

**Coordinating Committee Meeting**

June 9, 2017

Tillamook County Transportation District3600 3rd St

Tillamook, OR

10:00 am—3:00 pm

Agenda

10:00— 10:10a	<ol style="list-style-type: none"> 1. Introductions. Welcome to Guests 2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✚ May 12, 2017 Meeting Minutes (attached) ✚ May 2017 Financial Report ✚ Ridership Tracking (April 2017) 	Doug Pilent
10:10— 10:15a	<ol style="list-style-type: none"> 3. 2017—2018 Draft Budget <ul style="list-style-type: none"> – Final Reading 	Doug Pilent
10:15— 12:00 p	<ol style="list-style-type: none"> 4. Website Training 	Thomas Craig
12:00	<ol style="list-style-type: none"> 5. Lunch 	
1:00— 1:30p	<ol style="list-style-type: none"> 6. Marketing Updates <ul style="list-style-type: none"> ✚ Advertising ✚ Group On Promotion 	Mary Burke Jeff
1:30— 2:30p	<ol style="list-style-type: none"> 7. NWOTA Standing Items <ul style="list-style-type: none"> ✚ STIP Pedestrian Access Study Grant ✚ Management Plan Action Items Update/2017 NWACT Work Schedule (attached) <ul style="list-style-type: none"> ▪ Management Plan Adoption Update ▪ Driver Training Update ▪ Route Coordination Sub-Committee ▪ Public Information Presentation ▪ Make Presentations ▪ Update IGA ▪ Investigate Joint Procurement Opportunities 	Ken/Doug Mary M
2:30— 3:00p	<ol style="list-style-type: none"> 8. Member Updates 	All

Attachments:

May 12, 2017 Meeting Minutes
Management Plan Action Items/NWOTA Work Plan

NWOTA meetings are open to the public and accommodations will be provided to persons with disabilities. If a sign language interpreter is needed, please call Mary McArthur at 503.228.5565 at least 48 hours prior to the meeting.

www.nwconnector.net

NW Oregon Transit Alliance (NWOTA)
Coordinating Committee (Teleconferenced) Meeting Minutes
May 12, 2017
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees/callers included:
 - Cynda Bruce—Lincoln County Transit
 - Jeff Hazen—Sunset Empire Transportation District
 - Lee Lazaro—Benton County Transportation
 - Doug Pilant—Tillamook County Transportation District
 - Michael Ray—Columbia County Rider
 - Mary Burke—Maverick Media
 - Thomas Craig —Trillium Solutions
2. Consent Calendar (Approved Unanimously JH/MR)
 - ✚ April 14, 2017 Meeting Minutes—Sunset Empire amended to read Transportation District.
 - ✚ April 17, 2017 Financial Report—Discussion regarding the balance of the current FY budget and potentially repurposing some of that balance into the FY 2017-18 budget. Since no new marketing funds were awarded for the next biennium, partners discussed how to continue the Connector awareness and ridership momentum currently being generated through advertising and the upcoming launch of the new website. Benton/Clatsop/Lincoln/Tillamook partners agreed to repurpose their current match (unused) match commitment for the STF application which was not funded into marketing for next year. In addition, there will be a balance in the Graphics Administration and IT Support line items that can be repurposed. Doug will draft a revised FY 2017—18 budget and send it out electronically for the group to review, and affirm a final budget at the June 2018 meeting.
 - ✚ March 2017 Ridership Tracking—Report was handed out and reviewed.
3. NWOTA Standing Items
 - ✚ STIP Pedestrian Access Study Grant—Doug, Michael, Mary and Ken will be teleconferencing with Phillip Andrews (ODOT procurement) to discuss the proposals.
 - ✚ Management Plan—June agenda item.
4. Website Development

Soft launch will be available next week. Partners are encouraged to review and get their changes in ASAP. Hard launch planned for the end of May.
5. Proposed 2017 Marketing
 - ✚ Advertising—Doug has heard the radio advertising running in Tillamook County. Mary B expressed her concern that the advertising may be sending riders to the old website. The new website will launch before the June advertising starts.
 - ✚ Group On Promotion—June agenda item.
6. NWOTA Driver Training Update—June agenda item.
7. Member Updates
 - ✚ Issues with 5311 Program Formula—PTD is reviewing the 5311 formula, which has resulted in some controversy within the transit districts. Oregon is one of few states that allocates the funding, rather than has competitive requests. Confusion about why there is interest in relooking at the formula, since seems to be equitable for rural transit districts.
 - ✚ CCR—County’s General Ledger current numbers show a gap, and don’t reflect funds still to come in. Next year’s budget originally came in \$3 million over budget. Have got it down to

\$200,000 deficient by cutting 44% service. Administrative allocation charges have gone up significantly.

- ✚ SETD—Working on budget, concentrated time right now. Interested in recruitment, adding needed personnel.
- ✚ Tillamook County—Received bids for building renovation/repairs, lowest was \$300,000 over budget which will require paring down work. Contractors are all busy. Meeting budget committee next week. Planning on 2 additional trips to Cannon Beach and 1 additional trip to Portland. Tribes are looking for a new service provider for the Salem component of their route. TCTD is looking at costing that out.

Next Meeting: June 9, 2017. In-person.

Recorded: Mary McArthur, Col-Pac EDD and NWOTA Staff

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