



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

**Thursday, October 25, 2018**

Executive Session 5:30 PM – Salem Conference Room

Regular Board Meeting 6:30 PM – Senator Hearing Room

Courthouse Square, 555 Court Street NE, Salem, Oregon 97301

**AGENDA**

**EXECUTIVE SESSION**

**5:30 PM**

- 1. The Board of Directors for Salem Area Mass Transit District will hold an Executive Session prior to the Regular Board Meeting, to conduct deliberations with persons designated by the District to negotiate real property transactions pursuant to ORS 192.660(2)(e).

**REGULAR BOARD MEETING**

**6:30 PM**

**A. CALL TO ORDER** (President Robert Krebs)

- 1. Note of Attendance for a Quorum
- 2. Pledge of Allegiance (Director Doug Rodgers)

**B. "SAFETY MOMENT" THOUGHT FOR THE DAY**

**C. ANNOUNCEMENTS & CHANGES TO AGENDA**

**D. PRESENTATION**

- 1. Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report ..... **1**
- 2. Marion County Earthwise Certification by Alan Pennington, Marion County Waste Reduction Coordinator ..... **5**

**E. PUBLIC COMMENT**

*Time is designated at each Board meeting for members of the public to testify on any items of Board business, being limited to three minutes.*

**F. CONSENT CALENDAR**

*Items on the Consent Calendar are considered routine and are adopted as a group by a single motion unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.*

- 1. Approval of Minutes**
  - a. Minutes of the September 10, 2018 Board Work Session ..... **7**
  - b. Minutes of the September 27, 2018 Board Meeting & Executive Session ..... **11**
  - c. Minutes of the October 8, 2018 Board Work Session ..... **19**
- 2. Routine Business**
  - a. Approval of FY2020 Budget Calendar ..... **23**

**G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**

**H. ACTION ITEMS**

- 1. Approval of the Statewide Transportation Improvement Fund Plan Application **27**

**I. INFORMATIONAL REPORTS**

**J. GENERAL MANAGER'S REPORT**

**K. BOARD OF DIRECTORS REPORTS ..... 69**

*This is the opportunity for Board members to report on citizen communications, committee and meeting assignments, or special projects they are participating in as representatives of the District.*

**L. ADJOURN BOARD MEETING**

**Next Regular Board Meeting Date: Thursday, December 13, 2018**

This is an open and public meeting in a place accessible to people with disabilities. For individuals who need the assistance of Interpreters for sign language or for languages other than English to participate in the meeting, please contact the Clerk of the Board at least two business days prior to the meeting - by phone at 503-588-2424. (For individuals with a hearing impairment, please call the Oregon Telecommunications Service, 711.) Office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board meeting agenda packet, go to [www.cherriots.org/board](http://www.cherriots.org/board). Regular Board meetings are televised on Channel 21; and can be viewed at any time on CCTV's website - <https://www.cctvsalem.org/all>.

~ ~ ~

Esta es una reunión abierta y pública en un lugar accesible para personas con discapacidades. Para las personas que necesiten la asistencia de intérpretes para el lenguaje de señas o para idiomas distintos al inglés para participar en la reunión, comuníquese con el secretario de la Junta al menos dos días hábiles antes de la reunión, por teléfono al 503-588-2424. (Para personas con impedimentos auditivos, llame al Servicio de Telecomunicaciones de Oregon, 711.) El horario de atención es de lunes a viernes de 8:00 a.m. a 5:00 p.m.

Para obtener una copia electrónica del paquete de la agenda de la reunión de la Junta, vaya a [www.cherriots.org/board](http://www.cherriots.org/board). Las reuniones regulares de la Junta se televisan en el Canal 21; y puede verse en cualquier momento en el sitio web de CCTV: <https://www.cctvsalem.org/all>.



**To:** Board of Directors

**From:** Al McCoy, Director of Finance/CFO

**Thru:** Allan Pollock, General Manager

**Date:** October 25, 2018

**Subject:** Certificate of Achievement for Excellence in Financial Reporting

---

## ISSUE

Shall Salem Area Mass Transit District be recognized by the Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR)?

## BACKGROUND AND FINDINGS

The CAFR was established by the GFOA in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles (GAAP) to prepare comprehensive annual financial reports that exhibit the spirit of transparency and full disclosure, and then to recognize individual governments that succeed in achieving that goal.

A CAFR shows the total of all financial accounting, provides a comparison of annual budget and actual, and gives a detailed showing of investment accounts by category reflecting balances over previous years. Various levels of government—federal, state, local and municipal—each began producing a CAFR to catalog an accurate picture of institutional funds, enterprise or financial holdings, assets and total investment incomes for those government and nongovernmental entities using the report. By the 1970s, the CAFR had become the nationwide paradigm for local government accounting.

The CAFR is submitted to the GFOA for review each year and upon review the GFOA awards its Certificate of Achievement Award for Excellence in Financial Reporting to those governments that comply with the CAFR accounting standards of preparation.

On August 31, 2018, the District received notification (attached as Attachment A) from the GFOA that their CAFR for fiscal year ending June 30, 2017, qualified for a Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management. This is the 6<sup>th</sup> consecutive year that Salem Area Mass Transit District has received this recognition.

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

None. Information only

**PROPOSED MOTION**

**None**



**Government Finance Officers Association**  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

For the Board Meeting of October 25, 2018  
Agenda Item D.1

August 31, 2018

Al McCoy  
Director of Finance / Chief Financial Officer  
Salem Area Mass Transit District  
555 Court Street NE  
Suite 5230  
Salem, OR 97302-3980

Dear Mr. McCoy:

We are pleased to notify you that your 2017 fiscal year end comprehensive annual financial report (CAFR) qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment. Congratulations for having satisfied the high standards of the program. We hope that your example will encourage others in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements are enclosed. We want to strongly encourage the recommended improvements be made in the next report, and that the report be submitted to the program within six months of your next fiscal year end. Certificate of Achievement Program policy requires that written responses to the comments and suggestions for improvement accompany the next fiscal year's submission. The written responses should provide details about how each item is addressed within this report. These responses will be provided to those Special Review Committee members participating in the review. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.

When a Certificate of Achievement for Excellence in Financial Reporting is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. An AFRA is enclosed for the preparer as designated on the application.

Continuing participants will find a brass medallion enclosed with these results. First-time recipients will receive a plaque in about 10 weeks. We hope that appropriate publicity will be given to this notable achievement. A sample news release has been enclosed.

A current holder of a Certificate of Achievement may include a reproduction of the Certificate in its immediately subsequent CAFR. A camera-ready copy of your Certificate is enclosed for that purpose. If you reproduce your Certificate in your next report, please refer to the enclosed instructions. A Certificate of Achievement is valid for a period of one year.

A Certificate of Achievement Program application is posted on GFOA's website. This application must be completed and accompany your next submission. See sections III and IV of the application for instructions. **The entity's GFOA membership number appears on the attached comments and must be listed on the application.** Your continued interest in and support of the Certificate of Achievement Program is most appreciated. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink, reading "Michele Mark Levine". The signature is written in a cursive style with a large initial "M".

Michele Mark Levine  
Director, Technical Services Center



**To:** Board of Directors

**From:** Cherriots Sustainability Committee

**Thru:** Allan Pollock, General Manager

**Date:** October 25, 2018

**Subject:** Marion County's EarthWISE Certification Award Presentation

---

**ISSUE**

Shall the Board accept Marion County's EarthWISE certification award for Cherriots commitment to improve and promote environmental sustainability?

**BACKGROUND AND FINDINGS**

As part of Cherriots' commitment to improving and promoting environmental sustainability, the Sustainability Committee would like to join the Board of Directors in receiving the Marion County's EarthWISE Certification award.

EarthWISE Certification recognizes businesses in Marion County that have made a commitment to environmentally friendly practices. With this recognition, Cherriots will receive public recognition for their sustainability practices through the Marion County website, in printed material associated with the EarthWISE program, and with an EarthWISE plaque.

EarthWISE focus areas include:

- Recycling
- Waste reduction and prevention
- Environmentally preferable purchasing
- Energy efficiency and conservation
- Water pollution prevention
- Outreach and education

Cherriots was required to meet the criteria outlined in the EarthWISE certification application. Alan Pennington, Marion County Waste Reduction Coordinator conducted an on-site certification inspection of our facilities along with committee members after which Cherriots was designated as EarthWISE certified.

The plaque being awarded this evening signifies a two-year qualification in the EarthWISE program. While Cherriots may remain EarthWISE certified indefinitely, steps must be taken to re-certify every two years. This is the third certification award.

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

That the Board accepts Marion County's EarthWISE Certification award for Cherriots' commitment to improve and promote environmental sustainability.

**PROPOSED MOTION**

**None**





Salem Area Mass Transit District  
Board of Directors

~ **WORK SESSION** ~

September 10, 2018

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

**MINUTES**

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

**Staff** Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy,  
Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon,  
Director of Administration; Steve Dickey, Director of Transportation Development;  
Dan Knauss, Procurement/Contracts Manager; Linda Galeazzi, Executive Assistant

**1. CALL TO ORDER** **5:32 PM**  
President Bob Krebs called the work session to order at 5:32 p.m.

**2. SAFETY MOMENT**  
Mr. Pollock presented a “Safety Moment” by reminding people that flu season is just around the corner; so to protect yourself, get a flu vaccine shot.

**3. DISCUSSION**  
**A. 2018 Triennial Review** **5:32 PM**

**Staff report:** Pages 1-28 of the agenda.

**Presenter:** Al McCoy, Director of Finance/CFO  
Dan Knauss, Procurement/Contracts Manager

Mr. McCoy introduced Dan Knauss who has been hired as the District’s new Procurement/Contracts Manager.

Mr. McCoy reported on the findings from the FY2018 Triennial Review conducted by the Federal Transit Administration (FTA) on June 5-6, 2018. There were no deficiencies found in 19 of the 20 areas reviewed. A final report (pages 3-28 of the agenda) noting deficiencies, corrective action and a timetable for submitting required documentation was received by the District on July 26, 2018. The lone area with deficiencies was

Procurement. District staff is addressing the corrective action plans and documentation required for submission by mutually agreed upon deadlines by the FTA and Procurement staff. Mr. McCoy also spoke about three documents created by staff – a Grants Tracker, Milestone Progress Report and Public Engagement Report - that were identified by the reviewer as Best Practice. These will be provided as examples to other agencies to help improve their processes.

In response to questions from the Board, Mr. McCoy advised that the Department's processes and procedures have been updated; and in meeting the deadlines, there should be no further issues. He said there were no legal ramifications from the findings and grants have not been effected. Mr. McCoy commended Trish Bunsen, the Districts' Grants Administrator, for her excellent pre-work.

Mr. Knauss noted that previous contracts were in corrective action for documentation-related and procedural errors; however, there are no current contracts in jeopardy. He said he works with the Districts' legal counsel on contracts that are over \$100,000.

**Follow-up: Mr. Pollock advised that Procurement for many agencies is the most complex for both Finance and Project Management. There are a lot of details to keep track of. He announced that the District will host a training on project management conducted by the National Transit Institute in March 2019.**

## **B. Draft Transit Asset Management (TAM) Policy**

**5:44 PM**

**Staff report:** Pages 29-34 of the agenda

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

Mr. Trimble reported on the development of a Transit Asset Management Policy for the District through a partnership with a consultant, ABB Enterprise Software. As part of the Federal requirements set forth in Moving Ahead for Progress in the 21st Century (MAP-21) and subsequent rulemaking, transit providers who receive Federal funding are required to adhere to a set of guidelines and standards for maintaining capital assets; reporting on their plan progress through the National Transit Database, and during the Triennial Review process. The Districts' new policy will become part of the Transit Asset Management Plan. The Board will be asked to consider the adoption of a Resolution for the Districts' TAM Policy and Plan at their September 27<sup>th</sup> meeting.

**Follow-up: Mr. Trimble stated that the TAM Plan was a public document and will be on the District's website when it is complete. Director Lincoln recommended that there should be a mention in the Policy of the District's goals.**

## **C. South Salem Transit Center Project Review**

**6:05 PM**

**Staff report:** Supplemental Agenda

**Presenter:** Steve Dickey, Director of Transportation Development  
Mr. Dickey summarized the District's progress to construct a transit center in South Salem on Walmart property, from the year 2004 to its current status. The steps in the process involved the analysis of potential sites, scoring and selection, public outreach and involvement, and contact with Walmart representatives. Currently, the District's legal counsel has been negotiating with Walmart's legal counsel for the purchase of the property. The offer has been delivered to Walmart and is in the final stages of a forty (40) day period for Walmart to accept the offer made.

**Follow-up:** **Mr. Dickey stated that a meeting with Mr. Pollock, President Krebs has been scheduled on October 9<sup>th</sup> to meet with the District's legal counsel and himself to discuss next steps.**

## **D. Service Enhancement Discussion**

### **1. Fare Proposals**

**6:31 PM**

**Staff report:** Supplement Agenda

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

Mr. Dickey presented the proposals for youth, students in 6<sup>th</sup> to 12<sup>th</sup> grade, and low income fares to consider. Board members were asked for their feedback to help determine what will be included in the STIF Plan application prior to submitting the Plan to the STIFAC for review and approval; and then to ODOT by November 1, 2018.

Discussion ensued about the potential impacts financially and operationally of further reducing the low income fare and having a free or minimal cost for the youth/student fare. Would these passes work on the weekend or during the summer months for youth. How does the District determine eligibility for low income fares at the 200% poverty level? The Board considered whether all rides should be free or should riders pay a fee. If all of the rides were free, there would be a \$450,000 loss in revenue. If the cost for student passes was lowered to fifty cents for a day pass and \$10 for a monthly pass, the lost revenue is \$400,000; 49% to 52% of students in the Salem Keizer School District are on the reduced or free lunch program. The District could start with lowered fares for student who show their student I.D. card and youth not in school would pay the low income fare. Board members support the idea that the older youth pay even a minimal amount for a fare. It has to have value. New service through the STIF Program needs to be tracked and reported to ODOT. There is also potential impact if the buses are full.

In response to questions asked by the Board, Mr. Pollock recalled that the District receives Federal 5307 monies based in part on a formula used to determine the District's annual reported ridership.

**Follow-up:** **Feedback provided by the Board will be passed forward to the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) that meets on October 3rd.**

## 2. Final Draft Bylaws for the Statewide Transportation Improvement Fund Advisory Committee 6:53 PM

**Staff report:** Pages 35-44 of the agenda

**Presenter:** Allan Pollock, General Manager

The Board reviewed the draft of the STIFAC Bylaws. Mr. Pollock requested that they get back to him by October 12<sup>th</sup> with any comments or issues.

**Follow-up:** **Mr. Pollock will have legal counsel review the draft Bylaws one more time prior to taking the Bylaws to the STIFAC for their approval.**

## 4. GENERAL MANAGER COMMENTS 7:04PM

**Staff report:** Pages 45-52 of the agenda

**Presenter:** Allan Pollock, General Manager

Board members reviewed the draft agenda for the September 27, 2018 board meeting, the Board's calendar of scheduled meetings and events, and a draft of upcoming agenda items for Board review or action.

**Follow-up:** **Director Lincoln recommended that there be a presentation at a work session about a Clean Power Program that she listened to. She will give Mr. Pollock contact information for the guest speaker.**

**The ribbon cutting at Keizer Transit Center is Thursday, September 20 at 2:00 p.m. President Krebs, and Directors Thompson, Busch and Rodgers plan to attend.**

## 4. WORK SESSION ADJOURNED 7:21 PM

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



Salem Area Mass Transit District  
Board of Directors

~ **EXECUTIVE SESSION** ~

Thursday, September 27, 2018  
Courthouse Square – Salem Conference Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

**No information shall be disclosed by the Board, staff or media present in executive session except to state the general subject of the session pursuant to ORS 192.660(4)**

**Meeting Called to Order - 5:33 PM**

**Adjourned - 6:00 PM**

**PRESENT: BOARD**

- x President Robert Krebs
- x Director Steve Evans  
(arrived 5:40 PM)
- x Director Marcia Kelley
- x Director Colleen Busch
- x Director Kathy Lincoln
- x Director Doug Rodgers
- x Director Jerry Thompson

**STAFF**

- x Allan Pollock, General Manager (arrived 5:52 PM)
- x Ben Fetherston, SAMTD Legal Counsel  
(by conference phone)
- x Paula Dixon, Director of Administration

**Under the Authority of:**

- x **192.660(2)(i) Employment-related Evaluation**

**Specific Issues Discussed:**

The executive session was held to evaluate the performance of the General Manager from July 1, 2017 to June 30, 2018, and to discuss his compensation.

---

**Paula Dixon, Director of Administration**

RECORDING SECRETARY





Salem Area Mass Transit District  
BOARD OF DIRECTORS

September 27, 2018

Index of Board Actions

<b>Action</b>	<b>Page</b>
Moved to approve the Consent Calendar: .....	<b>4</b>
1. <u>Approval of Minutes</u>	
a. Minutes of the August 23, 2018 Board Meeting	
b. Minutes of the August 13, 2018 Board Work Session	
2. <u>Routine Business</u>	
a. Approval of Annual Special Districts Insurance Services Board Check List	
Moved to accept the FY2018 Annual Security Report as presented. ....	<b>4</b>
Moved to declare Position #2 vacant that was held by Sharon Heuer and appoint Beth Jackson to fill the unexpired term from October 1, 2018 and ending December 31, 2019; moreover, that Bryant Baird be appointed to fill the unexpired term of Position #9 from October 1, 2018 to December 31, 2018. ....	<b>5</b>
Moved to adopt Resolution 2018-07 to establish the Transit Asset Management (TAM) Policy #119 and the Transit Asset Management Plan which outlines the District’s strategies to ensure that all of its Rolling Stock, Equipment, and Facilities are maintained in a consistent State of Good Repair. ....	<b>6</b>
Moved to adopt Resolution 2018-08 establishing Attachment C of the Board’s Bylaws titled “Bylaws Governing Proceedings and Conduct of the Statewide Transportation Improvement Fund Advisory Committee” with the revision noted in the last paragraph on page 48 of the agenda where it shall state “The Board will include appoint STIFAC members from both within and outside District boundaries to the extent practicable. ....	<b>6</b>
Moved to provide the General Manager with a \$5,000 merit award .....	<b>7</b>

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**

September 27, 2018

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, Jerry Thompson, Marcia Kelley, Kathy Lincoln and Steve Evans
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; <del>Al McCoy, Director of Finance/CFO</del> ; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chris French, Senior Planner; Gregg Thompson, Maintenance Manager; Melissa Kidd, Operations Programs Administrator; Karen Garcia, Security & Emergency Management Manager; Michiel Majors, Safety & Loss Control Specialist; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	John Hammill, Chair, Special Transportation Fund Advisory Committee (STFAC); Beth Jackson, candidate for Position 2 on the STFAC

**REGULAR BOARD MEETING**

**A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:30 PM**

President Krebs called the meeting to order; a quorum was present. Director Lincoln led the Pledge of Allegiance.

**B. “SAFETY MOMENT” THOUGHT FOR THE DAY**

Mr. Pollock announced that the District will hold a Bus Roadeo safety event on Saturday, September 29 for transit operators who can practice their safety skills while driving through obstacles.

**C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None**

**D. PRESENTATION - None**

**E. PUBLIC COMMENT - None**



## F. CONSENT CALENDAR

**Motion:** Moved to approve the Consent Calendar:

- 1. Approval of Minutes**
  - a. Minutes of the August 23, 2018 Board Meeting**
  - b. Minutes of the August 13, 2018 Board Work Session**
- 2. Routine Business**
  - a. Approval of Annual Special Districts Insurance Services Board Check List**

**Motion by:** Director Jerry Thompson  
**Second:** Director Marcia Kelley  
**Discussion:** No items were deferred from the Consent Calendar.  
**Vote:** Motion passed unanimously (7)

## G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

## H. ACTION ITEMS

### 1. Accept the Annual FY2018 Security Report 6:35 PM

**Staff report:** Pages 17-24 in the agenda

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

Ms. Garcia presented the District's Annual FY2018 Security Report and explained how the District evaluates its success, and reaches its goals, to provide a safe and secure environment for its customers, employees and members of the public, on District property and in its vehicles.

Ms. Garcia responded to questions about the meanings of the words "loitering" and "exclusions." She noted that incidents were down, and that staff has been working to complete their disaster planning process called the *Continuity of Operations Plan*.

**Motion:** Moved to accept the FY2018 Annual Security Report as presented.

**Motion by:** Director Marcia Kelley

**Second:** Director Kathy Lincoln

**Vote:** Motion passed unanimously (7)

### 2. Appoint Members to Unexpired Terms on the STFAC 6:50 PM

**Staff report:** Pages 25-30 in the agenda

**Presenter:** John Hammill, Chair, Special Transportation Funds Advisory Committee  
Steve Dickey, Director of Transportation Development

Mr. Hammill proposed that the Board approve the Committee's recommendations to remove Sharon Heuer as a member from Position #2, declare that it is vacant, and appoint Beth Jackson to fill the unexpired term ending December 31, 2019; and

appoint Bryant Baird to Position #9 that has an existing but vacant three-year term from January 1, 2016 to December 31, 2018.

Candidate Beth Jackson attended the meeting and was introduced to the Board. She shared a little bit about her background and about her interest in serving on the STF Advisory Committee.

**Motion:** **Moved to declare Position #2 vacant that was held by Sharon Heuer and appoint Beth Jackson to fill the unexpired term from October 1, 2018 and ending December 31, 2019; moreover, that Bryant Baird be appointed to fill the unexpired term of Position #9 from October 1, 2018 to December 31, 2018.**

**Motion by:** **Director Colleen Busch**

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

**Vote:** **Motion passed unanimously (7)**

### **3. Resolution No. 2018-07 Adoption of the Transit Asset Management Policy #119**

**6:57 PM**

**Staff report:** Pages 31-40 in the agenda

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

Mr. Trimble read through the purpose of the Policy for the Transit Asset Management (TAM) Plan; noting that the District must have the Plan in place by October 1, 2018. The District must report on its progress through the National Transit Database annually; and the Plan will be reviewed during the Triennial Review process. Mr. Trimble explained that the TAM Plan is the FTAs business model to guide optimal prioritization of funding and business decisions at transit properties using the condition of transit assets in order to keep transit networks in a State of Good Repair. The EMG Corporation was contracted by the District to evaluate the condition of its assets, equipment and facilities for five days. A report came back stating that the District's assets were rated in Good Repair according to term scale. Mr. Trimble also noted that the District developed a draft TAM Policy through a partnership with consultant, ABB Enterprise Software. Once approved, the policy will become part of the TAM Plan.

In response to questions asked by the Board, Mr. Trimble stated that buses beyond the FTA's useful life time span are not rated lower as long as they are maintained; he also explained why the FTA does not include bus stops in their definition of facilities.

**Motion:** **Moved to adopt Resolution 2018-07 to establish the Transit Asset Management (TAM) Policy #119 and the Transit Asset Management Plan which outlines the District's strategies to ensure that all of its**

**Rolling Stock, Equipment, and Facilities are maintained in a consistent State of Good Repair.**  
Motion by: **Director Steve Evans**  
Second: **Director Doug Rodgers**  
Vote: **Motion passed unanimously (7)**

**4. Resolution No. 2018-08 Adoption of the Statewide Transportation Improvement Fund Advisory Committee Bylaws 7:12 PM**

Staff report: Pages 41-52 in the agenda

Presenter: Allan Pollock, General Manager

Board members made one change to the STIFAC Bylaws on page 48 of the agenda under *Article II - Section 1. Appointment and Membership* in the third paragraph where it states "The Board will **include appoint** STIFAC members from both within and outside District boundaries to the extent practicable. The Board will attempt to appoint members to the STIFAC who represent diverse interests, perspectives, geography, and the population demographics of the area."

Motion: **Moved to adopt Resolution 2018-08 establishing Attachment C of the Board Bylaws titled "Bylaws Governing Proceedings and Conduct of the Statewide Transportation Improvement Fund Advisory Committee" with the revision noted in the last paragraph on page 48 of the agenda where it shall state "The Board will **include appoint** STIFAC members from both within and outside District boundaries to the extent practicable.**

Motion by: **Director Colleen Busch**  
Second: **Director Kathy Lincoln**  
Vote: **Motion passed unanimously (7)**

**5. General Manager's Performance Evaluation and Compensation 7:18 PM**

Staff report: Verbal Report

Presenter: President Bob Krebs

President Krebs reported that the Board met in Executive Session prior to the board meeting to evaluate the performance of the general manager, and discuss his compensation package.

Motion: **Moved to provide the General Manager with a \$5,000 merit award.**  
Motion by: **Director Marcia Kelley**  
Second: **Director Jerry Thompson**  
Vote: **Motion passed unanimously (7)**

**I. INFORMATION ITEMS 7:20 PM**

**Performance – Fiscal Year 2018**

**Staff report:** Pages 53-70 of the agenda

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

Mr. French reported on the annual performance of the Cherriots system from the daily and total average revenue hours and miles, boardings, productivity, and on-time performance that were tracked from July 1, 2017 to June 30, 2018. The report offers insight that is used by the District to develop future service plans.

**J. GENERAL MANAGER’S REPORT 7:38 PM**

Mr. Pollock reported on the Federal Transit Administration’s grant awards. The District applied for funds to replace paratransit buses and for the South Salem Transit Center project; but was not an award recipient. ODOT was awarded a \$1.7 million grant on behalf of Yamhill County Transit, Canby Area Transit, Curry and Benton County, and the Mid-Columbia Economic Development District to replace or purchase new buses.

Mr. Pollock congratulated Julie Brown, Rogue Valley Transit District General Manager who was confirmed by the Senate as a member of the Oregon Transportation Commission. Mr. Pollock was elected by the American Public Transportation Association to chair the Small Operations Committee, and will also serve on the APTA Executive Committee.

Mr. Pollock spoke about the great turn out for the District’s ribbon cutting ceremony on September 20 for the new buses at Keizer Transit Center with Representative Kurt Schrader, President Krebs, and Directors Jerry Thompson, Colleen Busch, Kathy Lincoln, Doug Rodgers and Steve Evans.

**K. BOARD OF DIRECTORS REPORTS 7:41 PM**

Board members reported on citizen communications, and committee and meeting assignments that they attended (from page 71 of the agenda) as representatives of the District.

**L. MEETING ADJOURNED 8:06 PM**

Respectfully submitted,

---

Robert Krebs, President



Salem Area Mass Transit District  
Board of Directors

~ **WORK SESSION** ~

October 8, 2018

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

**MINUTES**

<b>PRESENT:</b>	President Robert Krebs; Directors Jerry Thompson, Steve Evans, Colleen Busch (left at 6:46 p.m.), Kathy Lincoln, and Doug Rodgers; <b>ABSENT:</b> Director Marcia Kelley
<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; Chris French, Senior Planner; Ted Stonecliffe, Transportation Planner II; Linda Galeazzi, Executive Assistant
<b>Guests</b>	Cory-Ann Wind, Oregon Clean Fuels Program Manager, Oregon Department of Environmental Quality

**1. CALL TO ORDER 5:30 PM**

President Bob Krebs called the work session to order at 5:32 p.m.

**2. SAFETY MOMENT**

Mr. Pollock spoke about whole body wellness and how it will help to minimize safety accidents. A sound body and mind come from eating right, exercise, getting enough sleep and from volunteering your time.

**3. PRESENTATION**

**Oregon’s Clean Fuels Program 5:32 PM**

**Presenter:** Cory-Ann Wind, Oregon Department of Environmental Quality (ODEQ)  
Ms. Wind presented the Oregon Clean Fuels Program that is overseen by the ODEQ regulatory agency. The program’s goal is to reduce the carbon intensity of Oregon’s transportation fuels by 10% between 2016 and 2025. Salem Area Mass Transit District (“District”) has been registered in the program since September 2016. Clean fuels that reduce the carbon intensity include renewable diesel, natural gas, biogas, propane and electricity.

#### 4. DISCUSSION

##### a. Proposed FY2020 Budget Calendar

6:14 PM

**Staff report:** Pages 1-2 of the agenda.

**Presenter:** Allan Pollock, General Manager/CEO

Board members discussed making changes to the budget calendar prior to taking action at the October 25<sup>th</sup> Board meeting. Directors recommended that there be no budget orientation meeting. In its place, budget committee members can meet informally in groups of 2 or 3 with the Director of Finance for a budget orientation. The first budget committee meeting will then be scheduled for Thursday, May 2, 2019 when the committee receives the proposed budget presented by the General Manager. Subsequent budget committee meetings will be scheduled on May 9 and if needed, May 16, 2019 until the budget is approved. The Budget Committee will then present the approved budget to the Board at the June 27, 2019 Board meeting and the Board will hold a Budget Hearing.

**Follow-up:** **Staff will make the necessary changes recommended for the FY2020 Budget Calendar and present it to the Board for action at the October 27, 2018 Board meeting.**

##### b. Report on City of Salem Congestion Relief Task Force Final Meeting

6:20 PM

**Staff report:** Pages 3-4 of the agenda

**Presenter:** Chris French, Senior Planner

Mr. French reported on the final meeting of the Congestion Relief Task Force held on September 14, 2018. The task force will take their final recommendations to the Salem City Council on November 5 at 6:00 p.m. for further discussion and action on a short term solution to improve traffic congestion. Short term solutions being recommended by the task force include guide signage, an increase in pedestrian delays at signaled crosswalks, a connector in West Salem at Musgrave Avenue, and travel time signage. Documentation used by the Task Force to formulate their recommendations can be found on the City of Salem's website.

In response to questions asked about the Task Force, Mr. French reported that Task Force members included Mayor Chuck Bennett, Chris Hoy, Jim Lewis, and Cara Kaser; there were two staff advisors who were not voting members and there were no citizen members. The audience who attended the meetings could write down questions for an answer from the Task Force but there was no public input during the meetings. One of the recommendations was an increased pedestrian delay at Liberty and Ferry Streets where pedestrians will have to wait for a second signal before they can cross the road.

**Follow-up:** **The Board will receive a report about the November 5 City Council meeting and their discussion about the task force recommendations.**

##### c. Customer Education Campaign

6:29 PM

**Staff report:** Pages 5-14 of the agenda

**Presenter:** David Trimble, Chief Operating Officer  
Jonah Hanson, Marketing Coordinator

Mr. Trimble reported on the creation and implementation of a Customer Education Campaign to develop informational materials that will provide Cherrriots customers with the tools necessary to enrich their experience while using Cherrriots services. The initial execution of this project will be a yearlong educational campaign implemented in five stages. The Operations Division initially sponsored the campaign with the Communication Division talking the lead on the project implementation. Other departments and divisions assisted with technical experience which proved to be very valuable during the process.

Mr. Hanson provided details on the five stages of the campaign. Phase One - permanent vehicle messaging is scheduled for completion in March 2019. Phase Two - enhanced service efficiency, Phase Three - system safety, Phase Four - security and courtesy; and Phase Five - evaluation will begin in April 2019. Each phase is three months long.

In response to questions asked about the campaign, Mr. Trimble stated that results of the campaign will be measured beginning with a snapshot of time for a benchmark moving forward. The messaging that was created is engaging, informative and fun. The characters created for the messaging may have a life beyond the campaign.

**Follow-up: Staff will keep the Board posted on the status of the campaign.**

#### **d. Service Enhancement Discussion – Review the STIF Plan Application 6:59 PM**

**Staff report:** Pages 15-34 of the agenda

**Presenter:** Allan Pollock, General Manager  
Chris French, Senior Planner

The District's Board of Directors, as the governing body, is the designated Qualified Entity (QE) for STIF monies received for public transportation service providers (PTSPs) in Marion and Polk Counties. The PTSPs include Cherrriots Local, Cherrriots Regional, Woodburn Transit, and Silverton's Silver Trolley. The PTSPs provided projects based on two scenarios with estimated tax revenues provided by ODOT for a biennium (2019-2021). The first scenario described the PTSPs project list using an expected tax revenue at 100%. Projects listed for the second scenario were budgeted at 130% estimates of expected tax revenue.

The Board reviewed the project list for Woodburn Transit and for the Silverton Trolley. They had a lengthy discussion about the Districts proposed projects for new expanded services and fares.

Board members considered that their priorities for new STIF monies have been based on the 2017 Needs Assessment Report and on the public input they've received for more

service and expanded hours - Saturday service, expanded evening service and for Sunday service. They voiced their concerns about the proposed fare structure for new Youth and Universal Day Pass fare products that will come with a cost. The new fare structure for Cherrlots Local was estimated at \$120,445 per year; and \$17,081 per year on Cherrlots Regional. They supported low income fares for youth to go to after school activities, and to work, etcetera, but felt that service for the same demographic was a more important need. They considered that they would have to cut out four routes from the Districts Plan to recover the loss of fare revenue. Saving routes was their priority.

The STIF Advisory Committee (STIFAC) reviewed and discussed the Plan at their meeting on October 3, 2018. Mr. Pollock advised that staff will take the Board's comments and questions back to the STIFAC for their final review and action at their October 15, 2018 meeting. The STIFAC will make a formal recommendation to the Board for adoption of the Plan at their October 25, 2018 meeting.

**Follow-up: Staff will clean up the draft STIF Plan and the financial impact summary on page 32 of the agenda; and provide the STIFAC with data to show the differences in lower fares versus service enhancements.**

#### **4. GENERAL MANAGER COMMENTS**

**8:04 PM**

**Staff report:** Pages 35-40 of the agenda

**Presenter:** Allan Pollock, General Manager

Board members reviewed the draft agenda for the October 25, 2018 board meeting, the Board's calendar of scheduled meetings and events, and a draft of upcoming agenda items for Board review or action.

**Follow-up: None**

#### **5. WORK SESSION ADJOURNED**

**8:10 PM**

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





## BOARD MEETING MEMO

Agenda Item F.2.a

**To:** Board of Directors

**From:** Al McCoy, Director of Finance/CFO

**Thru:** Allan Pollock, General Manager

**Date:** October 25, 2018

**Subject:** FY 2019-20 Budget Calendar

---

### **ISSUE**

Shall the Board adopt the proposed Budget Calendar for the FY2019-20 budget preparation?

### **BACKGROUND AND FINDINGS**

Pursuant to Oregon Budget Law, the FY2019-20 budget must be adopted by the Board no later than June 30, 2019 in order for the District to continue to operate.

As required under Oregon Budget Law, the Board selects a budget committee to review and approve a proposed budget. Prior to the first Budget Committee meeting, a notice of the meeting must be published twice between 10 and 30 days before the meeting, separated by at least five days. The proposed calendar schedules these publications during the weeks of April 8 and April 15, 2019.

During the month of April, Finance staff will provide orientation to any committee member(s) upon request. At its first meeting on May 2, 2019, the Budget Committee receives the proposed budget presented by the General Manager. During this and any subsequent meetings, the committee reviews and ultimately approves the budget. The Budget Committee schedule will be three Thursday evenings starting at 6:00 PM on May 2, May 9, and May 16th (if needed).

The Budget Committee will present the approved budget to the Board at the June 27, 2019 Board meeting; and the Board will hold a Budget Hearing. Prior to that meeting, the District is required to publish a summary of the budget, along with a notice of the budget hearing, between 5 and 30 days prior to the board meeting. This publication will occur the week of June 3, 2019.

The Board reviewed the draft calendar at the October 8, 2018 work session.

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

Staff recommends approval of the proposed FY2019-2020 Budget Calendar.

**PROPOSED MOTION**

**I move that the Board approve the proposed FY2019-2020 Budget Calendar.**

Salem Area Mass Transit District

**BUDGET CALENDAR**

Fiscal Year 2019-2020

<b>Day</b>	<b>Date</b>	<b>Time</b>	<b>Responsible</b>	<b>Activity</b>
Thursday	October 25, 2018	6:30 PM	Finance	Board adopts FY 2019-2020 Budget Calendar <ul style="list-style-type: none"> <li>(for FY 2019-2020 Budget)</li> </ul>
Mon - Fri	Week of April 8, 2019		Finance	Publish First Notice of Budget Committee Meeting (10-30 Days)
Mon - Fri	Week of April 15, 2019		Finance	Publish Second Notice of Budget Committee Meeting (5-30 Days)
Friday	April 26, 2019		Executive Team	Executive Team approves draft for Budget Committee consideration
Mon - Fri	Month of April		Finance	Budget Committee Orientation with Committee members upon request
Thursday	May 2, 2019	6:00 PM	Executive Team	First Budget Committee Meeting - <ul style="list-style-type: none"> <li>Election of Officers &amp; Budget Message</li> </ul>
Thursday	May 9, 2019	6:00 PM	Finance	Second Budget Committee Meeting - <ul style="list-style-type: none"> <li>Deliberation &amp; Approval</li> </ul>
Thursday	May 16, 2019	6:00 PM	Finance	Third Budget Committee Meeting - (if necessary) <ul style="list-style-type: none"> <li>Deliberation &amp; Approval</li> </ul>
Mon - Fri	Week of June 3, 2019		Finance	Publish Budget Summary and Notice of Budget Hearing (5-30 Days)
Thursday	June 27, 2019	6:30 PM	Budget Committee	Board holds Budget Hearing
Thursday	June 27, 2019	6:30 PM	Board	Board adopts FY2020 Budget, makes appropriation, levies taxes
Monday	July 22, 2019		Finance	Adopted budget and levy certification form due to County Assessors (submission required by July 30, 2019)





**To:** Board of Directors

**From:** Chris French, Senior Planner  
Steve Dickey, Director of Transportation Development

**Thru:** Allan Pollock, General Manager

**Date:** October 25, 2018

**Subject:** Adopt Resolution No. 2018-09 to Approve the STIF Plan

---

## ISSUE

Shall the Board approve the STIF Plan as recommended by the Statewide Transportation Improvement Fund Advisory Committee with the adoption of Resolution No. 2018-09?

## BACKGROUND AND FINDINGS

The Cherriots Board of Directors formed the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) pursuant to Oregon law for the purpose of advising and assisting the District in carrying out the purposes of the Statewide Transportation Improvement Fund (STIF). The STIF was created with the passage of House Bill 2017 in the 2017 Legislative Session.

Section 122 of House Bill 2017 provides statewide funding for public transportation service. Proceeds from the payroll tax will be deposited into the STIF. The Oregon Department of Revenue began assessing the tax July 1, 2018. The Oregon Department of Transportation (ODOT) will implement the Formula Fund program with 90 percent of these revenues distributed by formula to Qualified Entities. There are no match requirements for STIF Formula Funds.

Public Transportation Service Providers may receive STIF Formula Funds by requesting them through a Qualified Entity. A Public Transportation Service Provider (PTSP) is a City, County, Special District, Intergovernmental Entity or any other Political Subdivision or Municipality or Public Corporation that provides Public Transportation Services. Under statute, non-profit public transportation providers are not eligible to apply for or receive STIF moneys through Qualified Entities (QE), but may provide public transportation services as a vendor or contractor to either a Qualified Entity or a PTSP.

The STIFAC will prioritize and recommend projects that will go to the Board of Directors for approval. The District is the designated Qualified Entity for STIF monies received for PTSPs in Marion and Polk Counties. The PTSPs include Cherriots Local, Cherriots Regional, Woodburn Transit, and Silverton's Silver Trolley. The STIFAC may also advise the District Board regarding opportunities to coordinate STIF-funded projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service. The STIFAC reviewed and approved the proposed STIF Plan at their meeting on October 15, 2018; and will make a formal recommendation to the Board at their October 25, 2018 meeting.

## **Eligible Projects**

STIF funding may be used to finance investments and improvements in public transportation services, except for light rail capital expenses. STIF may be used for public transportation purposes that support the effective planning, deployment, operation, and administration of public transportation programs including, but not limited to the following:

- Creation of new systems and services with origins, destinations or stops in Oregon;
- Maintenance or continuation of systems and services, under certain circumstances; and
- Planning for and development of a Local Plan or future STIF Plan to improve public transportation service.

STIF moneys are primarily intended to fund the expansion or improvement of public transportation in Oregon, and priority will be given to plans that improve or expand services.

According to the ODOT STIF fund website, "the majority of funding in this first funding cycle will be directed to improve or expand service. However, as services improve and expand, ongoing costs associated with operation and maintenance of the expansion will increase. OAR 732-040-0010(2)(b), which specifies that STIF funds may be used to maintain or continue systems and services, is directed to future scenarios where a Qualified Entity has expanded service by using STIF moneys and now needs to maintain that expansion. This section may also govern instances where one-time funds are no longer available (e.g., federal one-time discretionary funds, federal ARRA grant funds). STIF moneys are not intended to supplant local funding sources to maintain existing services. A STIF Plan that proposes to use STIF funding to replace local funding to maintain an existing service may result in denial of the funding request."

## Cherriots Supporting Plans for Expanded Service

As part of the STIF rules, all project that are proposed must identify the Local Plan(s) from which each Project was derived and identify the board, council, commission, or other governing body which approved the Local Plan.

- Salem-Keizer Transit Comprehensive System Analysis (CSA)
  - Adopted December 16, 2013 Cherriots Board of Directors
- Route Profiles Appendix - Salem-Keizer Transit CSA – 2014
  - Adopted December 16, 2013 Cherriots Board of Directors
- Salem-Keizer Transit Comprehensive Service Analysis - Final Report
  - Adopted June 26, 2014 Cherriots Board of Directors
- Vol. II of a Regional Transit Plan
  - Adopted February 25, 2016 Cherriots Board of Directors
- Coordinated Public Transit - Human Services Transportation Plan
  - Adopted August 25, 2016 Cherriots Board of Directors
- Cherriots 2017 Needs Assessment Report
  - Adopted December 14, 2017 Cherriots Board of Directors
- Woodburn Transit Plan Update
  - Adopted November 8, 2010 Woodburn City Council
- Silverton Transportation System Plan (TSP)
  - Adopted November 8, 2010 Silverton City Council

## Cherriots as the Qualified Entity

As the QE, Cherriots is responsible for submitting the application for the STIF formula funds, which is due to the ODOT Rail and Public Transportation Division by November 1, 2018. ODOT has provided an estimate of available revenues for 2019-2021. These funds are split by year, and by in-district and out-of-district for Marion and Polk Counties. In-district revenues are for use within the Salem-Keizer Urban Growth Boundary (UGB) which is the Salem Area Mass Transit District service area, Out-of-district revenues are to provide service outside the QE's service boundary. The application for the out-of-district funds will be divided between Cherriots Regional, City of Woodburn, City of Silverton, and Cherriots Local. Staff worked with the PTSPs to develop how the out-of-district moneys will be used and divided. ODOT requires two plans from the QE for each fiscal year; one at 100% expected tax revenue, and one at 130% expected tax revenue. **Tables 1 and 2** show the estimated revenues.

Table 1. **ODOT Expected Tax Revenues 100% Estimates**

Year	In District	Out of District To In District	Woodburn	Silverton	Cherriots Regional
<b>2019</b>	\$ 1,962,000	\$ 234,015	\$ 155,812	\$ 58,689	\$ 328,484
<b>2020</b>	\$ 4,455,000	\$ 514,698	\$ 353,728	\$ 133,238	\$ 722,024
<b>2021</b>	\$ 5,039,000	\$ 601,382	\$ 399,854	\$ 150,612	\$ 817,029

Table 2. **ODOT Expected Tax Revenues 130% Estimates**

Year	In District	Out of District To In District	Woodburn	Silverton	Cherriots Regional
<b>2019</b>	\$ 2,550,600	\$ 304,220	\$ 202,555	\$ 76,296	\$ 427,029
<b>2020</b>	\$ 5,791,500	\$ 691,207	\$ 459,846	\$ 173,209	\$ 939,740
<b>2021</b>	\$ 6,550,700	\$ 781,797	\$ 519,811	\$ 195,796	\$ 1,063,281

### **Cherriots Local**

The backbone of the Cherriots Local STIF plan consists of major service improvements to the system. The focal point of these improvements is the return of Saturday service. Within the STIF plan, Cherriots is also to provide extended evening service, Sunday service, and holiday service.

The 2019 funds for local service will be used for startup. The expanded service will require the hiring and training of new staff in order to start the new service in September of 2019. The remaining funds from 2019 will be used to create a reserve fund to ensure the viability of the service in the years to come. This decision is to protect the viability of the new service during periods of economic decline.

Six scenarios were developed for the in-district funds available for fiscal years 2019-2021. Two plans for each Fiscal Year were developed (100% plan and 130% plan).

- **Table 3** shows the proposed projects and the cost of each by year this includes the 100% and 130% break downs.
- **Tables 4 -7** are the proposed service for 2020-2021 based on the funds available. **Table 8** shows the number of revenue hours that will be added based the proposals for 2020 -2021.
- **Attachment A** includes maps of the proposed service levels for each scenario by year and percentage.



Table 3. **STIF Funds Project List by Year and Percent for Local Service**

<b>Cherriots Local</b>	<b>2019</b>		<b>2020</b>		<b>2021</b>	
	<b>100% Plan</b>	<b>130% Plan</b>	<b>100% Plan</b>	<b>130% Plan</b>	<b>100% Plan</b>	<b>130% Plan</b>
ODOT Funds Forecast	\$2,196,015	\$2,854,820	\$4,897,598	\$6,366,877	\$5,539,602	\$7,201,483
Saturday Service			\$2,377,190	\$2,803,110	\$2,464,479	\$2,910,771
Extended evenings			\$741,608	\$741,608	\$768,839	\$768,839
Sunday Service			\$1,256,103	\$1,664,672	\$1,302,226	\$2,235,652
Start up for extended service	\$1,000,000	\$1,000,000	\$0	\$0	\$0	\$0
Route maintenance			\$230,114	\$394,481	\$238,563	\$408,966
Holiday Service			\$155,358	\$198,528	\$164,520	\$282,289
LIFT Service			\$398,576	\$398,576	\$404,718	\$404,718
Youth Fare Program			\$136,813	\$136,813	\$140,917	\$140,917
Reserves	\$1,196,015	\$1,854,820	\$0	\$29,089	\$55,339	\$49,331
Remaining Funds	\$0	\$0	-\$398,164	\$0	\$0	\$0

Table Key:

No added service or no change to current service
Added service from the 100% plans

Table 4. **Cherriots Local Service Plan 100% 2020**

<b>Local Routes</b>	<b>Saturday</b>	<b>Sunday/ Holiday</b>	<b>Evenings</b>
2	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
3	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
4	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
5	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
6	6am - 9pm 60min	No Service	No change
7	6am - 9pm 30min	7am - 8pm 30min	10pm-11pm 30min
8	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
9	6am - 9pm 60min	7am - 8pm 60min	No change
11	6am - 9pm 30min	7am - 8pm 30min	10pm-11pm 30min
12	No Service	No Service	No change
13	6am - 9pm 60min	No Service	10pm-11pm 60min
14	No Service	No Service	No change
16	6am - 9pm 60min	No Service	No change
17	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
18	6am - 9pm 60min	No Service	10pm-11pm 60min
19	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
21	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
22	No Service	No Service	No change
23	No Service	No Service	No change
26	No Service	No Service	No change
27	No Service	No Service	No change

**Table 5. Cherriots Local Service plan 130% 2020**

<b>Local Routes</b>	<b>Saturday</b>	<b>Sunday/ Holiday</b>	<b>Evenings</b>
2	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
3	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
4	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
5	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
6	6am - 9pm 30min	7am - 8pm 60min	No change
7	6am - 9pm 30min	7am - 8pm 30min	10pm-11pm 30min
8	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
9	6am - 9pm 60min	7am - 8pm 60min	No change
11	6am - 9pm 30min	7am - 8pm 30min	10pm-11pm 30min
12	6am - 9pm 60min	No Service	No change
13	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
14	6am - 9pm 60min	No Service	No change
16	6am - 9pm 60min	7am - 8pm 60min	No change
17	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
18	6am - 9pm 60min	No Service	10pm-11pm 60min
19	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
21	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
22	6am - 9pm 60min	No Service	No change
23	6am - 9pm 60min	No Service	No change
26	6am - 9pm 60min	No Service	No change
27	6am - 9pm 60min	No Service	No change

Table 6. **Cherriots Local Service Plan 100% 2021**

<b>Local Routes</b>	<b>Saturday</b>	<b>Sunday/ Holiday</b>	<b>Evenings</b>
2	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
3	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
4	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
5	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
6	6am - 9pm 60min	No Service	No change
7	6am - 9pm 30min	7am - 8pm 30min	10pm-11pm 30min
8	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
9	6am - 9pm 60min	7am - 8pm 60min	No change
11	6am - 9pm 30min	7am - 8pm 30min	10pm-11pm 30min
12	No Service	No Service	No change
13	6am - 9pm 60min	No Service	10pm-11pm 60min
14	No Service	No Service	No change
16	6am - 9pm 60min	No Service	No change
17	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
18	6am - 9pm 60min	No Service	10pm-11pm 60min
19	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
21	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
22	No Service	No Service	No change
23	No Service	No Service	No change
26	No Service	No Service	No change
27	No Service	No Service	No change

**Table 7. Cherriots Local Service Plan 130% 2021**

<b>Local Routes</b>	<b>Saturday</b>	<b>Sunday/ Holiday</b>	<b>Evenings</b>
2	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
3	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
4	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
5	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
6	6am - 9pm 30min	7am - 8pm 60min	No change
7	6am - 9pm 30min	7am - 8pm 30min	10pm-11pm 30min
8	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
9	6am - 9pm 60min	7am - 8pm 60min	No change
11	6am - 9pm 30min	7am - 8pm 30min	10pm-11pm 30min
12	6am - 9pm 60min	7am - 8pm 60min	No change
13	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
14	6am - 9pm 60min	7am - 8pm 30min	No change
16	6am - 9pm 60min	7am - 8pm 60min	No change
17	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
18	6am - 9pm 60min	7am - 8pm 60min	10pm-11pm 60min
19	6am - 9pm 30min	7am - 8pm 30min	10pm-11pm 60min
21	6am - 9pm 30min	7am - 8pm 60min	10pm-11pm 60min
22	6am - 9pm 60min	7am - 8pm 60min	No change
23	6am - 9pm 60min	7am - 8pm 60min	No change
26	6am - 9pm 60min	7am - 8pm 60min	No change
27	6am - 9pm 60min	7am - 8pm 60min	No change

**Table 8. Cherriots Local Service Plan Revenue Hour Increase**

	<b>2020</b>		<b>2021</b>	
	100% Revenue Hour Totals	130% Revenue Hour Totals	100% Revenue Hour Totals	130% Revenue Hour Totals
Weekend	<b>27,852</b>	<b>34,249</b>	<b>27,852</b>	<b>38,054</b>
Extended Evenings	<b>5,685</b>	<b>5,685</b>	<b>5,685</b>	<b>5,685</b>
Holidays	<b>1,112</b>	<b>1,421</b>	<b>1,112</b>	<b>1,908</b>

## Cherriots Regional

The Cherriots Regional system will receive enhanced service with the incoming STIF funds.

- **Table 9** shows the proposed projects and the cost of each by year to include the 100% and 130% break downs.
- **Tables 10-13** below show the planned service enhancements by year and by percent funding available (100% or 130% of predicted allocation).
- **Table 14** shows the number of revenue hours that will be added based the regional proposals for 2020 -2021.
- In **Attachment B** are maps of the proposed service levels for each scenario by year and percentage.

Table 9. **STIF Funds Project List by Year and Percent for Regional Service**

Cherriots Regional	2019		2020		2021	
	100% Plan	130% Plan	100% Plan	130% Plan	100% Plan	130% Plan
Total Regional (forecast from ODOT)	<b>\$328,484</b>	<b>\$427,029</b>	<b>\$746,337</b>	<b>\$970,238</b>	<b>\$844,151</b>	<b>\$1,097,397</b>
Cherriots Regional Saturday Contracted			\$150,915	\$150,915	\$153,241	\$153,241
Cherriots Regional Weekday Contracted			\$227,486	\$455,058	\$344,401	\$574,698
Cherriots Regional Holiday Contracted			\$0	\$0	\$0	\$19,488
B Class Bus	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000	\$220,000
Cherriots Local/Regional Saturday (1X)			\$26,612	\$26,612	\$27,589	\$27,589
Cherriots Local/Regional Weekday			\$61,572	\$61,572	\$63,833	\$63,833
Cherriots Local/Regional Holiday			\$0	\$0	\$0	\$3,483
Startup Cost	\$100,000	\$100,000	\$0	\$0	\$0	\$0
Youth Fare			\$2,096	\$2,096	\$2,159	\$2,159
Reserves	\$8,484	\$107,029	\$57,655	\$53,984	\$32,928	\$32,906
Transfer to Capitol Fund						
<b>Remaining Funds</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

Table 10. **Cherriots Regional Planned Service Enhancements - 100% 2020**

<b>Regional Routes</b>	<b>Weekday</b>	<b>Saturday</b>	<b>Sunday/ Holiday</b>
1X	+1 Round trip	2 Round trips	N/A
10X	+2 Round trips	4 Round trips	N/A
20X	N/A	4 Round trips	N/A
30X	N/A	2 Gates Round trips	N/A
40X	+2 Round trips	4 Round trips	N/A
50X	+2 Round trips	N/A	N/A
80X	N/A	N/A	N/A
PCF	N/A	N/A	N/A

Table 11. **Cherriots Regional Planned Service Enhancements - 130% 2020**

<b>Regional Routes</b>	<b>Weekday</b>	<b>Saturday</b>	<b>Sunday/ Holiday</b>
1X	+1 Round trip	2 Round trips	N/A
10X	+2 Round trips	4 Round trips	N/A
20X	N/A	4 Round trips	N/A
30X	N/A	2 Gates Round trips	N/A
40X	+3 Round trips	4 Round trips	N/A
50X	+2 Round trips	N/A	N/A
80X	+5 Round Trips	N/A	N/A
PCF	+1 Round trip	N/A	N/A

Table 12. **Cherriots Regional Planned Service Enhancements - 100% 2021**

<b>Regional Routes</b>	<b>Weekday</b>	<b>Saturday</b>	<b>Sunday/ Holiday</b>
1X	+1 Round trip	2 Round trips	N/A
10X	+2 Round trips	4 Round trips	N/A
20X	N/A	4 Round trips	N/A
30X	+1 Stayton Round Trip	2 Gates Round trips	N/A
40X	+3 Round trips	4 Round trips	N/A
50X	+2 Round trips	N/A	N/A
80X	N/A	N/A	N/A
PCF	N/A	N/A	N/A

Table 13. **Cherriots Regional Planned Service Enhancements - 130% 2021**

Regional Routes	Weekday	Saturday	Holiday
1X	+1 Round trip	2 Round trips	2 RT (6 holidays)
10X	+2 Round trips	4 Round trips	4 RT (6 holidays)
20X	N/A	4 Round trips	4 RT (6 holidays)
30X	+1 Stayton Round Trip	2 Gates & 2 Stayton Round trips	2 Gates & 2 Stayton RT (6 holidays)
40X	+4 Round trips	4 Round trips	4 RT (6 holidays)
50X	+3 Round trips	N/A	N/A
80X	+5 Round Trips	N/A	N/A
PCF	+1 Round trip	N/A	N/A

Table 14. **Cherriots Regional Additional Revenue Hours**

Service Expansion	2020		2021	
	100% Revenue Hour Totals	130% Revenue Hour Totals	100% Revenue Hour Totals	130% Revenue Hour Totals
Weekend	<b>1,762</b>	<b>1,762</b>	<b>1,762</b>	<b>1,942</b>
Weekday	<b>2,656</b>	<b>5,313</b>	<b>3,960</b>	<b>6,608</b>
Holidays	<b>0</b>	<b>0</b>	<b>0</b>	<b>224</b>

### Cherriots Fares

The Cherriots fare structure has not changed since January 2015. Some changes are proposed to coincide with the service enhancements planned to begin in September, 2019. These changes propose a lower fare to youth ages 6-18, simplify the Cherriots Regional fare structure, and establish a universal day pass that will allow passengers to ride all Cherriots services for one low price of \$5.00.

**Table 15** provides details of each fare category and the change from the current rates to the proposed July, 2019 rates. **RED** indicates a drop in price and **GREEN** indicates an increase in fare. The approval of the fare structure will go through the District's ordinance process for the board to formally adopt the proposed fare changes.



Table 15. **Current and Proposed (July, 2019) Fares**

		<u>Current Fare</u>	<u>Proposed Fare</u>
<b>CHERRIOTS LOCAL</b>			
One-ride	Full	\$1.60	\$1.60
	Reduced	\$0.80	\$0.80
	Youth (6-18)	\$0.80	\$0.50
Day pass	Full	\$3.25	\$3.25
	Reduced	\$1.50	\$1.50
	Youth (6-18)	\$1.50	\$1.00
30-day pass	Full	\$45.00	\$45.00
	Reduced	\$22.50	\$22.50
	Youth (6-18)	\$22.50	\$10.00
Summer youth pass	Youth (6-18)	\$40.00	\$25.00
Annual pass	Full	\$540.00	\$540.00
	Reduced	\$270.00	\$270.00
	Youth (6-18)	\$270.00	\$120.00

**CHERRIOTS REGIONAL** (excluding Route 1X)

One-ride	Full	\$2.25	\$2.50
	Reduced	\$1.50	\$1.25
	Youth (6-18)	\$1.50	\$1.00
Day pass	Full	\$4.50	Discontinued
	Reduced	\$3.00	Discontinued
	Youth (6-18)	\$3.00	Discontinued
Month pass	Full	\$60.00	Discontinued
	Reduced	\$30.00	Discontinued
	Youth (6-18)	\$30.00	Discontinued

**Current Fare      Proposed Fare**

**CHERRIOTS ROUTE 1X**

One-ride	Full	\$3.00	\$2.50
	Reduced	\$1.50	\$1.25
	Youth (6-18)	\$1.50	\$1.00

**CHERRIOTS UNIVERSAL**

Day pass	Full	N/A	\$5.00
	Reduced	N/A	\$2.50
	Youth (6-18)	N/A	\$2.00

Month pass	Full	\$85.00	\$75.00
	Reduced	\$42.50	\$37.50
	Youth (6-18)	\$42.50	\$30.00

**CHERRIOTS LIFT**

One-ride	Full	\$3.20	\$3.20

**CHERRIOTS SHOP AND RIDE DAR**

One-ride	Full	\$3.20	\$3.20
10-ride	Full	\$32	\$32

**CHERRIOTS SHOP AND RIDE SS**

One-ride	Full	\$1.25	\$1.25
10-ride	Full	\$12.50	\$12.50

## City of Woodburn

The City of Woodburn operates fixed-route and dial-a-ride transit services five days a week within its city boundaries. Some non-emergent medical trips go outside to hospitals in other regions. The City is proposing seven projects to improve transit to their residents.

**Table 16** shows the proposed projects and the cost of each by year; this includes the 100% and 130% break downs.

Table 16. **STIF Funds Project List by Year and Percent for Woodburn Service**

Woodburn	2019		2020		2021	
	100% Plan	130% Plan	100% Plan	130% Plan	100% Plan	130% Plan
Total Forecast	\$ 155,812	\$ 202,555	\$ 353,728	\$ 459,846	\$ 399,854	\$ 519,811
Transfers to Capital Fund		\$ 46,744	\$ 110,000	\$ 182,118	\$ 130,000	\$ 213,956
Vehicle Purchase 1	\$ 125,000	\$ 125,000				
Weekend Service			\$ 60,000	\$ 60,000	\$ 65,000	\$ 65,000
Expanded Fixed Route			\$ 160,000	\$ 160,000	\$ 170,000	\$ 170,000
Weekend Expanded Fixed Route				\$ 34,000	\$ 36,000	\$ 36,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 125,000</b>	<b>\$ 125,000</b>	<b>\$ 220,000</b>	<b>\$ 254,000</b>	<b>\$ 271,000</b>	<b>\$ 271,000</b>
Add to Reserves	\$ 30,812	\$ 30,811	\$ 23,728	\$ 23,728	\$ 34,854	\$ 34,854
OPERATING FUND BALANCE	\$ 30,812	\$ 30,811	\$ 54,540	\$ 54,539	\$ 53,394	\$ 89,394

Capital Fund	2019		2020		2021	
	100% Plan	130% Plan	100% Plan	130% Plan	100% Plan	130% Plan
Transfers In		\$ 46,744	\$ 110,000	\$ 182,118	\$ 130,000	\$ 213,956
Vehicle Purchase 2					\$ 240,000	\$ 240,000
Vehicle Purchase 3						\$ 202,818
CAPITAL FUND BALANCE	\$ -	\$ 46,744	\$ 110,000	\$ 228,862	\$ -	\$ -

## City of Silverton

The City of Silverton operates a dial-a-ride transit service five days a week called the Silver Trolley. They have applied for STIF funds in order to expand this service, market it to a wider audience, and to provide for a permanent coordinator/driver position.

**Table 17** shows the proposed projects and the cost of each by year this includes the 100% and 130% break downs.

Table 17. **STIF Funds Project List by Year and Percent for Silverton Service**

Silverton	2019		2020		2021	
	100% Plan	130% Plan	100% Plan	130% Plan	100% Plan	130% Plan
<ul style="list-style-type: none"> <li>• (forecast from ODOT)</li> <li>• Based on agreed upon split</li> </ul>						
Total Silverton	\$58,689	\$76,296	\$133,238	\$173,209	\$150,612	\$195,796
Added Silver Trolley Hours			\$37,000	\$37,000	\$38,110	\$38,110
Silver Trolley driver/coordinator			\$50,000	\$50,000	\$51,500	\$51,500
Market Silver Trolley Service			\$3,000	\$3,000	\$3,090	\$3,090
City of Silverton Transit Study	\$50,000	\$50,000	\$25,000	\$50,000	\$0	\$0
Reserves	\$5,869	\$7,630	\$13,324	\$17,321	\$15,061	\$19,580
Carry Forward to next Biennium	\$2,820	\$18,666	\$4,914	\$15,888	\$42,851	\$83,516

## Cherriots Remaining Unmet Needs

- Current Local routes not operating 7 day a week at the 2021 130% plan:
  - 6 Fairview Industrial
  - 9 Cherry / River Road
  - 12 Hayesville Drive
  - 14 Windsor Island Road
  - 16 Wallace Road
  - 22 Library Loop
  - 23 Lansing / Hawthorne
  - 26 Glen Creek / Orchard Heights
  - 27 Glen Creek / Eola
- Expanded coverage
  - West Salem
  - D Street
  - Walmart on Turner Road
  - Fisher Road
  - River Road South
  - South Salem
- Additional cities – Portland, Albany and small cities in Marion and Polk counties with no current service
- More shelters and seating
- Fare changes and additional payment options such as *eFare*

## FINANCIAL IMPACT

The proposed additions of service, reduced fares, and capital purchases made possible by HB2017 have a cost, but will be fully funded by the STIF funding. The STIF Plan annualized total costs presented here range from an estimated \$2,739,000 for funding the 100% Plan in FY2019 to an estimated \$9,014,487 for funding the 130% Plan in FY2021. The following charts provide a summary of these costs.

<b>100% Plan Annualized Costs</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
ODOT Funds Forecast	\$2,739,000	\$6,130,901	\$6,934,219
Start up for extended service	\$1,100,000	\$0	\$0
Extended service	\$0	\$5,935,535	\$6,260,110
Vehicle purchases	\$345,000	\$220,000	\$460,000
Reduced youth fares - Cherriots	\$0	\$138,909	\$143,076
Transit Study - Silverton	\$50,000	\$25,000	\$0
Carry forward - Silverton	\$2,820	\$4,914	\$42,851
Reserves	\$1,241,180	(\$193,457)	\$28,182
Remaining Funds	\$0	\$0	\$0

<b>130% Plan Annualized Costs</b>	<b>FY2019</b>	<b>FY2020</b>	<b>FY2021</b>
ODOT Funds Forecast	\$3,560,700	\$7,970,170	\$9,014,487
Start up for extended service	\$1,100,000	\$0	\$0
Extended service	\$0	\$7,239,133	\$8,217,267
Vehicle purchases	\$345,000	\$220,000	\$662,818
Reduced youth fares - Cherriots	\$0	\$138,909	\$143,076
Transit Study - Silverton	\$50,000	\$50,000	\$0
Carry forward - Silverton	\$18,666	\$15,888	\$83,516
Reserves	\$2,047,034	\$306,240	(\$92,190)
Remaining Funds	\$0	\$0	\$0

## RECOMMENDATION

The STIF Advisory Committee recommends that the Board adopt the STIF Plan as presented.

## **PROPOSED MOTION**

**I move that the Board accept the STIF Plan as recommended by the STIF Advisory Committee; and adopt Resolution NO. 2018-09; and direct the General Manager to submit the STIF Plan Application to ODOT by the November 1, 2018 deadline.**



**RESOLUTION NO. 2018-09**

**Acceptance of the SAMTD Project List for the  
Statewide Transportation Improvement Fund Plan**

**WHEREAS**, Section 122 of Keep Oregon Moving (Oregon House Bill 2017) established a new dedicated source of funding for expanding public transportation service in Oregon. This new funding source, derived from an employee payroll tax, is called the Statewide Transportation Improvement Fund, or STIF; and

**WHEREAS**, Rules were established to distribute moneys from the STIF Formula Fund to Qualified Entities under the provisions of OAR 732-042. Salem Area Mass Transit District (SAMTD) is the Qualified Entity (QE) for Marion and Polk Counties; and

**WHEREAS**, the SAMTD Board of Directors, as the governing body, appointed the STIF Advisory Committee to advise and assist the QE in prioritizing the projects in the STIF Plan;

**WHEREAS**, the STIF Advisory Committee met to review and ensure that the STIF Plan reflected a coordinated regional approach to Public Transportation Service; and consider the public transportation needs of people residing and traveling into and out of the geographic territory of the Qualified Entity; and

**WHEREAS**, the STIF Advisory Committee approved the STIF Plan for recommendation to the Board of Directors at their meeting on October 15, 2018.

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

**THAT** the Board accept the recommendation of the STIF Advisory Committee and adopt Resolution No. 2018-09 to approve the STIF Plan.

**ADOPTED** by the Board of Directors of the Salem Area Mass Transit District on this 25th day of October, 2018.

ATTEST:

---

President, SAMTD Board of Directors

---

Secretary, SAMTD Board of Directors






# Cherriots Local | Saturday Service (6 a.m. - 9 p.m.)


**Fiscal Year 2020 - 100% Plan\***

July 1, 2019 - June 30, 2020

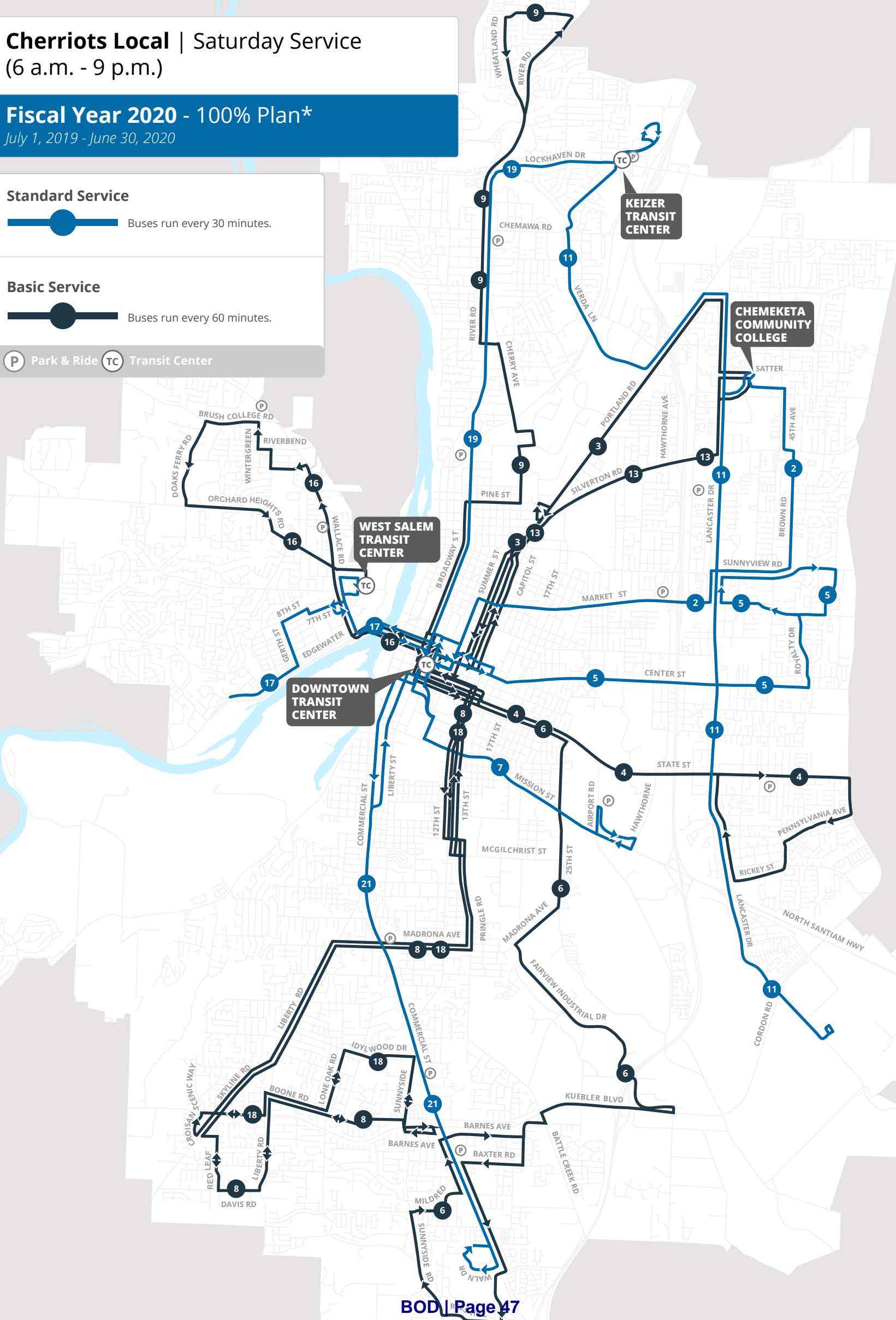
## Standard Service

 Buses run every 30 minutes.

## Basic Service

 Buses run every 60 minutes.

 Park & Ride  Transit Center




\* Service levels shown on this map are based off of 100% of the forecasted revenue from HB2017.

**Cherriots Local | Sunday / Holiday Service**  
(7 a.m. - 8 p.m.)


**Fiscal Year 2020 - 100% Plan\***

July 1, 2019 - June 30, 2020

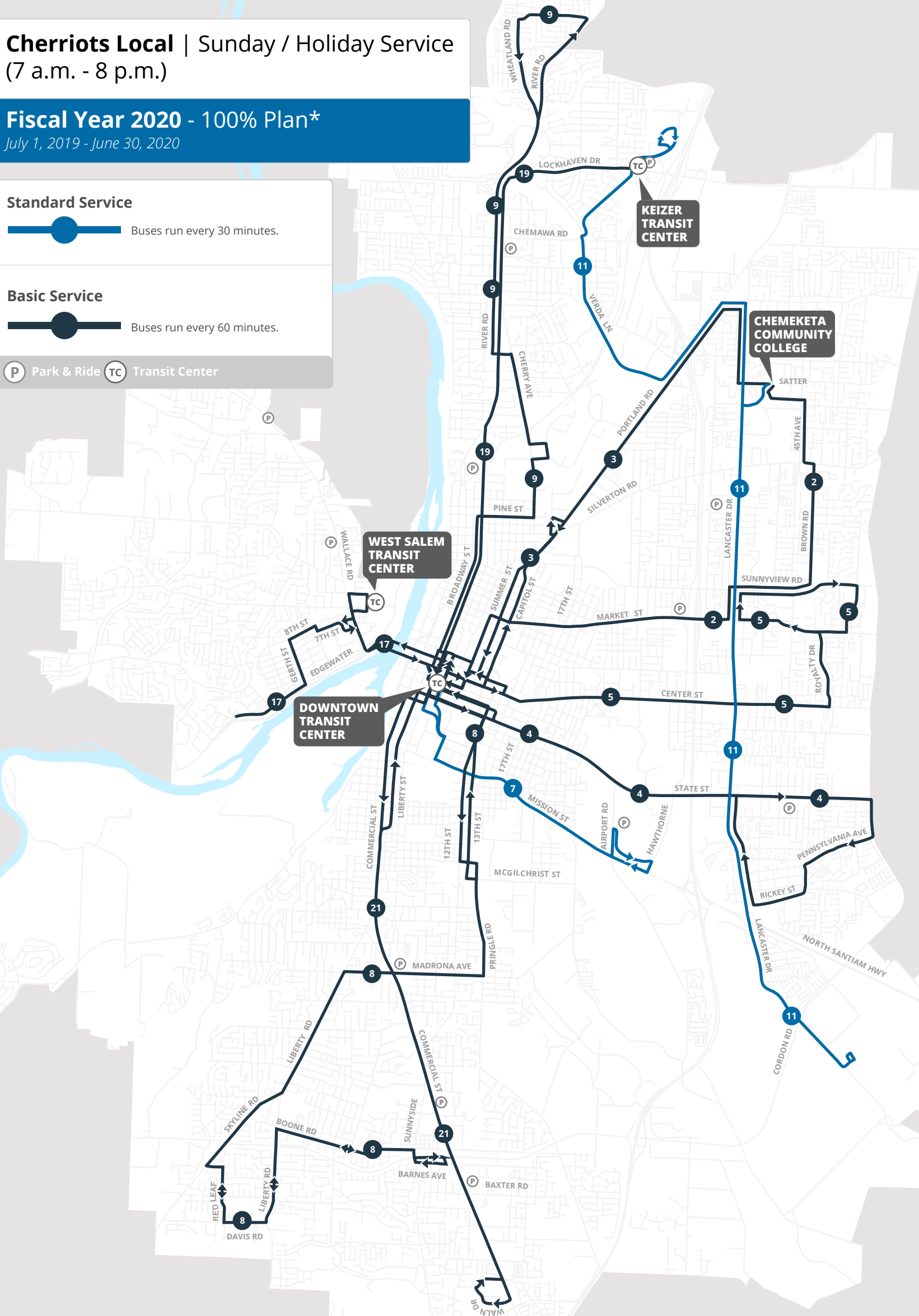
**Standard Service**

 Buses run every 30 minutes.

**Basic Service**

 Buses run every 60 minutes.

 Park & Ride  Transit Center




\* Service levels shown on this map are based off of 100% of the forecasted revenue from HB2017.

# Cherriots Local | Weekday Evening Service (10 p.m. - 11 p.m.)


**Fiscal Year 2020 - 100% Plan\***

July 1, 2019 - June 30, 2020

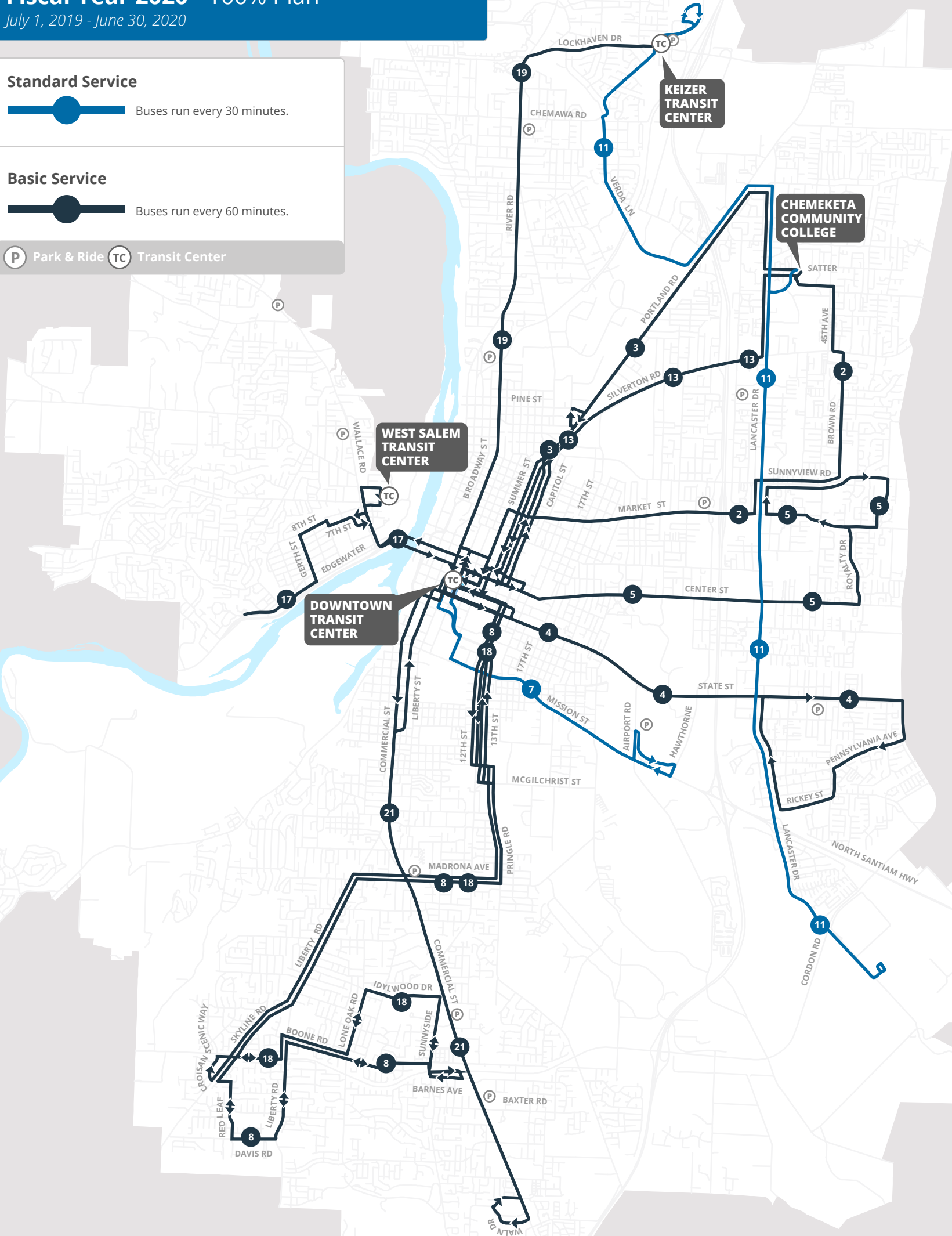
## Standard Service

 Buses run every 30 minutes.

## Basic Service

 Buses run every 60 minutes.

 Park & Ride  Transit Center




\* Service levels shown on this map are based off of 100% of the forecasted revenue from HB2017.


**Cherriots Local | Saturday Service**  
(6 a.m. - 9 p.m.)

**Fiscal Year 2020 - 130% Plan\***  
July 1, 2019 - June 30, 2020

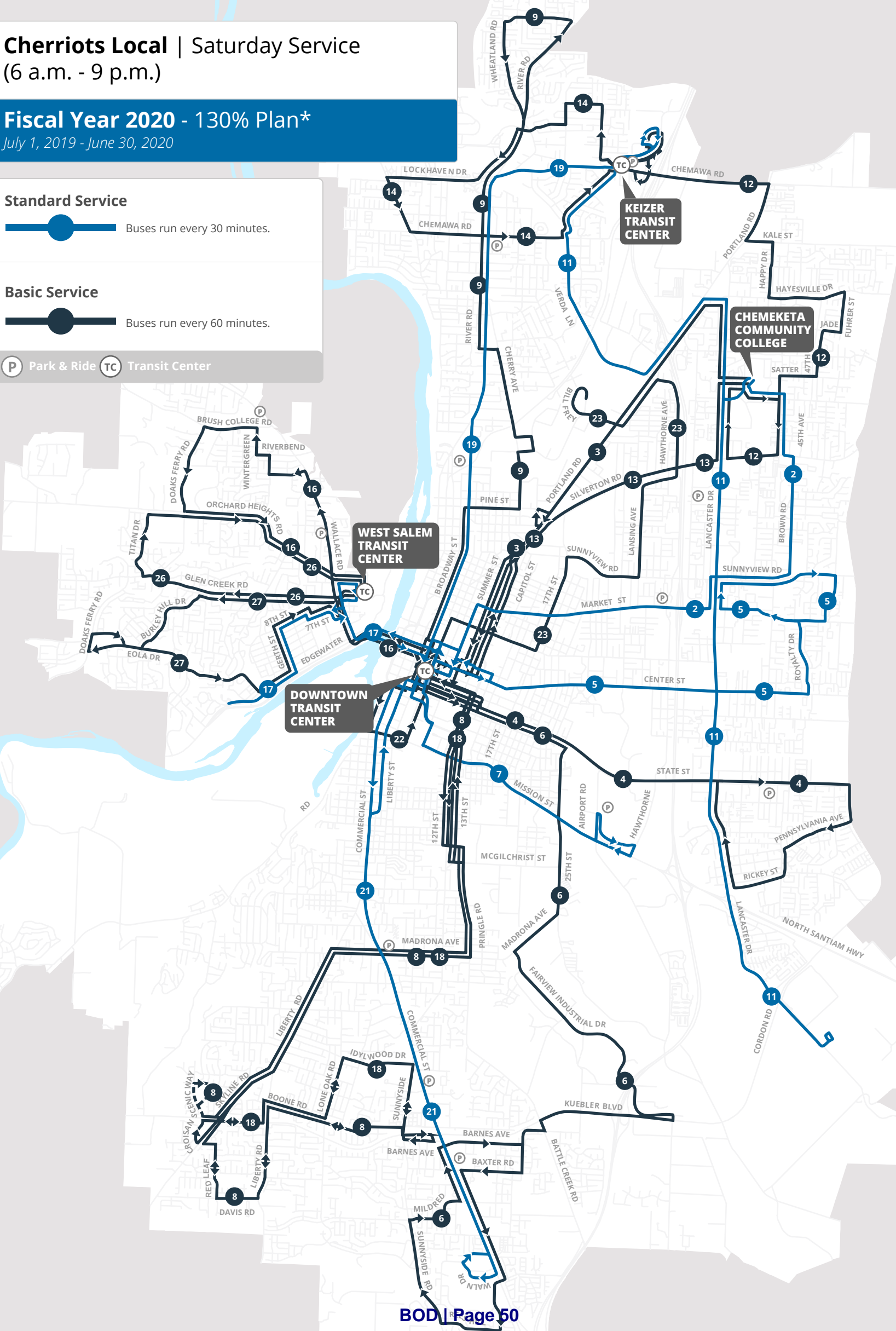
**Standard Service**

 Buses run every 30 minutes.

**Basic Service**

 Buses run every 60 minutes.

 Park & Ride  Transit Center




\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.

# Cherriots Local | Sunday / Holiday Service (7 a.m. - 8 p.m.)


**Fiscal Year 2020 - 130% Plan\***

July 1, 2019 - June 30, 2020

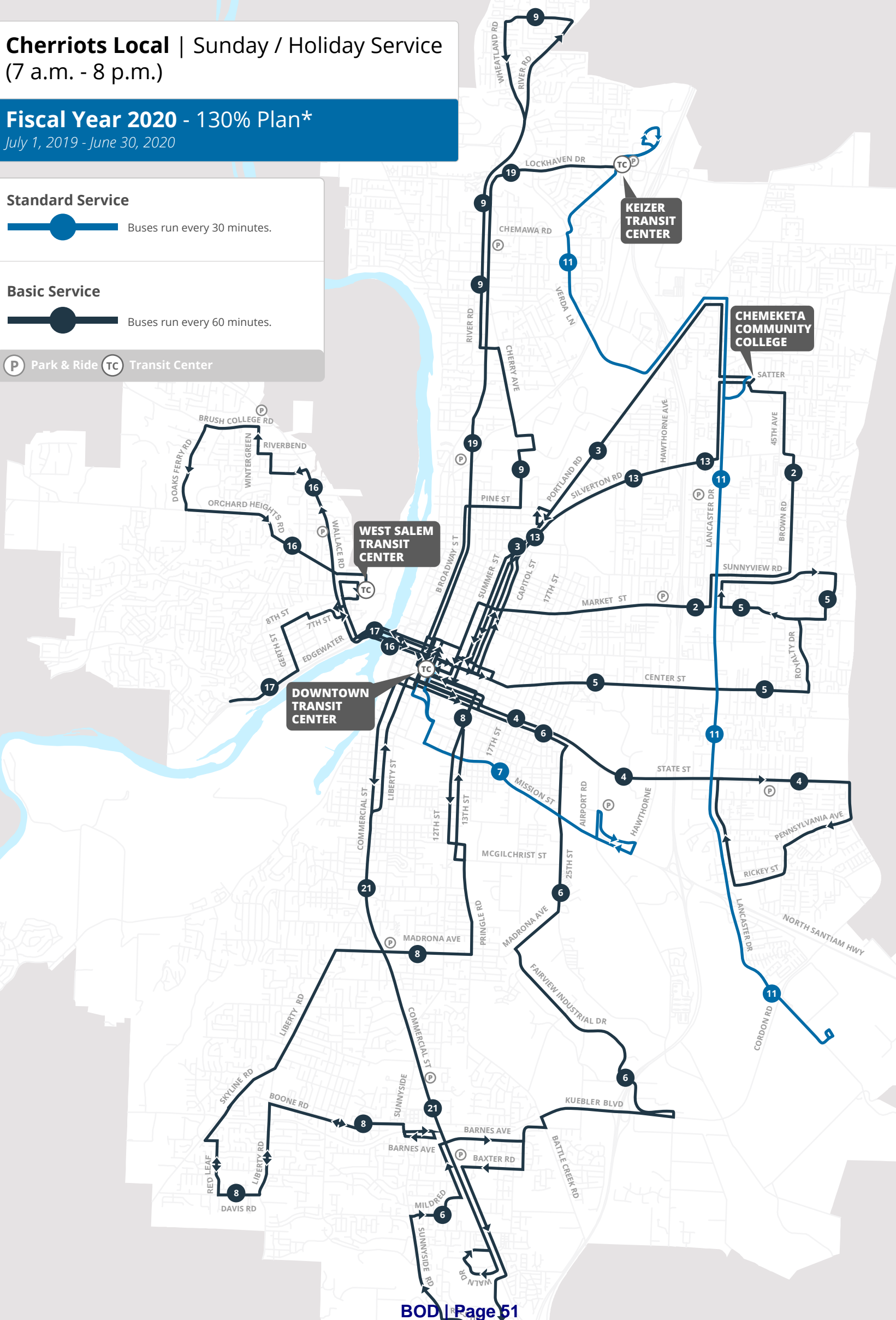
## Standard Service

 Buses run every 30 minutes.

## Basic Service

 Buses run every 60 minutes.

 Park & Ride  Transit Center




\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.

**Cherriots Local | Weekday Evening Service**  
(10 p.m. - 11 p.m.)


**Fiscal Year 2020 - 130% Plan\***

July 1, 2019 - June 30, 2020

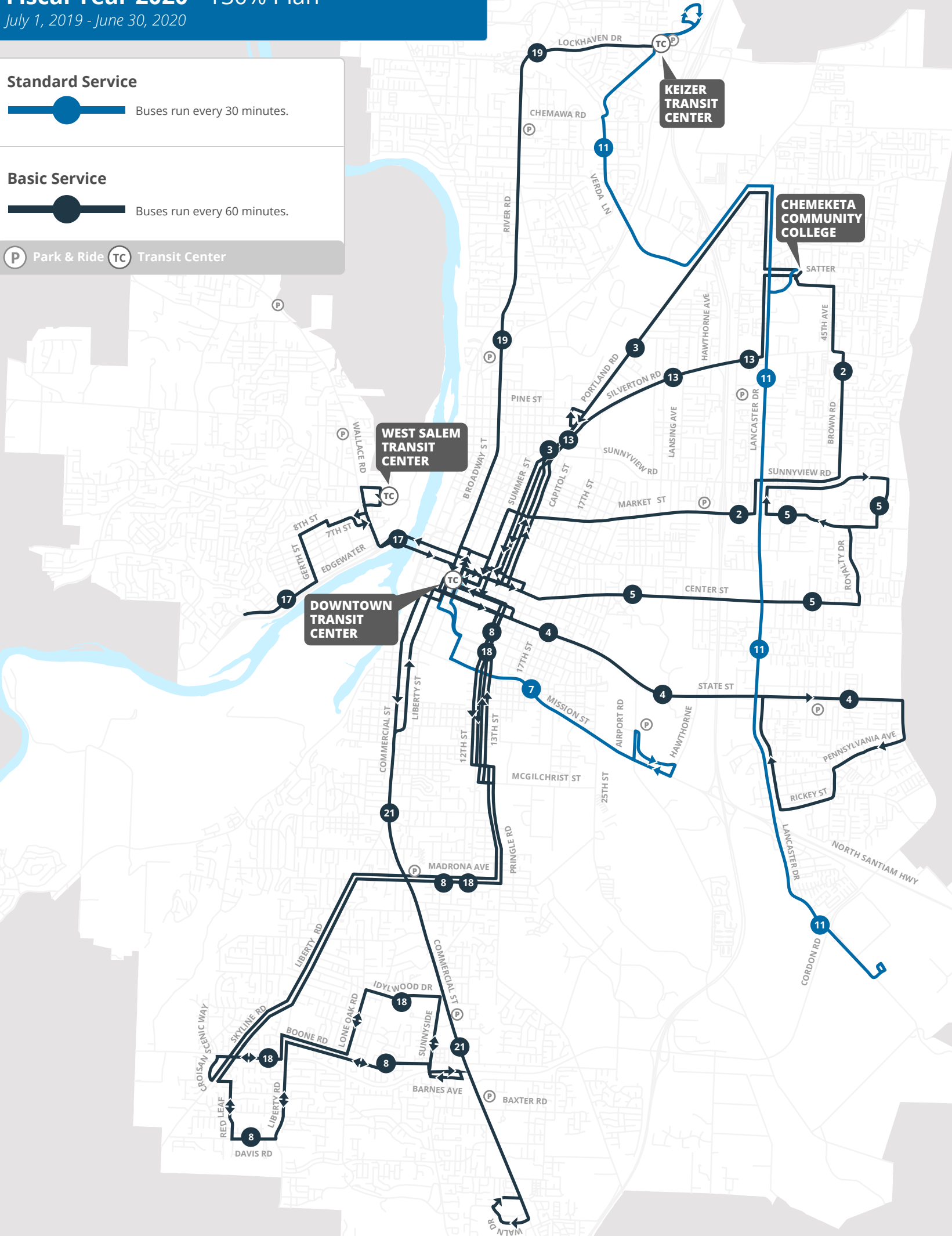
**Standard Service**

 Buses run every 30 minutes.

**Basic Service**

 Buses run every 60 minutes.

 Park & Ride  Transit Center




\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.

# Cherriots Local | Saturday Service (6 a.m. - 9 p.m.)


**Fiscal Year 2021 - 100% Plan\***

July 1, 2020 - June 30, 2021

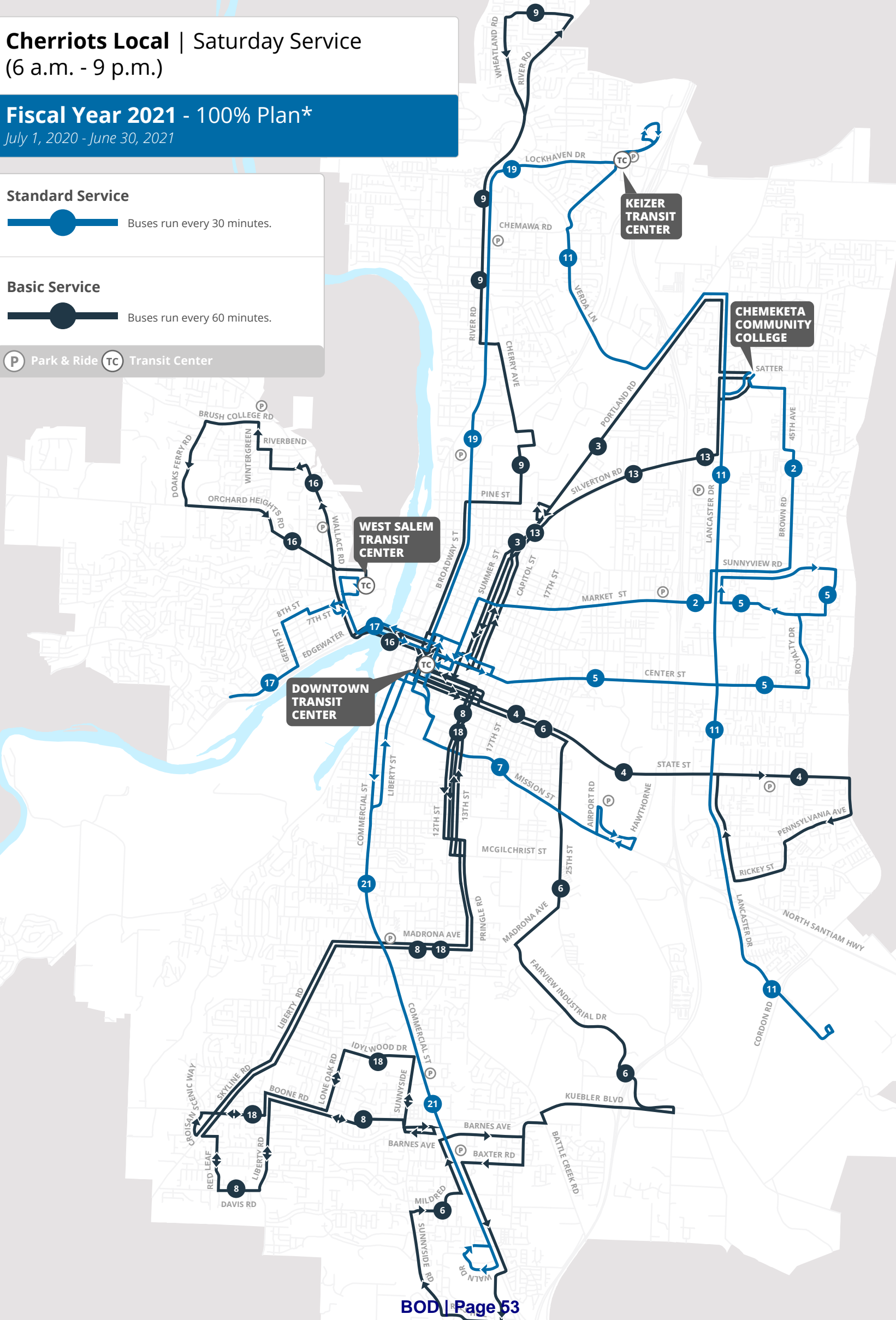
## Standard Service

 Buses run every 30 minutes.

## Basic Service

 Buses run every 60 minutes.

 Park & Ride  Transit Center




\* Service levels shown on this map are based off of 100% of the forecasted revenue from HB2017.

# Cherriots Local | Sunday / Holiday Service (7 a.m. - 8 p.m.)


## Fiscal Year 2021 - 100% Plan\*

July 1, 2020 - June 30, 2021

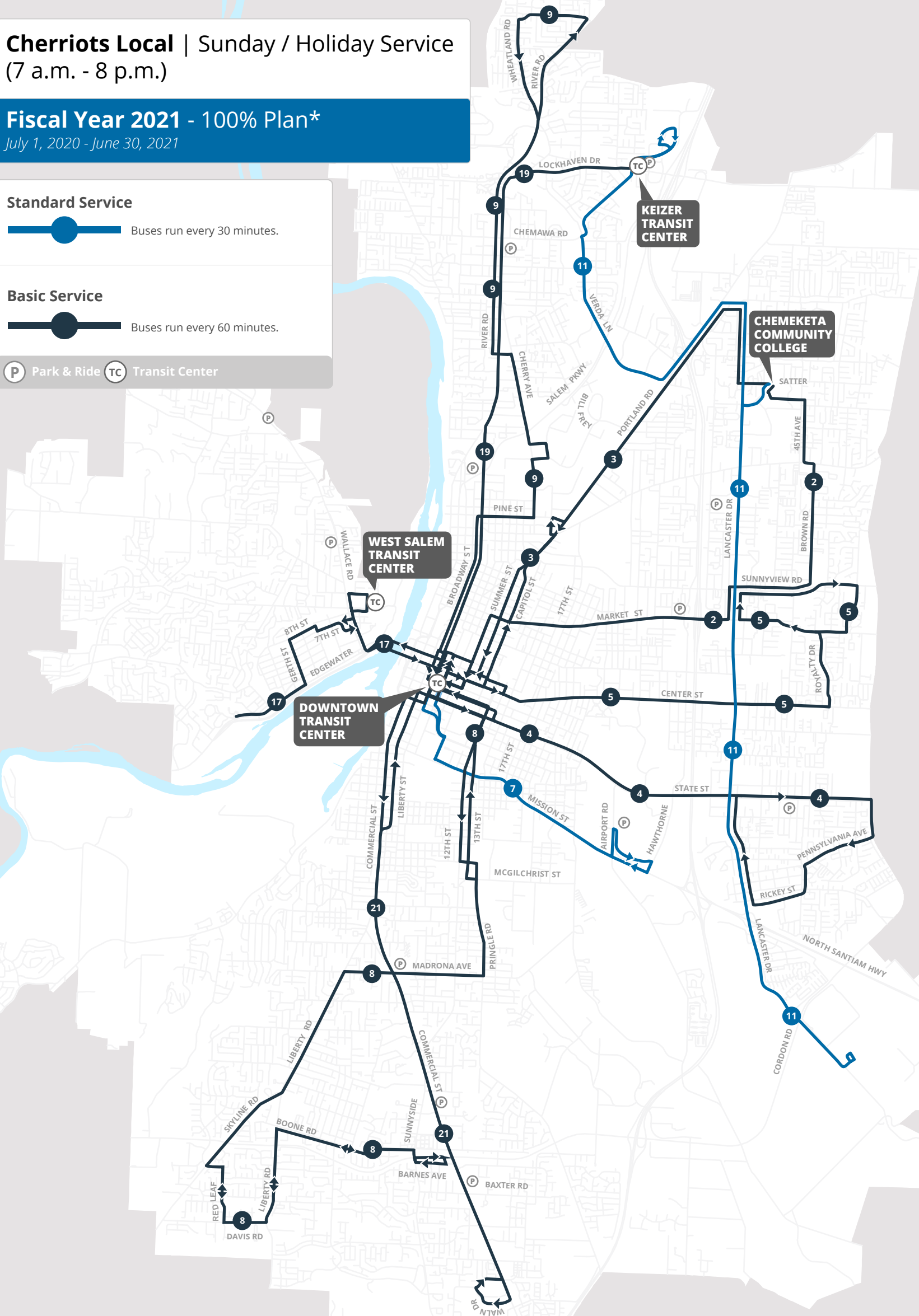
### Standard Service

 Buses run every 30 minutes.

### Basic Service

 Buses run every 60 minutes.

 Park & Ride  Transit Center



\* Service levels shown on this map are based off of 100% of the forecasted revenue from HB2017.




**Cherriots Local | Weekday Evening Service**  
(10 p.m. - 11 p.m.)


**Fiscal Year 2021 - 100% Plan\***

July 1, 2020 - June 30, 2021

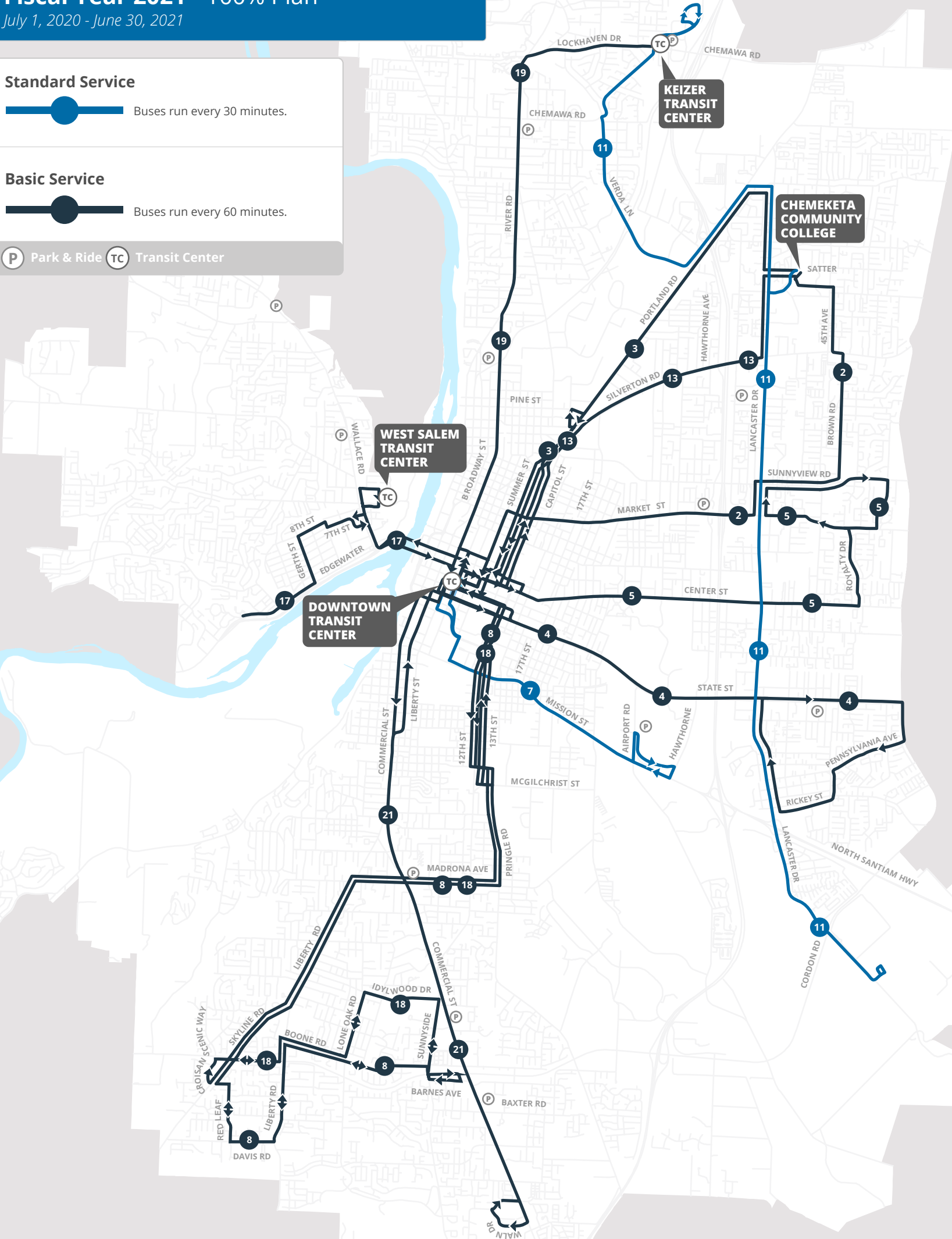
**Standard Service**

 Buses run every 30 minutes.

**Basic Service**

 Buses run every 60 minutes.

**P** Park & Ride **TC** Transit Center




\* Service levels shown on this map are based off of 100% of the forecasted revenue from HB2017.


**Cherriots Local | Saturday Service**  
(6 a.m. - 9 p.m.)

**Fiscal Year 2021 - 130% Plan\***  
July 1, 2020 - June 30, 2021

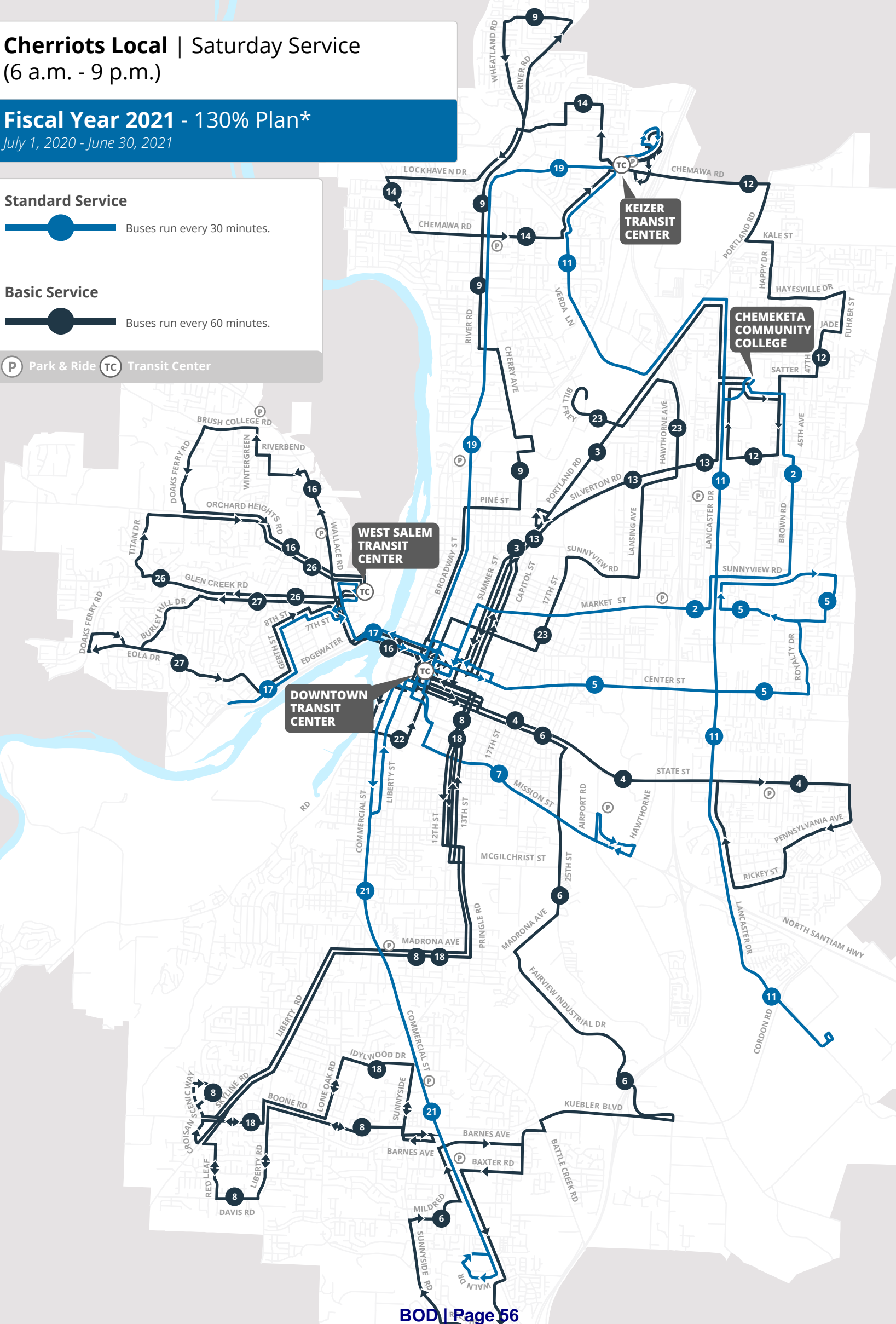
**Standard Service**

 Buses run every 30 minutes.

**Basic Service**

 Buses run every 60 minutes.

 Park & Ride  Transit Center




\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.

# Cherriots Local | Sunday / Holiday Service (7 a.m. - 8 p.m.)


**Fiscal Year 2021 - 130% Plan\***

July 1, 2020 - June 30, 2021

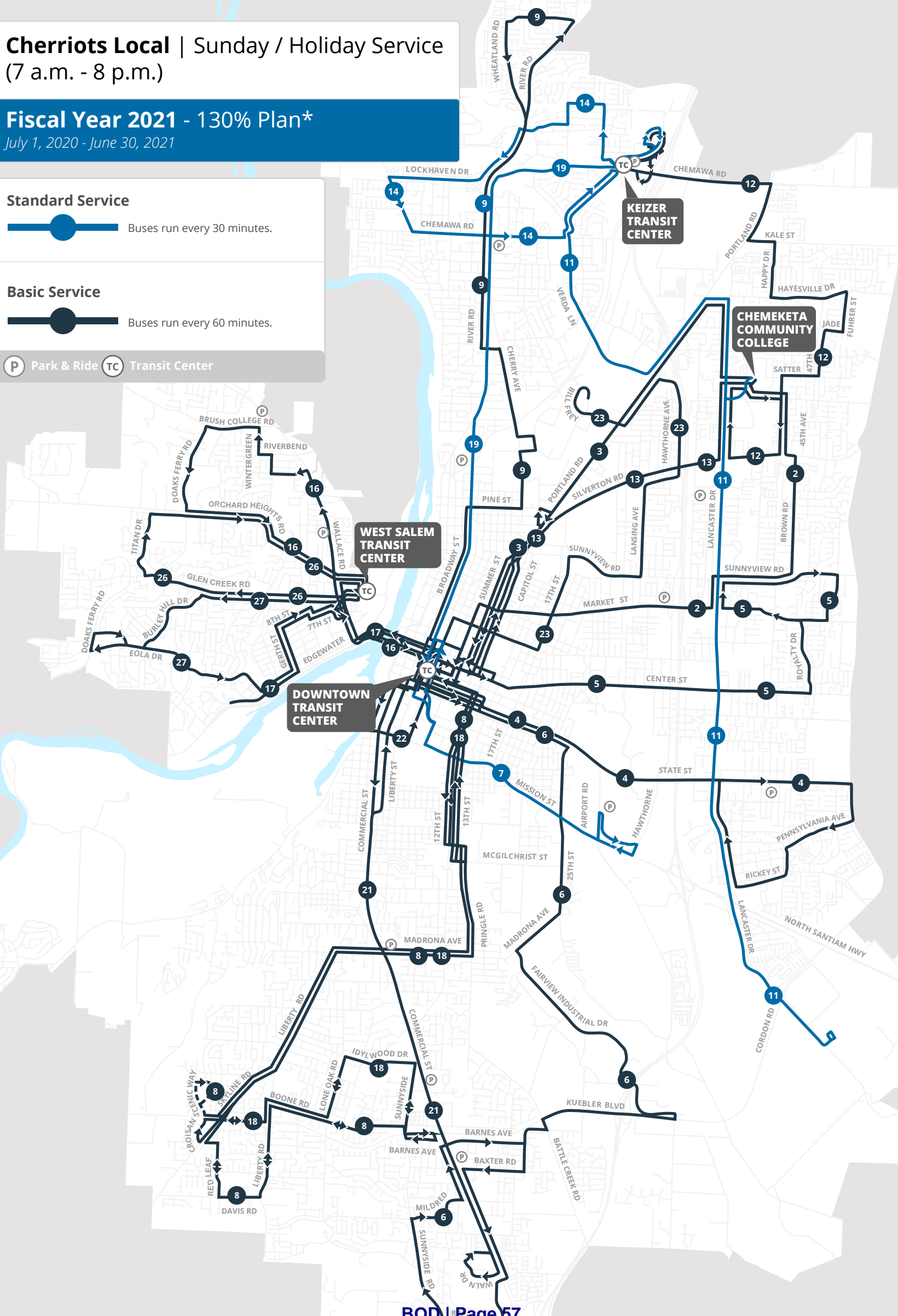
## Standard Service

 Buses run every 30 minutes.

## Basic Service

 Buses run every 60 minutes.

 Park & Ride  Transit Center




\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.

**Cherriots Local | Evening Service**  
(10 p.m. - 11 p.m.)


**Fiscal Year 2021 - 130% Plan\***

July 1, 2020 - June 30, 2021

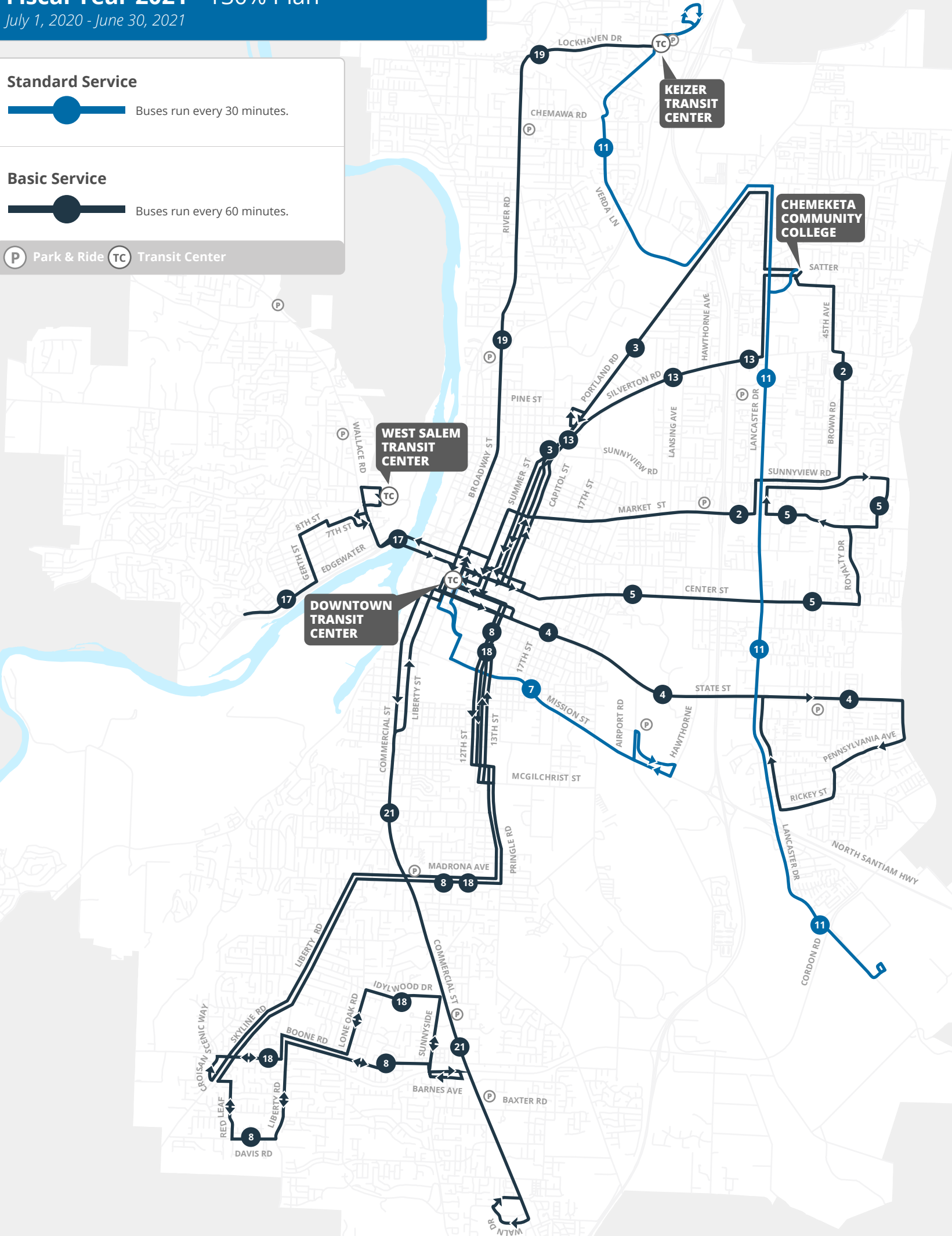
**Standard Service**

 Buses run every 30 minutes.

**Basic Service**

 Buses run every 60 minutes.

 Park & Ride  Transit Center

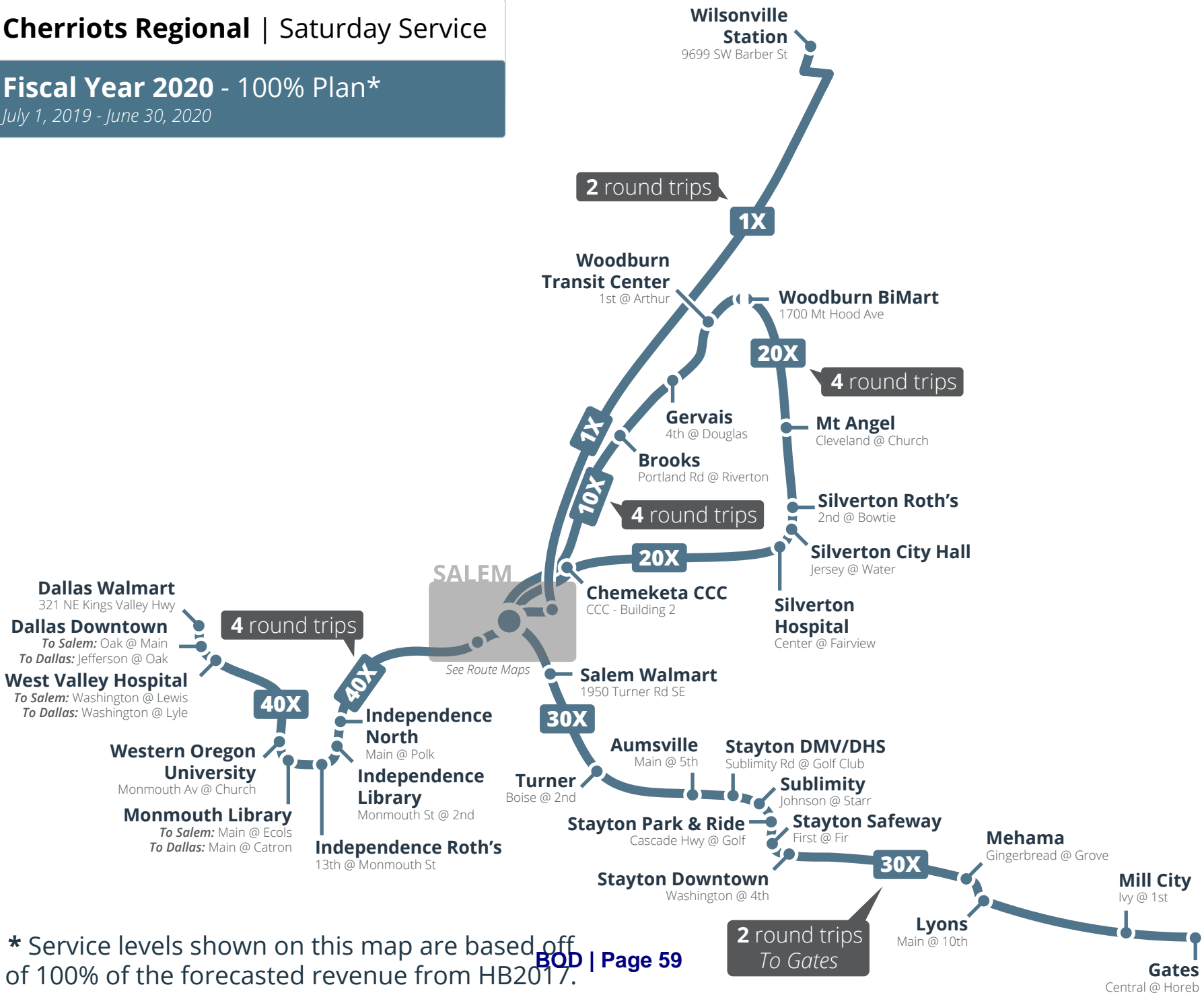


\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.

# Cherriots Regional | Saturday Service

**Fiscal Year 2020 - 100% Plan\***

July 1, 2019 - June 30, 2020

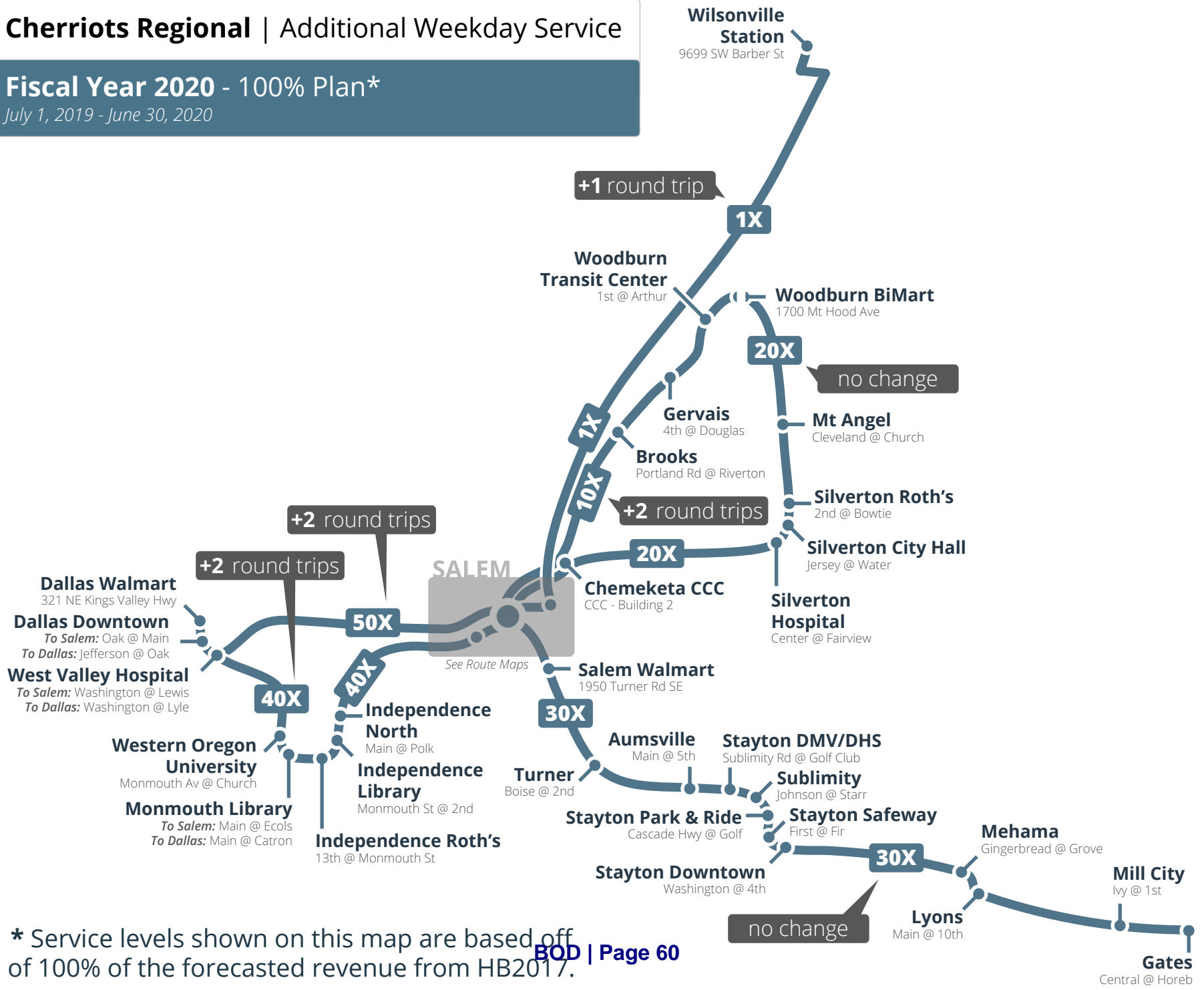


\* Service levels shown on this map are based off of 100% of the forecasted revenue from HB2017.

# Cherriots Regional | Additional Weekday Service

**Fiscal Year 2020 - 100% Plan\***

July 1, 2019 - June 30, 2020

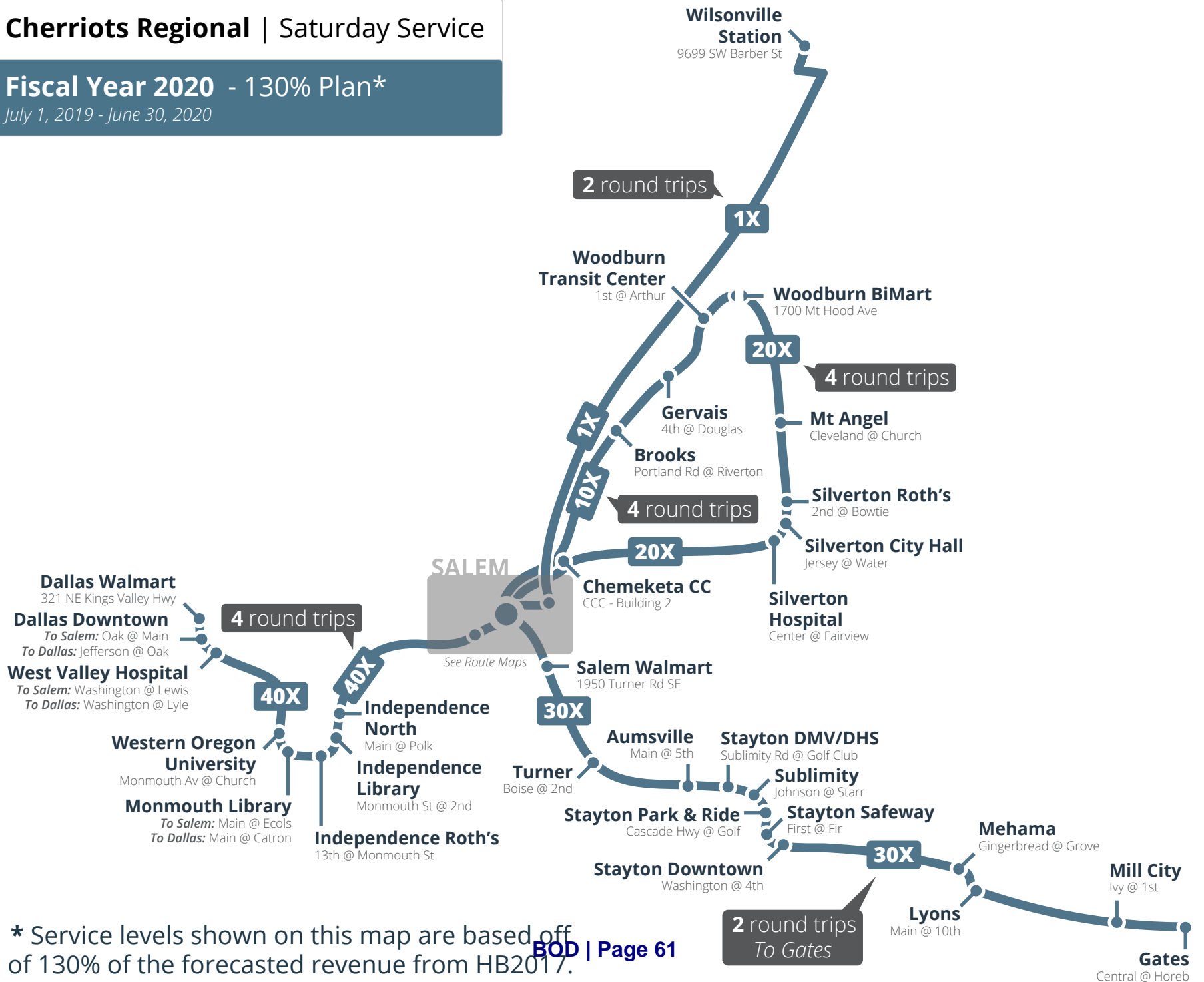


\* Service levels shown on this map are based off of 100% of the forecasted revenue from HB2017.

# Cherriots Regional | Saturday Service

**Fiscal Year 2020 - 130% Plan\***

July 1, 2019 - June 30, 2020

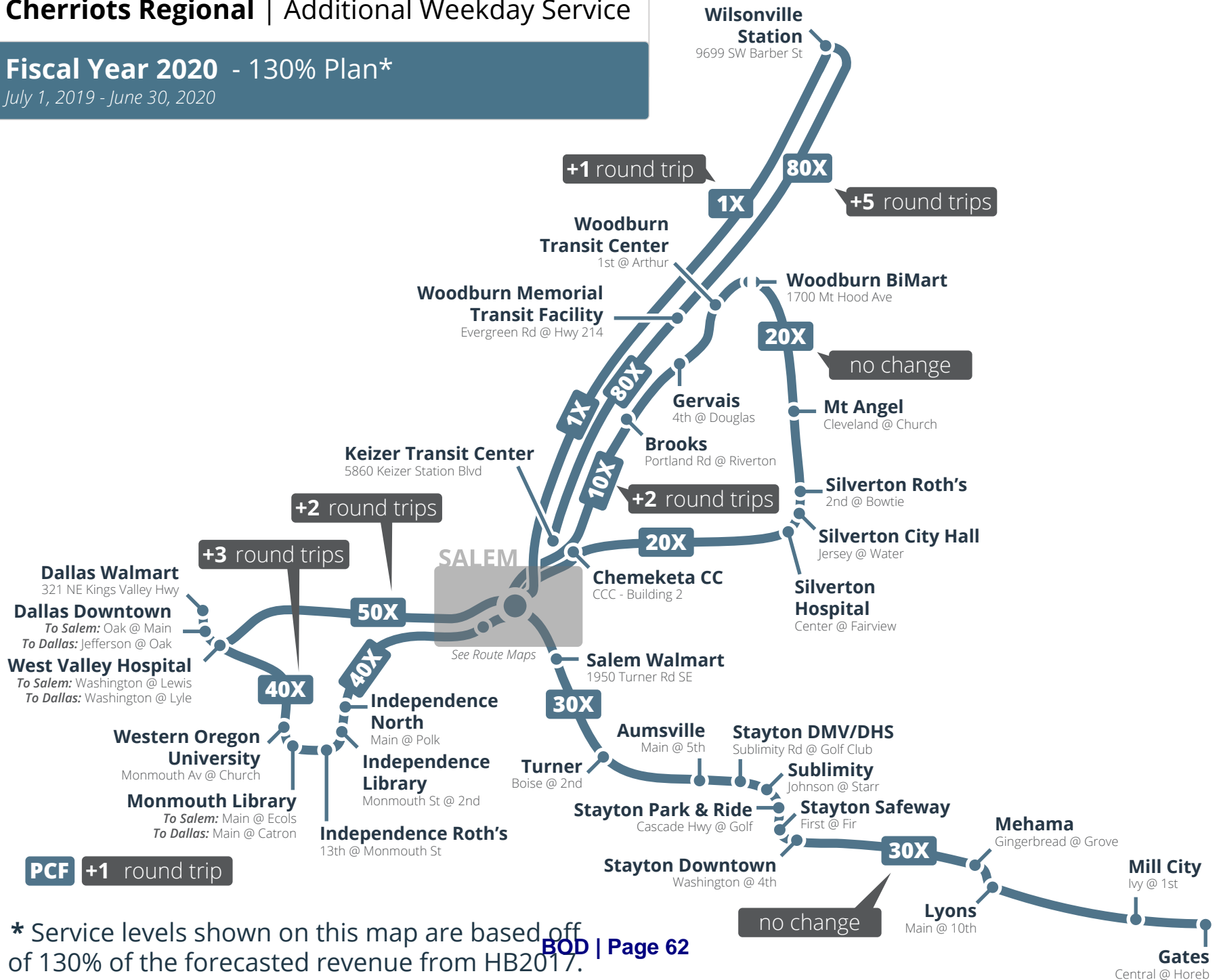


\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.

# Cherriots Regional | Additional Weekday Service

**Fiscal Year 2020 - 130% Plan\***

July 1, 2019 - June 30, 2020



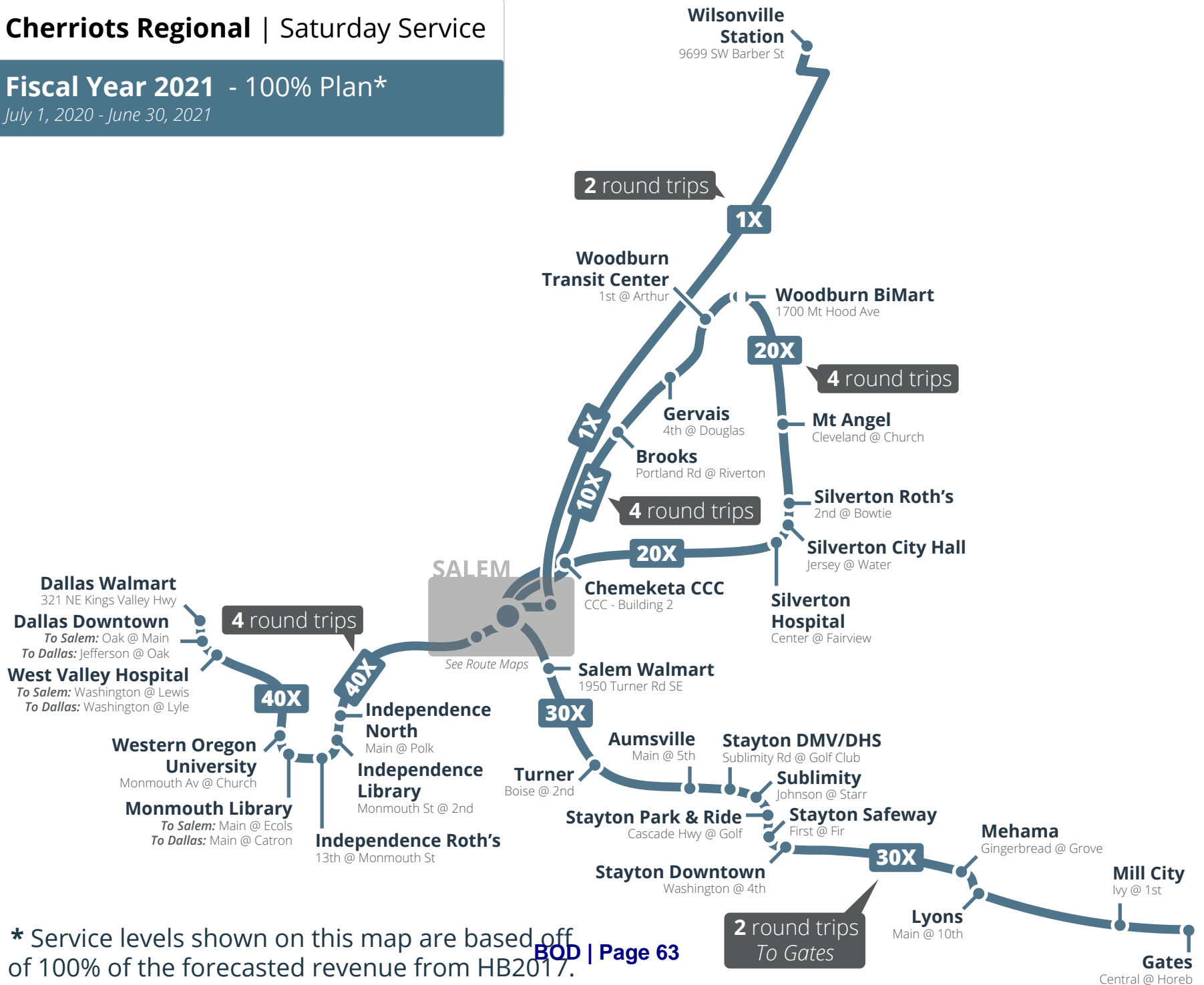
\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.



# Cherriots Regional | Saturday Service

Fiscal Year 2021 - 100% Plan\*

July 1, 2020 - June 30, 2021

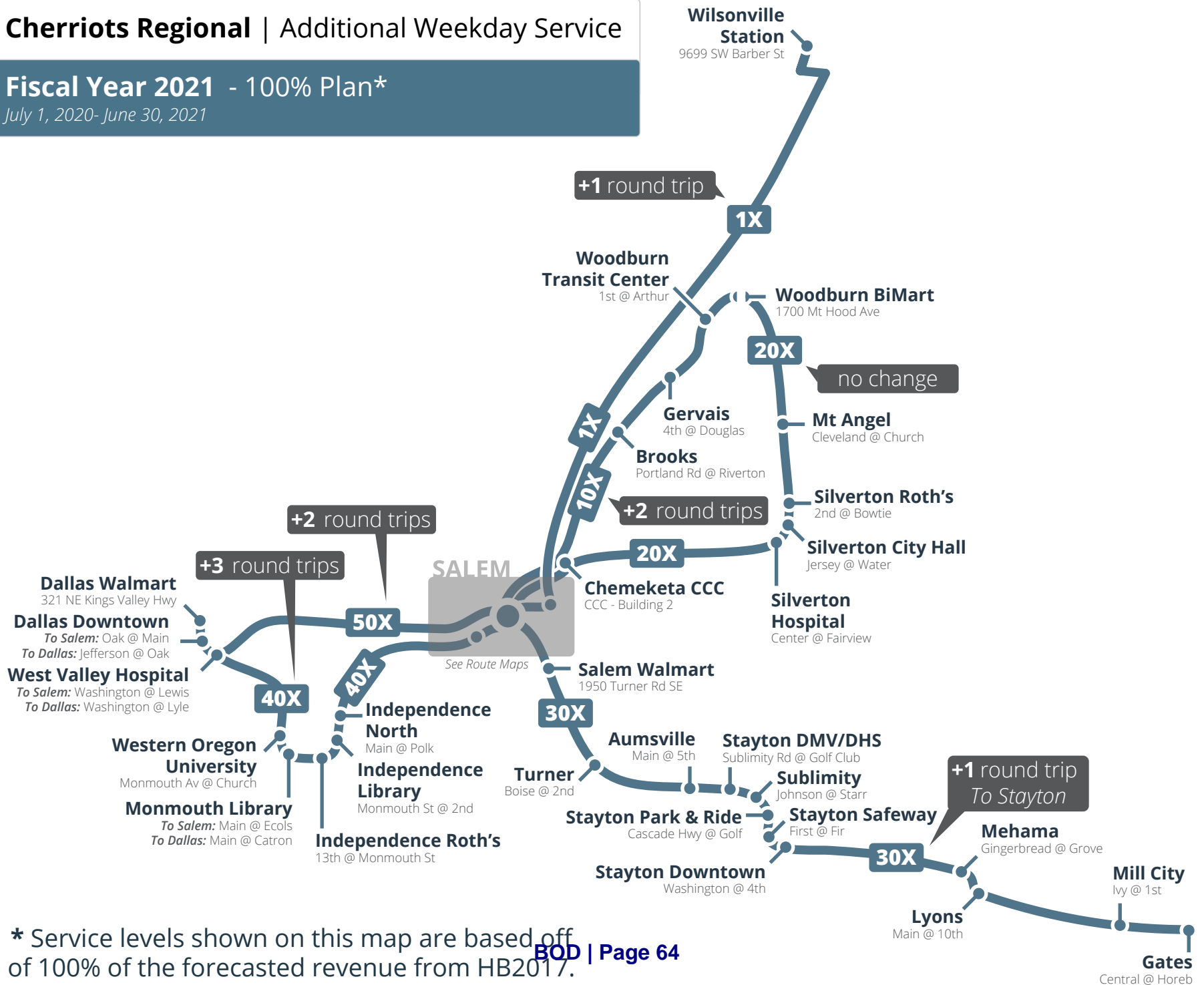


\* Service levels shown on this map are based off of 100% of the forecasted revenue from HB2017.

# Cherriots Regional | Additional Weekday Service

**Fiscal Year 2021 - 100% Plan\***

July 1, 2020- June 30, 2021

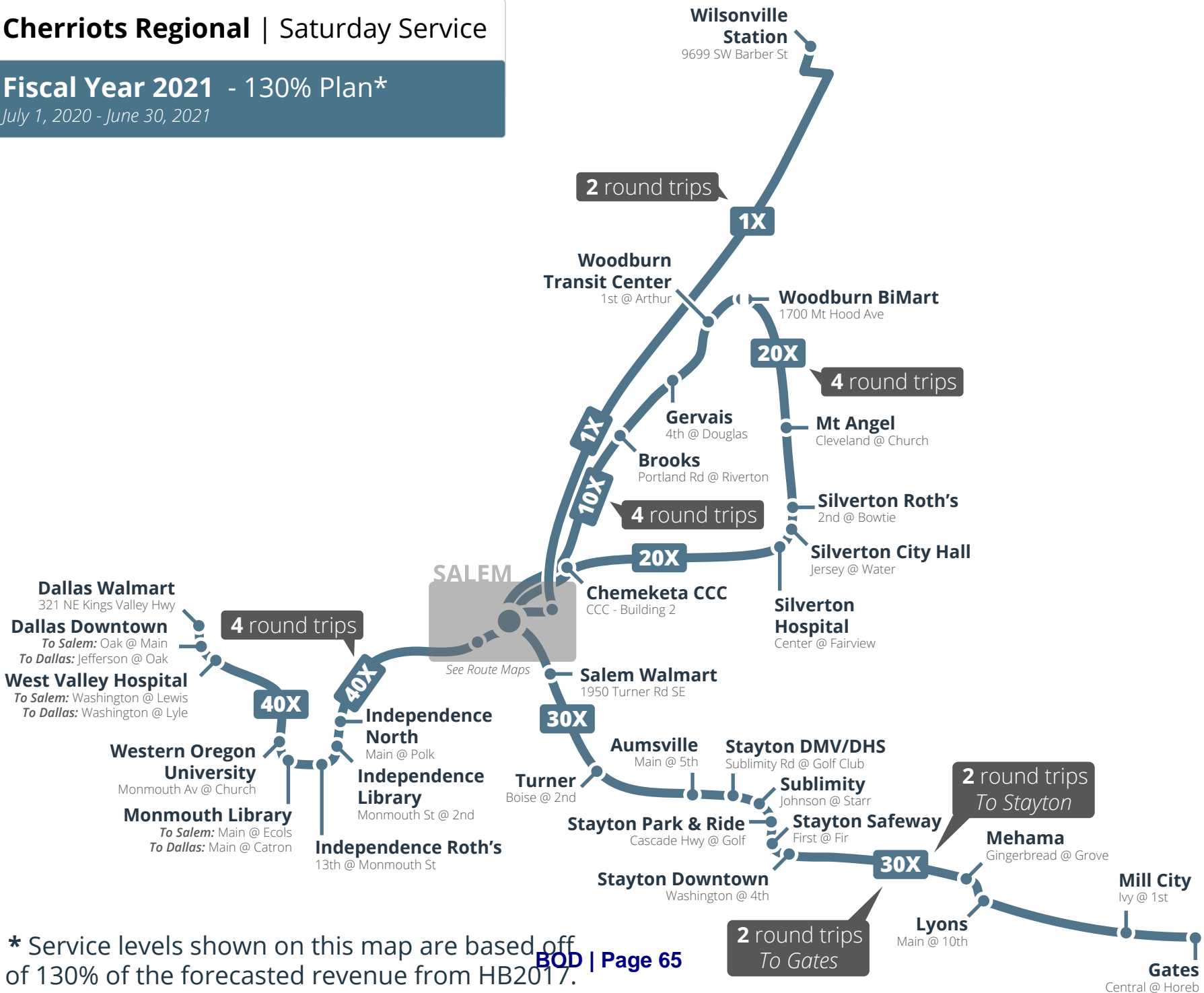


\* Service levels shown on this map are based off of 100% of the forecasted revenue from HB2017.

# Cherriots Regional | Saturday Service

**Fiscal Year 2021 - 130% Plan\***

July 1, 2020 - June 30, 2021

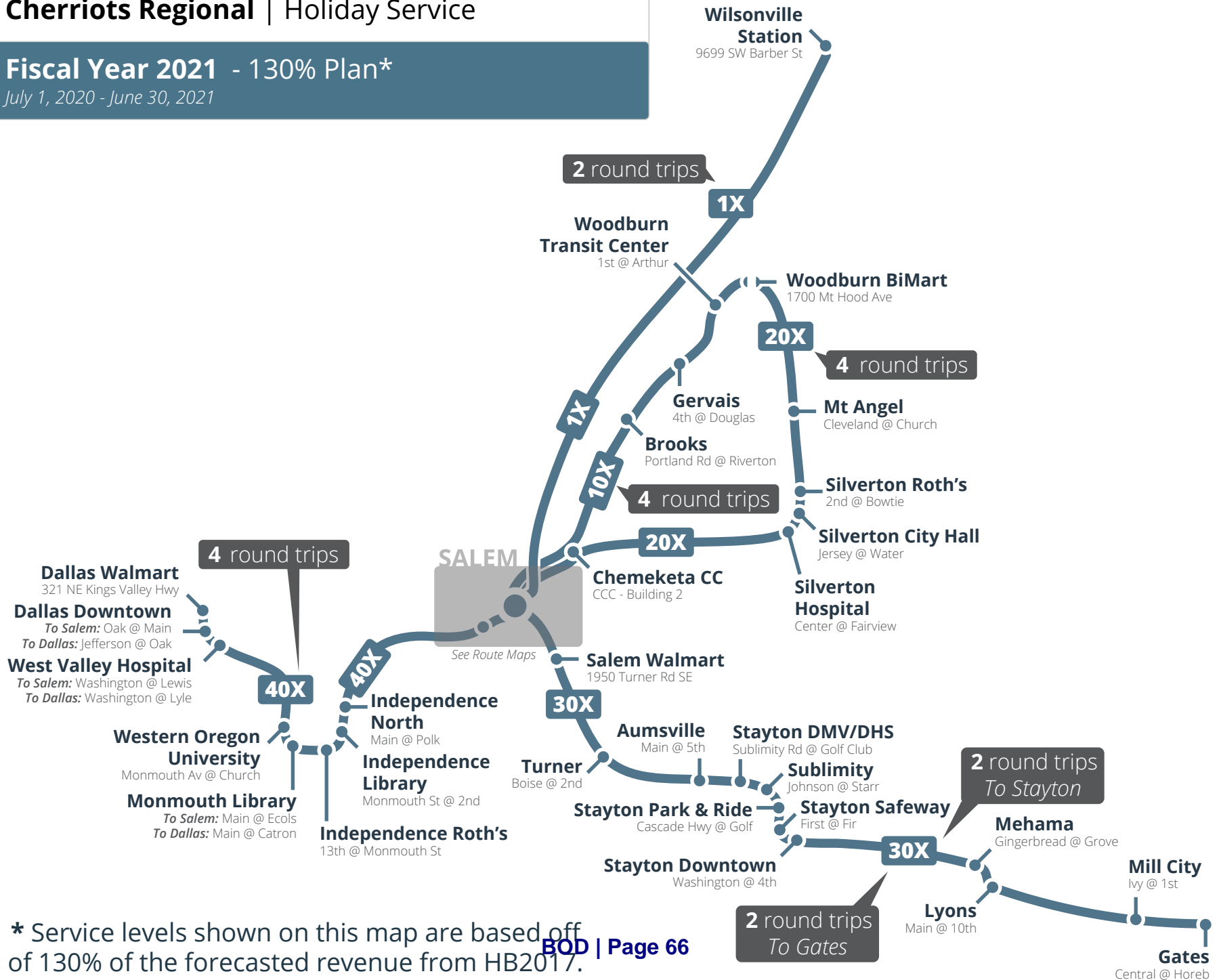


\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.

# Cherriots Regional | Holiday Service

**Fiscal Year 2021 - 130% Plan\***

July 1, 2020 - June 30, 2021

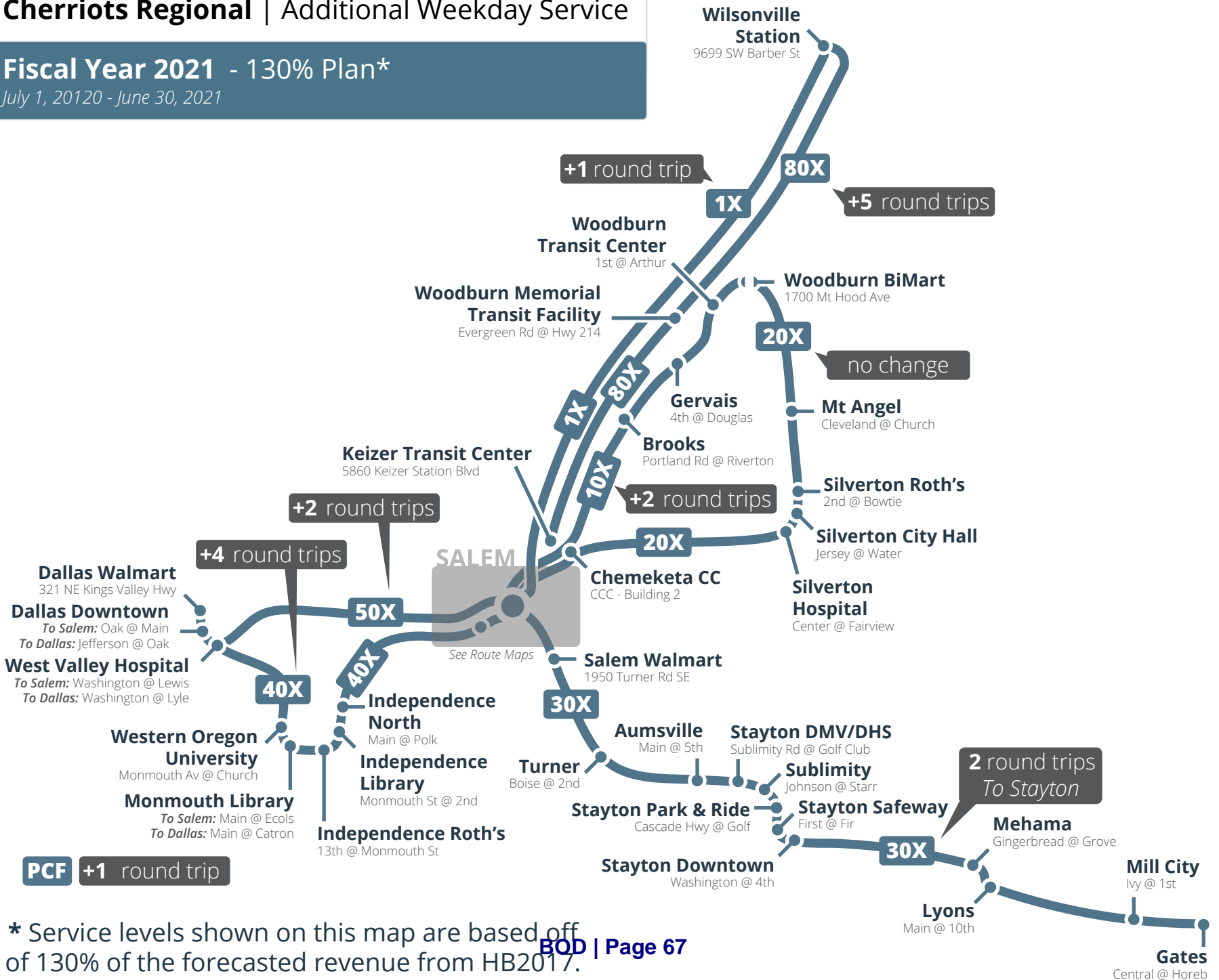


\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.

# Cherriots Regional | Additional Weekday Service

**Fiscal Year 2021 - 130% Plan\***

July 1, 20120 - June 30, 2021



\* Service levels shown on this map are based off of 130% of the forecasted revenue from HB2017.





**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** October 25, 2018  
**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:

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

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

Receive and File

**PROPOSED MOTION**

None