***City of Sandy***

**Transit Advisory Committee**

**Sandy City Operations Center**

**16610 Champion Way, Sandy, OR**

 **5:30-7:00 p.m. September 16, 2015**

 ***NOTES***

**Present**: Lois Coleman, Heather Michet,

**Staff Present**: Andi Howell, Janice Johnson, Joyce LeDoux, Muna Rustam

**Neighboring Agencies Present**: Jacques Livingston, Mt Hood Express

1. **Introductions & Announcements**

New staff was introduced: Andi Howell, Transit Manager and Muna Rustam, Transit Assistant.

1. **Approval of Agenda**

The agenda was adjusted as Lois was leaving early to attend another meeting. Two items were moved to the beginning of the meeting: pictures of the parade/transit float and the site review were moved to the front of the Agenda. The agenda was approved.

1. **Approval of Meeting Notes 06/17/2015**

Lois motioned approval and Heather made a 2nd. The minutes were approved as is.

1. **Public Comment**

No public comment.

1. **ADA** **Reasonable Modification Changes**

Reasonable Modification language was added to the Sandy Transit ADA Plan and approved by Council in July. Modification procedures were created including a complaint process which can be found on-line. All reasonable modification information is up-to-date on the website.

1. **OPTC 2015 and Roadeo**

Copies of the conference schedule were handed out for the Advisory Committee to review. The hearty schedule of the conference was discussed. Lois mentioned attending the next conference in 2016. Andi noted she was a volunteer judge for the Roadeo. There are twenty participants signed up for the Roadeo but no participants from RoJoy this year.

1. **Updates**
	1. Ridership overall

 Ridership increase is a priority for Andi. While ridership is good for a rural community it is still on the decline. Wi-Fi will be added to the buses shortly as an additional incentive to ride the bus.

* 1. FLAP (Federal Lands Access Program) Sat & Sunday expansion

 Weekend use is on the rise. The FLAP grant has enabled a connection from the metro area all the way to Mt. Hood. Jacques noted that Skamania was providing a similar service to provide access to the Pacific Trail. He mentioned that as the program gets established further streamlining will encourage more ridership.

The results of the recent survey were passed out. The survey was done during FLAP hours as part of the grant requirements. Joyce noted there were more hikers than bikers headed up the mountain. Overall the results noted a desire for more service, particularly late evening. The ridership is comprised of 75% with incomes less than $20,000. Most people utilizing public transportation were in need of the service as they did not own a vehicle. Andi mentioned that the website was an area that people requested improvement on and that an update to the website was in the works. Heather noted that many people did not like the $1.00 charge for in-town use. Jacques asked about the possibility of a fareless zone. The difficulty of monitoring a free zone system and possible options were discussed. Timestamped tickets was one idea. Another idea was to require payment on any stop once the bus had made the last free zone stop. At the moment the token system is in place for elderly and disabled to reduce the in town fare without requiring the drivers to monitor payment status.

The site review (moved to the beginning of the meeting) was done by a consultant hired by ODOT. This was a triennual review. The three day audit resulted in 3 findings that have been corrected. The first was time spent on grant related work needs to be tracked. A spreadsheet has been created to track the amount time of time spent on the different grants that have been or will be awarded. It was noted that maintenance of the fleet needed to be timelier. The issues with delays from Western, the fleet maintenance shop, were discussed. To address the concern a two-fold process was established. Joyce will utilize a spreadsheet to track the time of the service for each bus and other independent companies will be utilized as needed to maintain a regular schedule. The possibility that software may be purchased to monitor times is under review. The final finding was a request to change the wording on the rules regarding behavior. The wording stated that anyone with unruly behavior would be removed from the bus. To comply with the ADA policy it has been changed to **voluntary** unruly behavior. Those with disabilities that may cause behavior issues are not subject to the rule. In accordance with ADA rules there is now a complaint process in place. A complaint form is available on the website. A draft of the new ADA brochure was passed out. Andi noted that the flyer was broad enough that it could be utilized with the general public as well.

1. **Grants & Vehicle Status**
	1. Vehicle status

The transit vehicle (Gillig) has been purchased. It is scheduled to be here by July of 2017 as a bus is a 2 year build. However, the company is estimating between 18-22 months.

* 1. Grants

The STIP has been announced and Andi plans on asking for two buses with this grant. Funds are limited in this process, however. In the 5339 grant cycle, Sandy Transit will again request funding for a new bus. It was also noted that we were awarded a grant to buy another mv1. This will occur when the need is present. Joyce stated that a removable front seat was requested from the drivers.

1. **Marketing**
	1. Mtn Festival/FREE transit weekend (moved to the beginning of the meeting) reviewed the pictures taken and the award presented for the float.
	2. School Education Program

Andi will be revisiting and reestablishing this program. A previous visit was reviewed and determined to be a positive and beneficial experience. Jacques stated that pictures that the students made could be professionally done to exhibit at a relatively inexpensively cost ($15.00). Discussion of the possibility of incorporating the bus program with a visit to the library could be one avenue to explore, provided that it did not infringe on the school bus drivers. Jacques mentioned one free ride to children as a marketing tool.

1. **Neighbor Updates**
	1. Ridership update (**MHX**/Jacques)

Ridership is looking great for the Mt. Hood Express. There has been an increase of 37-38% throughout the last government fiscal year (ending in October). The express has two new buses coming, one small and one large one. Riders with bikes are on the rise. In May there were 270 passengers with bikes, the June count was 750, the July count was 950 and the August count was 820 passengers with bikes. Joyce stated that there was not enough bike racks for all those who want to ride up to the mountain. There are 4 spots inside that are available for bikes when there are no ADA passengers.

In community meetings there was a concern expressed over the low cost of ridership but with a 15% income from fares they are doing well, particularly as it is a rural bus. Getting the ridership to increase was the focus. Joyce mentioned that when increasing fares low income riders that are dependent on public transportation get out priced.

Jacques stated that Express passes were now available at the Sandy Historical Center and the Mt. Hood Cultural Center. He passed around a flyer that will displayed in the windows. He is currently in process of making passes available at Ski Bowl. All 5 of the buses now have the Mt. Hood Express logo.

* 1. Planning Project Update (**MHX**/Jacques)

The 2nd draft of the service expansion is now complete. The consultant reviewed all the data and have suggested options to sustain the Express beyond 2017. After a decision is made on which option to choose the consultant will provide a plan of action. Providing no issues arise, the plan of action should be available by February or March of 2016. Jacques also passed out the flyer for the next community meetings. He mentioned that due to the low turnout there would not be a meeting in Sandy this time. The flyers are posted in town and on the buses.

1. **Next Meeting Date**

 The next meeting will be held at 16610 Champion Way on December 16, 2015, from

 5:30-7:00 pm.

1. **Adjourned 7:00**