

# AGENDA

## CANBY AREA TRANSIT ADVISORY COMMITTEE MEETING

November 16<sup>th</sup>, 2023 - 6:00 PM  
Canby City Hall Council Chambers  
222 NE 2<sup>nd</sup> Ave  
Canby, OR 97013

### Zoom for Public View:

<https://us06web.zoom.us/j/85953612055?pwd=ba9LSxEwgL4s4ftc0mChaucjubYLTZ.1>

**Meeting ID:** 859 5361 2055

**Passcode:** 224237

**Dial:** 1-253-205-0468

1. **CALL TO ORDER** Adrienne Carlson
  
2. **CONSENT AGENDA**
  - a. Approval of Minutes from July 27<sup>th</sup>, 2023 Adrienne Carlson
  - b. Approval of Minutes from September 28<sup>th</sup>, 2023 Adrienne Carlson
  
3. **PUBLIC INPUT**  
Open for Public Comment or Input
  
4. **COMMITTEE BUSINESS**
  - a. Introduction of New Committee Members Adrienne Carlson
  - b. Introduction of New General Manager Todd Wood
  - c. Transit Master Plan Updates Todd Wood
  - d. New Building Update Todd Wood
  - e. General Services Overview Todd Wood
  - f. Ridership Report Heidi Muller
  
5. **DISCUSSION ITEMS**  
Open for New Discussion Items Adrienne Carlson
  
6. **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 Heidi Muller at 503-266-0717 or [mullerh@canbyoregon.gov](mailto:mullerh@canbyoregon.gov).

A copy of this Agenda can be found on the City of Canby's web page at:  
<https://www.canbyoregon.gov/meetings>

## TRANSIT ADVISORY COMMITTEE

July 27<sup>th</sup>, 2023

**Presiding:** Nancy Muller, Chair

**Committee Present:** Chair Nancy Muller, Vice Chair AdriAnne Carlson and Tyler Francke

**Staff Present:** Todd Wood, Transit Director and Heidi Muller, Transit Coordinator

**Others Present:** Two Public Members

**CALL TO ORDER:** Chair Muller called the meeting to order at 6:03 p.m. Introductions of all members and staff followed.

**CONSENT AGENDA:** Minutes for March 23rd, 2023 were discussed. Correction regarding that Member Peterson was not present to second the motion of adjournment. Vice Chair Carlson proposed a motion to accept the minutes as corrected. Seconded by Committee Member Francke. Motion carried 3-0.

June 29<sup>th</sup>, 2023, Member Francke proposed a change as the Committee Present was double labeled on the top of the minutes. Vice Chair Carlson proposed a motion to accept the minutes as corrected. Seconded by Committee Member Francke. Motion carried 3-0.

### **PUBLIC INPUT:**

No Public Input.

### **OLD BUSINESS:**

A. Operations Report: Ms. Muller reported the weekday 99X service has increased by 8%. Paratransit Dial-A-Ride has increased 11%. Saturday service increased by 32.67% on the fixed route; and 33% on the Dial-A-Ride Service. Total ridership was up by 19.5%.

B. September Schedule Updates: Mr. Wood reported new schedule changes starting September 11<sup>th</sup>, 2023. Woodburn will increase seven (7) runs a day.

C. Shopper Shuttle Service: Mr. Wood noted that the Shopper Shuttle trips have been on the decline since COVID. Trips have declined about 60% since June 2020. Mr. Wood noted that riders want more time to shop and be able to schedule multiple trips to stores in the same day. The Committee discussed the shopper shuttle service.

Member Franke proposed the motion to eliminate the shopper shuttle and Vice Chair Carlson seconded the motion. Motion carried 3-0.

D. Ride Clackamas Website: Ms. Muller presented the new website that gives riders information on traveling on all the Clackamas County transit agencies.

E. Transit Office Building Update: Mr. Wood reported that an RFQ has been released for the start of the new transit building.

**NEW BUSINESS:**

A. Committee Openings and Attendance: Mr. Wood reported that former member Paul Waterman will be rejoining the Committee. Mr. Wood reported that Committee Member Mr. Peterson has been absent from the committee for over one (1) year. Attempts to contact him have been unsuccessful. Vice Chair Carlson proposed the motion to remove Mr. Peterson from the Committee due to unexcused absences, and Member Franke seconded the motion. Motion carried 3-0.

The City Council would be informed and removing Mr. Peterson will be their responsibility.

B. Council Liaison Update: Mr. Wood reported that Councilor Varwig has resigned from City Council. The Committee recognized Councilor Varwig for his dedication and assistance in getting people involved in the Committee. A new liaison will be appointed by the City Council.

**DISCUSSION ITEMS:**

Member Franke mentioned that he and wife are expecting twins in September so he might be meeting virtually for a couple of meetings.

**ADJOURN:** Member Franke moved to adjourn, Vice Chair Carlson seconded the motion, and the motion passed 3-0. Chair Muller adjourned the meeting at 6:53 p.m.

Minutes prepared by: Heidi Muller

**TRANSIT ADVISORY COMMITTEE**  
**September 29, 2023**

**Presiding:** Nancy Muller, Chair

**Committee Present:** Nancy Muller

**Committee Absent:** AdriAnne Carlson, Tyler Francke, Paul Waterman

**Staff Present:** Todd Wood, Transit Director and Heidi Muller, Transit Coordinator

**Others Present:** Councilor Daniel Stearns, Council Liaison

**CALL TO ORDER**

Chair Muller called the meeting to order at 6:10 p.m. Introductions of all members and staff followed.

**CONSENT AGENDA**

There was no quorum. Consideration of the Consent Agenda was postponed.

**PUBLIC INPUT**

There was no public input.

**OLD BUSINESS**

A. Operations Report: Ms. Muller presented the Ridership by Route or Service reports for August 2023 as compared to August 2022. The Weekday Ridership reports notes an increase of 6% for the 99X service and 77% increase for Canby Loop up. The latter increase is partially due to extra days of service in month. The Weekend Ridership report noted an increase across all services of 23%. The Overall Ridership report highlights an increase of 16%.

B. Update on New Transit Building: Mr. Wood explained a recent RFP process and selection of an architecture and engineering firm for the new building. The contract will be coming before a City Council meeting in October or November.

C. Update on Transit Master Plan: Mr. Wood explained the timing, purpose, and process for updating the current Transit Master Plan. The plan will come before the City Council at their next meeting. The update is approximately \$200,000 and the state is contributing \$160,000 toward the expense. It is expected to be a large revision due to improvements and changes.

## **NEW BUSINESS:**

A. New member welcome: Mr. Wood reported former member Paul Waterman has returned to the committee and discussed his prior experience.

B. Updates on TransDev Contractor: Mr. Wood reported the former TransDev contractor General Manager has resigned. In response to questions, Mr. Wood explained what is covered in the contractor contract along with budgeted costs.

C. Passeo Software Update: Mr. Wood noted a new route tracking software was installed last year. He presented several live Passeo system examples detailing the system's route analysis capability. The information has assisted with efficiencies and future planning for the department. Councilor Stearns suggested an information poster or flyers could help inform businesses of CAT options. Mr. Wood reported a new website, "Ride Clackamas" coordinates live route bus service among 6 Clackamas County Transit providers.

## **DISCUSSION ITEMS**

There were no discussion items.

**ADJOURN:** Chair Muller adjourned the meeting at 6:57 p.m.

Minutes prepared by: Melody Thompson