

**SALEM AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS**

**~ WORK SESSION ~**

Monday, April 9, 2018

5:30 PM

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

**AGENDA**

- 1. CALL TO ORDER** (President Bob Krebs)
  
- 2. DISCUSSION**
  - a. ITS Project Update (CAD/AVL) ..... **1-4**
  - b. Hwy 99E Corridor Planning Project ..... **5-14**
  - c. Salem City Council’s Congestion Task Force Report ..... **15-44**
  - d. Service Enhancement Discussion re: Fare Programs ..... **45-56**
  - e. Review of the Draft Bylaws for the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) ..... **63-71**
  
- 3. GENERAL MANAGER COMMENTS**
  - a. Draft Agenda for the April 26, 2018 Regular Meeting ..... **57-58**
  - b. Upcoming Board Agenda Items ..... **59-60**
  - c. Calendar Review ..... **61-62**

**Mission**

Connecting people with places  
through safe, friendly, and reliable public transportation services

**Values**

Safety – Service Excellence – Communication – Innovation – Accountability

**SALEM AREA MASS TRANSIT DISTRICT  
BOARD OF DIRECTORS****~ WORK SESSION ~**

Salem Area Mass Transit District is committed to providing information and equal access to all of their public meetings per the requirements of the ADA and Oregon Revised Statutes.

All meetings of the Board are held in places accessible to individuals with mobility and other impairments. Persons requiring meeting materials in alternative formats, sign language interpretation or other communication aids, may call the Clerk of the Board at (503)588-2424 (between 8:00 a.m. to 5:00 p.m., weekdays) or TTY call 711 for Oregon Relay Service, at least 48 hours in advance of the meeting.

For an electronic copy of the Board Work Session agenda packet, go to the Cherriots website at [Cherriots.org/board](http://Cherriots.org/board) or request to be included on the Board's distribution list.

For individuals who wish to offer comment or a statement to the Board, in advance of a meeting, on topics appearing on the agenda, you may send an email to the Board at [board@cherriots.org](mailto:board@cherriots.org); or by mail to the SAMTD Board of Directors, 555 Court Street NE, Suite 5230, Salem, Oregon 97301. Your comment or statement will be made part of the Board record.

For individuals who have issues that are not within the jurisdiction of the Board, Cherriots staff will be available to listen to concerns and answer questions 20 minutes prior to and until the start of the meeting.

Time is allotted at every regular meeting of the Board for comment or testimony from the public on all Board matters. Individual comments are limited to 2-3 minutes, and will be left to the discretion of the presiding Board officer. Individuals must sign-up for Public Comment prior to the start of the regular Board meeting. Comments will be taken in the order on the sign-up sheet.

Thank you for your interest in the Board's activities  
and in the services and programs that are provided by Cherriots.

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## WORK SESSION MEMO

Agenda Item WS.2.a

**To:** Board of Directors

**From:** Chip Colby, IT Manager  
Stephen Dickey, Director of Transportation Development

**Thru:** Allan Pollock, General Manager

**Date:** April 9, 2018

**Subject:** Intelligent Transportation System Update

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Cherriots is in the process of procuring and implementing a full suite of Intelligent Transportation System (ITS) solutions to assist the District with serving the customer in a more efficient manner, and enabling the customer to more easily access the District's services. This project has been frequently referred to as a Computer Aided Dispatch / Automatic Vehicle Locator (CAD/AVL) project, but it includes much more.

In addition to CAD/AVL, the project will also replace obsolete automatic passenger counters, automated stop announcement (both audio and visual) systems, destination sign systems, and security camera systems. In addition to replacements, the ITS suite will include real-time passenger information, electronic fare collection (including smart phone), automated system monitoring, and software solutions that provide coordination between all of the above mentioned systems.



Funding for this project is through three grants received through the Salem Keizer Area Transportation Study (SKATS). The project requested full funding in three different funding cycles, and it was not until the third cycle that the full amount of funding was achieved. The application process identified this sequence, but there is also a record that the intention from inception was to fund the full complete project.

The procurement process is nearing completion, with the project schedule identifying the May 24, 2018 Board of Directors meeting for presentation of a contract for Board approval.

# ITS Funds



Where the money is coming from

Presentation to the Board  
April 9, 2018

## ITS Overview

- What are we doing?
- Who is paying for it?
- When will it be done?

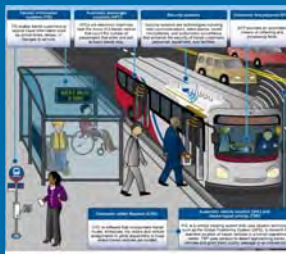

## ITS Components

First phase of ITS , includes:

- Computer Aided Dispatch and Automatic Vehicle Location (CAD/AVL)
- Automated Passenger Counters (APC) and Automated Stop Announcement (ASA)
- Radio Replacement
- Real-Time Traveler Information (TIS)

Future phase(s) include:

- Transit Signal Priority (TSP)
- Security & Camera System Upgrades
- Electronic Fare System (EFP)





## ITS Funding

The whole of ITS includes funds from the following sources:

- SKATS TIP x 2
- STGB STIP 2018
- General Funds & 5307

Broken down as follows...





## Applicable Grants – STBG STIP #20756 through SKATS

In 2017 we requested STBG-U funds to replace some of our obsolete bus technologies - **\$735,000** - identified as being for:

- Automated Passenger Counters (APC)
- Automated Stop Announcements (ASA)

Grant amount shown includes District 10% match



## Applicable Grants – STBG STIP #19741 through SKATS

- Before that, initial project funding for was granted through a STBG STIP of **\$250,000** identified as being for CAD/AVL
- As we will see from the cost data, CAD/AVL cannot be delivered with just this grant

Grant amount shown includes District 10% match



## Applicable Grants – SKATS TIP

Further applicable ITS funding is coming from the SKATS TIP 2018 - **\$1,457,171** - identified as being for:

- Transit Signal Priority (TSP)
- Camera & Security Systems
- Real-Time Traveler Information (TIS)
- Electronic Fare Payment System (EFP)


Grant amount shown includes District 10% match



## Fund Allocations

- Included in your packet is a spreadsheet detailing how the funds are being allocated ->
- Current CAD/AVL pricing suggests the likely cost of implementation to be just barely shy of \$2,000,000 - which is a bit more than \$250,000
- If you combine all funding budgeted for bus technology improvement, we effectively have \$2,618,171 to implement ITS
- If you do the math using the likely CAD/AVL implementation costs plus everything we've committed to do for ITS, we would need \$2,620,645
- So, somewhere, we will need to find an additional \$2,474 - which is less than .1% of the total ITS budget


ITS Funds Allocation Worksheet				
Account	Fund	Grant Amt	Match / Cf	Total
STBG-U from SKATS TIP 2018	TSP	1,457,171	145,717	1,602,888
STBG STIP #19741	APC & ASA	735,000	73,500	808,500
STBG STIP #20756	Multi-Replacement	250,000	25,000	275,000
STBG STIP #19741	CAD/AVL	250,000	25,000	275,000
Total Funds for ITS Efforts				2,618,171
Camera & Security Systems (F)		440,700	44,070	484,770
Open Payment Fare System		357,235	35,723	392,958
Transit Signal Priority		521,500	52,150	573,650
EFP*				
Below are the original ITS Commitment cost estimates provided for SKATS TIP and all related cost estimates				
Component	SKATS TIP	MTF	Difference	
Transit Signal Priority (TSP)	487,500	519,420	27,920	
Camera & Security Systems	490,700	541,200	50,500	
Real Time Traveler Info (TIS)	78,000			
Electronic Fare System (EFP)	42,000	357,235	315,235	
Integrated Software Package	344,500			
Project Management	42,471			
Total from SKATS TIP	1,457,171			
Funds are budgeted		1,813,844		


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## Timing

ITS will be implemented in phases:


- Phase One is the CAD/AVL project, due to be complete by the end of calendar 2019
- Future phases include the remaining components of ITS, called out in our Grant requests:
  - Camera & Security System Upgrades
  - Transit Signal Priority (TSP)
  - Electronic Fare System (EFP)
- It is possible that some of these may start before phase one is complete




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## Technology Terminology Key

- Intelligent Transportation System is ITS
- Computer Aided Dispatch and Automatic Vehicle Location is simply CAD/AVL
- Transit Signal Priority (TSP) is also called Green Light Extension
- Open Fare Payment system is also often called Mobile Ticketing, Electronic Fare System (EFP) or just eFare
- Real-Time Traveler Information (TIS) is also called Real-Time Passenger Information System, Real-Time System Monitoring or GTFS Real Time
- For this project, when you see Voice over IP or VoIP this is just bus communications via the data network in place of 2-way radio
- When you see Central Systems or Hosted Systems or even Integrated Software that is just where the whole of ITS, runs



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## Questions?





**To:** Board of Directors

**From:** Ted Stonecliffe, Transit Planner II  
Chris French, Senior Planner

**Thru:** Allan Pollock, General Manager

**Date:** April 9, 2018

**Subject:** 99E Corridor Planning Project

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The 99E Corridor Planning Project began in November, 2016 with a “Transit Network” grant from the Oregon Department of Transportation (ODOT). The project was awarded discretionary grant funding from the state Special Transportation Fund in order to study the viability of a partnership between Canby Area Transit (CAT) and Cherrriots to improve transit service along the 99E corridor from Salem to Oregon City. Jarrett Walker and Associates was awarded the contract to lead this project on June 9, 2017.

This memo presents an overview of the project including a problem statement, existing conditions, project alternatives, Board involvement, and next steps.

### **99E Corridor Problem Statement**

Transit travel is currently difficult along the 99E Corridor, between Oregon City and Salem and especially between Canby and Salem. This difficulty arises from:

- The low frequencies of the two routes serving the corridor (CAT Route 99X and Cherrriots Route 10X).
- The very long waits required to transfer between these two routes.
- The current location of the terminus of these two routes (at the northern edge of Woodburn).

Additional difficulties arise from the lack of integration of fares and of information between the two agencies serving the corridor.

Transit is currently provided only on weekdays. Given the number of service jobs along the corridor, many of which are busier on weekends than on weekdays, and the

lack of weekend service certainly prevents some corridor residents from using transit to access employment opportunities.

### Existing Conditions

A *Ridecheck* was performed in January and February, 2017 by Cherriots staff aboard the CAT 99 and Cherriots 10X buses. This data, as well as earlier ridership information collected by CAT, has given staff stop-level ridership details. Due to the schedule changes made in May, 2017, additional ridership information was collected as reported for the Cherriots buses by the bus operators in September, 2017 through February, 2018.

### Existing Service and Connections in Corridor

Beginning April 2, 2018, CAT increased its service from 8 round trips per day to 14 round trips between Woodburn and Canby. This equates to hourly service between 6:30am and 7:30pm every day. Cherriots Route 10X currently runs six round trips per day between Salem and Woodburn during the hours of 6:30am and 6:30pm. The two systems connect at the Woodburn Bi-Mart on Mt. Hood Ave, which is near 99E.

### Ridership Potential

The 99E corridor is different from the other corridor connecting Salem-Keizer to the Portland Metro Area, Interstate 5. The transit market between Salem and Wilsonville (the termini of the Cherriots/SMART 1X route) is dominated by its endpoints – people traveling all the way from Salem to Wilsonville (or beyond), and vice versa.

The total set of commute trips for which the 1X route might be relevant includes:

- Trips between the Portland Metro area (Portland, Beaverton, Tigard, Wilsonville, etc.) and Salem.
- Trips between the Portland Metro area and Woodburn.
- Trips between Woodburn and Salem.

These commute trips, for which the 1X *could* be relevant, total about 38,000.

In contrast, the 99E corridor has *many overlapping transit markets*. People are traveling all the way from Salem to Oregon City (or beyond), and vice versa. However, large numbers of people are also traveling among the cities on the corridor. The total set of commute trips for which the CAT 99X and Cherriots 10X routes might be relevant includes:

- Trips between the Portland Metro area (Portland, Milwaukie, Oregon City, etc.) and Salem.
- Trips between the Portland Metro area and Canby.



- Trips between the Portland Metro area and Woodburn.
- Trips between Woodburn and Salem.
- Trips between Canby and Woodburn.
- Trips between Canby and Salem.
- Trips between any of the smaller towns and rural areas along highway 99E (since, unlike Route 1X on the I-5 freeway, bus routes on 99E can stop along the way).

These commute trips, for which the CAT 99X or Cherriots 10X *could* be relevant, total about 48,000, significantly more (25%) than the number of trips for which the 1X could be relevant.

In addition, the wages of jobs along the 99E corridor and the incomes of households along the 99E corridor are, on average, lower than those along the Cherriots 1X. The lower-income residents and workers who travel along the 99E corridor will have a greater incentive to use transit, and a more severe need to save money and time when they travel.

Finally, because 99E runs through many overlapping commute markets, we would expect people to use it for shorter trips than are typical on the Cherriots 1X. This means that there would be more “turnover” on each bus, and each available seat would be used by more passengers for each trip the bus makes.

### **Project Alternatives: Baseline and Alternatives 1 and 2**

Two alternatives have been developed by Jarrett Walker and Associates for the project. They both build off of the baseline alternative, which uses an existing level of revenue hours and vehicles for the corridor.

#### **Baseline Alternative**

This scenario equates to the amount of service provided as of April 2, 2018. As stated above, the Route 10X runs 6 round trips between Salem and Woodburn, and CAT Route 99X runs 14 round trips per day. Cherriots uses a single bus to provide the 10X service, and CAT uses three vehicles.

#### **Alternative 1 - “Timed Transfers”**

The first Alternative for Cherriots to consider is to make a timed connection, still in Woodburn, between the Cherriots 10X and the CAT 99.

To make this possible:

- The number of daily trips on the 10X would be increased to 8, for a total of 15.7 service hours.
- These trips could be concentrated during rush hours, which would increase the vehicles required for the 10X to two.

The timed connection should be made in a location that is more central to Woodburn. This will make the CAT 99 route more useful for trips between Woodburn and points north. Potential locations are the Woodburn “transit center” (which currently only has space for one bus to stop), and on the street by Chemeketa Community College (a big destination).

The positive aspects of these changes would be:

- Customers could commute across the institutional boundary between the Cherriots 10X and the CAT 99, e.g. from Canby to Salem, with one quick transfer.
- Access to and from Woodburn would improve for customers to the north of Woodburn.
- The distance driven by each agency away from its own operations center would not need to change.
- Based on current run times and schedules, Cherriots 10X could still connect customers to the pulse of low-frequency local routes in downtown Salem.
- Fare integration between the two routes would not be required. (Fare integration is challenging.)
- The integration of rules and policies for the two routes would not be required.

The remaining barriers would be:

- Customers would still have to change buses in Woodburn. When congestion is very bad, there could be a missed transfer, which results in a very long wait. (Or a stranding, for the last trip of the day.)
- Customers would still have to pay two fares.
- CAT and Cherriots would have to collaborate substantially on all schedule changes, to maintain the timed transfer.

### **Alternative 2 – “Traded Trips”**

The second alternative for Cherriots to consider would be similar to the Cherriots-SMART arrangement for Route 1X. The two agencies would work together to offer “one-seat-rides” between Oregon City and Salem, with each agencies’ buses running the full length of the route (a 4-hour round trip).

To make this possible:

- The number of service hours provided by Cherriots would be increased to 15.7. (The same as in Alternative 1.)
- The two agencies would write a single schedule for the corridor, together.
- The two agencies would establish layover places and emergency procedures to deal with the greater distance their buses and drivers go from their operating centers.
- The route would need to be co-branded and co-marketed.
- These trips could be concentrated during rush hours, which would increase the vehicles required from Cherriots to two.

The positive aspects of these changes would be:

- Customers could travel among any pair of cities on the corridor, without a transfer. The time required for the transfer would be mostly eliminated (though not entirely, because the longer route requires more recovery time to prevent against running late).
- The risk of a missed transfer would be completely eliminated.
- Customers could purchase one fare for the whole trip.

The remaining barriers and challenges would be:

- The route is so long, it would be prone to delays. Some recovery time would be needed mid-route, perhaps in multiple places. If the bus was on time, it would dwell for a few minutes, which would feel like wasted time to riders, but is necessary to ensure that the service is reliable.
- CAT and Cherriots would have to collaborate substantially, not only on schedules, but also on fares, rules, information, emergency procedures and marketing.

### **Cherriots/SMART 1X as a Model**

There is no reason to think that the potential for ridership along 99E is inherently lower than along I-5; except that the current level of service (which is lower) and the following institutional barriers exist:

- Frequencies are low
- A transfer is required
- The transfer is untimed and long
- The routes terminate in a place where few people actually want to go (the outer edge of Woodburn)
- There is no fare integration between the two routes (though CAT fares are very low)
- There is no co-marketing of the two routes

Cherriots and Wilsonville SMART have done an excellent job of overcoming these barriers for the Route 1X, which provides a great example for what could be possible along 99E in the future.

Table 1 shows the number of round trips that would be provided for each alternative and compares them with the baseline condition.

Table 1. Service levels for Baseline, Alternative 1, and Alternative 2

<b>Alternative Name</b>	<b>Round Trips per day to Woodburn</b>	<b>Increase in Daily Revenue Hours (RH) Compared to Baseline</b>	<b>Buses required</b>
Baseline	6 RT/day (Cherriots) 14 RT/day (CAT)	0	1 (Cherriots), 3 (CAT)
Alternative 1 – Timed Transfers	8 RT/day (Cherriots) 14 RT/day (CAT)	4.0 RH/day (Cherriots) 0 RH/day (CAT)	2 (Cherriots), 3 (CAT)
Alternative 2 – Traded Trips	4 RT/day (full route Salem to Oregon City, Cherriots) 4 RT/day (full route) and 6 RT/day to Woodburn (CAT)	4.0 RH/day (Cherriots) 0 RH/day (CAT)	2 (Cherriots), 3-4 (CAT)*

\*Vehicle requirement depends on level of peaking.

### Next steps

A meeting between two or three members of the Cherriots Board and some members of the Canby City Council and their Transit Advisory Committee will be scheduled for late April or early May. This meeting will be a chance for the two governing authorities of the service in the 99E corridor to discuss the above alternatives, led by the consultant, JWA. The Board is scheduled to take action on the final plan at the June 28, 2018 Board meeting.

# 99E Corridor Transit Planning Project

Cherriots Board of Directors  
Work Session April 9, 2018



## Project overview

- ODOT Transit Network grant (2016)
- Studying 10X and CAT 99 partnership
- Should we have:
  - timed connections in Woodburn?
  - through-routed service like 1X?



## Introduction

- Project overview
- Problem Statement
- Existing conditions
- Project alternatives
- Board involvement
- Next steps



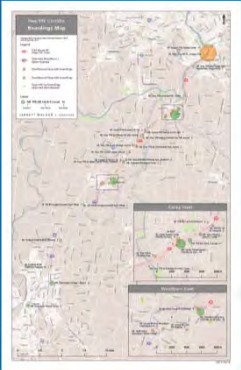
## Problem Statement

- Transit travel is difficult on 99E between Oregon City and Salem
  - Low frequencies of Route 10X and CAT 99
  - Very long waits required for transfers between two systems
  - Current transfer location not ideal
- Lack of fare integration is a barrier
- No weekend service is a barrier

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## Existing Conditions


- Ridecheck performed in Jan./Feb. 2017 on 10X and CAT 99
- Beginning April 2, 2018:
  - Route 10X: 6RT/day
  - CAT 99: 14RT/day
- Connection at Woodburn Bi-Mart stop
  - Cherrriots 10X & 20X
  - CAT 99
  - Woodburn Transit
- Demand for transit along whole corridor estimated at 25% higher than I-5 corridor (Portland Metro and Salem)



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## Project Alternatives

- Alternative 1
  - Assumes Sept. 2019 revenue
  - Optimizes the connection at Bi-Mart
  - Route 10X runs 8 RT/day
  - CAT 99 runs 14 RT/day



**TIMED CONNECTIONS**  
 CAT and Cherrriots would work together to make at least four timed connections, between Routes 99 and 10X, each weekday. This would require more service on both routes than exists today.

Total Cost: 52.2 Daily Revenue Hours  
 CAT: 36.5 Daily Revenue Hours  
 Cherrriots: 15.7 Daily Revenue Hours


Total Vehicles: 5 Buses  
 CAT: 3 Buses  
 Cherrriots: 2 Buses

\*FALL 2019\*  
**ALTERNATIVE 1**

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## Project Alternatives

- Baseline
  - “No-build” scenario
  - Route 10X runs 6 RT/day
  - CAT 99 runs 14 RT/day




**BASELINE**

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## Project Alternatives

- Alternative 2
  - Share trips from Oregon City to Salem (like 1X)
  - Route 10X runs 4 RT/day
  - CAT 99 runs 7 RT/day



**TRADED TRIPS**  
 Each agency could run four round trips per day, all the way between Salem and Oregon City. This would provide a total of 8 round trips per day, without a transfer.

Total Cost: 52.2 Daily Revenue Hours  
 CAT: 36.5 Daily Revenue Hours  
 Cherrriots: 15.7 Daily Revenue Hours

Total Vehicles: 5-6 Buses\*\*  
 CAT: 3-4 Buses  
 Cherrriots: 2 Buses

\*FALL 2019\*  
**ALTERNATIVE 2**



## Board Involvement and Next Steps

- Present alternatives to Board at Apr. 9 WS
- Schedule meeting in April or early May between 2 or 3 Cherrriots Board members and some members of the Canby City Council and Transit Advisory Committee
- Board scheduled to accept final plan at June 28, 2018 Board Meeting



Questions?







## WORK SESSION MEMO

Agenda Item WS.2.b

**To:** Board of Directors

**From:** Stephen Dickey, Director of Transportation Development

**Thru:** Allan Pollock, General Manager

**Date:** April 9, 2018

**Subject:** Salem City Council's Congestion Relief Task Force

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The City of Salem has formed a City Council member-based Congestion Relief Task Force to address traffic congestions issues in the areas on the east and west approaches to the Marion Street and Center Street bridges over the Willamette River. Task force members include City Councilors Chris Hoy, Kara Kaser, and Jim Lewis; and Mayor Chuck Bennett.

The task force is working to evaluate all potential options available to address increasing traffic congestion in AM and PM peak traffic periods. An initial meeting was held on February 23, 2018. This was an introductory meeting which focused on roles, responsibilities, and an overview of the project goals to gain consensus on the direction of the study.

The second meeting in March was cancelled, however, the next meetings are scheduled for April 20, 2018, May 4, 2018, and May 18, 2018. All meetings are scheduled to take place from 7:00 am – 8:30 am and will be held at the Salem Civic Center, Room 325. Cherrlots staff will attend these meetings to observe and report to the Board at future work sessions.



# CONGESTION RELIEF TASK FORCE

*A Technical Review of Transportation Infrastructure Options*



## MEETING GOALS

**1. Welcome and Introductions** ▶ **7:00**

**2. Meeting Goals and Agenda Review** ▶ **7:05**

**3. Task Force Process** ▶ **7:10**

Agreement on:

- Task Force Goals — Public project description
- Public Survey — Content, timeframe

Weigh-in on:

- Task Force Operating Agreements — Roles and communications

**4. Key Transportation Issues** ▶ **7:30**

Agreement on:

- Key Problem Areas

**5. Current Policies and Existing Constraints** ▶ **8:00**

Weigh-in on:

- Which policies are flexible and which are not? To what degree?

**6. Wrap up and Next Steps** ▶ **8:20**

DATE	MEETING TOPIC
Feb. 23	<b>1. Project Introduction</b> a. Task Force goals and process b. Key transportation issues c. Current policies and constraints
March 23	<b>2. Future Conditions, Transportation Ideas, Evaluation Criteria</b>
April 20	<b>3. Transportation Idea Results:</b> Tier 1 Screening (choose 3)
May 4	<b>Optional meeting</b>
May 18	<b>4. Transportation Idea Results:</b> Tier 2 Screening
June 29	<b>6. Recommendations</b>
July	<b>7. Additional meeting if needed</b>

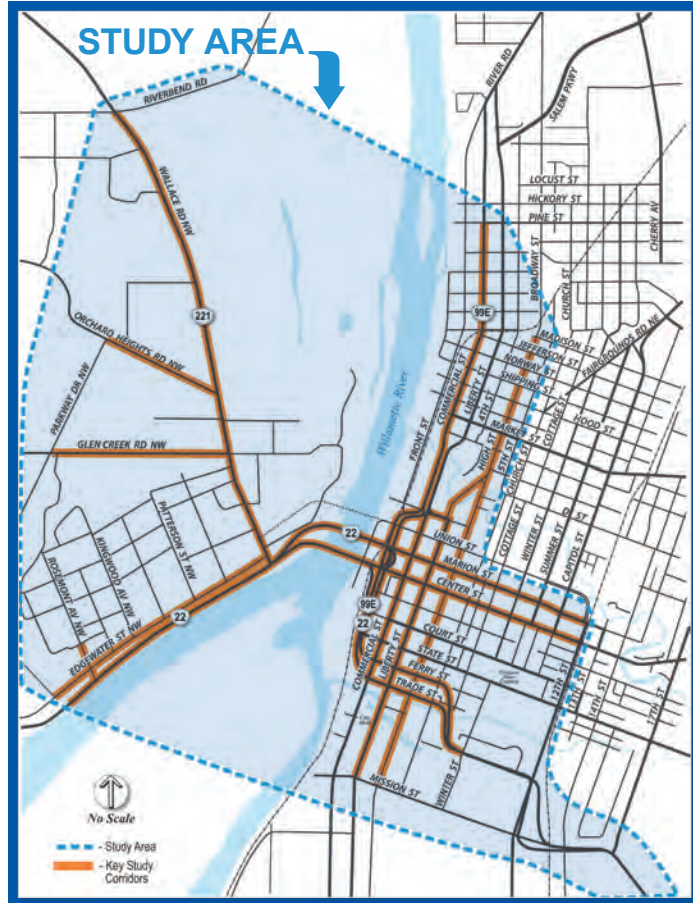
# CONGESTION RELIEF TASK FORCE

*A Technical Review of Transportation Infrastructure Options*



With traffic levels hampering downtown circulation, and long delays in west Salem, residents are asking for transportation infrastructure improvements.

Composed of the Mayor and three City Councilors, the Task Force will investigate potential ways for the City to relieve congestion in the project area and advise the City on policies and actions to improve traffic flow.



## The Task Force will:

1

Collect ideas from the public on how to reduce congestion.

2

Evaluate past transportation studies to build off prior solutions.

3

Conduct a technical analysis to evaluate traffic options for the near-term.

4

Share the results of the technical analysis and a list of recommendations for public comment later this year.

# CONGESTION RELIEF TASK FORCE

*A Technical Review of Transportation Infrastructure Options*



## TASK FORCE GOAL

The Congestion Relief Task Force is investigating potential ways for the City to relieve congestion in the project area and advise the City on policies and actions to improve traffic flow.

## MEETING GUIDELINES

- 1 Honor the agenda.
- 2 Listen carefully to speakers.
- 3 Focus on issues, not people.
- 4 Be recognized before speaking and don't interrupt.
- 5 Monitor speaking time to give others a chance to speak.
- 6 Avoid side conversations.

- The public is welcome to observe meetings and provide written input — comment cards are provided.
- All individuals are expected to observe respectful behavior during Task Force meetings.
- Please turn all cell phones to silent and refrain from talking.
- Anyone acting in a disruptive, disorderly or threatening manner will be asked to leave, and may be precluded from participating in future meetings.
- Recordings of Task Force meetings will be posted online one week after each meeting.
- Public input will be received in writing at anytime during the course of the Task Force process. Send all comments to [publicworks@cityofsalem.net](mailto:publicworks@cityofsalem.net).

# CONGESTION RELIEF TASK FORCE

A Technical Review of Transportation Infrastructure Options



## Share Your Ideas!

With traffic levels hampering downtown circulation and long delays in west Salem, residents are asking for transportation infrastructure improvements. The Task Force will investigate potential ways for the City to relieve congestion in the project area and advise the City Council on policies and actions to improve traffic flow (see back page for map). **From February 24 to March 10, the City of Salem welcomes your ideas on possible solutions.** The City will then conduct a technical analysis to evaluate traffic options that can happen in the near-term. The City will share the results of the technical analysis and a list of recommendations for public comment later this year.

1. My ideas for transportation congestion relief in the project area (use back of page if needed, see map other side):
  
  
  
  
  
  
  
  
  
  
2. My address zip code is: \_\_\_\_\_
3. I work in Salem:  yes     no
4. I own property in Salem:  yes     no
5. The street intersection closest to where I live is: \_\_\_\_\_
6. Please check the appropriate boxes:

In Salem, I get from one place to another by:	All the time	Most of the time	Sometimes	Rarely	Never
A. Driving or riding in a car, truck, or motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Riding a bicycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Taking the bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Project Area



# CONGESTION RELIEF TASK FORCE

*A Technical Review of Transportation Infrastructure Options*



## TASK FORCE OPERATING AGREEMENTS

### TASK FORCE GOALS

#### **A Technical Review of Transportation Infrastructure Options**

With traffic levels hampering downtown circulation and long delays in west Salem, residents are asking for transportation infrastructure improvements. The Task Force **will investigate potential ways for the City to relieve congestion in the project area and advise the City Council on policies and actions to improve traffic flow.**

The Task Force will:

- Collect ideas from the public on how to reduce congestion.
- Evaluate past transportation studies to build off prior solutions.
- Conduct a technical analysis to evaluate traffic options for the near-term.
- Share the results of the technical analysis and a list of recommendations for public comment later this year.

The Task Force will achieve these goals by:

- Participating in meetings and act in a deliberative and considerate manner.
- Respecting diverse community demographics and varied interests.
- Weighing the perspectives of the whole community.
- Providing opportunities for written public comment during the Task Force process. All forms of public comment will be encouraged at the Council deliberations of Task Force recommendations.

### COMPOSITION AND ROLES

Nominated by the Salem City Council, the Task Force is composed of the Mayor and 3 City Councilors. The City of Salem Project Manager and DKS Associates provide support to the Task Force – see below for roles.

#### **Task Force Chair (Mayor Bennett):**

- Opens and presides over the meeting
- Reviews and approves agendas
- Provides guidance to the Project Manager on Task Force process



**All Task Force Members (Mayor Bennett, Councilor Hoy, Councilor Kaser, Councilor Lewis):**

- Understand and commit to the goals of the Task Force
- Attend meetings on a regular basis and fully and honestly participate
- Commit to problem solving and decision-making
- Represent the interests and needs of individual stakeholders while simultaneously viewing the system as a whole
- Engage in an ethical manner, follow all pertinent local, state and federal laws and act in best faith
- Communicate with staff
- If the Chair is absent, nominate a member to serve as Chair

**Project Manager (Julie Warncke, City of Salem):**

- Schedules meetings
- Reviews and approves agendas, meeting materials, and public communications
- Records meetings and distributes meeting summaries
- Posts agendas, meeting materials, meeting summaries and recordings, and project updates on the City website seven working days after each meeting
- Responds to public inquiries and communicates with the media, or delegates communication to other staff.
- Compiles the Task Force Recommendations, including a summary of public comments

**Facilitator (Julie Fischer, Cogito):**

- Drafts agendas, collects input, produces final agendas
- Manages the facilitation of the meeting
- Remains neutral and leads the group in project decision-making
- Communicates with Project Manager

**Technical Consultants (Scott Mansur, DKS Associates; Matt Hastie, Angelo Planning):**

- Prepares and presents project content
- Attends meetings and leads content discussions
- Answers questions
- Communicates with Project Staff

**MEETINGS**

The Task Force will commit to the following meeting guidelines:

1. Honor the agenda
2. Listen carefully to speakers
3. Focus on issues, not people
4. Be recognized before speaking and don't interrupt
5. Monitor speaking time to give others a chance to speak
6. Avoid side conversations

Meeting Attendance: It is the responsibility of the member who misses a meeting to catch up through reading the meeting notes, listening to the recording, or discussing the meeting with members who

were present. When there is a need for an official vote, a quorum of at least 3 Task Force members is required. If other City Councilors attend the meeting, they must observe and not participate in accordance with public meetings laws.

**Agendas:** The Facilitator and Project Manager will work together to produce draft agendas, send them to the Chair, then distribute to the Task Force one week before each meeting. Task Force members can suggest changes to the agenda before the meeting, and the Project Manager makes the final decision about the agenda.

**Materials:** Meeting materials will be provided for each meeting. Due to the tight schedule, materials will be presented and explained at the meeting, then posted online afterwards. They will not be sent or posted ahead of time.

### **Sample language for public comment**

*To post on the wall and shared verbally*

Public input will be received in writing at anytime during the course of the Task Force process. Send all comments to [publicworks@cityofsalem.net](mailto:publicworks@cityofsalem.net). Because Task Force meetings are technical work sessions, there will be no verbal public comment before, during, or after the meetings. The public is welcome to observe meetings and provide written input - comment cards will be provided. Recordings of Task Force meetings will be posted seven working days after each meeting.

### **COMMUNICATION**

**Accountability** - The Task Force is accountable to the Salem City Council and project stakeholders, including residents, businesses, property owners, and organizations.

Task Force members will honor the following:

1. Communication will be open, honest, transparent, and reflect a “no surprises” philosophy.
2. Questions and issues arising about the process should be directed first to the Project Manager then to the Task Force Chair before involving outside individuals.
3. Email policy: Email will be used sparingly for time-sensitive issues only. Every effort will be made to address substantive issues at the meetings. Emails should be directed to the Project Manager.
4. Communication with others: All meeting agendas, materials, and summaries will be posted on the project website in a timely way.
5. The meetings are open to the public. All communication with other groups or the media will be handled by the Project Manager.
6. Questions between meetings should be directed to the Project Manager.

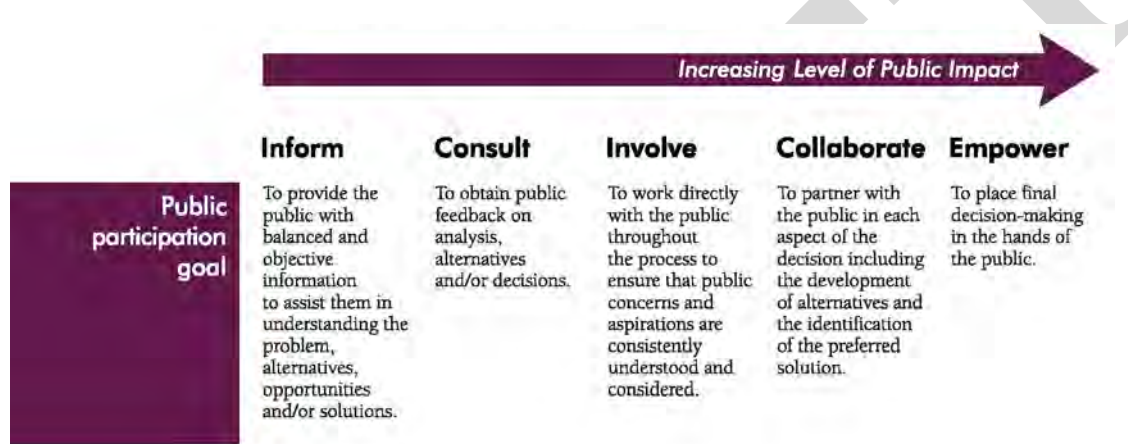
## DECISION MAKING

The Task Force will match their decision making style to the importance of the decision. They will strive for consensus for important decisions, and entrust the Chair with minor decisions (see Decision Styles table on next page for details).

The Task Force will make recommendations to the Salem City Council. Public input will be an important element in any City Council decision based on the outcomes of the project. See below and the following page for a summary of decision styles:

Empower: Salem City Council (elected to decide)  
Collaborate: Task Force (appointed to recommend)  
Consult: Public (welcomed and encouraged to give opinion)

### Decision Making Styles



More information on decision-making if needed:

<b>Style</b>	<b>Who decides</b>	<b>Description</b>	<b>Costs/Benefits</b>	<b>Importance of Decision*</b>
<b>Delegating</b>	Delegate	A delegate (sometimes an expert) makes the decision without input from the group	Takes less time, efficient. Group may not understand or agree with who the expert is, or the decision.	Low priority decision
<b>Telling</b>	Leader	Leader shares reason for the final decision with the group	Takes less time, efficient. Helps group understand decision, but they might not agree with it.	Low priority decision
<b>Consulting</b>	Leader	Decision made by leader after group input	Input from group strengthens the decision. Group may not be committed to the decision.	Moderate decision
<b>Voting</b>	Majority or Super Majority	Majority: Requires 50% or more of the group to support the proposal  Super Majority: A designated percentage, such as 75% of the group is necessary to support the proposal	Can create winners and losers. Minority opinion may not be valued or considered. May leave unresolved conflict and some disgruntled members.	Majority: Moderate decision  Super Maj: Major decision
<b>Consensus</b>	All	The group makes a collective decision after effective communication. A consensus decision is one that every member of the group can live with and will support.	All perspectives are considered, good group support. Takes time, reduces involvement by people with little time. May “water down” a good decision.	Major decision

# CONGESTION RELIEF TASK FORCE

A Technical Review of Transportation Infrastructure Options



Task Force Meeting #1, February 23, 2018



Prepared by DKS Associates



## Past Accomplishments

### Previous Transportation Studies Completed

- Wallace Road Local Access & Circulation Study - 1997
- Bridge Head Engineering Study (BHES) – 1998
- West Salem Gateway Area Refinement Plan - 2005
- Salem Willamette River Crossing Alternate Modes Study – 2010
- Salem River Crossing Draft EIS Alternative 2A (EIS) - 2012
- *Central Salem* Mobility Study – 2013
- *West Salem* Business District Action Plan - 2015
- City of Salem Transportation System Plan (TSP) – Updated 2016
- MWWCOG Regional Transportation System Plan (RTSP) – Updated 2016

# West Salem

## Completed Improvements



	Improvement
1	Taggart connector roads
2	Edgewater Street NW/Rosemont Ave intersection capacity improvements
3	Relocated traffic signal from 7 <sup>th</sup> St to Taggart Dr
4	Cornucopia St connector road with transit facilities
5	Wallace Rd/Edgewater St traffic signal capacity improvements (Left turn prohibition)
6	Wallace Road/Glen Creek Road capacity improvements
7	Union Street Railroad Bridge converted to ped-bike bridge with trail connections constructed
8	Multi-use trail connection from Union St. Bridge trail to Glen Creek Road

# West Salem

## Previously Identified Transportation Improvements



## Improvement

5	Wallace Rd/Edgewater St: <ul style="list-style-type: none"> <li>• Add eastbound and westbound lanes on Wallace Rd.</li> <li>• Improve geometry, and</li> <li>• Close Musgrave Ln.</li> </ul>
9	Marine Dr. connector roadway
10	Multimodal grade-separated crossing at 2 <sup>nd</sup> St/Wallace Rd
11	Marion Street Bridge increase to six westbound lanes and provide Marine Dr off-ramp
	Center St Bridge widen to five eastbound lanes
12	Wallace Rd improvements: <ul style="list-style-type: none"> <li>• Three ramp lanes and six-lane cross section</li> </ul>
13	Signal at Edgewater/Patterson St
14	Murlark Ave. connector roadway to Glen Creek Rd



# East Salem

## Completed Improvements



## Improvement

1	Commercial/Division improvements
2	Ramp from Center St bridge to southbound Front St. widened to two lanes
3	Front St pedestrian median improvements
4	Traffic signal at Center St/Front St ramp (ITS detection for congestion management)
5	Traffic signal at Commercial/Union for east-west bicycle/pedestrian movements

# East Salem

## Previously Identified Transportation Improvements



### Improvement

- |   |  |
|---|--|
| 6 | Construct Union St bikeway   |
| 7 | Widen ramp to two lanes or provide uncontrolled right turn   |
| 8 | Commercial/Marion St Bridge capacity improvements:<br>Exclusive double right turn lanes<br>Alternatively<br>Uncontrolled right turn ramp onto Marion St Bridge over park, no pedestrian crossing |
| 9 | Widen Front Street to a Minor Arterial standard.   |

# AM Peak Hour Congestion



Wallace Rd (southbound)



# PM Peak Hour Congestion



Marion Street at Cottage St (westbound)



Marion Street at Capitol St (westbound)



# PM Peak Hour Congestion



Commercial St at Division St/Front St  
(southbound)



Ferry Street at Church St (westbound)



# Typical Travel Times (AM Peak Hour)

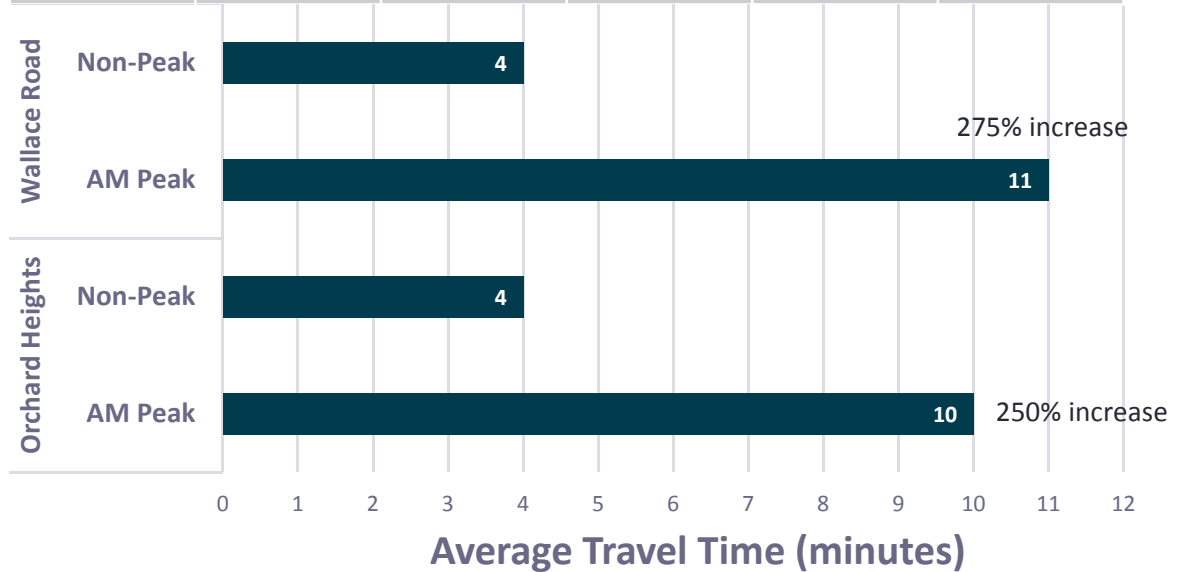


## Wallace Road

Start	End	Condition	Speed	Average Travel Time	Delay
A	E	Non-Peak	32 mph	4 mins	-
A	E	AM Peak	10 mph	11 mins	<b>7 mins</b>

## Orchard Heights Road

Start	End	Condition	Speed	Average Travel Time	Delay
B	E	Non-Peak	23 mph	4 mins	-
B	E	AM Peak	10 mph	10 mins	<b>6 mins</b>



# Typical Travel Times (AM Peak Hour)

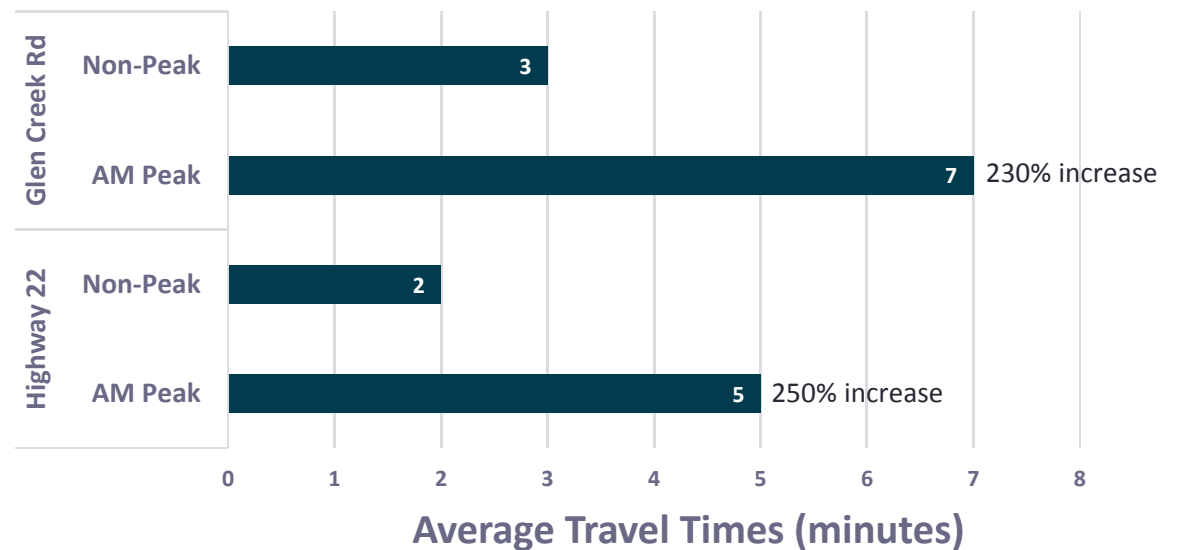


## Glen Creek Road

Start	End	Condition	Speed	Average Travel Time	Delay
C	E	Non-Peak	22 mph	3 mins	-
C	E	AM Peak	9 mph	7 mins	<b>4 mins</b>

## Highway 22

Start	End	Condition	Speed	Average Travel Time	Delay
D	E	Non-Peak	33 mph	2 mins	-
D	E	AM Peak	15 mph	5 mins	<b>3 mins</b>



# Typical Travel Times (PM Peak Hour)

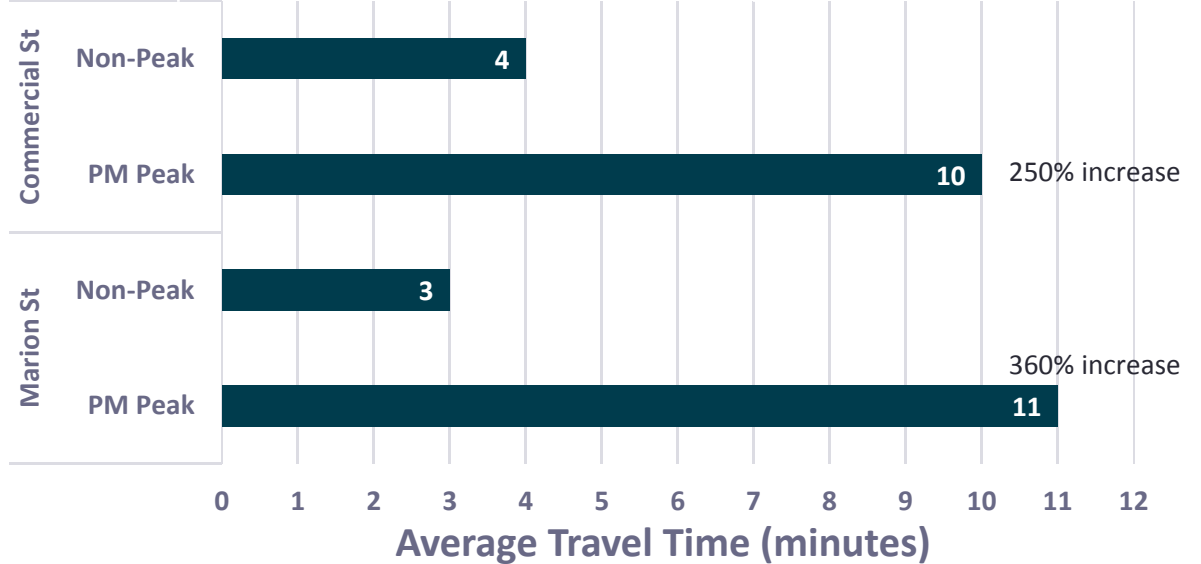


## Commercial Street

Start	End	Condition	Speed	Average Travel Time	Delay
A	E	Non-Peak	23 mph	4 mins	-
A	E	PM Peak	9 mph	10 mins	<b>6 mins</b>

## Marion Street

Start	End	Condition	Speed	Average Travel Time	Delay
B	E	Non-Peak	16 mph	3 mins	-
B	E	PM Peak	4 mph	11 mins	<b>8 mins</b>





# Typical Travel Times (PM Peak Hour)

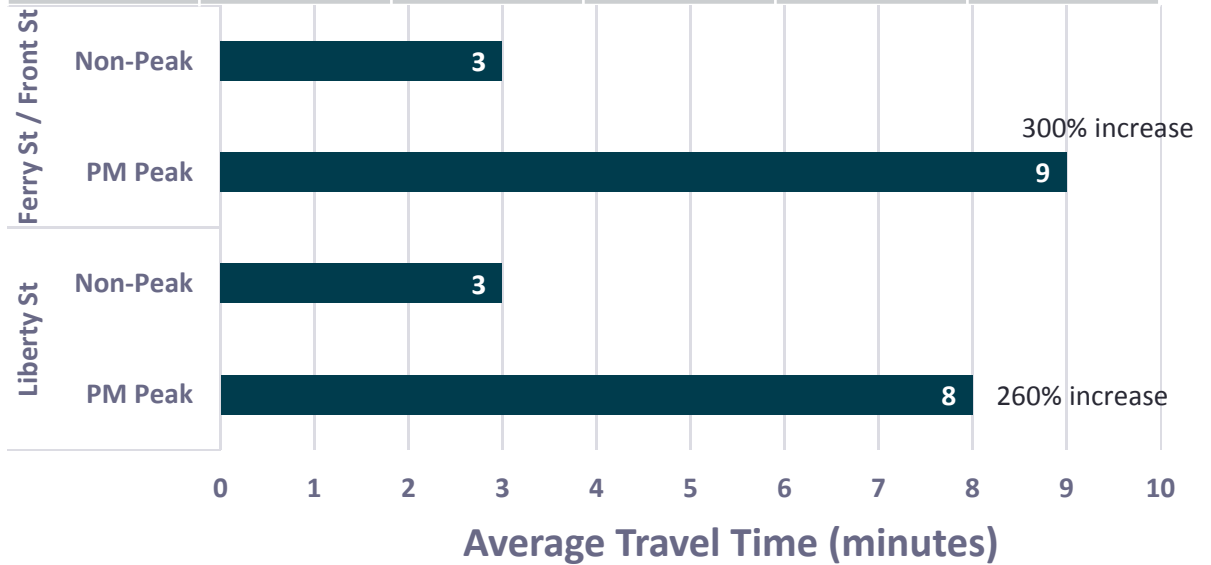


## Ferry Street / Front Street

Start	End	Condition	Speed	Average Travel Time	Delay
C	E	Non-Peak	22 mph	3 mins	-
C	E	PM Peak	7 mph	9 mins	6 mins

## Liberty Street

Start	End	Condition	Speed	Average Travel Time	Delay
D	E	Non-Peak	17 mph	3 mins	-
D	E	PM Peak	7 mph	8 mins	5 mins



# CONGESTION RELIEF TASK FORCE

A Technical Review of Transportation Infrastructure Options



## CITY POLICIES AND CONGESTION RELIEF OPTIONS

We have identified an initial list of policy topics to guide development and evaluation of Transportation Infrastructure Options. They represent our initial thinking and we look forward to the Task Force refining the topics and questions.

- Is anything missing or should anything be removed from the list?
- What is acceptable, not acceptable, or what does it depend on?

<b>Topic</b>	<b>Acceptability, Degree of Flexibility, Sensitive location(s)</b>
On-street parking	
Pedestrian facilities	
Bicycle facilities	
Transit facilities	
One-way/two-way streets	
Property impacts/acquisition	
Parks	
Grade-separated facilities (such as overpasses)	
Medians/turning/driveway limitations	
Railroad bridge	
Access to river	
Landscaping (including trees)	
Other?	



**SALEM CONGESTION TASK FORCE**  
February 23, 2018  
Traffic Control Center Conference Room 325  
MEETING NOTES

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**MEMBERS PRESENT**

Chris Hoy, Councilor (By phone)  
Chuck Bennett, Mayor  
Cara Kaser, Councilor

Jim Lewis, Councilor

**MEMBERS ABSENT**

**CITY STAFF**

Peter Fernandez  
Kevin Hottmann  
Julie Warncke  
Carol McMann

**OTHER**

Scott Mansur, DKS  
Julie Fischer, Cogito  
Terry Cole, ODOT  
Mike Jaffe, MWVCOG

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**1. WELCOME AND INTRODUCTIONS:**

Mayor Bennett called the meeting to order at 7:02am

Each member introduced themselves, brief background, and their connection to the Congestion Task Force.

**2. MEETING GOALS AND AGENDA REVIEW:**

The Task Force reviewed the agenda for the meeting.

**3. TASK FORCE PROCESS:**

The Task Force reviewed the project goal, the public project description, the public survey, and Task Force Operating Agreements. Discussion included quorum requirements, use of social media, and the anticipated meeting schedule.

The Task Force agreed with the public project description and the public survey. The Task Force Operating Agreements will be finalized at the next meeting.

**4. KEY TRANSPORTATION ISSUES:**

The Task Force reviewed existing transportation conditions. Discussion items included past transportation studies and accomplishments in the project area, peak hour travel, and travel times.

**5. CURRENT POLICIES AND EXISTING CONSTRAINTS:**

The Task Force reviewed an initial list of policy topics to guide development and evaluation of transportation infrastructure options. Discussion included which, if any, topics were open for consideration.

The Task Force agreed that everything should be open for consideration.

**6. WRAP-UP AND NEXT STEPS:**

The Task Force identified possible infrastructure changes that they would like considered as possible ways to address congestion.

The Task Force reviewed the meeting schedule, including that the meeting scheduled for May 4, 2018 may be canceled and that there may be a need to add an additional meeting in July in case more than one meeting is needed to finalize recommendations.

The next scheduled meeting will take place Friday, March 23, 2018

The meeting adjourned at 8:25 a.m.

**Note:**

Audio recording of meeting is available on our City of Salem Website, <https://www.cityofsalem.net/Pages/congestion-relief-task-force.aspx>, under "Meeting Minutes". You can request a transcript or an alternate format by contacting:

City of Salem Public Works Department  
555 Liberty Street SE, Room 325  
Salem OR 97301-3513  
503-588-6211  
cmcmann@cityofsalem.net

# CONGESTION RELIEF TASK FORCE

A Technical Review of Transportation Infrastructure Options



## Share Your Ideas!

With traffic levels hampering downtown circulation and long delays in west Salem, residents are asking for transportation infrastructure improvements. The Task Force will investigate potential ways for the City to relieve congestion in the project area and advise the City Council on policies and actions to improve traffic flow (see back page for map). **From February 24 to March 10, the City of Salem welcomes your ideas on possible solutions.** The City will then conduct a technical analysis to evaluate traffic options that can happen in the near-term. The City will share the results of the technical analysis and a list of recommendations for public comment later this year.

**Please mail a printed copy of this survey to : Public Works Department, Attn: Congestion Relief Task Force, 555 Liberty St SE, Room 325, Salem, OR 97301-3513. Postmark by March 10.**

1. My ideas for transportation congestion relief in the project area (use back of page if needed, see map other side):
  
2. My address zip code is: \_\_\_\_\_
3. I work in Salem:  yes  no
4. I own property in Salem:  yes  no
5. The street intersection closest to where I live is: \_\_\_\_\_
6. Please check the appropriate boxes:

In Salem, I get from one place to another by:	All the time	Most of the time	Sometimes	Rarely	Never
A. Driving or riding in a car, truck, or motorcycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Riding a bicycle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Taking the bus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Project Area





## WORK SESSION MEMO

Agenda Item WS.2.d

**To:** Board of Directors

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

**Thru:** Allan Pollock, General Manager

**Date:** April 9, 2018

**Subject:** Fare Analysis 2018

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Every two years, an evaluation of Cherriots' fare structure is conducted at the direction of the Board of Directors. This year's fare analysis was different than normal due to the passage of Oregon House Bill 2017 for funding that will be used by the transportation agencies in Oregon to improve services through a newly developed State Transportation Improvement Fund (STIF). Among other items, the latest draft language of the rules for this new funding calls for transit agencies to *"fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low Income Households."*

In this memo, staff outline the goals of our analysis and potential strategies we have developed to meet those goals.

### **Fare analysis goals**

The goals are as follows:

1. Simplify fare structure
2. Facilitate transfers between local and regional buses
3. Help families and low-income riders
4. Encourage youth to ride
5. Ensure fare structure is equitable

## Potential strategies and projected impacts

To accomplish these goals, staff developed five potential strategies. For each strategy, we have developed an initial projection of the impact this change would cause on annual fare revenue. Please note these costs do not include increases administrative and operational costs and risks.

### 1. Standardized Cherriots Regional fares

*Background:* Today a one-ride ticket on most regional routes is \$2.25 (\$1.50 for reduced). However, the cost of a one-ride ticket on Route 1X is much higher at \$3 (\$1.50 for reduced).

*Potential strategy:* Change a one-ride ticket to \$2.50 for all regional routes.

*Reasoning:* This change would simplify the fare structure and make it easier to communicate the cost to ride on a Cherriots Regional bus.

*Projected impact:* **+13,000** in fare revenue

### 2. Universal day and month passes

*Background:* Currently there is no day pass on Route 1X. The other regional routes have a day pass that costs \$4.50 (\$3 for reduced), but they do not work on the 1X or on local Cherriots routes.

There is currently a universal month pass for \$85 (\$42.50 for reduced) that works on all Cherriots routes. There is also a month pass that only works on contracted regional routes for \$60 (\$30 for reduced).

*Potential strategy:* Replace the day pass for the contracted regional routes with a universal day pass at a cost of \$5 (\$2.50 for reduced) that works on all Cherriots bus routes. Eliminate the \$60 month pass that only works on contracted regional routes, and lower the price of the universal month pass to \$75.

*Reasoning:* This change would simplify the fare structure even more. It would also make it easier for riders to transfer between local and regional buses. This would bring our agency one step closer to integrating the former CARTS routes with Cherriots routes operated in-house.

*Projected impact:* **-11,000** in fare revenue



### 3. **Low-income pass**

*Background:* Cherriots currently has a reduced rate for youth 18 and younger, seniors 60 and older, those who are disabled, and Medicare card holders. Typically the cost of a reduced fare is about half of a full fare. However, there is currently no program to offer discounted bus passes to low-income riders who do not meet any of the above requirements.

King County Metro introduced a similar program in 2017, and TriMet will implement a low-income pass in July 2018.

*Potential strategy:* Allow low-income riders that qualify for other low-income programs to pay the reduced rate. Cherriots staff would develop a list of programs that qualify (e.g. Oregon Health Plan recipients or SNAP beneficiaries). Riders would show proof that they are enrolled in one of those programs at Cherriots Customer Service, and staff would issue the riders a reduced fare card for the year.

*Reasoning:* This strategy will give many low-income riders access to cheaper fares without lowering fares across the board and without the District getting into the business of income verification.

*Projected impact:* **-450,000** in fare revenue (*Note:* the fare revenue impact would likely be lower as we do not expect everyone who qualified for the program to participate.)

### 4. **Free youth and student passes**

*Background:* Currently large families have to spend a lot of money to ride on transit together. Children ride for free through age five, but after that they need a youth fare to ride. When a family has multiple children, the cost to ride can add up quickly and make driving seem much more cost-effective. The cost of the fares is especially burdensome for low-income families.

Additionally, it is costly for middle and high school students to ride the bus. The State of Oregon used to fund a program to give free bus passes to these students. When that program was discontinued in 2011, the drop in ridership Cherriots experienced was higher than the drop we saw when Saturday service was eliminated in 2009.

*Potential strategy:* Children would ride free (with a paying passenger) through age 11. Middle and high school students could ride free by showing their

student ID in the school year the ID is valid or the following summer. Riders aged 12-18 who do not have a middle or high school ID would continue to pay a reduced rate. The summer youth pass would be eliminated.

*Reasoning:* Making trips free for children 11 and younger would reduce the burden experienced by low-income families. Bringing back the middle and high school student bus pass program would give students access to school, before and after school activities, summer programs, and employment. Both programs would lead to more people riding the bus at a younger age, making it more likely they would ride as adults—and helping more riders in the community see the value of transit firsthand.

*Projected impact:* **-390,000** in fare revenue

*Other potential impacts to consider:* Overcrowding on buses around the time school gets out, which could lead to an uncomfortable experience for some current riders

## 5. **LIFT month pass**

*Background:* A full fare one-ride ticket on local Cherriots bus service is \$1.60 and a one-ride ticket on Cherriots LIFT paratransit is double that at \$3.20. Riders on the local bus service can also choose to purchase a 30-day pass for \$45, whereas LIFT riders have no monthly equivalent.

*Potential strategy:* Establish a calendar month LIFT pass at a rate of \$90—twice that of local Cherriots bus service.

*Reasoning:* The lack of a month pass on LIFT is a potential equity issue. As a complementary service to the local bus service, LIFT should have a similar fare structure to that of that local service.

*Projected impact:* **-21,000** in fare revenue

*Other potential impacts to consider:* The projected impact on fare revenue does not take into consideration to potential increase in LIFT ridership (and associated increases in revenue hours) that could result from this program.

## Overall impact

Together, these fare changes and program would result in \$862,000 less fare revenue a year. Staff believes most of this cost (\$860,000) would be reimbursable by the STIF funding. However, it is important to note that the more money that is reimbursed from STIF, the less Cherrriots can spend on weekend, evenings, and holiday bus service.

## Next steps

Staff is asking for guidance from the Board on these potential strategies. With that guidance, staff will revise the proposal based on the input, and the next steps will be as follows:


- **Public engagement** May 2018
- **Public engagement report** June 2018
- **Wrap into service enhancement plan** July 2018 and beyond
- **Implementation** July 1, 2019



# 2018 Fare Analysis


April 9, 2018



 CHERRIOTS


## Goals

1. Simplify fare structure
2. Facilitate transfers between local and regional buses
3. Help families and low-income riders
4. Encourage youth to ride
5. Ensure fare structure is equitable

 CHERRIOTS

## Background

- Board guidance:
  - Staff to evaluate fares every two years
- STIF RAC draft rule:
  - "Fund the implementation of **programs to reduce fares** for public transportation in communities with a high percentage of **Low Income Households**"

 CHERRIOTS

## Potential Strategies

1. Standardized Cherriotics Regional fares
2. Universal day and month passes
3. Low-income pass
4. Free youth and student passes
5. LIFT month pass

**CHERRIOTS**

### 1. Standardized Cherriots Regional fares

	<i>Current Contracted Regional</i>	<b>Proposed Regional</b>	<i>Current 1X</i>
ONE-RIDE	\$2.25   \$1.50	<b>\$2.50   \$1.25</b>	\$3   \$1.50
DAY PASS	\$4.50   \$3	<b>\$5   \$2.50</b>	N/A
MONTH PASS	\$60   \$30	<b>\$75   \$37.50</b>	\$85   \$42.50

**CHERRIOTS**

### 2. Universal day and month passes

	<i>Current Contracted Regional</i>	<b>Proposed Regional</b>	<i>Current 1X</i>
ONE-RIDE	\$2.25   \$1.50	<b>\$2.50   \$1.25</b>	\$3   \$1.50
DAY PASS	\$4.50   \$3	<b>\$5   \$2.50</b>	N/A
MONTH PASS	\$60   \$30	<b>\$75   \$37.50</b>	\$85   \$42.50

**CHERRIOTS**

### 1. Standardized Cherriots Regional fares

	<i>Current Contracted Regional</i>	<b>Proposed Regional</b>	<i>Current 1X</i>
ONE-RIDE	\$2.25   \$1.50	<b>\$2.50   \$1.25</b>	\$3   \$1.50
DAY PASS	\$4.50   \$3	<b>\$5   \$2.50</b>	N/A
MONTH PASS	\$60   \$30	<b>\$75   \$37.50</b>	\$85   \$42.50

**+\$13,000**  
PROJECTED IMPACT ON FARE REVENUE

**CHERRIOTS**

### 2. Universal day and month passes

	<i>Current Contracted Regional</i>	<b>Proposed Regional</b>	<i>Current 1X</i>
ONE-RIDE	\$2.25   \$1.50	<b>\$2.50   \$1.25</b>	\$3   \$1.50
DAY PASS	\$4.50   \$3	<b>\$5   \$2.50</b>	N/A
MONTH PASS	\$60   \$30	<b>\$75   \$37.50</b>	\$85   \$42.50

**-\$15,000**  
PROJECTED IMPACT ON FARE REVENUE

**CHERRIOTS**

2. Universal day and month passes

- Proposed cost sharing structure between **general fund, contracted fund, and SMART**
  - Fares from day passes sold **on buses** would **stay with the associated fund**
  - Fare revenue from day and month passes sales **off the bus** would be **redistributed quarterly based on ridership** using universal passes

**-\$15,000**

PROJECTED IMPACT ON FARE REVENUE

**CHERRIOTS**

3. Low-income passes

- Administration
  - Those **who show they are eligible for other low-income programs (TBD)** would qualify for reduced rates
    - Same rates as 60+, people with disabilities, and Medicare card holders
  - Those qualifying for this program will be entered into database and issued a **reduced fare card** for the year

**-\$450,000**

PROJECTED IMPACT ON FARE REVENUE

**CHERRIOTS**

3. Low-income passes

- Administration
  - Those **who show they are eligible for other low-income programs (TBD)** would qualify for reduced rates
    - Same rates as 60+, people with disabilities, and Medicare card holders
  - Those qualifying for this program will be entered into database and issued a **reduced fare card** for the year


**CHERRIOTS**

3. Low-income passes

- Full-fare riders expected to qualify
  - Cherriots Local **77%**
  - Cherriots Regional (contracted) **69%**
  - Cherriots 1X one-ride **33%**
  - Cherriots Universal **23%**


**-\$450,000**

PROJECTED IMPACT ON FARE REVENUE

 **CHERRIOTS**


#### 4. Free youth and student passes

- Youth
  - Riders aged 0-11 would not have to show ID
- Student
  - Riders aged 12-18 would need to show a **middle or high school ID**
  - Those 12-18 without a middle or high school ID would continue to pay a reduced rate like they do today

 **CHERRIOTS**

#### 5. LIFT month pass

- Overview
  - Month pass would cost **\$90**, twice a Cherriots Local month pass
  - In October 2017, **52 riders would have benefited**
  - Staff have **not assessed potential ridership increases**
- Administration
  - Riders could purchase LIFT month passes at **Cherriots Customer Service**


 **CHERRIOTS**

#### 4. Free youth and student passes

- Youth
  - Riders aged 0-11 would not have to show ID
- Student
  - Riders aged 12-18 would need to show a **middle or high school ID**
  - Those 12-18 without a middle or high school ID would continue to pay a reduced rate like they do today

**-\$390,000**

PROJECTED IMPACT ON FARE REVENUE

 **CHERRIOTS**

#### 5. LIFT month pass

- Overview
  - Month pass would cost **\$90**, twice a Cherriots Local month pass
  - In October 2017, **52 riders would have benefited**
  - Staff have **not assessed potential ridership increases**
- Administration
  - Riders could purchase LIFT month passes at **Cherriots Customer Service**

**-\$21,000**

PROJECTED IMPACT ON FARE REVENUE



**CHERRIOTS**

Impact by Program on fare revenue\*  
BEFORE STIF REIMBURSEMENT

<p><b>+\$13,000</b></p> <p>STANDARDIZE REGIONAL FARES</p>	<p><b>-\$15,000</b></p> <p>UNIVERSAL PASSES</p>
<p><b>-\$450,000</b></p> <p>LOW-INCOME PASSES</p>	<p><b>-\$390,000</b></p> <p>FREE YOUTH</p>
<p><b>-\$20,000</b></p> <p>LIFT MONTH PASS</p>	

\* Does not include operational cost increases

**CHERRIOTS**

Impact by Fund  
AFTER STIF REIMBURSEMENT

**-\$32,000**

PROJECTED IMPACT ON GENERAL FUND REVENUE

**+\$30,000**

PROJECTED IMPACT ON CONTRACTED FUND REVENUE

**CHERRIOTS**

Expected Reimbursement

**-\$862,000**

PROJECTED IMPACT ON FARE REVENUE\*

**+\$860,000**


EXPECTED REIMBURSEMENT FROM STIF  
**12% of current STIF estimates**

\* Does not include operational cost increases

**CHERRIOTS**

Trade-offs

- \$100,000
  - **One hourly route** on Saturday or Sunday
  - Increasing one route **from hourly to 30-minute** on Saturday or Sunday
  - **One holiday** at full **weekday** levels
  - **Three holidays** at **Sunday** level service

 **CHERRIOTS**

## Next steps

- **Public engagement**
  - May 1-15, 2018
- **Public engagement report**
  - May 30, 2018
- **Wrap into service enhancement plan**
  - June 2018 and beyond
- **Implementation**
  - July 1, 2019





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

Thursday, April 26, 2018	Courthouse Square - 555 Court St NE in Salem
5:45 PM: Executive Session .....	Salem Conference Room
6:30 PM: Regular Business Meeting .....	Senator Hearing Room

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**DRAFT AGENDA**

**EXECUTIVE SESSION** – ORS 192.660(2)(d) and (f); ORS 912.660(4) and (5) **5:45 PM**

**1. Labor Negotiations**

The Board of Directors and designated staff will meet in the Santiam Conference Room for discussion prior to the regular board meeting. Members of the audience and news-gathering representatives of institutional media will be asked to stay in the Senator Hearing Room as provided in ORS 192.440(4) and (5) until the regular board meeting begins at 6:30 PM.

**REGULAR BOARD MEETING** **6:30 PM**

**A. CALL TO ORDER AND NOTE THE ATTENDANCE**

**B. PLEDGE OF ALLEGIANCE** – Director Kathy Lincoln (Subdistrict #3)

**C. ANNOUNCEMENTS & CHANGES TO AGENDA**

**D. PRESENTATIONS**

1. CAFR and Single Audit for FY2017 presented by Ryan Pasquarella, CPA, Grove, Mueller & Swank PC
2. 2018 Legislative Session Review presented by Dale Penn II, Partner, CFM Strategic Communications

**E. PUBLIC COMMENT** – Individual’s comments are limited to three (3) minutes.

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

**1. Approval of Minutes**

- a. Minutes of the March 12, 2018 Board Work Session
- b. Minutes of the March 22, 2018 Board Meeting

**2. Routine Business**

- a. May Service Changes Briefing

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

**H. ACTION ITEMS**

1. Approval of Special Transportation Fund Advisory Committee's Recommendations for 5310 Grant Awards
2. Approval of ATU Labor Contract
3. Resolution 2018-03 Property Designation for South Salem Transit Center Project
4. Resolution 2018-04 Adopt Bylaws for the Statewide Transportation Improvement Fund Advisory Committee

**I. INFORMATION ITEMS**

1. Results of Public Outreach regarding Proposed Service Enhancements to Occur in September 2018 and in FY2019

**J. BOARD & MANAGEMENT REPORTS**

This is the time scheduled for the General Manager and Board of Directors to report on their committee participation and meetings attended on behalf of the District and the Board.

1. General Manager
2. Board of Directors

**K. ADJOURN REGULAR BOARD MEETING**

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**Next Regular Board Meeting Date: Thursday, May 24, 2018**

Salem Area Mass Transit District is committed to providing information and equal access to all public meetings per the requirements of the ADA and Oregon Revised Statutes. Meetings of the Board are held in places accessible to individuals with mobility and other impairments. Persons requiring meeting materials in alternative formats - sign language interpretation or other communication aids - may call the Clerk of the Board at (503)588-2424 (or TTY call 711 for Oregon Relay Service) between 8:00 a.m. to 5:00 p.m., weekdays at least 48 hours in advance of the meeting. Regular meetings of the Board are streamed live on Comcast Channel 21 and can be viewed on YouTube via the CCTV website at [cctvsalem.org](http://cctvsalem.org).

For an electronic copy of the Board meeting agenda packet, go to [Cherriots.org/board](http://Cherriots.org/board). Citizens who wish to offer comment in advance on topics appearing on the agenda are encouraged to do so by email at [board@cherriots.org](mailto:board@cherriots.org). Letters should be mailed to the SAMTD Board of Directors, 555 Court Street NE, Suite 5230, Salem, Oregon 97301.

Thank you for your interest in the Board's activities and the services and programs provided by Cherriots.

Upcoming Board Meeting and Work Session Agenda Items  
April 11, 2018

Work Session	Board Meeting
<b>April 9, 2018</b> <b>Packets due to GM office: April 2</b> <ul style="list-style-type: none"> <li>Service Enhancement Discussion – Fare Programs</li> <li>ITS Project Update</li> <li>Draft STIFAC Bylaws Review</li> <li>Salem City Council Congestion Task Force Rpt</li> </ul>	<b>April 26, 2018</b> <b>Packets due to GM office: April 12</b> <ul style="list-style-type: none"> <li>Executive Session: Labor Negotiations 5:45 PM</li> <li>Presentation: 2018 Legislative Session Review</li> <li>Presentation: CAFR and Single Audit Presentation</li> <li>Consent: May Service Changes Briefing</li> <li>Approval of STFAC 5310 Grant Projects Recommendations</li> <li>Results of Public Outreach Recap</li> <li>R#2018-XX Property Designation for SSTC Project</li> <li>R#2018-XX Adopt STIFAC Bylaws</li> <li>Approval of Labor Contract</li> </ul>
<b>May 14, 2018</b> <b>Packets due to GM office: May 7</b> <ul style="list-style-type: none"> <li>Service Enhancement Discussion</li> <li>RTSP 101 Presentation (Ray Jackson)</li> <li>Salem City Council Congestion Task Force Rpt</li> </ul>	<b>May 24, 2018</b> <b>Packets due to GM office: May 10</b> <ul style="list-style-type: none"> <li>Contract for Cherriots Lift Vehicle Purchase</li> <li>Contract for Fixed Route Vehicle Purchase</li> <li>Approval for ITS Contract</li> <li>PLACEHOLDER: R#2018-03 re: IT Policy</li> <li>Consent: Adopt FY2019 BOD meeting schedule</li> <li>Q3 finance, trip choice, performance report</li> </ul>
<b>June 11, 2018</b> <b>Packets due to GM office: June 4</b> <ul style="list-style-type: none"> <li>PLACEHOLDER: Executive Session: Labor Neg - Pension Plan Amendment</li> <li>Service Enhancement Discussion</li> <li>SDIS Best Practices Assessment</li> <li>Salem City Council Congestion Task Force Rpt</li> </ul>	<b>June 28, 2018</b> <b>Packets due to GM office: June 14</b> <ul style="list-style-type: none"> <li>Hearing/Res#2018-XX adopt FY19 budget</li> <li>Res#2018-XX Amendment to FY18 Budget</li> <li>Approval of FY2019 United Way Donation (C)</li> <li>PLACEHOLDER: Amend Pension Plan (Barg)</li> </ul>
<b>July 9, 2018</b> <b>Packets due to GM office: July 2</b> <ul style="list-style-type: none"> <li>Service Enhancement Discussion</li> </ul>	<b>July 26, 2018</b> <b>Packets due to GM office: July 16</b> <ul style="list-style-type: none"> <li>Accept Preliminary Annual Year-end Financial Report for FY2018</li> </ul>
<b>August 13, 2018</b> <b>Packets due to GM office: August 6</b> <ul style="list-style-type: none"> <li>Board Committee assignments (2019)</li> <li>Issue GM Performance Evaluation Packets</li> <li>Review of Neighborhood Association Contacts</li> <li>Service Enhancement Discussion</li> </ul>	<b>August 23, 2018</b> <b>Packets due to GM office: August 13</b> <ul style="list-style-type: none"> <li>Appoint Board Committee Assignments (2019)</li> <li>Trip Choice Report – 4<sup>th</sup> Quarter/Year End</li> <li>September Service Change Briefing</li> <li>Performance Report – 4<sup>th</sup> Quarter</li> </ul>

<p><b>September 10, 2018</b>  <b>Packets due to GM office: September 4 Tue</b></p> <ul style="list-style-type: none"> <li>• Service Enhancement Discussion</li> </ul>	<p><b>September 27, 2018</b>  <b>Packets due to GM office: September 17</b></p> <ul style="list-style-type: none"> <li>• Accept annual security report</li> <li>• Approval of annual SDIS board check list ©</li> <li>• FY 2018 Performance Report</li> <li>• GM performance evaluation (<b>Executive Session</b>)</li> </ul>
<p><b>October 8, 2018</b>  <b>Packets due to GM office: October 1</b></p> <ul style="list-style-type: none"> <li>• Proposed FY2020 Budget Calendar</li> <li>• Service Enhancement Discussion</li> </ul>	<p><b>October 25, 2018</b>  <b>Packets due to GM office: October 15</b></p> <ul style="list-style-type: none"> <li>• Approval of FY2020 Budget Calendar (C)</li> </ul>
<p><b>November 12, 2018</b>  <b>Packets due to GM office: November 5</b></p> <ul style="list-style-type: none"> <li>• Service Enhancement Discussion</li> </ul>	<p><b>November - No Board meeting</b></p>
<p><b>December - No work session</b></p>	<p><b>December 13, 2018</b>  <b>Packets due to GM office: December 3</b></p> <ul style="list-style-type: none"> <li>• Appointments to the STFAC (C)</li> <li>• Appointments to Budget Committee (C)</li> <li>• Q1 Finance, Trip Choice, Perf Report</li> </ul>
<p><b>January 14, 2019</b>  <b>Packets due to GM office: January 7</b></p> <ul style="list-style-type: none"> <li>• MWCOG Annual Meeting/Dinner</li> <li>• Present Draft 2019 Legislative Agenda</li> </ul>	<p><b>January 24, 2019</b>  <b>Packets due to GM office: January 14</b></p> <ul style="list-style-type: none"> <li>• Adoption of 2019 Legislative Agenda</li> </ul>
<p><b>February 11, 2019</b>  <b>Packets due to GM office: February 4</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>February 28, 2019</b>  <b>Packets due to GM office: February 18</b></p> <ul style="list-style-type: none"> <li>• Q2 Finance, Trip Choice, Performance Report</li> </ul>
<p><b>March 11, 2019</b>  <b>Packets due to GM office: March 4</b></p> <ul style="list-style-type: none"> <li>• Service Enhancement Discussion –Holidays</li> <li>• Review Eminent Domain Legal Requirements</li> <li>• CAC Membership</li> </ul>	<p><b>March 28, 2019</b>  <b>Packets due to GM office: March 18</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>To Be Scheduled</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>	<p><b>To Be Scheduled</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>



UPDATED: April 5, 2018

**TO:** SAMTD BOARD OF DIRECTORS  
**FROM:** ALLAN POLLOCK, GENERAL MANAGER  
**SUBJECT:** CALENDAR OF SCHEDULED MEETINGS

Meetings are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted

• **APRIL 2018**

- 3 Tue 3:00-4:30p STF Advisory Committee
- 9 Mon 5:30 PM SAMTD Board Work Session
- 10 Tue REMINDER to file SEI Report
- 24 Tue 5:30 PM Citizens Advisory Committee
- 26 Thu 5:45 PM Executive Session: Labor Negotiations/Contract
- 6:30 PM SAMTD Board of Directors Meeting

• **MAY 2018**

- 1 Tue 3:00-4:30p STF Advisory Committee
- 3 Thu 6:00 PM SAMTD Budget Committee Orientation
- 4-8 APTA Bus & Paratransit Conference and International Bus Rodeo in Tampa FL
- 10 Thu 6:00 PM SAMTD Budget Committee Meeting 1
- 14 Mon 5:30 PM SAMTD Board Work Session
- 17 Thu 11:30 AM Keizer Iris Festival Sponsor Appreciation Lunch
- 6:00 PM SAMTD Budget Committee Meeting 2
- 19 Sat 10:00 AM Keizer Iris Festival Parade
- 24 Thu 6:30 PM SAMTD Board of Directors Meeting
- 28 Mon CLOSED **HOLIDAY MEMORIAL DAY**  
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 31 Thu 6:00 PM SAMTD Budget Committee Meeting 3 (if necessary)

• **JUNE 2018**

- 2 Sat 6:00 PM Cherriots Employee Recognition Banquet
- 11 Mon 5:30 PM SAMTD Board Work Session
- Executive Session: Labor Negotiations/Pension Plan
- 19 Tue Keizer Transit Center - 5 Year Anniversary
- 19 Tue 5:30 PM Citizens Advisory Committee
- 28 Thu 6:30 PM SAMTD Board of Directors Meeting and Budget Hearing

• **JULY 2018**

- 4 Wed CLOSED **HOLIDAY 4<sup>th</sup> of July**  
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 9 Mon 5:30 PM SAMTD Board Work Session
- 26 Thu 6:30 PM SAMTD Board of Directors Meeting







## WORK SESSION MEMO

Agenda Item WS.2.e

**To:** Board of Directors

**From:** Allan Pollock, General Manager

**Date:** April 9, 2018

**Subject:** HB 2017 Qualified Entity Advisory Committee

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House Bill 2017 requires that all Qualified Entity's (QE) appoint a State Transportation Improvement Fund (STIF) Advisory Committee to assist the QE in carrying out the purpose of the STIF and determine the projects to be funded as part of the QE's STIF Plan.

The rules are currently out for public comment and are scheduled for adoption by the Oregon Transportation Commission at their June 22, 2018 meeting. The District's proposed STIF Advisory Committee By-Laws have been developed based on the criteria included in the proposed rules.

I have attached a draft version of the proposed By-Laws for your review and discussion at the work session. Based on the discussion, a finalized version will be presented at the April 26<sup>th</sup> Board meeting for adoption.



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

**DEFINITIONS:**

**“High Percentage of Low Income Individuals”** means \_\_\_\_\_.

**“Project”** means a plan or project proposed by a public transportation provider for funding by the District with STIF monies.

**Terms not otherwise defined in these bylaws shall have the meaning set forth in ORS 184.751-184.766 or, if not defined therein, in the applicable implementing regulations.**

**ARTICLE I - STATE TRANSPORTATION IMPROVEMENT FUND PROGRAM, PURPOSE, ROLES AND RESPONSIBILITIES**

**Section 1. Purpose and Mission of the STIF Program**

The State of Oregon has established a State Transportation Improvement Fund (STIF) for the purpose of financing and enhancing public transportation programs as provided under ORS 184.751-184.766. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STIF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD or District) is the designated Qualified Entity eligible to receive STIF Funds for Marion and Polk Counties. The SAMTD Board of Directors hereby establishes an advisory committee to advise and assist the Board of Directors with regard to the District’s STIF program within the two counties.

**Section 2. Committee Name and Purpose**

The name of the committee is the “STIF Advisory Committee” (STIFAC). The purpose of the STIFAC is to advise and assist the SAMTD Board of Directors in prioritizing the Projects to be funded as part of the District’s STIF Plan.

**Section 3. STIFAC Procedures and Duties; Review Criteria**

In a manner consistent with ORS 184.751-184.766 and implementing regulations, the STIFAC shall review every Project and advise and assist the Board of Directors in prioritizing Projects. After a Project proposal is transmitted by the Board of Directors to

the Chair, the Chair will promptly distribute the Project proposal to members of the STIFAC. At the next regular meeting of the STIFAC following the distribution of the Project by at least 30 days, the STIFAC will set a schedule for its review, deliberation and recommendation of the Project. The schedule may be modified by the STIFAC upon a majority vote at any subsequent meeting.

The STIFAC may also advise the Board of Directors regarding opportunities to coordinate Projects with other local or regional transportation programs and services to improve service delivery and reduce gaps in service.

In addition, the STIFAC may propose changes to the policies or practices of the Board of Directors when the STIFAC considers that such changes are necessary to ensure that: (a) public transportation service provider that has received funding under ORS 184.758 has applied the moneys received in accordance with and for the purposes described in the provider's plan or project proposal; and (b) A plan or project proposal submitted by a public transportation service provider does not fragment the provision of public transportation services.

The STIFAC will consider the following criteria when reviewing Projects:

- A. Whether the Project increases the frequency of bus service to areas with a High Percentage of Low Income Individuals;
- B. Whether the Project expands bus routes and bus services to serve areas with a High Percentage of Low Income Individuals;
- C. Whether the Project reduces fares for public transportation for Low Income Individuals;
- D. Whether the Project will procure buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
- E. Whether the Project will improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- F. Whether the Project increases the coordination between Public Transportation Service Providers to reduce fragmentation of service and fill service gaps;
- G. Whether the Project will maintain a productive service funded by the STIF Formula funds during a previous funding cycle; and
- H. Other factors to be determined by the District such as geographic equity

#### **Section 4. Open Meetings and Records**

Meetings and records of the STIFAC are subject to Oregon’s open meetings law and public records law, respectively. Notice of meetings must be given as required by law and meetings must be open to the public. To the extent practicable, the STIFAC will follow those procedures for providing public notice and fostering public engagement which are followed by the Board of Directors.

## **Section 5. Ethics**

Members of the STIF Advisory Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must 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. Members and their relatives and members of their household must 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 STIF Advisory Committee. In the case of any actual or potential conflict of interest, the Member must publicly announce the 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 STIF Advisory Committee shall request direction from the SAMTD Board of Directors prior to taking action on the matter.

## **ARTICLE II – APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS**

### **Section 1. Appointment and Membership**

Members of the STIFAC are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. The STIFAC is composed of no less than seven (7) members and no more than ~~xxxxx~~ (X) members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term. The STIFAC must include at least one person who is a low-income individual; one person who is disabled or is age 65 or older; and one Public Transportation Service Provider or non-profit public transportation service provider.

The District will include STIFAC members from both within and outside District boundaries to the extent practicable. The District will attempt to appoint a STIFAC composed of members that represent diverse interests, perspectives, geography, and the demographics of the area.

### **Section 2. Qualification**

To be qualified to be appointed and continue to serve as a member of the STIFIC, the person must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the District. In addition, to be qualified to be appointed and continue to serve, the person must be a member of or represent any one or more of the following:

- (A) local governments, including land use planners;
- (B) Public Transportation Service Providers;
- (C) non-profit entities which provide public transportation services;
- (D) neighboring public transportation service providers;
- (E) employers;
- (F) social and human service providers;
- (G) transit users;
- (H) transit users who depend on transit for accomplishing daily activities;
- (I) individuals age 65 or older;
- (J) people with disabilities;
- (K) low-income individuals;
- (L) social equity advocates;
- (M) environmental advocates;
- (N) bicycle and pedestrian advocates;
- (O) people with limited English proficiency;
- (P) educational institutions; or,
- (Q) major destinations for users of public transit.

### **Section 3. Terms of Service**

Except in the case of the initial formation of the STIFAC, described below, committee members shall serve for a term of two years, commencing on July 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third but not more than one-half of the voting members have a term that expires in the same year.

At the time of the initial formation of the STIFAC, the Board will determine by lot which of the members will be appointed to a one year term and which members will be appointed to two year terms, so that the terms of office of the initial members of the STIFAC will be staggered.

A STIFAC member who has served two consecutive terms of two year each ceases to be eligible to continue to serve, but may be appointed for future terms upon the expiration of at least 12 months thereafter.

#### **Section 4. Chair and Vice-Chair Election and Responsibilities**

The officers of the STIF Advisory Committee shall be a Chair and a Vice-Chair. The Chair and Vice-Chair shall be appointed by the Board and shall serve for a term of 12 months, but for no more than two consecutive terms. The STIFAC may recommend to the Board committee members to serve as Chair or Vice Chair. Appointments are to be made in July of each year.

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 STIF Advisory Committee, and perform other duties assigned by the Board of Directors consistent with the purpose of the Committee. 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 STIF 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 or the 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 two 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 STIF 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 3. 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**

The STIF Advisory Committee will meet as often as necessary to carry out the responsibilities of the STIF Advisory Committee; however, the STIF Advisory Committee shall meet at least two times each year. 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 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 STIF 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 STIF 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 be entitled to vote.

Actions taken at the STIF Advisory Committee shall be conducted under *Roberts Rules of Order, Newly Revised*, including special provisions applicable to small boards.

#### **Section 4. Minutes**

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

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

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

#### **ARTICLE IV – AMENDMENTS**

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The STIF Advisory Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2018-XX on XXXXXXXX XX, 2018