

Salem Area Mass Transit District

Board of Directors

~ WORK SESSION ~

Thursday, May 26, 2022

At 6:00 PM or immediately following the Executive Session

The District provides virtual access to Work Sessions via *Zoomgov* for people who have an interest to stay informed. Board of Directors meetings are streamed live through CC: Media and on Comcast Channel 21.

- **Join ZoomGov Meeting**

<https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09>

❖ **Meeting ID:** 160 519 4427 | **Passcode:** 512136

- **One tap mobile**

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Dial by your location (Find your local number: <https://cherriots-org.zoomgov.com/u/adUCSNFFL>)

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| +1 551 285 1373 US

AGENDA

1. CALL TO ORDER

Announcements

2. PRESENTATION - None

3. DISCUSSION

b. 2023-25 Biennium Statewide Transportation Improvement Fund Plan

4. GENERAL MANAGER COMMENTS

a. Upcoming Board Agenda Items

b. Board Calendar Review

5. ADJOURN

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

Virtual Meetings: The Board's work sessions are public meetings in a place that is ADA accessible. The Work Session is not broadcast on Comcast Channel 21 but can be viewed live on ZoomGov. The meeting I.D. and password are provided in the agenda. Viewing work sessions will continue to be provided virtually in response to the Covid-19 endemic and in following federal and state directives for public transit agencies.

Closed Captioning (CC): ZoomGov's live streaming platform includes Closed Captioning (CC) to allow for greater audience inclusion in the meeting. The not so good thing about Closed Captioning (CC) is that it does not always translate well.

Alternate Formats are available to individuals who require translation or other interpretive service. Requests can be made to the Clerk of the Board with at least a 48 hour notice. Call by phone at 503-588-2424 ext. 7535; or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

Electronic Copies of the Board's work session agenda packet is distributed 6-7 days prior to the meeting, and can be found on the Cherriots website under <https://www.cherriots.org/meetings/>.

Email Distribution List: If you wish to be added to the Board's meeting distribution list, please send your email address to the Clerk of the Board at publictestimony@cherriots.org.

Reuniones virtuales: Las sesiones de trabajo de la Junta son reuniones públicas en un lugar accesible según la ADA. La sesión de trabajo no se transmite en el canal 21 de Comcast, pero se puede ver en vivo en ZoomGov. La reunión I.D. y la contraseña se proporcionan en la agenda. Las sesiones de trabajo de visualización se seguirán brindando virtualmente en respuesta a la epidemia de Covid-19 y siguiendo las directivas federales y estatales para las agencias de transporte público.

Subtítulos (CC): la plataforma de transmisión en vivo de ZoomGov incluye subtítulos (CC) para permitir una mayor inclusión de la audiencia en la reunión. Lo no tan bueno de los subtítulos (CC) es que no siempre se traduce bien.

Los formatos alternativos están disponibles para las personas que requieren traducción u otro servicio de interpretación. Las solicitudes se pueden hacer al Secretario de la Junta con al menos un aviso de 48 horas. Llame por teléfono al 503-588-2424 ext. 7535; o con la asistencia de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

Se distribuyen copias electrónicas del paquete de la agenda de la sesión de trabajo de la Junta de 6 a 7 días antes de la reunión, y se pueden encontrar en el sitio web de Cherriots en Reuniones públicas y avisos: <https://www.cherriots.org/meetings/>.

Lista de distribución de correo electrónico: si desea que se le agregue a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a publictestimony@cherriots.org.

Statewide Transportation Improvement Fund

Qualified Entity Role

April 28, 2022



What is a Qualified Entity?

- Revenues from the STIF are distributed to Qualified Entities (QE) throughout the state
- QEs are either: Mass Transit or Public Transportation Districts; County Commissions (if there are no districts); and federally recognized Indian Tribes
- The QE is the designated body to manage the allocation of STIF revenue



Brief History

- The Statewide Transportation Improvement Fund (STIF) was established in 2017
- Based on employee payroll tax statewide (1/10 of 1%)
- Created to Improve or Expand Public Transportation Service Statewide
- Ongoing dedicated fund for Public Transit



What are the Duties of the QE?

- Formation of an advisory committee
- Publish notice of funding availability
- Manage the project selection process within the QE's area
- Oversee Public Transportation Service Provider's (PTSP) plans
- Receive, review, and file quarterly reports from PTSPs
- Conduct annual reviews of PTSP program compliance



The Revenue Picture

- The ODOT – Public Transit Division uses 1% of the funds for a Technical Resource Center and administrative costs
- The remaining STIF revenue is allocated through a formula allocation (90%), a discretionary fund (5%), and an Intercommunity Fund (4%)
- The estimates for the upcoming biennium will be published after the state May Economic Forecast is released



Process

- Notification of Funding Availability (NOFA) provided to the QE
- The QE publishes public notice of the funding opportunity
- STIF Advisory Committee (STIFAC) meeting schedule built
- STIF Plans (applications) are received from PTSPs
- Plans reviewed and ranked by the STIFAC
- Recommendation from the STIFAC to the Board for funding



Added Special Transportation Fund

- The Special Transportation Fund (STF) program added to STIF
- Elements of STF still need to be considered
- Combines two processes into one



Process (continued)

- QE prepares QE Plan (application) that includes all PTSP projects to be submitted to ODOT
- ODOT – PTD reviews QE Plans for eligibility
- QE Plans reviewed by Public Transit Advisory Committee
- QE Plans reviewed by Area Commissions on Transportation
- QE Plans presented to the Oregon Transportation Commission for final funding approval
- ODOT-PTD creates agreements and once executed the funding is actually available



Where are we now?

- A new STIFAC is being formed due to the STF STIF merger
- STIFAC meetings tentatively identified as on or near:
 - Tuesday, July 12, 2022; Tuesday, July 26, 2022; Tuesday, August 9, 2022; and Tuesday, August 23, 2022
- STIFAC recommendation no later than the October 27, 2022 meeting of the Board of Directors
- QE Plan finalization in preparation for submission between October 28 – November 18, 2022
- QE Plan submission dead to ODOT – PTD is January 2023



Next....SAMTD's Role as a PTSP



How can the Board prepare?

- Recommendations for members of the STIFAC welcome
- Become familiar with the STIF program priorities
 - [QAR for STIF Plan Contents](#)
- Understanding the difference in the role of Cherriots as being both the QE and an PTSP for Marion and Polk Counties



Planning Process for STIF

Needs assessment

- Unmet transit needs in the region
- Current demographics
- New and shifted development
- Input from current riders, community stakeholders, and frontline employees



Planning Process for STIF

Service plan development

- Priorities identified through the needs assessment
- Financial forecast for available funds



Planning Process for STIF

Public outreach for service plan

- In-person and/or virtual opportunities
- Feedback used to refine service plan



Planning Process for STIF

Present draft service plan to STIF Advisory Committee

- Share needs assessment findings
- Share draft service plan



Planning Process for STIF

Recommendation from STIF Advisory Committee and Board approval

- Completed service plan
- STIF Advisory Committee recommendation
- Board approval
- Complete STIF application

Upcoming Work Session and Board Meeting Agenda Items

May 26, 2022

To Be Scheduled <ul style="list-style-type: none"> • Infineum Project – WS (TD) • Contract for A&E Services (SD) • BSIP Group #5 and #6 (SD) • Tyler/Munis Project Update (DL) 	<ul style="list-style-type: none"> • Annual Transit Asset Management Plan (DT) • Annual PTASP Update (DT) • Fare Ordinance / Title VI – EPS (DT) • Del Webb Tour (AP) • Contract for Incident Management Software (TD)
June 18 Board Retreat	
June 23, 2022 Packets due to GM office: June 9 Work Session <ul style="list-style-type: none"> • Contracted Transportation Services Overview (TD) Board Meeting <ul style="list-style-type: none"> • Budget Hearing & Deliberation of Budget Hearing (DL) • Res #2022-03 Adoption of FY 2023 Approved Budget (DL) • Contract for Audit Services (DL) • Consent: Approval of FY 2023 United Way Donation (AP) 	
July 21, 2022 Packets due to GM office: July 7 Work Session <ul style="list-style-type: none"> • Board Meeting <ul style="list-style-type: none"> • Acceptance of the Preliminary FY 2022 Financial Report (DL) • Adoption of DEI Strategic Plan (AP) • Contract for Contracted Transportation Services (TD) • Election of Officers and Oath of Office (odd # years) (AP) 	
August 25, 2022 Packets due to GM office: August 11 Work Session Board Meeting <ul style="list-style-type: none"> • Contract for Insurance Broker Services (CC) • September Service Change Briefing (DT) • Q4 Reports: Performance, Transportation Options • Board's Committee Assignments (odd # years) (AP) 	

September 22, 2022

Packets due to GM office: September 8

Executive Session

- General Manager Performance Appraisal (AP)

Board Meeting

- Potential Action on GM Performance Evaluation & Compensation
- FY 2022 Security Report (DT)
- FY 2022 Performance Report (DT)

October 27, 2022

Packets due to GM office: October 13

Work Session

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Board Meeting

- Consent: Approval of FY 2024 Budget Calendar (DL)

November 17, 2022 (3rd Thursday)

Packets due to GM office: November 3

Board Meeting

- Q1 Reports: Finance, Performance, Transportation Options

December 15, 2022

Packets due to GM office: December 1

Board Meeting

- Consent: Advisory Committee Appointments (DT/SD)
- Advisory Committee Chair/Vice-Chair Appointments (DT/SD)
- January Service Change Briefing (DT)

January 26, 2023

Packets due to GM office: January 12

Work Session

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Board Meeting

- Adoption of 2023 Federal and State Legislative Agendas (AP)

February 23, 2023

Packets due to GM office: February 9

Work Session

-

Board Meeting

- Q2 Reports: Finance, Performance, Transportation Options

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

**** The District follows the guidelines regarding the Covid-19 pandemic set by the State and Federal governments for public transportation. The District currently holds their board and advisory committee meetings virtually using *Google Meet or Zoom*****

- CHERRIOTS.ORG/MEETINGS/ for more information about a particular meeting.
- **PUBLIC COMMENTS:** publictestimony@cherriots.org on any Board or advisory committee business; or to be added to the email distribution list for meeting announcements.
- CHERRIOTS.ORG/GETTINGINVOLVED for more information about the advisory committees to the Board, or to contact your Board representative. Thank you for your interest in Cherriots.

JUNE 2022

7	Tue	10:00 AM	Oregon Transit Association Meeting
17	Fri	TBD	Board Executive Committee Meeting
18	Sat	8:30-1:30	Board Retreat
21	Tue	5:30 PM	Citizens Advisory Committee Meeting**
23	Thu	6:30 PM	Budget Hearing SAMTD Board of Directors Meeting • (Comcast Cable Channel 21 and Zoom)

~ *The Board of Directors votes on their meeting schedule for FY2023 at the June 23, 2022 meeting* ~

JULY 2022

4	Mon	HOLIDAY	Independence Day Cherriots Administrative Offices Closed Customer Service Open Holiday bus service
5	Tue	10:00 AM	Oregon Transit Association Meeting
7	Thu	4:15 PM	DEI Subcommittee Meeting
16	Sat	TBD	Cherriots Family Fun Day
28	Thu	5:30PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors Meeting • (Comcast Cable Channel 21 and Zoom)

AUGUST 2022

Aug 11-14			KeizerFEST Sponsor Appreciation Luncheon KeizerFEST Parade
2	Tue	10:00 AM	Oregon Transit Association
16	Tue	5:30 PM	Citizens Advisory Committee Virtual Meeting**
25	Thu	5:30 PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors <i>Virtual</i> Meeting • (Comcast Cable Channel 21 and Zoom)

SEPTEMBER 2022

5		HOLIDAY	Labor Day Cherriots Administrative Offices Closed Customer Service Open Holiday bus service
21-23			Legislative Days at the State Capitol
22	Thu	5:30 PM	SAMTD Board Executive Session *
		6:30 PM	SAMTD Board of Directors Meeting **
			• G.M. Performance Evaluation ORS 192.660(2)(i)
			• (Comcast Cable CC:Media Channel 21 and Zoom)

OCTOBER 2022

Oct 9-12, 2022			APTA TRANSform Conference - Seattle, WA
18	Tue	5:30 PM	Citizens Advisory Committee
27	Thu	5:15 PM	SAMTD Board Work Session **
		6:30 PM	SAMTD Board of Directors Meeting **
			• (Comcast Cable Channel 21 and Zoom)

NOVEMBER 2022

8	Tue		General Election Day
11		HOLIDAY	Veterans Day Customer Service Open Sunday Level Bus Service Cherriots Administrative Offices Closed
17	Thu	6:30 PM	SAMTD Board of Directors Meeting **
			• (Comcast Cable Channel 21 and Zoom)
24	Thu	HOLIDAY	Thanksgiving Day Cherriots Administrative Offices Closed Customer Service Closed No bus service

DECEMBER 2022

	Sat	7:00 PM	Keizer Holiday Lights Parade
13	Tue	5:30 PM	Citizens Advisory Committee Virtual Meeting**
15	Thu	6:30 PM	SAMTD Board of Directors Meeting **
			• (Comcast Cable Channel 21 and Zoom)
25	Sun	HOLIDAY	Christmas Day Cherriots Administration Offices: Closed Customer Service Closed No bus service
26	Mon		Cherriots Observed Holiday Cherriots Administration Offices: Closed Customer Service Open Regular bus service
1	Sun	Jan 1	New Year's Day
2	Mon	Jan 2	Cherriots Observed Holiday Cherriots Administrative Offices Closed

JANUARY 2023

1	Sat	HOLIDAY	New Year's Day Cherriots Administrative Offices Closed Customer Service Closed No bus service
16	Mon	HOLIDAY	Martin Luther King Jr. Day Cherriots Administrative Offices Closed Customer Service Open Saturday-level bus service
	Thu	11:00 AM	Board Legislative Subcommittee Meeting
26	Thu	5:15 PM	SAMTD Board Work Session **
		6:30 PM	SAMTD Board of Directors Meeting **
			(Comcast Cable Channel 21 and Zoom)