

**Approved**

By CACOT  
June 13, 2012

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
April 11, 2012**

**Present**

Stephan Friedt, Chair  
Susan Hyne, Vice Chair  
Robert Monasky  
Evan Sorce  
Brandon Trelstad  
Robert E. Wilson  
Kriste York  
Mike Beilstein, Council Liaison

**Staff**

Tim Bates, Public Works  
Brie Caffey, Public Works

**Visitors**

Brian Maxwell, First Student  
Rolando Smith-Gloria, First Student  
Lisa Namba, Public Works

**Absent**

Terry Wright

**SUMMARY OF DISCUSSION**

<b>Agenda Item</b>	<b>Information Only</b>	<b>Held for Further Review</b>	<b>Recommendations</b>
I. Introductions	X		
II. Approval of March 14, 2012 Minutes			Approved
III. CACOT/Visitor Comments	X		
IV. Old Business			N/A
V. New Business	X		
VI. Information Sharing	X		
VII. Commission Requests and Reports	X		
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:38 am

**CONTENT OF DISCUSSION**

**I. Introductions**

The meeting was called to order at 8:20 am by Chair Friedt. Introductions were made of Commission members, staff and visitors.

**II. Approval of Minutes**

**Commissioners Hyne and Trelstad, respectively, moved and seconded to approve the March 14, 2012 minutes. The motion passed unanimously.**

### **III. CACOT/Visitor Comments**

First Student Operations Manager Brian Maxwell made his quarterly appearance. He introduced Rolando Smith-Gloria as the new Location Safety Manager. Mr. Smith-Gloria's duties will focus on safety, such as maintaining certifications, taking drivers through the mandatory three-hour retraining course following accidents, etc. Mr. Maxwell reported that things have been going relatively smoothly and any customer complaints seem to be about on-time performance which he believes is due to record-breaking ridership.

Mr. Maxwell reported that First Student is moving forward with City permitting requirements needed to place a larger-capacity fuel tank at the First Student location. Mrs. Caffey noted that the larger tank will help lower CTS's fuel costs because some fuel companies are not responding to requests for fuel quotes because of the smaller quantities being requested. Mr. Maxwell said First Student school buses use B5 biodiesel fuel all year round, while CTS switches from B5 to B20 in warmer months. He said that B20 is harder on filters, costs more, and has no advantage in miles per gallon which is why First Student school buses ceased using it. Chair Friedt asked why CTS makes the switch in fuels and Ms. Namba said Steve Rogers, the previous Public Works Director, was committed to using B20 whenever possible. Commissioner Trelstad said there is a major emissions reduction when comparing B5 and B20 fuel, noting there is a more than 20% reduction in toxic emissions. Commissioner Monasky suggested that staff look at the cost difference between the two because the difference in cost could potentially be used to add service hours. The service increase may ultimately result in residents opting for the bus over their car, with the end result being lower overall emissions.

Mr. Bates asked Mr. Maxwell if he has heard any specific ideas from drivers about how to keep the routes on time and Mr. Maxwell responded that he had not. Mr. Maxwell said the drivers generally felt the morning runs are stable, it is the afternoon runs that fall behind. He mentioned that train delays, construction detours, and especially the additional time needed to load passengers in wheelchairs most frequently tend to make the routes late. Mr. Bates noted that all transit systems struggle with the extra time it takes to deploy ramps and secure wheelchairs, yet it benefits both the passengers and the system to encourage everyone who can ride the fixed route system do so, as opposed to offering paratransit to individuals simply because they use a wheelchair. Mr. Bates said staff is considering using some of the Transit Operations Fee (TOF) enhancement funds toward an on-call bus that would catch up routes that are running behind. Mr. Maxwell said that could easily be implemented, given the flexibility of his school bus drivers and office staff.

### **IV. Old Business**

None.

### **V. New Business**

Mr. Bates presented the CTS Exclusion Policy for its required three-year review. Commissioners Hyne asked how frequently the policy has been used. Mr. Bates responded that there had been seven written exclusions since 2009. Mr. Bates noted that most of the offenders are juveniles and that the drivers are very good about talking to the

individuals, giving them warnings, and explaining the process in an attempt to avoid excluding them. Mr. Bates said staff feels the policy is working. Once the driver writes an incident report, Mr. Bates interviews the driver and the individual(s) involved, and then makes a decision. Ms. Namba noted that the Code of Conduct specifies that drivers have the authority to exclude someone from a run but exclusion beyond that length of time must be handled by the Transit Manager (Mr. Bates). Councilor Beilstein suggested a written exclusion notice be given to the offending party(ies) at the time the driver excludes the rider(s). Commissioner York agreed, noting the notice could be informational and offer the name and contact information of the Transit Manager, whom they must speak with before being allowed to board CTS again.

**Commissioners Trelstad and Sorce, respectively, moved and seconded to approve the CTS Exclusion Policy without changes. The motion passed unanimously.**

## **VI. Information Sharing**

Mr. Bates reviewed the Information Sharing Report. Comments he provided in addition to the report included:

Staff was successful in securing a state grant of \$8,000 for solar shelter lighting, which should equate to 8 - 10 shelter lights. Mr. Bates said ODOT will prepare an agreement by May.

Dial-A-Bus has hired a new executive director, Steve Harder.

With the increase in the TOF, staff has projected \$90,000 for service expansion, which at \$70 a service hour, equates to an additional 1,285 hours of service. Ms. Namba said CTS would like to use the entire \$90,000 for service expansion, however some may be needed to offset rising fuel costs. Ms. Namba suggested CACOT's subcommittee develop scalable recommendations and conduct the public process. By early summer, staff will have a better sense of how much of the expansion funds can be expended. Mr. Bates said that Commissioner Hyne had volunteered for the subcommittee; Commissioners Sorce and Wilson then agreed to volunteer for the subcommittee as well.

## **VII. Commission Requests and Reports**

Chair Friedt requested that previous 99 Express Adair ridership be added to future Information Sharing Reports for the sake of comparison. Staff agreed to this request.

Commissioner Trelstad invited everyone to the Drive Less Connect event Wednesday, April 25<sup>th</sup> at the OSU Memorial Union, Room 211, from 12 pm to 1 pm. He also mentioned the OSU Earth Week Fair Event on the Memorial Union quad on Tuesday, April 24<sup>th</sup> from 11 am to 3 pm. Mr. Bates said that CTS will staff a table at the Earth Week event.

Commissioner Sorce asked how CACOT could get more OSU funding support for CTS, not only because so many students use CTS but also so that the City can increase direct service to the university. Ms. Namba acknowledged that the \$130,000 direct contribution that OSU makes to CTS has been unchanged for the last eight years even though the cost of operations has increased and the number of OSU riders has increased. Negotiations regarding OSU's contribution, however, is not something that CACOT can address. Ms. Namba said it will be addressed during the City's ongoing collaborative talks with OSU.

**VIII. Pending Items**

None.

**IX. Adjournment**

**Commissioners Sorce and Hyne, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.**

The meeting was adjourned at 9:38 am.

**NEXT MEETING: April 11, 2012, 8:20 am, Madison Avenue Meeting Room**