

**APPROVED**

March 11, 2009  
by CACOT

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
February 11, 2009**

**Present**

Bob Lowry, Chair  
Stephan Friedt, Vice-Chair  
Susan Hyne  
Tom Kincaid  
Hal Brauner, City Councilor

**Staff**

Lisa Namba, Public Works  
Tim Bates, Public Works  
Cindy Hallett, Public Works

**Visitors**

**Absent**

Tad Abernathy  
Heather Bennett, ASOSU  
Brandon Trelstad  
Robert E. Wilson

**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 January 14, 2009 Minutes			Approved
III. CACOT/Visitor Comments	X		
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		
VI. Commission Requests and Reports	X		
VII. Adjournment			Adjourned at 9:17 a.m.

## CONTENT OF DISCUSSION

### I. Introductions

The meeting was called to order at 8:21 a.m. Introductions of Commission members and staff were made.

### II. Approval of January 14, 2009 Minutes

Vice-Chair Friedt and Commissioner Hyne, respectively, moved and seconded that t  
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**III. CACOT/Visitor Comments**

Chair Lowry mentioned an upcoming training opportunity with Mayor Tomlinson on chairing meetings. Councilor Brauner explained the training is designed to create a consistent meeting format for all Commissions and is open to any current Chair or Vice-chair, as well as Commissioners interested in becoming a Chair.

Chair Lowry received an email from Linn County Special Transportation Coordinator Mark Volmert regarding the U.S. House of Representative's approval of funds for capital projects, as part of the stimulus package. Mr. Volmert is awaiting a response from ODOT

regarding the appropriation of funds and whether they will be distributed under the current formula. Commissioner Hyne asked if staff or CACOT needed to be looking ahead for possible operations or capital funding from the stimulus money. Chair Lowry stated that two possible operations projects include commuter service to the Airport and Crescent Valley area. Ms. Namba stated that without new buses it will be difficult to use additional operations money for anything other than extending hours. Councilor Brauner said the capital side of the stimulus bill has money for buses but they take years to get. He recently attended a meeting of the state's Metropolitan Planning Organizations where there was considerable discussion about whether funding would come via direct application or be formula-based.

Chair Lowry asked if staff has heard back from the FTA about expanding the CTS fleet or received FTA confirmation on the allowable spare ratio (buses available for backup when other buses are out of service). Ms. Namba will ask the FTA and get back to CACOT.

Vice-Chair Friedt said he is glad to see more ads on the buses. Mr. Bates reported the Request for Proposal (RFP) for bus advertising has gone out and a new contract will be in place by May 1, 2009.

#### IV. Old Business

##### **Review of CTS Passenger Code of Conduct and Implementing Procedures.**

Mr. Bates reviewed a draft of the *Administrative Rules Related to Exclusion from Transit Services*, which will supplement the current *CTS Passenger Code of Conduct (Code)*.

Mr. Bates used the format of the City's Development Services "*Policies, Interpretations, and Procedures*" as a guide for the draft, which when completed would be posted to the website. Ms. Namba explained that previous discussions included a possible need to revise the entire *Code*, which is adopted by ordinance into the City's Municipal Code. At this time staff does not think it is necessary to amend the Municipal Code to address changes in the *Code*. The *Code* section on exclusions refers to rules established by the Transit Manager, yet to be completed through a separate administrative document. Staff's vision is to be able to build upon the *Code* by developing accompanying Administrative Rules which can be more easily changed as needed.. After discussion, CACOT's suggestions are:

Level One Offenses - (b) smoking a minimum of 3 feet distance from shelter and/or bus (moved from Level Two to Level One)

Level Two Offenses - (a) Change Uttering obscenities to Offensive language or exhibiting disruptive behavior

Level Three Offenses - (a) Add to, '...threatening behavior, verbal or physical within ...'

Add a "Level Four Offenses" - Move Level Three Offenses (b) to this category

##### Enforcement

Level One - Change "exclude from the bus services for the remainder of the day" to "that run".

Level Four - Expulsion pending appeal, review required before expulsion from transit service is lifted.

Staff was asked, and agreed, to present "Offenses and Enforcement Penalties" information

in an easy-to-read format, such as a chart. Mr. Bates will review and update the draft. Chair Lowry suggested the Commission review the "Offenses and Enforcement" material and be prepared to discuss it at the next meeting. Once the draft is finalized and approved by CACOT, staff will work with First Student to educate drivers on these policies.

## V. New Business

There was none.

## VI. Information Sharing

Mr. Bates reviewed the written Information Sharing Report. The following additional information was shared:

- **Beaver Bus Presentation before City Council's Budget Commission** - The City's 30% portion of funding for 2009-10 Beaver Bus service is \$21,820.
- **Student Incidental Fee Committee** - Possible increase in the students' transit incidental fee from \$2.73 to \$2.76. Adding the Beaver Bus service would increase the fee another \$1.00. Ms. Namba stated 40% of CTS rides are provided to OSU students, who pay 6.36% of the total CTS budget.
- **College Hill Group Pass** - The Corvallis School Board approved the College Hill Group Pass agreement. College Hill students will be required to show their student ID to be eligible for pre-paid rides. The agreement will be in effect until the end of the current school year, June 12<sup>th</sup>.
- **Crescent Valley Area Transit Service** - Ms. Namba reported that the proposed cost share is two-thirds by the school district and one-third by the City. This is not a school bus service or replacement of school bus service. Four runs providing general public service would be provided daily, with a Park & Ride west of Crescent Valley High School. It is proposed that a Group Pass program for all 509J students would be included in the funding share provided by 509J. Chair Lowry wanted to ensure that CTS would not be in violation of the FTA regulations regarding provision of school bus service. Mr. Bates assured the Commission that staff has been very careful about the design of the potential route and run times to avoid possible violations.

The following are on items not listed on the report:

- **Commuter Service to the Airport** - Ms. Namba reported that the Federal Aviation Administration (FAA) will not allow the Airport Fund to be used to provide transit service to the Airport. The FAA directs that all revenue generated at the airport must be used to directly support airport activities. The Airport Commission is still interested in pursuing the provision of transit service, and CACOT will likely hear another proposal from Airport Commission Chair Todd Brown for a possible proposal to the Budget Commission in May. In addition to serving the airport, the route could also provide service to currently unserved areas like the Department of Motor Vehicles and northbound 3<sup>rd</sup> Street from Park Street to Crystal Lake Drive.
- **Google Transit ®** - Commissioner Hyne reported that she and volunteer Robert Monasky are proceeding with the design and development of placing CTS routes and schedules on Google Transit ®. The finished product and release by Google is expected to take several months. When complete, the service would be available

through a link on the City's website, and would include information on regular routes as well as any special events (Fall Festival, Try Transit Week).

**VII. Commission Requests and Reports**

- There were none.

**VIII. Adjournment**

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

The meeting was adjourned at 9:22 a.m.

**NEXT MEETING: March 11, 8:20 a.m., Madison Avenue Meeting Room**