

**Approved**

October 8, 2008  
by CACOT

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
August 13, 2008**

**Present**

Bob Lowry, Chair  
Stephan Friedt, Vice-Chair  
Tad Abernathy  
Susan Hyne  
Brandon Trelstad  
Robert E. Wilson

**Staff**

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

**Visitors**

Brandy Baugus  
Mike Volpe

**Absent**

George Grosch, City Councilor  
ASOSU Representative

**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 July 9, 2008 Minutes  | X                       |                                | Approved, with corrections.  |
| III. CACOT/Visitor Comments   | X                       |                                |  |
| IV. Old Business  | N/A                     |                                |  |
| V. New Business <ul style="list-style-type: none"><li>• Policy to Allow a Personal Care Attendant to Ride for Free While Accompanying Disabled Rider</li><li>• Traffic Order for New Route Revision Bus Stops</li></ul> | X                       |                                | Approved free fares for Personal Care Attendants<br>Approved Traffic Order |
| VI. Information Sharing <ul style="list-style-type: none"><li>• Written Report</li></ul>  | X                       |                                |  |
| VII. Adjournment  | X                       |                                | Adjourned at 9:37 a.m.   |

## **CONTENT OF DISCUSSION**

### **I. Introductions**

The meeting was called to order at 8:15 a.m.

### **II. Approval of July 9, 2008 Minutes**

Correction to July 9, 2008 minutes:

Page 3, first bullet - The first word, “she”, shall be replaced with “Commissioner Hyne”.

**Vice-Chair Friedt and Commissioner Trelstad, respectively, moved and seconded that the Commission approve the July 9, 2008 minutes, as corrected. The motion passed unanimously.**

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

Mike Volpe presented a written letter and spoke in favor of permitting a Personal Care Attendant (PCA) to ride for free on CTS when accompanying a person with disabilities. He cited several reasons to consider the free fare policy: reducing the economic liability on a disabled rider; an environmental advantage of two persons on the bus instead of in a car; enabling persons with disabilities to become more socially active and contribute to the community.

The Commission discussed this issue in a New Business item below.

### **IV. Old Business**

There was no Old Business.

### **V. New Business**

#### **Fare for Personal Care Attendants Riding on CTS**

Mr. Bates reviewed a staff report and staff’s recommendation to allow Personal Care Attendants (PCAs) to ride for free when accompanying passengers whose disabilities require the use of a PCA to ride CTS. Staff recommends that the policy be enforced on an “honor system” and reviewed in one year.

**Commissioner Wilson and Vice-Chair Friedt, respectively, moved and seconded that the Commission recommend approval of staff’s recommendations.**

Commissioner Hyne asked if there would be the need to track the ridership totals of PCA riders. Chair Lowry stated he did not feel that was necessary at this time. Ms. Namba said she will ensure that all drivers are aware that a person with disabilities may not need a PCA on all rides due to fluctuations or changes in their condition.

**The motion passed unanimously.**

This policy will take effect immediately.

### **Traffic Order for New Route Revision Bus Stops**

Mr. Bates reviewed staff's Traffic Order. In addition to the new stops, seven existing stops will be removed and several current stops will be relocated to better serve passengers. Some parking spaces in the downtown area will be affected and establishing these stops will need review and approval by the Downtown Parking Commission (DPC). Under normal circumstances, the recommendations from CACOT and DPC would be included in the City Manager's Report to council on the second meeting of the following month. To implement the route revisions by mid-September, staff has submitted the Traffic Order for council review on August 18, pending recommendations from CACOT and DPC.

Mr. Mitchell asked CACOT for a recommendation for the stop located near the south end of 2<sup>nd</sup> Street for Route C4, the Saturday Downtown Circulator. The two alternative locations are: on 2<sup>nd</sup> Street across from the Ash building, south of the Beanery; or on Western Blvd between 2<sup>nd</sup> Street and 3<sup>rd</sup> Street.

**CACOT recommended the stop on 2<sup>nd</sup> Street, south of the Beanery.**

Commissioner Hyne questioned the need for five stops on 26<sup>th</sup> Street because of the possible negative impact to on-time performance. Discussion ensued regarding the 26<sup>th</sup> Street stops and ultimately the Commission voted 4 to 1 to retain all five stops. Mr. Mitchell stated that staff will evaluate future boarding and alighting data and on-time performance to see if there is a need to remove a stop on 26<sup>th</sup> Street.

**Vice-Chair Friedt and Commissioner Wilson, respectively, moved and seconded that the Commission approve staff's recommendation regarding the Traffic Order. The motion passed unanimously.**

Various schedule issues were discussed. In reviewing the time points for Route 1, Mr. Mitchell suggested changing the departure time from the top of the hour to 5 minutes before the hour if needed to keep the in-bound bus arrival times at OSU the same as now. Chair Lowry said he supports getting to OSU's campus five minutes earlier. Time points need to be adjusted to have drivers dwell in smaller increments throughout the route rather than building in one larger dwell at HP or Timberhill Shopping Center. Connection times

and transfers to the Linn-Benton Loop, Commuter Service Routes, and Philomath Connection need to be considered with schedule changes. Vice-Chair Friedt wants to ensure Routes 1 and 7's run-times in the afternoon will support the :10 departures from the DTC starting with the 4:00 pm runs. His concern is those two routes arriving at the DTC at the same time as the routes with a :15 after the hour DTC departure, creating a "logjam". Commissioner Hyne asked what could be done to tighten up run times so that they are more consistent throughout the day. Mr. Mitchell stated that implementation of the Opticom signal priority system, currently being worked on by City staff, would go a long way toward improving run-time performance during peak traffic.

## VI. Information Sharing

- **CTS Route Revisions Update** - Mr. Bates reviewed the schedule for the map design and printing. A rough draft of the map will be available on Friday, August 15. There will be a system map on the front, with individual route maps and schedules, including the Philomath Connection (PC), on the back. There will be a Spanish text insert produced separately. The commuter routes will be named: (C1) CHS-Rt 1 Peak, (C2) 2<sup>nd</sup> Street-HP, (C3) SW Commuter, (C4) Downtown Circulator. The PC map is complete and ready to be sent to the printer. Vice-Chair Friedt asked if text describing Linn-Benton Loop service could be included on the CTS map during the next revision. He also asked about the possibility of having a City street map on the On-The-Go concession building at the DTC. Staff will follow up.

Promotion and outreach for the route revisions kickoff will include, but not be limited to: use of the CTS website, shelter maps, print ads, and outreach at the Beaver Fair. Staff stated that September 22<sup>nd</sup> is most likely the start date for the route revisions. Bus shelters will be pressure washed the week of September 14<sup>th</sup>. All signage will be taken out of shelters by September 12<sup>th</sup> and new CTS maps, Beaver Bus posters, and Fall Festival information will be installed.

- **Benton County Fair** - The Fair Shuttle, operated this year by OC&W Coachways, had about half the ridership of 2007. It was suggested that lack of promotion by the Benton County Fair most likely explains the reduced ridership. The City provided extended CTS service on all routes on Friday and Saturday of the Fair week.
- **daVinci Days** - Staff has received positive feedback from a number of fairgoers who visited the CTS bus that was on display. Commissioners Hyne and Friedt were thanked for helping staff the display.
- **T-Shirts** -Vice-Chair Friedt will check on costs for shirts to wear at CTS events.
- **Transit Priority System (Opticom)** - Vice-Chair Friedt has had drivers say the traffic light systems on the buses are not working properly. Ms. Namba stated the system is

not currently operational but that CTS staff is working to correct this.

## **VII. 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 9:37 a.m.

**NEXT MEETING: September 8, 2008, 8:15 a.m., Madison Avenue Meeting Room**