

Salem Area Mass Transit District  
BOARD OF DIRECTORS

Thursday, March 23, 2017  
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 – Secretary John Hammill**

**C. ANNOUNCEMENTS & CHANGES TO AGENDA**

**D. PRESENTATION**

1. APTA “AdWheel” Award presented by Patricia Feeny, Director of Communication with Matt Berggren, Transit Planner II and Melinda Hawes, Receptionist
2. Garten “Community Job Site” Award presented by Allan Pollock, General Manager

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

**F. CONSENT CALENDAR [Action]**

**1. Approval of Minutes**

- a. January 26, 2017 Board of Directors Meeting and Executive Session ..... **1**
- b. February 23, 2017 Board of Directors Meeting ..... **7**

**2. Routine Business**

- a. Resolution No. 2017-02 Bank Signature Authorization ..... **13**

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

**H. ACTION ITEMS**

1. Appoint Members to the STF Advisory Committee and Accept a Resignation ..... **17**

**I. INFORMATION ITEMS**

**J. REPORTS**

1. 2017 Community Attitude and Awareness Survey by Lockwood Research ..... **31**
2. Board Subcommittee Reports [*Receive and File*] ..... **39**
  - a. March 6, 2017 Work Session ..... **41**
  - b. February 6, 2017 Work Session ..... **43**
  - c. February 7, 2017 STF Advisory Committee and STFAC Technical Advisory Committee Meetings ..... **47**
  - d. March 7, 2017 STF Advisory Committee Meeting ..... **57**

**K. BOARD & MANAGEMENT ISSUES**

1. General Manager
2. Board President
3. Board of Directors

**L. ADJOURNMENT**

**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.

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**Next Regular Board Meeting Date: Thursday, April 27, 2017**

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Cherriots 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)

BOARD OF DIRECTORS  
Salem Area Mass Transit District

**\*\*\* EXECUTIVE SESSION \*\*\***

Thursday, January 26, 2017

Courthouse Square – Salem Conference Room  
555 Court Street N.E., Salem, Oregon 97301

MINUTES

Call To Order            President Thompson announced that there would be an executive session prior to the Board's regular meeting.

President Krebs called the executive session to order at 6:09 p.m. and announced the purpose for the meeting to consider information and records exempt by law from public inspection; and to consider the employment of a public officer, employee, staff member or individual agent pursuant to ORS 192.610(a)(f).

President Krebs announced that representatives of the news media and designated staff would be allowed to attend the executive sessions pursuant to ORS 192.660(4) and that representatives of the news media were specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced.

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

Staff:                    Allan Pollock, General Manager, Paula Dixon, Director of Administration; and Ben Fetherston, SAMTD Legal Counsel

There were no representatives of the media present.

Board members and staff moved into the Salem Conference Room for their discussion during the Executive Session.

Adjourned              The Executive Session was adjourned at 6:15 p.m.

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

**January 26, 2017**

**Index of Board Actions**

<b><u>Action</u></b>	<b><u>Page</u></b>
Moved to approve the Consent Calendar with corrections made in the December 8, 2016 Minutes under the first action item where the title should read "H.1. Appoint Citizen Members to the <b><u>STF Advisory</u></b> Committee". .....	<b>3</b>
Move to adopt the 2017 state and federal legislative agendas as described in Attachment A on pages 18-22 of the agenda. ....	<b>3</b>
Move to approve the proposed regional service plan as described in Attachment D on pages 310-336 of the agenda. ....	<b>4</b>

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Salem Area Mass Transit District

**BOARD OF DIRECTORS MEETING**

January 26, 2017

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

**MINUTES**

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<b>PRESENT:</b>	President Robert Krebs; Directors Colleen Busch, Marcia Kelley, and Kathy Lincoln
<b>Board</b>	ABSENT: Directors Jerry Thompson, Steve Evans and John Hammill
<b>Staff</b>	Allan Pollock, General Manager; Paula Dixon, Director of Administration; Chris French, Senior Planner; Ted Stonecliffe, Long-Range Planning Analyst; Jared Isaksen, Finance Manager; Chip Colby, Information Technology Manager; SueAnn Coffin, Contracted Transportation Manager; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	Chuck Swank and Ryan Pasquarella from Grove, Mueller & Swank, P.C., and Dale Penn II, SAMTD Legislative Advocate; Bill Holmstrom, Chair, SAMTD Budget Committee; citizens, Tina Hanson and Kendra Slater

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**A. CALL TO ORDER AND NOTE OF ATTENDANCE** **6:31 PM**  
President Krebs called the meeting to order and a quorum was present.

**B. PLEDGE OF ALLEGIANCE**

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

**D. PRESENTATION** – FY2016 Auditors Report  
Chuck Swank and Ryan Pasquarella from Grove, Mueller & Swank, P.C., presented audit reports for the FY2015-16 Comprehensive Annual Financial Report (CAFR) to the Board. The District prepared the CAFR in compliance with rigorous guidelines for financial reporting as defined by the Governmental Finance Officers Association (GFOA). The report was submitted to GFOA’s Certificate of Achievement for Excellence in Financial Reporting Program. If received, it will be the fifth year in a row that the District receives this prestigious certificate. The financial report was prepared in accordance with the Governmental Accounting Standards Board (GASB) Statement No. 34, “Basic Financial Statements and Management’s Discussion and Analysis for State and Local Governments.” Grove, Mueller & Swank, P.C., did an independent audit of the District’s financial statements and concluded, based upon the audit, that there was a reasonable basis for rendering an unqualified opinion

that the District's basic financial statements for the fiscal year ended June 30, 2016 were fairly presented in material respects in conformity with GAAP.

**E. PUBLIC COMMENT -**

**Tina Hansen and Kendra Schaber**, citizens

Ms. Hansen and Ms. Schaber had heard rumors that the transit district was doing some partnerships with the Reed Opera House. They asked for more information if this information was true or to let them know the information was false.

Mr. Pollock responded that he was not aware of any partnerships with the Reed Opera House so that information would be false.

**F. CONSENT CALENDAR**

**6:32 PM**

**Motion:** Moved to approve the Consent Calendar with corrections made in the December 8, 2016 Minutes under the first action item where the title should read "H.1. Appoint Citizen Members to the STF Advisory Committee".

**Motion by:** Director Kathy Lincoln

**Second:** Director Colleen Busch

**Vote:** Motion passed

**G. ITEMS DEFERRED FROM THE CONSENT CALENDAR – as noted above**

**H ACTION ITEMS**

**1. Adoption of the 2017 Legislative Agenda**

**6:45 PM**

**Staff report:** Pages 17-30 in the agenda

**Presenter:** Allan Pollock, General Manager  
Dale Penn II, SAMTD Legislative Advocate

The Board annually adopts a legislative agenda to set direction for legislative activities and projects. The agenda is used as a guide when responding to legislative matters and as a communication tool with legislators and other interested parties. Staff developed the agenda for the District in conjunction with CFM Strategic Communications, the District's legislative consultant. The District's agenda identifies legislative priorities and projects for annual appropriations and grant opportunities. The draft legislative agenda was reviewed by the Board at the January 9, 2017 Work Session.

**Motion:** Move to adopt the 2017 state and federal legislative agendas as described in Attachment A on pages 18-22 of the agenda.

**Motion by:** Director Marcia Kelley

**Second:** Director Kathy Lincoln

**Vote:** Motion passed

## 2. Approval of the Regional Service Plan

7:05 PM

**Staff report:** Pages 31-336 in the agenda

**Presenter:** Ted Stonecliffe, Long Range Planning Analyst

The CARTS Redesign Project stemmed from the Regional Transit Planning Project conducted by Jarrett Walker and Associates between August 2015 and February 2016. The Board received "Volume II of a Regional Transit Plan" with recommended changes to the CARTS network, at the February 25, 2016, board meeting. The consultant's recommendation were then modified to coincide with the District's priorities. The initial draft plan was released to the public on September 1, 2016. Six weeks of public outreach about the draft plan was completed in October of 2016. Two unique aspects of the outreach were the geographic diversity it represented and the effort to reach both current riders and potential future riders. As a result of the feedback, revisions were made on the proposed schedules, routing and stops for each route. The final proposed plan was emailed to Board members and the public during the first week of January for review. As part of the new service, proposed to be launched May 8, 2017, CARTS will be rebranded to "Cherriots Regional" to help the public identify the service with Cherriots and clear misperceptions that CARTS is not public transit, nor service only for students, seniors or people with disabilities. Changes are proposed to route number that will have an "X" added to the number to designate the service as an express bus. In addition, flag stops and route deviations will be removed and CARTS 45 will be renamed to Polk County Flex with no designated route number.

**Motion:** **Move to approve the proposed regional service plan as described in Attachment D on pages 310-336 of the agenda.**

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

**Second:** **Director Colleen Busch**

**Vote:** **Motion passed**

### I. INFORMATION ITEMS - None

### J. REPORTS

7:35 PM

#### **Board Subcommittee Report**

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises. Board members inform the Board of District and/or transit-related issues discussed in the committees listed on page 337 of the agenda.

Minutes of the Board's November 14, 2016 Work Session and the December 8, 2016 Web Design Subcommittee meeting on pages 339-348 of the agenda were received and filed.

## **BOARD AND MANAGEMENT ISSUES**

### J.1 General Manager

7:43 PM

Mr. Pollock reported on the January 19, 2017 Oregon Transportation Commission meeting he attended as chair of the Public Transit Advisory Committee where they participated in a workshop about transportation fund options. He announced that the Board should mark their calendars for “Transit Day” at the Capitol hosted by the Oregon Transit Association that is scheduled for April 11, 2017. He publicly thanked District employees for all of their hard work during the three episodes of adverse winter weather.

**J.2 Board President**

**7:47 PM**

President Krebs reports on his transit-related Board and community service activities since the last board of directors meeting. President Krebs talked about his attendance at the Salem City Council meeting where he introduced himself to the new councilors and thanked Mayor Bennett for his support of extended transit service to include Saturdays and Sundays.

**J.3 Board of Directors**

**7:50 PM**

Board members gave an account, both verbally and in writing, of their transit-related Board and community service activities that may be of interest to the other Board members and to the public. Of note, was the January 25, 2017 Mid-Willamette Valley Council of Governments Annual Meeting, meetings of the Salem Area and Keizer chambers of commerce, the Salem City Club, neighborhood associations, the cities of Keizer and Salem, and the swearing in ceremonies of the mayors and city councilors.

**L. Meeting Adjourned**

**8:00 PM**

Respectfully submitted,

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Robert Krebs, President



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

**February 23, 2017**

**Index of Board Actions**

<b><u>Action</u></b>	<b><u>Page</u></b>
Moved to approve the Consent Calendar: .....	<b>2-3</b>
1. <u>Routine Business</u>	
a. Adopt Resolution No. 2017-01 to Amend the Non-Bargaining Retirement Pension Plan	
 Moved to approve the 2017-2019 applications for STF, Section 5310 (ODOT) and Section 5310 (FTA) grants as shown in Tables 1-3, and direct the General Manager to submit the applications for Section 5310 (ODOT) and STF no later than February 24, 2017 to the ODOT Rail and Public Transit Division for consideration. The applications for 5310 (FTA) funds shall be submitted directly to the Federal Transit Administration since SAMTD is a designated recipient of these funds. ....	<b>3</b>

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Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**  
February 23, 2017  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

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<b>PRESENT</b> : <b>Board</b>	President Robert Krebs; Directors John Hammill, Colleen Busch, Marcia Kelley, Jerry Thompson, Kathy Lincoln, and Steve Evans
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development, Matt Berggren, Transit Planner II, Ted Stonecliffe, Long-Range Planning Analyst; Roxanne Beltz, Trip Choice Coordinator; Wendy Feth, Accountant, Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	Ron Harding, City Manager for the City of Aumsville and Vice-Chair for the STF Advisory Committee

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- A. CALL TO ORDER AND NOTE OF ATTENDANCE** **6:31 PM**  
President Krebs called the meeting to order and a quorum was present.
- B. PLEDGE OF ALLEGIANCE** led by Director John Hammill
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA -**  
President Krebs announced that Agenda Item No. H.2 authorizing the general manager to execute a contract modification with McNeilus Truck and Manufacturing to purchase 84 CNG tanks and tank valves for \$242,540 was pulled from the agenda and will be considered at a later meeting.
- D. PRESENTATION - None**
- E. PUBLIC COMMENT - None**
- F. CONSENT CALENDAR** **6:32 PM**
- |                   |                                                                                            |
|-------------------|--------------------------------------------------------------------------------------------|
| <b>Motion:</b>    | <b>Moved to approve the Consent Calendar:</b>                                              |
|                   | <b>2. <u>Routine Business</u></b>                                                          |
|                   | <b>a. Adopt Resolution No. 2017-01 to Amend the Non-Bargaining Retirement Pension Plan</b> |
| <b>Motion by:</b> | Director Jerry Thompson                                                                    |

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

## H ACTION ITEMS

### 1. Approve STF Advisory Committee Recommendations for FY2018- 6:33 PM 2019 Allocations of Federal 5310 and State STF Projects

**Staff report:** Pages 7-304 in the agenda

**Presenter:** Ron Harding, Vice-Chair for the STF Advisory Committee

**Motion:** **Moved to approve the 2017-2019 applications for STF, Section 5310 (ODOT) and Section 5310 (FTA) grants as shown in Tables 1-3, and direct the General Manager to submit the applications for Section 5310 (ODOT) and STF no later than February 24, 2017 to the ODOT Rail and Public Transit Division for consideration. The applications for 5310 (FTA) funds shall be submitted directly to the Federal Transit Administration since SAMTD is a designated recipient of these funds.**

**Motion by:** Director John Hammill

**Second:** Director Busch

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

## I. INFORMATION ITEMS - None

## J. REPORTS

6:48 PM

### Performance – Second Quarter

**Staff report:** Pages 306-328 of the agenda

**Presenter:** Matt Berggren, Transit Planner II

Performance measures for the second quarter of Fiscal Year 2017 (F17 Q2) were reviewed beginning October 1, 2016 and ending December 31, 2016 and were compared to the previous fiscal year. Data used for these measures were derived from adjusted Trapeze schedules, vehicle fareboxes, passenger counting systems, and from the District's reservation software - RouteMatch and Mobility DR. A summary was given of the changes in average daily revenue hours by service, by revenue miles, and by daily boardings by service. The report noted there were an unusual number of winter weather events in December, which was determined to have a negative effect on ridership. The Board also received a report on the use of the State Bus Pass program and the January 2017 service changes.

### Finance – Second Quarter

**Staff report:** Pages 337-346 of the agenda

**Presenter:** Wendy Feth, Accountant

The quarterly finance report included statements for the General Fund, Transportation Programs Fund, and Capital Project Fund. The statements compare the budget amounts to actual amounts by the legal appropriations category. The General Fund revenue for the second quarter is at sixty-one percent of the annual budget. General Fund expenses are under budget in most appropriation levels.

### **Trip Choice (fka Rideshare) – Second Quarter**

**Staff report:** Pages 329-336 of the agenda

**Presenter:** Roxanne Beltz, Trip Choice Coordinator

Cherriots Trip Choice continued its work in accordance with the recommendations made in the 2015-2020 Strategic Plan. Tasks and activities associated with those can be summarized as management of the Regional Rideshare Database, providing marketing, outreach and incentives for the use of all transportation options and promotion and expansion of Transportation Demand Management (TDM) tactics within Polk, Marion and Yamhill Counties. During the second quarter the Drive Less Challenge was concluded, staff provided outreach and education regarding the new buffered bike lanes in Salem and conducted an Employee Transportation Coordinator (ETC) survey.

## **I.5 Board Subcommittee Report**

**7:29 PM**

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises. Board members inform the Board of District and/or transit-related issues discussed in the committees listed on pages 331-332 of the agenda.

Minutes of the Board's January 9, 2017 Work Session on pages 348-350 of the agenda were received and filed.

## **BOARD AND MANAGEMENT ISSUES**

### **J.1 General Manager**

Mr. Pollock reported on the APTA CEO Conference he attended where they discussed what is happening at the federal level concerning transit and the APTA's recruitment of a CEO. He attended a second meeting at ODOT regarding the reallocation of CMAQ funding with the addition of two new entities to include SKATS and Lane County COG. Recommendations will be brought to the Oregon Transportation Commission by June 2017 for the year 2019 and beyond. Mr. Pollock also announced that Transit Operator and Maintenance Appreciation Day is scheduled for March 17, 2017.

### **J.2 Board President**

President Krebs reports on his transit-related Board and community service activities since the last board of directors meeting.

**J.3 Board of Directors**

**7:37 PM**

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

**L. Meeting Adjourned**

**7:46 PM**

Respectfully submitted,

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Robert Krebs, President

**MEMO TO: BOARD OF DIRECTORS**

**FROM: PAULA DIXON, DIRECTOR OF ADMINISTRATION**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: RESOLUTION #2017-02 SIGNATURE AUTHORIZATION FOR BANK AND INVESTMENT ACCOUNTS**

**Issue**

Shall the Board adopt Resolution #2017-02 to rescind Resolution #13-10 and reauthorize signature authorization on the bank and investment accounts?

**Background and Findings**

The District is required to authorize, by resolution, designated positions to serve as signatories for the District accounts. The District uses the services of *Columbia Bank* for general operations and payroll transactions; *Riverview Bank* for processing credit and debit card transactions for point of sale transactions for fare media, and to invest monies; and the *Local Government Investment Pool* (managed by the Oregon State Treasurer's office) to invest monies.

Resolution #13-10 was adopted by the Board on September 9, 2013. Resolution #2017-02 will rescind that resolution by changing the designation of Director of *Finance* to Director of *Administration*. Additionally, the Finance Manager position was previously designated by the General Manager as a second signatory. This signature authorization will need to be updated, given that the position is presently vacant.

**Financial Impact**

None

**Recommendation**

Staff recommends that the Board adopt Resolution No. 2017-02.

**Proposed Motion**

**I move that the Board adopt Resolution No. 2017-02 to rescind Resolution No. 13-10; and change the designation of Director of Finance to Director of Administration.**





**RESOLUTION #2017-02**

**RESCINDS RESOLUTION #13-10  
BANK AND INVESTMENT ACCOUNTS  
COLUMBIA BANK  
RIVERVIEW COMMUNITY BANK  
LOCAL GOVERNMENT INVESTMENT POOL**

**WHEREAS**, the Salem Area Mass Transit District hereafter referred to as "District", has established Bank Accounts and Investment Accounts for the operation of the District.

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

1. **THAT** Columbia Bank, Riverview Community Bank and the Local Government Investment Pool, is hereby selected as the District's banking depository for all the District Bank and Investment Accounts, and that the following are hereby authorized to sign, on behalf of the District, orders for payments or withdrawal of money, including transfers to and from accounts as listed below:

General Operating Account, Columbia Bank	#	3000-381-8
Payroll Bank Account, Columbia Bank	#	0001-529-8
Merchant Services Account, Riverview Bank	#	01717509762
Business Plus Money Market, Riverview Bank	#	001799003132
General Investment, Local Government Investment Pool	#	4754

Such orders shall be signed by **permanent signatories and shall be the holders of the offices of President, Vice-President, Treasurer and the staff positions of General Manager and Director of Administration or designee.**

2. **THAT** in the absence of all designated signatures listed in 1 above, written authority may be given to the bank granting temporary authority as designated by the General Manager.
3. **THAT** any and all order for payment equal to or larger than fifty thousand dollars (\$50,000.00) must be signed by any two of the following:

**Elected or Appointed Officers of the Board of Directors: President, Vice-President, Treasurer; General Manager and/or Director of Administration or designee**

4. **THAT** Columbia Bank, Riverview Community Bank and the Local Government Investment Pool is authorized to transfer funds to and from District accounts, listed above, by telephone authorization of any one (1) of the following:

**Elected or Appointed Officers of the Board of Directors: President, Vice-President, Treasurer; General Manager and/or Director of Administration or designee**

- 5. **THAT** the Secretary of the Board of Directors of the District shall be authorized to certify the signatures of individuals authorized to sign orders for payments or withdrawal of money;
- 6. **THAT** the signature authority granted by this Resolution shall remain in force until revoked by written notice to said banks of the action taken by the Board of Directors of the District;
- 7. **THAT** it is agreed that all transactions between said banks and the District shall be governed by contract as printed on bank deposit and other forms;
- 8. **THAT** said accounts are subject to bank service charges in effect at any time;
- 9. **THAT** statements and vouchers may be mailed to the District's address as shown on the bank's records.
- 10. **THAT** this Resolution rescinds Resolution #12-06 and is in effect on March 23, 2017.

**ADOPTED by the Board of Directors on this 23rd day of March 2017.**

ATTEST:

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President Robert Krebs  
SAMTD Board of Directors

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John Hammill, Secretary  
SAMTD Board of Directors

**MEMO TO: BOARD OF DIRECTORS**

**FROM: TANYA DEHART, CHAIR OF THE STF ADVISORY COMMITTEE  
TED STONECLIFFE, LONG-RANGE PLANNING ANALYST**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: APPOINTMENT TO THE STF ADVISORY COMMITTEE**

**Issue**

Shall the Board appoint two new members to the Special Transportation Fund (STF) Advisory Committee and accept the resignation of another member?

**Background and Findings**

Salem Area Mass Transit District is the STF Agency for Marion and Polk Counties. Each STF Agency is required to have an advisory committee to represent people served by STF programs. The STF Advisory Committee provides transportation policy and funding recommendations for STF and Federal Section 5310 grants to the District's Board of Directors.

In accordance with State statute and *Article II-Section 1 Membership* in the STF Advisory Committee Bylaws (Attachment A), a person must reside in Marion or Polk County, Oregon, be knowledgeable about the transportation needs of seniors and individuals with disabilities, and be a person who meets one of the following qualifications to serve as a member of the Committee:

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

In making appointments, the Board may consider seeking a majority of members who are seniors or are people with a disability; or who provide a balance of geographical representation from the rural areas of Marion and Polk Counties and from the urbanized area of Salem/Keizer. Transportation providers may serve as non-voting members.

The Committee must have a minimum of five members. Members of the STFAC are appointed by the Board to two-year terms. A list of the STFAC members and their terms are included in Attachment B.

Ms. Sharon Heuer has interacted with the STFAC on issues regarding non-emergent medical transportation for the last two years when the District funded a transportation coordination project at Salem Hospital. As the coordinator, Sharon manages the project and is considered a "transportation provider". As a member of the STFAC, she would not have voting privileges, but could still add to the discussion of the committee. Upon appointment, Sharon would fill the vacancy left in Position #2 (March 24 – December 31, 2017) and would be eligible to complete three two-year terms as is explained under *Section 2. Appointments and Terms of Service* of the Bylaws. Ms. Heuer's application is included in Attachment C.

Ms. Sherena Meager-Osteen lives in Silverton and rides the Silver Trolley and CARTS to get around Silverton and into Salem and Woodburn on a regular basis. She is legally blind and is an advocate for improvements to public transportation that improves the mobility of seniors and people with disabilities. Upon appointment, Sherena would fill the vacancy left in Position #3 (March 24 – December 31, 2017) and would be eligible to complete three two-year terms. Her application can be found in Attachment D.

Ms. Diane Lace, who was appointed to Position #6, has relocated to the east coast of the United States with her husband and can no longer serve on the committee. She informed staff in January that she would resign from the committee in March, 2017.

### **Recommendation**

The STF Advisory Committee recommends that the Board appoint Sharon Heuer and Sherena Meager-Osteen to fill the vacancies in Positions # 2 and 3, respectively, beginning March 24, 2017 and ending on December 31, 2017; and accept the resignation of Diane Lace who filled Position #6, effective immediately. (See the March 7, 2017 STFAC meeting minutes included in the Board agenda packet under *Reports* No. J.2.)

### **Proposed Motion**

**I move the Board appoint Sharon Heuer and Sherena Meager-Osteen to fill the vacancies in Positions # 2 and 3, respectively, beginning March 24, 2017 and ending on December 31, 2017; and accept the resignation of Diane Lace who filled Position #6, effective immediately.**

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

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

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

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

**Section 2. STF Advisory Committee Purpose**

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

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

The STF Advisory Committee will:

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

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

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

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

### **Section 1. Membership**

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

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

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

Transportation providers may serve as non-voting members.

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

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

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

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

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

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

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

### **Section 4. Participation**

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

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

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

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

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

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

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

## ARTICLE III – MEETINGS

### Section 1. Frequency; Open Meetings

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

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

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

### Section 2. Agendas

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

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

### Section 3. Quorum and Voting

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

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

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

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

### Section 4. Minutes

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

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

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



## **ARTICLE IV – SUBCOMMITTEES**

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

## **ARTICLE V – AMENDMENTS**

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

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

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

<b>Position</b>	<b>Term Dates</b>	<b>Name</b>	<b>Group</b>	<b>Location</b>	<b>Term</b>
1	1/1/15-12/31/17	Emily Broussard	Disabled	Urban	1 <sup>st</sup> 3-year term*
2	1/1/16-12/31/17	Sharon Heuer <sup>†1</sup>	Senior/Disabled	Marion & Polk Co.	2-year term
3	1/1/16-12/31/17	Sherena Meager-Osteen <sup>†</sup>	Disabled	Marion Co.	2-year term
4	1/1/16-12/31/17	Vacant			2-year term
5	1/1/16-12/31/18	Jean Sherbeck	Disabled	Polk Co.	1 <sup>st</sup> 3-year term*
6	1/1/16-12/31/18	Vacant			1 <sup>st</sup> 3-year term*
7	1/1/16-12/31/18	Tanya DeHart	Senior/Disabled	Urban	2 <sup>nd</sup> 3-year term*
8	1/1/17-12/31/18	Ron Harding	Senior/Disabled	Marion Co.	1 <sup>st</sup> 2-year term
9	1/1/17-12/31/18	Marja Byers	Disabled	Urban	2 <sup>nd</sup> 2-year term
10	1/1/16-12/31/17	Vacant			2-year term
11	1/1/17-12/31/19	Vacant			2-year term

\*Per STF Advisory Committee Bylaws, Article II, Section 2, "Members who are currently serving a three-year term shall complete that term before being eligible for appointment to a new two-year term."

<sup>†</sup>Pending Board approval

1 Non-Voting Member per STFAC Bylaws, Article II, Section 2, last sentence "Transportation providers may serve as non-voting members."

**APPLICATION**

**ATTACHMENT C**

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

**(Please print or type all information)**

<b>Date:</b>	11/28/2016
<b>Name:</b>	Sharon Heuer
<b>Home Address:</b>	3614 Jefferson Marion Rd SE Jefferson, Oregon, 97352
<b>Mailing Address:</b> (If different from home)	890 Oak Street, Building D Salem, Oregon 97309
<b>Telephone:</b>	503-814-1580
<b>E-mail:</b>	Sharon.Heuer@SalemHealth.org
<b>Occupation:</b>	Director, Community Benefit Integration

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

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

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

I moved to Silverton, Oregon in 2009 for a position at Salem Hospital, as the Director of Community Benefit Integration. For three years, I rode the Cart's bus from Roth's Grocery in Silverton to the downtown, Salem. The service was an important link for commuters, students, seniors and those with disabilities. Most mornings, the bus would adjust the route to pick up a blind rider and it was common to commute with passengers with obvious mental and physical disabilities. The Carts system was a link to services for individuals in rural areas, in and around Silverton. In the summer of 2012, I moved to Jefferson, Oregon and no longer accessed public transportation.

As Director of Community Benefit for Salem Health, I see first-hand how low income and underserved individuals struggle with basic needs. Poverty, food insecurity, lack of affordable housing and limited transportation are barriers that disproportionately effects seniors and those with disabilities.

From a healthcare perspective, Medicaid expansion has transformed transportation for low income adults that need to access medical care. Unfortunately, seniors and some persons with disabilities are less likely to have a transportation benefit and therefore, are often not able to access the preventative and non-emergent care that they need.

In order to address medical transportation for low income community members and especially seniors and those with disabilities, Salem Health has been working with Salem-Keizer Transit, Northwest Human Services, the American Cancer Society's Road to Recovery Program, and WVH Connections Van service. In the last 18 months, the Salem Health transportation coordinator has arranged more than 5000 rides for medically fragile, low income community members seeking transportation to health services in Marion and Polk Counties.

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

Same day and on- demand services remain limited for seniors and those with disabilities. Redline and Cherri-lift are underutilized despite the identified community need and based on recent reports, the ridership is appears to be declining. I would like to better understand why these numbers are declining when the need for transportation in our community is so great.

Fixed route and on-demand services in Polk County and rural zip codes in Marion County are limited or non-existent. Perhaps there is opportunity to work with senior services providers (like city Senior Centers, NWSDS and long term care providers) to develop a transportation network that supports seniors and those with disabilities living outside the urban growth boundary.

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

Salem Hospital  
Foundation Marion Polk  
Food Share

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

Thank you for your interest and willingness to participate.

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

Jolynn Franke  
503-588-2424 ext. 7521  
[jolynn.franke@cherriots.org](mailto:jolynn.franke@cherriots.org)

**To return your application via mail:**

Jolynn Franke  
Administrative Assistant, Transportation Development  
Cherriots  
555 Court St NE, Suite 5230  
Salem, OR 97301-3980

JAN 09 2017

RECEIVED

**ATTACHMENT D**

**APPLICATION**

**MARION AND POLK COUNTIES  
SPECIAL TRANSPORTATION FUND  
ADVISORY COMMITTEE**

(Please print or type all information)

**DATE:** 1/3/2017 \_\_\_\_\_

**NAME:** Sherena Meager-Osteen \_\_\_\_\_

**MAILING ADDRESS:** 935 Bryan Ct.,  
Silverton, OR 97381 \_\_\_\_\_

**TELEPHONE:** 503-983-1624 \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**OCCUPATION:** retired \_\_\_\_\_

Are you applying as an elderly or disabled resident who uses special transportation services (if available in your area), as a provider of such services, or as a person qualified to represent elderly or disabled persons?

Individual User                       Provider  
Representative

What are your relevant experiences, training or background in elderly or transportation issues?

I have been blind since age 28 and started using public transportation in 1971, I have used public buses in the 5 different cities I've lived in. I also worked for 13 years with Lane County Mental Health and helped clients with transportation. I am a

regular user of the Silver Trolley, CARTS as well as Cherriots.

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**MEMO TO: BOARD OF DIRECTORS**

**FROM: LORNA ADKINS, MARKETING AND COMMUNICATIONS COORDINATOR  
PATRICIA FEENY, DIRECTOR OF COMMUNICATION**

**THRU: ALLAN POLLOCK, GENERAL MANAGER**

**SUBJECT: ATTITUDE AND AWARENESS SURVEY**

**Issue**

Shall the Board consider the Attitude and Awareness Survey prepared by Lockwood Research?

**Background and Findings**

One of the 2017 strategic priorities is to conduct a Community Attitude and Awareness Survey. Cherrits is committed to providing an exceptional transportation experience to its customers through transparency, accountability, and reliability. The survey is a critical tool designed to identify areas where the District is doing well or can make improvements, including agency performance, ridership, services and new projects such as the West Salem Connector. The survey will inform future service planning and communication strategy.

Staff issued a Request for Proposals in October 2016. Ten proposers responded to the RFP. Three were interviewed. Eugene-based Lockwood Research was the successful proposer. Staff worked with the contractor to design the phone survey. Lockwood surveyed 400 residents over the age of 18, living within the urban growth boundary, between January 28 and February 12, 2017. The sample was statistically accurate for age, gender, census tract and primary language. Both cellphones (60 percent) and landlines (40 percent) were included in the sample.

Issues that were explored include:

- Awareness of Salem Area Mass Transit District and Cherrits services
- Methods of transportation used by the population
- Awareness of, and likelihood of using, the West Salem Connector
- Perceived rating of Cherrits services and overall performance
- Where the population would look for information on transit-related issues

**Financial Impact**

None

**Recommendation**

Receive and File

**Proposed Motion**

Receive and File



# Community Attitude and Awareness Survey

Lorna Adkins  
Marketing and Communications Coordinator  
March 23, 2017



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Why survey the community?

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## Lockwood Research

- Full-service market research firm
- Non-partisan and independent
- Based in Eugene
  - In-house call center
- Specialize in survey design, data collection, and analysis
- Partnered with RLS & Associates

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**CERRIOTS**

## Methodology

- Randomized telephone survey
- 400 sample size
- Landlines and cellphones
- Statistically accurate sample for census tract, age, gender, income and primary language

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**CERRIOTS**



## Results

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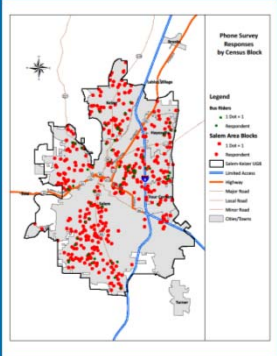
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**CERRIOTS**



**Phone Survey Responses by Census Block**

**Legend**

- Blue dots: 100-150
- Red dots: 150-200
- Green dots: 200-250
- Yellow dots: 250-300
- Orange dots: 300-350
- Purple dots: 350-400

**Other Legend Items:**

- Blue line: Interstate
- Red line: Major Road
- Orange line: Local Road
- Green line: Water
- Grey area: Other/Unknown

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71% of respondents said public transportation was 'very important' to the community. However, they were not very familiar with the services Cherriots provides.

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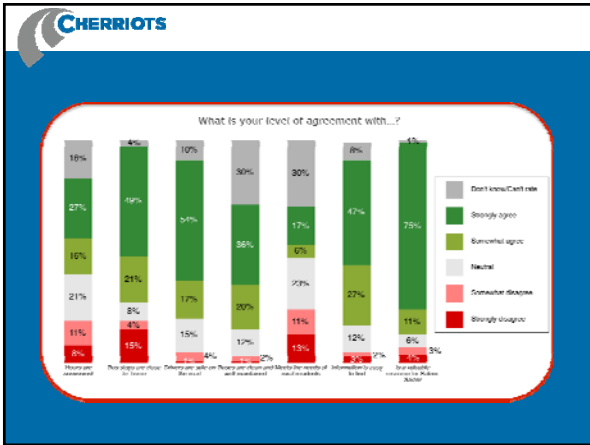
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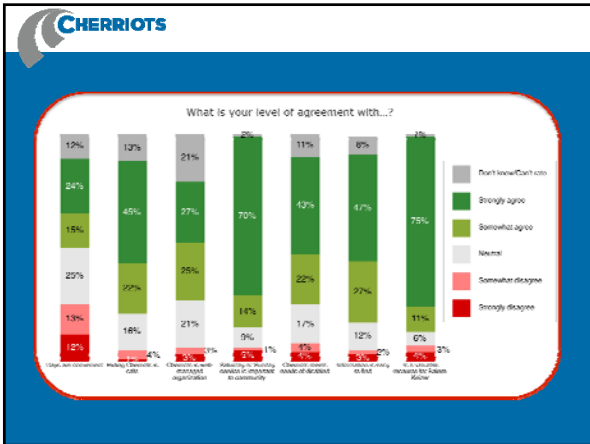
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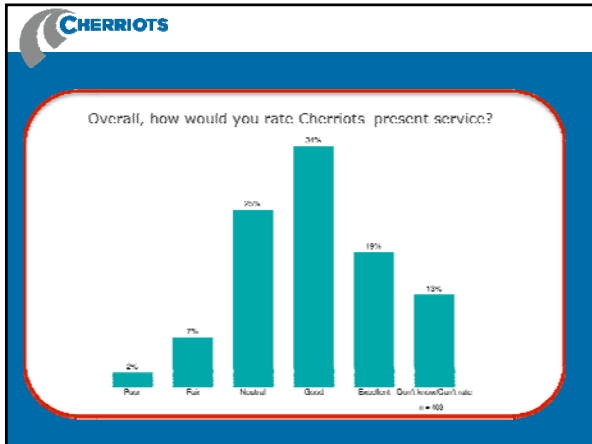
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- 92% of respondents use a personal vehicle for transportation.
  - Surprisingly, 11% said they ride Cherriots.
  - Weekend service is highly favored.

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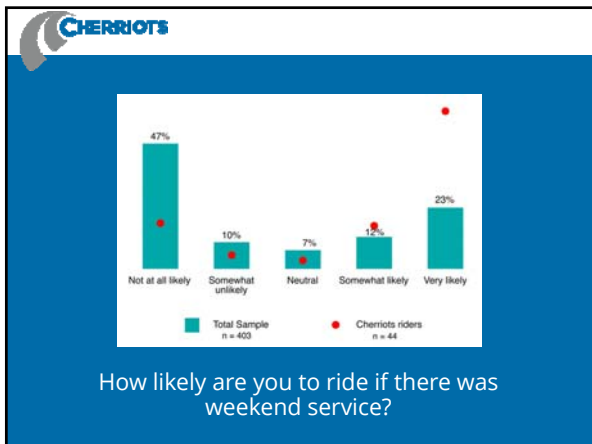
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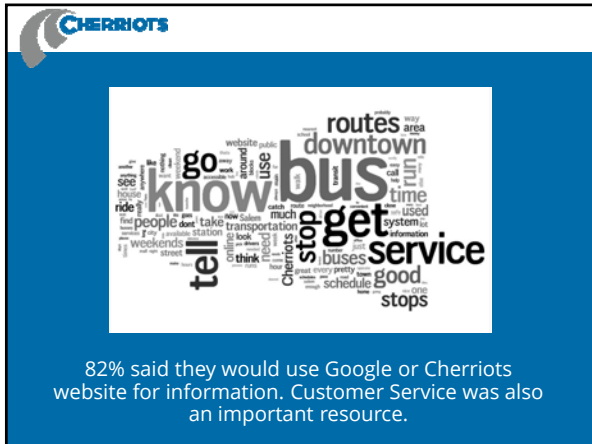
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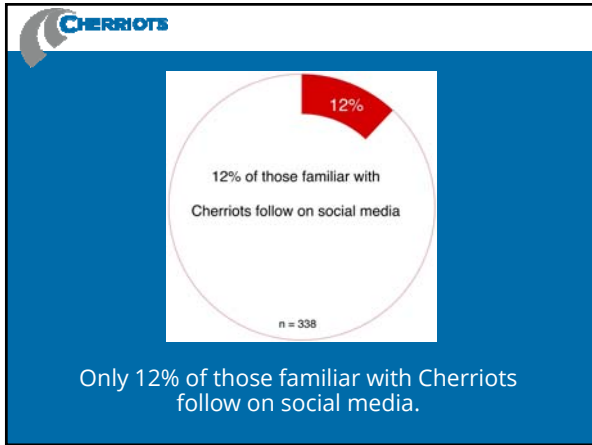
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Only 12% of those familiar with Cherriots follow on social media.

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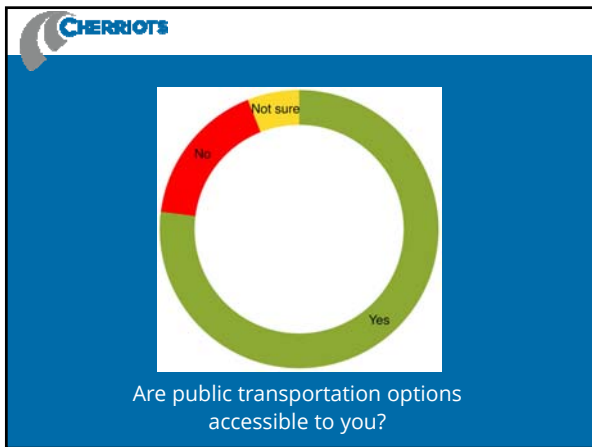
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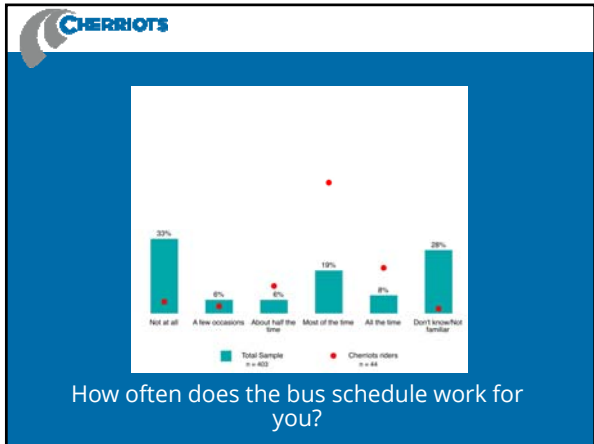
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**CHERRIOTS**

How will we use the results?

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**MEMO TO: BOARD OF DIRECTORS**  
**FROM: ALLAN POLLOCK, GENERAL MANAGER**  
**SUBJECT: BOARD MEMBER COMMITTEE REPORT**

**Issue**

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

**Background and Findings**

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

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

**Financial Impact**

None

**Recommendation**

Receive and File

**Proposed Motion**

None



Salem Area Mass Transit District  
Board of Directors

~ **WORK SESSION** ~

March 6, 2017

Marion County Commissioners Board Room #5231  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

<b>PRESENT:</b>	President Robert Krebs; Directors Jerry Thompson, Kathy Lincoln, Marcia Kelley, and Colleen Busch
<b>Board</b>	<b>ABSENT:</b> Directors John Hammill and Steve Evans
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; SueAnn Coffin, Contracted Transportation Manager; Linda Galeazzi, Executive Assistant
<b>Guests</b>	Bill Holmstrom, Chair, SAMTD Budget Committee

**1. CALL TO ORDER**

**5:30 PM**

President Bob Krebs called the work session to order.

**2. DISCUSSION**

**a. Willamette Valley Community Health Coordinated Care Organization (WVCH CCO) 5:31 PM**

**Staff report:** Verbal Report

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

Since 2014, the District has had a contract with Willamette Valley Community Health (WVCH) to provide transportation brokerage services for Medicaid-eligible users. In December 2016, the District approached the WVCH about a new contract for transportation brokerage services for Non-Emergent Medical Transportation (NEMT) services. In February 2017, the WVCH notified the District of their intention to release a multi-state RFP for NEMT services to be released by the second week of February with their Board's approval. WVCH also indicated their interest in a contract extension with the District. The current contract expires June 30, 2017.

Board members were apprised of the potential transference of risk associated with the WVCH's approach. As a public agency, the District will be limited with any associated risk

and the District cannot subsidize Medicare programs with general fund dollars. If the WVCH RFP is issued as a multi-state endeavor, the District cannot bid on the service.

**Direction:** Staff will wait until the WVCH RFP has been released to evaluate what the RFP proposes in order to make some decisions.

### **b. Continued Discussion on Strategic Planning**

**5:49 PM**

**Staff report:** Supplemental Agenda

**Presenter:** Allan Pollock, General Manager

A draft of the District's strategic priorities was passed out for Board review and comment. Included in the list of priorities were the strategic pillars to provide an exceptional transportation experience, Team Cherriots (culture of excellence), improve community support, and ensure organizational viability.

The Board received a list of names for potential members of Mayor Chuck Bennett's transportation work group, and were asked for the names of other potential members to invite.

**Direction:** Director Lincoln recommended that the goal of environmental sustainability be added to the strategic priorities as one of the pillars.

### **3. GENERAL MANAGER COMMENTS**

**5:49 PM**

**Staff report:** Pages 1-4 of the agenda and Supplemental Agenda

**Presenter:** Allan Pollock, General Manager

Time was spent reviewing the draft agenda for the March 23rd board meeting, the Board's calendar, the budget process, monthly talking points and upcoming agenda items that will be brought to the Board for their consideration.

Mr. Pollock also made the following announcements that Board action will be required for bank signature authorization changes at the March 23<sup>rd</sup> board meeting with the resignation of Finance Manager, Jared Isaksen. A candidate has filed with the Marion County Elections Office for the Board position in Subdistrict #4. Transit Day at the Capitol is Tuesday, April 11th and registration is required. Staff will contact the Board for RSVPs. In addition, Transit Operator / Maintenance Appreciation Day is Friday, April 17<sup>th</sup>.

**Direction:** Director Busch will not be at the Budget Orientation meeting in May. Director Lincoln will not be available for the March 23<sup>rd</sup> meeting. Director Thompson will not be at the April 27<sup>th</sup> Board meeting; and President Krebs will not be available for the April 10<sup>th</sup> work session.

### **4. WORK SESSION ADJOURNED**

**6:20 PM**

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

Salem Area Mass Transit District  
Board of Directors

~ **WORK SESSION** ~

February 6, 2017  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

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

**Staff** Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula  
Dixon, Director of Administration; Steve Dickey, Director of Transportation  
Development; Patricia Feeny, Director of Communication; Chris French, Senior  
Planner; Matt Berggren, Transit Planner II; Wendy Feth, Accountant; Gregg  
Thompson, Maintenance Manager; Chip Colby, Information Technology Manager;  
Linda Galeazzi, Executive Assistant

**Guests** Clark Williams, Attorney, Heltzel Williams, PC; Bill Holmstrom, Chair, SAMTD Budget  
Committee

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

**2. DISCUSSION**

**a. Non-Bargaining Retirement Plan Pension Amendment** **5:32 PM**

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

**Presenter:** Clark Williams, Attorney, Heltzel Williams, P.C.  
Paula Dixon, Director of Administration

The Board considered a plan amendment to the District's Defined Benefit Plan for Non-Bargaining Employees under *Section 8.5(a) Employee Death Benefit* would be effective July 1, 2016 with respect to deaths occurring on or after that date. The Amendment is similar to the bargaining unit amendment as a result of the labor agreement approved in April 2016. The Defined Benefit Plan for Non-Bargaining Employees has been effective since January 1, 2010 and was recently restated on January 26, 2016. The Plan would remain the same in all other respects.

**Direction:** Formal action will be taken at the February 26, 2017 Board meeting.

## **b. Review Connector Pilot Project Analysis**

**5:50 PM**

**Staff report:** Pages 5-8 of the agenda

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

The West Salem Connector, a one-year pilot project for on-demand transit service, began operation on June 1, 2015 and with Board approval on June 23, 2016, was extended through May 2017 to allow time to work on improvements to the service and to build ridership. The initial purpose of this pilot project was to meet a multitude of needs in the hills of West Salem by serving people without access to vehicles, help students get to school, provide seniors with trips to the grocery store, and convince current drivers working in downtown Salem to get out of their car. Given the geometric, temporal and fiscal constraints, staff redefined the Connector as a coverage service with the primary goal of providing access to transit for those who need it at the time they need it in order to connect those riders with Cherriotics fixed-route buses.

**Direction:** The Board will receive information noted in the staff report on the next steps of the Connector. As a result of questions asked by the Board, data will also be provided on a cost estimate for new vehicles, peak loads, the number of unique riders, number of trips per rider, ridership to and from West Salem High School, and the percentage of trips booked by phone, on the web and by walk-ons.

The Board will receive an evaluation of the Connector service for their review prior to taking action on the future of the Connector service.

## **c. Continuation of Strategic Plan Discussion**

**6:32 PM**

**Staff report:** No staff report

**Presenter:** Allan Pollock, General Manager

There was no further discussion regarding the strategic plan from the Board's strategic planning session on Saturday, February 4, 2017

## **d. CNG Tank Acquisition**

**6:33 PM**

**Staff report:** Supplemental Agenda

**Presenter:** David Trimble, Chief Operating Officer  
Gregg Thompson, Maintenance Manager

Board members considered a modification to a contract approved by the Board on December 10, 2015 with McNeilus Truck and Manufacturing as a result of a delayed process to procure from a *Buy America* vendor, required by the Federal Transit Administration (FTA) when using Federal 5307 funds which are currently in the budget. The District has 34 CNG buses and each bus has seven CNG tanks. Twenty-four of the

buses were purchased in 2002, two were purchased in 2004 and eight were purchased in 2005. Tanks manufactured at this time have a 15 year limit before they are rendered unusable. The cost estimate to replace 84 CNG tanks and tank valves is \$249,784.

**Direction:** Formal action by the Board will be necessary for this contract modification.

### **3. GENERAL MANAGER COMMENTS**

**6:45 PM**

**Staff report:** Pages 9-12 of the agenda and Supplemental Agenda

**Presenter:** Allan Pollock, General Manager

The Board reviewed a draft agenda for the March 23, 2017 Board meeting and were apprised of future meetings, events and agenda items. A proposed list of grant requests for the 2017 Legislative Agenda and talking points were provided to the Board for the Community Leader's Roundtable hosted by Representative Kurt Schrader. The Board had been asked for RSVPs to the Roundtable.

**Direction:** Director Kelley said she will attend the roundtable discussion. Director Hammill said he will not be able to attend.

### **4. WORK SESSION ADJOURNED**

**6:55 PM**

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





**Technical Advisory Committee to the  
Special Transportation Fund Advisory Committee  
February 7, 2017  
Mill Creek Conference Room  
555 Court St NE, Suite 5230, Salem, Oregon 97301**

**A. CALL TO ORDER & INTRODUCTIONS:**

Tanya DeHart called the meeting to order at 10:06 a.m. with a quorum present.

**MEMBERS PRESENT:** Marja Byers; Tanya DeHart; Emily Broussard; Ron Harding; Elaina Turpin; Karen Odenthal; Jean Sherbeck

**MEMBERS ABSENT:** None

**STAFF:** Steve Dickey, Director of Transportation Development; Ted Stonecliffe, Long Range Planning Analyst; David Trimble, Chief Operating Officer; SueAnn Coffin, Contracted Services Manager; Melissa Kidd, Mobility Coordinator; Trish Bunsen, Grants Administrator; Jolynn Franke, Recording Secretary

**SAMTD BOARD LIASION:** Director John Hammill

**PROVIDERS:**

Jim Row & Kathy McClaskey- City of Woodburn

Jason Gottgetreu - City of Silverton

Debi Zeitner & Arielle Leveaux - West Valley Hospital Foundation

Sharon Heuer - Salem Health

Shawn McCammon & Keith Aldrich - Partnerships in Community Living

**GUESTS:** None

**B. PUBLIC COMMENT:** None

**C. SCHEDULE REVIEW - Tanya DeHart:**

Tanya DeHart reviewed the TAC meeting schedule. Ted Stonecliffe clarified that applicants were welcome to stay through lunch, but only the TAC members and key staff would be meeting at 12:20 p.m. for deliberations of the applications and ranking of the projects.

**D. REVIEW SECTIONS OF COORDINATED PLAN-Ted Stonecliffe:**

Ted Stonecliffe referenced sections of the Coordinated Plan to be reviewed by the members. The purpose of the Coordinated Plan is to assist with the decision making process. Pages 42, 52, 53, 55, 59, 61, 67, and 68 of the *Coordinated Public Transit - Human Services Transportation Plan* as published in August of 2016 were referred to during the deliberation process.

**E. REVIEW PURPOSE & INTENTS OF 5310 & STF PROGRAMS - Ted Stonecliffe:**

Ted Stonecliffe reviewed the Purpose and Intent of the 5310 and STF Programs as published in the *ODOT STF Guidebook*. The STF program provides revenue to support transportation for seniors and individuals with disabilities including operations, capital

projects, planning, travel training, etc. The 5310 program is similar to the STF program in that services must be available to seniors and individuals with disabilities, but do not have to serve those populations exclusively. Projects funding transit operations must be operated by a third-party contractor in order to qualify for 5310 funds. Operations by in-house staff could only be paid for through the STF program. Ted also referenced a section of the *SAMTD Section 5310 Program Management Plan* identifying eligible and ineligible projects for each funding program to be used a resource for ranking applications.

## **F. PRESENTATIONS:**

### **1. Salem Health – STF APPLICATION – Sharon Heuer:**

Salem Health applied for funds to cover the annual salary and benefits for a full-time Medical Transportation Coordinator (the Coordinator). The purpose of the Coordinator is to connect anyone receiving care, such as cancer services, wound care, and rehabilitation services at Salem Health with the appropriate transportation option for their need. These are often patients who have daily or otherwise frequent appointments and are in need of “same day” rides to those appointments. The Coordinator position was created as a part time position beginning in Fiscal Year 2015–2016 and served approximately 5,000 individuals. In the current fiscal year, the program is on track to double that number.

The Coordinator program leverages Cherriots public transportation options such as fixed route buses and CherryLift, but is also able to fill the gap for individuals who are unable to use public transportation due to medical fragility. The program leverages other transportation providers such as *Roads to Recovery* and Non-Emergent Medical Transport (NEMT) for those that qualify for those programs, as well as the West Valley Hospital Connections Van and the West Salem Clinic Homeless Outreach & Advocacy Program. For individuals who do not qualify for these community programs and are not medically stable enough for public transportation to be an option, the Coordinator offers discounted cab rides that are funded by a grant from the Salem Health Foundation.

Some of the advantages of the Coordinator program are being associated with a hospital, that allows operation of the program 24 hours a day, 365 days a year through an internal electronic referral system. The Coordinator position is currently staffed by an individual who is bi-lingual in English and Spanish and is able to access NEMT services through a private portal rather than having to call and wait to be helped by a representatives. The Coordinator is also able to act as an advocate for developmentally delayed individuals who may struggle with arranging transportation to their appointments.

### **2. West Valley Hospital Foundation – STF APPLICATION – Arielle Leveaux and Debi Zeitner:**

West Valley Hospital currently operates a door-to-door medical transportation program called the *Connections Van*. Although the service is primarily operated by volunteers, in Fiscal Year 2015-2016, the hospital hired a part-time driver/coordinator to help arrange rides and organize a pool of volunteer drivers. This STF application requests funds to cover the cost of wages and benefits for this existing driver/coordinator service at the same level.

The driver/coordinator facilitates volunteer driver recruitment and training, and has grown the *Connections* Van pool of volunteers to a total of ten at the time of this application. The *Connections* Van serves mostly seniors and medically fragile individuals within all areas of Polk County who frequent the services at West Valley Hospital. The *Connections* Van is free of charge to riders and currently operates with two vehicles; one is used as a backup only. However, with the growth in ridership seen since the driver/coordinator position began, they expect to run both vehicles regularly within the year.

### **3. Partnerships in Community Living – STF APPLICATION – Shawn McCammon and Keith Aldrich:**

Partnerships in Community Living (PCL) has been in operation for over 30 years, serving individuals with disabilities, the majority of which reside in Marion and Polk Counties. PCL currently has a fleet of over 100 vehicles organization wide; 85% of those operate out of Polk County. The vehicles are used for a variety of purposes including shopping trips and recreational trips. PCL does not offer public transportation in the traditional sense; however, this application requests funds to purchase a new ADA accessible vehicle to be used primarily for social excursions open to PCL clients, clients of other organizations similar to PCL, as well as to caregivers and any other individuals who would like to attend. PCL considers all of their vehicles to be interchangeable, so it is likely that this vehicle will be used for other support service at some point.

In the past, PCL has been able to purchase vehicles with other types of grants and with money collected at fund raising events. Purchases have been made through State Surplus as well as purchasing new vehicles in order to replace aging fleet vehicles. Maintaining a large fleet affords PCL clients with a level of independence in their daily lives that may otherwise not be possible.

### **4. City of Silverton – 5310 & STF APPLICATIONS – Jason Gottgetreu:**

The City of Silverton applied for both STF and ODOT 5310 funds. STF funds will be used as match for Section 5311 (Rural Transit) funds which will go towards operations costs of the Silver Trolley service. ODOT 5310 funds will go towards preventative maintenance of the Silver Trolley vehicles.

The Silver Trolley is a door-to-door service that is free of charge to all riders. The service operates with three vehicles and provides approximately 45 rides per day to locations throughout the city. There are no qualifications to ride, but trips must be within the urban growth boundary of the City of Silverton.

There is a noticeable increase in the amount requested for maintenance compared to previous requests due to a recent audit by ODOT which recommended switching to a certified mechanic for vehicle maintenance. Following this recommendation had an associated higher cost but also ensured a higher level of maintenance quality and accountability.

### **5. City of Woodburn – 5310 & STF APPLICATIONS – Kathy McClaskey and Jim Row:**

The City of Woodburn applied for two STF awards and two ODOT 5310 awards. STF funds would go toward operations costs of Woodburn Transit and one vehicle purchase. ODOT 5310 funds would be used for mobility management services provided by Woodburn Transit and preventative maintenance for Woodburn Transit vehicles.

Woodburn Transit operates fixed route service, dial-a-ride paratransit service, and out of town medical transportation service. Between these three services, Woodburn Transit provides approximately 40,000 rides per year. Their fleet consists of three full sized buses, three cutaway buses, and four mini-vans.

The amount requested for operations has changed due to the fact that only operations run by third-party contractors are eligible for 5310 funding at this time. Therefore, the City of Woodburn will ask for more STF dollars to make up for that provision. On the other hand, since contracting with a commercial provider for preventative maintenance in 2013, the City of Woodburn has experienced a higher quality of preventative maintenance at a lower cost. The amount requested for the Mobility Management project would be used to support a computerized dispatch system with real time GPS vehicle tracking which allows for personalized trips to local social service agencies as well as out of town medical trips. The vehicle purchase request would replace one cutaway bus that was totaled after an accident in December 2016. The City of Woodburn plans to use insurance settlement dollars as match towards the purchase of a new vehicle.

#### **6. Cherriots – 5310 (ODOT), 5310 (FTA) & STF APPLICATIONS – David Trimble:**

Cherriots submitted seven applications with requests for ODOT, FTA 5310 and STF funding to preserve the existing service levels on CARTS, RED Line, and CherryLift, and to maintain the existing mobility management work that includes a portion of the cost of the Cherriots call center.

The FTA 5310 applications were for operations of the Cherriots Mobility Management Call Center, and operations and preventative maintenance of the RED Line service. RED Line is 100% grant funded. Any reduction in funding would result in a reduction in service. The Mobility Management Call Center assists with the coordination of transportation services for seniors and individuals with disabilities. RED Line provides shopping and dial-a-ride trips for seniors and individuals with disabilities inside the Salem-Keizer Urban Growth Boundary (UGB) that do not qualify for ADA paratransit service. RED Line provides approximately 176,000 rides per year.

The ODOT 5310 applications were for operations costs of purchased services (CARTS, CherryLift and RED Line), preventative maintenance and mobility management. CARTS, Cherriots regional service, is a purchased service through a contractor which provides approximately 100,000 rides per year. The statewide decrease in available funding was considered for this biennial cycle as any decrease in funding could result in a reduction of service for CARTS as this is also a 100% grant funded service. ODOT 5310 applications for Preventative Maintenance would fund maintenance for 15 CARTS vehicles. CherryLift, also a purchased service, is the ADA paratransit service offered by Cherriots. A portion of

operations costs for this service are included in the ODOT 5310 applications. CherryLift provides approximately 151,000 rides annually. The costs of running these services as outlined in the applications do have the potential to increase marginally due to the fact that Cherriots will be putting the contract up for a new bid in next few months.

The STF application for matching funds will supplement the program costs of CARTS, CherryLift and RED Line services. Cherriots requested a marginal increase over the previous biennium based on what costs are today. These funds will also be affected by the potential statewide decrease in available funding over the next biennium.

**H. LUNCH:** The TAC recessed for lunch at 11:35 a.m. and reconvened at 12:20 p.m.

**I. REVIEW AND RANK APPLICATIONS:**

While reviewing the applications the TAC Members considered the following:

- All applicants, other than PCL, have or are currently receiving funding from previous grant cycles.
- The total amount of STF dollars requested by all six applications is more than the total amount to be allocated by \$226,524.00.
- Maintaining current levels of service as a priority was identified in the Coordinated Public Transit – Human Services Transportation Plan.
- The scalability of applications aimed at expanding existing services.
- The likelihood of whether these applicants could potentially be funded or are already being funded by sources other than STF or 5310 grants.
- The impact of reduced funding on applications for grant match dollars.
- The potential loss of current services by scaling applications for maintaining current levels of service.
- How well the applications fit within the requirements of the funding sources.
- The likelihood of any of the applicants having internal funding that could be used to backfill any deficits.

To rank the STF applications, TAC Members anonymously filled out ranking sheets, giving each application a ranking of 1 through 7 (1 being lowest priority, 7 being highest priority). The ranking sheets were then tallied and an average ranking for each project was calculated. The result of the ranking sheet tally were as follows:

STF Applications:

- 7: Cherriots – Operations, grant match and contingency
- 6: City of Woodburn – Woodburn Transit Services
- 5: City of Silverton – Silver Trolley, Section 5311 grant match
- 4: West Valley Hospital Foundation – Connections Van driver/coordinator
- 3: City of Woodburn – Vehicle Replacement
- 2: Salem Health – Transportation Coordinator
- 1: Partnerships in Community Living – Vehicle Purchase

**J. RECOMMENDATION TO STF ADVISORY COMMITTEE:**

As a result of the above ranking, the following motion was made:

**Ron Harding motioned to approve funding of the Cherriots STF application at an amount of \$1,479,898.00; funding of the City of Woodburn, Woodburn Transit Services application at an amount of \$400,000.00; funding of the City of Silverton application at an amount of \$33,000.00; funding of the West Valley Hospital Foundation application at an amount of \$45,000.00; and funding of the Salem Health application at an amount of \$20,000.00. The City of Woodburn and PCL vehicle replacement applications will not receive any STF funding for the FY2017-19 biennium.**

**Karen Odenthal seconded the motion. The motion was approved with six votes in favor and one abstention.**

Due to the amounts requested for ODOT 5310 funds being less than the total amount to be allocated by \$4,457.00, TAC Members felt it was not necessary to rank these applications in the same way as the STF applications; and the following motion was made:

**Marja Byers motioned to approve funding of the three Cherriots applications at the full amount requested; funding of the City of Silverton application at the full amount requested; funding of the two City of Woodburn applications at the full amount requested with direction that the City of Woodburn would be asked to choose which of their two applications they would like the extra \$4,457.00 to be applied to. Their response will be reflected in a memo to the SAMTD Board of Directors.**

**Ron Harding seconded the motion. The motion was approved with six votes in favor and one abstention.**

Since the actual amount of the total 2017-18 Salem-Keizer FTA 5310 allocation has not been formally announced in the Federal Register at this time, the following motion was made regarding the FTA 5310 applications:

**Ron Harding motioned to approve funding of the three Cherriots applications with the direction that Cherriots be allowed to determine the distribution of actual funds once the final amount is known.**

**Elaina Turpin seconded the motion. The motion was approved with six votes in favor and one abstention.**

**K. ADJOURN:** The meeting adjourned at 1:47 p.m.

Respectfully Submitted, Jolynn Franke, Recording Secretary

**Salem Area Mass Transit District  
Special Transportation Fund Advisory Committee**

**Tuesday, February 7, 2017  
Courthouse Square - Senator Hearing Room  
555 Court St NE, Salem, Oregon 97301**

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

Tanya DeHart called the meeting to order at 2:29 p.m. with a quorum present.

**MEMBERS PRESENT:**

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

**MEMBERS ABSENT:** None

**STAFF:**

Ted Stonecliffe, Long-Range Planning Analyst; SueAnn Coffin, Contracted Transportation Manager; Steve Dickey, Director of Transportation Development; Jolynn Franke, Administrative Assistant, Transportation Development

**SAMTD BOARD LIAISON:**

John Hammill, SAMTD Board of Directors

**PROVIDERS:**

Kathy McClaskey, City of Woodburn

**GUESTS:** None

**B. PUBLIC COMMENT:** None

**C. ANNOUNCEMENTS:**

Diane Lace, the previous Vice Chair has resigned from the STFAC as she will be moving out of state within the next month.

**D. APPROVAL OF MEETING MINUTES – November 1, 2016**

Approval of the November 1, 2016 meeting minutes has been deferred until the March meeting of the Special Transportation Fund Advisory Committee (STFAC).

**E. ACTION ITEMS:**

**1. Election of a Chair and Vice Chair for 2017 Calendar Year [Tanya DeHart]**

It is required by the STFAC Bylaws that STFAC members elect a new Chair and Vice Chair at the first meeting of each calendar year.

**Emily Broussard nominated Tanya DeHart as STFAC Chair. Ron Harding seconded the nomination. The nomination was approved unanimously.**

**Jean Sherbeck nominated Ron Harding as Vice Chair. Marja Byers seconded the nomination. The nomination was approved unanimously.**

**2. Review and Approve Recommendation for Funding of STF and 5310**

**Applications to Present to SAMTD Board of Directors for Action [Tanya DeHart]**

STFAC members reviewed the Technical Advisory Committee recommendation for funding of STF and 5310 Applications in Attachment A.

**Ron Harding moved to approve the recommendation in Attachment A from the Technical Advisory Committee to present to the SAMTD Board of Directors for action. Jean Sherbeck seconded the motion. The motion passed unanimously.**

**F. ADJOURN:** The meeting adjourned at 2:37 p.m.

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

**NEXT MEETING:**

**Tuesday, March 7, 2017; 3:00 - 4:30 PM**

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



**TAC Recommendation to STF Advisory Committee**

The following tables reflect the recommendation of the Technical Advisory Committee (TAC) to the Special Transportation Fund (STF) Advisory Committee at their meeting on Feb. 7, 2017:

**Table 1. Recommended Amounts for STF Projects**

<b>Applicant</b>	<b>Grant</b>	<b>Description</b>	<b>Requested Amount</b>	<b>Recommended Amount</b>
Salem Health	STF	Salem Health Medical Transportation Coordinator	\$ 82,335	\$ 20,000
Partnerships in Community Living, Inc.	STF	New Vehicle Purchase for Disability Supports and Services	\$ 54,216	\$ -
SAMTD	STF	Operations (CARTS, CherryLift, RED Line), grant match and contingency	\$1,489,898	\$ 1,479,898
City of Silverton	STF	Silver Trolley, 5311 Match	\$ 40,000	\$ 33,000
Salem Health West Valley Foundation	STF	Connections Van providing medical transportation	\$ 61,484	\$ 45,000
City of Woodburn	STF	Woodburn Transit System Services	\$ 439,000	\$ 400,000
City of Woodburn	STF	Woodburn Vehicle Replacement	\$ 37,489	\$ -
		<b>Total 2017-19 Marion-Polk Counties STF Allocation</b>		<b>\$ 1,977,898</b>

**Table 2. Recommended Amounts for 5310 (ODOT) Projects**

<b>Applicant</b>	<b>Grant</b>	<b>Description</b>	<b>Amount Requested</b>	<b>Recommended Amount</b>
SAMTD	5310 (ODOT)	Mobility Management - Cherriots	\$ 403,946	\$ 403,946
SAMTD	5310 (ODOT)	CARTS Preventative Maintenance	\$ 359,055	\$ 359,055
SAMTD	5310 (ODOT)	Purchased Service (CARTS, CherryLift and RED Line)	\$1,184,256	\$ 1,184,256
City of Silverton	5310 (ODOT)	Silver Trolley Preventative Maintenance	\$ 11,500	\$ 11,500
City of Woodburn	5310 (ODOT)	Woodburn Mobility Management Program *	\$ 84,346	\$ 88,803
City of Woodburn	5310 (ODOT)	Woodburn Preventative Maintenance Program	\$ 98,000	\$ 98,000
		<b>Total 2017-19 Marion-Polk Counties 5310 Allocation</b>		<b>\$ 2,145,560</b>

**\*Note:** The City of Woodburn has requested that the extra \$4,457 be allocated to their Mobility Management Project and it is so reflected here.

**Table 3. Recommended Amounts for 5310 (FTA) Projects**

<b>Applicant</b>	<b>Grant</b>	<b>Description</b>	<b>Amount Requested</b>	<b>Recommended Amount</b>
SAMTD	5310 (FTA)	Mobility Management, Call Center and Partnership Coordination	\$ 110,722	\$ 110,710
SAMTD	5310 (FTA)	RED Line Preventative Maintenance	\$ 14,960	\$ 14,960
SAMTD	5310 (FTA)	RED Line Service Operations	\$ 102,830	\$ 102,830
		<b>*Total 2017-18 Salem-Keizer 5310 (FTA) Allocation</b>		<b>\$ 228,500</b>

**\*Note:** Since the "Total 2017-18 Salem-Keizer 5310 (FTA) Allocation" has not been formally announced in the Federal Register at this time, SAMTD will be allowed to determine the distribution of actual funds once the final amount is known.

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

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

Tanya DeHart called the meeting to order at 3:06 p.m. with a quorum present.

**MEMBERS PRESENT:** Tanya DeHart, Chair; Marja Byers; Jean Sherbeck; Emily Broussard

**MEMBERS ABSENT:** Ron Harding, Vice Chair

**STAFF:** Ted Stonecliffe, Long-Range Planning Analyst; SueAnn Coffin, Contracted Transportation Manager; Melissa Kidd, Mobility Coordinator; Allan Pollock, General Manager; Jolynn Franke, Administrative Assistant, Transportation Development

**SAMTD BOARD LIAISON:** Director John Hammill

**PROVIDERS:** None

**GUESTS:** Sherena Meager-Osteen, Candidate for STF Advisory Committee

**B. PUBLIC COMMENT:** None

**C. ANNOUNCEMENTS:**

**New Fleet Manager at Catholic Community Services** [Ted Stonecliffe] –

Diane Lace resigned her position with Catholic Community Services (CCS) as she is moving to the east coast this month. She also resigned her position on the Special Transportation Fund Advisory Committee (STFAC). Taking her place as fleet manager at CCS is Shaun Sullivan. Shaun began his position this week and comes from a background in school bus operation.

While CCS is not currently under contract with Cherriots for grant funds, they have been awarded 5310 funds for vehicle purchases in the past. CCS is still responsible for providing vehicle condition reports to Cherriots until those vehicles are disposed of, so it is important that Cherriots staff maintain a relationship with the CCS fleet manager. Cherriots staff will with Shaun in the next month in order to establish that relationship.

**D. APPROVAL OF MEETING MINUTES** – November 1, 2016 & February 7, 2017

**Marja Byers motioned to approve the November 1, 2016 and February 7, 2017**

**STFAC meeting minutes as written. Jean Sherbeck seconded the motion and the motion passed unanimously.**

**E. ACTION ITEMS:**

**1. Approve Recommendations for STF Advisory Committee Memberships - Sharon Heuer and Sherena Meager-Osteen [Tanya DeHart] –**

Ted Stonecliffe provided an overview of the purpose of the STFAC, the duties of the STFAC members and meeting schedule, and reviewed the terms for appointments.

The first applicant, Sharon Heuer is the Director of Community Benefit Integration at Salem Health. She applied to be a non-voting member as a representative of a provider of services. STFAC members reviewed Ms. Heuer's application prior to the meeting. They felt she had a good understanding of the transportation needs and gaps in both Marion and Polk Counties; and would be a valuable resource for the STFAC.

The second applicant, Sherena Meager-Osteen introduced herself to the Committee. Sherena is sight impaired and has used public transit in the different cities she has lived in over many years; most recently in Silverton, Salem and Portland. Sherena lives in Silverton and rides the Silver Trolley, the CARTS buses to Salem and Woodburn, as well as the WES Train and TriMet services in the Portland area.

**Jean Sherbeck moved to approve Sharon Heuer's application and recommend her as a non-voting STFAC member to the SAMTD Board of Directors. Marja Byers seconded the motion and the motion passed unanimously.**

**Emily Broussard motioned to approve Sherena Meager-Osteen's application and recommend her for membership to the SAMTD Board of Directors. Marja Byers seconded the motion and the motion passed unanimously.**

These recommendations will be presented to the SAMTD Board of Directors for their consideration and action. Upon approval and in accordance with STFAC Bylaws under *Article II – Membership, Appointments And Terms Sections 1 and 2*, the applicants will complete two of the three vacant terms ending December 31, 2017 prior to their official two year terms which begin January 1, 2018 and end December 31, 2019.

**F. DISCUSSION ITEMS:**

**1. Debrief of FY18-19 Technical Advisory Committee Process for Approval of STF and Section 5310 grants [Ted Stonecliffe] –**

STFAC members discussed the process for discussing, ranking, and forming recommendations on STF and Section 5310 grant applications by the Technical Advisory Committee (TAC). STFAC members said the process would be improved if each TAC member submits an anonymous ranking sheet prior to discussing the applications as a group. After the discussion, a final ranking of the recommendations would be created and voted on. Other improvements included having a list of priorities

as part of the ranking ballot that are defined in the Coordinated Public Transit - Human Services Transportation Plan and are within the guidelines of the funding sources.

**2. CARTS/CherryLift/RED Line Ridership Data: Oct 2015–Dec 2016 [Ted Stonecliffe]**  
Ridership for these services has declined overall for several years. Some reasons for the decline remain the same with lower fuel costs and increased employment opportunities.

The decline in ridership on Route 30 (Canyon Connector) can be attributed to the time point changes recently made in order to keep the route on time and more reliable. As a result, some students are no longer able to take Route 30 from school to home, though they still ride the bus to school in the mornings. Ridership on Route 50 (Dallas/Salem Express) has also seen a decline, and could reflect a few regular riders not riding the bus any more due to changes in their commute or work schedules.

The RED Line dial-a-ride service has seen an increase of 22% in ridership over Fiscal Year 2015-2016. Melissa Kidd shared that there have recently been more opportunities to promote this service and recruit more riders.

The ADA paratransit application process has had an impact on CherryLift ridership. While very few applicants are found ineligible, some are self-selecting not to re-certify every three years, some have died, and some have moved. Complimentary rides are offered to those who need to reapply and attend an in person interview and special accommodations are also able to be made on a case by case basis.

There has been an increase in the number of conditionally eligible CherryLift applicants with the interview process. These riders will book a ride on CherryLift in order to access certain locations where Cherriots fixed routes cannot serve, or to get to the Downtown Transit Center in order to transfer to Cherriots fixed route. There is not a lot of crossover use between CherryLift and RED Line dial-a-ride. However, there are a number of CherryLift customers accessing the RED Line shopper shuttle.

**G. ADJOURN:** The meeting adjourned at 3:56 p.m.

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

**NEXT MEETING:**  
**Tuesday, April 4, 2017; 3:00 - 4:30 PM**  
Courthouse Square Building, Senator Hearing Room  
555 Court St NE, Salem, OR 97301