

# nwCONNECTOR

## Coordinating Committee **Zoom** Meeting

September 11, 2020  
 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/89447791129>

**1 253 215 8782**

**Meeting ID: 894 4779 1129**

### Agenda

10:00— 10:05a	1. Introductions. Welcome to guests.	Doug Pilant
10:05— 10:15a	2. Consent Calendar ( <b>Action Items</b> ) <ul style="list-style-type: none"> <li>✚ August 14, 2020 Meeting Minutes (<b>Attached</b>)</li> <li>✚ August 2020 Financial Report</li> <li>✚ Ridership Tracking</li> <li>✚ Calculating Average Passenger Miles Update</li> </ul>	Doug Pilant/All
10:15— 10:45a	3. NWOTA Standing Items <ul style="list-style-type: none"> <li>✚ Website Alert Implementation</li> <li>✚ Website/Trip Planner Enhancement Implementation/Interactive Map/Updating How to Ride Page/Deleting OXO/Adding photos of bus stops with new logo</li> <li>✚ Marketing/Visitor Passes/Tillamook Bus Wrap/Travel Studio/Transportation Committee</li> <li>✚ NWOTA Policies (<b>Attached</b>)</li> </ul>	Doug Pilant/All
10:45— 11:15a	4. STIF-Discretionary for some NW Transit Access Project Bus Stops Update <ul style="list-style-type: none"> <li>✚ Potential Stops to Include</li> <li>✚ 20% Match Discussion</li> </ul>	Doug Pilant/All
11:15— 11:30a	5. COVID-19 Transit/NW Connector Updates <ul style="list-style-type: none"> <li>✚ Sanitizer System Application Update</li> </ul>	All
11:30— 12:00p	6. Other Business and Member Updates	All

### Attachments:

August 14, 2020 Meeting Minutes

NWOTA Policies

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)  
August 14, 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
  - Arla Miller, Ken Shonkwiler—ODOT
  - Debra Smith—NW Oregon Works
  - Ayreann Colombo, Mary McArthur—Col-Pac EDD
2. Consent Calendar: Unanimously approved. (CB/JD)
  - ✚ July 10, 2020 Meeting Minutes—No changes
  - ✚ July Financial Report—Only expenditures were for Trillium’s annual website maintenance.
  - ✚ Ridership Performance Report—NW Connector was on target to increase ridership by over 10% prior to COVID.
  - ✚ Calculating Average Passenger Miles Progress—No updates, awaiting until ridership returns to get a more accurate assessment.
3. NWOTA Standing Items:
  - ✚ IGA Approval Updates—Benton County Commission, Brad will get a copy of the signed IGA to Mary.
  - ✚ Management Plan—Benton County Commission and SETD Board approved. Brad and Jeff will send approvals to Mary. Mary sent out a progress report on the work outlined in the Management Plan earlier in the month. Kudos to all the partners on getting this important work done.
  - ✚ Website Alert System Implementation—Jeff did a demonstration on how SETD is using the alert system.
  - ✚ Trip Planner—Went live on July 20<sup>th</sup>. Chris has been addressing the minor glitches that have occurred. Brad question—Would it be possible for the interactive map not to be an option, but always show up? Make it the default? Partners agreed. Mary ask Chris to update.
  - ✚ Marketing/Travel Tourism Studio/Transportation Committee—TCTD and SETD have run out of visitor passes. Need to get those completed, 1 child can ride for free, Coast to Valley if 5 or under no fare. SETD uses the same Amtrak discounts on the Columbia Corridor. Most recent visitor pass example includes 1 child up to 16 years. Mary will follow up. Doug is working on a NWConnector/Tillamook wave bus wrap that he will show the group at the next meeting. Shows that Tillamook Wave provides the NWConnector service. Partners can contract directly with Selena for marketing work needed within their own systems.
  - ✚ NWOTA Policies  
Mary will send out the most current version of the NWConnector policies to all the partners.

- ✚ Website Pages—Mary will work with Chris on updating the How to Ride. Update the policy/disclaimer on website that if the driver has checked the bar then the bus isn't liable. Doug will get photos of bus stops without the OXO logo.

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

Ken reported on the work he has been doing on cost estimating some of the bus stops most probable for construction. He has taken the construction only estimate for a stop, added 30% contingency and a construction contingency. And compared the costs if ODOT did the construction or if NWOTA contracted them out. Typically transit agencies do their own construction, unless there is other ODOT construction happening in the same area. If ODOT manages, it will always be more expensive given the additional review needed. 4 medium level project would cost about \$1 million. Lower level, smaller package design projects would be less. STIF match requirement is 20%. If NWOTA manages, approximately 6 medium size stops could be done. If ODOT manages, they would finish the design and go out for bid and manage the construction contracting. Recommend prioritizing the medium size stops for STIF funding, and individually implement the smaller stops locally.

Doug—Would prefer ODOT manage, given the time required to go out for bid, and manage contracting throughout the entire region. Can put 20% match into the STIF formula.

Ken—Ensign and Hwy 101 would a good stop for ODOT to manage because of the complications and it being on Hwy 101. Pacific City one. Walport at Ray's. One's in Columbia County, like Havlik and US 30 will require significant investment if they are next to the railroad and need ADA upgrades. A couple of stops in Philomath, and potentially the 99 Express. Decide at next Board meeting. ODOT would do all the NEPA work as well. Contracting would through an IGA, perhaps some specific agreements such as an easement from the County for Pacific City. Public right-of-ways, permitting handled through agreements.

Look at one stop per partner. Start the application in September. Will need to break it down by bus stop, in case STIF can't fund all 5. STIF typically goes toward operations, so no guarantee this will be funded. Arla and Ken will work out how ODOT would handle a STIF award to NWOTA that ODOT area would deliver.

All partners concurred on having ODOT manage the project. Partners will go back to their boards to see if a 20% match for a \$250,000 bus stop would be supported. Partners may be need to prioritize the stops based on most immediate need. Add a scalability attachment to application with the stop rankings. Have a discussion on match at next Board meeting, eg, General fund and STIF formula.

#### 5. COVID Transit/NWConnector Updates

- ✚ Lincoln County—Most of buses now have sanitizer systems installed.
- ✚ SETD—Will likely get the same SnapOn fogger that Tillamook County has purchased.
- ✚ Benton—Have included that in Benton County's CARES Act application.
- ✚ TCTD—Been following Paul's recommendations on where to place sanitizer stations on buses. Purchased a SnapOn fogger that sanitizes a bus in less than 5 minutes. Order comes in within a week. Purchasing a handheld one for the Visitor Center so can sanitize three to four times a day.

#### 6. Partner Updates

- ✚ Benton County—Reviewing and updating all their policies. Will look at what NWOTA has done. Well help define how provide service and contractor requirements.
- ✚ SETD—Attended (public transit) conference. Good session on electric buses—pluses and minuses. Jason, SETD Mobility Manager is working on a training center for service providers, and a St Cloud presentation showed how to set up in 1,500 sq foot facility.

Very impressive. SETD has outgrown operations center and will be moving out of the tsunami zone at some point. Will incorporate the training center, open up to other users. Ridership is still down.

- ✦ Lincoln County—Been busy, may have some drivers go out on sick leave. Last week, a rider got on the bus in Newport and rode into Corvallis and was later arrested for strangling someone. Driver noticed that something didn't seem right about the rider and notified the local authorities. On board camera system captured the rider's photo. Scary in retrospect. Been working with Arla in closing out grants.
- ✦ Tillamook—Hired some new drivers. Won't be able to get their permits until October 1 because limited appointments available through DMV. Started systemwide fare analysis. Completed onboard rider survey. Getting first assessment of new route out to the Port and to the Tillamook Country Smoker. Saving time and making the system more efficient. Have a tentative agreement with the union. An excellent agreement. Breaks will be built into recovery time, a first.
- ✦ NOW—Tillamook is looking to see if can get some temporary drivers. Debra also noted that cleaning companies are very busy and may be able to use temporary workers over the next year to keep up with work. Are working to reopen centers to in-person visits. Have another grant for Employment Recovery services, Angeline is the resource for the region. Equity Care has changed their name to Equus.
- ✦ ODOT—Arla: Working on CARES Act applications. If get them in by the second Friday of the month they will be reviewed in that current month. Arla is working on sanitizer award contract. Talked to Jason, Mobility Management, and he wants to do videos on travel training, that could be posted on the NWConnector website. Important for communicating information electronically in this day of COVID.
- ✦ Col-Pac—Because of the high volume of work coming to Col-Pac over the next year, Mary is going to stay on to assist Ayreann Colombo, the new Executive Director, with the transportation project, including NWOTA.
- ✦ Columbia County—Doug will reach out to John.

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



# **NW Oregon Transit Alliance Policies**

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## **Policy: Bicycles**

### **Bikes Ride Free**

All NW Connector buses have bike racks. Riders must load, secure, and unload their bikes. If the rack is full, up to two bikes may be brought on the bus if space is available. Riders must have control of their bikes at all times. Mobility devices take priority and bikes will be moved to accommodate them. Bike Lockers available for rent at the Astoria Transit Center.

## Policy: Holidays

The NW Connector shall operate the same days on all Connector routes. Holidays the NW Connector **will not be operating** are:

	Benton	CCR	Lincoln	Sunset	Tillamook
1. New Years Day	√	√		√	√
2. Memorial Day					√
3. Independence Day					√
4. Labor Day					√
5. Thanksgiving Day	√	√	√	√	√
6. Christmas Day	√	√	√	√	√



## **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.

## **Policy: Use of CONNECTOR Branding Graphics**

### **I. Purpose**

The North by Northwest CONNECTOR logo and branding graphics will be used for many purposes, including marketing, information dissemination and wayfinding applications. Consistent use of the logo and branding graphics is crucial to establishing and maintaining the CONNECTOR system identity. Incorrect use, such as modification or distortion of the images, or uses for purposes not authorized by the Northwest Oregon Transit Alliance, can dilute the brand's effectiveness.

### **II. Policy**

It is the policy of the Northwest Oregon Transit Alliance that all uses of CONNECTOR branding graphics must be approved as follows:

- a. Specific materials shown in the official Outreach Guide may be printed and used for marketing the CONNECTOR system after review by the NWOTA Graphics Administrator for graphics consistency, and do not require without additional approval.
- b. Other proposed uses of the logo or branding images require prior approval of the Northwest Oregon Transit Alliance Coordinating Committee.

Printed marketing materials should be professionally published using high-quality inks and high-quality 100% post-consumer recycled paper.

All uses of CONNECTOR graphics should display the images in sharp, clear definition at a legible scale.

### **III. Approval Process**

- a. To request Coordinating Committee approval for use of the logo or branding graphics, proposers should submit an application with exhibits showing the exact intended use and placement of the graphics, with dimensions. Applications may be submitted electronically in pdf format. Applications shall be submitted to the NW Oregon Transit Alliance Graphics Administrator.
- b. The NW Oregon Transit Alliance Graphics Administrator shall review the application and make a recommendation to the Coordinating Committee.
- c. The Coordinating Committee will consider applications at their next regular meeting following receipt of the application.
- d. If an application is approved, the applicant must provide the Graphics Administrator a printer proof prior to printing for review and approval. Following production, applicants shall submit a specimen of the actual item produced, to demonstrate consistency with the approved proposal. Actual specimens must be provided within 30 days of production.
- e. Approvals will be valid for one year. An extension may be requested in writing for each subsequent one-year period.
- f. Items which are not consistent with the approved application may not be used and should be destroyed.

## **APPLICATION FOR USE OF CONNECTOR LOGO OR BRANDING GRAPHICS**

Date:  
Applicant Name:  
Organization:  
Address:  
Phone:  
Email:

1. Please describe how, where and when you propose to use the North by Northwest CONNECTOR logo or branding graphics:
2. Attach exhibits showing the exact proposed use and placement of the graphics, with dimensions.
3. Submit this application and all exhibits in pdf format to the NW Oregon Graphics Administrator at: \_\_\_\_\_
4. If approved, applicants are responsible to provide the Northwest Transit Alliance a copy or specimen of the actual item produced within 30 days of production

For Northwest Oregon Transit Alliance Use Only:

Date Considered by NWOTA Coordinating Committee:

Approved until: \_\_\_\_\_  Denied  Returned for additional information

1. Please describe how, where and when you propose to use the North by Northwest CONNECTOR logo or branding graphics:

2. Attach exhibits showing the exact proposed use and placement of the graphics, with dimensions.

3. Submit this application and all exhibits in pdf format to  
\_\_\_\_\_

4. If approved, applicants are responsible to provide the Northwest Transit Alliance a copy or specimen of the actual item produced within 30 days of production.

For Northwest Oregon Transit Alliance Use Only:

Date Considered by NWOTA Coordinating Committee:

Approved until: \_\_\_\_\_ Denied Returned for additional information

**Policy: Minimum Requirements for Participation  
in the NW Oregon Transit Alliance**

Members may be added to the NW Oregon Transit Alliance, **subject to unanimous vote of the existing Alliance members**, and the following minimum requirements for participation:

- A. Designate a Coordinating Committee representative and alternate for the agency.
- B. Attend all Coordinating Committee meetings and annual strategic planning retreat.
- C. Share equally with all other partners in the on-going financial administration of the Alliance, as set forth in the annual budget adopted by the Coordinating Committee. *(Currently \$10,000 per member agency annually.)*
- D. Execute, and ratify as necessary to comply with ORS190, the Intergovernmental Agreement for the Alliance, Coordinating Committee Bylaws and other formational documents.
- E. Pay for the costs of incorporating agency information into the North by Northwest CONNECTOR website and marketing materials. *(Estimated cost: \$5,000.)*
- F. Modify individual agency website and transit schedules to incorporate the CONNECTOR brand. Templates showing use of the CONNECTOR branding graphics on individual agency websites and printed materials must be provided for review and approval of the CONNECTOR Coordinating Committee prior to implementation. *(Estimated cost: \$3,000.)*
- G. Perform operational analyses in collaboration with adjoining Alliance members to evaluate connecting service improvements. Implement financially-feasible improvements to connecting services and schedules. Monitor and adjust connecting service in collaboration with adjoining members on an on-going basis.
- H. Secure an initial contribution to the North by Northwest Transportation Foundation of \$5,000. This contribution may be made by any individual or organization within the agency's service area. Multiple contributions totaling a minimum of \$5,000 are acceptable.
- I. Provide at least one community member from the agency's service area willing to serve as a potential board member for the North by Northwest Transportation Foundation. Potential board members should be active community members from business, higher-education, civic organizations or elected bodies.
- J. Discuss and coordinate potential funding applications to ODOT and the North by Northwest Transportation Foundation with Alliance partners in advance of application submittal.
- K. Agree to follow the communication protocol established for the CONNECTOR Alliance:

- a. Communicate directly and openly on all matters affecting other Alliance members.
- b. Demonstrate trustworthiness and support for other Alliance members through both actions and attitude.
- c. Raise difficult or controversial issues for discussion between, and resolution by, Alliance members first, before engaging external parties.
- d. Coordinate external messages and public statements with the Alliance Coordinating Committee in advance.
- e. Accept and publicly support Alliance decisions that are made in accordance with the decision-making process outlined in the bylaws, regardless of voting position.

An agency's continued participation in the Alliance is subject to continued good standing on all items above. Agencies not fulfilling these expectations may be removed from the Alliance based on a majority vote of the remaining members.

**Approved by NW Oregon Transit Alliance Coordinating Committee:**

\_\_\_\_\_  
(date)

## **Policy: Compensation and Contracts**

### **Contracts**

The Board of Directors must approve all service agreements and contracts. These agreements must be done within the approved budget line item spending limits. New contracts which cost more than \$100,000 annually or over the contract life shall require an attorney review and opinion to assure the agreement is legally sound and that NNWTF interest is protected.

All service agreements and service contracts shall be awarded on the basis of cost, experience, and references. No contracts may be written or awarded to employees or board members or their immediate family.

At a minimum, all contracts must contain the purpose, effective dates, authorized signatures, amount to be paid, how liability risks are covered or met, and services to be provided.

Adopted By: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_