

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