

# **CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT AGENDA**

**Wednesday, April 8, 2009, 8:20 a.m.**

**Madison Avenue Meeting Room**

**500 SW Madison Avenue**

I. INTRODUCTIONS

II. APPROVAL OF MINUTES

March 11, 2009

III. CACOT/VISITOR'S COMMENTS

IV. OLD BUSINESS

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

V. NEW BUSINESS

- Stakeholder Comments on Former Moose Building Demolition Project

VI. INFORMATION SHARING

VII. COMMISSION REQUESTS AND REPORTS

VIII. ADJOURNMENT

Future Meetings:

Wednesday, May 13, 2009, 8:20 a.m., Madison Avenue Meeting Room

Wednesday, June 10, 2009, 8:20 a.m., Madison Avenue Meeting Room

Wednesday, July 8, 2009, 8:20 a.m., Madison Avenue Meeting Room

The Madison Avenue Meeting Room is accessible to the public.  
Please contact Tim Bates at (541) 766-6916  
if you need special accommodations to attend the meeting.

**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**

<b>Agenda Item</b>	<b>Information Only</b>	<b>Held for Further Review</b>	<b>Recommendations</b>
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 09-0, 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 20<sup>th</sup>. 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 31<sup>st</sup>) 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**

## MEMORANDUM

DATE: April 2, 2009  
TO: CACOT Members  
FROM: Tim Bates, Transit Coordinator  
SUBJECT: Information Sharing Report

**Work Unlimited Group Pass** -Work Unlimited was due to begin its Group Pass Program membership on April 1<sup>st</sup>. Their beginning date is being delayed while they complete the production of employee photo ID cards.

**Stimulus Funds** - CTS received \$1,053,448 in American Recovery & Reinvestment Act of 2009 funds. Staff developed the following project list:

Three (3) 35-foot buses:	\$ 994,233.00
Three (3) Signal Priority Emitters (Opticom):	\$ 6,000.00
ADA-compliant Bus Shelters and Stops (CTS and PC):	\$ <u>53,255.00</u>
<b>Total</b>	<b>\$1,053,488.00</b>

**Beaver Bus** - Service resumed April 2<sup>nd</sup> after a Spring Break hiatus.

**Earth Day** - CTS and the PC will offer FREE rides on Wednesday, April 22<sup>nd</sup>, in recognition of Earth Day. The Albany Transit System and Linn Benton Loop also plan to offer free rides that day.

**Earth Fair** - Hewlett Packard will hold its Earth Day celebration on Thursday, April 23<sup>rd</sup>. The City of Corvallis Alternative Transportation and transit staff will host an informational booth.

**ASOSU Event on April 13<sup>th</sup>** - ASOSU will host an event at OSU's Quad on April 13<sup>th</sup> to highlight the services they provide to OSU students. CTS will provide a bus for display at this event. Regular fixed-route service and Beaver Bus service will be highlighted by CTS staff.

### Ridership

Percentage increases are based on rides per service hour due to the differences in days of service and revised routes effective September 22, 2008.

- **CTS provided 55,252 rides in March, an average of 26 rides per service hour (rides per hour percent increase unchanged over March, 2008).** Ridership for March, 2008 was 50,475, an average of 26 rides per service hour.
- **Philomath Connection provided 1,723 rides in March, an average of 12 rides per service hour (20% rides per service hour increase over March, 2008).** Ridership for March, 2008 was 1,327, an average of 10 rides per service hour.
- **Beaver Bus provided 557 rides in March, an average of 8 rides per service hour (7.5% rides per service hour increase over March, 2008).** Ridership for March, 2008 was 645, an average of 7.5 rides per service hour.

- **“Honored Rider” bus passes for seniors 75 + years.** 12 passes were distributed in March , 2009. A total of 612 Honored Rider passes have been issued since the program began in September, 2004.

**Follow-up on issues presented at the March CACOT meeting.**

**VIS Information Gathering** - Tim Bates and Vice-Chair Friedt agreed to meet at Public Works to gather ride data. Due to scheduling conflicts, no meeting has yet taken place.

**CTS 2008-09 Budget Expenditures and Revenue** - Commissioner Wilson requested this information from staff. It will be provided to the Commission at the April meeting.

**Administrative Rules on Exclusion Policy** - Was provided to Commission as an attachment of the April packet.



## Public Works Department

Transportation Division  
1245 NE 3<sup>rd</sup> Street  
P.O. Box 1083  
Corvallis, OR 97339-1083  
(541) 766-6916  
TTY (541) 766-6477  
FAX (541) 766-6920

---

# Corvallis Transit System Administrative Rules

AR 09-01

Adopted: April 8, 2009

Last Reviewed: April 8, 2009

## EXCLUSION and APPEAL RULE

### Summary:

This rule specifies the exclusion procedures of the Corvallis Transit System.

### Discussion:

The *Code of Conduct and Implementing Procedures (Code)* for the Corvallis Transit System was originally approved in 1996 and adopted via ordinance into the Corvallis Municipal Code. It was most recently updated in February, 2006. The *Code* was adopted for the safety, convenience, and comfort of Corvallis Transit System passengers. Language within the *Code* states, in part, "The City's Transit Manager shall promulgate administrative regulations establishing the duration of exclusion, which shall be based upon the type of violation." Further, language within the exclusion section of the *Code* states, "In addition, failure to abide by an exclusion notice shall constitute a further violation of this regulation for which the period of exclusion may be extended if so specified in regulations promulgated by the City's transit manager." This rule responds to that language within the *Code*.

An appeals process is contained within the February, 2006 *Code*.

### Rule:

The City's Transit Manager has developed administrative regulations (see below) which establish the duration of exclusion based on the type of violation. The City's Transit Manager also developed administrative regulations (see below) related to individuals who violate the terms of an exclusion notice. The Citizens Advisory Commission on Transit approved the regulations April, 2009.

## Corvallis Transit System Exclusion Durations

Level	Frequency	Length of Exclusion
1	First Offense	Bus run upon which offense occurred
1	Second Offense	One month
1	Third Offense and subsequent	Six Months
2	First Offense	One Week
2	Second Offense	Three Months
2	Third Offense and subsequent	One Year
3	First Offense	One Month
3	Second Offense	One Year
3	Third Offense and subsequent	Permanent
4	First Offense and subsequent	Permanent

Examples of **Level One** offenses include, but are not limited to:

- Occupancy or use of a City passenger shelter except for boarding, disembarking, or waiting for a City transit vehicle.
- Bringing aboard a City transit vehicle any food or beverage in open containers, or consuming food or beverage while on a City transit vehicle.
- Smoking tobacco or any other substance, or chewing tobacco, or carrying any burning or smoldering substance, in any form, aboard a City transit vehicle or in within three (3) feet of a transit shelter.

Examples of **Level Two** offenses include, but are not limited to:

- Offensive language or exhibiting disruptive behavior on a City transit vehicle when such language or behavior is reasonably likely to offend, annoy or intimidate another passenger and which does offend, annoy, or intimidate another passenger.
- Boarding or remaining on a City vehicle or entering or remaining in a transit shelter if the person or the person's clothing emanates a grossly repulsive odor that is unavoidable by other transit customers on the vehicle or in the shelter.

Examples of **Level Three** offenses include, but are not limited to:

- Engaging in fighting or violent, tumultuous or threatening behavior (verbal or physical) within any City transit vehicle or shelter.
- Activating the "Emergency Exit", "Emergency Stop", or alarm device of a City transit vehicle in the absence of an emergency.

Examples of **Level Four** offenses include, but are not limited to:

- Knowingly throwing an object or discharging a bow and arrow, air rifle, rifle, gun, revolver, or other weapon at or within a City transit vehicle or in any part of a transit shelter.

### **Violation of an Exclusion Notice**

A violation of an exclusion notice shall result in the violation being considered a violation of an offense one frequency higher, pending appeal. For example, violating an exclusion notice for a Level 1 First Offense will result in an exclusion notice issued for a Level 1 Second Offense. The term of the upgraded offense will be served in full by the violator. In the case of a violation of a third offense for Levels 1-3, and any violation of a Level 4 offense, the violator will be considered permanently excluded, pending appeal.

Any person with two violations of any exclusion notice issued to him/her, shall be permanently excluded, pending appeal.

NEXT SCHEDULED REVIEW: April, 2012