

# nwCONNECTOR

## Coordinating Committee Meeting

February 15, 2019

Tillamook County Transportation District

3600 3<sup>rd</sup> St

Tillamook, OR

10:00 am—12:00 pm

### Teleconference Information

866/755-7677

Pin # 005939

### Agenda

10:00— 10:05a	1. Introductions. Welcome to Guests	Doug Pilent
10:05— 10:15a	2. Consent Calendar ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>✚ January 11, 2019 Meeting Minutes (<b>Attached</b>)</li> <li>✚ January 2019 Financial Report</li> <li>✚ Ridership Tracking (January 2019)</li> <li>✚ Calculating Average Passenger Miles Progress</li> </ul>	Doug Pilent
10:15— 11:00a	3. NWOTA Standing Items <ul style="list-style-type: none"> <li>✚ IGA Approvals Update</li> <li>✚ Travel Guide Advertising</li> <li>✚ NW Connector—Specific Trip Planner Application</li> <li>✚ Signage Update</li> </ul>	All Doug/Mary Doug Doug
11:00— 11:15a	7. 2019—2020 NW Connector Marketing Budget	Doug/All
11:15— 11:30a	8. 2019—2020 NWOTA Budget Discussion	Doug/All
11:30— 12:00p	9. Other Business and Member Update	All

### Attachments:

January 11, 2019 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.

www.nwconnector.net



Oregon Transit Alliance (NWOTA)  
Coordinating Committee Meeting Minutes  
January 11, 2019  
Tillamook County Transportation District  
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 District
  - Lee Lazaro—Benton County Transportation District
  - Doug Pilant—Tillamook County Transportation
  - Todd Wood—Columbia County Rider
  - Arla Miller, Ken Shonkwiler—ODOT
  - Matt Weintraub—North Coast Transportation Options Program
  - Phil Warnock—Cascades West Council of GovernmentsExcused: Mark Bernard.
2. Consent Calendar: Unanimously approved. (LL/JH)
  - ✦ December 14, 2018 Meeting Minutes—One addition: The additional work needed on the transit stops should be a STIF application. (Note: The minutes already have the Open Trip Planning project as most appropriate for Statewide Transportation Network funding.)
  - ✦ December 2018 Financial Reports—Doug reviewed the report. Only changes from the November report are revenues of \$300 (Website award), \$7,877 quarterly administrative invoice, and \$2,523 for NW Connector signs and posters.
  - ✦ Ridership Tracking—Mary provided an updated report, although some monthly numbers aren't current. Some year to year comparisons may be skewed because of service cutbacks. SETD is going to have to cut some service due to federal shutdown.
3. North Coast Transportation Options (TO) Program—Matt presented. Focus of the program is first and last mile transportation, particularly in ways that don't use automobiles. Passage of the 2017 Transportation bill has meant there are more funding opportunities, particularly as the area of public outreach: Marketing and engagement. Visitor passes would be a good fit for TO funding. Matt is working with the region's travel partners to identify opportunities for managing travel congestion. Options include multi-modal website applications. ODOT's 2019 Trip Check is more integrated with Google Transit, so there are more real time connections.

The TO program connects with the Safe Routes to School Program and the five E's: Encourage, educate, engineer, enforce and evaluate. Safe Routes to School funding is competitive, but will accept multi-agency applications.

Oregon's Drive less Connect program provides an online platform for finding rides, matching up trips and racking bikes onto buses. The platform calculates savings from auto travel, which helps evaluating the efficacy of the program and projects. **NW Connector could do a follow up/retroactive competition after Oregon's July roll-out.** Best incentives tend to be cash rather than reduced fares or free passes.

Matt and (Jenna Berman) are available to assist with applications. **Another potential project could be signage along highways which direct to NW Connector (which is a transportation option) website.**

4. NW Connector-Specific Trip Planner Application—At the December meeting, Mark Berman mentioned that Benton/Lincoln/Linn counties were looking at applying for funding for a project with some elements similar to NWOTA’s Open Trip Planner project. Following an earlier call with Doug, Mary and Phil Warnock (Oregon Cascades West COG), Phil was invited to call into the NWOTA meeting to provide an update and see if there were opportunities to collaborate. Phil’s input:

Looking to apply for Linn, Benton, Lincoln county area one-call/one-click system/mobility line, centralized services. Medical transportation clients training on how to access transportation services, expand to all riders who need to access community services. Adding new community services, eg, paratransit, coordinated trip planning between different entities. Potentially using the Valley Vanpool model. One stop for transit information. Also, a mobile ticketing option through a centralized transit app, eg, Passport. Would also move from just using a Google Transit based system. Allow more advanced transit application.

One thought might be whether a larger geo-based call center combining both BLL and NWOTA regions. Training people how to use transit involves “human-hand holding.” Also, open trip planning and longer trip planning horizon than what Google Transit currently provides.

Of interest to NWOTA, one—stop ticketing. Phil has talked to the Passport vendor. Can pre-purchase each of the tickets needed for traveling if using multiple transit providers. Can download onto phone. Could also integrate with technology systems on buses. Bring greater connection to ridership as well as provide more data for transit systems.

Best fit with Statewide Transit Network funding. Goal is to leverage the two projects, not to compete. The NWOTA partners and Phil concurred that two separate applications would be more appropriate and less confusing. However, cross-referencing each other’s applications, and describing how each region expect to use certain components of each other’s program will make each application more competitive.

Note: TCTD has the authority to apply for NWConnector funding as NWOTA’s fiscal agent.

5. NWOTA Transit Access Study—Doug has started an application to potentially fund some of the additional ADA needed for some of the transit stops. Ken—Design element originally was estimated to be only at 30%, and now, with additional ODOT ADA requirements, appears that the enhanced design would be so high that an application wouldn’t be competitive. Rather than partially designing some locations and fully designing others, recommended is to finish all the designs, acknowledge those stops requiring additional ADA design should/will be part of larger ODOT transportation projects when they are implemented. Transit Access Study outcome will be complete transit stops that include enough design work to inform ODOT which stops to ADA build out when make highway improvements. Recommendation: Have the same design approach for all the transit stops, phase 1 scoping, environmental assessment, and transit design, but not add the ADA design those stops that will need them. One level of design for all stops. Only about half of the stops require the additional ADA work. Rural areas out of urban growth areas don’t have the same requirements, eg highway shoulders are sufficient. If ramp design needed, more likely to need ADA-level design. Designs will be done later this Spring, although not in time for the current STIF application process.

Ken will find out what’s happening with ODOT’s Hwy 101 paving through Garibaldi and the planned transit stops.

## 6. NWOTA Standing Items

- ✚ IGA/Management Plan—Todd has the IGA on the Columbia County Board Consent Calendar for January 23<sup>rd</sup>. Lee will pass on to **Lisa Scherf** the IGA to get the Benton County BOC to approve.
- ✚ NW Connector Newsletter, Bike and Ride Information on the Website—**Mary** to get the westLink Ride Connection information posted onto the NW Connector website.
- ✚ Signage— Tim has ordered material for the half-moon signs, so they will be going into production. Will match up the blue from the transit stop poles. Will make 55 signs, \$3,130. Take out of NWOTA capital budget. Four 27" X 18" signs will run \$900. Doug handed out the new posters showing the complete NWConnector map.
- ✚ Tillamook Coast Visitor Guide—The Tillamook Chamber Director told Doug that they will be doing a full article on the NWConnector system in the annual guide. Partners agreed to increase the NWConnector ad to full page, and run it alongside the article. **Mary** will get the artwork from Gillespie for (all) the NWConnector travel guide ads.

## 7. Member Updates

- ✚ Lincoln—Will be losing both Operations Supervisors over the next couple of months. Will be submitting a discretionary STIF application for increased trips over to Albany. Working on 5311 and 5310 applications. Have a good STIF committee.
- ✚ ODOT—Arla is working with Motor Carriers to job shadow, to understand each other jobs and to understand what Motor Carriers looks for (inspects) in motor carrier transportation.
- ✚ Benton—Getting draft budget done. Proceeding on assumption will get some cut in STF funding, but not what is currently in the Governor's budget. With upcoming retirement, been very busy. Retirement is January 25<sup>th</sup>.
- ✚ Columbia County—Tuesday, 7 pm, public forum regarding cutting 38% of service. Cuts are going to be fairly surgical, but may still have a noticeable impact on service. Figuring a \$65/hr response will come in the contracted service RFP. Need a local funding option as that will provide match funding. Service cuts will start at the end of the month. May not be able to apply for STIF funding because don't have the money for match. No longer have weekend service.
- ✚ SETD—Historically, south office has been a small kiosk at the Seaside outlet mall. Moved to an office in downtown Seaside. Bigger office, with full accommodations. Are able to change Seaside route to run right by the new office. Already the public is finding the new office. Negotiating with union. Still working on human trafficking awareness training. Last month, had to do a supplemental budget, which zeroed out contingency, and can't tap into that if don't receive federal funding because of the shutdown. Could result in some service cutbacks. Could also have to layoff Mobility Manager since fully federally funded.
- ✚ Tillamook—Implemented January schedule changes between Lincoln City and Salem. Now have better north and south bound connections. Have received positive feedback from riders. Recruiting a new board member. Getting organized to start new fy budget. Start collective bargaining later this month.

**This was Lee's last meeting. Everyone wished him the very best in his retirement!**

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

## NWOTA Action Items

January 2019

	Action Items	Assignments	Progress
<input type="checkbox"/>	<u>IGA</u> Get approved by each partner commission/board.	SETD to follow after CCR approves Benton—Lee handed off to Lisa	Lincoln Co (√) Tillamook (√) Columbia Co (√)
<input type="checkbox"/>	<u>Management Plan</u> Get approved by each partner commission/board	Benton Columbia Lincoln Sunset Empire	Tillamook (√)
<input type="checkbox"/>	<u>Management Plan Updates</u> Mobile app for NW Connector Transit language for Comp Plans and TSPs		
<input type="checkbox"/>	<u>Website Events/Trip Planner/Newsletter</u> Add West Link to website Develop plan for connecting NW Connector to events advertising/Travel Oregon application? Open Trip Planner/funding	Mary Mc  Jeff/Mary Mc  Doug—Draft STIF application  Mary—Coordinate with Cascades West COG if appropriate	Met with Travel group
<input type="checkbox"/>	<u>Bike and Ride Info on Website</u> Add instructions/video on how to use the bike rack	Jeff to provide the video and language Mary to add to website	In Progress
<input type="checkbox"/>	<u>Boomer NW Connector Stories</u> —Explore getting stories included about NWConnector riders in publications	Needed—Stories to put into Boomer publication	All partners
<input type="checkbox"/>	<u>NW Connector Ridership</u> Update performance methodology assumptions  Compare monthly ridership year-to-year	Doug to send out TCTD's average trip miles calculation spreadsheet Partners do calculations Mary Mc	Sent out  In progress Ongoing
<input type="checkbox"/>	Signage—Update	Doug to develop a quote for the smaller half moon signs	January Meeting
<input type="checkbox"/>	NW Connector Holidays Policy (Lincoln drop 1, TCTD add 3 days)	Doug/Cynda	January Meeting agenda
<input type="checkbox"/>	NW Connector Marketing—Invite Coastal chambers and visitor centers to meet in the afternoon following the December 14 NWOTA meeting Sign up for ad in the Tillamook Coast Travel and Community Guide. Assist with NW Connector story	Mary—Summarize meeting and prepare handout for January Tourism Workshop Doug—Send sign Mary—Send info	

	<b>Action Items</b>	<b>Assignments</b>	<b>Progress</b>
	Develop a FY 19-20 Marketing Plan following the meeting with the Coastal visitor agencies	Mary	Wait until January Tourism Workshop
<input type="checkbox"/>	Adding Connector Partners—Meet with Washington County initially		
<input type="checkbox"/>	Transportation Options	Mary/Matt Weintraub	NW Connector follow on to Oregon's July Drive less Connect promotion NW Connector highway signs displaying website info