

**CORVALLIS CITIZENS ADVISORY COMMISSION ON TRANSIT  
MINUTES  
November 12, 2013**

**Present**

Stephan Friedt, Chair  
Steve Harder, Vice Chair  
Steven Black  
Eric Cornelius  
Cassie Huber  
John Oliver  
Brandon Trelstad

**Staff**

Tim Bates, Public Works  
Brie Caffey, Public Works

**Visitors**

Kent Daniels

**Absent**

Kriste York  
Bruce Sorte, Council Liaison

**SUMMARY OF DISCUSSION**

Agenda Item	Information Only	Held for Further Review	Recommendations
I. Introductions	X		
II. Approval of October 15, 2013 Minutes			Minutes were approved
III. CACOT/Visitor Comments	X		
IV. Old Business			N/A
V. New Business			N/A
VI. Information Sharing	X		
VII. Commission Requests and Reports			Quarterly on-time performance figures were requested It was reported that Dial-a-Bus fares will be increasing 25%
VIII. Pending Items			N/A
IX. Adjournment			Adjourned at 9:11 am

**CONTENT OF DISCUSSION****I. Introductions**

The meeting was called to order at 8:20 am by Chair Friedt. Introductions of Commission members, staff and visitors were made. Chair Friedt specifically welcomed Cassie Huber to the Commission as the new ASOSU representative and welcomed back Brandon Trelstad to CACOT.

## **II. Approval of Minutes**

**Commissioners Black and Oliver, respectively, moved and seconded to approve the October 15, 2013 minutes. The motion passed unanimously.**

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

Kent Daniels, a member of the Public Participation Task Force, reported on the Task Force's activities, including conducting a survey of board and commission members. He reported that the Task Force has noted procedural inconsistencies among the City's boards and commissions. For example, almost every aspect of the Parks and Recreation Department is addressed by their several boards and commissions, the Police Department's one board has very specific tasks, and the Fire Department has no boards or commissions. He also stated that the preparation of minutes varies among the commissions. Task Force members will soon meet with the directors of Public Works, Community Development, and Parks and Recreation to discuss input solicited from staff charged with staffing commissions and preparing minutes. The Task Force hopes to hold a public meeting in January to discuss findings and gather feedback. Mr. Daniels anticipates the group will remain in place until approximately April 2014, when they will present their recommendations to City Council.

Chair Friedt said he would like to see more communication and attendance crossover between staff, Commissioners, and Council liaisons of the various boards and commissions since some of the issues cross from one area of responsibility to another. Mr. Daniels agreed that training and communication between boards and commissions are two issues that need addressing.

## **IV. Old Business**

None.

## **V. New Business**

None.

## **VI. Information Sharing**

Mr. Bates reviewed the written Information Sharing Report. Comments provided in addition to the report included:

Mr. Bates welcomed Commissioners Trelstad and Huber to the Commission. He noted that in the past there has been interest in expanding the Beaver Bus service and hoped that the Commissioners' association with the Associated Students of OSU might reignite those talks.

Staff will soon place QR codes at each bus stop and shelter to allow riders to scan the code, enter their stop number and obtain real time bus arrival information. Commissioner Trelstad suggested that the QR codes be unique to each particular location for a more user friendly experience. Mrs. Caffey explained that CTS considered that option but found it cost prohibitive to produce individual fade resistant labels.

Commissioner Trelstad mentioned that students would like to see the departure times of the Philomath Connection (PC) be more uniform and more frequent. While CTS staff helps develop and revise the PC schedule as needed, City of Philomath ultimately decides the schedule times and frequency.

Commissioner Oliver and Chair Friedt mentioned that back door boardings may interfere with ridership statistics gathered by VIS. Commissioner Oliver suggested that CTS place signs on the outside of the bus indicating "Exit Only".

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

Commissioner Black requested an explanation of the contract extension between CTS and First Student. Mr. Bates explained that the current contract term is three years with an option to extend for up to two years. June 30, 2013 marked the end of the first three years. After negotiations, the parties have agreed to a two-year extension through June 30, 2015. In response to a question, Mr. Bates explained that the current Field Supervisor's duties in that position are somewhat limited because that individual is also in charge of driver training. Chair Friedt wondered if the positions of Field Supervisor and Driver Trainer are defined in the contract as two separate positions. Mr. Bates said he will send a copy of the contract to the Commissioners.

Commissioner Trelstad requested on-time performance reports on at least a quarterly basis. Mr. Bates said the previously-submitted performance reports were very time intensive for staff to create. Once the VIS is fully operational, this information should be simpler to compile.

Vice Chair Harder reported that the FY 2013-14 contract between Benton County and Dial-A-Bus has been signed. He stated that the demand for service has grown in recent years and they have seen an increase in rides in both the ADA and STF programs. The new contract will include a provision to close the budget gap by raising fares by 25%. This will raise the current fare for Zone 1 rides, by far the most frequently used service, from \$2.00 to \$2.50. He will be presenting this information to Benton County's Special Transportation Advisory Committee at its November 19<sup>th</sup> meeting.

## **VIII. Pending Items**

None.

## **IX. Adjournment**

**Commissioners Trelstad and Black, respectively, moved and seconded that the meeting be adjourned. The motion passed unanimously.**

The meeting was adjourned at 9:11 am.

**NEXT MEETING: December 10, 2013, 8:20 am, Madison Avenue Meeting Room**