



AGENDA

Transit Advisory Board Meeting

6:00 PM - Wednesday, June 19, 2019

Transit Operations Building, 16610 Champion Way,
Sandy, OR 97055

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|---|--------|
| 1. ROLL CALL | |
| 1.1. Light Refreshments | |
| 2. APPROVAL OF MARCH 2019 MINUTES AND JUNE 2019 AGENDA | |
| 2.1. December 2018 & March 2019 Minutes | 3 - 8 |
| December 2018 TAB Minutes | |
| March 2019 TAB Minutes | |
| 2.2. December 2018, January 2019, February 2019 Narratives | 9 - 11 |
| Transit Narrative December 2018 | |
| Transit Narrative January 2019 | |
| Transit Narrative February 2019 | |
| 3. PUBLIC COMMENT | |
| 4. NEW BUSINESS | |
| 4.1. Ridership Update | |
| 4.2. CTAA Conference / OTA Award | |
| 4.3. BTD Electric Bus Test | |
| 4.4. Transit Day at the Capitol | |
| 4.5. Upcoming Events | |
| 4.5.1 Longest Day Parkway | |
| 4.5.2 Sandy Mountain Festival Parade | |
| 4.5.3 Sandy Mountain Festival | |
| 4.5.4 Fall Surveys | |
| 4.5.5 OTA Conference | |
| 4.6. Forest Service Program | |
| https://www.dm.usda.gov/employ/worklife/transit/faq.htm | |
| 4.7. TAB Manual | |
| 5. OLD BUSINESS | |
| 5.1. STIF | |
| 5.1.1 Computer Equipment Update | |
| 5.2. TMP | |

5.3. Bus Barns

5.4. ITS Update

6. NEIGHBOR UPDATES

7.

Adjourn

7.1. Next Meeting

Wednesday, September 18, 2019

5:30 pm - 7:00 pm

Transit Operations Building

16610 Champion Way

Sandy, OR 97055

NOTES

Due to time constraints, the topics with asterisks * were tabled.

1. ROLL CALL

- 1.1. Light Refreshments
- 1.2. Welcome Berenice Tynan, Newest Board Member

2. APPROVAL OF MINUTES

- 2.1. Meeting Minutes from December 2018*

3. PUBLIC COMMENT

3.1. Guide Dogs for the Blind

Request for service presented by Jake Koch, Outreach Alumni Representative, and Susan Armstrong, Vice President of Training Operations, Oregon from Guide Dogs for the Blind, 32901 SE Kelso Rd., Boring, Oregon. Also present was CEO & President of Guide Dogs for the Blind, Christine Benninger.

Guide Dogs for the Blind trains guide dogs to aid blind and visually impaired clients. Due to the nature of the agency, a high volume of transit-dependent individuals frequent this location, including clients, volunteers, staff, visitors, and of course, dogs in training.

Currently, Boring is not included in the Sandy or TriMet transit boundaries but is located directly between them. Guide Dogs for the Blind has had a long-standing desire to be included on our transit routes. Jake, along with many other individuals, utilize carpools, Uber, and Radio Cab to bridge the gap between Gresham or Sandy and the Boring facility. Jake explained that our buses would be an ideal alternative to this break in transit availability because of the low floor design, space for the guide dogs to travel under the seats, and audible announcements of each stop.

This proposal has been brought before Sandy Transit in the past, but a solution was not previously feasible due to funding, jurisdiction, and federal regulations. However, the proposal of a possible route

through Boring is included in the Transit Master Plan which has been submitted to consultants for consideration. Clackamas County is simultaneously working on a county-wide transit development plan for connectivity between transit systems and will also be including Boring in their project.

4. NEW BUSINESS

4.1. Hop-Thru presentation by Stephen Coyner

Hop-Thru is a mobile ticketing company based in San Francisco, California. They currently work with 15 agencies including Columbia Area Transit in Hood River, Oregon and Mt. Adams Transportation in Washington. The purpose of their application is to provide a way for riders to purchase fares from multiple transit agencies through one app, thus eliminating the need to download individual apps for each agency, or purchase tangible passes separately (i.e. Tri-Met, SAM, MHX). Hop-Thru does not require any hardware installation because they are entirely cloud-based. There are no up-front costs or monthly fees. Hop-Thru derives revenue from a percentage of each ticket sale. Fares are stored on the user's phone in a pass wallet that is accessible offline, making it available in rural areas with poor reception, or when the user cannot use cellular data. Drivers would visually validate by looking at the tickets on the rider's mobile device. To prevent fraud, safety features such as a clock that continuously updates the current time and an animated screen that changes color when tapped. The application also has a swipe feature to view passes for multiple riders using a shared device. Each agency can customize fare increments and colors, as well as a time limit for each type of pass; count-down to expiration begins automatically when the pass is first used. Hop-Thru also handles customer support which includes FAQs and live chat help. Agency administration can set up ticket offerings, view transactions, and access ridership and other information via a cloud-based portal. Hop-Thru currently offers a Spanish version of their app and will offer other languages in the future. For added convenience, organizations can buy a large quantity of passes and submit a .csv file of recipients' email addresses to Hop-Thru, who will then manage and distribute the fare

accordingly. This feature would be especially useful to agencies like Guide Dogs for the Blind, who provide fare to staff, clients, and volunteers. Rollout time ranges from one day (to activate the app and passes) to about 4 weeks (for the training and marketing process). Hop-Thru provides a rollout package that includes digital content for websites or social media, as well as physical content such as stickers, posters, farebox and window decals, and custom artwork based on the need of the agency.

4.2. Council goals for the new biennium

Transit staff presented a list of possible goals for the next biennium, to be discussed at the upcoming City Council retreat. These proposed goals were unanimously approved by TAB members;

- Maintain vehicles in a state of good repair and ensure vehicles, amenities, and facilities are accessible to all
- Plan for present and future transit needs i.e. updated master plan
- Update tax collection software with STIF funding
- Promote connectivity and play a role in regional transit coordination planning
- Construct a training room and break facility for drivers
- Develop a maintenance and fuel plan for operations building
- Work on technological advances for transit including tablets, fares, automatic passenger counts and work with ODOT on infrastructure for signals
- County level goal; continue to participate in C4; regional level goal; Vision Around the Mountain; state level goals; keep our presence at OTA, continue to advocate for Transit Day, continue to attend conferences
- Improve solar lighting and alert lights at shelters

4.2. New Routes and Route Changes*

4.3. Bus Procurement*

4.4. Conference*

4.5. B.O.T.L. New Training for Drivers*

4.6. Trolley at the Tree Lighting*

- 4.7. STAR Tickets for Food Boxes*
- 5. OLD BUSINESS
 - 5.1. STF Update*
 - 5.2. ITS Update*
- 6. NEIGHBOR UPDATES*
- 7. ADJOURNED AT 7:00 PM
 - 7.1. Next Meeting
 - Wednesday, March 20, 2019
 - 5:30 pm -7:00 pm
 - City Hall Council Chambers
 - 39250 Pioneer Blvd.
 - Sandy, OR 97055

NOTES

1.ROLL CALL

1.1. Light Refreshments

2.APPROVAL OF MINUTES & AGENDA

2.1. December 2018 Minutes & March 2019 Agenda Approved

3.PUBLIC COMMENT - NONE

4.NEW BUSINESS

4.1. Audit Results / Budget Process

Annual audit resulted in two findings; a code of ethics policy was not in place (Finance Department has since created one), and Finance Department needs to increase internal controls.

Triennial review revealed three findings: a procurement policy is needed, the code of conduct should either be removed or not contain a fine and, although we have a DBE goal, it is not necessary. Finance is working on procurement and code of conduct policies.

The budget has been reviewed by the City Manager and submitted to the Finance Department. The budget includes funding for bus barns, a wash bay, seven new vehicles over the next two years, and the hiring of a new project manager to oversee the RFP and construction of new buildings. The budget is larger than it has been in the past and is mostly capital. \$1 million is still in contingency.

4.2. Bus Procurement

State funding will allow for replacement of ARBOCs with Champion vehicles in the next 6-9 months. P.O.s have been issued for two of these buses, as well as two Gilligs, and they are in the process of being manufactured. An STF grant will fund replacement of two MV1 buses which are reaching the end of their useful life and are no longer in production. TAB approved the purchase of a new trolley to serve the Estacada route.

4.3. Vista Loop Community Outreach

The event at Vista Loop was a success; transit employees gave out brochures and passes for free STAR rides and discussed transit options with those in attendance.

4.4. April 9th is Lobby Day. A booth will be present, but we will not be lobbying or speaking with representatives.

4.5. New schedules with updated branding will be placed at the bus stops.

4.6. BOTL (Be on the Lookout) training will be available for drivers. This program is designed to help identify victims of human trafficking.

5. OLD BUSINESS

5.1. STF Update

STF group came to an agreement and Sandy and Clackamas County were awarded.

5.2. STIF

STIF plan was approved; service was added to SAM, Estacada, and Shopper Shuttle. The new Shopper Shuttle loop is doing well. New monitors, updated dispatch computers, wi-fi on buses, and a bus shelter by Safeway will be purchased sometime after July 1, 2019.

5.3. TMP

Transit Master Plan consultants presented their Choices Report to City Council which outlines existing conditions and options for improving ridership versus covering more areas. A stakeholders' workshop will be held April 15th and a web page has been created to provide a public resource for surveys, reports, and updates pertaining to the TMP. Consultants expect to have a draft of the TMP prepared by fall 2019.

5.4. Bus Barns

Federal approval to break ground was obtained in March and a contract has been signed with the project manager. The project must be completed by Summer 2020. An automated wash bay is a possibility and we would continue to recycle water.

6. NEIGHBOR UPDATES

6.1. Clackamas County updates

Clackamas County has three large buses being built at this time. Planning for Vision Around the Mountain is in progress and options are being considered for a transit hub in Government Camp. Mountain biking activity has increased which has improved ridership on the mountain.

7. ADJOURNED AT 7:13 PM

7.1. Next Meeting

Wednesday, June 19, 2019

5:30 pm -7:00 pm

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December 2018

In December, Transit staff ordered 2 new low-floor 35' Gillig transit vehicles. Additionally, a Request For Quotes (RFQ) for 2 new STAR vehicles was released. The results of those RFQs will be available in January 2019. Also in January 2019, one more RFQ will be released for a low-floor vehicle to replace vehicle #21 in the Sandy Transit fleet. This vehicle primarily operates the Estacada route and has reached its useful life.

Transit staff presented a new Transit Asset Maintenance System (TAMS) to Council in December, highlighting the importance of maintenance and capital planning to keep the Sandy fleet in a "state of good repair" as outlined by Oregon Department of Transportation. Replacing vehicles which are past their useful life, such as these 2 new Gillig and STAR vehicles, is vital for a safe and efficient public transit service.

SAM provided 8,925 rides in December. SAM fixed routes experienced a 13% reduction as compared to last December. Similar to last month, there is a significant drop in SAM Gresham rides; we are exploring the possibility of inaccurate counting due to the drivers currently using the new tablets and paper and pencil. As of January 2019, we will begin using tablets only for passenger counts.

Estacada increased by 9.7%. Once again this month, the in-town dial-a-ride (STAR) and the Shopper Shuttle increased. STAR increased by 18% and the Shopper Shuttle increased by 146%.

January 2019

Sandy Transit's first kick-off meeting for the updated Transit Master Plan was January 9th. Representatives from Sandy, the County, ODOT and several consultants spent the day on various aspects of the Master Plan. The first big outreach event will take place in March, stakeholders will begin to receive emails and invitations in February.

Sandy staff submitted 5 grant applications to the Special Transportation Fund Advisory Committee in January and gave a presentation to the committee on the importance of the funding to the elderly and disabled population in Sandy. Caren Topliff, a member of Sandy Transit Advisory Board, and Andi Howell, Transit staff, serve on the STFAC board. There is approximately \$7.4 m available for region 1 (which includes TriMet) elderly and disabled programs through STF and \$8 million through 5310. Funding from both STF and 5310 are decided by the STFAC board. The committee will announce grant award recipients by the end of February.

Sandy Transit released an RFQ for 2 new medium sized buses. 2 state-contracted vendors bid on the RFQ. The bid and vehicle information will be presented to City Council at the February 19th meeting for approval of the procurement.

In January, SAM began using tablets only for passenger counts. Until January, SAM had always used pencil and paper to count passenger rides and since July had been using the tablets and paper.

SAM services provided 9,883 rides in total, an overall decrease of 4.6% as compared to the previous January. SAM Gresham provided 7,471 of those rides, a drop of 11.7%. SAM Estacada, however, experienced a 14.4% increase in ridership. The SAM Shopper increased by 112% as compared to January of 2018. STAR dial-a-ride increased by 18.1%. Elderly and Disabled rides decreased by 21% from 64 to 53 rides.

February 2019

The TMP Existing Conditions and Choices Report has been completed and is ready for distribution at the upcoming Stakeholder's meeting, scheduled for April 15, 2019, at the Community Center. It provides an in-depth look at the City of Sandy's service, growth potential, challenges and opportunities. This will guide the stakeholders as we move forward with revising and updating the current transit master plan.

Staff were successful during the STF funding process and were awarded funding at the levels requested. STF funds support all of Sandy's transit services but are primary and essential to the STAR dial-a-ride program, the Elderly and Disabled medical rides program and the Estacada service. This grant cycle also supports the procurement of 2 mini vans for the Transit medical ride program.

The construction of 2 bus barns at the Operations Center has received federal approval to break ground. This was a time consuming, lengthy process and provides much relief to the continuation of the project.

SAM services provided 8,597 rides in total, an overall decrease of 11.8% compared to February 2019. The primary reason for this decline is a decline in ridership on the Sandy Gresham route. SAM Gresham provided 6,531 of those rides, a drop of 16.8%. Other Sandy routes such as the dial-a-ride, the Shopper Shuttle and Estacada saw fairly steady or increased ridership.

SAM Estacada experienced another increase in ridership, going up 6.2%. The Sandy Shopper increased by 53.9% as compared to February of 2018. STAR dial-a-ride remained fairly stable with a small decrease of 1.2%. Elderly and Disabled rides increased by 5.4% from 56 to 59 rides.