

**Approved**

by CACOT  
December 12, 2012

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
October 10, 2012**

**Present**

Stephan Friedt, Chair  
Brandon Trelstad, Vice Chair  
Celeste Weaver de Balan  
Robert Monasky  
Robert E. Wilson  
Terry Wright  
Mike Beilstein, Council Liaison

**Absent**

Kriste York

**Staff**

Tim Bates, Public Works  
Brie Caffey, Public Works

**Visitors**

Bill Harris, First Student  
Keturah Taylor, ASOSU  
Jacob Kollen, OSU Student Sustainability Initiative

**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 August 15, 2012 and September 18, 2012 Minutes | X                       |                                |                        |
| III. CACOT/Visitor Comments                                    | X                       |                                |                        |
| IV. Old Business   |                         |                                | N/A                    |
| V. New Business  | X                       |                                |                        |
| VI. Information Sharing  | X                       |                                |                        |
| VII. Commission Requests and Reports                           | X                       |                                |                        |
| VIII. Pending Items  |                         |                                | N/A                    |
| IX. Adjournment  |                         |                                | Adjourned at 9:20 am   |

**CONTENT OF DISCUSSION**

**I. Introductions**

The meeting was called to order at 8:20 am by Chair Friedt. Introductions were made of Commission members, staff and visitors.

## **II. Approval of Minutes**

**Commissioners Wilson and Wright, respectively, moved and seconded to approve the August 15, 2012 and September 18, 2012 minutes. The motion passed unanimously.**

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

Bill Harris, Location Manager of First Student since June of this year, reported that ridership has been slightly lower than expected, most likely due to unseasonably warm and dry fall weather. He said the new buses are up and running and the new enhancement schedule is running fairly well. Mr. Harris reported that some new initiatives put in place have significantly reduced the number of complaints and thanked Tim Bates and City staff for helping motivate the drivers with the initiatives. Chair Friedt said he has heard nothing but good things about the enhancements.

Commissioner Wright voiced one frustration, that being the Route 5's 9:15 am run being so full that she could barely get off the bus at her stop. She also said the buses tend to run behind schedule. Visitor Jacob Kollen agreed that the Rt 5 runs are very full. Mr. Bates said the intention is that riders will use Route C1 as an alternative and said he believes some riders haven't yet discovered the enhanced C1 route. Mr. Harris said a review of the CTS routes and how wheelchairs impact the routes is something First Student will look at this year.

Mr. Harris said some riders have a hard time reading the transit schedule and First Student has taken more calls about how to get from point A to point B than any other issue. Mrs. Caffey noted that the new City web site has a "New-Rider Information" page which includes a guide on how to read a CTS schedule. She said she would print some of the brochures and make them available for drivers to give out.

Mr. Harris reported that First Student is getting warranty work done on the new buses and recently completed work on the older buses which eliminated their power issues. He also commented that the bus seats were recently cleaned. Mr. Bates said CTS has grants in hand for two replacement buses which are eligible to be purchased in February, 2014. Those are the last two grants that CTS has in hand; moving forward, CTS will receive an annual allocation that will be banked to purchase buses according to the City's replacement schedule.

## **IV. Old Business**

None.

## **V. New Business**

Commissioner Wright believes there may be interest in creating a Philomath Connection stop near the small commercial center at Country Club and Philomath Blvd; she asked how someone might go about requesting a route change and/or new stop. Mr. Bates suggested she start with Philomath City Manager Randy Kugler.

## **VI. Information Sharing**

Mr. Bates reported that CTS is making a change to its ADA policy due to a Triennial Review corrective action. In order to comply with ADA law, passengers using a

wheelchair who are not able to have the chair secured properly will now have the option to remain on the bus and use the handrails as their only securement. Previously, CTS would not transport a passenger whose wheelchair could not be secured and would instead call Dial-A-Bus to transport the passenger. Chair Friedt asked if the City Attorney will recommend waivers to protect the City from liability; he said he sees no issue with someone opting out using the restraints but he can see where it might be helpful to have something that shows that they opted out.

Mr. Bates distributed the new CTS Revenues and Expenses pie charts and discussed the projections. Councilor Beilstein noted the one-half million dollar difference between the revenue and expense totals and asked if the City would be putting that money into reserves. Mr. Bates answered in the affirmative, with the caveat that the chart reflects projections. If the City does not obtain BETC partners in this and future years, CTS will not have the full revenues indicated in the chart.

Mr. Bates mentioned the upcoming Holiday Trolley service. Commission members were in support of expending additional CTS dollars in order to offer the Holiday Trolley on Christmas Eve.

Chair Friedt noted an error, saying that the CTS ridership increased 5% over last year.

Mr. Bates mentioned that the CTS shelter in front of the Kerr Building on the OSU campus has a sign indicating that OSU is now a non-smoking campus. OSU staff was given permission from CTS to post signs in the CTS shelters on campus reflecting the new policy.

## **VII. Commission Requests and Reports**

Vice Chair Trelstad ask if the City had any addition information about the OSU/City collaborations regarding transit or the OSU shuttle. Mr. Bates reported that there had not been any additional contact since he spoke to the OSU consultant about the shuttle, However, there is a pre-meeting scheduled for October 16<sup>th</sup> and the next collaboration meeting is scheduled for October 25<sup>th</sup>.

Chair Friedt asked if the City had any policy documents or published guidelines on what routes should do or where stops should be placed. Mr. Bates responded that CTS routes traffic orders to appropriate staff after determining where stops will be placed. He noted that traffic orders are reviewed and approved by the Public Works Transportation Division Manager, Corvallis Police Department, Street Maintenance Supervisor, GIS Supervisor, Public Works Director, City Manager and City Council. Mr. Bates said the City traffic engineers are also consulted and asked to sign off on the location and design. Chair Friedt said he feels published criteria guidelines for adding and deleting stops, like those of other transit systems, makes sense to have because he has previously noted inconsistencies in CTS decision making. He believes those inconsistencies stem from the absence of a guiding document. Commissioner Wilson said a list of priorities might be in order, such as number one -safety, number two -on time performance, etc. Councilor Beilstein said such a guide might be “aspirational rather than prescriptive”.

## **VIII. Pending Items**

None.

**IX. Adjournment**

**Commissioners Weaver de Balan and Wright, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.**

The meeting was adjourned at 9:20 am.

**NEXT MEETING: November 14, 2012, 8:20 am, Madison Avenue Meeting Room**