

# nwCONNECTOR

## Coordinating Committee Zoom Meeting

August 20, 2021

Tillamook County Transportation District

3600 3<sup>rd</sup> 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—<br>10:05a | 1. Introductions. Welcome to guests.   | Doug Pilant     |
| 10:05—<br>10:25a | 2. Consent Calendar ( <b>Action Items</b> )<br><ul style="list-style-type: none"> <li> July 9, 2021 Meeting Minutes (<b>Attached</b>)</li> <li> July 2021 Financial Report</li> <li> Ridership Tracking</li> </ul> | Doug Pilant/All |
| 10:15—<br>10:30a | 3. NWOTA Standing Items<br><ul style="list-style-type: none"> <li> Marketing</li> <li> Trillium Update</li> <li> Calculating Average Passenger Miles Update</li> </ul>  | Doug Pilant/All |
| 10:30—<br>11:15a | 4. Trades workforce and training transportation  | Jerry Hardman   |
| 11:15—<br>11:30a | 5. Sanitation Grant Update<br><ul style="list-style-type: none"> <li> All deliveries scheduled</li> <li> Solution options</li> </ul>   | All             |
| 11:30—<br>12:00p | 6. Other Business and Member Updates   | All             |

### Attachments:

July 9, 2021 Meeting Minutes  
 EOY Ridership Numbers  
 New Ridership/Passenger Mile Tracking  
 Germ Fogger Solution Notes

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 Sarah Lu Heath at 971.328.2877 at least 48 hours prior to the meeting.

[www.nwconnector.org](http://www.nwconnector.org)



Doug opened the meeting at 10:06am.

Introductions. Attending: Sarah Lu Heath, Mary McArthur, Jeff Hazen, Doug Pilant, John Dreezen, Brad Dillingham, Shannon Wakeman. Guests Carole Richardson and Jerry Hardman.

Consent Calendar: Review June 2021 minutes review: No amendments.

Financial Report: Trillium invoices may show up under resources under transfer from STIF, these financials are preliminary. Mary and Sarah Lu will meet with Tabetha and Doug to review Trillium expenses and recently submitted invoice.

Ridership Tracking: All info was turned into Mary. Astoria to Portland has best gains, congrats Jeff. Jeff says its been going great and the Amtrak connect and ticket sales has been fantastic for Clatsop and Tillamook.

Motion to approve consent calendar by John, seconded by Jeff. Motion passes.

Election of 2021-2022 NWOTA Officers

Doug offers to have a different Chairperson. Jeff moves to retain current slate of officers (Doug Pilant as Chair, Cynda Bruce as Vice Chair). Call for additional nominations. Vote passes.

Transition of Sarah Lu Heath to NWOTA Administrative Support

Ayreann will send a letter to update the administrative support from Mary to Sarah Lu. Motion to amend the current service agreement with Col-Pac to include Sarah Lu Heath as the support person for the remainder of the agreement made by Jeff and seconded by John. No discussion. Motion passes.

NWOTA Standing Items

Marketing:

Danielle Ogden from Trillium; written report from Juliette to be forthcoming on Monday. Website updates: Improvements during June included: the transit custom post plug-in efficiencies for posting, schedules, timetable updates to be smoother and less error prone. Added 'flex features' on 'flex routes' can be turned on and off easily instead of manually; also have the ability to generate a flex route page. We can now pull rider eligibility restrictions, flex routes, other messaging. Added route shortening option IE Route 1 vs Place Name Route. We can now archive and display route pages that are not active. Efficiencies on their end: Short codes for WordPress, updates to pull all three feeds, timetable customization to turn off routes if there's no time table. Automated ways to reorder the order of timetables, to switch directions of travel. Timetable releases can now go live on a prescheduled. Not deployed yet, early during the week of July 19 to go live. Basecode needed to be updated to be compatible with plug-in, and plug-in was cleaned up.

Facebook update will be included in Juliette's report.

Visitor Pass/Information Card Update:

Cynda's envelope was delivered cut open and empty; replacement came from the stock at Tillamook. We need a count of how many were stolen for tracking and hopeful identification to prevent use. Passes are sequentially numbered. Drivers received information warmly and have been distributing. Positive feedback from drivers. Website needs updating with new Visitor Pass Info – ACTION ITEM – no longer 'oxo' assets.

ACTION ITEMS: Add standing item to Marketing: Nan Devlin's Tourism Transportation Network

At this time, Nan at Visit Tillamook is offering folks that take the bus a \$50 restaurant incentive receivable when they check into one hotel property in each city: Tillamook, Rockaway, Pacific City.

GermFogger Contract:

Last we heard, they provider wanted to know how distribution should be handled. Doug requested a sub-invoice to have items sent to each property individually. Bill of lading should be sent to each partner for review. A single invoice for the whole group will be paid by Tillamook. No forward motion from GermFogger on individual shipments.

What about solution? Grant has been amended for chemical purchase and there is a list of vendors we can purchase from. Each agency will purchase solution and require reimbursement from Tillamook/grant. Funds must be purchased by September 30<sup>th</sup> for reimbursement. What is the remainder of funding after purchasing the equipment? Mary thinking there's about \$40k left over to spend on solution.

#### Calculating Average Passenger Miles Update

Carole Richardson: Introductions. Updating the performance calculator for the NW Connector. Fuel sources need updating. We also may need to look at how the system is performing by corridor AND agency. Approaching limit of what Carole and a spread sheet can do; we may look at using website to track performance.

Calculator includes assumptions, monthly data, and outcomes. Individual tabs for each agency will be built. What types of buses will be used: Diesel, electric, propane, hybrids, hydrogen fuel cell (way off). Calcs on CO2 emissions are facts; MPG for each fuel type need to be confirmed by agencies

Problem: We've calculated one passenger on the bus removes one car from the road. We know this is too rosy and we need to discover average number of people traveling together. A rider survey is the best way to find out this information. Jeff says Amtrak data helps show many people are in a group during ticket purchasing. Routes not ticketed by Amtrak will need surveys. What other info should we collect in the survey? Purpose of trip, requested amenities, scheduling improvements, where/how ticket was purchased.

We also need to know how far the average person travels. Previously, we estimated using distance between communities. Survey could help here as well. Doug has an example that would work. Administering the survey annually, alternating seasons each year, could be beneficial.

If the spreadsheet needs to be altered, Sarah Lu should contact Carole to update. SLU will populate the spreadsheet (each bus on each route needs to be listed).

Carole reviewed last STIF grant to see what new information is being regularly collected. Revenue miles is a new metric. Agencies do have a way to separate revenue miles from total miles.

Doug: Do we need to go back and provide info on deadhead miles? Yes.  
Do we prefer calendar or fiscal year? We will use June-July FY.

Where should the Performance Calculator live? Many users open room for error. An online tool would allow each agency to input data safely. TBD later.

Average passenger mile will begin in 2023 FY.

Doug has been surveying for 5-7 years and will review questions, provide recommendation of useful questions. Numbered surveys is a good idea.

New grant opps "Cash for Clunker by VW" and "Clean Communities" that need these metrics. Jeff believes OR will get lots of funding for transportation under Biden administration. Lately its been challenging to get grants for electric buses since we're competing with metros.

Brad considering annual survey; concerned about having info from 'already riders' Doug recommends connecting with Amtrak for greater insight into riders. Arla: has Amtrak connect and will send to Brad and Cynda.

#### Bus Stop Grant Update:

Grant agreement on agenda to be approved by the Board on Thursday, July 22. Lots of interest from the public on procurement information. Champion Park Apts bus stop by direct appointment for contract, design/build in-house. This should as a good template to create more stops. Ryan Farncomb is now with Parametrix and is interested in this project.

Overall project will have some bids involved, especially construction portion. If we're under spending threshold, we can do a direct appointment. Planning and design costs are together. Jacobs did 30% design and are also doing DCE's in Tillamook. Project admin is \$16k. Legal counsel should review grant guidelines and provide an opinion.

Doug will attend NWACT to give NWOTA update. Share shovel ready projects and other priorities. Feedback/Complaints procedure. Cynda shared her procedure w Doug. Doug also found old procedure for Tillamook and added it to the 'Contact Us' page.

In fact, Tillamook will link to the NWConnector 'Contact Us' that already exists. Experiment undertaken: Emails from site contact us page to different agencies. Who will receive these emails?

Workforce training and transportation is a bubbling issue; Heather DeSaart will be at NWOTA in August with a problem statement.

Update on Trillium invoicing/upcoming SOW. Recently Trillium sent an invoice that includes an additional \$19k for "Open Trip Planner Hosting" the calendar year 2021. Are we not making our hosting payments in advance? Why was this not billed monthly.

It is an unexpected expense without funding. Three partner agency has been struggling with timely work from Trillium; updates went undone over the holiday weekend and passengers saw wrong information. Customer service has seen a change since Thomas left.

The Trillium agreement cannot go to the Board for vote with this issue. Mary and SLU review invoices/agreements/etc to ascertain full state-of-case. Include accounting of tasks done under Aaron's \$25k charge. Meet with Doug to explain case. Invite Aaron Atrium and Chris Perry for person week of July 26<sup>th</sup>.

NWOTA

**Tillamook County Transportation District**  
 Financial Statement  
 08 - Northwest Oregon Transit Allia  
 From 7/1/2021 Through 6/30/2022

|                                     | Current<br>Period Actual | Current<br>Period Budget | Current Year<br>Actual | Total Budget        | Total Budget<br>Variance | %             |
|-------------------------------------|--------------------------|--------------------------|------------------------|---------------------|--------------------------|---------------|
| <b>Resources</b>                    |                          |                          |                        |                     |                          |               |
| Working Capital                     | 3500 0.00                | 65,000.00                | 0.00                   | 65,000.00           | (65,000.00)              | 0.00%         |
| NWOTA Partner Cont. Match           | 4225 12,000.00           | 163,121.00               | 12,000.00              | 163,121.00          | (151,121.00)             | 7.35%         |
| Transfer From General Fund          | 4911 12,000.00           | 234,188.00               | 12,000.00              | 234,188.00          | (222,188.00)             | 5.12%         |
| Transfer from STIF Fund             | 4918 0.00                | 618,035.00               | 0.00                   | 618,035.00          | (618,035.00)             | 0.00%         |
| <b>Total Resources</b>              | <u>24,000.00</u>         | <u>1,080,344.00</u>      | <u>24,000.00</u>       | <u>1,080,344.00</u> | <u>(1,056,344.00)</u>    | <u>2.22%</u>  |
| <b>Expenses</b>                     |                          |                          |                        |                     |                          |               |
| <b>Materials and Services</b>       |                          |                          |                        |                     |                          |               |
| Professional Services               | 5100 0.00                | 5,250.00                 | 0.00                   | 5,250.00            | 5,250.00                 | 0.00%         |
| Administrative Support              | 5101 0.00                | 25,000.00                | 0.00                   | 25,000.00           | 25,000.00                | 0.00%         |
| Website Maintenance                 | 5102 0.00                | 50,350.00                | 0.00                   | 50,350.00           | 50,350.00                | 0.00%         |
| Marketing                           | 5190 0.00                | 40,000.00                | 0.00                   | 40,000.00           | 40,000.00                | 0.00%         |
| <b>Total Materials and Services</b> | <u>0.00</u>              | <u>120,600.00</u>        | <u>0.00</u>            | <u>120,600.00</u>   | <u>120,600.00</u>        | <u>0.00%</u>  |
| <b>Transfers</b>                    |                          |                          |                        |                     |                          |               |
| Transfer to General Fund            | 9130 3,000.00            | 3,000.00                 | 3,000.00               | 3,000.00            | 0.00                     | 100.00%       |
| Unappropriated Ending Fund Bal      | 9180 0.00                | 1,400.00                 | 0.00                   | 1,400.00            | 1,400.00                 | 0.00%         |
| <b>Total Transfers</b>              | <u>3,000.00</u>          | <u>4,400.00</u>          | <u>3,000.00</u>        | <u>4,400.00</u>     | <u>1,400.00</u>          | <u>68.18%</u> |
| <b>Capital Outlay</b>               |                          |                          |                        |                     |                          |               |
| <b>Capital Purchases</b>            |                          |                          |                        |                     |                          |               |
| Bus Stop Signage/Shelters           | 6040 0.00                | 767,544.00               | 0.00                   | 767,544.00          | 767,544.00               | 0.00%         |
| Other Capital Projects              | 6050 0.00                | 187,800.00               | 0.00                   | 187,800.00          | 187,800.00               | 0.00%         |
| <b>Total Capital Purchases</b>      | <u>0.00</u>              | <u>955,344.00</u>        | <u>0.00</u>            | <u>955,344.00</u>   | <u>955,344.00</u>        | <u>0.00%</u>  |
| <b>Total Capital Outlay</b>         | <u>0.00</u>              | <u>955,344.00</u>        | <u>0.00</u>            | <u>955,344.00</u>   | <u>955,344.00</u>        | <u>0.00%</u>  |