

Yamhill County Transit Advisory Committee

MINUTES

October 17, 2018

3:00 p.m.
BOC Conference Room,
434 NE Evans St.

PRESENT: Frank Sheridan, Chair; Commissioner Stan Primozich, Liaison; Chris Mercier; Scott Essin; Craig Johnson; Mike Schmidt; Ken Moore, Emily Frey and Kristi Long. Kenna West, Nancy Keim and Heather Richards were excused.

Staff: Cynthia Thompson, Transit Manager; Carrie Martin, Grants and Special Projects and Renee Guerrero, First Transit.

Guests: Donna Belander, Martha O'Donnell, Florence Hoffman from Friends of the Bus and others as listed on the sign-in sheet.

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

1. Welcome/ Introductions –
The committee made self-introductions.
2. Appointment of Vice Chair and Secretary-
Mr. Sheridan called for volunteers to fill the Vice Chair and Secretary positions. Ken Moore volunteered to accept the Vice Chair seat. Mr. Essin made a motion to approve Mr. Moore's appointment to Vice Chair. Mr. Schmidt seconded the motion. The motion passed unanimously.
Scott Essin volunteered to accept the Secretary seat. Mr. Schmidt made a motion to approve Mr. Essin's appointment to Secretary. Mr. Moore seconded the motion. The motion passed unanimously.
3. Public Comment – Martha O'Donnell and Florence Hoffman shared their concern about the bus stop near Walgreens being unsafe when the committee was discussing the ranking of bus stop improvements.
4. Committee Meeting Dates/Times-
The committee agreed to schedule the cycle of meetings quarterly (January/April/July/October) on the fourth Thursday at 3:00 p.m. in Room 32 at the courthouse with additional meetings as necessary. The next committee meeting is scheduled January 24, 2019 and a special funding cycle meeting is scheduled February 28, 2019.
5. Review and approval of definition of high percentage of low income households for the purpose of STIF funding-
Ms. Thompson read the bylaw definition and presented income demographics which the committee used to identify county-wide low-income household percentages. It was suggested

that the table should be reviewed every two years. Mr. Sheridan made a motion to accept the income table (Figure 2-3) of the Trans Development Plan (TDP) as the committee's definition of low-income population.

Mr. Essin seconded the motion. The motion passed unanimously.

The High % of Low Income:

A community with a high percentage of low-income households is defined as having an equal or higher low-income percentage than the ***county-wide percentage** of low-income households. Within a city comprised of multiple Census tracts (i.e., McMinnville and Newberg), an area with a high percentage of low-income households is defined as a Census tract with an equal or higher percentage of low-income households than the city-wide percentage of low-income households. ** based on the most recent American Community Survey (ACS) estimate.*

6. Review and discussion of State Transportation Improvement Fund (STIF) Plan for Yamhill County Transit-

Ms. Thompson summarized the purpose and goals of the committee. She explained the YCTAC has been formed to serve as the advisory committee for STIF funds and for STF funds for the elderly and disabled programs and services. The projects and ranking consideration were discussed. Ms. Thompson noted the funding is intended for new or enhanced services, not existing services. Ms. Martin explained how the prioritization of projects does not necessarily effect the flow of funding but must be approved by the Board of Commissioners. It was suggested that the near-term cost projects should be considered priority for the 2019 funding. Ms. Thompson noted that the ranking recommendations were derived from the public outreach and public input received from riders, residents and stakeholders during the Transit Development Planning process. Nelson Nygaard, the TDP consultant prepared the spreadsheet in the STIF format to be used today for YCTAC ranking of the projects.

a. Prioritize projects to be submitted to ODOT through the STIF process.

The committee discussed the order of project prioritization after which, Ms. Thompson stated she would provide an updated list based upon the committees preferences, which will be presented to the Board of Commissioners for final adoption. The adopted project list must be submitted to the state prior to November 1, 2018.

b. Public Comment - None.

c. Approve and recommend STIF Plan to YCTA Board of Directors and Yamhill County Board of Commissioners.

Mr. Schmidt made a motion to accept the rankings as approved by the committee, Mr. Mercier seconded the motion. The motion passed unanimously.

The meeting adjourned at 5:00 p.m.

Minutes submitted by Carolina Rook

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Scott Essin, Secretary