

Approved

February 11, 2009
by CACOT

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
January 14, 2009**

Present

Bob Lowry, Chair
Stephan Friedt, Vice-Chair
Tad Abernathy
Heather Bennett, ASOSU
Susan Hyne
Tom Kincaid
Brandon Trelstad
Robert E. Wilson
Hal Brauner, City Councilor

Staff

Lisa Namba, Public Works
Tim Bates, Public Works

Visitors

Todd Brown, Airport Commission Chair
Stewart Wershow

Absent

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of December 10, 2008 Minutes			Approved
III. CACOT/Visitor Comments			Conditionally approved a recommendation to write a letter of support for transit service to Airport
IV. Old Business • Review of CTS Passenger Code of Conduct and Implementing Procedures		X	
V. New Business	N/A		
VI. Information Sharing • Written Report	X		
VII. Commission Requests and Reports	N/A		
VII. Adjournment	N/A		Adjourned at 9:17 a.m.

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:20 a.m. Introductions of Commission members, visitors and staff were made.

II. Approval of November 12, 2008 Minutes

Commissioner Wilson and Vice-Chair Friedt, respectively, moved and seconded that the Commission approve the December 10, 2008 minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

- Todd Brown, Chair of the City's Airport Commission, addressed CACOT on behalf of the Airport Commission to request support for transit service to and near the Corvallis Municipal Airport (Airport). Mr. Brown said there are two aspects of the Airport, airport operations and the Airport Industrial Park (AIP). The Airport has approximately 130 employees and the AIP has 400-500 who work in the vicinity of the Airport. A recent survey of the AIP tenants revealed that transit to and from the AIP is of interest to some employees at the AIP. City staff provided cost estimates to the Airport Commission for various levels of transit service. Mr. Brown told the Commission that a commuter service that would operate two runs in both morning and evening is the level of service that City staff and the Airport Commission determined would be best for the AIP. To that end, he asked the Commission to draft a letter of support for this service. Mr. Brown added that he is planning to appear before City Council's Budget Commission on February 5th to request a budget enhancement to support this service.

Discussion followed among the Commission regarding Mr. Brown's request. Chair Lowry said that there has been significant interest in the past from passengers about the need for transit to the DMV offices near the AIP and this commuter service could potentially serve the DMV as well. Vice-Chair Friedt said a Group Pass Program membership for the AIP and Airport employees would be useful if this commuter service were to come to fruition.

Vice-Chair Friedt and Commissioner Abernathy, respectively, moved and seconded that the Commission approve a recommendation asking staff to draft a letter of support, on behalf of the Commission, for commuter transit service to the Airport Industrial Park (AIP) and surrounding areas, if staff determines there are no FTA funding restrictions or City policy restrictions on providing transit service outside of the City limits, and if the AIP and Airport agree to share costs associated with this service.

Discussion ensued regarding the motion. Ms. Namba agreed to send a draft of the letter of support to the Commission members for their review and approval. This will be done before the next CACOT meeting because Mr. Brown's appearance before the

Budget Commission will occur before the next CACOT meeting.

The motion passed unanimously.

IV. Old Business

- **Review of CTS Passenger Code of Conduct and Implementing Procedures**

At the December meeting it was decided this document was to be reviewed by the Commission and further discussion will occur at this meeting. Ms. Namba reminded the Commission of her comments at the December meeting which centered around the fact that some of the time lines listed in the “Appeals” section of the document were vague or of too short a period of time. Specifically, an excluded party is given only 10 days to file a notice of appeal of the exclusion to the Transit Manager and the period of exclusion is not specified. If the excluded party were out of town for 10 days or otherwise unable to file an appeal, it could be assumed that the appeal period had lapsed and the exclusion notice would be in place in perpetuity.

Councilor Brauner said any action by City staff can be appealed to City Council by a community member. In response to a question regarding what happens to an excluded party during the appeals process, Mr. Bates pointed out there is a section in the Code which states “At any time during the exclusion, an excluded person may petition in writing to the City’s Transit Manager, or designee, for a temporary waiver of the exclusion”. This would allow an excluded party to ride CTS while the appeal was being reviewed.

Vice-Chair Friedt and Commissioner Trelstad, respectively, moved and seconded that the Commission approve a recommendation to have staff craft language to make the appeals section of the *CTS Passenger Code of Conduct and Implementing Procedures* reflect clearer policies. The motion passed unanimously.

V. New Business

- There was none.

VI. Information Sharing

Written Report.- Mr. Bates reviewed the Written Report. The following is additional information to the report:

- **New Buses** - Vice-Chair Friedt asked if there would be an expected delay in putting the buses on routes once they arrived. Ms. Namba reported that staff has been in contact with Luminator and there is a service agreement in place to provide for installation of VIS equipment. Staff plans to make a request to the FTA and City management to allow for an expansion of the transit fleet of buses by two in number. This would mean not surplus any older buses in order to provide additional back-up vehicles once the two new buses arrive.

Vice-Chair Friedt and Commissioner Abernathy, respectively, moved and seconded that the Commission approve support of staff's request to increase the CTS transit fleet by two buses when the two new buses are delivered in June. The motion passed unanimously.

- **Student Incidental Fee Committee** - Commissioner Bennett's view was that the SIFC will be amenable to approving the 09-10 proposed CTS fee because the SIFC appreciates the value of the service to its students. Mr. Bates said that staff and ASOSU's staff have been in contact regarding the proposal to include the cost of Beaver Bus service into the per student per term fee.
- **Google Transit** - Staff expects a late January update from the volunteer working for CTS to format transit data with the purpose of having CTS routes and times available on Google Transit.
- **Linn-Benton Loop shelter on 14th/15th Street at OSU** - This shelter will be accessible next week.
- **OSHA Investigation** - Vice-Chair Friedt asked about the ongoing OSHA inspection of CTS bus routes. Mr. Bates reported that he has been contacted by an OSHA investigator and was told that the investigator will meet with staff as soon as the investigation is complete to discuss the findings.

VII. Commission Requests and Reports

None.

VII. Adjournment

Commissioner Wilson and Vice-Chair Friedt, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.

The meeting was adjourned at 9:17 a.m.

NEXT MEETING: January 14, 2009, 8:20 a.m., Madison Avenue Meeting Room