

AGENDA

Transit Advisory Board Meeting

5:30 PM - Wednesday, June 17, 2020

Virtual Meeting via Zoom

Page

1. ZOOM ACCESS INFORMATION

To login to the electronic meeting online using your computer, click this link:

<https://us02web.zoom.us/j/85846875936>

- If you would rather access the meeting via telephone, dial 1-253-215-8782. When prompted, enter the following meeting number: 858 4687 5936

2. ROLL CALL

3. APPROVAL OF DECEMBER 2019 MINUTES AND JUNE 2020 AGENDA

- 3.1. [Transit Advisory Board - 18 Dec 2019 - Minutes - Pdf](#)
[Transit Advisory Board-17 June 2020-Agenda](#)
[November 2019 Narrative](#)
[December 2019 Narrative](#)
[January 2020 Narrative](#)

2 - 8

4. PUBLIC COMMENT

5. NEW BUSINESS

- 5.1. COVID-19
5.2. New Contractor
5.3. STIF
5.4. STIF-STF Consolidation

6. OLD BUSINESS

- 6.1. Grant Updates
6.2. Bus Barns
6.3. TMP

7. NEIGHBOR UPDATES

8. ADJOURN

- 8.1. Next Meeting
5:30 pm-7:00 pm
Wednesday, September 16, 2020
Transit Operations Building
16610 Champion Way
Sandy, OR 97055

MINUTES

Transit Advisory Board Meeting

5:30 PM - Wednesday, December 18, 2019

Operations Center, 16610 Champion Way, Sandy, OR 97055

The Transit Advisory Board of the City of Sandy was called to order on Wednesday, December 18, 2019, at 5:30 PM, in the Operations Center, 16610 Champion Way, Sandy, OR 97055, with the following members present:

PRESENT: Board Member Heather Michet , Board Member Joseph Lowe, Board Member Caren Topliff, Board Member Roxy Tolva, Board Member Bernice Tynan, and Councilor Jan Lee

EXCUSED:

1. ROLL CALL

1.1. Light Refreshments

2. APPROVAL OF SEPTEMBER 2019 MINUTES & DECEMBER 2019 AGENDA-- APPROVED

2.1. Transit Advisory Board-18 Sept 2019-minutes pdf
July 2019
September 2019
October 2019

3. PUBLIC COMMENT -NO PUBLIC COMMENT

4. NEW BUSINESS

- 4.1. Operations Contract: As of December 16, 2020, the City of Sandy terminated the Operations Contract with RoyJoy. The current drivers were hired by the City, temporarily, for up to six months. A new RFP will be going out in January 2020.
- 4.2. Bus Barn Contract: Eight bids came in with the lowest bid being Columbia Cascade Inc. Columbia was awarded the contract and construction will start January 2020.
- 4.3. TMP Timeline
- 4.31. TMP Completion Timeline: Presented to City Council.
- 4.4. 20th Anniversary: January 2, 2020, is SAM's 20th Anniversary. We will be having a

party on February 15, 2020, in the plaza at 10:00am.

4.5. New Buses

4.5.1.1 New Wrap: The new STAR buses are wrapped. We have updated the wrap with the new logo and they now say "SAM rides" replacing the STAR logo. They also say "Supported by local business" on the back.

4.6. Updates to Municipal Code: Due to recent audit the municipal code was changed to reflect FTA regulations on removing unruly passengers. Passengers can only be administratively disciplined, they can not be charged a fine. Federal rules state passengers may be removed for a period of two weeks to a maximum of thirty days.

4.7. Tree Lighting: Was a successful event with over 250 people in attendance. The trolley drove through the scenic meadow's neighborhood for the Sandy Lights Show. There was a grand total of five runs with 128 people on board.

5. OLD BUSINESS

5.1. STF Update: STF & STIF are reviewing a plan to combine funds. STIF could then be used as a back filler to supplement the decrease in STF funds.

5.2. STIF

6. NEIGHBOR UPDATES- OREGON PUBLIC TRANSPORTATION CONFERENCE WAS A GREAT SUCCESS.

7. ADJOURN- MOVE TO ADJOURN THE MEETING BY CAREN, SECONDED BY HEATHER. MEETING ADJOURNED AT 7:17PM.

7.1. Next Meeting
5:30 pm-7:00 pm
Wednesday, March 18, 2020
Transit Operations Building
16610 Champion Way
Sandy, OR 97055



Chair, Heather Michet



Chair, Joseph Lowe



AGENDA

Transit Advisory Board Meeting

5:30 pm - 7:00 pm
Wednesday, June 17, 2020
Virtual Meeting via Zoom

1. ROLL CALL

2. APPROVAL OF December 2019 Minutes and June 2020 Agenda

3. PUBLIC COMMENT

4. NEW BUSINESS
 - 4.1. COVID-19

 - 4.2. New Contractor

 - 4.3. STIF
 - 4.4. STIF-STF Consolidation

5. OLD BUSINESS
 - 5.1. Grant Updates
 - 5.2. Bus Barns
 - 5.3. TMP

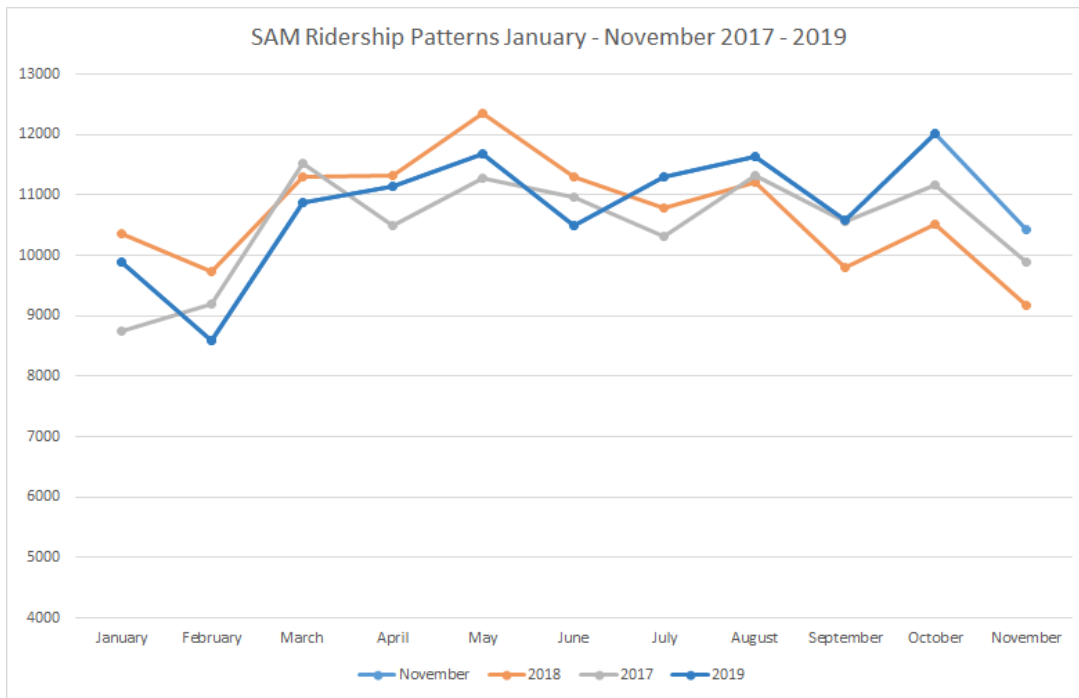
6. NEIGHBOR UPDATES

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Transit Staff Report — November 2019

SAM services provided 10,431 rides in total, an overall increase of 13.7% compared to November 2018. SAM Gresham provided 7,584 of those rides as compared to 6,778 in 2018 (11.9% increase).

SAM Estacada experienced a 61.8% increase, from 526 rides in October 2018 to 851 rides this November. The Shopper Shuttle experienced an increase of 49% with 924 rides. STAR experienced a 16% decrease. ED had an increase of 17.9%.



In November, Sandy Transit released an Invitation To Bid on the construction of the 2 new Sandy Bus Barns. The bids were due by December 4, 2019. Also in November, Sandy Transit released an RFQ for a new trolley style vehicle for the Estacada route. Those bids are also due in December.

Two new vehicles for the STAR service arrived in November. Those vehicles, once registered and wrapped, will be put into service. Sandy Transit has updated the logo for the STAR route, changing the name to "SAM Rides". This will allow the SAM logo to be used, representing to the public that the dial-a-ride service is operated by the City and is part of the Transit Department. Additionally, this name change reflects that the service is available to everyone and is a dial-a-

ride service. As part of the logo and name update, Sandy Transit has also added “supported by local business” to the back of the vehicles to reflect the support of the transit tax for the services provided.

Also in November, Sandy Transit and RoJoy Services, LLC mutually agreed to terminate the Sandy Operations contract. This was not an easy decision for Sandy Transit or RoJoy Services. RoJoy, a small, local business has had difficulty recruiting qualified personnel and remaining competitive. Sandy and RoJoy had been working together to find solutions but were not successful. As of December 16, the City will hire Sandy and Mount Hood Express drivers as temporary City of Sandy employees and seek a permanent solution. Sandy Transit is grateful to the owner and operator of RoJoy Services, Joyce LeDoux, for all of her work on behalf of Sandy Transit. Joyce has been the Operations Manager for Sandy Transit since 2003. Joyce has decided to retire but remains willing to work with Sandy Transit as needed during the recent transition.

Sandy Transit Staff Report — December 2019

In December, bids were opened and scored for construction of 2 new Sandy Bus Barns. There were 8 responsive bids, 1 bid was not accepted as it arrived late. The winner of the bid process was Columbia Cascade Construction. City Council approved the City Manager to negotiate the contract. Also in December, Sandy Transit received 1 responsive bid for a new trolley style vehicle for the Estacada route.

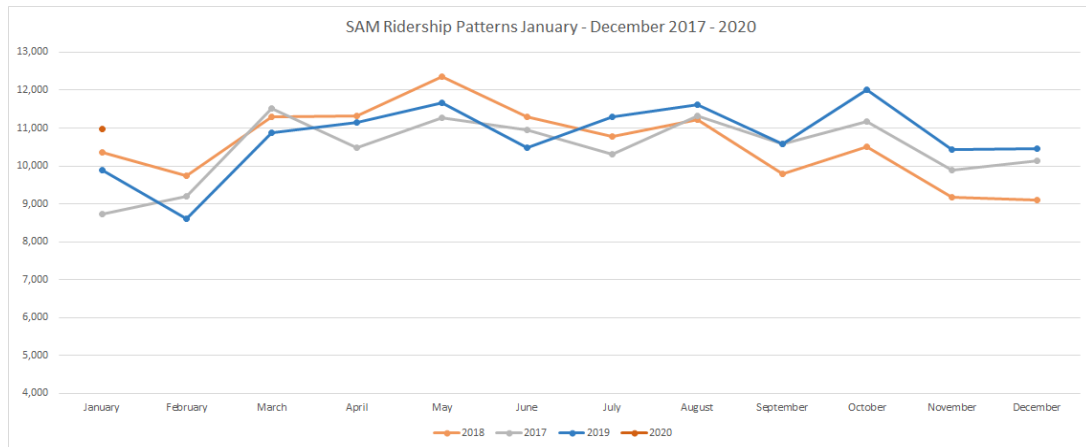
The new STAR vehicles are in service. The STAR (Sandy Transit Area Rides) has been updated with a new SAM *rides* logo. This logo aligns with the Sandy city branding. Using the SAM branding ties the SAM fixed route and former STAR dial-a-ride together in the mind of the Sandy resident. It illustrates that although different types of service, they are all City owned and operated. Hopefully, it also makes it more visible as a service that is open to the public in general. We updated the photo, wrapping more around the back of the vehicle for visibility. Another great addition to the new SAM *rides* wrap is a large, visible thank you to the Sandy business community for its support in the form of the business tax. The back of the SAM *rides* vehicles reads "SUPPORTED BY LOCAL BUSINESS".



As of December 16, RoJoy Services LLC was dissolved and all Sandy and Mt Hood Express drivers were hired by the City of Sandy as temporary employees while the City seeks a permanent solution. The Board of County Commissioners sent the City Council a letter of support in this decision and the City and County continue to collaborate during the transition.

January 2020 Narrative

The Transit Department continues to hire and train drivers. Administrative staff, Muna Rustam and Nancy Payne, have stepped in to fill many roles in the “operations” side of Transit, such as driver work schedules, SAM *rides* trip scheduling, counting fares, data entry, creation of performance reports and much, much more!! As the Director, I can not say enough about the staff in the Transit Department. Everyone is giving 115% to continue to provide the high level of service to which Sandy and the surrounding areas are accustomed. At the January Oregon Transit Association (OTA) Board meeting, Transit Director Andi Howell was voted OTA President. This Association was awarded the State Leadership Award at the Community Transit Association of America (CTAA) Conference last June, for “providing creative, effective and continuing training and technical assistance programs, using new concepts, strategies, procedures and policies to provide support to local transit systems, and more.” This award illustrates the strength of the Association and the members that serve on that board; I am very proud to take the lead for the next two years.



Ridership was up in January 2020 as compared to January 2019, an overall increase of 11.04%. SAM services provided 10,974 rides in January, compared to 9,883 in January 2019. 8,074 of those rides were on the SAM Gresham route, an increase of 8.07%. The SAM Estacada route is experiencing increases in ridership as well, with 47.8% increased ridership. The Shopper Shuttle increased by 111.7% providing over 1,000 rides in January. SAM *rides* experienced a decrease of 24%, likely due to a combination of more available shopper shuttle hours and dispatch/scheduler changes. The Edlerly and Disabled medical rides program (ED) also saw a decrease of 9.4%.