

MINUTES OF THE
YAMHILL COUNTY TRANSIT AREA
BOARD OF DIRECTORS

SITTING FOR THE TRANSACTION OF BUSINESS

THE BOARD OF DIRECTORS OF THE YAMHILL COUNTY TRANSIT AREA (“the Board”) sat for the transaction of business in special session on June 14, 2018, at 9:00 a.m. in Room 32 of the Courthouse. Chair Stan Primozych and Directors Mary Starrett and Richard L. “Rick” Olson being present.

Also present were Laura Tschabold, County Administrator; Ken Huffer, Deputy County Administrator; Todd Sadlo, Senior Assistant County Counsel and Cynthia Thompson, Transit Manager.

Guests: Nicole Montesano, News Register

Chair Primozych called the meeting to order at 9:00 a.m.

Action Items:

1. **YCTA-06-14-18-1** - Consideration of approval of the minutes from April 26, 2018.

Ms. Starrett moved to approve item 1. The motion passed, Directors, Primozych, Starrett and Olson voting aye.

2. **YCTA-06-14-18-2** - Consideration of an amendment #2 to the agreement between Yamhill County Transit Area (YCTA) and First Transit to increase in the amount of \$110,000 to provide a \$2 per hour wage increase for transit staff to address workforce retention beginning in the 2018-19 Budget year.

Mr. Primozych made the motion to approve item 2.

Discussion: Mr. Olson asked to clarify the wording “staff” vs. “driver”. He would like to see language to note increase wage for transit operators “drivers”.

Mr. Primozych moved to approve with modification as noted by Mr. Olson. The motion passed, Directors Primozych, Olson and Starrett voting aye.

3. **YCTA 06-14-18-3** - Consideration of a proposal to approve a bus graphics design concept with funding and procurement timeline.

Ms. Thompson provided handout to the Board and presented color schemes/design for the Board’s consideration. She spoke about the project proposed to update the transit logo on buses. If the proposal is favorable to the Board, Ms. Thompson will provide a prepared bid with quotes to be returned by July 13, 2018. All new buses are expected to be received by mid-August.

Mr. Primozich made a motion to approve item 3 and to allow Ms. Thompson to distribute a bid and review reserves to supplement funding for bus project. The motion passed, Directors Primozich, Starrett and Olson voting aye.

Discussion: Mr. Olson commented about not involving local school students to be involved in the marketing/ design. Ms. Starrett commented that schools and community should have an opportunity to participate in the logo and slogan creation.

Discussion Items:

- Grant Agreement #2339 for 2 mini-vans and 2 mid-size buses.

Ms. Thompson noted the proposals will be presented to the Directors at the next meeting.

- Grant Agreement STP-5311 for 2 mid-size buses.

Ms. Thompson noted the proposals will be presented to the Directors at the next meeting.

- Transit Development Plan Board update.

Scheduled for July 31 at 1:30 p.m.

- Bus Shelter - Bus maintenance contracts with Jerry Sound and Oregon Curb Appeal.

Ms. Thompson advised the Directors that agreements will be coming for bid process regarding cleaning of the bus shelters. Ms. Thompson will be maintaining the Juvenile Detention contract for cleaning, OCA agreement will supplement on days with Juvenile alternately. It was suggested that Mid-Valley employees should be considered. Ms. Thompson is open to the concept and has inquired and will revisit. It was also suggested to involve groups in the care of bus shelters to maintain them, (i.e. Chemeketa, Linfield, George Fox University). Ms. Tschabold suggested that this idea should be pursued after the new transit person is hired.

- Fleet Replacement Plan (loan) update.

Ms. Thompson has a follow up meeting planned at end of June.

- Service Improvements update. Still refining.

- City of McMinnville construction near Transit Center update

June 28 meeting with City of McMinnville.

- Committee restructure to meet STIF, STF, YCTA requirements.

Ms. Thompson reports this is in process of setting up. The new money STIF has requirement that a committee must be created by the receiving county. Ongoing discussion about the process of combining the 3 transit committees. No timeline set but Ms. Thompson will advise with ample time to apply for funding. A sub-committee for funding committee meeting is

scheduled June 22 to discuss collecting contributions from small surrounding cities to fill gaps that the new money will not cover.

- Confederated Tribes of Grand Ronde updated contract.

The tribal agreement, with some changes, will be presented at next meeting to update fee changes. Mr. Sadlo reports that Mr. Boenisch will have an agreement prepared by next week and in place by the end of the month.

The meeting adjourned at 9:52 a.m.

Carolina Rook
Secretary

YAMHILL COUNTY TRANSIT AREA
BOARD OF DIRECTORS

Chair STAN PRIMOZICH

Director RICHARD L. "RICK" OLSON

Director MARY STARRETT