

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT
MINUTES**

November 9, 2005

Members Present

Scott Carroll
Stephan Friedt
Emily Hagen, City Councilor
Bob Lowry, Chair
Annie McMahon
Brandon Trelstad
Lita Verts, Vice-Chair
Bjorn Warloe
Robert E. Wilson

Staff

Jon Katin, Public Works
Michelle Rhoads, Public Works

Visitors

Carl Switzer, Metropolitan Planning Organization (MPO)
Jim Brewer, Deputy City Attorney
Paul Morgan

SUMMARY OF DISCUSSION

Agenda Item	Infor- mation Only	Held for Further Review	Recommendations/Action
I. Introductions	X		
II. Approval of Minutes- October 12, 2005		X	
III. CACOT/Visitor's Comments	X		
IV. Revisit Passenger Policies		X	
V. Subcommittee Report Regarding On-Time Performance and Route Review			A standby bus and driver will be employed for one hour of service each afternoon Monday-Friday while OSU is in session.
VI. Information Sharing	X		
VII. Adjournment			Adjourned.

CONTENT OF DISCUSSION

I. Introductions

Introductions of Commission members, staff and visitors were made.

II. Approval of Minutes- October 12, 2005

Page 4, first paragraph, first sentence needed clarification before the minutes were approved. Staff was directed to listen to the tape for clarification and present its findings at the December meeting.

III. CACOT/Visitor's Comments

Paul Morgan said the shelter at NW 5th Street and Polk Avenue has had a broken glass panel for the last few months. He asked if a more sturdy, damage-resistant poly carbonate panel could be used in lieu of glass. Michelle Rhoads said the poly carbonate is being considered for shelter use. The initial investment of poly carbonate would be much more costly than glass but would theoretically have a longer life. The damaged shelter is scheduled for repair.

IV. Revisit Passenger Policies

Jim Brewer, Deputy City Attorney, addressed the Commission regarding passenger policies. Mr. Brewer said it is prudent to review passenger policies every nine or ten years. It was last revised in 1996.

The last six months has seen passenger behavior that, while not illegal, was considered uncomfortable for other passengers. Mr. Brewer said the goal is to have the proper tools in place to keep the transit system functioning efficiently.

Language was proposed to be added to the passenger manual which states: "These regulations should always be interpreted in a manner that best maintains efficient operation of the Corvallis Transit System". A definition was added to state what unreasonable interference with the efficient operation of the transit system might mean. Language was added to allow the driver or coordinator to exclude someone because of his/her interference with the efficient operation of the transit system.

One of the concerns with this language is the current infrequent application of transit system regulations. The language currently in place covers most illegal behavior which could occur. Some behavior is not illegal but is simply inappropriate for a transit system. This behavior interferes with the safety of the bus operation and with passengers' ability to ride the bus without interference or annoyance. Mr. Brewer said if a passenger's behavior is annoying but in no way affects the safe operation of the transit system, it would not be appropriate for the transit system to take action.

Michelle Rhoads said the City recently conducted a review of the CTS code of passenger conduct, compared it with those of neighboring communities and determined that Corvallis has a comprehensive and objective policy in place. Mr. Brewer said it is important to not create regulations which could be used to target individuals. Regulations need to be applied generally and relate strictly to behavior.

Rhoads said the Commission did not need to make any recommendations at this meeting but was asked to consider the information distributed and ask Mr. Brewer any appropriate questions. The item will be discussed again at the December Commission meeting. At that point, the Commission would be asked to make a recommendation to approve, not approve or make changes to the proposed language. Transit regulations are considered City ordinances so, as an advisory commission, CACOT would make a recommendation to the Urban Services Committee. Urban Services Committee would forward the recommendation to City Council which would decide if the recommendation should be a revision to the existing transit ordinances.

Stephan Friedt asked Rhoads if training would be conducted with CTS drivers to familiarize them with any new regulations. Rhoads answered training will be conducted with drivers with Jim Brewer's and the Police Department's involvement. CTS drivers are contract employees, not City employees, so any training would need to be cleared in advance with Laidlaw Transit.

Jon Katin asked if a public hearing would be required to discuss amendments to the current ordinance. Mr. Brewer said it was not mandatory to hold a public meeting but it is the City's general policy to hold a public meeting regarding ordinances. A full set of ordinances is open for public inspection at the Corvallis-Benton County Library. A list of rules is displayed on each CTS bus.

Bob Lowry said Commissioners will take their information home to review and return to December's meeting ready for discussion and a vote on a recommendation. Mr. Brewer will attend the December meeting to answer any questions.

V. Subcommittee Report Regarding On-Time Performance and Route Review

Background:

Michelle Rhoads reviewed three months of data which tracked each CTS trip coming in and out of the Transit Center. Routes 5 and 7 operated within their allotted schedules and published times. Routes 1 and 6 did not operate within their allotted schedules but were within an acceptable range. Routes 2, 3, 4 and 8 did not operate within their allotted schedules nor published times. These four routes are significantly late enough to cause the entire system to be out of synch. The subcommittee was charged with making changes to Routes 2, 3, 4 and 8 so they can better stay on schedule.

Discussion:

Bob Lowry, who along with Lita Verts and Stephan Friedt make up the subcommittee, said the subcommittee discussed on-time performance and considered combining Routes 5 and 6 because cancelling either one of those high-ridership routes would have a major negative impact on the system. Routes 5 and 6 are the only two routes to operate twice-hourly. The subcommittee also proposed a standby bus be available for mid-afternoons in the case of a regularly scheduled route being cancelled.

Lita Verts said the subcommittee reviewed CTS drivers' comments. Two items that stood out to her were the drivers' insistence on no temporary fixes and the drivers' claims that each route is scheduled at least five minutes too short.

Stephan Friedt said data showed the four routes identified by drivers as needing a five-minute additional route time are at one time or another linked with the four routes which have chronic on-time performance problems. Addressing the four troublesome routes would likely lead to the elimination of on-time performance problems of the remaining four routes. Drivers were adamantly opposed to linking Routes 5 and 6 at this time because those routes enable drivers to make up time lost to the lateness of other routes.

The subcommittee suggested extending Routes 3 and 8 from thirty minutes to forty five minutes and making more minor adjustments to Routes 2 and 4. It was agreed at the subcommittee meeting to continue looking at route design and long-term solutions. In the short-term, the subcommittee recommends employing a standby bus and driver for one hour in the afternoon until a long-term solution to on-time performance is implemented. The standby bus would only be employed when OSU is in session. Since the City will pay

for the standby bus and driver, the City will provide Laidlaw staff a set of parameters to be used in deciding which route the standby bus will supplement. The approximate cost will be \$500 for a full month of service, Monday-Friday. If OSU is out of session for two weeks in a particular month, the cost would be \$250 for that month. Staff said this service would be needed for four months until long-term solutions could be put into effect.

Commissioners Warloe and Carroll, respectively, moved and seconded that the Commission approve the subcommittee's recommendation to employ a standby bus and driver for one hour of service each afternoon, Monday-Friday, that OSU is in session. This will remain in effect until a long-term solution is implemented. The motion passed unanimously.

VI. Information Sharing

Jon Katin's demonstration of the auto announce system was postponed until the December meeting due to a system issue.

CTS and Linn-Benton Loop set October ridership records.

VII. Adjournment

Commissioners Warloe and Trelstad, respectively, moved and seconded to adjourn. The motion passed unanimously.

Future Meetings:

Wednesday, December 14, 2005, 8:15 a.m., City Hall Conference Rm. D
Wednesday, January 11, 2006 8:15 a.m., City Hall Conference Rm. D