

INFORMAL WORK SESSION MINUTES
November 5, 2019 1:30 p.m.

Room 32, Courthouse
535 NE Fifth St.

Present: Commissioners Richard L. "Rick" Olson, Mary Starrett and Casey Kulla

Staff: Ken Huffer, Christian Boenisch, Josephine Ko, Cynthia Thompson, Sue Halliday, Tonya Manley, Carrie Martin, Nohely Barajas-Montalvo and Keri Hinton

Guests: Nicole Montesano, News Register and others as listed on the sign-in sheet

Commissioner Olson called the meeting to order at 1:30 p.m.

A. CALENDAR SESSION: This time is reserved for the review of the commissioner's joint schedule (if needed).

The Commissioners reviewed the joint schedule for November 5 –30, 2019. No other county business was discussed.

B. WORK SESSION: This time is reserved for topics of discussion scheduled for the Commissioners in advance. If a work session is not needed, the balance of the meeting will begin at 1:30 p.m.

1. Work Session – Homeless Strategic Planning

a. Review/discussion of county homelessness

Commissioner Kulla stated his goal in this discussion was to direct staff to collaborate with the housing authority, YCAP and other community partners to create a strategic plan around homelessness. Commissioner Starrett said she would prefer to allow the community partners to continue to do the work they do without county interference but would be in favor of gathering community organizations to share their program updates. Commissioner Olson suggested a work session with community partners to identify the roles of each organization and to discuss countywide efforts and direction.

The Board discussed the expectations and definition of a work session. Mr. Huffer clarified that the purpose of this meeting was to decide if the Board wanted to move forward with other organizations. Commissioner Olson recommended to continue discussion and have a future work session with outside partners. The consensus of the Board was to have staff identify/contact partners to take part in a roundtable discussion where ideas can be shared, gaps identified, any overlapping services and to hear from the community partners. Ms. Martin and Mr. Huffer will review the work session schedule and work with the organizations to get this scheduled.

b. End of work session

C. INFORMAL SESSION: This time is reserved for briefings, receipt of reports, consultation among commissioners and staff, reports from commissioners on recent actions in the areas of their responsibilities, and other personnel and administrative decisions as appropriate.

1. Department Updates

a. Transit – Cynthia Thompson

Ms. Thompson presented the Board with the Transit activity progress report May through November 2019 (Exhibit A) and the Ridership Performance report reflecting a 10% annual decrease (Exhibit B). Sue Halliday provided a marketing overview of the new route brochures and shelter graphics.

2. Thursday Formal Session Agenda Review

a. Consent Agenda Review (keep or move to non-consent)

b. Non-consent Agenda Review (add to consent or leave off)

The consensus of the Board was to move items F1 – F6 and F8 to Thursday’s consent agenda. Item F7 remained on the non-consent agenda.

3. Executive Session:

An executive session related to real property transactions will be added to Thursday’s agenda.

4. Commissioner Updates/Announcements/Discussion:

a. Discussion of Tourism Advisory Committee (Commissioner Olson)

This item was tabled for a future discussion.

5. Adjourn

Following commissioner updates the meeting adjourned at 3:03 p.m.

Carolina Rook
Secretary

Accepted by Yamhill County
Board of Commissioners on
12/19/19 by Board Order
19-495

YAMHILL COUNTY TRANSIT

November 5, 2019 Board Report

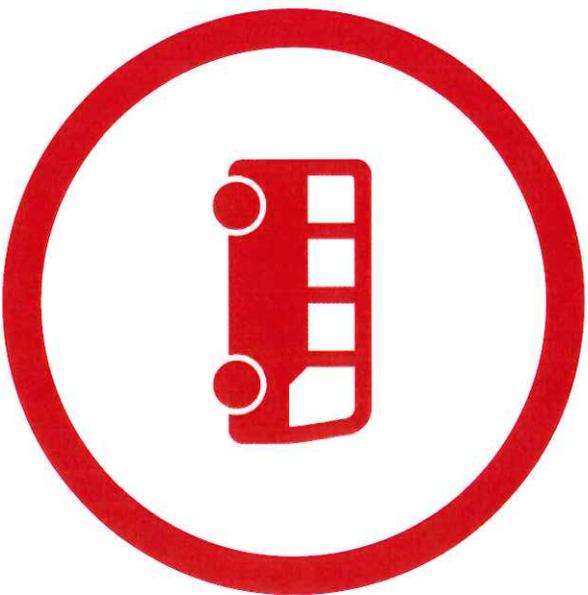


Exhibit "A"

Service Provider
Oversight

Administration
Financial
Management

Grant
Management

Asset
Management
Rolling Stock
Facilities

Customer
Information
Marketing

Planning
Community
Relations

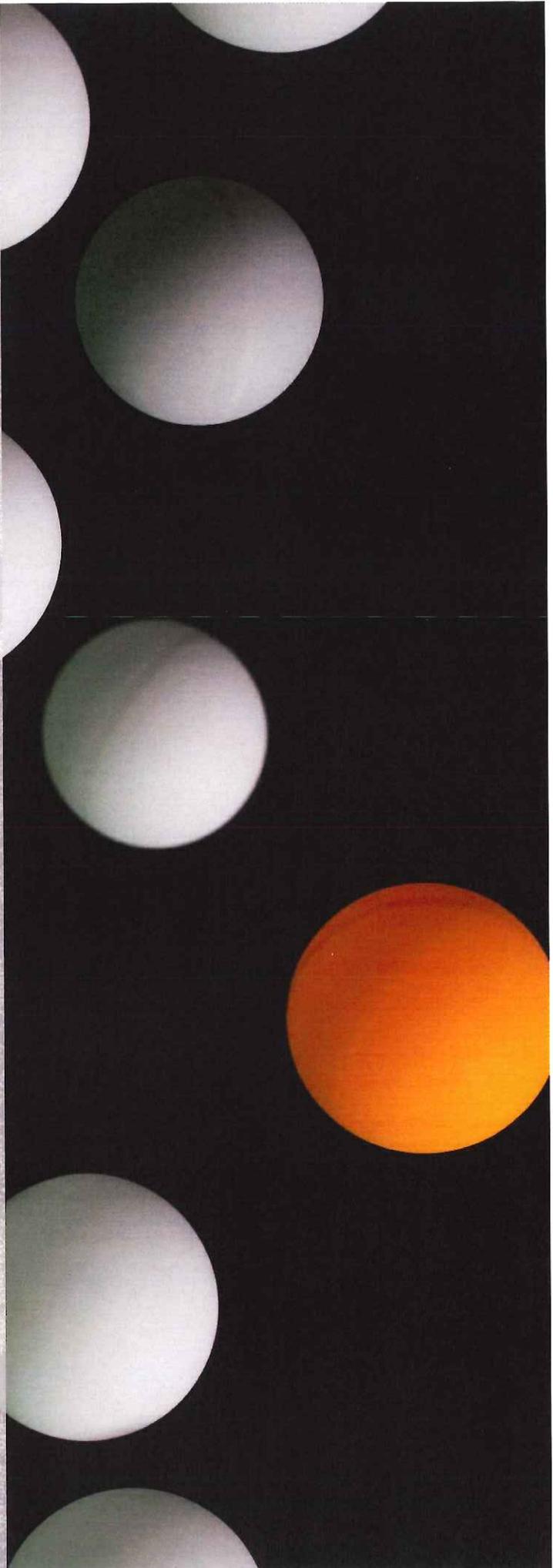
Compliance

SCOPE OF WORK ACTIVITIES



PROGRESS BY ACTIVITY

May 2019 - November 2019



SERVICE PROVIDER OVERSIGHT

- Performance Reports - Ridership
- Weekly Implementation Meetings with First Transit and County Transit Staff to implement immediate and short term service changes
- Implementation of CTS Scheduling Software
- Implementation of Connexionz real time bus software and installation of Samsung Tablets/MDT's and staff training
- Sept 9th Service changes extension of 22 and 44 on Saturday to improve service on Hwy 99 and added Dial-A-Ride in MAC on Saturday
- Installation of custom brochure racks
- Bus Graphics- installation
- Bus Stop Identification
- Bus Shelter Graphics
- Drug and Alcohol Program – prep for the audit
- STIF reporting and NTTD





Photo by Office of United States Senator Daniel Akaka / Public domain

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ADMINISTRATION & FINANCE

Procurement completed for mobile surveillance system and vendor selected.

Operating grants adopted by board (5310, 5311, STF- \$2,816,597-biennium)

Transit Coordinator was out for a time due to a medical issue yet still completed new bus schedules and bus stop graphics projects and website improvements.

Request for Proposal for Service Provider – RFP released July 19th, proposals received Sept 30th, notice of intent to award to Board this Thursday November 7, 2019.



GRANT MANAGEMENT

- Grant training July 2019 (Cynthia, Sue, Tonya)
- 6th, 7th and 8th quarterly reports for 5310 and 5311 and requests for reimbursements completed on time
- STF sub-provider agreements updated and adopted by the Board
- STF completed the first quarterly report
- 2018 NTD Report
- DBE Report due November 15th
- STF and 5310/5311 Qtr. Reports due Nov 14th



ASSET MANAGEMENT

- Bus Graphics Project completed
- Four buses delivered and expect delivery to McMinnville by December 2019
 - Graphics being installed and MDT mounts etc.
- Completed Asset Management Plan
- Bus Stop and Bus Shelter maps completed, geo-coded for location incorporated into Connexionz system
- Changed bus stop graphics for September 9th service changes
- Mobile Surveillance System (camera's) installation starts next week November 12, 2019





- **New Route Brochures – increase size/inclusive of additional information, increase font size, improved maps, first time showing entire System map. Includes Real-time Stop ID information.**
 - **English and Spanish printed formats**
- **Shelter Graphics – installed approx. 20 shelters, with schedule/map information**
- **Stop ID Stickers – installed in approx. 20 shelters for Real-time application**
- **Brochure Racks – specifically constructed to fit our buses (4 templates)**
- **Website – updates happening now, streamlined / consistent communication**



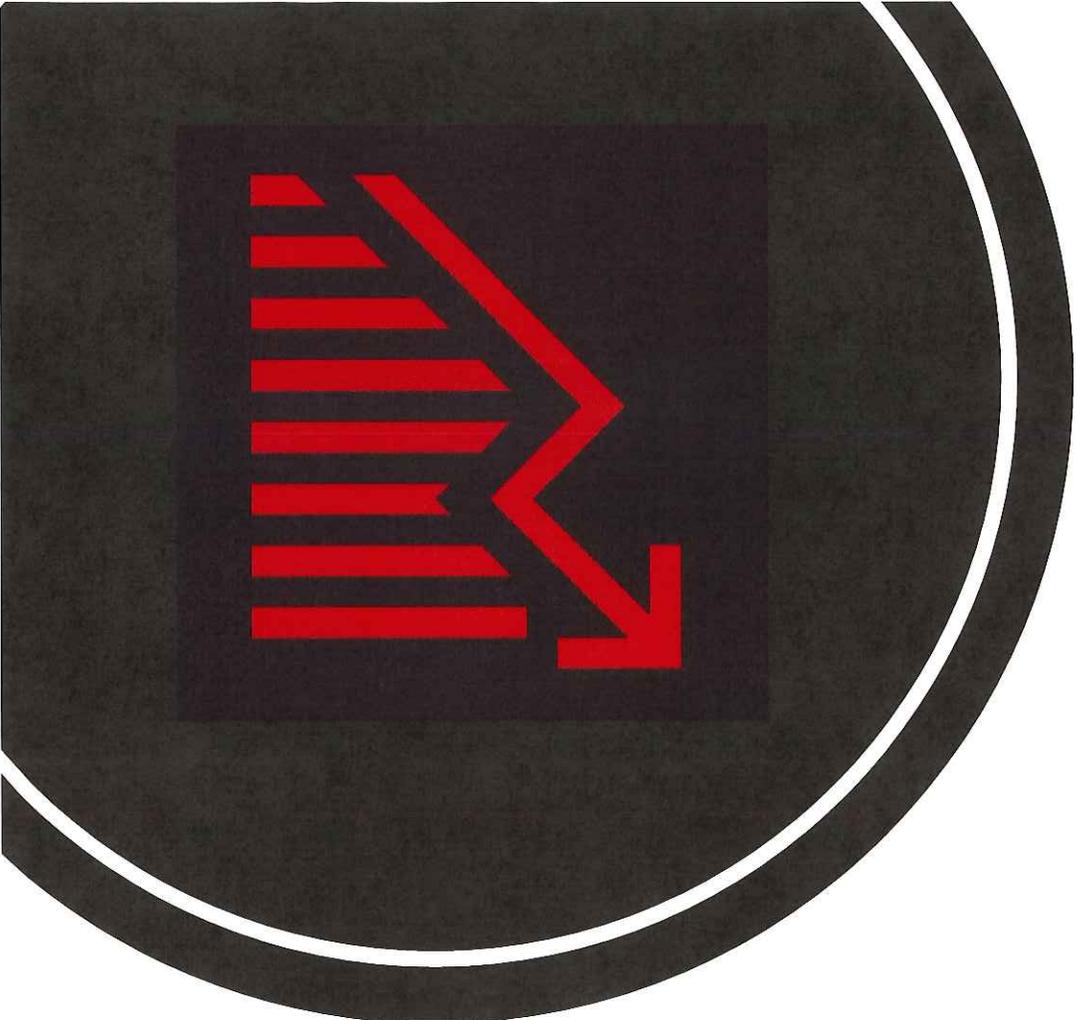
PLANNING COMMUNITY RELATIONS

- Re-appoint and appointed YCTAC committee members
- Yarnhill County Volunteer Program ended their program
- YCTAC meetings June, July, and October 2019
- Community Connect May 29, 2019 Fare Free Day
- UFO Parade and Event May 18, 2019
- Yarnhill County Fair Shuttle August 2019
 - 631 Rides
- ReMARKable Rider Day August 5, 2019



COMPLIANCE

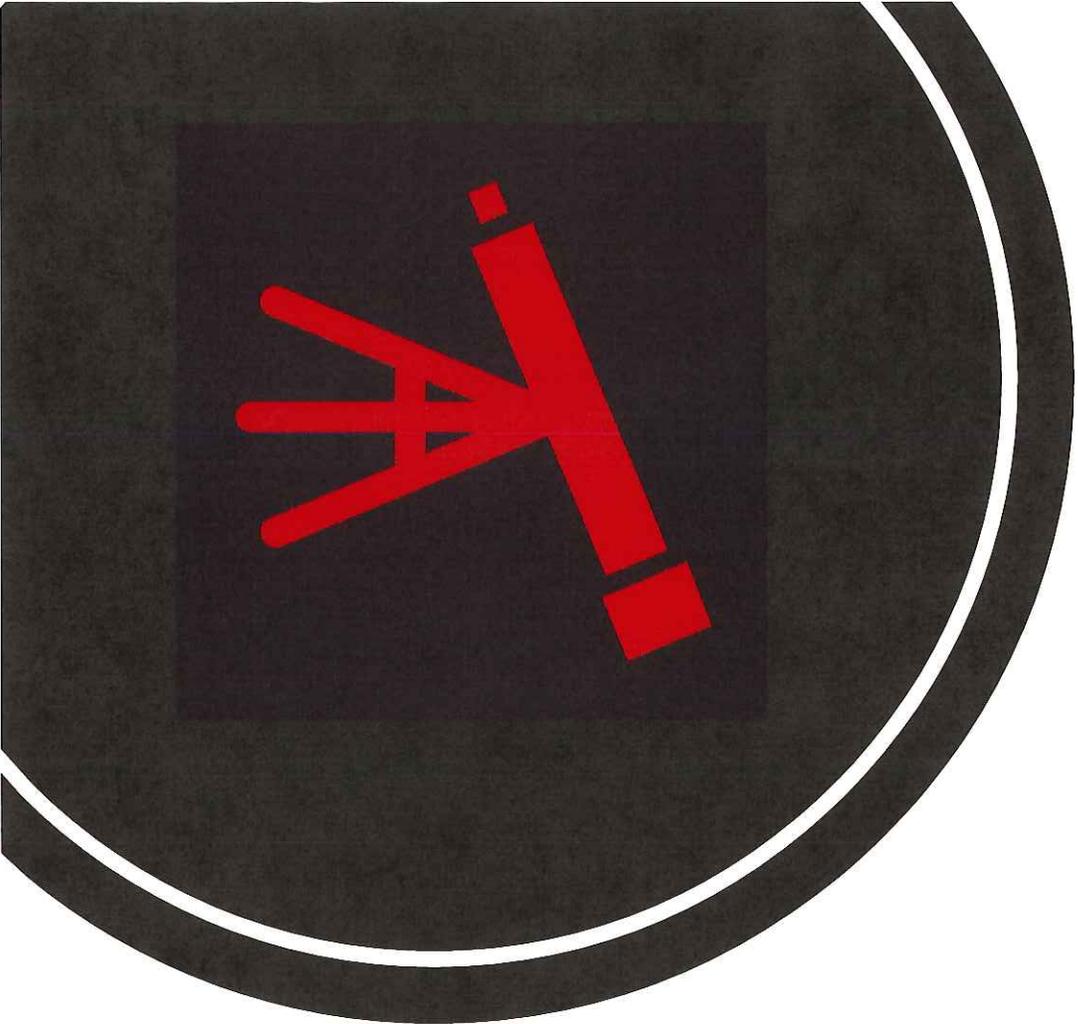
- FTA/ODOT audit completed work based on findings
- Adopted updated Civil Rights/Title VI plan, ADA plan, Asset Management Plan. Website updates
- STIF Reporting- completed first quarterly report
- STIF and STF combining the programs which will result in new reporting for YC Transit and the sub-providers
- Meeting with ODOT Rail and Public Transit staff to discuss compliance requirements and expectations regarding technical assistance from Public Transit Division



SHORT TERM PRIORITIES

- Contract Negotiations with MTTM
- Transition Plan
(transit admin as well as operations)
- STIF/STF impacts to budget
 - STIF funds can only be spent on new service and what is described in the STIF plan
- 2020/21 Budget
- Bus grant agreements adopted by Board

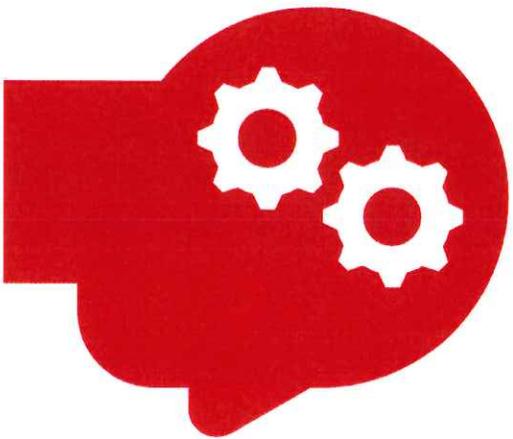




ON THE HORIZON

- Procurement for 5 category A buses and 1 mini-van (grant agreement 33645 and 33897 - \$707,072 and \$1,129,518)
- Work Session to discuss Transit structure and staffing





FUTURE DECISIONS

- 5339 Grant Application due November 15th
 - Bus Stop Markings
 - Location approvals and implementation plan
- BCB LLC contract expires June 30, 2020
- Local Funding – finance committee



Year	Revenue Miles	Revenue Hours	Ridership
2017-2018			
Local Bus	100,096	8,159	90,009
Commuter Bus	439,105	16,076	155,164
Demand Response	144,311	12,430	35,753
Total	683,512	36,665	280,926
2018-2019			
Local Bus	136,152	12,175	74,449
Commuter Bus	429,537	15,921	146,304
Demand Response	105,850	7,979	31,176
Total	671,539	36,075	251,929

Exhibit "B"