

Yamhill County Transit Advisory Committee

MINUTES

July 25, 2019

3:00 p.m.

Room 32, Courthouse
535 NE Fifth St.

PRESENT: Frank Sheridan, Chair; Mark Staples-Kelley; Craig Johnson; Amanda Rivinius; Chris Mercier; Scott Essin; Nancy Keim and Emily Frey
Commissioner Richard L. “Rick” Olson, Liaison; Elise Yarnell Hollaman, Heather Richards and Ken Moore were excused

Staff: Cynthia Thompson, Transit Manager, Susan Halliday, Transit Program Coordinator; Tonya Manley, Support Staff; Renee Guerrero, First Transit; Lora Mallory, First Transit Regional Staff

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

1. Welcome – Introductions / New Members
2. Public Comment – There was no public comment.

3. Funding Update

- a. STIF- STF

Ms. Thompson noted attending a grant training for STIF. She reports full funding will be kept whole for STF but will be taken out of new STIF funds for biennium. STF and STIF will be combined and coordinated by a newly forming committee.

- b. Other grant and funding updates

Ms. Thompson reported receiving a new grant agreement awarded for new buses.

4. Title VI Civil Rights Plan (Exhibit A)

Recommend YCTA Board and BOC approval

Ms. Thompson presented a revision draft which she recommends approval by the YCTA Board and the BOC reflecting the county and transit’s commitment to ensuring Title VI rights. Mr. Johnson moved approval for the 2019 Civil Rights Plan to be moved forward for BOC and YCTA Board approval once a final draft has been reviewed. Mr. Mercier seconded the motion. The motion passed, committee members Sheridan, Staples-Kelley, Johnson, Rivinius, Mercier, Essin, Keim and Frey voting aye.

5. Provider Update

- a. Introduction – Lora Mallory, Regional Director-First Transit

- b. Performance Report (Exhibit B-updated)

Ms. Guerrero presented a performance report for June 2019/end of fiscal year. She

noted a formula error in 2019 Dial-a-Ride/McMinnville which should show a decrease in daily ridership. Ms. Thompson noted a decrease in the total of all services. Ms. Keim would like to see information showing transit center ridership data in future performance reports. Ms. Thompson responded that this information will be provided once real time software is in full use.

6. Transit Manager Update

a. TDP/STIF project Update (Exhibit C)

Ms. Thompson presented an updated TDP/STIF Plan which reflects the completed projects and the timeline for future projects.

b. Smart Bus Technology Update

c. Establish Transit Advocate Recognition Policy

Ms. Thompson discussed creating a TAR policy.

d. RFP for Service Provider update

Ms. Thompson stated an RFP has been sent out for a new transit provider. Proposals are due August 30, 2019. A subcommittee will be created for application review and interviews.

7. Customer Information Improvements

a. Sue Halliday update

Ms. Halliday noted route changes and updated brochures. New shelter graphics will be installed soon.

b. Events; Fair, ReMARKable Rider

Ms. Halliday presented items to the committee which will be provided to citizens during ReMARKable Rider Day. The fair shuttles will be available Tuesday through Saturday.

8. Public Comment – There was no public comment.

9. Other business as necessary – None.

The meeting adjourned at 4:06 p.m.

Minutes submitted by Carolina Rook