

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

~ WORK SESSION ~

Monday, February 12, 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

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a. New Cherriots Website Reveal with Danielle Kulczyk representing OMBU	1
b. ITS Strategic Plan and CAD/AVL Project Update	3
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Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting.

Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregon, 711.

Mission

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WORK SESSION MEMO

Agenda Item WS.2.a

To: Board of Directors

From: Patricia Feeny, Director of Communication

Thru: Allan Pollock, General Manager

Date: February 12, 2018

Subject: New Cherriots Website Reveal with OMBU

The Board of Directors, in December 2016, authorized the General Manager to execute a contract with OMBU to develop a new website for the Salem Area Mass Transit District (SAMTD).

The current website, while functional, has systemic structural, navigational and technical problems. Moreover, the current website does not fully meet the needs of riders, potential riders and the goals of many SAMTD departments.

The Marketing and IT Departments concluded that a long-term solution to these problems would require the development of a new website.

Standout Features of the new website:

- All services of Cherriots will be visible from the home page, providing users with the ability to perceive and access service information without having to search throughout the site.
- On the new site, an alert can be created for a specific route, multiple routes, or system wide.
- There will be email and SMS (text) messaging capability for service notices. Customers can subscribe to one or both of these alert methods for individual routes or stops, as well the whole system.
- All route information will be exported from Trapeze in GTFS format. GTFS (General Transit Feed Specification) is an open format used by Google Maps, the Transit App and other trip planning software to define a common format for public transportation schedules and associated geographic information.
- The site has the new look and feel of the renewed Cherriots brand.
- The site is functioning as expected.

Danielle Kulczyk, OMBU's project manager for the website development and Stephen Custer will provide a preview of the website. Danielle will focus on the functionality of the website and Stephen will review some of the content that will be a part of the new website.



WORK SESSION MEMO

Agenda Item WS.2.b

To: Board of Directors

From: Chip Colby, Information Technology Manager
Steve Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: February 12, 2018

Subject: ITS Strategic Plan & CAD/AVL Project Update

Over the past year, staff has been engaged with an external consultant hired to guide us through the process defining how an Intelligent Transportation System (ITS) should be implemented by the District. This consultant, IBI Group out of Portland, began this process by assisting us in the preparation and delivery of a Request for Proposals (RFP) to solicit bids for the first phase of this effort, which we've referred to previously as the implementation of a Computer Aided Dispatch / Automatic Vehicle Locator (CAD/AVL) solution.

During the process of creating this RFP, it became apparent that there was an opportunity to incorporate many more features of a complete ITS solution than just CAD/AVL. Due to the fortuitous availability of some grant funding, combined with the ability to incorporate some other previously budgeted transit solutions, we were able to craft the RFP to encompass more than just CAD/AVL. The complete list of ITS functions included with the recent solicitation are;

- CAD/AVL
- Automated Passenger Counting System
- Automatic Voice Annunciation
- Headsign Integration
- Farebox Integration for GPS location
- Analog to Digital Voice System Replacement
- Covert Operator Alarm
- Real-Time Passenger Information & Mobile Application

Our combined efforts successfully resulted in six (6) vendor proposals that have been narrowed to three (3) qualified vendors that are being interviewed and vetted, with customer reference site visits scheduled to begin shortly.

Our requirements were very detailed, and staff is satisfied that the respondents represent the best products available for our operations. The intention is to have a contract ready for action by the March 22, 2018 Board meeting.

While each proposer's implementation schedule is different, we anticipate the implementation to last roughly 16 months with substantial completion to occur before June, 30, 2019.

Parallel with this effort is the development of the District ITS Strategic Plan which we have also contracted with the IBI Group to help create. This plan was scheduled for a final delivery by April 8, 2018 but some internal scheduling issues delayed the publishing of the CAD/AVL RFP such that the term of the agreement with the IBI Group will be extended by roughly 45 days. This will provide sufficient time for transition from one project to the other. Staff will present the ITS Strategic Plan to the Board at the May 24, 2018 meeting.



WORK SESSION MEMO

Agenda Item WS.2.d

To: Board of Directors

From: Linda Galeazzi, Executive Assistant

Thru: Allan Pollock, General Manager

Date: February 12, 2018

Subject: Appoint Citizen Member to the Budget Committee

There is one citizen member vacancy on the Budget Committee due to a term ending June 30, 2017. The citizen member position representing Subdistrict #1 is a three-year term from July 1, 2017 to June 30, 2020.

District Bylaws provides for filling vacancies on the Committee at the discretion of the Board as follows:

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

Chi Nguyen-Ventura expressed an interest in serving on the Budget Committee and has submitted an application. Ms. Nguyen-Ventura is a registered voter and is a resident of West Salem.

Director Steve Evans recommends that the Board appoint Chi Nguyen-Ventura as a citizen member to the Budget Committee. Action for this appointment will take place at the Board's February 22, 2018 regular meeting.



WORK SESSION MEMO

Agenda Item WS.2.e.1

To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: February 12, 2018

Subject: A Better Cherriots - Service Change Proposal 2018-2019

In November 2017, in response to a Board of Directors action through the General Manager, Cherriots staff surveyed current riders and the larger community regarding preferences in service design. Cherriots frontline employees who directly interact with riders were also surveyed. Using the data collected during that engagement process, as well as data for population and travel patterns, staff developed and published the *2017 Needs Assessment Report*. The report presents the current unmet transit needs in the region.

Based on the result of the needs assessment, staff developed a service proposal. In accordance with the annual service planning process, staff plans to engage riders and the greater community in February and March 2018 in order to gather their feedback on the proposed changes.

The proposal developed by staff in Attachment A has the proposed September 2018 service changes to improve service performance and reliability; and a proposed plan to enhance service in September 2019 in response to House Bill 2017.



A BETTER CHERRIOTS *SERVICE PROPOSAL 2018-2019*

JANUARY 25, 2018

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1. Introduction

1.1 Project overview

It's time for A Better Cherriots. As the project name suggests, Cherriots is working to provide better bus service in Salem-Keizer and the surrounding areas. With the passage of Oregon House Bill 2017 (HB 2017), Cherriots will be getting more resources in 2019 to provide a major expansion in service and address other longstanding needs.

In November 2017, Cherriots staff conducted a needs assessment. In addition to analyzing shifts in population and travel demand, staff conducted a rider and community survey and a survey of Cherriots frontline employees—those who interact directly with riders on a daily basis. This report can be found at Cherriots.org/better.

Based on the result of the needs assessment, staff have developed this service proposal with proposed changes to service in September 2018 and September 2019.

1.2 Project timeline

- **Public engagement** – February and March 2018
- **Service plan finalization** – April 2018
- **Board review** – May 2018
- **Implementation of Phase I** – September 2018
- **Implementation of Phase II** – September 2019

The proposals attached will be reviewed by a yet-to-be-formed HB 2017 Transit Advisory Committee in the coming months, as well as the State of Oregon.

1.3 Make your voice heard

What do you think of this proposal? This is your chance to make your voice heard and have an influence on the final plan! Submit feedback online by Friday, March 16.

Submit your thoughts about the proposal at

Cherriots.org/better

2. Draft service plan

2.1 Phase I - September 2018

These changes would take place in September 2018 as part of the annual service change.

2.1.1 Transferring at Chemeketa Community College

In order to help facilitate transferring at Chemeketa Community College, Cherriots would establish a new bay on the south side of Satter Drive just west of Cooley. Routes 3, 12, and 13 would be rerouted to service this bay. This place would now be referred to as Chemeketa Transit Center (See Figures 2-1 and 2-2.)

This new bay would be about 400 feet away from Bays A through D -- where Routes 2, 11, 10X, and 20X park today. This will make it much easier to transfer between routes.

2.1.1.1 Route 3

When heading south on Lancaster, Route 3 buses will take a left on Satter, a right on Cooley, and a right to get back to Lancaster. In addition to serving the new bay, Route 3 will serve the Lancaster @ Satter stop on the east side of the street instead of the west side of the street.

2.1.1.2 Route 12

The Route 12 loop will be modified slightly to serve the new bay. When heading north on Lancaster, Route 12 buses will take a right on Satter, a right on Cooley, a left on South Campus Loop, and a left on Fire Protection Way. Buses would no longer serve Winema @ Lancaster (Bldg 52), but riders would still be able to access that area by using the stop at Lancaster @ Winema.

2.1.1.3 Route 13

The new Route 13 would no longer serve Winema @ Lancaster (Bldg 52), but riders would still be able to access that area by using the stop at Lancaster @ Winema. Also Route 13 would no longer form a loop on Winema, South Campus Loop, Fire Protection Way, 45th, and Silverton Road, and stops along that path would no longer be served by this route. Instead, when heading north on Lancaster Route 13 buses would take a right on Satter, a right on Cooley, and a left to return to Lancaster.

2.1.2 Rerouting in SE Salem

Cherriots is proposing modifications to a few routes in SE Salem to provide more frequent service to some corridors. (See Figure 2-1.)

2.1.2.1 Route 11 extended south to Marion County Correctional Facility
Route 11 would be extended south to Marion County Correctional Facility. This extension would bring 15-minute service to Lancaster Drive south of Rickey, as well as Aumsville Highway. This corridor has fairly high ridership for an hourly route, and is expected to see gains in ridership when Amazon opens a warehouse employing 1,000 workers in late 2018.

2.1.2.2 Route 24 replaced with 30-minute service on Route 4
Route 24 would no longer need to serve Lancaster south of Rickey and Aumsville Highway because Route 11 would now serve this stretch. As a result, Cherriots would use the revenue hours of Route 24 to increase Route 4 from hourly service to 30-minute service.

2.1.2.3 Route 7 reroute to Fairview Industrial Drive
Today Route 7 serves part of State Street and Pennsylvania Avenue to provide 30-minute service in that area (as Routes 4 and 7 are offset). Since Route 4 would be running every 30 minutes, this would no longer be necessary. Instead, Route 7 would be rerouted to provide better service on 25th, Madrona, and Fairview Industrial Drive, ending at 27th Avenue.

Routes 6 and 7 are both hourly routes, but they would be offset by 30 minutes in the outbound direction to provide 30-minute service all the way to Fairview Industrial Drive and 27th. On the inbound direction, service would continue to be close to every hour.

Consistent 30-minute inbound service along Mission, 25th, Madrona, and Fairview Industrial will not be possible until Cherriots has more resources to add to Route 6.

Figure 2-1. Phase I proposal to be implemented in September 2018

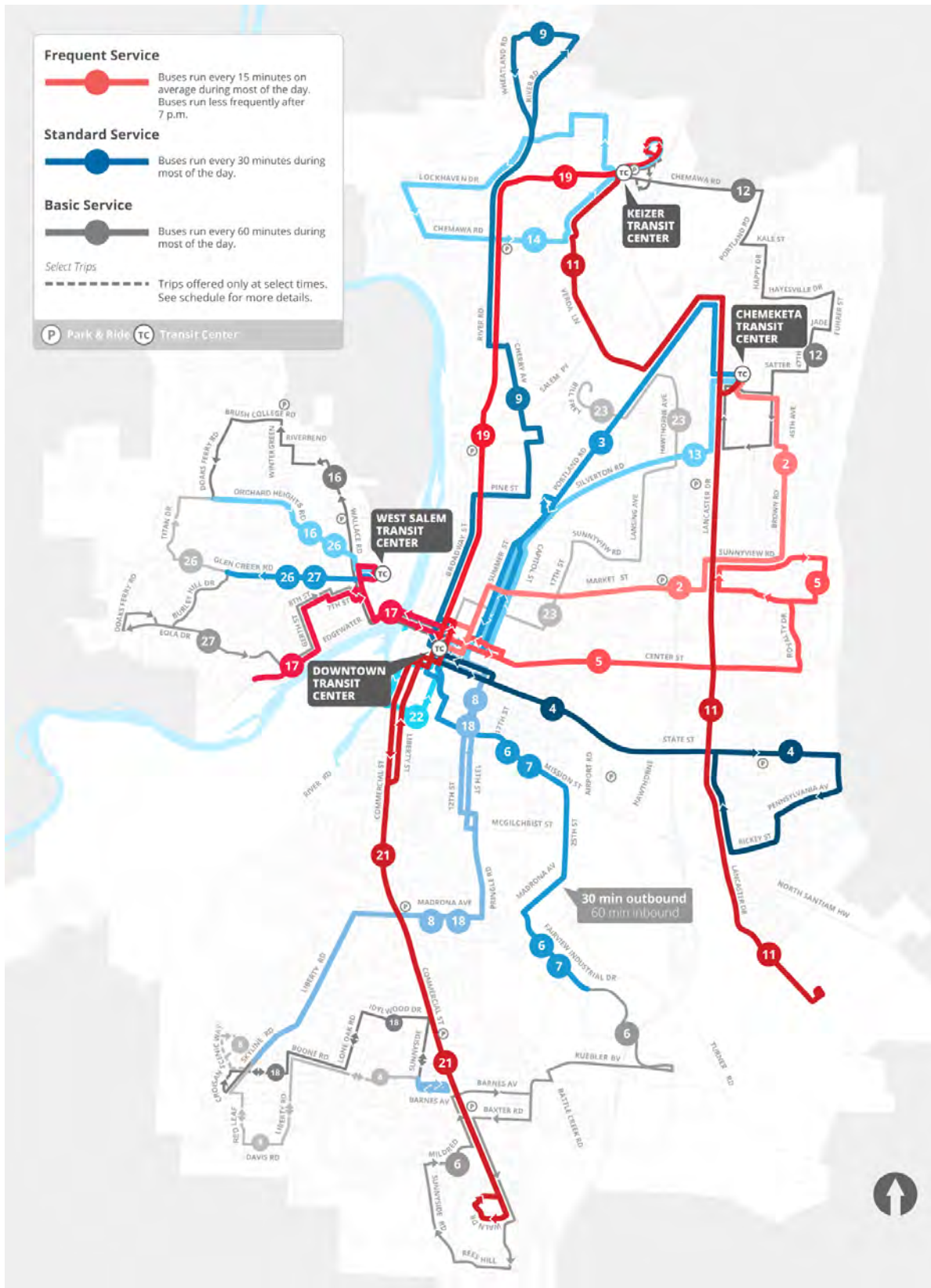
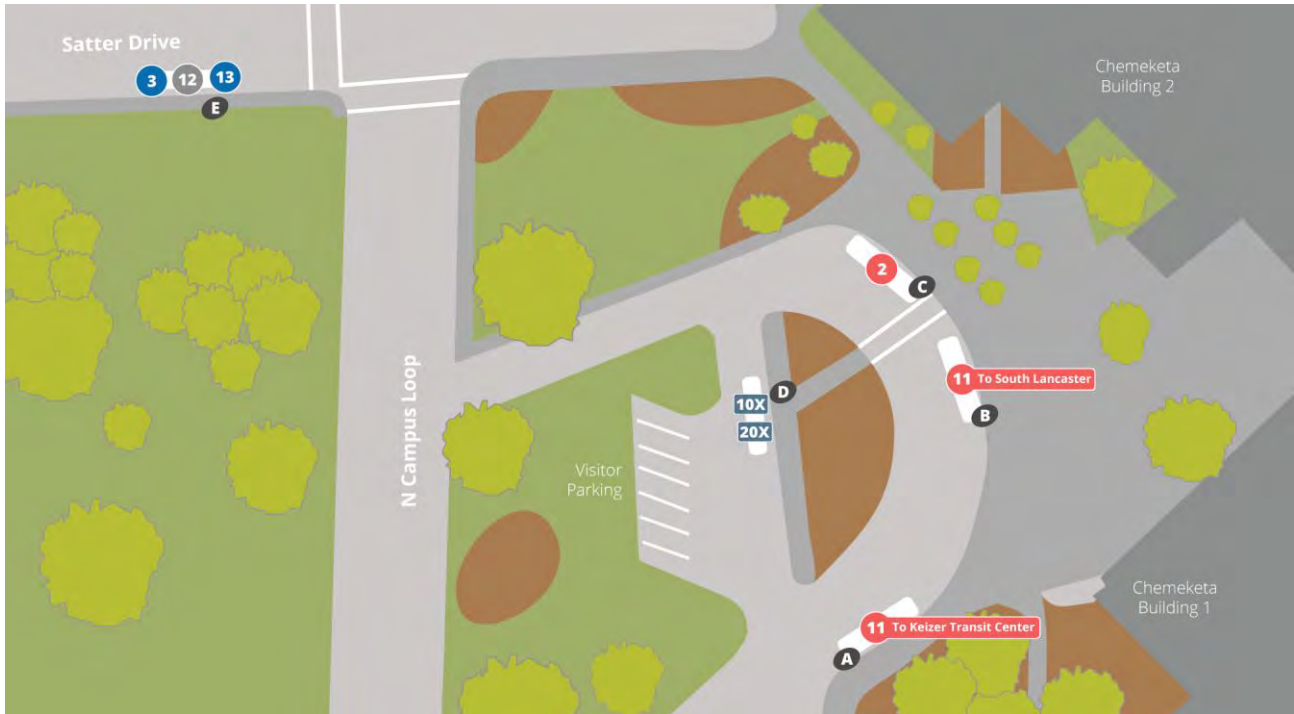


Figure 2-2. Chemeketa TC proposal for Phase I



2.2 Phase II - September 2019

2.2.1 Overview

By September 2019, Cherriots expects to have access to some of the money from HB 2017. The following items are planned for Phase II:

- **Later weekday evenings** - Some local bus routes and Cherriots LIFT extended to 10 or 11 p.m. on weekdays.
- **More weekday round trips** - Extra weekday trips on Routes 1X, 10X, and 40X.
- **Saturdays** - Saturday service on local bus routes and Cherriots LIFT. Saturday service on some regional routes with fewer round trips than a typical weekday.
- **Sundays** - Sunday service on local bus routes and Cherriots LIFT.
- **Holidays** - Holiday service at weekday (until 9 p.m.), Saturday, or Sunday levels of service on local and regional routes, as well as Cherriots LIFT.

Table 2-1 presents an overview of the proposed frequencies and hours of services for local routes on weekdays, Saturdays, and Sundays. Table 2-2 presents an overview of the number of round trips for regional routes and services.

Table 2-1. Proposal for levels of service on local routes in Phase II

	WEEKDAY			SATURDAY		SUNDAY
Route 2	15 min 6a-7p	30 min 7-10p	60 min 10-11p	30 min 6a-10p	60 min 10-11p	60 min 7a-9p
Route 3	30 min 6a-10p		60 min 10-11p	60 min 6a-11p		60 min 7a-9p
Route 4	30 min 6a-10p		60 min 10-11p	30 min 6a-10p	60 min 10-11p	60 min 7a-9p
Route 5	15 min 6a-7p	30 min 7-10p	60 min 10-11p	30 min 6a-10p	60 min 10-11p	60 min 7a-9p
Route 6	60 min 6a-11p			No service		No service
Route 7	60 min 6a-9p			60 min 6a-9p		60 min 7a-9p
Route 8	60 min 6a-11p			60 min 6a-11p		60 min 7a-9p
Route 9	60 min 6a-9p			60 min 6a-9p		No service
Route 11	15 min 6a-7p	30 min 7-11p		30 min 6a-11p		30 min 7a-9p
Route 12	60 min 6a-9p			60 min 6a-9p		No service
Route 13	30 min 6a-9p		60 min 9-10p	60 min 6a-10p		No service
Route 14	30 min 6a-9p			No service		No service

Table 2-1 (continued). Proposal for levels of service on local routes in Phase II

	WEEKDAY			SATURDAY		SUNDAY
Route 14	30 min 6a-9p			No service		No service
Route 16	60 min 6a-11p			60 min 6a-9p		No service
Route 17	15 min 6a-7p	30 min 7-10p	60 min 10-11p	30 min 6a-10p	60 min 10-11p	60 min 7a-9p
Route 18	60 min 6a-10p			60 min 6a-10p		No service
Route 19	15 min 6a-7p	30 min 7-10p	60 min 10-11p	30 min 6a-10p	60 min 10-11p	60 min 7a-9p
Route 21	15 min 6a-7p	30 min 7-10p	60 min 10-11p	30 min 6a-10p	60 min 10-11p	60 min 7a-9p
Route 22	30 min 6a-9p			No service		No service
Route 23	60 min 6a-9p			No service		No service
Route 26	60 min 6a-9p			No service		No service
Route 27	60 min 6a-9p			No service		No service

Table 2-2. Proposal for levels of service on regional routes in Phase II

	WEEKDAY	SATURDAY
Route 1X (Cherriots)	6 round trips	2 round trips
Route 1X (SMART)	<i>Today SMART operates eight round trips on weekdays—Cherriots is currently unsure if that would change, and if they would provide service on Saturdays and Sundays</i>	
Route 10X	8 round trips	4 round trips
Route 20X	5 round trips	3 round trips
Route 30X (Salem to Stayton)	4 round trips	2 round trips
Route 30X (Stayton to Gates)	2 round trips	2 round trips
Route 40X	8 round trips	4 round trips
Route 50X	2 round trips	No service
Polk County Flex	7 a.m. to 5:15 p.m.	No service

2.2.2 Saturday service

Saturday service would be provided on some local routes. Operating routes would begin service around 6 a.m. and end service between 9 p.m. and 11 p.m. (Table 2-3).

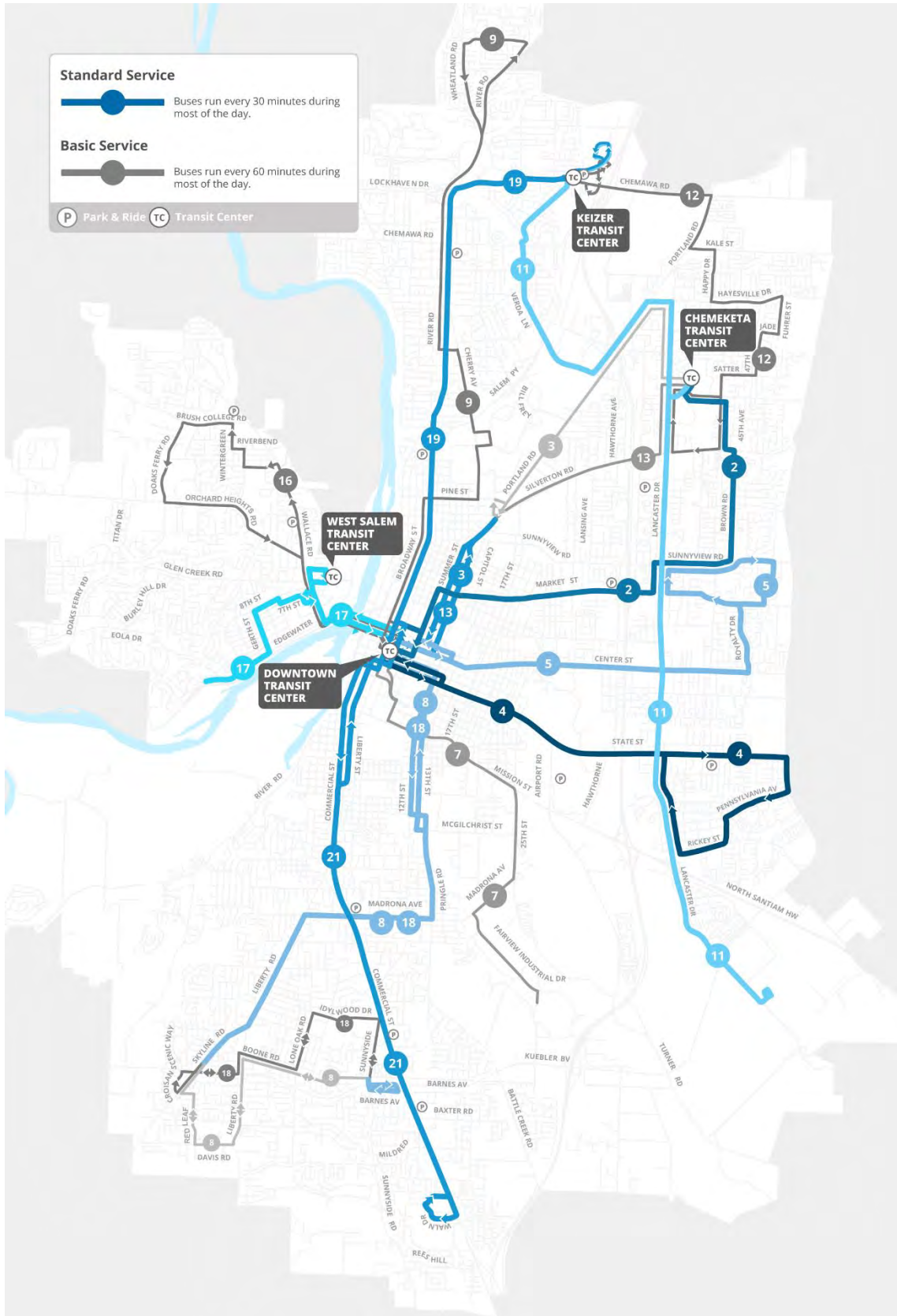
Cherriots Local

Table 2-3. Proposal for levels of service on Saturday in Phase II

Route 2	30 min 6a-10p	60 min 10-11p	Route 14	<i>No service</i>	
Route 3	60 min 6a-11p		Route 16	60 min 6a-9p	
Route 4	30 min 6a-10p	60 min 10-11p	Route 17	30 min 6a-10p	60 min 10-11p
Route 5	30 min 6a-10p	60 min 10-11p	Route 18	60 min 6a-10p	
Route 6	<i>No service</i>		Route 19	30 min 6a-10p	60 min 10-11p
Route 7	60 min 6a-9p		Route 21	30 min 6a-10p	60 min 10-11p
Route 8	60 min 6a-11p		Route 22	<i>No service</i>	
Route 9	60 min 6a-9p		Route 23	<i>No service</i>	
Route 11	30 min 6a-11p		Route 26	<i>No service</i>	
Route 12	60 min 6a-9p		Route 27	<i>No service</i>	
Route 13	60 min 6a-10p				

See Figure 2-3 on the next page for a map of proposed Saturday service. Routes colored blue run every 30 minutes for most of the day and routes colored grey run every hour.

Figure 2-3. Phase II proposal for Saturday service on the local system



Cherriots Regional

On the regional system, a few routes would start service on Saturday at the following frequencies (Table and Figure 2-4):

Table 2-4. Proposal regional round trips on Saturday in Phase II

Route 1X	2 round trips
Route 10X	4 round trips
Route 20X	3 round trips
Route 30X	2 round trips
Route 40X	4 round trips
Route 50X	No service
Polk County Flex	No service

Note: Cherriots staff plan to work with SMART to add round trips to Route 1X on weekends beyond the two Cherriots plans to provide.

Figure 2-4. Proposal for Saturday levels of service on regional routes



2.2.3 Sunday service on local routes

Sunday service would be provided on some local routes. All routes operating would begin service around 7 a.m. and end around 9 p.m. (Table 2-5). Service would not be provided on regional routes.

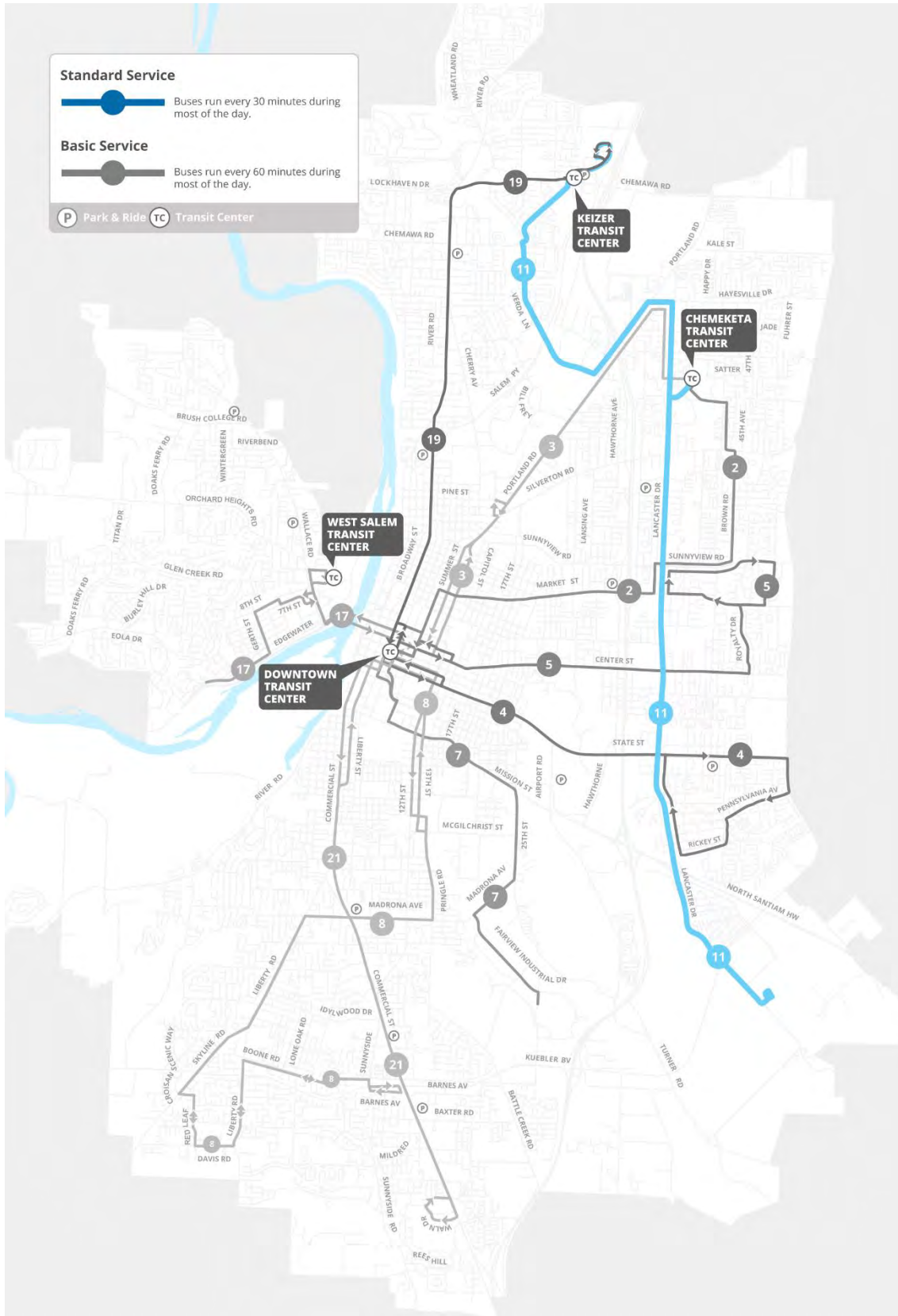
Cherriots Local

Table 2-5. Proposal for levels of service on Sunday in Phase II

Route 2	60 min 7a-9p	Route 14	<i>No service</i>
Route 3	60 min 7a-9p	Route 16	<i>No service</i>
Route 4	60 min 7a-9p	Route 17	60 min 7a-9p
Route 5	60 min 7a-9p	Route 18	<i>No service</i>
Route 6	<i>No service</i>	Route 19	60 min 7a-9p
Route 7	60 min 7a-9p	Route 21	60 min 7a-9p
Route 8	60 min 7a-9p	Route 22	<i>No service</i>
Route 9	<i>No service</i>	Route 23	<i>No service</i>
Route 11	30 min 7a-9p	Route 26	<i>No service</i>
Route 12	<i>No service</i>	Route 27	<i>No service</i>
Route 13	<i>No service</i>		

See Figure 2-5 on the next page for a map of proposed Sunday service. Routes colored blue run every 30 minutes for most of the day and routes colored grey run every hour.

Figure 2-5. Phase II proposal for Sunday service on the local system

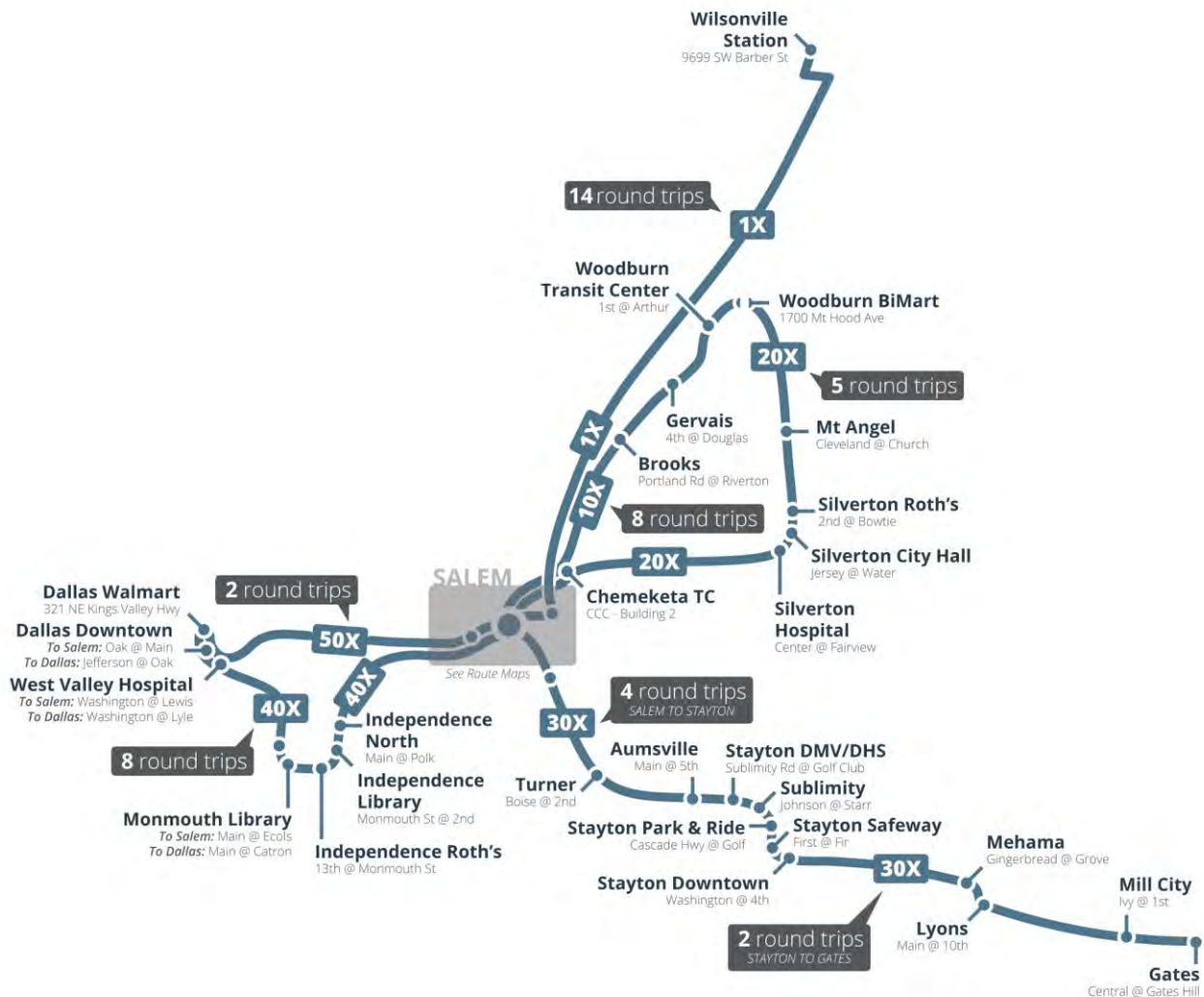


2.2.4 Additional weekday service on regional routes

Cherriots Regional

Two round trips in the AM and PM peak would be added to both Routes 10X and 40X, bringing them to eight daily round trips on weekdays. One midday round trip would be added to Route 1X, bringing that route to 14 daily round trips, includes the trips operated by SMART. See Figure 2-6 below.

Figure 2-6. Phase II proposal for regional express service on weekdays



2.2.5 Weekday evening service on local routes

Cherriots Local

Currently service runs until around 9 p.m. on all local service. Service on weekdays would be extended later into the evening on some of these routes. Cherriots LIFT service would be extended until around 11 p.m., as well (Table 2-6).

Table 2-6. Proposal for weekday evening expansion in Phase II

Route 2	30 min 9-10p	60 min 10-11p
Route 3	30 min 9-10p	60 min 10-11p
Route 4	30 min 9-10p	60 min 10-11p
Route 5	30 min 9-10p	60 min 10-11p
Route 6	60 min 9-11p	
Route 7	<i>Service still ends around 9 p.m.</i>	
Route 8	60 min 9-11p	
Route 9	<i>Service still ends around 9 p.m.</i>	
Route 11	30 min 9-11p	
Route 12	<i>Service still ends around 9 p.m.</i>	
Route 13	60 min 9-10p	

Route 14	<i>Service still ends around 9 p.m.</i>	
Route 16	60 min 9-11p	
Route 17	30 min 9-10p	60 min 10-11p
Route 18	60 min 9-10p	
Route 19	30 min 9-10p	60 min 10-11p
Route 21	30 min 9-10p	60 min 10-11p
Route 22	<i>Service still ends around 9 p.m.</i>	
Route 23	<i>Service still ends around 9 p.m.</i>	
Route 26	<i>Service still ends around 9 p.m.</i>	
Route 27	<i>Service still ends around 9 p.m.</i>	

2.2.6 Holiday service

Below are the list of holidays on which Cherriots currently has no service. All holidays will be considered for potential service on local and regional buses, and Cherriots LIFT:

- **Presidents Day**
- **Veterans Day**
- **Memorial Day**
- **Independence Day**
- **Labor Day**
- **Thanksgiving Day**
- **Christmas Day**
- **New Year's Day**

Cherriots Local

In general, holiday service on local routes will have one of three levels of service:

- Weekday evenings (ending at 9 p.m.)
- Saturday
- Sunday

Cherriots Regional

All regional routes will run on Saturday levels of service.



WORK SESSION MEMO

Agenda Item WS.2.e

To: Board of Directors

From: Allan Pollock, General Manager

Thru:

Date: February 12, 2018

Subject: HB 2017 Service Enhancement Discussion

For the next several months at each work session, the Board will discuss various components of the proposed service plan for new service as a result of HB 2017. This month, the Board will discuss a master calendar of activities for new service and an early draft of the advisory committee by-laws.

Master Calendar

- Attached is a copy of a master calendar, broken out by fiscal year, identifying major tasks and/or focus areas over the next three fiscal years. This master calendar will be populated with more details as we move forward. It is designed to provide a high level overview of activity over the next 18 months.

Advisory Committee By-Laws

- Attached is an early draft of the by-laws for the HB 2017 required advisory committee. I want to emphasize this is an early draft and we are only going to review it for content. District legal counsel is still reviewing the language which will change as it gets further developed.
- The focus of the work session discussion will be on Article II – IV.

HB 2017 Service Enhancement Plan

FY 2018

- February SLT: discuss holidays (which holidays, service levels for each holiday)
- February – March conduct public outreach
- Spring 2018 finalize service package of offerings
- Spring 2018 create STIF Advisory Committee
- Spring-Summer 2018 run service scenarios

FY 2019

- Summer 2018 finalize service levels
- September 2018 submit STIF Plan application
- Conduct pre-implementation activities for service enhancement
- As part of FY 2020 budget process include funding for service enhancement plan and declare MLK a District holiday

FY 2020

September 2019

- Implement service enhancement plan
 - Saturday
 - Sunday
 - Weekday Evenings
 - Holidays
 - Regional
 - Other – Gap/Coverage

To be determined

- Will first holiday to have service be Veteran's Day?
- Determine Low Income fare criteria and when to implement
- Determine Youth/Student fare criteria and when to implement
- Determine when Efare gets implemented
- Implement CAD/AVL

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

**ARTICLE 1 – 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 XXXXXXX. 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) is the designated Qualified Entity of STIF Funds for Marion and Polk Counties. The SAMTD Board of Directors is obligated under State law to establish an advisory committee to advise and assist the Board of Directors in carrying out the purpose of the STIF program within the two counties.

Section 2. STIF Advisory Committee Purpose

An STIF Advisory Committee (STIFAC) is established by the SAMTD Board of Directors to assist the District, acting as the Qualified Entity, in carrying out the purposes of the STIF Formula Fund program and determine the Projects to be funded as part of the District's STIF Plan.

Section 3. STIFAC Roles and Responsibilities

The STIFAC is responsible to adhere to the Statewide Transportation Improvement Fund General and Formula Rules.

The STIFAC will:

- a. Review every Project proposed for inclusion in the Districts' STIF Plan consistent with the STIF Plan or Project proposal review process;
- b. Advise and assist the District's Board of Directors by recommending Projects to be included in the STIF Plan;
- c. Review and determine the distribution of Formula Fund moneys within the District's area within and outside the district;

- d. Will consider the following criteria when identifying Projects for inclusion in the STIF Plan:
 - 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
- e. Advise the District regarding the opportunities to coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps;
- f. Recommend a STIF Plan to the District's Board of Directors;
- g. Meet a minimum of two times per year, or as needed to advise the District in carrying out the purposes of the STIF Formula Fund;

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

ARTICLE II – MEMBERSHIP, APPOINTMENTS AND TERMS

Section 1. Membership

The STIFAC is composed of no less than seven (7) members and no more than xxxxx (X) members which meet the qualifications of paragraphs X through X of the Statewide Transportation Improvement Fund General and Formula Rules.

- a. At a minimum, The STIFAC must include people who represent low income individuals; seniors and/or people with disabilities; Public Transportation Service Providers and/or non-profit public transportation service providers.
- b. The District will include STIFAC members from both within and outside District boundaries.
- c. The District will seek to appoint a STIFAC composed of members that represent diverse interests, perspectives, geography, and the demographics of the area.

Section 2. Appointments and Terms of Service

The SAMTD Board of Directors will appoint members to the STIFAC. 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 should be staggered so that not more than one-half of the voting members have a term that expires in the same year.

The Board may appoint STIFAC members to fill unexpired terms. STIFAC members appointed to serve the balance of an unexpired term shall have the opportunity to serve two consecutive full terms after the conclusion of the original appointment.

Need language for the initial appointments to stagger.

A STIFAC member who has served two consecutive terms may be appointed for future terms 12 months after their previous term has expired.

Section 3. 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 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. 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 Committee 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 2. The Board may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

Section 6. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff

will advise and furnish technical assistance as appropriate to carry out the Committee's work.

ARTICLE III – MEETINGS

Section 1. Frequency; Open Meetings

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

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

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

Section 2. Agendas

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

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

Section 3. Quorum and Voting

A quorum of the 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 cast a vote only in cases of a tie.

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

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 and/or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and his/her designee may present recommendations of the STIF Advisory Committee to the SAMTD General Manager and/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 will have opportunity to propose amendments to these bylaws and to review amendments prior to action by the SAMTD Board of Directors.

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

February 7, 2018

Honorable Senator Lee Beyer & Members
Senate Committee on Business and Transportation

Subject: Salem Area Mass Transit District Supports SB 1536

Chair Beyer and members of the Committee:

My name is Bob Krebs, and I serve as President of the Salem Area Mass Transit District Board of Directors. Thank you for the opportunity to provide comments, on behalf of the Board, in support of SB 1536. We want to thank Senate President Courtney for his work on this bill, and other transit efforts over the years. He is a true transit champion and we appreciate his willingness to tackle the hard issues.

Salem Area Mass Transit District ("District") provides fixed route transit and paratransit services to the Salem-Keizer area; and commuter service to the rural communities in Marion and Polk counties. The District also co-operates the 1X Wilsonville/Salem Express, which is heavily used by commuters between the Portland-metro area and Oregon's capital city.

The District is the transit provider for seniors and people with disabilities in the area through our Cherriots Lift and Shop and Ride services. Without the District providing these vital opportunities to our most vulnerable populations, many would not have the ability to shop for food, attend a medical appointment or accomplish many of the necessities we take for granted. Our main goal in everything we do is to provide better transit services for our citizens.

SB 1536 makes significant changes to the governance structure of the Salem Area Mass Transit District's Board. It brings the capital city of Oregon in line with the transit governance model that is standard for comparable cities across the nation. In addition, SB 1536 provides for the same funding mechanism used by other Oregon urban cities to help pay for the services the community so desperately needs. The Board recognizes that SB 1536 includes a seven-year moratorium before any potential new funding system can be implemented by a vote of the Board.

The Board supports SB 1536 with the seven-year moratorium. The Board was able to arrive at this position because their number one goal is to ensure that the transit system in Salem-Keizer meets the needs of the community. This bill, as written, contains provisions that will result in some current board members losing their position. That is a compromise the board is willing to accept, solely due to the language in the bill that provides the new board with the same funding options provided to other mass transit districts in Oregon. As such, we believe that the two major provisions of the bill, the governance model change and the funding mechanism, are intrinsically linked.

This bill does not institute an employer payroll tax. It provides the option for the Board to consider, if a future need arises. Any action to implement an employer payroll tax will require extensive outreach to the Salem-Keizer community, including the business community.

This bill would bring the District's board governance and finance structure in line with other urban centers across the state. Both Tri-Met and Lane Transit District have demonstrated success with this model. The new board would be able to make future decisions around funding after consultation with the community, and Salem/Keizer's varied businesses and riders.

The District's Board of Directors and staff are responsible financial stewards of the people's investment. This bill provides a compromise solution while charting a path forward where businesses, riders, advocates and the general public can come together to govern their transit district.

Thank you for considering this issue and we urge your support for SB 1536 with the described amendments.

Sincerely,



Robert Krebs
President, Board of Directors



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, February 22, 2018 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Colleen Busch (Subdistrict #2)
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION** – Special Districts Association of Oregon Award
- E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.
- F. CONSENT CALENDAR - [Action]**
 - 1. Approval of Minutes**
 - a. Minutes of the January 8, 2018 Board Work Session
 - b. Minutes of the January 25, 2018 Board Meeting and Executive Sessions
 - 2. Routine Business**
 - a. Appoint Citizen Member to the Budget Committee Representing Subdistrict #1
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Appoint Members to the Citizens Advisory Committee
 - 2. Resolution 2018-XX STIF Advisory Committee Bylaws
- I. INFORMATION ITEMS**
 - 1. Trip Choice – Second Quarter Report
 - 2. Performance – Second Quarter Report
 - 3. Finance – Second Quarter Report
- J. BOARD & MANAGEMENT REPORTS**
 - 1. General Manager
 - 2. Board of Directors
- K. ADJOURN REGULAR BOARD MEETING**

Upcoming Board Meeting and Work Session Agenda Items
February 12, 2018

Work Session	Board Meeting
February 12, 2018 Packets due to GM office: February 5 <ul style="list-style-type: none"> • Service Enhancement Discussion-Draft Bylaws • New Cherriots Website Reveal w/OMBU • Discussion of CAD/AVL Proposal • CAC Update • Budget Committee Member 	February 22, 2018 Packets due to GM office: February 8 <ul style="list-style-type: none"> • Q2 finance, trip choice, performance report • Bank Signature Card Update • Appoint CAC Members • Appoint Budget Committee Member Sub#1 © • Authorization for Design/Build of SSTC
March 12, 2018 Packets due to GM office: March 5 <ul style="list-style-type: none"> • Service Enhancement Discussion –Holidays and Student-Youth Pass Program • Holidays/Service Levels • STIF Advisory Committee Bylaws 	March 22, 2018 Packets due to GM office: March 8 <ul style="list-style-type: none"> • Approval of CAD/AVL Contract • Fixed Route Vehicle Purchase Contract • Cherriots Lift Vehicle Purchase Contract
April 9, 2018 Packets due to GM office: April 2 <ul style="list-style-type: none"> • Service Enhancement Discussion 	April 26, 2018 Packets due to GM office: April 12 <ul style="list-style-type: none"> • May Service Change Briefing • Results of Public Outreach
May 14, 2018 Packets due to GM office: May 7 <ul style="list-style-type: none"> • Service Enhancement Discussion 	May 24, 2018 Packets due to GM office: May 10 <ul style="list-style-type: none"> • Consent: Adopt FY2019 BOD meeting schedule • Q3 finance, trip choice, performance report
June 11, 2018 Packets due to GM office: June 4 <ul style="list-style-type: none"> • Service Enhancement Discussion 	June 28, 2018 Packets due to GM office: June 14 <ul style="list-style-type: none"> • Hearing/Res#2018-XX adopt FY19 budget • Res#2018-XX Amendment to FY18 Budget • Approval of FY2019 United Way Donation (C)
July XX, 2018 Packets due to GM office: July x <ul style="list-style-type: none"> • Service Enhancement Discussion 	July XX, 2018 Packets due to GM office: July xx <ul style="list-style-type: none"> • Accept Preliminary Annual Year-end Financial Report for FY2017
August xx, 2018 Packets due to GM office: August x	August xx, 2018 Packets due to GM office: August x



UPDATED: February 8, 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

● **FEBRUARY 2018**

- 5 Mon Oregon Legislative Session begins
- 6 Tue 3:00-4:30p STF Advisory Committee **CANCELLED**
- 12 Mon 5:30 PM SAMTD Board Work Session
- 13 Tue 6:00-8:00 PM **"A Better Cherriots" Open House**
- 14 Wed 6:30-8:30 AM **at the Downtown Transit Center in the Customer Service Center**
- 14 Wed 2:30-4:30 PM **220 High Street NE, Salem OR 97301**
- 19 Mon **CLOSED** **HOLIDAY: President's Day**
- 19 Mon Cherriots Administration Offices-Customer Service Closed: NO Bus Service
- 22 Thu 6:30 PM SAMTD Board of Directors Meeting

● **MARCH 2018**

- 6 Tue 3:00-4:30p STF Advisory Committee
- 11 Mon Oregon Legislative Ends (Constitutional Sine Die)
- 12 Mon SAMTD Board Work Session
- 18-20 APTA Legislative Conference, Washington D.C.
- 22 Thu 6:30 PM SAMTD Board of Directors Meeting

● **APRIL 2018**

- 3 Tue 3:00-4:30p STF Advisory Committee
- 9 Mon 5:30 PM SAMTD Board Work Session
- 26 Thu 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
- 10 Thu 6:00 PM SAMTD Budget Committee Meeting 1
- 14 Mon 5:30 PM SAMTD Board Work Session
- 17 Thu 6:00 PM SAMTD Budget Committee Meeting 2
- 24 Thu 6:30 PM SAMTD Board of Directors Meeting
- 28 Mon **CLOSED** **HOLIDAY MEMORIAL DAY**
- 28 Mon 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

