

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