

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, July 25, 2024 at 5:30 PM

This meeting is open to the public, please see page 2 for available formats.

AGENDA

I. CALL TO ORDER	
A. Note the Attendance for a Quorum	
B. Safety Moment	
II. ANNOUNCEMENTS AND CHANGES TO AGENDA	
III. PRESENTATION(S)	
A. <u>TransDASH FY2024 Report</u>	4
IV. PUBLIC COMMENT *	
V. CONSENT CALENDAR **	
A. Approval of Minutes	
1. <u>June 27, 2024 Board of Directors Meeting</u>	20
2. <u>July 11, 2024 Board of Directors Work Session</u>	25
B. Routine Business Items	
1. <u>Appoint Bryan Casey to position seven (7) on the CAC</u>	27
VI. ITEMS DEFERRED FROM THE CONSENT CALENDAR	
VII. ACTION ITEMS	
A. <u>Award of Contract for Tire Purchase</u>	30
B. <u>Accept the Preliminary FY2024 Financial Report</u>	32
VIII. INFORMATIONAL REPORTS	
A. <u>Service Change Briefing for September 2024</u>	38
IX. GENERAL MANAGER'S REPORT	
X. <u>BOARD OF DIRECTOR'S REPORT</u> ***	42

XI. ADJOURNMENT

Next Board Work Session Date: Thursday, August 8, 2024
Next Regular Board Meeting Date: Thursday, August 22, 2024

Available meeting formats:

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 161 115 6964 | Passcode: 680098
Go to: <https://cherriots-org.zoomgov.com/j/1611156964?pwd=T0VPaXp3eVJpc0NJWWkxeXJSNnE5dz09>
- Comcast Channel 21
- Live Stream: <https://www.capitalcommunitymedia.org/all>
- One Tap Mobile: +16692545252,,1612017035#,,,,*512136# US
- Landline Phone: +1 669 254 5252 US

****Public Comment:*** Designated time for community members to testify before the board on any items of Board business, being limited to three minutes. Public Comments are accepted in writing, by email, in person, or by ZoomGov (Written testimony will be submitted and entered in to the record if it is received by 5:00 P.M. on the day of the meeting).

Email: Board@cherriots.org

Mail: Attn: Cherriots Board, 555 Court St. NE, Suite 5230, Salem, OR 97301

*****Consent Calendar:*** Items 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.

****** Board of Director Report:*** Time for Board members to report on transit-related issues through committee and meeting participation, citizen communications, or special projects they are participating in as representatives of the District.

Virtual Meetings: The Board of Directors meeting is a public meeting; in a place that is ADA- accessible. Board meetings will also be available via *ZoomGov*. The meeting I.D. and passcode are below the agenda.

Closed Captioning (CC): *ZoomGov's* live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.

Alternate Formats: This is a public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats for individuals with limited English proficiency are available. Requests can be made to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

Electronic Copies of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at:

<https://www.cherriots.org/meetings/>.

Email Distribution List: To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at publictestimony@cherriots.org.

Reuniones Virtuales: La reunión de la Junta Directiva es una reunión pública; en un lugar accesible según la ADA. Las reuniones de la junta también estarán disponibles a través de *ZoomGov*. La reunión I.D. y el código de acceso están debajo de la agenda.

Subtítulos (CC): la plataforma de transmisión en vivo de *ZoomGov* incluye subtítulos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre traduce con precisión.

Formatos alternativos: esta es una reunión pública en un lugar accesible según la ADA. Con 48 horas de anticipación, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

Las copias electrónicas del paquete de la agenda de la reunión de la Junta se distribuyen por correo electrónico 6-7 días antes de la reunión. El paquete de agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.

Lista de distribución de correo electrónico: Para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a publictestimony@cherriots.org.



To: Board of Directors
From: Bobbi Kidd, Strategic Initiatives Administrator
Thru: Allan Pollock, General Manager
Date: July 25, 2024
Subject: TransDASH- FY24 Report

ISSUE

Shall the Board receive the FY 2024 Cherriots TransDASH dashboard report?

BACKGROUND AND FINDINGS

The District is partnering with TransDASH in order to clearly communicate the value the District brings to our community. TransDASH allows users to view transit agency performance in each of the national outcomes and associated metrics, including peer comparisons and trends over time. All metrics are presented in an interactive dashboard that allows users to filter and create unique views.

TransDASH is providing an update on the following:

1. The Districts' TransDASH Dashboard Walkthrough
2. TransDASH Innovations: Environmental Impact and Job Access
3. TransDASH Summit: The District Award Ceremony

FINANCIAL IMPACT

The FY24 and FY25 budgets include funds for TransDASH.

RECOMMENDATION

For information only.

PROPOSED MOTION

None.



TransDASH Status Update

Cherriots
Salem, OR

July 25, 2024

TransDASH is a subsidiary of TransPro

Agenda

1. **Cherriots' TransDASH Dashboard Walkthrough**
2. **TransDASH Innovations: Environmental Impact and Job Access**
3. **TransDASH Summit: Cherriots Award Ceremony**

Executive Summary



Cherriots provides workers, both urban and rural, on average, access to 47,878 jobs in the service boundary.



Cherriots provides 40% better job accessibility for low-income workers than high-income workers.



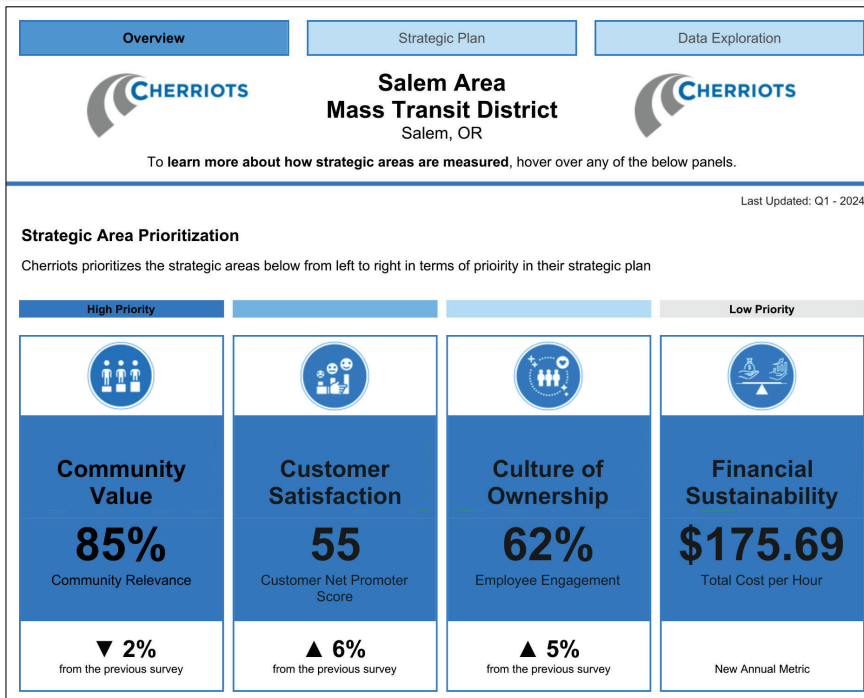
Cherriots placed first in three award categories at the TransDASH Summit, outpacing local operators such as TriMet and LTD.



The environmental impact analysis has been enhanced, and results will be forthcoming in August.

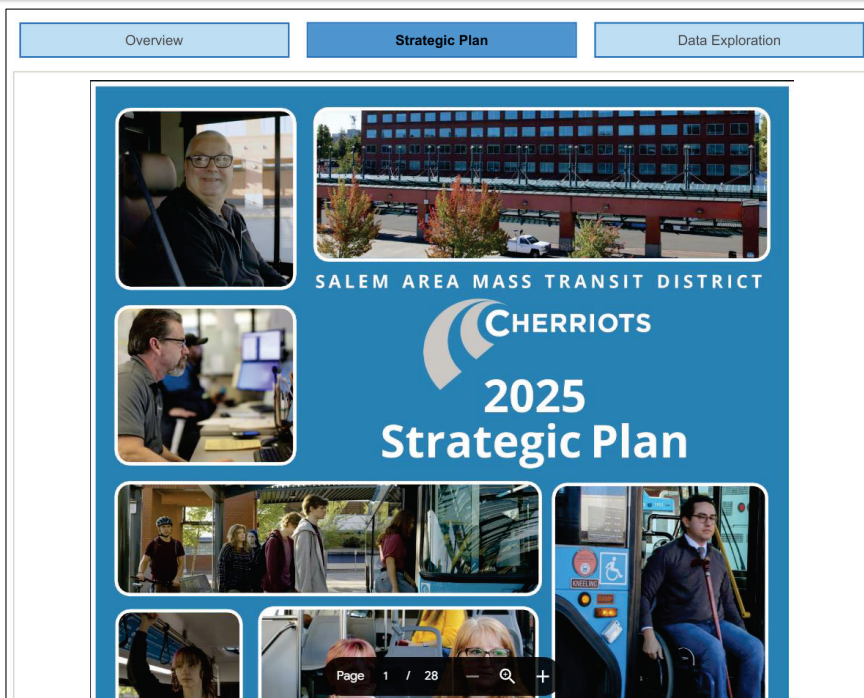
Cherriots' TransDASH Dashboard Walkthrough

Cherriots' TransDASH Dashboard Tour



- Overview
- Strategic Plan
- Data Exploration

Cherriots' TransDASH Dashboard Tour



- Overview
- Strategic Plan
- Data Exploration

Cherriots' TransDASH Dashboard Tour

Overview
Strategic Plan
Data Exploration

Agency Data
Benchmark Data
Last Updated: Q1 - 2024

How to use this table

Below are filters that empower you to analyze various strategic areas of performance for Cherriots.

Hover over the question mark on the right hand side to learn more.

Legends

National Comparison

- ▲ Above
- ▼ Below
- N/A

Goal Ambition

- Ambitious Goal
- Standard Goal

Filters

Agency Outcome

- Community Value
- Culture of Ownership
- Customer Satisfaction
- Financial Sustainability

Year: 2024

Quarter: Q1

Cherriots | Community Value | Q1 | 2024

Metric	Actuals	Goals	Goal Achieved	Goal Ambition	National Comparison	More Info
Community Awareness	75%	82%	91%		N/A	
Community Relevance	85%	86%	99%		▼ Below	
Job Connectivity	47.8K				▼ Below	
Job Connectivity from Downtown Origin	113.7K				▼ Below	
Job Connectivity Income Disparity	1.40				▼ Below	
Perceived Access	82%	85%	96%		N/A	
Perceived Financial Stewardship	39%	40%	98%		▼ Below	
Percentage of Total Service Area Jobs Accessible from Downtown Origin	91%				▲ Above	

Overview

Strategic Plan

Data Exploration

Agency Outcome
Community Value



Cherriots' TransDASH Dashboard Tour

Overview
Strategic Plan
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Agency Outcome

- Community Value
- Culture of Ownership
- Customer Satisfaction
- Financial Sustainability

Year: 2024

Quarter: Q1

Cherriots | Customer Satisfaction | Q1 | 2024

Metric	Actuals	Goals	Goal Achieved	Goal Ambition	National Comparison	More Info
Change in Ridership	-1%				▲ Above	
Customer Net Promoter Score	55	66	84%		▲ Above	
Customer Satisfaction	84%	95%	88%		▲ Above	
Ridership	855.9K				▼ Below	

Overview

Strategic Plan

Data Exploration

Agency Outcome
Customer Satisfaction



Cherriots' TransDASH Dashboard Tour

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Strategic Plan
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 Ambitious Goal
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Filters

Agency Outcome
 Community Value
 Culture of Ownership
 Customer Satisfaction
 Financial Sustainability

Year: 2024
 Quarter: Q1

Cherriots | Culture of Ownership | Q1 | 2024 ?

Metric	Actuals	Goals	Goal Achieved	Goal Ambition	National Comparison	More Info
Employee Engagement	62%	64%	97%		▼ Below	
Employee Satisfaction	65%	64%	100%		N/A	
Employees - Internal Communication	45%	46%	98%		N/A	
Employees - Mission and Vision	78%	90%	87%		N/A	

Overview

Strategic Plan

Data Exploration

Agency Outcome
Culture of Ownership



Cherriots' TransDASH Dashboard Tour

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Strategic Plan
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Agency Data
Benchmark Data
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▼ Below
■ N/A

Goal Ambition
 Ambitious Goal
 Standard Goal

Filters

Agency Outcome
 Community Value
 Culture of Ownership
 Customer Satisfaction
 Financial Sustainability

Year: 2024
 Quarter: Q1

Cherriots | Financial Sustainability | Q1 | 2024 ?

Metric	Actuals	Goals	Goal Achieved	Goal Ambition	National Comparison	More Info
Budget Adherence	90%	100%	90%		N/A	
Total Cost per Hour	\$175.69	\$195	100%		▼ Below	

Overview

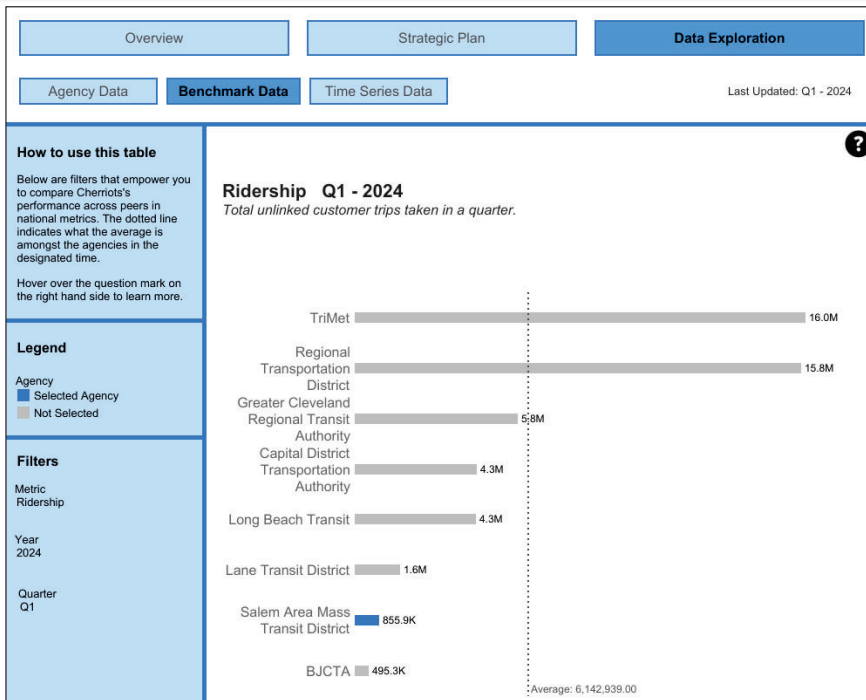
Strategic Plan

Data Exploration

Agency Outcome
Financial Sustainability



Cherriots' TransDASH Dashboard Tour



Overview

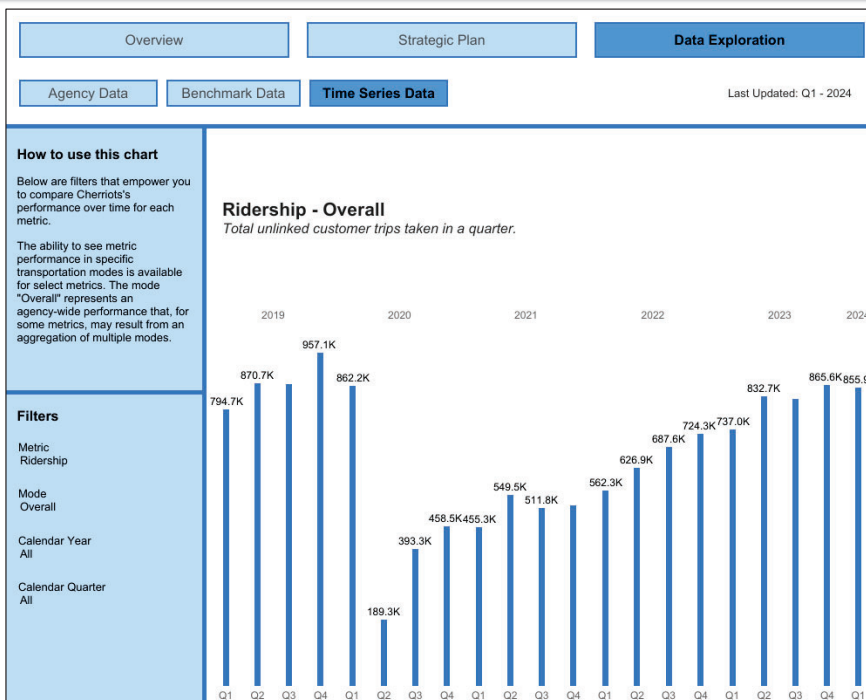
Strategic Plan

Data Exploration

Benchmarking Metric
Ridership



Cherriots' TransDASH Dashboard Tour



Overview

Strategic Plan

Data Exploration

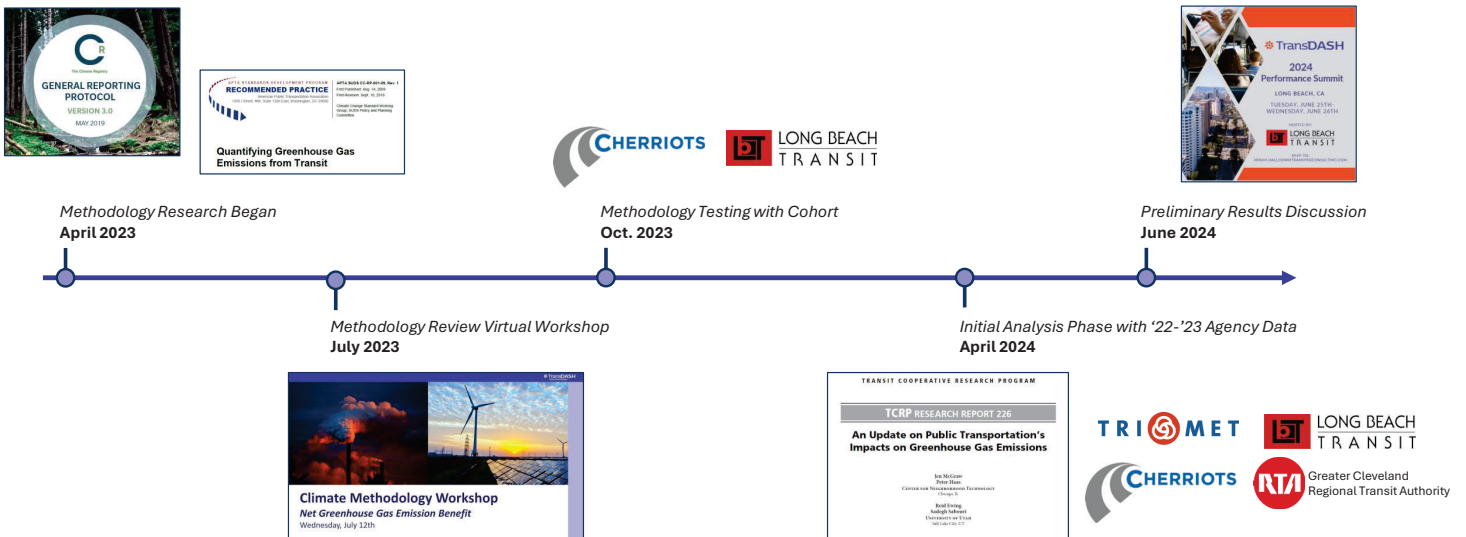
Time Series Metric
Ridership



TransDASH Innovations

Environmental Impact and Job Access

TransDASH Environmental Impact Analysis



Net CO₂e Emissions (*CO₂, N₂O, and CH₄*) [Annual Calculation]

*Total CO₂e Emissions Avoided (Mode Shift and Land Use Effects) –
[CO₂e Emissions of Service Vehicles + Additional Scope Emissions]*

Information Systems

- Operational data such as passenger trips, vehicle miles, and vehicle hours
- Fuel and Energy Use data for fleets and facilities

Additional Metrics of Interest

- Kg CO₂e Emissions Avoided due to Mode Shift Effects, by Mode
- ...Emissions Avoided due to Land Use Effects
- ...Emissions per PMT, by Mode
- ...Emissions per VMT, by Mode
- ...Emissions per RVH, by Mode

Customer Metrics

- Kg CO₂e Emissions per UPT, by Mode
- Miles of Customer Auto Travel Avoided, by Mode
- Gallons of Customer Auto Gas Avoided, by Mode
- Customer Gas Dollars Saved, by Mode

Next Steps

- Run the Environmental Impact Analysis for Cherriots in August
- Discuss analysis results with Cherriots staff
- Compare and discuss results with other TransDASH agencies
- Dive deeper into additional areas of transit's environmental impacts

TransDASH Job Access Analysis Methodology

Computed utilizing Conveyal by leveraging GTFS, service boundaries, and Census data.

- *2021 LEHD LODES, 2017-2021 ACS Block Group*
 - *Weighting the data by decennial census data vs LODES data produces very similar results in terms of weighted average job accessibility*

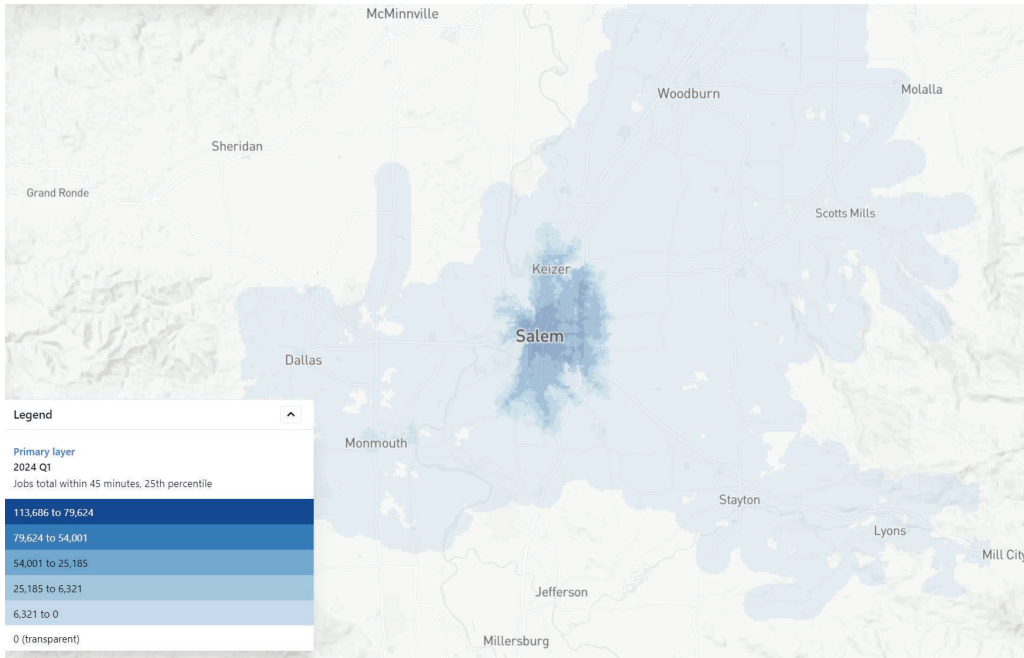
Process

- The service boundary is divided into very small zones, creating a grid pattern.
- The number of jobs accessible for workers by transit in 45 minutes is computed for each zone within the service boundary.
- The average number of jobs is computed across all zones in the service boundary, weighted by the number of workers within each zone.
 - This average can be computed for subpopulations as an equity analysis.

Analysis Assumption

- Time Period: Tuesday, 8 am – 9 am

Cherriots: All Workers Job Accessibility Heat Map



47,878

Average # of Jobs Accessible through a 45-minute Transit Commute

1.40

Job Accessibility Equity

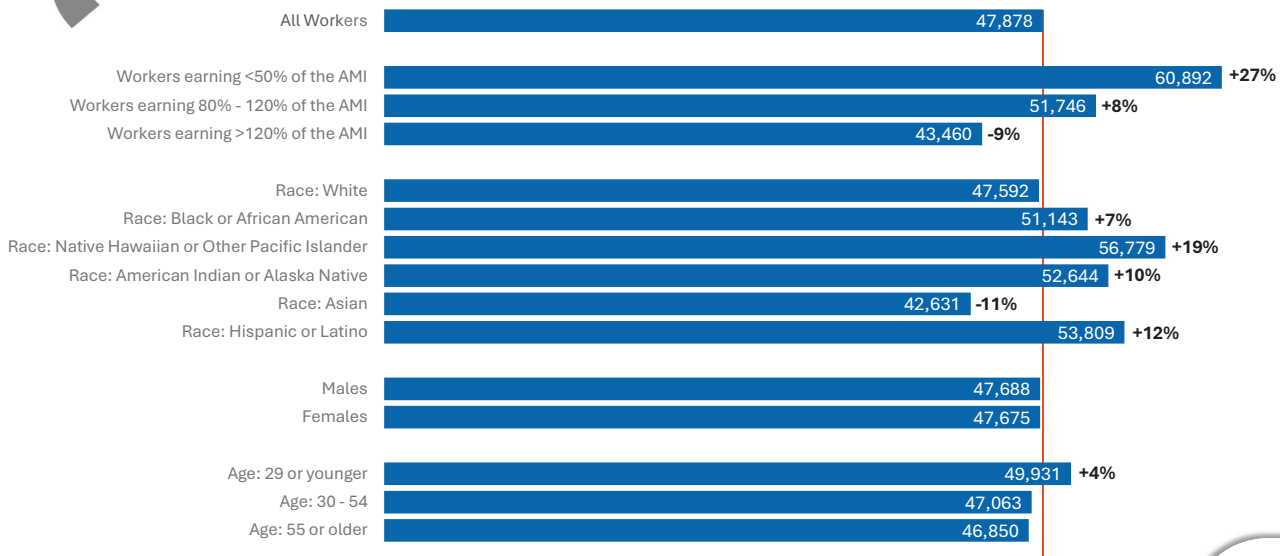
(Low-Income Worker Job Accessibility)
(High-Income Worker Job Accessibility)



Cherriots Job Access Subpopulation Analysis



Average # of Jobs Accessible through a 45-minute Transit Commute



TransDASH Summit Cherriots' Award Ceremony



TransDASH Summit Awards Ceremony

First Place

- Highest Customer Satisfaction in Q1 2024
- Most Improved Service Effectiveness from 2018 to 2023
- Most Improved UPT from 2022 to 2023



Honorable Mentions

- 2nd Highest Net Promoter Score in Q1 2024
- 2nd Most Improved UPT from 2018 to 2023
- 2nd Most Improved Job Connectivity from 2019 to 2024
- 2nd Most Improved Job Access from Downtown from 2019 to 2024
- 3rd Most Improved Low-Income Worker Job Access from 2019 to 2024

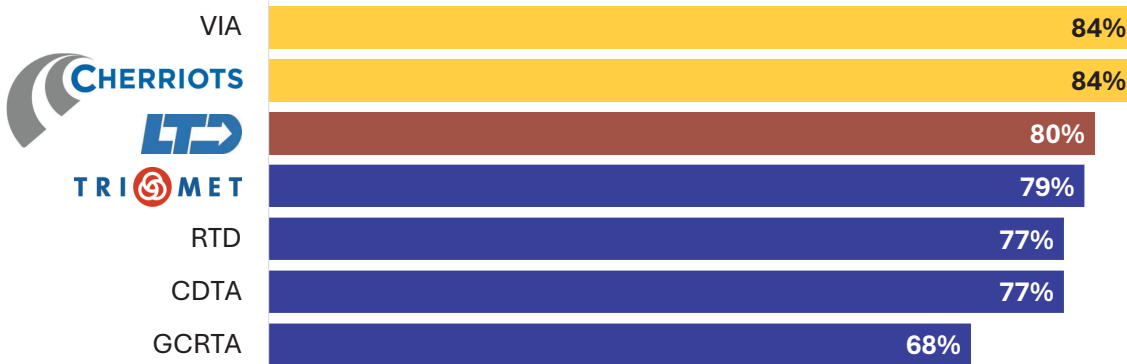
TransDASH Summit Awards Ceremony

Highest Customer Satisfaction

2024 Q1



The percent of customers who are satisfied (4) or very satisfied (5) in response to the question, "Overall, how satisfied are you with service?" on the most recent customer survey.



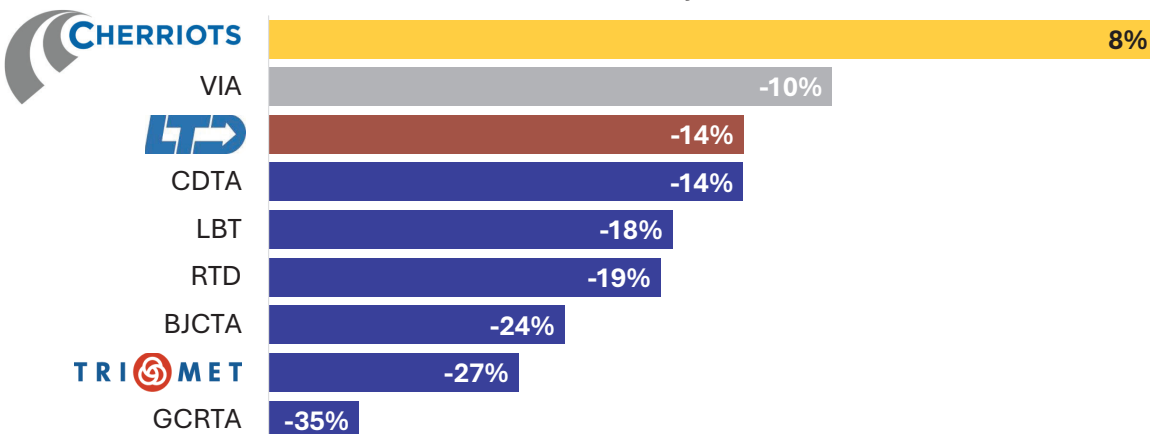
TransDASH Summit Awards Ceremony

Most Improved Service Effectiveness

2018-2023



Percent change in total unlinked customer trips per vehicle revenue mile over 5 years from 2018 to 2023.

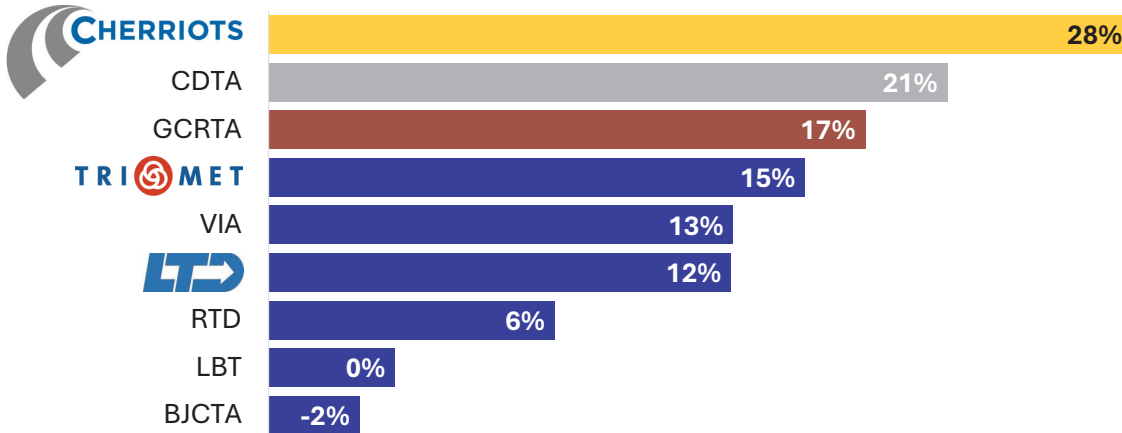


TransDASH Summit Awards Ceremony

Most Improved Unlinked Customer Trips

2022-2023

The percent change in unlinked customer trips over 1 years from 2022 to 2023.

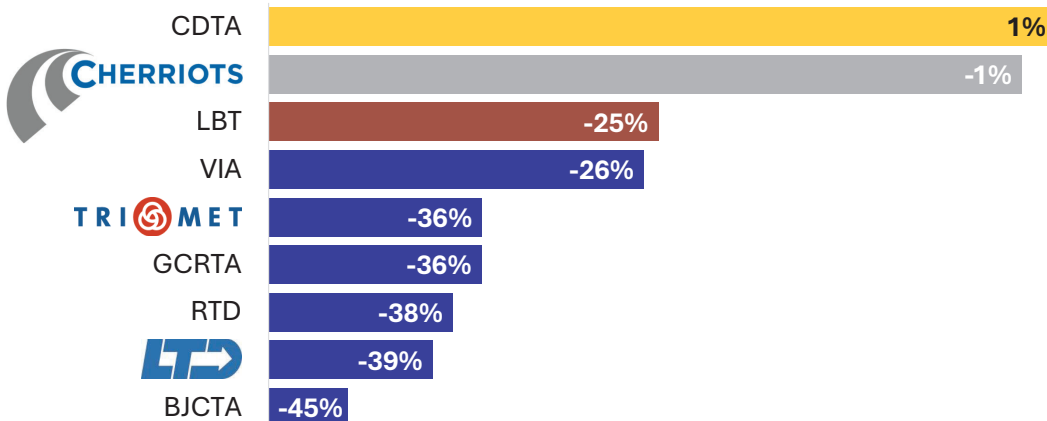


TransDASH Summit Awards Ceremony

Most Improved Unlinked Customer Trips

2018-2023

The percent change in unlinked customer trips over 5 years from 2018 to 2023.



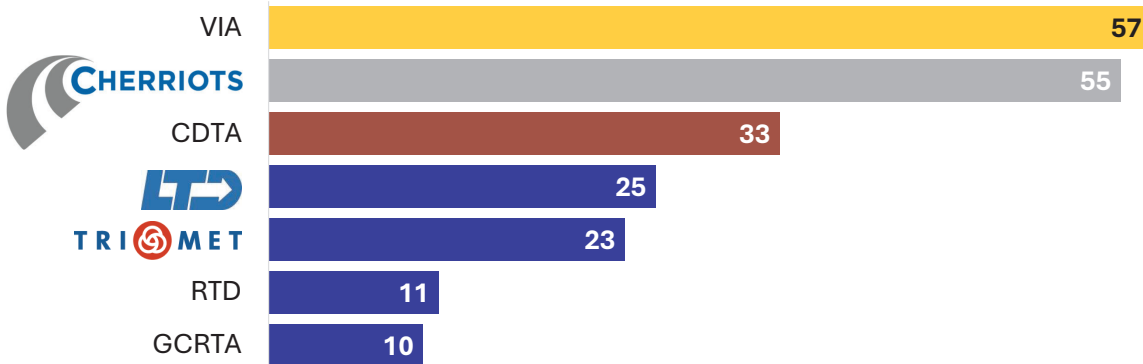
TransDASH Summit Awards Ceremony

Highest Net Promoter Score

2024 Q1



The percent of customers who are promoters (9-10) minus the percent who are detractors (0-6) in response to the question, “How likely are you to recommend transit to friends and family?” on the most recent customer survey.



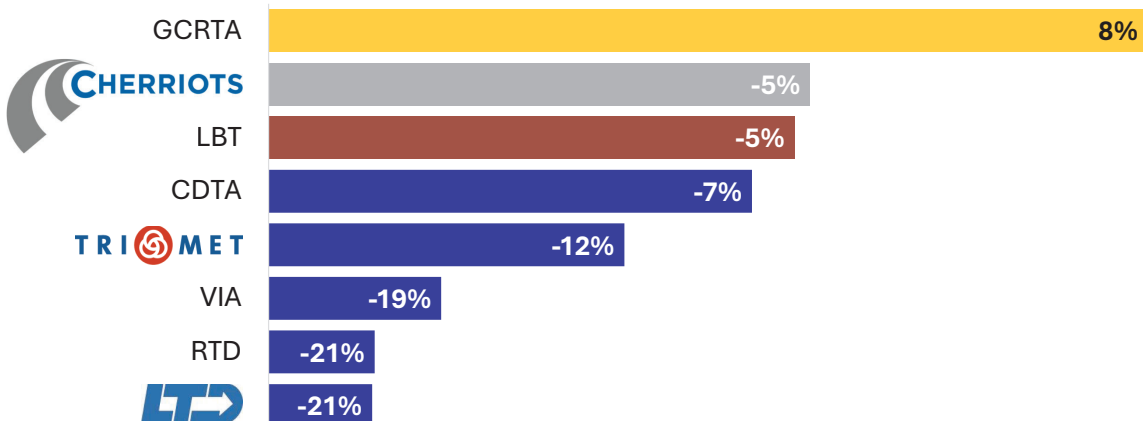
TransDASH Summit Awards Ceremony

Most Improved Job Connectivity

2019-2024



Biggest increase in average number of jobs accessible from anywhere in service area in 45 minutes by transit from 2019 to 2024.

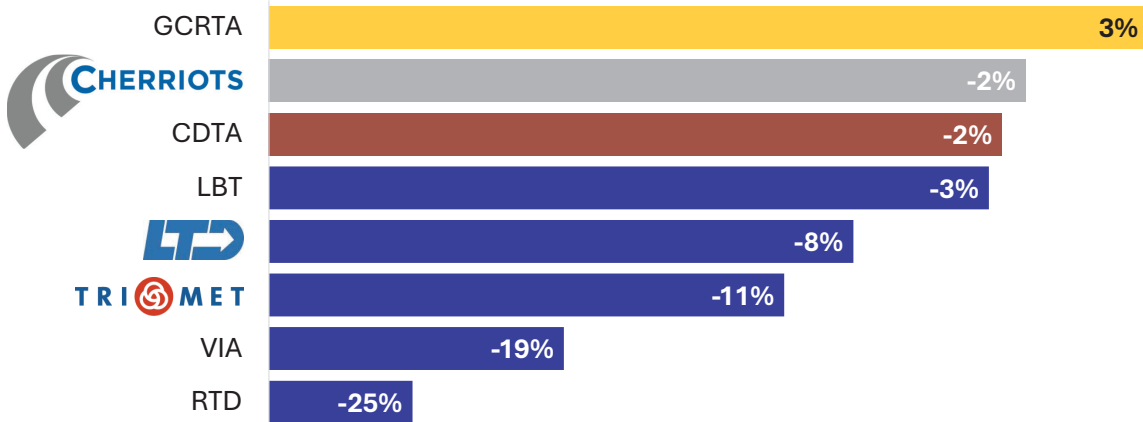


TransDASH Summit Awards Ceremony

Most Improved Job Access from Downtown

2019-2024

Biggest increase in total number of jobs accessible from downtown in 45 minutes by transit from 2019 to 2024.

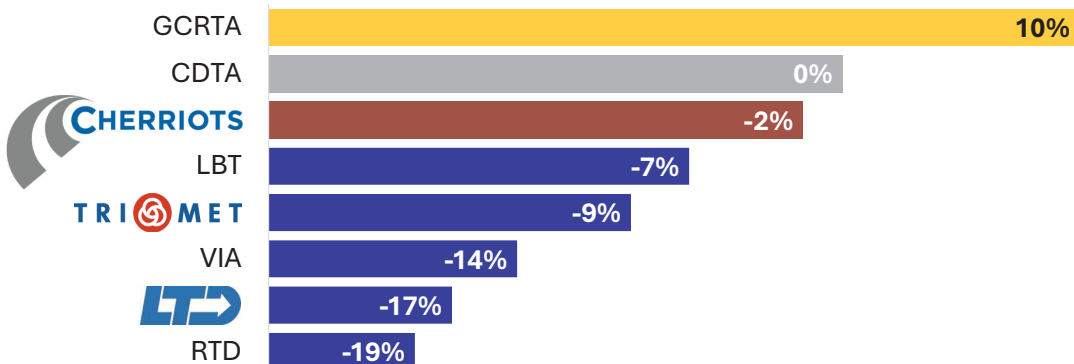


TransDASH Summit Awards Ceremony

Most Improved Low-Income Job Access

2019-2024

Biggest increase in average number of jobs accessible from anywhere in service area in 45 minutes by transit for workers earning less than 50% of the area AMI from 2019 to 2024.





Salem Area Mass Transit District
Board of Directors Meeting
June 27, 2024

Index of Board Actions

<u>Action</u>	<u>Page</u>
Budget Hearing: Approve Adopt Resolution No. 2024-01 to adopt the FY2024-25 Budget, making appropriations, and imposing and categorizing taxes.	3
Approve the Consent Calendar with the exception of Item B.1, the Approval of FY 2025 United Way Donation.	3-4
A. Approval of Minutes	
1. May 23, 2024 Board of Directors Meeting	
2. June 13, 2024 Board of Directors Work Session	
3. June 13, 2024 Board Executive Session	
B. Routine Business Items	
1. Approval of FY 2025 United Way Donation Deferred from the Consent Calendar	
2. FY 24 Q3 Reportable Assault Data	
3. Award of Contract for DPI Del Webb Security	
4. Award of Contract for Fuel Services Program for Contracted Transportation Services	
Adopt Resolution No. 2024-02, approving funding of the FY24 Section 5310 projects as recommended by the STIFAC, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.	4

Salem Area Mass Transit District
Board of Directors Meeting Minutes

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

June 27, 2024

Full Video of Board Meeting can be accessed at: https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71IiYD_YiUu7ABEx92

Attendees:

Board: President Maria Hinojos Pressey, Directors Joaquín Lara Midkiff, Ramiro Navarro Jr. (Virtual), Sadie Carney, Ian Davidson, Sara Duncan, and Bill Holmstrom.

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CIO Art Boulanger, CFO Denise LaRue, CHRO Jaél Rose, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, and Executive Assistants Kirra Pressey.

Guest: Legal Counsel Sara Sayles (Virtual) and Budget Committee Vice-Chair Nick Fortey.

I. CALL TO ORDER

A. Attendance

President Hinojos Pressey called the meeting to order at 5:30 p.m.
Attendance was noted with Director Navarro attending virtually.

B. Safety Moment

GM Pollock presented a safety discussion on firework safety, indicating that fireworks are not safe to use at home and should be left to professionals. However, if fireworks are used at home, they should be kept out of the hands of children, protective eyewear should be worn, and lit fireworks should not be held. Always remain at a safe distance and soak used fireworks in water before discarding them.

II. ANNOUNCEMENTS | CHANGES TO THE AGENDA - None

III. PRESENTATION(S) - None

IV. PUBLIC COMMENT - None

The Board received public comment forwarded by Amanda Tapfield from the office of Governor Tina Kotek, from community member Tina Harding, for their review and consideration. President Hinojos Pressey noted that GM Pollock would provide an update on the items discussed in the public comment later in the meeting.

V. BUDGET HEARING

President Hinojos Pressey opened the Public Hearing at 5:35 p.m. CFO LaRue introduced the Vice Chair of the Budget Committee Nick Fortey, who provided the Budget Committee's recommendation to adopt the FY 2025 Budget. President Hinojos Pressey called for public comment regarding the Budget Hearing, both in person and online; no public comment was received. President Hinojos Pressey closed the Public Hearing at 5:38 p.m.

VI. DELIBERATION OF BUDGET HEARING - None

VII. BUDGET HEARING ACTION ITEM

Presenter: CFO Denise LaRue

Staff Report: Pg. 4-203

CFO LaRue briefly discussed the process surrounding the proposed and approved budget, including the published public notices. She requested that the Board adopt the FY 2025 Budget in accordance with the Budget Committee's recommendation.

Motion:	Adopt Resolution No. 2024-01 to adopt the FY2024-25 Budget, making appropriations, and imposing and categorizing taxes.
Motion By:	Director Bill Holmstrom
Second:	Director Ian Davidson
Vote:	Motion Passed Unanimously

VIII. CONSENT CALENDAR

Presenter: President Maria Hinojos Pressey

Staff Report: Pg. 204-226

President Hinojos Pressey asked the members of the Board if there were any items to be pulled from the Consent Calendar prior to a motion. Director Holmstrom advised that he would like to pull item B.1 – Approval of FY 2025 United Way Donation from the Consent Calendar.

A. Approval of Minutes

1. May 23, 2024 Board of Directors Meeting
2. June 13, 2024 Board of Directors Work Session
3. June 13, 2024 Board Executive Session

B. Routine Business Items

1. Approval of FY 2025 United Way Donation **Deferred from the Consent Calendar**
2. FY24 Q3 Reportable Assault Data
3. Award of Contract for DPI Del Webb Security
4. Award of Contract for Fuel Services Program for Contracted Transportation

Motion:	Approve the Consent Calendar with the exception of Item B1.
Motion By:	Director Ian Davidson
Second:	Director Joaquín Lara Midkiff
Vote:	Motion Passed Unanimously

IX. ITEMS DEFERRED FROM THE CONSENT CALENDAR

A. Approval of FY 2025 United Way Donation

Presenter: General Manager Allan Pollock

Staff Report: Pg. 211-220

GM Pollock provided a brief overview of the United Way of Mid-Willamette Valley Bus Pass Distribution program and process. He indicated that the United Way does not give passes to individuals but to nonprofit agencies for distribution. The program is oversubscribed, and over time, the District has increased its donation due to the higher demand. The United Way also buys additional passes at a 25% discount. Board Members took a moment to highlight the many stories and comments from individuals who have received bus passes through the United Way Bus Pass Distribution. Director Holmstrom noted that the program assists the District in executing its mission of Creating Community Connections.

Motion:	Approve an annual allocation of 7,500 Day Passes to the United Way of Mid-Willamette Valley for FY2025.
Motion By:	Director Bill Holmstrom
Second:	Director Sadie Carney
Vote:	Motion Passed Unanimously

X. ACTION ITEMS

A. Adopt Resolution No. 2024-02, Approving the 5310 Project Proposal(s).

Presenter: CPDO Shofi Ull Azum

Staff Report: Pg. 227-231

CPDO Ull Azum provided a brief background on the 5310 programs, noting that the District serves as the recipient of the FTA 5310 Funds. He mentioned that public notices were published on the District's website and in the Statesman noting the application process and deadlines; however, no external submissions were received. He discussed the three applications submitted by the District, highlighting the differences between traditional and non-traditional projects. Finally, he reported that the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) met on June 12, 2024, and unanimously voted to prioritize all three projects equally, recommending the Board approve the 5310 project proposals.

XI. INFORMATIONAL REPORTS - None

XII. GENERAL MANAGER’S REPORT

GM Pollock discussed the recent open house(s) to discuss community member concerns surrounding Route 22, indicating community members did provide concerns and feedback for staff review. Staff will evaluate the data and a decision will be made next week based on that data. Board Members deliberated on concerns regarding potential changes to this route, emphasizing a preference to address community concerns without altering the route. There is apprehension that such changes could establish a precedent of avoiding community areas, contradicting the objectives of upcoming service enhancements. Other Board members suggested enhancing targeted outreach efforts before implementing new routes to potentially mitigate these issues. Overall, the Board acknowledged and appreciated Staff’s prompt response to community concerns.

GM Pollock also discussed the completion of the Districts annual inventory this morning, along with the House Transportation, Housing, and Urban Development Subcommittee meeting earlier in the day which focused on concerns surrounding the Federal Transportation Appropriations Bill for 2025. Lastly, he discussed promotions throughout the District and upcoming retirements.

XIII. BOARD OF DIRECTORS REPORT

President Hinojos Pressey and Directors provided reports on committees and activities in which they represent the District.

XIV. ADJOURN

President Hinojos Pressey adjourned the meeting at 6:49 p.m.

Respectfully Submitted

Maria Hinojos Pressey, Board President



Salem Area Mass Transit District
Board of Directors Work Session Minutes

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

July 11, 2024

Attendees:

Board: President Maria Hinojos Pressey, Directors Joaquín Lara Midkiff, Ramiro Navarro Jr. (Virtual), Sadie Carney, Sara Duncan, and Bill Holmstrom. Absent: Director Ian Davidson

Staff: General Manager Allan Pollock, DGM David Trimble, CIO Art Boulanger, CFO Denise LaRue, CHRO Jaél Rose, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, and Executive Assistant Kirra Pressey.

Guest: None

I. CALL TO ORDER

President Hinojos Pressey called the work session to order at 5:30 PM.

Attendance was noted with Director Navarro attending virtually and Director Davidson absent.

A. Safety Moment

General Manager Pollock delivered the Safety Moment, focusing on water safety. He emphasized that eleven (11) people in the United States perish daily due to unintentional drowning. Key tips covered included active supervision of children near water, promoting swimming lessons, and advocating the 'reach or throw, don't go' approach for rescues.

B. Announcements – None

II. PRESENTATION(S) | DISCUSSION(S)

A. Service Enhancement Subcommittee Update

Presenter: CPDO Shofi Ull Azum

Staff Report: Pg. 3-9 & Addendum #1

CPDO Ull Azum provided an overview of the Service Enhancement Subcommittee, including its members, purpose, and the number of meetings held. He discussed the current services provided by the District and the data and documents used to develop recommendations, such as the Long Range Transportation Plan, Needs Assessment

Plan, Core Network Policy, Customer Satisfaction and Community Value Surveys, industry research, and benchmarking. He also reviewed ongoing service enhancement activities and those prioritized by the Subcommittee for the next 0-5 years, 5-10 years, and 10-15 years. Director Holmstrom requested that CCO Feeny and CFO LaRue address other aspects of the Service Enhancement plan. CCO Feeny briefly discussed the Request for Qualifications (RFQ) for a PR firm to assist with the narrative surrounding service enhancements, while CFO LaRue covered the ongoing meetings with the Department of Revenue (DOR).

GENERAL MANAGER COMMENTS

A. Upcoming Board Agenda Items

B. Board Calendar Review

Presenter: GM Pollock

Staff Report: Pg. 10-11

GM Pollock highlighted upcoming agenda and calendar items. He specifically noted that the District did not receive the Low/No Emission Grant from the FTA but mentioned that other grant applications are still pending.

III. ADJOURN

President Maria Hinojos Pressey Adjourned the work session at 7:00 PM.



BOARD MEETING MEMO

Agenda Item V.B.1

To: Board of Directors
From: Tom Dietz, Chief Operations Officer
Thru: Allan Pollock, General Manager
Date: July 25, 2024
Subject: Community Advisory Committee (CAC) – Member Recommendation

ISSUE

Shall the Board approve the Community Advisory Committee's recommendation to appoint Bryan Casey (Application can be found as [Attachment A](#)) to position seven (7) on the committee for a term beginning 8/1/2024 through 7/31/2026?

BACKGROUND AND FINDINGS

As stated in the Board's Bylaws under *Rule 22. Committees*, any committee authorized by the Board shall perform the duties prescribed by the Board at the time the committee was created. Board-appointed committees are subject to the direction and control of the Board. Recommendations of such committees are considered advisory only.

The Bylaws governing membership (Article III) - Members of the Committee are appointed by the District Board of Directors, and serve at the pleasure of the District Board of Directors. Based on the discretion of the District Board of Directors the Committee shall have no more than eleven (11) voting members. Each member must meet any one or more of the qualifications identified in Article III, Section 2 at the time of their appointment and for the duration of their term.

The CAC conducted a review of the application via email and voted unanimously to recommend Mr. Casey for appointment to the CAC.

FINANCIAL IMPACT

There is no financial impact.

RECOMMENDATION

The CAC recommends that the Board appoint Bryan Casey to position seven (7) on the committee for a term beginning 8/1/2024 through 7/31/2026.

PROPOSED MOTION

I move to appoint Bryan Casey to position seven (7) on the Community Advisory Committee for a term beginning 8/1/2024 through 7/31/2026.



Community Advisory Committee (CAC) Application

Please return completed, signed application by mail or email to the address below

Salem Area Mass Transit District Attn. Executive Assistant Crisandra Williams

555 Court St. NE Suite 5230, Salem, Oregon 97301 | crisandra.williams@cherriots.org | (503) 588-2424

Personal Information

Full Name: BRYAN GREG CASEY Phone: [redacted] 7008

Address: [redacted] Salem OR 97301

Email: [redacted] In what languages are you fluent? English

Can you regularly attend CAC meetings on the third Tuesday of every other month at 5:30 p.m.? (February, April, June, August, October, & December) [X] Yes [] No

Areas of Interest or Group Perspectives You Would Bring to the CAC

Check all that apply:

- [X] Seniors / Elders [] Rural Community
[X] Persons with Disabilities [] Minority Populations
[] Medical Community [] Business & Economic Development
[] Social Service Agency [] Unincorporated Areas
[] Various Associations [] Sustainability / Environment
[] Students [] Bicycle Organizations

Service user of the following:

- [X] Cherriots Local
[X] Cherriots Regional
[] Cherriots LIFT Cherriots
[] Shop and Ride

Describe the top three public transportation issues of concern and importance to you and the role of the CAC in addressing those issues.

1. Load/unload protocol for elderly, disabled
2. Stop placement (distance between stops)
3. Maximizing effectiveness of public transit for those unable to use Cherriots LIFT

List the interest groups with whom you are affiliated and explain how your membership on the CAC would improve communication and add value to these groups.

- Community Volunteer - Salem Evangelical Church - general neighborhood support and interface with Highland Elementary School.
Attend Marion County Board of Commissioners Public Meetings
My interest in ALL community functions adds value and usefulness to the CAC

Please explain how your background including employment, education and experience qualifies you for membership on the CAC. You may attach a brief bio or resume. Links to personal web pages or blogs you want considered are also welcome.

I have an extensive background in the transportation industry, including two decades in chemical manufacturing including shipping and receiving, delivery, routing etc, Dispatched for Radio Cab in Portland, worked in the local auto business development field. Retired ODOT/DMV

By submitting my application, I affirm the facts and statements contained herein are true and complete.

[Signature] June 18, 2024

Signature (If you are not signing digitally please provide the date)



BOARD MEETING MEMO

Agenda Item VII.A

To: Board of Directors

From: Tom Dietz, Chief Operations Officer
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: July 25, 2024

Subject: Tires and Related Services Contract Award

ISSUE

Shall the Board authorize the General Manager to enter into a contract with CTW, Inc. dba Cascade Tire Pro's for an amount not to exceed \$1,175,137 over a five (5) year period?

BACKGROUND AND FINDINGS

The District purchases all tires used in local fixed route, regional, and paratransit fleets.

We received four (4) bids to the Invitation to Bid (ITB). All proposers were determined to be responsive per FTA guidelines.

FINANCIAL IMPACT

Tires Year 1	\$ 229,087
Tires Year 2	\$ 230,307
Tires Year 3	\$ 231,564
Tires Year 4	\$ 238,512
Tires Year 5	\$ 245,667
Estimated 5-Year Contract Bid Total	\$ 1,175,137

The costs associated with year 1 of this contract are accounted for in the approved FY 2024-2025 operating budget. Funding is provided through several revenue sources to include Federal 5307 and 5310 funds as well as general fund. The future years of the contract will be budgeted in the appropriate fiscal year. The cost breakdown is shown in the table above.

RECOMMENDATION

Staff recommends the Board authorize the General Manager to enter into a contract with CTW, Inc. dba Cascade Tire Pro's for an amount not to exceed \$1,175,137 over a five (5) year period.

PROPOSED MOTION

I move that the Board authorize the General Manager to enter into a contract with CTW, Inc. dba Cascade Tire Pro's for an amount not to exceed \$1,175,137 (one million, one hundred seventy-five thousand, one hundred thirty-seven dollars) over a five (5) year period.



BOARD MEETING MEMO

Agenda Item VII.B

To: Board of Directors
From: Denise LaRue, Chief Financial Officer
Thru: Allan Pollock, General Manager
Date: July 25, 2024
Subject: FY2024 Preliminary Year-End Financial Report

ISSUE

Shall the Board accept the FY2024 preliminary year-end financial report?

BACKGROUND AND FINDINGS

The District's fiscal year ended June 30, 2024. Oregon Revised Statutes – ORS 267.140(5) – requires the District to make a financial report for the previous year available to its Board within 30 days of fiscal year end. To comply with the timeframe established by the State of Oregon, District staff have prepared a report providing preliminary results. Audited reports will be prepared when the independent audit work has been completed.

The preliminary report includes statements for the General Fund, Transportation Programs Fund, and the Capital Project Fund. These statements compare the budget amounts to actual amounts by legal appropriations category. Because this is a preliminary look at FY24, some transactions and adjustments have not yet been made, so they are not included in this preliminary report. These items include depreciation of assets, year-end revenue accruals, and various expense adjustments.

Attachment A shows the Estimated Financial Overview for FY24.

General Fund Revenues:

General Fund Total Operating Revenues are at 114% of budget.

Total Federal Funding is currently at 123% of the annual budget, with STIF Formula funding currently being at 116%, property taxes at 104%, and Oregon State In-Lieu at 117%. These numbers may increase over the estimate by a revenue accrual for the fourth quarter.

General Fund Expenditures:

The Total Operating expenditures of the General Fund are under budget at 89% of total annual budget. All divisions in the General Fund are below the annual budget, ranging from 70% to 97% of annual budget.

Transportation Programs Fund Revenues:

Transportation Total Revenues are at 83% of budget.

Additional revenues will be accrued when drawdown calculations have been completed.

Transportation Programs Fund Expenditures:

The Total Transportation Programs Fund expenditures are below budget, ranging from 52% to 84%.

Capital Projects Fund Revenues and Expenditures:

Overall, the Capital Project Fund has received and expended about 47% and 52% of the appropriated budget, respectively. As with the other fund statements, reimbursement requests are in process and the revenues will be reported with the audited report.

Many of the planned FY24 capital projects were impacted by supply chain issues, which created delays in schedules. These have been carried forward to the Adopted FY2024-25 budget year to be completed.

FINANCIAL IMPACT

None.

RECOMMENDATION

Staff recommends the Board accept the FY2024 preliminary year-end financial report as presented.

PROPOSED MOTION

I move that the Board accept the FY2024 preliminary year-end financial report as presented.

**Salem Area Mass Transit District
 Estimated Fiscal Year 2023-24 Financial Report
 Expenses/Requirements Summary**

	Actual	Budget @ 6/30/24	FY2023-24 Adopted Budget	% of Budget	
1 <u>Operating Revenues/Resources</u>					1
2 Passenger Fares	\$ 2,300,913	\$ 2,134,783	\$ 2,134,783	108%	2
3 Planning Grant	120,000	120,000	120,000	100%	3
4 Federal Funding	3,926,849	3,202,037	3,202,037	123%	4
5 STIF Formula	6,949,571	5,992,526	5,992,526	116%	5
6 Miscellaneous	224,051	438,008	438,008	51%	6
7 Property Taxes	15,313,135	14,762,527	14,762,527	104%	7
8 Oregon State In-Lieu	10,068,949	8,600,000	8,600,000	117%	8
9 Interest on Investments	2,413,053	998,797	998,797	242%	9
10 Renewable Gas/Energy Tax Credits	379,470	470,000	470,000	81%	10
11 Operating Revenues/Resources Total	\$ 41,695,991	\$ 36,718,678	\$ 36,718,678	114%	11
12 <u>Operating Expenses/Requirements</u>					12
13 General Manager/Board/Strategic Init.	\$ 976,440	\$ 1,394,739	\$ 1,394,739	70%	13
14 Human Resources	1,278,363	1,495,190	1,495,190	85%	14
15 Finance	1,759,367	1,863,562	1,863,562	94%	15
16 Marketing & Communications	1,915,091	2,193,275	2,193,275	87%	16
17 Operations	27,508,680	29,872,098	29,872,098	92%	17
18 Deputy General Manager	2,156,188	2,920,450	2,920,450	74%	18
19 Information Technology & Infrastructure	1,494,963	1,871,879	1,871,879	80%	19
20 Planning and Development	1,465,119	1,805,416	1,805,416	81%	20
21 Unallocated General Administration	1,560,356	1,608,650	1,608,650	97%	21
22 Operating Expenses/Requirements Total	\$ 40,114,567	\$ 45,025,259	\$ 45,025,259	89%	22

**Salem Area Mass Transit District
 Estimated Fiscal Year 2023-24 Financial Report**

Transportation Programs Fund Revenues/Resources and Expenses/Requirements Summary		Actual	Budget @ 6/30/24	FY2023-24 Adopted Budget	% of Budget
1	Transportation Fund Revenues/Resources				
2	Passenger Fares	\$ 392,769	\$ 305,161	\$ 305,161	129%
3	Federal Funds	2,318,829	2,919,653	2,919,653	79%
4	State Funds	6,763,432	6,618,578	6,618,578	102%
5	Interest on Investments	64,175	40,673	40,673	158%
6	Transfers from Other Funds	1,657,104	3,657,104	3,657,104	45%
7	Transportation Fund Revenues/Resources Total	\$ 11,196,309	\$ 13,541,169	\$ 13,541,169	83%
8	Transportation Fund Expenses/Requirements				
9	Communication	\$ 89,228	\$ 145,360	\$ 145,360	61%
10	Operations	8,945,383	10,639,655	10,639,655	84%
11	Planning and Development	196,215	374,550	374,550	52%
12	Transportation Fund Expenses/Requirements Total	\$ 9,230,826	\$ 11,159,565	\$ 11,159,565	83%

**Salem Area Mass Transit District
 Estimated Fiscal Year 2023-24 Financial Report**

Capital Project Fund Revenues/Resources and Expenses/Requirements Summary		Actual	Budget @ 6/30/24	FY2023-24 Adopted Budget	% of Budget
1	Capital Revenues/Resources				
2	Federal Funding	\$ 12,348,630	\$ 19,846,339	\$ 19,846,339	62%
3	State Funding	1,524,818	5,402,569	5,402,569	28%
4	Transfers from Other Funds	-	4,454,785	4,454,785	0%
5	Capital Revenues/Resources Total	\$ 13,873,448	\$ 29,703,693	\$ 29,703,693	47%

Capital Expenses/Requirements Summary by Division		Actual	Budget @ 6/30/24	FY2023-24 Adopted Budget	% of Budget
6	Finance	\$ (10,487)	\$ 46,824	\$ 46,824	-22%
7	Information Technology & Infrastructure	227,139	586,000	586,000	39%
8	Deputy General Manager	421,561	1,922,729	1,922,729	22%
9	Planning & Development	650,590	6,130,834	6,130,834	11%
10	Operations	14,101,395	21,017,306	21,017,306	67%
11	Capital Expenses/Requirements Total	\$ 15,390,198	\$ 29,703,693	\$ 29,703,693	52%

**Salem Area Mass Transit District
Estimated Financial Overview, FY24**

FY2024

Indicators	Measure	Q1	Q2	Q3	Q4	Notes
Audits of General Health		Q1	Q2	Q3	Q4	
Report of Independent Auditors - Annual	Unmodified Opinion	---	---	F	---	FY23 audit completed in Q3.
Deficiencies in Internal Control - Annual	No material weakness noted. No significant deficiencies or non-compliance noted.	---	---	F	---	FY23 audit completed in Q3.
Fraud & Noncompliance with Laws & Regulations - Annual	No instances of fraud or noncompliance with laws and regulations identified.	---	---	F	---	FY23 audit completed in Q3.
FTA Comprehensive Review - Every 3 Years	No significant deficiencies or material internal control weaknesses noted.	N/A	N/A	N/A	N/A	Last review in FY22. All deficiencies have been addressed. Next review FY25.
NTD Agreed Upon Procedures - Annual	No material noncompliance with requirements.	---	---	---	---	FY23 audit scheduled to be completed in Q4.
ODOT Monitoring Review - Annual	No material noncompliance with requirements.	F	---	---	---	Completed 1st quarter, no significant findings
Transparency		Q1	Q2	Q3	Q4	
GFOA Excellence in Financial Reporting Award	Award Received	---	---	F	---	FY22 Award Received. FY23 review began 3rd quarter.
Development of Written Policies		Q1	Q2	Q3	Q4	
Reserve	Goal: Adopt Q3 FY24	N/A	N/A	U	U	These written policies are a strategic initiative for FY25.

F Favorable - Trend is positive with respect to goals & policies

--- In Process

F/C Favorable/Caution - Trend is in compliance with policies or anticipated results, but there is risk of change.

U Unfavorable - Trend is negative and there is immediate need for corrective action.

Salem Area Mass Transit District
Estimated Financial Overview, FY24, pg 2

Indicators	Measure	Q1	Q2	Q3	Q4	Notes
General Fund Financial Performance		Q1	Q2	Q3	Q4	
YTD Operating Revenues/Budget	YTD Percentage of annual budget	22%	74%	86%	114%	Favorable for FY24
YTD Expenditures/Budget	YTD Percentage of annual budget	21%	44%	65%	89%	Should be less than 100%

Transportation Programs Fund Financial Performance		Q1	Q2	Q3	Q4	
YTD Operating Revenues/Budget	YTD Percentage of annual budget	8%	15%	21%	83%	Below budget due to a lower transfer than budgeted
YTD Expenditures/Budget	YTD Percentage of annual budget	23%	40%	61%	83%	Should be less than 100%

Capital Fund Financial Performance		Q1	Q2	Q3	Q4	
YTD Operating Revenues/Budget	YTD Percentage of annual budget	31%	30%	31%	47%	Ending strong with good progress made on projects!
YTD Expenditures/Budget	YTD Percentage of annual budget	38%	44%	48%	52%	Expenses include those for battery electric bus infrastructure, transit signal priority work, the ITS project, bus stop improvements, technology equipment, and South Salem Transit Center.

FY2024 Strategic Plan		YTD \$ Spent				
Organizational Tactics - Budget Usage	Action	Q1	Q2	Q3	Q4	
Initiate Development of a Climate Action Plan	Consultant Procurement/Contract	\$ -	\$ -	\$ -	\$ -	Procurement beginning in Q3
Integration of Battery Electric Buses	Purchase Buses/Complete Infrastructure	\$ 11.1M	\$ 11.5M	\$ 11.9M	\$ 12.0M	Buses and infrastructure equipment.
Community Value Survey	Conduct Community Value Survey	\$ -	\$ -	\$ -	\$ 18K	Survey was completed in Q3, and billed in Q4.
Customer Satisfaction Survey	Conduct Customer Satisfaction Survey	\$ -	\$ -	\$ -	\$ 20K	Survey was completed in Q3, and billed in Q4.
E-Fare Implementation	Implement E-Fare	\$ 2K	\$ 182K	\$ 182K	\$ 182K	Project is complete.
Cherriots Intelligent Transportation System	Install new system	\$ -	\$ -	\$ 277K	\$ 649K	Project has begun.
Clean and Safe Passenger Amenities	Hire new staff	\$ 20K	\$ 45K	\$ 82K	\$ 125K	Additional facilities maintenance staffing.
Employment Engagement Survey	Conduct Employee Engagement Survey	\$ -	\$ -	\$ -	\$ 5K	Survey scheduled for Q4.

F Favorable - Trend is positive with respect to goals & policies

F/C Favorable/Caution - Trend is in compliance with policies or anticipated results, but there is risk of change.

U Unfavorable - Trend is negative and there is immediate need for corrective action.



To: Board of Directors
From: Chris French, Service Planning Manager
Shofi Ull Azum, Chief Planning and Development Officer
Thru: Allan Pollock, General Manager
Date: July 25, 2024
Subject: September 2024 Service Change Briefing

ISSUE

Shall the Board receive a briefing regarding Cherriots fixed route service beginning September 1, 2024?

BACKGROUND AND FINDINGS

This service change will begin on Sunday, September 1, 2024 and be in effect through Saturday, January 4, 2025.

Local bus service

Notable changes

Timepoint moved/stop renamed

- Route 6 - Fairview Industrial
 - The inbound stop nearest to Aviation Loop on 25th St., 2790 25th (Stop ID 1793) and the outbound stop, 2775 25th (Stop ID 726), will both be renamed to 25th @ Aviation Loop.
 - Those stops will be new timepoints and replace the current timepoints located at Madrona @ 22nd. This change eliminates the need to mark time at Madrona @ 22nd which can be unsafe. These changes are based on operator feedback. This change also helps with requests from Travel Salem and the City of Salem for passengers using the new airline service who need to know when the bus will be at the closest stop to the airport.

Stops added/moved/renamed

- Route 12 - Hayesville Drive
 - Road and sidewalk construction on Hayesville Dr. is wrapping up and as part of that work some new bus stop pads were created. The following stops will be created or moved as part of that work:
 - New stops
 - Hayesville @ Lisa (Stop ID 1975) - Outbound
 - Hayesville @ Harlan (Stop ID 1976) - Inbound
 - Moved Stops
 - Hayesville @ Harlan (Stop ID 318) - Outbound
 - Hayesville @ Patricia (will be renamed to Hayesville @ Janice) (Stop ID 1408) - Inbound
 - Hayesville @ Lisa (Stop ID 1409) - Inbound

- Route 22 - Kuebler Link
 - Route 22 went on detour beginning Sunday, July 14, affecting all westbound trips. The detour removes the route from Battle Creek Rd, Kuebler Blvd. (between Battle Creek Rd and Commercial), and Alpha St. The new routing is the same as the outbound Route 6 between the turn on to 27th Ave. to the intersection of Baxter and Commercial. Route 22 still begins and ends at Commercial @ Baxter (Stop ID 230). There will be no changes to the schedule or span of service due to this change.
 - The stop at Barnes @ Commercial (Stop ID 1580) is no longer being served by Route 22.
 - The new routing will serve four additional stops, shared by Route 6
 - Reed @ Barnes (Stop ID 1045)
 - Reed @ Shilo (Stop ID 1046)
 - Baxter @ Snowflake (Stop ID 1246)
 - Baxter @ Commercial (Stop ID 137)

Schedule Adjustment

- Route 22 - Kuebler Link
 - To help maintain connections throughout the day with Route 11 - Lancaster Dr. on weekday evenings two trips have had schedule adjustments. The trips that are currently scheduled to depart Truax @ Aumsville at 21:17 and 23:17 will depart at 21:12 and 23:13. This change comes from operator feedback.

Regional bus service

Notable changes

Stops added

- Route 50X - Dallas / Salem Express
 - Route 50X will have an inbound stop (Stop ID 1761) and outbound stop (Stop ID 1524) placed on Lacreole Dr. near Barberry Ave. These stops will serve the Dallas Aquatic Center, LaCreole Middle School, and the surrounding neighborhood. Current routing will remain in place.

Holiday service

- Labor Day, Monday, September 2
 - Cherriots Local will operate at the Sunday service level.
- Veteran's Day, Monday, November 11
 - Cherriots Local will operate at the Sunday service level.

Cherriots ***will not operate*** on Thanksgiving Day, Thursday, November 28, Christmas Day, Wednesday, December 25, or New Year's Day, Wednesday, January 1.

Cherriots LIFT

Holiday service

- Cherriots LIFT will have the same span of service as Cherriots Local on Labor Day and Veteran's Day.

FINANCIAL IMPACT

None

RECOMMENDATION

For information only.

PROPOSED MOTION

None



BOARD MEETING MEMO

Agenda Item X

To: Board of Directors
From: Allan Pollock, General Manager
Date: July 25, 2024
Subject: Board Member Committee Report

ISSUE

Shall the Board report on their activities and committee assignments as representatives of Salem Area Mass Transit District?

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 on behalf of SAMTD. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 Joaquín Lara Midkiff	West Salem Business Association
Subdistrict 2 Director Navarro	State Transportation Improvement Fund Advisory Committee (STIFAC)
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS) Legislative Committee
Subdistrict 4 Director Hinojos Pressey	
Subdistrict 5 Director Davidson	FY27 Service Enhancement Committee Mid-Willamette Valley Council of Governments (MWVCOG)
Subdistrict 6 Director Duncan	Diversity, Equity, and Inclusion Committee Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 7 Director Holmstrom	Community Advisory Committee MWVCOG Regional Rail Advisory Board

FINANCIAL IMPACT

None.

RECOMMENDATION

For informational only.

PROPOSED MOTION

None.