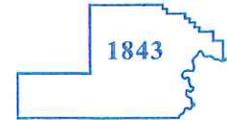


Yamhill County



Location: 434 NE Evans St, McMinnville • Mailing: 535 NE Fifth St, McMinnville, OR 97128
Phone (503) 434-7501 • Fax (503) 434-7553
TTY (800) 735-2900 • www.co.yamhill.or.us

OFFICE OF COUNTY ADMINISTRATOR

July 30, 2021

Michael W. Duncan, Senior Region Planner, TGM Grant Mgr.
Oregon Department of Transportation
350 W. Marine Drive
Astoria, OR 97103

KENNETH HUFFER
COUNTY ADMINISTRATOR

JUSTIN HOGUE
BUSINESS SERVICES DIRECTOR

Re: Yamhelas Westsider Trail Master Plan
TGM Grant 2D-18

Dear Mr. Duncan:

Pursuant to the Intergovernmental agreement (IGA, #34097) for the above referenced project, the consultant has provided an electronic copy of the final written deliverables. The IGA expired June 18th, 2021, prior to completion of Tasks 3 – 7. The transmitted final written deliverables are Technical Memorandums #1 and #2, Public Involvement Plan, and Adjacent Landowner Engagement summary.

The County has provided \$16,674 in direct cash match, which met the required match. The project expired, spending \$43,870 of the \$122,280 project budget. The adjusted required project match is \$5,982.27.

The County's records for this project are kept at its offices – 434 NE Evans Street McMinnville, OR 97128. Please contact me if you have any questions or need additional information.

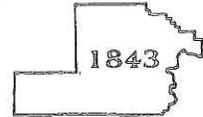
Sincerely,

A handwritten signature in black ink, appearing to read 'KH', with a long horizontal flourish extending to the right.

Kenneth Huffer
County Administrator

Accepted by Yamhill County
Board of Commissioners on
7/29/21 by Board Order
21-319

Yamhill County



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OFFICE OF COUNTY ADMINISTRATOR

July 28, 2021

KENNETH HUFFER
COUNTY ADMINISTRATOR

JUSTIN HOGUE
BUSINESS SERVICES DIRECTOR

TO: Yamhill County Board of Commissioners
Michael Duncan, Senior Region Planner, TGM Grant Manager, ODOT

FROM: Kenneth Huffer, County Administrator
Carrie Martin, Grants and Special Projects Manager

RE: Summary of Public Outreach and Title VI Compliance - Yamhelas Westsider Trail Master Plan

INTRODUCTION

This document summarizes the key findings and actions associated with the Yamhelas Westsider Trail (YWT) Master Plan as they relate to Title VI populations identified and involved during the planning process.

DATA COLLECTION AND DEMOGRAPHICS

The entirety of the project area is located within Census Tract 304, Yamhill County, OR. Census Tract 304 covers an area of 201.5 acres, and includes the entirety of Yamhill County, and the towns of Lafayette, Gaston, Yamhill, and Carlton. Approximately 8,130 people lived in this area in 2018.

Estimates suggest around 3,300 people commute in the area each day for work. In 2018, 20 percent of the area's population was under 19 years old, while 17 percent were older than 65.

Race and ethnicity

According to the latest US Census data, around 92.8 percent of area residents identify as white, while roughly 3.2 percent identify as two or more races, and 1 percent or fewer identify as Asian, American Indian or Alaskan Native, African American, Native Hawaiian, Pacific Islander or as "other."

Languages spoken at home

Census data indicates that most area residents speak only English at home (92.8 percent), while 7.8 percent speak a language other than English. The most commonly spoken languages other than English in the area are Spanish (3.3 percent), Indo-European (3.1 percent) and Asian/Islander (0.8 percent). Among students only 89.3% speak only English at home, with 9.1 percent speaking Spanish. Coordinating outreach with organizations that serve these communities will be important for engaging non-Native English speakers.

Education

91.9 percent of area residents have a high school diploma, and 25.9 percent have obtained a bachelor's degree or higher.

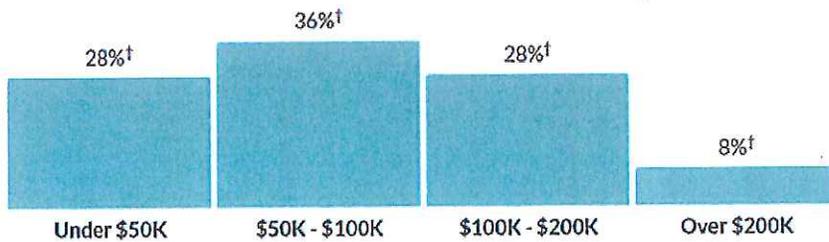
Income and employment

In 2018, the median household income in the area was \$74,865, which is higher than the Yamhill County average (\$59,484). Over a quarter of area households (28 percent) earn less than \$50,000.

B.D. 21-319
Exhibit "A"
Pg. 5 of 5

Figure 2 shows the distribution of median incomes in the community. 7.5 percent of the population experienced poverty in 2018.

Figure 1. Median Income (US Census Bureau 2018)



Travel to Work

In 2018, residents who commute drove an average of 33.2 minutes to travel to work. 78 percent of these workers drove alone, and only 10 percent carpooled.

Housing

In 2018, there were 3,130 housing units in Tract 304, of those 92 percent were occupied. 83 percent of the occupied housing is owner occupied, and 17 percent is renters. 82 percent of housing is single unit homes, 16 percent is mobile homes, and just one percent is multi-unit housing. There is an average of 2.8 people per household and 60 percent of the population is married.

SUMMARY OF OUTREACH

Communications and Public Involvement Goals

1. Involve the community in the refinement of trail design alternatives for the Yamhelas Westsider Trail Master Plan.
2. Engage a broad cross-section of people who live, work, and/or use active transportation in Yamhill County with a focus on community members located within five miles of the corridor. Ensure traditionally overlooked voices are represented throughout the process.
3. Conduct a proactive and transparent planning process. Provide early and ongoing opportunities for stakeholders to raise issues and concerns.
4. Keep the County Board of Commissioners informed.

Evaluating Success of Public Involvement Goals

Table 1 describes the key metrics and processes for evaluating progress on meeting the goals set out in this public engagement plan. The project team (Alta, Yamhill County, and ODOT) will evaluate progress made toward meeting these objectives monthly throughout the duration of the project.

Table 1. Public Involvement Objective Evaluation

Objective	Metric	Evaluation Process
Involve the community in the refinement of trail design alternatives for the Yamhelas Westsider Tail Master Plan.	Final concept plan reflects input from a broad cross-section of stakeholders. Documented participation by a variety of stakeholders and community members (through written comments	Stakeholder Comment Log updated after stakeholder interviews, community meetings, and in response to general input.

	and participation in public meetings).	
Engage a broad cross-section of people who live, work, and/or use active transportation in Yamhill County with a focus on community members located within 5 miles of the corridor. Ensure traditionally overlooked voices are represented throughout the process.	Community members from all areas of interest identified in the stakeholder interest matrix are engaged at some point throughout the process. Project team staff engaged in conversations with non-native-English-speaking communities and low-income residents during the course of the project. Specific outreach methods are utilized to reach these groups in advance of community meetings.	Bi-weekly review to identify which interests are not being reached. Equitable engagement strategy will be embedded into every meeting plan.
Conduct a proactive and transparent planning process. Provide early and ongoing opportunities for stakeholders to raise issues and concerns.	Public comment and media coverage conveyed a sense of understanding about the concept plan process and purpose, as well as satisfaction with public notification and involvement. Stakeholder database developed throughout planning process.	Bi-weekly review of media (news and social media) and public commentary around the project. Stakeholder Comment Log updated after community meetings and in response to general input.
Keep the County Board of Commissioners informed.	Updates about the planning process provided to the Board of Commissioners through scheduled meetings.	Conversations during regular project management team check-ins to discuss progress.

Outreach and reporting protocols for Title VI requirements that will be incorporated into public involvement and communications efforts include:

- Identifying Title II, Title VI, and EJ populations early in the planning process.
- Engaging existing community organizations such as local churches or advocacy groups that work with or serve Title II, Title VI, and EJ populations.
- Partnering with nonprofits and established community groups, including those that assist minorities to conduct outreach.
- Advertising upcoming meetings in locations where Title II, Title VI, and EJ populations live and work.
- Ensuring advertisements are translated appropriately and indicate how people can participate.
- Hosting public meetings in locations that are accessible and where the populations feel comfortable (i.e. non-governmental facilities or community churches).
- Including opportunities for Title II, Title VI, and EJ population input at stakeholder engagement meetings that are inclusive of key user groups within the community.

- Having childcare available to make attendance more feasible for lower income residents and to create a comfortable environment for families and youth to attend.
- Ensuring the planning process does not result in projects that have a disproportionate negative impact on Title II, Title VI and EJ populations, such as the displacement of the populations or the creation of barriers between the populations and the rest of the community.

Public Involvement Strategy

Table 3 provides a summary of key engagement opportunities, with detailed descriptions below. Due to limitations on in-person gatherings in response to the coronavirus pandemic, the Project Team will be prepared to rely primarily on virtual methods to engage with stakeholders during the YWTMP process. Table 4 summarizes the communication tools that will be used, including additional details below.

Table 3. Key Engagement Opportunities

Engagement Opportunity	Responsibility	Timeline
Adjacent Landowner Engagement	Alta	Fall 2020
PAC Meetings	Alta, Yamhill County	Three meetings throughout the course of project
Public Open Houses	Alta	Three open houses throughout the course of project
Board of Commissioners Meetings	Alta, Yamhill County	Three meetings throughout the course of project

Adjacent Landowner Engagement

Alta will conduct targeted engagement with adjacent landowners along the project area corridor during Fall 2020. Contact information for these individuals will be provided by the County. Alta will reach out to individuals to collect feedback and to schedule one-on-one in-person site visits, as requested. Due to limitations on in-person gathering in response to the coronavirus pandemic, Alta will be prepared to engage with landowners through phone calls or Zoom video conference calls as an alternative.

Public Advisory Committee (PAC)

The Public Advisory Committee shall be comprised of a diverse set of stakeholders. The PAC will meet three times during the course of the project to review and provide feedback on key deliverables. The Project Schedule in Figure 1 illustrates the timing of PAC Meetings in relation to project deliverables.

Public Open Houses

Three Open Houses will be held to provide an opportunity for broad community feedback throughout the duration of the project. Open House #1 will introduce the community to the project, and present draft goals, objectives, and evaluation criteria. Open House #2 will consist of an online survey to collect feedback on draft trail alignment and design concepts. Open House #3 will provide an opportunity for the community to provide feedback on the draft preferred trail alignment and design plans. Figure 1 illustrates the timing of PAC Meetings in relation to project deliverables. Due to limitations on in-person gathering in response to the coronavirus pandemic, Open House #1 will be held virtually as a Zoom web conference, rather than an in-person workshop. Alta will use maps, pictures and drone video as visual tools to provide context during Open House #1. Open House #3 may use a similar format, pending social distancing guidelines in Spring 2021.

Board of Commissioners (BOC) Meetings

The Project Team will participate in three Board of Commissioners Meetings to present key project deliverables for review and discussion.

TITLE VI POPULATION IMPACTS

No impacts on Title VI populations were identified during the planning process. Proposed transportation projects will provide improved connections to the Cities of Carlton and Yamhill that serve all residents and visitors. Proposed trail improvements are aimed at improving facilities for walking and bicycling which tend to favor lower-income residents who do not own or have easy access to an automobile.