

# AGENDA

## CANBY AREA TRANSIT ADVISORY COMMITTEE MEETING

January 28, 2021 - 6:00 PM

Virtual Meeting:

### Zoom Meeting

<https://zoom.us/j/96589721026>

Meeting ID: 965 8972 1026

Passcode: 677890

or Dial

1-669-900-9128 - US (San Jose)

1-253-215-8782 - US (Tacoma)

Canby, OR 97013

### 1. CALL TO ORDER

- a. Introductions

Alex Vice

### 2. CONSENT AGENDA

- a. Approval of August and November minutes

Alex Vice

### 3. OLD BUSINESS

- a. Operations Report
- b. Bi-Monthly Report
- c. STIF Update
- d. Continued Response to COVID-19

David Thorndike  
Todd M. Wood  
Todd M. Wood  
Todd M. Wood

### 4. PUBLIC INPUT

### 5. NEW BUSINESS

- a. City Circulator Planning

Todd M. Wood

### 6. DISCUSSION ITEMS

### 7. ADJOURN

\*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting. Contact Todd Wood at 503.266.0751 or [woodt@canbyoregon.gov](mailto:woodt@canbyoregon.gov). A copy of this Agenda can be found on CAT's web page at [www.canbyareatransit.org](http://www.canbyareatransit.org).

# **TRANSIT ADVISORY COMMITTEE**

## **August 20, 2020**

**Presiding:** Co-Chair Elizabeth Chapin

**Committee Present:** Carol Luce, Alex Vice, Warren Holzem, and Matt Olsen

**Committee Absent:** Paul Waterman

**Staff Present:** Todd Wood, David Thorndike, and Nancy Muller

**Others Present:** James Hieb and Sarah Spoon, Council liaison

**CALL TO ORDER:** Co-Chair Chapin called the meeting to order at 6:05 p.m. via Zoom. Everyone introduced themselves.

### **CONSENT AGENDA:**

Committee Member Luce made a motion to approve the January 23, 2020 minutes as written. Motion seconded by Committee Member Olson and passed 5-0.

### **OLD BUSINESS:**

- A. Operations Report: David Thorndike, MV General Manager, reported on an accident in June where a bus was rear ended while stopping at the railroad tracks. Ridership had decreased due to Covid and social distancing, but it was picking back up. There was a new Road Supervisor who was doing an excellent job. Buses, the office, and Transit Center were being sanitized on a regular basis.
- B. Saturday Service Update: Mr. Thorndike said ridership for Saturday service was still up and had not seen a decrease with the pandemic. Dial-A-Ride on Saturdays had been fluctuating where some Saturdays there were many rides and others where it was extremely low.

#### **C. Chair/Vice Chair Nominations and Appointment:**

Mr. Wood clarified that these would be two year terms.

Carol Luce was approved by a 5-0 vote to be the new Chair. Alex Vice was approved by a 5-0 vote to be the new Vice Chair.

- D. Bi Monthly Report: Todd Wood, Transit Director, said COVID-19 had impacted both the 99X fixed route and the Dial-A-Ride service. The fixed route was slowly increasing. It never went below 50%. However, Dial-A-Ride ridership was down

by 80%. It was slowly creeping back up. The good news was that people were staying home and staying safe. He had submitted two grants to purchase five new buses. Two would replace existing buses, another would be a Gillig for the 99X fixed route, and two buses would be used for the anticipated circulator route. They would also be receiving CARES Act funds to help with operations which would help shore up the gap from lost payroll tax and other grant funding.

- E. Committee Member Responsibilities: Mr. Wood said the City Recorder had sent the Committee information about their responsibilities.

Committee Member Olson announced he would be leaving at the end of his term in February 2021.

**CITIZEN INPUT:** James Hieb, Canby resident, said he had applied to the Committee but had not heard back. Mr. Wood said there was one opening on the Committee currently and another would open in February. He could set up an interview with the Chair and Councilor Spoon.

Mr. Hieb asked about the services offered by CAT. Mr. Wood explained the services.

#### **NEW BUSINESS:**

A. Response to COVID-19: Mr. Wood stated Governor Brown had done a good job in making funds available to help through the pandemic. No service had been lost because of the pandemic. Staff was sanitizing buses, the office, and Transit Center throughout the day. Passenger seating had been reduced by 50% to comply with distancing protocols. Drivers were to wear masks at all times and all passengers had to wear masks or face coverings. Masks were available from the drivers. All buses had been equipped with shields that protected the driver from people boarding and de-boarding. Salem, Molalla, Wilsonville, and Canby were currently fare free. Once the other entities reestablished fares, Canby would do the same.

B. State Transportation Improvement Projects: Mr. Wood explained STIF was the State Transportation Improvement Fund paid by all employees in Oregon. Canby's portion was distributed to them by Tri-Met and they had to tell the State and Tri-Met what the funds would be used for. In the last round, Canby had said they wanted to use it for Saturday service, preparations for a city circulator, and technology improvements. Saturday service started in September 2019 and had been successful. Two buses were on order for the circulator, but he would not be able to spend any money on technology due to a loss in revenues because of Covid. They needed to discuss what they wanted to do for the next round of funding. He would have to submit the projects to Tri-Met in September. All the

services and projects needed to be listed, even if there might not be enough money for them, otherwise they could not happen. He reviewed the options which included continuing the Saturday service, adding Sunday service, adding a local circulator route, and upgrading technology. He anticipated there would be less funding through STIF than previous years, but he thought there would be more funding available through the local payroll tax. He thought it was possible by the time they reached 2023 that there would be enough funding to begin the circulator.

Committee Member Luce said a survey was done a few years ago to see what the public and riders wanted. She thought if they did a circulator, it should not only serve one side of town.

Mr. Wood said he had looked at the survey and people said the top priority was Saturday service and then Sunday service. He did not think with Covid that a survey would be successful at this time. They could put the circulator project on the list and then look into how it could serve both sides of town.

Ms. Muller said the past circulator ran every hour on both sides of town with two buses going opposite directions. It was very expensive and that was why it was shut down.

Mr. Wood said the current contractor cost was \$65 per hour and they would also have to consider the wear and tear on the buses and gas costs. He did not know if they would be able to financially support both sides of town at this time. They might have to start smaller and then expand as the City grew. The Committee needed to determine that after using some of the funds to maintain Saturday service if the next project they wanted to fund was a circulator or Sunday service. They could not do both.

There was discussion regarding a circulator vs. Sunday service.

Committee Member Olson was in favor of a circulator especially from a small business perspective and getting people to businesses in town.

Co-Chair Chapin noted a lot of businesses were closed on Sunday.

There was consensus to continue Saturday service, add the local circulator based on available funding, and upgrade technology also based on available funding.

C. Future Funding: Mr. Wood discussed the various funding sources used to operate CAT. The 5311 was their main grant. It was a rural transportation grant funded by federal gas tax dollars based on ridership and population. The 5310 was the elderly and disabled

fund also from federal gas tax dollars. It could only be used to serve those two populations. The Special Transportation Fund was funded by state gas tax, ID cards, and cigarette tax. In Fiscal Year 2023-24 it would be blended with the STIF fund which meant a decrease in the funding. Before Covid it was going to be a 4% decrease. The State Transportation Improvement Fund was funded by employees through payroll tax. They were estimating due to Covid, they would lose 20% of that this year, 10% next year, and 5% the year after. There was also a local payroll tax of .006% or \$6 per every \$1,000 of payroll. This was also down due to Covid. There was money in reserves for future projects that could be used instead to cover any shortfalls. However, if things got worse or continued long term, there might be a funding loss.

**DISCUSSION ITEMS:** Ms. Muller said this was her last meeting as she was retiring. She had enjoyed her time with CAT.

The next meeting would be held on November 19 at 6:00 p.m.

**ADJOURN:**

Meeting adjourned at 7:00 p.m.

Assisted with Preparation of Minutes – Susan Wood

## **TRANSIT ADVISORY COMMITTEE**

### **November 19, 2020**

**Presiding:** Committee Member Chapin

**Committee Present:** Paul Waterman and Warren Holzem

**Committee Absent:** Carol Luce, Alex Vice, and Matt Olsen

**Staff Present:** Todd Wood, David Thorndike, and Heidi Muller

**Others Present:** Nancy Muller

**CALL TO ORDER:** Committee Member Chapin called the meeting to order at 6:10 p.m. via Zoom.

#### **CONSENT AGENDA:**

The August 20, 2020 minutes could not be approved due to the lack of a quorum.

#### **OLD BUSINESS:**

- A. Operations Report: David Thorndike, MV General Manager, reported the fixed route ridership was down 31.43% due to Covid. Dial-A-Ride weekday service was down 60.11% and demand response was down 55.9%. Weekend service was up 64.74% and total ridership was up 206%. Weekend service was doing really well. The shopper shuttles were starting to pick back up. Year to date, there had been one complaint regarding the fixed route, one accident in the yard, one falling incident on paratransit, three complaints regarding the on-demand service, and more cleaning on the buses and in the transit center and office due to Covid.
- B. Bi Monthly Report: Todd Wood, Transit Director, said ridership was down because of the wildfires for about two weeks and it would be down due to the current Covid pause as well. Buses would be staying fare free through December. This was the grant biennium and he would be renewing all the grants. The 5311 was a federal grant that helped to operate the 99 Express. The grant would be increasing by about \$13,000 per year. The 5310 grant for elderly and disabled and the State Transportation Fund would be staying stable. The payroll tax came in and they only lost about \$70,000. That was mainly because of new businesses coming into the City and with those businesses they actually only lost about \$35,000. Tri-Met's initial projection for the State Transportation Improvement Fund was higher than originally anticipated. They were moving forward with a new office building and an engineer and architect were analyzing various sites. They would be going out for an RFP for the design early next year. The contract with MV would expire

in June 2021 and he would be issuing an RFP for the service. They had the option to extend the contract with MV, but if they added the circulator, it would push them past the allowed increase of 25% service level and MV would have to put in a new bid. The ADA Plan had been updated and would go to Council for approval.

- C. STIF Application Update: Mr. Wood clarified the projects the Committee decided to do were to continue Saturday service and add a circulator. He submitted the projects to Clackamas County and the State had added the Service Preservation Project. This would be for any extra money that came in and it could be used to preserve any services if revenues fell short. The County approved Canby's projects and they would go to the Tri-Met Transit Advisory Committee for approval. After that, the projects would go to the Tri-Met Board of Directors for approval and then they would be submitted to ODOT on February 1, 2021. He did not anticipate any issues with the approvals.
- D. Continued Response to COVID-19: Mr. Wood said they would continue not to charge fares through December, were still about 50% down on bus service, still screening Dial-A-Ride passengers for Covid symptoms, and were following mask and cleaning mandates.

**CITIZEN INPUT:** None

**NEW BUSINESS:**

A. New Cares Grant Award: Mr. Wood stated the federal government issued Cares Grants and CAT received about \$230,000. He had asked for more funding for two vans and money to cover the fares while they were fare free. They awarded \$55,000 for one van, money to operate the van, and \$35,000 in lost fares. The van would be used to replace a lift bus.

B. Final STIF Project: Mr. Wood explained in the original STIF application, they had asked for three projects, the Saturday service, purchase of two buses for the circulator, and to institute technology. They would carry over from this biennium about \$200,000 to the next biennium for the circulator, however if he moved forward with the technology project, that would only leave \$100,000 for the carry over. He asked if the technology project should be put on hold or if he should move forward with it. He discussed what would be included in the project. Since they did not have a quorum, they would have to wait until January to vote on this item.

C. City Circulator: Mr. Wood was certain that they would be able to initiate a city circulator, but it was more a question of when. He thought it would be by January 2022.

They needed to begin public outreach and the Committee needed to begin route planning based on the available funds. Tri-Met's estimate of the 2021 STIF was \$270,426. Depending on what was decided for the technology project, there would be carry over funds to add to the STIF funds. The cost per driver hour for MV was \$64.27, and he anticipated a cost increase through the RFP process of at least 2.5% which would be \$65.88 per hour. The cost for Saturday service was about \$110,000, and he thought it would be about \$118,000 with the 2.5% increase. He calculated the cost for the circulator at 12 hours per day for five days per week or 10 hours per day for six days per week which would be about \$258,000. That included the hourly rate, maintenance, and fuel. If they did not do the technology project, the funding would fully cover the circulator. If they did the technology project, they would be short \$53,000. He thought they should be able to cover it with payroll tax. He recommended the 12 hours per day for five days per week. If they wanted to cover both the north and south sides of the City, the best they would be able to do was one hour service. He did not think that was very useful for riders and thought they should cover a smaller area on half hour service. The Committee would need to decide whether to go with one hour or half hour service. He showed maps of what each of the scenarios would look like. The maps showed coverage of the south side because there was a greater need on that side of the City. Some of the things to think about were who they needed to serve, where they needed to go, and how often they needed to get there. He also suggested the circulator be fare free. If ridership went up, the 5311 grant would also go up.

There was discussion regarding determining how many more riders were needed to cover an additional driver, use of the study data that was done in 2017, and revisiting with the community to get updated input.

Mr. Wood would send out a timeline for next steps and more information on the technology project.

## **DISCUSSION ITEMS:**

The next meeting would be held on January 21 at 6:00 p.m.

## **ADJOURN:**

Meeting adjourned at 6:58 p.m.

Assisted with Preparation of Minutes – Susan Wood



Weekday Ridership by Route or Service										December 2020	
	9-2019	9-2020	10-2019	10-2020	11-2019	11-2020	12-2019	12-2020	Last Year to Date 2019-20	Current Year to Date 2020-21	Percentage of Change
<b>Fixed-Route</b>											
Route 99X	5,613	3,650	7,046	4,185	5,193	3,499	4,799	4,035	22,651	15,369	-32.15%
Fixed Route Complaints	-	1	1	1	2	2	1	1	4	5	
Fixed Route Accidents	-	-	-	1	-	-	1	1	1	2	
Fixed-Route rides per hour	7.52	4.63	8.18	5.19	6.96	4.73	6.10	4.90	7.19	4.86	-32.37%
Fixed-Route rides per mile	2.86	4.60	2.62	4.22	3.01	4.59	3.49	4.38	3.00	4.45	48.50%
<b>Demand Response</b>											
Dial-A-Ride (ADA)	1,026	369	1,098	469	942	382	930	400	3,996	1,620	-59.46%
Dial-A-Ride (General Public)	193	120	283	160	241	125	240	147	957	552	-42.32%
Same Day Rides	97	52	125	69	120	67	94	66	436	254	-41.74%
Shopping Shuttles	297	111	334	145	308	97	264	124	1,203	477	-60.35%
Same Day Cancelations	163	85	215	40	141	71	113	48	632	244	-61.39%
No Shows	46	15	54	19	36	12	48	15	184	61	-66.85%
DAR Complaints	1	-	1	-	-	3	-	-	2	3	
DAR Accidents	-	-	-	-	-		1	-	1	-	
DAR rides per hour	2.63	1.78	2.58	1.84	2.66	1.94	2.56	2.06	2.61	1.91	-26.94%
DAR rides per mile	0.21	0.19	0.21	0.19	0.21	0.21	0.22	0.22	0.21	0.20	-4.71%
<b>Totals</b>											
Total Fixed-Route	5,613	3,650	7,046	4,185	5,193	3,499	4,799	4,035	22,651	15,369	-32.15%
Total Demand Response	1,219	489	1,381	629	1,183	507	1,170	547	4,953	2,172	-56.15%
<b>Total - All Rides</b>	<b>6,832</b>	<b>4,139</b>	<b>8,427</b>	<b>4,814</b>	<b>6,376</b>	<b>4,006</b>	<b>5,969</b>	<b>4,582</b>	<b>27,604</b>	<b>17,541</b>	<b>-36.45%</b>

Weekend Ridership by Route or Service										December 2020	
	9-2019	9-2020	10-2019	10-2020	11-2019	11-2020	12-2019	12-2020	Last Year to Date 2019-20	Current Year to Date 2020-21	Percentage of Change
<b>Fixed-Route</b>											
Route 99X	352	262	408	389	454	298	265	304	1,479	1,253	-15.28%
Fixed Route Complaints	-	-	-	-	-	-	1	-	1	-	
Fixed Route Accidents	-	-	-	-	-	-	-	-	-	-	
Fixed-Route rides per hour	5.79	4.30	6.73	4.93	6.01	4.81	4.35	4.89	11.44	9.47	-17.26%
Fixed-Route rides per mile	3.67	4.93	3.15	4.18	3.55	4.37	4.86	4.27	7.62	8.88	16.55%
<b>Demand Response</b>											
Dial-A-Ride (ADA)	79	20	57	47	77	33	60	43	273	143	-47.62%
Dial-A-Ride (General Public)	8	8	6	13	14	13	21	4	49	38	-22.45%
Same Day Rides	8	6	6	10	18	3	7	10	39	29	-25.64%
Shopping Shuttles	-	-	-	-	2	-	5	-	7	-	-100.00%
Same Day Cancelations	13	6	16	11	5	8	17	3	51	28	-45.10%
No Shows	1	1	-	2	1	3	2	-	4	6	50.00%
DAR Complaints	-	-	-	-	-	-	-	-	-	-	
DAR Accidents	-	-	-	-	-	-	-	-	-	-	
DAR rides per hour	1.92	1.05	2.75	1.30	2.24	2.17	2.42	1.61	4.67	3.07	-34.30%
DAR rides per mile	0.34	0.19	0.32	0.17	0.34	0.37	0.33	0.23	0.67	0.48	-27.82%
<b>Totals</b>											
Total Fixed-Route	352	262	408	389	454	298	265	304	1,479	1,253	-15.28%
Total Demand Response	87	28	63	60	91	46	81	47	322	181	-43.79%
<b>Total - All Rides</b>	<b>439</b>	<b>290</b>	<b>471</b>	<b>449</b>	<b>545</b>	<b>344</b>	<b>346</b>	<b>351</b>	<b>1,801</b>	<b>1,434</b>	<b>-20.38%</b>

Overall Ridership by Route or Service										December 2020	
	9-2019	9-2020	10-2019	10-2020	11-2019	11-2020	12-2019	12-2020	Last Year to Date 2019-20	Current Year to Date 2020-21	Percentage of Change
<b>Fixed-Route</b>											
Route 99X	5,965	3,912	7,454	4,574	5,647	3,797	5,064	4,339	24,130	16,622	-31.11%
Fixed Route Complaints	-	1	1	1	2	2	2	1	5	5	
Fixed Route Accidents	-	-	-	1	-	-	1	1	1	2	
Fixed-Route rides per hour	13.31	4.47	14.91	5.06	12.97	4.77	10.45	4.90	12.91	4.80	-62.84%
Fixed-Route rides per mile	6.53	4.77	5.77	4.20	6.56	4.48	8.35	4.33	6.80	4.44	-34.69%
<b>Demand Response</b>											
Dial-A-Ride (ADA)	1,105	389	1,155	516	1,019	415	990	443	4,269	1,763	-58.70%
Dial-A-Ride (General Public)	201	128	289	173	255	138	261	151	1,006	590	-41.35%
Same Day Rides	105	58	131	79	138	70	101	76	475	283	-40.42%
Shopping Shuttles	297	111	334	145	310	97	269	124	1,210	477	-60.58%
Same Day Cancelations	176	91	231	51	146	79	130	51	683	272	-60.18%
No Shows	47	16	54	21	37	15	50	15	188	67	-64.36%
DAR Complaints	1	-	1	-	-	3	-	-	2	3	
DAR Accidents	-	-	-	-	-	-	1	-	1	-	
DAR rides per hour	4.55	1.42	5.33	1.57	4.90	2.06	4.98	1.84	4.94	1.72	-65.21%
DAR rides per mile	0.55	0.19	0.53	0.18	0.55	0.29	0.55	0.23	0.55	0.22	-59.40%
<b>Totals</b>											
Total Fixed-Route	5,965	3,912	7,454	4,574	5,647	3,797	5,064	4,339	24,130	16,622	-31.11%
Total Demand Response	1,306	517	1,444	689	1,274	553	1,251	594	5,275	2,353	-55.39%
<b>Total - All Rides</b>	<b>7,271</b>	<b>4,429</b>	<b>8,898</b>	<b>5,263</b>	<b>6,921</b>	<b>4,350</b>	<b>6,315</b>	<b>4,933</b>	<b>29,405</b>	<b>18,975</b>	<b>-35.47%</b>

## Circulator hour possibilities:

Estimated Cost of City Circulator: \$258,875

Monday through Friday 12 hours a day

Monday through Saturday 10 hours a day



## Circulator Trip possibilities:

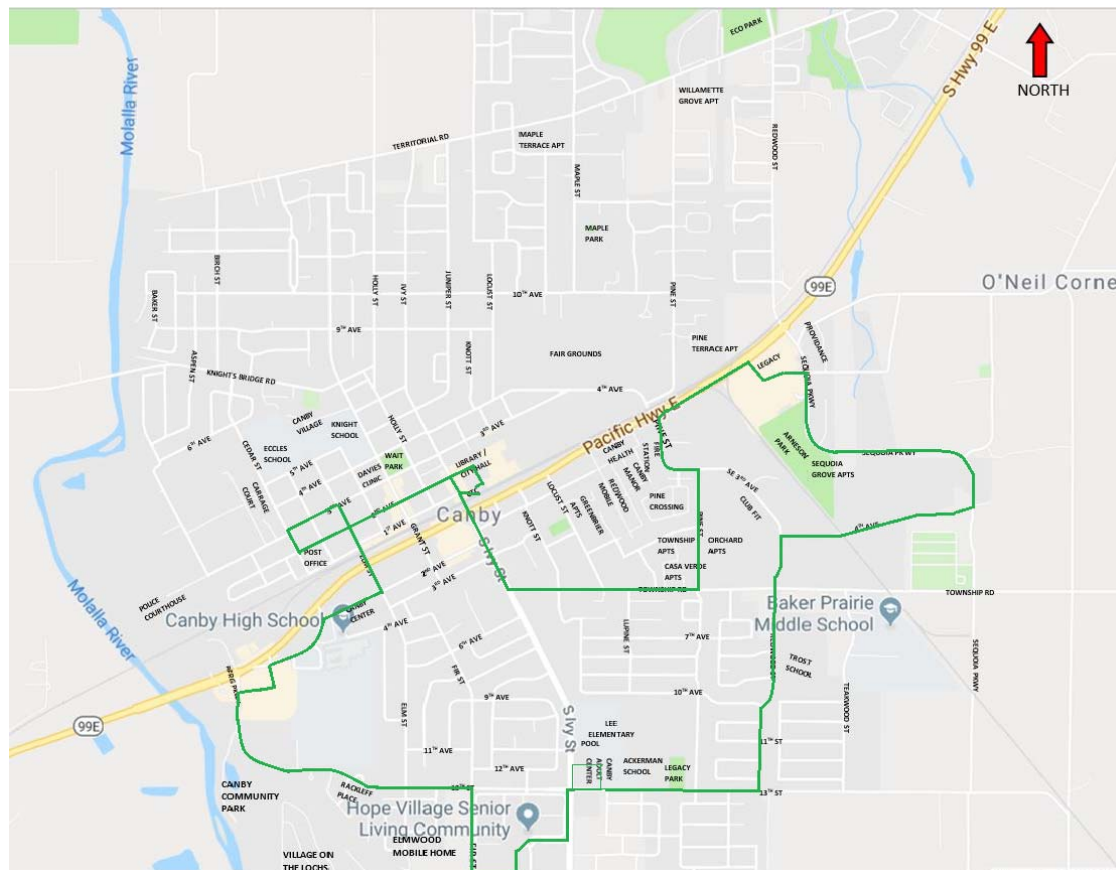
One hour service for 12 hours to cover north and south

½ hour service for 12 hours to cover a smaller area

A blend around 45 minute service



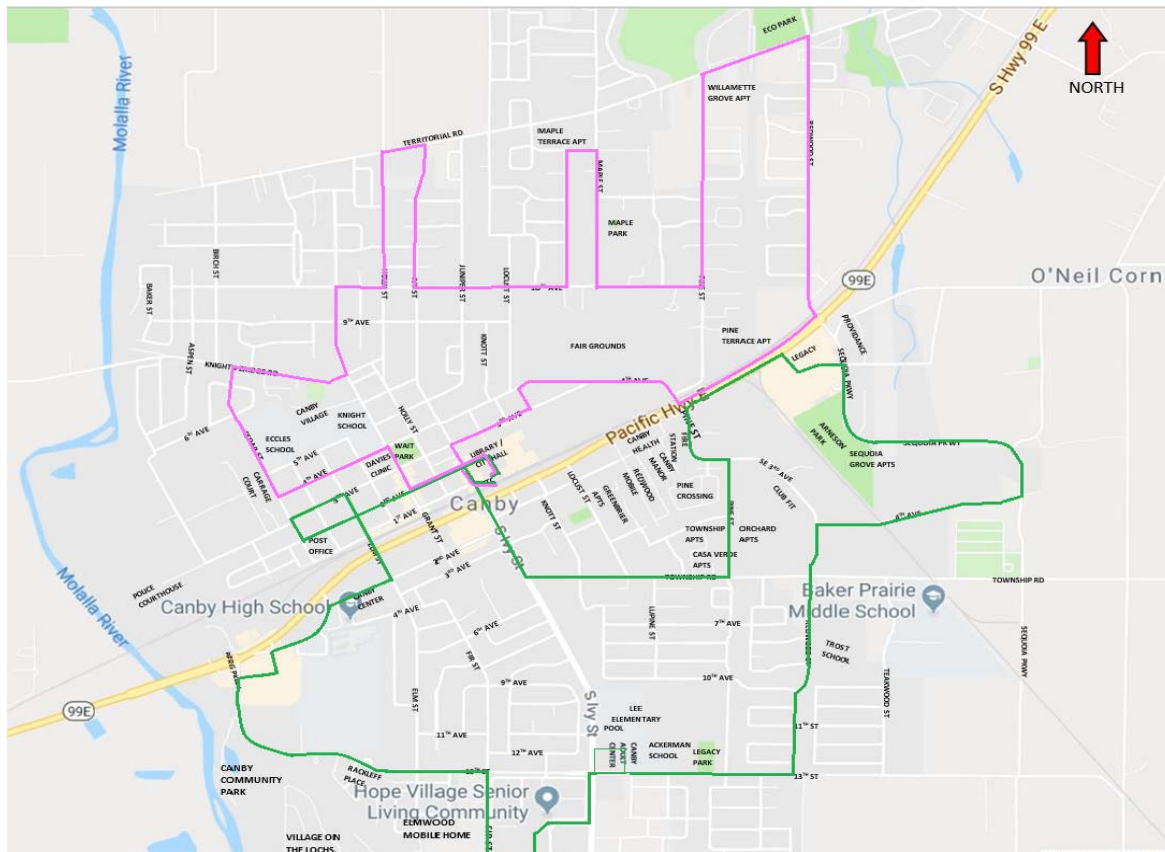
- 30 Minute (estimated) Circulator Option:



Would service the South side of Canby with stops to Safeway, Thriftway and Fred Meyer stores. Also a loop to the Post Office and Downtown.



- 60 Minute (estimated) Circulator Option:



Would service the North and South sides of Canby with stops to Safeway, Thriftway and Fred Meyer stores.

