

Oregon Transit Alliance (NWOTA)  
Coordinating Committee Meeting Minutes (via Zoom)  
July 10, 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
  - Jeff Hazen—Sunset Empire Transportation District
  - Doug Pilant—Tillamook County Transportation District
  - Cynda Bruce—Benton County
  - Mark Bernard, Arla Miller, Ken Shonkwiler—ODOT
  - Debra Smith—NW Oregon Works
  - Ayreann Colombo, Mary McArthur—Col-Pac EDD
2. Consent Calendar: Unanimously approved. (CB/JD)
  - ✦ June 12, 2020 Meeting Minutes—Requested changes to the last two paragraphs include: Changes in vacation and increased funding for healthcare could ~~add \$125,000/year~~ be significant. As a five year contract is being negotiated, this could have significant impact. Union ~~wants to requested reinstatement of~~ COVID pay, which ended when the County went into Phase 1 reopening. Took delivery of 5 new buses. ~~SHad~~ some workmanship issues, ~~but they have been~~ are being resolved. Doug will forward issues to ODOT.  
  
Working on a fare analysis of ~~our~~ entire system. Making progress on STIF Planning. Doubling Town Loop to service the Port of Tillamook Bay. Starting live survey through Facebook. Started Pacific City shuttle for the visitor season, will need a bigger vehicle than in the past because of the social distancing requirements, plus a second driver. Last week Cynda and Doug met at Cascade Head ~~to look at transit service to that area on a~~ Scouting trip with the Nature Conservancy ~~to explore transit opportunities~~.
  - ✦ June Financial Report—Expenditures included \$64,932 to Trillium for the Website Trip Enhancement Planner project and \$2,869 for NWOTA administrative management services.
  - ✦ Ridership Performance Report—Partners will get their ridership information in, so an annual report can be compiled.
  - ✦ Calculating Average Passenger Miles Progress—No updates, awaiting until ridership returns to get a more accurate assessment.
3. NWOTA Standing Items:
  - ✦ IGA Approval Updates—Brad submitted the IGA to his Board of Commissioners for approval this month.
  - ✦ Management Plan—Brad also submitted the Management Plan, SETD will follow once it is approved by Benton County.
  - ✦ Website Alert System Implementation—Looking to go live on July 20<sup>th</sup> so important for Lincoln, Tillamook and CCR to get Trillium any acceptable off-route stop locations as well as locations where the bus can't stop. Off limit stops won't show up as an option for riders planning their trip. Similarly for flag stops: Only acceptable flag stops should be included in the trip planner, so important to get that information to Trillium by July 20<sup>th</sup>.

✚ Marketing/Travel Tourism Studio/Transportation Committee—Marketing has been put on hold. Possibility of another shutdown.

✚ NWOTA Policies

- Holidays—Doug reported that their holidays are now the same as the rest of the NWConnector system. Add to website
- Bicycles—Need to get the NWConnector’s bicycle transport policy onto the website. Include user responsibilities. Also look at developing standardized handout on the step to secure bicycles on the bike rack, and outline owners responsibilities. Look at adding an instructional video. Explore the possibility of a bicycle icon. Ken noted that partners can verify the value of a damaged bicycle with their local bike shop.
- Add policy on companion animals

✚ Website Pages—Mary will go through the other website pages under “More” and identify the ones that need the OXO updated, and any other updates.

4. STIF Discretionary Funding for Some NW Transit Access Project Bus Stops

Ken is working with the partners on drafting a STIP application for construction of some of the stops identified in the recent Transit Assess Study. Applications are due November and it would be a joint application for NWOTA, submitted by TCTD as NWOTA’s fiscal agent. Four to six stops, most ready to move forward, include:

- ✚ Clatsop County—Ensign Rd, Seaside Ave A
- ✚ Tillamook County—Pacific City (currently working on a parking management plan), Hebo

Question: Does the Transit Access Plan qualify as a local transit plan and thus is eligible for STIF funding? Response: Nest local stops into local TSPs. Long range comprehensive Transit plans include transit stops. Regional Transit Access Plan can be included as an element. Incorporate local transit plans into local TSP. STIF application description requires referencing the applicant’s Long Range Plan for transit stops. Attach the Transit Access Plan to the application. Applicant should be TCTD, but include each partner’s Local Adopted Plan.

Timing:

- ✚ TCTD Work with the County on Pacific City stop because in County right-of-way. Hebo is in the State right-of-way.
- ✚ Partners to meet with local STIF Advisory Committees in August
- ✚ August NWOTA Meeting—Ken to bring more information on the stops selected and estimates of their construction costs
- ✚ Notice of funding availability/application released—September 3<sup>rd</sup>
- ✚ NWACT meeting September 10<sup>th</sup> to get support letter

Can use formula as match.

5. COVID Transit/NWConnector Updates

- ✚ Lincoln County—Received their sanitizer dispensers. Packets for dispensers are available on Amazon. Paul Lewiski will check on the best way to get more packets. For example, Clatsop County bought in bulk and distributed to all their partners.
- ✚ SETD—Opened up Transit Center and started charging fares July 1. Minimal access to and use of the Transit Center for now.
- ✚ Benton—Coast to Valley route has restarted. Seems to be going okay. Only complaint was one rider not realizing the schedule had changed.
- ✚ TCTD—Had new COVID signage done for all shelters, buses and the Transit Center. Will start installing hand sanitizers on buses. Using demand drivers and buses for overflow

capacity. Most full buses are the Cannon Beach—Tillamook route and Tillamook Town Loop between 10—3, which almost always needs a back-up.

- ✦ Lincoln—North route is busiest route. Running 16 hours/day. Have another route that parallels fixed routes and can pick up overflow.
- ✦ Benton—Coast to Valley is the latest change. Hope to get Hwy 99 Express back up.
- ✦ SETD—Honored staff (managers and staff) with gift bags, water bottles. Also an Executive Director award was given to Jason Jones, SETD Mobility Manager, for making a difference for staff and the district’s local community.
- ✦ NW Oregon Works (NOW)—Debra noted that they have grants for hiring temporary workers (up to 12 months) who have been laid off. Could be used for transit drivers. Their dislocated workers assistance funding could be used for bus passes and gas cards to get to work. Fish plant is experiencing a shortage of workers as unemployment payments are more than they would make working.

#### 6. Partner Updates

- ✦ Tillamook County—COVID has pushed some of their older drivers into retirement.
- ✦ ODOT—Mark: Arla and Mark have been involved with reorganization at ODOT. Arla will be adding Lincoln County and the Siletz Tribe to her responsibilities. Mark is adding Polk and Marion counties. Arla: ODOT has been short staffed. Shortage of lottery funds may affect some transit programs such as veterans rides.
- ✦ Emails—Include Ayreann going forward.

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