

**Approved**

by CACOT  
May 13, 2009

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
April 8, 2009**

**Present**

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

**Staff**

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

**Visitors**

**Absent**

Tad Abernathy

**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 11, 2009 Minutes			Approved.
III. CACOT/Visitor Comments <ul style="list-style-type: none"><li>• June 10, 2009 meeting date change due to Triennial Review</li><li>• Letter of support for new Lebanon to Corvallis Linn Benton Loop service</li></ul>			<b>Rescheduled June 10, 2009 meeting to June 17, 2009. Motion passed to have staff write a letter of support for new service.</b>
IV. Old Business <ul style="list-style-type: none"><li>• Review CTS Passenger Code of Conduct and Implementing Procedures</li></ul>			<b>Motion passed to accept the <i>Corvallis Transit System Administrative Rule 09-01.</i></b>
V. New Business <ul style="list-style-type: none"><li>• Stakeholder Comments on Former Moose Building Demolition Project</li></ul>	X		
VI. Information Sharing <ul style="list-style-type: none"><li>• Written Report</li></ul>	X		
VII. Commission Reports & Requests	N/A		
VIII. Adjournment			Adjourned at 9:22a.m.

## CONTENT OF DISCUSSION

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

### II. Approval of Minutes

**Vice-Chair Friedt and Commissioner Trelstad, respectively, moved and seconded that the Commission approve the March 11, 2009, minutes. The motion passed unanimously.**

### III. CACOT/Visitor Comments

Mr. Bates requested that the June 10th meeting be changed to June 17<sup>th</sup> in order to accommodate the FTA's June 9-10, 2009 Triennial Review of CTS. The Commission approved the date change by consensus.

Chair Lowry attended two meetings with the Linn-Benton Loop Commission to discuss the possibility of a \$45,00 budget shortfall. This turned out to be an accounting error, and further accounting showed a \$2,000 shortfall. City of Albany staff is confident the shortfall can be managed within the existing budget, with no interruptions in service.

Mr. Bates read a letter from Mark Volmert of Cascades West Council of Governments stating that the City of Albany submitted a 2009-2011 Job Access Return Commute (JARC) grant application to continue to fund a new Linn Benton Loop route from Lebanon-Corvallis, known as the Lebanon Loop. The Corvallis Area Metropolitan Planning Organization (CAMPO) has submitted a letter of support and Mr. Volmert is seeking a letter of support from CACOT. The City of Albany, which will operate the Lebanon Loop, is hopeful it will be up and running in June, 2009. Ms. Namba stated this request does not compete with the CTS JARC application for 2009-2011 funding. Additional funding for the Lebanon Loop is expected to come from each of the four major funding partners (City of Corvallis, City of Albany, OSU and Linn-Benton Community College (LBCC)) in the amount of \$4,400 each. Mr. Bates will acquire a service plan from the City of Albany and email it to all Commissioners. Vice-Chair Friedt, a Linn Benton Loop Commissioner, stated the service would be particularly beneficial to those commuting from Lebanon to the hospital, LBCC, and OSU.

**Vice-Chair Friedt and Commissioner Wilson, respectively, moved and seconded that the Commission approve a recommendation that staff write a letter of support, on behalf of CACOT, for the City of Albany's 09-11 JARC application. The motion passed unanimously.**

### IV. Old Business

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

Mr. Bates reviewed the "Appeal Process" section in the proposed CTS Administrative Rule (AR) 09-01 - Exclusion Policy. The Appeal Process is already covered in the *CTS Passenger Code of Conduct*, so staff elected to not duplicate this language in the

new Rule. Staff added a “violation of exclusion notice”, which increases the length of exclusion with each offense. Vice-Chair Friedt asked if this has been reviewed by the City Attorney. Ms. Namba stated the City Attorney has not yet seen it but the City Manager’s Office approved of the format of the Rule language.

**Vice-Chair Friedt and Commissioner Wilson, respectively, moved and seconded that the Commission approve the *Corvallis Transit System Administrative Rules AR 09-01*, as written. The motion passed unanimously.**

Staff will have the City Attorney review the document.

## V. New Business

- **Stakeholder Comments on Former Moose Building Demolition Project**

The City Council requested that Mr. Mitchell review the proposed project plan for the demolition of the former Moose Building with various stakeholder groups and relay comments and concerns back to the Council. Mr. Mitchell provided an overview of the plan. The Moose Building was evaluated for possible use as City offices or an emergency shelter, but the building was found unsuitable for habitation. Although the area is part of a longer-term City-County facility plan, the short-term commitment (5-10 years) is to provide parking space for City staff and visitors, relieving some of the pressure on area parking. Other elements of the plan include improving bike parking, installing bike lockers at the Downtown Transit Center, and providing a charging station for electric vehicles. Use of low-energy lighting, pervious pavement, and recycling/reusing as many materials as possible are goals for the plan. Demolition and construction is planned for this summer, and two potential site layouts have been developed. Time frame for demolition is 1-2 weeks and construction of the lot at 1-2 months. Commissioners’ concern is bus access to the south bays for buses and safety for pedestrian travel. Mr. Mitchell assured the commissioners there would be protection to the DTC during the construction and demolition process.

A public restroom was not part of the initial plan, but the Council is considering incorporating one. Initial costs range from zero for a rented porta-potty to well over \$100,000 for a stick-built facility similar to the Riverfront Park restrooms, with annual operating/maintenance costs ranging from \$960 - \$18,000. Mr. Mitchell described the various restroom options listed in the staff report he provided to the Commission. Commissioner Wilson said a rented porta-potty makes the most sense since the parking lot is temporary until the final plan is completed. Councilor Brauner stated that “temporary” could mean 10-30 years and that the Council feels a porta-potty is not an attractive option. Although the Central Park Master Plan will probably construct a permanent restroom in Central Park, a time frame has not been established for this. There was discussion about the need for a one-stall versus two-stall unit, as well as how security issues will be handled. Chair Lowry prefers a unit which could be moved at a later date. Vice-Chair Friedt stated that while cost points to a porta-potty, if it will be there awhile, aesthetics are important. He asked if any of the units would use solar energy. Mr. Mitchell said this is not in the plan, since there is energy available for the car charging station and parking lot lighting. Skylights can be incorporated in most units.

Mr. Mitchell then addressed the general layout of the parking lot under the two

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Chair Lowry would like to make sure the long-range plan considers the possibility of doubling the size of the DTC. Discussion on future DTC space needs ensued and the consensus was that the lot layout with a single access would allow curb space on 5<sup>th</sup> Street for a bus staging area and is preferable for that reason.

## VI. Information Sharing

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

- **Group Pass** - Work Unlimited is officially a Group Pass Program member. They are in the process of getting identification cards for all their employees.
- **Federal FY 2010 Appropriations Bill** - Chair Lowry referred to the article in the Gazette-Times which featured a transportation “wish list,” including \$735,000.00 for bus purchases. While staff submitted the operations and maintenance facility for consideration, it was not included in the proposed projects for the bill.

## VII. Commission Requests and Reports

No requests or reports.

## **VII. Adjournment**

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

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

**NEXT MEETING: May 13, 2009, 8:20 a.m., Madison Avenue Meeting Room**