

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
 Thursday, December 13, 2018 at 6:30 PM
 Courthouse Square – Senator Hearing Room
 555 Court Street NE, Salem, Oregon 97301

AGENDA

- A. CALL TO ORDER** (President Robert Krebs)
 - 1. Note of Attendance for a Quorum
 - 2. Pledge of Allegiance (Director Jerry Thompson)
 - 3. "SAFETY MOMENT" Thought for the Day
- B. ANNOUNCEMENTS & CHANGES TO AGENDA**
- C. PRESENTATION - None**
- D. PUBLIC COMMENT**

Time is designated at each Board meeting for members of the public to testify on any items of Board business, being limited to three minutes.
- E. CONSENT CALENDAR**

Items on the Consent Calendar are considered routine and are adopted as a group by a single motion unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.

 - 1. **Approval of Minutes**
 - a. Minutes of the October 25, 2018 Board Meeting and Executive Session **1**
 - b. Minutes of the November 13, 2018 Board Work Session **11**
 - 2. **Routine Business**
 - a. Approval of Board-appointed Advisory Committee's Annual Appointments -
 - 1. Special Transportation Fund Advisory Committee (STFAC) Members **15**
 - 2. Citizens Advisory Committee (CAC) Chair and Vice-Chair **19**
 - b. Approve the Signing of the Planning and Financial Intergovernmental Agreement No. 32794 between ODOT / MPO / SAMTD **21**
- F. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- G. ACTION ITEMS**
 - 1. Approval of Construction Contract for Keizer Transit Center Signalization Project **21**

- 2. Resolution 2018-10 to Rescind and Replace the STF Advisory Committee Bylaws **51**

H. INFORMATIONAL REPORTS

- 1. January Service Change Update **67**
- 2. Performance Report – First Quarter **69**
- 3. Trip Choice Report – First Quarter **85**
- 4. Finance Report – First Quarter **97**
- 5. South Salem Transit Center Briefing (Verbal)

I GENERAL MANAGER’S REPORT

- J. BOARD OF DIRECTORS REPORTS 107**

This is the opportunity for Board members to report on their Board assignments and citizen communications as a representatives of the District.

K. ADJOURN BOARD MEETING

Next Regular Board Meeting Date: Thursday, January 24, 2019

This is an open and public meeting in a place accessible to people with disabilities. For individuals who need the assistance of Interpreters for sign language or for languages other than English to participate in the meeting, please contact the Clerk of the Board at least two business days prior to the meeting - by phone at 503-588-2424. (For individuals with a hearing impairment, please call the Oregon Telecommunications Service, 711.) Office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board meeting agenda packet, go to www.cherriots.org/board. Regular Board meetings are televised on Channel 21; and can be viewed at any time on CCTV's website - <https://www.cctvsalem.org/all>.

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Esta es una reunión abierta y pública en un lugar accesible para personas con discapacidades. Para las personas que necesiten la asistencia de intérpretes para el lenguaje de señas o para idiomas distintos al inglés para participar en la reunión, comuníquese con el secretario de la Junta al menos dos días hábiles antes de la reunión, por teléfono al 503-588-2424. (Para personas con impedimentos auditivos, llame al Servicio de Telecomunicaciones de Oregón, 711.) El horario de atención es de lunes a viernes de 8:00 a.m. a 5:00 p.m.

Para obtener una copia electrónica del paquete de la agenda de la reunión de la Junta, vaya a www.cherriots.org/board. Las reuniones regulares de la Junta se televisan en el Canal 21; y puede verse en cualquier momento en el sitio web de CCTV: <https://www.cctvsalem.org/all>.



Salem Area Mass Transit District
Board of Directors

~ EXECUTIVE SESSION ~

Thursday, October 25, 2018
Courthouse Square – Salem Conference Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

No information shall be disclosed by the Board, staff or media present in executive session except to state the general subject of the session pursuant to ORS 192.660(4)

Meeting Called to Order - 5:31 PM Adjourned - 6:06 PM

PRESENT: BOARD

- X President Robert Krebs
- X Director Steve Evans
- X Director Marcia Kelley
- X Director Colleen Busch
- X Director Kathy Lincoln
- X Director Doug Rodgers
- X Director Jerry Thompson
- X Troy Brynelson, Government/Business Reporter for the Salem Reporter

STAFF

- X Allan Pollock, General Manager
- X David Trimble, Chief Operating Officer
- X Patricia Feeny, Director of Communication
- X Paula Dixon, Director of Administration
- X Steve Dickey, Director of Transportation Development
- X Linda Galeazzi, Executive Assistant
- X Ben Fetherston, SAMTD Legal Counsel

Under the Authority of:

- X 192.660(2)(e) Real Property Transactions

Specific Issues Discussed:

The Board met in executive session to conduct deliberations with persons designated by the District to negotiate real property transactions having to do with the South Salem Transit Center project.

Linda Galeazzi, Executive Assistant
RECORDING SECRETARY



Salem Area Mass Transit District
BOARD OF DIRECTORS

October 25, 2018

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar (on pages 7-26 of the agenda):	3
1. <u>Approval of Minutes</u>	
a. Minutes of the September 10, 2018 Board Work Session	
b. Minutes of the September 27, 2018 Board meeting and Executive Session	
c. Minutes of the October 8, 2018 Board Work Session	
2. <u>Routine Business</u>	
a. Approval of the FY2020 Budget Calendar	
 Moved to adopt Resolution No. 2018-09 to approve the Statewide Transportation Improvement Fund (STIF) Plan as recommended by the STIF Advisory Committee; and direct the General Manager to submit the STIF Plan Application to ODOT by the November 1, 2018 deadline.	 4

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

October 25, 2018

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

MINUTES

PRESENT Board	President Robert Krebs; Directors Doug Rodgers, Colleen Busch, Jerry Thompson, Marcia Kelley, Kathy Lincoln and Steve Evans
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO ; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Chris French, Senior Planner; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Don Hudson, Finance Director, City of Tualatin and Past President of the Oregon Government Finance Officers Association (GFOA); Michiel Majors, Mischa O’Reilly, John Love, and John Hortsch, employee/members of the Cherriots Sustainability Committee; Stephen Custer, Digital Marketing Coordinator/Photographer

BOARD OF DIRECTORS MEETING

- A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:31 PM**
President Krebs called the meeting to order and noted that a quorum was present. Director Rodgers led the Pledge of Allegiance.
- B. SAFETY MOMENT**
Mr. Pollock spoke about the statistics for car crashes involving teenage drivers. Those who have gone through drivers’ education training were far less likely to be involved in a car crash.

Mr. Pollock announced that SAIF awarded the District a safety performance dividend from its policy year 2017. The amount is determined by the policyholder’s claims experience. Cherriots was awarded a 9.82% dividend. The District will use a portion of the dividend to fund safety and wellness programs.
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None**
- D. PRESENTATION 6:34 PM**



1. Don Hudson, representing the Government Finance Officers Association presented the Board with the GFOA Certificate of Achievement for Excellence in Financial Reporting by a government and its management. This is the sixth consecutive year that the District has received this recognition.
2. Mr. Pollock introduced the employees on the District’s Sustainability Committee and announced that the District was awarded Marion County’s EarthWISE Certification Award for the District’s commitment to improving and promoting environmental sustainability practices in the workplace.

E. PUBLIC COMMENT - None

F. CONSENT CALENDAR

6:32 PM

Motion: Moved to approve the Consent Calendar (on pages 7-26 of the agenda):

1. Approval of Minutes
 - a. Minutes of the September 10, 2018 Board Work Session
 - b. Minutes of the September 27, 2018 Board meeting and Executive Session
 - c. Minutes of the October 8, 2018 Board Work Session
2. Routine Business
 - a. Approval of the FY2020 Budget Calendar

Motion by: Director Jerry Thompson
Second: Director Kathy Lincoln
Vote: Motion passed unanimously (7)

G. Items Deferred From The Consent Calendar - None

H. ACTION ITEMS

1. Adopt Resolution No. 2018-09 to Approve the Statewide Transportation Improvement Fund (STIF) Plan

6:44 PM

Staff report: Pages 27-68 in the agenda

Presenter: Chris French, Senior Planner

Mr. French reported on the STIF Plan in its final draft form. Proposed projects in the Plan were submitted to Salem Area Mass Transit District, as the Qualified Entity for Marion and Polk Counties, by Public Transportation Service Providers - Cherriots Local, Cherriots Regional, Woodburn Transit and the City of Silverton’s Silver Trolley. The STIF Advisory Committee reviewed the projects that were submitted and agreed that there should be reduced youth fares for the Cherriots Local and Regional Service in the Plan (as presented on pages 39-40 of the agenda). The STIFAC



approved the Plan at their October 15, 2018 meeting with a recommendation that the Board accept the Plan for approval. A summary of the financial impact (on page 43 of the agenda) shows that the proposed additions of service, reduced youth fares, and capital purchases made possible by House Bill 2017 have a cost, but will be fully funded by STIF funding. The annualized total costs range from an estimated \$2,739,000 to fund the 100% Plan in FY2019 to an estimated \$9,014,487 to fund the 130% Plan in FY2021.

Mr. French stated that the new service proposed will be implemented in stages. Saturday and later evening service will be implemented in September 2019. Sunday and holiday service will be implemented in May 2019. New fares must go through an Ordinance process with the STIFAC recommendation for reduced youth fares. The STIFAC also recommended that low income fares be reviewed at the next biennium.

Director Kelley asked if changes could be made to the STIF Plan once it was approved. She considered that transit, in general, has low ridership on Sundays that should be acknowledged. Service could be put back into weekday service; and there may be something more creative that can be done with service that is not being used. There is not a lot of service in the area that she represents (Subdistrict #7). She is pleased with the addition of later evening service, and the addition of Saturday service which is critical. Director Kelley was happy to make this motion because she was the chair of the Board when they had to cut service.

Mr. Pollock advised that the District will need to let the new service run for a time to see how it does; it will be a part of the operational analysis.

Director Lincoln said that a lot of work has been done in a short amount of time; not knowing how much STIF funding the District will actually get; working with a new committee unfamiliar with the estimates; and there is a trade off when deciding on new service and lower fares. It will be good to look at this again in two years.

Director Busch acknowledged all of the work involved beginning with the work on House Bill 2017 to preparing the STIF Plan to completion.

Motion: Move to adopt Resolution No. 2018-09 to approve the Statewide Transportation Improvement Fund (STIF) Plan as recommended by the STIF Advisory Committee; and direct the General Manager to submit the STIF Plan Application to ODOT by the November 1, 2018 deadline.

Motion by: Director Marcia Kelley

Second: Director Doug Rodgers

Vote: Motion passed unanimously (7)



I. INFORMATION ITEMS - None 6:48 PM

J. GENERAL MANAGER'S REPORT 7:00 PM

Mr. Pollock briefed the Board on happenings at the District -

- Transit Operator Dan Miller won the safety obstacle course at the District's annual Bus Roadeo; and will now compete at the APTA International Bus Roadeo in Louisville, Kentucky.
- Cherriots will receive a 9.82% dividend on its insurance premiums from SAIF Corporation because of its safety record and demonstrated commitment to employee wellness. An article in the October 22, 2018 *Oregon Business Magazine* talks about SAIF policy holders reinvesting in wellness. Cherriots and Michiel Majors who leads the efforts of the Districts' wellness committee were featured.
- On October 5, 2018, 60 members of the Motor Bus Society visited the Downtown Transit Center to take photos of Cherriots buses and see the transit center. They last came to Salem in October of 2000 when Cherriots buses lined up on High Street. The Motor Bus Society, a non-profit organization for transit enthusiasts of buses past and present, operates a transportation document archive facility in New Jersey, provides support for the Museum of Bus Transportation in Hershey, Pennsylvania, and publishes a quarterly magazine called *Motor Coach Age*.
- Mr. Pollock attended the final meeting of the Salem City Council's Public Transit Committee of which he is a member. Recommendations from the committee will go before the City Council at the end of November or early December.
- A series of G.M. Round Tables were held to share the District's Strategic Plan with employees.
- During the upcoming holiday season, the District will be closed and there will be no bus service on Monday, November 12 in honor of Veteran's Day; there will be a Board work session on Tuesday, November 13, and a regular Board meeting on Thursday, December 13, 2018.

K. BOARD OF DIRECTORS REPORTS 7:03 PM

Board members report, both verbally and in writing, on citizen communications, committee and meeting participation, or special projects they were involved in as a representative of the District in October. Of note -

- President Krebs reported on the meetings he attended at the American Public Transportation Association's annual conference.
- Director Thompson attended the ribbon cutting ceremony for the new buses at Keizer Transit Center. He did not want to see advertisements on the new buses



and proposed that staff review the contract and put bus advertising on the November work session agenda for further discussion.

- Director Lincoln attended the Salem Keizer Area Transportation Study (SKATS) meeting where they are revising the Regional Transportation System Plan (RTSP). There was an announcement about unexpected federal funding for the SKATS area totaling between \$1-1.5 million that needs to be spent in one year for ready-to-go projects. Applications for this money are due November 15.
- Director Busch attended the ribbon cutting ceremony for the new buses at Keizer Transit Center and extended congratulations to Keizer for the completion of the Dearborn Avenue bridge replacement project.
- Director Rodgers attended several town hall meetings in East Salem hosted by Marion County and one at Broadway Commons. Director Rodgers was also elected chair of the North Lancaster Neighborhood Association.
- Director Evans attended the October 15th Statewide Transportation Improvement Fund Advisory Committee meeting where they had a lively discussion about the youth and low income fares until they found a balance and approved the STIF Plan. Director Evans passed along a concern from a constituent regarding the timing of Routes #26/Glen Creek-Orchard Heights and #27/Glen Creek-Eola in West Salem.
- Director Kelley was elected Secretary/Treasurer of the Salem Kiwanis Club. Director Kelley also spoke about the importance of citizens to vote in the upcoming election.

L. MEETING ADJOURNED

7:46 PM

Respectfully submitted,

Robert Krebs, Presiding Officer



Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

November 13, 2018

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

MINUTES

PRESENT: President Robert Krebs; Directors Jerry Thompson, Steve Evans, Colleen Busch,
Board Kathy Lincoln, Doug Rodgers and Marcia Kelley (arrived at 6:18 p.m.)

Staff ~~Allan Pollock, General Manager~~; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; ~~Paula Dixon, Director of Administration~~; ~~Steve Dickey, Director of Transportation Development~~; Chris French, Senior Planner; Chip Colby, Information Technology Manager; Jonah Hanson, Marketing Coordinator; Linda Galeazzi, Executive Assistant

Guests No guests

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

2. SAFETY MOMENT **5:30 PM**
Mr. Trimble spoke about the hazards of wet, slick and slippery sidewalks, roads and other surfaces, and how to be safe in your travels.

3. PRESENTATION - None

4.. DISCUSSION
a. Congestion Relief Task Force Update **5:31 PM**

Staff report: Pages 1-2 of the agenda.

Presenter: Chris French, Senior Planner

Mr. French reported on the November 5, 2018 Salem City Council meeting where the Salem Congestion Relief Task Force presented their final report with fifteen solutions that had consensus by the Task Force and an added task to establish standards for travel time that was discussed. The Salem City Council recommended that the short term solutions be moved forward to the City Council’s Policy and Goals Session on November 19, 2018.

All of the documents for the final report are available on the City of Salem's website at <https://www.cityofsalem.net/Pages/congestion-relief-task-force.aspx>.

Follow-up: n/a

b. Bus Advertising

Staff report: Pages 3-4 of the agenda

Presenter: Patricia Feeny, Director of Communication

At the request of Director Thompson, the Board discussed the issue of placing commercial advertising on the District's new vehicles.

Ms. Feeny reported that in August 2017, the District signed a 5-year contract with Stott Outdoor Advertising to manage commercial advertising on District vehicles. The District received advertising revenue in the first year totaling \$97,375.45. Contract revenue estimates for the life of the contract are detailed in the staff report on page 4 of the agenda. In comparison, payments made to the District from a prior contract with a different advertising company were reviewed. Ms. Feeny showed a sampling of advertising that staff created for big events in the next year. These ads were designed to fit in with the color scheme and design on the outside of the bus. They might also want to put internal ads in the new buses.

President Krebs was sorry that Director Kelley was not at the meeting as he spoke on her behalf. He recalled that Director Kelley was the major supporter of bringing advertising back. Her goals were to provide local businesses another way to advertise locally; and to use the advertising revenue to offset the cost of free bus passes for students who participated in after school activities but did not have a way home.

Board members asked the following questions. They wanted to know about the rates for advertising on different areas of the bus, and where the revenue received for advertising was going. Also, what is Stott's rate of return? How many new buses are there in comparison to the whole fleet? Do the advertisements damage the bus? Could they compromise by keeping the advertisements on the old buses and leave the new buses alone. What does the vendor think about the advertisement contract; is it working for the vendor.

In response, Mr. Trimble said there is always damage to a bus when ads are removed; however, it is better than it used to be. He explained that there are 64 *Cherriots Local* buses. There are twelve new buses and eight more to arrive in the spring. Ms. Feeny noted that ads for the paratransit and *Cherriots Regional* buses are also in the contract; but Stott's has chosen not to put advertising on those buses at this time. There are different rates for advertising on different parts of the bus, and the money maker is in the full bus wrap.

President Krebs did not like the ads over the windows. It doesn't allow passengers to look out of the windows.

Director Busch wants the new buses to look pristine for the anniversary celebration and suggested that they wait until after the celebration to put ads on the back of the new buses. President Krebs agreed saying they were trying to project a positive image. Right now, the District has a new brand and a new look that we want people to recognize. Advertising will distort that.

Follow-up: Staff will provide information about Stott's rate of return, and where the advertising revenue is going. President Krebs said there was no decision to be made at this time, but the Board will discuss this issue further at a later meeting.

c. Recommendations for Board-Appointed Advisory Committees **5:55 PM**

Staff report: Pages 5-6 of the agenda

Presenter: David Trimble, Chief Operating Officer

Mr. Trimble noted that the Special Transportation Fund Advisory Committee (STFAC) did not discuss committee appointments at their November meeting. The Citizens Advisory Committee (CAC) is scheduled to meet on November 27 to discuss staggered terms, and make recommendations for a Chair and Vice-Chair. The Statewide Transportation Improvement Fund Advisory Committee (STIFAC) did not meet. Recommendations by the STIFAC for member appointments and for a Chair and Vice-Chair are made by fiscal year rather than the calendar year.

Director Lincoln said she was approached by a CAC member that she recommended and was asked if the Board knows what goes on in their meetings. She feels a responsibility to speak to an issue when asked, especially with members that she recommended to serve on a committee.

President Krebs suggested that the Board schedule a time to review the committee minutes at their work sessions or include them as items of information in the board meeting packet. The Board wants input from the committees; especially if there are issues that need Board attention. Mr. Trimble noted that when staff receives information that needs follow up, they do respond to the issues.

Follow-up: The Board will consider action on recommendations made by the STFAC and the CAC at the December 13, 2018 board meeting that will include decisions on member appointments for the STFAC, a chair and vice chair for the CAC; and staggered terms for the CAC and STIFAC.

Staff will include the committee minutes in the Board's meeting packets.

4. GENERAL MANAGER COMMENTS **6:04 PM**

Staff report: Pages 7-12 of the agenda

Presenter: David Trimble, Chief Operating Officer

Board members reviewed the draft agenda for the December 13, 2018 board meeting, the Board's calendar of scheduled meetings and events, and a draft of upcoming agenda items for Board review or action.

Mr. Trimble noted that the contract for the purchase of tires was taken off the agenda. The District is working on a joint venture with Lane Transit District and TriMet to purchase tires.

Director Lincoln reported on the November 13, 2018 Salem-Keizer Area Transportation Study (SKATS) Policy Committee special meeting where a vote was taken to send a letter from SKATS to the Salem City Council on a land use action related to the Salem River Crossing. The purpose of the letter from SKATS was to request that the council respond to the LUBA remand and support completion of the Salem River Crossing Final EIS. Director Lincoln voted "no" and explained to the Board her reasons for doing so.

Board member inquired about the bids for construction of the Keizer Transit Center signalization project. Mr. McCoy said they opened bids today. They received four bids and will begin to analyze them.

Director Marcia Kelley arrived at the work session at 6:18 p.m.

Mr. Trimble announced that the District will be closed on Thursday, November 22 to observe the Thanksgiving holiday. Keizer's holiday lights parade is Saturday, December 8; and the District's holiday luncheon is Monday, December 17.

President Krebs said he was working on a streetcar committee and will send board members more information about it.

Director Busch noted that the Salem City Council was voting to bring air service back to Salem.

4. WORK SESSION ADJOURNED

6:22 PM

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



BOARD MEETING MEMO

Agenda Item E.2.a

To: Board of Directors

From: Ron Harding, Chair, Special Transportation Fund Advisory Committee
Steve Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: December 13, 2018

Subject: Special Transportation Fund (STF) Advisory Committee Appointments for 2019

ISSUE

Shall the Board accept the recommendation of the Special Transportation Fund (STF) Advisory Committee to appoint Bryant Baird and John Hammill to their first two-year term; reappoint Jean Sherbeck and Ron Harding to a second 2-year term, and reappoint Marja Byers to a third 2-year term?

BACKGROUND AND FINDINGS

The STF Advisory Committee is a board-appointed committee consisting of nine members of the public who represent geographic and demographic groups. The committee is charged with advising the Board on improving transportation programs and services for seniors and people with disabilities. The Oregon Department of Transportation (ODOT), Rail and Public Transit Division administers the STF Program. Under Oregon Revised Statutes 391.810 and 391.820 Salem Area Mass Transit District (SAMTD) is designated as the STF Agency for Marion and Polk Counties, including the formation of the STF Advisory Committee. As the STF Agency, SAMTD is responsible for managing and coordinating the STF process for the two counties. The STF Advisory Committee, by providing transportation policy and funding recommendations, enables the Board to make informed decisions.

The STF Advisory Committee:

- (a) Participates in an annual review of STF funded projects;

- (b) Provides input to District 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) Reviews Discretionary Grant proposals, interviews applicants and makes informed recommendations to the SAMTD Board of Directors;
- (d) Reviews the proposed distribution of Formula Program moneys and makes informed recommendations to the SAMTD Transit Board of Directors;
- (e) Advises the STF Agency 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; and
- (f) Participates in developing the Coordinated Public Transit – Human Services Transportation Plan (also termed the “Coordinated Plan”) and completes triennial review of the Coordinated Plan.

Per Article II, Section 1 of the STF Advisory Committee Bylaws:

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.

When the STFAC Bylaws were revised in April 2016, the terms of service were changed from 3-years to 2-years. According to Article II, Section 2 of the STF Advisory Committee Bylaws, members shall be appointed to two year terms.

Jean Sherbeck served on the committee since January 1, 2016 and is completing her first 3-year term. The committee recommends that she be appointed to a second 2-year term in Positions #5. John Hammill in Position #6 and Bryant Baird in Position #9 were appointed to fill unexpired, vacant terms in January 2018 and October 2018, respectively. They are eligible to serve their first full two-year term. Ron Harding will have completed his first two-year term and is being recommended for a second term in Position #7. The committee also recommends the reappointment of Marja Byers in Position #8 to a third 2-year term.

FINANCIAL IMPACT

There is no financial implication for this action.

RECOMMENDATION

The STF Advisory Committee recommends that Board appoint John Hammill and Bryant Baird to their first full two-year terms on the STF Advisory Committee; and Jean Sherbeck and Ron Harding to their second 2-year terms; and Marja Byers to her third and final 2-year term, effective January 1, 2019 to December 31, 2020.

PROPOSED MOTION

I move that the Board appoint John Hammill and Bryant Baird to their first full two-year terms on the STF Advisory Committee; and Jean Sherbeck and Ron Harding to their second 2-year terms; and Marja Byers to her third and final 2-year term, effective January 1, 2019 to December 31, 2020.

SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE | TERMS OF APPOINTMENT

Position	Term Dates	Name	Group	Location	Terms
1	1/1/15-12/31/17 1/1/18-12/31/19	Emily Broussard	Disabled	Urban	1 st term (3 years) 2 nd term
2	1/1/18-12/31/19 (9/27/18-12/31/19)	Beth Jackson	Sr./Disabled Rep.	Urban & Rural	Unexpired Term - <i>Appointed 09/27/18</i>
3	1/1/16-12/31/17 (3/24/17-12/31/17) 1/1/18-12/31/19	Sherena Meager- Osteen	Disabled	Marion Co.	Unexpired Term - <i>Appointed 3/24/17</i> 1 st term
4	1/1/18-12/31/19	Victor Reppeto	Disabled	Marion Co.	1 st term
5	1/1/16-12/31/18 1/1/19-12/31/20	Jean Sherbeck	Senior/Disabled	Polk Co.	1 st term (3 years) 2 nd term
6	1/1/16-12/31/18 (1/1/18-12/31/2018) 1/1/19-12/31/20	John Hammill	Senior/Disabled	Urban	Unexpired Term - <i>Appointed 1/2/2018</i> 1 st term
7	1/1/17-12/31/18 1/1/19-12/31/20	Ron Harding	Representative of Senior/Disabled	Marion Co.	1 st term 2 nd term
8	1/1/14-12/31/16 1/1/17-12/31/18 1/1/19-12/31/20	Marja Byers	Disabled	Urban	1 st term 2 nd term 3 rd term
9	1/1/16-12/31/18 (9/27/18-12/31/18) 1/1/19-12/31/20	Bryant Baird	Senior	Urban	Unexpired Term - <i>Appointed 09/27/18</i> 1 st term



To: Board of Directors

From: David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: December 13, 2018

Subject: Appointment of Chair and Vice Chair of the Citizens Advisory Committee

ISSUE

Shall the Board appoint Rick Hartwig (Subdistrict #1 – Evans) as the Chair and Roberto Coto (Subdistrict #7 – Kelley) as Vice-Chair of the Citizens Advisory Committee from January 1, 2019 to December 31, 2019, in accordance with the Citizens Advisory Committee Bylaws?

BACKGROUND AND FINDINGS

The District reinstated the Citizens Advisory Committee (CAC) in March 2018. New members were appointed to serve on the committee in March 2018; and the CAC had their first meeting on May 22, 2018.

Article 4 of the Citizens Advisory Committee Bylaws, states that the terms of the Chair and Vice-Chair will end in December (or in the meeting month closest to the end of the calendar year). At that time, the CAC may recommend a Chair and Vice-Chair to serve for a term of 12 months, but no more than two consecutive years.

At their November 27th meeting, the CAC nominated current Vice-Chair, Rick Hartwig, to serve as Chair and current CAC Member, Roberto Coto, to serve as Vice-Chair. A motion was passed and seconded, and the motion carried unanimously.

The Citizens Advisory Committee acts as an advisory committee to the Board on transportation-related issues of the District. The Citizens Advisory Committee shall make recommendations to the Board on the District's transportation policies, programs and services, encourage and promote transportation services that meet the needs of the communities served, and perform other duties as assigned by the Board.

FINANCIAL IMPACT

None

RECOMMENDATION

The Citizens Advisory Committee recommends the appointment of Rick Hartwig as the Chair and Roberto Coto as Vice-Chair of the Citizens Advisory Committee for a term to begin on January 1, 2019 and end on December 31, 2019?

PROPOSED MOTION

I move that the Board appoint Rick Hartwig as the Chair and Roberto Coto as Vice-Chair of the Citizens Advisory Committee for a term to begin on January 1, 2019 and end on December 31, 2019?



To: Board of Directors

From: Stephen Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: December 13, 2018

Subject: Intergovernmental Agreement (IGA) for Metropolitan Planning, Financial Plans, and Obligated Project Lists

ISSUE

Shall the Board approve and authorize the Board President to sign ODOT/MPO/Public Transportation Provider Agreement No. 32794 as shown in Attachment A?

BACKGROUND AND FINDINGS

The Oregon Department of Transportation (ODOT), Salem Keizer Area Transportation Study (SKATS), the designated metropolitan planning organization for the Salem-Keizer area, acting by and through its Mid-Willamette Valley Council of Governments, and Salem Area Mass Transit District (SAMTD) operate under an IGA regarding FTA and FHWA Metropolitan Planning, Financial Plans, and Obligated Project Lists. The last renewal to this IGA occurred in 2010.

As FTA and FHWA Metropolitan Planning, Financial Planning, and Obligated Project Lists change with new transportation bills passed by Congress, the IGA must be updated to reflect the changes from the new legislation. The primary focus of changes in this regard are related to the new requirements tied to performance-based planning, funding, and project selection. Specifically related to public transportation, these changes are tied to the Transit Asset Management Plan, and Safety Management Systems program.

The IGA, found in **Attachment A**, identifies the roles and responsibilities between the state – ODOT, the Metropolitan Planning Organization (MPO), and transit provider – SAMTD in fulfilling their obligations in satisfying the FTA and FHWA requirements. It also identifies the cooperative nature of the work performed by each of the partner

agencies and how each agency contributes to the success of the overall planning effort.

The terms of this new Agreement shall begin on the date all required signatures are obtained. The work identified in Section 1, Paragraph 1 shall be completed no later than December 31, 2024, on which date this Agreement terminates unless extended by an executed agreement.

FINANCIAL IMPACT

This IGA does not address funding and therefore does not have any direct fiscal impact.

RECOMMENDATION

Staff recommends that the Board approve and authorize the Board President to sign the ODOT/MPO/Public Transportation Provider Agreement No. 32794 as shown in Attachment A.

PROPOSED MOTION

I move that the Board approve and authorize the Board President to sign the ODOT/MPO/Public Transportation Provider Agreement No. 32794 as shown in Attachment A.

INTERGOVERNMENTAL AGREEMENT
ODOT/MPO/Public Transportation Providers Agreement
Metropolitan Planning, Financial Plans and Obligated Project Lists
Salem-Keizer Area Transportation Study
Salem Area Mass Transit District

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "ODOT;" the SALEM-KEIZER AREA TRANSPORTATION STUDY is the designated Metropolitan Planning Organization for the Salem-Keizer area, acting by and through its MID-WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS, hereinafter referred to as "MPO;" and SALEM AREA MASS TRANSIT DISTRICT acting by and through its Board of Directors, hereinafter referred to as "Public Transportation Provider," all herein referred to individually as "Party" and collectively as "Parties."

RECITALS

1. By the authority granted in Oregon Revised Statute (ORS) [190.110](#), state agencies may enter into agreements with units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform.
2. Intergovernmental agreements defining roles and responsibilities for transportation planning between ODOT, the Metropolitan Planning Organization for an area, and the public transportation provider for the area are required by 23 U.S.C. 134 and 23 CFR 450.314."
3. MPO is an ORS 190 intergovernmental organization consisting of representatives of the following jurisdictions and agencies from the City of Salem, City of Keizer, City of Turner, Marion County, Polk County, Salem-Keizer School District, MPO, and ODOT, and designated in April, 1974 by the Governor of Oregon as the MPO for the Salem-Keizer-Turner Area.
4. MPO is a recipient of Federal Highway Administration (FHWA) Planning (PL) funds and Federal Transit Administration (FTA) Section 5303 funds. ODOT's Annual State Fiscal Year Unified Planning Work Program Agreement and any Project Specific Agreements are separate agreements with specific deliverables and funding that remain in effect and are not in any way modified by this Agreement.
5. MPO is responsible for complying with the Metropolitan Planning requirements of 23 CFR 450 and 49 CFR 613 for the development of transportation plans, transportation improvement programs, work programs, and all other actions necessary to carry out the metropolitan transportation planning process. A decision must be made by the MPO Policy Board using the procedures established to adopt the Metropolitan Transportation Plan (MTP) and the Transportation Improvement Program (TIP). In order to be implemented, the recommendations of all other regionally significant transportation planning efforts need to be incorporated into the MTP and TIP. Therefore, it is the general policy of MPO that transportation planning products

be developed with the goal of obtaining support from the MPO Policy Board. This general approach requires a high level of communication between all of the MPO participants.

6. Public Transportation Provider is the designated recipient of the FTA Section 5307 Program (49 U.S.C. 5307) funds in the MPO area. The designated recipients are the public bodies with the legal authority to receive and dispense these federal funds.

NOW THEREFORE, the premises being in general as stated in the foregoing Recitals, it is agreed by and between the Parties hereto as follows:

SECTION 1. TERMS OF AGREEMENT

1. Pursuant to the authority above, ODOT, MPO, and Public Transportation Provider agree to define roles and responsibilities in carrying out the metropolitan transportation planning and metropolitan transportation financial planning processes, as further described in the Statement of Work, marked "Exhibit A," attached hereto and by this reference made a part hereof.
2. This Agreement only addresses roles and responsibilities, and does not address funding. Each party shall be responsible for funding their own duties and obligations under this Agreement. The Parties may choose to enter into additional agreement(s) detailing deliverables and funding for the specific projects identified in Exhibit A.
3. The term of this Agreement shall begin on the date all required signatures are obtained. The work identified in Section 1, Paragraph 1 shall be completed no later than December 31, 2024, on which date this Agreement terminates unless extended by an executed agreement.
4. This Agreement may be revisited as needed, including upon adoption of any new Federal Transportation Authorization, and will be reviewed upon commencement of the MPO recertification or self-certification process. If the Parties determine there is a need to add or revise the roles and responsibilities, the Parties will enter into an amendment to this Agreement.

SECTION 2. ODOT OBLIGATIONS

1. ODOT will fulfill its stewardship obligations to FHWA by providing oversight of the MPO to ensure that the MPO carries out its federal duties in a manner that complies with 23 U.S.C. 106(g).
2. ODOT will engage the other Parties to this Agreement in its transportation planning processes, including financial planning processes, ("Processes") and planning products ("Products"), as identified in "Exhibit A." Where ODOT is the lead agency for a Process or Product, it will be responsible for pursuing communication with the other Parties as agreed. ODOT will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
3. Where ODOT is a party of interest, as identified in Exhibit A, to a Process or Product, it will participate in the development of the Process or Product as specified in this Agreement. ODOT

will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.

4. ODOT, in cooperation with the MPO and the Public Transportation Provider, will establish and conduct a continuous, cooperative, and comprehensive transportation planning process in the development of projects, Processes, Products, and programs that address the required federal planning factors and 23 CFR 450.
5. ODOT's Project Manager for this Agreement is Dan Fricke, MPO Liaison Planner, ODOT Region 2, 455 Airport Road SE, Bldg. B, Salem, Oregon 97301-5395; phone (503) 986-2663; email: daniel.l.fricke@odot.state.or.us or assigned designee upon individual's absence. ODOT shall notify the other Parties in writing of any contact information changes during the term of this Agreement.

SECTION 3. MPO OBLIGATIONS

1. MPO will engage the other Parties to this Agreement in its Processes and Products as identified in Exhibit A. Where MPO is the lead agency for a Process or Product, it will be responsible for pursuing communication with the other Parties as agreed. MPO will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where MPO is a party of interest, as identified in Exhibit A, to a Process or Product, it will participate in the development of the Process or Product as specified in this Agreement. MPO will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.
3. MPO, in cooperation with ODOT and the Public Transportation Provider, will establish and conduct a continuous, cooperative, and comprehensive transportation planning process in the projects, Processes, Products, and programs that address the required federal planning factors and 23 CFR 450.
4. MPO will work with Public Transportation Provider and local agencies to provide a yearly report of obligated projects each October.
5. MPO's Project Manager for this Agreement is Michael Jaffe, Transportation Planning Director, MPO, 100 High Street SE, Suite 200, Salem, Oregon 97391-3667; phone: (503) 540-1606; email: mjaffe@mwvcog.org, or assigned designee upon individual's absence. MPO shall notify the other Parties in writing of any contact information changes during the term of this Agreement.

SECTION 4. PUBLIC TRANSPORTATION PROVIDER OBLIGATIONS

1. Public Transportation Provider will engage the other Parties to this Agreement in its Processes and Products as identified in Exhibit A. Where Public Transportation Provider is

the lead agency for a Process or Product, it will be responsible for pursuing communication with the other Parties as agreed. Public Transportation Provider will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.

2. Where Public Transportation Provider is a party of interest, as identified in Exhibit A, to a Process or Product, it will participate in the development of the Process or Product or the financial planning process as specified in this Agreement. Public Transportation Provider will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.
3. Public Transportation Provider, in cooperation with ODOT and the MPO will establish and conduct a continuous, cooperative, and comprehensive transportation planning process in the development of projects, Processes, Products, and programs that address the required federal planning factors and 23 CFR 450.
4. Public Transportation Provider will provide a yearly report of obligated FTA projects to MPO and ODOT each October.
5. Public Transportation Provider's Project Manager for this Agreement is Stephen Dickey, Director, Transportation Development Division, 555 Court Street NE, Suite 5230, Salem, Oregon 97301; phone: (503) 588-2424; email: Steve.dickey@cherriots.org, or assigned designee upon individual's absence. Public Transportation Provider shall notify the other Parties in writing of any contact information changes during the term of this Agreement.

SECTION 5. GENERAL PROVISIONS

1. This Agreement may be terminated by mutual written consent of all Parties.
2. ODOT may terminate this Agreement effective upon delivery of written notice to MPO and Public Transportation Provider, or at such later date as may be established by ODOT, under any of the following conditions:
 - a. If MPO or Public Transportation Provider fails to provide services called for by this Agreement within the time specified herein or any extension thereof.
 - b. If MPO or Public Transportation Provider fails to perform any of the other provisions of this Agreement or so fails to pursue the work as to endanger performance of this Agreement in accordance with its terms, and after receipt of written notice from ODOT fails to correct such failures within ten (10) days or such longer period as ODOT may authorize.
 - c. If ODOT fails to receive funding, appropriations, limitations or other expenditure authority sufficient to allow ODOT, in the exercise of its reasonable administrative discretion, to continue to fund performance of this Agreement.
 - d. If federal or state laws, regulations or guidelines are modified or interpreted in such a way that either the work under this Agreement is prohibited or if ODOT is prohibited from paying for such work from the planned funding source.

3. Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.
4. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a Party with respect to which any other Party may have liability, the notified Party must promptly notify the other Parties in writing of the Third Party Claim and deliver to the other Parties a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Each Party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by a Party of the notice and copies required in this paragraph and meaningful opportunity for the Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to that Party's liability with respect to the Third Party Claim.
5. With respect to a Third Party Claim for which ODOT is jointly liable with MPO or Public Transportation Provider (or would be if joined in the Third Party Claim), ODOT shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by MPO or Public Transportation Provider in such proportion as is appropriate to reflect the relative fault of ODOT on the one hand and of MPO and Public Transportation Provider on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of ODOT on the one hand and of MPO and Public Transportation Provider on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. ODOT's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if ODOT had sole liability in the proceeding.
6. With respect to a Third Party Claim for which MPO or Public Transportation Provider is jointly liable with ODOT (or would be if joined in the Third Party Claim), MPO and Public Transportation Provider shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonable incurred and paid or payable by ODOT in such proportion as is appropriate to reflect the relative fault of MPO and Public Transportation Provider on the one hand and of ODOT on the other hand in connection with the events which resulted in such expenses, judgements, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of MPO and Public Transportation Provider on the one hand and ODOT on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines, or settlement amounts. MPO's and Public Transportation Provider's contribution amount(s) in any instance is capped to the same extent it would have been capped under Oregon law, including the Oregon Tort Claims Act, ORS 30.260 to 30.300, if it had sole liability in the proceeding.

7. The Parties shall comply with all federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Agreement, including, without limitation, the provisions of ORS 279B.220, 279B.225, 279B.230, 279B.235 and 279B.270 incorporated herein by reference and made a part hereof. Without limiting the generality of the foregoing, the Parties expressly agrees to comply with (i) Title VI of Civil Rights Act of 1964; (ii) Title V and Section 504 of the Rehabilitation Act of 1973; (iii) ORS 659A.142 and the Americans with Disabilities Act of 1990 as Amended by the ADA Amendments Act of 2008; (iv) all regulations and administrative rules established pursuant to the foregoing laws; and (v) all other applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. In addition, MPO and Public Transit Provider expressly agrees to comply with 23 CFR 420.121(g) and 49 CFR Part 20 regarding lobbying restrictions on influencing certain Federal activities, which are applicable to all tiers of recipients of FHWA and FTA planning and research funds.
8. Each Party shall ensure that its activities under this Agreement comply with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008 (together, "ADA"). The Parties agree that all Processes, Products, and projects identified in Exhibit A shall be ADA-compliant, and that all options and alternatives evaluated as part of such Processes, Products, and projects shall meet ADA requirements. MPO and Public Transportation Provider agree to ensure that each of its planners responsible for carrying out activities under this Agreement attend at least one ADA-related ODOT training course within two years of the effective date of this Agreement.
9. If MPO or Public Transportation Provider fails to comply with the requirements of this Agreement or the underlying federal laws or regulations, ODOT may:
 - a. Withhold approvals related to the Process or Products identified in Exhibit A until MPO or Public Transportation Provider comes into compliance, and
 - b. Determine that MPO or Public Transportation Provider is ineligible to receive or apply for Title 23, United States Code funds until ODOT receives full reimbursement of any costs incurred.
10. All employers, including MPO and Public Transportation Provider, that employ subject workers who work under this Agreement in the State of Oregon shall comply with ORS 656.017 and provide the required Workers' Compensation coverage unless such employers are exempt under ORS 656.126. Employers Liability insurance with coverage limits of not less than \$500,000 must be included. MPO and Public Transportation Provider shall ensure that each of their subcontractors complies with these requirements.
11. MPO and Public Transportation Provider acknowledge and agree that ODOT, the Oregon Secretary of State's Office, the federal government, and their duly authorized representatives shall have access to the books, documents, papers, and records of MPO and Public Transportation Provider which are directly pertinent to this specific Agreement for the purpose of making audit, examination, excerpts, and transcripts for a period of six (6) years after expiration of this Agreement. Copies of applicable records shall be made available upon request. Payment for costs of copies is reimbursable by ODOT.

12. The Parties shall attempt in good faith to resolve any dispute arising out of this Agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.
13. The Parties certify and represent that the individual(s) signing this Agreement has been authorized to enter into and execute this Agreement on behalf of their Party, under the direction or approval of its governing body, commission, board, officers, members or representatives, and to legally bind the Party.
14. This Agreement may be executed in several counterparts (facsimile or otherwise) all of which when taken together shall constitute one agreement binding on all Parties, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of this Agreement so executed shall constitute an original.
15. This Agreement and attached exhibits constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver, consent, modification or change of terms of this Agreement shall bind either Party unless in writing and signed by both Parties and all necessary approvals have been obtained. Such waiver, consent, modification or change, if made, shall be effective only in the specific instance and for the specific purpose given. The failure of ODOT to enforce any provision of this Agreement shall not constitute a waiver by ODOT of that or any other provision.

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THE PARTIES, by execution of this Agreement, hereby acknowledge that their signing representatives have read this Agreement, understand it, and agree to be bound by its terms and conditions.

Mid-Willamette Valley Council of Governments, by and through its Policy Board

By _____
Executive Director

Date _____

SALEM AREA MASS TRANSIT DISTRICT, by and through its Board of Directors

By _____
President

Date _____

MPO Contact

Michael Jaffe
Transportation Planning Director
Resource Program Director
MWVCOG
100 High Street SE, Suite 200
Salem, OR 97391-3667
Phone: (503) 540-1606
Email: mjaffe@mwvcoq.org

Public Transportation Provider Contact

Stephen Dickey, Director, Transportation Development Division
Salem Area Mass Transit District
555 Court Street NE, Suite 5230
Salem, OR 97301
Phone: (503) 588-2424
Email: Steve.dickey@cherriots.org

STATE OF OREGON, by and through its Department of Transportation

By _____
Division Administrator
Transportation Development

Date _____

By _____
Division Administrator
Public Transit

Date _____

APPROVAL RECOMMENDED

By _____
Region 2 Manager

Date _____

By _____
Region 2 Planning and Development Manager

Date _____

APPROVED AS TO LEGAL SUFFICIENCY

By Jennifer O'Brien, Assistant Attorney General by email dated 06/01/2018.

ODOT Contact

Dan Fricke, MPO Liaison Planner
ODOT Region 2
455 Airport Road SE, Bldg. Salem, OR 97301-5395
Phone: (503) 986-2663
Email: daniel.l.fricke@odot.state.or.us

EXHIBIT A STATEMENT OF WORK

SECTION I. ACRONYMS – These acronyms used in Exhibit A are common to financial plan and obligated projects development and maintenance processes, and are defined as follows:

- FHWA:** Federal Highway Administration
- FMIS:** Federal Management Information System
- FTA:** Federal Transit Administration
- MPO:** Metropolitan Planning Organization
- ODOT:** Oregon Department of Transportation
- RPTD:** ODOT Rail & Public Transit Division

SECTION II. DEFINITIONS – The following definitions apply to this Agreement specifically and shall not be construed to apply to any other agreement between any of the Parties.

- a. **Air Quality Conformity:** A clean Air Act requirement that ensures Federal funding and approval are given to transportation plan, programs and projects that are consistent with the air quality goals established by a State Implementation Plan (SIP). Applicable to MPOs in designated nonattainment or maintenance areas as defined in 23 CFR 450.104.
- b. **Congestion Management Process (CMP):** A systematic approach that provides for effective management and operation, based on a cooperatively developed and implemented metropolitan-wide strategy, of new and existing transportation facilities eligible for funding under title 23 U.S.C. and title 49 U.S.C. through the use of travel demand reduction and operational management strategies required by TMAs only.
- c. **Consider:** Take into account opinions and relevant information from other Parties in making a decision. Receive the information or comments, acknowledge such, and document the acknowledgement. Those receiving comments are not bound by the opinions or information received.
- d. **Consult:** Confer with other identified Parties in accordance with all applicable established processes; consider the views of other Parties prior to taking action, inform other Parties about action taken in accordance with established process. This communication should be timely, and ahead of decisions. Those receiving comments are not bound by the opinions or information received.
- e. **Cooperate and Collaborate:** Parties involved work together to achieve a common goal or objective. Cooperation or collaboration are often employed where multiple Parties have a

vested interest in the outcome and may involve a shared project or policy outcome. Parties may share expertise, resources, etc., to accomplish the goal.

- f. **Coordinate:** Develop plans, programs, and schedules cooperatively among agencies and entities with legal standing and adjustment of such plans, programs, and schedules to achieve general consistency, as appropriate. Coordinated projects are usually those for which all Parties, other than the lead agency, do not have a vested interest and are often a specific projects rather than policy outcomes. The lead agency is the project proponent and the other Parties are not deeply involved. The lead agency is expected to consult with the others to ensure efficiencies are utilized and conflicts are avoided. Parties with legal standing should be involved in the coordination and Parties should operate in good faith.
- g. **Financially Constrained or Fiscal Constraint:** The MTP, TIP, and STIP demonstrate sufficient financial information and can be implemented using committed, available, or reasonably available revenue sources, with reasonable assurance that the transportation system is being adequately operated and maintained. For the TIP and the STIP, financial constraint/fiscal constraint applies to each program year. Additionally, projects in the air quality nonattainment and maintenance areas can be included in the first two (2) years of the TIP and STIP only if funds are “available” or “committed.”
- h. **Financial Plan:** The required documentation included with both the MTP and TIP (and optional for the long-range statewide transportation plan and STIP) that demonstrates the consistency between reasonably available and projected sources of federal, state, local, and private revenues and the costs of implementing proposed transportation system improvements.
- i. **Illustrative Project:** An additional transportation project that may (but is not required to) be included in a Financial Plan for a MTP, TIP, or STIP if reasonable additional resources were to become available.
- j. **Indian Tribal Government:** Duly formed governing body for an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian Tribe pursuant to the federally recognized Indian Tribe List Act of 1994, Public Law 103-454.
- k. **Lead Agency:** Agency responsible for making sure the project, Process, or Product is completed and communication protocols are followed.
- l. **Levels of Communication:** Consider, Consult, Coordinate, Cooperate, or Collaborate. The Agreement may employ any or all of these terms and different Processes or Products may utilize these different levels of communication between the Parties involved.
- m. **Measure:** An expression based on a metric that is used to establish a target and to assess progress toward achieving the established targets.

- n. **Metropolitan Planning Area (MPA):** The geographic area determined by agreement between the MPO for the area and the Governor, which must include the entire urbanized area and the contiguous area expected to become urbanized within a 20-year forecast period in which the metropolitan transportation planning process is carried out.
- o. **Metropolitan Planning Organization:** The Policy Board of an organization created and designated to carry out the metropolitan transportation planning process.
- p. **Metropolitan Transportation Plan (MTP):** A plan prepared by a Metropolitan Planning Organization in accordance with 23 CFR 450 Subpart C and 49 USC 5303(i), in order to accomplish the objectives outlined by the metropolitan planning organization, the state, and the public transportation providers with respect to the development of the metropolitan area's transportation network. This plan must identify how the metropolitan area will manage and operate a multi-modal transportation system (including transit, highway, bicycle, pedestrian, and accessible transportation) to meet the region's economic, transportation, development and sustainability goals – among others – for a 20+-year planning horizon, while remaining fiscally constrained.
- q. **Obligated Projects:** The projects funded under title 23 U.S.C. and title 49 U.S.C. Chapter 53 for which the supporting federal funds were authorized and committed by the state or designated recipient in the preceding or current program year, and authorized by the FHWA or awarded as a grant by the FTA.
- r. **Oversight:** Activities undertaken to ensure Federal programs are in compliance with applicable laws and regulations.
- s. **Owner:** The agency that keeps and maintains the final Product as referenced in Exhibit A.
- t. **Party of Interest:** A Party to this Agreement that is not the lead agency for a particular planning project, but is affected by that project.
- u. **Performance Based Planning and Programming (PBPP):** Refers to the application of performance management principles within the planning and programming processes of transportation agencies to achieve desired performance outcomes for the multimodal transportation system. This includes a range of activities and products undertaken by a transportation agency together with other parties, stakeholders, and the public as part of a 3C (cooperative, continuing and comprehensive) process. PBPP attempts to ensure that transportation investment decisions are made – both in long-term planning and short-term programming of projects – based on their ability to meet established goals for improving the overall transportation system. It also involves measuring progress toward meeting goals, and using information on past and anticipated future performance trend to inform investment decisions.
- v. **Performance Measure Coordination Process** – Provides an overview of the required coordination and collaboration between ODOT and the metropolitan planning organizations within Oregon in establishing federally required performance targets.

- w. **Performance Target** – A quantifiable level of performance or condition, expressed as a value for the measure, to be achieved within a time period required by the FHWA or FTA.
- x. **Performance Period**: A determined time period during which condition/performance is measured and evaluated to: assess condition/performance with respect to baseline condition/performance; and track progress toward the achievement of the targets that represent the intended condition/performance level at the midpoint and at the end of that time period. The “performance period” applies to all measures in this part except the measures for the Highway Safety Improvement Program. Each performance period covers a 4-year duration beginning on a specified date as provided in CFR 490.105.
- y. **Planning Process**: A procedure by which ODOT, MPO and Public Transportation Provider cooperatively determine their mutual responsibilities in carrying out the metropolitan transportation planning process.
- z. **Planning Product**: The final documented result of a planning activity. Planning products that may be developed may include plans, programs, tools, and administrative products.
- aa. **Public Transportation Provider (PTP)**: The primary provider(s) of public transportation services in an area.
- bb. **Reasonably Available Funds**: New funding sources that are reasonably expected to be available. New funding sources are revenue that do not currently exist or that may require additional steps before the ODOT, a metropolitan planning organization, or a public transportation provider can commit such funding to transportation projects.
- cc. **Regional Intelligent Transportation System (ITS) Architecture**: A regional framework for ensuring institutional agreement and technical integration for the implementation of ITS projects or groups of projects.
- dd. **Regionally Significant Project**: A transportation project (other than projects that may be grouped in the TIP and/or STIP), or exempt projects as defined in the Environmental Protection Agency’s (EPA’s) transportation conformity regulation 40 CFR 93 that is on a facility which serves regional transportation needs (such as access to and from the area outside the region; major activity centers in the region; major planned developments such as new retail malls, sports complexes, employment centers, or transportation terminals) and would normally be included in the modeling of the metropolitan area’s transportation network. At a minimum, this includes all principal arterial highways and all fixed guideway transit facilities that offer a significant alternative to regional highway travel.
- ee. **Responsible**: Answerable or accountable, as for something within one’s power, control, or management. There can be multiple levels or roles in responsibility. Examples of levels of responsibility include:
 - *Authority*: Authority to make the final decision; signature authority.

- *Lead*: Responsible for making sure the activity is completed and communication protocols are followed.
 - *Coordination*: Responsible for coordinating all elements necessary to complete an activity.
 - *Support*: Provide administrative or technical support necessary to complete an activity.
 - *Information*: Provide input and information necessary to complete an activity.
- ff. **Statewide Transportation Improvement Program (STIP)**: The statewide prioritized listing/program of transportation projects covering a period of four (4) years that is consistent with the long-range statewide transportation plan, metropolitan transportation plans, and TIPs, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. Chapter 53.
- gg. **Stewardship**: Activities undertaken to ensure the efficient and effective use and management of the public funds that have been entrusted by the FHWA and FTA.
- hh. **Sufficient Financial Information**: Financial information that is required in the PCS (PCSX) data entry tool and proof of local commitment to provide matching funds where local match is included in project finance (such as inclusion in the local capital improvement program).
- ii. **Transportation Improvement Program (TIP)**: The prioritized listing/program of transportation projects covering a period of four (4) years that is developed and formally adopted by an Metropolitan Planning Organization as part of the metropolitan transportation planning process, consistent with the metropolitan transportation plan, and required for projects to be eligible for funding under title 23 U.S.C. and title 49 U.S.C. 5303. The TIP must be developed in cooperation with the state and public transit providers.
- jj. **Unified Planning Work Program (UPWP)**: A statement of work identifying the planning priorities and activities to be carried out within a metropolitan planning area. At a minimum, a UPWP includes a description of the planning work, time frames for completing the work, the cost of the work, and the source(s) of funds.
- kk. **Visualization Techniques**: The methods used by states and MPOs in the development of transportation plans and programs with the public, elected and appointed officials, and other stakeholders in a clear and easily accessible format such as maps, pictures, and/or displays, to promote improved understanding of existing or proposed transportation plans and programs.
- ll. **Year-of-Expenditure Dollars**: Dollar sums that account for inflation to reflect expected purchasing power in the year in which the expenditure will be made, based on reasonable financial principles and information.

SECTION III. SUMMARY OF PROCESS AND PRODUCT RESPONSIBILITIES

1. All Parties agree to cooperatively develop and share information related to the development of the Products and Processes that support the MTP, the TIP, and the development of the annual listing of obligated Projects, and other transportation-related Processes, tools, and administrative products.
2. Exhibit A, Table 1 shows the Plans, Programs, Tools, and Administrative Products covered by this Agreement and each Party’s level of responsibility for each product. The lead Party holds overall responsibility for the product and the other Parties assist by cooperating, communicating, and sharing information necessary to complete and maintain the product. Each of these Products has one or more lead Party and the others are partners in completion of the Products by cooperating and providing support and information as needed.

**EXHIBIT A
Table 1**

Project, Process, or Product	Owner	ODOT	MPO	PUBLIC TRANSPORTATION PROVIDER
I. PLANS¹				
Area/Concept Plans ²	MPO Transportation Provider ODOT	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate
Congestion Management Process (CMP) (TMAs only)	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Coordinated Public Transit Human Services Transportation Plans	Public Transportation Provider	Cooperate/Collaborate	Cooperate/Collaborate	Product Owner Lead Agency
Facility Plans ³	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
ITS Architecture	ODOT MPO	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate	Cooperate/Collaborate
Metropolitan Transportation Plan	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Oregon Transportation Plan and Modal Plans	ODOT	Product Owner Lead Agency	Consult	Consult

Project, Process, or Product	Owner	ODOT	MPO	PUBLIC TRANSPORTATION PROVIDER
Transit Plans	MPO Public Transportation Provider	Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate
Transportation System Plans	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
II. PROGRAMS				
Metropolitan Transportation Plan Financial Plan and Processes	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Statewide Transportation Improvement Program	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Statewide Transportation Improvement Program Financial Plan and Processes	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Transportation Improvement Program ⁴	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Transportation Improvement Program Financial Plan and Processes	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
III. TOOLS				
Data Resources	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Geographic Information System Resources	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Integrated Models	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Land Use Models	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Transit Planning Resources	Public Transportation Provider	Cooperate/Collaborate	Cooperate/Collaborate	Product Owner Lead Agency
Transportation Demand Models	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate

Project, Process, or Product	Owner	ODOT	MPO	PUBLIC TRANSPORTATION PROVIDER
IV. ADMINISTRATIVE PRODUCTS				
Air Quality Conformity	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Disadvantaged, Minority Business Enterprise Use Plans	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
MPO Federal Certification	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Performance Based Planning and Programming ⁵	ODOT MPO Public Transportation Provider	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate	Product Owner Lead Agency Cooperate/Collaborate
Annual Obligation Report	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Public Participation Plan	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
State Agency Coordination Agreement	ODOT	Product Owner Lead Agency	Cooperate/Collaborate	Cooperate/Collaborate
Title VI Plan	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Environmental Justice Plan	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate
Unified Planning Work Program	MPO	Cooperate/Collaborate	Product Owner Lead Agency	Cooperate/Collaborate

¹ Party roles, responsibilities and funding may be further refined in a specific product agreement.

² Plans, other than facility plans, prepared by any of the Parties.

³ Facility plans include, but are not limited to, interchange area management plans, expressway management plans, access management plans, or other plans that require approval by the Oregon Transportation Commission.

⁴ Pursuant to 23 CFR 450.326. The TIP is incorporated verbatim into the STIP (*"After approval by the MPO and the Governor, the TIP shall be included without change, directly or by reference, in the STIP..."*).

⁵ Pursuant to 23 CFR 450.206(c), 23 CFR 450.2116(f), 23 CFR 450.218 (q), 23 CFR 490, 49 CFR 625, 49 CFR 630 and 49 CFR 670(3).

- Each time a new transportation planning Process or Product commences, the roles, responsibilities, and expectations of each Party will be written down and distributed to each participant of the Product as applicable. The Parties will specify at least nine (9) items identified below; other items should be added as needed to ensure that the responsibilities and expectations of each Party are clearly identified.

- a. Product Owner
- b. Lead Agency
- c. Responsibilities of each Party
- d. Primary levels of communication
- e. Specific communication procedures
- f. Use of consultant services
- g. Decision process
- h. Funding, reporting responsibilities
- i. Resource sharing agreements

If the answers will vary by task, Product subpart, or other conditions, the responsibilities of each Party under each condition will be specified. (Definitions set forth in this Agreement will apply). An example of such a Product may be an Interchange Area Management Plan, where the lead Party would be ODOT, or a Transit Center study conducted by Public Transportation Provider. However, any of the Parties may request that the roles and responsibilities of any "Planning Project" be clarified and redefined within the constraints of a separate cooperative agreement. MPO may develop a form to facilitate the identification of responsibilities.

4. The questions that follow are examples of items to consider when answering the nine (9) items above. Not all items may apply to a specific Process or Product, nor is this list intended to be all inclusive. Parties should use these considerations as a starting point to answer the nine (9) items above and to evaluate what information may need to be set forth in a separate Product-specific agreement.

a. Product Parties

- What Parties will participate in the Product?
- Which agency will own the Product? (See Definitions)
- Which is the lead Party? (See Definitions)
- Which Party will develop the scope of work? Who will approve it?
- What level of responsibility does each Party have for each task or part of the Product? (See Definitions)
- Who are the contact people?
- When are the different Parties involved?
- Who provides data?
- Who analyzes the data?

b. Communication

- What levels of communication are appropriate for the planning Product? (See Definitions)
- What procedures for communication are appropriate for the level of interaction needed? (See Definitions)
- Who from each Party needs to be informed?
- Who is responsible for implementing communication protocols?
- How will communication occur with the ACT, TAC, or other advisory committees?
- Who is responsible for coordinating communication with the public?

- Who is responsible for coordinating and joint communications with other Parties?

c. Consultants

- Will consultants assist with the Product?
- Which Party is responsible for recruiting for and/or selecting any consultants to assist the Product?
- Who is responsible for contract administration?
- Who is responsible for communicating with the consultants?
- Who is responsible for reviewing and approving work?

d. Decision Process

- Which Party has decision authority for which kinds of issues?
- Who is responsible for providing information/support for the decision? How?
- Who has responsibility to serve on decision-making bodies?
- How will needs for amendments to the Product be communicated and decided upon?
- Who is responsible for completing amendments and when?
- How will differences of opinion be handled?

e. Funding

- What level of funding is available?
- What types of funds are to be used?
- What restrictions are there on use of the funds?
- Who is responsible for authorizing funds?
- Who is responsible for reporting use of funds and accomplishments, at what level of detail and to whom?

f. Sharing Resources

- Who is responsible for what elements of different kinds of Products?
- When will each Party be responsible for supporting the others?
- Is this consistent with existing agreements or adopted plans for the area?

g. Transit

- How will the Parties cooperate with PTP's in the area?
- How will the PTP's participate in the planning Product?
- Have private providers been considered?

SECTION IV. FINANCIAL PLAN DEVELOPMENT AND MAINTENANCE ROLES AND RESPONSIBILITIES – There are different financial plan requirements for ODOT and MPO with regard to the long-range plans and the transportation improvement programs. Work under this task will address the financial plan tracking of the funding for projects that are included in both the current TIP and STIP and development of the financial plan for the long-range MTP. The STIP and TIP financial plan process has been developed to ensure that the TIP and STIP are constrained throughout their lifecycles. These

financial plans act as “checkbooks” for the various programs both at the state level and at the MPO level. The financial plan for the MTP enables fiscal constraint for the long-range plan.

a. Responsibilities of Each Agency for Financial Plan and Fiscal Constraint Development (TIP/STIP Updates)

ODOT

1. ODOT’s Active Transportation Section, Program and Funding Services Unit is the lead agency for administration of the STIP financial plan. ODOT’s Active Transportation Section, Program and Funding Services Unit will ensure that all federal funds used within the state are programmed in the STIP and accounted for and that the STIP captures any project activity related to federal funds or regionally significant projects. ODOT shall program funds to projects in a manner that maintains financial constraint and is consistent with federal regulations.
2. ODOT, including the Rail and Public Transit Division, shall provide MPO and Public Transportation Provider sufficient financial information (including information regarding grant awards, annual appropriation amounts, limitations, and rescissions, as applicable) in a timely manner. ODOT will provide project financial information to MPO as needed for demonstration of fiscal constraint of the metropolitan TIP.
3. ODOT coordinates the special purpose committee described below. The special purpose committee projects long range federal and state revenues for development of the financially constrained MTP also referred to as the Regional Transportation Plan (RTP). The special purpose committee consists of a representative from ODOT and each metropolitan planning organization and each metropolitan public transportation provider. These representatives will cooperatively develop a methodology for estimating state and federal revenues, as well as the actual estimates. This methodology includes the development of a process for distributing these funds to ODOT regions and metropolitan planning areas. The planning horizon will be sufficient to enable each metropolitan planning organization to produce its next MTP.
4. ODOT will coordinate a meeting with MPO and Public Transportation Provider during each STIP/TIP cycle to mutually agree upon funding assumptions.
5. ODOT is responsible for demonstrating fiscal constraint for the STIP.

MPO

1. MPO is the lead agency for administration of the TIP financial plan. MPO shall ensure that all federally funded or regionally significant projects within the MPA are included in the TIP, which will then be included in the STIP and in the STIP financial plan.
2. To provide consistency and transparency the MPO shall establish a PBPP process for their Region to clearly define the parameters and factors considered in the

project evaluation process, as well as share all of the evaluation results used in the decision making process.

3. MPO shall program funds to projects in a manner that maintains financial constraint and is consistent with federal regulations. Proposed programming that needs to utilize state funding authority to maintain fiscal constraint must be approved by ODOT's Active Transportation Section, Program and Funding Services Unit prior to programming being submitted for inclusion in the STIP.
4. MPO shall provide sufficient financial information (including information regarding funding obligations, as applicable) to ODOT and Public Transportation Provider in a timely manner.
5. MPO shall submit to ODOT cost-estimates for local projects that include year-of-expenditure dollars consistent with programming years.
6. MPO is the lead agency for completion of the MTP financial plan and for projecting local and private funds for the preparation of the financially constrained MTP. MPO will cooperatively develop these projections with ODOT and the Public Transportation Provider. MPO will participate on the special purpose committee on state and federal funds that is coordinated by ODOT.
7. MPO agrees to utilize the mutually agreed upon funding assumption for their TIP development forecasts.
8. MPO is responsible for demonstrating fiscal constraint for the MTIP.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider shall provide MPO and ODOT sufficient financial information in a timely manner.
 2. Public Transportation Provider shall provide MPO with project cost-estimates, in year-of-expenditure dollars, for federally funded or regionally significant projects.
 3. Public Transportation Provider is the lead agency in projecting long-range local and private revenues for public transit investments. Public Transportation Provider will cooperatively develop these projections with ODOT and MPO. Public Transportation Provider will participate on the special purpose committee on state and federal funds that is coordinated by ODOT.
 4. Public Transportation Provider is responsible for demonstrating fiscal constraint for the MTIP.
- b. Responsibilities of Each Agency for ODOT's STIP Financial Plan and Fiscal Constraint Amendments (TIP/STIP Activity)**

ODOT

1. ODOT's Active Transportation Section, Program and Funding Services Unit will reconcile funds to the FHWA's FMIS through transactions that are posted. These transactions will be captured in the ODOT's STIP financial plan and made available monthly to MPO. Information in the financial plan will include all fund activities of authorizations, apportionments/appropriations, limitations, rescissions, and revenue aligned budget authority.
2. The ODOT's STIP financial plan will identify any fund programming amendments and project activity that affect funding and fiscal constraint including project additions, deletions, obligations, de-obligations, project fund authority "slips" between fiscal years, reimbursement expenditures, and project closeout balances to be returned to the total MPO funding balance. At the end of each federal fiscal year, ODOT's Active Transportation Section, Program and Funding Services will ensure that there are no planned projects unaccounted for and that any such projects are slipped into later years or cancelled via amendments.
3. ODOT's Active Transportation Section, Program and Funding Services Unit shall provide the MPO their obligation authority amounts.
4. ODOT, including the Rail and Public Transit Division, shall provide MPO and Public Transportation Provider sufficient financial information (including TIP/STIP amendments as applicable) in a timely manner. ODOT will provide project financial information to MPO as needed for demonstration of fiscal constraint of the metropolitan TIP.

MPO

1. MPO will maintain the TIP financial plan, which will include the current programming for all projects located within the MPA boundary and identify amendments and project activity that affect funding and fiscal constraint. This includes project additions, deletions, obligations, de-obligations, project fund authority "slips" between fiscal years, reimbursement expenditures, and project closeout balances to be returned to the total fund authority balance.
2. MPO shall ensure that the transactions identified in the STIP financial plan are accurate and must alert ODOT's Active Transportation Section, Program and Funding Services Unit to any changes, errors, or omissions.
3. MPO shall cooperate with ODOT's Active Transportation Section, Program and Funding Services Unit on the development of financial forecasts, authorizations, apportionments and regional sub-allocation of FTA funding.
4. MPO shall provide TIP amendments, as applicable and sufficient financial information, to ODOT and Public Transportation Provider in a timely manner.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider shall cooperate with MPO on the development of financial forecasts, authorizations, apportionments and regional sub-allocation of FTA funding. Public Transportation Provider shall provide MPO with on-going financial information on FTA grant transactions, including actual apportionment, allocations, earmarks, TIP amendment requests, project slips/advances, grant awards, project obligations and de-obligations.

c. Communication and Information Sharing related to the Financial Plan – Development and maintenance of STIP and TIP financial plans and obligated project lists requires ongoing, effective communication among ODOT, MPO, and Public Transportation Provider. The Parties will consult with one another individually as needed and at regularly scheduled meetings. The Parties will communicate, share necessary information, cooperate, and assist one another to meet their individual responsibilities for development and maintenance of these products.

ODOT

1. ODOT’s Active Transportation Section, Program and Funding Services Unit shall reconcile the STIP financial plan on a monthly basis and make it available to the MPO. MPO will be notified of the availability of the updated STIP financial plan. ODOT’s Active Transportation Section, Program and Funding Services Unit shall also provide FMIS information upon request, to enable MPO to track the funding and obligation status of federally funded projects. In addition, ODOT’s Active Transportation Section, Program and Funding Services Unit will be available for any other issues/questions via telephone, email and in person during regular business hours.
2. ODOT will utilize the most current STIP amendment matrix to communicate proposed programming changes to MPO.

MPO

1. MPO shall communicate and work directly with ODOT. MPO will utilize the most current STIP amendment matrix to communicate programming changes to ODOT’s regional STIP coordinator and Active Transportation Section, Program and Funding Services Unit.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider shall primarily communicate directly with MPO on any finance related issue, specifically changes to the TIP or STIP. As necessary, Public Transportation Provider may request joint meetings with MPO and ODOT’s Active Transportation Section, Program and Funding Services Unit. In addition, the Public Transportation Provider may work with RPTD where appropriate.

SECTION V. CLARIFICATION AND RESOLUTION OF CONCERNS

ODOT

1. ODOT's Active Transportation Section, Program and Funding Services Unit has the responsibility to ensure the correct funding levels are identified through working with FHWA and FTA. Any changes to Processes will be communicated initially through the quarterly meetings between ODOT, MPOs, FHWA, and FTA. If more immediate action is necessary, ODOT's Active Transportation Section, Program and Funding Services Unit will contact those affected either by phone or email.
2. If there are questions relating to the implementation of federal rules, the appropriate federal agency will be consulted for clarification. On such questions where the answer will apply statewide, ODOT will send a letter to the appropriate federal agency and communicate the response to MPO and ODOT's Active Transportation Section, Program and Funding Services Unit at the quarterly meeting or via email.

MPO

1. If MPO disputes a decision made by ODOT, MPO will contact or consult the respective federal agency for further clarification.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider has responsibility to ensure the correct funding levels are identified by working with FTA and RPTD. If there are questions regarding the interpretation of federal rules, the respective federal agency will be consulted for further clarification.

SECTION VI. ANNUAL LISTING OF OBLIGATED PROJECTS ROLES AND RESPONSIBILITIES

– Pursuant to 23 CFR 450.332 the MPO is required to develop an annual listing of projects that were obligated in the preceding program year, within ninety (90) days of the end of the program year. The program year corresponds to the Federal fiscal year of October 1 to September 30. ODOT, MPO, and Public Transportation Provider must cooperatively develop the listing of projects. The list must include all Title 23 and Title 49 federally funded projects, and include sufficient description to identify the project or phase, the agency responsible for carrying out the project, the amount of federal funds requested in the TIP, the amount obligated during the preceding year, the amount previously obligated, and the amount remaining for subsequent years. The list must be published in accordance with the MPO's public participation criteria for the TIP.

a. Responsibilities of Each Agency

ODOT

1. ODOT's Active Transportation Section, Program and Funding Services Unit shall provide documentation of obligated projects roles and responsibilities from FHWA to MPO no later than thirty (30) days after the end of each federal fiscal year, which ends September 30th. The documentation will include the necessary data elements

as required in federal regulations, summarized in the preceding paragraph, including the identification of bicycle and pedestrian projects.

2. ODOT's Active Transportation Section, Program and Funding Services Unit will provide FMIS data sheets in PDF format to MPO upon request.
3. ODOT's Geographic Information Services (GIS) Unit will provide geographic data (shapefiles and/or PDF maps) for ODOT's obligated projects upon request by MPO.

MPO

1. MPO is the lead agency in production of the obligation report. MPO will take the data provided from ODOT, FTA, and Public Transportation Provider and create a report that will be made available to the public in accordance with the federal regulations and MPO public participation criteria for the TIP.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider shall provide MPO with documentation that includes the necessary data elements as required in federal regulations, including the identification of bicycle and pedestrian projects.
2. Public Transportation Provider will provide FTA Transit Award Management System (TrAMS) data to MPO in a format that meets the federal reporting requirements.
3. Public Transportation Provider will also provide visualization techniques – geographic data (shapefiles and/or PDF maps) for all of its obligated projects.

b. Communication and Information Sharing related to the annual listing of Obligated projects

ODOT

1. ODOT's Active Transportation Section, Program and Funding Services Unit will deliver documentation identified in Section VI in an electronic medium to MPO. If a report is created, then ODOT's Active Transportation Section, Program and Funding Services Unit will send an email notifying MPO that the report is ready and including a link to the report.

MPO

1. MPO will utilize the data provided by ODOT's Active Transportation Section, Program and Funding Services Unit and the Public Transportation Provider to create the required annual report. MPO shall make the report available to all Parties.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider will deliver documentation as identified in Section VI in an electronic medium to MPO in a format consistent with the report required by the MPO.

SECTION VII. PERFORMANCE BASED PLANNING AND PROGRAMMING PROCESS ROLES AND RESPONSIBILITIES

ODOT

1. ODOT shall collaboratively develop with all metropolitan planning organizations and public transportation providers in Oregon one or more Performance Measure Coordination Processes for cooperatively developing and sharing information related to transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance information to be used in tracking progress toward attainment of critical outcome for the region of each metropolitan planning organization and the collection of data for the risk based transportation asset management plan for the National Highway System (NHS) and post this process document(s) to the ODOT Website at <http://www.oregon.gov/ODOT/Planning/Pages/Plans.aspx#OHP> This process document(s) will include the following:
 - a. ODOT's responsibilities regarding data and data sharing with metropolitan planning organizations necessary to develop targets and calculate performance for federal reporting.
 - b. ODOT's responsibilities regarding performing analysis necessary to calculate performance measure results for both state and metropolitan planning organization targets.
 - c. ODOT's responsibilities for coordinating with metropolitan planning organizations and public transportation providers for reporting both state and metropolitan planning organization level performance target reports.
 - d. ODOT's responsibilities to consult with metropolitan planning organizations in amending and revising state targets in accordance with federal rules.
 - e. ODOT's responsibilities for coordinating with metropolitan planning organizations and public transportation providers when amending and revising metropolitan planning organization-specific targets.
 - f. ODOT's role for documenting how the state is using a PBPP approach to programming projects as part of the STIP and how the selected projects help the state achieve its designated targets.

MPO

1. MPO shall collaboratively develop with ODOT the Performance Measure Coordination Process described in Section VII above, and to the maximum extent practical ensure consistency with the State. This process includes the following:
 - a. MPO will fulfill all MPO responsibilities outlined in the Performance Measure Coordination Process.
 - b. MPO in coordination with ODOT will establish, adjust, and report as necessary, MPO performance targets.

- c. MPO will be responsible for documenting, to the extent possible, how the performance measure information was used in project selection and prioritization processes with funds under the responsibility of the MPO, as well as how the selected projects help support the MPO in achieving performance targets, to the extent possible. This will be documented as part of MPO's submittal of the self-certification with the TIP.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider shall collaboratively develop with ODOT and MPO a Performance Measure Coordination Process described in Section VII above for cooperatively developing and sharing information related to public transportation performance data, the selection of performance targets, the reporting of performance targets, the reporting of performance to be used in tracking progress toward attainment of critical outcome for the Public Transportation Provider, and to the maximum extent practical ensure consistency with the State. This process includes the following:
 - a. Public Transportation Provider will fulfill all Public Transportation Provider responsibilities outlined in the Performance Measure Coordination Process.
 - b. Public Transportation Provider, in coordination with ODOT and MPO, shall document performance of the transportation system, to ensure consistency and report the performance measure results to the appropriate federal agency.

SECTION VIII. GENERAL ROLES, RESPONSIBILITIES, AND OBLIGATIONS

ODOT

1. ODOT will engage the other Parties to this Agreement in its activities relating to financial plan development and maintenance, and development of the annual listing of obligated projects as set forth in this Agreement. ODOT will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where ODOT is a party of interest, it will participate in the development of each Product as specified in this Agreement. ODOT will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.
3. ODOT will develop a formula for allocation of planning funds authorized by 23 U.S.C. 104(f) among metropolitan planning organizations within Oregon, in consultation with MPO and other metropolitan planning organizations, subject to approval by FHWA.

MPO

1. MPO will engage the other Parties to this Agreement in its activities relating to financial plan development and maintenance, and development of the annual listing of obligated projects as set forth in this Agreement. MPO will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where MPO is a party of interest, it will participate in the development of each Product as specified in this Agreement. MPO will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.
3. MPO in accordance with 23 U.S.C. 104(f) will consult with ODOT on the formula developed by the State, and approved by the FHWA.

PUBLIC TRANSPORTATION PROVIDER

1. Public Transportation Provider will engage the other Parties to this Agreement in its activities relating to financial plan development and maintenance, and development of the annual listing of obligated projects as set forth in this Agreement. Public Transportation Provider will communicate early and in good faith, such that affected Parties have the opportunity to influence the final outcome or decisions.
2. Where Public Transportation Provider is a party of interest, it will participate in the development of each Product as specified in this Agreement. Public Transportation Provider will offer information and opinions such that the lead agency and other participants have the opportunity to understand its positions, concerns, conflicts, and any likely objections to proposed outcomes.



To: Board of Directors

From: John Hammill, Vice Chair, STF Advisory Committee (STFAC)
Steve Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: December 13, 2018

Subject: Proposed Revisions to the Special Transportation Fund (STF) Advisory Committee Bylaws

ISSUE

Shall the Board adopt Resolution 2018-10 with a revised Attachment B to the Bylaws, titled "Bylaws of the Special Transportation Fund (STF) Advisory Committee of Salem Area Mass Transit District?"

BACKGROUND AND FINDINGS

The STF Advisory Committee (STFAC) is a board-appointed committee consisting of nine members of the public who represent geographic and demographic groups. The committee is charged with advising the Board on improving transportation programs and services for seniors and people with disabilities. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division, administers the STF Program. Under Oregon Revised Statutes 391.810 and 391.820, Salem Area Mass Transit District (SAMTD) is designated as the STF Agency for Marion and Polk Counties. As the STF Agency, SAMTD is responsible for managing and coordinating the STF process for the two counties, and for the formation of the STFAC. The STFAC enables the Board to make informed decisions by providing transportation policy and funding recommendations.

At the September 27, 2018 Board meeting, two of the newest members were appointed to fill unexpired terms on the STFAC. At that time, staff discovered that the current Bylaws were unclear on the method and process for filling vacancies on the Committee and the number for members on the committee. Revisions were drafted to address these issues, and the STFAC voted to recommend changes to the Bylaws under *Article II Membership, Appointments and Terms* in Sections 1 and 2 at their November 13, 2018 meeting.

A copy of the draft bylaws with changes and meeting minutes are provided as Attachment A and B, respectively.

FINANCIAL IMPACT

There is no financial impact for this action.

RECOMMENDATION

The STFAC recommends that *Sections 1. Membership; and 2. Appointments and Terms of Service* under *Article II – Membership, Appointments and Terms* in the STFAC Bylaws be revised with the method proposed for filling vacancies, and to specify a minimum number of members; with the adoption of Resolution 2018-10. Resolution 2018-10 will rescind and replace Resolution 2016-03 adopted on April 28, 2016 with these revisions to the STFAC Bylaws.

PROPOSED MOTION

I move that the Board adopt Resolution 2018-10 to rescind and replace Resolution 2016-03 with revisions to Membership, Appointments and Terms in Attachment B to the Bylaws, titled "Bylaws of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District."

RESOLUTION #2018-10

**AMENDMENT TO RULES GOVERNING PROCEEDINGS AND CONDUCT OF
THE BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT**

**ATTACHMENT B - BYLAWS GOVERNING PROCEEDINGS AND CONDUCT OF
THE SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE**

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws"; and

WHEREAS, Resolution #90-1 includes Attachment B, titled "Bylaws Governing Proceedings and Conduct of the Special Transportation Fund Advisory Committee"; which was last revised by Resolution #2016-03 on April 28, 2016; and

WHEREAS, the STFAC Bylaws have been revised to correct the method for filling vacancies and to specify a minimum number of members in *Article II – Membership, Appointments and Terms* under *Section 1. Membership* in the first paragraph; and under *Section 2. Appointments and Terms of Service* in the first paragraph; and

WHEREAS, the Special Transportation Fund Advisory Committee accepted these revisions at their November 13, 2018 meeting with their recommendation to the Board of Directors to replace this same Attachment B;

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

THAT, Resolution #2018-10 is hereby adopted to rescind and replace Resolution #2016-03 with revisions to Attachment B to the Bylaws, titled "Bylaws of the Special Transportation Fund (STF) Advisory Committee of Salem Area Mass Transit District."

ADOPTED and **EFFECTIVE** on this 13th day of December, 2018.

ATTEST:

President
SAMTD Board of Directors

Secretary
SAMTD Board of Directors

**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. Per OAR 732-005-0031(10), the minimum size of the committee shall be five members. 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. A new member appointed to fill a vacant position shall serve the remainder of that vacant term before beginning their first full two-year term. If not filling a vacant term, the mMembers shall serve from the time of appointment, ~~but and~~ the following shall determine the start of the first full 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

**Salem Area Mass Transit District
Special Transportation Fund Advisory Committee
Tuesday, November 13, 2018
Courthouse Square - Senator Hearing Room
555 Court St NE, Salem, Oregon 97301**

A. CALL TO ORDER & NOTE OF ATTENDANCE:

Ron Harding called the meeting to order at 3:00 p.m. with a quorum present.

MEMBERS PRESENT:

Ron Harding, Chair; John Hammill, Vice Chair; Marja Byers; Emily Broussard; Bryant Baird; Beth Jackson; Sherena Meagher-Osteen; Jean Sherbeck; Victor Reppeto (arrived at 3:48 p.m.)

MEMBERS ABSENT:

None

STAFF:

Ted Stonecliffe, Transit Planner II; Chris French, Senior Planner; Melissa Kidd, Operations Programs Administrator; Jolynn Franke, Administrative Assistant, Transportation Development

SAMTD BOARD LIAISON:

Colleen Busch, SAMTD Board of Directors; Jerry Thompson, SAMTD Board of Directors

PROVIDERS:

Kathleen McClaskey, Woodburn Transit; Earlene Naylor, Salem Health West Valley

GUESTS:

None

B. PUBLIC COMMENT: None

C. APPROVAL OF MEETING MINUTES – September 4, 2018:

Ron Harding informed the Special Transportation Fund Advisory Committee (STFAC) members that approval of the September 4, 2018 meeting minutes would be postponed until the January STFAC meeting.

D. ANNOUNCEMENTS:

1. Intergovernmental Agreement (IGA) with the City of Stayton for new shelter [Ted Stonecliffe] -

Ted Stonecliffe appeared at the Stayton City Council meeting last month and obtained approval on an IGA for a new shelter to be installed at the City's Public Works building on First Street (at Regis Street). This is a very well utilized stop in the Cherriots Regional system with 20 to 25 boardings per day. The agreement is that Cherriots will install a shelter already in stock and the City of Stayton will maintain the shelter thereafter. The cost of installation will be covered by Cherriots, possibly using STF grant funds coming available in the 2019-21 biennium. If so, construction could begin in summer 2019.

2. Welcome new members [Ted Stonecliffe] -

Ted welcomed the two new STFAC members, Beth Jackson and Bryant Baird. Beth and Bryant were appointed to the STFAC by the Cherriots Board of Directors at the September board meeting. Though the STFAC now has a full appointment, Cherriots is still actively recruiting applicants as there are four current members up for reappointment at the end of this year. Also, the Cherriots Board of Directors could decide to expand the STFAC at any time and the committee is especially short on members from Polk County.

E. ACTION ITEMS:

1. Recommendation on STFAC bylaw revisions [Ted Stonecliffe] -

There are two revisions to the STFAC bylaws up for recommendation. One is some clarifying language on the method of filling vacancies in Section II of Article II. The other is some additional language in Section I of Article II on the requirement by Oregon Administrative Rule 732-005-0031(10) that the STFAC have a minimum of five members. This change does not affect the quorum requirements under Section III.

Marja Byers motioned for the STFAC to recommend the STFAC bylaw revisions as written to the Cherriots Board of Directors. John Hammill

seconded the motion. The motion passed unanimously among voting members.

F. DISCUSSION ITEMS:

1. Presentation – FY19-21 STF/5310 grant solicitation process [Arla Miller] –

Arla Miller introduced herself as the Oregon Department of Transportation (ODOT) Regional Transit Coordinator for the north coast and north Willamette Valley area. Arla presented on the requirements of the STFAC, the Special Transportation Fund (STF) and Section 5310 Rural Formula programs and their purposes, and the funding sources for these two grants.

The requirements of the STFAC include:

- 1) Must be appointed by the governing board of the STF Agency;
- 2) Have at least the minimum number of members for the type of committee (tribal or district/county);
- 3) Comply with the public involvement policies of the STF Agency;
- 4) Comply with the state of Oregon’s public meeting laws;
- 5) Hold meetings a sufficient number of times as necessary to advise the STF Agency and carry out the purposes of the Special Transportation Fund. At a minimum, the advisory committee must meet twice a year;
- 6) Be involved in developing the Coordinated Plan: the STF Committee must advise the STF Agency before the plan is adopted;
- 7) Maintain written bylaws that define membership, terms of office, responsibilities, meeting schedule, etc, as directed by the STF Agency. The bylaws must be available to the public;
- 8) Keep records of all meetings.

Additionally, STFAC members are considered public officers under Oregon law. Any questions regarding the responsibilities of public officers, or any of the STFAC requirements, can be directed to Ted Stonecliffe.

The STF program was created in 1985 by the Oregon Legislature and is funded by taxes on cigarettes, ID cards, and other funds from ODOT. There are 42 STF Agencies in Oregon, including the nine federally

recognized tribes. The STF program is governed by Oregon Revised Statutes and Oregon Administrative Rules. These statutes and rules are covered in the STF Guidebook which can be found on the ODOT website. The purpose of the STF program is to fund transportation of seniors and individuals with disabilities of any age. The funds can be used for operations, equipment, planning, travel training, or as local match for federal dollars.

The Section 5310 Rural Formula program is funding from the Federal Transit Administration which is distributed to states using a population based formula set by Congress. These funds are also for transportation of seniors and individuals with disabilities; however, this program requires matching funds and is only available to public transportation agencies providing rural service. Eligible projects are operations, travel training, preventive maintenance, and purchased service. Operations projects require a 50 percent match and all other projects require a 20 percent match.

The estimated allocations to Cherriots for the fiscal year 2019-2021 biennium are:

- Section 5310 Rural Formula ~ \$2,132,664.00
- STF program ~ \$1,992,724.00

The solicitation schedule is currently being drafted. Applications will likely be made available by Cherriots during the second week of December, followed by an application training during the third week of December, with a due date of mid-January, and the Technical Advisory Committee meeting at the end of January. More details will be shared with the STFAC once the schedule is finalized.

The STF and Section 5310 programs are separate from the new Statewide Transportation Improvement Fund (STIF). Although, Cherriots will be producing a sub-allocation of STIF dollars which could be used to match federal dollars for certain projects. The STIF has no matching requirement and is geared towards expanding services, but cannot be used to supplant existing services.

2. September 2019 service change overview [Chris French] –

Cherriots is planning service changes for September 2019 and May of 2020 due to the new STIF dollars coming available. The service change plan was recommended to the Cherriots Board of Directors by the STIF Advisory Committee, the board approved the recommendation, and the application was submitted to ODOT on November 1. As required by ODOT, the application includes two plans; one at 100 percent of the expected tax revenue, and one at 130 percent of expected tax revenue. Cherriots will be moving forward with planning on the 100 percent plan.

The 100 percent plan begins with extending evening hours and adding Saturday service on some Local and Regional routes in September 2019. Cherriots LIFT service hours will also be extended in the evenings and on Saturdays as paratransit service hours are required to mirror those of the Local service. Sunday and holiday service will be added to some Local and Regional routes, and Cherriots LIFT, later in 2020. The benefit of rolling out these service changes in phases is to avoid the possibility of having to cut them back if funding levels come in below the estimated amounts.

Cherriots will also be asking the board to update the fare policy to include a new youth fare structure for Local and Regional routes. For more detailed information about the service changes STFAC members are directed to the memo provided in the agenda packet for today's meeting.

Cherriots will also be sub-allocating some of the STIF dollars to the City of Woodburn and the City of Silverton. The City of Silverton is planning additional mid-day service by hiring a transit coordinator/driver and also conducting a study to determine what the needs of the community are for use in future allocations.

Kathleen McClaskey provided an overview of Woodburn Transit's plan to start weekend service and add a 30 minute loop to the most frequently used stops in town. They will also be purchasing another vehicle in order to implement their plan and looking into bettering connections with Canby Area Transit and Cherriots.

3. 2019 meeting dates [Ted Stonecliffe] –

Copies of the 2019 STFAC meeting dates document have been provided to all STFAC members. A Technical Advisory Committee meeting has been tentatively scheduled for January 29 from 9:30 a.m. to 2:00 p.m. Cherriots staff will send out an official invitation and an updated meeting date document once the dates and times have been finalized.

4. Provider Updates:

None

5. Round Table Topics:

Victor Reppeto asked if there was anything new applicants could do to be ready for the upcoming grant cycle. Ted Stonecliffe and the STFAC members had the following suggestions:

- Attend the application training session that Cherriots will offer sometime during the third week of December. More information will be made available when the solicitation timeline is finalized.
- The Technical Advisory Committee will be discussing and ranking applications based on the information provided in the applications and the presentations given by the applicants. So, having a complete application and a well versed presentation can be helpful.
- Existing services that are known to perform well are given priority over new services with unknown levels of performance.
- All eligible projects must be found within the Coordinated Public Transit – Human Services Transportation Plan (available on the Cherriots.org website).

One of the most noticeable unmet needs in rural Marion and Polk counties is the lack of first and last mile connections to public transit. STFAC members are encouraged to get the word out to organizations that may be interested in applying for funds to try and meet this need in their communities.

G. ADJOURN: The meeting adjourned at 3:59 p.m.

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

NEXT MEETING:

Tuesday, January 8, 2019; 3:00 - 4:30 PM

Courthouse Square Building, Senator Hearing Room

555 Court St NE, Salem, OR 97301



To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: December 13, 2018

Subject: January 2019 Service Change Briefing

ISSUE

Shall the Board receive a briefing regarding changes to Cherriots fixed route services beginning January 6, 2019?

BACKGROUND AND FINDINGS

Service Changes

Every four months in January, May and September, service changes are implemented based on input from customers, transit operators, Cherriots employees, and performance monitoring results. Here is what is changing on January 7, 2019.

Local Bus Service

Modified Schedule Times

- **Route 2**
 - Scheduled times will be adjusted based on the Time Point Camera review that was conducted last spring.
- **Route 7**
 - Extended time on this route will begin at 1 p.m. Currently it begins at 2 p.m.
- **Route 17**
 - Prior to 2 p.m., scheduled times will be adjusted based on operator feedback.

Deadhead Adjustments

- Buses deadheading to and from KTC will see increases in time ranging from 1-3 minutes depending on the time of day.

Regional Bus Service

Stop Name Correction

- **Route 20X**
 - Stop ID 1464; Change stop name on printed materials / website to Mt. Angel - Church @ Cleveland.

FINANCIAL IMPACT

This plan has an increase of 126 in **daily (ANNUAL)** Revenue Hours and 0 Revenue Miles for an annualized increase of \$15,858.36. This increase was included in the adopted FY19 Budget.

RECOMMENDATION

Information Only

Information only



To: Board of Directors

From: Jeremy Jorstad, Transit Planner I
Chris French, Senior Planner

Thru: Allan Pollock, General Manager

Date: December 13, 2019

Subject: Performance Report – FY19 Q1

ISSUE

Shall the Board receive an information briefing on Cherriots services for the first quarter of FY19?

BACKGROUND AND FINDINGS

Performance measures for the first quarter of Fiscal Year 2019 (FY19 Q1) are included in Attachment A. FY19 Q1 began July 1, 2018 and ended September 30, 2018. All data is compared to the previous fiscal year, FY18. The data for these measures are derived from adjusted Trapeze schedules, vehicle fareboxes, rider counting systems, and reservation software (RouteMatch and Mobility DR).

Revenue Hours, Revenue Miles, and Boardings

Cherriots Local

Includes local bus service, Qualified Human Service Organization (QHSO) routes, and the West Salem Connector.

- *Revenue Hours* – Down 0.6% (-4.1 Revenue Hours/Day)
 - *Year-To-Date Total* – 40,918
- *Revenue Miles* – Up 0.02% (1.7 Revenue Miles/Day)
 - *Year-To-Date Total* – 504,710
- *Boardings* – Down 2.1% (-242.8 Boardings/Day)
 - *Year-To-Date Total* – 703,605

Cherriots Regional

Includes regional express routes and regional flex zones.

- *Revenue Hours* – Down 8.2% (-7.0 Revenue Hours/Day)
 - *Year-To-Date Total* – 4,949
- *Revenue Miles* – Down 19.5% (-389.9 Revenue Miles/Day)
 - *Year-To-Date Total* – 101,588
- *Boardings* – Down 4.9% (-25.4 Boardings/Day)
 - *Year-To-Date Total* – 30,911

Cherriots Shop and Ride

Includes dial-a-ride and shopper shuttle.

- *Revenue Hours* – Up 37.0% (6.6 Revenue Hours/Day)
 - *Year-To-Date Total* – 1,559
- *Revenue Miles* – Up 35.9% (71.2 Revenue Miles/Day)
 - *Year-To-Date Total* – 16,983
- *Boardings* – Up 30.0% (10.8 Boardings/Day)
 - *Year-To-Date Total* – 2,947

Cherriots LIFT

Paratransit

- *Revenue Hours* – Up 2.8% (7.0 Revenue Hours/Day)
 - *Year-To-Date Total* – 16,245
- *Revenue Miles* – Up 16.0% (518.8 Revenue Miles/Day)
 - *Year-To-Date Total* – 236,679
- *Boardings* – Down 1.1% (-6.0 Boardings/Day)
 - *Year-To-Date Total* – 16,672

FINANCIAL IMPACT

Information item only.

RECOMMENDATION

Information item only.

PROPOSED MOTION

Information item only.

ATTACHMENT A

FY19 Q1 Performance

Measures

July - September 2018

Table 1. Total Revenue Hours

Table 2. Average Revenue Hours / Day

Table 3. Total Revenue Miles

Table 4. Average Revenue Miles / Day

Table 5. Total Boardings

Table 6. Average Boardings / Day

Table 7. Average Boardings / Revenue Hour

Table 8. Year-to-Date Total Revenue Hours, Revenue Miles, and Boardings

Table 1. Total Revenue Hours

Route (Service Days)	FY18 Q1				FY19 Q1			
	Jul 2017 20	Aug 2017 23	Sept 2017 20	Total 63	Jul 2018 21	Aug 2018 23	Sept 2018 19	Total 63
LOCAL BUS SERVICE								
2 - Market / Brown	1,082	1,244	1,081	3,407	1,136	1,245	1,028	3,409
3 - Portland Road	600	690	599	1,889	630	690	570	1,890
4 - State Street	306	352	306	964	323	354	590	1,267
5 - Center Street	1,134	1,304	1,133	3,571	1,192	1,305	1,078	3,575
6 - Fairview Industrial	434	499	454	1,387	474	519	429	1,422
7 - Mission Street	312	359	309	980	325	356	365	1,046
8 - 12th / Liberty	460	529	459	1,448	480	525	436	1,441
9 - Cherry / River Road	616	708	614	1,938	645	707	584	1,936
11 - Lancaster / Verda	1,800	2,072	1,790	5,662	1,967	2,156	1,923	6,046
12 - Hayesville Drive	296	340	296	932	310	340	281	931
13 - Silverton Road	489	562	392	1,443	405	445	367	1,217
14 - Windsor Island Road	307	354	307	968	323	353	292	968
15X - Airport Rd Park and Ride Express	403	463	20	886	N/A	N/A	N/A	N/A
16 - Wallace Road	208	240	189	637	211	232	191	634
17 - Edgewater Street	974	1,120	979	3,073	1,044	1,143	945	3,132
18 - 12th / Liberty	459	528	461	1,448	486	532	439	1,457
19 - Broadway / River Road	1,162	1,336	1,163	3,661	1,220	1,336	1,101	3,657
21 - South Commercial	1,100	1,268	1,102	3,470	1,157	1,268	1,047	3,472
22 - Library Loop	124	143	213	480	228	250	207	685
23 - Lansing / Hawthorne	298	343	298	939	313	343	283	939
24 - State / Lancaster	305	351	305	961	321	351	N/A	672
26 - Glen Creek / Orchard Heights	N/A	N/A	N/A	N/A	164	180	149	493
27 - Glen Creek / Eola	N/A	N/A	N/A	N/A	176	192	159	527
<i>Total</i>	<i>12,869</i>	<i>14,805</i>	<i>12,470</i>	<i>40,144</i>	<i>13,530</i>	<i>14,822</i>	<i>12,464</i>	<i>40,816</i>
LOCAL ON-DEMAND								
West Salem Connector	300	345	300	945	N/A	N/A	N/A	N/A
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	14	16	20	50	21	23	19	63
92 - Rockwest	11	12	12	35	13	14	12	39
<i>Total</i>	<i>25</i>	<i>28</i>	<i>32</i>	<i>85</i>	<i>34</i>	<i>37</i>	<i>31</i>	<i>102</i>
<i>Cherriots Local Total</i>	<i>13,194</i>	<i>15,178</i>	<i>12,802</i>	<i>41,174</i>	<i>13,564</i>	<i>14,859</i>	<i>12,495</i>	<i>40,918</i>
REGIONAL EXPRESS ROUTES								
1X - Wilsonville / Salem Express	197	226	197	620	207	226	188	621
2X - Grand Ronde / Salem Express	304	350	303	654	N/A	N/A	N/A	N/A
10X - Woodburn / Salem Express	243	275	252	770	301	312	256	869
20X - N. Marion Co. / Salem Express	242	283	241	766	290	315	253	858
30X - Santiam / Salem Express	231	244	240	715	259	287	239	785
40X - Polk County / Salem Express	288	330	289	907	297	335	270	902
50X - Dallas / Salem Express	55	70	55	180	57	63	51	171
<i>Total</i>	<i>1,560</i>	<i>1,778</i>	<i>1,577</i>	<i>4,612</i>	<i>1,411</i>	<i>1,538</i>	<i>1,257</i>	<i>4,206</i>
REGIONAL FLEX ROUTE								
Polk County Flex	251	288	239	778	219	251	273	743
<i>Cherriots Regional Total</i>	<i>1,811</i>	<i>2,066</i>	<i>1,816</i>	<i>5,390</i>	<i>1,630</i>	<i>1,789</i>	<i>1,530</i>	<i>4,949</i>
SHOP AND RIDE								
Dial-a-Ride	206	243	285	734	375	410	288	1,073
Shopper Shuttle	127	148	129	404	183	178	125	486
<i>Cherriots Shop and Ride Total</i>	<i>333</i>	<i>391</i>	<i>414</i>	<i>1,138</i>	<i>558</i>	<i>588</i>	<i>413</i>	<i>1,559</i>
LIFT								
ADA	2,080	2,537	2,235	6,852	2,239	2,587	2,093	6,919
DD53	2,999	3,101	2,855	8,955	3,109	3,378	2,839	9,326
<i>Cherriots LIFT Total</i>	<i>5,079</i>	<i>5,638</i>	<i>5,090</i>	<i>15,807</i>	<i>5,348</i>	<i>5,965</i>	<i>4,932</i>	<i>16,245</i>

Table 2. Average Revenue Hours / Day

Route	FY18 Q1				FY19 Q1				Percent Change
	Jul 2017	Aug 2017	Sept 2017	Total	Jul 2018	Aug 2018	Sept 2018	Total	
(Service Days)	20	23	20	63	21	23	19	63	
LOCAL BUS SERVICE									
2 - Market / Brown	54.1	54.1	54.1	54.1	54.1	54.1	54.1	54.1	0.1%
3 - Portland Road	30.0	30.0	30.0	30.0	30.0	30.0	30.0	30.0	0.1%
4 - State Street	15.3	15.3	15.3	15.3	15.4	15.4	31.1	20.1	31.4%
5 - Center Street	56.7	56.7	56.7	56.7	56.8	56.7	56.7	56.7	0.1%
6 - Fairview Industrial	21.7	21.7	22.7	22.0	22.6	22.6	22.6	22.6	2.5%
7 - Mission Street	15.6	15.6	15.5	15.6	15.5	15.5	19.2	16.6	6.7%
8 - 12th / Liberty	23.0	23.0	23.0	23.0	22.9	22.8	22.9	22.9	-0.5%
9 - Cherry / River Road	30.8	30.8	30.7	30.8	30.7	30.7	30.7	30.7	-0.1%
11 - Lancaster / Verda	90.0	90.1	89.5	89.9	93.7	93.7	101.2	96.0	6.8%
12 - Hayesville Drive	14.8	14.8	14.8	14.8	14.8	14.8	14.8	14.8	-0.1%
13 - Silverton Road	24.5	24.4	19.6	22.9	19.3	19.3	19.3	19.3	-15.7%
14 - Windsor Island Road	15.4	15.4	15.4	15.4	15.4	15.3	15.4	15.4	0.0%
15X - Airport Rd Park and Ride Express	20.2	20.1	1.0	14.1	N/A	N/A	N/A	N/A	N/A
16 - Wallace Road	10.4	10.4	9.5	10.1	10.0	10.1	10.1	10.1	-0.5%
17 - Edgewater Street	48.7	48.7	49.0	48.8	49.7	49.7	49.7	49.7	1.9%
18 - 12th / Liberty	23.0	23.0	23.1	23.0	23.1	23.1	23.1	23.1	0.6%
19 - Broadway / River Road	58.1	58.1	58.2	58.1	58.1	58.1	57.9	58.0	-0.1%
21 - South Commercial	55.0	55.1	55.1	55.1	55.1	55.1	55.1	55.1	0.1%
22 - Library Loop	6.2	6.2	10.7	7.6	10.9	10.9	10.9	10.9	42.7%
23 - Lansing / Hawthorne	14.9	14.9	14.9	14.9	14.9	14.9	14.9	14.9	0.0%
24 - State / Lancaster	15.3	15.3	15.3	15.3	15.3	15.3	N/A	10.7	-30.1%
26 - Glen Creek / Orchard Heights	N/A	N/A	N/A	N/A	7.8	7.8	7.8	7.8	N/A
27 - Glen Creek / Eola	N/A	N/A	N/A	N/A	8.4	8.3	8.4	8.4	N/A
<i>Total</i>	643.5	643.7	623.5	637.2	644.3	644.4	656.0	647.9	1.7%
LOCAL ON-DEMAND									
West Salem Connector	15.0	15.0	15.0	15.0	N/A	N/A	N/A	N/A	N/A
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	0.7	0.7	1.0	0.8	1.0	1.0	1.0	1.0	26.0%
92 - Rockwest	0.6	0.5	0.6	0.6	0.6	0.6	0.6	0.6	11.4%
<i>Total</i>	1.3	1.2	1.6	1.3	1.6	1.6	1.6	1.6	20.0%
<i>Cherriots Local Total</i>	659.7	659.9	640.1	653.6	645.9	646.0	657.6	649.5	-0.6%
REGIONAL EXPRESS ROUTES									
1X - Wilsonville / Salem Express	9.9	9.8	9.9	9.8	9.9	9.8	9.9	9.9	0.2%
2X - Grand Ronde / Salem Express	15.2	15.2	15.2	10.4	N/A	N/A	N/A	N/A	N/A
10X - Woodburn / Salem Express	12.6	12.0	12.6	12.2	14.3	13.6	13.5	13.8	12.9%
20X - N. Marion Co. / Salem Express	12.1	12.3	12.1	12.2	13.8	13.7	13.3	13.6	12.0%
30X - Santiam / Salem Express	12.0	10.6	12.0	11.3	12.3	12.5	12.6	12.5	9.8%
40X - Polk County / Salem Express	14.5	14.3	14.5	14.4	14.1	14.6	14.2	14.3	-0.6%
50X - Dallas / Salem Express	2.8	3.0	2.8	2.9	2.7	2.7	2.7	2.7	-5.0%
<i>Total</i>	78.0	77.3	78.9	73.2	67.2	66.9	66.2	66.8	-8.8%
REGIONAL FLEX ROUTE									
Polk County Flex	12.6	12.5	12.0	12.3	10.4	10.9	14.4	11.8	-4.5%
<i>Cherriots Regional Total</i>	90.6	89.8	90.8	85.6	77.6	77.8	80.5	78.6	-8.2%
SHOP AND RIDE									
Dial-a-Ride	10.3	10.6	14.3	11.7	17.9	17.8	15.2	17.0	46.2%
Shopper Shuttle	6.4	6.4	6.5	6.4	8.7	7.7	6.6	7.7	20.3%
<i>Cherriots Shop and Ride Total</i>	16.7	17.0	20.7	18.1	26.6	25.6	21.7	24.7	37.0%
LIFT									
ADA	104.0	110.3	111.8	108.8	106.6	112.5	110.2	109.8	1.0%
DD53	150.0	134.8	142.8	142.1	148.0	146.9	149.4	148.0	4.1%
<i>Cherriots LIFT Total</i>	254.0	245.1	254.5	250.9	254.7	259.3	259.6	257.9	2.8%

Table 3. Total Revenue Miles

Route (Service Days)	FY18 Q1				FY19 Q1			
	Jul 2017 20	Aug 2017 23	Sept 2017 20	Total 63	Jul 2018 21	Aug 2018 23	Sept 2018 19	Total 63
LOCAL BUS SERVICE								
2 - Market / Brown	13,685	15,729	13,677	43,091	14,368	15,737	13,000	43,105
3 - Portland Road	7,028	8,080	7,016	22,124	7,408	8,113	6,702	22,223
4 - State Street	3,017	3,470	3,017	9,504	3,193	3,497	5,834	12,524
5 - Center Street	12,970	14,919	12,976	40,865	13,649	14,949	12,349	40,947
6 - Fairview Industrial	6,816	7,837	6,812	21,465	7,142	7,831	6,510	21,483
7 - Mission Street	4,099	4,714	4,099	12,912	4,304	4,714	3,861	12,879
8 - 12th / Liberty	6,150	7,072	6,174	19,396	6,457	7,072	5,867	19,396
9 - Cherry / River Road	9,113	10,480	9,102	28,695	9,568	10,479	8,656	28,703
11 - Lancaster / Verda	23,551	27,115	23,576	74,242	25,370	27,802	25,645	78,817
12 - Hayesville Drive	3,817	4,390	3,817	12,024	4,008	4,390	3,739	12,137
13 - Silverton Road	5,833	6,707	5,833	18,373	6,094	6,688	5,325	18,107
14 - Windsor Island Road	4,533	5,213	4,533	14,279	4,760	5,213	4,306	14,279
15X - Airport Rd Park and Ride Express	4,160	4,784	208	9,152	N/A	N/A	N/A	N/A
16 - Wallace Road	2,211	2,542	2,280	7,033	2,932	3,211	2,545	8,688
17 - Edgewater Street	9,279	10,671	8,958	28,908	9,543	10,453	8,642	28,638
18 - 12th / Liberty	6,273	7,213	6,263	19,749	6,575	7,213	5,959	19,747
19 - Broadway / River Road	14,027	16,142	14,037	44,206	14,733	16,133	13,322	44,188
21 - South Commercial	13,623	15,695	13,648	42,966	14,319	15,685	12,966	42,970
22 - Library Loop	1,207	1,388	1,207	3,802	1,302	1,426	1,178	3,906
23 - Lansing / Hawthorne	3,859	4,438	3,859	12,156	4,052	4,438	3,666	12,156
24 - State / Lancaster	3,552	4,084	3,552	11,188	3,729	4,084	N/A	7,813
26 - Glen Creek / Orchard Heights	N/A	N/A	N/A	N/A	1,611	1,765	1,458	4,834
27 - Glen Creek / Eola	N/A	N/A	N/A	N/A	2,390	2,618	2,162	7,170
<i>Total</i>	<i>158,803</i>	<i>182,683</i>	<i>154,644</i>	<i>496,130</i>	<i>167,507</i>	<i>183,511</i>	<i>153,692</i>	<i>504,710</i>
LOCAL ON-DEMAND								
West Salem Connector	3,532	2,174	2,766	8,472	N/A	N/A	N/A	N/A
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	116	134	116	366	122	134	111	367
92 - Rockwest	192	221	192	605	202	221	183	606
<i>Total</i>	<i>308</i>	<i>355</i>	<i>308</i>	<i>971</i>	<i>324</i>	<i>355</i>	<i>294</i>	<i>973</i>
<i>Cherriots Local Total</i>	<i>162,643</i>	<i>185,212</i>	<i>157,718</i>	<i>505,573</i>	<i>167,831</i>	<i>183,866</i>	<i>153,986</i>	<i>505,683</i>
REGIONAL EXPRESS ROUTES								
1X - Wilsonville / Salem Express	6,398	7,358	6,398	20,154	6,718	7,326	6,078	20,122
2X - Grand Ronde / Salem Express	10,485	12,058	10,485	22,543	N/A	N/A	N/A	N/A
10X - Woodburn / Salem Express	5,340	5,592	4,918	15,850	5,559	5,832	4,814	16,205
20X - N. Marion Co. / Salem Express	5,853	6,726	5,561	18,140	6,174	6,829	5,836	18,839
30X - Santiam / Salem Express	5,024	5,593	5,047	15,664	5,329	5,767	4,897	15,993
40X - Polk County / Salem Express	5,939	6,580	5,987	18,506	6,207	6,696	5,643	18,546
50X - Dallas / Salem Express	1,331	1,590	1,464	4,385	1,424	1,535	1,290	4,249
<i>Total</i>	<i>40,370</i>	<i>45,497</i>	<i>39,860</i>	<i>115,242</i>	<i>31,411</i>	<i>33,985</i>	<i>28,558</i>	<i>93,954</i>
REGIONAL FLEX ROUTE								
Polk County Flex	3,430	4,006	3,476	10,912	2,613	2,821	2,200	7,634
<i>Cherriots Regional Total</i>	<i>43,800</i>	<i>49,503</i>	<i>43,336</i>	<i>126,154</i>	<i>34,024</i>	<i>36,806</i>	<i>30,758</i>	<i>101,588</i>
SHOP AND RIDE								
Dial-a-Ride	2,405	2,919	3,726	9,050	4,186	4,651	3,484	12,321
Shopper Shuttle	979	1,221	1,250	3,450	1,663	1,747	1,252	4,662
<i>Cherriots Shop and Ride Total</i>	<i>3,384</i>	<i>4,140</i>	<i>4,976</i>	<i>12,500</i>	<i>5,849</i>	<i>6,398</i>	<i>4,736</i>	<i>16,983</i>
LIFT								
ADA	26,392	33,517	28,166	88,075	47,886	30,573	25,211	103,670
DD53	37,255	40,966	37,696	115,917	54,391	42,534	36,084	133,009
<i>Cherriots LIFT Total</i>	<i>63,647</i>	<i>74,483</i>	<i>65,862</i>	<i>203,992</i>	<i>102,277</i>	<i>73,107</i>	<i>61,295</i>	<i>236,679</i>

Table 4. Average Revenue Miles / Day

Route	FY18 Q1				FY19 Q1				Percent Change
	Jul 2017	Aug 2017	Sept 2017	Total	Jul 2018	Aug 2018	Sept 2018	Total	
(Service Days)	20	23	20	63	21	23	19	63	
LOCAL BUS SERVICE									
2 - Market / Brown	684.3	683.9	683.9	684.0	684.2	684.2	684.2	684.2	0.0%
3 - Portland Road	351.4	351.3	350.8	351.2	352.8	352.7	352.7	352.7	0.4%
4 - State Street	150.9	150.9	150.9	150.9	152.0	152.0	307.1	198.8	31.8%
5 - Center Street	648.5	648.7	648.8	648.7	650.0	650.0	649.9	650.0	0.2%
6 - Fairview Industrial	340.8	340.7	340.6	340.7	340.1	340.5	342.6	341.0	0.1%
7 - Mission Street	205.0	205.0	205.0	205.0	205.0	205.0	203.2	204.4	-0.3%
8 - 12th / Liberty	307.5	307.5	308.7	307.9	307.5	307.5	308.8	307.9	0.0%
9 - Cherry / River Road	455.7	455.7	455.1	455.5	455.6	455.6	455.6	455.6	0.0%
11 - Lancaster / Verda	1,177.6	1,178.9	1,178.8	1,178.4	1,208.1	1,208.8	1,349.7	1,251.1	6.2%
12 - Hayesville Drive	190.9	190.9	190.9	190.9	190.9	190.9	196.8	192.7	0.9%
13 - Silverton Road	291.7	291.6	291.7	291.6	290.2	290.8	280.3	287.4	-1.4%
14 - Windsor Island Road	226.7	226.7	226.7	226.7	226.7	226.7	226.6	226.7	0.0%
15X - Airport Rd Park and Ride Express	208.0	208.0	10.4	145.3	N/A	N/A	N/A	N/A	N/A
16 - Wallace Road	110.6	110.5	114.0	111.6	139.6	139.6	133.9	137.9	23.5%
17 - Edgewater Street	464.0	464.0	447.9	458.9	454.4	454.5	454.8	454.6	-0.9%
18 - 12th / Liberty	313.7	313.6	313.2	313.5	313.1	313.6	313.6	313.4	0.0%
19 - Broadway / River Road	701.4	701.8	701.9	701.7	701.6	701.4	701.2	701.4	0.0%
21 - South Commercial	681.2	682.4	682.4	682.0	681.9	682.0	682.4	682.1	0.0%
22 - Library Loop	60.4	60.3	60.4	60.3	62.0	62.0	62.0	62.0	2.7%
23 - Lansing / Hawthorne	193.0	193.0	193.0	193.0	193.0	193.0	192.9	193.0	0.0%
24 - State / Lancaster	177.6	177.6	177.6	177.6	177.6	177.6	N/A	124.0	-30.2%
26 - Glen Creek / Orchard Heights	N/A	N/A	N/A	N/A	76.7	76.7	76.7	76.7	N/A
27 - Glen Creek / Eola	N/A	N/A	N/A	N/A	113.8	113.8	113.8	113.8	N/A
<i>Total</i>	<i>7,940.2</i>	<i>7,942.7</i>	<i>7,732.2</i>	<i>7,875.1</i>	<i>7,976.5</i>	<i>7,978.7</i>	<i>8,089.1</i>	<i>8,011.3</i>	<i>1.7%</i>
LOCAL ON-DEMAND									
West Salem Connector	176.6	94.5	138.3	134.5	N/A	N/A	N/A	N/A	N/A
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	5.8	5.8	5.8	5.8	5.8	5.8	5.8	5.8	0.3%
92 - Rockwest	9.6	9.6	9.6	9.6	9.6	9.6	9.6	9.6	0.2%
<i>Total</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.4</i>	<i>15.5</i>	<i>15.4</i>	<i>0.2%</i>
<i>Cherriots Local Total</i>	<i>8,132.2</i>	<i>8,052.7</i>	<i>7,885.9</i>	<i>8,025.0</i>	<i>7,992.0</i>	<i>7,994.2</i>	<i>8,104.5</i>	<i>8,026.7</i>	<i>0.0%</i>
REGIONAL EXPRESS ROUTES									
1X - Wilsonville / Salem Express	319.9	319.9	319.9	319.9	319.9	318.5	319.9	319.4	-0.2%
2X - Grand Ronde / Salem Express	524.3	524.3	524.3	357.8	N/A	N/A	N/A	N/A	N/A
10X - Woodburn / Salem Express	267.0	243.1	245.9	251.6	264.7	253.6	253.4	257.2	2.2%
20X - N. Marion Co. / Salem Express	292.7	292.4	278.1	287.9	294.0	296.9	307.2	299.0	3.9%
30X - Santiam / Salem Express	251.2	243.2	252.4	248.6	253.8	250.7	257.7	253.9	2.1%
40X - Polk County / Salem Express	297.0	286.1	299.4	293.7	295.6	291.1	297.0	294.4	0.2%
50X - Dallas / Salem Express	66.6	69.1	73.2	69.6	67.8	66.7	67.9	67.4	-3.1%
<i>Total</i>	<i>2,018.5</i>	<i>1,978.1</i>	<i>1,993.0</i>	<i>1,829.2</i>	<i>1,495.8</i>	<i>1,477.6</i>	<i>1,503.1</i>	<i>1,491.3</i>	<i>-18.5%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	171.5	174.2	173.8	173.2	124.4	122.7	115.8	121.2	-30.0%
<i>Cherriots Regional Total</i>	<i>2,190.0</i>	<i>2,152.3</i>	<i>2,166.8</i>	<i>2,002.4</i>	<i>1,620.2</i>	<i>1,600.3</i>	<i>1,618.8</i>	<i>1,612.5</i>	<i>-19.5%</i>
SHOP AND RIDE									
Dial-a-Ride	120.3	126.9	186.3	143.7	199.3	202.2	183.4	195.6	36.1%
Shopper Shuttle	49.0	53.1	62.5	54.8	79.2	76.0	65.9	74.0	35.1%
<i>Cherriots Shop and Ride Total</i>	<i>169.2</i>	<i>180.0</i>	<i>248.8</i>	<i>198.4</i>	<i>278.5</i>	<i>278.2</i>	<i>249.3</i>	<i>269.6</i>	<i>35.9%</i>
LIFT									
ADA	1,319.6	1,457.3	1,408.3	1,398.0	2,280.3	1,329.3	1,326.9	1,645.6	17.7%
DD53	1,862.8	1,781.1	1,884.8	1,840.0	2,590.0	1,849.3	1,899.2	2,111.3	14.7%
<i>Cherriots LIFT Total</i>	<i>3,182.4</i>	<i>3,238.4</i>	<i>3,293.1</i>	<i>3,238.0</i>	<i>4,870.3</i>	<i>3,178.6</i>	<i>3,226.1</i>	<i>3,756.8</i>	<i>16.0%</i>

Table 5. Total Boardings

Route (Service Days)	FY18 Q1				FY19 Q1			
	Jul 2017 20	Aug 2017 23	Sept 2017 20	Total 63	Jul 2018 21	Aug 2018 23	Sept 2018 19	Total 63
LOCAL BUS SERVICE								
2 - Market / Brown	20,808	22,199	23,249	66,256	20,556	22,497	21,975	65,028
3 - Portland Road	13,140	14,456	13,614	41,210	12,586	13,761	13,195	39,542
4 - State Street	5,605	5,892	6,069	17,566	5,813	6,779	13,138	25,730
5 - Center Street	22,578	24,364	23,315	70,257	20,944	23,743	21,261	65,948
6 - Fairview Industrial	6,054	6,124	5,520	17,698	5,244	5,527	4,059	14,830
7 - Mission Street	5,541	6,254	5,598	17,393	5,099	5,730	4,128	14,957
8 - 12th / Liberty	8,713	9,783	9,622	28,118	8,031	8,780	8,213	25,024
9 - Cherry / River Road	8,900	9,734	8,657	27,291	8,727	10,050	8,504	27,281
11 - Lancaster / Verda	38,125	40,005	40,742	118,872	37,419	41,734	38,981	118,134
12 - Hayesville Drive	1,481	1,794	1,792	5,067	1,449	1,769	1,474	4,692
13 - Silverton Road	8,563	9,971	9,350	27,884	9,205	10,952	9,057	29,214
14 - Windsor Island Road	1,952	2,059	1,891	5,902	1,992	2,274	1,687	5,953
15X - Airport Rd Park and Ride Express	1,820	1,348	53	3,221	N/A	N/A	N/A	N/A
16 - Wallace Road	2,274	2,718	2,912	7,904	2,904	3,340	2,840	9,084
17 - Edgewater Street	11,900	13,512	12,354	37,766	12,706	14,293	12,100	39,099
18 - 12th / Liberty	7,267	8,585	8,041	23,893	7,793	8,498	7,596	23,887
19 - Broadway / River Road	26,335	28,838	28,336	83,509	26,383	29,664	26,990	83,037
21 - South Commercial	27,312	29,255	28,117	84,684	25,517	29,127	25,379	80,023
22 - Library Loop	1,033	1,256	1,006	3,295	1,399	1,181	1,200	3,780
23 - Lansing / Hawthorne	2,700	3,074	2,868	8,642	2,686	3,001	2,704	8,391
24 - State / Lancaster	5,842	6,231	5,811	17,884	6,668	7,124	N/A	13,792
26 - Glen Creek / Orchard Heights	N/A	N/A	N/A	N/A	599	635	802	2,036
27 - Glen Creek / Eola	N/A	N/A	N/A	N/A	913	1,129	658	2,700
<i>Total</i>	<i>227,943</i>	<i>247,452</i>	<i>238,917</i>	<i>714,312</i>	<i>224,633</i>	<i>251,588</i>	<i>225,941</i>	<i>702,162</i>
LOCAL ON-DEMAND								
West Salem Connector	732	900	1,079	2,711	N/A	N/A	N/A	N/A
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES								
91 - Garten Foundation	262	302	201	765	88	118	176	382
92 - Rockwest	350	380	381	1,111	336	419	306	1,061
<i>Total</i>	<i>612</i>	<i>682</i>	<i>582</i>	<i>1,876</i>	<i>424</i>	<i>537</i>	<i>482</i>	<i>1,443</i>
<i>Cherriots Local Total</i>	<i>229,287</i>	<i>249,034</i>	<i>240,578</i>	<i>718,899</i>	<i>225,057</i>	<i>252,125</i>	<i>226,423</i>	<i>703,605</i>
REGIONAL EXPRESS ROUTES								
1X - Wilsonville / Salem Express	2,856	2,979	2,567	8,402	2,694	3,303	2,869	8,866
2X - Grand Ronde / Salem Express	1,453	1,505	1,279	2,958	N/A	N/A	N/A	N/A
10X - Woodburn / Salem Express	1,050	1,172	1,139	3,361	1,112	1,183	1,166	3,461
20X - N. Marion Co. / Salem Express	716	704	613	2,033	608	696	674	1,978
30X - Santiam / Salem Express	1,102	1,094	1,035	3,231	1,137	1,450	1,179	3,766
40X - Polk County / Salem Express	2,409	2,809	2,936	8,154	2,935	3,358	3,106	9,399
50X - Dallas / Salem Express	424	536	484	1,444	440	528	392	1,360
<i>Total</i>	<i>10,010</i>	<i>10,799</i>	<i>10,053</i>	<i>29,583</i>	<i>8,926</i>	<i>10,518</i>	<i>9,386</i>	<i>28,830</i>
REGIONAL FLEX ROUTE								
Polk County Flex	970	1,041	919	2,930	776	825	480	2,081
<i>Cherriots Regional Total</i>	<i>10,980</i>	<i>11,840</i>	<i>10,972</i>	<i>32,513</i>	<i>9,702</i>	<i>11,343</i>	<i>9,866</i>	<i>30,911</i>
SHOP AND RIDE								
Dial-a-Ride	345	410	434	1,189	593	640	500	1,733
Shopper Shuttle	308	407	363	1,078	400	441	373	1,214
<i>Cherriots Shop and Ride Total</i>	<i>653</i>	<i>817</i>	<i>797</i>	<i>2,267</i>	<i>993</i>	<i>1,081</i>	<i>873</i>	<i>2,947</i>
LIFT								
ADA	4,921	5,745	5,321	15,987	4,973	5,696	4,789	15,458
DD53	6,241	6,428	6,181	18,850	6,373	6,816	5,813	19,002
<i>Cherriots LIFT Total</i>	<i>11,162</i>	<i>12,173</i>	<i>11,502</i>	<i>34,837</i>	<i>11,346</i>	<i>12,512</i>	<i>10,602</i>	<i>34,460</i>

Table 6. Average Boardings / Day

Route (Service Days)	FY18 Q1				FY19 Q1				Percent Change
	Jul 2017 20	Aug 2017 23	Sept 2017 20	Total 63	Jul 2018 21	Aug 2018 23	Sept 2018 19	Total 63	
LOCAL BUS SERVICE									
2 - Market / Brown	1,040.4	965.2	1,162.5	1,051.7	978.9	978.1	1,156.6	1,032.2	-1.9%
3 - Portland Road	657.0	628.5	680.7	654.1	599.3	598.3	694.5	627.7	-4.0%
4 - State Street	280.3	256.2	303.5	278.8	276.8	294.7	691.5	408.4	46.5%
5 - Center Street	1,128.9	1,059.3	1,165.8	1,115.2	997.3	1,032.3	1,119.0	1,046.8	-6.1%
6 - Fairview Industrial	302.7	266.3	276.0	280.9	249.7	240.3	213.6	235.4	-16.2%
7 - Mission Street	277.1	271.9	279.9	276.1	242.8	249.1	217.3	237.4	-14.0%
8 - 12th / Liberty	435.7	425.3	481.1	446.3	382.4	381.7	432.3	397.2	-11.0%
9 - Cherry / River Road	445.0	423.2	432.9	433.2	415.6	437.0	447.6	433.0	0.0%
11 - Lancaster / Verda	1,906.3	1,739.3	2,037.1	1,886.9	1,781.9	1,814.5	2,051.6	1,875.1	-0.6%
12 - Hayesville Drive	74.1	78.0	89.6	80.4	69.0	76.9	77.6	74.5	-7.4%
13 - Silvertown Road	428.2	433.5	467.5	442.6	438.3	476.2	476.7	463.7	4.8%
14 - Windsor Island Road	97.6	89.5	94.6	93.7	94.9	98.9	88.8	94.5	0.9%
15X - Airport Rd Park and Ride Express	91.0	58.6	2.7	161.1	N/A	N/A	N/A	N/A	N/A
16 - Wallace Road	113.7	118.2	145.6	125.5	138.3	145.2	149.5	144.2	14.9%
17 - Edgewater Street	595.0	587.5	617.7	599.5	605.0	621.4	636.8	620.6	3.5%
18 - 12th / Liberty	363.4	373.3	402.1	379.3	371.1	369.5	399.8	379.2	0.0%
19 - Broadway / River Road	1,316.8	1,253.8	1,416.8	1,325.5	1,256.3	1,289.7	1,420.5	1,318.0	-0.6%
21 - South Commercial	1,365.6	1,272.0	1,405.9	1,344.2	1,215.1	1,266.4	1,335.7	1,270.2	-5.5%
22 - Library Loop	51.7	54.6	50.3	52.3	66.6	51.3	63.2	60.0	14.7%
23 - Lansing / Hawthorne	135.0	133.7	143.4	137.2	127.9	130.5	142.3	133.2	-2.9%
24 - State / Lancaster	292.1	270.9	290.6	283.9	317.5	309.7	N/A	218.9	-22.9%
26 - Glen Creek / Orchard Heights	N/A	N/A	N/A	N/A	28.5	27.6	42.2	32.3	N/A
27 - Glen Creek / Eola	N/A	N/A	N/A	N/A	43.5	49.1	34.6	42.9	N/A
<i>Total</i>	<i>11,397.2</i>	<i>10,758.8</i>	<i>11,945.9</i>	<i>11,338.3</i>	<i>10,696.8</i>	<i>10,938.6</i>	<i>11,891.6</i>	<i>11,145.4</i>	<i>-1.7%</i>
LOCAL ON-DEMAND									
West Salem Connector	36.6	39.1	54.0	43.0	N/A	N/A	N/A	N/A	N/A
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	13.1	13.1	10.1	12.1	4.2	5.1	9.3	6.1	-50.1%
92 - Rockwest	17.5	16.5	19.1	17.6	16.0	18.2	16.1	16.8	-4.5%
<i>Total</i>	<i>30.6</i>	<i>29.7</i>	<i>29.1</i>	<i>29.8</i>	<i>20.2</i>	<i>23.3</i>	<i>25.4</i>	<i>22.9</i>	<i>-23.1%</i>
<i>Cherriots Local Total</i>	<i>11,464.4</i>	<i>10,827.6</i>	<i>12,028.9</i>	<i>11,411.1</i>	<i>10,717.0</i>	<i>10,962.0</i>	<i>11,917.0</i>	<i>11,168.3</i>	<i>-2.1%</i>
REGIONAL EXPRESS ROUTES									
1X - Wilsonville / Salem Express	142.8	129.5	128.4	133.4	128.3	143.6	151.0	140.7	5.5%
2X - Grand Ronde / Salem Express	72.7	65.4	64.0	47.0	N/A	N/A	N/A	N/A	N/A
10X - Woodburn / Salem Express	52.5	51.0	57.0	53.3	53.0	51.4	61.4	54.9	3.0%
20X - N. Marion Co. / Salem Express	35.8	30.6	30.7	32.3	29.0	30.3	35.5	31.4	-2.7%
30X - Santiam / Salem Express	55.1	47.6	51.8	51.3	54.1	63.0	62.1	59.8	16.6%
40X - Polk County / Salem Express	120.5	122.1	146.8	129.4	139.8	146.0	163.5	149.2	15.3%
50X - Dallas / Salem Express	21.2	23.3	24.2	22.9	21.0	23.0	20.6	21.6	-5.8%
<i>Total</i>	<i>500.5</i>	<i>469.5</i>	<i>502.7</i>	<i>469.6</i>	<i>425.0</i>	<i>457.3</i>	<i>494.0</i>	<i>457.6</i>	<i>-2.5%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	48.5	45.3	46.0	46.5	37.0	35.9	25.3	33.0	-29.0%
<i>Cherriots Regional Total</i>	<i>549.0</i>	<i>514.8</i>	<i>548.6</i>	<i>516.1</i>	<i>462.0</i>	<i>493.2</i>	<i>519.3</i>	<i>490.7</i>	<i>-4.9%</i>
SHOP AND RIDE									
Dial-a-Ride	17.3	17.8	21.7	18.9	28.2	27.8	26.3	27.5	45.8%
Shopper Shuttle	15.4	17.7	18.2	17.1	19.0	19.2	19.6	19.3	12.6%
<i>Cherriots Shop and Ride Total</i>	<i>32.7</i>	<i>35.5</i>	<i>39.9</i>	<i>36.0</i>	<i>47.3</i>	<i>47.0</i>	<i>45.9</i>	<i>46.8</i>	<i>30.0%</i>
LIFT									
ADA	246.1	249.8	266.1	253.8	236.8	247.7	252.1	245.4	-3.3%
DD53	312.1	279.5	309.1	299.2	303.5	296.3	305.9	301.6	0.8%
<i>Cherriots LIFT Total</i>	<i>558.1</i>	<i>529.3</i>	<i>575.1</i>	<i>553.0</i>	<i>540.3</i>	<i>544.0</i>	<i>558.0</i>	<i>547.0</i>	<i>-1.1%</i>

Table 7. Average Boardings / Revenue Hour



Route	FY18 Q1				FY19 Q1				Percent Change
	Jul 2017	Aug 2017	Sept 2017	Total	Jul 2018	Aug 2018	Sept 2018	Total	
(Service Days)	20	23	20	63	21	23	19	63	
LOCAL BUS SERVICE									
2 - Market / Brown	19.2	17.8	21.5	19.4	18.1	18.1	21.4	19.1	-1.9%
3 - Portland Road	21.9	21.0	22.7	21.8	20.0	19.9	23.1	20.9	-4.1%
4 - State Street	18.3	16.7	19.8	18.2	18.0	19.1	22.3	20.3	11.4%
5 - Center Street	19.9	18.7	20.6	19.7	17.6	18.2	19.7	18.4	-6.2%
6 - Fairview Industrial	13.9	12.3	12.2	12.8	11.1	10.6	9.5	10.4	-18.3%
7 - Mission Street	17.8	17.4	18.1	17.7	15.7	16.1	11.3	14.3	-19.4%
8 - 12th / Liberty	18.9	27.3	31.1	19.4	16.7	16.7	18.8	17.4	-10.6%
9 - Cherry / River Road	14.4	13.7	14.1	14.1	13.5	14.2	14.6	14.1	0.1%
11 - Lancaster / Verda	21.2	19.3	22.8	21.0	19.0	19.4	20.3	19.5	-6.9%
12 - Hayesville Drive	5.0	5.3	6.1	5.4	4.7	5.2	5.2	5.0	-7.3%
13 - Silverton Road	17.5	17.7	23.9	19.3	22.7	24.6	24.7	24.0	24.2%
14 - Windsor Island Road	6.4	5.8	6.2	6.1	6.2	6.4	5.8	6.1	0.9%
15X - Airport Rd Park and Ride Express	4.5	2.9	2.7	3.6	N/A	N/A	N/A	N/A	N/A
16 - Wallace Road	10.9	11.3	15.4	12.4	13.8	14.4	14.9	14.3	15.5%
17 - Edgewater Street	12.2	12.1	12.6	12.3	12.2	12.5	12.8	12.5	1.6%
18 - 12th / Liberty	15.8	16.3	17.4	16.5	16.0	16.0	17.3	16.4	-0.6%
19 - Broadway / River Road	22.7	21.6	24.4	22.8	21.6	22.2	24.5	22.7	-0.5%
21 - South Commercial	24.8	23.1	25.5	24.4	22.1	23.0	24.2	23.0	-5.6%
22 - Library Loop	8.3	8.8	4.7	6.9	6.1	4.7	5.8	5.5	-19.6%
23 - Lansing / Hawthorne	9.1	9.0	9.6	9.2	8.6	8.7	9.6	8.9	-2.9%
24 - State / Lancaster	19.2	17.8	19.1	18.6	20.8	20.3	N/A	20.5	10.3%
26 - Glen Creek / Orchard Heights	N/A	N/A	N/A	N/A	3.7	3.5	5.4	4.1	N/A
27 - Glen Creek / Eola	N/A	N/A	N/A	N/A	5.2	5.9	4.1	5.1	N/A
<i>Total</i>	17.7	16.7	19.2	17.8	16.6	17.0	18.1	17.2	-3.3%
LOCAL ON-DEMAND									
West Salem Connector	2.4	2.6	3.6	2.9	N/A	N/A	N/A	N/A	N/A
QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	18.7	18.9	10.1	15.3	4.2	5.1	9.3	6.1	-60.4%
92 - Rockwest	31.8	31.7	31.8	31.7	25.8	29.9	25.5	27.2	-14.3%
<i>Total</i>	24.5	24.4	18.2	22.1	12.5	14.5	15.5	14.1	-35.9%
<i>Cherriots Local Total</i>	17.4	16.4	18.8	17.5	16.6	17.0	18.1	17.2	-1.5%
REGIONAL EXPRESS ROUTES									
1X - Wilsonville / Salem Express	14.5	13.2	13.0	13.6	13.0	14.6	15.3	14.3	5.4%
2X - Grand Ronde / Salem Express	4.8	4.3	4.2	4.5	N/A	N/A	N/A	N/A	N/A
10X - Woodburn / Salem Express	4.3	4.3	4.5	4.4	3.7	3.8	4.6	4.0	-8.8%
20X - N. Marion Co. / Salem Express	3.0	2.5	2.5	2.7	2.1	2.2	2.7	2.3	-13.1%
30X - Santiam / Salem Express	4.8	4.5	4.3	4.5	4.4	5.1	4.9	4.8	6.2%
40X - Polk County / Salem Express	8.4	8.5	10.2	9.0	9.9	10.0	11.5	10.4	15.9%
50X - Dallas / Salem Express	7.7	7.7	8.8	8.0	7.7	8.4	7.7	8.0	-0.9%
<i>Total</i>	6.4	6.1	6.4	6.4	6.3	6.8	7.5	6.9	6.9%
REGIONAL FLEX ROUTE									
Polk County Flex	3.9	3.6	3.8	3.8	3.5	3.3	1.8	2.8	-25.6%
<i>Cherriots Regional Total</i>	6.1	5.7	6.0	6.0	6.0	6.3	6.4	6.2	3.5%
SHOP AND RIDE									
Dial-a-Ride	1.7	1.7	1.5	1.6	1.6	1.6	1.7	1.6	-0.3%
Shopper Shuttle	2.4	2.8	2.8	2.7	2.2	2.5	3.0	2.5	-6.4%
<i>Cherriots Shop and Ride Total</i>	2.0	2.1	1.9	2.0	1.8	1.8	2.1	1.9	-5.1%
LIFT									
ADA	2.4	2.3	2.4	2.3	2.2	2.2	2.3	2.2	-4.2%
DD53	2.1	2.1	2.2	2.1	2.0	2.0	2.0	2.0	-3.2%
<i>Cherriots LIFT Total</i>	2.2	2.2	2.3	2.2	2.1	2.1	2.1	2.1	-3.7%

Table 8. Year-To-Date Total Revenue Hours, Revenue Miles, and Boardings

	Revenue Hours			Revenue Miles			Boardings		
	FY18	FY19	% Change	FY18	FY19	% Change	FY18	FY19	% Change
LOCAL BUS SERVICE									
2 - Market / Brown	3,407	3,409	0.1%	43,091	43,105	0.0%	66,256	65,028	-1.9%
3 - Portland Road	1,889	1,890	0.1%	22,124	22,223	0.4%	41,210	39,542	-4.0%
4 - State Street	964	1,267	31.4%	9,504	12,524	31.8%	17,566	25,730	46.5%
5 - Center Street	3,571	3,575	0.1%	40,865	40,947	0.2%	70,257	65,948	-6.1%
6 - Fairview Industrial	1,387	1,422	2.5%	21,465	21,483	0.1%	17,698	14,830	-16.2%
7 - Mission Street	980	1,046	6.7%	12,912	12,879	-0.3%	17,393	14,957	-14.0%
8 - 12th / Liberty	1,448	1,441	-0.5%	19,396	19,396	0.0%	28,118	25,024	-11.0%
9 - Cherry / River Road	1,938	1,936	-0.1%	28,695	28,703	0.0%	27,291	27,281	0.0%
11 - Lancaster / Verda	5,662	6,046	6.8%	74,242	78,817	6.2%	118,872	118,134	-0.6%
12 - Hayesville Drive	932	931	-0.1%	12,024	12,137	0.9%	5,067	4,692	-7.4%
13 - Silverton Road	1,443	1,217	-15.7%	18,373	18,107	-1.4%	27,884	29,214	4.8%
14 - Windsor Island Road	968	968	0.0%	14,279	14,279	0.0%	5,902	5,953	0.9%
15X - Airport Rd Park and Ride Express	886	N/A	N/A	9,152	N/A	N/A	3,221	N/A	N/A
16 - Wallace Road	637	634	-0.5%	7,033	8,688	23.5%	7,904	9,084	14.9%
17 - Edgewater Street	3,073	3,132	1.9%	28,908	28,638	-0.9%	37,766	39,099	3.5%
18 - 12th / Liberty	1,448	1,457	0.6%	19,749	19,747	0.0%	23,893	23,887	0.0%
19 - Broadway / River Road	3,661	3,657	-0.1%	44,206	44,188	0.0%	83,509	83,037	-0.6%
21 - South Commercial	3,470	3,472	0.1%	42,966	42,970	0.0%	84,684	80,023	-5.5%
22 - Library Loop	480	685	42.7%	3,802	3,906	2.7%	3,295	3,780	14.7%
23 - Lansing / Hawthorne	939	939	0.0%	12,156	12,156	0.0%	8,642	8,391	-2.9%
24 - State / Lancaster	961	672	-30.1%	11,188	7,813	-30.2%	17,884	13,792	-22.9%
26 - Glen Creek / Orchard Heights	0	493	N/A	0	4,834	N/A	0	2,036	N/A
27 - Glen Creek / Eola	0	527	N/A	0	7,170	N/A	0	2,700	N/A
<i>Total</i>	<i>40,144</i>	<i>40,816</i>	<i>1.7%</i>	<i>496,130</i>	<i>504,710</i>	<i>1.7%</i>	<i>714,312</i>	<i>702,162</i>	<i>-1.7%</i>
LOCAL ON-DEMAND									
West Salem Connector	945	N/A	N/A	8,472	N/A	N/A	2,711	N/A	N/A
QUALIFIED HUMAN SERVICES ROUTES									
91 - Garten Foundation	50	63	26.0%	366	367	0.3%	765	382	-50.1%
92 - Rockwest	35	39	11.4%	605	606	0.2%	1,111	1,061	-4.5%
<i>Total</i>	<i>85</i>	<i>102</i>	<i>20.0%</i>	<i>971</i>	<i>0</i>	<i>-100.0%</i>	<i>1,876</i>	<i>1,443</i>	<i>-23.1%</i>
<i>Cherriots Local Y-T-D Total</i>	<i>41,174</i>	<i>40,918</i>	<i>-0.6%</i>	<i>505,573</i>	<i>504,710</i>	<i>-0.2%</i>	<i>718,899</i>	<i>703,605</i>	<i>-2.1%</i>
REGIONAL EXPRESS ROUTES									
1X - Wilsonville / Salem Express	620	621	0.2%	20,154	20,122	-0.2%	8,402	8,866	5.5%
2X - Grand Ronde / Salem Express	957	N/A	N/A	33,028	N/A	N/A	4,237	N/A	N/A
10X - Woodburn / Salem Express	770	869	12.9%	15,850	16,205	2.2%	3,361	3,461	3.0%
20X - N. Marion Co. / Salem Express	766	858	12.0%	18,140	18,839	3.9%	2,033	1,978	-2.7%
30X - Santiam / Salem Express	715	785	9.8%	15,664	15,993	2.1%	3,231	3,766	16.6%
40X - Polk County / Salem Express	907	902	-0.6%	18,506	18,546	0.2%	8,154	9,399	15.3%
50X - Dallas / Salem Express	180	171	-5.0%	4,385	4,249	-3.1%	1,444	1,360	-5.8%
<i>Total</i>	<i>4,915</i>	<i>4,206</i>	<i>-14.4%</i>	<i>125,727</i>	<i>93,954</i>	<i>-25.3%</i>	<i>30,862</i>	<i>28,830</i>	<i>-6.6%</i>
REGIONAL FLEX ROUTE									
Polk County Flex	778	743	-4.5%	10,912	7,634	-30.0%	2,930	2,081	-29.0%
<i>Cherriots Regional Y-T-D Total</i>	<i>5,693</i>	<i>4,949</i>	<i>-13.1%</i>	<i>136,639</i>	<i>101,588</i>	<i>-25.7%</i>	<i>33,792</i>	<i>30,911</i>	<i>-8.5%</i>
SHOP AND RIDE									
Dial-a-Ride	734	1,073	46.2%	9,050	12,321	36.1%	1,189	1,733	45.8%
Shopper Shuttle	404	486	20.3%	3,450	4,662	35.1%	1,078	1,214	12.6%
<i>Cherriots Shop and Ride Y-T-D Total</i>	<i>1,138</i>	<i>1,559</i>	<i>37.0%</i>	<i>12,500</i>	<i>16,983</i>	<i>35.9%</i>	<i>2,267</i>	<i>2,947</i>	<i>30.0%</i>
LIFT									
ADA	6,852	6,919	1.0%	88,075	103,670	17.7%	15,987	15,458	-3.3%
DD53	8,955	9,326	4.1%	115,917	133,009	14.7%	18,850	19,002	0.8%
<i>Cherriots LIFT Y-T-D Total</i>	<i>15,807</i>	<i>16,245</i>	<i>2.8%</i>	<i>203,992</i>	<i>236,679</i>	<i>16.0%</i>	<i>17,065</i>	<i>16,672</i>	<i>-2.3%</i>

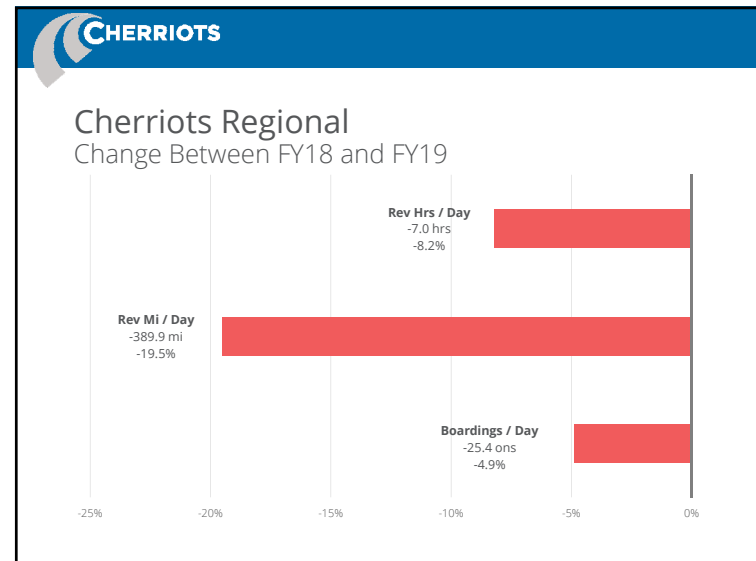
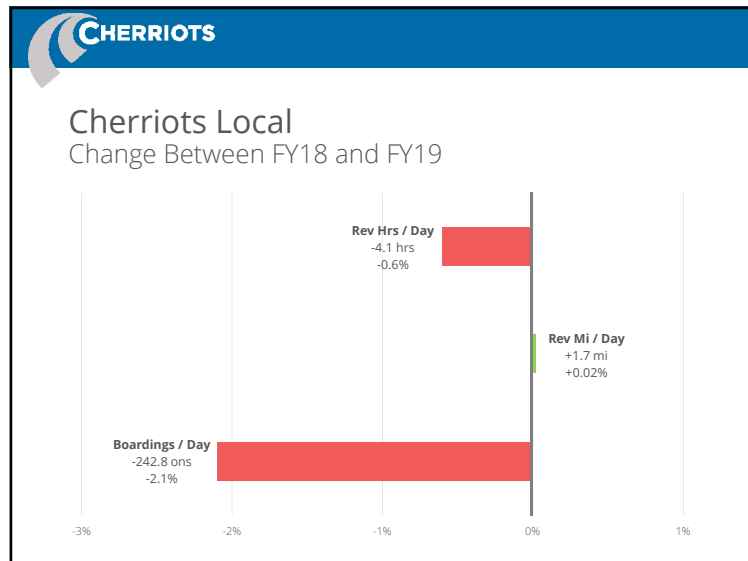
FY19 Q1 Performance Report

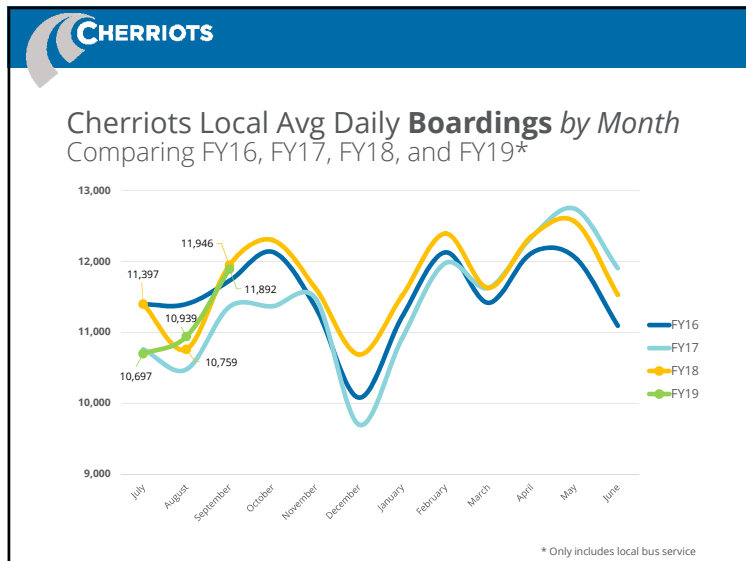
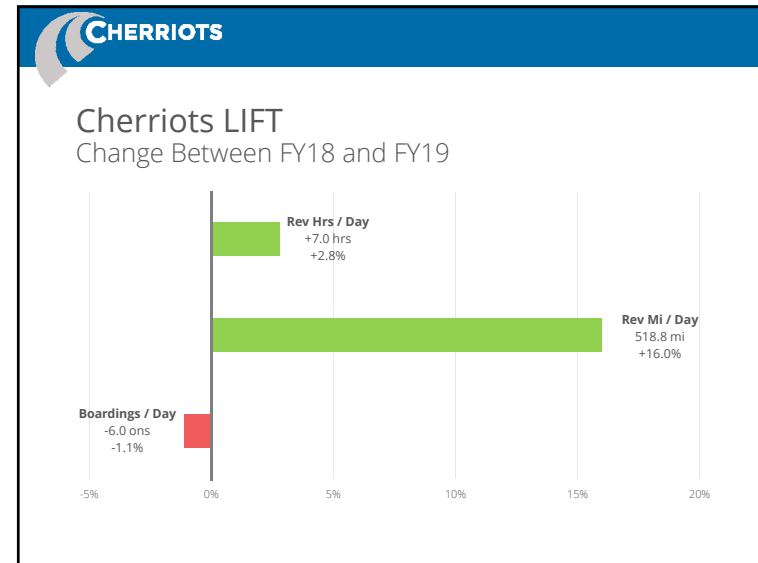
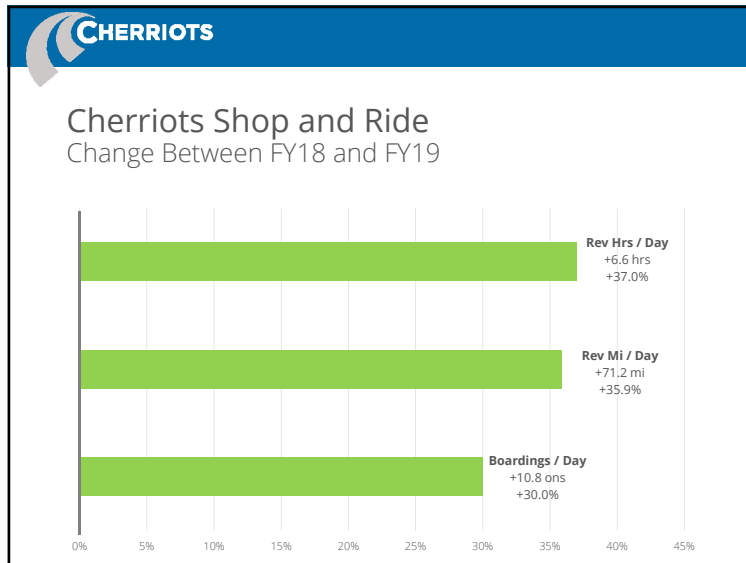
July-September 2018

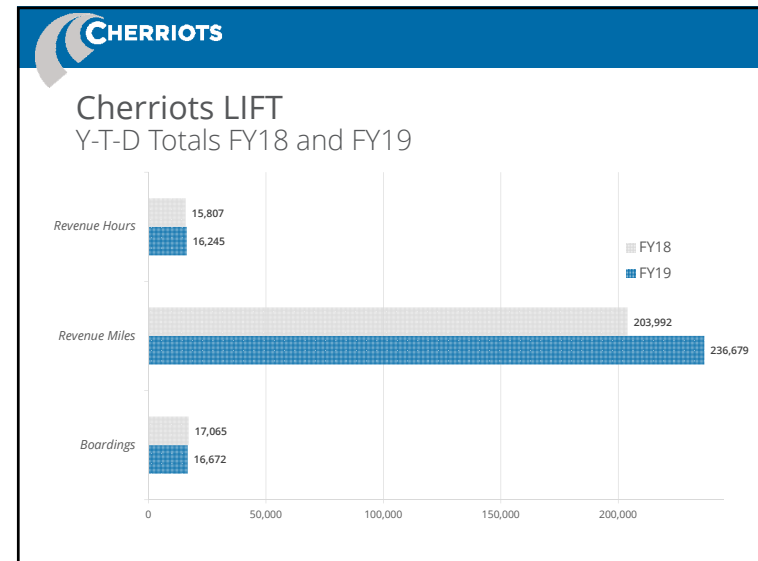
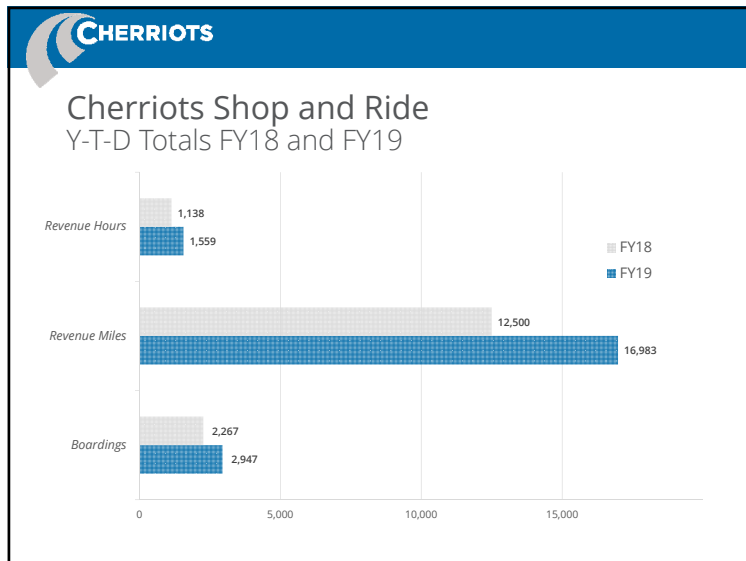
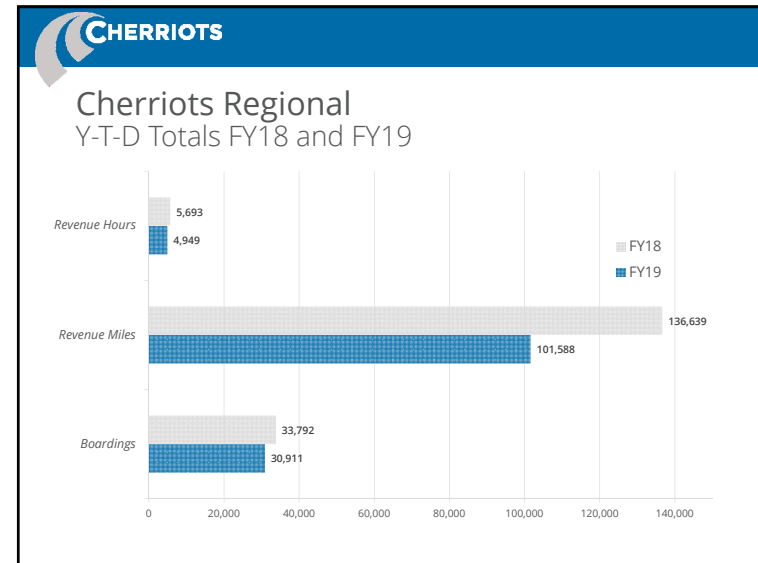
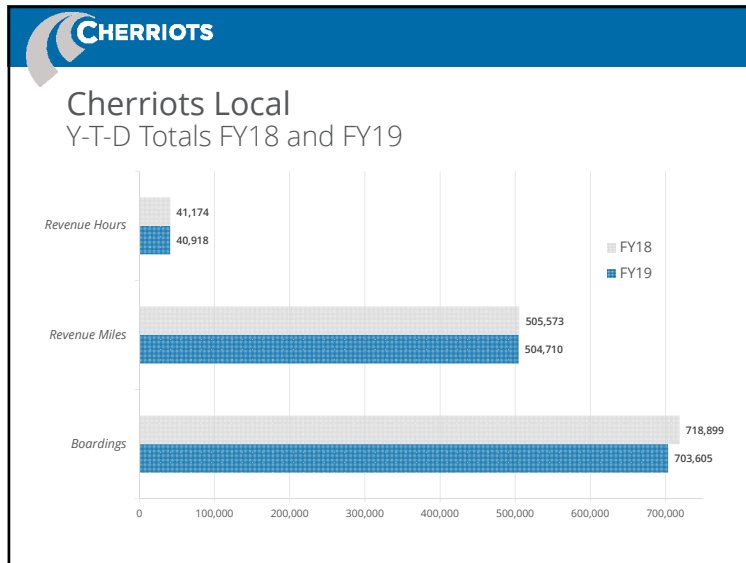
Changes by Service

FY18 to FY19





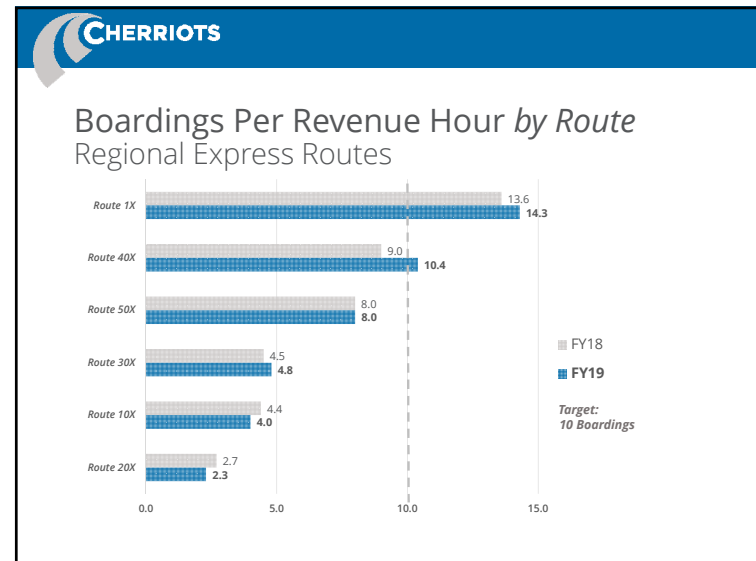
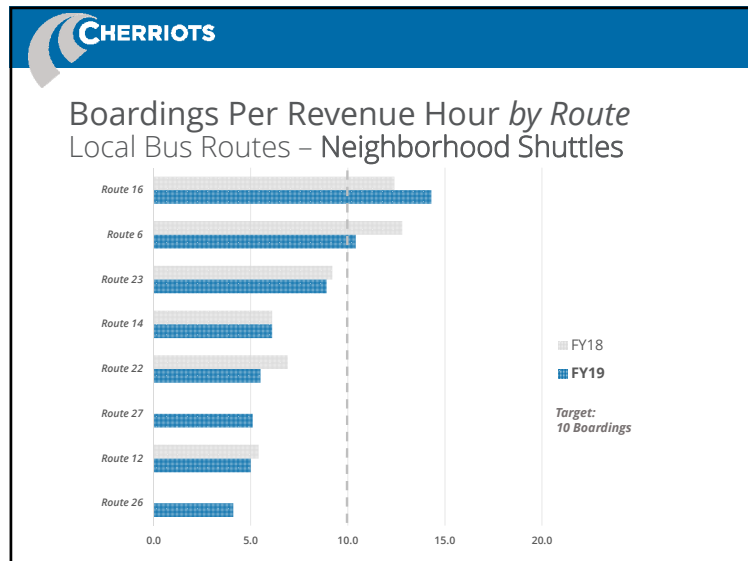
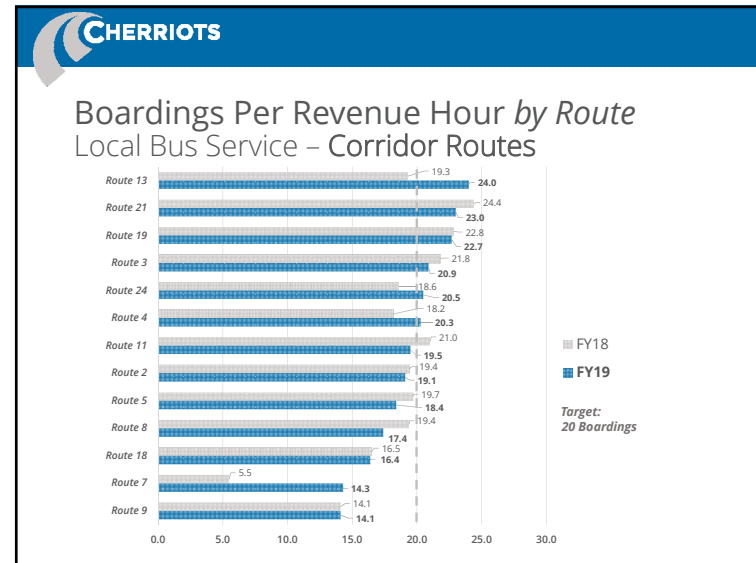
Totals by Service
FY18 to FY19

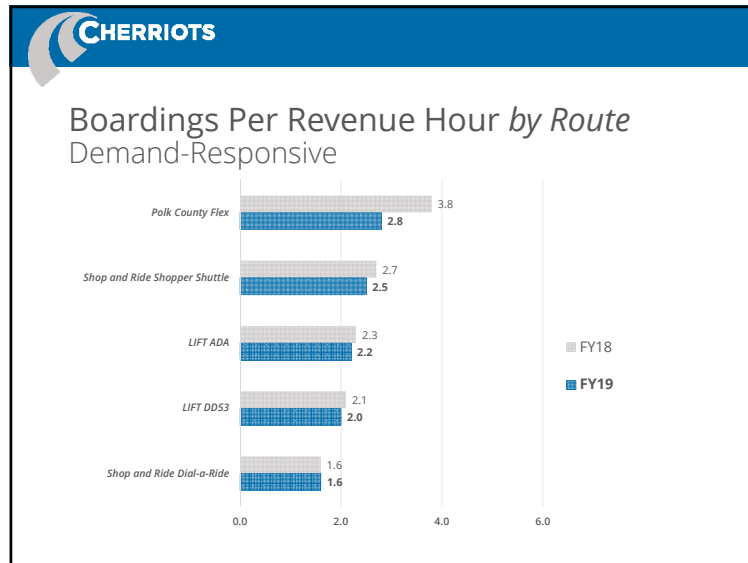


CHERRIOTS

Changes by Route

FY18 to FY19







BOARD MEETING MEMO

Agenda Item H.3

To: Board of Directors

From: Roxanne Beltz, Trip Choice Program Coordinator
Steve Dickey, Director of Transportation Development

Thru: Allan Pollock, General Manager

Date: December 13, 2018

Subject: Cherriots Trip Choice FY 2018-2019 – 1st Quarter Report

ISSUE

The first quarter report of the FY 2018-2019 Cherriots Trip Choice Program.

BACKGROUND AND FINDINGS

Cherriots Trip Choice program activities, goals and metrics are structured around the 2018-2019 ODOT approved work plan which details specific goals and activities to be accomplished during the year.

FINANCIAL IMPACT

None

RECOMMENDATION

None

PROPOSED MOTION

Information Only

CHERRIOTS TRIP CHOICE

1st Quarter Report - FY 2018-2019

July ~ August ~ September 2018

During the 1st Quarter of FY 2018-2019, Cherriots Trip Choice started work on the new ODOT approved work plan which includes reporting based on four overarching goal categories; Awareness & Understanding, Safety, Expanded Markets and Congestion & Construction Mitigation. Under each goal we have a variety of projects and programs; however, not all goal areas or all projects will be addressed every quarter.

AWARENESS AND UNDERSTANDING

Employer Outreach

Cherriots Trip Choice staff has been focusing on its employer outreach and has been meeting with a variety of state and city work sites, businesses and employers. When we meet with employers we discuss a variety of tools and incentives available to them; personalizing/customizing our approach depending on the work site or employer. Our conversations include the employer bus pass program, ridematching tools, developing commute incentives, Emergency Ride Home Program and vanpool formation.

This last quarter we met with the following employers to discuss how our program can help their employees.

- Home Depot
- Oregon State Capitol
- Willamette University
- Copy Cats
- Adam's Ribs Smokehouse
- Department of Energy

In addition to meeting with employers one-on-one, we participated in outreach at the following employers work sites or events.

- DMV Employee Safety, Wellness and CART Fair
- Salem-Keizer School District New Employee Benefit Fair
- ETC Quarterly Luncheon
- Spirit Mountain Casino Employee Health and Safety Fair

Community Outreach

Cherriots Trip Choice staff also attends a wide variety of community focused events where we share promotional material and talk one-on-one with customers answering their questions and addressing their comments.

During these events we distributed over 1000 Regional bicycle map and Wander Walks maps and 900 other promotional items.

These events include:

- Center 50 plus – Tabling
- Run for the Climate – Sponsor
- East Salem Day of Play - Participant
- Open Streets Salem – Sponsor/Participant
As in previous years, we were a major sponsor and an active part of the planning committee for Open Street Salem 2018 (OSS). Participants of the event were able to celebrate active transportation and participate in some of the fun activities along the 1.6 mile car-free route. There were activity hubs at Highland Elementary, Grant Community School, the Salem Saturday Market, the Jason Lee Hispanic Center, and our table and activity booth was at Broadway Commons. We had a wide variety of literature available including the new Wander Walks Map which features the Grant/Highland Neighborhood.

Our activity focused on bicycling and bike safety as we partnered with the Salem Fire Department who fitted and gave away over 40 helmets to kids in our community. We also conducted a bike helmet safety demonstration. Using old bicycle helmets, we strapped in ripe melons (donated from West Salem Roth's and the West Salem Safeway) and dropped the helmet from a ladder into an inflatable kiddie pool on the pavement simulating a bike crash. This resulted in no or little damage to the melon; then we dropped an unprotected melon from the same height which resulted in a dramatic splat and a big melon mess. The participants enjoyed the demo and it helps spread the message in a fun and educational manner. Staff also helped make sure participants' helmets were properly fit.

- On Your Feet Friday - Sponsor
We were also a sponsor this year for On Your Feet Friday (OYFF) which is a community and family oriented event. On the 2nd Friday of each month, May through September attendees are encouraged to walk or run on sidewalks and through parks in and around downtown Salem. We hosted a table with promotional information and handouts for each event with a total number of attendees close to 2000.

Social Media Activity

As we increase our social media presence we posted 18 times on our Facebook page -- including two videos featuring carpooling tips, advertising open vanpools, promoting Open Streets Salem, On Your Feet Friday and the Oregon Drive Less Challenge. This reached 6,065 people and we had 5,140 people who engaged with the post either by clicking it or one of the links.

Valley VanPool

Valley VanPool currently supports 48 vanpools that serve more than 400 commuters in the Willamette Valley. Staff is working with ODOT Active Transportation, SMART in Wilsonville and TriMet to coordinate expanding the vanpool program. Included in the plans are a brand refresh, new partner agreements and possibly the inclusion of additional vans that are currently in operation but not part of the program.

Student Poster Contest

We have selected "World Car Free Day" for this year's theme and we are in the process of developing the participation materials. We created a short 90-second "White Board Explainer" video which will be sent to all of the teachers/classrooms to help explain the contest. So far, eighteen schools have signed up to participate in the contest.

The calendar with the 2018 poster images is in production and should be out in early December.

Wander Walks 5210 - Points of Health

We completed the State Street/SESNA Wander Walks map and are in the process of distribution. The next map will be the Edgewater region of West Salem. We have also started looking into a web-based version that can be used like an app for the existing and future maps.

Drive Less Connect

Drive Less Connect is Oregon's secure, easy-to-use online ride-matching tool that matches people who want to share the ride to work, school or play.

Drive Less Connect ~ 1st Quarter 2018-2019

Total active users	775	Carpool trips	2060
Total registered users	5515	Did Not Work trips	808
New users.....	185	Vanpool trips	1633
Non SOV Miles Logged	283,783	Walk trips	818
Bike trips	1421	Telework trips	414
Bus trips	869	Drive Alone trips	527

Ridematching Statistics

- Ridematch search performed 10,920
- Ridematch search with no results 2,671
- Ridematch requests sent 4,555

The 2018 Drive Less Challenge

The challenge took place on October 1 – 15 with statewide and local campaign activities. We conducted employer outreach including poster and flyer distribution and held tabling events before and during the challenge.

We held seven outreach events at employer work sites. These included:

- Department of State Lands
- Department of Energy
- Department of Employment
- State Capitol Building
- Marion County/Cherriots Transit District Building
- Two at Chemeketa Community College (for students and staff/faculty)

With the local outreach and the statewide marketing we had a successful campaign with 736 new statewide registrants and 4,134 total participants. These people logged 690,010 miles, using bikes, buses, carpools vanpools and walking instead of driving alone in their cars.

Locally we do not have the final participant numbers yet, but early tallies indicate we had about 200 new registrants and almost 400 people participating.

During the campaign there was also statewide outreach effort utilizing social media. These activities were managed by Alta Planning acting as a consultant for ODOT.

- Total posts to Facebook, Instagram, Twitter, and the DLC website : 17
- Engagements: 430
- Impressions: 47,612
- New followers: 12

SAFETY

Bicycle Outreach and Education / Be Safe Be Seen

Staff distributed 700 blinky lights and 275 bike light sets (front white lights and rear red light) and promoted helmet use by performing melon drop demonstrations for

youth at Open Streets Salem event. We also partnered with Salem Fire Department to give out bicycle helmets and staff made sure existing helmets were fitted properly.

Safe Routes to School (SRTS)

A regional SRTS steering committee has been formed to create a path going forward to build a successful SRTS program in the Salem-Keizer area. The group has representatives from the Mid-Willamette Valley Council of Governments, Cherriots, Salem-Keizer School District, local Safe Routes to School staff and local bicycling advocates. The group will develop the guidelines for a program, gather work already accomplished, and establish funding mechanisms, which should result in the recruitment and hiring of a full time SRTS coordinator and a model for an ongoing program.

Emergency Ride Home

We had 21 new people enroll in the Emergency Ride Home program and four trips were utilized.

EXPANDED MARKETS

Refugee Groups

Staff attended two “Salem for Refugees” meetings to strategize innovative transportation solutions to better serve refugees that have moved into the Salem area. Working with our travel training team, we have been able to connect with this group of new neighbors.

Employers in Rural Polk and Yamhill Counties

Using a variety of resources we have developed a targeted contact list for employers outside of the Salem-Keizer area. After we develop the employer toolkit, we will be making visits to these employer/employment sites to share tailored information about their transportation options and help them build effective employee programs.

Limited English Proficiency Population

We have partnered with a number of organizations doing outreach at events where some of the attendees have limited English Proficiency. These include the East Salem Day of Play, Open Streets Salem and a Woodburn Community Safety Fair.

ONGOING PARTICIPATION – EXTERNAL

Part of our program success depends on our ongoing participation in community and industry groups where we can make valuable connections and learn best practices.

- Board member of the Association for Commuter Transportation (ACT)

- Board members of the Transportation Options Group of Oregon
- Just Walk Salem-Keizer Steering Committee
- Open Streets Salem Steering Committee
- Safe Routes To School Steering Committee
- Salem Committee for the Safer Crossings Program
- Salem for Refugees Transportation Action Committee
- Salem Pedestrian Safety Group
- Salem-Keizer Active Transportation Networking Group
- Quarterly ETC networking and training lunch
- Statewide TDM and ToGo quarterly meetings
- Valley VanPool Partnership
- Willamette University Sustainability Networking group

ONGOING PARTICIPATION INTERNAL


- Cherriots Banquet Committee
- Cherriots Connects Committee
- Cherriots Bus Roadeo Committee
- Cherriots Sustainability Committee
- Cherriots Wellness Committee

First Quarter Report 2018 - 2019





Goal Areas

- Awareness and Understanding
 - ✓ Employer and Community Outreach
- Safety
 - ✓ Bicycle and Pedestrian and Safe Routes to School programs
- Expanded Markets
 - ✓ Refugees and more rural employers
- Congestion and Construction Mitigation




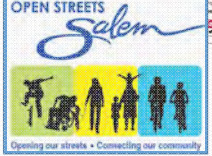

Awareness & Understanding

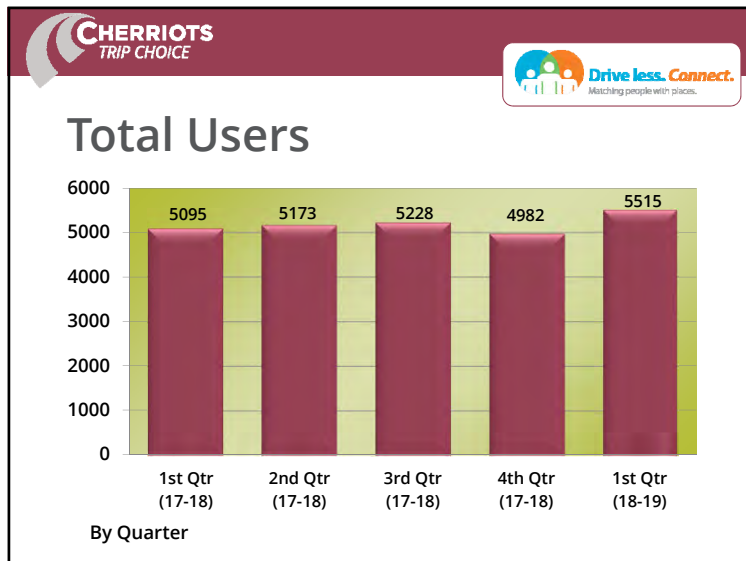
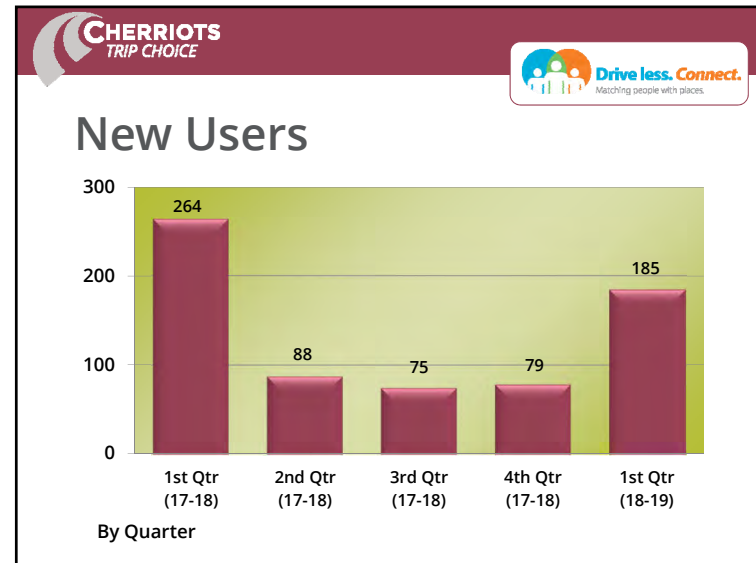
- Employer Outreach
 - ✓ Met with six employers to discuss their employee programs
- Tools and resources for employers
 - ✓ Bus Pass program
 - ✓ Ridematching tools
 - ✓ Surveys
 - ✓ Transit Route Information
 - ✓ Outreach events
 - ✓ Commuter incentives



Awareness & Understanding

- Community Outreach
 - ✓ Open Streets Salem
 - ✓ On Your Feet Friday
 - ✓ Wander Walks™ Maps
 - ✓ Student Poster Contest



Drive Less Challenge

- October 1 – 15 – Local activities
 - ✓ Seven local outreach events
 - ✓ 200 new registrants
 - ✓ 400 local participants



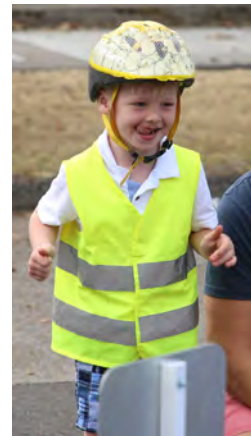
Safety

- Bicycle Outreach and Education
Be Safe Be Seen

- ✓ 700 blinky lights
- ✓ 275 bike light sets
- ✓ Promoted Helmet Use



Safety – Melon Drop Demo



CHERRIOTS
TRIP CHOICE

Expanded Markets

- Salem for Refugees
- Rural Employers
- Diverse Communities

Salem
FOR REFUGEES



CHERRIOTS
TRIP CHOICE

Congestion and Construction Mitigation

- Capital Mall
 - ✓ Survey
 - ✓ Outreach w/new messaging
- Highway Construction Information
 - ✓ State
 - ✓ City



CHERRIOTS
TRIP CHOICE

Thank You Questions?





To: Board of Directors

From: Al McCoy, Director of Finance/CFO

Thru: Allan Pollock, General Manager

Date: December 13, 2018

Subject: FY2019 First Quarter Finance Report

ISSUE

Shall the Board receive the First Quarter Finance Report for FY2018-19?

BACKGROUND AND FINDINGS

The Board adopts a Budget for the District on an annual basis. The Budget is a plan that contains District resources and requirements.

The quarterly Finance Report provides information about how that plan is being implemented and includes statements for the General Fund, Special Transportation Fund, and Capital Project Fund. The Finance Report also contains a statement of budget to actual on a non-GAAP basis that shows by fund the legal appropriations by category with actual amounts and variances.

In the General Fund, *Passenger Fares* are at 21% of total budget, just under the 25% level that would be anticipated to be received. The District received 3% of the projected *Property Taxes* in the first quarter of the year. This is to be expected as most of the property taxes are received in November when tax payers take advantage of the discount offered to those who pay the tax at the first due date. On a positive note, *Advertising* is performing above the budgeted level, at 42% of the annual budget. Also, *Interest on Investments* is performing at budget.

The *Total Operating Expenditures* of the General Fund is slightly over budget at 27% of total annual budget. *Operations* Division is at 27% of annual budget, primarily driven by four months of premiums being charged to the quarter. October's medical

premiums were paid on the last business day of September. *Unallocated General Administration* has expended approximately 34% of its total budget in the first quarter. This is primarily due to certain once yearly expenses that were paid in the first quarter, such as membership dues and general liability insurance.

In the Transportation Programs Fund, most programs are in line with spending one fourth of the annual budgeted amount. However, two *Operations* programs, *Cherriots Lift* and *Cherriots Shop & Ride*, are running ahead of budget at 28% and 33%, respectively. *Cherriots Lift Operations* is over budget due to an increased allocation of costs from the Call Center, which was not budgeted. *Cherriots Shop & Ride Operations* is over budget because contracted transportation cost has exceeded budget each month.

Overall the Capital Project Fund expenditures are 22% of the annual approved budget. Though under the quarter-year budget amount, this is much improved activity compared to this quarter last year's expenditure rate of 4%. Revenues in the Capital Project Fund are minimal this quarter because they always lag expenditures until we are reimbursed by the granting federal or state agency.

FINANCIAL IMPACT

None. For informational purposes.

RECOMMENDATION

Staff recommends that the Board receive and file this First Quarter Financial Report for FY2018-19.

PROPOSED MOTION

None.

Salem Area Mass Transit District
Fiscal Year 2018-19 1st Quarter Financial Report

General Fund Revenues/Resources and
Expenses/Requirements Resolution

Summary	Actual	YTD Adopted Budget	FY2018-19 Adopted Budget	% of Budget	
Operating Revenues/Resources					
Passenger Fares	\$ 500,942	\$ 610,625	\$ 2,442,500	21%	1
Federal Funding	-	1,195,690	4,782,761	0%	2
Advertising	34,375	20,250	81,000	42%	4
Miscellaneous	34,735	40,237	160,946	22%	7
Property Taxes	404,636	3,008,449	12,033,794	3%	8
Oregon State In-Lieu	-	1,525,000	6,100,000	0%	9
Interest on Investments	73,716	72,500	290,000	25%	10
Energy Tax Credit		56,250	225,000		11
Operating Revenues/Resources Total	\$ 1,048,404	\$ 6,529,001	\$ 26,116,001	4%	12
Operating Expenses/Requirements					
General Manager/Board of Directors	\$ 143,636	\$ 152,539	\$ 610,156	24%	14
Administration	211,211	225,959	903,837	23%	15
Finance	278,487	293,450	1,173,798	24%	16
Marketing & Communications	402,484	417,567	1,670,267	24%	17
Transportation Development	534,533	571,797	2,287,189	23%	18
Operations	5,004,880	4,552,728	18,210,911	27%	19
Unallocated General Administration	376,075	278,864	1,115,454	34%	20
Operating Expenses/Requirements Total	\$ 6,951,306	\$ 6,492,904	\$ 25,971,612	27%	21

Salem Area Mass Transit District
Fiscal Year 2018-19 1st Quarter Financial Report

General Fund Department Expenses/Requirements Summary	Actual	YTD of Adopted Budget	FY2018-19 Adopted Budget	% of Budget	
General Manager/Board of Directors					1
General Manager	\$ 138,921	\$ 141,414	\$ 565,656	25%	2
Board of Directors	4,715	11,125	44,500	11%	3
Total	143,636	152,539	610,156	24%	4
Administration					5
Human Resources	159,846	165,842	663,367	24%	6
Human Resources Safety	51,365	60,118	240,470	21%	7
Total	211,211	225,960	903,837	23%	8
Finance					9
Finance	225,103	242,319	969,277	23%	10
Procurement	53,384	51,130	204,521	26%	11
Total	278,487	293,449	1,173,798	24%	12
Communication					13
Marketing and Communications	230,645	255,140	1,020,560	23%	14
Customer Service	160,863	151,853	607,412	26%	15
Travel Trainer	10,976	10,574	42,295	26%	16
Total	402,484	417,567	1,670,267	24%	17
Transportation Development					18
Transportation Development Administration	185,538	226,854	907,417	20%	19
Information Technology	297,146	282,443	1,129,772	26%	20
Vanpool Lease	51,849	62,500	250,000	21%	21
Total	534,533	571,797	2,287,189	23%	22
Operations					23
Operations Administration	189,912	176,090	704,358	27%	24
Vehicle Maintenance	1,177,495	1,113,715	4,454,860	26%	25
Facility Maintenance	264,565	252,892	1,011,568	26%	26
Security	147,215	158,599	634,397	23%	27
Cherriots Fixed Route Service	3,225,693	2,851,432	11,405,728	28%	28
Total	5,004,880	4,552,728	18,210,911	27%	29
Unallocated General Administration	376,075	278,864	1,115,454	34%	30
Operating Expenses/Requirements Total	\$ 6,951,306	\$ 6,492,904	\$ 25,971,612	27%	31

Salem Area Mass Transit District
 Fiscal Year 2018-19 1st Quarter Financial Report

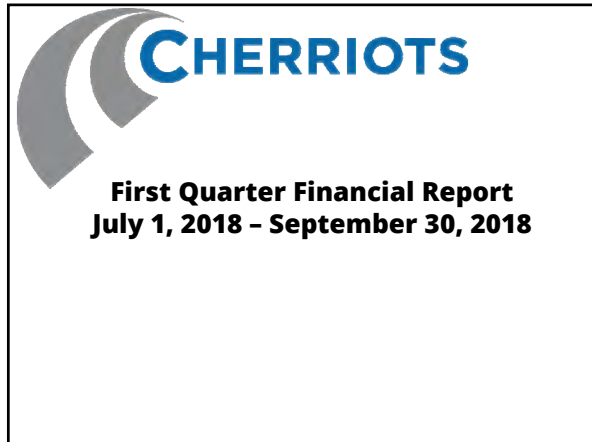
Capital Project Fund Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	YTD of Adopted Budget	FY2018-19		% of Budget
			Adopted Budget	% of Budget	
Capital Revenues/Resources					1
Net Working Capital	\$ -	\$ 993,071	\$ 3,972,282	0%	2
Federal STP Funds	-	1,474,141	5,896,564	0%	3
Federal FHWA CMAQ Funds	-	987,030	3,948,120	0%	4
Federal 5310 Funds Through State	-	48,017	192,069	0%	5
FTA 5339 Funds	152	1,702,550	6,810,199	0%	6
Federal 5307	-	1,487,391	5,949,564	0%	7
Federal 5309 Funds	-	384,472	1,537,886	0%	8
Connect Oregon Funds	-	249,000	996,000	0%	9
State STF Funds	1,524	80,000	320,000	0%	10
Capital Revenues/Resources Total	\$ 1,676	\$ 7,405,672	\$ 29,622,684	0%	11
Capital Expenses/Requirements Total					12
Administration	\$ 14,947	\$ 54,550	\$ 218,200	7%	13
Communications	3,005	5,000	20,000	15%	14
Transportation Development	96,982	2,533,516	10,134,065	1%	15
Operations	6,395,387	4,688,712	18,754,849	34%	16
Capital Expenses/Requirements Total	\$ 6,510,321	\$ 7,281,778	\$ 29,127,114	22%	17

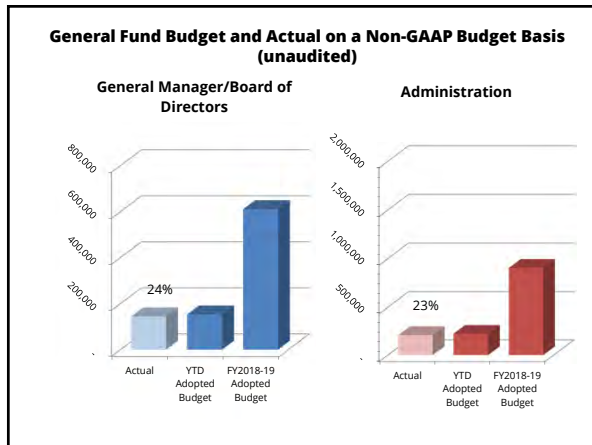
Salem Area Mass Transit District
Fiscal Year 2018-19 1st Quarter Financial Report

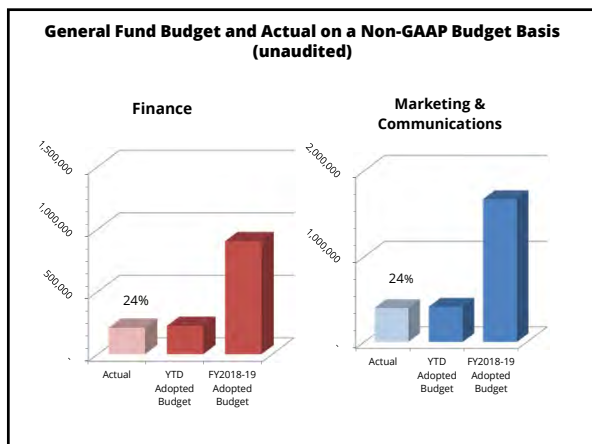
Transportation Programs Fund

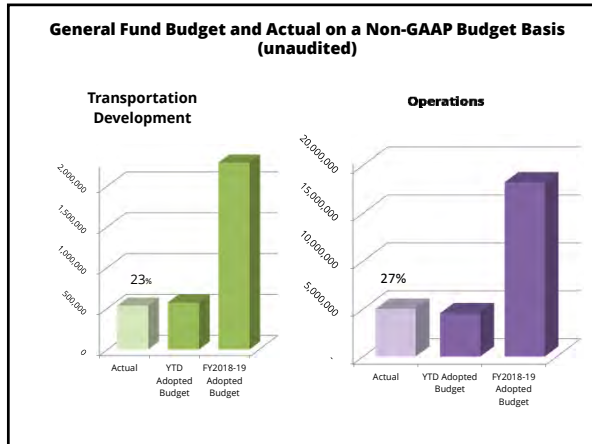
Revenues/Resources and Expenses/Requirements

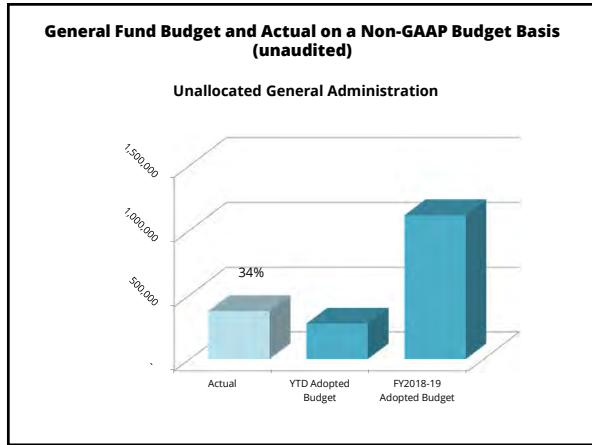
Resolution Summary	Actual	YTD of Adopted Budget	FY2018-19 Adopted Budget	% of Budget	
Transportation Fund Revenues/Resources					
Passenger Fares	\$ 108,369	\$ 63,330	\$ 253,320	43%	1
Federal Funds	-	843,574	3,374,295	0%	2
State Funds	184,713	186,237	744,949	25%	3
Rideshare Grant	-	62,125	248,500	0%	4
TDM Grant	-	44,988	179,950	0%	5
DD53 Revenues	-	603,930	2,415,721	0%	6
STF Pass Through Funds	-	61,000	244,000	0%	7
Transportation Fund Revenues/Resources Total	\$ 293,082	\$ 1,865,184	\$ 7,460,735	4%	8
Transportation Fund Expenses/Requirements					
Operations	\$ 2,050,991	\$ 1,876,819	\$ 7,507,275	27%	9
Transportation Development	113,821	174,759	699,034	16%	10
Transportation Fund Expenses/Requirements Total	\$ 2,164,812	\$ 1,876,819	\$ 8,206,309	26%	11

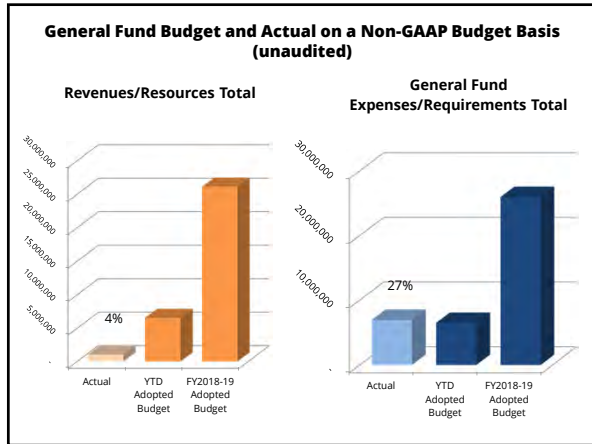


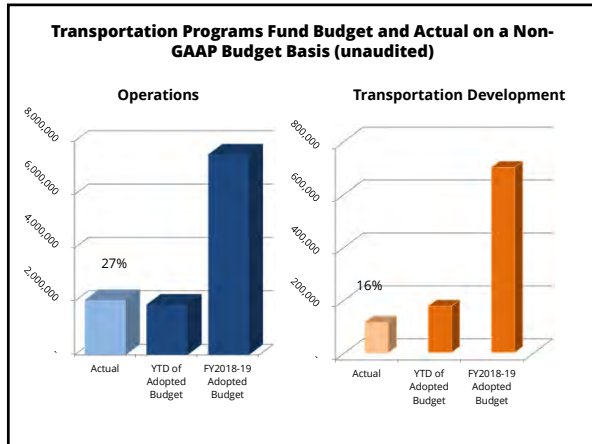


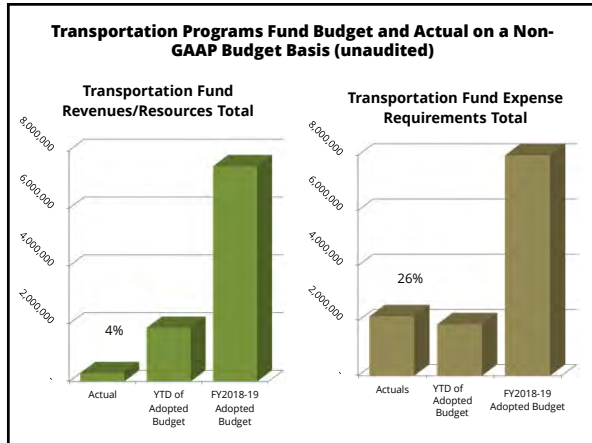


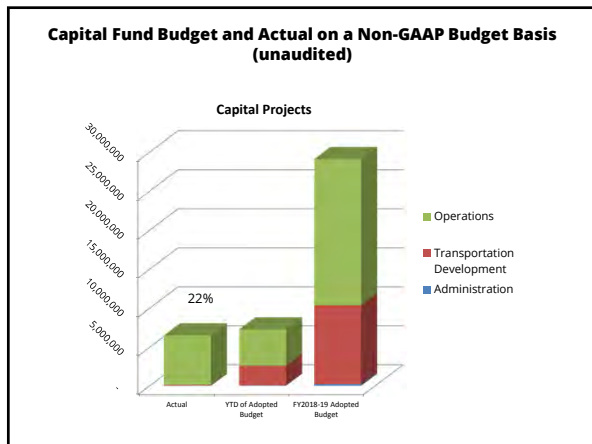














**Questions about the First
Quarter Financial Report?**



To: Board of Directors
From: Allan Pollock, General Manager
Date: December 13, 2018
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:

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

FINANCIAL IMPACT

None

RECOMMENDATION

Receive and File

PROPOSED MOTION

None