REGIONAL PUBLIC TRANSPORTATION ADVISORY COMMITTEE

MEETING PACKET APRIL 20, 2022

VIRTUAL MEETING AGENDA

WEDNESDAY, APRIL 20 FROM 1:30-2:30 PM

ZOOM: https://us02web.zoom.us/j/82160359006?pwd=RTNLakxtdFBpejNFRHJvLzl1NGFaZz09

MEETING ID: 821 6035 9006 PASSCODE: iyPD91

TO CALL IN BY PHONE, DIAL: 1-346-248-7799
MEETING ID: 821 6035 9006 PASSCODE: 998711

AGENDA

TIME	SUBJECT	LEAD PRESENTER
1:30	Introductions	Derek Hofbauer
1:40	Public comment	Bob Bryant (Chair)
1:45	Review and approval of 2/16/22 meeting minutes	Bob Bryant
1:50	2022 Virtual Oregon Public Transportation Conference takeaways	Derek Hofbauer, CET
2:00	CET Asset and Facility Guide update	Rachel Zakem, CET
2:10	RPTAC membership and meeting updates	Derek Hofbauer, CET
2:20	FTA Triennial Review overview	Andrea Breault, CET
2:30	Adjourn RPTAC meeting and transition to Bend Mobility Hub Feasibility Study TAC meeting #4 using same Zoom link	Derek Hofbauer, CET

REGIONAL PUBLIC TRANSPORTATION ADVISORY COMMITTEE

MEETING MINUTES

WEDNESDAY, FEBRUARY 16 FROM 1:30-2:30 PM

Advisory Committee Members
Bob Bryant, Chair
Annie Marland
Kim Curley, Co-Vice Chair
George Conway
Casey Bergh
Brian Potwin
Richard Ross
Cora Ives
Zach Bass
Jordan Ohlde
Nick Snead, Vice Chair
James Halliday

Guests
Eddie Montejo

Staff
Andrea Breault
Derek Hofbauer
Ashley Mohni
Rachel Zakem

Members of the Public
Louis Capozzi
Theresa Conley
Andrea Napoli

Public comment - Bob Bryant, RPTAC Chair

- Mr. Ohlde shared that the current Saturday schedule for Bend fixed routes is really challenging for people who rely on public transportation to get to work. He requested a meeting to discuss ways to return to regular service as soon as possible. Additionally, he asked why CET plans to increase frequency for Routes 1 and 6 but not on other routes at this time.

    - Ms. Breault responded that the driver shifts for Routes 1 and 6 were added since these are CET's highest ridership routes. She anticipates Routes 2 and 4 will be the next round of routes with increased frequency, pending driver availability.
- Ms. Marland mentioned the City of Sisters is in conversations to purchase the Forest Service land in Sisters that has potential for a new transit hub location.
    - Mr. Hofbauer replied that CET is interested in this new site as well due to its potential location for a new mobility hub.

Review and approval of 12/15/21 meeting minutes - Bob Bryant, RPTAC Chair

- All committee members approved the meeting minutes.

CET service updates and driver recruitment efforts - Derek Hofbauer, CET

- Starting on February 5, CET temporarily suspended Saturday service for regional Community Connector service due to driver shortages.
- CET plans to incrementally return Bend fixed-route service starting with Routes 1 and 6.
- All services (except for Mt. Bachelor) continue to operate without fares.
- MTM Transit, CET's contractor, is responsible for the hiring and recruitment of drivers for Bend fixed-route service, while CET is responsible for hiring drivers for regional service.
- Mr. Potwin asked if CET plans to remain fareless.
    - Ms. Breault responded that CET has looked to alternative funding sources to supplement fares (COVID-Relief Funds and the Statewide Transportation Improvement Fund, STIF). She added that staying fareless is not based on a financial argument, but the transit behavior shift created when all services became available at no cost. CET's Dial-A-Ride (DAR) service, which is curb-to-curb and more convenient, is at capacity and CET is exploring a model that applies fares to DAR to incentivize riders to utilize fixed-route service, which is more cost beneficial for the agency.
- Mr. Hofbauer asked Dr. Conway to share the latest information regarding COVID-19.
    - Dr. Conway responded that we are moving in the right direction but we still have a long way to go. Deschutes County still has 700 cases a day. He does believe that the recent downward trend will continue.
    - If asked, he would have advised that masks not be done away with in schools until children are able to be vaccinated, as well as in any confined space such as grocery stores and buses. He shared a graphic about layered health and safety measures in schools and said that precautions necessary in school are very similar to those required on public transit.
    - Dr. Conway encouraged CET to encourage riders wear face coverings and practice good hygiene. He also recommended that smaller, Dial-A-Ride vehicles keep the windows open during operation.
- CET has continued to advertise for the driver positions available on the CET website and social media. Mr. Hofbauer noted the agency had initial success reaching potential employees with using boosted Facebook posts.

- Wage increases will most likely be a component of future STIF requests.
- CET and MTM have both seen some success recently with hiring.
- Mr. Potwin recommended CET to utilize Ziprecruiter for future hiring needs.
- Mr. Halliday shared that as a former bus driver, the most challenging thing he had to deal with was split shifts. He recommended moving away from these to make the position more attractive.

Deschutes and Jefferson County 5310 Discretionary Project applications overview and STF committee prioritization - Ashley Mohni, CET

- Ms. Mohni shared that Deschutes and Jefferson county both applied for discretionary grant funds.
    - Deschutes County applied for just over $1,013,000 in grant funds to support four projects:
        - Hawthorne Station On-Site Services
        - Enhancing Mobility Management & Travel Training
        - Transit Security Equipment and Technology
        - Integrated Transit Asset Management and Work Order Software.
    - Jefferson County applied for $1,015,000 in grant funds to support rural transit operations through gap funding.
- The timeline for decision making is in April. If awarded, the grants would be executed on July 1st.

Bend Mobility Hub Feasibility Study overview & public engagement plan - Eddie Montejo, Parametrix & Derek Hofbauer, CET

- Mr. Montejo explained the concept of mobility hubs and noted they are very customizable, allowing them to be implemented in different parts of the country in various ways.
- Parametrix is studying how to best support the implementation of mobility hubs in Bend.
- The Best Practices review is the first part of the project that has been completed. It highlights lessons learned from peer cities similar to Bend.
- The next steps include creating an evaluation framework, conducting market assessments, establishing mobility hub types/features, and designing guidance and implementation strategies.
- The draft Public Engagement Plan for the Bend Mobility Hub Feasibility Study is available on CET's website.
- Surveys and in-person tabling events at Hawthorne Station will allow for a more inclusive and equitable approach for soliciting information from transit riders, the general public, and traditionally underserved audiences.

Adjourn RPTAC meeting and transition to Bend Mobility Hub Feasibility Study TAC meeting #2

Congratulations to our Drivers!

Courtney O'Connor
Driver of the Year Award

Rondha Madrigal
Public Transit Hero Award

2022 Oregon Public Transportation Conference Awards

MTM

cet

TRANSIT INFRASTRUCTURE GUIDE

Created 2022

Introduction

The ideal bus stop design meets the transit users' needs for safe, efficient access to the transit system while acknowledging the context of the adjacent neighborhood. This set of guidelines provides standards for bus stop implementation throughout the Cascades East Transit network to encourage consistency in bus stop study, design, and implementation. The guidelines address site selection, accessibility requirements, bus stop amenities, information and signage, and other considerations that go into designing a bus stop. To ensure that basic needs and requirements are met, while allowing individual communities to exercise judgment about what works best for a given location, these guidelines detail requirements under the Americans with Disabilities Act and the Proposed Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) and/or suggest best practices gleaned from the experience of Central Oregon cities. Best practices are not legal requirements; but, by adopting best practices, towns and cities may be able to avoid costly retrofits that result from pursuing only required minimums. In other words, the guidelines are designed to be flexible and should be tailored to the conditions at a particular stop, yet they detail the non-negotiable aspects of bus stop design and connectivity considerations.

CET's Bus Stop Design Guidelines may also be incorporated into Project Agreements between a lead agency and CET for projects seeking funding. All plans submitted for review should show existing bus bays, bus stops, shelters, furniture, bicycle and pedestrian paths, easements, and facilities within 250 feet of the site, as well as adjacent property lines. They should also include a pedestrian and bicycle plan indicating proposed circulation within the site as well as access from the streets and neighborhoods abutting the site, which must also conform to ADA/PROWAG requirements.

Site Selection

A bus stop should be located to minimize walking distances to the activity center(s) that are expected to generate the most ridership. To provide the greatest convenience and safety for passengers, bus stops are generally located as close to intersections as possible. This minimizes walking distance for transferring passengers and encourages the use of sidewalks for bus stop access.

Best Practices

Transit stops are generally located 85 feet, plus or minus 25 feet, from the curb of an unsignalized intersection, measured from the tangent point of the intersection curve, and 120 feet, plus or minus 25 feet, from a signalized intersection. Exceptions may be made based on right-of-way availability and traffic conditions. The paved passenger loading area should be clear of any obstructions. Bus stops should be located such that (1) the bus driver can clearly see passengers waiting at the stop, (2) waiting passengers have a clear view of the oncoming bus, and (3) driveways are located away from a transit pad.

Additional Considerations

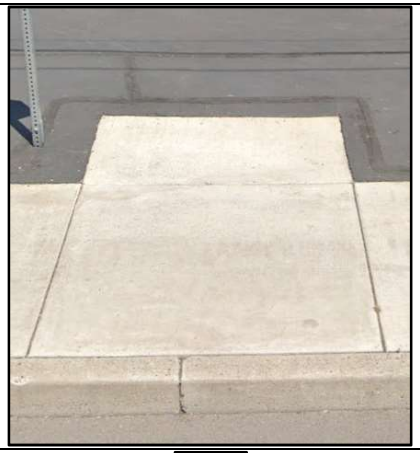
Where possible, transit stops should be located on the far side of a signalized intersection. Benefits to a far-side stop include:

- A stopped bus does not conflict with vehicles turning right from the direction of the bus route.
- The stopped bus does not obscure sight distance to the left for vehicles entering or crossing from the side street.
- At signalized intersections, buses can easily re-enter traffic.
- The stopped bus does not obscure traffic control devices or pedestrian movements at the intersection.
- Pedestrians cross behind the bus, which is safer than crossing in front of the bus.

Accessibility

All transit facilities constructed after June 1992 must comply with the applicable ADA/PROWAG provisions. Improvements to existing bus stops are not required to meet ADA/PROWAG standards, but are recommended by CET. Fully ADA/PROWAG-compliant stops meet the minimum requirements detailed in these guidelines. In addition to meeting ADA/PROWAG requirements, good accessibility includes consideration of connectivity between adjacent neighborhoods and the transit stop. Pedestrian access paths should link developments directly to the bus stop. Walled developments should provide convenient and direct pedestrian access to adjacent bus stops.

SECTION 1: CET TRANSIT INFRASTRUCTURE REQUIREMENTS

REQUIREMENTS FOR ALL CET TRANSIT STOPS					
Structure Type	**Preferred Dimensions**	**Required Dimensions**	**Amenities**	**ADA Requirements**	**Picture/Example**
Boarding Pad (Non-Negotiable)	10.5’ x 5’ concrete pad	8’ x 5’ concrete pad, 4” depth ODOT requires 8’ x 5’ concrete pad per door	N/A	Must meet bus stop ADA standards. If within public right-of-way, PROWAG standards can apply.	
Signage/Signage Post (Non-Negotiable)	N/A	Square tube post (provided by CET), 10’, square 2 x 2 sleeve (installed by contractor, provided by CET)	Route Number, Map, Schedule, Stop ID, Braille Signage (all provided by CET)	Braille for Stop ID, located in area not to obstruct ADA access	

BEST PRACTICES ALL CET TRANSIT STOPS PLUS w/ROW SPACE for BENCH					
Structure Type	**Preferred Dimensions**	**Required Dimensions**	**Amenities**	**ADA Requirements**	**Picture/Example**
Boarding Pad (Non-Negotiable)	10.5’ x 5’ concrete pad, 4” depth	8’ x 5’ concrete pad, 4” depth ODOT requires 8’ x 5’ concrete pad per door	N/A	Must meet bus stop ADA standards. If within public right-of-way, PROWAG standards can apply.	
Signage/Signage Post (Non-Negotiable)	N/A	Square tube post (provided by CET), 10’, square 2 x 2 sleeve (installed by contractor, purchased by CET)	Route Number, Map, Schedule, Stop ID, Braille Signage (all provided by CET)	Braille for Stop ID, located in area not to obstruct ADA access	
Bench Pad	N/A	2.5’ x 2.5’ concrete pad	Bench , provided by CET	N/A	

Bench	N/A	Standard stock, provided by CET	Metal bench 1’-8” x 2’ 8” inch base	N/A	

BEST PRACTICES FOR ALL CET TRANSIT STOPS w/ROW SPACE for SHELTER					
Structure Type	**Preferred Dimensions**	**Required Dimensions**	**Amenities**	**ADA Requirements**	**Picture/Example**
Shelter Foundation	12’ x 6’ concrete pad	10.5’ x 5.5’ concrete pad, 4” depth	N/A	ADA 810.3 Bus shelters shall provide a minimum clear floor or ground space entirely within the shelter. Bus shelters shall be connected by an accessible route complying with ADA 402 to a boarding and alighting area.	
Signage/Signage Post* (Non-Negotiable) *option to install sign on shelter structure*	N/A	Square tube post, 10’, provided by CET, square 2 x 2 sleeve, provided by contractor	Route Number, Map, Schedule, Stop ID, Braille Signage (all provided by CET)	Braille for Stop ID, located in area not to obstruct ADA access	
Shelter	8’ x 5’	7.5’x 5’	Dome top, built-in bench, provided by CET	ADA 305.3 Ground space shall be 30 inches min by 48 inches min.	

Additional Amenities Considerations

Power/Data/Lighting – Will be constructed at bus stops with three (3) or more routes and/or other transportation modes (i.e. bike-share, scooter-share, or multiple-use path) converging at one location

- Conduit from the leg of the shelter out to the pad for high traffic areas with PVC piping cap it

Bus Stop Spacing

A quarter-mile spacing is preferred between stops as CET expects riders to walk that distance to reach a stop.

Bus Pullouts

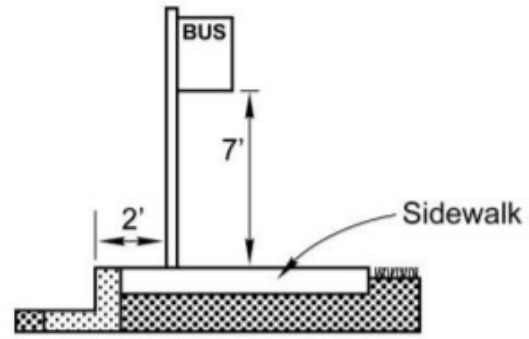
A bus pullout's primary function is to move buses out of travel lanes where they might impede traffic flow. Although there are scenarios where this is a valuable function, CET does not actively pursue the placement of bus pullouts at regular bus stops due to reductions in transit efficiency. CET will consider accepting pullouts at:

- Bus stops at schools or parks where young children and families may ride service
- Bus layover locations (where buses park for several minutes)
- Selected bus stops on roads with at least two of the following:
  - posted speed limit at or above 40 mph
  - ridership above 35 daily boardings (or six (6) daily lift boardings)
  - potential safety issues

Bus Stop Sign Placement

Bus stop signs are positioned to notify passengers that the bus will stop at that specific location. They serve as a reference for bus operators and as a point of identity for the transit system. The standard regional sign identifies a location as a bus stop and includes the name and number of the bus route(s) being served.. The sign is 18 inches wide by 24 inches high, reflectorized for night time visibility, and is double-faced so that it can be seen from both directions.

Bus stop signs must be placed near where passengers board at the front of the bus. The header sign is the point at which the front of the bus should be aligned when the bus is servicing passengers and thus should be placed approximately one foot beyond the far side of the landing area for stops served by front-lift buses. A sign should be installed with its own sign post, at an angle perpendicular to the street. The sign must be easily visible to approaching bus driver, ideally within four feet of the edge of the street.



Wide Sidewalk
Attached to Curb