

Yamhill County Transit Advisory Committee

MINUTES

January 24, 2019

3:00 p.m.

**Yamhill County Courthouse,
535 NE Fifth St.**

PRESENT: Frank Sheridan, Chair; Ken Moore, Vice Chair; Scott Essin, Secretary/Treasurer; Craig Johnson; Mike Schmidt; Kristi Long; Nancy Keim; Emily Frey; Commissioner Richard L. “Rick” Olson, Liaison.
Chris Mercier, Kenna West and Heather Richards were excused.

Staff: Cynthia Thompson, Transit Manager; Tonya Manley, Staff, Carrie Martin; Grants & Special Projects and others as listed on the sign-in sheet.

Frank Sheridan called the meeting to order at 3:00 p.m.

1. Public comment: Joe Hannon, Newberg City Manager, commented regarding changes in the committee. He expressed interest of having a council member from the Newberg City Council on the committee in the future while Scott Essin continues to serve on the committee as well. Mr. Hannon also commented regarding the future of a downtown transit area for City of Newberg. Mr. Hannon proposed adding routes in the immediate future and offered staff to install route signs. He also proposed the concept of a transit street which restricts parking on two streets in the downtown Newberg area between Hancock Street and First Street. Mr. Hannon asked the committee to consider it to be included in the STIF funding request. He noted the proposed concept would include service to George Fox University (South of Hwy 99) and ADEC.

2. Upcoming Meeting Dates: Mr. Sheridan outlined the upcoming meeting dates which include February 28, 2019, April 4, 2019 and April 25, 2019. The consensus of the committee was to hold the March meeting on April 4, 2019 due to scheduling issues.

3. Committee Member Appointments: Ms. Thompson informed the committee to submit committee membership applications if they would like to be considered for another term. The current YCTAC committee member terms expire June 30, 2019. There was discussion regarding the replacement of Scott Essin due to him no longer serving on the Newberg City Council. He expressed the importance of having a city council member on the committee to support Newberg city transit issues. Commissioner Olson recommended that action be taken to appoint Mr. Essin to another position as soon as a new member can be appointed to his current position on the committee.

Mr. Sheridan moved approval to accept a representative from the City of Newberg city council when appointed to Mr. Essin’s current position, to appoint Mr. Essin as a general public representative and to accept the resignation of Kenna West from Willamina. Mr. Essin seconded the motion. The motion passed unanimously.

4. First Transit Performance Report: Ms. Thompson stated that Rene Guerrero from First Transit will attend future meetings to provide performance reports regarding ridership. She stated a fulltime county transit coordinator has been selected to start February 11, 2019. This person will assist Ms. Thompson. She noted she is working on preparing the transit budget submission to the county which is due February 1st.

Ms. Thompson stated that the implementation of the TDP has started such as a WinCo. Bus stop trial February 11, 2019. Procurement projects such as mobile radios, paratransit software system, real-time bus information system will be addressed by the Board of Commissioners to be in effect by June 30, 2019. She mentioned bids for a camera system and for minivans and midsize buses. The bus wrapping project will be implemented in the near future.

Mr. Johnson stated concern regarding unruly passengers and riders being dropped off in unsafe locations. Ms. Thompson noted the Code of Conduct which allows First Transit staff to take action when difficult situations arise that threaten the safety of other passengers.

5. Special Transportation Fund (STF): Ms. Thompson gave an overview of the STF funding distribution process. Mr. Sheridan noted that the two-year funding provides transportation for the seniors and disabled programs. The applications were sent out to the previously participating agencies on January 18, 2019 and will be due on February 15, 2019. Ms. Thompson explained that allocations will be considered at the February 28th meeting. There was discussion regarding the elimination of ten million dollars from the 2019-21 governor's budget which includes STF that supports senior and disabled transit services.

6. Grant Applications: Ms. Thompson stated that a grant application was being prepared to submit for the STIF Discretionary grant application to benefit the Newberg Transit Center. Mr. Essin commented that there is support for installation of bus stop signs in Newberg. Mr. Hannon supported aesthetics such as a clock or local art as long as the prioritized improvements were addressed first.

Mr. Schmidt made a motion to make a recommendation to the Board of Commissioners to apply for the STIF Discretionary grant for the Newberg Transit Center. Mr. Essin seconded the motion. The motion passed unanimously.

Ms. Keim made a motion to make a recommendation to the Board of Commissioners to apply for the 5310, STF and 5311 grants. Ms. Long seconded the motion. The motion passed unanimously.

7. RFP – YCTA Service Provider: There was discussion regarding the proposal timeline and selection. Ms. Thompson noted the contract for the current service provider, First Transit, expires June 30, 2019. She asked the YCTAC members for volunteers to sit on an executive review committee to consider proposal applications to recommend to the Board of Commissioners and the YCTAC. The executive review committee will review applications March 20-25th, 2019. The review committee will bring the selection back to the YCTAC for approval on April 25th.

Mr. Sheridan made motion to appoint Mr. Sheridan, Mr. Moore and Mr. Essin to the executive review committee from the YCTAC board to review RFP's. Ms. Keim seconded the motion. The motion passed unanimously.

8. **Other Business:** Approval of minutes for October 17, 2018.
Mr. Essin moved to approve the minutes, Mr. Schmidt seconded the motion. The motion passed unanimously.
9. **Public Comment:** None.
10. **Adjourn:** Mr. Essin made motion to adjourn, Mr. Moore seconded the motion. The motion passed unanimously.

The meeting adjourned at 4:32 p.m.

Minutes submitted by Carolina Rook