



Coordinating Committee Meeting
 February 9, 2018
 Tillamook County Transportation District
 3600 3rd 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 (Action Items) <ul style="list-style-type: none"> ✚ January 12, 2018 Meeting Minutes (attached) ✚ December 2017 Financial Report ✚ Ridership Tracking (December 2017) 	Doug Pilant
9:15— 10:00a	3. NWOTA Standing Items <ul style="list-style-type: none"> ✚ NW Connector Marketing <ul style="list-style-type: none"> ▪ Tillamook Coast Guide, Boomer ads ▪ Bicycle website advertising ▪ Mary Burke referral ▪ Follow Up with Visit Tillamook Coast, Nan Devlin ✚ Management Plan Action Items <ul style="list-style-type: none"> ▪ Revised Transporting Animals Policy (Attached. Action Item) ▪ Holidays Policy—Update 	Doug Pilant/All
10:00— 10:20a	4. NW Connector Use of Swiftly <ul style="list-style-type: none"> ✚ iTransitNW Connexionz ✚ NW Connector Newsletter? 	Doug Pilant/All
10:20— 10:30a	5. Website Update <ul style="list-style-type: none"> ✚ Update on Directing Inquiries 	Thomas Craig/Mary
10:30— 11:00a	6. Transit Access Study Update (Placeholder) 7. February Meeting Planning and Member Updates	All

Attachments:

January 12, 2018 Meeting Minutes
 NW Connector 2018 Ridership, Performance
 Transporting Animals Policy (Final)

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
January 12, 2018
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees included:

- Jeff Hazen—Sunset Empire Transit District
- Cynda Bruce—Lincoln County Transportation
- Doug Pilant—Tillamook County Transportation
- Michael Ray—Columbia County Rider
- Ryan Farncomb, Adrianna Stanley and Shawn Kummer—CH2M
- Carol Richardson--Plangineering
- Arla Miller, Ken Shonkwiler—ODOT

Doug noted that their Operations Supervisor, Ronny Fox is retiring, and introduced Brent Olson, formerly with The Dalles Transit as his replacement.

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

✚ December 8, 2017 Meeting Minutes

✚ December 2017 Financial Report—Doug reviewed.

✚ 2017 Ridership Tracking—Through December 2017, NWOTA had more than 1.1 million bus miles and over 187,800 riders. Mary did a draft performance calculator for the entire system, which may require some modification matching up the routes to the spreadsheet formulas. Partners will get Mary their 2015 and 2016 boardings and bus mile totals, and include ongoing performance in the January NWOTA press release.

3. NWOTA Standing Items

✚ Signage: Standardization, Conversion of New Logo onto Signage—Needs to be done for standardization but concerns include: the original OXO signs are still in good shape and don't need to be replaced yet, and that the new logo may be too large to be made into a sign. First step would be to get the logo configured for bus stop signs and buses. Stacking "Connector" under "NW." Have the fonts, colors. Doug will contact the sign company to see if they are able to do the design work as well make the new signs. Partners should get their signage inventory to Doug. At the February NWOTA meeting, Doug will bring a prototype sign design, and cost estimate for producing the signs.

✚ Marketing: Opportunity to advertise in Tillamook County's Visitor Guide (1/4 ad for \$540) and in The Boomer along the Coast (along with a news story about the NW Connector). News stories could also be placed in the valley Boomer publication that Benton and Lincoln counties advertise in. Partners agreed to place an ad in the 2018 Tillamook Travel Guide. Also, Mary will look at having a listing in the Bicycle website. Cynda and Jeff will look at Visitor Guides in their counties that might be distributed outside the region for potential advertising opportunities. Look at online advertising for these guides. Mary will follow up with Nan Devlin on opportunities with Visit Tillamook Coast.

✚ Questions from Visitors Through the Website—Mary will work with Thomas to figure out a system where the requests are sent directly to the partners.

✚ Policy on Holidays—Tillamook is the only partner that doesn't operate on Memorial, Independence and Labor Day. Fourth of July is problematic because so many of the communities have parades on those days. No alternative route to Hwy 101, which can be a parking lot during high travel times. Currently, no complaints from riders that the buses aren't connecting on holidays, so may not be a problem if Tillamook buses don't run on those days.

Cynda noted that they might be consider not running on New Years Day, and Doug will look at potentially running on Memorial and Labor Days. Partners will get Doug their ridership numbers for those two holidays (in comparison to a non-holiday day). Staffing requirements include both bus drivers and at least one person in the office. May work with just running the NW Connector routes on holidays.

- ✚ Policy on Transporting Service Animals—Discussion ensued about having a crate requirement for pets and companion animals. CCR is the only partner not requiring crates, which could pose a problem for someone riding with an uncrated pet who wants to connect with a SETD bus. Partners agreed to have the crate requirement be part of the policy, and CCR will post on its Connector buses that uncrated pet and companion animals may not be accepted if going on to a SETD bus. Partners noted this was a similar issue to bringing bicycles on board, with no guarantee that the next bus will have enough room, or that the bike space may be needed if the bus fills with a lot of riders. #5 on the Transporting Service Animals needs to be clarified to say that a rider with a service animal can't be denied service because another passenger has an allergy or fear of animals.

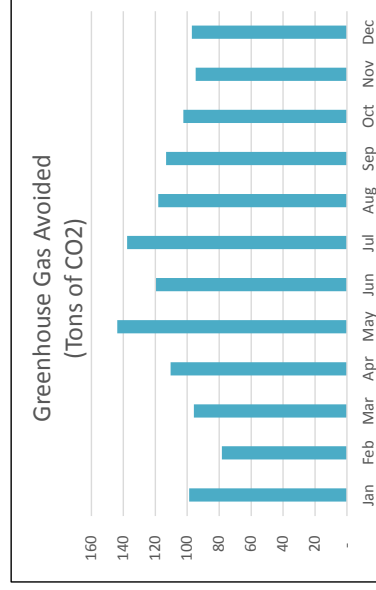
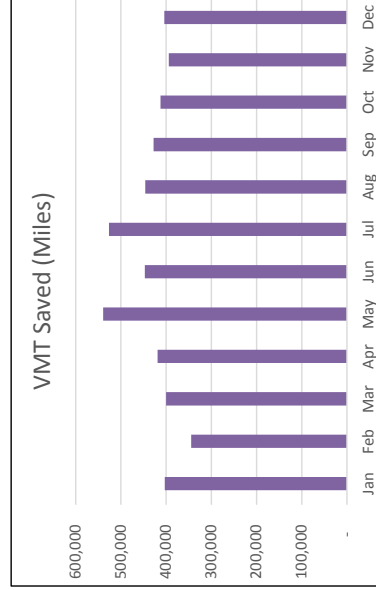
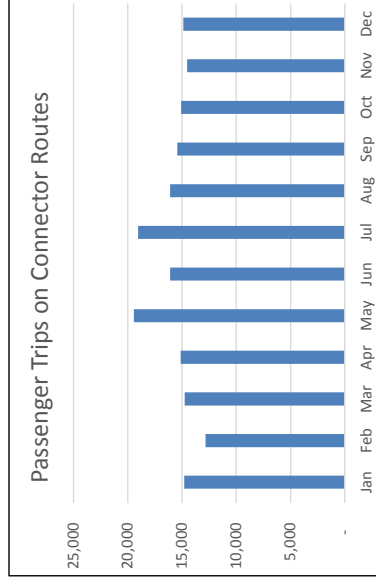
4. STIP Transit Access Study

The consultant team went through preliminary amenities for each of the proposed stops. Consultants will come back to the NWOTA Board at the March meeting with the next step designs.

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

CONNECTOR 2017 PERFORMANCE REPORT

Agency	Year-To-Date Ridership	Year-To-Date Bus Miles	Intermediate Calculations						Year-to-Date Performance Outputs		
			Est. Passenger-Miles (Passenger-Miles)	Est. Bus Fuel Usage (Gallons)	CO ₂ Emissions Generated by buses (Tons)	Equivalent Passenger Vehicle VMT (Miles)	Equivalent Passenger Vehicle Fuel Usage (Gallons)	Equivalent Passenger Vehicle CO ₂ (Tons)	Fossil Fuel Saved (Gallons)	VMT Saved (Miles)	Greenhouse Gas Avoided (Tons of CO ₂)
CCR	20,709	253,832	691,681	31,729	355.3	691,681	32,322	316.7	593	437,849	(38.6)
SETD	13,723	93,249	458,348	11,656	130.5	458,348	21,418	209.9	9,762	365,099	79.3
TCTD	65,801	479,586	2,197,753	59,948	671.4	2,197,753	102,699	1006.4	42,751	1,718,167	335.0
LCT	84,119	213,484	2,809,575	26,686	298.9	2,809,575	131,289	1286.6	104,603	2,596,091	987.7
BCT	3,788	79,666	126,519	9,958	111.5	126,519	5,912	57.9	(4,046)	46,853	(53.6)
TOTAL	188,140	153,662	6,283,876	153,662	5,164,059	153,662	5,164,059	1,310			



Policy: Transporting Animals

The NW Connector transports animals in accordance with the following guidelines to ensure compliance with the Americans With Disabilities Act (ADA) governing the transportation of animals and provide transit dependent pet owners guidelines to transport their pets.

Transporting Service Animals

1. Passengers may transport service animals on all NW Connector vehicles and routes.
2. Service animal owners must be prepared to specify the task or service the service animal will provide.
3. Service animal owners are not required to show proof the animal is a service animal.
4. Service animals must be under the control of the owner at all times. Drivers may remove any service animal from the vehicle that's disruptive or poses a health or safety concern to other passengers and if the owner fails to take effective action to control the service animal.
5. Allergies and fear of animals are not considered a valid reason for denying access or refusing service to someone wanting to board with a service animal.

Transporting Companion (Therapy) Animals and Pets

1. Passengers may transport animals, such as pets and companion animals that provide emotional support, on all NW Connector vehicles and routes.
2. All pets and companion animals must be securely crated in an appropriate pet carrier that is either locked or secured prior to boarding any NW Connector vehicle and shall remain crated for the duration of the trip.
3. Pet carriers must be easily carried onto the vehicle.
4. Pet carriers must be stored in designated baggage areas (if available) or if the carrier is small enough it may be held on the passenger's lap.
5. Pet carriers must not protrude into the aisle, doors, steps, emergency exits or occupy a seating space.
6. Cardboard boxes are not permitted unless by veterinary clinic or purchased with the intent to transport an animal.
7. Drivers may remove any pet or companion animal from the vehicle that is disruptive or poses a health or safety concern to other passengers.
8. Drivers may deny any rider and their pet or companion animal access to a NW Connector vehicle if the pet has a documented record of disruptive or dangerous behavior.