



Coordinating Committee Meeting

October 13, 2017

Tillamook County Transportation District

Tillamook, OR

9:00 am—12:00 pm

Teleconference

866/755-7677

Pin # 005939

Agenda

9:00— 9:10a	<ol style="list-style-type: none"> 1. Introductions. Welcome to Guests 2. Consent Calendar (Action Items) <ul style="list-style-type: none"> + September 22, 2017 Meeting Minutes (attached) + September 2017 Financial Report (attached) + Ridership Tracking 	Cynda Bruce
9:10— 9:30a	<ol style="list-style-type: none"> 3. Website Development Update 	Thomas Craig
9:30— 10:00a	<ol style="list-style-type: none"> 4. NWOTA Standing Items <ul style="list-style-type: none"> + IGA—Updating Fiscal Agent + Marketing—Replacing Maverick Media + Swiftly Update + Management Plan Action Items Update/2017 NWACT Work Schedule <ul style="list-style-type: none"> ▪ Management Plan Adoption Update ▪ Driver Training Update ▪ Development of Policies/Operating Procedures ▪ Public Information Presentation ▪ Make Presentations ▪ Update IGA ▪ Investigate Joint Procurement Opportunities 	All
10:00— 10:30 a	<ol style="list-style-type: none"> 5. Transit Access Biweekly Coordination <ul style="list-style-type: none"> + Final List of Stops + Field Visits Draft Itinerary 	Ken Shonkwiler/ Ryan Farncomb
10:30— 11:00a	<ol style="list-style-type: none"> 6. Member Updates 	All

Attachments:

September 22, 2017 Meeting Minutes
September Financial Statement

Transit Access Study Final List of Stops
Transit Access Study Field Visits (Draft)

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
September 22, 2017
Tillamook, OR

1. Introductions: 10:04 a.m. Doug Pilant, Coordinating Committee Chair, opened the meeting.

Meeting attendees attended or called in:

- 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
- Arla Miller, Ken Shonkwiler—ODOT
- Karen Kent—Col-Pac EDD, filling in for Mary McArthur
- Ryan Farncomb—CH2M
- Shawn Kummer—CH2M
- Scott Richman—CH2M Environmental Lead
- Carole Richardson—Plangineering

2. Consent Calendar: Unanimously approved. (JH/MR)

✚ August 11, 2017 Meeting Minutes

✚ August 2017 Financial Report—Marketing & website re-design are the only expenses so far.

✚ August 2017 Ridership Tracking—Cynda submitted the totals for Lincoln City to Newport and Newport to Corvallis. Jeff will get the Astoria to Cannon Beach totals.

3. Driver Training Update

Driver-training program was well received in both Columbia and Clatsop counties. Both morning and afternoon classes were scheduled, and some overtime had to be paid. Columbia County Rider noted that their contractor, MTR Western, knew more and were much more excited than dispatch employees. They would like Cathy Bond to come back again and meet with more people. Lincoln County is next and has a new trainer on board as of September 1, 2017.

4. STIP Transit Access Study meeting with Consultant

Need to get the number stops down to 24 (currently at 27).

Questions for NWOTA partners:

✚ What is the number 1 outcome wanted? Answer: Get stops/project to grant application-ready and complete a One Stop Map

✚ What is currently not working with Connector pedestrian access? Answer: Poorly designed signs...Using huge green signs that blow away in the wind because of how they attach to the ground. Tall, rusty clamps look bad. The signs are fading and can't be seen at night. No reflection. Lincoln County redesigned their signs. Seaside needs shelters that withstand a 130 mph wind gust, current design is only to 120 mph.

✚ What is Working? Answer: Shelters are fine, means of attaching it is another issue, like the 360 degree view, place for the map.

Project Scope of Work:

✚ Task 1—Project Management: ODOT (Ken) will take the lead

✚ Task 2—Needs Assessment: Bike/Ped access, ADA accommodations, general comfort without being too comfortable (address vagrant problems such as no long benches, visibility, lean-on design, etc.), address way-finding improvements, parking availability (on and off street) in

proximity to stops, land use context, ROW needs and limits, bus pullouts, concept designs to use for all rural or city shelters, simple or elaborate designs (can pick and choose).

- ✚ Task 3—Environmental Needs and Compliance: Must address environmental impacts, mitigation measures, and permitting requirements. For example, address wetlands and floodplains. Stops on State highways need to work closely with ODOT Region 2 Maintenance.
- ✚ Task 4—30% Design Submittal: Address cost estimates, schedule construction bids, complete survey, continue environmental work for stop improvements.
- ✚ Next Steps: Doodle Poll will be sent out shortly to set up bus stop tours in October, Carol suggested assigning one permit approval person. If possible, have permitting staff go on Stop Tour. Complete Needs Assessment by 12/31/17. Drafts should be ready in January 2018..Pick the best. Final drafts complete by the end of February. Send to Engineers in March. Should have cost estimates by mid-summer 2018. Schedule final meeting. Submit Grant application.

5. Member Updates

- ✚ Lincoln County—Continued work on Transit Development Plan. One more meeting, almost complete. Just hired a Field Supervisor. Fred is working 4 hours per day/ 5 days a week. They are getting a new bus soon. Downsizing the Dial-A-Ride fleet from 15 to 8 buses. Retro fitting buses is very expensive vs purchasing new. (i.e. Fold up seats are \$100 new vs \$800 retro fitting. Issues with narrow aisles on the ARBOC Ford Transit recall is effecting everyone.
- ✚ Sunset Empire Transportation District—Moved a trolley car (Bus) to Cannon Beach. Over a 6 week period there was an increase of 178% in ridership. Looking into other types of buses such as electric and hydrogen. Planning to go to the Atlanta Expo. There are over 800 booths (6 min. per booth). Also going to the Pendleton Conference. Bus Rodeo coming up, participation seems to be down this year. Regarding HB 2017 funding goals and reporting: ODOT will report to the legislature on how well the new funding will leverage other Federal funding. Some communities with low transit dollar investments (such as Hood River) will see a huge increase in riders and miles traveled and will easily leverage additional federal funding. Well-funded transit programs receiving this new money probably won't experience large increases. What percentage of need is being met? Will the goal be measured state-wide or will it be program by program? Section 5311 survey needs to be completed by September 29, 2017. Only 40% of agencies have responded and this needs to be 100%. Jeff proposed that NWOTA submit a TIGER grant as a group application. Rural Agencies qualify for 100% with no match. Minimum \$1 million request. All the Transit Districts are spending a lot of money on maintenance and could all use new buses. Who would be the Lead? NWOTA or Tillamook Transit? Application is due by Monday, October 16th, 2017. Doug said he'd reach out to Carol Richardson for help with this. All participants were encouraged to go to Grants.gov as soon as possible to research what is needed to expedite the application process.
- ✚ CC Rider—Put out RFQ for a 30-passenger bus, received one back that did not meet standards. Will be re-writing RFQ for a Transit Coach or a Bluebird. Basin Transit just purchased two Bluebirds. Jeff from Sunset Transit will send Columbia County Rider information regarding the differences between the Bluebirds and the Cutaways. Wants a smaller fleet of vans for Dial-a-Ride. Working on a bus stop at Havlik Dr and Hwy 30 WB/N. ODOT Rail installing bus signs in Scappoose with money received from grant.
- ✚ Benton—August 2nd launched new service from Amtrak in Albany to Corvallis. Working on route schedule study to tie NW Connector to the Linn/Benton County Loop. Worked at the Beaver Fair in Corvallis last week. Just finished 3 year update to Title 6 plan. Taking plan to Board in November.
- ✚ ODOT—A new Train Schedule will be coming out in December. HB2017 ODOT Use of Funds: Administrative funds come off the top. Karyn Criswell to help write rules then OTC will sign off. Timeline: Plans need to be submitted by January and the rules are still being written. 5310 funding went down significantly.

- ✦ Tillamook—Building remodel still in progress. The drawings had “field measurements” for the trusses, not actual. Trusses were 7 inches off, the roof tiles were taken off the roof, and the rains had started. Discovered the 1978 heating system was full of mold so they had to purchase a new heating system. Waiting for inspection. Was to be Oct 1, now hoping for the end of October. Purchased a new purchasing and scheduling software program (ECOLANE) that does trip mapping and a mileage based option for the shared ride program. It’s a cloud based GIS system that should be going live this next quarter. Working on the Neskowin bus stop. Implemented a weekend shuttle in Pacific City and had over 500 riders in 8 weeks. Increased evening Fair bus service, marketing was great. Coastal Connector Operation Plan—Now has 3 daily round trips to the Salem Bus/Amtrak terminal. At 5 a.m. goes to Lincoln City, then on to Salem, Greyhound connections NB and SB to Sacramento, CA. Increased from 23 connections to 28 connections. October 2, begin daily trips to Grand Ronde and Spirit Mountain Casinos. (Currently only provided on weekends). Casinos are helping pay the additional 4 drivers needed and providing space for the buses. Increasing number of “benefited” drivers by 3.

6. Other Business

- ✦ NW Oregon Transit Alliance IGA. Questions/Discussion:
 - Who wrote the original IGA?
 - Wish that the attorneys would get together
 - Columbia County Board wants the management plan before IGA settled and signed
 - Doug hasn’t brought the IGA to his attorney yet. His Board had some concerns, resulting from a misinterpretation of the management plan. Worried about giving up autonomy.
 - Lee suggested looking at the existing IGA to see if still valid. May just need to be an amendment to change the fiscal agent from Columbia County to Tillamook County. Would Robin or Henry take the lead on that? Michael will talk to Robin first then Henry if needed.
 - Would Amendment have to go through Legal or Board Approval?
- ✦ Next Meeting(s):
 - October 4, 2017. In-person at Pendleton Conference
 - Teleconference: October 13, 2017
 - Next Discussions: Mary Burke retirement, recalculations and refund/additional payments discussions based on new “24 shelter” list, Trillium

Meeting adjourned at 2:25 p.m.

Recorded: Karen Kent, Col-Pac EDD and NWOTA Staff

Tillamook County Transportation District
 Financial Statement - Unposted Transactions Included In Report
 From 9/1/2017 Through 9/30/2017

08 - Northwest Oregon Transit Alliance

		Current Period		Current Year		Total Budget		Bdgt .25%
		Actual	Budget	Actual	Budget	Variance		
Resources								
Working Capital	3500	0.00	0.00	0.00	30,000.00	(30,000.00)		0.00%
NWOTA Partner Cont. Match	4225	0.00	0.00	10,000.00	57,120.00	(47,120.00)		17.50%
Grants - 5311 (f)	4240	0.00	2,550.00	0.00	30,600.00	(30,600.00)		0.00%
Transfer From General Fund	4911	0.00	0.00	0.00	14,280.00	(14,280.00)		0.00%
Transfer from STF Fund	4916	0.00	0.00	51,064.00	0.00	51,064.00		0.00%
Total Resources		<u>0.00</u>	<u>2,550.00</u>	<u>61,064.00</u>	<u>132,000.00</u>	<u>(70,936.00)</u>		<u>46.26%</u>
Expenses								
Materials and Services								
Professional Services	5100	0.00	1,750.00	0.00	21,000.00	21,000.00		0.00%
Administrative Support	5101	4,569.54	2,083.33	4,569.54	25,000.00	20,430.46		18.27%
Website Maintenance	5102	0.00	416.67	0.00	5,000.00	5,000.00		0.00%
Marketing	5190	2,825.98	2,354.17	10,669.94	28,250.00	17,580.06		37.76%
Website Re-Design	5191	0.00	0.00	4,148.00	0.00	(4,148.00)		0.00%
Travel & Training	5220	0.00	416.67	0.00	5,000.00	5,000.00		0.00%
Total Materials and Services		<u>7,395.52</u>	<u>7,020.84</u>	<u>19,387.48</u>	<u>84,250.00</u>	<u>64,862.52</u>		<u>23.01%</u>
Transfers								
Transfer to General Fund	9130	0.00	0.00	0.00	13,000.00	13,000.00		0.00%
Reserve for Future Expenditure	9175	0.00	0.00	0.00	34,750.00	34,750.00		0.00%
Total Transfers		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>47,750.00</u>	<u>47,750.00</u>		<u>0.00%</u>
Total Expenses		<u>7,395.52</u>	<u>7,020.84</u>	<u>19,387.48</u>	<u>132,000.00</u>	<u>112,612.52</u>		<u>14.69%</u>

Benton County

Philomath #1 Westbound	44.54025	-123.366	Existing shelters – may not need much. Assess ped/bike access, safety.
Philomath #2 Eastbound	44.539028	-123.371056	Existing shelters – may not need much. Assess ped/bike access, safety. Courtesy
Lewisburg NW	44.629	-123.241417	On Highway 99W
Granger Road NE			On Highway 99W – at Lewisburg Road intersection
Adair Village	44.66883	-123.222744	Transit stop in Adair Village

Columbia County

WB HWY 30 at Havlik	45°44'28.84"N	122°52'41.07"W
WB HWY 30 at Gable	45°50'55.99"N	122°49'52.49"W
EB HWY 30 at Gable	45°51'30.84"N	122°49'18.42"W
EB HWY 30 east of Columbia Blvd/approx 60' east of start of bike lane	46.105	123.206
Clatskanie Safeway	46.105256	-123.207175

Clatsop County

Knappa	46.168202	-123.58234	Only a sign presently. Crossing concerns.
Warrenton	46.147357	-123.917277	New development nearby, will be busy stop soon.
Gearhart	46.025681	-123.912005	Only a sign presently. TSP-identified improvements here
Seaside	45.992633	-123920987	No meeting comments

Tillamook County

Rockaway Beach (1)			No meeting comments
Rockaway Beach (2)	45.609695	123.944452	No meeting comments
Tillamook Cheese Factory NB	45.483806	-123.845333	Crossing safety
Tillamook Cheese Factory SB			Crossing safety
Hebo	45.22922	-123.863028	Existing SB stop at Post Office. Needs improvement, NB stop on Highway 101
Pacific City	45.21491	-123.969556	Just south of Pelican Pub. Consider relocating to Cape Kiwanda Drive. Would need to discuss with County

Lincoln County

Neotsu Post Office	44.997976	-123.995577	Difficult location. Shared with TCTD. Bus maneuvering issues in parking lot; buses end up blocking the highway
NB Otter Rock	43.804133	-120.554201	Safety concerns on Highway 101. No improvements currently.
Newport Walmart	44.656729	-124.054419	Move stop at the edge of Walmart to new location
Newport Comm. College	44.602882	-124.042346	Relocate stop – buses have trouble maneuvering in parking lot
Ray's Market	44.429521	-124.060714	580 NE Broadway St., Waldport, OR 97394, 44.429521, -124.060714

10/11/17

NW Transit Access Field Visit DRAFT Itinerary Oct 25 - 27

Day 1 – Wednesday, October 25, 2017

Sunset Empire Transportation District and Columbia County Rider

Time	Stop	Address for Directions
Sunset Empire Transportation District		
ODOT/NWOTA Staff: Ken, Donna, Jeff, Michael		
Consultant Staff: Ryan, Ralph, Shawn, Heidi		
80 miles (1.5 hours) from CH2M PDX to first stop on Day 2		
		Meet Jeff at this stop
9:00 – 9:20 AM	Stop #9 – Seaside	851 Broadway St, Seaside, Oregon, 97138 2.4 miles to next stop
9:30 – 9:50 AM	Stop #8 - Gearhart	3518 Park Dr, Seaside, Oregon, 97138 8.7 miles to next stop
10:00 – 10:20 AM	Stop #7 - Warrenton	1540 SE Discovery Ln, Warrenton, Oregon, 97146 19.7 miles to next stop
10:50 – 11:10 AM	Stop #6 - Knappa	42930 Old Highway 30, Astoria, Oregon, 97103 21 miles to lunch stop in Clatskanie
12:00 PM – 1:00 PM	Lunch	Clatskanie 0 miles to next stop
Columbia County Rider		
1:00 – 1:20 PM	Stop #5 - Clatskanie Safeway	Meet Michael at this stop (Ryan or Ken will text Michael to confirm time) 303 Lower Columbia River Hwy, Clatskanie, Oregon, 97016 32 miles to next stop
2:00 – 2:20 PM	Stop #4 - EB HWY 30 east of Columbia Blvd	155 US-30, Saint Helens, Oregon, 97051 0.8 miles to next stop
2:30 – 3:10 PM	Stop #2 - WB HWY 30 at Gable	758-798 US-30, Saint Helens, Oregon, 97051 7.9 miles to next stop
	Stop #3 - EB HWY 30 at Gable	
3:30 – 3:50 PM	Stop #1 - WB HWY 30 at Havlik	52129 Columbia River Hwy, Scappoose, OR 97056
Back to PDX		22 miles (40 min) back to CH2M

Day 2 – Thursday October, 26, 2017

Benton County Transportation District & Lincoln County Transit

Time	Stop	Address for Directions
Benton County Transportation District		
ODOT/NWOTA Staff: Ken, Donna, Lee, Cynda		
Consultant Staff: Ryan, Adrianna, Shawn, Heidi		
78 miles (1.5 hours) from CH2M Hill PDX to first stop on Day 2		
9:00 – 9:20 AM	Stop #24 – Adair Village	Meet Lee at this stop 6020 NE William R Carr St, Corvallis, Oregon, 97330 3 miles to next stop
9:30 – 10:10 AM	Stop #22 - Lewisburg NW Stop #23 - Granger Road NE	5801-6067 Pacific Hwy W, Corvallis, Oregon, 97330 10.4 miles to next stop
10:30 – 11:10 AM	Stop #21a - Philomath #1 Westbound Stop #21b - Philomath #2 Eastbound	1405 Main St, Philomath, OR 97370 60 miles to lunch
Lincoln County Transit		
12:30 – 1:30 PM	Lunch	Waldport, Washington
1:40 – 2:00 PM	Stop #20 - Ray's Market	Meet Cynda at this stop (Ryan or Ken will text Cynda to confirm rendezvous time) 580 NE Broadway St, Waldport, Oregon, 97394 14.5 miles to next stop
2:30 – 2:50 PM	Stop #19 - Newport Comm. College	400-498 SE College Way, South Beach, Oregon, 97366 Address shown is 0.11 miles north of stop 4.6 miles to next stop
3:00 – 3:20 PM	Stop #18 - Newport Walmart	2517-2791 Oregon Coast Hwy, Newport, Oregon, 97365 6.3 miles to next stop
3:30 – 3:50 PM	Stop #17 - NB Otter Rock Milepost 133.5 on Highway 101	6601-6799 Otter Crest Loop, Otter Rock, Oregon, 97369 21 miles to next stop
4:20 – 4:40 PM	Stop #16 - Neotsu Post Office	4498-4498 Oregon Coast Hwy, Neotsu, Oregon, 97364 6 miles back to Lincoln City
CH2M Overnight		Hotel in Lincoln City, Oregon

Day 3 – Friday October, 27, 2017
 Tillamook Transportation District

Time	Stop	Address for Directions
Tillamook County Transportation District		
ODOT/NWOTA Staff: Ken, Donna, Doug		
Consultant Staff: Ryan, Adrianna, Shawn, Heidi		
		Meet Doug at this stop
9:30 – 9:50 AM	Stop #15 - Pacific City	22 miles to first stop from Lincoln City 33201-33299 Alder St, Pacific City, Oregon, 97135 9.2 miles to next stop
10:10 – 10:30 AM	Stop #14 - Hebo	31255 US-101, Cloverdale, Oregon, 97112 21 miles to Tillamook
11:30 – 11:50 AM	Stop #13 - Tillamook Cheese Factory SB	3501-3837 US-101, Tillamook, Oregon, 97141
	Stop #12 - Tillamook Cheese Factory NB	
12:00 PM – 1:00 PM	Lunch	Tillamook 12.6 miles to next stop
1:30 – 2:00 PM	Stop #11 - Rockaway Beach (2) Hwy 101 SB	300 S Pacific St, Rockaway Beach, Oregon, 97136
	Stop #10 - Rockaway Beach (1) Hwy 101 NB	
100 miles (2 hours) to CH2M PDX Office from last stop		