

Yamhill County Transit Advisory Committee

MINUTES

October 24, 2019

3:00 p.m.

Room 32, Courthouse
535 NE Fifth St.

PRESENT: Frank Sheridan, Chair; Scott Essin; Craig Johnson and Mark Staples-Kelley

Commissioner Richard L. “Rick” Olson, Liaison, Ken Moore; Chris Mercier; Heather Richards; Nancy Keim; Amanda Rivinius and Emily Frey were excused.

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

Frank Sheridan called the meeting to order at 3:03 p.m. A quorum was not present.

1. Welcome – Introductions
2. Public Comment - There was no public comment.
3. Approval of Minutes - Tabled due to lack of quorum.
 - a. January 24, 2019
 - b. February 28, 2019
 - c. April 4, 2019
 - d. April 25, 2019
 - e. June 27, 2019
 - f. July 25, 2019
4. RFP Evaluation Sub-Committee Recommendation/Discussion - Mr. Sheridan reported that RFP interviews for a transit provider were done yesterday but more due diligence is necessary. The sub-committee will schedule another meeting for further discussion.
5. Funding Update
 - a. STIF- STF
 - b. Other grant and funding updates

Ms. Thompson updated the committee regarding formula allocation comparisons for biennials 2019-21 to 2021-23 (Exhibit A). She updated the committee on the STP funding; the grant agreement has been received and will be used for new buses. The procurement process will begin after the grant agreement is approved by the Board of Commissioners.
6. Provider Update
 - a. First Transit Staff – Lora Mallory/Renee Guerrero
 - b. Performance Report

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Ms. Guerrero presented the September performance report (Exhibit B) highlighting the new Saturday Dial-a-Ride schedule has started with 15-30 rides per Saturday within the last six-week period. Transit is actively seeking people to ride on Saturdays; she noted a 30% cancellation/no-show rating on Saturdays. She also reported a significant decrease in the Newberg local fixed routes; commuter routes reflected a slight increase from September as well as a significant increase to the overall year-to-date Dial-a-Ride totals. There were no explanations for pattern decreases but staff will continue to monitor.

7. Transit Manager Update

- a. TDP/STIF project update (spreadsheet)
- b. Smart Bus Technology Update
- c. Shelter Graphics
- d. FTA Audits (Triennial and Drug and Alcohol)
 - Civil Rights Plan
 - Asset Management Plan

Ms. Thompson reported that service changes were implemented in September with no significant changes. The three-year federal audit is complete with only minor corrections to the Civil Rights Plan and the asset management plan.

8. Customer Information Improvements

- a. Sue Halliday update
- b. 9/9/19 schedule updates / materials

Ms. Halliday presented the committee with updated transit route brochures which now include Spanish versions which are all on the website. There was discussion about moving the shelter graphics to the back of the shelters to avoid blocking driver visibility. Ms. Halliday commented on the expense of removing/replacing each graphic. Ms. Thompson asked Ms. Guerrero to take a tally of those shelters that are affected.

9. Public Comment - There was a general question regarding having handout copies available for the meeting audience to look at while the item is being discussed. Ms. Halliday provided handouts.

10. Other business as necessary - None.

The meeting adjourned at 4:06 p.m.

Minutes submitted by Carolina Rook