

nwCONNECTOR

Coordinating Committee **Zoom** Meeting

June 12, 2020

Tillamook County Transportation District

3600 3rd St

Tillamook, OR

10:00 am—12:00 pm

Join Zoom Meeting:

<https://us02web.zoom.us/j/88918294468>

1 253 215 8782

Meeting ID: 889 1829 4468

Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:15a	2. Consent Calendar (Action Items) <ul style="list-style-type: none"> ✚ May 8, 2020 Meeting Minutes (Attached) ✚ May 2020 Financial Report ✚ Ridership Tracking ✚ Calculating Average Passenger Miles Update 	Doug Pilant/All
10:15— 10:30a	3. NWOTA Standing Items <ul style="list-style-type: none"> ✚ IGA Approval Update ✚ Management Plan Approval Updates ✚ Website Alert Implementation ✚ Travel Studio/Transportation Committee 	Doug Pilant/All
10:30— 11:15a	4. NWConnector Website Trip Planner Update/ Demo <ul style="list-style-type: none"> ✚ Updates 	Chris Perry/Thomas Craig
11:15— 11:30a	5. COVID-19 Transit/NW Connector Updates <ul style="list-style-type: none"> ✚ Sanitizing equipment RFP 	All Paul Lewicki
11:30— 12:00p	6. Other Business and Member Updates	All

Attachments:

May 8, 2020 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 503.397-3099 at least 48 hours prior to the meeting.

www.nwconnector.org



Oregon Transit Alliance (NWOTA)
Coordinating Committee Meeting Minutes (via Zoom)
May 8, 2020
Tillamook County Transportation District
Tillamook, OR

1. Introductions: Doug Pilant, Coordinating Committee Chair, opened the meeting. Meeting attendees/teleconference participants included:
 - Brad Dillingham—Benton County Transportation
 - John Dreezen—Columbia County Rider
 - Jeff Hazen, Paul Lewicki—Sunset Empire Transportation District
 - Doug Pilant—Tillamook County Transportation District
 - Cynda Bruce—Benton County
 - Mark Bernard, Arla Miller—ODOT
 - Debra Smith—NW Works
 - Thomas Craig—Trillium Transit
2. Consent Calendar: Unanimously approved. (JH/CB)
 - ✚ April 10, 2020 Meeting Minutes—No changes.
 - ✚ April Financial Report— Two Trillium invoices: \$24,043 for marketing and \$2,953.26 for the NW Connector Trip Planner Enhancement project work..
 - ✚ Ridership Performance Report—John will look at routes that connect with the NWConnector system map. Cynda/Brad are going to look at when to suspend the Coast to Valley route, it's currently suspending through May. Ridership seems to be trending up including non-emergency medical rides.
 - ✚ Calculating Average Passenger Miles Progress—No updates.
3. NWOTA Standing Items:
 - ✚ 2020—2021 Budget—Doug reviewed the second draft of the proposed 2020-21 FY budget (attached) Key items include projected carryover of \$80,000 vs \$100,000 this year which reflects the marketing expenditures, carryover of the balance of the Trip Planner Enhancement grant, and new annual website maintenance amount of \$7,500 which will now include the new alert and interactive map software subscriptions.
Discussion ensued regarding CCR's membership dues due to their service delivery cutbacks. The NWOTA Intergovernmental Agreement includes a provision that "A party may contribute less than a proportional share if approved by all Parties to this Agreement." The NWOTA Coordinating Committee unanimously approved the attached draft 2020-21 FY Budget which includes a reduction of CCR annual dues to \$6,000 as permitted in the NWOTA IGA. (JH/CB)
 - ✚ IGA Approval Updates—None. Brad continues to keep this on his to do list.
 - ✚ Management Plan—None. Benton County and SETD still need board approvals.
 - ✚ Website Alert System Implementation—Being included in the Trip Planner Enhancements.
 - ✚ Travel Tourism Studio/Transportation Committee—The subcommittee continues not to meet until the pandemic lockdowns are lifted.
4. NW Connector Website Trip Planner/Marketing
Continued with the backend development work, building the tools to bring in new trip planner and alerts into the NWConnector website. Draft of core features will be available to

review the week of May 18, with going live by the end of the month. By holding significant amounts of the budget into next year, will be plenty of budget for making tweaks.

Since also working on the marketing, posted some events for stay at home trip ideas. As move through the different opening up phases, what should the NWConnector marketing look like? What are the plans for NWConnector as the reopening happens?

Transit Advisory Committee provided recommendations to the Governor and Health Authority. Will be announced next week. Final report will be coming out next week.

North Coast recreation and lodging not open, although restaurants can open with physical distancing limitations are required.

Expect to start a soft rollout of marketing around Phase 2 in approximately 3 weeks to a month. Look at a phased approach to the marketing. Will also want to be flexible about adding new marketing features.

Doug—May want to add Vernonia route to the new trip planner. John could work with Mary and Holly on adding that connection. Could have some equity and COVID angles, eg, show alternatives to going to the coast, some of more “remote” trip ideas. Will bring in the Vernonia City Manager into the conversation.

Cascade Head is another potential remote location that can be explored for trip ideas.

5. COVID-19 Membership Updates

- ✦ Transit Sub-Committee—Governor has some basic requirements for transit: 6 feet distance between passengers, drivers. Physical barriers, marking off seats, maximum capacity, not allow obviously ill passengers, provide alternate safe transit for ill riders, require face coverings for all passengers, provide medical grade masks for drivers and those that regularly interact with the public, provide sanitizer, at least every 2 hours sanitize, provide sanitizer stations, are some of the requirements.
- ✦ Having some issue with not being able to pick up passengers in Tillamook/Clatsop. Tillamook has a standby Dial-A Ride which will pay for through COVID funding.
- ✦ Lincoln County—Ridership is starting to increase a bit too. Starting out taking reservations, which turned out to be a big mistake. Ridership went down because passengers needed more flexibility on their trips. Dropped the reservation requirement. Found that there weren't a lot of destinations for people to go to. However, now as the number of passengers come back starting to max out with the new restrictions. None of us have enough buses or enough drivers. Don't want people to see transit as unreliable, particularly with the cost of gas so low.

Have 5 drivers out on high risk COVID leave. (Tillamook has a couple out too)

- ✦ CCR—Physical office space has been closed to the public by the County and increasing sanitizing, but only twice a day. Have cautioned taped off space behind the drivers. Decline in riders has resulted are riders doing their own distancing. Drivers have all been wearing masks themselves but haven't asked the public to wear them. Reduced ridership has naturally resulted in some of the same outcomes. Only be one change to service related to routes to PCC campus, suspended until PCC reopens. No other reductions. Dial-a-Ride alternating days on and off, but meeting demand. Modest increase in use.

Columbia County doesn't have a hospital, so that preparedness aspect of reopening is going to be changing.

- ✦ Benton County—Not a lot has changed. Fixed routes still discontinued. Uptick in people calling about the buses. Will be working with Cynda so will be coordinated when reopen. Have a local company making masks for drivers. So far only providing demand response service, shopping type of service. Handing out masks to passengers. Looking forward to opening back up, but want to open up at the right time, and being prepared.
- ✦ SETD—County is going to submit their plan next week but have a new outbreak of positives at a seafood plant, with one minor interaction on a SETD bus, under a 15 minute interaction.

Bus Decontamination

Paul Lewicki—Looking at different options for sanitizing buses. Portable decontamination system. Seems to be the best for both cost and flexible use. Self-contained, can do 3 applications at a time. Fogs the inside of the buses. Approximately 30 minutes in total. Clean system. Can also get a data collection system regarding the buses, date/time of cleaning. Keep a record. More flexible because portable, also has a portable wand. Uses a CDC approved sanitizer. Have a half a gallon reservoir which will clean about 10 buses. (1 gallon will do about 20 buses)

RDS 31 10T comes with its own compressor.

Installation hasn't been included in pricing. SETD would expect to do own installations.

Common cost—\$14,000, \$800 per hose, plus other costs. \$18,000 upfront with data and hoses. Each bus kit is \$600 which includes all parts need for the bus installation. Guess installation would take 3 hours.

Repair and Maintenance? Company has all the parts available. Service life of 7 – 10 years. Suspect this will be the new way of life for transit.

Would be quantity discounts. Transit agencies would need to get 3 bids, but Creative has a unique product.

Suggestion—If interested, send Paul how many vehicles have would be used. If go in together, could use CARES Act needs funding. May need more than one unit per agency if sanitizing a lot of buses. SETD thinks with 25 buses, one unit would be enough. May want to get one extra in the event of a breakdown or emergency.

Better than a portable one that requires staff cleaning. Have a record of maintenance. Portable wand would be good for transit centers and restrooms. When spec out new buses, have the bus kits be a part of the requirements.

Question on how it handles small buses.

Six to eight week lead time on purchases.

To do: Follow up with Paul with bus counts including those buses on order by end of day today. Extra unit? One for all NWOTA partners. Everyone concurs that a group purchase would be a good idea. Would need a cost analysis/comparison for a needs-based application using FTA guidelines. \$200,000 + project. Put out on ORFIN for a RFP. SETD will take the lead on the formal procurement process. If need to have a special meeting, can do so to approve the process to keep it moving forward.

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

**FORM
LB-10**

**NWOTA
SPECIAL FUND
RESOURCES AND REQUIREMENTS**

Fiscal Agent - TCTD
Fund 08, Department 000

RES #14-13. This special fund must be reviewed no more than 10 years after establishment. Review in year 2024

	Actual	Actual	Adopted	GL	DESCRIPTION RESOURCES AND REQUIREMENTS	Budget for 2020-2021			
	Second Preceding	First Preceding	Budget This	ACCT		Proposed by	Approved By	Adopted By	
	2017-2018	2018-2019	2019-2020	#		Budget Officer	Budget Committee	Governing Body	
					RESOURCES				
1	3,543	87,000	105,000	3500	Working Capital	80,000			1
2	14,280	12,000	12,000	4225	NWOTA Partner Revenue - Benton County	12,000			2
3	14,280	12,000	12,000	4225	NWOTA Partner Revenue - Columbia County Rider	6,000			3
4	14,280	12,000	12,000	4225	NWOTA Partner Revenue - Lincoln County Transit	12,000			4
5	14,280	12,000	12,000	4225	NWOTA Partner Revenue - Sunset Empire Trans. Dist.	12,000			5
6	14,280	12,000	12,000	4911	NWOTA Partner Revenue - Tillamook Cnty Trans. Dist. (TRANS	12,000			6
7	23,752		149,000	4918	Grant - STIF discretionary 33814	64,000			7
8				4260	Grant -				8
9		300		4400	Miscellaneous Income				9
10	84,485			4916	Transfer from STF Fund				10
11	\$ 183,180	\$ 147,300	\$ 314,000		TOTAL RESOURCES	\$ 198,000	\$ -	\$ -	11
					Materials & Services				
12	-	400	5,250	5100	Professional Services	5,250			12
13	21,507	24,469	25,000	5101	Administrative Support	25,000			13
14	32,519	4,500	7,500	5102	Website Maintenance	7,500			14
15				5103	Rural Planning Grant				15
16	31,288	16,248	47,500	5190	Marketing and Public Outreach	35,000			16
17			164,560	5191	Website Re-Design	75,000			17
18	-			5192	Grant -				18
19				5196	Grant -				19
20	-			5196	Grant -				20
21		-	5,000	5220	Travel & Training	5,000			21
22	85,314	45,617	254,810		Total Materials & Services	152,750	-	-	22
					Capital Outlay				
23		\$ 5,003		6040	Bus Stop Signage/Shelters				23
24		\$ 5,003			Total Materials & Services				24
					Special Payments				
25	4,005	3,000	3,000	9130	Payment to TCTD for Group Administration	3,000			25
26				9130	Payment to TCTD for Customer Service Training				26
27			-	5145	Payment to Sunset Empire for IT Support				27
28	4,005	3,000	3,000		Total Special Payments	3,000	-	-	28
29			56,190	9175	Reserve for Future Expenditures				29
					Ending balance (prior years)				
30	93,861	98,683		9180	UNAPPROPRIATED ENDING FUND BALANCE	42,250			30
31	\$ 183,180	\$ 147,300	\$ 314,000		TOTAL REQUIREMENTS	\$ 198,000	\$ -	\$ -	31