



Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**

Thursday, December 14, 2017 at 6:30 PM  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**AGENDA**

**A. CALL TO ORDER & NOTE OF ATTENDANCE**

**B. PLEDGE OF ALLEGIANCE** – Director Jerry Thompson (Subdistrict #5)

**C. ANNOUNCEMENTS & CHANGES TO AGENDA**

**D. PRESENTATION**  
2017 Association for Commuter Transportation 40 Under 40 Award Presentation recognizing Kiki Dohman, Cascade Chapter Director for ACT and Trip Choice Program Specialist for Cherriots. .... **1**

**E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.

**F. CONSENT CALENDAR - [Action]**

**1. Approval of Minutes**

        a. Special Meeting and Work Session of November 13, 2017 ..... **5**

        b. Board of Directors Meeting of October 26, 2017 ..... **13**

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**2.** Resolution No. 2017-13 Amend Attachment A to the Bylaws titled "Rules Governing Proceedings and Conduct of the Citizens Advisory Committee" ..... **63**

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**Next Regular Board Meeting Date: Thursday, January 25, 2018**

Regular Board meetings are televised live on Channel 21 and can be viewed on CCTV’s website: [www.cctvsalem.org](http://www.cctvsalem.org). Go to [www.cherriots.org/board](http://www.cherriots.org/board) for an electronic copy of the Board’s agenda packet. The Board of Directors can be reached by email at [Board@cherriots.org](mailto:Board@cherriots.org).

Regular Board of Directors meetings are open, public meetings at an accessible location. Special accommodations are available for persons with disabilities upon request. To request accommodations, or services for sign language interpretation or languages other than English, please call 503-588-2424 at least two business days prior to the meeting.



## BOARD MEETING MEMO

Agenda Item D

**To:** Board of Directors

**From:** Roxanne Beltz, Trip Choice Program Coordinator  
Stephen Dickey, Director of Transportation Development

**Thru:** Allan Pollock, General Manager

**Date:** December 14, 2017

**Subject:** Association for Commuter Transportation 40 Under 40 Award

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### ISSUE

Shall the Board receive a presentation on the Association for Commuter Transportation 40 under 40 Award?

### BACKGROUND AND FINDINGS

The Association for Commuter Transportation (ACT) is an international association and leading advocate for mobility, commuter transportation and transportation demand management (TDM). The membership of this cutting edge, networking organization is made up of professionals from various backgrounds and specialties -- transit districts, universities, rideshare programs, State DOT's and even employers from the private sector. This association may be full of diversity, but there is a collective mission of improving the lives of commuters and increasing livability and economic in our communities by enhancing our transportation system. For many, ACT serves as a resource where professionals can collaborate, share resources, discuss best practices on national and local level.

All members of ACT become members of a local chapter if they live in an area where one of the twelve chapters is established. Cherriots is a member of The Cascade Chapter which covers Oregon, Washington and Alaska.

Each year ACT recognizes 40 professionals under age 40 for their contribution to the mission and vision of ACT. In 2017 Kiki Dohman was nominated and selected as one of the individuals awarded to be included as a 2017 ACT 40 Under 40 Award Honoree. This

nomination was in recognition of her contribution to the success of ACT both locally, and on a regional and national level.

**FINANCIAL IMPACT**

None, information only.

**RECOMMENDATION**

Information only.

**PROPOSED MOTION**

**No motion, information only.**



ABOUT EVENTS POLICY COUNCILS JOIN

## ACT Honors 2017 40 Under 40 Recipients



ACT is proud to announce the recipients of the **2017 40 Under 40 Awards**. These awards recognize leaders who are committed to developing programs that shift behavior and create long-lasting change within their communities and organizations. Their work makes a very real difference: their creative solutions are bringing about an improved quality of life for commuters and increased livability of communities, resulting in a better future for everyone.

The honorees represent a cross-section of TDM professionals, including public and private organizations around the country, and the work they do is varied. For example, **Abby Bleything (University of Vermont)** has played a key role in the introduction of the first large scale bike share program in Burlington, Vermont. **Zanna Worzella (ICF)**, is a creative marketing professional, who has produced a series of fun, engaging, short animated videos on biking, carpooling, and taking the bus.. In Oakland, CA, **Philip Kobernick (Alameda County)** manages alternative fuel choices for a fleet of 1,100 vehicles, successfully seeking out grant and rebate programs while also training employees and sharing the County's experiences with other organizations.

The 2017 **40 Under 40 Awards** winners are energetic and persistent. **Peter Williamson (San Luis Obispo Council of Governments)** exemplifies the kind of excitement about his career that is characteristic of these TDM leaders in his comment, "Every day is filled with highs and

lows that deliver the inspiration I need to keep moving towards a multi-modal world. What started as training for a 200-mile bike ride has grown into a career and lifestyle full of passion."

These leaders are grateful for professional growth opportunities. **Maggie Awad (Destination Sales & Marketing Group)** said, "ACT has contributed to my professional development through Leadership Academy, committee participation, and through conference attendance. I look forward to continuing to grow with ACT and within the TDM industry."

**Greg Rodriguez (Best Best & Krieger)** stressed the importance of keeping an eye on the future: "It is critical to have a vision for advanced transportation technologies. We must collaboratively lay the policy and legal foundations needed to ensure new technologies not only operate safely on our public roads, but also enhance transportation options and connectivity for all citizens."

"Congratulations to all of our 40 Under 40 recipients" said Rob Henry, ACT President. "It's fantastic to see so many dynamic professionals working throughout the TDM industry. The future of our industry is very bright, and these individuals are a big part of that."

### **List of 2017 40 Under 40 Award Winners**

Michael Alba - LinkedIn  
 Maggie Awad - DS&MG  
 Jeff Bennett - 128 Business Council  
 Lauren Bennett - Salesforce  
 Erika Benti - Colorado State University  
 Abby Bleything - University of Vermont  
 Jonathan Bollhoefer - DS&MG  
 Caitlin Cerame - West Florida Regional Planning Commission  
 Mary Daly - Seaport TMA  
 Peter Dempster - ReachNow  
 Kiki Dohman - Cherriots Trip Choice  
 Nick Donohue - Virginia Dept. of Transportation  
 Geoff England - Steer Davies Gleave  
 Tim Ericson - Zagster  
 Bobby Fultz - Enterprise RideShare  
 Syreeta Gross - LiveGreen Solutions, LLC  
 Emily Haar - Urban Trans North America  
 Ricki Hall - Regional Planning Commission of Greater Birmingham  
 Laura Heilman - Commuter Services of Pennsylvania/AECOM  
 Rebecca Higgins - US Senate Environment & Public Works Committee  
 Phillip Kobernick - Alameda County  
 Nicole Le - Tripshot  
 Lauren Masias - Denver South TMA.  
 Hannah Mullin - Alta Planning & Design  
 Stacy Newcomer - Commuter Services of Pennsylvania/AECOM  
 Colin Peppard - LA MTA  
 Cara Politi - MetroPool  
 Ramond Robins - Anne Arundel County DOT  
 Carlos Robles - AECOM  
 Gregory Rodriguez - Best Best & Krieger  
 Robert Sadow - Scoop  
 Alix Scarborough - Movability Austin  
 Mary Sell - Triangle J Council of Governments  
 Dan Sheehan - Mid-Ohio Regional Planning Commission  
 Abbey Stumpf - North Natomas TMA  
 Tim Waldrop - Amazon  
 Jane Wilberding - Sam Schwartz Consulting  
 Sarah Wilgus - JLL-VMware  
 Peter Williamson San Luis Obispo Council of Governments  
 Zanna Worzella - ICF

The awards were presented at the 40 Under 40 Awards Luncheon, Wednesday, October 18, 2017, during the TDM Forum in Las Vegas.



Salem Area Mass Transit District  
Board of Directors

**~ SPECIAL MEETING ~  
WORK SESSION**

Monday, November 13, 2017

Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

**SPECIAL MEETING**

**PRESENT:** President Robert Krebs; Directors Jerry Thompson, Steve Evans, Marcia Kelley, Colleen Busch, and Doug Rodgers; **ABSENT:** Director Kathy Lincoln

**Staff** Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Karen Garcia, Security and Emergency Management Manager; SueAnn Coffin, Contracted Services Manager; and Brian Woodall, Procurement/Contracts Manager; Linda Galeazzi, Executive Assistant

**1. CALL TO ORDER 5:30 PM**  
President Bob Krebs called the special meeting to order at 5:30 p.m. There was a quorum.

**2. ACTION ITEM**  
**a. Contract with Allied Universal for Transit Security Services 5:30 PM**

**Staff report:** Pages 1-4 in the agenda

**Presenter:** Karen Garcia, Security and Emergency Management Manager

Unarmed private transit security services are provided to the District under contract at the Keizer Transit Center, the Downtown Transit Center at Courthouse Square and throughout the system. The District’s contract with G4S Secure Solutions, Inc., expires on December 31, 2017 so the District went through procurement procedures required by the Federal Transit Administration and determined that Allied Universal was the most responsive to the procurement criteria as is shown in the scoring matrix:

Evaluation Criteria	Available Points	G4S Secure Solutions, Inc.	Allied Universal	Phoenix Protective Corp. PPC Solutions, Inc.
Qualifications and Experience of Firm	30	23.5	26	21
Qualifications and Experience of Personnel	25	18.25	21.5	19

Supervision, Quality Control, Training	20	13.75	18.25	16
Price Proposal/Cost	25	25	22.28	22.47
<b>Total Score</b>	<b>100</b>	<b>81 (80.5)</b>	<b>89 (88.03)</b>	<b>78 (78.47)</b>
3 YR. BASE/2 1-YR OPTIONS		\$ 1,349,220.24	\$ 1,513,367.91	\$ 1,500,623.07

**Motion:** Move to authorize the General Manager to negotiate the final contract language and to execute a contract with Allied Universal for Transit Security Services (Unarmed) for a three-year base term contract with two (2) one-year optional extensions (5 years total) in the not-to-exceed amount of \$1,513,367.91.

**Motion by:** Director Colleen Busch

**Second:** Director Doug Rodgers

**Vote:** Motion passed (6); Absent: Kathy Lincoln

### 3. SPECIAL MEETING ADJOURNED

5:41 PM

## WORK SESSION

**PRESENT:** President Robert Krebs; Directors Jerry Thompson, Steve Evans, Marcia Kelley, Colleen Busch, and Doug Rodgers; **ABSENT:** Director Kathy Lincoln

**Staff** Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Karen Garcia, Security and Emergency Management Manager; SueAnn Coffin, Contracted Services Manager; and Brian Woodall, Procurement/Contracts Manager; Linda Galeazzi, Executive Assistant

### 1. CALL TO ORDER

5:41 PM

President Krebs called the work session to order.

### 2. DISCUSSION

#### a. Advertising Update

5:41 PM

**Staff report:** Page 5 of the agenda

**Presenter:** Patricia Feeny, Director of Communication

Ms. Feeny reported on the breakdown of local versus national advertisements on the Cherrits buses and listed the current advertisers. Every fixed-route bus had one or more ads on one or more sides of the bus. The financial return to date was \$7,000, this was the agreed upon quarterly guaranteed rate.



**Follow-up:** The board considered Director Kelley's idea to use the advertising revenue for bus passes for youth going to and from after-school activities. President Krebs said the Board can address this option at their next planning session.

## **b. Proposed Service Advisory Committee Concept**

**Staff report:** See Attachment A to these Minutes

**Presenter:** David Trimble, Chief Operating Officer

Board members looked over proposed changes to Attachment A of the Bylaws for the Citizens Advisory Committee as presented by Mr. Trimble. Transit agencies are required by federal law to have a Citizens Advisory Committee and the District intends to re-establish its group. Changes to the Bylaws were highlighted in RED in Article 2-Purpose and Responsibilities, in Article 3-Membership and Terms of Appointment, and in Article 6-Conduct of Meetings.

**Follow-up:** A final draft of the CAC Bylaws will be presented to the Board for action at the December 14, 2017 board meeting.

## **c. Process and Timeline for Developing the 2021-2024 STIP**

**Staff report:** Pages 7-12 of the agenda

**Presenter:** Steve Dickey, Director of Transportation Development

Mr. Dickey explained the difference between the 2018-2021 Transportation Improvement Program (TIP) and the 2021-2024 Statewide Transportation Improvement Program (STIP). The two process are currently underway and the District has an interest in both. The District submitted an application for funding to the 2018-2021 TIP. The project lists will be presented to SKATS Technical and Policy Committees for final approval. The first application is due May 2018 for the 2021-2024 STIP program. The public review is scheduled in February 2020 and in June 2020, the Oregon Transportation Commission (OTC) will make the final determination for the STIP program. President Krebs sent a letter (page 9-10) to the OTC on behalf of the Board to recommend that funding for bus replacement be left in the enhancement/non-highway fund. SKATS and other agencies supported this letter of recommendation.

Mr. Dickey reviewed the role played by the Salem Keizer Area Transportation Study (SKATS) for the funding provided by the Congestion Mitigation and Air Quality (CMAQ) Improvement Program through the Federal Highway Administration (FHA) and the Oregon Department of Transportation (ODOT). The District's application for funding included projects totaling \$1,458,171 (on page 8). The application was submitted in November 2017. A project review and public input is scheduled through February 2018 and in March 2018, the SKATS Policy Committee will approve a final list of projects for funding.

**Follow-up:** Director Kelley asked for a cost estimate to replace buses. She will be speaking on the subject of bus replacement.

**3. GENERAL MANAGER COMMENTS**

**6:55 PM**

**Staff report:** Pages 13-18 of the agenda

**Presenter:** Allan Pollock, General Manager

Board members reviewed the draft agenda for the December 14, 2017 board meeting, the Board's calendar, and upcoming agenda items that will be brought before the Board for action.

**4. WORK SESSION ADJOURNED**

**7:02 PM**

Submitted by: Linda Galeazzi, Executive Assistant/Clerk of the Board

## BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE CITIZENS ADVISORY COMMITTEE OF SALEM AREA MASS TRANSIT DISTRICT

### Article 1 – ~~Purpose and~~ Mission

The mission of the Citizens Advisory Committee, established by the Salem Area Mass Transit District (“District”) Board of Directors, is to act as an advisory committee to the Board on transportation-related issues of the District.

### Article 2 – Purpose and Responsibilities

~~The~~ The Citizens Advisory Committee (“Committee”) shall meet to discuss and make recommendations to the Board of Directors (“Board”), on the District’s transportation policies, programs and services, and perform other duties as assigned by the Board. The Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

The purpose of the CAC will be to advise the Board of Directors and Cherriots staff on transit-related issues, make suggestions for transit service improvements, and to advocate for enhanced funding for public transportation. The CAC will advise the Board of Directors, General Manager and Cherriots staff on the following items:

- Adhering to the requirements of the American with Disabilities Act (ADA)
- Issues related to the quality of the public’s ridership experience and other engagement with Cherriots
- Issues related to advocacy, including:
  - Cultivating an understanding of public transportation policy issues and opportunities among members of the CAC
  - Advocating for adequate funding for Cherriots from governmental, quasi-governmental, non-profit and for-profit entities
  - Mobilizing public transportation customers, supporters, and other public transportation stakeholders

### Article 3 – Membership and Terms of Appointment

~~Membership shall consist of nine voting members, and one non-voting student member. Members shall serve at the pleasure of the Board.~~

~~Committee membership shall consist of a cross-section of the Salem/Keizer community which shall include to the extent possible, a:~~

- ~~Paratransit User~~
- ~~Recreational/Bike/Pedestrian Advocate~~
- ~~Social Services Agency Representative~~

- ~~Medical Community/Care Provider~~
- ~~Chambers of Commerce/Business Economic Development Organization~~
- ~~Major Employer (over 100 Employees)~~
- ~~School District Representative/Educational Community~~
- ~~Ethnic Community Member~~
- ~~At-large Member~~
- ~~Youth Leader (High School Student, one year term with "school year term" option) — non-voting member~~

~~Voting members appointed to the Committee must live and/or work within the Salem-Keizer Transit service area.~~

Composition of the CAC: The CAC is composed of nine (9) community representatives – seven (7) selected by individual members of the Board of Directors and two (2) from a slate of candidates who apply and are chosen according to the process set out below:

A CAC member must reside within the Cherriots service area, which may include locations within the Urban Growth Boundary and cities and towns within Marion and Polk Counties, and must have a familiarity with Cherriots services. CAC members must be at least 18 years of age and use Cherriots services periodically; however, transit dependency is not a requirement for CAC membership. CAC members must be able to communicate knowledgeably about Cherriots, in particular, and public transit in general. Members should have the ability to advocate on behalf of public transit and promote Cherriots services.

CAC membership must reflect the larger community and have diverse representation with regard to age, gender, race, disability, transit dependence, availability to participate in CAC activities, and geography.

Travel Reimbursement: Each CAC member will receive a 30-day (monthly for Regional) transit pass to cover transportation expenses. Passes will be mailed to CAC members. Other arrangements for pass distribution may be made on an individual basis.

Members shall be appointed to the Committee by the Board for a period of two years. Members may only serve two consecutive two-year terms on the Committee. Committee terms will begin in the month of January and end in the month of December.

The Board may appoint committee members to fill unexpired terms. Committee members appointed to serve the balance of an unexpired term shall have the opportunity to serve two consecutive two-year terms after the conclusion of the original appointment. In the transition period inaugural committee members will be allowed to serve the remainder of a term in an Excess At Large Capacity.

A Committee member who has served two consecutive terms may be nominated and recommended for future terms 12 months after their previous term has expired.

#### **Article 4 – Officers**

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms. The Committee may nominate and recommend to the Board, members to serve as Chair or Vice Chair. Nominations are to be held every December (or in the meeting month closest to the end of the calendar year) prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may, at the Board's direction, appoint subcommittee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

#### **Article 5 – Committee Vacancies**

When a vacancy occurs, the Board, by majority vote of its members at any meeting, may appoint a new member to the committee to serve the remainder of the unexpired term. The Board may select an appropriate appointee from those responding to a public advertisement, from candidates expressing an interest in such an appointment, or may refer to leaders or organizations in the represented group for appropriate candidates.

#### **Article 6 – Conduct of Meetings**

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted according to Robert's Rules of Order. A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week's notice and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.

All members are expected to attend scheduled meetings. If a member is unable to attend a scheduled meeting, that member shall contact the District's staff representative and/or the Committee Chair at least one business day in advance, to give notice, except in cases of an emergency. A member who fails to notify the

District's staff representative and/or the Committee Chair of their intended absence for two consecutive meetings, or is absent three or more meetings over a one year period, may have his/her membership declared vacant.

One member of the Cherriots Board of Directors will be invited to attend CAC meetings on a rotating basis. The invitations shall be rotated so that all Directors are invited to attend at least once during the year. This open-invitation policy does not preclude or reduce the desirability of the Board of Directors appointing a liaison to the CAC.

Regular CAC meetings shall be held quarterly. The meeting schedule shall be set and voted upon at the first meeting of the calendar year. With possible exceptions, the regular meetings will be used for presentations from Cherriots staff, contractors and other parties of interest to the CAC.

## Article 7 – Amendments

The Citizens Advisory Committee, through its Chair, may recommend to the Board, amendments to the Bylaws that govern the Committee by a two-thirds vote of all its members.

Only the SAMTD Board of Directors shall have the authority to amend these Bylaws.

### Actions taken by the Board of Directors

<u>Resolution</u>	<u>Date</u>	<u>Action</u>	<u>Change</u>
90-01	Jan 25, 1990	Adopt	• Attachment A Elderly/Handicapped Transportation Advisory Committee
91-02	Mar 28, 1991	Amend	• Attachment A Elderly/Handicapped Transportation Advisory Committee
97-02	Feb 27, 1997	Amend	• Renamed Elderly and Disabled Consumer Advisory Committee
97-28	Dec 18, 1997	Amend	• Renamed Senior and Disabled Consumer Advisory Committee;
99-02	Mar 25, 1999	Rescind	• Dissolve Elderly/Handicapped Transit Advisory Committee; Form Consumer Advisory Committee; Replace with CAC Bylaws
11-13	Dec 08, 2011	Rescind	• Dissolve Consumer Advisory Committee; Form Citizens Advisory Committee Bylaws; Replace Bylaws
13-12	Dec 12, 2013	Amend	• Amend the Citizens Advisory Committee Bylaws



Salem Area Mass Transit District  
BOARD OF DIRECTORS

October 26, 2017

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar: .....	2-3
1. <u>Approval of Minutes</u>	
a. Minutes of the September 28, 2017 Board Meeting and Executive Sessions	
2. <u>Routine Business</u>	
a. Approval of the Fiscal Year 2019 Budget Calendar	
 Move to authorize the General Manager to execute a five-year base term contract with two (2) one-year optional extensions (7 years total) with MV Transportation, Inc., for transportation services for the delivery of Cherriotics LIFT, Cherriotics Regional, and Cherriotics Shop and Ride services in the amount of \$34,702,000. ....	3
 Move to authorize the General Manager to create a letter to the OTC on behalf of the Board for President Krebs signature regarding the categories and amounts in the funding scenarios; and to voice the Board’s concerns about the OTC’s proposal to take away transits’ use of the non-highway discretionary funds in the 2021-2024 STIP funding allocation. ....	4

Regular Board meetings are video recorded and are available for viewing on the CCTV website at [www.cctvsalem.org](http://www.cctvsalem.org).







Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**  
 October 26, 2017  
 Courthouse Square – Senator Hearing Room  
 555 Court Street NE, Salem, Oregon 97301

**MINUTES**

<b>PRESENT Board</b>	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Marcia Kelley, Jerry Thompson and Kathy Lincoln <b>ABSENT:</b> Director Steve Evans
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Brian Woodall, Procurement/Contracts Manager; Stephen Custer, Social Media Specialist; Linda Galeazzi, Executive Assistant
<b>Guests</b>	Tim Williams, Safety Manager; Goran Petrovic, Special Project Manager; and Mark Elias, Senior Vice President, Operations from MV Transportation Inc.

**A. CALL TO ORDER AND NOTE OF ATTENDANCE** **6:30 PM**  
 President Krebs called the meeting to order and a quorum was present.

**B. PLEDGE OF ALLEGIANCE** led by Director Doug Rodgers

**C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**  
 President Krebs announced that the 2017 ACT 40 Under 40 Award Presentation is postponed to the December 14, 2017 Board meeting. Director Lincoln requested that the Board discuss and take action on a letter from the Board to the Oregon Transportation Commission about the funding categories and amounts for the FY2021-2024 Statewide Transportation Improvement Program (STIP).

**D. PRESENTATION** - None

**E. PUBLIC COMMENT** - None

**F. CONSENT CALENDAR** **6:32 PM**

**Motion:** **Moved to approve the Consent Calendar:**  
**3. Approval of Minutes**  
**a. Minutes of the September 28, 2017 Board Meeting**  
**4. Routine Business**





## 2. Letter to the OTC regarding the 2021-2024 STIP

Staff report: Verbal \*1

Presenter: Director Kathy Lincoln

Director Lincoln attended the October meeting of the Oregon Transportation Commission (OTC) where they considered three funding scenarios for state and federally-funded projects in the development of the 2021-2024 Statewide Transportation Improvement Program (STIP); and about the OTC’s proposal for the use of non-highway discretionary funds for public transportation and the need for various sources of federal funding.

Director Lincoln proposed that the General Manager write a letter on behalf of the Board for President Krebs signature in response to the Commissions invitation for input from agencies on the:

- Allocation of programs funds in the STIP for investment needs.
- How the Commission should target non-highway funding among public transportation, bicycle and pedestrian, and transportation options programs; and
- To voice the Boards concerns about the lack of discretionary federal funding.

Board members considered asking the Mid-Willamette Area Commission on Transportation (MWACT) to write a letter. When the ACTs submit a transportation improvement program to the state for inclusion in the statewide program, MPOs verify that they have met federal requirements. A letter is a good idea. The ACT steering committee will meet with the OTC in December for the annual charter reappointment. Most members of the ACT know the importance of buses.

Mr. Pollock advised that he will add discussion on the STIP Process on the November work session agenda.

**Motion:** **Move to authorize the General Manager to create a letter to the OTC on behalf of the Board for President Krebs signature regarding the categories and amounts in the funding scenarios; and to voice the Board’s concerns about the OTC’s proposal to take away transits’ use of the non-highway discretionary funds in the 2021-2024 STIP funding allocation.**

**Motion by:** **Director Kathy Lincoln**

**Second:** **Director Doug Rodgers**

**Vote:** **Motion passed (6); Absent: Director Evans**



\*1 Oregon Department of Transportation Statewide Transportation Improvement Program, go to <http://www.oregon.gov/ODOT/STIP/Pages/2021-2024-STIP.aspx>.  
 For the Oregon Transportation Commission's meeting agenda and materials, go to <http://www.oregon.gov/ODOT/Get-Involved/Pages/September-OTC-Support-Materials.aspx>

**I. INFORMATION ITEMS - None**

**J. BOARD AND MANAGEMENT REPORTS 6:50 PM**

**1. General Manager**

Mr. Pollock said that he and President Krebs testified at the OTC meeting on the issues that Director Lincoln spoke about. He also attended the Statewide Transportation Improvement Fund (STIF) Rules Advisory Committee meeting where there were lots of questions about the policies being developed for implementation under House Bill 2017. A list of the questions was compiled for response at a later meeting. Mr. Pollock was also invited to do a presentation on the District's transit system at the City of Salem's Transit Committee meeting.

**Board of Directors**

Board members gave an account, both verbally and in writing, of their transit-related Board and community service activities that may be of interest to the other Board members and to the public.

Discussion ensued about President Krebs' inquiry at the Salem/Keizer Area Transportation Study (SKATS) meeting about a policy for fuel preservation in an emergency event, such as an earthquake. He was told that a policy was being developed. Director Kelley noted that people should also talk to their legislators about the fuel sources in Salem – what is available and where it is being stored.

President Krebs announced that a reporter from the Oregon Business Magazine interviewed him and transit planner Matt Berggren for a story about the West Salem Connector. He reminded the Board about the ribbon cutting at the Gilbert House on November 3 for the newly built *Salem Station*.

**K. Meeting Adjourned 7:25 PM**

Respectfully submitted,

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Robert Krebs, President



**Salem Area Mass Transit District  
Board of Directors  
Planning Retreat**

Saturday, October 21, 2017  
Chemeketa Center for Business & Industry – Room 115  
Salem, Oregon 97301

**MEETING NOTES**

**PRESENT:** President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Marcia Kelley, Jerry Thompson, and Kathy Lincoln **ABSENT:** Director Steve Evans

**Staff** Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Patricia Fenny, Director of Communication; Steve Dickey, Director of Transportation Development (arrived 10:22 AM); Chris French, Senior Planner; and Linda Galeazzi, Executive Assistant

**Guests** Dale Penn II, CFM Strategic Communications

**WELCOME / OPENING COMMENTS**

**9:00 AM**

President Krebs opened the planning session at 9:00 a.m. He talked about the Board’s opportunity to plan for better bus service in Salem and Keizer.

Mr. Pollock reviewed the agenda for the meeting. He hoped the Board would enjoy the day because they had worked hard to get to this meeting. More importantly, it will get to the approval of a plan for enhanced service.

**HOUSE BILL 2017 OVERVIEW**

Mr. Pollock reported on the Statewide Transportation Improvement Fund Rules Advisory Committee (STIF RAC) that meets Tuesday, October 24, 2017. Mr. Pollock is a member of the committee established to develop recommendations to the Oregon Transportation Commission (OTC) regarding Oregon Administrative Rules (OAR) Section 122 and House Bill 2017; to implement a process for administering allocations of the formula (90%), discretionary (5%), and intercity discretionary (4%) programs. One percent is designated for a statewide public transportation technical resource center established by the Oregon Department of Transportation (ODOT).

**PUBLIC TRANSPORTATION IMPROVEMENT PLAN REQUIREMENTS**

**9:06 AM**

Mr. Pollock spoke about the requirements for administering the formula fund in House Bill 2017’s Section 122(M) to Section 122(R).



- Section 122 provides statewide funding for public transportation. The resources will come from a new payroll tax at one-tenth of one percent of wages paid to employees. Proceeds from the payroll tax will be put into the STIF. The Department of Revenue will begin to collect revenues on or after July 1, 2018. The program is scheduled to become operational by January 1, 2019.
- Requirements for the contents of the Public Transportation Improvement Plan under Section 122(N) include (a) Increase the frequency of bus service in communities with a high percentage of low-income households; (b) Procure buses powered by natural gas or electricity in areas with a population of 200,000 or more; (c) Implement reduced fare programs for low income households; (d) Improve the frequency and reliability of connections between communities; (e) Coordination between public transportation service providers to reduce the fragmentation of service.

Board members voiced their concerns that the OTC should be responsible to make sure that the discretionary flexible funds still go to transit for bus procurement.

#### **DISCUSSION OF ENHANCEMENT PRIORITIES**

**9:12 AM**

Chris French presented draft service plans scenarios from pages 1-7 of the agenda for enhanced service to help the Board in discussion about their priorities for urban services, regional services, service versus other options and the order of implementation.

The Board considered proposed service levels and route frequencies on weekdays, Saturdays and Sundays, and for holidays based on expected ridership, and reduced fares for youth and low income people.

#### **Urban Service / Saturday / Sunday / Holidays**

- Cost –need a breakdown of the cost for Saturday service versus Sunday service, holidays and later evening service. There may not be enough money to provide all of these services at once. May need to phase it in. We want services we can support, and not cut back. What does that do to staffing – the District will build a schedule based on the service model.
- Keep going back to do a pre-survey of what the riders can use. Work with the employment office. Consider what is most important to the riders. What days and times do the stores open/close? When do shifts begin and end? Are they open on holidays? What time do classes end at Chemeketa? In the past, all we have heard is to get Saturday and Sunday service. Concerned for riders who use the bus to get to work Tuesday to Saturday. These are the kinds of questions to ask on the survey. Look at the ridership to see who is using the service to get to work. Get the numbers from other transit agencies that already have Saturday and Sunday service to see what the District can expect. Do comparisons by percentage.
- When should the last pull out be – 10:00 PM, 10:30 PM, 11:00 PM? Look at routes with the highest usage. Late means 10:30-11:00 PM to serve Chemeketa and most businesses at the malls, restaurants, shift work – so people can get home from work. Pullouts from the Downtown Transit Center are scheduled at the top of the hour; the later the service is, the less frequent the buses go to hourly.



- Saturday and late night service is a priority; but see if the ridership justifies that. Don't run a route that has very low ridership
- Sunday Service and Holiday Options – Like the proposal on page 7 of the agenda. Start with Sunday level service for holidays. It could be confusing for riders. There may be less of a need for buses to run on Christmas and Thanksgiving; a lot of empty buses. The day after Thanksgiving is the biggest shopping day of the year. Thinking of the drivers, they will want to be with their families too. Historically, service for holidays was at Saturday level.

### **Reduced Fares / Bus Pass Programs / Seniors / Low Income**

**10:20 PM**

- Will need to explore whether it be free or reduced. Does it have to be free versus reduced fare? Fifty cents is five pop cans. Charging something gives value to the fare. What do TriMet and LTD do? May have to have a means test for it. Leave adult fares as is. Equity for low income was a big deal for this Bill. If we create other low income fares, not sure who would be left if there are those already getting reduced fares. Use a program that is already in place for qualification. Portland public schools pay for TriMet bus passes. Get real, base-level figures from other transit agencies in Washington who are in our same population area for all of the proposed services/fares.
- Some reduction may help those ages 40-65 working minimum wage jobs, singles or couples with kids having a hard time paying for rent. There are a lot of people struggling. We want to relieve the burden for low income. Is this a way to help low income families? What are the pros and cons? Is it expensive? It satisfies a lot of objectives. Explore a youth fare program -six and under. It could be free but they have to be with an adult. Do something based on the qualifications for an Oregon Trail Card. Riders can provide a copy of their SNAP card to show they qualify and the listed members of their household qualify.
- Half of all students are on the reduced lunch program at school. What kinds of sales do we currently have on youth passes? A student bus pass program or reduced youth fare program could be what the District starts with at the beginning of the school year. Advertising revenue could help offset the cost. School councilors look forward to that day again. It is good public relations with businesses. It could start in September 2018. Can we do it sooner? A fare evaluation begins in March or April for the fare change process in July 2018. Will this program qualify as new service according to the STIF rules if we begin early?
- Cost versus revenue – if the student population inundates the transit system, adding service will be necessary, and that is not cost neutral.
- Equity – do we offer the same for complementary paratransit service rides? Do we need to separate senior fares? Staff will need to research the ADA policy for 17 and under. The current fare is \$3.20. The federal statute states the fare can be double the regular fare but no more than that. Check ridership for ADA. Staff reported that ADA ridership was 40% on Saturdays and 30% on Sundays.
- What about Fareless Square or Free Fare from West Salem to Downtown –In the past, it was difficult to know which riders were traveling just to the downtown transit center and which riders had another destination. It was confusing to both riders and drivers.



### **Gap Service**

- Downtown Circulator - This is the Salem Mayor's project and would not be a high priority for the District unless the City wanted to help out. The idea was brought up at the City's Transit Committee meeting.
- Areas not yet served - State Fair, Amazon Distribution Center. Look at the northeast area of Salem for service.
- It will help for the City to do sidewalk improvements where there are no sidewalks. Fischer Road is an area where there are apartments and group homes. This topic came up at the City's transit committee meeting. Pringle, Turner and Reed Roads are too dangerous for service. There is a whole big subdivision that went up in that area.
- How much do we want evening service, Saturday service and/or improved weekday service? Want Saturday service first rather than longer weekday service. Give something to Saturday service so that the people will see something tangible. Want to make sure there is value to Saturday service for riders. Pricing out these options will help the Board to know how to phase it in. It is hard to know without the numbers. Don't fill the gaps until we know the cost. Currently, there are no buses to fill the gaps without procurement. There will be a timeline for this also. It takes two years.
- Special Event Service – Art Fair, State Fair, Volcanos games; nominal expense, don't have to charge a fare. Can run free shuttles. For the amount of money that it costs compared to the expense, it is something we might not talk about until a later time. The Board has a policy (#107) with guidelines for special services. The District gets many requests for "shuttle" service. We could do Volcanos games; they have reached out to us. Currently, buses could get riders to the games but the games can be too late for a return trip.
- Shop and Ride / Dial-A-Ride – Is ridership higher now? The percentage is bigger but the numbers of people riding remains small. The Dial-A-Ride service turns down rides. There are five vehicles for the service – 3 to 4 are in service, two are in the shop for pre-scheduled maintenance. Can offer on weekends and for seniors who do not qualify for ADA. For now, this service can be left alone.
- South River Road and Medical facilities – Expansion? There are no sidewalks. The City could help with that from Owens to Illahe. Still get calls from low-income and seniors trying to get to their medical facility. Is the Coordinated Care Organization (CCO) responsible for that kind of trip? Yes, if Medicaid-eligible.

### **Regional Service**

- It has not yet been decided how funding will be split between new urban and regional service, and reserves. Have also not heard whether cities like Woodburn or Silverton, etc., are exploring their options for expanding their services. The District did a survey earlier and Saturday service was a high priority.
- Do bus surveys to find out if they would like commuter service, weekend service. Talk to the colleges. Representative Paul Evans asked that the District explore service options to Western Oregon University (WOU), i.e., adjust the schedule to assist with their schedule.





- The Mayor of Jefferson is interested in connector-type service; can we partner somehow. Jefferson is in the Marion County jurisdiction but in the last census is also in Albany's jurisdiction. The Albany Transit System a part of that conversation. Do we want to provide deviated service to Jefferson from Albany to Salem? We could include Corvallis in the discussion for students and staff providing daily routes, but we don't know yet how the funding for intercity transit will be dispersed.
- Other opportunities – Mill Creek Business Center and Amazon distribution center along Aumsville Hwy/Cordon Road; don't think it will be revenue-neutral to add service to the area of Deer Park, Aumsville Hwy, Cordon Road, Fed Ex, Amazon, Home Depot distribution centers. Route #11 Lancaster/Verda can be extended with 15-minute connections for shift work in the area. Assume shifts with 300 people. Amazon is transit-friendly. Keep an eye on where the subdivisions are going in, and if they are hiring from within Salem or outside of Salem. Buena Vista Senior Community Assisted-living facility is close to 1-5 and Kuebler. The District gets all of the notifications for housing developments.

### **Surveys**

- Is there a way to do a survey of current riders to see what they need to get back and forth to work. Most of our past surveys showed that people want Saturday service.
- Have we talked to riders to find out which routes are best for them? Survey people who are not going to go to a public hearing. Be mindful that low income people may not have time to attend a public hearing. Many times they have too many pressures, to get to work, feed the family, get the kids to school, etc.
- Ask for more details – what is your destination; my shift lasts to (blank) ... so that we have an idea what the service needs are for those who depend on it. Do a survey with employers at Costco, Fairview Industrial Park; survey those waiting at a bus stop; work with the Chamber members, and nursing homes before the Board locks in on any plans for service additions, to show we are trying to develop new service to meet people's needs.

### **Stability Fund / Payroll Collections**

- TriMet and LTD can probably help advise us about the payroll collections; work through the employment office.
- Don't want to spend to the penny versus making sure we don't have to send unused funding back to the State.
- Want to create a stability fund. If there really is a downturn, where would that money come from? How do property taxes fit into this picture?
- Have Transit Advisory Committee help decide.

### **Bus Purchases**

- Bus purchases will need a local match. In the early phases, we won't need more buses but down the road we will. Additional buses may also be required for regional service.
- Federal money – an opportunity for bus procurement. Leverage the funds the best we can. As more funds come in, we can look at the purchase of buses.



- First two years can be devoted toward service.
- The Oregon Transportation Commission (OTC) pulled \$15 million out of discretionary category. If funds are pulled, the STIF has to be used for buses, and it cuts into the money meant for service.

### **ORDER OF IMPLEMENTATION / PUBLIC OUTREACH**

**12:30 PM**

The proposed timeline and outreach plan on pages 8-9 of the agenda were considered. Public outreach will begin after the holidays to July 18. At the same time, the Board is scheduled to review the fare structure, hold public hearings and take action on potential fare changes.

Board members were asked for locations to add to the outreach plan. The following locations were proposed: West Salem Safeway, Chemeketa Community College, northeast on Portland Road, Mano-a-Mano, Broadway Commons, Kroc Center, Food Bank, Keizer Community Food Bank, Hope Station on Madison, Keizer-Salem Senior Center on Cherry Avenue and apartment complex. Apartments usually have bulletin boards to share community information.

Next, the Board built a prospective list for stakeholders meetings. They considered there should be separate meetings for urban and rural services. The following stakeholders were suggested: League of Women Voters, Latino Business Alliance, SEDCOR, Willamette University, Chemeketa Community College, Western Oregon University, the Chambers for Salem and Keizer, Salem Hospital, Rotaries, Lions Clubs, Kiwanis, Exchange Club, Optimists, Disability Rights of Oregon, Willamette Chapter's American Council of the Blind, AARP, 360, Salem Leadership Foundation, Ministerial Alliance, long-term care facilities, Building Blocks, SKEF, SKSD 24J, United Way, Boys & Girls Club, St. Vincent De Paul, Union Gospel Mission, YMCA, Liberty House, Garten Center, Kaiser Permanente, Salem Clinics, DAS, DHS, Senior Services, Pregnancy Center.

The Board discussed what they want to bring to light in these meetings. What do they want people to know? What are the top priorities?

- Saturday service, and Sunday service or later evening service
- Feedback from people going to or from work or going to school
- What will people use the service for on Saturday, Sunday, late in the evening
- How will new and expanded service change their life?
- Fares - What will it take for a person/a person with kids to ride the bus?

### **HB2017 TRANSIT ADVISORY COMMITTEE**

**12:55 pm**

Who should serve on the District's transit advisory committee (TAC)?

The Board will need to read the State ruling on the advisory committees when it is final. The rules of the TAC will be critical. Proposed members could include a member of the Special Transportation Fund Advisory Committee, the budget committee, a rider, a business/chamber member, a member of the medical community, manufacturing company, non-profit, the city, someone from higher education, the faith-based community, a member of the bike and pedestrian committee, a member of the Latino Business Alliance, and/or Mano-a-Mano.



The TAC will provide a fair amount of input to the Board. If the Board meets in work sessions to discuss the proposed service enhancements, the TAC should be invited to participate. It can be run like the budget committee process.

#### **NEXT STEPS**

**1:12 pm**

Discussion continued on the next steps. Plans need to be submitted by September 2018. The Area Commissions on Transportation (ACT) needs to get a briefing.

#### **FINAL THOUGHTS**

Board members discussed the implications of Senate Bill 10. As it stands to date, SB10 comes with a payroll tax that both TriMet and Lane Transit District (LTD) already have in place (*per ORS 267.380 and 267.385*). TriMet and LTD Boards have a higher profile in their communities with people who pay attention to politics. If SB10 fails, so does the payroll tax for the District.

Senator Peter Courtney asked that the District, the City of Salem and the Salem Area Chamber of Commerce work out their agreed upon objectives in support of SB10. President Krebs has already met with the Chamber president. The District, City and Chamber will meet again at Senator Courtney's Office to keep them up to date on the progress being made. The 2018 Legislative Session is a short session in February and March. As the Senate President, Peter Courtney sets the limits for the number of bills to be presented to the legislation.

**Questions:** SB10 stop the use of the property tax for the District? No. SB10 allows the District to operate in the same way as TriMet and LTD. It allows the Board by Ordinance to include the payroll tax. (ORS 267.380 and 267.385)

- Has the City of Keizer or the Keizer Chamber of Commerce been invited to the table? No, they have not. These meetings were set up through Senator Courtney's Office and the District felt it was not their role to invite other entities.
- What are the advantages and disadvantages to a Governor-appointed Board? There are currently only four transit districts in the country that have elected Boards. The District was originally formed by the Mayor of Salem. Board members were city and county officials. Board members considered that –
  - It takes away my right to vote for board representation
  - There is not a lot of competition for the positions.
  - There is no guarantee the appointment will be more qualified; are we getting the best person? Will they have a transit background?
  - The current SAMTD Board can't make mandates for the future Board.

#### **ADJOURN**

**1:45 pm**

Respectfully Submitted: Linda Galeazzi, Executive Assistant

## **PRESENTATIONS**

- MWACT
- Rotary
- Other Service Clubs

## **STAKEHOLDERS**

- MWACT
- League of Women Voters
- Chambers (Keizer/Salem)
- Latino Business Alliance
- SEDCOR
- Willamette University
- Chemeketa Community College
- Salem Hospital
- AARP
- DRO
- Go Salem 365
- Salem Leadership Foundation
- SF Refugees
- Faith-based
- Family Building Blocks
- Salem-Keizer Education Foundation
- SKES
- United Way
- St. Francis Shelter
- Center for Hope & Safety
- Boys & Girls Club
- United Gospel Mission
- YMCA
- Liberty House
- Kaiser Permanente
- Salem Clinic
- Oregon Department of Administration  
/ Department of Human Services
- Mano-a-Mano
- Malls
- Garten
- Pregnancy Center

## **COMMITTEE**

- STFAC member
- Rider / Student
- Budget Committee
- Bike / Ped
- Chamber / Business
- Salem Hospital / Kaiser Permanente
- Disability Group
- Education
- Latino Business Alliance / Other: Mano-a-Mano
- Non-Profit
- Faith-based



Salem Area Mass Transit District  
Board of Directors

~ **WORK SESSION** ~

October 16, 2017

Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

<b>PRESENT:</b>	President Robert Krebs; Directors Jerry Thompson, Steve Evans, Marcia Kelley, Kathy Lincoln, and Doug Rodgers, and Colleen Busch
<b>Board</b>	
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Chip Colby, Information Technology Manager; Linda Galeazzi, Executive Assistant

**1. CALL TO ORDER** **5:30 PM**  
President Bob Krebs called the work session to order at 5:30 p.m.

**2. DISCUSSION**

**a. Transportation Services Contract** **5:30 PM**

**Staff report:** Verbal

**Presenter:** David Trimble, Chief Operating Officer

Mr. Trimble reported on the District’s procurement efforts to submit a contract to the Board for action for the purchase of transportation services at the October 26<sup>th</sup> regular meeting. The District contracts with private providers for all of its contracted services for a total of 84,000 annual revenue hours of service. RFP #2018-02 was issued on July 10 and closed on August 30, 2017. Three proposals were received and the firms were interviewed on September 26, 2017. Best and final offers were received last week and are currently in the process of evaluation. The RFP process will be finalized by the end of the week. The current contract with MV Transportation ends on December 31, 2017.

**b. Seal of the District Discussion** **5:42 PM**

**Staff report:** Pages 1-6 of the agenda.

**Presenter:** Linda Galeazzi, Executive Assistant

Board members were asked for guidance concerning a Seal for the District as is noted in the District Bylaws under Rule 2. If a Seal is desired, the Board will be asked to adopt the form of a seal as the official Seal. Alternatively, the Bylaws could be amended to remove the reference to a Seal. Board members were in favor of amending the Bylaws.

**c. Proposed FY2019 Budget Calendar**

**5:48 PM**

**Staff report:** Pages 7-8 of the agenda

**Presenter:** Paula Dixon, Director of Administration

Board members reviewed the schedule for the Fiscal Year 2019 budget preparation calendar and had no issues with it. The calendar will go before the Board for adoption at the October 26 regular meeting.

**d. Proposed Agenda for the Board Planning Retreat on October 21, 2017 5:50 PM**

**Staff report:** Verbal

**Presenter:** President Robert Krebs  
Allan Pollock, General Manager

Board members reviewed the draft agenda for the Board’s planning retreat to be held on Saturday, October 21. Mr. Pollock now serves on the ODOT STIF Rules Advisory Committee. He said there were still many unknowns at the State level but the Board can discuss potential service and staffing plans, and public outreach to provide guidance to staff.

Director Busch advised the core network should be a part of the discussion. Director Lincoln was interested in more discussion on the proposed Senate Bill 10 introduced by Senator Courtney.

**3. GENERAL MANAGER COMMENTS**

**6:06 PM**

**Staff report:** Pages 9-4 of the agenda

**Presenter:** Allan Pollock, General Manager

The Board reviewed a draft agenda for the October 26, 2017 board meeting, the Board’s calendar, and upcoming agenda items that will be brought before the Board for action.

Mr. Dickey and Director Lincoln attended the first meeting of the City of Salem’s newly formed transit committee. Mr. Dickey reported that the committee’s focus was on the purpose for the committee, its background and the Mayor’s vision for the group. The committee asked the District to attend the next meeting with a comprehensive view of where the District is at now and where it wants to go.

Director Lincoln recalled several questions that were asked by committee members, i.e., what were the District’s challenges, what incentives were offered by the District to increase ridership, and about the process for improving sidewalks that lead to a bus stop/shelter.

Board members discussed things the City and District could do in partnership with development codes, parking areas near bus stops and other ways to reduce congestion.

**4. WORK SESSION ADJOURNED**

**6:28 PM**

Submitted and Recorded by: Linda Galeazzi, Executive Assistant/Clerk of the Board



## BOARD MEETING MEMO

Agenda Item F.2.a

**To:** Board of Directors

**From:** Tanya Dehart, Chair  
Special Transportation Fund Advisory Committee (STFAC)

**Thru:** Allan Pollock, General Manager

**Date:** December 14, 2017

**Subject:** Appointments to the Special Transportation Fund Advisory Committee

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### ISSUE

Shall the Board appoint two members and reappoint three existing members to the Special Transportation Fund Advisory Committee (STFAC)?

### BACKGROUND AND FINDINGS

Salem Area Mass Transit District is the Special Transportation Fund (STF) Agency for Marion and Polk Counties. Each STF Agency is required to have an advisory committee to represent people served by STF programs. The STFAC provides transportation policy and funding recommendations for STF and federal Section 5310 grants to the Board of Directors.

The STF Advisory Committee Bylaws (in Attachment A) under Article II, Sections 2 and 5 states that Committee members are appointed by the Board to two-year terms. In making appointments, the Board may give consideration to seeking a majority of members who are individuals who are seniors or have a disability. The Board may appoint members to provide a balance of geographical representation from the rural areas of Marion and Polk Counties and from the urbanized area of Salem-Keizer. The Board may appoint transportation providers to serve as non-voting members. When a vacancy occurs, the Board may elect to fill the vacant position. The person appointed will hold their position for the balance of the unexpired term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 2. The Board may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

In accordance with State statute and the STFAC Bylaws, a person qualified to serve as a member of the STF Advisory Committee must reside in Marion or Polk County, Oregon, be knowledgeable about the transportation needs of seniors and individuals with disabilities, and be a person who meets one of the following conditions:

- Is a person who is a senior or an individual with a disability and is a user of public transportation services in Marion or Polk Counties;
- Is a person who is senior or an individual with a disability and who lives in an area of Marion or Polk Counties where there are no public transportation services;
- Is a representative of seniors residing in Marion or Polk Counties;
- Is a representative of individuals with disabilities residing in Marion or Polk Counties; or
- Is a representative of a provider of services to seniors or individuals with disabilities residing in Marion or Polk Counties.

The STFAC must have a minimum of five members. The STFAC Terms of Appointment are included in Attachment B.

Victor Reppeto has applied to serve on the STFAC. His application is included in Attachment C. Upon appointment, Mr. Reppeto would be eligible to complete three two-year terms; and would serve his first two-year term in Position #4 from January 1, 2018 to June 30, 2019.

John Hammill has also applied to serve on the STFAC. His application is included in Attachment D. Mr. Hammill would be eligible to complete three two-year terms, upon appointment to Position #6, and would serve his first two-year term from January 1, 2018 to June 30, 2019.

Emily Broussard has agreed to serve her second two-year term. She was initially appointed to Position #1 for a term from January 1, 2015 to December 31, 2017.

Sharon Heuer was first appointed as a non-voting member on March 23, 2017 to fill an unexpired term for Position #2 ending December 31, 2017. She has agreed to serve as a non-voting member for her first two-year term.

Sherena Meager-Osteen has agreed to serve her first two-year term. She was initially appointed on March 23, 2017 to fill the unexpired term in Position #3 that ends December 31, 2017.

## **FINANCIAL IMPACT**

None.

## **RECOMMENDATION**



As shown in the November 7, 2017 meeting minutes (Attachment E), the STF Advisory Committee recommends that the Board appoint two new members to the committee. Staff recommends the reappointment of three existing members.

### **PROPOSED MOTION**

**I move the Board appoint two new members - Victor Reppeto and John Hammill to the STF Advisory Committee for positions 4 and 6 respectively; and reappoint Emily Broussard in Position 1 serving a second two-year term; Sherena Meager-Osteen in Position 3 serving her first two-year term; and Sharon Heuer, a non-voting member, serving her first two-year term in Position 2.**

**BYLAWS OF THE  
SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE  
OF  
SALEM AREA MASS TRANSIT DISTRICT**

**ARTICLE I – STF PROGRAM, PURPOSE, ROLES AND RESPONSIBILITIES**

**Section 1. Purpose and Mission of STF Program**

The State of Oregon has established a Special Transportation Fund (STF) for the purpose of financing and improving transportation programs and services for seniors and individuals with disabilities as provided under ORS 391.800-391.830. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD) is the designated recipient of STF formula funds and discretionary grants for Marion and Polk Counties. The SAMTD Board of Directors is obligated under State law to establish an advisory committee to advise and assist the Board of Directors in carrying out the purpose of the STF program within the two counties.

**Section 2. STF Advisory Committee Purpose**

An STF Advisory Committee is established by the SAMTD Board of Directors to advise and assist the SAMTD Board of Directors in carrying out the purpose of the STF program and to perform the functions set forth in Section 3 of these bylaws.

**Section 3. STF Advisory Committee Roles and Responsibilities**

The STF Advisory Committee will:

- (a) Participate in annual reviews of STF funded projects;
- (b) Provide input to SAMTD staff on the development and review of the STF process, timeline and application forms; and to ensure process is in conformance with State STF directives;
- (c) Review Discretionary Grant proposals, interview applicants and make informed recommendations to the SAMTD Board of Directors;
- (d) Review the proposed distribution of Formula Program moneys and make informed recommendations to the SAMTD Board of Directors;
- (e) Advise the SAMTD Board of Directors regarding the opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services, to avoid duplication of service, and address gaps in service;
- (f) Participate in developing the STF Plan and complete a review of the STF Plan every three years;
- (g) Advise the SAMTD Board of Directors and the SAMTD General Manager, or his or her designee, on:
  - 1. the transportation needs of Marion and Polk County residents who are seniors and/or have a disability,
  - 2. evaluating the need for and use of available resources,
  - 3. the productive and efficient use of Special Transportation Funds, federal Section 5310 funds, and other funds which may be used to provide transportation for seniors and individuals with disabilities as defined by the adopted STF Plan;

(h) Comply with the public involvement policies of SAMTD.

Members of the STF Advisory Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and refrain from using his or her position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest; refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STF Advisory Committee; and publicly announce any actual or potential conflict of interest, refrain from participating in any discussion or debate on the matter, disclose the same in writing to SAMTD Board of Directors and, unless there is a quorum of the members who do not have an actual or potential conflict of interest, the STF Advisory Committee shall request direction from the SAMTD Board of Directors prior to taking action.

## **ARTICLE II – MEMBERSHIP, APPOINTMENTS AND TERMS**

### **Section 1. Membership**

The STF Advisory Committee shall have the number of members determined, from time to time, by the SAMTD Board of Directors. To be qualified to serve as a member of the STF Advisory Committee, the person must reside in Marion or Polk County, Oregon, be knowledgeable about the transportation needs of seniors and individuals with disabilities, and be a person who meets one of the following qualifications:

- (a) Is a person who is a senior or an individual with a disability *and* is a user of public transportation services in Marion or Polk Counties;
- (b) Is a person who is senior or an individual with a disability *and* who lives in an area of Marion or Polk Counties where there are no public transportation services;
- (c) Is a representative of seniors residing in Marion or Polk Counties;
- (d) Is a representative of individuals with disabilities residing in Marion or Polk Counties; or
- (e) Is a representative of a provider of services to seniors or individuals with disabilities residing in Marion or Polk Counties.

In making appointments, the Board may give consideration to seeking a majority of members who are individuals who are seniors or have a disability. Furthermore, the Board may appoint members to provide a balance of geographical representation from the rural areas of Marion and Polk Counties and from the urbanized area of Salem/Keizer.

Transportation providers may serve as non-voting members.

### **Section 2. Appointments and Terms of Service**

The SAMTD Board of Directors will appoint members to the STF Advisory Committee. Committee members shall serve for a term of two years, commencing on January 1. Members shall serve from the time of appointment, but the following shall determine the start of the two-year term of service for members appointed to fill an unexpired position that is vacant. The term of members appointed during the first six months of the year shall commence as of the preceding January 1 and the term of members appointed during the last six months of the year shall commence as of the next succeeding January 1. Members are eligible for re-appointment for up to three consecutive terms. Terms should be staggered so that not more than one-half of the voting members have a term that expires in the same year.

Members who are currently serving a three-year term shall complete that term before being eligible for appointment to a new two-year term.

### **Section 3. Chair and Vice Chair – Election and Responsibilities**

The officers of the STF Advisory Committee shall be a Chair and a Vice-Chair. Voting members of the Committee shall elect a Chair and Vice-Chair in the first meeting held in each calendar year. In the event of a vacancy in the Chair or Vice-Chair, the vacant position will be filled by nomination and election at the first meeting following notice of the vacancy.

The duties of the Chair are to call and convene meetings, preside over the meetings, act as the primary liaison between the Board of Directors and STF Advisory Committee, and perform other duties assigned by the Board of Directors. The Chair, on behalf of the Committee, shall present reports to the Board of Directors that are necessary to execute any and all of the responsibilities of the STF Advisory Committee.

The duties of the Vice-Chair are to perform the duties of the Chair, in his or her absence.

### **Section 4. Participation**

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff, the Committee Chair or the Vice Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than four meetings over a one-year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

### **Section 5. Removal and Vacancies**

Members of the STF Advisory Committee shall serve at the pleasure of the Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board.

The Committee may recommend removal of one of its members to the Board by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the Board may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 2. The Board may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

### **Section 6. Staff Role and Responsibility**

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

## **ARTICLE III – MEETINGS**

### **Section 1. Frequency; Open Meetings**

The STF Advisory Committee shall meet at least two times each year.

All STF Advisory Committee meetings will be open to the public. Notices of meetings will be given in accordance with Oregon Public Meeting laws.

The STF Advisory Committee will meet as often as necessary to carry out the responsibilities of the STF Advisory Committee. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

### **Section 2. Agendas**

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing and/or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

### **Section 3. Quorum and Voting**

A quorum of the STF Advisory Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted..

Each member of the Committee has one vote. All actions of the STF Advisory Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will cast a vote only in cases of a tie.

Actions taken at the STF Advisory Committee shall be conducted under *Roberts Rules of Order, Newly Revised*.

### **Section 4. Minutes**

Minutes of STF Advisory Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached and/or actions taken.

### **Section 5. Recommendations to the SAMTD Board of Directors**

The Chair and his/her designee may present recommendations of the STF Advisory Committee to the SAMTD General Manager and/or Board of Directors in person or in writing.

#### **ARTICLE IV – SUBCOMMITTEES**

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the STF Advisory Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the STF Advisory Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the STF Advisory Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

#### **ARTICLE V – AMENDMENTS**

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The STF Advisory Committee will have opportunity to propose amendments to these bylaws and to review amendments prior to action by the SAMTD Board of Directors. These bylaws amend and restate all prior STF Advisory Committee bylaws.

Adopted by Board Resolution #2016-03 on April 28, 2016

Attachment B: Terms of Appointment

**SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE | TERMS OF APPOINTMENT**

<b>Position</b>	<b>Term Dates</b>	<b>Name</b>	<b>Group</b>	<b>Location</b>	<b>Term</b>
1	1/1/18-12/31/19	Emily Broussard	Disabled	Urban	2 <sup>nd</sup> 2-year term
2	1/1/18-12/31/19	Sharon Heuer (Non-Voting Member) <sup>1</sup>	Senior/Disabled	Marion & Polk Co.	1 <sup>st</sup> 2-year term <sup>1</sup>
3	1/1/18-12/31/19	Sherena Meager- Osteen	Disabled	Marion Co.	1 <sup>st</sup> 2-year term
4	1/1/18-12/31/19	Victor Reppeto	Disabled	Marion Co.	1 <sup>st</sup> 2-year term
5	1/1/16-12/31/18	Jean Sherbeck	Disabled	Polk Co.	3-year term <sup>2</sup>
6	1/1/16-12/31/18	John Hammill	Disabled	Urban	1 <sup>st</sup> 2-year term
7	1/1/16-12/31/18	Tanya DeHart	Senior/Disabled	Urban	2 <sup>nd</sup> 2-year term <sup>2</sup>
8	1/1/17-12/31/18	Ron Harding	Senior/Disabled	Marion Co.	1 <sup>st</sup> 2-year term
9	1/1/17-12/31/18	Marja Byers	Disabled	Urban	2 <sup>nd</sup> 2-year term
10	1/1/18-12/31/19	Vacant			2-year term
11	1/1/18-12/31/19	Vacant			2-year term
12	1/1/18-12/31/19	Vacant			2-year term

1. Per the STFAC Bylaws under Article II, Section 1 Membership, "Transportation providers may serve as non-voting members."
2. Per the STFAC Bylaws under Article II, Section 2 Appointments and Terms of Service, "Members who are currently serving a three-year term shall complete that term before being eligible for appointment to a new two-year term."



**APPLICATION**  
**SALEM AREA MASS TRANSIT DISTRICT**  
**SPECIAL TRANSPORTATION FUND**  
**ADVISORY COMMITTEE**

**Date:** 10-14-2017  
**Name:** Victor Reppeto  
**Home Address:** 9636 Marion Rd SE  
Turner, Or 97392  
**Mailing Address:** 615 Commercial St NE  
Salem, Or 97301  
**Telephone:** 503-383-9517  
**E-mail:** vreppeto@gmail.com  
**Occupation:** unemployed and homeless

1. Are you a resident of Marion or Polk County, Oregon?  Yes  No

2. Are you knowledgeable about the transportation needs of seniors and individuals with disabilities? Are you a person who meets one of the following qualifications (select all that apply)?

- (a) Is a person who is a senior or an individual with a disability *and* is a user of public transportation services in Marion or Polk Counties;
- (b) Is a person who is senior or an individual with a disability *and* who lives in an area of Marion or Polk Counties where there are no public transportation services;
- (c) Is a representative of seniors residing in Marion or Polk Counties;
- (d) Is a representative of individuals with disabilities residing in Marion or Polk Counties; or
- (e) Is a representative of a provider\* of services to seniors or individuals with disabilities residing in Marion or Polk Counties.

\*Note: Transportation providers may serve as non-voting members.



3. What are your relevant experiences, training or background with seniors and individuals with disabilities on transportation issues? \*\*

As a consumer my own disabilities include a physical disability and mental health diagnoses.

As an advocate I represent consumers and families. I attend several meetings in the community and stay in touch with other consumers. I also volunteer as a mental health professional to support my peers filling needs for their recovery and spiritual growth.

4. Please describe why you would like to serve on the Special Transportation Fund Advisory Committee. What special transportation service improvements would you like to see accomplished? \*\*

Weekend services need to be restored. Also, the system needs to learn to see the consumer as a resource. Peers and volunteers can be employed to meet some of the challenges regarding transportation.

5. Are there other community interests that you are involved in, such as committees and organizations that you would like us to consider in your application? \*\*

As a volunteer with Oregon Prison Project I facilitate Non-Violent communication workshops to help inmates, peers and administrators learn to listen empathically and communicate with authenticity. These communication skills are a cornerstone for pursuing the long term solutions we are seeking for our community including transportation equity.

\*\*You may attach additional sheets, a short resume, or any other materials that you think may be appropriate.

Thank you for your interest and willingness to participate.

**For questions or to return your application via e-mail:**

Jolynn Franke

503-588-2424 ext. 7521

[jolynn.franke@cherriots.org](mailto:jolynn.franke@cherriots.org)

**To return your application via mail:**

Jolynn Franke

Administrative Assistant, Transportation Development

Cherriots

555 Court St NE, Suite 5230

Salem, OR 97301-3980

Victor Reppeto  
503-383-9517  
[vreppeto@gmail.com](mailto:vreppeto@gmail.com)

### Profile

- Property owner, landlord and Stay at home dad with 12 years experience.
- The principle of putting honor above all else and a wish to contribute to the community by helping others learn the tools to find joy and fulfillment in the challenges life has to offer.
- Advocating for disenfranchised groups including the homeless and the mentally ill by taking advantage of opportunities such as the Homeless Task Force and the Oregon Prison Project.

### Skill summary

<ul style="list-style-type: none"><li>● business management</li><li>● meeting facilitator</li><li>● <b>technical writing</b></li><li>● typing 50 wpm</li></ul>	<ul style="list-style-type: none"><li>● home schooling</li><li>● project management</li><li>● strong work ethic</li><li>● strong written communication skills</li></ul>	<ul style="list-style-type: none"><li>● bookkeeping</li><li>● <b>strong interpersonal skills</b></li><li>● <b>team participation</b></li><li>● <b>critical thinking</b></li><li>● client observation/evaluation</li></ul>
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### Accomplishments

- **IPS Peer Support training certificate July 2016.**
- **Freelance social justice advocate 2013 to present**
- **Volunteer Oregon Prison Project September 2014 to present**
- **Real estate rental manager/owner 1998 to 2013**
- **Stay at home dad 2000 to 2013: 3 children, 2 with special needs**
- CompTIA A+ PC Technician m 1998 - ( Computing Technology Industry Association, a non-profit trade association)
- Certificate of completion - OFSN book club "Explosive child" 2007 and 2008 OFSN Parent support group member
- **Chairman - Mid Willamette Community Action Agency Head Start Policy Council 2008**
- Executive Committee chairman - Mid Willamette Community Action Agency Head Start
- Client Selection Criteria Committee Member - Mid Willamette Community Action Agency Head Start
- Employee hiring committee - Mid Willamette Community Action Agency Head Start
- Site review committee - Mid Willamette Community Action Agency Head Start
- Classroom volunteer - Mid Willamette Community Action Agency Head Start

- **Certificate of Completion - Facilitator for book clubs "Explosive Child" with Oregon Family Support Network**
- Parenting workshop certificate : Second Steps 2008
- Salem Keizer School District Head Start Policy Council 2004-2006
- Vice Chairman - Salem Keizer School District Head Start Policy Council
- Executive Committee Vice Chairman - Salem Keizer School District Head Start
- Classroom Volunteer Salem Keizer School District Head Start
- Parenting workshop certificate : Making Parenting a Pleasure -2004
- Parenting workshop certificate : Making Parenting a Pleasure -2005
- Salem Oregon Autism Resources Autism Support Group member
- Willamette Education Service District Autism Support Group
- Occupational therapy for special needs students: Things we can do at home and suggest to teachers.
- Workshop - Identifying Autism Spectrum Disorder: identify a person within this spectrum.
- Workshop - High functioning Autism vs. Aspergers: Differences and similarities.
- Workshop - Autism in adolescents: Image of Mind, Executive function, Sexuality, other issues and teaching strategies.
- Civic contributions - Joan Kroc Community Center, Dallas Summer Blast Camp Youth Sponsorship

### **Experience**

- Property owner, landlord and stay at home dad October 2000 - February 2013
- PC technician/account representative - Network Connections - Developing accounts and providing on site tech support. - October 1999 thru October 2000
- Computer technology phone support - Stream International - September 1996 thru October 1999
- Volt Temporary Services - clerical, bookkeeping, customer service - 1993 thru September 1996

### **Education**

Chemeketa Community College - Addictions Studies Program - Fall 2012 to Spring 2014  
 Chemeketa Community College - Automotive Technician Program - Fall and Winter of 1988  
 Portland Community College - Transfer Program - Fall and Winter of 1994



**APPLICATION**  
**SALEM AREA MASS TRANSIT DISTRICT**  
**SPECIAL TRANSPORTATION FUND**  
**ADVISORY COMMITTEE**

(Please print or type all information)

<b>Date:</b>	10-25-17
<b>Name:</b>	John W. Hammill
<b>Home Address:</b>	4372 Vernon Loop NE
	Salem, OR 97305
<b>Mailing Address:</b> (If different from home)	<a href="#">Click here to enter text.</a>
	<a href="#">Click here to enter text.</a>
<b>Telephone:</b>	503-393-1866
<b>E-mail:</b>	marask@comcast.net
<b>Occupation:</b>	retired

1. Are you a resident of Marion or Polk County, Oregon? Yes No
2. Are you knowledgeable about the transportation needs of seniors and individuals with disabilities? Are you a person who meets one of the following qualifications (select all that apply)?
  - A person who is a senior or an individual with a disability *and* is a user of public transportation services in Marion or Polk Counties;
    - A person who is a senior or an individual with a disability *and* who lives in an area of Marion or Polk Counties where there are no public transportation services;
  - A representative of seniors residing in Marion or Polk Counties;
  - A representative of individuals with disabilities residing in Marion or Polk Counties; or
  - A representative of a provider\* of services to seniors or individuals with disabilities residing in Marion or Polk Counties

\*Note: Transportation providers may serve as non-voting members.

3. What are your relevant experiences, training or background with seniors and individuals with disabilities on transportation issues?\*

I am a long-time transit user, in Portland, Philadelphia, and now in Salem. I have an inherited visual disability, so I grew up in a family where my father (from whom I inherited the disability) set the tone for transit use. In recent years I have been a user both of Cherriots fixed-route service and Cherriots Lift paratransit service. I have used the Cherriots Regional service occasionally.

I have served on the SAMTD board of directors, with my 4-year term ending June of 2017. I was on the SAMTD budget committee for several years before that as well as serving on the SAMTD Citizens Advisory Committee. I was the transit board's liaison to the Special Transportation Fund Advisory Committee.

4. Please describe why you would like to serve on the Special Transportation Fund Advisory Committee. What special transportation service improvements would you like to see accomplished?\*

There are two main areas where I would like to help bring about improvements to special transportation services in our area. First, the customer experience with our paratransit service is awkward at best; the interface between service and user need improvement. Second, transportation for seniors and disabled persons in rural areas of Marion and Polk county is regularly identified as an unmet community need. In the last year or two some new possibilities for services and funding have manifested; I'd like to see steps taken to satisfy those needs as possible.

5. Are there other community interests that you are involved in, such as committees and organizations that you would like us to consider in your application?\*

Since the end of my service with the Transit Board, I have increased my participation with the American Council of the Blind and advocated for them on transportation issues.

\*You may attach additional sheets, a short resume, or any other materials that you think may be appropriate.

Thank you for your interest and willingness to participate.

**For questions or to return your application via e-mail:**

Jolynn Franke

503-588-2424 ext. 7521

[jolynn.franke@cherriots.org](mailto:jolynn.franke@cherriots.org)

**To return your application via mail:**

Jolynn Franke

Administrative Assistant, Transportation Development

Cherriots

555 Court St NE, Suite 5230

Salem, OR 97301-3980

**Salem Area Mass Transit District  
Special Transportation Fund Advisory Committee  
Tuesday, November 7, 2017  
Courthouse Square - Senator Hearing Room  
555 Court St NE, Salem, Oregon 97301**

**A. CALL TO ORDER & NOTE OF ATTENDANCE:**

Tanya DeHart called the meeting to order at 3:00 p.m. with a quorum present.

**MEMBERS PRESENT:**

Tanya DeHart, Chair; Ron Harding, Vice Chair; Marja Byers; Jean Sherbeck; Sharon Heuer; Emily Broussard

**MEMBERS ABSENT:**

Sherena Meager-Osteen

**STAFF:**

Ted Stonecliffe, Transit Planner II; Chris French, Senior Planner; Steve Dickey, Director of Transportation Development; Jolynn Franke, Administrative Assistant, Transportation Development

**SAMTD BOARD LIAISON:**

Jerry Thompson, SAMTD Board of Directors

**PROVIDERS:** None present

**GUESTS:**

Victor Reppeto, applicant for membership (see agenda item E.1); John Hammill, applicant for membership (see agenda item E.2)

**B. PUBLIC COMMENT:** None

**C. ANNOUNCEMENTS:**

1. Ted Stonecliffe announced that MV Transportation has been awarded the contract to operate the Cherriots LIFT, Cherriots Regional, and Cherriots Shop & Ride services. This is a five year contract beginning January 2018. The bid from MV Transportation was substantially less than the other responders to the RFP and the Salem Area Mass Transit District Board of Directors (Cherriots Board of Directors) approved the contract at the October 26, 2017 Board meeting.



#### **D. APPROVAL OF MEETING MINUTES – September 5, 2017**

**Marja Byers motioned to approve the September 5, 2017 STFAC meeting minutes as written. Ron Harding seconded the motion and the motion passed unanimously among voting members.**

#### **E. ACTION ITEMS:**

##### **1. Review and make a recommendation for the application for membership on the STF Advisory Committee from Victor Reppeto [Tanya DeHart] -**

Copies of Victor Reppeto's application were provided to STF Advisory Committee members for review prior to today's meeting. Tanya DeHart introduced Victor Reppeto and invited him to tell the STF Advisory Committee members about himself and why he would like to become a member of the committee.

Victor has been advocating and volunteering in such programs as Head Start, the Oregon Prison Project, the school district, and others listed on his application since 2004. Victor is also beginning the process to join Project Able. He has advocated for families with special needs children, individuals with disabilities and those with mental health problems. Victor is an individual with a disability himself and a user of public transportation, including Cherriots Local and Cherriots Regional services. Victor also has a background in communication as part of the drug and alcohol counselor program at Chemeketa Community College.

By being involved in many programs and committees, Victor hopes to be able to carry information between the different groups in order to better connect them. Victor would like to see these groups using consumers as a resource and involving them in solutions. Especially in removing barriers to those re-entering the workforce, such as providing bus passes and other alternative transportation options that are less costly than a cab ride or Non-Emergent Medical Transport (NEMT).

**Marja Byers motioned to recommend to the Cherriots Board of Directors for approval of the application for membership by Victor Reppeto for a two-year term as a member of the STF Advisory Committee beginning January 1, 2018. Jean Sherbeck seconded the motion. The motion passed unanimously among voting members.**

**2. Review and make a recommendation for the application for membership on the STF Advisory Committee from John Hammill [Tanya DeHart] -**

Copies of John Hammill's application were provided to STF Advisory Committee members for review prior to today's meeting. Tanya DeHart introduced John Hammill and invited him to tell the STF Advisory Committee members about himself and why he would like to become a member of the committee.

John is applying for membership on the STF Advisory Committee because the focus of the committee is on seniors and individuals with disabilities and John considers himself to fall under both of those categories. John is also a long time user of Cherriots and public transportation services in general. He has been affiliated with Cherriots for close to 12 years and just completed a four year term on the Cherriots Board of Directors during which he served as a liaison to the STF Advisory Committee.

John is interested in seeing how new technology, such as smartphone apps, will enhance public transportation in the coming years. He is most interested in meeting the transportation needs of those who live in rural areas, are transit dependent, but do not have viable transportation options available to them. John is a member of the Exchange Club in Stayton which has just conducted a survey that found that the thing people in the Stayton community need most is transportation options.

**Emily Broussard motioned to recommend to the Cherriots Board of Directors for approval of the application for membership by John Hammill for a two-year term as a member of the STF Advisory Committee beginning January 1, 2018. Marja Byers seconded the motion. The motion passed unanimously among voting members.**

**F. DISCUSSION ITEMS:**

**1. Overview of 2018-20 Discretionary Grant Solicitation from ODOT [Ted Stonecliffe] -**

Copies of the ODOT Rail and Public Transit Division 2018-20 Discretionary Grant Program Advance Notice document (the document) were provided to all those in attendance at today's meeting. Because of the discretionary nature of the funds, applications will not need to go before the STF

Advisory Committee. Rather, applicants will apply directly to ODOT on their website. Applications will be reviewed by a statewide committee. If Cherriots decides to apply for this grant, Allan Pollock, Cherriots General Manager, will have authority to sign for the application. The solicitation schedule and application deadlines are shown on page five of the document.

Page six of the document lists some changes that may be carried over into the regular biennial solicitation that will occur next year. Changes include the risk assessment tool to be used to evaluate an applicant's risk prior to the award of funds. Also, the racial and ethnic impact statement is no longer needed as part of the application. The online application system being used is call ZoomGrants!. If ODOT has success with this system, Cherriots may consider using it in the future as well.

The next grant opportunity that will be brought before the STF Advisory Committee is the Federal 5310 program. This fund is specifically for transportation services for seniors and individuals with disabilities provided by transit agencies and non-profit organizations within the Salem/Keizer urban growth boundary. There have not been any non-profits that meet this requirement in Salem/Keizer for many years and, therefore, the Cherriots Shop & Ride program has historically been the only applicant and recipient of the funds. Applications for this grant will likely be due in March of 2018. Cherriots staff will create the solicitation schedule for this grant and share it with the STF Advisory Committee at the January 2, 2018 meeting.

These grant opportunities are separate from the new State Transportation Improvement Fund, which is currently in the rulemaking process. Allan Pollock is involved in that process through his role on the ODOT Public Transportation Advisory Committee, so Cherriots staff will have more information on the process as it becomes available. It is expected that the Oregon Transportation Commission will award these funds by November of 2018.

## **2. 2018 Meeting Schedule [Jolynn Franke] -**

Copies of the 2018 meeting schedule were provided to all those in attendance at today's meeting. Hard copies will be kept in the STF Advisory Committee member's notebooks. The STF Advisory Committee will meet on the first Tuesday of the month beginning in January 2018, except for the months of June, July, August, and December. Cherriots staff and STF Advisory Committee members may still reserve the right to schedule a meeting or cancel a meeting at any time should there be a need.

## **3. Provider Updates: None**

## **4. Round Table Topics:**

Sharon Heuer asked about opportunities for advocating for seniors and individuals with disabilities in regards to the new State Transportation Improvement Fund. Steve Dickey informed the group that the first opportunity would be at the rulemaking committee meetings. Information on dates and times for these meetings is on the ODOT website. The next opportunity would be with the advisory committees that will be formed to review applications. The final opportunity would be with the Oregon Transportation Commission which will be making the final award decisions.

**G. ADJOURN:** The meeting adjourned at 3:42 p.m.

**Recorded by:** Jolynn Franke, Administrative Assistant,  
Transportation Development Division

### **NEXT MEETING:**

**Tuesday, January 2, 2018; 3:00 - 4:30 PM**

Courthouse Square Building, Senator Hearing Room  
555 Court St NE, Salem, OR 97301



## BOARD MEETING MEMO

Agenda Item F.2.b

**To:** Board of Directors

**From:** Linda Galeazzi, Executive Assistant

**Thru:** Allan Pollock, General Manager

**Date:** December 14, 2017

**Subject:** Budget Committee Citizen Appointments

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### **ISSUE**

Shall the Board reappoint citizen members Scott Bassett and Sheronne Blasi to the Budget Committee representing Subdistricts #6 and #7 respectively for a three year term beginning July 1, 2017 and ending June 30, 2020?

### **BACKGROUND AND FINDINGS**

According to the State of Oregon's local budgeting laws [Attachment A], the Budget Committee is the fiscal planning advisory committee for Salem Area Mass Transit District ("District"). The Committee's main function is to meet in a series of public meetings to review, discuss, make additions or deletions, and approve the proposed budget presented by the local government's budget officer. Upon completion of its deliberations, the Committee approves the budget and sets the tax rate or amount needed to balance the budget.

The Budget Committee consists of the members of the local governing body and an equal number of citizens at large. Citizens are appointed by the governing body and serve terms of three years. Terms are staggered so that about one-third of the appointed terms end each year.

Three citizen member positions representing Subdistrict #1, Subdistrict #6 and Subdistrict #7 on the District's Budget Committee are vacant due to terms ending on June 30, 2017.

The SAMTD Board Bylaws under Rule 22-2 [in Attachment A] provides for filling vacancies on the Committee at the discretion of the Board as follows:

- a. A Qualified Elector must be a registered voter 18 years of age or older who resides within the Subdistrict, or within the District at-large; except officers, agents, or employees of the District.
- b. The Board member representing the Subdistrict of the vacancy may recommend to the Board the appointment of a qualified elector. The Board then moves to accept or reject that appointment; or
- c. The Board member representing the Subdistrict of the vacancy may call for applications for the Budget Committee.

The term of service for citizen members Scott Bassett, representing Subdistrict #6, and Sheronne Blasi, representing Subdistrict #7, ended on June 30, 2017. They both agreed to serve another three year term from July 1, 2017 and ending June 30, 2020.

#### **FISCAL IMPACT**

None

#### **RECOMMENDATION**

President Krebs recommends the reappointment of Scott Bassett as a citizen member for Subdistrict #6. Director Kelley recommends the reappointment of Sheronne Blasi as a citizen member for Subdistrict #7.

#### **PROPOSED MOTION**

**I move to approve the reappointments of citizen members Scott Bassett and Sheronne Blasi to the Budget Committee for a three-year term that ends June 30, 2020.**

**BUDGET COMMITTEE**  
**Salem Area Mass Transit District**  
As of December 14, 2017

**BOARD MEMBERS**

**CITIZEN MEMBERS**

**Subdistrict #1**

**STEVE EVANS**

1936 Orchard Heights Rd  
Salem, OR 97304-2507

Term Expires 06/30/19

**VACANT (E.M. EASTERLY)**

775 Fir Gardens St NW  
Salem, OR 97304

Appointed 12/11/14; Reappointment 12/14/17  
Appointment Expires 06/30/20

**Subdistrict #2**

**COLLEEN BUSCH**

4064 Noon Ave NE  
Keizer OR 97303

Term Expires 06/30/21

**MICHAEL DEBLASI, Secretary 2017**

1191 Mandarin Street NE  
Keizer, OR 97303

Appointed 02/25/16;  
Appointment Expires 06/30/18

**Subdistrict #3**

**KATHY LINCOLN**

3291 Willamette Dr N  
Keizer, OR 97303-6045

Term Expires 06/30/19

**RUSS BEATON**

1025 21<sup>st</sup> St NE  
Salem, OR 97301

Appointed 12/08/16  
Appointment Expires 06/30/19

**Subdistrict #4**

**DOUG RODGERS**

2250 Brown Rd NE  
Salem, OR 97305

Term Expires 06/30/21

**BILL HOLMSTROM**

350 Hoyt ST SE  
Salem, OR 9730

Appointed 09/27/09; Reappointed 09/27/12;  
10/22/15; Appointment Expires 06/30/18

**BUDGET COMMITTEE**  
**Salem Area Mass Transit District**  
As of December 14, 2017

**BOARD MEMBERS**

**CITIZEN MEMBERS**

**Subdistrict #5**

**JERRY THOMPSON**  
4930 State Street  
Salem, OR 97301-5244

Term Expires 06/30/19

**HERSCH SANGSTER, Chair 2017**  
5158 Lacey Street N  
Keizer, OR 97303

Appointed 12/12/13; Reappointed 12/08/16;  
Appointment Expires 06/30/19

**Subdistrict #6**

**ROBERT KREBS**  
3435 Bluff Ave SE  
Salem, OR 97302

Term Expires 06/30/21

**VACANT (SCOTT BASSETT)**  
2243 Wildwood Drive SE  
Salem, OR 97304

Appointed 01/22/15;  
Appointment Expires 06/30/17

**Subdistrict #7**

**MARCIA KELLEY**  
396 Washington Street S  
Salem, OR 97302-5149

Term Expires 06/30/19

**VACANT (SHERONNE BLASI)**  
2375 Summer Street SE  
Salem, Oregon 97302  
[SheronneBlasi@gmail.com](mailto:SheronneBlasi@gmail.com)

Appointed 03/26/15; Reappointed 12/14/17  
Appointment Expires 06/30/20

**BUDGET OFFICER**

**ALLAN POLLOCK**  
General Manager/CEO  
Salem Area Mass Transit District  
555 Court St NE, Suite 5230  
Salem, OR 97301-3980

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**Oregon Revised Statutes Chapter 294  
County and Municipal Financial Administration  
2015 Edition**

**294.414 Budget committee.** (1) Except as provided in ORS 294.423, the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

(2) The budget committee shall consist of the members of the governing body and a number, equal to the number of members of the governing body, of electors of the municipal corporation appointed by the governing body; if there are electors fewer than the number required, the governing body and the electors who are willing to serve shall be the budget committee; and if there are no electors willing to serve, the governing body shall be the budget committee.

(3) The members of the budget committee shall receive no compensation for their services as members of such committee.

(4) Appointive members of the budget committee may not be officers, agents or employees of the municipal corporation.

(5) Appointive members of a budget committee that prepares an annual budget shall be appointed for terms of three years. The terms shall be staggered so that, as near as practicable, one-third of the terms of the appointive members end each year.

(6) Appointive members of a budget committee that prepares a biennial budget shall be appointed for terms of four years. The terms shall be staggered so that, as near as practicable, one-fourth of the terms of the appointive members end each year.

(7) If any appointive member is unable to serve the term for which the member was appointed, or an appointive member resigns prior to completion of the term for which the member was appointed, the governing body of the municipal corporation shall fill the vacancy by appointment for the unexpired term.

(8) If the number of members of the governing body is reduced or increased by law or charter amendment, the governing body of the municipal corporation shall reduce or increase the number of appointive members of the budget committee so that the number thereof shall be equal to but not greater than the number of members of the governing body. To effect a reduction, the governing body of the municipal corporation may remove such number of appointive members as may be necessary. The removals shall be made so that the number remaining will be divided into three, if the terms of the appointive members are governed by subsection (5) of this section, or four, if the terms of the appointive members are governed by subsection (6) of this section, equal or approximately equal groups as to terms. In case of an increase, additional appointive members shall be appointed for such terms so that they, together with the members previously appointed, will be divided into three or four, as appropriate under this section, equal or approximately equal groups as to terms.

(9) The budget committee shall at its first meeting after its appointment elect a presiding officer from among its members. [Formerly 294.336]

**294.415** [Renumbered 294.425]

**294.416** [Formerly 294.360; 1965 c.451 §7; 1971 c.516 §3; 1979 c.686 §6; 1997 c.308 §17; 2001 c.135 §14; 2011 c.473 §8; renumbered 294.438 in 2011]

**294.418** [1971 c.516 §5; 1979 c.686 §7; 1997 c.308 §18; 1997 c.541 §330; 2001 c.135 §15; repealed by 2011 c.473 §31]

**294.419** [2009 c.477 §2; renumbered 294.444 in 2011]

**294.420** [Renumbered 294.555]

**294.421** [Formerly 294.365; 1965 c.451 §8; 1967 c.525 §1; 1969 c.155 §2; 1971 c.516 §6; 1991 c.459 §7; 1997 c.308 §19; 1997 c.541 §331; 1999 c.632 §9; 2001 c.104 §104; 2001 c.135 §16; 2009 c.477 §7; 2009 c.596 §4; 2011 c.473 §11; renumbered 294.448 in 2011]

**294.423 Governing body of certain municipal corporations to be budget committee;**

**exception.** (1) The governing body of each municipal corporation having a population exceeding 200,000 and that is located in a county having a tax supervising and conservation commission shall be the budget committee for the municipal corporation unless the governing body of the municipal corporation elects by resolution to create a budget committee as provided in ORS 294.414.

(2) The governing body of a city with a population of more than 400,000 is the budget committee of an urban renewal agency created by the city under ORS 457.035. [Formerly 294.341]

**294.425** [Formerly 294.415; 1997 c.308 §20; 1997 c.541 §336b; 1999 c.632 §10; 2001 c.104 §105; 2001 c.135 §17; 2009 c.477 §8; renumbered 294.451 in 2011]

**294.426 Budget committee meeting; notice; receipt of budget message and document; provision of copies of document.** (1) The budget committee established under ORS 294.414 shall hold one or more meetings for the following purposes:

- (a) Receiving the budget message prepared under ORS 294.403 and the budget document; and
- (b) Providing members of the public with an opportunity to ask questions about and comment on the budget document.

(2)(a) If a budget committee holds more than one meeting under subsection (1) of this section, the budget message and the budget document must be received at the first meeting.

(b) If the budget committee does not provide members of the public with an opportunity to ask questions about and comment on the budget document at the first meeting, the budget committee must provide the public with the opportunity at a subsequent meeting.

(3)(a) Except as provided in paragraph (b) of this subsection, the budget officer designated under ORS 294.331 shall publish prior notice of each meeting of the budget committee held pursuant to subsection (1) of this section. The notice must contain the information described in subsection (4) of this section and must be published by one of the methods described in subsection (5) of this section.

(b)(A) If the budget committee holds more than one meeting for the purposes described in subsection (1) of this section, the budget officer may publish a combined notice for all the meetings.

(B) If the budget committee holds more than one meeting for the purpose described in subsection (1)(b) of this section, the budget officer may publish notice of only the first meeting. Notice of subsequent meetings may be given as provided in ORS 294.428 (2). If notice is published for a meeting under this subparagraph and it is subsequently determined that the meeting is unnecessary, notice of cancellation of the meeting must be published as provided in ORS 294.428 (2).

(4) The notice required under subsection (3) of this section must state:

(a) The purpose, time and place of the meeting or meetings and the place where the budget document is available;

(b) That the meeting is a public meeting where deliberations of the budget committee will take place; and

(c) If the meeting described in the notice is a meeting at which the budget committee will receive questions and comments from members of the public, that any person may ask questions about and comment on the budget document at that time.

(5)(a) If the notice required under subsection (3) of this section is published only by publication in a newspaper, the notice must be published at least two separate times, not more than 30 days before the meeting date and not less than five days before the meeting date.

(b) The notice may be published once in a newspaper, not more than 30 days before the meeting date and not less than five days before the meeting date, and once on the municipal corporation's Internet website, in a prominent manner and maintained on the website for at least 10 days before the meeting date. The newspaper notice must contain the Internet website address at which the notice is posted.

(c) If the notice is published by mailing or hand delivery, the notice must be placed with the United States Postal Service or hand delivered not less than 10 days before the meeting date.

(6)(a) At any time before the first meeting required under subsection (1) of this section, the budget officer may provide one copy of the budget document to each member of the budget committee solely for the information and use of the individual members. The budget committee may not deliberate on the budget document as a body before the first meeting.

(b) If the budget officer does not provide copies of the budget document to the members of the budget committee under paragraph (a) of this subsection, the budget officer shall provide copies at the first meeting required under subsection (1) of this section.

(7) The budget officer shall file a copy of the budget document in the office of the governing body of the municipal corporation immediately following presentation of the budget document to the members of the budget committee under subsection (6) of this section. The copy is a public record of the municipal corporation.

(8) The governing body of the municipal corporation must provide to individuals upon request a copy of the budget document or the means of readily obtaining a copy of the budget document. [Formerly 294.401]

**294.428 Budget committee hearings; approval of budget document.** (1) The budget committee shall approve the budget document as submitted by the budget officer or the budget document as revised and prepared by the budget committee. The budget document as approved by the budget committee shall specify the ad valorem property tax amount or rate for all funds.

(2) In addition to the meetings held under ORS 294.426 (1), the budget committee may meet from time to time at its discretion. All meetings of the budget committee shall be open to the public. Except for a meeting of the budget committee held under ORS 294.426 (1), prior notice of each meeting of the budget committee shall be given at the same time as is required for notice of meetings of the governing body of the municipal corporation and may be given in the same manner as notice of meetings of the governing body or by any one or more of the methods described in ORS 294.311 (35).

(3) The budget committee may demand and receive from any officer, employee or department of the municipal corporation any information the committee requires for the revision and preparation of the budget document. The budget committee may compel the attendance of any such officer or employee at its meetings. [Formerly 294.406]



**SAMTD Board Bylaws Rule 22 Committees  
(Resolution No. 2015-04)**

**RULE 22. COMMITTEES**

- a. The president, from time to time, or the Board, by majority vote of its members at any meeting, may appoint Board members and other interested private citizens and representatives of groups and organizations to serve on standing or special committees. At the time of appointment of such members, the president shall state the purpose and duties of the committee. Any committee authorized by the Board shall perform the duties prescribed by the Board at the time the committee was created and shall be subject to the direction and control of the Board. All committees shall have a chairperson elected as shown in Attachments A<sup>1</sup> and B<sup>2</sup> hereto. Recommendations of such committees shall be considered as advisory only.
- b. The purpose of each standing advisory committee, any conditions expressed by the District on the committee's organization or conduct, the membership and terms of appointment, and procedures for filling vacancies, shall be included as attachments to these bylaws.
- c. Except as may be specifically directed elsewhere in the bylaws, all provisions of these bylaws shall apply to committees and their meetings to the extent relevant, substituting "committee" for "Board", "committee members" for "directors", and "committee chairperson" for "president".
- d. All members of the Board and committees serve without compensation.
- e. Standing committees composed solely of members of the Board may not have more than three (3) members, and their sole purpose shall be to arrive at a specific recommendation for action to be taken by the full Board.

**22-1 Executive Committee.**

The president, vice president and treasurer shall serve on the Executive Committee. In the absence of a member of the Executive Committee the secretary may attend. The Executive Committee may meet at the discretion of the president to resolve any emergency policy or legislative issue that requires immediate action between regularly scheduled Board meetings. The Executive Committee is

subject to the authority of the Board of Directors, and none of the acts of the Executive Committee shall conflict with action previously taken by the Board regarding the same subject. To the extent possible, such emergency actions should be deferred to a special meeting of the Board.

**22-2 Budget Committee.**

Pursuant to the requirements and provisions of Section 294.336 of Oregon Revised Statutes, a budget committee shall consist of the Board and a like number of qualified electors of the District who shall be appointed pursuant to the following:

- 1) Prior to the first meeting of the Budget Committee in any given year, vacancies in the office of appointive members of the committee shall be filled by appointment of the Board.
- 2) Appointments to the Committee may, at the discretion of the Board be made as follows:
  - a) The Board member representing the subdistrict of the vacancy may recommend to the Board the appointment of a qualified elector.
  - b) The Board member representing the subdistrict of the vacancy may call for applications for the Budget Committee.
  - c) Appointive members of the Budget Committee shall be appointed for terms of three years, and subsequently, upon recommendation of the Board members and subject to Board approval, may be reappointed to such position.

Footnotes:

1 "Attachment A" refers to the SAMTD Board Bylaws – Attachment A Citizen Advisory Committee

2 "Attachment B" refers to the SAMTD Board Bylaws – Attachment B STF Advisory Committee



**To:** Board of Directors

**From:** Allan Pollock, General Manager

**Date:** December 14, 2017

**Subject:** **AWARD OF AGREEMENT FOR STATE AND FEDERAL LEGISLATIVE ADVOCACY SERVICES**

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**ISSUE**

Shall the Board authorize the General Manager to enter into an agreement with CFM Strategic Communications, Inc. for state and federal legislative advocacy services?

**BACKGROUND AND FINDINGS**

The District's current contract for state and federal legislative advocacy services expires on December 31, 2017. The District is desirous of continuing to engage with a firm to assist the District in providing coordinated state and federal legislative representation services in support of the District's legislative agenda.

The selected firm will assist in efforts for collaborative projects, legislative issue management, prepare annual grant requests, assist in developing the annual legislative agenda, and coordinate visits with the local and federal delegations, departments and agencies.

On October 19, 2017 the District issued Request for Proposal (RFP) #2018-06 for state and federal legislative advocacy services. The proposal was entered into the Oregon Procurement Information Network (ORPIN) and a total of 16 interested parties accessed the proposal.

One proposal was received and was deemed to be a qualified and responsive bidder. The proposal was reviewed by an evaluation committee comprised of the Director of Communication, Director of Transportation Development, myself, and the Contracts and Procurement Manager. The committee determined that it was in the best interest of the District to accept this single qualified and responsive proposal as opposed to reissuing the proposal.

CFM Strategic Communications, Inc. was the qualified and responsive proposer. Their cost proposal is below:

<b>Year</b>	<b>State</b>	<b>Federal</b>	<b>Total</b>
2018	\$ 73,080	\$ 67,200	\$ 140,280
2019	\$ 73,080	\$ 67,200	\$ 140,280
2020	\$ 73,080	\$ 67,200	\$ 140,280
2021(Option Year)	\$ 73,080	\$ 67,200	\$ 140,280
2022 (Option Year)	\$ 73,080	\$ 67,200	\$ 140,280
Total	\$ 365,400	\$ 336,000	\$ 701,400

For comparison, the annual cost for services in 2017 is \$145,200. The CFM proposal shows a slight annual increase for state services of \$1,080 and a \$6,000 annual reduction in federal services.

The proposed agreement is for a three year term subject to two additional one-year options to renew if it is determined in the best interest of the District, for a maximum term of five (5) years.

**RECOMMENDATION**

The evaluation committee recommends the Board authorize the General Manager to negotiate and enter into an agreement with CFM Strategic Communications, Inc. for state and federal legislative advocacy services for a period of five years at a not to exceed amount of \$701,400.

**PROPOSED MOTION**

**I move the Board authorize the General Manager to negotiate and enter into an agreement with CFM Strategic Communications, Inc. for state and federal legislative advocacy services for a period of five years at a not to exceed amount of \$701,400.**





## BOARD MEETING MEMO

Agenda Item H.2

**To:** Board of Directors

**From:** David Trimble, Chief Operating Officer

**Thru:** Allan Pollock, General Manager

**Date:** December 14, 2017

**Subject:** **Resolution #2017-13 Amending Bylaws Governing Procedures and Conduct of the Citizen Advisory Committee**

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### ISSUE

Shall the Board adopt Resolution #2017-13 amending Resolution #2012-12, Bylaws Governing Procedures and Conduct of the Citizen Advisory Committee?

### BACKGROUND AND FINDINGS

The CAC's responsibility is to provide input to the Board and General Manager/CEO on transit-related matters. The CAC should also allow the opportunity for community stakeholders to provide feedback and to suggest improvements and recommendations for the continuous improvement of Cherriots services.

A Citizens Advisory Committee was appointed by the Board in October 2012; however, the Committee was disbanded in 2015. In early 2018, staff will begin the working with the Board to reestablish this very important stakeholder group.

Board members reviewed and discussed the proposed changes to the CAC Bylaws at their November 13, 2017, Board Work Session. A revised copy of the CAC Bylaws is shown in Attachment A. A red-lined version of the Bylaws is shown in Attachment B. The changes to the Bylaws will help ensure that CAC membership reflects the larger community and has diverse representation with regard to age, gender, race, disability, transit dependence, geography, and the availability and commitment to participate in CAC activities.

## **FINANCIAL IMPACT**

N/A

## **RECOMMENDATION**

Staff recommends the Board adopt Resolution #2017-13 amending Resolution #13-12 updating language and definitions of the current Bylaws of the Citizens Advisory Committee (CAC).

## **PROPOSED MOTION**

**I move the Board adopt Resolution #2017-13 amending Resolution #13-12 updating language and definitions of the current Bylaws of the Citizens Advisory Committee (CAC).**

**RESOLUTION #2017-13**

**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE  
CITIZEN ADVISORY COMMITTEE**

**WHEREAS**, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws"; and

**WHEREAS** Resolution #90-01 included an Attachment A, Rules Governing Proceedings and Conduct of the Elderly/Handicapped Transit Advisory Committee, which was revised by Resolution #91-02 dated March 28, 1991, by Resolution #97-02 dated February 27, 1997; and by Resolution #97-28 dated December 18, 1997 (renaming the committee the Senior and Disabled Consumer Advisory Committee); and dissolved by Resolution #99-02 on March 25, 1999 to form the Consumer Advisory Committee; and superseded by Resolution #11-13 on December 8, 2011 when the Board formed the Citizens Advisory Committee; and amended by Resolution #13-12 on December 12, 2013 to limit the size of the committee membership from 11 to nine; and

**WHEREAS** the District is desirous of reestablishing the Citizens Advisory Committee which was disbanded in 2015

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
SALEM AREA MASS TRANSIT DISTRICT;**

**THAT** Attachment A to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Citizens Advisory Committee of Salem Area Mass Transit District," is hereby amended under Article 1 – Mission; Article 2 – Purpose and Responsibilities; Article 3 - Membership and Terms of Appointment; ; Article 4 – Officers; Article 5 – Committee Vacancies; Article 6 – Conduct of Meetings; and Article 7 – Amendments.

**ADOPTED** by the Board of Directors on this 14th day of December, 2017.

**ATTEST:**

\_\_\_\_\_  
President  
Board of Directors

\_\_\_\_\_  
Secretary  
Board of Directors



**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE  
CITIZENS ADVISORY COMMITTEE  
OF SALEM AREA MASS TRANSIT DISTRICT**

**Article 1 - Mission**

The mission of the Citizens Advisory Committee (“CAC”), established by the Salem Area Mass Transit District (“District”) Board of Directors (“Board”), is to act as an advisory committee to the Board on transportation-related issues of the District.

**Article 2 - Purpose and Responsibilities**

The CAC shall meet to discuss and make recommendations to the Board on the District’s transportation policies, programs and services, and perform other duties as assigned by the Board. The CAC shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

The purpose of the CAC will be to advise the Board and District staff on transit-related issues, make suggestions for transit service improvements, and to explore opportunities for enhanced funding for public transportation. The CAC will advise the Board, General Manager and District staff on the following items:

- A. Adhering to the requirements of the American with Disabilities Act (ADA).
- B. Issues related to the quality of the public’s ridership experience and other engagement with the District.
- C. Issues related to advocacy, including:
  - 1) Cultivating an understanding of public transportation policy issues and opportunities among members of the CAC.
  - 2) Identifying opportunities for adequate funding for the District from governmental, quasi-governmental, non-profit and for-profit entities.
  - 3) Mobilizing public transportation customers, supporters, and other public transportation stakeholders.

**Article 3 - Membership and Terms of Appointment**

Composition of the CAC: The CAC is composed of nine (9) community representatives – seven (7) selected by individual members of the Board and two (2) from a slate of candidates who apply and are chosen according to the process set out below:

- A. A CAC member must –

- 1) Reside within the District's service area, which may include locations within the Urban Growth Boundary and cities and towns within Marion and Polk counties,
  - 2) Have a familiarity with Cherriots services.
  - 3) Be at least 18 years of age and use Cherriots services periodically; however, transit dependency is not a requirement for CAC membership.
  - 4) Be able to communicate knowledgeably about Cherriots in particular, and public transit in general.
  - 5) Have the ability to advocate on behalf of public transit and promote Cherriots services.
- B. CAC membership must reflect the larger community and have diverse representation with regard to age, gender, race, disability, transit dependence, availability to participate in CAC activities, and geography.
- C. Travel Reimbursement: Each CAC member will receive a 30-day (monthly for Regional) transit pass to cover transportation expenses. Passes will be mailed to CAC members. Other arrangements for pass distribution may be made on an individual basis.
- D. Members shall be appointed to the CAC by the Board for a term of two years, but shall serve at the pleasure of the Board. Members may only serve two consecutive two-year terms on the CAC. CAC terms will begin in the month of January and end in the month of December.
- E. The Board may appoint CAC members to fill unexpired terms. CAC members appointed to serve the balance of an unexpired term shall have the opportunity to serve two consecutive two-year terms after the conclusion of the original appointment. In the transition period, inaugural committee members will be allowed to serve the remainder of a term in an Excess At Large Capacity.
- F. A CAC member who has served two consecutive terms may be nominated and recommended for future terms 12 months after their previous term has expired.

#### **Article 4 - Officers**

The Chair and Vice-Chair of the CAC shall be appointed on an annual basis by the Board. The Chair and Vice Chair shall serve for a term of 12 months, but for no more than two consecutive terms. The CAC may recommend to the Board CAC members to serve as Chair or Vice Chair. Appointments are to be made every December (or in the meeting month closest to the end of the calendar year) to become effective upon the expiration of the Chair's and Vice-Chair's terms.

- A. The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the CAC, shall present reports to the Board that are necessary to execute any and all of the responsibilities of the CAC. The Chair may, at the Board's direction, appoint subcommittee members to address special topics as needed.
- B. The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

### **Article 5 - Committee Vacancies**

When a vacancy occurs, the Board, by majority vote of its members at any meeting, may appoint a new member to the CAC to serve the remainder of the unexpired term. The Board may select an appropriate appointee from candidates expressing an interest in such an appointment, or from candidates responding to a call for applications through a public advertisement.

### **Article 6 - Conduct of Meetings**

- A. All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.
- B. A quorum of the CAC shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.
- C. The meetings shall be conducted according to Robert's Rules of Order. A record of each meeting will be kept with written minutes.
- D. Regular meetings shall be scheduled with at least one week's notice and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.
- E. All members are expected to attend scheduled meetings. If a member is unable to attend a scheduled meeting, that member shall contact the District's staff representative and/or the CAC Chair at least one business day in advance, to give notice, except in cases of an emergency. A member who fails to notify the District's staff representative and/or the CAC Chair of their intended absence for two consecutive meetings, or is absent three or more meetings over a one-year period, may have his/her membership declared vacant.
- F. Members of the Board will be invited to attend CAC meetings on a rotating basis. The invitations shall be rotated so that all Board members are invited to attend at

least once during the year. This open-invitation policy does not preclude or reduce the desirability of the Board appointing a liaison to the CAC.

- G. Regular CAC meetings shall be held quarterly. The meeting schedule shall be set and voted upon at the first meeting of the calendar year. With possible exceptions, the regular meetings will be used for presentations from District staff, contractors and other parties of interest to the CAC.

### Article 7 - Amendments

The CAC, through its Chair, may recommend to the Board, amendments to the Bylaws that govern the CAC by a two-thirds vote of all its members. Only the Board shall have the authority to amend these Bylaws, and the Board may do so on its own initiative.

#### Actions taken by the Board of Directors

<u>Resolution</u>	<u>Date</u>	<u>Action</u>	<u>Change</u>
90-01	Jan 25, 1990	Adopt	• Attachment A Elderly/Handicapped Transportation Advisory
91-02	Mar 28, 1991	Amend	• Attachment A Elderly/Handicapped Transportation Advisory
97-02	Feb 27, 1997	Amend	• Renamed Elderly and Disabled Consumer Advisory Committee
97-28	Dec 18, 1997	Amend	• Renamed Senior and Disabled Consumer Advisory Committee;
99-02	Mar 25, 1999	Rescind	• Dissolve Elderly/Handicapped Transit Advisory Committee; Form Consumer Advisory Committee; Replace with CAC Bylaws
11-13	Dec 08, 2011	Rescind	• Dissolve Consumer Advisory Committee; Form Citizens Advisory Committee Bylaws; Replace Bylaws
13-12	Dec 12, 2013	Amend	• Amend the Citizens Advisory Committee Bylaws
2017-13	Dec 14, 2017	Amend	• Amend the Citizens Advisory Committee Bylaws



**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE  
CITIZENS ADVISORY COMMITTEE  
OF SALEM AREA MASS TRANSIT DISTRICT**

**Article 1 - ~~Purpose and~~ Mission**

The mission of the Citizens Advisory Committee ("~~CAC~~"), established by the Salem Area Mass Transit District ("~~District~~" "~~Cherriots~~") Board of Directors ("~~Board~~"), is to act as an advisory committee to the Board on transportation-related issues of the District.

**Article 2 - ~~Purpose and~~ Responsibilities**

~~The~~ ~~The~~ Citizens Advisory Committee CAC ("~~CAC~~Committee") shall meet to discuss and make recommendations to the ~~Board of Directors~~ Board ("~~Board~~"), on the District's transportation policies, programs and services, and perform other duties as assigned by the Board. The ~~CAC~~ Committee shall encourage and promote transportation services that meet the needs of the Salem/Keizer community.

~~The purpose of the CAC will be to advise the Board of Directors Board and Cherriots staff on transit-related issues, make suggestions for transit service improvements, and to explore opportunities for enhanced funding for public transportation. The CAC will advise the Board of Directors Board, General Manager and Cherriots staff on the following items:~~

- ~~Adhering to the requirements of the American with Disabilities Act (ADA)~~
- ~~Issues related to the quality of the public's ridership experience and other engagement with Cherriots~~
- ~~Issues related to advocacy, including:~~
  - ~~Cultivating an understanding of public transportation policy issues and opportunities among members of the CAC~~
  - ~~Identifying opportunities for adequate funding for Cherriots from governmental, quasi-governmental, non-profit and for-profit entities~~
  - ~~Mobilizing public transportation customers, supporters, and other public transportation stakeholders~~

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**Article 3 - Membership and Terms of Appointment**

~~Membership shall consist of nine voting members, and one non-voting student member. Members shall serve at the pleasure of the Board.~~

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~~Committee membership shall consist of a cross-section of the Salem/Keizer community which shall include to the extent possible, a:~~

- ~~● Paratransit User~~
- ~~● Recreational/Bike/Pedestrian Advocate~~
- ~~● Social Services Agency Representative~~
- ~~● Medical Community/Care Provider~~
- ~~● Chambers of Commerce/Business Economic Development Organization~~
- ~~● Major Employer (over 100 Employees)~~
- ~~● School District Representative/Educational Community~~
- ~~● Ethnic Community Member~~
- ~~● At Large Member~~
- ~~● Youth Leader (High School Student, one-year term with “school year term” option) — non-voting member~~

~~Voting members appointed to the Committee must live and/or work within the Salem-Keizer Transit service area.~~

~~Composition of the CAC: The CAC is composed of nine (9) community representatives – seven (7) selected by individual members of the Board of Directors and two (2) from a slate of candidates who apply and are chosen according to the process set out below:~~

~~A CAC member must reside within the Cherriots service area, which may include locations within the Urban Growth Boundary and cities and towns within Marion and Polk Counties, and must have a familiarity with Cherriots services. CAC members must be at least 18 years of age and use Cherriots services periodically; however, transit dependency is not a requirement for CAC membership. CAC members must be able to communicate knowledgeably about Cherriots, in particular, and public transit in general. Members should have the ability to advocate on behalf of public transit and promote Cherriots services.~~

~~CAC membership must reflect the larger community and have diverse representation with regard to age, gender, race, disability, transit dependence, availability to participate in CAC activities, and geography.~~

~~Travel Reimbursement: Each CAC member will receive a 30-day (monthly for Regional) transit pass to cover transportation expenses. Passes will be mailed to CAC members. Other arrangements for pass distribution may be made on an individual basis.~~

~~Members shall be appointed to the CAC Committee by the Board for a period term of two years, but shall serve at the pleasure of the Board. Members may only serve two consecutive two-year terms on the CAC Committee. CAC Committee terms will begin in the month of January and end in the month of December.~~

~~The Board may appoint CAC committee members to fill unexpired terms. CAC Committee members appointed to serve the balance of an unexpired term shall have~~

[FINAL Updated CAC Bylaws 12-14-17.doc](#) [12/14/2017 9:01 AM](#) [11/13/2017 1:24 PM](#)

the opportunity to serve two consecutive two-year terms after the conclusion of the original appointment. In the transition period, ~~inaugural committee members will be allowed to serve the remainder of a term in an Excess At Large Capacity.~~

A ~~CAC Committee~~ member who has served two consecutive terms may be nominated and recommended for future terms 12 months after their previous term has expired.

#### Article 4 - Officers

The Chair and Vice-Chair of the ~~CAC Committee~~ shall be appointed on an annual basis by the ~~Board of Directors~~Board. The Chair and Vice Chair shall serve for a term of 12 months; ~~and but for~~ no more than two consecutive terms. The ~~CAC Committee~~ may ~~nominate and~~ recommend to the Board; ~~CAC~~ members to serve as Chair or Vice Chair. ~~Nominations~~Appointments are to be held made every December (or in the meeting month closest to the end of the calendar year) ~~prior to to become effective upon~~ the expiration of the Chair's and Vice-Chair's terms.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the ~~CAC Committee~~ shall present reports to the Board that are necessary to execute any and all of the responsibilities of the ~~Committee~~CAC. The Chair may, at the Board's direction, appoint subcommittee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

#### Article 5 - Committee Vacancies

When a vacancy occurs, the Board, by majority vote of its members at any meeting, may appoint a new member to the ~~committee~~CAC to serve the remainder of the unexpired term. The Board may select an appropriate appointee from those responding to a public advertisement, from candidates expressing an interest in such an appointment, or may refer to leaders or organizations in the represented group for appropriate candidates.

#### Article 6 - Conduct of Meetings

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

A quorum of the ~~CAC Committee~~ shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted according to Robert's Rules of Order. A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week's notice and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.

All members are expected to attend scheduled meetings. If a member is unable to attend a scheduled meeting, that member shall contact the District's staff representative and/or the Committee-CAC Chair at least one business day in advance, to give notice, except in cases of an emergency. A member who fails to notify the District's staff representative and/or the Committee-CAC Chair of their intended absence for two consecutive meetings, or is absent three or more meetings over a one-year period, may have his/her membership declared vacant.

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~~One members of the Cherriots Board of DirectorsBoard will be invited to attend CAC meetings on a rotating basis. The invitations shall be rotated so that all DirectorsBoard members are invited to attend at least once during the year. This open-invitation policy does not preclude or reduce the desirability of the Board of Directors appointing a liaison to the CAC.~~

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Regular CAC meetings shall be held quarterly. The meeting schedule shall be set and voted upon at the first meeting of the calendar year. With possible exceptions, the regular meetings will be used for presentations from Cherriots staff, contractors and other parties of interest to the CAC.

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## Article 7 - Amendments

The Citizens Advisory CommitteeCAC, through its Chair, may recommend to the Board, amendments to the Bylaws that govern the Committee-CAC by a two-thirds vote of all its members.

Only the SAMTD Board of DirectorsBoard shall have the authority to amend these Bylaws, and the Board may do so on its own initiative.

### Actions taken by the Board of Directors

<u>Resolution</u>	<u>Date</u>	<u>Action</u>	<u>Change</u>
90-01	Jan 25, 1990	Adopt	• Attachment A Elderly/Handicapped Transportation Advisory Committee
91-02	Mar 28, 1991	Amend	• Attachment A Elderly/Handicapped Transportation Advisory Committee
97-02	Feb 27, 1997	Amend	• Renamed Elderly and Disabled Consumer Advisory Committee

[FINAL Updated CAC Bylaws 12-14-17.doc](#) 12/1/2017 9:01 AM 11/13/2017 1:24 PM

- 97-28 Dec 18, 1997 Amend • Renamed Senior and Disabled Consumer Advisory Committee;
- 99-02 Mar 25, 1999 Rescind • Dissolve Elderly/Handicapped Transit Advisory Committee; Form Consumer Advisory Committee; Replace with CAC Bylaws
- 11-13 Dec 08, 2011 Rescind • Dissolve Consumer Advisory Committee; Form Citizens Advisory Committee Bylaws; Replace Bylaws
- 13-12 Dec 12, 2013 Amend • Amend the Citizens Advisory Committee Bylaws
- 17-13 Dec 14, 2017 Amend • Amend the Citizens Advisory Committee Bylaws

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**To:** Board of Directors

**From:** Matt Berggren, Transit Planner II  
Chris French, Senior Planner

**Thru:** Allan Pollock, General Manager

**Date:** December 14, 2017

**Subject:** January 2018 Service Change Briefing

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## ISSUE

Shall the Board receive a briefing regarding changes to Cherriots local service beginning January 2, 2018?

## BACKGROUND AND FINDINGS

### Service Changes

Every four months in January, May and September, service changes are implemented based on input from customers, transit operators, Cherriots employees, and performance monitoring results. Here is what is changing on January 2, 2018.

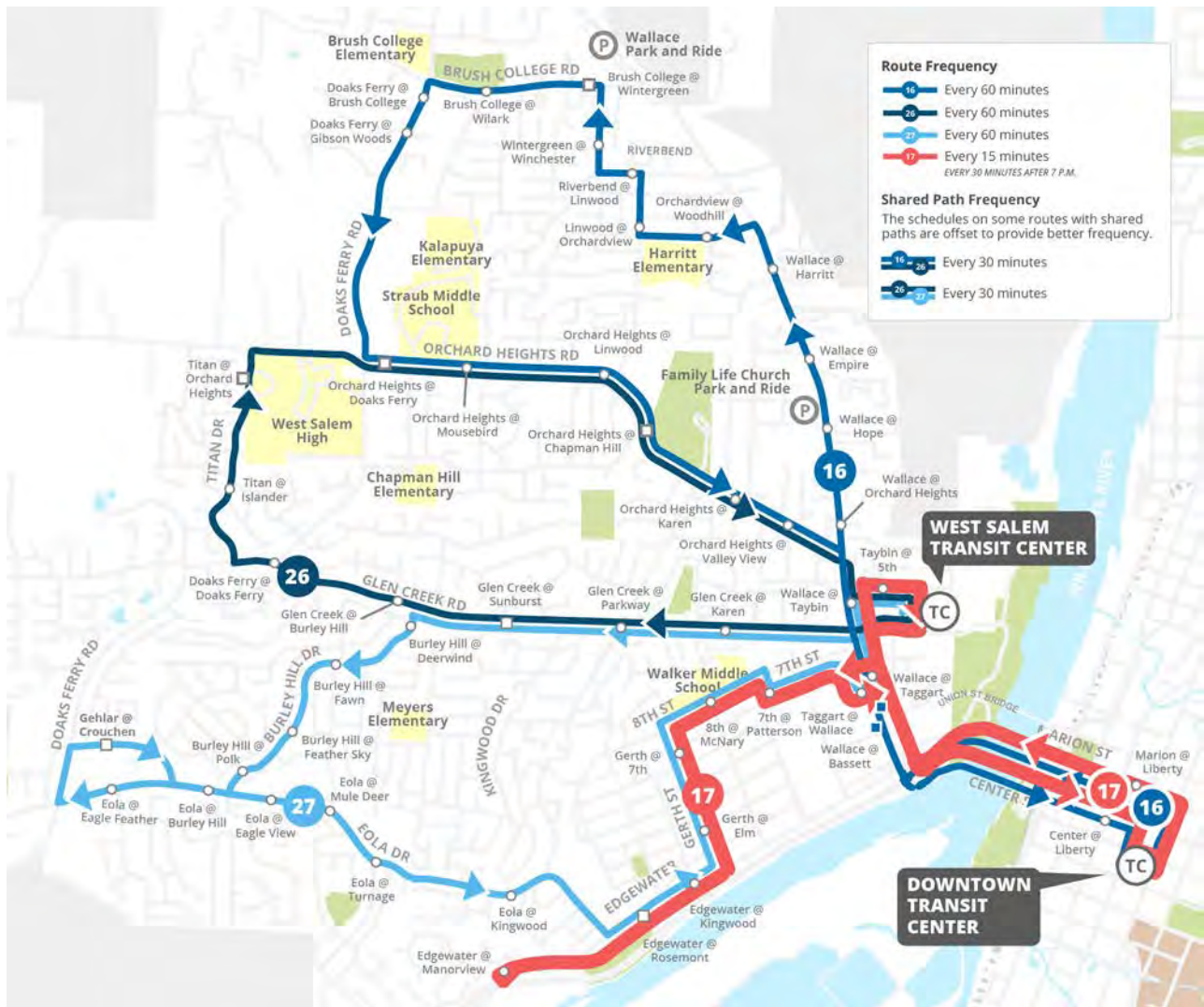
#### *Cherriots will no longer operate Route 2X*

The Confederated Tribes of Grand Ronde, who contracted with Cherriots to provide this service in the past, will be replacing the 2X with service operated by Tillamook County Transportation District. As of the writing of this memo, Cherriots has not yet been given finalized details of what the new service will look like.

#### *Big changes coming to West Salem*

- West Salem Connector

After extensive public outreach and evaluation, Cherriots has decided not to continue the on-demand West Salem Connector pilot project. Instead, West Salem will be served with regular bus service. See the map on the following page of the rerouted Route 16 and the new Routes 26 and 27.



- Glen Creek Transit Center

Glen Creek Transit Center will be renamed West Salem Transit Center. The new name will appear on bus stop signs and printed materials.

**Minor schedule adjustments**

- Route 6 – Mission / Fairview Industrial

This route will be scheduled to depart a little later on two of the morning trips. Route 6 will now depart from the Downtown Transit Center at 7:05 a.m. and 8:05 a.m.

- Route 11 – Lancaster / Verda

Route 11 will begin 15-minute service at 6:30 a.m. instead of 7 a.m. Schedules for Route 11 will change slightly throughout the day.



- Route 17 – Edgewater / Gerth

The 15-minute service on Route 17 will begin at 5:30 a.m. instead of 6 a.m. Schedules for Route 17 will change slightly in the afternoon.

- Route 19 – Broadway / River Road

Starting at 7 p.m., Route 19 will leave Keizer Transit Center on the hour and on the half-hour. The change will help riders transfer to and from Routes 11, 12, and 14 in the evening.

### **Promoting the Change**

In addition to updating all of the print and digital materials, the communication team is using the following strategies to ensure riders are informed of the changes:

- Talking points for staff, board, etc.
- Press release
- Notification to Statesman Journal and Keizer Times
- Webpage that will show changes ([Cherriots.org/changes](http://Cherriots.org/changes))
- Feature story on Cherriots website home page
- Notice on [Cherriots.org/connector](http://Cherriots.org/connector) and [book.cherriots.org](http://book.cherriots.org)
- Posts on social media (Twitter, Facebook)
- Overhead announcements on buses on affected routes
- Take-Ones on buses
- Header cards on buses
- Notices will be added, removed, and modified on bus stops and Connector points
- Sandwich boards at Downtown Transit Center and Keizer Transit Center
- Monitor ad at Downtown Transit Center and Keizer Transit Center
- Poster in customer service lobby
- Service advisories
- Email blast to subscribers
- Text message or automated call to all West Salem Connector riders
- Customer service phone queue notice (regular and Connector number)

### **FINANCIAL IMPACT**

Information only.

### **RECOMMENDATION**

Information only.

### **PROPOSED MOTION**

Information only.





## BOARD MEETING MEMO

Agenda Item No. I.2

**To:** Board of Directors

**From:** Jeremy Jorstad, Transit Planner I  
Chris French, Senior Planner

**Thru:** Allan Pollock, General Manager

**Date:** December 14, 2017

**Subject:** Performance Report – FY18 Q1

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### ISSUE

Shall the Board receive the quarterly information briefing on Cherriots services for the first quarter of FY18?

### BACKGROUND AND FINDINGS

Performance measures for the first quarter of Fiscal Year 2018 (FY18 Q1) are included in Attachment A. FY18 began July 1, 2017 and ended September 30, 2017. All data are compared to the previous fiscal year, FY17. The data for these measures are derived from adjusted Trapeze schedules, vehicle fareboxes, passenger counting systems, and reservation software (RouteMatch and Mobility DR).

### Revenue Hours, Revenue Miles, and Boardings

#### ***Cherriots Local***

Includes local fixed-route, local express routes, Qualified Human Service Organization (QHSO) routes, and the West Salem Connector.

- *Revenue Hours* – Up 2.4% (+15.4 Revenue Hours/Day)
- *Revenue Miles* – Down -0.5% (-38.5 Revenue Miles/Day)
- *Boardings* – Up 4.3% (+467 Boardings/Day)

#### ***Cherriots Regional***

Includes regional express routes and regional flex zones.

- *Revenue Hours* – Down -4.8% (-4.5 Revenue Hours/Day)
- *Revenue Miles* – Up 4.0% (+82.1 Revenue Miles/Day)
- *Boardings* – Down -4.4% (-24.6 Boardings/Day)

### ***Cherriots Shop and Ride***

Includes dial-a-ride and shopper shuttle.

- *Revenue Hours* – Up 5.4% (+1 Revenue Hour/Day)
- *Revenue Miles* – Up 9.4% (+17.1 Revenue Miles/Day)
- *Boardings* – Up 10.3% (+3.4 Boardings/Day)

### ***Cherriots LIFT***

Paratransit

- *Revenue Hours* – Up 2.9% (+7.1 Revenue Hours/Day)
- *Revenue Miles* – Up 9.8% (+290 Revenue Miles/Day)
- *Boardings* – Down -3.6% (-20.9 Boardings/Day)

### ***January 2017 Changes***

Staff made a number of changes on January 3, 2017, to increase reliability and to simplify the route numbering and structure. Because of this, the results in Attachment A reference both the new route numbers and the former route numbers. Some routes are grouped together (e.g. Routes 19 and 21 -- Former Route 1) to allow for comparison between FY17 and FY18.

## **FINANCIAL IMPACT**

Information Only

## **RECOMMENDATION**

Information Only

## **PROPOSED MOTION**

Information Only

**ATTACHMENT A**

# FY18 Q1 Performance Measures

July-September 2017

**Table 1.** Total Revenue Hours

**Table 2.** Average Revenue Hours / Day

**Table 3.** Total Revenue Hours

**Table 4.** Average Revenue Miles / Day

**Table 5.** Total Boardings

**Table 6.** Average Boardings / Day

**Table 7.** Average Boardings / Revenue Hour

**Table 8.** Total Boardings Using State Bus Pass Program

**Table 9.** Average Boardings / Day Using State Bus Pass Program

**Table 10.** State Bus Pass Program Share of Boardings and Customer Comments

**Table 11.** Route 15X

**Table 1. Total Revenue Hours**

Route (Service Days)	FY17 Q1				FY18 Q1			
	Jul 2016	Aug 2016	Sept 2016	Total	Jul 2017	Aug 2017	Sept 2017	Total
	20	23	21	64	20	23	20	63
<b>LOCAL FIXED-ROUTE</b>								
2 - Market / Brown	1,084	1,247	1,135	3,466	1,081	1,244	1,081	3,406
3 - Portland Road	600	690	630	1,920	600	690	599	1,889
4 - State Street	306	352	321	979	306	352	306	964
5,17 - Edgewater / Center (5/5A)	1,843	2,121	1,971	5,935	2,108	2,424	2,112	6,644
6,16 - Wallace / Fairview Industrial (6)	643	741	676	2,060	642	739	643	2,024
7 - Mission / State	311	359	328	998	313	359	309	981
8 - 12th / Liberty via Red Leaf	460	529	483	1,472	463	529	459	1,451
9 - Cherry / Parkmeadow (9/9A)	614	705	644	1,963	615	708	614	1,937
11 - Lancaster / Keizer	1,757	2,021	1,889	5,667	1,799	2,072	1,790	5,661
12 - Haysville	308	355	323	986	297	340	296	933
13,22 - Silverton Road /Library Loop (13)	611	703	642	1,956	612	705	605	1,922
14 - Windsor Island	307	354	323	984	307	354	307	968
15X - Airport Rd Park & Ride Express	403	463	423	1,289	403	463	20	886
18 - 12th / Liberty via Lone Oak (8A)	459	527	478	1,464	459	528	461	1,448
19,21 - N River Rd / S Commercial (1)	2,113	2,428	2,205	6,746	2,263	2,604	2,265	7,132
23 - Lansing / Hawthorne (10)	300	345	313	958	298	343	298	939
24 - State / Lancaster (4A)	305	351	321	977	305	351	305	961
<i>Total</i>	<i>12,424</i>	<i>14,291</i>	<i>13,105</i>	<i>39,820</i>	<i>12,871</i>	<i>14,805</i>	<i>12,470</i>	<i>40,146</i>
<b>LOCAL ON-DEMAND</b>								
West Salem Connector	300	345	315	960	300	345	300	945
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>								
91 - Garten Foundation	9	10	9	28	14	16	20	50
92 - Rockwest	11	12	11	34	11	12	12	35
<i>Total</i>	<i>20</i>	<i>22</i>	<i>20</i>	<i>62</i>	<i>25</i>	<i>28</i>	<i>32</i>	<i>85</i>
<i>Cherriots Local Total</i>	<i>12,744</i>	<i>14,658</i>	<i>13,440</i>	<i>40,842</i>	<i>13,196</i>	<i>15,178</i>	<i>12,802</i>	<i>41,176</i>
<b>REGIONAL EXPRESS ROUTES</b>								
1X - Wilsonville / Salem Express	197	226	207	630	197	226	197	620
2X - Grand Ronde / Salem Express	304	350	319	973	304	350	303	957
10X - Woodburn / Salem Express	N/A	N/A	N/A	0	243	275	252	770
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	0	242	283	241	766
30X - Santiam / Salem Express	N/A	N/A	N/A	0	231	244	240	715
40X - Polk County / Salem Express	N/A	N/A	N/A	0	288	330	289	907
50X - Dallas / Salem Express	N/A	N/A	N/A	0	55	70	55	180
<i>Former Demand-Response Services</i>	<i>1,105</i>	<i>1,258</i>	<i>1,157</i>	<i>3,520</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<i>Total</i>	<i>1,606</i>	<i>1,834</i>	<i>1,683</i>	<i>5,123</i>	<i>1,560</i>	<i>1,778</i>	<i>1,577</i>	<i>4,915</i>
<b>REGIONAL FLEX ZONES</b>								
Polk County Flex	296	342	312	950	251	288	239	778
<i>Cherriots Regional Total</i>	<i>1,902</i>	<i>2,176</i>	<i>1,995</i>	<i>6,073</i>	<i>1,811</i>	<i>2,066</i>	<i>1,816</i>	<i>5,693</i>
<b>SHOP AND RIDE</b>								
Dial-a-Ride	201	264	249	714	206	243	285	734
Shopper Shuttle	130	124	129	383	127	148	129	404
<i>Total</i>	<i>331</i>	<i>388</i>	<i>378</i>	<i>1,097</i>	<i>333</i>	<i>391</i>	<i>414</i>	<i>1,138</i>
<b>PARATRANSIT</b>								
Cherriots LIFT	4,837	5,606	5,163	15,606	5,079	5,638	5,090	15,807

**Table 2. Average Revenue Hours / Day**

Route	FY17 Q1				FY18 Q1				Percent Change
	Jul 2016	Aug 2016	Sept 2016	Total	Jul 2017	Aug 2017	Sept 2017	Total	
(Service Days)	20	23	21	64	20	23	20	63	
<b>LOCAL FIXED-ROUTE</b>									
2 - Market / Brown	54.2	54.2	54.0	54.2	54.1	54.1	54.1	54.1	-0.2%
3 - Portland Road	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	-0.1%
4 - State Street	15.3	15.3	15.3	15.3	15.3	15.3	15.3	15.3	0.0%
5,17 - Edgewater / Center (5/5A)	92.2	92.2	93.9	92.7	105.4	105.4	105.6	105.5	13.7%
6,16 - Wallace / Fairview Industrial (6)	32.2	32.2	32.2	32.2	32.1	32.1	32.2	32.1	-0.2%
7 - Mission / State	15.6	15.6	15.6	15.6	15.7	15.6	15.5	15.6	-0.1%
8 - 12th / Liberty via Red Leaf	23.0	15.6	23.0	23.0	23.2	23.0	23.0	23.0	0.1%
9 - Cherry / Parkmeadow (9/9A)	30.7	30.7	30.7	30.7	30.8	30.8	30.7	30.7	0.2%
11 - Lancaster / Keizer	87.9	87.9	90.0	88.5	90.0	90.1	89.5	89.9	1.5%
12 - Haysville	15.4	15.4	15.4	15.4	14.9	14.8	14.8	14.8	-3.9%
13,22 - Silverton Road /Library Loop (13)	30.6	30.6	30.6	30.6	30.6	30.7	30.3	30.5	-0.2%
14 - Windsor Island	15.4	15.4	15.4	15.4	15.4	15.4	15.4	15.4	-0.1%
15X - Airport Rd Park & Ride Express	N/A	N/A	20.1	19.5	20.2	20.1	20.0	20.1	3.3%
18 - 12th / Liberty via Lone Oak (8A)	23.0	22.9	22.8	22.9	23.0	23.0	19.2	23.0	0.5%
19,21 - N River Rd / S Commercial (1)	105.7	105.6	105.0	105.4	113.2	113.2	113.3	113.2	7.4%
23 - Lansing / Hawthorne (10)	15.0	15.0	14.9	15.0	14.9	14.9	14.9	14.9	-0.4%
24 - State / Lancaster (4A)	15.3	15.3	14.9	15.3	15.3	15.3	15.3	15.3	-0.1%
<i>Total</i>	621.2	621.3	624.0	622.2	643.6	643.7	623.5	637.2	2.4%
<b>LOCAL ON-DEMAND</b>									
West Salem Connector	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	0.0%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	0.5	0.4	0.4	0.4	0.7	0.7	1.0	0.8	81.4%
92 - Rockwest	0.6	0.5	0.5	0.5	0.6	0.5	0.6	0.6	4.6%
<i>Total</i>	1.0	1.0	1.0	1.0	1.3	1.2	1.6	1.3	39.3%
<i>Cherriots Local Total</i>	637.2	637.3	640.0	638.2	659.8	659.9	640.1	653.6	2.4%
<b>REGIONAL EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	9.9	9.8	9.9	9.8	9.9	9.8	9.9	9.8	0.0%
2X - Grand Ronde / Salem Express	15.2	15.2	15.2	15.2	15.2	15.2	15.2	15.2	-0.1%
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	12.2	12.0	12.6	N/A	N/A
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	12.1	12.3	12.1	N/A	N/A
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	11.6	10.6	12.0	N/A	N/A
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	14.4	14.3	14.5	N/A	N/A
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	2.8	3.0	2.8	N/A	N/A
<i>Former Demand-Response Services</i>	55.3	54.7	55.1	55.0	N/A	N/A	N/A	N/A	N/A
<i>Total</i>	80.3	79.7	80.1	80.0	78.0	77.3	78.9	78.0	-2.5%
<b>REGIONAL FLEX ZONES</b>									
Polk County Flex	14.8	14.9	14.9	14.8	12.6	12.5	12.0	12.3	-16.8%
<i>Cherriots Regional Total</i>	95.1	94.6	95.0	94.9	90.6	89.8	90.8	90.4	-4.8%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	10.1	11.5	11.9	11.2	10.3	10.6	14.3	11.7	4.4%
Shopper Shuttle	6.5	5.4	6.1	6.0	6.4	6.4	6.5	6.4	7.2%
<i>Total</i>	16.6	16.9	18.0	17.1	16.7	17.0	20.7	18.1	5.4%
<b>PARATRANSIT</b>									
Cherriots LIFT	241.9	243.7	245.9	243.8	254.0	245.1	254.5	250.9	2.9%

**Table 3. Total Revenue Miles**

Route (Service Days)	FY17 Q1				FY18 Q1			
	Jul 2016 20	Aug 2016 23	Sept 2016 21	Total 64	Jul 2017 20	Aug 2017 23	Sept 2017 20	Total 63
<b>LOCAL FIXED-ROUTE</b>								
2 - Market / Brown	13,685	15,738	14,362	43,785	13,685	15,729	13,677	43,091
3 - Portland Road	7,244	8,331	7,379	22,954	7,028	8,080	7,016	22,124
4 - State Street	3,017	3,470	3,168	9,655	3,017	3,470	3,017	9,504
5,17 - Edgewater / Center (5/5A)	21,386	24,603	23,043	69,032	22,249	25,590	21,934	69,773
6,16 - Wallace / Fairview Industrial (6)	8,978	10,333	9,438	28,749	9,027	10,379	9,092	28,498
7 - Mission / State	4,086	4,714	4,304	13,104	4,099	4,714	4,099	12,912
8 - 12th / Liberty via Red Leaf	6,150	7,055	6,475	19,680	6,150	7,072	6,174	19,396
9 - Cherry / Parkmeadow (9/9A)	9,104	10,460	9,559	29,123	9,113	10,480	9,102	28,695
11 - Lancaster / Keizer	23,538	27,081	24,750	75,369	23,551	27,115	23,576	74,242
12 - Haysville	3,718	4,275	3,477	11,470	3,817	4,390	3,817	12,024
13,22 - Silverton Road /Library Loop (13)	6,960	8,004	7,384	22,348	7,040	8,095	7,040	22,175
14 - Windsor Island	4,533	5,213	4,760	14,506	4,533	5,213	4,533	14,279
15X - Airport Rd Park & Ride Express	4,160	4,782	4,368	13,310	4,160	4,784	208	9,152
18 - 12th / Liberty via Lone Oak (8A)	6,267	7,213	6,586	20,066	6,273	7,213	6,263	19,749
19,21 - N River Rd / S Commercial (1)	28,705	33,038	29,923	91,666	27,650	31,837	27,685	87,172
23 - Lansing / Hawthorne (10)	3,859	4,438	4,052	12,349	3,859	4,438	3,859	12,156
24 - State / Lancaster (4A)	3,552	4,084	3,729	11,365	3,552	4,084	3,552	11,188
<i>Total</i>	<i>158,942</i>	<i>182,832</i>	<i>166,757</i>	<i>508,531</i>	<i>158,803</i>	<i>182,683</i>	<i>154,644</i>	<i>496,130</i>
<b>LOCAL ON-DEMAND</b>								
West Salem Connector	2,273	1,350	2,925	6,548	3,532	2,174	2,766	8,472
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>								
91 - Garten Foundation	117	134	122	373	116	134	116	366
92 - Rockwest	192	221	202	615	192	221	192	605
<i>Total</i>	<i>309</i>	<i>355</i>	<i>324</i>	<i>988</i>	<i>308</i>	<i>355</i>	<i>308</i>	<i>971</i>
<i>Cherriots Local Total</i>	<i>161,524</i>	<i>184,537</i>	<i>170,006</i>	<i>516,067</i>	<i>162,643</i>	<i>185,212</i>	<i>157,718</i>	<i>505,573</i>
<b>REGIONAL EXPRESS ROUTES</b>								
1X - Wilsonville / Salem Express	6,398	7,358	6,718	20,474	6,398	7,358	6,398	20,154
2X - Grand Ronde / Salem Express	10,485	12,030	11,009	33,524	10,485	12,058	10,485	33,028
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	5,340	5,592	4,918	15,850
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	5,853	6,726	5,561	18,140
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	5,024	5,593	5,047	15,664
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	5,939	6,580	5,987	18,506
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	1,331	1,590	1,464	4,385
<i>Former Demand-Response Services</i>	<i>21,198</i>	<i>22,194</i>	<i>21,937</i>	<i>65,329</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<i>Total</i>	<i>38,081</i>	<i>41,582</i>	<i>39,664</i>	<i>119,327</i>	<i>40,370</i>	<i>45,497</i>	<i>39,860</i>	<i>125,727</i>
<b>REGIONAL FLEX ZONES</b>								
Polk County Flex	3,969	4,612	4,257	12,838	3,430	4,006	3,476	10,912
<i>Cherriots Regional Total</i>	<i>42,050</i>	<i>46,194</i>	<i>43,921</i>	<i>132,165</i>	<i>43,800</i>	<i>49,503</i>	<i>43,336</i>	<i>136,639</i>
<b>SHOP AND RIDE</b>								
Dial-a-Ride	2,544	3,060	2,897	8,501	2,405	2,919	3,726	9,050
Shopper Shuttle	1,047	1,046	1,010	3,103	979	1,221	1,250	3,450
<i>Total</i>	<i>3,591</i>	<i>4,106</i>	<i>3,907</i>	<i>11,604</i>	<i>3,384</i>	<i>4,140</i>	<i>4,976</i>	<i>12,500</i>
<b>PARATRANSIT</b>								
Cherriots LIFT	57,924	67,519	63,228	188,671	63,647	74,483	65,862	203,992



**Table 4. Average Revenue Miles / Day**

Route	FY17 Q1				FY18 Q1				Percent Change
	Jul 2016	Aug 2016	Sept 2016	Total	Jul 2017	Aug 2017	Sept 2017	Total	
(Service Days)	20	23	21	64	20	23	20	63	
<b>LOCAL FIXED-ROUTE</b>									
2 - Market / Brown	362.2	684.3	683.9	684.1	684.3	683.9	683.9	684.0	0.0%
3 - Portland Road	150.9	362.2	351.4	358.7	351.4	351.3	350.8	351.2	-2.1%
4 - State Street	1,069.3	150.9	150.9	150.9	150.9	150.9	150.9	150.9	0.0%
5,17 - Edgewater / Center (5/5A)	448.9	1,069.7	1,097.3	1,078.6	1,112.5	1,112.6	1,096.7	1,107.5	2.7%
6,16 - Wallace / Fairview Industrial (6)	204.3	449.3	449.4	449.2	451.4	451.3	454.6	452.3	0.7%
7 - Mission / State	307.5	205.0	205.0	204.8	205.0	205.0	205.0	205.0	0.1%
8 - 12th / Liberty via Red Leaf	455.2	306.7	308.3	307.5	307.5	307.5	308.7	307.9	0.1%
9 - Cherry / Parkmeadow (9/9A)	1,176.9	454.8	455.2	455.0	455.7	455.7	455.1	455.5	0.1%
11 - Lancaster / Keizer	185.9	1,177.4	1,178.6	1,177.6	1,177.6	1,178.9	1,178.8	1,178.4	0.1%
12 - Haysville	348.0	185.9	165.6	179.2	190.9	190.9	190.9	190.9	6.5%
13,22 - Silverton Road /Library Loop (13)	226.7	348.0	351.6	349.2	352.0	352.0	352.0	352.0	0.8%
14 - Windsor Island	208.0	226.7	226.7	226.7	226.7	226.7	226.7	226.7	0.0%
15X - Airport Rd Park & Ride Express	N/A	N/A	208.0	208.0	208.0	208.0	208.0	208.0	0.0%
18 - 12th / Liberty via Lone Oak (8A)	313.4	313.6	313.6	313.5	313.7	313.6	313.2	313.5	0.0%
19,21 - N River Rd / S Commercial (1)	1,435.3	1,436.4	1,424.9	1,432.3	1,382.5	1,384.2	1,384.3	1,383.7	-3.4%
23 - Lansing / Hawthorne (10)	193.0	193.0	193.0	193.0	193.0	193.0	193.0	193.0	0.0%
24 - State / Lancaster (4A)	177.6	177.6	177.6	177.6	177.6	177.6	177.6	177.6	0.0%
<i>Total</i>	<i>7,947.1</i>	<i>7,949.2</i>	<i>7,940.8</i>	<i>7,945.8</i>	<i>7,940.2</i>	<i>7,942.7</i>	<i>7,732.2</i>	<i>7,875.1</i>	<i>-0.9%</i>
<b>LOCAL ON-DEMAND</b>									
West Salem Connector	113.7	58.7	139.3	102.3	176.6	94.5	138.3	134.5	31.4%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	5.9	5.8	5.8	5.8	5.8	5.8	5.8	5.8	-0.3%
92 - Rockwest	9.6	9.6	9.6	9.6	9.6	9.6	9.6	9.6	-0.1%
<i>Total</i>	<i>15.5</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>-0.2%</i>
<i>Cherriots Local Total</i>	<i>8,076.2</i>	<i>8,023.3</i>	<i>8,095.5</i>	<i>8,063.5</i>	<i>8,132.2</i>	<i>8,052.7</i>	<i>7,885.9</i>	<i>8,025.0</i>	<i>-0.5%</i>
<b>REGIONAL EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	319.9	319.9	319.9	319.9	319.9	319.9	319.9	319.9	0.0%
2X - Grand Ronde / Salem Express	524.3	523.0	524.2	523.8	524.3	524.3	524.3	524.3	0.1%
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	267.0	243.1	245.9	251.6	N/A
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	292.7	292.4	278.1	287.9	N/A
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	251.2	243.2	252.4	248.6	N/A
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	297.0	286.1	299.4	293.7	N/A
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	66.6	69.1	73.2	69.6	N/A
<i>Former Demand-Response Services</i>	<i>1,059.9</i>	<i>965.0</i>	<i>1,044.6</i>	<i>1,020.8</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<i>Total</i>	<i>1,904.1</i>	<i>1,807.9</i>	<i>1,888.8</i>	<i>1,864.5</i>	<i>2,018.5</i>	<i>1,978.1</i>	<i>1,993.0</i>	<i>1,995.7</i>	<i>7.0%</i>
<b>REGIONAL FLEX ZONES</b>									
Polk County Flex	198.5	200.5	202.7	200.6	171.5	174.2	173.8	173.2	-13.7%
<i>Cherriots Regional Total</i>	<i>2,102.5</i>	<i>2,008.4</i>	<i>2,091.5</i>	<i>2,065.1</i>	<i>2,190.0</i>	<i>2,152.3</i>	<i>2,166.8</i>	<i>2,168.9</i>	<i>5.0%</i>
<b>SHOP AND RIDE</b>									
Dial-a-Ride	127.2	133.0	138.0	132.8	120.3	126.9	186.3	143.7	8.1%
Shopper Shuttle	52.4	45.5	48.1	48.5	49.0	53.1	62.5	54.8	12.9%
<i>Total</i>	<i>179.6</i>	<i>178.5</i>	<i>186.0</i>	<i>181.3</i>	<i>169.2</i>	<i>180.0</i>	<i>248.8</i>	<i>198.4</i>	<i>9.4%</i>
<b>PARATRANSIT</b>									
Cherriots LIFT	2,896.2	2,935.6	3,010.9	2,948.0	3,182.4	3,238.4	3,293.1	3,238.0	9.8%

**Table 5. Total Boardings**

Route	FY17 Q1				FY18 Q1			
	Jul 2016 (Service Days) 20	Aug 2016 23	Sept 2016 21	Total 64	Jul 2017 20	Aug 2017 23	Sept 2017 20	Total 63
<b>LOCAL FIXED-ROUTE</b>								
2 - Market / Brown	19,574	21,586	23,852	65,012	20,808	22,199	23,249	66,256
3 - Portland Road	14,195	14,901	14,225	43,321	13,140	14,456	13,614	41,210
4 - State Street	5,970	6,557	6,065	18,592	5,605	5,892	6,069	17,566
5,17 - Edgewater / Center (5/5A)	29,701	34,635	33,477	97,813	34,478	37,876	35,669	108,023
6,16 - Wallace / Fairview Industrial (6)	8,329	9,578	9,379	27,286	8,328	8,842	8,432	25,602
7 - Mission / State	6,346	7,157	6,527	20,030	5,541	6,254	5,598	17,393
8 - 12th / Liberty via Red Leaf	6,860	7,984	7,927	22,771	8,713	9,783	9,622	28,118
9 - Cherry / Parkmeadow (9/9A)	8,698	9,617	9,480	27,795	8,900	9,734	8,657	27,291
11 - Lancaster / Keizer	36,108	39,439	40,300	115,847	38,125	40,005	40,742	118,872
12 - Haysville	2,217	2,545	2,072	6,834	1,481	1,794	1,792	5,067
13,22 - Silverton Road /Library Loop (13)	10,057	11,571	10,030	31,658	9,596	11,227	10,356	31,179
14 - Windsor Island	1,527	1,703	1,980	5,210	1,952	2,059	1,891	5,902
15X - Airport Rd Park & Ride Express	1,373	1,768	1,594	4,735	1,820	1,348	53	3,221
18 - 12th / Liberty via Lone Oak (8A)	7,734	8,434	7,866	24,034	7,267	8,585	8,041	23,893
19,21 - N River Rd / S Commercial (1)	47,292	53,771	54,212	155,275	53,647	58,093	56,453	168,193
23 - Lansing / Hawthorne (10)	2,988	2,960	2,712	8,660	2,700	3,074	2,868	8,642
24 - State / Lancaster (4A)	6,252	6,700	6,872	19,824	5,842	6,231	5,811	17,884
<i>Total</i>	<i>215,221</i>	<i>240,906</i>	<i>238,570</i>	<i>694,697</i>	<i>227,943</i>	<i>247,452</i>	<i>238,917</i>	<i>714,312</i>
<b>LOCAL ON-DEMAND</b>								
West Salem Connector	903	1,159	1,302	3,364	732	900	1,079	2,711
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>								
91 - Garten Foundation	292	318	284	894	262	302	201	765
92 - Rockwest	559	567	335	1,461	350	380	381	1,111
<i>Total</i>	<i>851</i>	<i>885</i>	<i>619</i>	<i>2,355</i>	<i>612</i>	<i>682</i>	<i>582</i>	<i>1,876</i>
<i>Cherriots Local Total</i>	<i>216,975</i>	<i>242,950</i>	<i>240,491</i>	<i>700,416</i>	<i>229,287</i>	<i>249,034</i>	<i>240,578</i>	<i>718,899</i>
<b>REGIONAL EXPRESS ROUTES</b>								
1X - Wilsonville / Salem Express	2,813	3,289	3,117	9,219	2,856	2,979	2,567	8,402
2X - Grand Ronde / Salem Express	1,218	1,529	1,378	4,125	1,453	1,505	1,279	4,237
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	1,050	1,172	1,139	3,361
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	716	704	613	2,033
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	1,102	1,094	1,035	3,231
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	2,409	2,809	2,936	8,154
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	424	536	484	1,444
<i>Former Demand-Response Services</i>	<i>5,636</i>	<i>5,802</i>	<i>5,791</i>	<i>17,229</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<i>Total</i>	<i>9,667</i>	<i>10,620</i>	<i>10,286</i>	<i>30,573</i>	<i>10,010</i>	<i>10,799</i>	<i>10,053</i>	<i>30,862</i>
<b>REGIONAL FLEX ZONES</b>								
Polk County Flex	1,665	1,842	1,821	5,328	970	1,041	919	2,930
<i>Cherriots Regional Total</i>	<i>11,332</i>	<i>12,462</i>	<i>12,107</i>	<i>35,901</i>	<i>10,980</i>	<i>11,840</i>	<i>10,972</i>	<i>33,792</i>
<b>SHOP AND RIDE</b>								
Dial-a-Ride	345	409	394	1,148	345	410	434	1,189
Shopper Shuttle	300	322	318	940	308	407	363	1,078
<i>Total</i>	<i>645</i>	<i>731</i>	<i>712</i>	<i>2,088</i>	<i>653</i>	<i>817</i>	<i>797</i>	<i>2,267</i>
<b>PARATRANSIT</b>								
Cherriots LIFT	11,603	13,058	12,068	36,729	11,163	12,172	11,502	34,837

**Table 6. Average Boardings / Day**

Route (Service Days)	FY17 Q1				FY18 Q1				Percent Change
	Jul 2016 20	Aug 2016 23	Sept 2016 21	Total 64	Jul 2017 20	Aug 2017 23	Sept 2017 20	Total 63	
<b>LOCAL FIXED-ROUTE</b>									
2 - Market / Brown	978.7	938.5	1,135.8	1,015.8	1,040.4	965.2	1,162.5	1,051.7	3.5%
3 - Portland Road	709.8	647.9	677.4	676.9	657.0	628.5	680.7	654.1	-3.4%
4 - State Street	298.5	285.1	288.8	290.5	280.3	256.2	303.5	278.8	-4.0%
5,17 - Edgewater / Center (5/5A)	1,485.1	1,505.9	1,594.1	1,528.3	1,723.9	1,646.8	1,783.5	1,714.7	12.2%
6,16 - Wallace / Fairview Industrial (6)	416.5	416.4	446.6	426.3	416.4	384.4	421.6	406.4	-4.7%
7 - Mission / State	317.3	311.2	310.8	313.0	277.1	271.9	279.9	276.1	-11.8%
8 - 12th / Liberty via Red Leaf	343.0	347.1	377.5	355.8	435.7	425.3	481.1	446.3	25.4%
9 - Cherry / Parkmeadow (9/9A)	434.9	418.1	451.4	434.3	445.0	423.2	432.9	433.2	-0.3%
11 - Lancaster / Keizer	1,805.4	1,714.7	1,919.0	1,810.1	1,906.3	1,739.3	2,037.1	1,886.9	4.2%
12 - Haysville	110.9	110.7	98.7	106.8	74.1	78.0	89.6	80.4	-24.7%
13,22 - Silverton Road /Library Loop (13)	502.9	503.1	477.6	494.7	479.8	488.1	517.8	494.9	0.1%
14 - Windsor Island	76.4	74.0	94.3	81.4	97.6	89.5	94.6	93.7	15.1%
15X - Airport Rd Park & Ride Express	68.7	76.9	75.9	225.5	91.0	58.6	53.0	73.2	-67.5%
18 - 12th / Liberty via Lone Oak (8A)	386.7	366.7	374.6	375.5	363.4	373.3	402.1	379.3	1.0%
19,21 - N River Rd / S Commercial (1)	2,364.6	2,337.9	2,581.5	2,426.2	2,682.4	2,525.8	2,822.7	2,669.7	10.0%
23 - Lansing / Hawthorne (10)	149.4	128.7	129.1	135.3	135.0	133.7	143.4	137.2	1.4%
24 - State / Lancaster (4A)	312.6	291.3	327.2	309.8	292.1	270.9	290.6	283.9	-8.4%
<i>Total</i>	<i>10,761.1</i>	<i>10,474.2</i>	<i>11,360.5</i>	<i>10,854.6</i>	<i>11,397.2</i>	<i>10,758.8</i>	<i>11,945.9</i>	<i>11,338.3</i>	<i>4.5%</i>
<b>LOCAL ON-DEMAND</b>									
West Salem Connector	45.2	50.4	62.0	52.6	36.6	39.1	54.0	43.0	-18.1%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	14.6	13.8	13.5	14.0	13.1	13.1	10.1	12.1	-13.1%
92 - Rockwest	28.0	24.7	16.0	22.8	17.5	16.5	19.1	17.6	-22.7%
<i>Total</i>	<i>42.6</i>	<i>38.5</i>	<i>29.5</i>	<i>36.8</i>	<i>30.6</i>	<i>29.7</i>	<i>29.1</i>	<i>29.8</i>	<i>-19.1%</i>
<i>Cherriots Local Total</i>	<i>10,848.8</i>	<i>10,563.0</i>	<i>11,452.0</i>	<i>10,944.0</i>	<i>11,464.4</i>	<i>10,827.6</i>	<i>12,028.9</i>	<i>11,411.1</i>	<i>4.3%</i>
<b>REGIONAL EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	140.7	143.0	148.4	144.0	142.8	129.5	128.4	133.4	-7.4%
2X - Grand Ronde / Salem Express	60.9	66.5	65.6	64.5	72.7	65.4	64.0	67.3	4.3%
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	52.5	51.0	64.0	53.3	N/A
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	35.8	30.6	57.0	32.3	N/A
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	55.1	47.6	30.7	51.3	N/A
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	120.5	122.1	51.8	129.4	N/A
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	21.2	23.3	146.8	22.9	N/A
<i>Former Demand-Response Services</i>	<i>281.8</i>	<i>252.3</i>	<i>275.8</i>	<i>269.2</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
<i>Total</i>	<i>483.4</i>	<i>461.7</i>	<i>489.8</i>	<i>477.7</i>	<i>500.5</i>	<i>469.5</i>	<i>502.7</i>	<i>489.9</i>	<i>2.5%</i>
<b>REGIONAL FLEX ZONES</b>									
Polk County Flex	83.3	80.1	86.7	83.3	48.5	45.3	46.0	46.5	-44.1%
<i>Cherriots Regional Total</i>	<i>566.6</i>	<i>541.8</i>	<i>576.5</i>	<i>561.0</i>	<i>549.0</i>	<i>514.8</i>	<i>548.6</i>	<i>536.4</i>	<i>-4.4%</i>
<b>SHOP AND RIDE</b>									
Dial-a-Ride	17.3	17.8	18.8	17.9	17.3	17.8	21.7	18.9	5.2%
Shopper Shuttle	15.0	14.0	15.1	14.7	15.4	17.7	18.2	17.1	16.5%
<i>Total</i>	<i>32.3</i>	<i>31.8</i>	<i>33.9</i>	<i>32.6</i>	<i>32.7</i>	<i>35.5</i>	<i>39.9</i>	<i>36.0</i>	<i>10.3%</i>
<b>PARATRANSIT</b>									
Cherriots LIFT	580.2	567.7	574.7	573.9	558.2	529.2	575.1	553.0	-3.6%

**Table 7. Average Boardings / Revenue Hour**

Route (Service Days)	FY17 Q1				FY18 Q1				Percent Change
	Jul 2016 20	Aug 2016 23	Sept 2016 21	Total 64	Jul 2017 20	Aug 2017 23	Sept 2017 20	Total 63	
<b>LOCAL FIXED-ROUTE</b>									
2 - Market / Brown	18.1	17.3	21.0	18.8	19.2	17.8	21.5	19.5	3.7%
3 - Portland Road	23.7	21.6	22.6	22.6	21.9	21.0	22.7	21.8	-3.3%
4 - State Street	19.5	18.6	18.9	19.0	18.3	16.7	19.8	18.2	-4.0%
5,17 - Edgewater / Center (5/5A)	16.1	16.3	17.0	16.5	16.4	15.6	16.9	16.3	-1.3%
6,16 - Wallace / Fairview Industrial (6)	13.0	12.9	13.9	13.2	13.0	12.0	13.1	12.6	-4.5%
7 - Mission / State	20.4	19.9	19.9	20.1	17.7	17.4	18.1	17.7	-11.7%
8 - 12th / Liberty via Red Leaf	14.9	22.2	16.4	15.5	18.8	18.5	21.0	19.4	25.3%
9 - Cherry / Parkmeadow (9/9A)	14.2	13.6	14.7	14.2	14.5	13.7	14.1	14.1	-0.5%
11 - Lancaster / Keizer	20.6	19.5	21.3	20.4	21.2	19.3	22.8	21.0	2.7%
12 - Haysville	7.2	7.2	6.4	6.9	5.0	5.3	6.1	5.4	-21.6%
13,22 - Silverton Road /Library Loop (13)	16.5	16.5	15.6	16.2	15.7	15.9	17.1	16.2	0.2%
14 - Windsor Island	5.0	4.8	6.1	5.3	6.4	5.8	6.2	6.1	15.2%
15X - Airport Rd Park & Ride Express	3.4	3.8	3.8	3.7	4.5	2.9	2.7	3.6	-1.0%
18 - 12th / Liberty via Lone Oak (8A)	16.8	16.0	16.5	16.4	15.8	16.3	17.4	16.5	0.5%
19,21 - N River Rd / S Commercial (1)	22.4	22.1	24.6	23.0	23.7	22.3	24.9	23.6	2.5%
23 - Lansing / Hawthorne (10)	10.0	8.6	8.7	9.0	9.1	9.0	9.6	9.2	1.8%
24 - State / Lancaster (4A)	20.5	19.1	22.0	20.3	19.2	17.8	19.1	18.6	-8.3%
<i>Total</i>	17.3	16.9	18.2	17.4	17.7	16.7	19.2	17.8	2.0%
<b>LOCAL ON-DEMAND</b>									
West Salem Connector	3.0	3.4	4.1	3.5	2.4	2.6	3.6	2.9	-18.1%
<b>QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES</b>									
91 - Garten Foundation	32.4	31.8	31.6	31.9	18.7	18.9	10.1	15.3	-52.1%
92 - Rockwest	50.8	47.3	30.5	43.0	31.8	31.7	31.8	31.7	-26.1%
<i>Total</i>	42.6	40.2	31.0	38.0	24.5	24.4	18.2	22.1	-41.9%
<i>Cherriots Local Total</i>	17.0	16.6	17.9	17.1	17.4	16.4	18.8	17.5	1.8%
<b>REGIONAL EXPRESS ROUTES</b>									
1X - Wilsonville / Salem Express	14.3	14.6	15.1	14.6	14.5	13.2	13.0	13.6	-7.4%
2X - Grand Ronde / Salem Express	4.0	4.4	4.3	4.2	4.8	4.3	4.2	4.4	4.4%
10X - Woodburn / Salem Express	N/A	N/A	N/A	N/A	4.3	4.3	4.5	4.4	N/A
20X - N. Marion Co. / Salem Express	N/A	N/A	N/A	N/A	3.0	2.5	2.5	2.7	N/A
30X - Santiam / Salem Express	N/A	N/A	N/A	N/A	4.8	4.5	4.3	4.5	N/A
40X - Polk County / Salem Express	N/A	N/A	N/A	N/A	8.4	8.5	10.2	9.0	N/A
50X - Dallas / Salem Express	N/A	N/A	N/A	N/A	7.7	7.7	8.8	8.0	N/A
<i>Former Demand-Response Services</i>	5.1	4.6	5.0	4.9	N/A	N/A	N/A	N/A	N/A
<i>Total</i>	6.0	5.8	6.1	6.0	6.4	6.1	6.4	6.3	5.2%
<b>REGIONAL FLEX ZONES</b>									
Polk County Flex	5.6	5.4	5.8	5.6	3.9	3.6	3.8	3.8	-32.8%
<i>Cherriots Regional Total</i>	6.0	5.7	6.1	5.9	6.1	5.7	6.0	5.9	0.4%
<b>SHOP AND RIDE</b>									
Dial-a-Ride	1.7	1.5	1.6	1.6	1.7	1.7	1.5	1.6	0.7%
Shopper Shuttle	2.3	2.6	2.5	2.5	2.4	2.8	2.8	2.7	8.7%
<i>Total</i>	1.9	1.9	1.9	1.9	2.0	2.1	1.9	2.0	4.7%
<b>PARATRANSIT</b>									
Cherriots LIFT	2.4	2.3	2.3	2.4	2.2	2.2	2.3	2.2	-6.4%

**Table 8.** Total Boardings using State Bus Pass Program

Route	FY18 Q1			
	Jul 2017	Aug 2017	Sept 2017	Total
(Service Days)	20	23	20	63
<b>LOCAL FIXED-ROUTE</b>				
2 - Market / Brown	264	N/A	N/A	264
3 - Portland Road	354	N/A	N/A	354
4 - State Street	73	N/A	N/A	73
5,17 - Edgewater / Center (5/5A)	549	N/A	N/A	549
6,16 - Wallace / Fairview Industrial (6)	193	N/A	N/A	193
7 - Mission / State	16	N/A	N/A	16
8 - 12th / Liberty via Red Leaf	422	N/A	N/A	422
9 - Cherry / Parkmeadow (9/9A)	269	N/A	N/A	269
11 - Lancaster / Keizer	36	N/A	N/A	36
12 - Haysville	1	N/A	N/A	1
13,22 - Silvertown Road / Salem Library (13)	232	N/A	N/A	232
14 - Windsor Island	4	N/A	N/A	4
15X - Airport Rd Park & Ride Express	899	N/A	N/A	899
18 - 12th / Liberty via Lone Oak (8A)	268	N/A	N/A	268
19,21 - N River Rd / S Commercial (1)	1,137	N/A	N/A	1,137
23 - Lansing / Hawthorne	40	N/A	N/A	40
24 - State / Lancaster (4A)	1	N/A	N/A	1
<i>Total</i>	4,758	N/A	N/A	4,758
<b>LOCAL ON-DEMAND</b>				
West Salem Connector	0	0	0	0
<b>REGIONAL EXPRESS ROUTES</b>				
1X - Wilsonville / Salem Express	1,287	0	0	1,287
<i>Total</i>	6,045	0	0	6,045
% of System Boardings	2.6%	0.0%	0.0%	2.6%

**Table 9.** Average Boardings / Day using State Bus Pass Program

Route	FY18 Q1			
	Jul 2017	Aug 2017	Sept 2017	Total
(Service Days)	20	23	20	63
<b>LOCAL FIXED-ROUTE</b>				
2 - Market / Brown	13.2	N/A	N/A	13.2
3 - Portland Road	17.7	N/A	N/A	17.7
4 - State Street	3.7	N/A	N/A	3.7
5,17 - Edgewater / Center (5/5A)	27.5	N/A	N/A	27.5
6,16 - Wallace / Fairview Industrial (6)	9.7	N/A	N/A	9.7
7 - Mission / State	0.8	N/A	N/A	0.8
8 - 12th / Liberty via Red Leaf	21.1	N/A	N/A	21.1
9 - Cherry / Parkmeadow (9/9A)	13.5	N/A	N/A	13.5
11 - Lancaster / Keizer	1.8	N/A	N/A	1.8
12 - Haysville	0.1	N/A	N/A	0.1
13,22 - Silvertown Road / Salem Library (13)	11.6	N/A	N/A	11.6
14 - Windsor Island	0.2	N/A	N/A	0.2
15X - Airport Rd Park & Ride Express	45.0	N/A	N/A	45.0
18 - 12th / Liberty via Lone Oak (8A)	13.4	N/A	N/A	13.4
19,21 - N River Rd / S Commercial (1)	56.9	N/A	N/A	56.9
23 - Lansing / Hawthorne	2.0	N/A	N/A	2.0
24 - State / Lancaster (4A)	0.1	N/A	N/A	0.1
<i>Total</i>	237.9	N/A	N/A	237.9
<b>LOCAL ON-DEMAND</b>				
West Salem Connector	0.0	0.0	0.0	0.0
<b>REGIONAL EXPRESS ROUTES</b>				
1X - Wilsonville / Salem Express	64.4	0.0	0.0	64.4
<i>Total</i>	302.3	0.0	0.0	302.3

**Table 10. State Bus Pass Program Share of Boardings and Customer Comments**

	Jun 2016	Jul 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	June 2017	July 2017	Total
(Service Days)	22	20	23	21	21	20	21	21	19	23	20	22	22	20	295
<b>BOARDINGS USING STATE BUS PASS</b>															<i>Total</i>
1X - Wilsonville / Salem Express	1,288	1,344	1,518	1,510	1,567	1,310	1,153	1,370	1,412	1,779	1,489	1,671	1,684	1,287	20,382
15X - Airport Rd Park & Ride Express	455	711	1,061	888	993	849	827	1,393	1,535	1,870	1,649	1,594	1,515	899	16,239
All Other Routes	2,275	3,298	4,258	3,654	3,893	3,794	4,248	4,475	4,599	5,587	4,329	5,205	4,994	3,859	58,468
<i>Total</i>	4,018	5,353	6,837	6,052	6,453	5,953	6,228	7,238	7,546	9,236	7,467	8,470	8,193	6,045	95,089
<b>BOARDINGS USING STATE BUS PASS / DAY</b>															<i>Average</i>
1X - Wilsonville / Salem Express	58.5	67.2	66.0	71.9	74.6	65.5	54.9	65.2	74.3	77.3	64.4	76.0	76.5	64.4	69.1
15X - Airport Rd Park & Ride Express	20.7	35.6	46.1	42.3	47.3	42.5	39.4	66.3	80.8	81.3	45.0	72.5	68.9	45.0	55.0
All Other Routes	103.4	164.9	185.1	174.0	185.4	189.7	202.3	213.1	242.0	243.1	193.0	236.9	227.0	193.0	198.2
<i>Total</i>	182.6	267.7	297.3	288.2	307.3	297.7	296.6	344.6	397.1	401.7	302.3	385.3	372.4	302.3	322.3
<b>SHARE OF BOARDINGS USING STATE BUS PASS PROGRAM</b>															<i>Average</i>
1X - Wilsonville / Salem Express	32%	25%	22%	25%	24%	22%	19%	19%	19%	19%	20%	20%	21%	21%	21%
15X - Airport Rd Park & Ride Express	11%	13%	16%	15%	15%	14%	13%	19%	20%	20%	22%	19%	18%	15%	17%
All Other Routes	57%	62%	62%	60%	60%	64%	68%	62%	61%	60%	58%	61%	61%	64%	61%
<i>Total</i>	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
<b>COMMENTS</b>															<i>Total</i>
Complaints	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Compliments	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Table 11.** Route 15X

<b>Route</b>	<b>FY18 Q1</b>			
	<i>Jul 2017</i>	<i>Aug 2017</i>	<i>Sept 2017</i>	<i>Total / Average</i>
(Service Days)	20	23	1	44
<b>Total Boardings</b>	1,820	1,348	53	3,221
<b>Average Boardings / Day</b>	91.0	58.6	53.0	73.2
<b>Average Boardings / Hour</b>	4.5	2.9	2.7	3.6





# BOARD MEETING MEMO

Agenda Item I.3

**To:** Board of Directors

**From:** Kathleen Smidt, Accountant  
Paula Dixon, Director of Administration

**Thru:** Allan Pollock, General Manager

**Date:** December 14, 2017

**Subject:** FY2018 First Quarter Finance Report

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## ISSUE

Shall the Board receive the first quarter Finance Report for FY2017-18?

## BACKGROUND AND FINDINGS

The Board adopts a Budget for the District on an annual basis. The Budget is a plan that contains District resources and requirements.

The quarterly Finance Report provides information about how that plan is being implemented and includes statements for the General Fund, Special Transportation Fund, and Capital Project Fund. The Finance Report also contains a statement of budget to actual on a non-GAAP basis that shows by fund the legal appropriations by category with actual amounts and variances.

Overall *Passenger Fares* are just under one fourth of the amount anticipated that would be received. The District received 1 percent of the projected *Property Taxes* in the first quarter of the year. This is to be expected as most of the property taxes are received in November when tax payers take advantage of the 3 percent discount offered to those who pay the full amount at the first due date. On a positive note, Interest on Investments is performing above the anticipated earning level, at 39% of the annual budget.

The General Fund is over budget in most appropriation levels. Under *Transportation Development* the expenses exceed one-fourth of the annual budget. A portion of the excess is due to payment of an invoice in the amount of \$34,562.50 for a project budgeted in last year's budget but not paid until this fiscal year.

Also, there were certain once yearly expenses that were paid in the first quarter, such as membership dues and insurance. Under *Operations* the West Salem Connector was budgeted for only six months. At the end of the first quarter, the operation of the Connector used 37 percent of the amount budgeted for six months. In the Special Transportation

Fund, most programs are in line with spending one fourth of the annual budgeted amount.

Overall the Capital Project Fund spent two percent of the approved budget. Most of the capital projects are in the procurement stage. Project expenses will increase as the year progresses.

**RECOMMENDATION**

Receive and file.

**PROPOSED MOTION**

None

Salem Area Mass Transit District  
 Fiscal Year 2017-18 First Quarter Financial Report

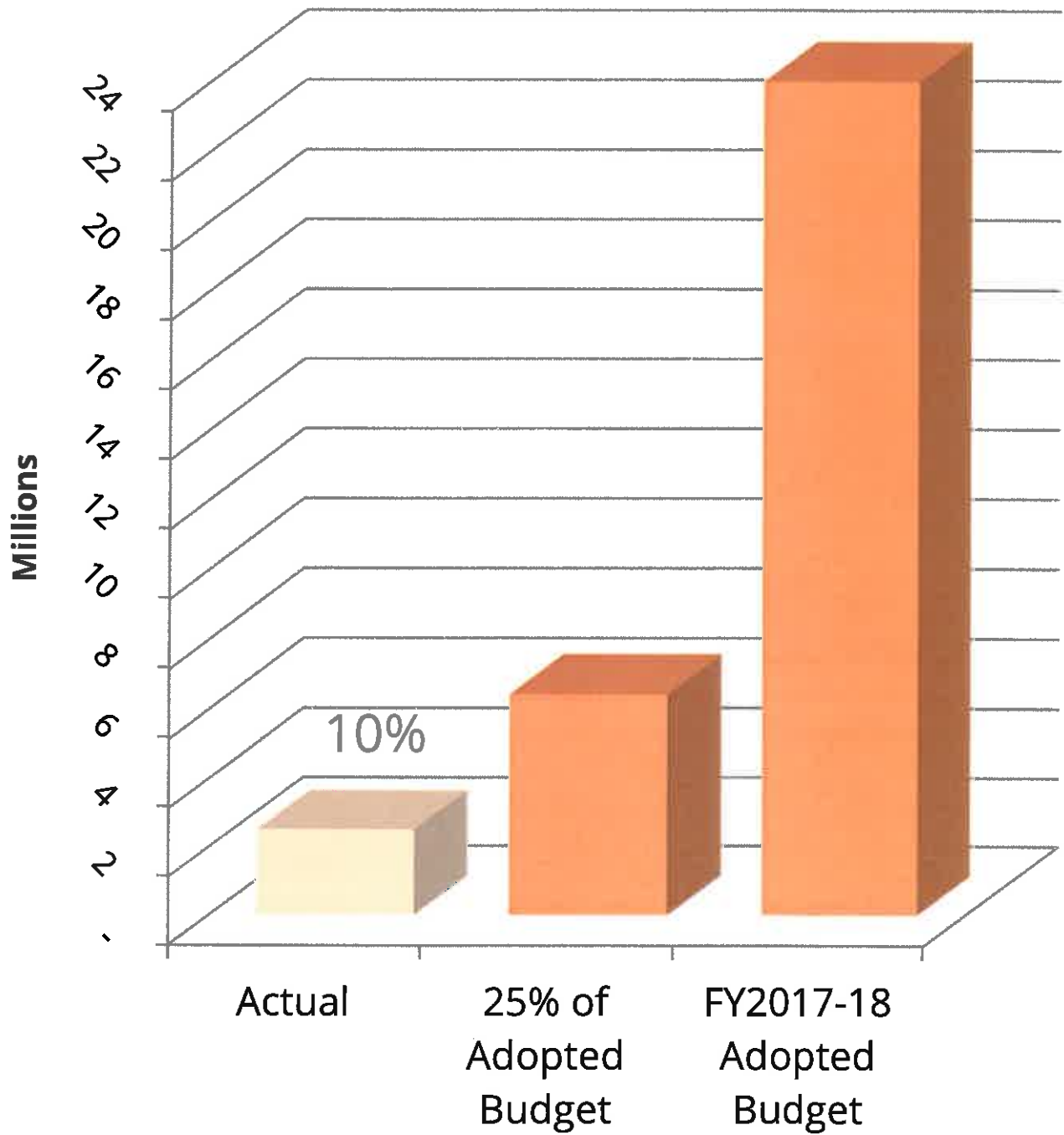
General Fund Revenues/Resources and  
 Expenses/Requirements Resolution

Summary	Actual	25% of Adopted Budget	FY2017-18 Adopted Budget	% of Budget	
<b>Operating Revenues/Resources</b>					
Passenger Fares	667,569	753,999	3,015,996	22%	
Other Fixed Route Services	73,423	65,001	260,004	28%	
Planning Grant	-	28,509	114,036	0%	
Federal JARC	-	-	-		
Federal New Freedom	-	-	-		
Federal 5307	-	1,144,623	4,578,492	0%	
Federal 5311 Funds	-	-	-		
Rideshare Grant	-	-	-		
DMAP Reimbursement	10,779	15,501	62,004	17%	
Advertising	-	-	-		
Miscellaneous	41,654	39,750	159,000	26%	
Property Taxes	162,467	2,936,142	11,744,568	1%	
Oregon State In-Lieu	1,488,357	1,402,500	5,610,000	27%	
Interest on Investments	65,282	42,174	168,696	39%	[1]
<b>Operating Revenues/Resources Total</b>	<b>2,509,531</b>	<b>6,428,199</b>	<b>25,712,796</b>	<b>10%</b>	
<b>Operating Expenses/Requirements</b>					
General Manager/Board of Directors	152,363	153,843	615,372	25%	
Administration	488,639	450,261	1,801,044	27%	
Communication	373,622	401,952	1,607,808	23%	
Transportation Development	629,022	512,286	2,049,144	31%	[2]
Operations	4,818,241	4,452,081	17,808,324	27%	
Unallocated General Administration	206,376	269,241	1,076,964	19%	
<b>Operating Expenses/Requirements Total</b>	<b>6,668,263</b>	<b>6,239,664</b>	<b>24,958,656</b>	<b>27%</b>	

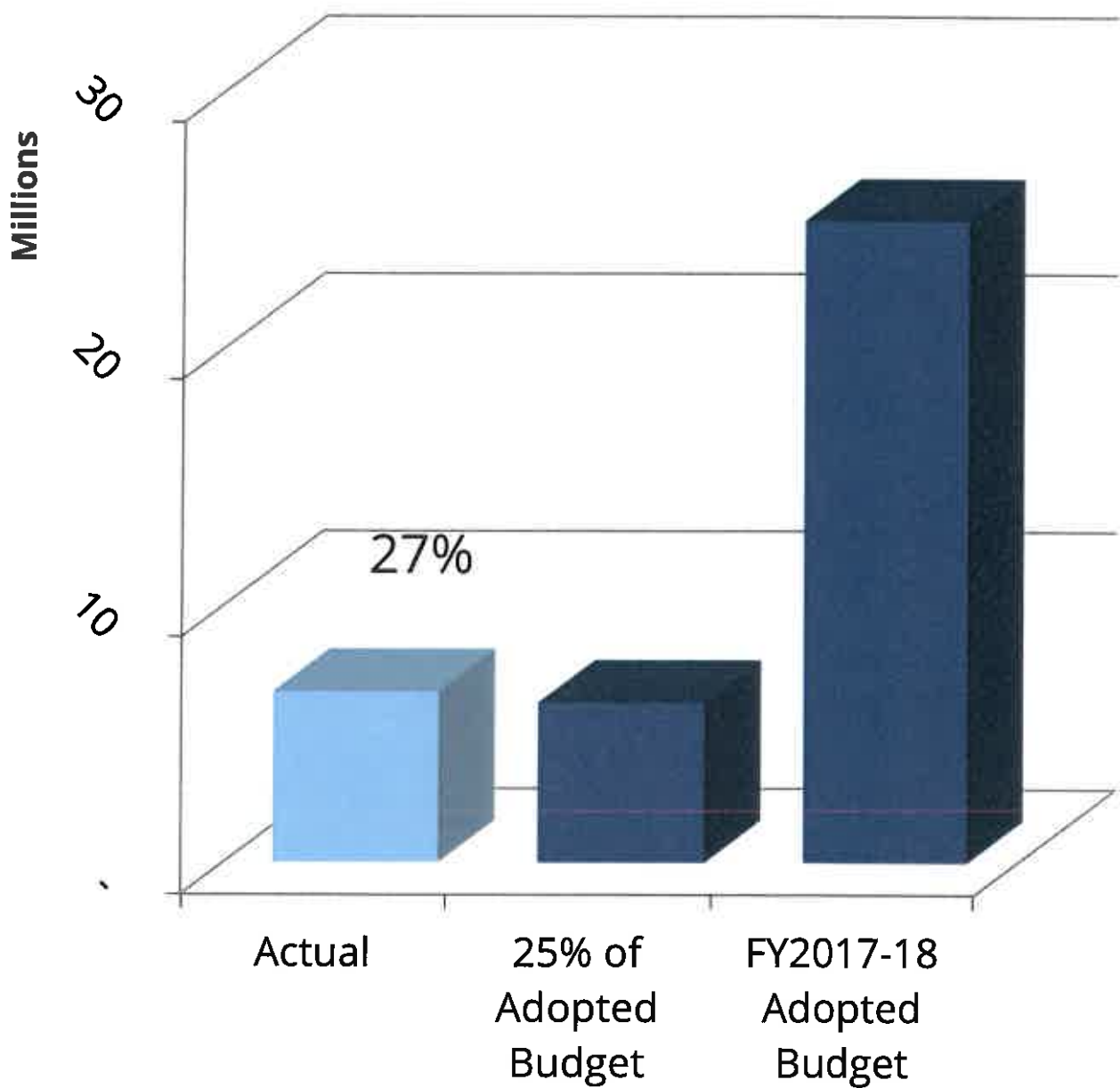
[1] Higher than expected Interest on Investments due to actual interest received.

[2] More costs incurred in 1st quarter on KTC project, should level out during remainder of project.

# Revenues/Resources Total



# General Fund Expenses/Requirements Total



Salem Area Mass Transit District  
 Fiscal Year 2017-18 First Quarter Financial Report

General Fund Department Expenses/Requirements Summary	Actual	25% of Adopted Budget	FY2017-18 Adopted Budget	% of Budget	
<b>General Manager/Board of Directors</b>					
General Manager	126,267	142,722	570,888	22%	
Board of Directors	26,096	11,121	44,484	59%	[3]
Total	152,363	153,843	615,372	25%	
<b>Administration</b>					
Human Resources	175,007	175,086	700,344	25%	
Human Resources Safety	91,629	47,376	189,504	48%	[4]
Finance (includes Procurement Budget)	222,003	227,799	911,196	24%	
Total	488,639	450,261	1,801,044	27%	
<b>Communication</b>					
Marketing and Communications	215,323	253,890	1,015,560	21%	
Customer Service	158,299	148,062	592,248	27%	
Total	373,622	401,952	1,607,808	23%	
<b>Transportation Development</b>					
Transportation Development Administration	247,929	191,301	765,204	32%	[5]
Information Technology	338,338	258,486	1,033,944	33%	[6]
Vanpool Lease	42,755	62,499	249,996	17%	
Total	629,022	512,286	2,049,144	31%	
<b>Operations</b>					
Operations Administration	162,930	143,706	574,824	28%	[7]
Vehicle Maintenance	1,116,305	1,051,278	4,205,112	27%	
Facility Maintenance	224,492	219,297	877,188	26%	
Security	113,305	154,212	616,848	18%	
Cherriots Fixed Route Service	3,153,569	2,852,073	11,408,292	28%	
West Salem Connector Operations	38,004	25,488	101,952	37%	[8]
West Salem Connector Vehicle Maintenance	9,636	6,027	24,108	40%	[9]
Total	4,818,241	4,452,081	17,808,324	27%	
<b>Unallocated</b>					
General Administration	206,376	269,241	1,076,964	19%	

[3] Marion County reimbursement for May 2017 election of board members \$10,943, CFM Strategic Communications \$12,100, a combined total of \$23,043 or 52% of Budget.

[4] Payouts for settlements was \$45,940 or 25% of Budget.

[5] Lockwood Research was paid \$34,562.50 (5% of budget) for expenses of \$25,000 FY2017 Budget.

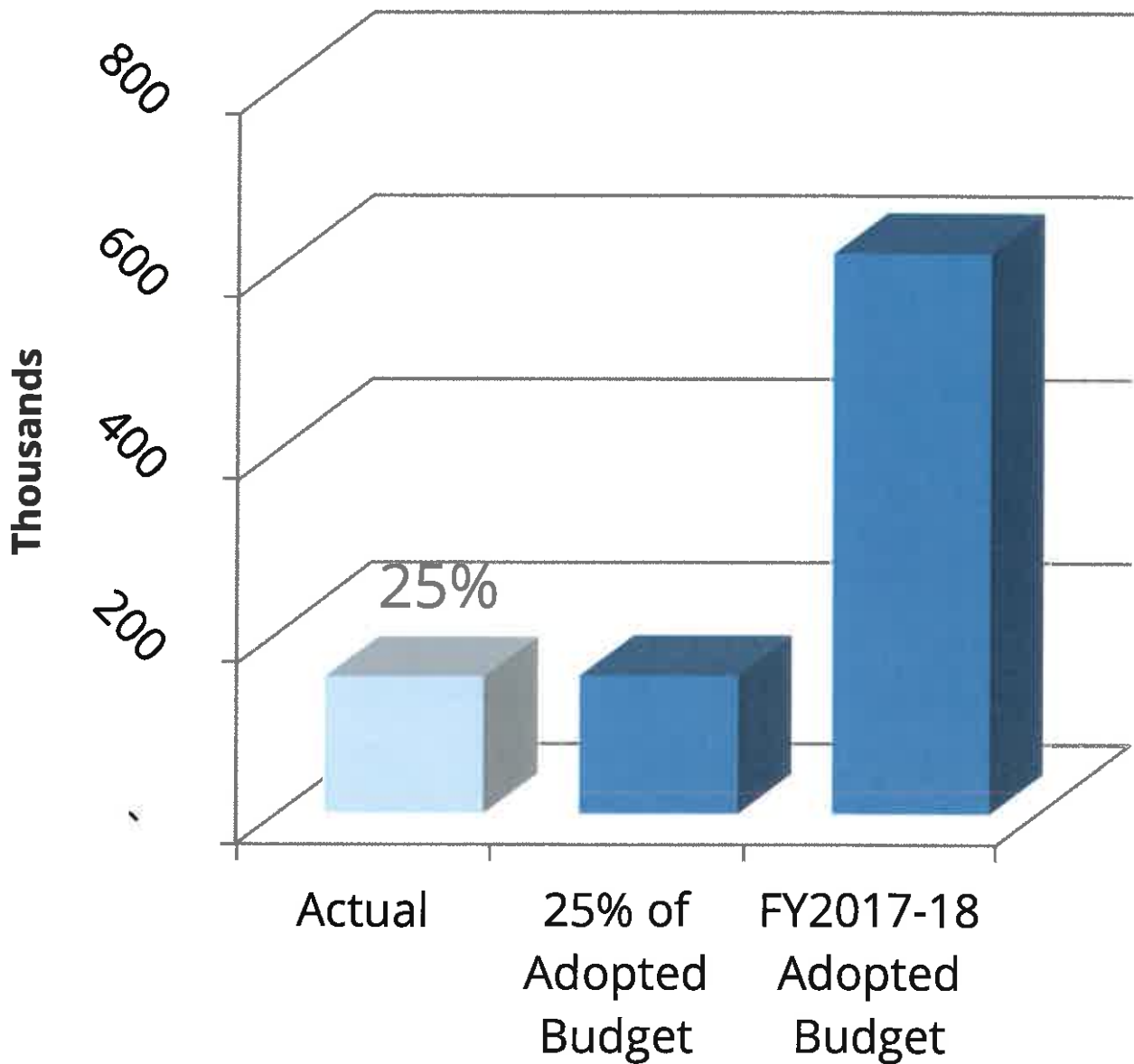
[6] Over 50% of software licensing fees were paid in the 1st quarter.

[7] Annual Memberships of \$16,327 (2.8% of Budget) were paid in the 1st quarter.

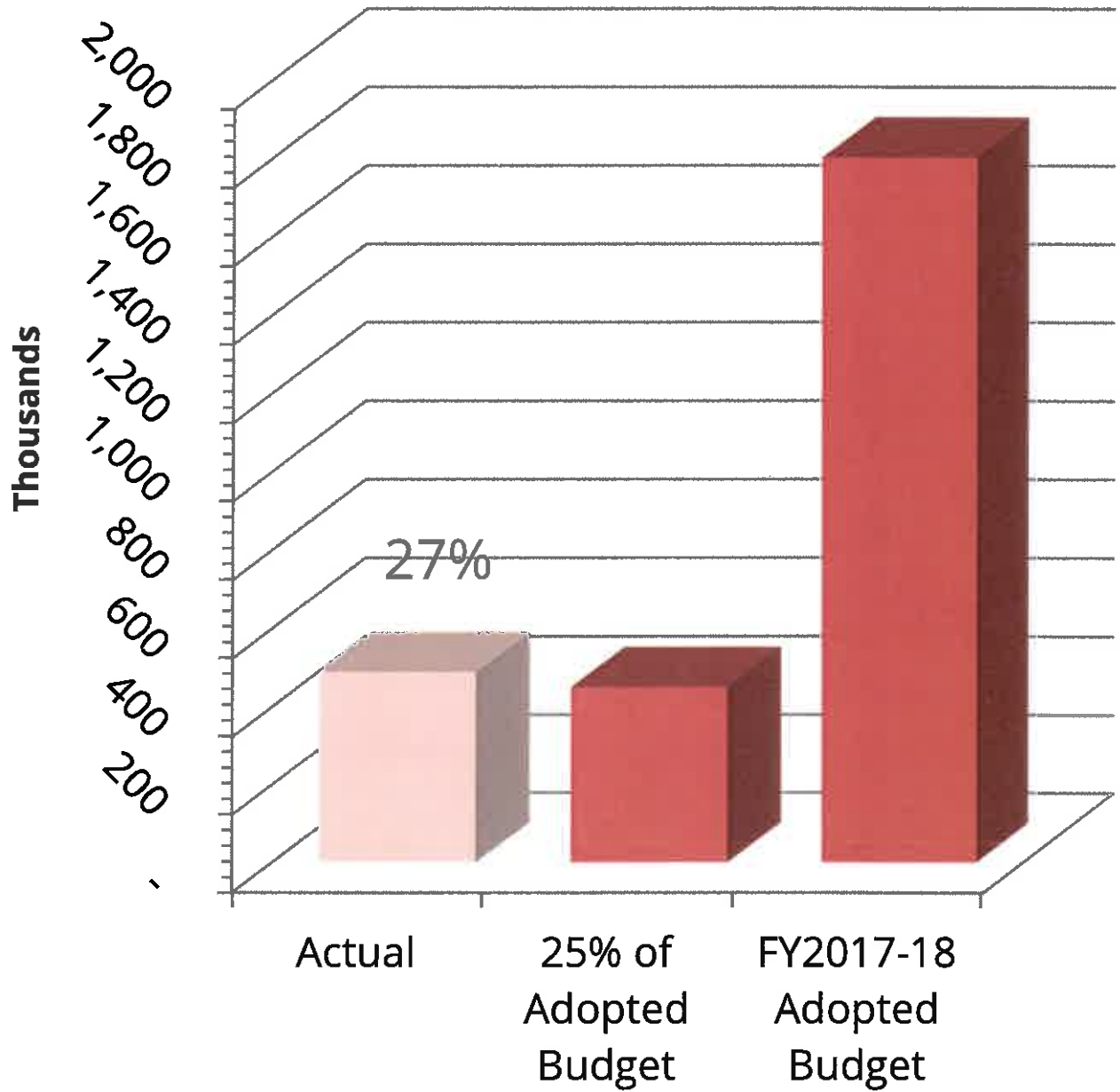
[8] MV Invoices (purchase transport) paid for July & August total \$32,228 or 32% of Budget.

[9] Overage of 14% include the following: Replacement Parts \$2,327.39; Fuel-Diesel \$706; and Shipping \$321.

# General Manager/Board of Directors

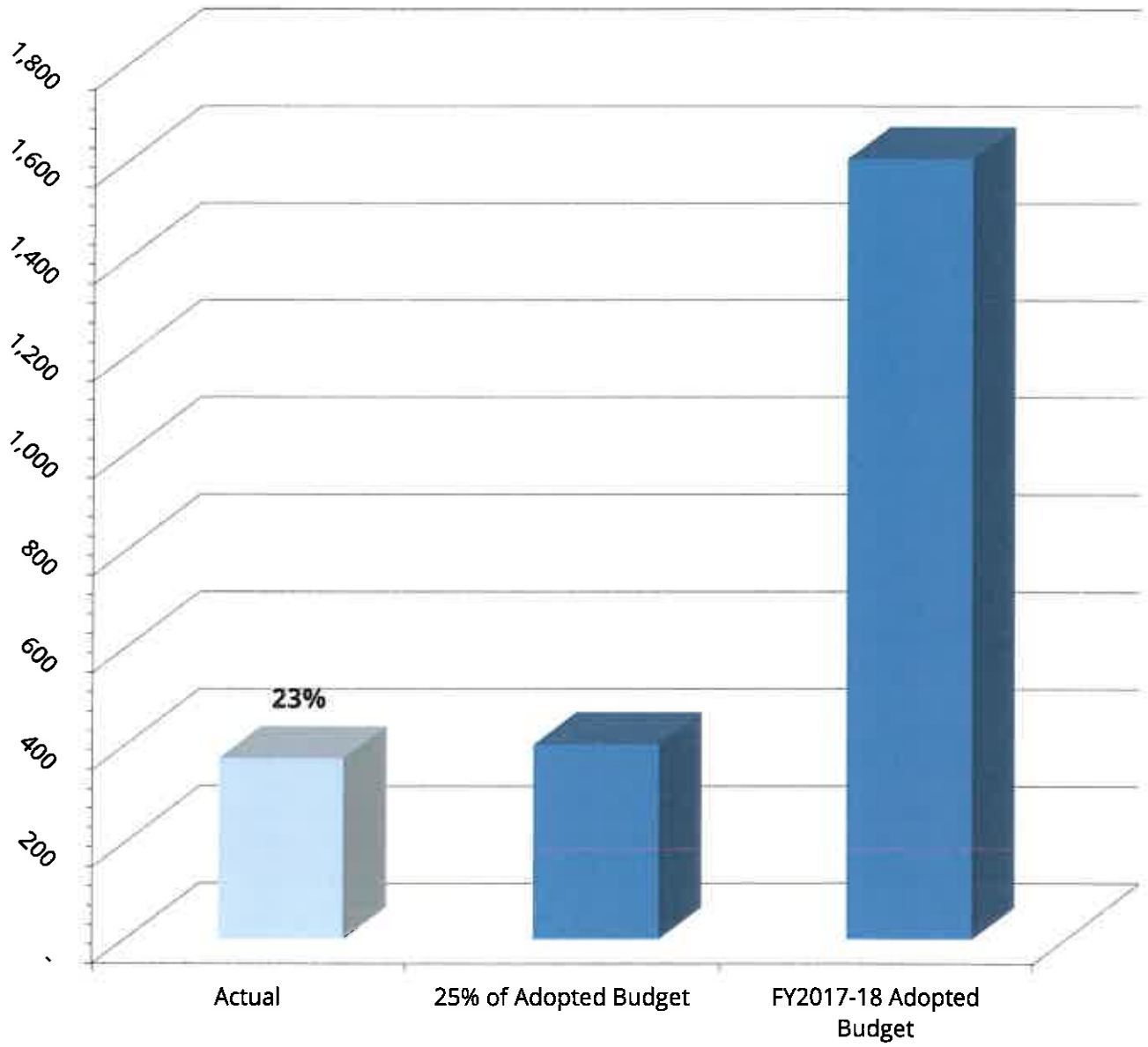


# Administration

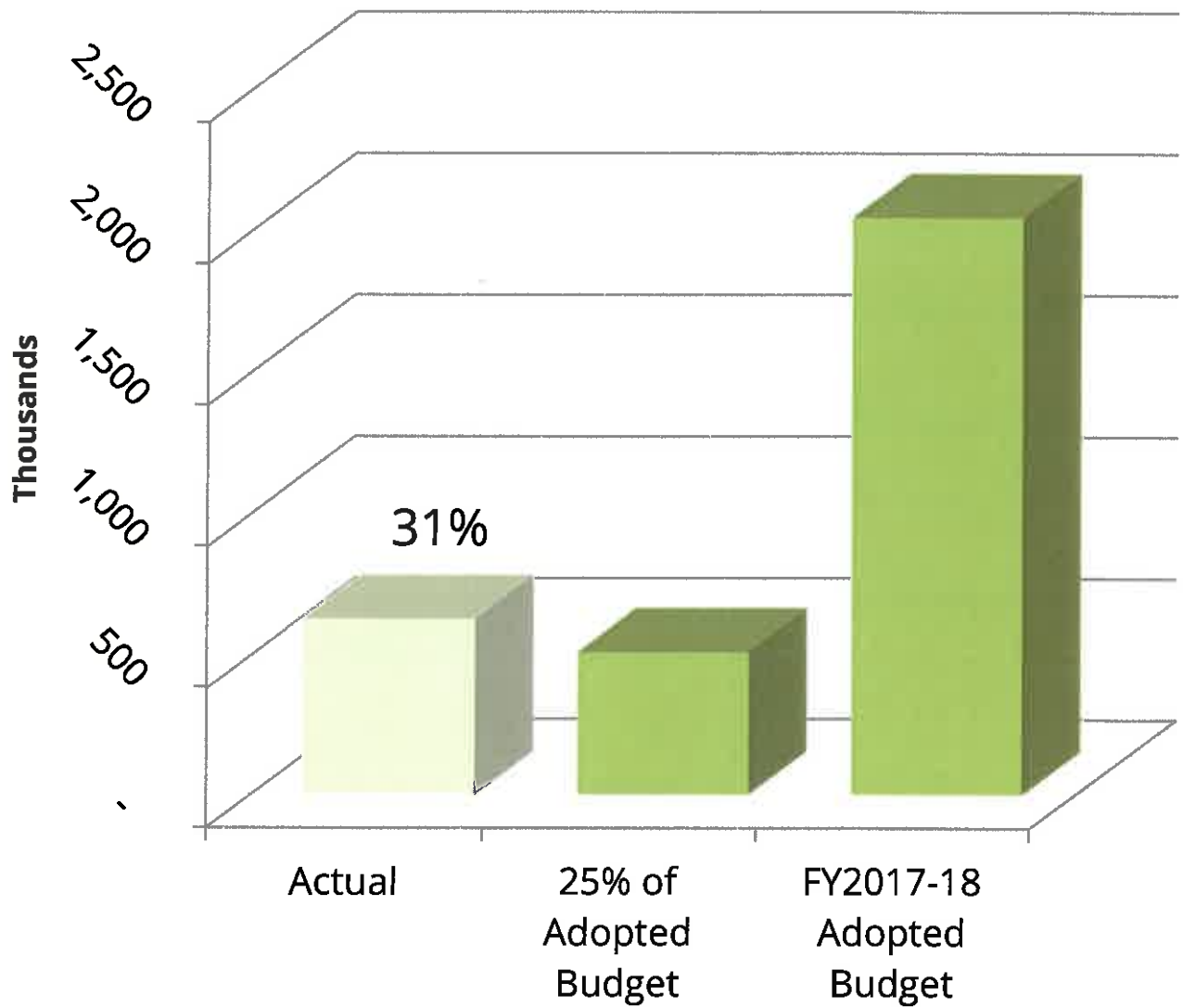




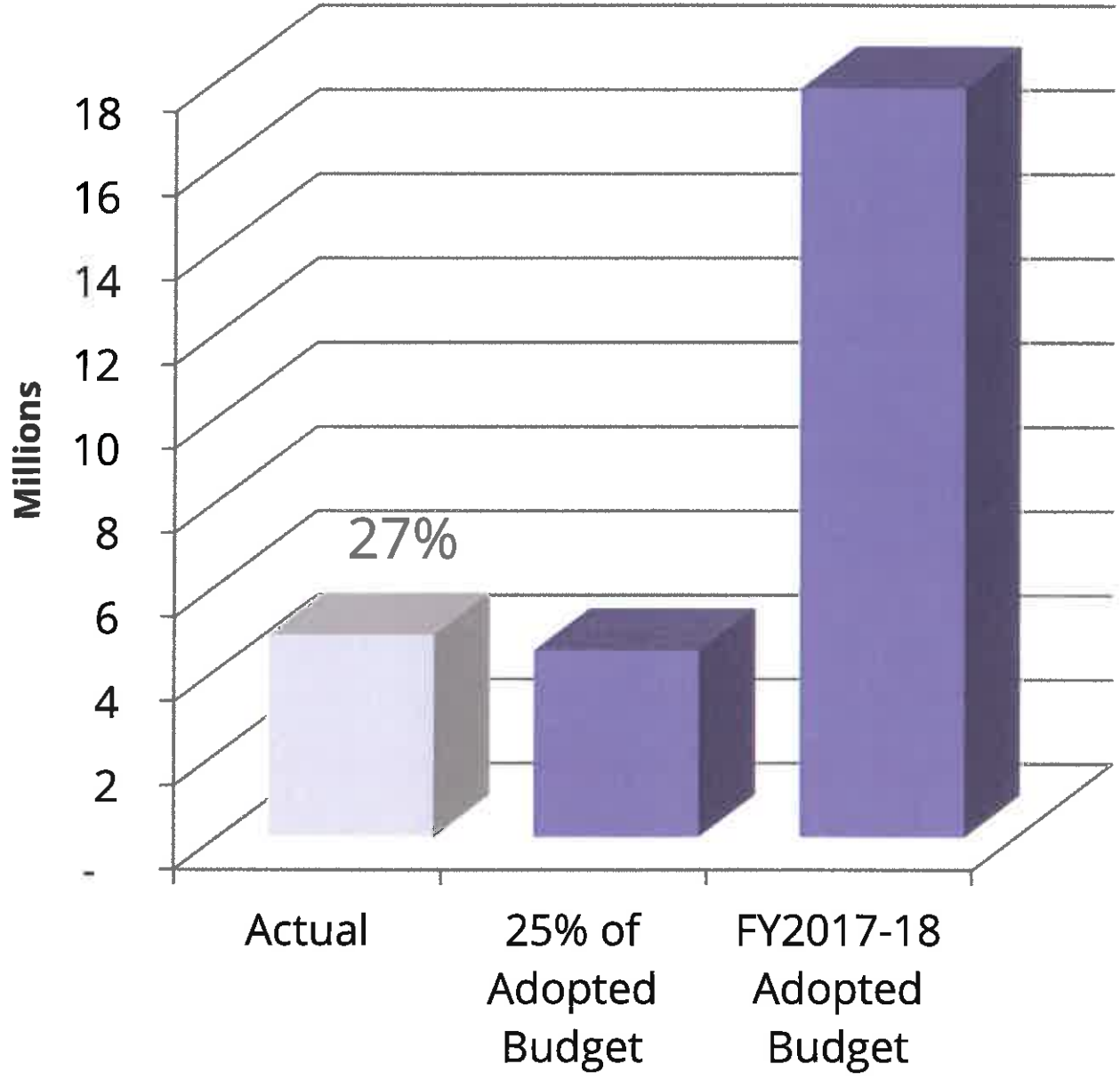
### Communication



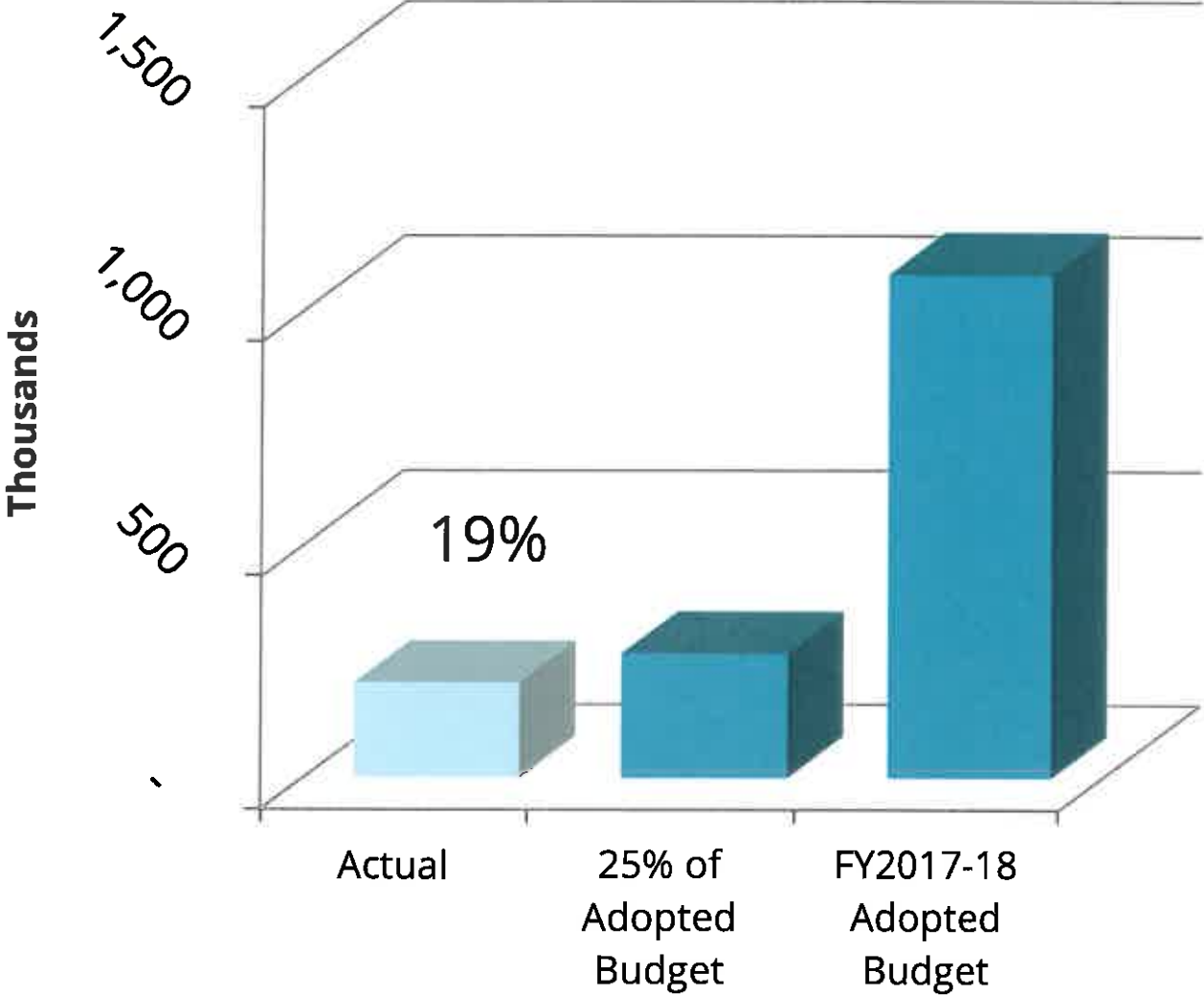
## Transportation Development



# Operations



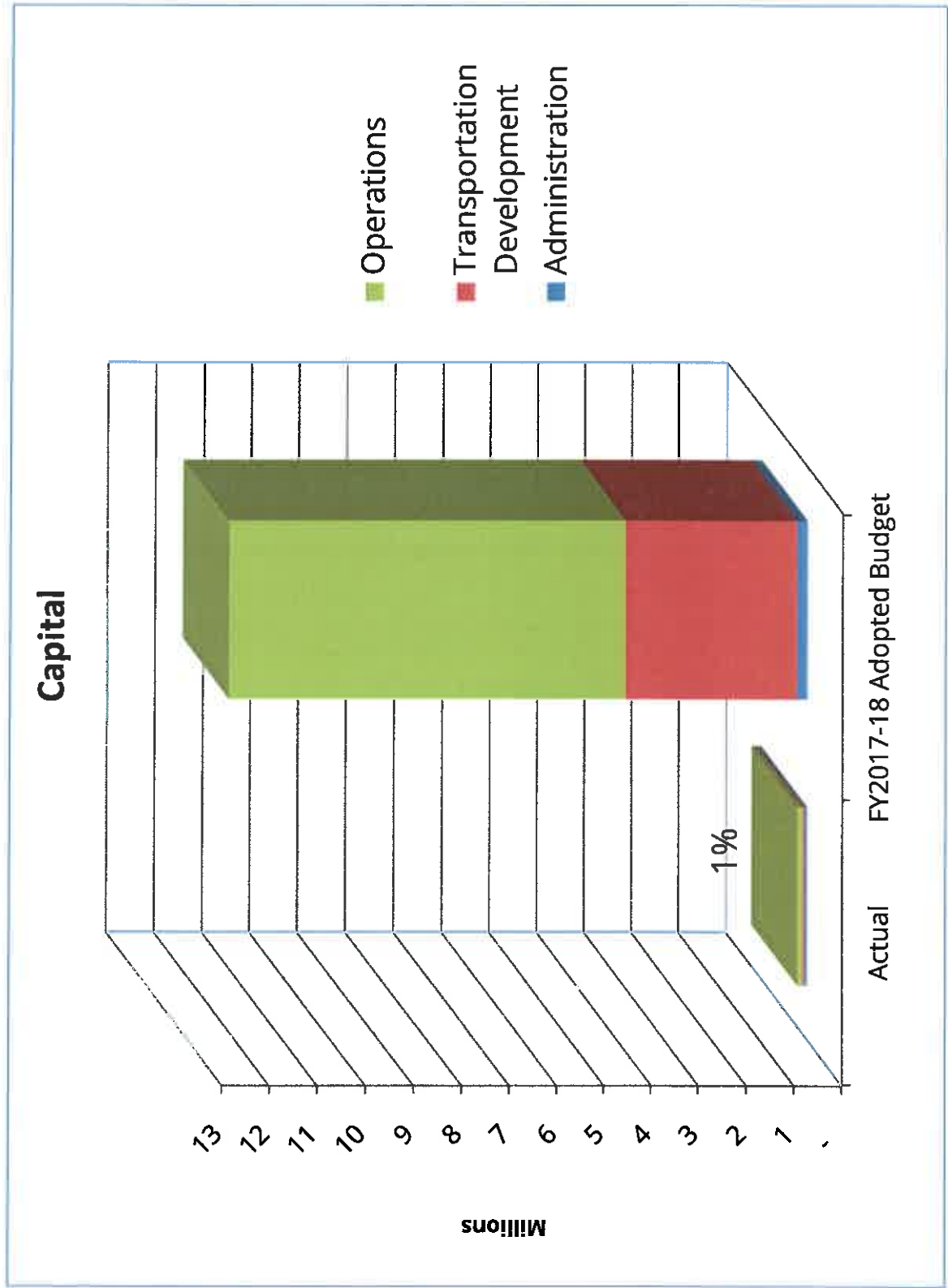
# Unallocated General Administration



Salem Area Mass Transit District  
 Fiscal Year 2017-18 First Quarter Financial Report

Capital Project Fund Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	FY2017-18 Adopted Budget	% of Budget
<b>Capital Revenues/Resources</b>			
Federal JARC	-	-	
Federal STP Funds	-	1,955,112	0%
Federal New Freedom	-		
Federal 5310 Funds Through State	1,524	639,660	0%
Federal Flex Funds	-	324,888	0%
FTA 5339 Funds	-	1,943,532	0%
Federal 5307	-	2,005,692	0%
FEDERAL DMAP	-	209,520	0%
Federal STP Funds	-	122,304	0%
Federal 5309 Funds	-	1,387,440	0%
Connect Oregon Funds	-	999,996	0%
State STF Funds	-	277,632	0%
<b>Capital Revenues/Resources Total</b>	<b>1,524</b>	<b>9,865,776</b>	<b>0%</b>
<b>Capital Expenses/Requirements</b>			
Administration	50,024	216,780	23%
Transportation Development			
Capital Project Administration	-	50,808	0%
Keizer Transit Center	23,857	1,200,000	2%
South Salem Transit Center	-	1,389,084	0%
Bus Stops & Shelters	-	499,788	0%
Call Center Phones	-	-	
Technology Equipment	30,104	370,008	8%
CH2 Improvements	-	100,008	0%
CH2 Lease Space Improvements	-	-	
Operations			
Del Webb Improvements	-	222,228	0%
Shop Equipment	1,005	135,996	1%
Ops Technology Equipment	-	75,000	
ADA Assessment Center	563	-	
Cherriots Revenue Vehicles	98,496	6,032,340	2%
CherryLift Revenue Vehicles	-	1,116,204	0%
CARTS Revenue Vehicles	-	751,260	0%
<b>Capital Expenses/Requirements Total</b>	<b>204,049</b>	<b>12,159,504</b>	<b>2%</b>
<b>Capital Expenses/Requirements Total</b>			
Administration	50,024	216,780	23%
Transportation Development	53,961	3,609,696	1%
Operations	100,064	8,333,028	1%

# Capital Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)



Salem Area Mass Transit District

Fiscal Year 2017-18 First Quarter Financial Report

Transportation Programs Fund

Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	25% of Adopted Budget	FY2017-18 Adopted Budget	% of Budget
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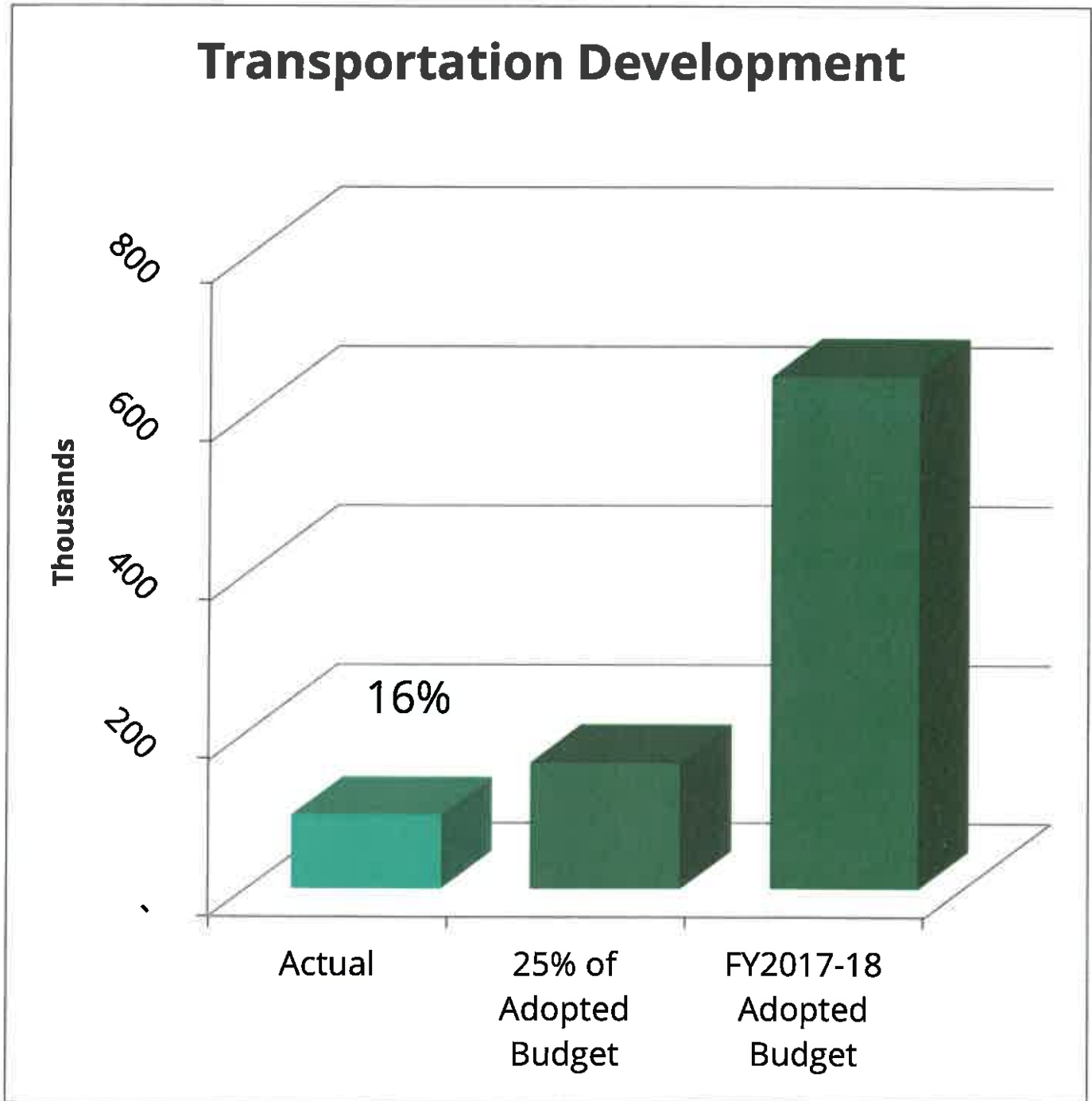
Transportation Fund Revenues/Resources

Passenger Fares	85,649	94,075	376,300	23%
Federal Direct 5310 Funds	-	56,000	224,000	0%
Federal 5311 Funds	-	80,725	322,900	0%
Federal New Freedom	-	21,425	85,700	0%
Federal 5310 Funds Through State	-	182,475	729,900	0%
Rideshare Grant	10,487	49,825	199,300	5%
TDM Grant	-	38,625	154,500	0%
DD53 Revenues	-	650,000	2,600,000	0%
Federal 5307	-	205,800	823,200	0%
DMAP Revenues	2,329,571	2,542,525	10,170,100	23%
STF Pass Through Funds	61,000	69,350	277,400	22%
State STF Funds	239,776	304,825	1,219,300	20%
<b>Transportation Fund Revenues/Resources Total</b>	<b>2,726,483</b>	<b>4,295,650</b>	<b>17,182,600</b>	<b>16%</b>

Transportation Fund Expenses/Requirements

Operations	4,252,454	4,465,968	17,863,872	24%
Communication	39,401	28,986	115,944	34%
Transportation Development	95,112	161,787	647,148	15%
<b>Transportation Fund Expenses/Requirements To</b>	<b>4,386,967</b>	<b>4,656,741</b>	<b>18,626,964</b>	<b>24%</b>

# Transportation Revenues/Resources



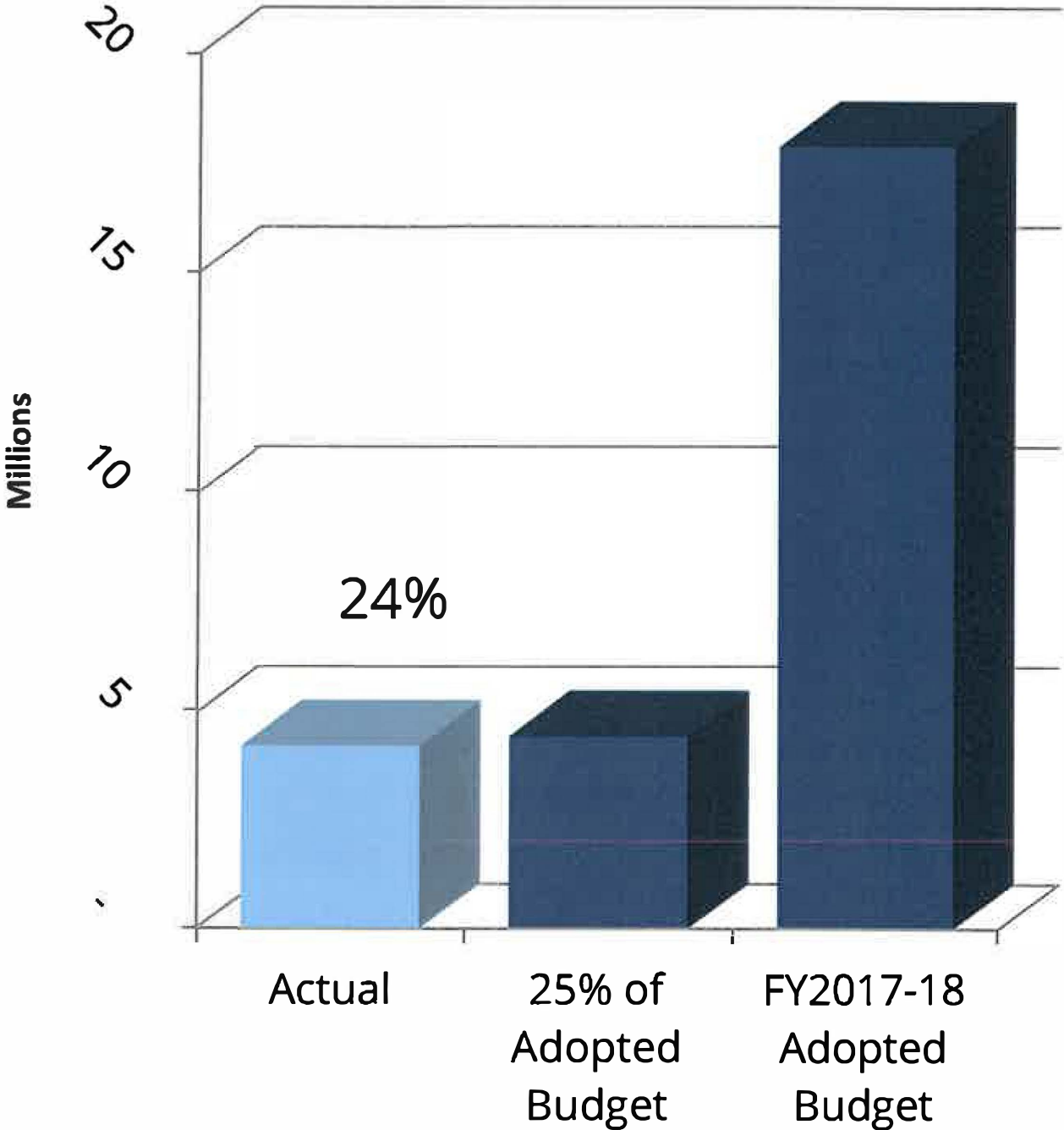


Salem Area Mass Transit District  
 Fiscal Year 2017-18 First Quarter Financial Report

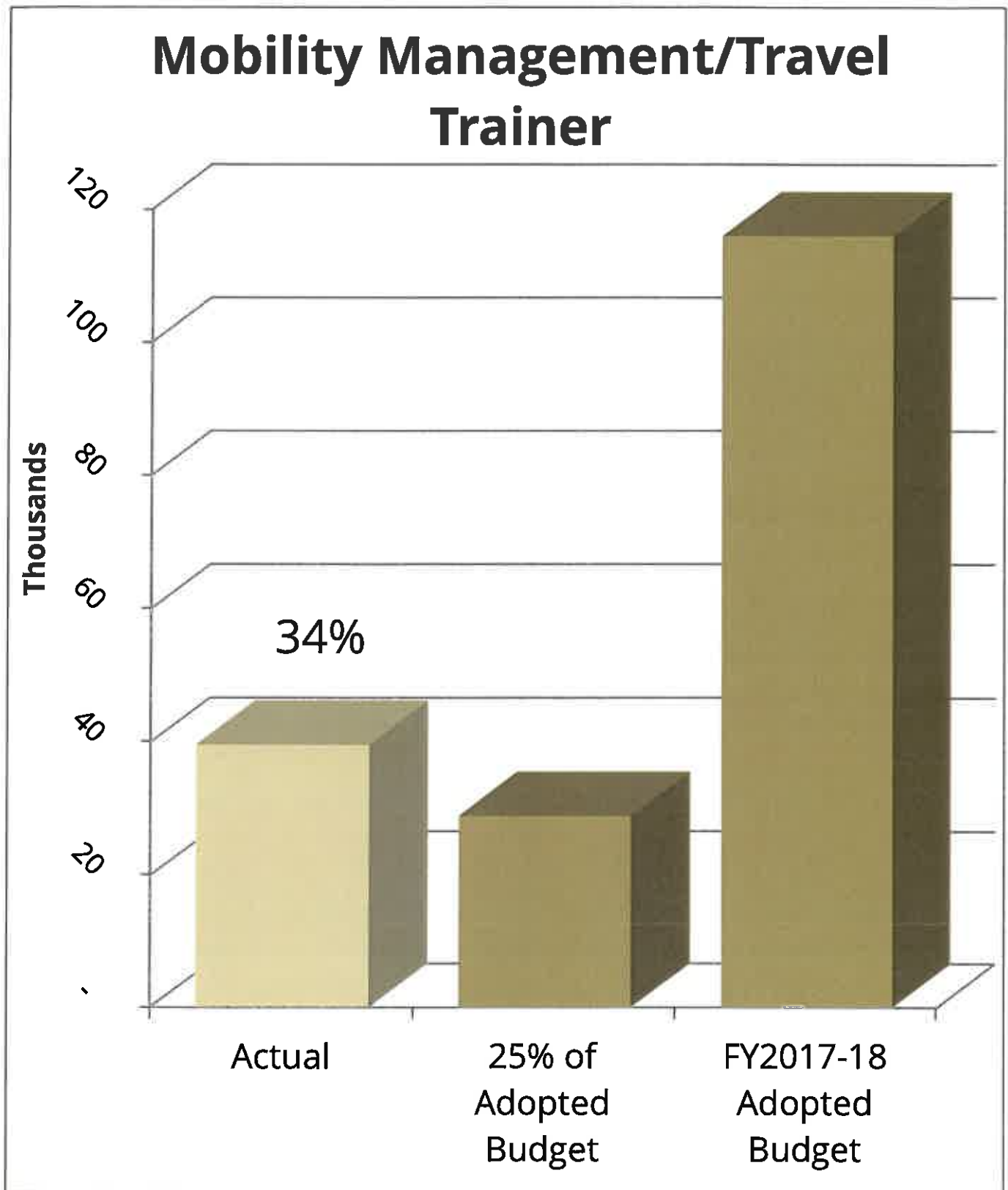
Transportation Programs Fund Program Expenses/Requirements Summary	Actual	25% of Adopted Budget	FY2017-18 Adopted Budget	% of Budget
<b>Operations</b>				
CherryLift	1,256,134	1,243,347	4,973,388	25%
RED Line	78,204	78,873	315,492	25%
CARTS	347,408	362,520	1,450,080	24%
DMAP/WVCH	2,570,965	2,781,231	11,124,924	23%
Trip Link Call Center **	-	(3)	(12)	0%
<b>Operations Total</b>	<b>4,252,711</b>	<b>4,465,968</b>	<b>17,863,872</b>	<b>24%</b>
Mobility Management/Travel Trainer	39,636	28,986	115,944	34%
<b>Transportation Development</b>				
Special Transportation Coordination	799	67,146	268,584	0%
Trip Choice	94,313	94,641	378,564	25%
<b>Transportation Development Total</b>	<b>95,112</b>	<b>161,787</b>	<b>647,148</b>	<b>15%</b>
<b>Transportation Programs Fund Total</b>	<b>4,387,459</b>	<b>4,656,741</b>	<b>18,626,964</b>	<b>24%</b>

Transportation Expenses/Requirements Summary

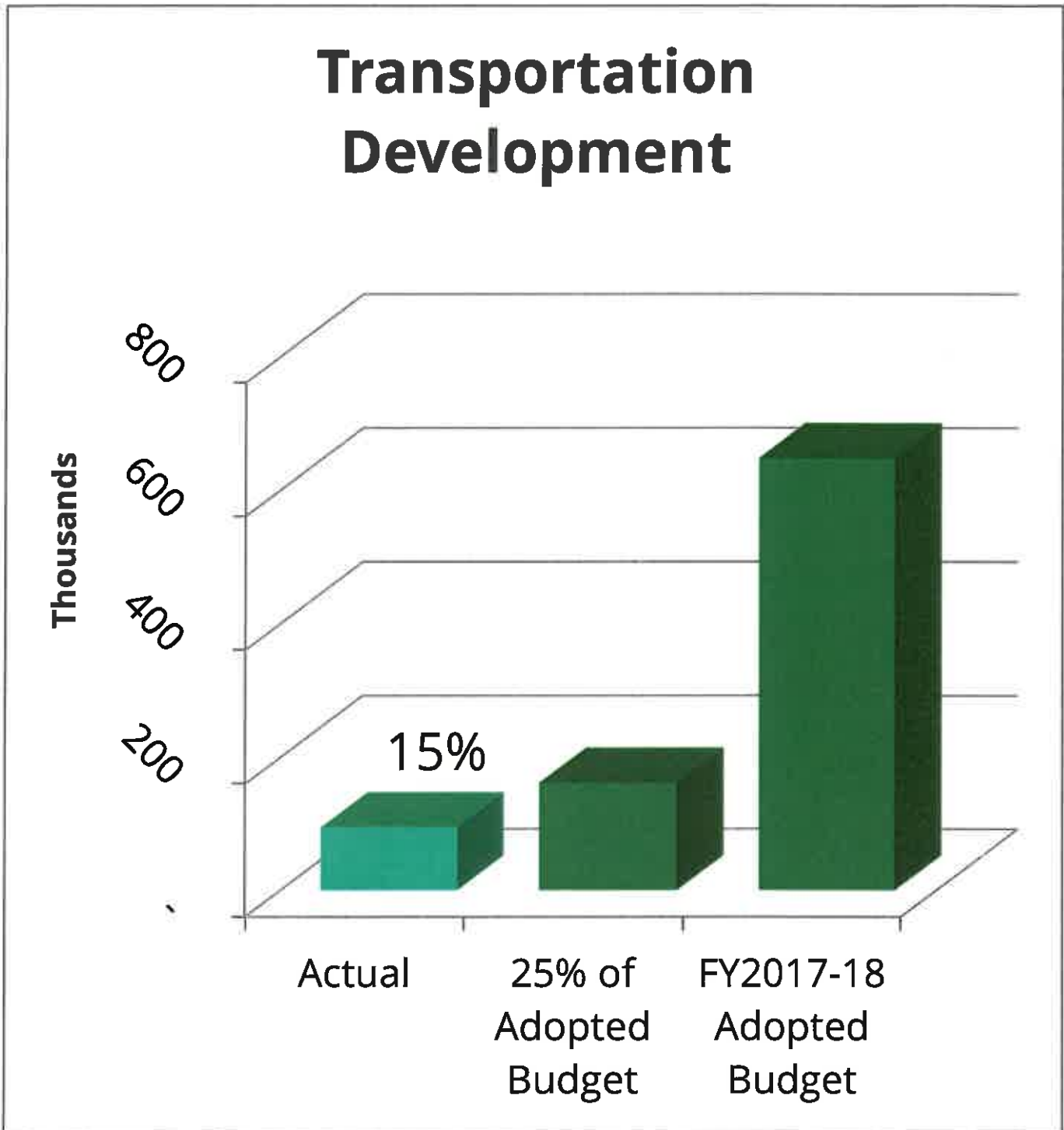
# Operations



Transportation Expenses/Requirements Summary



# Transportation Expenses/Requirements Summary





## BOARD MEETING MEMO

Agenda Item I.4

**To:** Board of Directors

**From:** Roxanne Beltz, Trip Choice Program Coordinator  
Steve Dickey, Director of Transportation Development

**Thru:** Allan Pollock, General Manager

**Date:** December 14, 2017

**Subject:** CHERRIOTS TRIP CHOICE FY17-18 FIRST QUARTER REPORT

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### ISSUE

Shall the Board receive the first quarter report of the FY 2017-2018 Cherriots Trip Choice Program for their review?

### BACKGROUND AND FINDINGS

Cherriots Trip Choice program activities, goals and metrics are structured around the 2015 – 2017 ODOT approved work plan and the 2015 – 2020 Cherriots Trip Choice Strategic Plan which details specific activities and improvements to the regional TDM program.

During the first quarter staff completed the 2017 Drive Less Challenge, Open Streets Salem Event and started on the Monmouth/Independence Trolley Project.

### FINANCIAL IMPACT

None

### RECOMMENDATION

None

### PROPOSED MOTION

Information Only



**CHERRIOTS TRIP CHOICE**

1st Quarter Report FY 2017-2018

July ~ August ~ September 2017

During the 1st Quarter of FY 2017-2018, Cherriots Trip Choice continued work in accordance with the recommendations made in the 2015-2020 Strategic Plan and the Strategic Priorities. Our tasks and the activities associated with those are detailed in our work plan which can be summarized as, management of the Regional Rideshare Database, providing marketing, outreach and incentives for the use of all transportation options and promotion and expansion of TDM tactics within Polk, Marion and Yamhill Counties.

**DRIVE LESS CONNECT**

Drive Less Connect is Oregon's secure, easy-to-use online ride-matching tool that matches people who want to share the ride to work, school or play. We have seen a decrease in interest in utilizing the database and the number of active users has started to decrease. ODOT has indicated that in the coming fiscal year they will be researching ridematching platforms since the current one is no longer meeting the needs of the users and it is not keeping up with technology.

**Drive Less Connect ~ 1st Quarter 2017-2018**

<b>Total active users .....</b>	<b>819</b>	Carpool trips .....	6098
<b>Total registered users .....</b>	<b>4276</b>	Did Not Work trips .....	1791
New users.....	264	Vanpool trips .....	2489
Non SOV Miles Logged .....	361,719	Walk trips .....	1655
Bike trips .....	2711	Telework trips .....	1000
Bus trips .....	1671	Drive Alone trips .....	1676

**Ridematching statistics:**

Ridematch search performed ..... 10,034  
 Ridematch search with no results... 2518  
 Ridematch requests sent ..... 4212

## **PROJECTS AND PROGRESS**

### ***OPEN STREETS SALEM***

The Cherriots Trip Choice Open Streets Salem was a well-attended community event that took place on September 23<sup>rd</sup>. It is sponsored by the City of Salem with support from area sponsors such as Cherriots Trip Choice. The event is held to promote active and healthy living opportunities in our neighborhoods, fostering civic pride, and highlighting local projects.

There were activity hubs at Highland Elementary, the Salem Saturday Market and our table and activity booth was at Broadway Commons. We had a wide variety of literature available including the new Wander Walks Map which features the Grant/Highland Neighborhood.

Our activity focused on bicycling and bike safety as we partnered with the Salem Fire Department who fitted and gave away over 40 helmets to kids in our community. We also conducted a bike helmet safety demonstration. Using old bicycle helmets, we strapped in ripe melons (donated from West Salem Roth's and the West Salem Safeway) and dropped the helmet onto the pavement from a ladder. This resulted in no or little damage to the melon; then we dropped an unprotected melon from the same height which resulted in a dramatic splat and a big melon mess. The participants enjoyed the demo and it helps spread the message in a fun and educational manner.

### ***DRIVE LESS CHALLENGE***

The challenge took place on Sept. 16-30 this year with statewide and local campaign activities. We conducted employer outreach including poster distribution and held several tabling events before and during the challenge.

With the local outreach and the statewide marketing we had a successful campaign with 181 new participants and 821 active registrants this year. These participants logged 206,649 miles using bikes, busses, carpools vanpools and walking instead of driving alone in their cars.

Additional breakdown of the results:

- ✓ 1625 bicycle trips taken
- ✓ 1053 transit trips taken
- ✓ 3889 carpool trips taken
- ✓ 798 Vanpool trips taken
- ✓ 728 walking trips taken
- ✓ 77 Train trips taken



Additionally we had a very successful and cost effective reach before and during the campaign. Note: These figures are local statistics provided to us by the campaign sponsor (ODOT via Alta Planning)

- ✓ Our minimum impression goal for the local campaign was 900,000 and we delivered 2,046,145 impressions
- ✓ 7,892 clicks

### ***MONMOUTH/INDEPENDENCE TROLLEY (MINDY)***

As a Monmouth resident and a Cherriots employee, Roxanne Beltz was approached by a Monmouth City Councilor about participating in a steering committee regarding the establishment of a community shuttle system in Monmouth and Independence.

Representative Paul Evans, District 20 has agreed to be a champion of this project and to work with the steering committee to further this idea. The first meeting was held on August 23rd and was attended by representatives from the Governor's office, Western Oregon University, the city of Monmouth, the city of Independence, the Monmouth/Independence Chamber, Emerson vineyard, and several interested community members. The committee has agreed to meet monthly in Independence at Paul Evans' satellite office at "Indy Commons."

The initial discussion was on the general concept, funding, resources, community/business support and the possible need for a feasibility study. Representative Evans felt that funding (estimated to be \$40-\$50,000) could be secured through a variety of local sources, and he will follow up on that.

Roxanne has shared with the steering committee a Feasibility Study/Transit Development Plan that the city of Lebanon has created and she is reaching out to her TDM colleagues looking for other plans/reports that could be applicable. Once a variety of reports have been gathered the committee will review them and determine next steps.

This plan would provide significant utility to the communities; it would provide ease of transit to/from critical area of activity, as well as provide reliable transportation for vulnerable populations – especially during "normal work hours." It would also provide a new avenue for tourism by expanding access in and around Polk County.

As this project moves into the more formal planning stages, it is possible that additional expertise and guidance may be requested from Cherriots. At that time Roxanne will transition to a citizen role and staff from Transportation

Development/Planning could be asked to offer assistance in route selection, integration with existing services and planning for mutually beneficial growth.

### **OUTREACH and MEETINGS**

Staff participated in the following events or activities:

- DMV Summer Info Fair
- Solar Eclipse Planning
- Bike Rodeo Training
- Cherriots History Wall Project
- Goodwill Job & Community Fair
- Association for Commuter Transportation (ACT) Annual Conference
- Center 50+ Community Block Party
- Minto Island Bridge Opening Celebration
- Grant Neighborhood Association
- Healthiest Oregon Employer Awards
- Monmouth/Independency Community (MINDY) Trolley
- Salem-Keizer Schools New Employee Fair/Orientation

### **Status: Ongoing**

#### ***Ongoing participation and activities -***

- Association for Commuter Transportation (ACT)
- Board members of Transportation Options Group of Oregon
- Statewide TDM and ToGo quarterly meetings
- Valley VanPool Partnership
- Quarterly ETC networking and training lunch
- Cherriots Wellness Committee
- Cherriots Connects Committee
- Cherriots Sustainability Committee



**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** December 14, 2017  
**Subject:** Board Member Committee Report

**ISSUE**

Shall the Board report on their committee participation and meetings attended?

**BACKGROUND AND FINDINGS**

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises. After these meetings, public hearings, or other activities attended by individual members on behalf of SAMTD, time will be scheduled for an oral report/update. The following activities have designated board member representation:

<b><u>Board/Committee</u></b>	<b><u>Director(s)</u></b>
Special Transportation Fund Advisory Committee (STFAC)	Director Thompson Alternate: Director Busch
Mid-Willamette Area Commission on Transportation (MWACT)	Director Kelley Alternate: Director Lincoln
Mid-Willamette Valley Council of Governments (MWVCOG)	<b>From 07/01/2017 - 12/31/2017</b> P: Jerry Thompson A: Robert Krebs <b>From 01/01/2018 - 06/30/2019</b> P: Robert Krebs A: Jerry Thompson
Salem-Keizer Area Transportation Study Policy Committee (SKATS)	<b>From 07/01/2017 - 12/31/2017</b> P: Robert Krebs A: Kathy Lincoln <b>From 01/01/2018 - 06/30/2019</b> P: Kathy Lincoln A: Colleen Busch
Oregon Metropolitan Planning Organization Consortium (OMPOC)	President Krebs Alternate: Director Lincoln

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

Receive and File

**PROPOSED MOTION**

None