

INFORMAL WORK SESSION MINUTES
July 31, 2018 **1:00 p.m.**

Room 32, Courthouse
535 NE Fifth St.

Present: Commissioners Mary Starrett, Richard L. "Rick" Olson and Stan Primozech
Staff: Laura Tschabold, Ken Huffer, Christian Boenisch, Mikalie Frei, Cynthia Thompson and Todd Sadlo.
Guests: Nicole Montesano, News Register

Commissioner Starrett called the meeting to order at 1:06 p.m.

A. 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. Transit – Cynthia Thompson (1:06 p.m. – 2:10 p.m.)
 - a. Review/discussion of: Transit Development Plan (TDP) Update.
Oren Eshel, TDP Primary Consultant - Mr. Eshel provided an overview and findings of the final YCTA Transit Development Plan (Exhibit A).
 - b. End of work session.

B. DEPARTMENT UPDATES: None.

C. PRELIMINARY CONSENT AGENDA:

The consensus of the Board was to approve items C1 – C4 for the consent agenda.

Contracts/Grants

1. Approval of an agreement between Yamhill County Health & Human Services and the Willamina School District for behavioral health counseling services, effective August 27, 2018 through May 31, 2019, not to exceed \$53,119.89.
2. Approval of amendment #2 to the agreement between Yamhill County Health & Human Services and Busy Bee Cleaning (B.O. 16-150) to update the rates and the Scope of Work for cleaning Bridges Apartments and the Transition Treatment Recover Services (TTRS), effective August 1, 2018.
3. Approval of amendment #1 to the agreement #28660 between Yamhill County and Oregon Dept. of Transportation (ODOT) (B.O. 17-89) related to the Newberg-Dundee Bypass to cover certain Phase I construction elements.

Personnel

4. Approval to authorize Leave Without Pay (LWOP) for employee #4181 from 7/26/18 to 8/31/18.

D. NON-CONSENT AGENDA ITEMS OTHER TOPICS FOR DISCUSSION: (Add to consent agenda or leave off):

1. Reappointment of John Abram.

The consensus of the Board was to move item D1 to Thursday's consent agenda.

E. EXECUTIVE SESSION:

1. ORS 192.660(2)(e) – Executive session to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

F. COMMISSIONER UPDATES/ANNOUNCEMENTS: – After some discussion concerning the county's process and policies regarding foreclosed properties the consensus was to set a work session to discuss this topic.

Following commissioner updates the meeting adjourned at 2:40 p.m.

Carolina Rook
Secretary

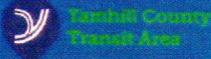
Accepted by Yamhill County
Board of Commissioners on
9/6/18 by Board Order
18-319



YCTA Transit
Development Plan

Board of
Commissioners Work
Session

July 31, 2018



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PG NYGAARD

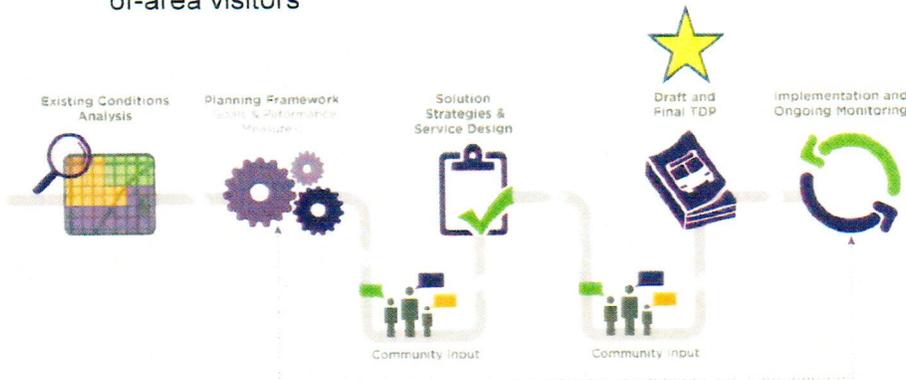
Presentation Overview

- TDP Overview
- Key Findings
- Recommendations
 - Long-Term Vision
 - Phasing Approach
 - Financial Scenarios
 - Transit-Supportive Elements
 - Performance Monitoring



TDP Process and Tasks

- 20 year plan that makes YCTA eligible for new state transportation funding
- Overall desired outcome: Convenient system that provides seamless travel options for residents, employees, and out-of-area visitors



Yamhill County Transit Area

TDP Structure and Contents

TDP Volume I

- Market Analysis (C.2)
- Existing Conditions (C.3)
- Community Input (C.4)
- Goals & Objectives (C.5)
- Service, Capital, and Financial Plans (C.6-8)
- Supporting Programs and Technology (C.9)
- Land Use (C.10)
- Performance Standards (C.11)

TDP Volume II

- Technical Memos 1-5
- Public Advisory Committee Meeting Notes

Yamhill County Transit Area

Public and Stakeholder Input

Existing Conditions Phase (Spring/Summer 2017)

- **Rider Survey:** 300 responses
- **Community Events & Destinations:** 7
- **Community Survey:** 400 responses (online and print)
- **Focus Groups:** 5 meetings
- **Project Advisory Committee Meetings:** 2

Solutions Strategies Phase (Winter-Summer 2018)

- **Public Events:** 4 events, engaged with 50 people
- **Online Surveys:** 77 responses
- **Focus Groups:** 1 meeting
- **Project Advisory Committee Meetings:** 3

Yamhill County Transit Area

Key Issues/Findings from Existing Conditions

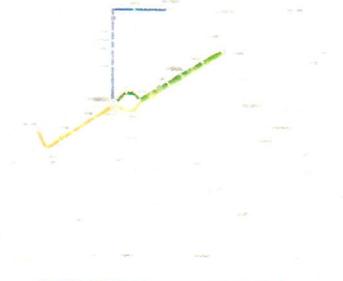
- Most YCTA routes attract moderate ridership, particularly given lack of awareness in community
 - Lack of marked bus stops and amenities
 - Inconsistent branding of buses and unreliable fleet
- Some key destinations/areas lack service
- Walking to storefronts can be a challenge
 - Shopper (or other) types of shuttles to improve access to destinations



Yamhill County Transit Area

Key Issues/Findings from Existing Conditions

- Congestion results in delays, particularly on Hwy 99
 - Some schedule changes needed
 - Improve real-time information
- No local Saturday or evening service
- Improve timing of local-intercity connections
- Need to improve service in smaller communities

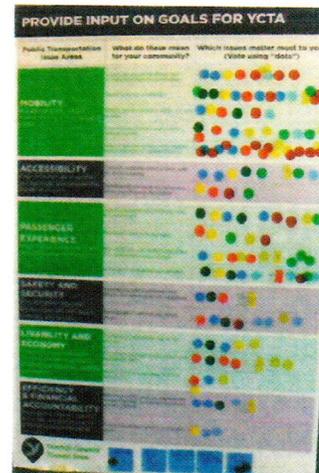


Existing System

Yamhill County Transit Area

Developed Transit Goals

- **Goal 1: Mobility** – convenient, reliable public transportation serving a range of customer needs
- **Goal 2: Accessibility** – equitable and address the needs of all users
- **Goal 3: Passenger experience** – convenient, attractive and welcoming way to travel
- **Goal 4: Safety and security** – transit riders and drivers have safe and secure vehicles and facilities
- **Goal 5: Livability and economy** – integrate public transit in the transportation system to support a prosperous, healthy community
- **Goal 6: Efficiency and financial accountability** – manage the transit system in a fiscally responsible way to maximize return on investment



Yamhill County Transit Area

Long-Term Vision Highlights

- Stops and buses are branded for Yamhill County Transit
- All-day McMinnville-Newberg service (close schedule gaps)
- More express and commute period intercity service
- Expanded Saturday service
- Earlier and later hours
- Service to downtown Salem
- Local shopper shuttles and small city flex routes

Long-Term Vision

Yamhill County Transit Area

Plan Phasing

Time Frame	Years*	Funding Level	Plan Emphasis
Immediate	0 years: 2018	Existing	Cost-neutral (ongoing operating costs) Address capital needs (e.g., bus stops and buses)
Near-Term	1 years: 2018-2019	Partial STIF* funds	Low-cost changes to address the most critical needs Address capital needs (e.g., bus stops and buses)
Short-Term	2-3 years: 2020 to 2022	Constrained to full STIF* funds	Phased, incremental service expansion
Mid-Term	4-9 Years: 2023 – 2027		Continued service expansion
Long-Term	10-20 Years: 2028-2037	Additional resources required	Flexible service plan
Long-Term (Vision)	Beyond 20 Years	Unconstrained	Additional service options

* Statewide Transportation Investment Fund Yamhill County Transit Area 19

What can YCTA do right away? Immediate 2018-2019

- Cost-neutral service changes
 - Adjust route numbering
 - Schedule adjustments
 - New stops
 - Local bus stop close to Winco/Walmart front doors
- Capital
 - Mark and sign all bus stops
 - Upgrade fleet and branding
- Supportive Strategies
 - Customer information



Yamhill County Transit Area

McMinnville Service

Existing System

- Existing
 - 2 buses
 - 4 routes, every 60 minutes



Nelson\Nygaard Consulting Associates, Inc.

McMinnville Service Future System

- Near-Term:
 - 3 buses
 - Separate routes
 - Route changes
 - Shopper Shuttle
- Short-Term:
 - Route 2 extended
 - Later hours: 7 PM
- Mid-Term:
 - Saturday service

The map shows several bus routes in McMinnville. Callouts include: 'Route 3 gets a full bus, 2-way loop, serves Senior Center' (blue), 'Route 33 and 44 run on OR 99 and through downtown' (green), 'Route 4 gets a full bus, extended west' (orange), 'Route 2 extended to Virginia Garcia clinic and other housing on Cumulus Ave' (pink), and 'Route 1 goes both ways on Ford St' (yellow). A small inset map shows the location of McMinnville within Yamhill County.

Yamhill County Transit Area

McMinnville Service Future System

- Longer-term:
 - Early morning (6 AM) and later evening (9 PM) hours*
 - 2 new routes
 - 5 day/week shopper shuttle

The map shows proposed future bus routes. Callouts include: 'Shorten Route 3, serve Safeway near front doors' (black), 'Future route on Lafayette Ave & Baker Creek to Hill Rd' (black), and 'On-demand flex-route pilot east of Lafayette Ave' (black). A small inset map shows the location of McMinnville within Yamhill County.

* Desirable to do sooner if funding allows

Yamhill County Transit Area

Newberg

Existing System

- 1 bus
- 2 routes, every 60 minutes



Yamhill County Transit Area

Newberg

Future System

- Near-term:
 - 2 buses, 4 routes, every 60 minutes
 - Shopper shuttle 1 day per week
- Short-term:
 - Later hours: 7 PM
- Short/mid-term:
 - Downtown TC
- Longer-term:
 - Early morning, later evening hours*
 - Saturday service*
 - Shopper shuttle 5 days per week

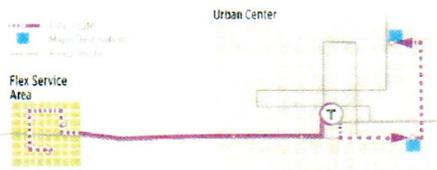


* Desirable to do sooner if funding allows

Yamhill County Transit Area

Shopper Shuttles / Small City Flex-Route Service

- Phased rollout starting with shopper/medical appt. shuttles
- Community design process
 - E.g., create Yamhill/Carlton-Newberg connection
- Transition to more regular services
- In future, evaluate whether certain intercity trips are no longer utilized



Near-Term	Short-Term	Mid-Term	Long-Term
1 day/wk, 4 hours/day	3 days/wk, 10 hours/day		5 days/wk, 10 hours/day
McMinnville			McMinnville (4 hrs)
Newberg-Dundee			Newberg-Dundee (4 hrs)
Sheridan / Willamina / Amity	Sheridan / Willamina / Amity		Sheridan / Willamina / Amity (10 hrs)*
Yamhill / Carlton	Yamhill / Carlton		
Dayton / Lafayette		Dayton / Lafayette*	

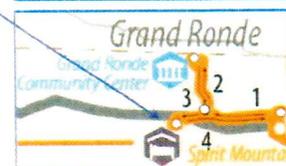
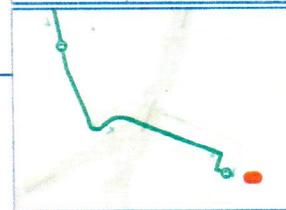
* Desirable to do sooner, if funding allows

Yamhill County Transit Area

Intercity Routes

- McMinnville-Newberg "Connector"
 - Fills gaps in Route 44 schedule, McMinnville-Lafayette-Dayton-Dundee-Newberg
 - Does not go to Tigard
- Extension to downtown Salem
- Additional stops
 - E.g., Wandering Spirit RV Park
- Early evening trip to/from Grand Ronde
- Additional early evening and commute period trips*

Morning	5:10 am 6:25 am 7:25 am 10:35 am
Mid-day	12:15 pm
Afternoon Evening	1:15 pm 3:20 pm 5:05 pm (45x) 5:40 pm 6:12 pm



* Desirable to do sooner, if funding allows

Yamhill County Transit Area

Weekday Service Hours or # of trips

- Expanded evening hours or trips, and commute period trips

Route	Existing	Near-Term to Mid-Term	Longer-Term
McMinnville Local Service	7 or 8 AM – 6 PM	7 AM – 7 PM	6 AM – 9 PM*
Newberg Local Service	7 AM – 6:30 PM	7 AM – 7 PM	6 AM – 9 PM
McMinnville-Salem	5	Extended to downtown Salem	+3 trips (AM / PM / early evening*)
McMinnville-Grand Ronde	7	+1 evening trip	No change
McMinnville-Hillsboro	5	No change	+3 trips (AM / PM / early evening*)
McMinnville-Tigard	9	No change	+1 late evening trip*
McMinnville-Newberg	-	+4 round trips	No change
McMinnville-Tigard Express	1 AM / 1 PM	No change	Up to 4 additional one-way trips*

* Desirable to do sooner, if funding allows

Yamhill County Transit Area

Saturday Service (service hours or # of trips)

- Priority is local and expanded Saturday service
- Sunday service is a longer-term priority and could be less frequent

Route	Existing	Near-Term to Mid-Term	Longer-Term
McMinnville Local Service	-	8 AM – 6 PM	8 AM – 6 PM
Newberg Local Service	-	-	8 AM – 6 PM
McMinnville-Salem	-	No change	4 trips
McMinnville-Grand Ronde	4	No change	No change
McMinnville-Hillsboro	-	No change	4 trips (initially to Yamhill-Carlton only)
McMinnville-Tigard	4	No change	No change

Yamhill County Transit Area

Fleet: YCTA Vehicle Types

Category	Representative Photo	Typical YCTA Services	Typical Size / Capacity	Cost ¹	Assumed Model
Bus - Large ²		Intercity Routes (highest demand)	35-foot multiple doors 35-40+ pass	\$450,000	Gillig 35'
Bus - Medium		Intercity and Local Routes	30-foot multiple doors 25-35 pass	\$340,000	El Dorado EZ Rider II 30'
Cutaway - Large		Intercity and Local Routes	18+ pass 2 W/C	\$140,000	Aerotech, Low-Floor
Cutaway - Small		Local Routes (lowest demand), Dial-A-Ride	12 pass. 2 W/C	\$85,000	Arboc Spirit of Independence Low-Floor
Van		Small City Flex Routes, Dial-A-Ride	5 pass 1-2 W/C	\$50,000	Accessible van

Yamhill County Transit Area

Fleet: Vehicle Requirements

- Address fleet needs over first 2-3 years of plan
- Minimize adding to maximum vehicles in service
- Provide adequate spares
- Long-term includes all potential improvements (unlikely to all be implemented)

TDP Time Frame	Existing Service	Near-Term	Short-Term	Mid-Term	Long-Term	
Vehicle Type	Year	2018	2019	2020-2022	2023-2027	2028-2038
Total Maximum Vehicles in Service		17	19	22	22	32
Total Vehicles with Spares		22	26	31	32	43
Overall Spare Ratio		29%	37%	41%	45%	34%

Yamhill County Transit Area

It takes more than just buses

- Facilities
 - Mark all bus stops
 - Ongoing stop improvement program – stop amenity standards
 - Longer-term transit center expansion and bus maintenance/storage facility

- Technology and Programs
 - Real-time information and service alerts
 - Fare payment technology and fare policy
 - Marketing and customer information
 - Partnerships (cities, colleges, non-profits, other transit agencies, ride-hailing providers, etc.)

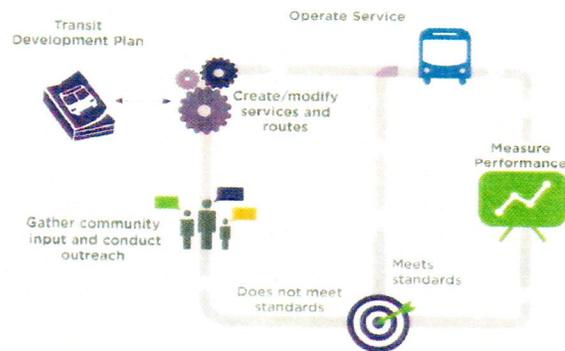
- Land Use Coordination



Yamhill County Transit Area

Monitoring and Service Standards

- Service Design
- Cost Efficiency
- Cost Effectiveness
- Service Efficiency
- Passenger Comfort/Safety
- Other Measures



Yamhill County Transit Area

Service Efficiency: Passengers per Revenue Hour

Definition	Existing YCTA Performance	Existing Performance Compared to Peers (2015 NTD)	Performance Standards ¹			
			Intercity Fixed-Route	Local Fixed-Route	Flex Route / Shuttle	DAR or ADA Paratransit
Average number of passengers a bus carries for each hour it is in service	7.9 Intercity and Local Fixed Route: 11.8 Dial-A-Ride: 3.2	79% of peer median (10.1)	8-12	8-16	4-10	2-4

Yamhill County Transit Area

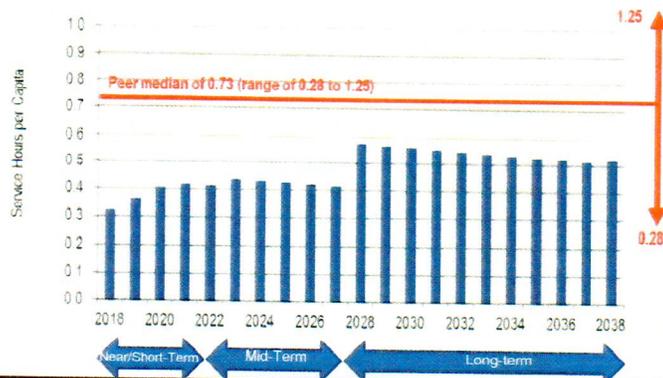
Passenger Comfort: On-Time Performance

Definition	Existing YCTA Performance	Performance Standards ¹			
		Intercity Fixed-Route	Local Fixed-Route	Flex Route / Shuttle	DAR or ADA Paratransit
How often a vehicle leaves early or late. Typically no more than 1 minute early or 5 minutes late counts as "on time."	Local: 58-83% Intercity: 44-71%	80-95%	85-95%	85%	90-95%

Yamhill County Transit Area

Service Provided/Consumed - Hours per Capita

Definition	Existing YCTA Performance	Existing Performance Compared to Peers (2015 NTD)	Performance Standards
Annual service hours divided by population with UGBs	0.42	58% of peer median (0.73) Range: 0.28 to 1.24	Increasing trend and comparison to peer median



Yamhill County Transit Area 27

YCTA Existing & Planned Operating Revenues

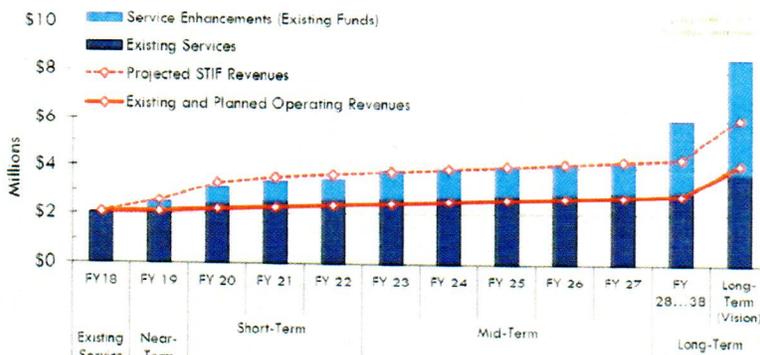
- Existing Funds
- State Transportation Improvement Fund (STIF) - HB 2017
 - Statewide employee payroll tax starting in 2019
 - New annual revenues of \$500,000 in 2019 and \$1.1M in 2020

Fund Category	FY 2018
Operating Revenues	\$2,060,000
Local Funds	\$620,000
Fares	\$310,000
Contracts	\$90,000
County General Fund	\$220,000
State and Federal Funds - Formula	\$1,440,000
Oregon Special Transportation Fund	\$250,000
Federal §5310 Elderly and Disabled	\$330,000
Federal §5311 Rural General	\$860,000
State Transportation Improvement Fund	\$0

Yamhill County Transit Area 28

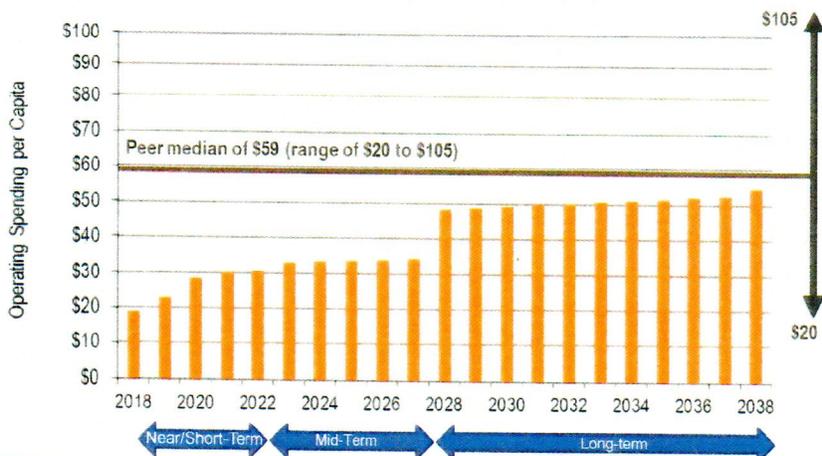
Projected Operating Costs

- Existing operating budget of \$2M per year
- Increase in average service cost per hour (driver wages, etc.)
- With additional STIF revenues, operating budget of \$4M per year by 2027 (2.3% annual inflation, additional fare revenue, etc.)
- STIF can fund **some but not all** of desired improvements



Operating Funding per Capita Comparison

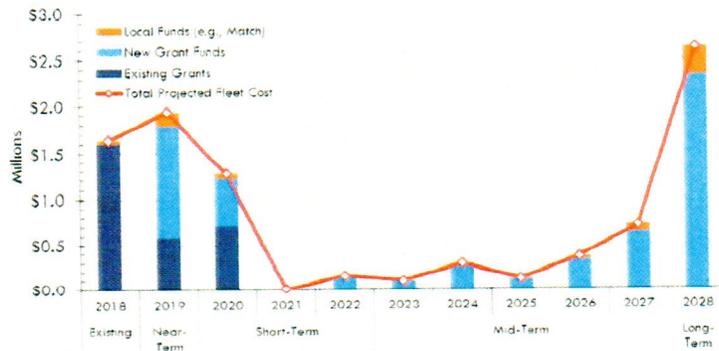
- Below median of YCTA peer systems



Capital Funding

- Assume grants cover most vehicle costs (~11% local match)
- High local cost in near-term to match existing/new grants (\$213k)
- Assume a \$50-100k capital reserve contribution starting in 2021

Fleet Costs, 2018-2028



Yamhill County Transit Area

Overall Financial Projection (Operating + Capital)

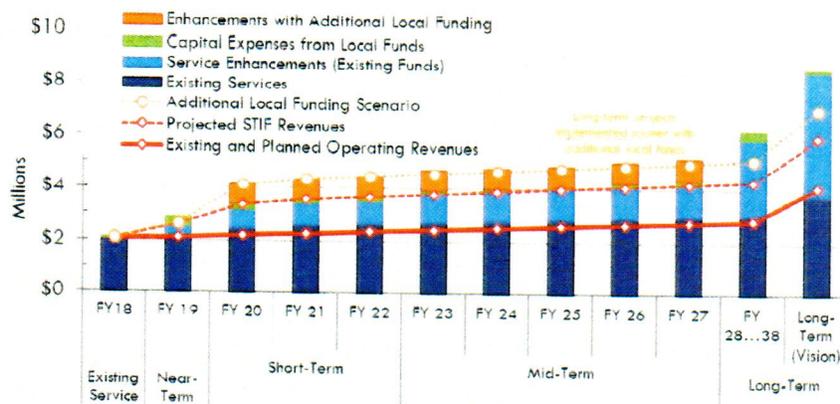
- Shortfall of \$253k in near-term and \$31k in 1st year of short-term after capital costs paid with local funds
- Some near-term enhancements may need to shift to short-term (2021/2022) unless YCTA can defer capital costs or identify new funds



Yamhill County Transit Area

Additional Local Funding Scenario (Conceptual)

- Additional local resources



Yamhill County Transit Area 30

Existing Local Funding per Person or Service Hour

- Existing: 19% of costs
- Yamhill County: \$2.68 annually per person and \$8.18 per hour
- McMinnville and Newberg: < \$1 per person annually and approximately \$2 per local service hour

Jurisdiction	Existing Contribution (2018 Budget)	% of Total ¹	Population (2017) ²	Existing Annual Contribution per Person	Annual Service Hours ³	Existing Annual Contribution per Service Hour
Yamhill County	\$284,758	14%	106,300	\$2.68	16,865	\$8.18
Amity			1,640		2,015	
Carlton			2,205		2,600	
Dayton			2,670		8,316	
Dundee			3,225		8,316	
Lafayette			4,095		8,316	
McMinnville	\$20,000	1%	33,665	\$0.59	10,400	\$1.92
Newberg	\$20,000	1%	23,480	\$0.85	7,540	\$2.65
Sheridan			6,185		3,935	
Willamina (Yamhill/Polk)			2,110		3,935	
Yamhill			1,075		2,600	
Unincorporated			26,820			
Grand Ronde	\$56,000	3%	1,661	\$33.71	3,935	\$14.23
Total	\$380,000	19%				

Yamhill County Transit Area 34

Peer Comparison: Local Funding Contributions in Central Oregon (2015)

- Local funding covers 28% of Cascades East Transit operating costs
- Overall local contribution of \$10.28 per person (range from \$3 to \$13)

	Contribution	Population	Contribution / Person	% of Total
Deschutes County	\$515,313	170,740	\$3.02	6%
Jefferson County	\$103,000	22,445	\$4.59	1%
Crook County	\$203,122	21,085	\$9.63	2%
City of Bend	\$1,082,040	81,310	\$13.31	13%
Other Local Gov't	\$414,479	48,830	\$8.49	5%
Total Local Gov't	\$2,317,954		\$10.82	28%
Total CET	\$8,415,938			

Yamhill County Transit Area

YCTA Board Funding Sub-Committee

- Meetings to-date: June 22 and July 26
- Discuss a fair and equitable formula for City contributions to YCTA and discuss/prioritize local funding options
- Key Outcomes
 - Prepare formula-based approach and distribute to all cities for review and feedback
 - Potential factors: ridership, stops, hours of service in each community, population, and assessed property values
 - Potential local revenue source, ideally linked to transit or transportation
 - Once YCTA has implemented short-term enhancements, new image, bus stops, etc., and residents realize they have a transit system, public may be open to a funding initiative
 - Possible ballot measure - identify in TDP as 2024-2025
 - Grand Ronde will explore with leadership potential opportunity for additional transit funding

Yamhill County Transit Area

Next Steps

- PAC recommendation to YCTA Board
 - August / early September
- YCTA Board of Commissioners adoption process
 - August / early September
- Final TDP
 - End of September
- Implementation

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Thank You!



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