

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES
December 10, 2008**

Present

Bob Lowry, Chair
Stephan Friedt, Vice-Chair
Tad Abernathy
Susan Hyne
Tom Kincaid
Robert E. Wilson
Richard Hervey, City Councilor

Staff

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

Visitors

Sharon Fipps, Benton County Special
Transportation Coordinator

Absent

Brandon Trelstad

SUMMARY OF DISCUSSION

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of November 12, 2008 Minutes			Approved, with corrections.
III. CACOT/Visitor Comments	X		
IV. Old Business • CTS T-shirts	X		
V. New Business			N/A
VI. Information Sharing • Written Report • Review of CTS Passenger Code of Conduct and Implementing Procedures	X X		
VII. Commission Requests and Reports	X		
VII. Adjournment			Adjourned at 9:15 a.m.

CONTENT OF DISCUSSION**I. Introductions**

The meeting was called to order at 8:20 a.m.

Introductions of Commission members, visitors and staff were made.

II. Approval of November 12, 2008 Minutes

Page 2, item II, should read “Approval of October 8, 2008 Minutes”.

Vice-Chair Friedt and Commissioner Kincaid, respectively, moved and seconded that the Commission approve the November 12, 2008 minutes, as corrected. The motion passed unanimously.

III. CACOT/Visitor Comments

- No comments

IV. Old Business

- **CTS T-Shirts** - Vice-Chair Friedt displayed a sample shirt. The cost of the shirts start at \$11.20 wholesale and a printed shirt costs \$14.80 each. Cost of the shirts will vary with brand and amount of shirts purchased. Each screen cut is \$10-\$15. In response to a question, Vice-Chair Friedt explained the shirts would be worn by volunteers and staff at public outreach events and will be given away as prizes at these events. Vice-Chair Friedt will meet with staff to further discuss the matter. Currently, staff has City of Corvallis name tags they wear at CTS events.

V. New Business

- There was none.

VI. Information Sharing

- **Review of the CTS Passenger Code of Conduct and Implementing Procedures** - Mr. Bates asked the Commission to review the *Corvallis Transit System Passenger Code of Conduct and Implementing Procedures* (Code of Conduct), last updated February, 2006, in light of a recent incident in which a rider was excluded, pending an appeal, from using CTS services because of the rider’s ongoing repulsive odors and urination on CTS buses. Mr. Bates spoke with the City Attorney before proceeding with the exclusion of this rider. After implementing the exclusion notice, Mr. Bates was not able to personally contact the excluded rider to inform him of the action. Therefore, in accordance with the Code of Conduct regulations, a copy of the exclusion notice is being kept on file in Mr. Bates’ office. If CTS drivers come in contact with the individual, they will provide him with Mr. Bates’ contact information. Ms. Hallett has previously been in contact with the rider’s case worker and will continue to do so as long as the exclusion notice is in effect. Commissioner Wilson suggested posting the Code of Conduct in public places such as the City’s website, the Corvallis-Benton County Library, or City Hall, along with a notice posted on each bus that publicizes where a copy of the entire Code of Conduct can be viewed.

Ms. Namba drew attention to several items in the document which could be construed as vague. On Page 8, section titled “IV. Exclusion”, first paragraph, the Code states the exclusion notice can be in effect for “a period of time specified in regulations

promulgated by the City's transit manager". In addition, on Page 9, Item (5) "not later than 10 days of exclusion" is identified as the time period that an excluded rider has to appeal. Chair Lowry asked the Commission to review the document and be ready to discuss the item at the January Commission meeting. Vice-Chair Friedt would like staff to verify with the City Attorney why the document was written the way it was. Sharon Fipps, Benton County's Special Transportation Coordinator, said she attended the meeting because her program has also served this client. When the Commission arrives at a final policy decision, Ms. Fipps would like to be notified so she can provide details to the Benton County Special Transportation Advisory Committee and Benton County's special transportation contractor, Dial-A-Bus. Commissioner Hyne asked about the history of CTS rider exclusions. Mr. Bates stated this is the first formal exclusion in his 18-month tenure as Transit Coordinator. Occasionally, drivers have excluded riders during specific routes because of minor infractions.

Information Sharing

- **Written Report.**- Mr. Bates reviewed the written report. The following is additional information to the report:
 - **Holiday Trolley** - A string of white holiday lights have been added to the Holiday Trolley this year to make it more festive.
 - **Follow-up issues**
 - **Route 6** - Figures show the cost of one Monday - Friday run. Currently staff is looking into how to fund the reestablishment of the 6:45 p.m. run on Route 6. Funding could come from removing the extra half-hour run that was put in error on the Philomath Connection schedule brochure.
- **Corvallis Cold Weather Shelter Bus Passes** - CTS has distributed 50 bus passes, each good for a free ride on the last Route 3 Monday through Friday run and first Route 3 Monday through Friday run. Pass holders ride these runs to access and depart this year's Corvallis Cold Weather Shelter on SW Western Blvd. This does not include Saturday service due to the later start time of the Route 3.
- **ASOSU Representative on City Commission Boards** - Ms. Namba has been in contact with ASOSU regarding the absence of the ASOSU representative. Heather Bennet has been unable to attend the meetings due to an ongoing conflict. Ms. Namba is researching various staffing options with ASOSU. Commissioner Wilson stated that CTS receives funding from ASOSU and having a voting member would maintain an important liaison with them. Mr. Bates said ASOSU has a CTS Transit Advisory Committee which provides a direct pipeline to students regarding transit issues.
- **ASOSU's CTS Transit Advisory Committee** - Mr. Bates will meet with the Committee on January 12th. As mentioned in the preceding paragraph, this committee provides a forum for students to voice their concerns about transit matters. Another goal is to have a representative from this committee make CTS's presentation to the Student Incidental Fee Committee in February, 2009.
- **The 14th/15th Street Linn-Benton Loop shelter** - The shelter is not yet in use due to

the shelter's direction needing to be reoriented to face away from inclement weather and the need for a pad to be poured for exit from the rear door of the bus.

- **Bus advertising contract** - A Request For Proposal (RFP) for CTS's bus advertising contract will be sent out soon. The current contract with Lamar advertising will expire December 31, 2008. Because the RFP is not expected to yield a new advertising contract by January 1, 2009, an extension to the current contract will be signed to bridge the gap in time between contracts.

VII. Commission Requests and Reports

Ms. Namba explained that the "Commission Requests and Reports" agenda item was designed as a "parking lot" for Commissioners ideas and comments that they wished to see addressed. The ideas would be voted on by the Commission to determine the Commission's interest in discussing the issue at the present meeting, having staff provide further information at the following meeting, or determining that the issue would not be discussed and no further action would be taken.

The following issues were determined worthy of discussion or having staff provide for information at the January meeting:

- Commissioner Abernathy has had conversations with Heidi Eveland of Solar Summit regarding the possible installation of solar lighting at bus stops and shelters. Solar Summit is working with Benton Electric to put together a packaged presentation for staff and CACOT. There are 65 shelters and an additional 205 non-sheltered stops. Staff will follow up with Ms. Eveland.
- Councilor Hervey said that if the Commission had any City budget enhancement ideas, now is the time to submit them for consideration. Ms. Namba said she has already turned in her proposed budget enhancements. The Commission had no further enhancements to submit.
- Vice-Chair Friedt asked for an accounting of results on the bus stop location investigations brought forth by CTS drivers to staff. Mr. Bates said he would email the results to Vice-Chair Friedt in the next few days.
- Vice-Chair Friedt would like Ms. Hallett to provide ridership figures for the commuter routes and the late night runs of Routes 5 and 6. Ms. Hallett said she would email those figures to the entire Commission.

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 9:15 a.m.

NEXT MEETING: January 14, 2009, 8:20 a.m., Madison Avenue Meeting Room