

Coordinating Committee Annual Meeting

July 14, 2017

Tillamook County Transportation District

Tillamook, OR

9:00 am—12:00 pm

Teleconference

866/755-7677

Pin # 005939

Agenda

10:00— 10:15a	1. Introductions. Welcome to Guests 2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✚ June 9, 2017 Meeting Minutes (attached) ✚ June 2017 (Year End) Financial Report ✚ Ridership Tracking (May 2017) 	Doug Pilant
10:15— 10:30a	3. Election of 2017—2018 Officers	Doug Pilant
10:30— 11:30 p	4. NWOTA Standing Items <ul style="list-style-type: none"> ✚ STIP Transit Access Study ✚ Marketing/Advertising ✚ Website ✚ Driver Training ✚ Work Plan 	Doug/Mary/All
11:30— 12:00p	5. Member Updates	All

Attachments:

June 9, 2017 Meeting Minutes

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.

NW Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes
June 9, 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
 - Thomas Craig —Trillium Solutions
 - Ken Shonkwiler, Arla Miller—ODOT
 - Jamey Dempster—Nelson Nygaard
2. Consent Calendar Approved Unanimously. (CB/MR)
 - ✚ May 12, 2017 Meeting Minutes
 - ✚ May 2017 Financial Report—The report shows some outstanding partner match balances, but they were paid in June, and all partners are current with their match commitments. The \$3,375 listed on line item 7—5311(f) IC Marketing if for the Oregon Coast Visitor Guide.
 - ✚ May 2017 Ridership Tracking—Report was handed out and reviewed.
3. 2017—2018 Draft Budget Final Reading

Only change from the first reading was that NWOTA’s 5311(f) application for marketing funding was not approved, ODOT has more limited funding this biennium and chose to cut back on funding of marketing projects. Thus the marketing budget was revised downward. Partners unanimously approved the 2017—2018 budget. (LL/CB)
4. Website Training

Partners agreed by consensus to extend the Trillium contract through June 2018 for ongoing training, maintenance and adjustments that are identified as needed now that the site has gone live. Need to understand how the “template” piece of the website works. The template effectively goes to ODOT for follow-up. Trillium is going to document how they set up the website and hand it off to ODOT. Thomas Craig walked the partners through how to use the various website features.
5. Marketing
 - ✚ Advertising—Mary Burke reported by email that she moved the start dates forward a week except for Portland where the station schedule had already been purchased earlier, to line up with the revised website launch date. She provided a revised schedule, although the written plan remains the same as the dates were not specified. A discussion on the next biennium’s marketing budget was postponed until this year’s funding begins to expire.
 - ✚ Group On Promotion—Discussion on having blackout dates during the holidays. Transit can really help relieve congestion during the holidays. But for some districts, Summer holidays and Thanksgiving weekend are high ridership times. Jeff will send out an email to all the partners to identify which holidays they are comfortable blacking out.
6. STIP Pedestrian Access Study Grant—Ken reported that ODOT is working with the Consultant on their Scope of Work, and the work is coming in under budget. Will be working each specialty area of work one at a time for all the proposed sites, rather than sequentially going out to each of the partner sites. Question, do the partners want to be present at the site reviews, or send Ken typed notes? Partners concurred that it might go more smoothly if they are present at the visits. Would

be able to answer questions. Partners will meet ODOT's schedule. If a partner can't attend a visit, they should communicate any pertinent information to Ken. Ken will send out a schedule of visits.

Mary will forward on the Consultant Scope of Work and budget to all the partners. Question: When expect work to start on the project? Expect to have a signed contract within 2 weeks. Within a month, hope to have the consultant start. Tentatively plan on next NWOTA Board meeting in July to meet with the consultant if that timing will work. Doug will be replacing Neskowin stop with one in Rockaway Beach.

7. Management Plan Action Items Update

- ✦ Management Plan Adoption—Waiting on Columbia County, which has been dealing with their 2017–18 budget. SETD and Lincoln County want to see if Columbia County is going to make any changes. Benton County is working on getting their Coordinated Plan adopted and then will work on the NWOTA Management Plan. Michael doesn't expect any changes from his Board of Commissioners. Columbia County's budget will be adopted on June 28th, and will reflect large increases in CCR contractor costs. Service cuts/expansions can't impact disadvantaged populations disproportionately.
- ✦ Driver Training—Waiting for the website to launch and Cathy will then go out to work with the partners on their driver training and include website training as well.
- ✦ Route Coordination Sub-Committee—Lincoln and Benton are already working together on some new connections. Jeff and Michael are working together on Hwy 30, and Michael is working on the Longview WA scheduling. Tillamook will be coordinating with SETD on 2 more connections in Cannon Beach. Also working on the Coastal Connectors route. Informally working together seems to be working, so at this time, a sub-committee doesn't seem to be needed.
- ✦ Public Information—Mary M will work with Mary Parker (SETD) on developing stories. Benton, Columbia and Lincoln counties have public information which could help get stories out. Cathy might be able to get stories from the drivers she trains that could be used for public interest stories.
- ✦ Public Information Presentation(s)—Launching of the website, might be an opportunity to do NW Connector "Ted" talks. NW Connector is a story in itself, unique as a multi-region system. Include the impact of combining costs such as the website. Use presentation of the website rather than a power point presentation. Present at NWACT and MWACT and OTA in October.
- ✦ Update IGA—Mary and Doug will revisit the last draft.
- ✦ Investigate Joint Procurement Opportunities—Website, STIP, driver training.

8. Member Updates

- ✦ Benton County—Lee was elected chair of the Linn/Benton Loop group. In adoption process of the Coordinated Plan.
- ✦ Lincoln County—Adopted Coordinated Plan. Cynda's Long Range Plan will be completed in January 2018.
- ✦ SETD—Hired a new Operations Director and Finance Director.
- ✦ CCR—Submitted a TGM application for a long range plan.
- ✦ Tillamook County—Finished budget. Working on Coastal Connector. Will contracting with Jackson Construction on renovation of the admin facility.
- ✦ ODOT—Finishing up on grant agreements.

Next Meeting: July 14, 2017. In-person if the Pedestrian Access consultant is on-board by then. Annual Meeting is in July as well.

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