

**COLUMBIA COUNTY CITIZEN TRANSIT ADVISORY COMMITTEE
MEETING MINUTES**

Meeting Date: August 21, 2018

Time: 6:30 P.M.

Place: CCR Transit Center, St. Helens, OR

Present: Sharon Evinger; Bill Eagle; Claudia Eagle; Blanche Katz; Genell Grow; Charlotte Hart

Absent: None

Staff: Todd Wood, Transit Administrator

Guests: Dena Chesney; Alta Lynch; Ralph Culpepper

Call to Order: Chair Evinger called the meeting to order at 6:30 p.m.

Public Comments: Ralph Culpepper discussed how some routes were faster but served fewer potential commuters because they made fewer stops. There needed to be more stops on Line 1. There had been no fare outreach as was discussed last year. He had talked to the City of Scappoose about bus stops and signs and they were not receptive to his comments. The Rainier Senior Center stop was closed during Rainier Days. The CC Rider website was out of date and on time performance was a problem.

Approval of July 17, 2018 Minutes:

The minutes from the July 17, 2018 meeting were reviewed. Committee Member Katz made a correction to page 2, where it stated she suggested starting the planning for the parades in January. It should have been in December.

Committee Member Bill Eagle moved to approve the minutes as corrected. The motion was seconded by Committee Member Katz and passed unanimously.

Mr. Wood explained the process for adding a new Committee member.

Committee Member Bill Eagle moved to recommend to the Commission the appointment of Dena Chesney to the Transit Advisory Committee. The motion was seconded by Committee Member Katz and passed unanimously.

Staffing Update: Mr. Wood gave an update on the recruitment for the Administrative Assistant position. He hoped to have someone in place by the next Committee meeting.

Laws & Advisory Member Description Update: Mr. Wood said according to the State, this Committee could be both the STIF and STF committee. They could be combined in one meeting as long as the STIF items were outlined on the agenda. Commissioner Heimuller requested that the Committee serve as both, that one meeting be held, and that they meet the STIF requirements for membership. The updated bylaws for the Committee would include the STIF requirements. He was waiting for the Legal Department to finish the draft, then he and Commissioner Heimuller would review it, and then it would be presented to the Committee.

Committee Member Grow discussed how the bylaws needed to be expedited.

Committee Member Katz suggested including the Riverfront project in St. Helens as part of the planning process and thought there needed to be criteria for the STIF funds. She asked questions about the draft bylaws that had been given to the Committee.

Chair Evinger suggested holding a special meeting to review the bylaws when they were completed.

Numbers on Busses: Mr. Wood said Mr. Snyder was on vacation, but he had been working on creating laminated numbers while he was working on fixing the digital signs.

Committee Member Bill Eagle said he had seen busses with the wrong banners.

Ms. Lynch suggested making the numbers more visible as well and discussed possible color schemes.

Mr. Wood would look into these issues.

Ridership Report: Mr. Wood said ridership was tracking similarly to last year.

The Committee reviewed the report. Committee Member Katz requested the bus line numbers be included in the report.

Grant Updates: Mr. Wood said the new Rainier Transit Center was still set to be done in October. He had submitted an application to Tri-Met for a first mile/last mile service grant. The funds would be used to expand Lines 1 and 2. This was a very competitive process, and he was unsure how much CC Rider would be awarded.

There was discussion regarding meeting the November deadline for the STIF funds.

Volunteer Hours: Mr. Wood had discussed the volunteer hours with the State and he was told the Committee did not count toward volunteer hours. What counted toward volunteer hours was what the transit agency would have paid for otherwise.

There was discussion regarding what could be counted as volunteer hours.

Vernonia Parade: Chair Evinger reported they had taken second place at the parade. She thought it was worth the effort as CC Rider was well received.

Children's Fair: Committee Member Hart announced the Children's Fair would be held on October 27. She thought there should be two busses there again this year.

Chair Evinger suggested updating the CC Rider brochure for the event.

Committee Member Grow suggested taking shifts at the Children's Fair so volunteers did not have to be there from 10 a.m. to 4 p.m.

Other Events Upcoming: There was discussion regarding participating in the Halloweentown Parade.

Committee Member Bill Eagle would find out the time of the parade, if a bus could be in the parade, and how to register for the parade.

Committee Member Grow thought CC Rider t-shirts should be made. She would look into the costs.

Mr. Wood said there would need to be a consensus on what logo to use. He would send the Committee the different logos that he found. The County would like their logo included on the busses as well.

Day or Evening Meetings: Chair Evinger said there was one more daytime Committee meeting scheduled. She asked if they should have all evening meetings or continue to alternate between day and evening meetings. It was more difficult for the public to attend the day meetings and some Committee members were on other boards that met in the day and the meetings conflicted.

The decision would be made at the next Committee meeting.

Additional Discussion/Questions: Chair Evinger discussed an article that was written about Mr. Wood. There was also discussion regarding an article about the former Transit Administrator.

Mr. Wood announced he would not be in attendance at the next Committee meeting because he would be on vacation. John Dreeszen, interim Transit Coordinator, would be the staff for that meeting.

Adjourn: The meeting was adjourned at 8:05 p.m.