

# Yamhill County Transit Advisory Committee

## MINUTES

June 27, 2019

3:00 p.m.

**Room 32, Courthouse**  
535 NE Fifth St.

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

**Staff:** Cynthia Thompson, Transit Manager; Susan Halliday, Transit Program Coordinator and Renee Guerrero, First Transit

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Frank Sheridan called the meeting to order at 3:04 p.m.

1. Welcome – Introductions
2. Public Comment – None.
3. Committee Appointments – The committee reviewed the roster for the 2019-20 fiscal year.
4. Funding Update  
Ms. Thompson stated that all the operating grants have been approved for the next biennium.
  - a. Bus Grants
  - b. Operating Grants
5. Provider Update
  - a. Introduction – Mark Elias/First Group-First Transit
  - b. Performance Report – Renee Guerrero  
Ms. Guerrero presented the performance report stating the overall performance is still down from last year, West Valley ridership continues to grow. Newberg Dial-a-Ride continues to grow, adding buses in both Newberg and McMinnville.
6. Transit Manager Update
  - a. Audit Report Update  
Ms. Thompson stated the audit recommendations are being updated. She is looking for ways to reach out to the community citizens that are non-English speaking.
  - b. TDP/STIF project Update (Exhibit A)  
Ms. Thompson updated the committee on the status of the project list.

c. Title VI Civil Rights Plan

Ms. Thompson stated this item will be addressed with the new committee in July.

d. Saturday Service Changes

Ms. Thompson noted there will be better coverage in McMinnville on Saturdays. Ms. Guerrero added that Dial-a-Ride will be increased in McMinnville and Newberg as well.

g. Smart Bus Technology Update

Ms. Thompson noted a new camera system will be installed in all buses that records. She also noted the Real Time system that will also be installed with training and go-live in mid-July.

h. Bus Wraps

Ms. Thompson noted “Fun” bus wraps are being done; they will be graphics that relate to community and county themes.

i. Bus Stop Inventory

Ms. Thompson state the bus stop inventory is complete. City approvals will follow to ensure that the stop sign locations are placed according to the city preferences.

7. Customer Information Improvements

Ms. Halliday presented an example of the shelter graphic posters that will be implemented in the bus shelters as well as the schedules. The posters will replace shelter brochures but will still be available on the buses. August 5, 2019 will be ReMARKable Rider day which will provide free bus transportation to citizens.

a. Sue Halliday update – Customer information brochures, website, etc.

b. Events; Fair, ReMARKable Rider, Transit Advocates Recognition

c. Shelter Graphics, Inside Bus Graphic

8. Public Comment – None.

9. Other business as necessary – The next meeting is scheduled for Thursday, July 25, 2019.

The meeting adjourned at 3:54 p.m.

*Minutes submitted by Carolina Rook*