

Salem Area Mass Transit District

BOARD OF DIRECTORS MEETING

Thursday, May 26, 2016

6:30 PM

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

AGENDA

REGULAR BOARD MEETING

A. CALL TO ORDER & NOTE OF ATTENDANCE

B. PLEDGE OF ALLEGIANCE – Director John Hammill

C. ANNOUNCEMENTS & CHANGES TO AGENDA

D. PRESENTATION - None

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

F. CONSENT CALENDAR

1. Approval of Minutes [Action]

a. Executive Session and Board Meeting of April 28, 2016 **1**

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

H. ACTION ITEMS

- 1. Acceptance of Recommendation from Special Transportation Fund Advisory Committee for Approval of Applications for FY2017 Section 5310 and STF Grants **9**
- 2. Approval of IGA No. DASPS-107420-16 with the State of Oregon Department of Administrative Services-Fleet And Parking Services **71**
- 3. Select a Board Member to Review the Compilation of the General Manager's Comprehensive Performance Evaluation **101**

I. INFORMATION ITEMS - None

J. REPORTS

- 1 Performance Report – Third Quarter **103**
- 2. Rideshare Report – Third Quarter **119**
- 3. Finance Report – Third Quarter **125**
- 4. Board Subcommittee Reports [*Receive and File*] **135**

Board members are appointed to local, regional, or national committees and also present testimony at public hearings on specific issues as the need arises. After these meetings, public hearings, or other activities, time is scheduled for an oral report/update.

- a. Minutes of April 11, 2016 Work Session **137**
- b. Minutes of May 3, 2016 STF Advisory Committee Meeting **141**

K. BOARD & MANAGEMENT ISSUES

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

L. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, June 23, 2016

BOARD MEETING PROCEDURES

- **CONSENT CALENDAR AND AGENDA ITEMS** All items on the Consent Calendar will be adopted as a group by a single motion unless a Board member requests to withdraw an item for discussion. Action on items requested for discussion will be deferred until after adoption of the Consent Calendar. Comments on specific items will be taken after the staff report and before Board discussion for each agenda item.
- **APPEARANCE OF INTERESTED CITIZENS & AGENCIES** Time is designated on every Board agenda for questions or statements by persons in the audience on any items of Board business, including those items appearing on the agenda which are subject to public hearing. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three minutes. Members of any agency wishing to make statements should submit their statement in writing to the Clerk of the Board per the agenda deadline below. At the designated meeting, the agency representative will be invited to come forward to speak for a limit of five minutes on their item.
- **TO GET ITEMS ON THE AGENDA** All communications and matters that appear on the Board agenda must be submitted to the Clerk of the Board by noon on Wednesday, one week prior to the Board meeting. You are encouraged to mail, email or bring your written communication to Salem-Keizer Transit, 555 Court St NE, Suite 5230, Salem, OR 97301. The Board of Directors Email Address is: Board@cherriots.org
- **SPECIAL ACCOMODATIONS** Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Clerk of the Board at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

PROCEDIMIENTOS DE LA REUNIÓN

- **CALENDARIO DE CONSENTIMIENTO Y ARTÍCULOS DE AGENDA** Todos los artículos en el Calendario de Consentimiento serán adoptados como grupo por un única propuesta a menos que un miembro de la Junta solicita retirar un artículo para discusión. La acción sobre artículos solicitados para discusión serán diferidos hasta después de la adopción del Calendario de Consentimiento. Comentarios sobre artículos específicos serán adoptadas tras el informe de personal y antes de la discusión de la Junta para cada orden del día.
- **COMPARECENCIA DE LOS CIUDADANOS Y AGENCIAS INTERESADAS** Este es el tiempo designado en cada orden del día de la Junta para preguntas o declaraciones por las personas en la audiencia, de cualquiera de los puntos de los asuntos de la Junta, incluyendo aquellos puntos que aparecen en el orden del día que estén sujetos a una audiencia pública. Se le invita a los ciudadanos individuales a presentarse en una forma similar a los prescritos para las audiencias públicas y a hacer cualquier declaración que deseen, estando limitadas a (3) minutos. Cualquier miembro de una agencia que desee hacer declaraciones en ese momento debe enviar la información al personal de la Junta de acuerdo a los plazos abajo mencionados. En la reunión designada, el miembro de la agencia será invitado a presentarse para hablar, con un límite de (5) minutos en su asunto.
- **PARA TENER ASUNTOS EN EL ORDEN DEL DIA** Para que todas las comunicaciones y asuntos aparezcan en el orden del día de la Junta, deben ser enviados al personal de la Junta antes del mediodía del miércoles de la semana previa a la reunión de la Junta. Si Ud. tiene algún asunto que quiera presentar ante la Junta en el futuro, le animamos a mandarlo por correo o traer una comunicación por escrito al Distrito de Transito del Área de Salem, 555 Court St NE, Suite 5230, Salem, OR 97301; 503-588-2424; Board@cherriots.org
- **NECESIDADES ESPECIALES** Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregón, 711.

For an electronic copy of a 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 at <http://www.cctvsalem.org/>

SAMTD Board of Directors / Email: Board@cherriots.org
General Manager's Office / Salem-Keizer Transit
555 Court Street NE, Suite 5230 / Salem, OR 97301
Phone: (503) 588-2424 / <http://cherriots.org/board>

Salem Area Mass Transit District
BOARD OF DIRECTORS

*** * * EXECUTIVE SESSION * * ***

Monday, April 28, 2016

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

MINUTES

- CALL TO ORDER Vice-President Evans called the executive session to order at 5:32 p.m. and announced the statutory authority for going into executive session to discuss labor negotiations pursuant to ORS 192.660(2)(d). He announced that members of the audience including representatives of the news media could not be present for this discussion pursuant to ORS 192.660(4).
- PRESENT: Vice-President Steve Evans; Directors Marcia Kelley, Colleen Busch, Jerry Thompson, John Hammill, and Kathy Lincoln ABSENT: President Robert Krebs
- Staff:** Allan Pollock, General Manager, Paula Dixon, Director of Administration; David Trimble, Chief Operating Officer; Ben Fetherston, SAMTD Legal Counsel and Adam Collier, SAMTD Labor Counsel (via conference phone)
- LABOR NEGOTIATIONS Board members met in executive session to conduct deliberations with persons designated by the governing body to carry on labor negotiations on its behalf.
- Minutes of this executive session were kept by a tape recording in accordance with ORS 192.650(2).
- ADJOURNED The Executive Session was adjourned at 6:00 p.m.

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

April 28, 2016

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	2-3
1. <u>Approval of Minutes</u>	
a. Regular Board meeting of February 25, 2016	
b. Regular Board meeting of March 24, 2016	
2. <u>Routine Business</u>	
a. Adopt Resolution No. 2016-03 to rescind Resolution No. 08-08 dated June 26, 2008; and Replace the former STF Advisory Committee Bylaws in Attachment B with the Revised Bylaws dated April 28, 2016.	
 Moved to adopt Resolution #2016-04 to approve, and authorize the General Manager to execute, the labor contract agreement between Salem Area Mass Transit District and the Amalgamated Transit Union, Local 757 for the period July 1, 2014 through June 30, 2018.	 3
 Moved to authorize the General Manager to complete negotiations and enter into a five (5) year contract with MTM Inc. to provide TripLink Call Center services, as described in RFP #2015-14 and their proposal, for a term beginning July 1, 2016, and ending on June 30, 2021, with two (2), one-year renewal options thereafter, at the discretion of SAMTD.	 4

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

B L A N K P A G E

Salem Area Mass Transit District
BOARD OF DIRECTORS

MINUTES

April 28, 2016

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

PRESENT:	Vice-President Steve Evans; Directors John Hammill, Colleen Busch, Marcia Kelley, Board Jerry Thompson, and Kathy Lincoln	ABSENT: President Robert Krebs
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communications; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel	
Guests	None	

A. CALL TO ORDER AND NOTE OF ATTENDANCE **6:30 PM**
Vice-President Evans called the meeting to order. Attendance was noted and a quorum was present.

B. PLEDGE OF ALLEGIANCE
Director Kathy Lincoln led the Pledge of Allegiance.

C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA - None

D. PRESENTATION - None

E. PUBLIC COMMENTS

David Beem – Address on File

David said he is an advocate for people with disabilities and volunteers on the Marion County state fair board. He wants everyone to have a good time at the state fair. He wants Marion County and the District to work together to bring back weekend service.

Mark Knecht – Address on File

Mark said he is an advocate for veterans and was still very disappointed about the way the opponents of the District's ballot measure for a payroll tax strategized to defeat the measure in the November election. He said we could get more accomplished if we work together. He asked what the District's next steps were now. Mr. Pollock responded that the District was working with the legislature and the Oregon Transit Association on a state level transportation package for 2017.

F. CONSENT CALENDAR **6:36 PM**

Motion: **Moved to approve the Consent Calendar:**

3. Approval of Minutes

a. Regular Board meeting of February 25, 2016

b. Regular Board meeting of March 24, 2016

4. Routine Business

a. Adopt Resolution No. 2016-03 to rescind Resolution No. 08-08

dated June 26, 2008; and Replace the former STF Advisory Committee Bylaws in Attachment B with the Revised Bylaws dated April 28, 2016.

Motion by: **Director John Hammill**
Seconded: **Director Jerry Thompson**
Discussion: **No items were deferred from the Consent Calendar.**
Vote: **Motion passed unanimously (6) / Absent: Krebs**

Director Colleen Busch thanked all of the people who worked on the revised STF Advisory Committee Bylaws.

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None

H. ACTION ITEMS

H.1 Resolution No. 2016-04 Approval of Labor Contract between Salem Area Mass Transit District and Amalgamated Transit Union Local 757 6:38 PM

Staff report: The Board met in Executive Session prior to the Board meeting with the District's labor counsel, Adam Collier, Paula Dixon, Director of Administration, David Trimble, Chief Operating Officer, and Allan Pollock, General Manager to discuss the parameters of the contract.

The current labor contract expired June 30, 2014. Since October of 2013, the District negotiation team and representatives from Amalgamated Transit Union (ATU), Local 757 have been engaged in negotiations for a new labor contract. On April 5, 2016, the parties tentatively agreed to a new contract with a four (4) year term from July 1, 2014 through June 30, 2018. Members of ATU Local 757 voted to approve the tentative agreement on April 11, 2016. The primary economic issues included salary and medical insurance (described in the supplemental agenda packet).

Comments: Director Hammill urged the Board to approve the labor contract. Director Kelley stated there was lots of give and take and it looks like a reasonable contract for the people who provide the service and maintain the buses. It is a fair action on our part.

Motion: **Moved to adopt Resolution #2016-04 to approve, and authorize the General Manager to execute, the labor contract agreement between Salem Area Mass Transit District and the Amalgamated Transit Union, Local 757 for the period July 1, 2014 through June 30, 2018.**

Motion by: **Director Marcia Kelley**
Seconded: **Director Kathy Lincoln**
Vote: **Motion passed unanimously (6) / Absent: Krebs**

H.2 RFP #2015-14 TripLink Call Center Services 6:40 PM

Staff report: David Trimble, Chief Operating Officer provided the background and findings from the supplemental agenda packet regarding the District's call center which provides customer service and reservations assistance to customers for various services that include CherryLift ADA Paratransit Service, Dial-A-Ride RED Line Service, Chemeketa Area Regional Transportation (CARTS) service, and the Non-Emergent Medical Transportation Service which the District contracts with both the Oregon Health Authority's Division of Medical Programs (DMAP) and the

local Coordinated Care Organization (CCO) of Willamette Valley Community Health (WVCH). These programs annually provide approximately 490,000 rides, and handle approximately 250,000 calls.

The call center service is provided under a contract, awarded in 2010 to MV Transportation. The contract with MV Transportation is set to expire on June 30, 2016. The District began the procurement process on December 4, 2015 issuing RFP #2015-04 and after the evaluation and selection process, Medical Transportation Management, Inc. (MTM) was determined to be the most responsive to the procurement criteria. Staff recommends the Board authorize the General Manager to enter into a five (5) year base, two (2) one-year options contract with Medical Transportation Management, Inc. to provide TripLink call center services.

Motion: **Moved to authorize the General Manager to complete negotiations and enter into a five (5) year contract with MTM Inc. to provide TripLink Call Center services, as described in RFP #2015-14 and their proposal, for a term beginning July 1, 2016, and ending on June 30, 2021, with two (2), one-year renewal options thereafter, at the discretion of SAMTD.**

Discussion: Director Hammill asked if MTM will use the same phone and reservation system. The response was yes.

Director Thompson asked what will happen to the current employees. Mr. Trimble responded that there is value in retaining employees in the call center who know how to use the system and work with the clients. Those employees will have an opportunity to apply; however, MTM is a new company so there will be that transition to work with from one agency to another.

Motion by: **Director John Hammill**

Seconded: **Director Kathy Lincoln**

Vote: **Motion passed unanimously (6) / Absent: Krebs**

I. INFORMATION ITEMS - None

J. REPORTS

J.1 Board Committee Reports

6:48 PM

Board members are appointed to local, regional and/or national committees; and may present testimony at public hearings on specific issues on behalf of the District as the need arises.

Board members inform the Board of the issues discussed in the committees listed on page 37 of the agenda as they relate to transit and the District. Minutes for the external meetings can be found on the agencies websites.

Director Busch read from a written report about the SKATS meeting she attended.

Corrections to the Minutes for the February 6, 2016 Board Planning Retreat were noted under agenda item #7 where it should state the cost of the bridge is \$500 million, not \$8 billion; and in the shaded section it should state that "Mr. Pollock proposes that a Board subcommittee be established to focus on a District plan and response to the Salem River Crossing EIS."

Minutes for the Board's February 8, 2016 Work Session, the corrected Minutes for the

February 6, 2016 Board Planning Retreat and the April 5, 2016 STF Advisory Committee on pages 39-51 were received and filed.

K. BOARD AND MANAGEMENT ISSUES

K.1 General Manager

7:00 PM

Mr. Pollock passed out a press release dated April 27, 2016 from the Oregon Legislative Assembly to announce that House Speaker Tina Kotek and Senate President Peter Courtney appointed a 14-member committee to develop a transportation package for consideration during the 2017 session. It is a top priority for the presiding officers and legislators around the state. Mr. Pollock said the District staff recognized the administrative support staff on April 27th and today, it was *Take Your Child to Work Day*. Looking ahead in May, there will be a budget committee orientation and two meetings on May 5, 12 and 19. Mr. Pollock will also attend a Community Transit Association of America Conference in Portland and American Public Transportation Association meetings.

K.2 Board President

7:01 PM

President Krebs did not attend this board meeting so was unable to give his reports on his transit-related Board and community service activities since the last board of directors meeting.

K.3 Board of Directors

7:04 PM

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

Director Lincoln is planning to attend several neighborhood association meetings and would appreciate the use of some talking points. She will meet with Mr. Pollock.

Director Busch recognized recent volunteer activity carried out by Salem-Keizer Transit employees through their street clean-up activities along Cherry Street between Salem Parkway and Pine Street, and through an annual employee Cherriots Connect event working with the Community Action Agency at the Homeless Connect Event held at the Salem Baptist Church in the downtown area.

Director Kelley shared an article she received from a constituent about old buses in San Francisco that were converted into showers for the homeless. She felt it was a good way to provide dignity to people who are down on their luck; where they can clean themselves and their clothes.

L. Meeting Adjourned

7:18 PM

Respectfully submitted,

Robert Krebs, President

MEMO TO: BOARD OF DIRECTORS

FROM: TANYA DEHART, CHAIR, SPECIAL TRANSPORTATION FUND (STF) ADVISORY COMMITTEE

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: ACCEPTANCE OF RECOMMENDATION FROM THE STF ADVISORY COMMITTEE FOR APPROVAL OF APPLICATIONS FOR THE FY2017 SECTION 5310 AND STF GRANTS

Issue

Shall the Board accept the recommendation of the Special Transportation Fund (STF) Advisory Committee for approval of three applications for Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) and one application for STF grant program funds as shown in **Attachments C through F**?

Background and Findings

Serving a large-urban area with greater than 200,000 people, Salem-Keizer Transit (SKT) receives Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities) grant funds directly from the Federal Transit Administration (FTA). The Oregon Department of Transportation (ODOT) allocates STF dollars every two years to agencies designated by State statute to receive the funds that are primarily used for transportation for seniors and individuals with disabilities.

SKT staff was notified by FTA in December 2015 of the availability of Section 5310 dollars for fiscal year 2016 in the amount of \$224,033. Staff also advertised the availability of a small amount of STF money that was left over from the 2013-15 biennium in the amount of \$32,599. Both advertised programs, if awarded by the Board, would be effective beginning July 1, 2016 and ending June 30, 2017. The 5310 funds are eligible for projects that are only located within the Salem-Keizer urban growth boundary. The STF dollars could be used anywhere in Marion and Polk counties. Both grant programs must be used for programs that serve seniors and individuals with disabilities. Matching local dollars must be included in the applications for Section 5310 funds, but the STF program has no local match requirements.

SKT staff published a public notice in the Statesman Journal newspaper in English and Spanish advertising the funding availability on March 1, 2016 with a deadline of April 4, 2016. This short application window is typical for the compressed timeline. A copy of the public notice is provided in **Attachment A**. An advertisement was also posted on the cherriots.org website beginning March 4, 2016, which is included as **Attachment B**.

In accordance with the adopted Salem-Keizer Transit Section 5310 Program Management Plan, a Technical Advisory Committee (TAC) was formed to receive applications and deliberate their merits. The TAC consisted of four STF Advisory Committee members, one member of the public, and one representative of the Mid-Willamette Valley Council of Governments. The group met on April 11, 2016 in a meeting open to the public to listen to

presentations by organizations applying for the Section 5310 and STF funds. A copy of the TAC meeting minutes is provided in **Attachment G**.

The TAC made a formal recommendation to the STF Advisory Committee (STFAC), at its May 3, 2016 meeting. The STFAC subsequently approved a motion to accept the TAC's recommendation for the Section 5310 grant application and forward this recommendation to the Board of Directors for approval. All STFAC meetings are open to the public, but no public comments were received in regards to these applications.

As shown in the STFAC meeting minutes for May 3, 2016, the motion for the Board reads:

Emily Broussard motioned to forward the TAC recommendation to the Board as written; that funding be approved for the three Salem-Keizer Transit 5310 applications and the Salem Health STF application with the remaining \$599.00 STF dollars being allocated to the CARTS operating budget. Jean Sherbeck seconded the motion. The motion passed unanimously.

Table 1 below summarizes the applications submitted with the total amounts requested also noted. The total amount requested for the Section 5310 and STF grants meets the amount allocated. Thus, all of the proposed projects may be funded under this proposal.

Table 1. Summary of Projects in Section 5310 and STF Applications

Applicant	Project Description	Grant Request	Match	Total	Total Allocation
Salem-Keizer Transit	RED Line Preventative Maintenance	\$ 14,400	\$ 3,600	\$ 18,000	
Salem-Keizer Transit	RED Line Purchased Service	100,816	25,204	126,020	
Salem-Keizer Transit	Mobility Management	108,817	27,204	136,021	
Section 5310 Total		\$ 224,033	\$ 56,008	\$280,041	\$ 224,033
Salem Health	Transportation Coordinator	32,000	-	32,000	
STF Total		\$ 32,000	-	\$ 32,000	\$ 32,599

Recommendation

The STF Advisory Committee recommends the Board approve the applications for the federal Section 5310 and STF grants as shown in **Attachments C through F**. Furthermore, the STFAC recommends the Board direct the General Manager to enter into agreements with Salem Health for their proposed project and to proceed with the federal application for FFY16 5310 funding. The remaining STF dollars should be allocated to the CARTS operating budget.

Proposed Motion

I move the Board approves the applications for the federal Section 5310 and STF grants as shown in **Attachments C through F** and as recommended by the STF Advisory Committee. I further move that the Board authorize the General Manager to enter into agreements with Salem Health for their proposed project and to proceed with the federal application for FFY16 5310 funding. The remaining STF dollars should be allocated to the CARTS operating budget.

Attachment A(1)

PUBLIC NOTICE

FUNDS AVAILABLE FOR TRANSPORTATION PROJECTS
OPEN TO THE PUBLIC
SERVING SENIORS AND INDIVIDUALS WITH DISABILITIES

The Federal Transit Administration has announced the availability of grant funds (\$224,033) for public transportation projects serving seniors and individuals with disabilities (Section 5310) within the Salem-Keizer urban growth boundary. Matching local funds are required for this grant dependent on the type of project proposed.

Salem-Keizer Transit is announcing the availability of public transit funding (\$32,599) for projects serving seniors and individuals with disabilities within Marion and Polk Counties through a discretionary Special Transportation Fund (STF) program. No local matching dollars are required for STF-funded projects.

Salem Area Mass Transit District (SAMTD) is a designated recipient of federal Section 5310 funds for the Salem-Keizer urban area, and is responsible for soliciting for projects on an annual basis. Moreover, SAMTD, as the state-designated STF agency for Marion and Polk Counties, coordinates the grant process for these funds, selects the projects that will be submitted for application to ODOT, prepares the applications, and submits them with their priority ranking of applications to ODOT RPTD. During two public meetings, a Technical Advisory Committee (TAC) will review and rank applications for 5310 and STF dollars, and the Special Transportation Fund Advisory Committee (STFAC) will review grant proposals and make a project priority ranking recommendation to the SAMTD Board. There will be time for public testimony at the TAC and STFAC meetings.

SAMTD will select projects on a competitive basis for the Section 5310 and Discretionary STF grants. Grant awards for these projects are eligible for reimbursement through June 30, 2017.

Full details, including the type of organizations and projects that are eligible for funding and a copy of each application, will be available online beginning March 4, 2016 at cherriots.org/grantapplication. Any organization interested in submitting a proposal should contact Ted Stonecliffe, SAMTD, 555 Court St NE, Suite 5230, Salem, OR 97301, phone 503-588-2424, e-mail ted.stonecliffe@cherriots.org for details. Applications must be received by 12:00 noon, April 4, 2016.

Si desea una copia de este aviso público en español, por favor visite el sitio web a partir del 4 de marzo 2016 (<http://cherriots.org/grantapplication>) o por teléfono: 503-588-2424.

Statesman Journal: January 30, 2015



Statesman Journal

A GANNETT COMPANY

AFFIDAVIT OF PUBLICATION

State of Oregon

County of Marion, ss.:

I, Gayle E. Rastorfer
being first duly sworn, depose and say that I am the principal clerk of the SAL-SJ Classifieds, a newspaper of general circulation as defined by Sections 193.010 to 193.110, Oregon revised Statutes; printed and Published at Salem in the aforesaid county and state; that the Public Notice for SALEM-KEIZER TRANSIT - Legal Notices (SAL-899399 Ad #0001081772) a printed copy of which is hereby annexed, was published in the entire issue of said newspaper for 1 successive and consecutive times in the following issues -

03/01/16

Gayle E. Rastorfer

Subscribed and sworn to me this

2 day of MARCH 2016

Christine Ann Wilson

Notary Public for Oregon

PUBLIC NOTICE

FUNDS AVAILABLE FOR TRANSPORTATION
PROJECTS OPEN TO THE PUBLIC
SERVING SENIORS AND INDIVIDUALS
WITH DISABILITIES

The Federal Transit Administration has announced the availability of grant funds (\$224,033) for public transportation projects serving seniors and individuals with disabilities (Section 5310) within the Salem-Keizer urban growth boundary. Matching local funds are required for this grant dependent on the type of project proposed.

Salem-Keizer Transit is announcing the availability of public transit funding (\$32,599) for projects serving seniors and individuals with disabilities within Marion and Polk Counties through a discretionary Special Transportation Fund (STF) program. No local matching dollars are required for STF-funded projects.

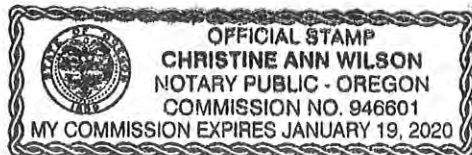
Salem Area Mass Transit District (SAMTD) is a designated recipient of federal Section 5310 funds for the Salem-Keizer urban area, and is responsible for soliciting for projects on an annual basis. Moreover, SAMTD, as the state-designated STF agency for Marion and Polk Counties, coordinates the grant process for these funds, selects the projects that will be submitted for application to ODOT, prepares the applications, and submits them with their priority ranking of applications to ODOT RPTD. During two public meetings, a Technical Advisory Committee (TAC) will review and rank applications for 5310 and STF dollars, and the Special Transportation Fund Advisory Committee (STFAC) will review grant proposals and make a project priority ranking recommendation to the SAMTD Board. There will be time for public testimony at the TAC and STFAC meetings.

SAMTD will select projects on a competitive basis for the Section 5310 and Discretionary STF grants. Grant awards for these projects are eligible for reimbursement through June 30, 2017.




Full details, including the type of organizations and projects that are eligible for funding and a copy of each application, will be available online beginning March 4, 2016 at cherriots.org/grantapplication. Any organization interested in submitting a proposal should contact Ted Stonecliffe, SAMTD, 555 Court St NE, Suite 5230, Salem, OR 97301, phone 503-588-2424, e-mail ted.stonecliffe@cherriots.org for details. Applications must be received by 12:00 noon, April 4, 2016.

Si desea una copia de este aviso publico en español, por favor visite el sitio web a partir del 4 de marzo 2016 (<http://cherriots.org/es/grantapplication>) o por teléfono: 503-588-2424.

Statesman Journal March 1, 2016





-  Tweet
-  Post to Wall
-  Google +1

Now Accepting Applications to Fund Projects for Older Adults and People with Disabilities

MAR 2, 2016

Salem-Keizer Transit is now accepting applications for transportation projects that are open to the public, and serve seniors and people with disabilities within Marion and Polk Counties. Funding comes from the Federal Transit Administration Section 5310 grant (\$224,033) for projects within the Salem and Keizer urban growth boundary. Salem-Keizer Transit is announcing the availability of a small amount of funds carried over from the previous biennium (\$32,599) via the state Special Transportation Fund (STF). The STF can be used for projects anywhere in Marion and Polk Counties. Salem-Keizer Transit is the designated agency to distribute both of these funding sources in Marion and Polk Counties.

Salem-Keizer Transit is offering a training session to explain the grant requirements to new applicants. The training will be held on Thursday, March 17 from 4 to 5 p.m. in the Mill Creek conference room, SKT Administrative Office, 555 Court Street NE, Suite 5230 (fifth floor). All applicants are encouraged to attend.

Eligible applicants include:

- Cities within Marion and Polk Counties.
- Marion and Polk Counties.
- Transportation Districts.
- Councils of Government.
- Public and private nonprofits with managerial and financial capabilities to provide transportation services.
- Any of these joined in cooperative agreements.

Eligible projects include:

- Projects that will deliver new and innovative ways to improve mobility for seniors and people with disabilities, including rides for wellness and access to travel information.
- Capital purchases, such as vehicles, passenger shelters and equipment.
- Operational and administrative costs.
- Vehicle and facility preventative maintenance.
- Mobility management.
- Travel information.
- Planning.
- New systems for improving access to transportation (for example, travel training, marketing, centralized call centers).

- Local match for federal public transportation capital, operations or mobility management projects.

Project Selection Criteria:

- Priority is given to projects that match goals and objectives listed in the [Marion and Polk Counties Coordinated Public Transit – Human Services Transportation Plan](#).
- Projects must be cost effective and coordinate services between transportation providers to avoid providing duplicate service.
- Each project submitted to Salem-Keizer Transit will be reviewed for regional value.

Further Details:

Public testimony about projects will be accepted at Salem-Keizer Transit [STF Advisory Committee](#) meeting held Tuesday, May 3. Applicants can contact Ted Stonecliffe, Salem-Keizer Transit Planning Analyst, at 503-588-2424 or ted.stonecliffe@cherriots.org for application assistance.

Funds are limited, and a local match is required to qualify for funding for Section 5310 funds, but no local match is required for the STF grant. Funding will become available in July, 2016 and can be used through June 30, 2017.

The application deadline is 12 p.m. Monday, April 4, 2016. Applications will be reviewed and ranked by the Salem-Keizer Transit's Technical Advisory Committee on Monday, Apr. 11, 2016. This meeting is open to the public and will be held at:

555 Court St NE, Suite 5230
Mill Creek Conference Room
Salem OR 97301

Recommendations will be forwarded to the Special Transportation Fund Advisory Committee. This committee will provide final recommendations to the Salem-Keizer Transit Board of Directors. The final decision will be made at the Thursday, May 26 board meeting.

Funding for these projects comes from state and federal sources, including the state ODOT Rail and Public Transit Division Special Transportation Fund grant program, and the Federal Transit Administration's Section 5310 grant program. The adopted 5310 Program Management Plan contains details of the goals and objectives of the program and all of the contracting requirements expected of recipients of these funds.

[Program Management Plan](#)

[Download 5310 Application](#)

[Download Special Transportation Fund Application](#)

[Download 5310 Instructions](#)

[Download Special Transportation Fund Instructions](#)

Salem - Keizer Transit

Rider Info: (503) 588-BUSS
Administration: (503) 588-2424

555 Court St. NE, Suite 5230 Salem, OR 97301

**2016 Salem Keizer Transit
Section 5310 Program Grant
Application for Projects Located
Within the Salem-Keizer Urbanized
Area
RED Line Purchased Service**

2016 Salem-Keizer Transit Section 5310 Program Grant Application

INTRODUCTION

- Read the *Salem-Keizer Urbanized Area Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities Grant Application Instructions* prior to completing this application.
- Each project submitted for funding consideration must have its own application.
- Selection criteria are detailed in the *Application Instructions*.
- This form must be filled out using Microsoft Word and submitted as a Word or Adobe .pdf document. Paper applications will NOT be accepted.
- Signature pages should be scanned and attached as separate pages to each application.

Submittal Checklist

Make sure

- ✓ Application is complete, signed, and dated

Submit

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

A. ORGANIZATION INFORMATION

Name of Organization: Salem-Keizer Transit

Contact Person: Trisha Bunsen

Address: 555 Court St NE, Suite 5230, Salem, OR 97301

Telephone: 503-588-2424

Email: trisha.bunsen@cherriots.org

2016 Salem-Keizer Transit Section 5310 Program Grant Application

Type of Organization (check one)

Government Agency	<input type="checkbox"/>
Private Not-for-Profit	<input type="checkbox"/>
Other Public Transit District	<input checked="" type="checkbox"/>

Area of service (check one)

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

Organization Days and Hours of Operation

Day	Hours
Sunday	5:00 am-12:20 am
Monday	5:00 am-12:20 am
Tuesday	5:00 am-12:20 am
Wednesday	5:00 am-12:20 am
Thursday	5:00 am-12:20 am
Friday	5:00 am-12:20 am
Saturday	10:00-4:00 pm call center only
Please list any planned periods of service closure greater than 3 days (i.e., closed the week between Christmas Day and New Year's Day)	

Total transportation program costs by year

FY15 (historical data, if applicable)	FY16 (projected, if applicable)	FY17
\$39,054,986	\$50,826,912	\$55,401,334

B. PROJECT INFORMATION

Project Title (will be used for reviewer reference and in public comment process. Example: Mobility Management for XYZ volunteer driver program)

RED Line Service Operation

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

North boundary	(see below)
West boundary	(see below)
South boundary	(see below)
East boundary	(see below)
Other general geographic area (i.e., within the City of Woodburn)	Inside the Salem-Keizer Transit Urban Growth Boundary

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

2016 Salem-Keizer Transit Section 5310 Program Grant Application

Total Section 5310 funds requested

\$100,816

Start date

July 1, 2016

Funding request type (check one)

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

Scalable Section 5310 Grant Request

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

Scalability Description: Scalability of this work would be difficult without utilizing general fund dollars, which have not been budgeted for this work. Therefore, Salem-Keizer Transit is requesting the full amount only.

	FY17
Scaled request:	\$126,020

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

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2016 Section 5310 Grant Request (<i>Important!</i>)	\$100,816
Local Resources	\$25,204
Federal Resources	\$
Other (provide description):	\$
Project Grand Total	\$126,020

The award of this Section 5310 Grant will enable federal funds to be brought to the project.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

Coordinated Plan

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

p. 4-4

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

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

1. Project Description

a.) Describe services or capital investment to be provided by Section 5310 funding.

Include a description of the following:

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

This project will fund the purchase of services of the RED Line operations. The RED Line provides shopper shuttle and dial-a-ride services to seniors and individuals with disabilities within the urban growth boundaries of Salem and Keizer. RED Line operates shopping trips each day from various segments of the region. Customers call the Call Center up to two weeks in advance to reserve their spot on the shuttle. RED Line picks customers up at their home and travels to a predetermined location. Shuttles provide service once in the morning and once in the afternoon from each region. Stores have been selected with criteria for one-stop services (groceries, pharmacy, household supplies) along with customer requests. Each area or neighborhood is provided approximately 75 minutes at the store in their region before returning home. On the return trip, RED Line bus operators can assist customers with their groceries. Examples of destination locations are WinCo, Fred Meyer, and Wal-Mart. Not only does this public service provide a necessary trip to the store, it also provides a social outlet to many who have limited means of transportation and are generally at home alone. This transportation is open to any senior or person with a disability without a qualifying interview. In general, service is focused on low-income and senior housing communities. Also available is a Dial-A-Ride service. These trips can be reserved up to two weeks in advance; however same day requests are taken if room is available. RED Line runs Monday through Friday from 7:00 am to 6:30 pm, and observes the same holiday closures as Cherriots fixed-route buses. In FY2015, RED Line provided 7,998 one-way passenger rides and 4,091 hours of service.

RED Line is promoted through the Call Center as well as on the cherriots.org website.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

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

Describe how the project preserves existing service or provides new or expanded service, limit 200 words

This project will preserve the existing RED Line service as well as encourage growth through the Call Center referrals and access to information.

c.) Will you coordinate between providers to avoid duplication? Describe what level of coordination between partners is done and how duplication is avoided, limit 200 words

The Call Center provides coordination of transportation services inside the SKT service area and by referring customers to other providers and public transportation outside the SKT service area.

d.) Is your project cost-effective?

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

The RED Line Shopper Shuttle and Dial-a-Ride provides approximately 1,000 rides per quarter, providing the service at a cost per ride which is around the national average for a shopper shuttle service.

e.) Project Quality

*Describe the **need** for this project. How was this need determined or assessed? Max 2,500 characters/approx. 400 words*

RED Line provides public transportation for individuals with disabilities and senior citizens who do not qualify for Cherry Lift and cannot access Cherriots fixed-route buses. The customer base often comments how RED Line gives them freedom to move within the community. An on-board passenger survey conducted in January 2016 assessed whether the time of day and locations customers were requesting corresponded with the service provided on the shopper shuttle. RED Line receives the least amount of complaints of all transportation services.

f.) Expected Outcomes

Describe the expected outcomes of this project on seniors and people with disabilities. Why is this project the best method to address the previously described need? Max 2,500 characters/approx. 400 words

One expected outcome of the RED Line service is to provide mobility for those seniors and individuals with disabilities for who do not qualify for CherryLift and who cannot access Cherriots fixed-route buses. RED Line fills the unmet need for transportation for seniors and individuals with disabilities within the Salem-Keizer urbanized area.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

2. Project impact on four goals of transit

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

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

RED Line provides the means for seniors and individuals with disabilities who cannot use fixed-route bus transportation to access jobs, education, shopping, medical facilities, and recreational opportunities throughout the region.

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

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

RED Line is available 7:00 am to 6:30 pm Monday through Friday and allows customers to access community services, jobs, education, medical appointments, and shopping. RED Line, as with all SKT transit services does not operate on weekends.

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

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

Call Center staff is trained to take cues from the caller and then connect them to the appropriate transportation option of which RED Line is one of many. This reduces duplication of services offered and increases reliability of existing services.

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

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

RED Line allows citizens to shop, access recreation, jobs, education, medical, and other community services. RED Line promotes spending within the local community by providing the means for seniors and individuals with disabilities to get to these important community resources.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

3. Project Budget

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

Type	Amount
Labor (payroll)	\$
Contracted services	\$126,020
Materials and supplies	\$
Operations	\$
Preventive maintenance	\$
Capital equipment	\$
Technology	\$
Other (describe)	\$
Other (describe)	\$
Other (describe)	\$
Other (describe)	\$
Project Total (press F9 to re-calculate)	\$126,020
Amount requested in this grant	\$100,816

2016 Salem-Keizer Transit Section 5310 Program Grant Application

4. Provide the timeline of the project in the following table

	Step Description	Completion Date
1	Contracted Service funded July 1,2016 thru	June 30, 2017
2		
3		
4		
5		
6		

5. Is your application for a replacement vehicle?

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

6. If yes to question 5, please indicate whether this application is for matching funds for the vehicle, or for the total cost of the vehicle.

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

Year	Make	Model	Vehicle Category
			Choose an item.
			Choose an item.
			Choose an item.
			Choose an item.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

This application requests the total cost of a vehicle

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

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

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

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

***Estimated Delivery Date:** Minimum 160 days if ADA accessible.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

C. ORGANIZATIONAL CERTIFICATION

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

- Eligible to enter into agreements with Salem-Keizer Transit;
- Has the legal, managerial and operational capacity to do the work to be paid for by the Section 5310;
- Not debarred or suspended from federal grants;
- In compliance with federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health, as applicable;
- Complies with the laws or rules of the Section 5310 Program;
- Properly uses and accounts for the Section 5310 Program's goals; and
- Will operate the project or service in a safe, prudent and timely manner.



General Manager

4/2/16

Signature of Authorized Organization Officer

Title

Date

**2016 Salem Keizer Transit
Section 5310 Program Grant
Application for Projects Located
Within the Salem-Keizer Urbanized
Area
RED Line Preventative Maintenance**

2016 Salem-Keizer Transit Section 5310 Program Grant Application

INTRODUCTION

- Read the *Salem-Keizer Urbanized Area Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities Grant Application Instructions* prior to completing this application.
- Each project submitted for funding consideration must have its own application.
- Selection criteria are detailed in the *Application Instructions*.
- This form must be filled out using Microsoft Word and submitted as a Word or Adobe .pdf document. Paper applications will NOT be accepted.
- Signature pages should be scanned and attached as separate pages to each application.

Submittal Checklist

Make sure

- ✓ Application is complete, signed, and dated

Submit

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

A. ORGANIZATION INFORMATION

Name of Organization: Salem-Keizer Transit

Contact Person: Trisha Bunsen

Address: 555 Court St NE, Suite 5230, Salem, OR 97301

Telephone: 503-588-2424

Email: trisha.bunsen@cherriots.org

2016 Salem-Keizer Transit Section 5310 Program Grant Application

Type of Organization (check one)

Government Agency	<input type="checkbox"/>
Private Not-for-Profit	<input type="checkbox"/>
Other Public Transit District	<input checked="" type="checkbox"/>

Area of service (check one)

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

Organization Days and Hours of Operation

Day	Hours
Sunday	N/A
Monday	5:00 am-12:20 am
Tuesday	5:00 am-12:20 am
Wednesday	5:00 am-12:20 am
Thursday	5:00 am-12:20 am
Friday	5:00 am-12:20 am
Saturday	10:00am –4:00pm call center only
Please list any planned periods of service closure greater than 3 days (i.e., closed the week between Christmas Day and New Year's Day)	

Total transportation program costs by year

FY15 (historical data, if applicable)	FY16 (projected, if applicable)	FY17
\$39,054,986	\$50,826,912	\$55,401,334

B. PROJECT INFORMATION

Project Title (will be used for reviewer reference and in public comment process. Example: Mobility Management for XYZ volunteer driver program)

RED Line Preventative Maintenance Project

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

North boundary	
West boundary	
South boundary	
East boundary	
Other general geographic area (i.e., within the City of Woodburn)	Within the Salem-Keizer Transit Urban Growth Boundary

2016 Salem-Keizer Transit Section 5310 Program Grant Application

Total Section 5310 funds requested

\$14,400

Start date

July 1, 2016

Funding request type (check one)

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

Scalable Section 5310 Grant Request

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

Scalability Description: Scalability of this work would be difficult without utilizing general fund dollars, which have not been budgeted for this work. Therefore, Salem-Keizer Transit is requesting the full amount only.

	FY17
Scaled request:	\$14,400

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

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2016 Section 5310 Grant Request (<i>Important!</i>)	\$14,400
Local Resources	\$3,600
Federal Resources	\$
Other (provide description):	\$
Project Grand Total	\$18,000

The award of this Section 5310 Grant will enable federal funds to be brought to the project.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

Coordinated Plan

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

p. 4-14

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

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

1. Project Description

a.) Describe services or capital investment to be provided by Section 5310 funding.

Include a description of the following:

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

This grant will provide funding for preventative maintenance (PM) on vehicles being used on the RED Line service, a shopper shuttle and demand response service provided for the elderly and persons with disabilities. The RED Line fleet consists of five vehicles, four in service and a spare. PM is provided by Salem-Keizer Transit Maintenance Facility staff located at the Del Webb Maintenance facility. RED Line Shopper Shuttle provided 7998 one way rides in FY15 ,operated 4,091 revenue hours over 40,492 miles.

RED Line provides a Shopper Shuttle service and Dial-a-Ride service to seniors and people with disabilities within the urban growth boundaries of Salem and Keizer. RED Line operates shopping trips each day from various segments of the region. Customers call the TripLink call center up to two weeks in advance to reserve their spot on the shuttle. RED Line picks customers up at their home and travels to a pre-determined location. Shuttles provide service once in the morning and once in the afternoon from each region. Stores have been selected with criteria for one-stop services (groceries, pharmacy, household supplies) along with customer requests. Each area or neighborhood is provided approximately 75 minutes at the store in their region before returning home. On the return trip, RED Line bus operators can assist customers with their groceries. Examples of destination locations are Winco, Fred Meyer and Wal-Mart. Not only does this public service provide a necessary trip to the store, it also provides a social outlet to many who have limited means of transportation and are generally at home alone. This transportation is open to any senior or person with disability without a qualifying interview. In general, service is focused on low income and senior housing communities. Also available is a Dial-A-Ride service. These trips can be reserved up to two weeks in advance; however same day requests are taken if room is available. RED Line runs Monday through Friday from 7:00 AM to 6:30 PM, and observes the same holiday closures as Cherriots fixed-route buses.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

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

Describe how the project preserves existing service or provides new or expanded service, limit 200 words

The project will preserve the existing RED Line service.

c.) Will you coordinate between providers to avoid duplication? Describe what level of coordination between partners is done and how duplication is avoided, limit 200 words

The Call Center provides coordination of transportation services inside the Salem-Keizer Urban Growth Boundary (UGB) and by referring customers to other providers and public transportation outside the UGB.

d.) Is your project cost-effective?

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

RED Line buses are owned by SKT. Preventative Maintenance is performed in-house with a full service maintenance department which keeps costs down.

e.) Project Quality

*Describe the **need** for this project. How was this need determined or assessed? Max 2,500 characters/approx. 400 words*

RED Line provides public transportation for individuals with disabilities and senior citizens who do not qualify for CherryLift and cannot access Cherriots fixed-route buses. The customer base often comments how RED Line gives them freedom to move within the community. An on-board passenger survey was conducted in January 2016 to assess whether the time of day and locations customers were requesting corresponded with the service currently provided on the Shopper Shuttle. RED Line receives the least amount of complaints of all transportation services.

f.) Expected Outcomes

Describe the expected outcomes of this project on seniors and people with disabilities. Why is this project the best method to address the previously described need? Max 2,500 characters/approx. 400 words

The expected outcome is to maintain the RED Line fleet in good condition which ensures safe, reliable transportation for citizens. RED Line service provides mobility for those seniors and individuals with disabilities for who do not qualify for CherryLift and who cannot access Cherriots fixed-route buses. RED Line fills the unmet need for transportation for seniors and individuals with disabilities within the Salem-Keizer urbanized area.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

2. Project impact on four goals of transit

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

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

RED Line provides the means for seniors and individuals with disabilities who cannot use fixed-route bus transportation to access jobs, education, shopping, medical facilities, and recreational opportunities throughout the region.

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

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

RED Line is available 7:00 am to 6:30 pm Monday through Friday and allows customers to access community services, jobs, education, medical appointments, and shopping. RED Line, as with all SKT transit services does not operate on weekends.

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

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

Call Center staff are trained to take cues from the caller and then connect them to the appropriate transportation option of which RED Line is one of many. This reduces duplication of services offered and increases reliability of existing services.

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

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

RED Line allows citizens to shop, access recreation, jobs, education, medical, and other community services. RED Line promotes spending within the local community.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

3. Project Budget

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

Type	Amount
Labor (payroll)	\$
Contracted services	\$
Materials and supplies	\$
Operations	\$
Preventive maintenance	\$18,000
Capital equipment	\$
Technology	\$
Other (describe)	\$
Other (describe)	\$
Other (describe)	\$
Other (describe)	\$
Project Total (press F9 to re-calculate)	\$18,000
Amount requested in this grant	\$14,400

2016 Salem-Keizer Transit Section 5310 Program Grant Application

4. Provide the timeline of the project in the following table

	Step Description	Completion Date
1	Provide Preventative Maintenance on RED Line Vehicles	June 30, 2017
2		
3		
4		
5		
6		

5. Is your application for a replacement vehicle?

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

6. If yes to question 5, please indicate whether this application is for matching funds for the vehicle, or for the total cost of the vehicle.

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

Year	Make	Model	Vehicle Category
			Choose an item.
			Choose an item.
			Choose an item.
			Choose an item.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

This application requests the total cost of a vehicle

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

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

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

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

***Estimated Delivery Date:** Minimum 160 days if ADA accessible.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

C. ORGANIZATIONAL CERTIFICATION

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

- Eligible to enter into agreements with Salem-Keizer Transit;
- Has the legal, managerial and operational capacity to do the work to be paid for by the Section 5310;
- Not debarred or suspended from federal grants;
- In compliance with federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health, as applicable;
- Complies with the laws or rules of the Section 5310 Program;
- Properly uses and accounts for the Section 5310 Program's goals; and
- Will operate the project or service in a safe, prudent and timely manner.



Signature of Authorized Organization Officer

General Manager

Title

4/2/12

Date

**2016 Salem Keizer Transit
Section 5310 Program Grant
Application for Projects Located
Within the Salem-Keizer Urbanized
Area
Mobility Management Project**

2016 Salem-Keizer Transit Section 5310 Program Grant Application

INTRODUCTION

- Read the *Salem-Keizer Urbanized Area Section 5310: Enhanced Mobility of Seniors and Individuals with Disabilities Grant Application Instructions* prior to completing this application.
- Each project submitted for funding consideration must have its own application.
- Selection criteria are detailed in the *Application Instructions*.
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- Signature pages should be scanned and attached as separate pages to each application.

Submittal Checklist

Make sure

- ✓ Application is complete, signed, and dated

Submit

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

A. ORGANIZATION INFORMATION

Name of Organization: Salem-Keizer Transit

Contact Person: Trisha Bunsen

Address: 555 Court St NE, Suite 5230, Salem, OR 97301

Telephone: 503-588-2424

Email: trisha.bunsen@cherriots.org

2016 Salem-Keizer Transit Section 5310 Program Grant Application

Type of Organization (check one)

Government Agency	<input type="checkbox"/>
Private Not-for-Profit	<input type="checkbox"/>
Other Public Transit District	<input checked="" type="checkbox"/>

Area of service (check one)

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

Organization Days and Hours of Operation

Day	Hours
Sunday	N/A
Monday	5:00 am-12:20 am
Tuesday	5:00 am-12:20 am
Wednesday	5:00 am-12:20 am
Thursday	5:00 am-12:20 am
Friday	5:00 am-12:20 am
Saturday	10:00am –4:00pm call center only
Please list any planned periods of service closure greater than 3 days (i.e., closed the week between Christmas Day and New Year's Day)	

Total transportation program costs by year

FY15 (historical data, if applicable)	FY16 (projected, if applicable)	FY17
\$39,054,986	\$50,826,912	\$55,401,334

B. PROJECT INFORMATION

Project Title (will be used for reviewer reference and in public comment process. Example: *Mobility Management for XYZ volunteer driver program*)

Mobility Management Call Center and Partnership Coordination
--

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

North boundary	(see below)
West boundary	(see below)
South boundary	(see below)
East boundary	(see below)
Other general geographic area (i.e., within the City of Woodburn)	Within Marion, Polk, and a portion of Linn Counties

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

2016 Salem-Keizer Transit Section 5310 Program Grant Application

attachment.

Total Section 5310 funds requested

\$108,817

Start date

July 1, 2016

Funding request type (check one)

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

Scalable Section 5310 Grant Request

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

Scalability Description: Scalability of this work would be difficult without utilizing general fund dollars, which have not been budgeted for this work. Therefore, Salem-Keizer Transit is requesting the full amount only.

	FY17
Scaled request:	\$108,817

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

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2016 Section 5310 Grant Request <i>(Important!)</i>	\$108,817
Local Resources	\$27,204
Federal Resources	\$
Other (provide description):	\$
Project Grand Total	\$136,021

The award of this Section 5310 Grant will enable federal funds to be brought to the project.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

Coordinated Plan

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

p. 5-5, 4-18 and
6-3

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

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

1. Project Description

a.) Describe services or capital investment to be provided by Section 5310 funding.

Include a description of the following:

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

This project will fund a portion of mobility management costs benefitting seniors and people with disabilities in Marion and Polk Counties. The project will focus on the coordination of partners, support of state and local coordination policy bodies and councils, and the operation of the TripLink Call Center to provide transportation services for clients residing in the two counties.

The goals/objectives of the project are to:

1. Improve coordination by establishing partnerships to coordinate transportation projects, planning, service and expertise;
2. Coordinate service delivery to eliminate overlaps;
3. Close transportation gaps by offering service in areas that may not be currently served by a local transit provider;
4. Leverage limited funding and resources through partnerships;
5. Educate transit agency staff and customers on the availability of transportation options in the region. These include services that operate outside of the fixed-route, paratransit, and demand responsive services provided inside the urban growth boundary including CARTS and our rural providers which serve seniors, individuals with disabilities, low income persons, and the general public in Marion and Polk Counties.
6. Improve the Customer Service Representative (CSR) script in the Call Center to educate customers on the RED Line services understanding.
7. Improve RED Line marketing through social media channels and the web.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

The Mobility Management project includes the activities of the TripLink Call Center and the partnership coordination staff person. Both work to ensure that all public transportation services in Marion and Polk Counties work together and are not duplicated. This includes all services identified in the currently adopted Coordinated Public Transit – Human Services Transportation Plan. The Call Center assists clients with booking of trips on CARTS, CherryLift, and RED Line and makes sure regional services are not duplicated. For example, CARTS deviations are not booked in cities where public transit services exist such as in Woodburn and Silverton. Customers requesting deviations in these cities are referred to the local transit system website or telephone numbers so that appropriate connections can be made.

c.) Will you coordinate between providers to avoid duplication? *Describe what level of coordination between partners is done and how duplication is avoided, limit 200 words*

Mobility Management by definition is inclusive of regional partners. One of the goals of the project is assistance in coordinating projects such that duplication is avoided. This is done primarily by the Call Center when they assist customers with booking trips inside and outside the Salem-Keizer urban growth boundary. The Call Center also coordinates services throughout the region by referring customers to other providers and public transportation outside the SKT service area. An example of a long-distance trip recently booked was for a group to travel from Stayton to the Oregon Zoo in Portland using only public transportation. The group was able to make a successful trip even though the destination was outside of Marion and Polk Counties.

The Partnership Coordination position works to educate providers and potential providers on funding availability and how to coordinate work in order to avoid duplication of services within the

d.) Is your project cost-effective?

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

The Call Center is a central clearinghouse for public transportation services within Marion and Polk Counties. This saves costs by housing all programs under one roof and allows the coordination of services between providers. It is unclear what the savings is measured in average costs per ride, mile, and hour, but the Call Center has seen an increase in the number of calls handled per week in the past year with no increase in the number of CSRs available. This is a sign that more people are being helped for the same cost, which makes the Call Center cost effective.

Cost effectiveness of the Partnership Coordination project can be measured in productivity of existing services being offered through the Section 5310, 5311, and Special Transportation Fund (STF) grant programs. If the productivities or efficiencies of the programs funded is increasing due to the mobility management provided, then the project is deemed as successful and cost-effective. The currently-funded programs in Marion and Polk Counties are: CARTS, CherryLift, RED Line, a part-time coordinator for the West Valley Hospital Connections Van, vehicles for the

2016 Salem-Keizer Transit Section 5310 Program Grant Application

Silverton Hospital CareVan and Catholic Community Services programs, operations costs for the Silverton Silver Trolley, and operations and preventative maintenance of the Woodburn Transit System buses.

e.) Project Quality

*Describe the **need** for this project. How was this need determined or assessed? Max 2,500 characters/approx. 400 words*

The Call Center is a one-stop shop for citizens to call for regional transportation including scheduling, inquiring about options, and booking rides. The Call Center is essential for providing the resources to citizens who have little information about public transportation in Marion and Polk Counties.

Partner coordination is essential on a regional level in order to provide public transit services that are useful and cost effective. One example is the promotion of the STF program for use in the volunteer driver program at West Valley Hospital in Dallas. Without the work done by the STF Coordinator to educate the Salem Health Grants Administrator on the availability of funds to stabilize their volunteer driver base, hospital staff would still be filling gaps in their driver schedules. This is an inexpensive way to provide mobility to seniors and individuals with disabilities in Polk County who do not have other means to get to the hospital.

f.) Expected Outcomes

Describe the expected outcomes of this project on seniors and people with disabilities. Why is this project the best method to address the previously described need? Max 2,500 characters/approx. 400 words

The following performance measures define the success of the project:

- An increase in the amount of ridership on existing services funded through 5310, 5311, and STF grant programs;
- An increase in the productivity of existing services, measured in riders per revenue hour of service provided;
- An increase in the number of stakeholders involved in regional coordination planning;
- An increase in the number of outreach events provided to engage stakeholders, our riders, and the general public;
- An increase in the number of Purchase of Service (POS) agreements;
- Net increase in numbers of people throughout Marion and Polk Counties who have access to jobs, school, medical facilities, shopping, and recreational locations;
- Number of agencies and/or public events participated in for coordination of regional transit services;
- A net increase in the number of programs sustained by available grant programs; and
- An increase in the number of service options in the regional service area.
- All call center staff attending transportation options meetings. Staff will complete a before and after survey to see increased understanding.
- Increase RED Line ridership by 2%.
- Reduced CherryLift complaint log.
- Better/more communication with callers to understand transportation options

2016 Salem-Keizer Transit Section 5310 Program Grant Application

Mobility Management is the most effective way to facilitate communication and coordination with customers and partners. Mobility Management also builds partnerships between providers by bringing all providers together in the coordination process. This also satisfies the coordinated planning requirement as outlined in the Salem-Keizer Transit Section 5310 Program Management Plan.

2. Project impact on four goals of transit

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

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

The Call Center provides the means for seniors and individuals with disabilities who cannot use fixed-route bus transportation to access jobs, education, shopping, medical facilities, and recreational opportunities throughout the region.

The Partnership Coordination position provides current and potential providers the resources they need to provide access where service is not available and to provide connections from other transportation services. The more coordination is done, the more efficient the region's tax dollars can be spent, and the better chance that transportation services are not duplicated.

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

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

The Call Center allows citizens to access public transportation from any location within Marion and Polk Counties. The Call Center is open Monday-Friday 6:00 am to 7:00 pm and Saturdays from 10:00 am to 4:00 pm. Customers can call after hours and weekends to request rides by leaving a message. This increases the utility of the Call Center so that customers can make reservations on CherryLift, RED Line, and CARTS during times that customer service representatives are not available.

The Partnership Coordination position increases availability of projects by encouraging new service implementation through shared funding and/or capital resources amongst agencies and/or stakeholders for new service implementation.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

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

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

The Call Center staff are trained to know how to refer customers to other services in the region. This improves connectivity to other transportation services in Marion and Polk Counties and reduces duplication of services offered. This also works to increase the on-time performance and reliability of services such as CARTS that do not provide deviations in communities such as Silverton and Woodburn since city-run public transit is available.

The Partnership Coordination position leverages limited funding and resources through partnerships with providers and community groups focused on services for seniors and individuals with disabilities. By building awareness of funding opportunities and coordinating funding options, services can be integrated to provide more seamless connections for people throughout the region.

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

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

The Call Center is the key to providing mobility options for individuals who need to access jobs, education, medical, shopping, and community events. These trips produce economic development for the region by providing mobility for seniors and individuals with disabilities who would otherwise just stay home and not spend money on goods and services in the region. The Partnership Coordination position provides the education and coordination of the region's services so that duplication is avoided and providers are given the largest opportunities for developing the most cost-effective public transportation options for the region.

Coordination and education of current and potential providers of public transportation serving seniors and individuals with disabilities provides mobility for these groups who need to get to jobs, education, shopping, medical facilities, and recreational locations. These transportation activities in turn provide an increase in the quality of life for these groups and encourage travel, which in turn encourages economic development throughout the region. It has been shown that the more mobility options people have, the more they engage in economic activities and the healthier the population remains.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

3. Project Budget

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

Type	Amount
Labor (payroll)	\$21,787
Contracted services	\$
Materials and supplies	\$
Operations	\$
Preventive maintenance	\$
Capital equipment	\$
Technology	\$
Call Center allocation based on actual usage of CARTS, Cherrylift, and RED Line customers.	\$109,771
Other (office, telephone, legal, travel, meeting room)	\$4,463
Other (describe)	\$
Other (describe)	\$
Project Total (press F9 to re-calculate)	\$0
Amount requested in this grant total project	\$136,021

2016 Salem-Keizer Transit Section 5310 Program Grant Application

4. Provide the timeline of the project in the following table

	Step Description	Completion Date
1	Partnership and Coordination Includes staff time, office supplies, and telephone costs to perform the project	6/30/2017
2	Call Center-CARTS, CherryLift and RED Line. Call Center operating charges are allocated to programs based on usage.	6/30/2017
3		
4		
5		
6		

5. Is your application for a replacement vehicle?

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

6. If yes to question 5, please indicate whether this application is for matching funds for the vehicle, or for the total cost of the vehicle.

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

Year	Make	Model	Vehicle Category
			Choose an item.
			Choose an item.
			Choose an item.
			Choose an item.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

This application requests the total cost of a vehicle

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

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

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

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


***Estimated Delivery Date:** Minimum 160 days if ADA accessible.

2016 Salem-Keizer Transit Section 5310 Program Grant Application

C. ORGANIZATIONAL CERTIFICATION

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

- Eligible to enter into agreements with Salem-Keizer Transit;
- Has the legal, managerial and operational capacity to do the work to be paid for by the Section 5310;
- Not debarred or suspended from federal grants;
- In compliance with federal, state and local laws and regulations including, and not limited to, those pertaining to passenger transportation, civil rights, labor, insurance, safety and health, as applicable;
- Complies with the laws or rules of the Section 5310 Program;
- Properly uses and accounts for the Section 5310 Program's goals; and
- Will operate the project or service in a safe, prudent and timely manner.


Signature of Authorized Organization Officer

General Manager
Title

4/2/16
Date

**2016 Salem Keizer Transit
Special Transportation Fund (STF)
Program Grant Application for
Projects Located Within Marion and
Polk Counties**

2016 Salem-Keizer Transit STF Program Grant Application

INTRODUCTION

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

Submittal Checklist

Make sure

- ✓ Application is complete, signed, and dated

Submit

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

A. ORGANIZATION INFORMATION

Name of Organization: Salem Hospital Foundation for Salem Health

Contact Person: Sharon Heuer

Address: 890 Oak Street, Salem, OR 97301

Telephone: 503-814-1580

Email: Sharon.heuer@salemhealth.org

2016 Salem-Keizer Transit STF Program Grant Application

Type of Organization (check one)

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

Area of service (check one)

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

Organization Days and Hours of Operation

Day	Hours
Sunday	12:01 AM – 12:00 PM
Monday	12:01 AM – 12:00 PM
Tuesday	12:01 AM – 12:00 PM
Wednesday	12:01 AM – 12:00 PM
Thursday	12:01 AM – 12:00 PM
Friday	12:01 AM – 12:00 PM
Saturday	12:01 AM – 12:00 PM
Please list any planned periods of service closure greater than 3 days (i.e., closed the week between Christmas Day and New Year's Day)	Salem Health operates two hospitals, 24 hours a day, 365 days a year. There are no planned service closures

Total transportation program costs by year

FY15 (historical data, if applicable)	FY16 (projected, if applicable)	FY17
\$	\$ 67,565	\$

B. PROJECT INFORMATION

Project Title (will be used for reviewer reference and in public comment process. Example: *Mobility Management for XYZ volunteer driver program*)

Salem Health Medical Transportation Coordinator

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

North boundary	
West boundary	
South boundary	
East boundary	
Other general geographic area (i.e., within the City of Woodburn)	Marion and Polk Counties Oregon

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

2016 Salem-Keizer Transit STF Program Grant Application

attachment.

Total STF funds requested

\$ 32,000

Start date

July 1st, 2016

Funding request type (check one)

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

Total Grant fund needs

	FY17
Project	\$ 63,579

Scalable STF Grant Request

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

Rather than scale down the project, Salem Health would seek additional funding to provide medical transportation to low income, disabled, medically fragile and senior members of our community.

	FY17
Scaled request:	\$ 32,000

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

Estimated Additional Project Resources	
Source of Funds	Dollar Amount
2016 STF Discretionary Program Request (<i>Important!</i>)	\$ 32,000
Salem Health Foundation- Subsidized rides for low income elderly	\$ 18,000
Federal Resources	\$
Salem Hospital Community Benefit Operations	\$ 17,565
Project Grand Total	\$ 67,565

2016 Salem-Keizer Transit STF Program Grant Application

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

Describe how the project preserves existing service or provides new or expanded service, limit 200 words

Salem Hospital does not provide transportation; however medical transportation is a community health priority identified by the hospital and we are committed to coordinating existing services and expanding community capacity. In 2016, Salem Hospital, through its Community Partnership Grant program, provided funding to Northwest Human Services to purchase a van to transport low income community members to medical, dental and behavioral health appointments. Likewise, the hospital has entered into a partnership with several local transportation providers to fund transportation for low income patients requiring same day medical transport and those with no insurance coverage for transportation. The transportation coordinator assists medically fragile and those with mental health barriers in obtaining non-emergent medical transportation that is funded by Willamette Valley Community Health (WVCH). The coordinator works with West Salem Hospital and offers medical transportation service throughout Polk County using the Connections Van. Lastly, patients receiving cancer care services are connected with the American Cancer Society, volunteer program "Road to Recovery".

c.) Will you coordinate between providers to avoid duplication? Describe what level of coordination between partners is done and how duplication is avoided, limit 200 words

The transportation coordinator connects community members with the most affordable and convenient option to meet their medical transportation needs. The project coordinates existing transportation resources including medical transportation provided by non-emergent, medical transportation, the American Cancer Society's Road to Recovery program, West Valley Hospital's Connections Van, public transportation and private transport. Patients with WVCH benefits receive services from non-emergent medical transport as long as their appointment is not same day. Cancer care patients are linked to Road to Recovery. Patients are offered public transportation options and if these do not work for them, they are then offered deeply discounted taxi cab rates. When ability to pay is identified as a transportation barrier, Salem Health subsidizes the ride. In Polk County, Salem Health patients often receive transportation via the Connections Van.

2016 Salem-Keizer Transit STF Program Grant Application

d.) Project Quality

*Describe the **need** for this project. How was this need determined or assessed? Max 2,500 characters/approx. 400 words*

Transportation remains a significant barrier when it comes to access to healthcare. It is anticipated that the coordinator will arrange 2,400 rides in 2017 for medically fragile, low income and elderly community members seeking services at Salem Health. In 2016, roughly 87% of patients received fully subsidized or free transportation. Transport was funded through an insurance benefit, the Salem Health Foundation or a volunteer coordinated organization like Road to Recovery. 17% of patients were offered a cab fare at a discounted and partially subsidized rate, for those patients, the average cost of a discounted or subsidized ride was \$13.00. 40% of those seeking transportation coordination services were greater than 60 years of age.

2. Project impact on four goals of transit

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

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

The transportation coordination project focuses on medical transportation. It is estimated that the proposed Salem Health medical transportation coordination program will ensure that 2,400 low income, elderly and medically fragile patients receive on demand transportation to medical transportation in 2017. In 2016, the Salem Health medical transportation coordinator was able to help 100% percent of patients referred for a ride to and from a medical appointment. The coordinator was able to access public and private transportation services; most rides were prescheduled; however, unlike other programs, the coordinator was able to arrange same day transportation when needed. Same day, on-demand transportation is often needed for individuals seeking medical care.

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

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

The Salem Health, medical transportation program coordinates rides to and from any Salem Health hospital, clinic or service. The coordinator works M-F, 8:30 – 5:00 PM; however rides are provided whenever the community member needs transport to and from Salem Health medical appointments. Same day service can be arranged if an urgent need is identified. The Salem Health Transportation coordinator allows parents to bring children to appointments if necessary. Contracted transportation providers can accommodate wheelchairs and stretchers and child safety seats. Rides are coordinated for low income and elderly community members that live in Marion and Polk Counties. The program has served riders from every zip-code (urban and rural) within the counties.

2016 Salem-Keizer Transit STF Program Grant Application

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

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

All community members are informed about public transportation options to and from their medical appointments. When barriers to using public transportation are identified by the community member, the coordinator arranges on demand service. The service is provided door to door. In most cases, transportation service is provided at no cost to the community member. Willamette Valley Community Health provides medical transportation as a covered benefit and the Salem Health Foundation generously subsidizes rides for community members that do not have the ability to pay for transportation to medical appointments.

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

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

The loss of productivity to the U.S. economy due to acute and chronic illness in the workforce has been estimated at \$160 billion annually.

Limited access to health services results in poor health outcomes. When transportation is not available, low income, senior and disabled individuals may be unable to obtain preventative healthcare services. Often health concerns go untreated, problems worsen and in some cases, result in chronic conditions that require on-going, expensive and complicated treatment.

Ensuring that patients have access to scheduled preventative care, early detection and screening services as well as treatment appointments is essential to prevent chronic disease

2016 Salem-Keizer Transit STF Program Grant Application

e) Project Budget

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

Type	Amount
Labor (payroll)	\$ 49,565
Contracted services	\$
Materials and supplies	\$
Operations	\$
Preventive maintenance	\$
Capital equipment	\$
Technology	\$
Cash for Ride subsidies	\$ 18,000
Other (describe)	\$
Other (describe)	\$
Other (describe)	\$
Project Total (press F9 to re-calculate)	\$0
Amount requested in this grant	\$ 67,565

2016 Salem-Keizer Transit STF Program Grant Application

This application requests the total cost of a vehicle

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

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

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

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

***Estimated Delivery Date:** Minimum 160 days if ADA accessible.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Salem Hospital Foundation	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ 501(c)(3) non-profit	
	4 Exemptions codes apply only to certain entities, not individuals; see instructions on page 3: Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) PO Box 14001	
	6 City, state, and ZIP code Salem, OR 97309-5014	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number																									
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Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Aulani R. Glantz</i>	Date ▶ <i>2/18/16</i>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/ir9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-1 (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

- By signing the filled-out form, you:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding, or
 3. Claim exemption from backup withholding if you are a U.S. exempt payee, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
 4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Internal Revenue Service
District Director

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: DEC 16 1998

Salem Hospital Foundation
P. O. Box 14001
Salem, OR 97309

Person to Contact:
Andrea Switser
Telephone Number:
877-829-5500
Fax Number:
513-684-5936
Federal Identification Number:
23-7002687

Dear Sir or Madam:

This is in response to your telephone inquiry requesting a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in December 1967, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

2016 Salem-Keizer Transit STF Program Grant Application

C. ORGANIZATIONAL CERTIFICATION

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

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

<i>Debra R. Glama</i>	<i>Director of Development</i>	<i>4/1/16</i>
Signature of Authorized Organization Officer	Title	Date

2016 Salem-Keizer Transit STF Program Grant Application

Private Nonprofit Agency – Corporation Status Inquiry and Certification

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

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

Private Non-profits


Legal Name of Non-profit Applicant: Salem Hospital Foundation

State of Oregon Articles of Incorporation Number:

Tax ID: 23-7002687

Date of Incorporation: 1968

Certifying Representative

Name (print): Leilani R. Slama	
Title (print): Director of Development	
Signature: 	Date: 4/1/16

2016 Salem-Keizer Transit STF Program Grant Application

RACIAL AND ETHNIC IMPACT STATEMENT

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

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

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

Indicate all that apply:

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

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

Indicate all that apply:

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

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

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

I HEREBY CERTIFY on this 1 day of April, 2016 the information contained on this form and any attachment is complete and accurate to the best of my knowledge.

Signature Leilani R Slama
Printed Name: Leilani R Slama Title: Director of Development

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

STFAC
Technical Advisory Committee Meeting

April 11, 2016
10:00 a.m. – 2:00 p.m.
Salem-Keizer Transit Administration Office
Mill Creek Conference Room
555 Court St NE, Suite 5230, Salem, OR 97301

FTA-direct 5310 & Carry-Over Special Transportation Fund Grant Programs

A. CALL TO ORDER AND INTRODUCTIONS:

Committee Chair, Tanya DeHart, called the meeting to order at 10:04 a.m. with a quorum present. Ted Stonecliffe reviewed the evacuation procedures with the group, in case of an emergency.

MEMBERS PRESENT:

Tanya DeHart, Committee Chair; Jean Sherbeck, Diane Lace, Emily Broussard, Alinna Ghavami, and Karen Odenthal

MEMBERS ABSENT:

Gerald Heffner, Marja Byers, Brian Varley

STAFF:

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

BOARD LIAISON:

John Hammill, SAMTD Board of Directors

APPLICANT REPRESENTATIVES:

SueAnn Coffin – Salem-Keizer Transit
Sharon Heuer – Salem Health

GUESTS: None

B. PUBLIC COMMENT: None

C. REVIEW OF SCHEDULE [Ted Stonecliffe]:

The recommendation formed at today's Technical Advisory Committee (TAC) meeting will be presented at the May 3, 2016 Special Transportation Fund (STF) Advisory Committee meeting. The STF Advisory Committee will then form a final recommendation to be presented at the May 26, 2016 Board of Directors meeting. Contracts for approved applications will be written and delivered by June 30, 2016.

D. REVIEW OF APPLICABLE COORDINATED PLAN SECTIONS:

Chapters four, five and six of the Coordinated Plan refer to required services and unmet needs of seniors and individuals with disabilities in Marion and Polk counties. In order for a project to receive funding it must directly address these requirements and/or needs in some way. The Coordinated Plan also helps ensure that projects will not duplicate existing services.

Ted Stonecliffe led the TAC members through a review of the Coordinated Plan pages that pertain to the applications that are being presented at today's meeting.

E. REVIEW PURPOSE & INTENTS OF 5310 & STF PROGRAMS [Ted Stonecliffe]:

Salem-Keizer Transit (SKT) is considered a large agency (serving an area with a population greater than 200,000) by the Federal Transit Administration (FTA) and therefore, receives Section 5310 funds directly from the FTA. These funds are to be awarded by SKT to projects that address the transportation needs of seniors and individuals with disabilities within the Salem-Keizer urban growth boundary. These funds require a local match.

Special Transportation Fund dollars currently available have been carried over from the previous biennium. These funds are more flexible in their use, but must be used for projects that address transportation needs of seniors and individuals with disabilities, as well as low-income individuals, within Marion and Polk counties. These funds do not require a local match.

F. PRESENTATIONS/QUESTIONS AND ANSWERS:

1. Salem-Keizer Transit – 5310 Applications (3) [SueAnn Coffin]:

1.1 RED Line Purchased Service:

RED Line is a curb to curb service for seniors and individuals with disabilities that operated within the Salem-Keizer urban growth boundary. It fills the transportation gap for people who do not qualify for CherryLift and are not able to access the Cherriots fixed route service. There are four RED Line shopper shuttles each day that run on a schedule to specific locations for a fee of \$1.25 per boarding. RED Line also offers Dial-A-Ride service for any reason at any time during the hours of operation from 7:00 a.m. to 6:00 p.m., Monday through Friday for \$3.20 per boarding. Dial-A-Ride and shopper shuttle trips can be booked up to 14 days in advance. RED Line is marketed through the call center when individuals book rides or ask about transportation options; through fliers that are mailed out or are presented at travel training events; and through the cherriots.org website.

In FY2015, RED Line provided 7,998 one-way rides. While the cost to provide the service is around \$20.00 to \$25.00 per trip, it is considered to be cost effective compared to other services and other resources for funding are currently in use. Due to the strict regulations that must be met by transit district drivers, no volunteer drivers are used for the RED Line service.

1.2 RED Line Preventative Maintenance:

There are currently five vehicles used for the RED Line service. This application is for funding the cost of maintenance on those vehicles. All maintenance is performed by the Salem-Keizer Transit Maintenance Department. These funds will not be used for the purchase of new vehicles.

1.3 Mobility Management:

The Mobility Management project has two focuses. First is the focus on partnerships between regional transportation providers in order to avoid duplication of services. Second is the focus on the TripLink Call Center as a one stop shop for information and booking trips on all services provided within Marion and Polk counties. Funding would go toward the costs of staffing the call center and maintaining the coordination of services between providers by the Mobility Coordinator. Incoming calls to the call center for RED Line and CherryLift services are currently being answered in under one minute 90 percent of the time and under three minutes 99 percent of the time.

2. Salem Health – STF Application (1) [Sharon Heuer]:

These funds would go towards the annual salary of the Salem Health Medical Transportation Coordinator. The Transportation Coordinator is primarily focused on assisting patients of three Salem Health clinics - the wound care clinic, chemotherapy clinic, and the rehab center. Patients can require rides to appointments as frequently as every day and are the most vulnerable. These conditions can be a major barrier to using the traditional NEMT system. The Transportation Coordinator serves both urban and rural areas and can arrange for rides to the wound care clinic on the weekends; the other clinics are not open on the weekends. Since August of 2015, 1,616 rides have been arranged through the Transportation Coordinator; half of which were for seniors.

The Transportation Coordinator coordinates rides for patients through other organizations, such as the Cancer Society and West Salem Clinic's *Rides for the Homeless*. The Transportation Coordinator has also begun to schedule rides for patients coming in for or being discharged from surgery and for appointments at primary care clinics. Salem Health plans to begin assisting patients using the Emergency Department.

Other funding sources currently used for the Transportation Coordinator position come from Salem Health Foundation and a Community Benefit Grant of \$5,000.00. These funds go towards coordination with other existing services to avoid duplication and to subsidize the cost of cab rides scheduled for patients.

G. REVIEW OF APPLICATIONS [AII]:

The TAC members made note that the amount of Section 5310 funds requested by Salem-Keizer Transit is equal to the amount available; and the amount of STF funds being requested by Salem Health is \$599.00 less than the amount available.

TAC members reviewed the three Salem-Keizer Transit applications. There were no concerns about the applications meeting the qualifications for Section 5310 funding.

During discussion of the Salem Health application for STF dollars, it was noted that the specific clientele and nature of the service being provided shows that it is not a duplicative service. Steve Dickey advised that it is unknown whether Salem Health used a competitive procurement process when choosing cab companies to contract for their services; so the contract for STF funding will need to specify that this funding may only be used towards the Transportation Coordinator position.

The TAC members discussed several ideas for use of the remaining \$599.00 of STF dollars. It was decided that, based on the origin of the funds, it would be best if they were allocated to the CARTS operating budget.

H. RECOMMENDATION TO PRESENT TO STF ADVISORY COMMITTEE:

Karen Odenthal motioned that funding be approved for the three Salem-Keizer Transit 5310 applications and the Salem Health STF application as written and for the remaining \$599.00 STF dollars to be allocated to the CARTS operating budget. The motion was seconded by Diane Lace. The motion was approved unanimously.

I. ADJOURN: The meeting adjourned at 12:30 p.m.

MEMO TO: BOARD OF DIRECTORS

FROM: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: APPROVAL OF INTERGOVERNMENTAL AGREEMENT NO. DASPS-107420-16 WITH THE STATE OF OREGON DEPARTMENT OF ADMINISTRATIVE SERVICES-FLEET AND PARKING SERVICES

Issue

Shall the Board approve Intergovernmental Agreement (IGA) No. DASPS 107420-16 (Attachment A) with the State of Oregon Department of Administrative Services-Fleet and Parking Services?

Background and Findings

In March 2016, the State of Oregon passed a budget bill that included funding for the restoration of Route 15X - Airport Rd Park & Ride Express, as well as the state employee bus pass program. Although the Airport Rd Park & Ride Express (formally Route 20) was popular in the past, funding for the service was eliminated from the State's budget as a result of budget cuts. As a result, the District chose to end the service in 2009.

The IGA is for a period of five years beginning July 1, 2017; it provides funding for the Airport Park and Ride Shuttle, and rides for state employees assigned within the designated service area. There are cost escalation provisions within the IGA for years two – five. During the first year of the program, the State will pay the District \$650,000 and each year thereafter, funding increases a minimum 2% and a maximum 5% based on actual costs.

For that payment, the District agrees to provide the shuttle service every 15 minutes during peak periods and 30 minutes during non-peak periods, in accordance with the IGA in Attachment A.

During the initial iteration of this program, the District benefited by the increased ridership provided by the State employees and is excited about recapturing such a large base of commuter employees.

As part of planning process, the District conducted a Title VI analysis and found no Disparate Impact or Disproportionate Burden associated with the restoration of Route 15X. A copy of the analysis is included as Attachment B.

Recommendation

Staff recommends the Board approve IGA No. DASPS 107420-16 and authorize the general manager to sign the agreement.

Proposed Motion

I move the Board approve IGA No. DASPS 107420-16 with the State of Oregon Department of Administrative Services-Fleet and Parking Services; and authorize the general manager to sign the agreement.

INTERGOVERNMENTAL AGREEMENT

Agreement No. DASPS-107420-16

Capitol Mall Area State Employee Bus Pass Program

This Agreement is between the State of Oregon acting by and through its Department of Administrative Services-Fleet and Parking Services (“Agency”) and Salem Area Mass Transit District (“Local Government”), each a “Party” and, together, the “Parties”.

SECTION 1: AUTHORITY

This Agreement is authorized by ORS 190.110.

SECTION 2: PURPOSE

Both Agency and Local Government desire to further the State policy articulated in ORS 276.591 encouraging alternative modes of transportation, reducing the Agency Parking Services wait list for parking spaces, and minimizing traffic congestion and energy waste.

SECTION 3: EFFECTIVE DATE AND DURATION

This Agreement is effective on the date it has been fully executed by every party and all legally required approvals have been obtained and terminates on June 30, 2021 unless terminated earlier in accordance with Section 16.

SECTION 4: AUTHORIZED REPRESENTATIVES

4.1 Agency’s Authorized Representative is:

Brian King, DAS Fleet and Parking Services Manager
1100 Airport Rd NE
Salem, OR 97301
503 373-7723 Office
brian.king@oregon.gov

4.2 Local Government’s Authorized Representative is:

Allan Pollock, General Manager/CEO
555 Court Street NE #5230
Salem, Oregon 97301
503 588-2424 Office
allan.pollock@cherriots.org

4.3 A Party may designate a new Authorized Representative by written notice to the other Party.

SECTION 5: RESPONSIBILITIES OF EACH PARTY

5.1 Local Government shall perform the work set forth on Exhibit A, attached hereto and incorporated herein by this reference.

5.2 Agency shall pay Local Government as described in Section 6.

SECTION 6: COMPENSATION AND PAYMENT TERMS

Agency shall pay Local Government at the rates set forth in this Section for completing all work and delivering all deliverables required of Local Government under this Agreement.

6.1. Service Costs and Payments: In FY 2017, Agency shall compensate Local Government for the services described in Exhibit A, Statement of Work, at the fixed rate described in Section 6.2, which shall be paid irrespective of the number of state employees who actually obtain Local Government bus passes or actually use Local Government buses. For subsequent fiscal years, the rate shall escalate at an inflation factor each subsequent year equal to the Local Government's percentage of year over year increase in Operational Cost per Revenue Hour, as reported to the Federal Transit Administration for the most recent fiscal year. The Local Government will report this data to the Agency as soon as it is available but no later than January of the year preceding the fiscal year for the reporting period. Regardless of the percentage reported, the increase shall be limited to a minimum of 2% and a maximum of 5% per year as set forth in Section 6.2.

6.2. Agency shall pay Local Government the following amounts for the services provided under this Agreement:

<u>Fiscal Year</u>	<u>Annual Service Charge:</u>	<u>Minimum</u>	<u>Maximum</u>
2017	(July 1, 2016 through June 30, 2017)	\$650,000	\$650,000
2018	(July 1, 2017 through June 30, 2018)	\$663,000	\$682,500
2019	(July 1, 2018 through June 30, 2019)	\$676,260	\$716,625
2020	(July 1, 2019 through June 30, 2020)	\$689,785	\$752,456
2021	(July 1, 2020 through June 30, 2021)	\$703,581	\$790,079

6.3. Adjustments in any other funding or services provided may be made upon agreement of the parties. If Local Government operational costs rise at a rate faster than the maximum outlined in Section 6.2 above due to higher fuel expenditures or other factors, Local Government will present Agency with justification for a higher escalation and any negotiated higher rate will be set forth in an amendment to this agreement. 6.4. Agency shall make annual payments in advance to Local Government on or before the following dates in payment for services to be provided under this Agreement:

1-Jul-2016
1-Jul-2017
1-Jul-2018
1-Jul-2019
1-Jul-2020

- 6.5. Funding Limitation: Notwithstanding any provision of this Agreement, in no event shall the aggregate payments to be made by Agency to Local Government under this Agreement exceed \$3,592,000 for the period from 07-01-2016 through 06-30-2021.

SECTION 7: REPRESENTATIONS AND WARRANTIES

Local Government represents and warrants to Agency that:

- 7.1** Local Government is a transit district duly organized and validly existing. Local Government has the power and authority to enter into and perform this Agreement;
- 7.2** The making and performance by Local Government of this Agreement (a) have been duly authorized by Local Government, (b) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Local Government's charter or other organizational document and (c) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Local Government is party or by which Local Government may be bound or affected. No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Local Government of this Agreement, other than those that have already been obtained;
- 7.3** This Agreement has been duly executed and delivered by Local Government and constitutes a legal, valid and binding obligation of Local Government enforceable in accordance with its terms;
- 7.4** Local Government has the skill and knowledge possessed by well-informed members of the industry, trade or profession most closely involved in providing the services under this Agreement, and Local Government will apply that skill and knowledge with care and diligence to perform its obligations under this Agreement in a professional manner and in accordance with the highest standards prevalent in the related industry, trade or profession; and,
- 7.5** Local Government shall, at all times during the term of this Agreement, be qualified, professionally competent, and duly licensed to perform its obligations under this Agreement.

The representations and warranties set forth in this section are in addition to, and not in lieu of, any other representations or warranties provided by Local Government.

SECTION 8: GOVERNING LAW, CONSENT TO JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between Agency or any other agency or department of the State of Oregon, or both, and Local Government that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Circuit Court of Marion County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court. LOCAL GOVERNMENT, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

SECTION 9: OWNERSHIP OF WORK PRODUCT

- 9.1** As used in this Section 9 and elsewhere in this Agreement, the following terms have the meanings set forth below:
- 9.1.1 "Local Government Intellectual Property"** means any intellectual property owned by Local Government and developed independently from the work under this Agreement.
 - 9.1.2 "Third Party Intellectual Property"** means any intellectual property owned by parties other than Local Government or Agency.
 - 9.1.3 "Work Product"** means every invention, discovery, and work of authorship, trade secret or other tangible or intangible item that Local Government is required to create under the terms of Exhibit A and to deliver to Agency under this Agreement, and all intellectual property rights therein.
- 9.2** All Work Product created by Local Government under this Agreement, including derivative works and compilations, and whether or not such Work Product is considered a work made for hire or an employment to invent, shall be the exclusive property of Agency. Agency and Local Government agree that any Work Product that is an original work of authorship created by Local Government under this Agreement is a "work made for hire" of which Agency is the author within the meaning of the United States Copyright Act. If for any reason the original Work Product created by Local Government under this Agreement is not "work made for hire," Local Government hereby irrevocably assigns to Agency any and all of its rights, title, and interest in all original Work Product created by Local Government under this Agreement, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Upon Agency's reasonable request, Local Government shall execute such further documents and instruments necessary to fully vest such rights in Agency. Local Government forever waives any and all rights relating to Work Product created by Local Government under this Agreement, including without

limitation, any and all rights arising under 17 U.S.C. §106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications.

If the Work Product created by Local Government under this Agreement is a derivative work based on Local Government Intellectual Property, or is a compilation that includes Local Government Intellectual Property, Local Government hereby grants to Agency an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform, and display the pre-existing elements of the Local Government Intellectual Property employed in the Work Product, and to authorize others to do the same on Agency's behalf.

If the Work Product created by Local Government under this Agreement is a derivative work based on Third Party Intellectual Property, or is a compilation that includes Third Party Intellectual Property, Local Government shall secure on Agency's behalf and in the name of Agency an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the pre-existing element of the Third party Intellectual Property employed in the Work Product, and to authorize others to do the same on Agency's behalf.

- 9.3 If Work Product is Local Government Intellectual Property, Local Government hereby grants to Agency an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Local Government Intellectual Property, and to authorize others to do the same on Agency's behalf.
- 9.4 If Work Product is Third Party Intellectual Property, Local Government shall secure on Agency's behalf and in the name of Agency an irrevocable, non-exclusive, perpetual, royalty-free license to use, reproduce, prepare derivative works based upon, distribute copies of, perform and display the Third Party Intellectual Property, and to authorize others to do the same on Agency's behalf.
- 9.5 If state or federal law requires that Agency or Local Government grant to the United States a license to any intellectual property in the Work Product, or if state or federal law requires that Agency or the United States own the intellectual property in the Work Product, then Local Government shall execute such further documents and instruments as Agency may reasonably request in order to make any such grant or to assign ownership in such intellectual property to the United States or Agency.

SECTION 10: CONTRIBUTION

- 10.1 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 (a "Third Party Claim") against a Party (the "Notified Party") with respect to which the other Party (the "Other Party") may have liability, the Notified Party shall promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party, along with the written notice, a copy of the claim, process and all legal pleadings with respect to the Third Party Claim that have been received by the Notified

Party. 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 the Other Party of the notice and copies required in this Section and a meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's contribution obligation under this Section 10 with respect to the Third Party Claim.

10.2 With respect to a Third Party Claim for which Agency is jointly liable with Local Government (or would be if joined in the Third Party Claim), Agency 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 Local Government in such proportion as is appropriate to reflect the relative fault of Agency on the one hand and of Local Government on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Agency on the one hand and of Local Government 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. Agency's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.

10.3 With respect to a Third Party Claim for which Local Government is jointly liable with Agency (or would be if joined in the Third Party Claim), Local Government 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 Agency in such proportion as is appropriate to reflect the relative fault of Local Government on the one hand and of Agency on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of Local Government on the one hand and of Agency 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. Local Government's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

SECTION 11: LOCAL GOVERNMENT DEFAULT

Local Government will be in default under this Agreement upon the occurrence of any of the following events:

- 11.1** Local Government fails to perform, observe or discharge any of its covenants, agreements or obligations under this Agreement;
- 11.2** Any representation, warranty or statement made by Local Government in this Agreement or in any documents or reports relied upon by Agency to measure the delivery of services, the

expenditure of funds or the performance by Local Government is untrue in any material respect when made;

- 11.3** Local Government (a) applies for or consents to the appointment of, or taking of possession by, a receiver, custodian, trustee, or liquidator of itself or all of its property, (b) admits in writing its inability, or is generally unable, to pay its debts as they become due, (c) makes a general assignment for the benefit of its creditors, (d) is adjudicated a bankrupt or insolvent, (e) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (f) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (g) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the Bankruptcy Code, or (h) takes any action for the purpose of effecting any of the foregoing; or
- 11.4** A proceeding or case is commenced, without the application or consent of Local Government, in any court of competent jurisdiction, seeking (a) the liquidation, dissolution or winding-up, or the composition or readjustment of debts of Local Government, (b) the appointment of a trustee, receiver, custodian, liquidator, or the like of Local Government or of all or any substantial part of its assets, or (c) similar relief in respect to Local Government under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty consecutive days, or an order for relief against Local Government is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect).

SECTION 12: AGENCY DEFAULT

Agency will be in default under this Agreement if Agency fails to perform, observe or discharge any of its covenants, agreements, or obligations under this Agreement.

SECTION 13: REMEDIES

- 13.1** In the event Local Government is in default under Section 11, Agency may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to: (a) termination of this Agreement under Section 16, (b) reducing or withholding payment for work or Work Product that Local Government has failed to deliver within any scheduled completion dates or has performed inadequately or defectively, (c) requiring Local Government to perform, at Local Government's expense, additional work necessary to satisfy its performance obligations or meet performance standards under this Agreement, (d) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief, or (e) exercise of its right of recovery of overpayments under Section 14 of this Agreement or setoff, or both. These remedies are cumulative to the extent the remedies are not inconsistent, and Agency may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.

13.2 RECOVERY OF OVERPAYMENTS

If payments to Local Government under this Agreement, or any other agreement between Agency and Local Government, exceed the amount to which Local Government is entitled, Agency may, after notifying Local Government in writing, withhold from payments due Local Government under this Agreement, such amounts, over such periods of times, as are necessary to recover the amount of the overpayment.

SECTION 14: LIMITATION OF LIABILITY

EXCEPT FOR LIABILITY ARISING UNDER OR RELATED TO SECTION 10, NEITHER PARTY WILL BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR OTHER INDIRECT DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER THE LIABILITY CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, PRODUCT LIABILITY OR OTHERWISE. NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS.

SECTION 15: TERMINATION

15.1 This Agreement may be terminated at any time by mutual written consent of the Parties.

15.2 Agency may terminate this Agreement as follows:

15.2.1 [intentionally omitted]

15.2.2 Immediately upon written notice to Local Government, if Agency fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient in Agency's reasonable administrative discretion, to perform its obligations under this Agreement;

15.2.3 Immediately upon written notice to Local Government, if federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that Agency's performance under this Agreement is prohibited or Agency is prohibited from paying for such performance from the planned funding source;

15.2.4 Immediately upon written notice to Local Government, if Local Government is in default under this Agreement and such default remains uncured 15 days after written notice thereof to Local Government; or

15.2.5 As otherwise expressly provided in this Agreement.

15.3 Local Government may terminate this Agreement as follows:

15.3.1 Immediately upon written notice to Agency, if Local Government fails to receive funding, or appropriations, limitations or other expenditure authority at levels sufficient in Local

Government's reasonable administrative discretion, to perform its obligations under this Agreement;

- 15.3.2** Immediately upon written notice to Agency, if federal or state laws, rules, regulations or guidelines are modified or interpreted in such a way that Local Government's performance under this Agreement is prohibited or Local Government is prohibited from paying for such performance from the planned funding source;
 - 15.3.3** Immediately upon written notice to Agency, if Agency is in default under this Agreement and such default remains uncured 15 days after written notice thereof to Agency; or
 - 15.3.4** As otherwise expressly provided in this Agreement.
- 15.4** Upon receiving a notice of termination of this Agreement, Local Government will immediately cease all activities under this Agreement, unless Agency expressly directs otherwise in such notice. Upon termination, Local Government will deliver to Agency all documents, information, works-in-progress, Work Product and other property that are or would be deliverables under the Agreement. And upon Agency's reasonable request, Local Government will surrender all documents, research or objects or other tangible things needed to complete the work that was to have been performed by Local Government under this Agreement.

SECTION 16: INSURANCE

Local Government shall maintain insurance as set forth in Exhibit B, attached hereto and incorporated herein by this reference.

As evidence of the insurance coverages required by this Agreement, LOCAL GOVERNMENT shall furnish Certificate(s) of Insurance to Agency prior to its issuance of a Notice to Proceed. The Certificate(s) will specify all of the parties who Additional Insureds (or Loss Payees). Insurance coverages required under this Agreement shall be obtained from insurance companies reasonably acceptable to Agency. Local Government shall be financially responsible for all deductibles, self-insured retentions, and/or self-insurance included hereunder.

SECTION 17: NONAPPROPRIATION

Agency's obligation to pay any amounts and otherwise perform its duties under this Agreement is conditioned upon Agency receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow Agency, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement. Nothing in this Agreement may be construed as permitting any violation of Article XI, section 7 of the Oregon Constitution or any other law limiting the activities, liabilities or monetary obligations of Agency.

SECTION 18: AMENDMENTS

The terms of this Agreement may not be altered, modified, supplemented or otherwise amended, except by written agreement of the Parties.

SECTION 19: NOTICE

Except as otherwise expressly provided in this Agreement, any notices to be given relating to this Agreement must be given in writing by facsimile, email, personal delivery, or postage prepaid mail, to a Party's Authorized Representative at the physical address, fax number or email address set forth in this Agreement, or to such other addresses as either Party may indicate pursuant to this Section 20. Any notice so addressed and mailed becomes effective five (5) days after mailing. Any notice given by personal delivery becomes effective when actually delivered. Any notice given by email becomes effective upon the sender's receipt of confirmation generated by the recipient's email system that the notice has been received by the recipient's email system. Any notice given by facsimile becomes effective upon electronic confirmation of successful transmission to the designated fax number.

SECTION 20: SURVIVAL

All rights and obligations of the Parties under this Agreement will cease upon termination of this Agreement, other than the rights and obligations arising under Sections 8, 9, 10, 14, 15 and 21 hereof and those rights and obligations that by their express terms survive termination of this Agreement; provided, however, that termination of this Agreement will not prejudice any rights or obligations accrued to the Parties under this Agreement prior to termination.

SECTION 21: SEVERABILITY

The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

SECTION 22: COUNTERPARTS

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original.

SECTION 23: COMPLIANCE WITH LAW

In connection with their activities under this Agreement, the Parties shall comply with all applicable federal, state and local law.

SECTION 24: INDEPENDENT CONTRACTORS

The Parties agree and acknowledge that their relationship is that of independent contracting parties and that Local Government is not an officer, employee, or agent of the State of Oregon as those terms are used in ORS 30.265 or otherwise.

SECTION 25: INTENDED BENEFICIARIES

Agency and Local Government are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement provides, is intended to provide, or may be construed to provide any direct or indirect benefit or right to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of this Agreement.

SECTION 26: FORCE MAJEURE

Neither Party is responsible for any failure to perform or any delay in performance of any obligations under this Agreement caused by fire, civil unrest, labor unrest, natural causes, or war, which is beyond that Party's reasonable control. Each Party shall, however, make all reasonable efforts to remove or eliminate such cause of failure to perform or delay in performance and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement. Agency may terminate this Agreement upon written notice to Local Government after reasonably determining that the failure or delay will likely prevent successful performance of this Agreement.

SECTION 27: ASSIGNMENT AND SUCCESSORS IN INTEREST

Local Government may not assign or transfer its interest in this Agreement without the prior written consent of Agency and any attempt by Local Government to assign or transfer its interest in this Agreement without such consent will be void and of no force or effect. Agency's consent to Local Government's assignment or transfer of its interest in this Agreement will not relieve Local Government of any of its duties or obligations under this Agreement. The provisions of this Agreement will be binding upon and inure to the benefit of the Parties hereto, and their respective successors and permitted assigns.

SECTION 28: SUBCONTRACTS

Local Government shall not, without Agency's prior written consent, enter into any subcontracts for any of the work required of Local Government under this Agreement. Agency's consent to any subcontract will not relieve Local Government of any of its duties or obligations under this Agreement.

SECTION 29: TIME IS OF THE ESSENCE

Time is of the essence in Local Government's performance of its obligations under this Agreement.

SECTION 30: MERGER, WAIVER

This Agreement and all exhibits and attachments, if any, 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 or consent under this Agreement binds either Party unless in writing and signed by both Parties. Such waiver or consent, if made, is effective only in the specific instance and for the specific purpose given. EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

SECTION 31: RECORDS MAINTENANCE AND ACCESS

Local Government shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, Local Government shall maintain any other records, books, documents, papers, plans, records of shipments and payments and writings of Local Government, whether in paper, electronic or other form, that are pertinent to this Agreement in such a manner as to clearly document Local Government's performance. All financial records, other records, books, documents, papers, plans, records of shipments and payments and writings of Local Government, whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as "Records." Local Government acknowledges and agrees that Agency and the Oregon Secretary of State's Office and the federal government and their duly authorized representatives will have access to all Records to perform examinations and audits and make excerpts and transcripts. Local Government shall retain and keep accessible all Records for a minimum of six (6) years, or such longer period as may be required by applicable law, following termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later. Subject to foregoing minimum records retention requirement, Local Government shall maintain Records in accordance with the records retention schedules set forth in OAR Chapter 166.

SECTION 32: HEADINGS

The headings and captions to sections of this Agreement have been inserted for identification and reference purposes only and may not be used to construe the meaning or to interpret this Agreement.

SECTION 33: ADDITIONAL REQUIREMENTS

None.

SECTION 34: AGREEMENT DOCUMENTS

This Agreement embodies the entire agreement and understanding of the parties as to the subject matter contained herein. There are no restrictions, promises, representations, warranties, covenants, or undertakings other than those expressly set forth or referred to in this Agreement. This Agreement supersedes all prior agreements and understandings between the parties.

This Agreement consists of the following documents, which are listed in descending order of precedence: this Agreement less all exhibits, Exhibit A (the Statement of Work), and Exhibit B (Insurance).

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the dates set forth below.

Salem Area Mass Transit District

Allan Pollock, General Manager _____
Date

STATE OF OREGON acting by and through its Department of Administrative Services – Fleet and Parking Services

Brian King, DAS Fleet and Parking Services Manager _____
Date

STATE OF OREGON Department of Administrative Services – Procurement Services

Name: Title _____
Date

Approved for Legal Sufficiency in accordance with ORS 291.047

Name, Title _____
Date

EXHIBIT A

STATEMENT OF WORK

Capitol Mall Area State Employee Bus Pass Program

The parties shall perform the following services to further the State policy articulated in ORS 276.591 encouraging alternative modes of transportation, reducing the Agency Parking Services wait list for parking spaces, and minimizing traffic congestion and energy waste:

1. Airport Road Express Routes: Effective June 6, 2016, Local Government shall provide express bus service from Airport Road, next to the Salem Motor Pool, to the Capitol Mall (the "Airport Road Express Shuttle" or "Shuttle"). Service shall be provided on regular size transit buses that are ADA accessible and shall operate on fifteen-minute headways between the hours of 6:15 am and 9:00 am, and 3:00 pm and 6:00 pm, and on half-hour headways between the hours of 9:00 am and 3:00 pm and 6:00 pm and 8:30 pm.

The Airport Road Express Shuttle shall be free to all Eligible Employees of the State, who may use their pass issued under this Agreement to ride the Shuttle. The parking lot adjacent to the Airport Road bus stop is the property of the State of Oregon and the State may limit its use to state employees only.

General public riders shall be charged the current Local Government bus fares to ride on the Airport Road Express Shuttle.

2. Free Bus Pass Program: Effective June 6, 2016, Local Government shall offer free annual Local Government bus passes to all state employees working within the State Employee Bus Pass Boundaries (collectively the "Eligible Employees").

The passes shall be valid only for Cherriots fixed-route services operating entirely within the Salem Area Mass Transit District and Route 1X boundary.

"State Employee Bus Pass Boundaries" is defined as the area within the City of Salem bounded by the Willamette River on the west, D Street to the north, 14th Street to the east, and Mission Street to the south.

3. Bus Pass Photo/ID/Sticker: Agency shall provide photo ID's to Eligible Employees. Local Government shall provide yearly stickers for all such passes for permanent Eligible Employees and monthly passes for Eligible Employees that are classified as temporary employees, contract employees, and volunteers. In order for the Agency to verify continuing employment and eligibility for temporary employees, contract employees, and volunteers, the monthly passes issued under this Agreement to a non-permanent Eligible Employee must be renewed each month at the Agency's Parking Services Office at 1100 Airport Rd in Salem, Oregon.

Bus passes shall be valid for the calendar year or remaining portion of the calendar year from date issued. Renewal stickers shall be issued to Eligible Employees each December for the subsequent year.

4. Bus Pass Registration: Agency shall coordinate the registration and recertification process for Eligible Employees. The process shall include:
 - a) Verifying employee eligibility for free annual or monthly bus passes,
 - b) Distributing photo ID bus pass and renewal stickers.
5. Customer Service: Agency shall refer customer feedback on the shuttle program to Local Government for response. Local Government shall respond to feedback within five business days. A summary of the feedback and actions taken by Local Government to resolve them shall be delivered to Agency each calendar quarter. Local Government shall proactively solicit feedback on customer satisfaction of the program.
6. Program Evaluation: Local Government shall maintain records of ridership statistics and customer feedback and shall provide quarterly reports summarizing such statistics and feedback to Agency. Local Government and Agency shall study the ridership behavior of state employees and work together to develop methods to increase program effectiveness.
7. Bus Shelters: Subject to Local Government's funding, availability of shelters and upon mutual agreement between Local Government and Agency, Local Government shall provide and install standard glass and aluminum shelters. Agency shall obtain any necessary permits for the shelters, and shall construct, as needed, concrete shelter pads and walkways connecting to the pedestrian system. Agency may elect, at its cost, to provide larger shelters, more architecturally suited to the Mall environs. Location of such shelters shall be coordinated between Local Government and Agency.

Cost of Local Government bus shelters and regular maintenance on them shall be borne by Local Government during the term of this Agreement. Following the termination or expiration of the term of this Agreement, Local Government may at any time remove any bus shelters installed pursuant to this Agreement. The land the shelters occupy shall be provided by Agency, except in cases where the location for the shelter is not owned by the State of Oregon. Local Government shall consult with Agency to finalize locations, easements, and related matters, and prepare a presentation to the Capitol Planning Commission.

The obligations of Local Government under this Section 7 are subject to the governing body of Local Government adopting a budget specifically appropriating sufficient funds pursuant to the Local Budget Law (ORS 294.305 - 294.565) to perform such obligations.

8. Marketing: Local Government and Agency shall work together to develop a marketing campaign and distribution strategy for the promotion of the State Bus Pass Program. Local Government shall produce the agreed upon materials and deliver them to

Agency. Agency will distribute material to state agencies within the State Employee Bus Pass Boundaries.

EXHIBIT B

INSURANCE REQUIREMENTS

REQUIRED INSURANCE: Local Government shall obtain, at Local Government's expense, the insurance specified in this Exhibit B prior to performing under this Agreement and shall maintain it in full force and at its own expense throughout the duration of this Agreement and any warranty periods that apply, or such longer period as described in the tail coverage provisions below, if those provisions apply. Local Government shall obtain the following insurance from insurance companies or entities that are authorized to transact the business of insurance and issue coverage in the State of Oregon and that are acceptable to Agency. Coverage shall be primary and non-contributory with any other insurance and self-insurance. Local Government shall pay for all deductibles, self-insured retention and self-insurance, if any.

WORKERS COMPENSATION AND EMPLOYER'S LIABILITY: All employers, including Local Government, shall provide workers' compensation insurance as required by applicable workers' compensation laws for persons performing work under this Agreement and shall obtain Employers' Liability Insurance with limits of not less than \$1,000,000 each occurrence. Local Government shall require and ensure that each of its subcontractors complies with these requirements.

PROFESSIONAL LIABILITY:

REQUIRED BY AGENCY

NOT REQUIRED BY AGENCY

Professional Liability Insurance covering any damages caused by an error, omission or any negligent acts related to the work to be performed under this Agreement in an amount not less than \$1,000,000 per occurrence. Annual aggregate limit shall not be less than \$2,000,000. If coverage is on a claim made bases, then either an extended reporting period of not less than 24 months shall be included in the Professional Liability insurance coverage, or Local Government shall provide Tail Coverage as stated below.

COMMERCIAL GENERAL LIABILITY:

REQUIRED BY AGENCY

NOT REQUIRED BY AGENCY

Commercial General Liability Insurance covering bodily injury, death and property damage in a form and with coverage that are satisfactory to Agency. This insurance must include personal injury liability, products and completed operations, and contractual liability coverage. Coverage must be written on an occurrence basis in an amount not less than \$1,500,000 per occurrence. Annual aggregate limit shall not be less than \$1,500,000.

AUTOMOBILE LIABILITY INSURANCE:

REQUIRED BY AGENCY

NOT REQUIRED BY AGENCY

Automobile Liability Insurance covering all owned, non-owned, or hired vehicles with a combined single limit of not less than \$5,000,000 for bodily injury and property damage.

ADDITIONAL INSURED. The *Commercial General Liability* insurance and *Automobile Liability* insurance required under this Agreement must include the State of Oregon, its officers, employees and agents as Additional Insureds but only with request to Local Government's activities to be performed under this Agreement.

NOTICE OF CANCELLATION OR CHANGE. There shall be no cancellations, material change, and potential exhaustion of aggregate limits or intent not to renew insurance coverage without 30 days' written notice from Local Government or its insurer to Agency. A failure to comply with the reporting provisions of this clause will constitute a Local Government default under this Agreement and will be grounds for Agency's immediate termination of this Agreement.

CERTIFICATES AND PROOF OF INSURANCE. Local Government shall provide to Agency a Certificate of Insurance for each required insurance before commencing performance under this Agreement. All Certificates must specify that Local Government shall pay for all deductibles, self-insured retention and self-insurance, if any, and that all coverage is primary and non-contributory with any other insurance and self-insurance, and confirm that an extended reporting period of at least 24 months is provided. Certificates for *Commercial Liability* insurance and *Automobile Liability Insurance* must list the State of Oregon, its officers, employees and agents as a Certificate Holder and as Additional Insured. As proof of insurance, Agency has the right to request copies of insurance policies relating to the insurance requirements in this Agreement.

"TAIL" COVERAGE. If any of the required insurance is on a claims made basis and does not include an extended reporting period of at least 24 months, Local Government shall maintain either tail coverage or continuous claims made liability coverage, provided the effective date of the continuous claims made coverage is on or before the effective date of this Agreement, for a minimum of 24 months following the later of (a) Local Government's completion and Agency's acceptance of all work required under this Agreement, or (b) the expiration of all warranty periods provided under this Agreement.

SELF-INSURANCE. Local Government may fulfill its insurance obligations herein through a program of self-insurance, provided that Agency's determines that Local Government's self-insurance program complies with all applicable laws, and provides insurance coverage equivalent in both type and level of coverage to that required in this Exhibit B. Local Government shall furnish an acceptable insurance certificate to Agency for any insurance coverage required by this Agreement that is fulfilled through self-insurance.

Route 15X Restoration Title VI Equity Analysis

April 28, 2016

Salem-Keizer Transit
Planning Department

1. PROJECT BACKGROUND

In March 2016, the State of Oregon passed a budget bill that included funding the restoration of Route 15X - Airport Rd Park & Ride Express. Although the Airport Rd Park & Ride Express route (formally Route 20) was popular in the past, the service was eliminated from the State's budget as a result of budget cuts after the Great Recession. As a result, Salem Area Mass Transit District (SAMTD) chose to end the service in 2009.

This new route travels from the Airport Rd Park & Ride to the State Capitol Mall. It is primarily designed to allow State employees to park their cars at the Airport Rd Park & Ride and quickly get to the State buildings in the Capitol Mall area. However, this route will be open to the public, so others will have the opportunity to benefit from it.

The route will operate from 6:15 a.m. to 8:53 p.m. It will run at 15-minute headways in the peak commute hours (6:15 a.m. to 9:00 a.m. and 3:00 to 6:00 p.m.) and 30-minute headways in the off-peak hours.

Due to the addition of this new route, the current Route 4 will discontinue its hourly deviation to the Airport Rd Park & Ride.

Figure 1 below shows the current path of Route 4, and Figure 2 shows the planned paths of Routes 4 and 15X. Figure 3 shows a more detailed map for Route 15X, including the route path, stop locations, and time points.

Figure 1. Route 4, Current

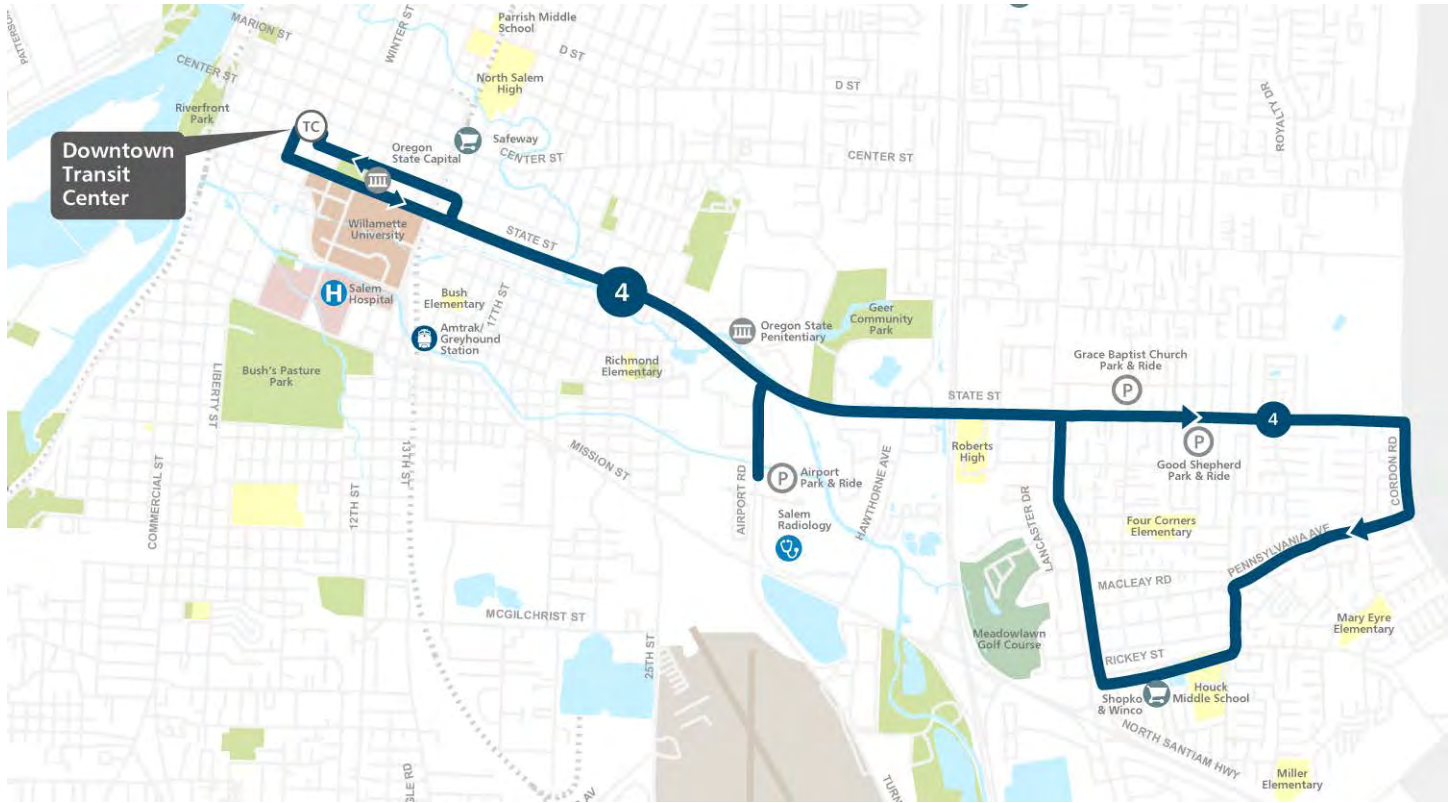


Figure 2. Route 4 and 15X, Planned

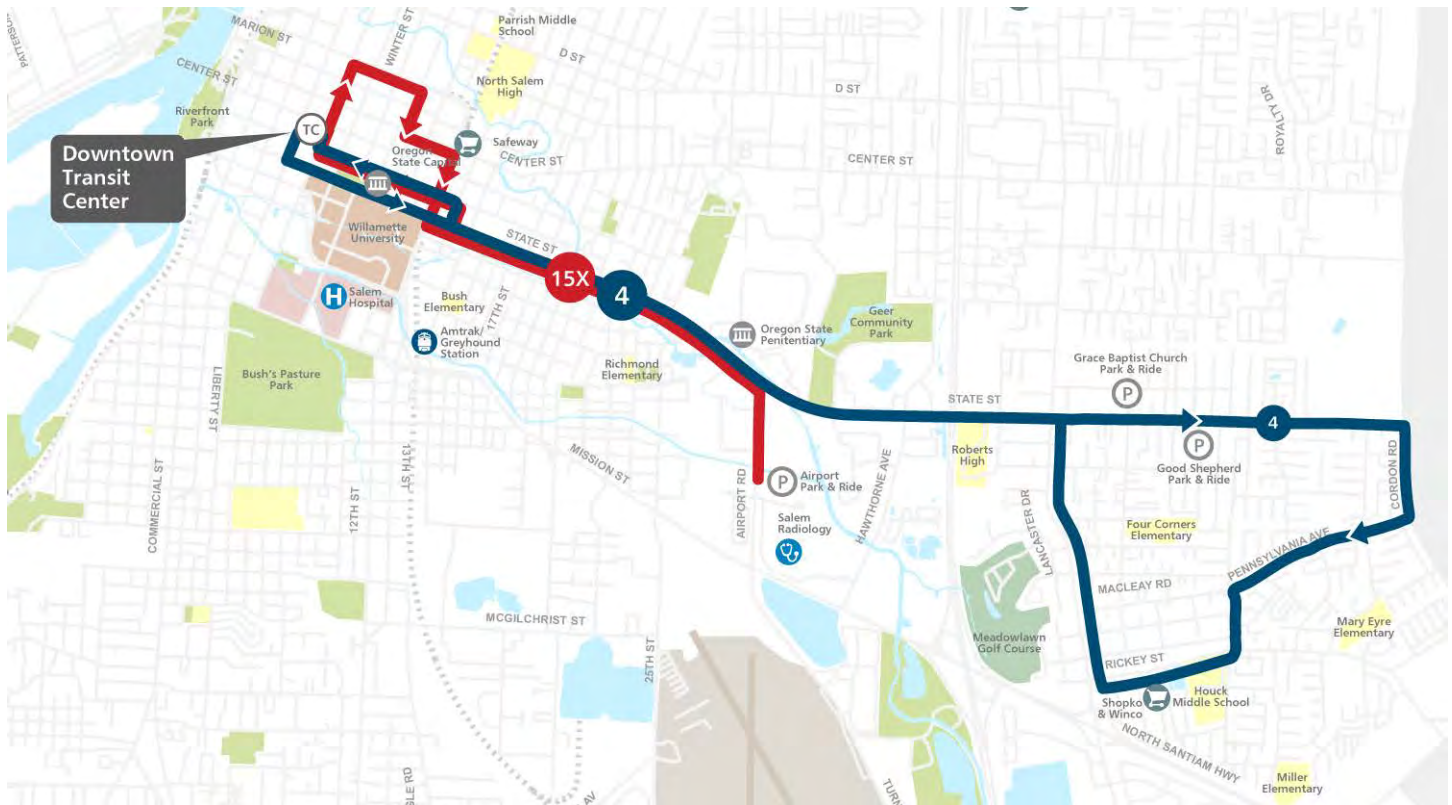
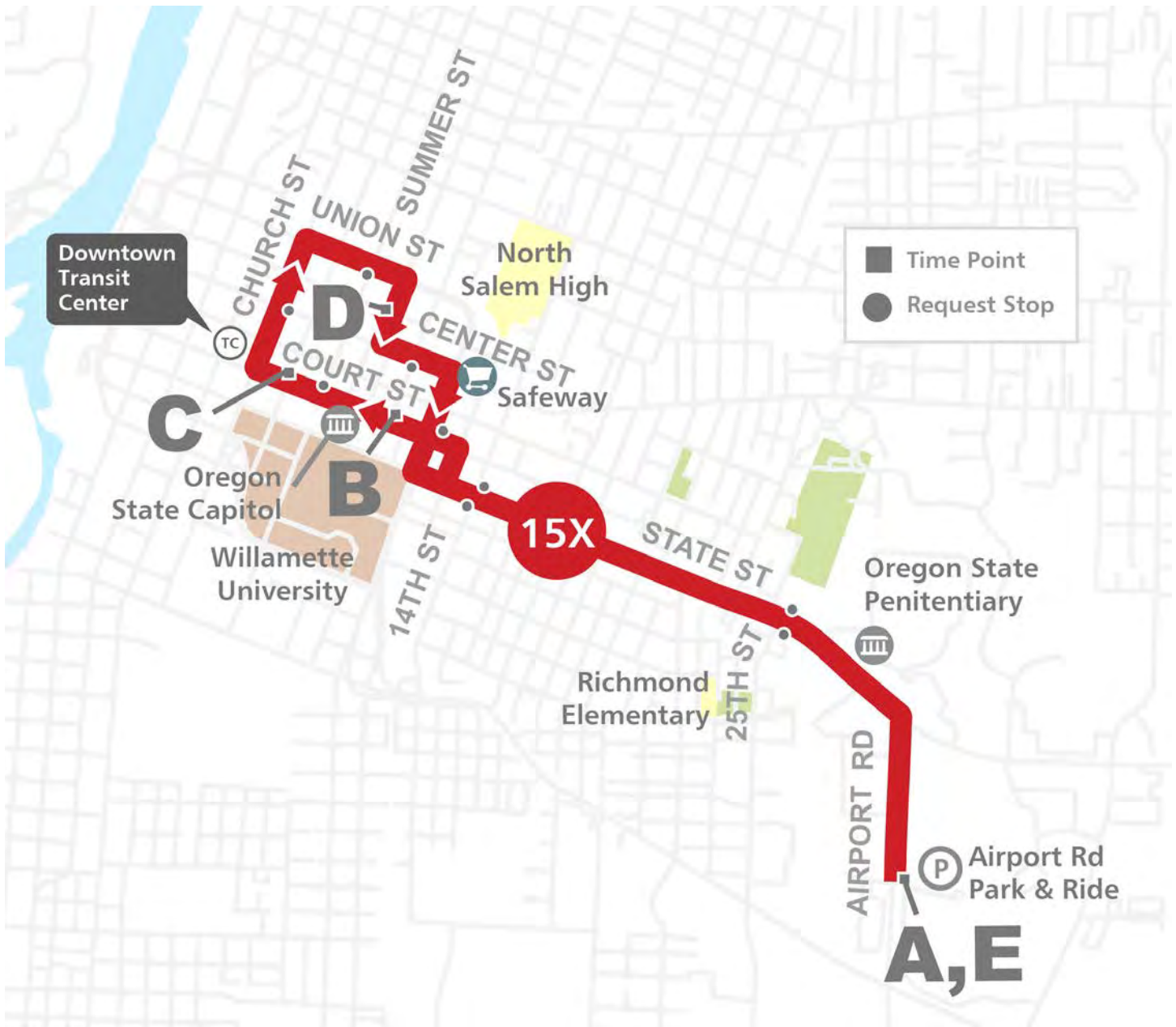


Figure 3. Detailed Map of Planned Route 15X



2. TITLE VI REQUIREMENTS

As a recipient of Federal financial assistance, SAMTD must ensure that service changes – both increases and reductions – comply with Title VI of the Civil Rights Act of 1964, which states:

“No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

The FTA has provided specific implementing guidelines and regulations for complying with Title VI in Circular 4702.1B (“Circular”). Due to the interrelated nature of race/ethnicity and income, the Circular instructs transit agencies to consider impacts on low-income populations as well as minority populations; the assessment of potential Title VI issues related to service changes is completed through a service equity analysis.

3. SAMTD TITLE VI COMPLIANCE

In the spring of 2014, SAMTD updated its Title VI program to comply with the latest Circular. A letter of concurrence was received in December 2015 from the FTA stating that the SAMTD Title VI Program complies with the Circular. The program outlines agency policies, definitions, and procedures for complying with Title VI and performing equity analyses. This includes the agency’s Major Service Change, Adverse Effects, Disparate Impact, Disproportionate Burden, and Public Hearing policies.

3.1. Major Service Change Policy

All changes in service meeting the definition of Major Service Change are subject to a Title VI Equity Analysis. A Major Service Change is defined as:

1. Either a reduction or an expansion in service of:
 - a. 25 percent or more of the number of transit route miles, or;
 - b. 25 percent or more of the number of transit vehicle revenue hours, computed on a daily basis for the day of the week on which the change is made, or;
2. A new transit route is established.
3. If changes in service on a route to be effective at more than one date within any fiscal year would equal or exceed 1(a) and/or 1(b) above, the changes in total will be considered a Major Service Change, and a Disparate Impact Analysis will be completed in advance of action on the proposed change.

3.2. Adverse Effects Definition

Adverse effects of Major Service Changes are defined as a decrease in the level of transit service (span in days and/or hours, and/or frequency) and/or decreased access to transit service defined as an increase of the access distance to beyond one-quarter mile of bus stops served by less than four buses per hour in peak service periods or one-half mile for bus stops served by 4 or more buses per hour in peak service periods.

3.3. Disparate Impact Policy

Testing for Disparate Impact evaluates effects on minority riders or populations as compared to non-minority riders or populations. "Minority" is defined as all persons who identify as being part of a racial/ethnic group besides white, non-Hispanic.

3.3.1. Disparate Impact Definition

1. A Major Service Change to a route will be considered to have a disparate impact if condition a, b, and either condition c or d below is found to be true:
 - a. The percentage of impacted minority population in the service area of the route exceeds the percentage of minority population of the SAMTD District as a whole, and;
 - b. If the percentage of impacted minority population differs from the percentage of impacted non-minority population by more than 20 percent, the overall impact of changes will be considered disparate.
 - c. In the event of service reductions, the service change has an adverse effect on the minority population in the service area of the route.
 - d. In the event of service additions, the addition is linked to other service changes that have adverse effects on the minority population in the service area of the route, or; the service addition on the subject route is linked with a service change(s) on other route(s) that have adverse effects on the minority population in the service area of that route or routes.

3.4. Disproportionate Burden Policy

Testing for a Disproportionate Burden evaluates potential effects on low-income riders or populations, defined as riders or populations at or below 100% of the federal poverty level.

3.4.1. Disproportionate Burden Definition*

1. A Major Service Change to a route will be considered to have a [disproportional burden] if condition a, b, and either condition c or d below is found to be true:
 - a. The percentage of impacted [low-income] population in the service area of the route exceeds the percentage of [low-income] population of the SAMTD District as a whole, and;
 - b. If the percentage of impacted [low-income] population differs from the percentage of impacted [non-low income] population by more than 35 percent, the overall impact of changes will be considered [disproportional].
 - c. In the event of service reductions, the service change has an adverse effect on the [low-income] population in the service area of the route.
 - d. In the event of service additions, the addition is linked to other service changes that have adverse effects on the [low-income] population in the service area of the route, or; the service addition on the subject route is linked with a service

change(s) on other route(s) that have adverse effects on the [low-income] population in the service area of that route or routes.

* SAMTD's official Disproportionate Burden policy unintentionally refers to disparate impacts and minorities instead of disproportionate burdens and low-income populations. This language has been modified in the above definition to clarify the intended definition.

3.5 Public Hearing Policy

The District's public hearing policy is as follows:

The District shall hold a public hearing when a reduction in transit service or fare increase as defined above are proposed by the District. Notice must be published in a general circulation newspaper. In addition, notice will be placed in newspapers, publications, or internet sites that are oriented to specific groups or neighborhoods that may be affected by the proposed service reduction or fare increase. The notice must be published at least 30 days prior to the hearing. The notice must contain a description of the proposed service reduction or fare increase, and the date, time, and place of the hearing.

4. EQUITY ANALYSIS

In order to determine whether these planned service changes had the potential to lead to a disparate impact or disproportionate burden, District staff used the above definitions to analyze the difference between the current service and the planned service.

4.1 Major Service Change Test

The establishment of the new Route 15X meets the definition of a major service change.

The elimination of service to the Airport Rd Park & Ride on Route 4 will result in a decrease in roundtrip revenue miles from 11.41 miles to 9.76 miles, a 14.5% decrease. This does not constitute a major service change because there is no change in service hours and the number of revenue hours is decreasing by less than 25%.

4.2 Adverse Effects Test

Based on the adverse effects definition, the Route 15X major service change does not have potential adverse effects because there is no decrease in the level of transit service and/or decreased access to transit service.

Although Route 4 will no longer service the Airport Rd Park & Ride once an hour, Route 15X will service it every 15 minutes during the peak and every 30 minutes in the off-peak.

4.3 Disparate Impact and Disproportionate Burden Tests

Route 15X will travel through four census tracts. On average, their share of minorities (35.8%) and low-income residents (29.6%) is higher than the SAMTD service area on the whole (32.1% and 18.7%, respectively). On the whole, minority and low-income populations stand to benefit more from this service increase than non-minority and higher-income populations. (See Table 1 and Figure 4 below.)

Table 1. Share of Minority and Low-Income Residents Living in Census Tracts Near Route 15X Compared to SAMTD Service Area Average

Census Tract (*Figure 4)	Minorities	Total Population	% Min	Poverty	Total Poverty Population	% Poverty
2	479	3,356	14.3%	722	2,187	33.0%
7.01	3,346	7,718	43.4%	2,217	5,554	39.9%
9	2,202	5,582	39.4%	882	5,263	16.8%
10	1,310	3,823	34.3%	1,031	3,469	29.7%
Route 15X Svc Area Total	7,337	20,479	35.8%	4,852	16,413	29.6%
SAMTD Svc Area			32.1%			18.7%

A potential Disparate Impact and Disproportionate Burden could exist if this service change resulted in a reduction in service or was linked to other service changes that had adverse effects on minority or low-income populations. However, this is not the case as this service change is a service increase. As a result, no Disparate Impact or Disproportionate Burden is found.

4.4 Public Hearing Test

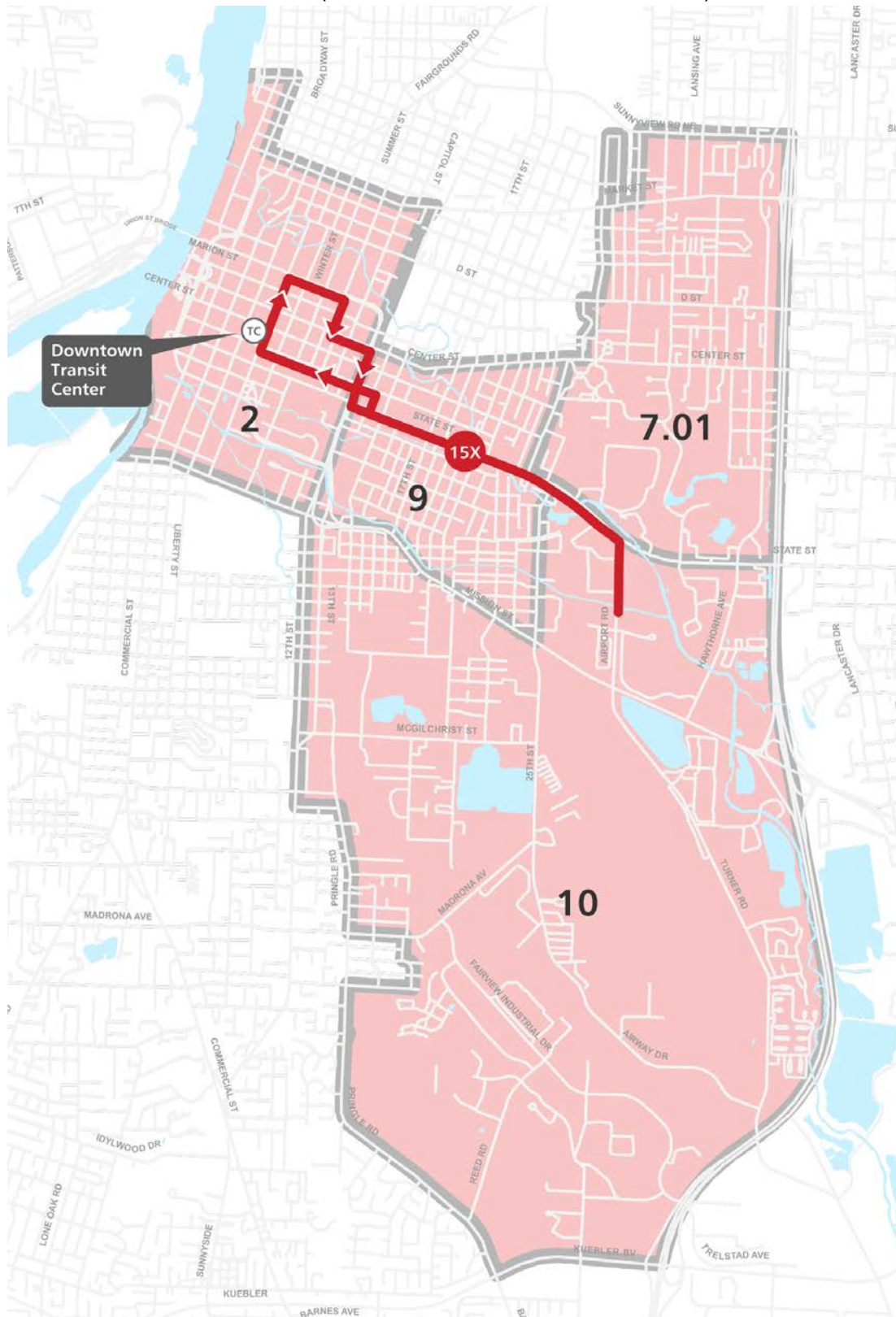
There is no public hearing requirement because this is a service increase. Public hearings are only required for service decreases and fare increases.

5. SUMMARY AND DISCUSSION

Given the available data and established methodology, implementing these changes does not appear to have an adverse effect on minority and low-income populations. The District therefore finds no Disparate Impact or Disproportionate Burden associated with the restoration of Route 15X.

The new Route 15X will begin service on June 6, 2016.

Figure 4. Route 15X Service Area (Census Tracts 2, 7.01, 9, and 10)



TO: BOARD OF DIRECTORS

FROM: PAULA DIXON, DIRECTOR OF ADMINISTRATION

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: GENERAL MANAGER PERFORMANCE EVALUATION

Issue

Shall a Board member review the Composite Performance Evaluation of the General Manager?

Background and Findings

The General Manager's Performance Evaluation and Compensation Change Policy was established in 1998, amended on August 28, 2008 with Resolution #08-11 and further amended on February 24, 2011 with Resolution #2011-04.

It is the responsibility of the Board to evaluate the performance of the General Manager based on factors and criteria established in the Policy. Each Board member completes an evaluation form for the General Manager. The Director of Administration compiles the completed evaluation forms into a composite evaluation of the General Manager and lists the responses from all Board members.

A member of the Board, chosen by the Board, reviews the composite evaluation to ensure accurate recordings of all the responses. The Board will meet in Executive Session prior to the July 11, 2016 work session to review the Composite Performance Evaluation, and considers any change in the General Manager's compensation package. Other than providing each member of the Board, and the General Manager with a copy of the Composite Evaluation, the evaluation process is kept confidential pursuant to ORS 192.650(2) and ORS 192.660(2)(i). Any change to the compensation package for the General Manager is adopted in open session following the Executive Session.

Recommendation

Staff recommends the Board select a Board Member to review the Composite Performance Evaluation of the General Manager.

Proposed Motion

I move the Board select Director _____ to review the Composite Performance Evaluation of the General Manager.

MEMO TO: BOARD OF DIRECTORS

**FROM: MATT BERGGREN, PLANNING TECHNICIAN
STEPHEN DICKEY, DIRECTOR OF TRANSPORTATION DEVELOPMENT**

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: PERFORMANCE REPORT - FY16 Q3

Issue

This memo provides details on all Salem-Keizer Transit services for FY2016 – third quarter.

Background and Findings

Performance measures for the third quarter of Fiscal Year 2016 (FY16 Q3) are included in Attachment A. The data for these measures is derived from adjusted Trapeze schedules, vehicle fareboxes, passenger counting systems, and reservation software (RouteMatch and Mobility DR).

Revenue Hours and Miles

Third quarter revenue hours and revenue miles for Cherriots were up compared with the previous fiscal year. Average daily revenue hours were 642.7; a 5.0% increase from FY15. However, this includes 15 daily revenue hours for the West Salem Connector, which is run by MV Transportation. Excluding the Connector, revenue hours are up 2.55%—a result of the September 8, 2015 major service change and the November 2, 2015 Route 1 fix.

Average daily revenue miles were 8,758.6; a 7.8% increase over FY15. Most of this was a result of implementing the September 8, 2015 major service change. Part of the increase is due to the mileage from the West Salem Connector.

Boardings (Unlinked Trips)

Cherriots average daily boardings showed a decrease for the same time frame compared to FY15. Average daily boardings were 11,884, a 13.7% decrease from the previous fiscal year. This is slightly better than the 14.1% drop between FY15 Q2 and FY16 Q2. Looking at just the month of March, the decrease was down to 12.3%.

Overall, this drop in boardings is a trend we have seen since the September 8, 2015 major service change. Recently Jarett Walker & Associates (JWA), consultants behind the 2013 Comprehensive Service Analysis, analyzed the boardings drop. They discovered Lane Transit District in Eugene, Oregon —SKT's closest comparable transit district—has also experienced drops in ridership. Between July 2015 and February 2016, LTD saw an average drop in riders of 6.3% compared to the previous fiscal year. JWA also found a decrease in cash sales but not pass sales, suggesting a drop in transfers for cash-paying riders is playing a major role in the boarding drop. Ultimately, JWA concluded Cherriots' drop in ridership is largely due to a combination of decreased transfers between routes and large decreases in gas prices.

Paratransit (CherryLift) saw a decrease in boardings/day of 11.8% from last fiscal year; Rural (CARTS) saw a significant decrease. Average boardings on the deviated-fixed routes (10-50) were down 12.6%, zone routes (25/45) were down 15.6%, and the dial-a-ride (35) was down 22.6%. RED Line dial-a-ride saw an increase of 7.8%, and RED Line shopper shuttle saw a decrease of 0.7%.

Recommendation

None

Proposed Motion

None

ATTACHMENT A

FY16 Q3 Performance Measures

January-March 2016

Table 1. Total Revenue Hours

Table 2. Average Revenue Hours / Day

Table 3. Total Revenue Hours

Table 4. Average Revenue Miles / Day

Table 5. Total Boardings

Table 6. Average Boardings / Day

Table 7. Average Boardings / Hour

Table 1. Total Revenue Hours

Route	Type	FY15 Q3				FY16 Q3			
		Jan 2015	Feb 2015	Mar 2015	Total	Jan 2016	Feb 2016	Mar 2016	Total
(Service Days)		21	19	22	62	20	20	23	63
CHERRIOTS LOCAL FIXED-ROUTE									
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	2,121	2,121	2,435	6,677
2 - Market / Brown	F	N/A	N/A	N/A	N/A	1,084	1,084	1,247	3,415
3 - Portland Road	S	N/A	N/A	N/A	N/A	605	607	696	1,908
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	611	611	703	1,925
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	306	306	352	964
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	305	305	351	961
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	1,842	1,842	2,121	5,805
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	944	944	1,090	2,978
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	898	898	1,032	2,828
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	650	652	747	2,049
7 - Mission / State	B	N/A	N/A	N/A	N/A	312	312	359	983
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	922	922	1,059	2,903
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	463	463	532	1,458
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	459	459	527	1,445
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	614	614	706	1,934
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	307	307	353	967
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	307	307	353	967
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	300	300	345	945
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	1,765	1,765	2,030	5,560
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	308	308	355	971
13 - Silverton Road	S	N/A	N/A	N/A	N/A	605	605	702	1,912
14 - Windsor Island	S	N/A	N/A	N/A	N/A	305	305	351	961
<i>Total</i>		12,332	11,160	12,921	36,413	12,044	12,048	13,856	37,948
CHERRIOTS EXPRESS ROUTES									
1X - Willsonville / Salem Express	C	178	161	187	526	170	170	226	566
2X - Grand Ronde / Salem Express	C	313	283	328	924	304	304	350	958
<i>Total</i>		491	444	515	1,450	474	474	576	1,524
CHERRIOTS ON-DEMAND									
West Salem Connector	F	N/A	N/A	N/A	N/A	300	300	345	945
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	T	11	10	11	32	10	10	10	30
92 - Rockwest	T	17	16	18	51	14	14	12	40
<i>Total</i>		28	26	29	83	24	24	22	70
<i>Cherriots Total</i>		12,851	11,630	13,465	37,946	12,842	12,846	14,799	40,487
CARTS DEVIATED-FIXED ROUTE									
10 - Woodburn / Salem	DFR	177	154	187	518	169	167	193	529
20 - Silverton / Salem	DFR	176	176	189	541	173	173	194	540
30 - Canyon Connector / Salem	DFR	186	173	197	556	173	177	206	556
40 - Polk County / Salem	DFR	183	172	200	555	184	181	207	572
50 - Dallas / Salem Express	DFR	154	142	159	455	148	143	167	458
<i>Total</i>		876	817	932	2,625	847	841	967	2,655
CARTS ZONE ROUTE									
25 - North Marion Flex	ZR	152	137	161	450	147	147	161	455
45 - Polk Flex	ZR	380	278	323	981	295	299	340	934
<i>Total</i>		532	415	484	1,431	442	446	501	1,389
CARTS DIAL-A-RIDE									
35 - Canyon Flex	DAR	68	63	50	181	98	111	131	340
SHOPPER SHUTTLE & DIAL-A-RIDE									
RED Line Dial-a-Ride	DAR	213	173	176	562	184	187	229	600
RED Line Shopper Shuttle	SS	131	130	161	422	121	136	162	419
PARATRANSIT									
CherryLift	DAR	5,252	4,901	5,592	15,745	4,779	4,958	5,621	15,358

Table 2. Average Revenue Hours / Day

Route	Type	FY15 Q3				FY16 Q3				Percent Change
		Jan 2015	Feb 2015	Mar 2015	Total	Jan 2016	Feb 2016	Mar 2016	Total	
CHERRIOTS LOCAL FIXED-ROUTE										
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	106.1	106.1	105.9	106.0	N/A
2 - Market / Brown	F	N/A	N/A	N/A	N/A	54.2	54.2	54.2	54.2	N/A
3 - Portland Road	S	N/A	N/A	N/A	N/A	30.3	30.4	30.3	30.3	N/A
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	30.6	30.6	30.6	30.6	N/A
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	15.3	15.3	15.3	15.3	N/A
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	15.3	15.3	15.3	15.3	N/A
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	92.1	92.1	92.2	92.1	N/A
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	47.2	47.2	47.4	47.3	N/A
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	44.9	44.9	44.9	44.9	N/A
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	32.5	32.6	32.5	32.5	N/A
7 - Mission / State	B	N/A	N/A	N/A	N/A	15.6	15.6	15.6	15.6	N/A
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	46.1	46.1	46.0	46.1	N/A
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	23.2	23.2	23.1	23.1	N/A
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	23.0	23.0	22.9	22.9	N/A
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	30.7	30.7	30.7	30.7	N/A
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	15.4	15.4	15.3	15.3	N/A
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	15.4	15.4	15.3	15.3	N/A
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	15.0	15.0	15.0	15.0	N/A
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	88.3	88.3	88.3	88.3	N/A
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	15.4	15.4	15.4	15.4	N/A
13 - Silverton Road	S	N/A	N/A	N/A	N/A	30.3	30.3	30.5	30.3	N/A
14 - Windsor Island	S	N/A	N/A	N/A	N/A	15.3	15.3	15.3	15.3	N/A
Total		587.2	587.4	587.3	587.3	602.2	602.4	602.4	602.4	2.56%
CHERRIOTS EXPRESS ROUTES										
1X - Willsonville / Salem Express	C	8.5	8.5	8.5	8.5	8.5	8.5	9.8	9.0	5.90%
2X - Grand Ronde / Salem Express	C	14.9	14.9	14.9	14.9	15.2	15.2	15.2	15.2	2.03%
Total		23.4	23.4	23.4	23.4	23.7	23.7	25.0	24.2	3.44%
CHERRIOTS ON-DEMAND										
West Salem Connector	DR	N/A	N/A	N/A	N/A	15.0	15.0	15.0	15.0	N/A
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES										
91 - Garten Foundation	T	0.5	0.5	0.5	0.5	0.5	0.5	0.4	0.5	-7.74%
92 - Rockwest	T	0.8	0.8	0.8	0.8	0.7	0.7	0.5	0.6	-22.81%
Total		1.3	1.4	1.3	1.3	1.2	1.2	1.0	1.1	-17.00%
Cherriots Total		N/A	N/A	N/A	612.0	642.1	642.3	643.4	642.7	5.00%
CARTS DEVIATED-FIXED ROUTE										
10 - Woodburn / Salem	DFR	8.4	8.1	8.5	8.4	8.5	8.4	8.4	8.4	0.50%
20 - Silverton / Salem	DFR	8.4	9.3	8.6	8.7	8.7	8.7	8.4	8.6	-1.77%
30 - Canyon Connector / Salem	DFR	8.9	9.1	9.0	9.0	8.7	8.9	9.0	8.8	-1.59%
40 - Polk County / Salem	DFR	8.7	9.1	9.1	9.0	9.2	9.1	9.0	9.1	1.43%
50 - Dallas / Salem Express	DFR	7.3	7.5	7.2	7.3	7.4	7.2	7.3	7.3	-0.94%
Total		41.7	43.0	42.4	42.3	42.4	42.1	42.0	42.1	-0.46%
CARTS ZONE ROUTE										
25 - North Marion Flex	ZR	7.2	7.2	7.3	7.3	7.4	7.4	7.0	7.2	-0.49%
45 - Polk Flex	ZR	18.1	14.6	14.7	15.8	14.8	15.0	14.8	14.8	-6.30%
Total		25.3	21.8	22.0	23.1	22.1	22.3	21.8	22.0	-4.48%
CARTS DIAL-A-RIDE										
35 - Canyon Flex	DAR	3.2	3.3	2.3	2.9	4.9	5.6	5.7	5.4	84.86%
SHOPPER SHUTTLE & DIAL-A-RIDE										
RED Line Dial-a-Ride	DAR	10.1	9.1	8.0	9.1	9.2	9.4	10.0	9.5	5.07%
RED Line Shopper Shuttle	SS	6.2	6.8	7.3	6.8	6.1	6.8	7.0	6.7	-2.29%
PARATRANSIT										
CherryLift	DAR	250.1	257.9	254.2	254.0	239.0	247.9	244.4	243.8	-4.01%

Table 3. Total Revenue Miles

Route	Type	FY15 Q3				FY16 Q3			
		Jan 2015	Feb 2015	Mar 2015	Total	Jan 2016	Feb 2016	Mar 2016	Total
(Service Days)		21	19	22	62	20	20	23	63
CHERRIOTS LOCAL FIXED-ROUTE									
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	28,781	28,781	33,086	90,648
2 - Market / Brown	F	N/A	N/A	N/A	N/A	13,685	13,685	15,738	43,108
3 - Portland Road	S	N/A	N/A	N/A	N/A	7,244	7,244	8,331	22,819
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	7,065	7,065	8,124	22,254
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	3,513	3,513	4,040	11,066
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	3,552	3,552	4,084	11,188
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	21,736	21,736	24,614	68,086
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	11,139	11,139	12,796	35,074
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	10,597	10,597	11,818	33,012
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	9,056	9,077	10,396	28,529
7 - Mission / State	B	N/A	N/A	N/A	N/A	4,099	4,099	4,714	12,912
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	12,443	12,448	14,304	39,195
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	6,170	6,175	7,091	19,436
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	6,273	6,273	7,213	19,759
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	9,104	9,104	10,469	28,677
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	4,547	4,547	5,229	14,323
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	4,557	4,557	5,240	14,354
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	3,859	3,859	4,438	12,156
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	23,580	23,580	27,117	74,277
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	3,718	3,718	4,275	11,711
13 - Silverton Road	S	N/A	N/A	N/A	N/A	7,323	7,323	8,004	22,650
14 - Windsor Island	S	N/A	N/A	N/A	N/A	4,533	4,533	5,213	14,279
<i>Total</i>		153,999	139,347	161,324	454,670	156,226	156,252	178,823	491,301
CHERRIOTS EXPRESS ROUTES									
1X - Willsonville / Salem Express	C	5,386	4,873	5,643	15,902	5,138	5,138	7,358	17,634
2X - Grand Ronde / Salem Express	C	10,950	9,907	11,471	32,328	10,485	10,485	12,058	33,028
<i>Total</i>		16,336	14,780	17,114	48,230	15,623	15,623	19,416	50,662
CHERRIOTS ON-DEMAND									
West Salem Connector	F	N/A	N/A	N/A	N/A	3,095	3,028	2,733	8,856
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	T	123	111	129	363	117	117	134	368
92 - Rockwest	T	202	183	212	597	192	192	221	605
<i>Total</i>		325	294	341	960	309	309	355	973
<i>Cherriots Total</i>		170,660	154,421	178,779	503,860	175,253	175,212	201,327	551,792
CARTS DEVIATED-FIXED ROUTE									
10 - Woodburn / Salem	DFR	3,552	3,038	3,730	10,320	3,344	3,349	3,847	10,540
20 - Silverton / Salem	DFR	3,414	3,376	3,504	10,294	3,285	3,423	3,811	10,519
30 - Canyon Connector / Salem	DFR	5,045	4,785	5,230	15,060	4,953	5,011	5,812	15,776
40 - Polk County / Salem	DFR	4,138	3,831	4,449	12,418	4,072	4,024	4,639	12,735
50 - Dallas / Salem Express	DFR	2,745	2,594	2,967	8,306	2,764	2,755	3,170	8,689
<i>Total</i>		18,894	17,624	19,880	56,398	18,418	18,562	21,279	58,259
CARTS ZONE ROUTE									
25 - North Marion Flex	ZR	1,981	1,676	1,946	5,603	1,873	1,854	2,172	5,899
45 - Polk Flex	ZR	4,471	4,210	4,606	13,287	3,900	4,079	4,535	12,514
<i>Total</i>		6,452	5,886	6,552	18,890	5,773	5,933	6,707	18,413
CARTS DIAL-A-RIDE									
35 - Canyon Flex	DAR	321	209	230	760	604	586	908	2,098
SHOPPER SHUTTLE & DIAL-A-RIDE									
RED Line Dial-a-Ride	DAR	2,121	1,746	1,918	5,785	2,153	2,207	2,599	6,959
RED Line Shopper Shuttle	SS	843	993	1,130	2,966	926	970	1,265	3,161
PARATRANSIT									
CherryLift	DAR	65,398	62,420	70,449	198,267	57,708	59,234	75,175	192,117

Table 4. Average Revenue Miles / Day

Route	Type	FY15 Q3				FY16 Q3				Percent Change
		Jan 2015	Feb 2015	Mar 2015	Total	Jan 2016	Feb 2016	Mar 2016	Total	
CHERRIOTS LOCAL FIXED-ROUTE										
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	1,439.1	1,439.1	1,438.5	1,438.9	N/A
2 - Market / Brown	F	N/A	N/A	N/A	N/A	684.3	684.3	684.3	684.3	N/A
3 - Portland Road	S	N/A	N/A	N/A	N/A	362.2	362.2	362.2	362.2	N/A
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	353.3	353.3	353.2	353.2	N/A
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	175.7	175.7	175.7	175.7	N/A
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	177.6	177.6	177.6	177.6	N/A
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	1,086.8	1,086.8	1,070.2	1,080.7	N/A
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	557.0	557.0	556.3	556.7	N/A
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	529.9	529.9	513.8	524.0	N/A
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	452.8	453.9	452.0	452.8	N/A
7 - Mission / State	B	N/A	N/A	N/A	N/A	205.0	205.0	205.0	205.0	N/A
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	622.2	622.4	621.9	622.1	N/A
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	308.5	308.8	308.3	308.5	N/A
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	313.7	313.7	313.6	313.6	N/A
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	455.2	455.2	455.2	455.2	N/A
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	227.4	227.4	227.3	227.3	N/A
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	227.9	227.9	227.8	227.8	N/A
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	193.0	193.0	193.0	193.0	N/A
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	1,179.0	1,179.0	1,179.0	1,179.0	N/A
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	185.9	185.9	185.9	185.9	N/A
13 - Silverton Road	S	N/A	N/A	N/A	N/A	366.2	366.2	348.0	359.5	N/A
14 - Windsor Island	S	N/A	N/A	N/A	N/A	226.7	226.7	226.7	226.7	N/A
Total		7,333.3	7,334.1	7,332.9	7,333.4	7,811.3	7,812.6	7,774.9	7,798.4	6.34%
CHERRIOTS EXPRESS ROUTES										
1X - Willsonville / Salem Express	C	256.5	256.5	256.5	256.5	256.9	256.9	319.9	279.9	9.13%
2X - Grand Ronde / Salem Express	C	521.4	521.4	521.4	521.4	524.3	524.3	524.3	524.3	0.54%
Total		777.9	777.9	777.9	777.9	781.2	781.2	844.2	804.2	3.38%
CHERRIOTS ON-DEMAND										
West Salem Connector	F	N/A	N/A	N/A	N/A	154.8	151.4	118.8	140.6	N/A
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES										
91 - Garten Foundation	T	5.9	5.8	5.9	5.9	5.9	5.9	5.8	5.8	-0.23%
92 - Rockwest	T	9.6	9.6	9.6	9.6	9.6	9.6	9.6	9.6	-0.27%
Total		15.5	15.5	15.5	15.5	15.5	15.5	15.4	15.4	-0.25%
Cherriots Total		N/A	N/A	N/A	8,126.8	8,762.7	8,760.6	8,753.3	8,758.6	7.77%
CARTS DEVIATED-FIXED ROUTE										
10 - Woodburn / Salem	DFR	169.1	159.9	169.5	166.5	167.2	167.5	167.3	167.3	0.51%
20 - Silverton / Salem	DFR	162.6	177.7	159.3	166.0	164.3	171.2	165.7	167.0	0.56%
30 - Canyon Connector / Salem	DFR	240.2	251.8	237.7	242.9	247.7	250.6	252.7	250.4	3.09%
40 - Polk County / Salem	DFR	197.0	201.6	202.2	200.3	203.6	201.2	201.7	202.1	0.92%
50 - Dallas / Salem Express	DFR	130.7	136.5	134.9	134.0	138.2	137.8	137.8	137.9	2.95%
Total		899.7	927.6	903.6	909.6	920.9	928.1	925.2	924.7	1.66%
CARTS ZONE ROUTE										
25 - North Marion Flex	ZR	94.3	88.2	88.5	90.4	93.7	92.7	94.4	93.6	3.61%
45 - Polk Flex	ZR	212.9	221.6	209.4	214.3	195.0	204.0	197.2	198.6	-7.31%
Total		307.2	309.8	297.8	304.7	288.7	296.7	291.6	292.3	-4.07%
CARTS DIAL-A-RIDE										
35 - Canyon Flex	DAR	15.3	11.0	10.5	12.3	30.2	29.3	39.5	33.3	171.67%
SHOPPER SHUTTLE & DIAL-A-RIDE										
RED Line Dial-a-Ride	DAR	101.0	91.9	87.2	93.3	107.7	110.4	113.0	110.5	18.38%
RED Line Shopper Shuttle	SS	40.1	52.3	51.4	47.8	46.3	48.5	55.0	50.2	4.88%
PARATRANSIT										
CherryLift	DAR	3,114.2	3,285.3	3,202.2	3,197.9	2,885.4	2,961.7	3,268.5	3,049.5	-4.64%

Table 5. Total Boardings

Route	Type	FY15 Q3				FY16 Q3			
		Jan 2015	Feb 2015	Mar 2015	Total	Jan 2016	Feb 2016	Mar 2016	Total
(Service Days)		21	19	22	62	20	20	23	63
CHERRIOTS LOCAL FIXED-ROUTE									
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	47,238	51,222	56,271	154,731
2 - Market / Brown	F	N/A	N/A	N/A	N/A	23,057	24,961	26,788	74,806
3 - Portland Road	S	N/A	N/A	N/A	N/A	14,836	15,418	18,208	48,462
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	13,952	14,709	16,303	44,964
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	7,063	7,578	7,951	22,592
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	6,889	7,131	8,352	22,372
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	29,578	32,295	34,907	96,780
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	16,093	17,345	18,872	52,310
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	13,485	14,950	16,035	44,470
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	8,122	9,186	9,626	26,934
7 - Mission / State	B	N/A	N/A	N/A	N/A	5,365	6,025	6,790	18,180
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	15,706	16,735	18,015	50,456
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	8,085	8,660	9,564	26,309
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	7,621	8,075	8,451	24,147
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	8,600	9,067	9,908	27,575
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	4,408	4,652	5,195	14,255
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	4,192	4,415	4,713	13,320
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	2,586	2,685	3,178	8,449
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	39,404	43,506	45,796	128,706
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	2,617	2,677	2,641	7,935
13 - Silverton Road	S	N/A	N/A	N/A	N/A	11,146	11,947	11,733	34,826
14 - Windsor Island	S	N/A	N/A	N/A	N/A	2,093	2,125	2,392	6,610
<i>Total</i>		280,419	267,601	287,136	835,156	224,300	242,558	262,556	729,414
CHERRIOTS EXPRESS ROUTES									
1X - Willsonville / Salem Express	C	3,566	3,150	3,715	10,431	2,715	2,858	3,326	8,899
2X - Grand Ronde / Salem Express	C	1,872	1,814	2,082	5,768	1,586	1,706	1,826	5,118
<i>Total</i>		5,438	4,964	5,797	16,199	4,301	4,564	5,152	14,017
CHERRIOTS ON-DEMAND									
West Salem Connector	DR	N/A	N/A	N/A	N/A	830	955	1,065	2,850
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES									
91 - Garten Foundation	T	363	281	331	975	370	313	372	1,055
92 - Rockwest	T	555	540	754	1,849	478	460	450	1,388
<i>Total</i>		918	821	1,085	2,824	848	773	822	2,443
<i>Cherriots Total</i>		286,775	273,386	294,018	854,179	230,279	248,850	269,595	748,724
CARTS DEVIATED-FIXED ROUTE									
10 - Woodburn / Salem	DFR	1,250	1,172	1,263	3,685	911	1,042	1,134	3,087
20 - Silverton / Salem	DFR	1,306	1,285	1,382	3,973	1,064	1,180	1,323	3,567
30 - Canyon Connector / Salem	DFR	1,482	1,297	1,472	4,251	1,150	1,273	1,307	3,730
40 - Polk County / Salem	DFR	2,352	2,250	2,362	6,964	1,827	1,994	2,289	6,110
50 - Dallas / Salem Express	DFR	1,729	1,564	1,616	4,909	1,399	1,581	1,658	4,638
<i>Total</i>		8,119	7,568	8,095	23,782	6,351	7,070	7,711	21,132
CARTS ZONE ROUTE									
25 - North Marion Flex	ZR	98	124	173	395	102	167	169	438
45 - Polk Flex	ZR	2,253	2,183	2,217	6,653	1,729	1,856	2,021	5,606
<i>Total</i>		2,351	2,307	2,390	7,048	1,831	2,023	2,190	6,044
CARTS DIAL-A-RIDE									
35 - Canyon Flex	DAR	137	109	195	441	94	117	136	347
SHOPPER SHUTTLE & DIAL-A-RIDE									
RED Line Dial-a-Ride	DAR	312	264	322	898	270	330	384	984
RED Line Shopper Shuttle	SS	308	306	374	988	297	302	398	997
PARATRANSIT									
CherryLift	DAR	13,398	12,809	14,660	40,867	11,467	12,017	13,161	36,645

Table 6. Average Boardings / Day

Route	Type	FY15 Q3				FY16 Q3				Percent Change
		Jan 2015	Feb 2015	Mar 2015	Total	Jan 2016	Feb 2016	Mar 2016	Total	
CHERRIOTS LOCAL FIXED-ROUTE										
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	2,361.9	2,561.1	2,446.6	2,456.0	N/A
2 - Market / Brown	F	N/A	N/A	N/A	N/A	1,152.9	1,248.1	1,164.7	1,187.4	N/A
3 - Portland Road	S	N/A	N/A	N/A	N/A	741.8	770.9	791.7	769.2	N/A
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	697.6	735.5	708.8	713.7	N/A
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	353.2	378.9	345.7	358.6	N/A
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	344.5	356.6	363.1	355.1	N/A
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	1,478.9	1,614.8	1,517.7	1,536.2	N/A
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	804.7	867.3	820.5	830.3	N/A
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	674.3	747.5	697.2	705.9	N/A
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	406.1	459.3	418.5	427.5	N/A
7 - Mission / State	B	N/A	N/A	N/A	N/A	268.3	301.3	295.2	288.6	N/A
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	785.3	836.8	783.3	800.9	N/A
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	404.3	433.0	415.8	417.6	N/A
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	381.1	403.8	367.4	383.3	N/A
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	430.0	453.4	430.8	437.7	N/A
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	220.4	232.6	225.9	226.3	N/A
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	209.6	220.8	204.9	211.4	N/A
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	129.3	134.3	138.2	134.1	N/A
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	1,970.2	2,175.3	1,991.1	2,043.0	N/A
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	130.9	133.9	114.8	126.0	N/A
13 - Silverton Road	S	N/A	N/A	N/A	N/A	557.3	597.4	510.1	552.8	N/A
14 - Windsor Island	S	N/A	N/A	N/A	N/A	104.7	106.3	104.0	104.9	N/A
Total		13,353.3	14,084.3	13,051.6	13,470.3	11,215.0	12,127.9	11,415.5	11,578.0	-14.0%
CHERRIOTS EXPRESS ROUTES										
1X - Willsonville / Salem Express	C	169.8	165.8	168.9	168.2	135.8	142.9	144.6	141.3	-16.0%
2X - Grand Ronde / Salem Express	C	89.1	95.5	94.6	93.0	79.3	85.3	79.4	81.2	-12.7%
Total		259.0	261.3	263.5	261.3	215.1	228.2	224.0	222.5	-14.8%
CHERRIOTS ON-DEMAND										
West Salem Connector	DR	N/A	N/A	N/A	N/A	41.5	47.8	46.3	45.2	N/A
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES										
91 - Garten Foundation	T	17.3	14.8	15.0	15.7	18.5	15.7	16.2	16.7	6.5%
92 - Rockwest	T	26.4	28.4	34.3	29.8	23.9	23.0	19.6	22.0	-26.1%
Total		43.7	43.2	49.3	45.5	42.4	38.7	35.7	38.8	-14.9%
Cherriots Total		13,656.0	14,388.7	13,364.5	13,777.1	11,514.0	12,442.5	11,721.5	11,884.5	-13.7%
CARTS DEVIATED-FIXED ROUTE										
10 - Woodburn / Salem	DFR	59.5	61.7	57.4	59.4	45.6	52.1	49.3	49.0	-17.6%
20 - Silverton / Salem	DFR	62.2	67.6	62.8	64.1	53.2	59.0	57.5	56.6	-11.6%
30 - Canyon Connector / Salem	DFR	70.6	68.3	66.9	68.6	57.5	63.7	56.8	59.2	-13.6%
40 - Polk County / Salem	DFR	112.0	118.4	107.4	112.3	91.4	99.7	99.5	97.0	-13.7%
50 - Dallas / Salem Express	DFR	82.3	82.3	73.5	79.2	70.0	79.1	72.1	73.6	-7.0%
Total		386.6	398.3	368.0	383.6	317.6	353.5	335.3	335.4	-12.6%
CARTS ZONE ROUTE										
25 - North Marion Flex	ZR	4.7	6.5	7.9	6.4	5.1	8.4	7.3	7.0	9.1%
45 - Polk Flex	ZR	107.3	114.9	100.8	107.3	86.5	92.8	87.9	89.0	-17.1%
Total		112.0	121.4	108.6	113.7	91.6	101.2	95.2	95.9	-15.6%
CARTS DIAL-A-RIDE										
35 - Canyon Flex	DAR	6.5	5.7	8.9	7.1	4.7	5.9	5.9	5.5	-22.6%
SHOPPER SHUTTLE & DIAL-A-RIDE										
RED Line Dial-a-Ride	DAR	14.9	13.9	14.6	14.5	13.5	16.5	16.7	15.6	7.8%
RED Line Shopper Shuttle	SS	14.7	16.1	17.0	15.9	14.9	15.1	17.3	15.8	-0.7%
PARATRANSIT										
CherryLift	DAR	638.0	674.2	666.4	659.1	573.4	600.9	572.2	581.7	-11.8%

Table 7. Average Boardings / Hour

Route	Type	FY15 Q3				FY16 Q3				Percent Change	
		Jan 2015	Feb 2015	Mar 2015	Total	Jan 2016	Feb 2016	Mar 2016	Total		
CHERRIOTS LOCAL FIXED-ROUTE											
1 - N River Rd / S Commercial	F	N/A	N/A	N/A	N/A	22.3	24.1	23.1	23.2	N/A	
2 - Market / Brown	F	N/A	N/A	N/A	N/A	21.3	23.0	21.5	21.9	N/A	
3 - Portland Road	S	N/A	N/A	N/A	N/A	24.5	25.4	26.2	25.4	N/A	
4/4A State / Lancaster	S	N/A	N/A	N/A	N/A	22.8	24.1	23.2	23.4	N/A	
4 - State / Lancaster	S	N/A	N/A	N/A	N/A	23.1	24.8	22.6	23.4	N/A	
4A - State / Lancaster	S	N/A	N/A	N/A	N/A	22.6	23.4	23.8	23.3	N/A	
5/5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	16.1	17.5	16.5	16.7	N/A	
5 - Edgewater / Center	F	N/A	N/A	N/A	N/A	17.0	18.4	17.3	17.6	N/A	
5A - Edgewater / Center	F	N/A	N/A	N/A	N/A	15.0	16.6	15.5	15.7	N/A	
6 - Wallace / Fairview Industrial	B	N/A	N/A	N/A	N/A	12.5	14.1	12.9	13.1	N/A	
7 - Mission / State	B	N/A	N/A	N/A	N/A	17.2	19.3	18.9	18.5	N/A	
8/8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	17.0	18.2	17.0	17.4	N/A	
8 - 12th / Liberty	S	N/A	N/A	N/A	N/A	17.5	18.7	18.0	18.0	N/A	
8A - 12th / Liberty	S	N/A	N/A	N/A	N/A	16.6	17.6	16.0	16.7	N/A	
9/9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	14.0	14.8	14.0	14.3	N/A	
9 - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	14.4	15.2	14.7	14.7	N/A	
9A - Cherry / Parkmeadow	S	N/A	N/A	N/A	N/A	13.7	14.4	13.4	13.8	N/A	
10 - Lansing / Hawthorne	B	N/A	N/A	N/A	N/A	8.6	9.0	9.2	8.9	N/A	
11 - Lancaster / Keizer	F	N/A	N/A	N/A	N/A	22.3	24.6	22.6	23.1	N/A	
12 - Haysville Drive	B	N/A	N/A	N/A	N/A	8.5	8.7	7.4	8.2	N/A	
13 - Silverton Road	S	N/A	N/A	N/A	N/A	18.4	19.7	16.7	18.2	N/A	
14 - Windsor Island	S	N/A	N/A	N/A	N/A	6.9	7.0	6.8	6.9	N/A	
<i>Total</i>			22.7	24.0	22.2	22.9	18.6	20.1	18.9	19.2	-16.19%
CHERRIOTS EXPRESS ROUTES											
1X - Willsonville / Salem Express	C	20.0	19.6	19.9	19.8	16.0	16.8	14.7	15.7	-20.72%	
2X - Grand Ronde / Salem Express	C	6.0	6.4	6.3	6.2	5.2	5.6	5.2	5.3	-14.42%	
<i>Total</i>		11.1	11.2	11.3	11.2	9.1	9.6	8.9	9.2	-17.67%	
CHERRIOTS ON-DEMAND											
West Salem Connector	DR	N/A	N/A	N/A	N/A	2.8	3.2	3.1	3.0	N/A	
CHERRIOTS QUALIFIED HUMAN SERVICE ORGANIZATION ROUTES											
91 - Garten Foundation	T	33.0	28.1	30.1	30.5	37.0	31.3	37.2	35.2	15.42%	
92 - Rockwest	T	32.6	33.8	41.9	36.3	34.1	32.9	37.5	34.7	-4.29%	
<i>Total</i>		32.8	31.6	37.4	34.0	35.3	32.2	37.4	34.9	11.13%	
<i>Cherriots Total</i>		22.3	23.5	21.8	22.5	17.9	19.4	18.2	18.5	-17.85%	
CARTS DEVIATED-FIXED ROUTE											
10 - Woodburn / Salem	DFR	7.1	7.6	6.8	7.1	5.4	6.2	5.9	5.8	-17.97%	
20 - Silverton / Salem	DFR	7.4	7.3	7.3	7.3	6.2	6.8	6.8	6.6	-10.05%	
30 - Canyon Connector / Salem	DFR	8.0	7.5	7.5	7.6	6.6	7.2	6.3	6.7	-12.26%	
40 - Polk County / Salem	DFR	12.9	13.1	11.8	12.5	9.9	11.0	11.1	10.7	-14.87%	
50 - Dallas / Salem Express	DFR	11.2	11.0	10.2	10.8	9.5	11.1	9.9	10.1	-6.14%	
<i>Total</i>		9.3	9.3	8.7	9.1	7.5	8.4	8.0	8.0	-12.15%	
CARTS ZONE ROUTE											
25 - North Marion Flex	ZR	0.6	0.9	1.1	0.9	0.7	1.1	1.0	1.0	9.67%	
45 - Polk Flex	ZR	5.9	7.9	6.9	6.8	5.9	6.2	5.9	6.0	-11.50%	
<i>Total</i>		4.4	5.6	4.9	4.9	4.1	4.5	4.4	4.4	-11.65%	
CARTS DIAL-A-RIDE											
35 - Canyon Flex	DAR	2.0	1.7	3.9	2.4	1.0	1.1	1.0	1.0	-58.11%	
SHOPPER SHUTTLE & DIAL-A-RIDE											
RED Line Dial-a-Ride	DAR	1.5	1.5	1.8	1.6	1.5	1.8	1.7	1.6	2.64%	
RED Line Shopper Shuttle	SS	2.4	2.4	2.3	2.3	2.5	2.2	2.5	2.4	1.63%	
PARATRANSIT											
CherryLift	DAR	2.6	2.6	2.6	2.6	2.4	2.4	2.3	2.4	-8.07%	



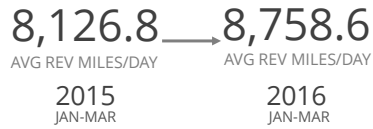
Cherrriots average daily revenue hours
Up 5.0% compared to same period in FY15



612.0	→	642.7
AVG REV HRS/DAY		AVG REV HRS/DAY
2015		2016
JAN-MAR		JAN-MAR

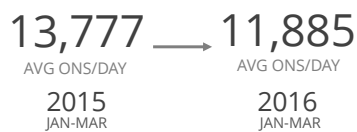
Cherriots average daily revenue miles

Up 7.8% compared to same period in FY15

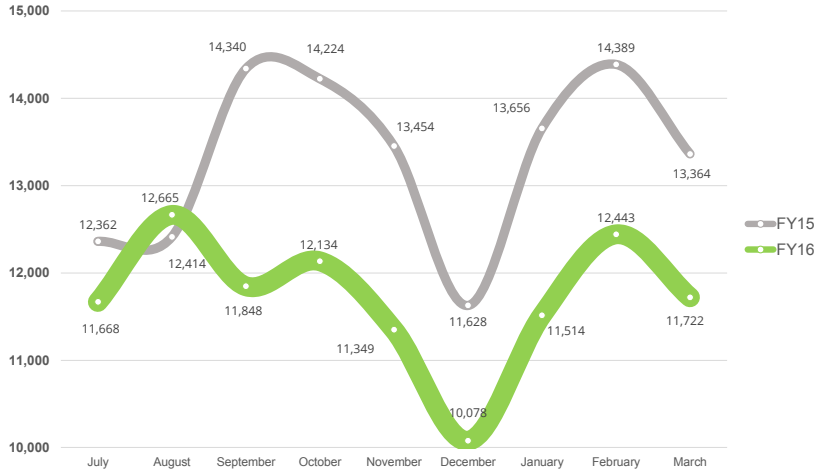


Cherriots average daily boardings (unlinked trips)

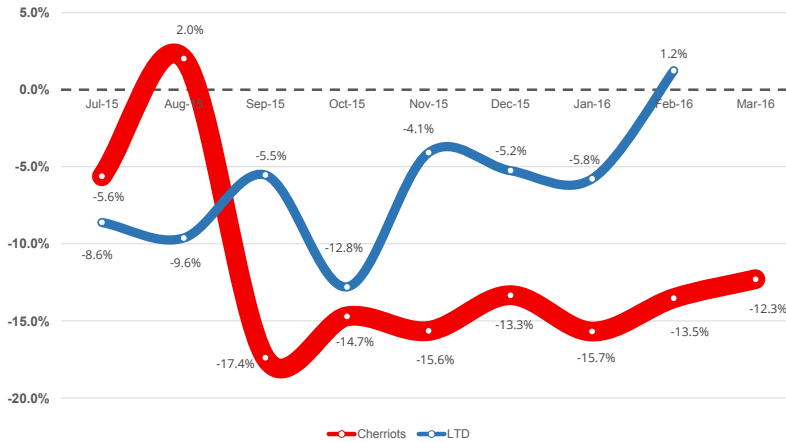
Down 13.7% compared to same period in FY15



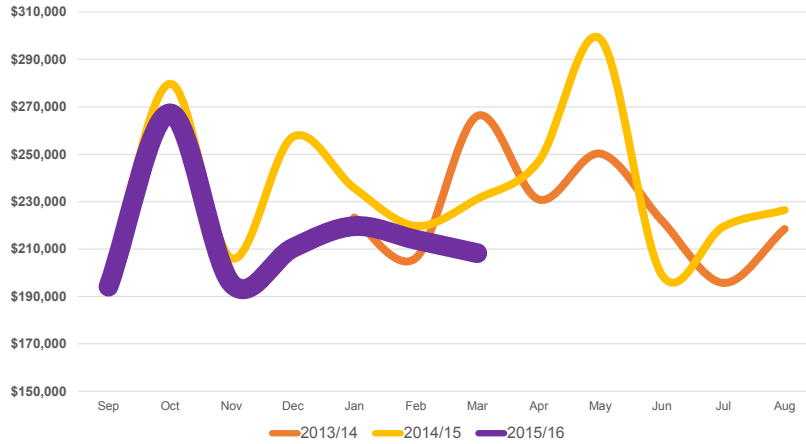
Cherriots average daily boardings FY15 vs FY16, month-by-month



Percent change in average daily boardings Cherriots vs. LTD, month-by-month

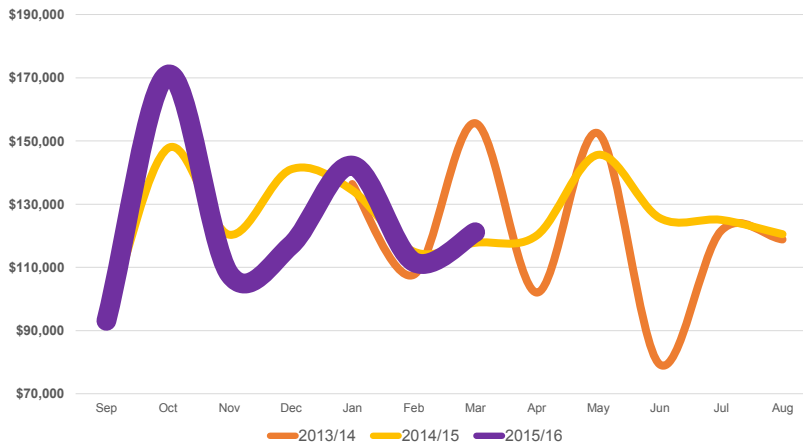


Total system revenue Month-by-month



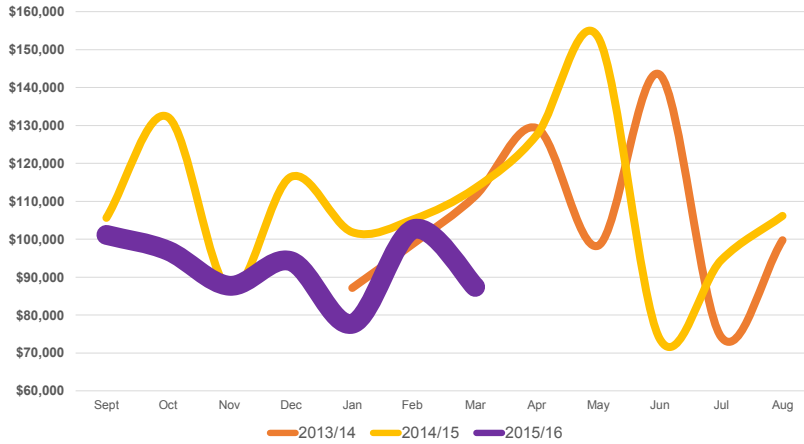
Analysis: Jarrett Walker & Associates

Pass revenue Month-by-month



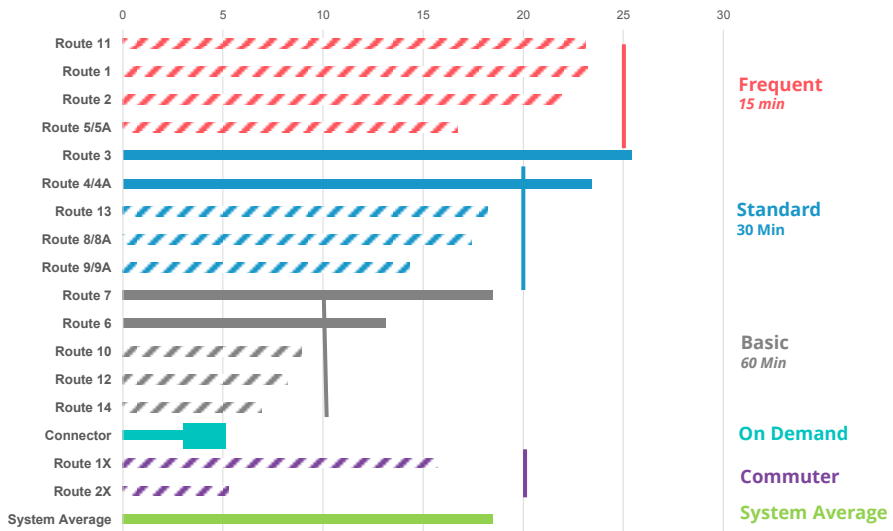
Analysis: Jarrett Walker & Associates

Cash revenue Month-by-month

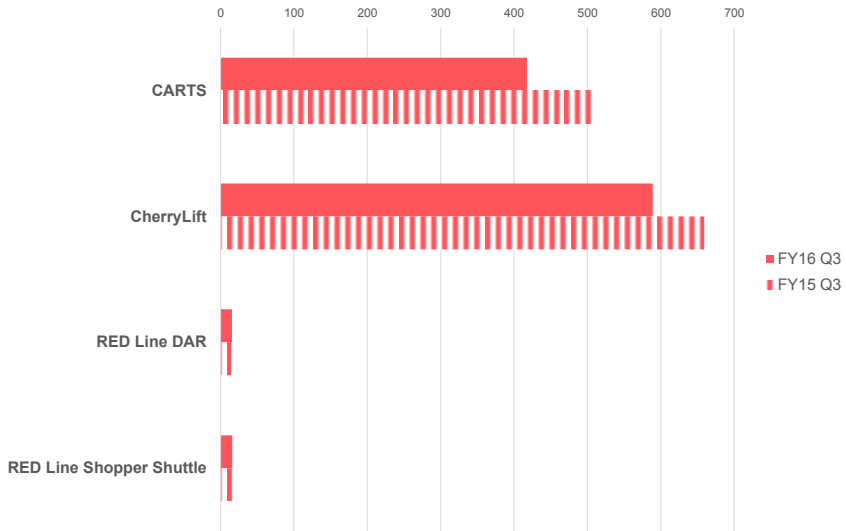


Analysis: Jarrett Walker & Associates

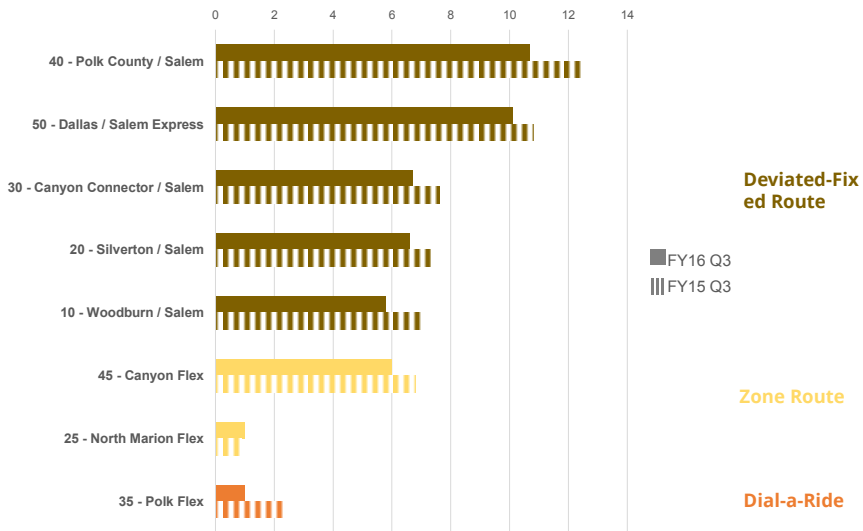
Boardings per revenue hour by route (Cherriots)



CARTS, RED Line, CherryLift boardings per day



Boardings per revenue hour by route (CARTS)



MEMO TO: BOARD OF DIRECTORS
FROM: ROXANNE ROLLS, RIDESHARE AND OUTREACH COORDINATOR
THRU: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: CHERRIOTS RIDESHARE 3rd QUARTER REPORT

Issue

Shall the Board receive the third quarter report of the FY 2015-2016 Cherriots Rideshare Program?

Background and Findings

Cherriots Rideshare program activities, goals and metrics are structured around the 2015 – 2017 ODOT approved work plan and the 2015 – 2020 Cherriots Rideshare Strategic Plan which details specific activities and improvements to the regional TDM program.

During the third quarter of this fiscal year, the Rideshare staff collaborated with the Valley VanPool partners on an outreach and education campaign, participated in a series of presentations to students at Stephens Middle School, tabled at a state sponsored “green team” outreach event and distributed the Wander Walks Maps.

Recommendation

None

Proposed Motion

Information Only

CHERRIOTS RIDESHARE

3rd Quarter Report FY 2015-2016

January ~ February ~ March 2016

During the 3rd Quarter of FY 2015-2016, Cherrlots Rideshare continued work in accordance with the recommendations made in the 2015-2020 Strategic Plan. Our tasks and the activities associated with those are detailed in our work plan which can be summarized as, management of the Regional Rideshare Database, providing marketing, outreach and incentives for the use of all transportation options and promotion and expansion of TDM tactics within Polk, Marion and Yamhill Counties.

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 ~ 3rd Quarter 2015-2016

Total registered users	3504	Did Not Work trips	1063
New users.....	106	Vanpool trips	1637
Non SOV Miles Logged	238255	Walk trips	787
Bike trips	1495	Telework trips	471
Bus trips	1353	Drive Alone trips	828
Carpool trips	4160		

Ridematching statistics:

Ridematch search performed	8290
Ridematch search with no results ...	1922
Ridematch requests sent	3585

VALLEY VANPOOL

Cherrlots Rideshare staff collaborates with other transportation options programs in the region to jointly operate the Valley VanPool program. The total number of active vans in the Valley VanPool program is 48. Cherrlots Rideshare supports 27 vans with subsidies and an additional 6 van that are subsidized jointly by Cherrlots Rideshare and Point2point at Lane Transit District.

Recent activities focused on increasing vanpool utilization have included; creation of Valley VanPool Facebook page, active promotion of vanpooling to state agencies, the use of "Seats Available" signage on vans and a co-promotion with Point2point at Lane Transit District. The co-promotion includes a van rider survey, promotional items and materials and a "refer a friend" campaign.

The Valley Vanpools' partners newly created Facebook page is part of the initiative to increase awareness and vanpool ridership. The following statistics represent the first 28 days of activity to the new page.

- Total "Likes" 131
- Total people reached 14,412 (Organic and Paid)
- Total engaged users 307 (People who liked, commented on, or shared the link in the past 28 days)

OUTREACH and MEETINGS

Staff participated in the following events or activities:

- Five – 45 minute presentations to students at Stephens Middle School as part of their college preparatory program called AVID.
- Hosted table at the state office on the North Mall (sponsored by the building Green Team)

The first 1000 Wander Walks Downtown Salem maps were distributed in less than 3 months, so a reorder of 1000 additional maps was needed to ensure adequate stock for outreach events.

ONGOING & UPCOMING PROJECTS

Strategic Plan Recommendations

Of the recommendations that remain active in the first year of the strategic plan, staff has made progress in each area as detailed below.

Refresh the image – As part of the overall brand refresh, Rideshare staff has met with marketing staff and other company representatives, to discuss the recommendations made by MIG (the marketing firm hired to coordinate the brand refresh.) The color palette, program name and logo are all under consideration for updating.

Build a new “one-stop-shop” web site – The pallet and style will be dictated by the rebrand so that the web site will have the same look and feel of the rebranded Cherriots web site. Staff has been gathering examples and other resources that will help to inform the website content development. Initial meetings have been internal, but it is likely that stakeholders and users will be engaged to provide input as the project develops.


Conduct an Employee Transportation Coordinator (ETC) survey – Staff is researching similar surveys to determine best practices to create a survey and develop a time line for implementation.

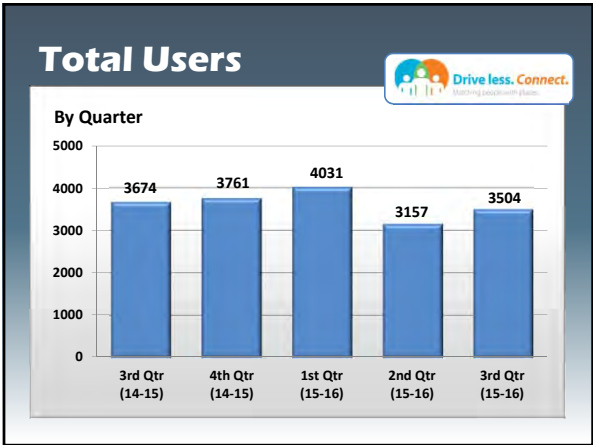
Reallocate staff responsibilities; evaluate the Transportation Options Advocate position and establish new performance metrics - Responsibilities continue to be reallocated in order to better balance the needs of the program. Additional reallocation will take place with the addition of the half-time Rideshare Assistant.

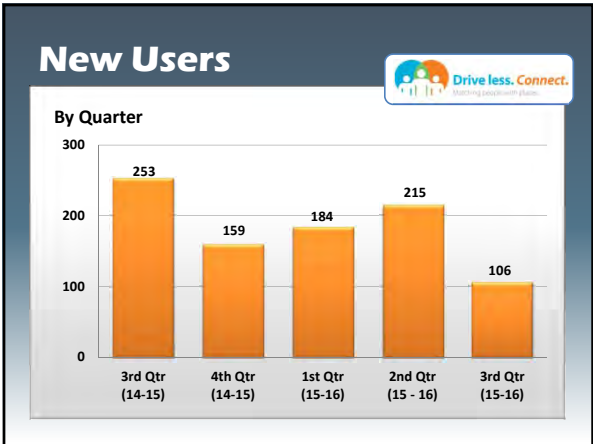
ONGOING PARTICIPATION AND ACTIVITIES

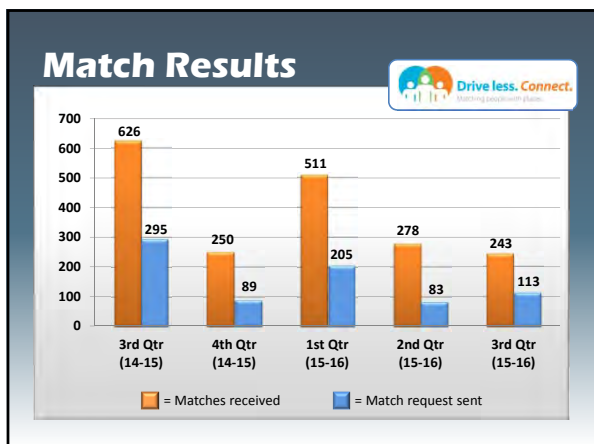
- Association for Commuter Transportation (ACT)
 - Kiki Dohman is an ACT National Board Member, and Local Chapter Secretary. Both Kiki and Roxanne Rolls are part of the 2016 ACT Conference planning team.
- Board members of Transportation Options Group of Oregon
- Statewide TDM and ToGo quarterly meetings
- Quarterly ETC networking and training lunch
- Drive Less Connect Regional Network Administrators meetings
- Cherriots Wellness Committee
- Cherriots Connects Committee

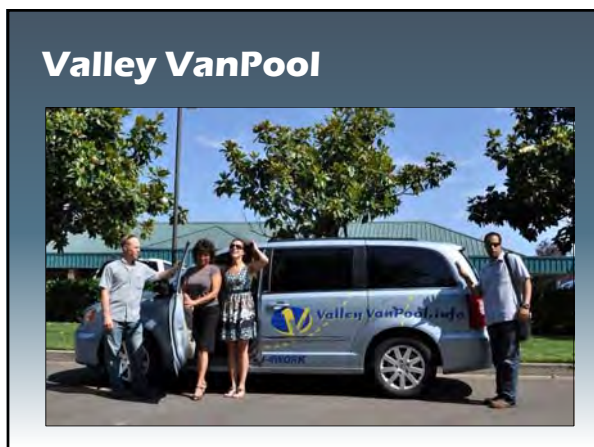
Cherriots Rideshare Third Quarter Report 2015 - 2016











Valley VanPool

Facebook Page Created April, 2016

Total likes – 131

Total people reached – 14,412
Organic and Paid

Total engaged users – 307
The people who have liked, commented on, or shared the link in the past 28 days.

Other activities

- Presentations to AVID students

LIFE lessons

Strategic Plan Update

- Refresh the image and “one-stop-shop” web site.
✓ Working with Marketing staff
- Employee Transportation Coordinator survey
✓ Request for peer info
- Staffing structure
✓ Reallocate staff responsibilities

Thank You

MEMO TO: BOARD OF DIRECTORS
FROM: JARED ISAKSEN, FINANCE MANAGER
PAULA DIXON, DIRECTOR OF ADMINISTRATION
THRU: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: FY2016 THIRD QUARTER FINANCE REPORT

Issue

A Finance Report is prepared for each quarter of the fiscal year and is intended to provide the Board with timely information about the District's financial performance.

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, Transportation Programs Fund, and Capital Project Fund. The statements compare the budget amounts to actual amounts by the legal appropriations category.

Passenger Fares continue to underperform when compared to the budget after three quarters of the year. The District has received more than the projected Property Tax collections for the year. The District's miscellaneous revenue has exceeded the amount projected in the budget for the current year due to receiving an unbudgeted insurance dividend reimbursement. Also, interest on investments is 179 percent of projected as our LGIP balance is higher than prior years and interest rates are increasing.

The General Fund is under budget in all appropriation levels. The General Manager/Board of Directors Division has exceeded 75 percent of the annual appropriations. This overage is due to the higher than anticipated cost associated with the ballot measure. If needed, the District will propose a budget appropriation transfer in June to cover these costs. The Finance Department has exceeded 75 percent of its annual appropriations after the third quarter of the year. This excess is due to NTD certification costs and procurement consulting/temporary help costs. Any potential budget overage will be covered by other Administration appropriations that will not be spent.

At the end of the third quarter, the operation of the Connector has exceeded the budget's budgeted amount. The budget overage will be covered with other Operations appropriations that will not be spent; therefore a budget amendment is not needed for the Connector.

In the Transportation Programs Fund, all programs except one are in line with spending 75 percent of the annual budgeted amounts. Mobility Management has spent 82 percent of annual budget due to higher personnel expenses and Garten Services costs for Transit Ambassadors on the transit mall at Courthouse Square. Any potential budget overage will be covered by other appropriations that will not be spent.

Overall, the Capital Project Fund has spent 19 percent of the approved budget. Many of the capital projects are in the planning or procurement stages. Many of the projects in the current year budget have been carried forward into the proposed budget for next year.

Recommendation

Receive and file.

Proposed Motion

None

Salem Area Mass Transit District
 Fiscal Year 2015-16 Third Quarter Financial Report

General Fund Revenues/Resources and Expenses/Requirements Resolution Summary		Actual	75% of Adopted Budget	FY2015-16 Adopted Budget	% of Budget
1	Operating Revenues/Resources				
2	Passenger Fares	1,702,031	1,806,143	2,408,190	71%
3	Other Fixed Route Services	156,110	225,000	300,000	52% ①
4	Planning Grant	77,684	90,244	120,325	65%
7	Federal 5307	-	3,741,812	4,989,082	0%
10	DMAP Reimbursement	40,813	49,500	66,000	62%
12	Miscellaneous	168,802	79,875	106,500	158% ②
13	Property Taxes	10,955,078	7,918,229	10,557,639	104% ③
14	Oregon State In-Lieu	3,164,104	3,937,500	5,250,000	60%
15	Interest on Investments	71,589	30,000	40,000	179% ④
16	Energy Tax Credit	-	135,000	180,000	0%
18	Operating Revenues/Resources Total	16,336,211	18,013,303	24,017,736	68%
19	Operating Expenses/Requirements				
20	General Manager/Board of Directors	508,903	480,868	641,157	79% ⑤
21	Administration	1,665,004	1,896,911	2,529,214	66%
22	Transportation Development	1,204,122	1,312,292	1,749,722	69%
23	Operations	11,934,886	13,704,713	18,272,951	65%
24	Unallocated General Administration	707,708	797,790	1,063,720	67%
25	Operating Expenses/Requirements Total	16,020,623	18,192,574	24,256,764	66%

- ① District has only received the payments through January 2016.
- ② SAIF Dividend reimbursement (52,080); Sales of Assets (approximately 36,000); Reimbursement from Union for employees' time (approximately 26,000).
- ③ Property taxes received were higher than anticipated.
- ④ Due to large monthly balances and increasing interest rates.
- ⑤ Special election costs.

Salem Area Mass Transit District
 Fiscal Year 2015-16 Third Quarter Financial Report

General Fund Department Expenses/Requirements Summary	Actual	75% of Adopted Budget	FY2015-16	
			Adopted Budget	% of Budget
General Manager/Board of Directors				
General Manager	350,064	408,868	545,157	64%
Board of Directors	158,839	72,000	96,000	165% ⑤
Total	508,903	480,868	641,157	79%
Administration				
Human Resources	524,042	595,078	793,437	66%
Human Resources Safety	94,290	153,815	205,087	46%
Marketing and Communications	452,629	577,842	770,456	59%
Finance	594,043	570,176	760,234	78% ⑥
Total	1,665,004	1,896,911	2,529,214	66%
Transportation Development				
Transportation Development Administration	475,970	490,643	654,190	73%
Information Technology	564,935	634,150	845,532	67%
Vanpool Lease	163,217	187,500	250,000	65%
Total	1,204,122	1,312,293	1,749,722	69%
Operations				
Operations Administration	294,765	361,352	481,802	61%
Customer Service	382,288	386,356	515,140	74%
Vehicle Maintenance	2,909,914	3,462,318	4,616,424	63%
Facility Maintenance	525,030	563,311	751,080	70%
Security	346,065	370,780	494,373	70%
Cherriots Fixed Route Service	7,294,745	8,406,237	11,208,312	65%
State Fair Shuttle Service	-	25,164	33,550	0%
West Salem Connector Operations	155,666	119,964	159,950	97% ⑦
West Salem Connector Vehicle Maintenance	26,413	9,240	12,320	214% ⑦
Total	11,934,886	13,704,722	18,272,951	65%
Unallocated				
General Administration	707,708	797,791	1,063,720	67%

⑥ 2014 NTD certification costs and procurement consulting/temporary help costs.

⑦ Pilot project expenses higher than anticipated.

Salem Area Mass Transit District
 Fiscal Year 2015-16 Third Quarter Financial Report

Transportation Programs Fund Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	75% of Adopted Budget	FY2015-16 Adopted Budget	% of Budget
Operating Revenues/Resources				
Passenger Fares	280,270	287,194	382,925	73%
Federal Direct 5310 Funds	165,927	132,881	177,174	94%
Federal 5311 Funds	154,023	239,288	319,050	48%
Federal New Freedom	20,714	-	-	
Federal 5310 Funds Through State	434,871	533,626	711,501	61%
Federal 5310 Pass Through Funds	-	73,354	97,805	0%
Rideshare Grant	85,355	169,031	225,375	38%
TDM Grant	57,567	84,779	113,039	51%
DD53 Revenues	1,298,814	2,250,000	3,000,000	43%
Federal 5307	-	1,117,176	1,489,568	0%
DMAP Revenues	7,566,825	9,204,716	12,272,955	62%
STF Pass Through Funds	220,500	220,408	293,877	75%
State STF Funds	681,828	485,606	647,474	105%
Transfers from Other Funds	-	-	-	
Operating Revenues/Resources Total	10,966,694	14,798,059	19,730,743	56%
Operating Expenses/Requirements				
Operations	11,877,941	13,460,544	17,947,392	66%
Transportation Development	365,683	584,549	779,398	47%
Operating Expenses/Requirements Total	12,243,624	14,045,093	18,726,790	65%

Salem Area Mass Transit District
 Fiscal Year 2015-16 Third Quarter Financial Report

Transportation Programs Fund Program Expenses/Requirements Summary	Actual	75% of Adopted Budget	FY2015-16 Adopted Budget	% of Budget
Operations				
CherryLift	3,402,805	3,923,001	5,230,667	65%
RED Line	192,805	211,273	281,695	68%
CARTS	1,027,645	1,086,468	1,448,624	71%
DMAP/WVCH	7,083,290	8,083,463	10,777,948	66%
Trip Link Call Center **	-	-	-	
Mobility Management/Travel Trainer	171,396	156,344	208,458	82% ⑧
Operations Total	11,877,941	13,460,549	17,947,392	66%
Transportation Development				
Special Transportation Coordination	163,367	330,739	440,984	37%
Rideshare	120,446	169,033	225,375	53%
TDM	81,870	84,780	113,039	72%
Transportation Development Total	365,683	584,552	779,398	47%
Transportation Programs Fund Total	12,243,624	14,045,101	18,726,790	65%

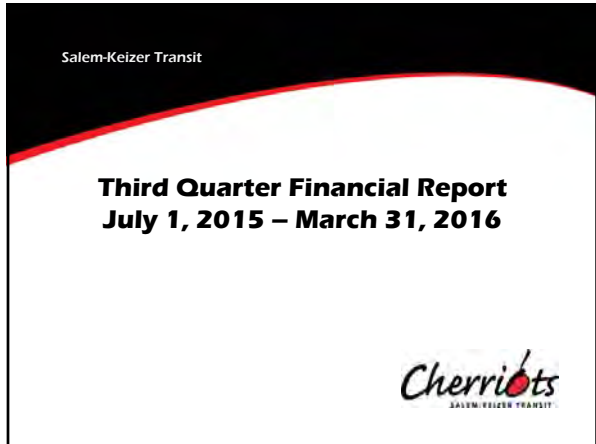
⑧ Underbudgeted for Garten contract expense.

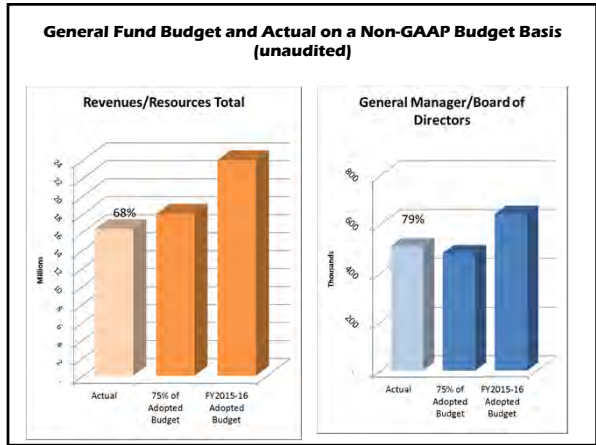
**The Trip Link Call Center is allocated to those programs that utilize the call center services.

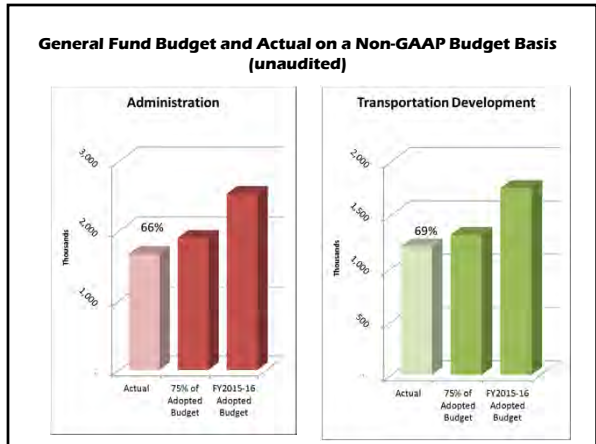
Salem Area Mass Transit District
 Fiscal Year 2015-16 Third Quarter Financial Report

Capital Project Fund Revenues/Resources and Expenses/Requirements Resolution Summary	Actual	FY2015-16 Adopted Budget	% of Budget
Capital Revenues/Resources			
Federal STP Funds	1,828	582,000	0%
Federal New Freedom	2,099	-	
Federal 5310 Funds Through State	-	224,325	0%
Federal Flex Funds	114,165	2,552,373	4%
Federal 5307	5,600	1,426,400	0%
Federal STP Funds	459,465	835,297	55%
Federal 5309 Funds	83,331	2,472,556	3%
Connect Oregon Funds	-	1,000,000	0%
State STF Funds	-	264,555	0%
Capital Revenues/Resources Total	696,430	9,357,506	7%
Capital Expenses/Requirements			
Administration	-	175,000	0%
Transportation Development			
Capital Project Administration	25,367	32,979	77%
Keizer Transit Center	1,921	2,300,282	0%
South Salem Transit Center	84,197	267,202	32%
Bus Stops & Shelters	954,383	2,350,000	41%
BI Project	1,171	100,000	1%
Call Center Phones	41,889	-	
Technology Equipment	48,097	85,000	57%
CH2 Improvements	-	75,000	0%
CH2 Lease Space Improvements	25,988	50,000	52%
Operations			
Del Webb Improvements	17,863	765,000	2%
Shop Equipment	2,650	250,000	1%
ADA Assessment Center	4,710	-	
Cherriots Revenue Vehicles	251,382	258,553	97% ⑨
CherryLift Revenue Vehicles	704	502,464	0%
CARTS Revenue Vehicles	576	488,880	0%
Technology Equipment	-	143,000	0%
Capital Expenses/Requirements Total	1,460,898	7,843,360	19%

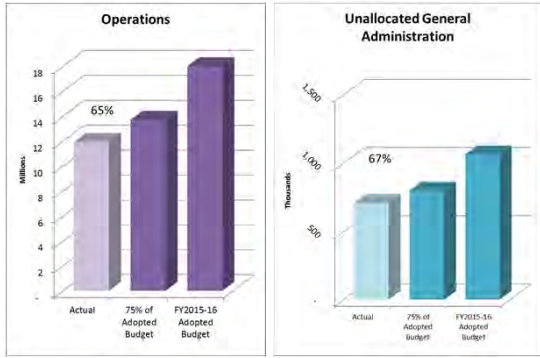
⑨ CNG Replacement tanks project has incurred most of its costs in the first three quarters.



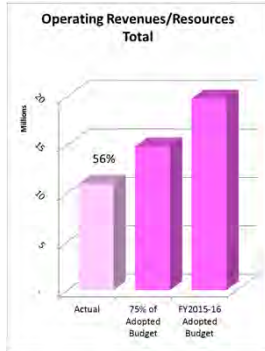




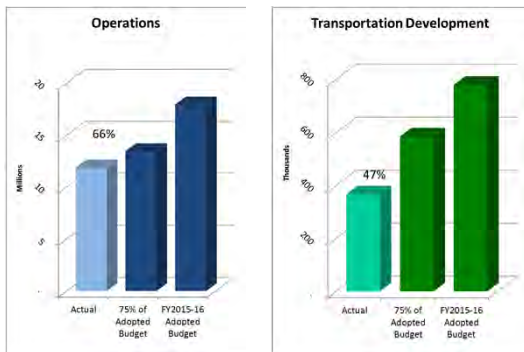
General Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)

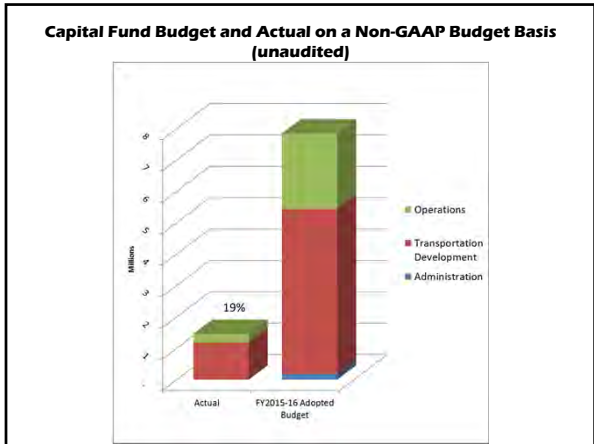


Transportation Programs Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)



Transportation Programs Fund Budget and Actual on a Non-GAAP Budget Basis (unaudited)





Salem-Keizer Transit

Questions about the Third Quarter Financial Report?

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

Issue

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

Background and Findings

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

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

Recommendation

Receive and File

Proposed Motion

None

Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

April 11, 2016
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

PRESENT:	President Robert Krebs; Directors Jerry Thompson, John Hammill, Marcia Kelley, and Board Kathy Lincoln, Steve Evans
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; SueAnn Coffin, Contracted Transportation Manager; Ted Stonecliffe, Long-Range Planning Analyst; Kristian Sorensen, Technology Support Services Analyst; and Linda Galeazzi, Executive Assistant
Guests	None

1. CALL TO ORDER 5:30 PM

President Bob Krebs called the work session to order at 5:30 p.m.

2. DISCUSSION

a. Bus Advertisement Sales and Youth Bus Pass Program Discussion with Krina Lee from Salem-Keizer Education Foundation 5:30 PM

Director Kelley announced that Ms. Lee was unable to attend tonight's meeting due to a prior commitment.

b. TripLink Call Center Contract 5:32 PM

Staff report: Pages 1-2 of the work session agenda

Presented by: David Trimble, Chief Operating Officer

Salem Area Mass Transit District maintains a call center which provides customer service and reservations assistance to customers for various services, including CherryLift ADA Paratransit Service, Dial-A-Ride RED Line Service, Chemeketa Area Regional Transportation (CARTS) service, and Non-Emergent Medical Transportation Service – which SAMTD contracts with both the Oregon Health Authority's Division of Medical Programs (DMAP) and the local Coordinated Care Organization (CCO) of Willamette Valley Community Health (WVCH). These programs annually provide approximately 490,000 rides, and handle approximately 250,000 calls. This service is provided under a contract, awarded in 2010 to MV Transportation. The contract with MV Transportation is set to expire on June 30, 2016.

RFP #2015-14 was issued on December 4, 2015. A pre-proposal meeting was held on December 17, 2015, and the RFP process closed on February 16, 2016, at 2:00 p.m. Three (3) proposals were received on the due date from First Transit, Inc., Medical Transportation Management, Inc. (MTM) and MV Transportation. An evaluation and selection committee

reviewed and scored the proposals, and determined that MTM was the most responsive to the procurement criteria. The committee formed their recommendation for Board action at the April 28th regular meeting.

Direction: **Board members will review a draft of the five-year base, two-option year contract with MTM to provide TripLink call center services, and consider action to authorize the general manager to complete the negotiations.**

c. Review of Revised Special Transportation Fund Advisory Committee Bylaws 5:55 PM

Staff report: Pages 3-22 of the work session agenda

Presented by: Ted Stonecliffe, Long-Range Planning Analyst

Board members reviewed the red-lined changes made to the final draft of the STF Advisory Committee Bylaws since their last review at the March 7th work session. There was brief discussion about adding a category for low income under *Membership* in the Bylaws. Staff approached ODOT for a ruling. Board members discussed that a category for low-income was not discernably different than the needs of the current membership categories already included in the Bylaws, and they would not want to publicly call out a member who falls in that category alone. The terms for membership also needed to be staggered.

Direction: **The draft with of the STF Advisory Committee Bylaws with final mark ups will go before the Board at the April 28, 2016 Board meeting for adoption.**

d. FY2017 Board Agenda Planning Calendar

6:35 PM

Staff report: Pages 23-24 of the work session agenda

Presented by: Allan Pollock, General Manager

Board members reviewed their work sessions and regular board meeting schedule for fiscal year 2017. There were no changes to the eleven regular meetings of the Board. Three of the work sessions in the schedule conflicted with American Public Transportation Association conferences that are regularly attended by staff and or board members. The September 12, 2016 work session conflicts with the APTA Annual Meeting scheduled September 11-14, 2016. The February 13, 2017 work session conflicts with the APTA CEO Conference scheduled February 11-14, 2017; and the March 13, 2017 work session is in conflict with the APTA Legislative Conference scheduled March 12-14, 2017.

Direction: **Board members agreed that the work session in September can be cancelled. September 5, 2016 is the *Labor Day* holiday; September 12 is less than two weeks from the regular board meeting date. The work sessions in February and March 2017 can be moved to February 6 and March 6. The Board will take action to approve the final draft of the FY2017 Calendar at their June 23, 2016 regular meeting.**

e. Schedule General Manger's Performance Evaluation

6:40 PM

Staff report: Pages 25-26 of the work session agenda

Presented by: Allan Pollock, General Manager

Board members were asked for feedback on modifications made to the timetable for the activities involved to do the general manager's performance evaluation during an executive session; and in the regular board meeting session for potential action on compensation.

Direction: **After a review of their calendars, there were Board members who would**

not be available to meet on the proposed June dates. They discussed postponing the performance evaluation process until July.

3. GENERAL MANAGER COMMENTS

6:45 PM

Staff report: Pages 27-30 of the work session agenda

Presented by: Allan Pollock, General Manager

Mr. Pollock invited Mr. Stonecliffe to give an overview of the process and reasons why the District is developing a locally developed, coordinated public transit-human services transportation plan for projects selected for funding under the Federal Transit Administration's Section 5310 program. Federal law requires these plans be developed and approved through a process that included participation by seniors, individuals with disabilities, representatives of public, private, and nonprofit transportation and human services providers and other members of the public. As the designated recipient of federal funds, ODOT is required to conduct a competitive selection process to determine use of the funds, to avoid duplication of funding, and to certify that projects were derived from a coordinated plan. ODOT administers Oregon's Special Transportation Fund (STF) and requires STF Agencies to prepare a plan to guide the investment of STF moneys. The plan identifies the transportation needs of individuals with disabilities, older adults, and people with low incomes; provides strategies for meeting those local needs; and prioritizes transportation services for funding and implementation.

<http://www.oregon.gov/ODOT/PT/programs/enhanced-mobility/coordinated-plan-update.pdf>

Mr. Stonecliffe noted that the last update to the District's coordinated plan was in 2009. The Board will be notified of the outreach events being scheduled in May as part of the process.

Mr. Pollock reviewed changes to the Board's calendar. He announced that the coffee shop on the first floor of Courthouse Square will open on Monday, April 18th.

Mr. Pollock reviewed service changes that would take place on Route #6 along Madrona to 25th Street due to a nine month construction schedule. Schedule changes were made to Route #11; and the Airport Park and Ride route will become the #15X Express. Director Hammill asked if routes were going to be renumbered as part of the service change. Mr. Pollock responded that he has not heard anything about that.

Director Evans asked if the District had a representative on the Homeless Task Force. Mr. Pollock said that David Trimble had been asked to serve on the technical committee of the task force.

Director Lincoln asked if someone from the District was going to talk about moving parking spots for bus stops at the Grant Neighborhood Association meeting. Mr. Pollock responded that Mr. Dickey will let her know when staff is scheduled on the agenda.

President Krebs noted that the Board received copies of the Regional Transportation Plan study completed by Jarrett Walker and Associates – Volume II and the Existing Conditions Report. He announced that he would not be in attendance at the April 28th board meeting or the May 5th budget committee orientation.

4. WORK SESSION ADJOURNED

7:21 PM

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

**Salem-Keizer Transit
Special Transportation Fund Advisory Committee
Tuesday, May 3, 2016
Courthouse Square - Senator Hearing Room
555 Court St NE, Salem, Oregon 97301**

A. CALL TO ORDER & NOTE OF ATTENDANCE:

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

MEMBERS PRESENT:

Tanya DeHart, Chair; Jean Sherbeck; Emily Broussard

MEMBERS ABSENT:

Diane Lace, Vice-Chair; Marja Byers; Gerald Heffner

STAFF:

Ted Stonecliffe, Long-Range Planning Analyst; SueAnn Coffin, Contracted Transportation Manager; Melissa Kidd, Mobility Coordinator; Allan Pollock, General Manager; Lisa Carignan, Outreach Representative; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Jolynn Franke, Administrative Assistant, Transportation Development

SAMTD BOARD LIAISON:

John Hammill, SAMTD Board of Directors

PROVIDERS:

Kathleen McClaskey, City of Woodburn; Sharon Heuer, Salem Health; Brent Standridge, MV Transportation

GUESTS: None

B. PUBLIC COMMENT: None

C. ANNOUNCEMENTS:

1. SAMTD Board of Directors Consideration of STFAC Bylaw Revisions [Ted Stonecliffe]:

The proposed revisions to the Special Transportation Fund Advisory Committee (STFAC) bylaws were approved by the SAMTD Board of Directors (the Board) at their April 28, 2016 meeting. The STFAC members have been provided with a copy of the approved bylaws.

The most notable revision is the conversion of STFAC member terms from three years to two years. New members are eligible to serve a total of three, two year terms. Current STFAC members are welcome to complete their current three year terms before being eligible for a second or third two year term, up to a total of three terms.

D. APPROVAL OF MEETING MINUTES – April 5, 2016

Emily Broussard motioned to approve the April 5, 2016 STFAC meeting minutes as written. Jean Sherbeck seconded the motion and the motion passed unanimously.

E. ACTION ITEMS:

1. Review Technical Advisory Committee Recommendation and Form a Recommendation to the SAMTD Board of Directors for FY17 Section 5310 and STF Applications [Tanya DeHart]:

The STFAC members reviewed the recommendation from the April 11, 2016 Technical Advisory Committee (TAC) meeting.

Emily Broussard motioned to forward the TAC recommendation to the Board as written; that funding be approved for the three Salem-Keizer Transit 5310 applications and the Salem Health STF application with the remaining \$599.00 STF dollars being allocated to the CARTS operating budget. Jean Sherbeck seconded the motion. The motion passed unanimously.

F. DISCUSSION ITEMS:

1. Presentation by SKT Director of Communication, Patricia Feeny – Future Marketing and Rebranding Plans:

Patricia Feeny introduced herself as the new Director of Communication for Salem-Keizer Transit (SKT). She is in her ninth week in this position.

Pending approval from SKT leadership staff and the Board, the Communication Division will be implementing a five year marketing plan. This plan will affect all aspects and services of the Salem Area Mass Transit District (aka SKT), including CARTS, CherryLift and RED Line. The timing of this plan is in line with the State Legislature and Governor's declaration of transportation as a priority for 2016.

The first piece of the marketing plan is to bring SKT's internal and external branding together by making Cherriots the umbrella name under which everything else will be aligned. This will allow for a more modern way to display an already recognizable brand. The Communication Division involved representatives from all departments of SKT in a renaming committee. This committee was able to come up with simple and familiar naming conventions which are currently being reviewed by SKT leadership staff.

The second piece of the marketing plan is to redevelop the cherriots.org website. In this day and age, the website is where customers go first for information, so it is important that it be contemporary and attractive for users. A Request for Proposals has been opened for a new web developer and Patricia hopes to be interviewing respondents in the next couple of months.

The third piece of the marketing plan, and also one of SKT's Strategic Priorities for 2017, will be to complete a community and attitude awareness survey. Information on performance, new projects, safety and ridership gathered from this survey will be a valuable tool in determining what can be done for the long term sustainability of SKT's services.

All changes will be phased in to give riders the opportunity to become familiar with the new naming conventions and branding.

2. Recruiting New STFAC Members – List of Multi-Cultural Agencies [Ted Stonecliffe]:

STFAC members were provided with a list of multi-cultural agencies in the agenda packet and have been asked to let Ted Stonecliffe know if there are any other agencies that should be added to the list. The list is derived from one provided by the City of Salem, Office of Human Rights & Relations.

In general, SKT is required to reach out to organizations that focus on protected classes under Title VI for any appointed committees. Therefore, this list will be utilized in the recruitment of new STFAC members.

SKT's STF administrative staff will be revising the STFAC membership application to reflect the new bylaw changes. The revised application will be reviewed at the June STFAC meeting and then recruitment for new members will begin.

3. Coordinated Plan Update [Ted Stonecliffe]:

Public outreach events for the update to the Coordinated Plan have been scheduled for May 17 and June 1, 2016. Ted sent out a detailed email to all stakeholders, including STFAC members, yesterday. These events are not mandatory for STFAC members, but they are welcome and encouraged to attend.

The purpose of these events is to develop a list of the unmet transportation needs for seniors and individuals with disabilities. This list will be included in the Coordinated Plan document which helps to guide STF funding decisions. Transportation projects that apply for STF dollars are required to address the unmet needs listed in the Coordinated Plan in some capacity.

4. Regional Rethink Project Update [Ted Stonecliffe]:

SKT Planning staff continues to work on the internal proposal of changes to be made to the CARTS service. Once it is finished the proposal will be taken to the public for feedback. The current timeline projects all finalized changes to be implemented in January 2017.

In the meantime, SKT Planning staff will be revising the current CARTS schedules to be released in September. These revised schedules will more accurately reflect the current run times and will keep the buses on time.

5. Provider Updates: None

6. CARTS/RED Line/CherryLift Ridership Statistics – First Quarter Comparison

[Ted Stonecliffe]:

Ridership numbers in the first quarter of 2016 for these services have seen an overall decrease compared to the first quarter of 2015. However, individually, ridership on Route 25 as well as the RED Line Shopper Shuttle and Dial-a-Ride have increased. SueAnn Coffin attributes these increases in ridership to the changes made to the locations that the Shopper Shuttle serves while efforts by call center staff to market the Dial-a-ride service have increased. Director Hammill noted that, while total ridership is lower, ridership for seniors and individuals with disabilities has increased overall.

According to Jarrett Walker and Associates, the consulting firm who has worked with SKT on the Regional Rethink project, Lane Transit District has also experienced a decrease in total ridership this year. This is likely attributed to fuel prices that are fifty percent lower than they were last year. When the cost of driving is reduced, people tend to choose to drive if it is an option for them. Traffic has seemed to increase as well over the past year, which also supports the theory that people are choosing to drive rather than take public transit. Ted Stonecliffe may be able to obtain traffic count information from the City of Salem to see how it has changed since last year.

CherryLift numbers are also lower in the first quarter of 2016 compared to 2015. SueAnn explained that, under ADA paratransit regulations, riders are required to submit for recertification every three years. However, SKT's Mobility Assessment contracted staff (MTM) has noticed that riders are choosing not to recertify, and will use one of other services instead when they need transportation. Also, funding for CL53 has decreased causing the number of people who were provided rides to and from work sites to decrease.

7. Roundtable Topics: None

G. ADJOURN: The meeting adjourned at 3:44 p.m.

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

NEXT MEETING:

Tuesday, June 7, 2016; 3:00 - 4:30 PM

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