

Approved

April 8, 2009
by CACOT

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

Present

Bob Lowry, Chair
Stephan Friedt, Vice-Chair
Heather Bennett, ASOSU
Susan Hyne
Tom Kincaid
Brandon Trelstad
Hal Brauner, City Councilor

Staff

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

Visitors

Linda Elder, Director Dial-A-Bus

Absent

Tad Abernathy
Robert E. Wilson

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of February 11, 2009 Minutes			Approved
III. CACOT/Visitor Comments	X		
IV. Old Business • Review of the 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	X		
VIII. Adjournment			Adjourned at 9:05a.m.

CONTENT OF DISCUSSION

I. Introductions

The meeting was called to order at 8:22 a.m. Introductions of Commission members, staff, and visitors were made.

II. Approval of February 11, 2009 Minutes

Vice-Chair Friedt and Commissioner Kincaid, respectively, moved and seconded the Commission approve the February 11, 2009, minutes. The motion passed unanimously.

III. CACOT/Visitor Comments

Councilor Brauner stated the Corvallis Area Metropolitan Planning Organization (CAMPO) last week heard proposals for projects to be funded by the stimulus package, formally known as the American Recovery & Reinvestment Act. CAMPO will make formal recommendations next Friday. The City's apportionment for transit funding is \$1,053,488.00. The dollars will be used for the purchase of three new 35-foot buses, with the remaining funds to be used for bus shelter and stop improvements. Mr. Bates stated he was able to obtain three "options" for the three new buses which will allow CTS to "piggyback" off of the contract of San Mateo County Transit for the purchase of the buses. This will eliminate the need for a Request for Purchase process. Approximate delivery time of the new buses is 13 months.

Vice-Chair Friedt asked if Luminator had located additional VIS units that will be installed in the new buses. Ms. Namba reported that Jon Katin, former City of Corvallis Transportation Supervisor, has recently secured a tentative agreement with Luminator for the purchase and installation of additional units, service support, and repair of units.

IV. Old Business

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

The wording in the *CTS Passenger Code of Conduct (Code)* states the Transit Coordinator was to promulgate the exclusion process. Exclusion Policy AR 09-01, presented to the Commission, addresses the promulgation. Ms. Namba said staff will revise the policy to include more information about the appeals process. Vice-Chair Friedt asked staff to make corrections and email them to the Commission. Ms. Namba cited the practice of securing mobility devices as an example of a policy which should be developed. Currently, there is a practice of securement but no written rule or policy.

V. New Business

There was none.

VI. Information Sharing

Mr. Bates reviewed the Information Sharing Report. Additional information to the report:

- **Beaver Bus Funding for 2009-10** - Commissioner Bennett presented the proposed 2009-10 CTS budget to the Student Incidental Fee Committee (SIFC) on February 20th. The SIFC unanimously recommended approval, as did the ASOSU Student Senate. The per student per term fee will be \$3.76; this includes annual pre-paid rides on all routes of the Corvallis Transit System (CTS) and Philomath Connection (PC), and Beaver Bus during the Fall, Winter, and Spring terms. During the Summer term the student fee will be \$2.76, one dollar less because there is no Beaver Bus service during the Summer term.
- **Crescent Valley Area Service** - This proposed service will not begin during the current school year. It requires approval by the school board for service to begin operating in the 2009-10 school year. If approved, a student group pass program would allow all 509J students to ride at no charge.
- **Summer Youth Transit Program** - Mr. Bates stated that Allied Waste is waiting until the end of its fiscal first quarter (March 31st) before it can commit to provide a donation that would allow the City to fund the 2009 program.
- **Google Transit ®** - Volunteers continue to work on collecting and organizing applicable data. Once the data has been input, staff will work with Google to launch the service. Commissioner Hyne will contact Google to determine Google's backlog and the time line for launch of service.
- **Ridership** - Vice-Chair Friedt asked if Philomath Connection ridership has increased due to route revisions, which included bi-directional service on West Hills Road. Ms. Namba stated that this revision is likely one factor in the ridership increase; the other may be the new PC fare structure, with a lower fare and passes now available.
- **Bus Spare Ratio** - The standard spare ratio is 20% but FTA states that a fleet of less than 50 vehicles would allow local entities to have a higher spare ratio. The current spare ratio for CTS is 10%, and the PC has no spare. On recent applications for CTS and PC bus grants, staff has designated them as bus purchases instead of replacements. Staff will request approval by the Finance Director and City Manager to expand the bus fleet to provide more back-up vehicles. The potential downside of keeping spares is an increase in costs for maintenance and insurance.
- **Opticom** - Staff is working to implement the Opticom feature on CTS buses. It is hoped that this system will improve on-time performance during peak times. Opticom, to be used only when buses are running late, will hold an existing green signal and will shorten an opposing green signal. Past issues with the system have been addressed by City engineers. CTS drivers will be fully trained on appropriate usage of the Opticom.

VII. Commission Requests and Reports

Vice-Chair Friedt asked for a report on the recent OSHA investigation into CTS operations. Mr. Bates received a final letter from OSHA. Although CTS was not cited, fined or required to directly change any practices, the letter stated that an investigator observed a condition "that may contribute to a health or safety hazard". The letter claimed

that most weekday route configurations do not allow drivers to complete routes on time without speeding. OSHA was under the false impression that CTS was disciplining drivers for poor on-time performance. CTS realizes that ridership is increasing and there is heavy vehicle traffic on weekdays from 3:00pm to 7:00 pm when OSU is in session. OSHA recommended that CTS consider building additional time into routes or relaxing on-time performance expectations during peak hours. First Student received an OSHA investigation letter which addressed issues directly related to First Student.

Vice-Chair Friedt would like to convene a subcommittee to study the afternoon routes and investigate on-time data to see if drivers can maintain on-time performance considering heavy traffic and increasing ridership. Ms. Namba said that staff would not be able to accomplish this study within the next couple of months due to the June Triennial Review by the FTA. Vice-Chair Friedt will arrange to meet Mr. Bates at Public Works to work together to collect data from the Vehicle Information System.

VIII. Adjournment

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

The meeting was adjourned at 9:05 am

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