

Wasco County Public Transportation Advisory Committee

The Dalles Transit Center, 802 Chenoweth Loop Road, The Dalles
Via Remote Access (Access information attached to agenda)

Thursday, May 20, 2021

9 a.m. to 10:30 a.m.

<u>TOPIC</u>	<u>TIME</u>	<u>ITEM</u>
Call to Order		
Minutes <i>January 28, 2021</i>	5 Minutes	Approve
Review Wasco Co. Scoring Framework	10 Minutes	Information
Review & discuss Wasco Co. RFP applications	45 Minutes	Discussion/ Recommendation
Staff Updates <ul style="list-style-type: none">• STIF Projects• Link Report	20 Minutes	Information
Adjourn		

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Topic: Wasco County Public Transportation Advisory Committee Meeting

Time: Apr 29, 2021 09:00 AM Pacific Time (US and Canada)

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WASCO COUNTY PUBLIC TRANSPORTATION ADVISORY COMMITTEE
THURSDAY, JANUARY 28, 2021
ZOOM TELECONFERENCE

COMMITTEE MEMBERS: Kris Boler, Rita Rathkey, Lee Bryant, Louise Sargent

STAFF: Jessica Metta (Executive Director), Lauren Hernandez (Office Administrator)

CALL TO ORDER/INTRODUCTIONS

Lee Bryant called the meeting to order at 9:17 a.m. A quorum was present. A roundtable of introductions took place.

Jessica Metta noted she thought Jim Holycross resigned from the Committee.

MINUTES

Kris Boler motioned to approve the minutes of December 17, 2020 as presented. Rita Rathkey seconded the motion. Motion carried unanimously.

REVIEW STIF DISCRETIONARY GRANTS

Jessica Metta explained this item comes up every two years. MCEDD has spent the last few months working on the plan for the Wasco County STIF Formula Funds. Wasco County has asked the PTAC to review applications for the STIF Discretionary Funds, which are part of a competitive process. There were three applications submitted:

1. MCEDD – Gorge Translink Alliance Mobility Management: Jessica noted this application would help fund MCEDD Mobility Manager Kathy Fitzpatrick to connect and encourage collaboration between transit providers in the region. This application would also fund phase two of the Gorge Regional Transit Strategy. Jessica stated this project is the top priority of the two applications MCEDD submitted.
2. MCEDD – Marketing the GORge Pass: Jessica explained this project would be used for marketing and outreach to increase awareness, access, ridership, and sales of the GORge Pass.
3. Hood River County Transportation District – I-84 Columbia Gorge Express Service: Jessica explained this application would fund the operation, administration, and preventative maintenance necessary to preserve existing Columbia Gorge Express transit service from Portland to The Dalles, Hood River to Portland, and Hood River to The Dalles.

Jessica asked the PTAC to prioritize the list or to label each project as ‘fund’ or ‘do not fund.’

Discussion: Kris Boler asked if any of the projects will go away if they are not funded. Jessica replied if project 1 is not funded, the Mobility Manager’s position could be reduced. If project 2 is not funded, the GORge Pass will still be offered but the program could be less successful. If number 3 is not funded, I-84 service could be lost. Jessica noted the process is competitive, and ODOT receives many applications for these funds. The Committee discussed ranking the projects verses giving ‘fund’ or ‘do not fund’ labels. Lee suggested ranking the Gorge Translink Alliance Mobility Management project as priority number one. Louise suggested ranking the I-84 Columbia Gorge Express Service project as priority number two and the Marketing the GORge

Pass project as priority number three. All projects should be marked as “fund.” The committee agreed. Kris Boler suggested the Chamber of Commerce in Portland might be able to help market the GOrge Pass in the Portland area.

REVIEW 2021-2023 LINK OPERATING GRANTS

Jessica Metta reviewed the transportation grants for FY21-23. She noted the PTAC makes the recommendation to Wasco County to apply for the grants. The 5311 Formula Grant for Rural Areas will support operations, preventative maintenance, and dial-a-ride service. The 5310 Enhanced Mobility grant will support public transportation for seniors and individuals with disabilities by funding eligible operations and preventative maintenance. The STF grant will support seniors and individuals with disabilities. No match is required for this grant, and the funds are flexible enough to be used as match funds for the previous two grants.

Louise Sargent motioned to recommend Wasco County apply for the STF, 5310, and 5311 grants. Rita Rathkey seconded the motion. Motion carried unanimously.

STIF PROJECT UPDATES

Jessica Meta gave STIF project updates:

- The Dalles Deviated Fixed-Route – Implemented. The second route opened in October 2020.
- New vehicles – A request for proposals for five new vehicles was published.
- Wasco County Coordinated Transportation Plan Update - Completed in December 2020.
- High School Transit Training and Free Passes – Project on hold due to COVID-19.
- Weekly Celilo Shuttle Service – Transitioned to on-call due to COVID-19 and low ridership.
- Service to Smaller Communities in Wasco County – The weekly shuttle from Maupin/Tygh Valley/Dufur was on hold due to COVID-19 but was restarted in January 2021. MCEDD is looking at how this service can be adjusted to be more useful for those communities.

Discussion: The committee suggested reaching out to these communities to see how the service can be improved. Jessica noted one piece of feedback has been that there are many potential riders in Wamic. TSCC is still operating, so the Link will check in to ensure both services are working together as opposed to against one another. Kris Boler thanked MCEDD for finishing the bus shelter projects.

STAFF UPDATES

Jessica Metta highlighted the following:

- The City of The Dalles Public Works Department completed installation of twenty-five LINK information signs across the community. The signposts and labor to install were provided by the City at no-cost to MCEDD-LINK.
- Staff met with the City Manager of The Dalles to discuss funding of MCEDD-LINK operations and will make a presentation to the City Council in February for an update on The Link. MCEDD requested \$50,000 but is likely to get \$20,000.
- MCEDD issued a request for quotes (RFQ) for five additional new buses.
- Installation of the bus shelter adjacent to Goodwill was completed. A ribbon cutting ceremony was held in coordination with the Chamber of Commerce on October 27th.

Staff continues to lay the groundwork with the City of The Dalles for installation of bus shelters at the Port along Klindt Drive, and adjacent to Next Door, Inc at Kelly Avenue and W. 11th St. Staff continues planning for bus shelters at Bret Clodfelter Way, Mid-Columbia Medical Center and downtown as part of the 1st Street Project. One Community Health also reached out to inquire about a bus stop. Staff is coordinating with City of The Dalles Public Works to create a bus turnout adjacent to MCMC Family Medicine.

- Staff anticipates ODOT will finalize the contract with Kittelson and Associates this month enabling MCEDD to commence work on the Wasco County Transportation Development Plan.
- MCEDD is currently hiring to fill the Transportation Operations Manager and Deputy Director of Transportation positions.
- Ride numbers are down due to COVID-19 but have started to increase again.
- Jessica reported CAT reached out to the LINK with an offer to contract with CAT for the management of the LINK as an alternative to filling the two open management positions.

Discussion: Lee Bryant stated she would not be in favor of contracting with CAT for management of the LINK. Kris Boler and Louise Sargent agreed. The committee discussed the importance of local control and local knowledge, noting that transferring management of the Link to CAT would create a new overall concept of what the Link looks like. The committee agreed MCEDD should continue to hire for the open management positions and discussed possible advertising platforms.

ADJOURNMENT

Meeting adjourned at 9:54 a.m.

Respectfully submitted by Lauren Hernandez, Office Administrator

MEMORANDUM

To: Wasco County Public Transportation Advisory Committee
From: Kate Drennan, Mid-Columbia Economic Development District Deputy Director of Transportation
Date: May 12, 2021
Re: Review of Wasco County Respondents to Request for Proposal for Public Transportation Services

Wasco County has asked the Wasco County Public Transportation Advisory Committee, acting as the county's Statewide Transportation Improvement Fund (STIF) Advisory Committee to review and score respondents to the Request for Proposals to offer Public Transportation Services.

Background

Wasco County receives Federal Transit Administration (FTA) 5310 funds from the State of Oregon to fund public transportation operations in the county. Previously, Wasco County has passed these funds directly to the transit operator in Wasco County, the Link Public Transit – operated by the Mid-Columbia Economic Development District (MCEDD) and earlier by the Mid-Columbia Council of Governments (MCCOG). New rules and guidance by the FTA require that funds be awarded through a competitive solicitation by qualified contractors pursuant to FTA Circular 9070.1G Section 111 14e.

Wasco County issued the Request for Proposals (RFP) on April 14th. The posting can be found under [Public Notices](#). Proposals are due to Wasco County by 4pm on Friday, May 14th and will be sent to PTAC members the following Monday for review.

Action Needed

Members of the PTAC should review each proposal submitted and evaluate the respondents based upon the procurement requirements and ability to deliver the requested services as outlined in the RFP. PTAC members should review and score the proposals in advance of the meeting on Thursday and come prepared to discuss their scores and make a recommendation on which respondent should be awarded the contract. The RFP includes the following items for the proposers to respond to:

Submission Requirements:

- Proposal – Technical Section 1 Qualifications of Contractor and Staff
- Proposal – Technical Section 2 Operations Plan
- Cost Proposal
- References
- Disclosure of Exemption Affidavit (Attachment B)
- Proposer Information and Certification Sheet (Attachment C)
- Responsibility of Inquiry (Attachment D)

The Summary of Services that respondents must provide are listed in the RFP under 'General Operations' and 'Specific Local Service Requirements'. They are described as:

Proposers must provide a turnkey service in compliance with all applicable state and federal requirements for recipients of FTA 5310 funds through ODOT, as documented in the Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements and Federal Transit Administration Master Agreement.

General operations include, without limitation, the following:

- Development, maintenance, and implementation of all administrative programs and plans outlined in state and federal transit funding requirements, including, without limitation, a Title VI Program, Transit Asset Management Plan, and Coordinated Human Services Transportation Plan.
- Administration and finance staff versed in state and federal transit grant requirements and proficient in required reporting tools, including, without limitation, the Oregon Public Transit Information System for grant management and the National Transit Database.
- Attendance at required ODOT Rail and Public Transit Division trainings, as directed by Wasco County from time to time.
- Development and maintenance of a website outlining the service provided under the Contract. The website must provide service notifications, information about required policies and programs, information about filing public comments or complaints, and other information as directed by Wasco County from time to time.
- A call center and dispatch services to coordinate Dial-A-Ride services.
- Ticket fare product, which may include electronic fares.
- Drivers licensed in the State of Oregon and in numbers adequate to provide the Services.
- A program for ongoing driver and staff training, including, without limitation, passenger assistance, defensive driving, first aid/CPR, health insurance portability and accountability, emergency response, and supervisor observed drive-alongs.
- An outreach and marketing program to support the Services.
- Provision and maintenance of all vehicles required to provide the Services in accordance with state and federal asset management requirements.

Specific Local Service Requirements:

- Contractor will provide deviated fixed route and demand responsive general public transportation for northern Wasco County, The Dalles. The local service is deviated fixed route in the City of The Dalles, and demand-response in northern Wasco County (including Dufur, Mosier, Celilo, The Dalles and points in between).
- Deviated fixed route service will be open Monday through Friday, 7:00 a.m. to 6:00 p.m. Demand response service will be open Monday through Friday from 7:00 a.m. to 6:00 p.m., and Saturday from 9:00 a.m. to 4:00 p.m.
- For demand-response, passengers are picked up at their origin and dropped off at their destination.
- All buses must be wheelchair-equipped and any established bus stops that are utilized must be ADA-compliant.

- Contractor must work with local agencies - including Department of Human Services, senior centers, Next Door, Inc. and the Wasco County Public Transportation Advisory Committee - to ensure that Services are meeting priority needs.
- Contractor must provide service in a manner consistent with the Wasco County Coordinated Human Services Transportation Plan adopted in 2020, which will help guide future investment in elderly, disabled, and low-income transportation.

Evaluation Process

The RFP specifies that each member of the Evaluation Committee (the PTAC) shall independently evaluate the submissions. Evaluators will assign a score for each evaluation criterion listed in the section below, up to the maximum points available listed for each scored item. The Committee may request further information from a proposer to gain additional understanding of the Proposal. A response to the clarification request must be to clarify or explain portions of the already submitted proposal and not contain new information not included in the original proposal.

The RFP includes the following evaluation items and max points to score proposals by. The posted RFP includes more information on criteria to consider for each evaluation item, starting on page 15. Please assign scores for each evaluation item to each proposal submission.

Evaluation Item	Max Points
1. Understanding the Requested Services	20
2. Proposer’s General Qualifications	30
3. Commitment to Customer Service	15
4. Commitment to Safety	15
5. Value	20
Total Possible Score	100

Memorandum

To: Wasco County Public Transportation Advisory Committee

From: Kate Drennan, Deputy Director of Transportation

Date: May 20, 2021

Re: Wasco County FY21 Q3 STIF Plan Project Updates

Project Name	Project Description in Plan	Status
The Dalles Deviated Fixed-Route	Implement a new deviated fixed-route bus service in The Dalles.	We continue to operate both fixed routes, ridership increased 25% over last quarter as more people feel safe to ride. We have added two new stops to our route serving One Community Health, and the Pallet Housing Shelter.
New Vehicles / Capital Reserve	Grant match funds to support the deviated fixed-route with an additional vehicle in FY19 and add another vehicle to the fleet in FY21.	Completed.
Administrative Support for Wasco County STIF	Support for LINK administration to maintain existing services and launch new services.	Ongoing.
Wasco County Coordinated Transportation Plan Update	Necessary for meeting program requirements as plan must be updated by 2020	Completed in December 2020.
The Dalles Transit Center Facility Completion	Supplementing current grant funds to complete repairs to the vehicle gate and construction of a bus barn.	Completed.
High School Transit Training and Free Passes	During the school year, quarterly transit training at The Dalles High School, Dufur High School and Wahtonka Community School. One free ride per month for high school students at the schools mentioned.	This quarter, we started promoting that students could ride free just by showing their student ID rather than relying on school distribution of tickets.

Spanish Language Outreach	Development of additional Spanish marketing and rider materials, adding Spanish to the vehicle exteriors, cultural training for LINK staff.	<p>Worked with The Next Door Inc staff to organize transportation for Migrant and Seasonal Workers to vaccination clinics. The clinics to date have been at the work sites and transport has not yet been needed.</p> <p>The Mobility Manager worked with the public health authorities to make signups for the Migrant Worker clinics more user-friendly and to make the transportation information more visible. Coordination with the Next Door cultural training for drivers has been delayed due to COVID-19.</p>
Driver/ Dispatch Wage Increase	Increase in wages to remain competitive.	Completed.
Mobility Management Transit Support	Transit training for The Dalles Middle Schoolers, as well as additional outreach to Latino populations and Celilo Village and other low-income populations in the LINK service area.	<p>Weekly meetings with the Gorge Native American Collaborative to address immediate transportation needs and longer-term challenges. This quarter the Mobility Manager worked with the One Community Health and Columbia River Intertribal Fish Commission to schedule transport via public transit to the Celilo Village Vaccination Clinics.</p> <p>Received a grant from the Columbia Gorge Health Council to provide passes to low-income residents of both Hood River and Wasco Counties. We will conduct outreach to the Wasco County partner organizations to help distribute passes, including the Veterans Service Office, Mid-Columbia Community Action Programs, DHS Action Team, Columbia Gorge Community College, Mid-Columbia</p>

		Housing Authority, Gorge Grown, and The Next Door Inc.
Mobile Ticketing App	Launching new mobile ticketing app to boost ridership.	Completed.
Expanded LINK Hours for Employment Transportation Needs	Expanding service from 6am to 7pm on weekdays.	Hours currently at 7am-6pm.
Weekly Celilo Shuttle	Weekly shuttle from Celilo Village and Lone Pine to The Dalles.	Service continues, but with low ridership. The shuttle will cease in FY22 due to the end of the grant supporting it.
Expanded Marketing	Doubling of annual LINK marketing budget to boost ridership.	Marketing increased significantly with regular ad placements each month. A more comprehensive marketing plan will be undertaken in FY22.
Free Farmers Market Service	Adding stop on the deviated fixed-route at The Dalles Farmers' Market when the market is open, possibly free passes	We are currently operation Dial-a-Ride services on Saturday which will serve The Dalles farmers market when it reopens in June 2021.
Grant Match Reserve	Build up reserve that could be used for other federal and state grants.	These funds will be fully expended in the vehicle replacement grant as referenced above, and also for TGM grant match for transit masterplan.
Service to Smaller Communities in Wasco County	Increased capacity for Maupin and South County residents with a part-time LINK driver and mini-van stationed in Maupin.	Weekly shuttle from Maupin/ Tygh Valley/ Dufur restarted in January 2021 and continues to bring riders to The Dalles for shopping and appointments.

Saturday Service	Expanding service to include 8am to 5pm on Saturdays	Dial-a-ride service being provided from 9am to 4pm.
Bus Shelters and Amenities	Grant match for bus shelters and amenities in support of the deviated fixed-route.	Completed.
Youth Summer Service	Adding stop on the deviated fixed-route at The Dalles Aquatic Center when school is out, possibly free passes for youth	Plans to start in 2020 were canceled due to COVID-19. Summer 2021 planning is underway.
Bus Bike Racks	Adding bike racks to all of the LINK buses.	Completed.

To: MCEDD Transportation Administration Board
From: Kate Drennan, Deputy Director of Transportation
Date: May 20, 2021
Re: Quarterly LINK Operations Report

Operations

- The MCEDD-LINK lobby is once again open and serving the public at full capacity.
- Personal Protective Equipment (PPE). We remain in full compliance with the transit rules issued by Governor Brown, including PPE for staff, passenger spacing, and mask wear. LINK provides masks for riders that do not have one.
- We have hired a new part-time driver, Robbyn, who had previously driven for the Link before retiring. We are excited to welcome her back on staff. We are currently hiring for both a Full-Time and Part-Time Driver.

We hired a new Deputy Director of Transportation Kate Drennan and Transportation Operations Manager Jesus Mendoza. Kate will oversee transportation planning and operations for MCEDD as well as overseeing the Link with support from Jesus, who is focused on supporting our drivers and dispatchers and operating The Link.

Grants

- We are working on award contracts for the 5311 grant and Special Transportation Grant funds as presented at the last PTAC meeting. The 5310 grant for Wasco County will be awarded pending selection of a contractor. These three grants support the dial-a-ride service.
- We were given around \$153k in additional CARES funds. All together, we have received almost \$600,000 in CARES funds for The Link. Some funds must be spent by June 30, 2022 and the majority by June 30, 2023.
- Regional Mobility: In partnership with CAT, we were awarded a regional grant focused on outreach, travel training, and supporting a regional transit strategy. The works included a request to add an additional full-time equivalent employee to MCEDD for Mobility Management, including more outreach in Wasco County as supported by the STIF Plan.
- Marketing: In partnership with CAT, we were awarded a regional marketing grant focused on regional transit messaging, branding, marketing and PR for the new shared Gorge transit pass – the GORge Pass. We have issued an RFP to solicit consultant services.

Physical Assets

- Bus Shelters & Bus Stops.
 - Beginning the week of April 27th, we began piloting a new bus stop at One Community Health to better serve a growing population of riders accessing this destination. Our transit operations manager Jesus is working with the service provider and our drivers to gather feedback on the efficacy of the new stop.
 - After being approached by the Mid-Columbia Community Action Council, we began exploring a way to serve the new homeless shelter site. On May 10th we began serving the Pallet Housing Shelter off Bargeway Road. We're working with staff at the site to

- share information and educate new riders on how to use the system.
- We continue to lay the groundwork with the City of The Dalles for installation of bus shelters at the Port along Klindt Drive, and adjacent to Next Door, Inc at Kelly Avenue and W. 11th St. We anticipate completion of these 2 shelters this summer.
- We continue planning for bus shelters at Bret Clodfelter Way, Mid-Columbia Medical Center and downtown as part of the 1st Street Project, but some conversations have been placed on hold due to COVID.
- We have ordered five new buses that are set to arrive in early summer. As we incorporate them into service, we plan to retire and sell two older vehicles.

Other Items

- Wasco County Transportation Development Plan. The TDP contract received notice to proceed in April and we have had our first meetings with the consultants to discuss the plan elements and timeline.

Ride Information for The Link

ALL DEMAND RESPONSE	Oct-Dec 2020	Jan-Mar 2021
Total Passenger One-Way Trips	2,472	3,324
Elderly/Disabled One-Way Trips	1,837	2,023
Revenue Service Hours	431	2,137*
Revenue Service Miles	9,304	22,259*
DEVIATED FIXED ROUTE		
Total Passenger One-Way Trips	673	908
Elderly/Disabled One-Way Trips	152	221
Revenue Service Hours	1,373	1,363
Revenue Service Miles	12,237	13,118
TOTAL DAR + DFR		
Total Passenger One-Way Trips	3,349	4,232
Elderly/Disabled One-Way Trips	1,978	2,244
Revenue Service Hours	1,796	3,500
Revenue Service Miles	21,529	35,377

** We are verifying this number with our dispatch staff and will update the PTAC during the meeting

The LINK Passenger One-Way Rides Total

