

TRANSIT ADVISORY COMMITTEE
May 24, 2018

Presiding: Chair Walt Daniels

Committee Present: Carol Luce, Todd Aune, Don Smeback, Elizabeth Chapin, and Arlene Dana

Committee Absent: Matt Olsen

Staff Present: Julie Wehling, Nancy Muller, and Kay Hemstreet

Others Present:

CALL TO ORDER: Chair Daniels called the meeting to order at 5:32 p.m. in the Willow Creek Conference Room at the Civic Center.

CONSENT AGENDA:

The minutes from the March 22, 2018, meeting were reviewed.

Carol Luce made a motion to approve the minutes as written. Motion seconded by Arlene Dana and passed 6-0.

OLD BUSINESS:

- A. Operations Report: Kay Hemstreet, MV Transportation, gave the ridership report. Ridership was going up, as well as Dial-A-Ride, same day rides, and shopping shuttles.

- B. Bi Monthly Report: Julie Wehling, Transit Director, summarized the audit report and the findings including the need for a written policy for governing the use of credit cards, developing a maintenance plan, updating the Title XVI policy, explaining the premium and complimentary paratransit Dial-A-Ride programs, and advertising an ADA reasonable modification policy on the website. There was also an advisory observation to have a more clearly written policy on no-shows and cancellations. She thanked everyone who came to the 99E corridor planning event. She and Ms. Muller went to Woodburn today on a 35 foot bus to see if the bus could fit at Chemeketa Community College. It would be tight, but it might work. On May 16, the City Council approved the purchase of three new buses. She planned to purchase one 28 foot bus and two 23 foot buses.

C. Proposed Budget: Ms. Wehling discussed the proposed transit budget. It was similar to last year's budget. The fuel was in the Internal Fleet Charge.

There was discussion regarding how the fuel charge was determined and diesel versus gas buses.

Ms. Wehling pointed out that personnel services had gone up dramatically. They were budgeting for six months of training for the new Transit Director when Ms. Wehling retired in January 2020.

D. Route 99 Service Changes: Ms. Wehling said the changes to the fixed route were going well. The printed schedules would need to be fixed and there were some reporting errors identified in the fixed route ridership reports. A summary report would be brought back to the next Committee meeting regarding this issue. Beginning on July 1, they would start recording Route 99 as one route rather than as Oregon City and Woodburn. This would help eliminate the chance for errors on the ridership reports. The biggest problem since the new service started was a shortage of drivers. MV was planning to hire one to two new drivers. These drivers would be used as casuals to cover vacations when drivers were off. The Transit Master Plan's goal of increasing boardings per hour on Dial-A-Ride necessitated grouping trips. The boardings per hour goal was being met. Due to the demand of ADA complementary paratransit Dial-A-Ride trips, the general public rides were now being scheduled differently. Ride requests would be tracked in the order received for each day. The day before the requested trip, the scheduler would call each general public rider and let them know if there was space available for their trip. If there was not space available at the requested time, the scheduler would attempt to negotiate a different time with the rider. The rider could choose to accept the negotiated time or not. Since this policy change, only four general public rides were declined.

Chair Daniels suggested the CAT schedule and phone numbers needed to be published in the *Canby Herald*.

Ms. Wehling reported the Traffic Safety Commission was interested in helping CAT move the SE 2nd and S Knott Street stop back to SE 2nd and S Locust. She had also talked with the Commission about doing a joint presentation on Channel 5 CTV.

- E. SMART Service Improvements: Ms. Wehling stated there would be four more trips per day to Wilsonville provided by SMART. CAT buses were now pulsing with Wilsonville, which meant the fixed route would be in the Transit Center at the same time as the SMART bus making it easy for people to transfer.
- F. “Call Back” Policy Change: Ms. Wehling explained the change to the “Call Back” policy which would begin on July 1. Instead of people calling when their appointments were done, people would give an estimate of when they would be done. This reduced the time people had to wait for the bus to return. Call backs would only be allowed for dialysis, chemotherapy or other life sustaining appointments. She clarified same day trips were not being eliminated.

CITIZEN INPUT: None

NEW BUSINESS: None

DISCUSSION ITEMS: Ms. Wehling announced the next meeting would be held on July 26. There might be a Special Meeting in June to review the list of projects for the new State funding.

There was discussion about what would occur first; Saturday service or a local circulator route. Equipment capacity would play a role in this decision. Ms. Wehling said public hearings would have to be held as well.

ADJOURN:

Meeting adjourned at 6:29 p.m.

Assisted with Preparation of Minutes – Susan Wood, Nancy Muller