that late spring and summer months would have a greater need for Saturday service than the winter months and that the City's expectation is for hours to increase for spring and summer.

Commissioners Wilson and Warloe, respectively, moved and seconded that the Commission approve staff's recommendation to reduce operating hours for "On The Go" transit concession operation.

Discussion ensued regarding the recommendation. Jon Katin said this reduction in hours cannot be imposed solely by a CACOT recommendation. The original lease states that the hours of operation would coincide with the hours of operation of CTS. An amendment to the lease agreement must be approved by City Council. It would be signed by Jon Nelson, City Manager.

Rhoads said it is also staff's recommendation to reduce the monthly building lease amount from \$100 to \$50 through June 30, 2006. Starting July 1, 2006, the monthly lease amount would again be \$100.

Commissioners Wilson and Warloe, respectively, moved and seconded that the Commission approve staff's recommendation to reduce operating hours and reduce the monthly lease payment amount to \$50 through June 30, 2006 for "On The Go" concession operation. The monthly lease payment would revert to \$100 starting July, 2006.

Discussion ensued regarding this motion. Emily Hagen asked if staff knew what the cost to the City would be to have an information booth-only operation, without concession sales. Jon Katin said City personnel at City Hall has traditionally served in the information role. City personnel currently sell bus tickets, passes and provide route information. Rhoads pointed out that bus pass and tickets sales is but one service provided by City Hall. Laidlaw Transit provides bus route information through the CTS Information Line. It was noted that the City and specifically CTS, benefits from the transit information and sales provided by "On the Go."

Warloe asked if there was a way for staff to modify the operating hours of "On The Go" without a City Council approval process. Katin said he would talk to the City Attorneys Office. Rhoads said staff would talk internally as well.

Bob Lowry suggested opening "On The GO" at 7:40 a.m. because buses depart the Transit Center at 7:45 a.m. Ms. Coe said she is operational nearly every morning by 7:40 a.m.

Friedt asked if "On The Go" was promoted by signs on CTS buses and elsewhere. Katin said because of an advertising contract with a company, Ms. Coe would incur a cost for promotion. Rhoads said she promotes "On The Go" as a source of transit information by means of CTS newsletters, press releases, display advertising, "Try Transit Week" promotions and public hearing notices. Friedt suggested posting notices on buses which stated transit information can be obtained at "On The Go". It was noted that this would likely require including notice of all potential locations for obtaining that information.

A vote was called and the motion passed unanimously.

V. Subcommittee and Staff Recommendation on Route Changes

Lowry said the subcommittee met recently to discuss public comments regarding the proposed routes changes. The subcommittee suggested the following changes affecting the North end of Corvallis:

Route 1: No changes.

Route 2: Would stay on 9th Street, travel around Good Samaritan Hospital, then return to the Transit Center via 9th Street. This change should keep the route on time.

Route 4: Would travel Highland Drive to Satinwood Street, around Good Samaritan Hospital, then return to the Transit Center via Highland.

Route 5: No changes.

Route 6: No changes.

Route 7: Would travel into Hewlett-Packard's (HP) campus to the south gate, turn around, come back through HP's campus and continue to Conifer Boulevard. On Conifer Boulevard, it would proceed directly to 9th Street on its way to Circle Boulevard. It would no longer service the hospital. This route will depart the Transit Center at the bottom of each hour.

The subcommittee suggested the following changes affecting the routes servicing Southwest Corvallis:

Route 8: Would travel down Monroe Avenue, to Harrison Boulevard, to 53rd Street, to Country Club Drive, loop around the SW apartment developments, to Philomath Boulevard, to Western Boulevard and 15th Street. OSU's campus shuttle will meet riders at several CTS bus stops on Western Boulevard to ferry students to campus. Routes 8 and 3 will be offset so they are thirty minutes apart, giving certain parts of SW Corvallis twice-hourly service.

Route 3: Would travel on Jefferson to SW 15th Street, then on Western to 35th Street, loop around Research Way and Technology Loop back to Country Club Drive, to 35th Street then Western to 15th, to Jefferson and then back to the transit center. The Route 3 would provide bi-directional service, i.e. serving both sides of a street with one route. This was one of the goals of the Subcommittee.

Hagen asked if riders of the Route 7 will be negatively impacted by not having direct service to the hospital. Rhoads said Routes 2 and 4 will provide service to the hospital every thirty minutes. It was noted that there would be a reduction in service if Route 7 no longer traveled to the hospital.

Rhoads said because these revised changes are a result of the public hearing process, another public hearing is not necessary before implementing the changes.

John Oliver, a CTS driver, said he is in favor of adding five minutes per trip to each route. He realizes that the addition will confuse some riders who are used to a set schedule but he pointed out that other transit services have off-set schedules. Mr. Oliver thanked CACOT and City staff for its work on route revisions and for keeping CTS drivers informed during the process.

Warloe inquired about comments by Catherine Mater during the public hearing, in which she requested consideration for Systems Development Charges (SDC's) to be "earmarked" for transit service in the downtown area. Katin replied that it is not possible to use City SDC's in this manner. Rhoads said the subcommittee will meet once more before the March CACOT meeting. Any other final comments received from the public and CTS drivers will be discussed at this meeting. CACOT will present a final recommendation at the March 8th CACOT meeting.

Lita Verts asked that the 2nd Street corridor, which was not included in the route revisions to the disappointment of all CACOT members, remain on the radar for future discussion of route changes. Rhoads said she will personally contact persons representing 2nd Street riders to inform them their interests will not be forgotten.

Commissioners Warloe and Wilson, respectively, moved and seconded that the Commission approve a recommendation for staff to move forward with finalizing changes to Routes 8 and 3, including but not limited to trial runs, and post the revisions for public comment. The Commission will then make a final recommendation at the March 8th CACOT meeting. The motion passed unanimously.

Jon Katin expressed his appreciation to the Subcommittee members for their effort during the route revision process.

VI. Information Sharing

Rhoads announced a group pass agreement with the Corvallis Clinic. In the past year, the City of Corvallis, Benton County and the Corvallis Clinic have joined the Group Pass Program.

Drivers have been testing the mobile data system in conjunction with the Auto Announce System. The goal is to eventually have a paper-less system for data collection. Also, the data collected during ridership surveys should be more comprehensive.

Katin said the wayside signs are not yet fully-operational because of antennae interference. The interference has been addressed and the next step is to test the accuracy of the wayside signs. Katin said he hoped to have the system up and running by the end of February.

Emily Hagen said the City Council approved a funding request from the Associated Students of Oregon State University (ASOSU) for a "Beaver Bus" to operate 8:00 p.m. - 3:00 a.m. on Thursday, Friday and Saturday. The bus will be used to ferry students between OSU and downtown. Annie McMahon added that other funding partners are ASOSU and downtown businesses.

Bob Lowry said there is discussion that Amtrak is considering providing a train from the Albany Station to Gill Coliseum on OSU football game days.

VII. Adjournment

Commissioners Friedt and Trelstad, respectively, moved and seconded to adjourn. The motion passed unanimously.

Future Meetings:

Wednesday, March 8, 2006, 8:15 a.m., Madison Avenue Conf. Room
Wednesday, April 12, 2006, 8:15 a.m., Madison Avenue Conf. Room
Wednesday, May 10, 2006, 8:15 a.m., Madison Avenue Conf. Room

Margaret Coe
On The Go Snack Bar
508 SW Monroe Ave.
Corvallis OR 97333

January 30, 2006

Mr. John Katin
Transit Supervisor
PO Box 1083
Corvallis, OR 97339

Re: Proposed hours for snack bar.

Dear Mr. Katin:

Following are the proposed hours for On The Go Snack Bar:

Monday through Friday: 7:45 a.m. to 5:00 p.m.
No hours on Saturday's due to poor business.

As business increases through out the spring and summer, hours will increase to 6:00 p.m. In addition, Saturday hours from 10:00 a.m. to 4:00 p.m. may be added as business increases. Please call me at (541) 753-0200 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Margaret Coe".

Margaret Coe

Memorandum

DATE March 3, 2006

TO: CACOT Members

FROM: Michelle Rhoads, Transit Manager

SUBJECT: Information Sharing Written Report

- **The Wheels on the Bus Go ‘Round and ‘Round** - Thank you to Lita Verts for volunteering to read a book to Jefferson School kindergarten students during the school’s commemoration of “Read Across America” Day (Dr. Seuss’s birthday).
- **“On the Go” Transit Concessionaire and Lease Agreement**- The CACOT recommendation was forwarded to the City Council for consideration during the Council’s March 6 meeting. An update will be provided during the CACOT meeting.
- **Proposed Routes Published February 21, 2006** - An electronic copy of all written comments received will be sent to CACOT members under separate cover.
- **OSU/ASOSU Annual Ridership Survey** - The two-week survey was held Jan. 23 - Feb. 4, 2006. Results are shown below with a comparison of two prior years.

CTS	2006	2005	2004
Students	48%	43%	43%
Faculty/ Staff	5%	6%	6%
Other	47%	51%	51%

Philomath	2006	2005	2004
Students	33%	23%	34%
Faculty/ Staff	15%	19%	15%
Other	52%	58%	50%

- **Ridership** - Ridership reports will be distributed during the meeting. Highlights are:
 - CTS provided 52,011 rides during February, a new record for February ridership and an increase of 9.3% over the prior record of 47,596 rides set last year (2005). It is a 13.5% increase over the past five year average for February of 45,834 rides.

- **Philomath** provided 1,473 rides during January, another new monthly ridership record and an 11.6% increase over the old February record set in 2004. It is a 20.0% increase over the past five year average of 1,228 rides.
- **Dial-A-Bus** provided 74 ADA rides during February and monthly ridership continues to exceed prior years' ridership.
- **CTS On-Time Performance** - February performance was 93%. The report will be distributed during the meeting.
- **Auto-Announce/Passenger Information System** - The system is still in the test phase and the vendor is eliminating "bugs" in the system.
- **Bus Shelters and Bus Stop Signs** - Most of the refurbished bus shelters have been installed at their sites. There has been a series of incidents involving CTS bus stop signs being pushed over, stolen, and hit by vehicles.
- **South 3rd Street Pedestrian Island Construction Project** - It begins March 6 and will continue through the end of July 2006.
- **Upcoming Events** -
 - ▶ **Earth Day** - CTS will provide FREE rides all day on Saturday, April 22, to celebrate Earth Day.
 - ▶ **Travel Training and Nylon Strap Installation** - It has been rescheduled for the afternoon of April 22 (Earth Day) at the Main Meeting Room of the Library, and will be held during regular CTS operating hours.
 - ▶ **Senior/Youth/Disabled Ridership Survey** - It is scheduled for April.
- **Community Outreach** -
 - ▶ **The Corvallis Clinic** - On February 24 the City and The Clinic hosted a transportation fair at the Asbury Building to promote The Clinic's new employee transit group pass program
 - ▶ **West Hills Kiwanis Club** - On February 28 staff made a presentation to the club membership regarding public transportation in the Corvallis area.