



AGENDA

Transit Advisory Board Meeting

5:30 PM - Wednesday, September 18, 2019
Operations Center, 16610 Champion Way, Sandy,
OR 97055

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1. ROLL CALL	
1.1. Light Refreshments	
2. APPROVAL OF MARCH 2019 MINUTES AND SEPTEMBER 2019 AGENDA	
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TAB Notes March 2019 FINAL	
Transit Narrative December 2018	
June 2019	
May 2019	
Transit Narrative February 2019	
Transit Narrative January 2019	
3. PUBLIC COMMENT	
4. NEW BUSINESS	
4.1. Ridership Update	
4.2. Upcoming Events	
4.2.1 OTA Conference October 27-31	
4.3. Surveys	
4.4. ADA Fares	
5. OLD BUSINESS	
5.1. TMP	
5.2. STIF	
5.2.1 Computer Equipment Update	
5.3. Bus Barns	
5.4. Bus Wash	
6. NEIGHBOR UPDATES	
7. ADJOURN	
7.1. Next Meeting	
Wednesday, December 18, 2019	

5:30 pm -7:00 pm
Operations Center
16610 Champion Way
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

Transit Operations Building

16610 Champion Way

Sandy, OR 97055

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%.

Transit Staff Report – June 2019

Posted on [July 15, 2019](#) by [ahowell](#)

In June, it was confirmed that Muna Rustam passed the CTAA certification exam and was recognized as a Certified Community Transit Manager (CCTM). The CCTM certification is a great recognition of the required knowledge and experience required in higher level transit positions. As the Transit Program Manager for Sandy, which includes a variety of administrative tasks for MHX, obtaining this certification demonstrates the level of professionalism expected from Sandy staff in the Transit Department.

Transit staff released an RFP for the replacement of a Freightliner vehicle in our fleet. This vehicle is primarily used for the Estacada route. The RFP is due July 15th from vendors. The RFP is to replace the high floor Freightliner with a low floor trolley style bus. At the end of June, Sandy staff met with Gillig representatives to finalize specifications for the 2 new Gillig Category A vehicles, expected at the end of December 2019. Two new vehicles for the STAR dial-a-ride program were expected in late June but have been delayed. Staff expects these vehicles by August.

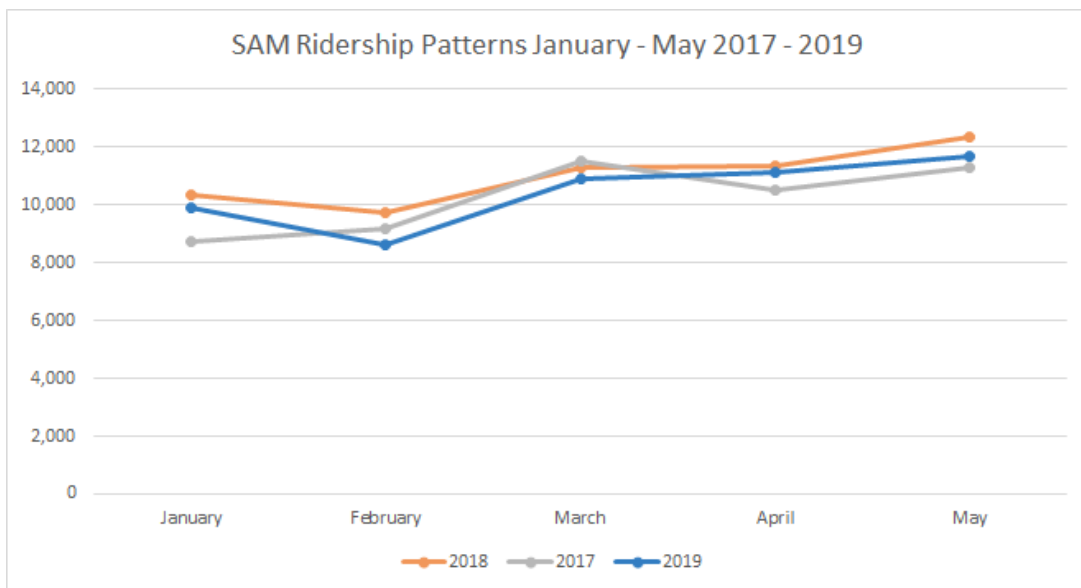
An architectural team from Soderstrom Architects was chosen to design the 2 new bus barns at the Operations Center. In July, Sandy staff will present a pre-application proposal to the City for permits. Upon City approval, Transit will release an RFQ for construction of the new bus barns.

Staff continue to work with the consulting team on the Transit Master Plan update. In June, the consultant Michelle Poyourow presented results from the stakeholder meeting and public outreach to both the Planning Commission and City Council. Consultants that specialize in public engagement and City staff will present current priority topics to the public at Mountain Festival for feedback. An on-line survey will also be presented to the public and stakeholders one week after Mountain Festival in July.

In May, Transit Staff, Andi Howell and Muna Rustam attended the Community Transportation Association of America (CTAA) conference. At the conference, the Oregon Transit Association was named as the state organization of the year. Andi Howell holds a position on this board and both Andi and Muna were excited to be presented as the Association was presented with this award. The courses taken at the conference were engaging and inspirational

At the end of May, Transit put an electric bus in service for a day to see how this type of transit bus (made by BYD) would handle Sandy routes. This bus did very well on both SAM Gresham and SAM Estacada. Passengers, drivers and operations personnel were impressed. The bus was able to handle the routes, was easy to drive, and had a lot of power and range. Sandy continues to work with the Master Plan consultants, meet with PGE and speak with ODOT to plan for a future transition to electric. This process will require a large capital outlay and careful financial planning.

SAM services provided 11,670 rides in total, an overall decrease of 5.6% compared to May 2018. SAM Gresham provided 9,158 of those rides, a drop of 6.4%. SAM Estacada experienced a small, 4.1% decrease. The Shopper Shuttle experienced a 10.8% increase with 594 rides in May. STAR experienced a 3.5% decrease, likely due to riders choosing the Shopper Shuttle. ED decreased from 110 rides to 66, a 40% decrease.



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.

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.