



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

**Work Session            5:30 PM**

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

**AGENDA**

**WORK SESSION**

- 1. Call to Order (President Robert Krebs)**
- 2. Discussion:**
  - a. Update on Process for ODOT Grant Programs (Ted Stonecliffe) .....1
  - b. 2016 Legislative Priorities (Allan Pollock) ..... 29
  - c. Proposed Legislative Initiative (President Krebs) ..... 41
  - d. Potential State Employee Bus Pass Program (Allan Pollock) ..... 43
  - e. Update on Process for Selection of Budget Committee Citizen Member ... 47
  - f. Reschedule Board Retreat (President Krebs) ..... 53
- 3. General Manager’s Comments (Allan Pollock) ..... 55**
  - a. Calendar Review
  - b. Upcoming Board Agenda Items
  - c. Draft Agenda for January 28, 2016 Regular Board Meeting
- 4. Adjourn**



**MEMO TO: BOARD OF DIRECTORS**

**FROM: TED STONECLIFFE, LONG-RANGE PLANNING ANALYST**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: UPDATE ON PROCESS FOR 2016 ODOT GRANT PROGRAMS**

The Oregon Department of Transportation (ODOT) announced in December, 2015 \$18.7 million in grant programs for public transit available in 2016. The purpose of this memo is to provide general information on the grant programs and to inform the Board about the process staff and the Special Transportation Fund (STF) Advisory Committee will follow to submit applications to ODOT by the appropriate deadlines.

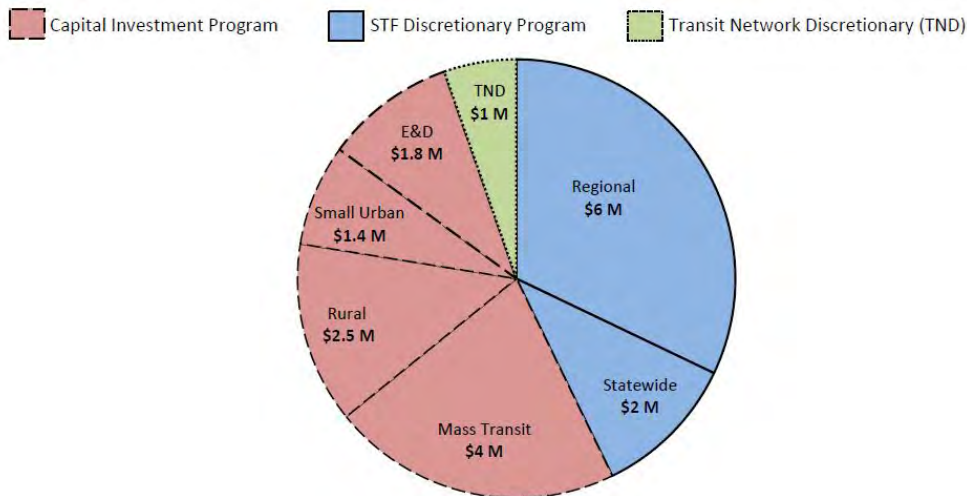
The funds offered by ODOT Rail and Public Transit Division (RPTD) for 2016 include:

- Special Transportation Fund – Discretionary Grant Program
- Capital Investment Program
  - 5339 Bus Replacement (Rural and Small Urban)
  - 5310 Enhanced Mobility of Seniors and Individuals with Disabilities
  - Mass Transit Vehicle Replacement (Urban Transit)
- Transit Network – Discretionary Grant Program

Figure 1 below shows the statewide funds distribution:

Figure1. 2016 ODOT grant programs distribution

**2016 Grant Programs:  
Roughly \$18.7 million to be distributed**



### Overview of the STF-Discretionary Grant Program

The STF Discretionary grant program is only applicable to projects that will improve the transit network for seniors and disabled individuals. The discretionary program differs greatly from the STF formula program. As opposed to the formula STF grant program released every biennium (i.e., 2015-17), the discretionary grant program is competitive on a regional and statewide basis. Marion and Polk counties are part of ODOT Region 2. This region includes all counties from Clatsop County in the north to Lane County in the south, minus the Portland metro area.

\$1.956 million is available for Region 2 projects based on the proportion of Oregon's 65+ residents living in each region. \$2 million will fund projects with statewide significance. These innovative projects will improve the STF Program statewide by applying best practices, increasing network connections, improving access to statewide information, and other transit related purposes.

- Eligible Activities
  - Successful projects will deliver new and innovative ways to improve mobility for seniors and people with disabilities, including rides for wellness and improving access to travel information
  - Capital purchases, such as vehicles, passenger shelters and equipment
  - Operational and administrative costs
  - Vehicle and facility preventive maintenance
  - Travel information
  - Planning
  - Development of new systems for improving access to transportation (for example, travel training, marketing, centralized call centers)
  - Local match for federal public transportation capital, operations, or mobility management projects
- STF funds may not be used to offset revenues organizations are already providing to fund transportation for seniors and people with disabilities.
- Statewide projects
  - Formally connected network of multiple transportation provider's service stops and schedules
  - Coordinated trip information and scheduling with multiple region partners
  - Common fare/script in partnership with larger area providers
  - Innovative tools to pilot timely travel information for area wide service
  - Innovative model of service to provide additional cost effective access to health care, education and work opportunities for elderly and disabled populations
  - Innovative agency partnerships to create mobility options
  - Innovative training or volunteer coordination projects
  - Innovative financing of trips or transportation services with private partners
  - Innovative means of providing service to rural areas

## Regional Project Selection Criteria

Each project submitted to Salem-Keizer Transit will be reviewed for regional value. Projects will be evaluated on the degree to which they advance the Oregon Department of Transportation's (ODOT) four public transportation goals as they relate, in particular, to older adults and persons with disabilities:

1. Access
2. Availability
3. Connectivity
4. Economic Development:

Regional projects will also be scored based on their:

1. Level of Regional Priority
2. Level of Efficiency and Effectiveness

## Statewide Project Selection Criteria

Projects will be evaluated based on the degree to which they advance the following elements:

1. Service or product enhances the greater transportation system currently being offered in Oregon
2. Service or product can be replicated if successful
3. Service or product solves a challenge or takes advantage of an opportunity
  - a. Examples of current challenges:
    - i. Accessible trip information
    - ii. Growing population of senior citizens
    - iii. Providing hours of service for work destination trips
    - iv. Providing affordable service for seniors and individuals with disabilities
    - v. Maintaining a stable volunteer transit work force
    - vi. Collaboration with local governments on public transit access needs such as sidewalks, street crossings, etc.
4. Improves service efficiency or effectiveness in a new and creative way
5. Anticipates a future demand or need in the next few years
6. Product or service leverage other resources in a new and creative way
7. Project is likely to provide a sufficient return on investment
8. Project is unlikely to become obsolete in the near future.

**Grant Award Process:** Salem-Keizer Transit, as the state-designated STF agency for Marion and Polk Counties, coordinates the grant process for these funds, selects the projects that will be submitted for application to ODOT, prepares the applications, and submits them with their priority ranking of applications to ODOT Rail and Public Transit Division (RPTD). The Special Transportation Fund Advisory Committee (STFAC) will review grant proposals and make a project priority ranking recommendation to the Salem-Keizer Transit Board.

Once the funding recommendation is approved by the Salem-Keizer Transit board, Salem-Keizer Transit submits funding applications to ODOT RPTD. ODOT RPTD staff screens the applications submitted by the STF Agencies for applicant and project eligibility. ODOT RPTD will select projects on a competitive basis. Grant awards are eligible for reimbursement through June 30, 2019.

### **Project Match for Special Transportation Discretionary Funds**

There are no match requirements for the 2016 STF Discretionary Program.

### **Timeline**

- Application deadline: Jan. 15<sup>th</sup> at noon (electronic submissions please)
- TAC meeting Jan. 25<sup>th</sup>
- STFAC meeting Feb. 2<sup>nd</sup>
- SKT Board approval on Feb. 25<sup>th</sup>
- Application due to ODOT Mar. 11<sup>th</sup>
- State Public Transit Advisory Committee (PTAC) makes final decision and sends to Oregon Transportation Commission in June, 2016
- Agreements executed in July, 2016
- Projects may extend until June, 2019

The grant application and application instructions are available as **Attachments A and B**, respectively. The application and instructions were released to the public via email and a public notice published in the Statesman Journal newspaper on December 14, 2015. Details including the application and instructions were posted on the cherriots.org website on December 17, 2015.

Overview of Section 5339 Capital Investment Program

**5339 Bus Replacement Grant (for Rural and Small Urban communities)**

***Introduction***

The purpose of this funding is to keep bus fleets in good condition and to replace buses which are in service past their established useful life in rural and small urban communities.

***Funding Available***

- Roughly **\$2.5 million** will be awarded to Rural communities (population below 50,000).
- Roughly **\$1.4 million** will be awarded to Small Urban communities (population between 50,000-200,000).

***Eligibility***

Available to general public providers who operate fixed schedules in rural and small urban communities.

***Eligible Projects***

Only replacement or right-sizing vehicles are eligible.

***Selection Criteria***

Each vehicle proposed for replacement is ranked on a point scale. The ranking allows for 1-5 points for each of the following elements:

- Vehicle age meets or exceeds the standard for the vehicle type
- Vehicle mileage meets or exceeds the standard for that vehicle type
- Vehicle condition description provided by the applicant agency
- Geographic award balance (no points given)

***Match Requirements***

Agencies provide a 15% match.

***Timeline***

- Capital Investment Program Application available – January 2016
- Application due – March 2016
- Award Recommendation – April 2016
- Agreements executed – July 2016

Overview of Federal Section 5310 Capital Investment Program:

**5310 Enhanced Mobility of Seniors and Individuals with Disabilities**

***Introduction***

This program funds vehicle purchases for transportation providers serving older adults and individuals with disabilities.

***Funding Available***

Roughly **\$1.8 million** will be awarded.

***Eligibility***

Local governments, tribal governments, and private non-profit agencies that operate public transit services are eligible to apply.

***Eligible Projects***

Only replacement or right-sizing vehicles are eligible.

***Selection Criteria***

Each vehicle proposed for replacement is ranked on a point scale. The ranking allows for 1-5 points for each of the following elements:

- Vehicle age meets or exceeds the standard for the vehicle type
- Vehicle mileage meets or exceeds the standard for that vehicle type
- Vehicle condition description provided by the applicant agency
- Geographic award balance (no points given)

***Match Requirements***

Agencies provide a 10.27% match.

***Timeline***

- Capital Investment Program Application available – January 2016
- Application due – March 2016
- Award Recommendation – April 2016
- Agreements executed – July 2016



Overview of Capital Investment Program

**Mass Transit Vehicle Replacement Grant (for Urban Transit recipients)**

***Introduction***

The purpose of this funding is to keep bus fleets in good condition and to replace large buses which are in service past their established useful life in urban areas.

***Funding Available***

- Roughly **\$4 million** will be awarded.

***Eligibility***

Available to agencies in the following designated Metropolitan Planning Organization areas that are eligible direct recipients of 5307 Urban General Public Service program funds:

Albany, Bend, Corvallis, Eugene, Grants Pass, Medford, Portland, Salem

***Eligible Projects***

Only ODOT bus categories A and B are eligible for funding. Only replacement or right-sizing vehicles are eligible.

***Selection Criteria***

Each vehicle proposed for replacement is ranked on a point scale. The ranking allows for 1- 5 points for each of the following elements:

- Vehicle age meets or exceeds the standard for the vehicle type
- Vehicle mileage meets or exceeds the standard for that vehicle type
- Vehicle condition description provided by the applicant agency

***Match Requirements***

Agencies provide a 10.27% match.

***Timeline***

- Capital Investment Program Application available – January 2016
- Application due – March 2016
- Award Recommendation – April 2016

Overview of Transit Network – Discretionary Grant Program *Introduction*

The purpose of this funding is to support projects that enhance Oregon's statewide fixed route transit network.

***Funding Available***

- Roughly **\$1 million** will be awarded - **\$100,000** maximum project award.

***Eligibility***

Transit agencies, Transportation Options programs, non-profits, local governments (cities, counties, tribes and MPOs), and universities are eligible applicants. Applicants that are not transit agencies must partner with a transit agency in development of the application. For-profit entities are not eligible for this solicitation.

***Selection Criteria***

Successful applicants will make the case that their project makes a significant improvement to the statewide fixed route transit network.

***Eligible Projects***

Operations, capital, planning, research, technology, transportation options and mobility management projects are all eligible for funding.

Sample projects include:

- Projects aimed at better coordinated timing of transit services across transit agencies.
- Projects to improve spatial coordination of transit services, i.e. consolidation of transit stops across agencies.
- Projects to improve key transit hubs and multi-modal access to key transit hubs. This could be investments in passenger amenities, passenger information, or in improved multimodal access to and from transit hubs.
- Projects to close service gaps.
- Projects to improve collaboration and coordination of service across transit agencies.
- Projects to improve passenger information.
- Projects that improve cross modal connections.
- Other projects to improve Oregon's fixed route transit network.

***Match Requirements***

Required match depends on project type. Range of possible match requirement is 10.27% to 50%.

***Timeline***

- Transit Network Program Application available - early 2016
- Application due – March 2016
- Award Recommendation – May 2016
- Agreements executed – July 2016

**Salem Keizer Transit**  
**2016 STF Discretionary Program**  
**Grant Application for Projects**  
**Located Within Marion and Polk**  
**Counties**

## INTRODUCTION

- Read the 2016 *STF Discretionary Program Application Instructions* prior to completing this application.
- Use the instructions as a reference while filling out the application form.
- Each project submitted for funding consideration must have its own application.
- Selection criteria are detailed in Section 5 of the *Application Instructions*.
- This form must be filled out using Microsoft Word and submitted as a Word or Adobe .pdf document. Paper applications will NOT be accepted.
- Signature pages should be scanned and attached as separate pages to each application.

### Submittal Checklist

#### ***Make sure***

- ✓ Application is complete, signed, and dated

#### ***Submit***

- ✓ Proof of agency status (template included in application packet)
- ✓ Ethnic and Racial Impact Statement
- ✓ Maintenance Plan (if submitting an application for preventive maintenance)

## A. ORGANIZATION INFORMATION

**Name of Organization:**

**Contact Person:**

**Address:**

**Telephone:**

**Email:**

**Type of Organization (check one)**

|                        |                          |
|------------------------|--------------------------|
| Government Agency      | <input type="checkbox"/> |
| Private Not-for-Profit | <input type="checkbox"/> |
| Other                  | <input type="checkbox"/> |

**Area of service (check one)**

|  |                          |
|--|--------------------------|
| Inside Marion and Polk Counties                  | <input type="checkbox"/> |
| Outside Marion and Polk Counties                 | <input type="checkbox"/> |
| Both inside and outside Marion and Polk Counties | <input type="checkbox"/> |

**Organization Days and Hours of Operation**

| Day   | Hours |
|---|-------|
| Sunday  |       |
| Monday  |       |
| Tuesday   |       |
| Wednesday   |       |
| Thursday  |       |
| Friday  |       |
| Saturday  |       |
| Please list any planned periods of service closure greater than 3 days (i.e., closed the week between Christmas Day and New Year's Day) |       |

**Total transportation program costs by year**

| FY15 (historical data, if applicable) | FY16 (projected, if applicable) | FY17 (projected) | FY18 (projected) | FY19 (projected) |
|---------------------------------------|---------------------------------|------------------|------------------|------------------|
| \$                                    | \$                              | \$               | \$               | \$               |

**B. PROJECT INFORMATION**

**Project Title** (*will be used for reviewer reference and in public comment process.*)

*Example: Mobility Management for The Klamath Tribes)*

|  |
|--|
|  |
|--|

**Project service area to be served** (*indicate geographic features that define your service area such as streets, rivers, or jurisdictional boundaries*)

|   |  |
|---|--|
| North boundary  |  |
| West boundary   |  |
| South boundary  |  |
| East boundary   |  |
| Other general geographic area (i.e., within the City of Woodburn) |  |

*Optional:* please provide a map of your service area as a separate single page 8.5"x11" attachment.

**Total STF funds requested**

|    |
|----|
| \$ |
|----|

**Start date**

|  |
|--|
|  |
|--|

**Proposed project scope (check one)**

|                                     |                          |
|-------------------------------------|--------------------------|
| Regional project                    | <input type="checkbox"/> |
| Project with Statewide Significance | <input type="checkbox"/> |

**Funding request type (check one)**

|   |                          |
|---|--------------------------|
| Continuation of existing service at same level of service | <input type="checkbox"/> |
| Expansion of existing service                             | <input type="checkbox"/> |
| New service   | <input type="checkbox"/> |
| Capital request   | <input type="checkbox"/> |
| Other   | <input type="checkbox"/> |

**Total Grant fund needs by year**

| (Circle below)                    | FY17 | FY18 | FY19 |
|-----------------------------------|------|------|------|
| Regional project                  | \$   | \$   | \$   |
| Project of Statewide Significance | \$   | \$   | \$   |

**Scalable STF Grant Request by Year**

*You are strongly encouraged to request the full amount of funding that is needed for each project, including funding for new projects; however, funding is limited. Describe the scalability of your STF funding request, how you scaled down your request and what aspects of the program would not be funded under this funding scenario below. Then enter your scaled down request amounts.*

|                                 |
|---------------------------------|
| <i>Scalability Description:</i> |
|---------------------------------|

|                 | FY17 | FY18 | FY19 | Total |
|-----------------|------|------|------|-------|
| Scaled request: | \$   | \$   | \$   | \$    |

Identify the project’s additional sources of funding in the table below

| <b>Estimated Additional Project Resources</b>                |                      |
|--|----------------------|
| <b>Source of Funds</b>                                       | <b>Dollar Amount</b> |
| 2016 STF Discretionary Program Request ( <i>Important!</i> ) | \$                   |
| Local Resources  | \$                   |
| Federal Resources  | \$                   |
| Other (provide description):                                 | \$                   |
| <b>Project Grand Total</b>                                   | \$                   |

The award of this STF Discretionary Grant will enable federal funds to be brought to the project.

**Coordinated Plan**

Is project derived from the *Marion and Polk Counties Coordinated Public Transit – Human Services Transportation Plan* dated June, 2009?  Yes  No If yes, what page?

If no, explain why the project is not part of the Coordinated Plan.

*For example: Is the project part of another plan (please name)? Is the plan still being finalized?*

**1. Project Description**

**a.) Describe services or capital investment to be provided by STF funding.**

Include a description of the following:

- Who you will serve?
- What geographic area you will serve?
- What level of service will be provided to customers?
- Operational activities; how will customers request and receive rides, including scheduling and dispatching?
- Describe if volunteers will be utilized to provide service and how this will occur (will the volunteer program be supported with STF or other funds? Will you provide mileage reimbursement to volunteers using their own vehicles?).
- How will the service be marketed?

**b.) Will your project activities preserve existing service and/or provide new service?**

*Describe how the project preserves existing service or provides new or expanded service.*

*- limit 200 words -*

**c.) Will you coordinate between providers to avoid duplication? Describe what level of coordination between partners is done and how duplication is avoided.**

*- limit 200 words -*

**d.) Is your project cost- effective?**

*Describe average cost per ride, cost per mile and cost per hour. - limit 200 words -*

**e.) Project Quality**

*Describe the **need** for this project. How was this need determined or assessed?*

*- Max 2,500 characters/approx.400 words -*

**f.) Expected Outcomes**

*Describe the expected outcomes of this project on seniors and people with disabilities. Why is this project the best method to address the previously described need?*

*- Max 2,500 characters/approx. 400 words -*



**2. Project Impact on Four Goals of Transit**

**a.) Describe the project's impact on access.**

Access includes the ability of seniors and people with disabilities to travel to employment opportunities, community services, education, healthcare, etc., and to safely arrive at and depart their transit stop.

**b.) Describe the project's impact on availability.**

Availability includes spatial availability (service close to me), time availability (service when I need it), and the size of the service area.

**c.) Describe the project's impact on connectivity.**

Connectivity includes the integration of services (routes, schedules, fare structures, information systems, modal transfer facilities).

**d.) Describe this project's impact on economic development.**

Economic development includes public transportation's contribution to providing connections for workers to employers, reducing congestion, influencing land use choice and land values, and providing employment opportunities.

**3. Statewide Impact**

*(This question is only applicable to projects with Statewide Significance or projects that are new pilots.)*

Describe the statewide impact of this project. How will this project transform the mobility options for seniors and people with disabilities in Oregon? Max 2,500 characters, approximately 400 words

**4. Project Budget**

Enter all costs involved in the **total** cost of the project.

| Type                                | Amount |
|-------------------------------------|--------|
| Labor (payroll)                     | \$     |
| Contracted services                 | \$     |
| Materials and supplies              | \$     |
| Operations                          | \$     |
| Preventive maintenance              | \$     |
| Capital equipment                   | \$     |
| Technology                          | \$     |
| Other (describe)                    | \$     |
| Other (describe)                    | \$     |
| Other (describe)                    | \$     |
| Other (describe)                    | \$     |
| Project Total (will auto-calculate) | \$0    |
| Amount requested in this grant      | \$     |

**5. Provide the timeline of the project in the following table**

|          | <b>Step Description</b> | <b>Completion Date</b> |
|----------|-------------------------|------------------------|
| <b>1</b> |                         |                        |
| <b>2</b> |                         |                        |
| <b>3</b> |                         |                        |
| <b>4</b> |                         |                        |
| <b>5</b> |                         |                        |
| <b>6</b> |                         |                        |

**6. Is your application for a replacement vehicle?**

- Yes (continue to #7)     No (continue to page 10)

**7. If yes to question 6, please indicate whether this application is for matching funds for the Transit Capital Discretionary Program through ODOT, or for the total cost of the vehicle.**

*Please note: projects that are match for vehicle replacement and/or rightsizing under the Transit Capital Discretionary Program available in January will have priority over vehicle purchases that are not a match.*

- This application requests match for a vehicle purchased through the Transit Capital Discretionary Program.

Enter the following information about each vehicle to be replaced if only matching funds for the Transit Capital Discretionary Program are being requested:

| <b>Year</b> | <b>Make</b> | <b>Model</b> | <b>Vehicle Category</b> |
|-------------|-------------|--------------|-------------------------|
|             |             |              | Choose an item.         |
|             |             |              | Choose an item.         |
|             |             |              | Choose an item.         |
|             |             |              | Choose an item.         |

- This application requests the total cost of a vehicle

Enter the following information about each vehicle to be replaced if the total cost of the vehicle is being requested:

| Vehicle Category* | Qty (#)  | Cost Each (\$)      | Total \$ | No. Seats w/ ADA Deployed | No. of ADA Stations | Total Capacity | Fuel Type*      | Estimated Order Date | Estimated Delivery Date* |
|-------------------|----------|---------------------|----------|---------------------------|---------------------|----------------|-----------------|----------------------|--------------------------|
| Choose an item.   |          |                     |          |                           |                     |                | Choose an item. |                      |                          |
| Choose an item.   |          |                     |          |                           |                     |                | Choose an item. |                      |                          |
| Choose an item.   |          |                     |          |                           |                     |                | Choose an item. |                      |                          |
| Choose an item.   |          |                     |          |                           |                     |                | Choose an item. |                      |                          |
| Choose an item.   |          |                     |          |                           |                     |                | Choose an item. |                      |                          |
| <b>Totals:</b>    | <b>0</b> | <b>Grand Total:</b> | <b>0</b> |                           |                     |                |                 |                      |                          |

**\*Vehicle Category Descriptions:**

<http://www.oregon.gov/ODOT/PT/resources/guidance-library/vehicle-descriptions-usefullife-standards.pdf>

**\*Fuel Type Options:**

(G) Gas, (D) Diesel, (B) Biodiesel, (HG) Hybrid-gas, (HD) Hybrid-diesel, (CNG) Compressed Natural Gas, (OF) Other alternative Fuel

**\*Estimated Delivery Date:**

Minimum 160 days if ADA accessible.

**C. ORGANIZATIONAL CERTIFICATION**

By submitting this document via email to Salem-Keizer Transit, I certify that the submitted materials and data included are complete, true and correct. Also, I certify that my organization is:

- Eligible to enter into agreements with Salem-Keizer Transit;
- Has the legal, managerial and operational capacity to do the work to be paid for by the STF;
- Not debarred or suspended from federal grants;
- In compliance with federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health, as applicable;
- Complies with the laws or rules of the STF Program;
- Properly uses and accounts for the STF; and
- Will operate the project or service in a safe, prudent and timely manner.

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Signature of Authorized Organization Officer

Title

Date

**Private Nonprofit Agency – Corporation Status Inquiry and Certification**

If your agency or organization is claiming eligibility as a Section 5310 or STF Program applicant based on its status as a private nonprofit organization, you must obtain verification of its incorporation number and current legal standing from the Oregon Secretary of State Information Retrieval/ Certification & Records Unit (IRC Unit). The “Status Inquiry” document must be attached as an appendix to the application. To assist your agency or organization in obtaining this information, use one of these two methods:

To obtain Corporate Records Information over the Internet, go to:  
<http://sos.oregon.gov/business/Pages/find.aspx> Enter the name of your agency or organization. If its status is active, print the page and submit it as proof.

**Private Non-profits**

Legal Name of Non-profit Applicant:

State of Oregon Articles of Incorporation Number:

Date of Incorporation:

**Certifying Representative**

|                |      |
|----------------|------|
| Name (print):  |      |
| Title (print): |      |
| Signature:     | Date |

**RACIAL AND ETHNIC IMPACT STATEMENT**

**This form is used for informational purposes only and must be included with the grant application.**

Chapter 600 of the 2013 Oregon Laws require applicants to include with each grant application a racial and ethnic impact statement. The statement provides information as to the disproportionate or unique impact the proposed policies or programs may have on minority persons in the State of Oregon if the grant is awarded to a corporation or other legal entity other than natural persons.

1. The proposed grant project policies or programs could have a disproportionate or unique positive impact on the following minority persons:

Indicate all that apply:

- Women
- Persons with Disabilities
- African-Americans
- Hispanics
- Asians or Pacific Islanders
- American Indians
- Alaskan Natives

2. The proposed grant project policies or programs could have a disproportionate or unique negative impact on the following minority persons:

Indicate all that apply:

- Women
- Persons with Disabilities
- African-Americans
- Hispanics
- Asians or Pacific Islanders
- American Indians
- Alaskan Natives

3. The proposed grant project policies or programs will have no disproportionate or unique impact on minority persons.

If you checked numbers 1 or 2 above, on a separate sheet of paper, provide the rationale for the existence of policies or programs having a disproportionate or unique impact on minority persons in this state. Further provide evidence of consultation with representative(s) of the affected minority persons.

I HEREBY CERTIFY on this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the information contained on this form and any attachment is complete and accurate to the best of my knowledge.

Signature

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

1 "Minority persons" are defined in SB 463 (2013 Regular Session) as women, persons with disabilities (as defined in ORS 174.107), African-Americans, Hispanics, Asians or Pacific islanders, American Indians, and Alaskan Natives.

**Attachment B: STF-Discretionary Grant Program Instructions**



# **APPLICATION INSTRUCTIONS**

***2016 Special Transportation Fund (STF) Discretionary  
Program***

***for Regional Projects and  
Projects of Statewide Significance  
Located Within Marion and Polk Counties***

**Instructions for STF-Discretionary Program  
For Projects Located within Marion and Polk Counties, Oregon**

**2016 STF Discretionary Program for Regional Projects and  
Projects of Statewide Significance**

**Please read carefully!**

**Introduction**

The STF Program provides a flexible, coordinated, reliable and continuing source of revenue in support of transportation services for people who are senior and people with disabilities of any age. The Oregon Legislature intended that STF funds be used to provide the transportation services needed to access health, education, work, and social/recreational opportunities so that seniors and people with disabilities may live as independently and productively as possible. Although the majority of funds in the Program are distributed by a population formula, a portion can be made available through competitive grants to support larger efforts that improve the program.

During the 2013 and 2015 budget discussions, Oregon's Governor and legislature increased commitment to the STF Program as part of strategies to serve seniors and peoples with disabilities in their own homes and communities, support their independence, and to do so in an equitable, culturally responsive manner. Transportation is an integral component of these strategies.

Due to increased funding, the Oregon Department of Transportation (ODOT) Rail and Public Transit Division (RPTD) has been able to restart the STF Discretionary Program. RPTD now has \$8 million in discretionary STF funds that will be distributed in a competitive process to support specific initiatives and improvements. \$6 million will be distributed based on ODOT region area priorities. The other \$2 million will be awarded based on statewide priority.

**I. Grant Applications Available**

Included in this packet is the application for 2016 STF Discretionary Program for Regional Projects and Projects of Statewide Significance. Sponsored by ODOT, these programs fund transportation services for seniors and persons with disabilities.

**II. Available Funding**

- In total, \$1,956,000 will fund *Regional Projects* through ODOT Region 2 targets (the region which includes Marion and Polk Counties).
- \$2 million will fund projects of Statewide Significance.

These innovative projects will improve the STF Program statewide by applying best practices, increasing network connections, improving access to statewide information, and other transit related purposes. Funding targets are based on the proportion of Oregon's 65+ residents living in each region. Contracts will be in place in July, 2016. *Reimbursement under the STF discretionary solicitation will be based upon work completed by the Recipients*, not quarterly formula allocation as exists with current STF agreements. The term of both regional and statewide STF discretionary agreements will be July 1, 2016 through June 30, 2019.

### III. Eligible Activities and Projects

- Successful projects will deliver new and innovative ways to improve mobility for seniors and people with disabilities, including rides for wellness and improving access to travel information
- Capital purchases, such as vehicles, passenger shelters and equipment
- Operational and administrative costs
- Vehicle and facility preventive maintenance
- Travel information
- Planning
- Development of new systems for improving access to transportation (for example, travel training, marketing, centralized call centers)
- Local match for federal public transportation capital, operations, or mobility management projects

STF funds may not be used to offset revenues organizations are already providing to fund transportation for seniors and people with disabilities.

Examples of Potential Statewide Projects: (This list is not intended to be exclusive)

- Formally connected network of multiple transportation provider's service stops and schedules
- Coordinated trip information and scheduling with multiple region partners
- Common fare/script in partnership with larger area providers
- Innovative tools to pilot timely travel information for area wide service
- Innovative model of service to provide additional cost effective access to health care, education and work opportunities for elderly and disabled populations
- Innovative agency partnerships to create mobility options
- Innovative training or volunteer coordination projects
- Innovative financing of trips or transportation services with private partners
- Innovative means of providing service to rural areas

#### IV. Goals of the STF Discretionary Solicitation

1. Support seniors and people with disabilities to stay in their own homes and communities
2. Support seniors and people with disabilities to achieve and maintain their independence
3. Serve people and cultures equitably

#### V. Selection Criteria

##### Regional Project Selection Criteria

Each project submitted to Salem-Keizer Transit will be reviewed for regional value. Projects will be evaluated on the degree to which they advance the Oregon Department of Transportation's (ODOT) four public transportation goals as they relate, in particular, to older adults and persons with disabilities:

- 1. Access: Means several things, including the ability:**
  - To travel to employment opportunities, community services, education, health care, etc.
  - To get to the nearest transit stop
  - To use transit, if you are senior or disabled
- 2. Availability: Means:**
  - The spatial availability "close to me"
  - Time availability "when I need it" and
  - How far one may travel, i.e., the service area
- 3. Connectivity: Means:**
  - The integration of service: routes, schedules, fare structures, information systems and modal transfer facilities
  - Collaboration and consortium building in order to build a stronger network of access and options
- 4. Economic Development: Means the public transportation contribution to economic development, for example:**
  - By providing an appropriate connection of workers to employers
  - By influencing land-use choices and land values
  - By contributing to ensure safe, healthy communities
  - Transit itself is a large employer
  - By reducing congestion to provide capacity for high value freight

Regional projects will also be scored based on their:

**5. Level of Regional Priority: Means:**

- Meets a priority need defined by the Coordinated Plan
- Serves as a federal match to a priority need defined by the Coordinated Plan
- Realistic and implementation will likely be successful
- Sufficiently detailed timeline and budget

**6. Level of Efficiency and Effectiveness: Means:**

- Adequately meets the described need in a cost effective manner
- Improves transportation system reliability (for example, an equipment replacement that reduces maintenance needs)

**Statewide Project Selection Criteria**

Projects will be evaluated based on the degree to which they advance the following elements:

- 1) Service or product enhances the greater transportation system currently being offered in Oregon
- 2) Service or product can be replicated if successful
- 3) Service or product solves a challenge or takes advantage of an opportunity
  - a) Examples of current challenges:
    - i. Accessible trip information
    - ii. Growing population of senior citizens
    - iii. Providing hours of service for work destination trips
    - iv. Providing affordable service for seniors and individuals with disabilities
    - v. Maintaining a stable volunteer transit work force
    - vi. Collaboration with local governments on public transit access needs such as sidewalks, street crossings, etc.
- 4) Improves service efficiency or effectiveness in a new and creative way
- 5) Anticipates a future demand or need in the next few years
- 6) Product or service leverage other resources in a new and creative way
- 7) Project is likely to provide a sufficient return on investment
- 8) Project is unlikely to become obsolete in the near future.

**VI. How to Apply for STF Discretionary Funds:**

Fill out the attached application form to provide all the information requested.

Send your completed applications **by email** by 12:00 pm January 15, 2016 to Ted Stonecliffe:

- Email: [ted.stonecliffe@cherriots.org](mailto:ted.stonecliffe@cherriots.org);
- Phone: 503-588-2424

**VII. Grant Award Process:** Salem-Keizer Transit, as the state-designated STF body for Marion and Polk Counties, coordinates the grant process for these funds, selects the projects that will be submitted for application to ODOT, prepares the applications, and submits them with their priority ranking of applications to ODOT RPTD. The Special Transportation Fund Advisory Committee (STFAC) will review grant proposals and make a project priority ranking recommendation to the Salem-Keizer Transit Board.

Once the Salem-Keizer Transit board approves the funding recommendation, Salem-Keizer Transit submits funding applications to ODOT RPTD. ODOT RPTD staff screens the applications submitted by the STF Agencies for applicant and project eligibility. ODOT RPTD will select projects on a competitive basis. Grant awards are eligible for reimbursement through June 30, 2019.

**VIII. Project Match for Special Transportation Discretionary Funds**

There are no match requirements for the 2016 STF Discretionary Program.

**IX. Timeline:**

- January 15, 2016 – All applications due at Salem-Keizer Transit by 12:00 pm
- January 18, 2016 – Applications mailed and emailed to STFAC
- January 25, 2016 – Technical Advisory Committee meets to review applications
- February 2, 2016 – STFAC meets to recommend a prioritization ranking of projects to Salem-Keizer Transit Board
- February 25, 2016 – Salem-Keizer Transit Board approval of STFAC recommendations
- March 11, 2016 – Applications due to ODOT
- July, 2016 – Regional and Statewide agreements executed



## 2015 FEDERAL LEGISLATIVE AGENDA

### GRANT REQUESTS

#### PROJECT DESCRIPTION

#### REQUEST

##### **Bus Replacement**

**\$ 2,400,000**

Salem Area Mass Transit District (SAMTD) is requesting funds to replace six compressed natural gas (CNG) buses. SAMTD purchased 34 Orion VII CNG buses over a four year period from 2002 to 2005. Twenty four of these buses will reach the end of useful life status in 2015. To make matters more pressing, the CNG tanks on these twenty four buses expire in 2017 setting a hard deadline for replacement. Thus, more than 50% of the District's fleet will need significant replacement of resources within two years or service will be severely disrupted.

Buses are a transit system's most valuable physical asset because good customer service is dependent on the condition of the fleet. The timely replacement of vehicles in the fleet is one of the fundamental programs necessary for a successful transit system. SAMTD is committed to providing a system that is both friendly and responsive, and is relied upon for buses that operate efficiently and are sound mechanically.

##### **Regional Transit Center Design, Engineering and Construction**

**\$ 2,000,000**

The current transit and traffic network in the Salem-Keizer region needs significant improvement. Transit Centers are designed to enhance smart growth and development from both a business and residential perspective. Keizer Transit Center, the first of four new transit centers, was completed in 2012. SKT is proceeding with the development of three new Transit Centers to improve traffic flow, reduce commuter travel times and costs and increase ridership options for current and future riders.

The second Transit Center scheduled for construction is the South Salem Transit Center (SSTC). The SAMTD Board has adopted a Locally Preferred Alternative in the site selection process. Depending on grant funding, construction could begin in early 2016. This facility will improve transit reliability to the regular transit rider, encourage use by new riders, and improve overall efficiency of the transit service. SSTC will contribute to a more stable work force by providing an appealing, reliable, and efficient transportation system.

SSTC will link frequent corridor service to neighborhood circulators. The design of the Transit Center will incorporate the following elements: a 6-10 bay bus transfer center, a park and ride lot with 40 to 100 spaces, indoor passenger waiting area with restrooms and customer amenities, bicycle facilities, energy efficiency features and opportunities for commercial development.

##### **Intelligent Transportation System (ITS) Project**

**\$ 1,500,000**

Intelligent Transportation Systems (ITS) improves transit planning and the customer experience by providing rich analysis and real-time information through various web and



mobile channels. ITS technology would provide valuable information for partner agencies such as data for traffic flow analysis or real-time, remote access to bus security cameras for emergency situations. Additionally, ITS technology provides valuable data on vehicle diagnostics, travel patterns, and passenger ridership for computer-aided dispatch and transit planning. ITS would expand and replace current SAMTD vehicle technology which is seriously outdated, beyond useful life, and in some cases no longer supported by the manufacturer.

## **POLICY ISSUES**

Salem-Keizer Transit advocates for the enactment of a multi-year extension of the MAP-21 Authorization Bill and supports the American Public Transportation Association (APTA) legislative priorities. The following specific issues are important to the District and small transit operators in general.

**Restore FTA Bus and Bus Facilities Account to pre-MAP-21 Levels and Restore the Competitive Grant Account:** While the overall funding level for transit rose slightly under MAP-21, funding for the Bus and Bus Facilities program was reduced from \$984 million in FY 2012 to \$422 million in FY 2013 – *a cut of more than 57% at a time of increasing ridership*. This came in spite of the fact that public transit buses account for more than 50% of all transit trips nationwide.

Buses represent a significant cost, depreciating faster than rail rolling stock and requiring more frequent replacement and substantial investment by transit agencies. In practical terms, reductions to FTA's Bus and Bus Facilities program mean more buses operating past their useful service life, significantly higher maintenance costs and less reliable service to our riders. Also, while predictable formula funding has merit, it does not take into account the periodic need for higher cost investment, such as major bus purchases or replacing obsolete maintenance and operations facilities. Small and mid-sized bus agencies are often unable to bond and find it particularly difficult to accumulate the capital needed for these investments that are also critical to ensuring a state of good repair.

### **Restore the Alternative Fuels Credit and Include Other Alternative Fuels**

Current legislation includes provisions in the tax code providing a tax credit for a portion of costs associated with alternative fuel use by transit systems. The measure has been extended through December 31, 2014. The District supports a permanent extension of this provision as the annual impact of this legislation on operations is approximately \$170,000.

### **Restore the Transit Commuting Parity Benefit**

Make permanent the current transit commuting fringe benefit on par with the amount of the parking benefit to encourage public transportation ridership.

### **Support Direct Funding of Municipal and Transit Projects**

The District supports inclusion of the bipartisan Innovations in Surface Transportation Act (ISTA) within the transportation reauthorization bill. ISTA would initiate a state-by-state grant program that would put transportation funds in the hands of local communities and transit agencies. The Innovation grants would be awarded on merit by a panel with representatives from state and local jurisdictions, ensuring that funds go to well-conceived projects with the most local support. In Oregon, ISTA would put an additional \$65 million in the hands of local governments and transit agencies each year.



### **Health Retirement Account - VEBA**

SKT supports legislation that will provide northwest employees of political subdivisions, such as cities, counties, port districts, and fire districts, with more flexibility in designating beneficiaries for their Health Retirement Accounts when they pass away. Many political subdivisions in Washington, Oregon, and Idaho participate in voluntary employees' beneficiary association (VEBA) trusts which provide HRAs. A 2006 IRS ruling imposes rules on HRAs which cause participants in these plans to lose earned benefits if they die without a spouse or dependent. In 2008, Congress passed the Worker, Retiree, and Employer Recovery Act of 2008 (HR 7327) that addressed this situation for certain HRA plans (those created in conjunction with public retirement systems) but not all. A technical fix is needed to include plans established by or on behalf of a state or political subdivision. This is a non-controversial, technical fix to prior legislation.

Contact:

Allan Pollock, General Manager/CEO Salem-Keizer Transit, 503.588.2424, [allan.pollock@cherriots.org](mailto:allan.pollock@cherriots.org)  
Joel Rubin, CFM Strategic Communications, 202.347.9171, [joelr@cfmdc.com](mailto:joelr@cfmdc.com)





## 2015 STATE LEGISLATIVE AGENDA

Salem-Keizer Transit has established as its legislative priority the reinstatement of the state employee bus pass program. In addition, Salem-Keizer Transit supports the Oregon Transit Association (OTA) legislative priorities for the 2015 legislative session.

The OTA has identified the following priorities:

### State Funding for Transit

- The OTA seeks general fund appropriations that give transit providers flexibility to spend on operations and capital equipment. Transit providers lack a significant source of long-term dedicated state funding. General fund appropriations allow local transit agencies to expand services, invest in new vehicles and equipment and draw significant federal matching funds.

### Transportation for Seniors and People with Disabilities

- OTA is partnering with the Oregon Transportation Forum (OTF) and the Campaign for Oregon's Seniors and People with Disabilities to secure additional transit funding for seniors and people with disabilities. These funds allow greater opportunity for seniors and people with disabilities to travel to see friends and family and attend critical medical appointments. The continuation of transit investments made in 2013 and 2014 are a high priority due to the flexible use of the funding allocations.
- The OTF has recommended funding transportation services for seniors and people with disabilities at \$70 million, a level that would fulfill the estimated need for services in Oregon.

### Revenue Reform

- OTA recognizes that tax reform is a vital component of the effort to create a long-term, dedicated state-funding source for transit and non-roadway transportation.

### Connect Oregon

- The continuation of the Connect Oregon program to fund multimodal transportation projects
- Funding of Connect Oregon at \$100 million

### Contact:

Dale Penn, CFM Strategic Communications  
(503) 510.2200 [dalep@cfmpdx.com](mailto:dalep@cfmpdx.com)

Allan Pollock, General Manager/CEO Salem-Keizer Transit  
503.588.2424 [allan.pollock@cherriots.org](mailto:allan.pollock@cherriots.org)

## 2016 Legislative Items

- Energy Incentive Tax Credits
- 5339 Letter
- Bus Pass Program
- Salem Chamber Bill
- Ops Funding



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Salem Area Chamber of Commerce  
1110 Commercial Street NE  
Salem, Oregon 97301  
503-581-1466; Fax 503-581-0972  
salemchamber.org

## 2016 Legislative Priorities

The 2016 Salem Area Chamber of Commerce Legislative Priorities represent the legislative priorities of Salem’s local business community and the 1,250 members of our organization, and are also in alignment with chambers of commerce around Oregon as represented by the Oregon State Chamber of Commerce.

The SACC and OSCC have collaborated to give a voice to the local business communities throughout Oregon in support of policies that enable business growth, employment retention & creation, and income growth in our respective communities.

We believe a healthy business climate, and the jobs that such a business climate creates, are the keys to building up our local communities and making them prosperous.

The 2016 SACC/OSCC Legislative Agenda is a reflection of the major cost and regulatory challenges that local business will have to grapple with as a consequence of the 2015 legislative session. Those new challenges include a new sick leave mandate, a “ban the box” mandate that will change hiring processes, new costs imposed by a low carbon fuel mandate, a mandatory retirement program that all local businesses will be mandated to administer, and new regulations surrounding employer/employee discussions of wages.

For 2016, SACC & OSCC ask that the Oregon Legislature “pause” on any additional measures that would impose new cost or regulatory challenges for local businesses. Give local business time to adjust to the new regulatory environment imposed by the 2015 Legislative Session without imposing additional costs and challenges.

### The SACC/OSCC respectfully requests the 2016 Legislature to pass:

1. Legislation that would ease compliance with the new paid sick leave law
2. Legislation that empowers employers to favorably “move the needle” in favor of job creation by de-regulating the current economic environment
3. Legislation that provides stable funding to mass transit agencies not providing weekend services

### The SACC/OSCC respectfully requests the 2016 Legislature to refrain from:

1. Passing legislation to increase the state’s minimum wage
2. Passing legislation to remove the statewide minimum wage local preemption
3. Passing legislation that would increase environmental regulatory costs for utilities and manufacturers
4. Passing legislation that would increase insurance costs for businesses and health care providers

# DRAFT

## SUMMARY

Creates Transit Expansion Fund. Continuously appropriates moneys in fund to Department of Transportation.

Authorizes Department of Transportation to issue grants to entities that provide public transportation in rural communities, small urban communities and certain large urban communities for purpose of maintaining or expanding public transportation systems.

Sunsets June 30, 2036.

Declares emergency, effective on passage.

## A BILL FOR AN ACT

Relating to public transportation funding; and declaring an emergency.

**Be It Enacted by the People of the State of Oregon:**

**SECTION 1. The Transit Expansion Fund is established in the State Treasury, separate and distinct from the General Fund. Interest earned by the Transit Expansion Fund shall be credited to the fund. The fund consists of moneys deposited in the fund from any source and may include moneys appropriated, allocated or transferred to the fund by the Legislative Assembly and interest earned on moneys in the fund. Moneys in the fund are continuously appropriated to the Department of Transportation for the purposes specified in section 3 of this 2016 Act.**

**SECTION 2. As used in this section and sections 3 and 4 of this 2016 Act:**

**(1) “Eligible provider” means a public transportation entity as defined in ORS 184.675:**

**(a) That is currently receiving state or federal funding for public**

NOTE: Matter in **boldfaced** type in an amended section is new; matter *[italic and bracketed]* is existing law to be omitted. New sections are in **boldfaced** type.



1 **transportation purposes; and**

2 **(b) That serves an area:**

3 **(A) That has a population of 200,000 or less; or**

4 **(B) That has a population of greater than 200,000 and that is not**  
5 **currently levying a tax as authorized by ORS 267.385 or 267.615 (1)(g).**

6 **(2) “Public transportation system” has the meaning given that term**  
7 **in ORS 184.675.**

8 **SECTION 3. (1) The Department of Transportation may issue grants**  
9 **from the Transit Expansion Fund established in section 1 of this 2016**  
10 **Act to eligible providers for the purpose of maintaining or expanding**  
11 **public transportation systems, subject to subsections (2) and (3) if this**  
12 **section.**

13 **(2) If an eligible provider has not previously received grant moneys**  
14 **under this section, the department may not issue a grant to the eligi-**  
15 **ble provider unless the eligible provider applies for a grant by sub-**  
16 **mitting a development plan to the department. The development plan**  
17 **must:**

18 **(A) Describe how the eligible provider will use the grant moneys to**  
19 **maintain or expand a public transportation system;**

20 **(B) Set forth objective performance measures approved by the de-**  
21 **partment against which the success of the development plan may be**  
22 **measured;**

23 **(C) Be consistent with other transportation plans that apply in the**  
24 **geographic area in which the eligible provider operates;**

25 **(D) If the eligible provider receives federal funding for transporta-**  
26 **tion projects under 49 U.S.C. 5307 or 49 U.S.C. 5311, affirmatively state**  
27 **that the use of Transit Expansion Fund moneys will not jeopardize**  
28 **federal funding for the project; and**

29 **(E) Satisfy all other requirements that the department establishes**  
30 **by rule.**

31 **(3) If an eligible provider has previously received grant moneys**

1 under this section, the department may not disburse further grant  
2 moneys unless the eligible provider submits a report to the department  
3 each biennium describing the use of the moneys and demonstrating  
4 satisfactory implementation of the development plan with respect to  
5 the performance measures set forth in the development plan.

6 (4) If an eligible provider submits a report under subsection (3) of  
7 this section that demonstrates unsatisfactory implementation of the  
8 development plan, the department may not disburse further grant  
9 moneys to the eligible provider under this section unless the eligible  
10 provider prepares and submits an amended development plan. The de-  
11 partment shall evaluate the amended development plan to determine  
12 whether to disburse further grant moneys to the eligible provider.

13 (5) During the two-year period immediately following each dis-  
14 bursement of moneys from the fund to an eligible provider, the eligible  
15 provider may not reduce or eliminate local taxes that the eligible  
16 provider levies for the purpose of funding public transportation sys-  
17 tems.

18 (6) An eligible provider shall spend grant moneys disbursed from the  
19 fund in accordance with the development plan submitted by the eligi-  
20 ble provider. The eligible provider shall return to the department any  
21 moneys from the fund that cannot be so spent. An eligible provider  
22 that spends moneys disbursed from the fund in violation of this sub-  
23 section shall pay to the department an amount equal to the amount  
24 expended for unauthorized uses.

25 (7) The department shall submit to the Legislative Assembly, before  
26 the end of each biennium, a report describing the projects for which  
27 the department has disbursed moneys from the fund and the degree  
28 to which those projects have been satisfactorily implemented.

29 **SECTION 4.** The Department of Transportation shall adopt rules  
30 necessary to carry out the provisions of section 3 of this 2016 Act, in-  
31 cluding but not limited to:



1 (1) Rules describing the information that must be included in a de-  
2 velopment plan submitted under section 3 (2) of this 2016 Act.

3 (2) Rules setting forth objective standards by which the department  
4 will determine which eligible providers will receive moneys from the  
5 Transit Expansion Fund, taking into account factors including but not  
6 limited to:

7 (a) The degree to which the development plan will increase the  
8 number of people served by the eligible provider;

9 (b) The degree to which the development plan will improve acces-  
10 sibility of services, goods, employment, education and recreation for  
11 the population served by the eligible provider;

12 (c) The impact of the development plan on the local economy in the  
13 area served by the eligible provider; and

14 (d) Whether the eligible provider previously satisfactorily or unsat-  
15 isfactorily implemented a development plan.

16 (3) Rules defining objective performance measures by which the  
17 department shall evaluate the implementation of a development plan.

18 (4) Rules defining satisfactory and unsatisfactory achievement of  
19 performance measures.

20 SECTION 5. Section 3 of this 2016 Act becomes operative on the date  
21 the Department of Transportation adopts rules under section 4 of this  
22 2016 Act.

23 SECTION 6. (1) Sections 1 to 4 of this 2016 Act are repealed on June  
24 30, 2036.

25 (2) Any balance in the Transit Expansion Fund established in sec-  
26 tion 1 of this 2016 Act that is unexpended and unobligated on the date  
27 section 1 of this 2016 Act is repealed, and all moneys that would have  
28 been deposited in the fund had section 1 of this 2016 Act remained in  
29 effect, shall be transferred to and deposited in the General Fund and  
30 made available for general governmental purposes.

31 SECTION 7. This 2016 Act being necessary for the immediate pres-

1 **ervation of the public peace, health and safety, an emergency is de-**  
2 **clared to exist, and this 2016 Act takes effect on its passage.**

3

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Linda Galeazzi &lt;linda.galeazzi@cherriots.org&gt;

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## Future Funding Idea

1 message

**Robert Krebs** <robert.krebs@cherriots.org>

Thu, Jan 7, 2016 at 11:34 AM

To: Allan Pollock <Allan.Pollock@cherriots.org>, Bob Krebs <SLMgrandOR@comcast.net>, Jerry Thompson <Jerry.Thompson@cherriots.org>, Linda Galeazzi <Linda.Galeazzi@cherriots.org>, Marcia Kelley <Marcia.Kelley@cherriots.org>, Steve Evans <Steve.Evans@cherriots.org>, John Hammill <John.Hammill@cherriots.org>, Kathryn Lincoln <klincoln@q.com>, Colleen Busch <colleen.busch@cherriots.org>, Steve Dickey <Steve.Dickey@cherriots.org>, Paula Dixon <paula.dixon@cherriots.org>

With the failure of the SKT November ballot measure in the past, it is time to consider future steps to fund Phase II of the Moving Forward Project. It appears unlikely that Salem/Keizer voters will approve either a payroll or property tax for this purpose. This means that a new revenue source must be found to support weekend, later evening and other service improvements by SKT.

The Salem Chamber of Commerce has suggested that SKT seek funding from the Oregon Legislature. This might be a possibility if all regions of the state benefit. A special bill just for SKT would probably fail.

During the 2015 legislative session there was a proposal for a payroll tax paid by employees and self employed in the transportation bill. This tax would have generated funds for Tri Met and LTD. The Oregon Transit Association is also looking at a similar tax that would be statewide in scope.

The SKT Board should consider the idea of developing a statewide payroll tax for transit as a Legislative Concept for the 2017 session. Unlike the 2015 SKT ballot measure this payroll tax would be paid by employees and self employed.

The proposed tax rate would be .01% of pay for city, metro and regional transit. Another .007% would be dedicated to intercity services for both operations and infrastructure. Intercity services would include Amtrak and multi-county bus services such as Greyhound. The combined tax rate of .017% would generate \$1.02 for every \$600 of pay. According to estimates SKT would receive about \$5.8 million from Marion and Polk Counties to support Cherriots, CARTS and other rural services. All employees and self employed, including government workers would pay the tax.

In most counties distribution of funds would be made through the STF Agency. SKT holds that position in Marion and Polk Counties. In counties with multiple transit operators such as Lane, Clackamas and Washington, the distribution formula may need to be adjusted to make sure all get a fair share.

This is just in the idea stage right now. Hopefully we can have a very short discussion at the work session on Monday (No long deliberation) to see if the SKT Board wishes to pursue this opportunity. This is a topic for our retreat when it is re-scheduled. If this proposal is to move forward, the Legislative Concept needs to be submitted by June to get in the "pipeline" for 2017. There will be a Transportation Bill in 2017. Let's make sure that transit is included

**[WS-41]**

so it is really a Transportation Bill.

—

Robert Krebs, President  
Board of Directors



For Work Session of January 11, 2016  
 Agenda No. WS.2.d State Bus Pass Worksheet

**Based on Original Agreement**

| Fiscal Year                    | Factor | 2005-06   | 2006-07   | 2007-08   | 2008-09   | 2009-10   | 2010-11   | 2011-12   | 2012-13   | 2013-14   | 2014-15   | 2015-16   | 2016-17   | 2017-18   | 2018-19   |
|--------------------------------|--------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Airport Road Express Shuttle   | 1.05   |           |           |           |           |           |           |           |           |           |           |           |           |           |           |
| Annual Rate                    |        | \$238,310 | \$250,226 | \$262,737 | \$275,874 | \$289,667 | \$304,151 | \$319,358 | \$335,326 | \$352,092 | \$369,697 | \$388,182 | \$407,591 | \$427,971 | \$449,369 |
| Bus Pass Program               |        |           |           |           |           |           |           |           |           |           |           |           |           |           |           |
| Per Person Rate = \$X/Employee | 8,000  | \$10      | \$12      | \$14      | \$16      | \$18      | \$20      | \$22      | \$24      | \$26      | \$28      | \$30      | \$32      | \$34      | \$36      |
| Annual Rate                    |        | \$80,000  | \$96,000  | \$112,000 | \$128,000 | \$144,000 | \$160,000 | \$176,000 | \$192,000 | \$208,000 | \$224,000 | \$240,000 | \$256,000 | \$272,000 | \$288,000 |
| Annual Investment              |        | \$318,310 | \$346,226 | \$374,737 | \$403,874 | \$433,667 | \$464,151 | \$495,358 | \$527,326 | \$560,092 | \$593,697 | \$628,182 | \$663,591 | \$699,971 | \$737,369 |

**Based on New Proposed Agreement**

| Fiscal Year                       | Factor | 2005-06 | 2006-07 | 2007-08 | 2008-09 | 2009-10 | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 | 2015-16 | 2016-17   | 2017-18   | 2018-19   |
|-----------------------------------|--------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|-----------|-----------|-----------|
| Airport Road Express Shuttle      | 1.05   |         |         |         |         |         |         |         |         |         |         |         |           |           |           |
| Hourly Rate                       | 102.40 |         |         |         |         |         |         |         |         |         |         |         | \$468,173 | \$491,581 | \$516,161 |
| Revenue Hours                     | 4,572  |         |         |         |         |         |         |         |         |         |         |         |           |           |           |
| Bus Pass Program                  |        |         |         |         |         |         |         |         |         |         |         |         |           |           |           |
| Per Person Rate = \$X/Employee/Yr | 8,000  |         |         |         |         |         |         |         |         |         |         |         | \$57.60   | \$57.60   | \$57.60   |
| Annual Rate                       |        |         |         |         |         |         |         |         |         |         |         |         | \$460,800 | \$460,800 | \$460,800 |
| Annual Investment                 |        |         |         |         |         |         |         |         |         |         |         |         | \$928,973 | \$952,381 | \$976,961 |
| Difference                        |        |         |         |         |         |         |         |         |         |         |         |         | \$265,382 | \$252,411 | \$239,591 |



**Based on Original Agreement w/3% inflation**

| Fiscal Year                    | Factor | 2009-10          | 2010-11          | 2011-12          | 2012-13          |
|--------------------------------|--------|------------------|------------------|------------------|------------------|
| Airport Road Express Shuttle   | 1.03   |                  |                  |                  |                  |
| Annual Rate                    |        | \$289,667        | \$298,357        | \$307,308        | \$316,527        |
| Bus Pass Program               |        |                  |                  |                  |                  |
| Per Person Rate = \$X/Employee | 8,000  | \$18             | \$20             | \$22             | \$24             |
| Annual Rate                    |        | \$144,000        | \$160,000        | \$176,000        | \$192,000        |
| Annual Investment              |        | <u>\$433,667</u> | <u>\$458,357</u> | <u>\$483,308</u> | <u>\$508,527</u> |

**2013-14    2014-15    2015-16    2016-17    2017-18    2018-19**

\$326,023   \$335,803   \$345,878   \$356,254   \$366,941   \$377,950

          \$26            \$28            \$30            \$32            \$34            \$36  
\$208,000   \$224,000   \$240,000   \$256,000   \$272,000   \$288,000

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**\$534,023   \$559,803   \$585,878   \$612,254   \$638,941   \$665,950**

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**MEMO TO: BOARD OF DIRECTORS**

**FROM: LINDA GALEAZZI, EXECUTIVE ASSISTANT**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: BUDGET COMMITTEE VACANCY**

There is one citizen member vacancy on the Budget Committee representing Subdistrict #2 due to a term ending June 30, 2015. The citizen member position representing Subdistrict #2 is a three-year term from July 1, 2015 to June 30, 2018.

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.

In October 2015, advertisements were published in the Statesman Journal and the KeizerTimes to announce there was a citizen member position on the Budget Committee.

Applications were received from Jerry Wayne Crane Jr. and Arthur P. Klosterman.

At the November 30, 2015 work session, Director Busch recommended that the process for appointing a citizen member be delayed. Several people had inquired about the position, but she was unable to respond to them because of the campaign for the November election and the holidays. She wanted the opportunity to respond to the inquiries she received.

As of January 5, 2016, Director Busch was able to email and/or follow up with nine people about the budget committee citizen member position. She received four responses - one reconfirmed his interest and applied for the position, and three declined. Applications received, will be reviewed to be sure candidates are qualified electors as is stated above.

At the work session, Board members will discuss their next steps to appoint a citizen member to the Budget Committee. One consideration will be to form a subcommittee to interview candidates in order to form a recommendation for the full Board to vote on at its next regular Board meeting.

**Salem-Keizer Transit — Board of Directors  
Budget Committee Citizen Member Vacancy  
Three Year Term Ending June 30, 2018**

Salem-Keizer Transit is recruiting for one citizen member position to represent Keizer in Subdistrict #2 on Salem-Keizer Transit's Budget Committee. The appointee would serve a three year term that ends June 30, 2018.

The Budget Committee typically meets three times in the month of May each year to review, discuss, make changes and approve the proposed budget presented by Salem-Keizer Transit staff. The approved budget is later presented to the Board of Directors who authorize its adoption. To qualify, you must be a registered voter 18 years of age or older who resides within the Subdistrict, or within the District at-large.

If you are interested in being considered for the citizen member position, more information and an application packet are available on the District's website at <http://cherriots.org/budget-committee> or at the Salem-Keizer Transit administration office, Suite 5230, 555 Court Street NE, Salem, Oregon 97301/ 503-588-2424.

Completed applications should be returned no later than Monday, November 30, 2015 at 5:00 p.m. by mail to the attention of the General Manager's Office at the address above or by email to [linda.galeazzi@cherriots.org](mailto:linda.galeazzi@cherriots.org).

The citizen member appointment is scheduled to be made during the December 10, 2015 Board meeting.



## **ORS 294.414<sup>1</sup> Budget Committee**

(1) Except as provided in ORS [294.423 \(Governing body of certain municipal corporations to be budget committee\)](#), the governing body of each municipal corporation shall establish a budget committee in accordance with the provisions of this section.

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

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

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

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

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

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

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

(9) The budget committee shall at its first meeting after its appointment elect a presiding officer from among its members. [Formerly ORS 294.336<sup>1</sup> (Title not available: statute has been repealed or renumbered.) [1963 c.576 §6; 1973 c.61 §1; 1979 c.310 §2; 1997 c.308 §6; 2001 c.135 §32; renumbered [294.414 \(Budget committee\)](#) in 2011]



**Subdistrict #1**

**STEVE EVANS**  
1936 Orchard Heights Rd  
Salem, OR 97304-2507

Term Expires 06/30/19

**E.M. EASTERLY**  
775 Fir Gardens St NW  
Salem, OR 97304

Appointed 12-11-14;  
Appointment Expires 06/30/17

**Subdistrict #2**

**COLLEEN BUSCH**  
4064 Noon Ave NE  
Keizer OR 97303

Elected 2-year Unexpired Term 06/30/15  
(Full Term Expires 06/30/17)

**VACANT [CRAIG WILLIAMS]**  
1069 Parkmeadow Dr NE  
Keizer, OR 97303

Appointed 10/25/12;  
Appointment Expires 06/30/15

**Subdistrict #3**

**KATHY LINCOLN**  
3291 Willamette Dr N  
Keizer, OR 97303-6045

Term Expires 06/30/19

**DERIK E. MILTON**  
2517 Dan Ave NW  
Salem, OR 97304-4252

Appointed 12/12/13;  
Appointment Expires 06/30/2016

**Subdistrict #4**

**JOHN HAMMILL**  
4372 Vernon Loop NE  
Salem, OR 97305

Term Expires 06/30/17

**BILL HOLMSTROM, Chair 2015**  
625 14<sup>th</sup> Street NE  
Salem, OR 97301

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

**Subdistrict #5**

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

Term Expires 06/30/19

**HERSCH SANGSTER, Secretary**  
832 Maine Av  
Keizer, OR 97303

Appointed 12/12/13;  
Appointment Expires 06/30/16

**Subdistrict #6**

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

Term Expires 06/30/17

**SCOTT BASSETT**  
2243 Wildwood Drive SE  
Salem, OR 97304

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

**Subdistrict #7**

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

Term Expires 06/30/19

**SHERONNE BLASI**  
2375 Summer Street SE  
Salem, Oregon 97302

Appointed 03/26/15  
Appointment Expires 06/30/17

**BUDGET OFFICER**

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

Phone: (503) 588-2424  
Fax: (503) 566-3933  
Email: [allan.pollock@cherriots.org](mailto:allan.pollock@cherriots.org)  
or [Board@cherriots.org](mailto:Board@cherriots.org)



Salem Area Mass Transit District  
Board of Directors

~ **PLANNING RETREAT** ~

**DATE TBD**

9:00 AM – 2:00 PM

Salem Conference Room  
West Salem Roth's Conference Center

**AGENDA**

1. Welcome/Opening Comments (10 Minutes)
2. SKT Strategic Plan Review (45 Minutes)
  - a. Strategic Plan
  - b. Board Goals Statement
3. Performance Measurements (15 Minutes)
  - a. List of performance metrics
4. Moving Forward Phase II Funding – What's Next (90 Minutes)
  - a. GVTP Handout
  - b. OTA Handout
5. SKT Role w/Salem Area and Keizer Chambers (30 Minutes)
6. Future Role of the CAC (30 Minutes)
  - a. CAC By-Laws
7. Salem River Crossing Discussion (30 Minutes)
8. Bus Advertising to Fund Discount Student Bus Passes Concept (30 Minutes)

8:30 AM – 9:00 AM Coffee/Pastries/Fruit

11:30 AM Lunch

**Mission**

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

**Values**

*Safety – Service Excellence – Communication – Innovation – Accountability*

**SPECIAL ACCOMODATIONS** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

**NECESIDADES ESPECIALES** 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.

Salem-Keizer Transit ~ 555 Court St NE, Suite 5230 ~ Salem, OR 97301 Phone (503) 588-2424 ~ [www.cherriots.org](http://www.cherriots.org)



UPDATED: January 7, 2016



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

All meetings of the Board are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted.

JANUARY 2016

- 1 Fri HOLIDAY New Year's Day- SKT Administration Office Closed; Customer Service Closed; No Bus Service
11 Mon 5:30 PM SAMTD Board Work Session
27 Wed 6:00 PM MWVCOG Annual Dinner
28 Thu 6:30 PM SAMTD Board Meeting
Jan 30-Feb 2 APTA Transit CEOs Seminar [Orlando, FL]

FEBRUARY 2016

- 2 Tue 3:00-4:30p STF Advisory Committee
8 Mon 5:30 PM SAMTD Board Work Session
15 Mon HOLIDAY Presidents Day - SKT Administration Office Closed; Customer Service Closed; No Bus Service
16 Tue 9:00a-3:30p Basic Local Budget Law Workshop (OR Dept of Revenue) RSVP to Linda
25 Thu 6:30 PM SAMTD Board Meeting

MARCH 2016

- 1 Tue 3:00-4:30p STF Advisory Committee
7 Mon 5:30 PM SAMTD Board Work Session
13-15 APTA Legislative Conference [Washington D.C.]
24 Thu 6:30 PM SAMTD Board Meeting

APRIL 2016

- 2 Sat 6:00 PM SKT Employee Appreciation Banquet All Board
5 Tue 3:00-4:30p STF Advisory Committee
11 Mon 5:30 PM SAMTD Board Work Session
28 Thu 6:30 PM SAMTD Board Meeting

MAY 2016

- 3 Tue 3:00-4:30p STF Advisory Committee
5 Thu 6:00 PM Budget Committee Orientation
9 Mon 5:30 PM SAMTD Board Work Session
12 Thu 6:00 PM Budget Committee Meeting
19 Thu 6:00 PM Budget Committee Meeting
26 Thu 6:30 PM SAMTD Board Meeting
30 Mon HOLIDAY: Memorial Day

JUNE 2016

- 2 Thu 6:00 PM Budget Committee Meeting (if necessary)

A calendar for upcoming Board meetings, a copy of the adopted Budget, and minutes of past Board meetings can be found on Salem-Keizer Transit's website at: www.cherriots.org/board or at the District's Administration Office at 555 Court Street NE, Suite 5230, Salem, Oregon 97301. For a televised recording of past Board meetings, go to www.cctvsalem.org.



Upcoming Board Meeting and Work Session Agenda Items  
January 11, 2015

| <u>Month</u>  | <u>Work Session</u>  | <u>Board Meeting</u>  |
|---|--|---|
| February 2016   | <ul style="list-style-type: none"> <li>Route 1X Additional Trip</li> <li>Draft Revisions to STF Bylaws</li> <li>Purchase of CNG Fixed Route Buses</li> </ul> | <ul style="list-style-type: none"> <li>ODOT STF 5310 Grant Project Submittals</li> <li>RFP#2015-03 Approve Purchase of CNG Fixed Route Buses</li> <li>JWA's Final Report Regional Transportation Plan</li> <li>FY2015 Auditor's Report (Chuck Swank)</li> <li>Finance, Rideshare, Performance Report – 2nd Qtr</li> </ul> |
| March 2016  |  | <ul style="list-style-type: none"> <li>APTA Legislative Report</li> </ul>   |
| April 2016  | <ul style="list-style-type: none"> <li>FY17 Board Agenda Planning Calendar</li> </ul>  |   |
| May 2016  | <ul style="list-style-type: none"> <li>GM Evaluation Process</li> </ul>  | <ul style="list-style-type: none"> <li>Select Board Member to Review GM CPE</li> <li>Finance, Rideshare, Performance Report – 3<sup>rd</sup> Qtr</li> </ul>   |
| June 2016   |  | <ul style="list-style-type: none"> <li><u>Consent:</u> <ul style="list-style-type: none"> <li>Adopt FY2017 BOD Mtg Schedule</li> <li>United Way Donation FY2017</li> </ul> </li> <li>Budget Hearing/Res#2016-XX Adopt FY17 Budget</li> <li>ES(2): GM CPE - Prior to <i>and</i> After Board meeting</li> </ul>             |
| July 2016   | <ul style="list-style-type: none"> <li></li> </ul>   | <ul style="list-style-type: none"> <li>Oath of Office for Newly Elected Board (2017)</li> <li>Election of Officers/Oath of Office (2017)</li> <li>Accept Annual Preliminary Year-end Financial Rpt</li> </ul>   |
| August 2016   | <ul style="list-style-type: none"> <li>Board Committee Assignments</li> </ul>  | <ul style="list-style-type: none"> <li>Annual Security Report - Karen</li> <li>Finance, Rideshare, Performance Report - 4<sup>th</sup> Qtr</li> <li>Appoint Board Committee Assignments</li> </ul>  |
| September 2016  | <ul style="list-style-type: none"> <li>SDIS Board Check List</li> </ul>  | <ul style="list-style-type: none"> <li>Year End Performance Report</li> <li>2015 End of Legislation Session Report (Dale Penn)</li> <li>Approval of SDIS Board Check List</li> </ul>  |
| October 2016  | <ul style="list-style-type: none"> <li>Proposed FY2018 Budget Calendar</li> <li></li> </ul>  | <ul style="list-style-type: none"> <li>Proposed FY2018 Budget Calendar</li> <li>Budget Committee Appointment</li> </ul>   |
| November 2016   | <ul style="list-style-type: none"> <li></li> </ul>   | (NO REGULAR BOARD MEETING)  |
| December 2016   | <ul style="list-style-type: none"> <li></li> </ul>   | <ul style="list-style-type: none"> <li>STF Advisory Committee Appointments</li> <li>Finance, Rideshare, Performance Reports – 1<sup>st</sup> Qtr</li> </ul>   |
| January 2017  | <ul style="list-style-type: none"> <li>2017 Legislative Priorities</li> <li>Update on ODOT Grant Programs</li> </ul>   | <ul style="list-style-type: none"> <li>2017 Legislative Priorities</li> <li>FY2016 Auditor's Report (Chuck Swank)</li> </ul>  |
| To be Determined:   |  |   |
| <ul style="list-style-type: none"> <li>Award Construction Contract for KTC Signalization Project</li> <li>Contract Award for Maintenance Lift</li> <li>Contract Award Landscape/Irrigation Design @ DW</li> <li>Resolution to Amend STFAC Bylaws</li> </ul> |  |   |

Salem Area Mass Transit District  
BOARD OF DIRECTORS

Thursday, January 28, 2016  
6:30 PM Regular Meeting

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

**AGENDA**

**REGULAR BOARD MEETING**

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Jerry Thompson, Subdistrict #5
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION**
- E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.
- F. CONSENT CALENDAR**
  - 1. **Approval of Minutes** [Action]
    - a. Minutes of the December 10, 2015 Board Meeting
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
  - 1. Approval of Lease for CherryLift RouteMatch Tablets
  - 2. Approval of the 2016 Legislative Priorities
  - 3. Appointment of Citizen Member to Budget Committee for Subdistrict #2
- I. INFORMATION ITEMS**
- J. REPORTS**
  - 1. Board Committee Reports [*Receive and File*] .....
- K. BOARD & MANAGEMENT ISSUES**
  - 1. General Manager
  - 2. Board President
  - 3. Board of Directors
- L. ADJOURNMENT**

**BOARD MEETING PROCEDURES**

**CONSENT CALENDAR AND AGENDA ITEMS** All items on the Consent Calendar will be adopted as a group by a single motion unless a Board member requests to withdraw an item for discussion. Action on items requested for discussion will be deferred until after adoption of the Consent Calendar. Comments on specific items will be taken after the staff report and before Board discussion for each agenda item.

**APPEARANCE OF INTERESTED CITIZENS & AGENCIES** Time is designated on every Board agenda for questions or statements by persons in the audience on any items of Board business, including those items appearing on the agenda which are subject to public hearing. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three minutes. Members of any agency wishing to make statements should submit their statement in writing to the Clerk of the Board per the agenda deadline below. At the designated meeting, the agency representative will be invited to come forward to speak for a limit of five minutes on their item.

**TO GET ITEMS ON THE AGENDA** All communications and matters that appear on the Board agenda must be submitted to the Clerk of the Board by noon on Wednesday, one week prior to the Board meeting. You are encouraged to mail, email or bring your written communication to Salem-Keizer Transit, 555 Court St NE, Suite 5230, Salem, OR 97301. The Board of Directors Email Address is: [Board@cherriots.org](mailto:Board@cherriots.org)

**SPECIAL ACCOMODATIONS** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Clerk of the Board at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

**PROCEDIMIENTOS DE LA REUNIÓN**

**CALENDARIO DE CONSENTIMIENTO Y ARTÍCULOS DE AGENDA** Todos los artículos en el Calendario de Consentimiento serán adoptados como grupo por un única propuesta a menos que un miembro de la Junta solicita retirar un artículo para discusión. La acción sobre artículos solicitados para discusión serán diferidos hasta después de la adopción del Calendario de Consentimiento. Comentarios sobre artículos específicos serán adoptadas tras el informe de personal y antes de la discusión de la Junta para cada orden del día.

**COMPARECENCIA DE LOS CIUDADANOS Y AGENCIAS INTERESADAS** Este es el tiempo designado en cada orden del día de la Junta para preguntas o declaraciones por las personas en la audiencia, de cualquiera de los puntos de los asuntos de la Junta, incluyendo aquellos puntos que aparecen en el orden del día que estén sujetos a una audiencia pública. Se le invita a los ciudadanos individuales a presentarse en una forma similar a los prescritos para las audiencias públicas y a hacer cualquier declaración que deseen, estando limitadas a (3) minutos. Cualquier miembro de una agencia que desee hacer declaraciones en ese momento debe enviar la información al personal de la Junta de acuerdo a los plazos abajo mencionados. En la reunión designada, el miembro de la agencia será invitado a presentarse para hablar, con un límite de (5) minutos en su asunto.

**PARA TENER ASUNTOS EN EL ORDEN DEL DIA** Para que todas las comunicaciones y asuntos aparezcan en el orden del día de la Junta, deben ser enviados al personal de la Junta antes del mediodía del miércoles de la semana previa a la reunión de la Junta. Si Ud. tiene algún asunto que quiera presentar ante la Junta en el futuro, le animamos a mandarlo por correo o traer una comunicación por escrito al Distrito de Transito del Área de Salem, 555 Court St NE, Suite 5230, Salem, OR 97301; 503-588-2424; [Board@cherriots.org](mailto:Board@cherriots.org)

**NECESIDADES ESPECIALES** 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 Oregón, 711.

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**Next Regular Board Meeting Date: Thursday, February 25, 2016**

Regular Board meetings are televised and can be viewed on CCTV's website: [www.cctvsalem.org](http://www.cctvsalem.org).  
Go to [www.cherriots.org/board](http://www.cherriots.org/board) for an electronic copy of the Board's agenda packet.

**Salem-Keizer Transit Administration Office ~ 555 Court Street NE, Suite 5230 ~ Salem, OR 97301**  
**Phone (503) 588-2424 ~ Board of Directors Email Address: [Board@cherriots.org](mailto:Board@cherriots.org)**