

## Coordinating Committee Meeting

November 3, 2017

Tillamook County Transportation District

3600 3<sup>rd</sup> St

Tillamook, OR

9:00 am—11:00 pm

**Teleconference**

**866/755-7677**

**Pin # 005939**

**Agenda**

9:00— 9:15a	1. Introductions. Welcome to Guests 2. Consent Calendar ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>✚ October 13, 2017 Meeting Minutes (<b>attached</b>)</li> <li>✚ September 2017 Financial Report</li> <li>✚ Ridership Tracking (September 2017)</li> </ul>	Doug Pilant
9:15— 10:00a	3. NWOTA Standing Items <ul style="list-style-type: none"> <li>✚ Future NW Connector Marketing</li> <li>✚ Management Plan Action Items</li> <li>✚ NWOTA 2018 Meeting Schedule (<b>draft attached</b>)</li> </ul>	Doug/All
10:00— 10:20a	4. STIP Transit Access Study Update	Ken Shonkwiler
10:20— 10:30a	5. Website Update?	Thomas Craig
10:30— 11:00a	6. December Meeting Planning and Member Updates	All

### Attachments:

October 13, 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  
October 13, 2017  
Tillamook, OR

1. Introductions: Cynda Bruce, Coordinating Committee Vice-Chair, opened the meeting. Meeting attendees calling in:
  - Cynda Bruce—Lincoln County Transit
  - Jeff Hazen—Sunset Empire Transportation District
  - Lee Lazaro—Benton County Transportation
  - Michael Ray—Columbia County Rider
  - Ryan Farncomb—CH2M
  - Ken Shonkwiler, Donna Hinze—ODOT
2. Consent Calendar: Unanimously approved. (MR/JH)
  - ✦ September 22, 2017 Meeting Minutes
  - ✦ September 2017 Financial Report—Because the website re-design was planned to be completed last year, it will show up as a negative expenditure on the monthly financials until the expenditures are reimbursed from the ODOT grant funds. Mary to get balance of website grant out to the partners.
  - ✦ August 2017 Ridership Tracking—Through August there have been over 128,000 rides provided and 755,000 bus miles. Will want to do a press announcement when reach 1 million NW Connector miles.
3. STIP Transit Access Study

Have all the stops except Otter Rock completed, as it needs to be moved to Hwy 101. Need partners to confirm the stops look correct. Sunset—Yes. Columbia—Yes, although need to double check Clatskanie.

Draft Itinerary—Structured around partner availability. Day 1 will start in Astoria. Purpose: Assess needs, essential improvements. Don't expect partners will spend the entire time with the consultants, but at a minimum for the stops they own. Confirm schedule—All partners confirmed that the draft itinerary matched their schedules. Lee suggested that he drive separately, so the consultants can drive directly to their next stop. Ken and Donna will coordinate on how they get to the various locations. OK, if local officials join the group for stops in their community. Will need to wear visibility vests, and a hat. Can't walk out on sites without visibility equipment. Will need to find safe pullouts for stopping to look at access locations.

Assuming an average of 20 minutes per slot. If there are going to be delays, partners scheduled for the afternoon will receive a text regarding timing. Will be 4 consultants each day on the trip: Ryan, engineering, transit designer and environmental.

Safety—CH2M develops a safety plan for each project, which each partner will need to review and sign.

Travel Materials —CH2M Hill will be providing packets will be prepared including close-up aerial maps of each location, a second map will environmental information, field notes form for tracking information learned at each site, environmental scoping recording form. They will also send out maps electronically. Camera and notes are the most important.

Question: Since most of these are on state ROWs, knowing boundaries will be helpful. County parcel delineations will be downloaded, which will be accurate for this initial assessment. Will be helpful in understanding how large an improvement can be made, and conceptually how a stop will be designed.

BiMonthly Meeting—May want to have a debrief at the regular Nov 3<sup>rd</sup> meeting. Ken will set up a schedule with the partners for the meetings.

#### 4. NWACT Standing Items

- ✦ Driver Training (Cathy Bond)—Lincoln County: Field supervisor is working with Cathy on a date for their training. Expect to get done by the end of October. Benton: Will be coordinating with Cathy on a date and personnel to be trained. Columbia County: Cathy trained a subset of staff, who will be training the others. Most felt the training was very useful. A question was raised regarding using the Visitors Pass and getting off before arrive in Portland. Michael will clarify how the Visitor Pass works with his staff. Sunset—Newer drivers are all about customer service. Two classes, 12 drivers. Once showed them how easy it was to sell the Visitors Passes, much more supportive. Also liked new website and some have already used. A couple noticed a couple of errors on the routes on the website. Interesting to see there are similarities among veteran drivers across districts regarding their interest in the NW Connector.
- ✦ IGA—Easiest to do seems to be just updating the fiscal agent (from Columbia County to Tillamook County Transportation District). Columbia County's legal counsel (Robin) doesn't want to make any changes herself, and has asked that any changes be sent to the individual partners legal counsel. Ownership of the website if something were to happen to the NW Connector in the future may need to be figured out. Columbia County's IT and Thomas are discussing options. Wait until hear if there need to be any changes to the IGA related to the website before taking that one recommended change to the fiscal agent out to each of the partner boards.
- ✦ Marketing—Lee forwarded an additional email from Mary Burke regarding Maverick Media and whether she will be passing on her business to anyone (she's not). Most marketing companies are based out of Portland and are larger/pricier than she was. She will look around the Eugene area. Lee is having his daughter look into potential U of O journalism graduates. Thomas might know someone as well, eg. Selina Barlow. **Mary** will reach out to her to see if she knows of any resources.
- ✦ Management Plan—Lincoln County: Approved through legal and will go on consent calendar this month. Benton: Taking to legal this month, with action by the Board of Commissioners in November or December. Columbia: Waiting until IGA gets resolved. Like Plan but want IGA adopted first. Looking around January for the Management Plan. Board of Commissioners wasn't crazy about Coordinated Transit Plan, but did approve. Biggest concern right now is budget lack of funding for transit.
- ✦ Swiftly—Partners agreed to schedule a presentation at the **November** meeting with Cathy, Doug and Thomas when can do it in person. Is working well in Tillamook. Drivers don't have to worry about getting on the phone as to where they are. Bus location is online, helpful for fielding customer calls, reducing the number of investigations into bus stop complaints. Riders download the Swiftly app and track real time bus locations. If you have dead spots in it will predict where the bus will be when it emerges from the zone. It also provides history tracking internally. Tillamook was able to demo it for multiple months before purchasing. Swiftly provides all the equipment, transponders and satellite links. Unclear whether partners with transponders already will be able to use that existing equipment. Been really helpful in reducing number of rider calls.

Be a perfect STF discretionary grant application. Would really help with making connections between partner Connector routes. Would be a great joint application. January 19<sup>th</sup> deadline. More discussion at the **November** meeting. Mobility management category. Favor one-time grants rather than operating requests.

- ✚ Tiger Application—Not enough time to get it done this year. Too short of a timeframe and too complicated of an application. Will continue to collect information for an application next time, so will have a head start.

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

DRAFT

## **NW OREGON TRANSIT ALLIANCE MEETING SCHEDULE 2018 (Draft)**

Meetings are held the **2<sup>nd</sup> Friday** of the month  
Tillamook County Transportation District  
3600 3<sup>rd</sup> St  
Tillamook, OR  
503-970-3336

January	January 12 <sup>th</sup>	10:00am—3:00pm
February	February 9 <sup>th</sup>	10:00am—3:00pm
March	March 9 <sup>th</sup>	10:00am—3:00pm
April	April 13 <sup>th</sup>	10:00am—3:00pm
May	May 11 <sup>th</sup>	10:00am—3:00pm
June	June 8 <sup>th</sup>	10:00am—3:00pm
July	July 13 <sup>th</sup>	10:00am—3:00pm
August	August 10 <sup>th</sup>	10:00am—3:00pm
September	September 14 <sup>th</sup>	10:00am—3:00pm
October	October 12 <sup>th</sup> ?	10:00am—3:00pm
November	November 9 <sup>th</sup>	10:00am—3:00pm
December	December 14 <sup>th</sup>	10:00am—3:00pm

? OTA Dates—We typically coordinate the October meeting with the conference