

SALEM AREA MASS TRANSIT DISTRICT BOARD OF DIRECTORS

NOTICE OF EXECUTIVE SESSION

The Board of Directors for Salem Area Mass Transit District (aka “Cherriots”) will hold an Executive Session prior to their Regular Board Meeting, pursuant to ORS 192.660(2)(i), to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

DATE: Thursday, September 27, 2018

TIME: 5:30 – 6:30 p.m.

PLACE: Salem Conference Room at Courthouse Square
555 Court Street NE, Salem, Oregon 97301

Only news media representatives and staff designated by the Board of Directors are permitted to attend the executive session pursuant to ORS 192.660(4). News media representatives, staff and Board members are respectfully directed not to report on any of the discussions that occur during the session, except to state the general subject as previously announced. The Board will return to regular session if there is a need for action. No final action or decision may be taken in executive session. Any materials distributed will be collected by the Director of Administration at the end of the session.

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

Esta reunión está en un lugar accesible para personas con discapacidades. Para las personas que necesitan la asistencia de intérpretes para el lenguaje de señas o para idiomas distintos al inglés para participar en la reunión, comuníquese con el Asistente Ejecutivo en la Oficina del Gerente General al menos dos semanas antes de la reunión llamando al 503-588-2424. (Para personas con impedimentos auditivos, llame al Servicio de Telecomunicaciones de Oregón, 711.) El horario de atención es de lunes a viernes de 8:00 a.m. a 5:00 p.m.



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, September 27, 2018 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- A. CALL TO ORDER** (President Robert Krebs)
 - 1. Note of Attendance for a Quorum
 - 2. Pledge of Allegiance (Director Kathy Lincoln)
- B. “SAFETY MOMENT” THOUGH FOR THE DAY**
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION** - None
- E. PUBLIC COMMENT**
Time is designated at each Board meeting for members of the public to testify on any items of Board business, being limited to three minutes.
- F. CONSENT CALENDAR**
Items on the Consent Calendar are considered routine and are adopted as a group by a single motion unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.
 - 1. Approval of Minutes**
 - a. Minutes of the August 13, 2018 Board Work Session **1**
 - b. Minutes of the August 23, 2018 Board Meeting **5**
 - 2. Routine Business**
 - a. Approval of Annual Special Districts Insurance Services Board Check List **-SUPPLEMENT**
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Accept the Annual FY2018 Security Report **17**
 - 2. Appoint Members to Unexpired Terms on the STF Advisory Committee **25**
 - 3. Resolution 2018-07 Adoption of the Transit Asset Management Policy 119 **31**
 - 4. Resolution 2018-08 Adoption of the STIF Advisory Committee Bylaws **41**

5. Potential Action on the General Manager’s Performance Evaluation and Compensation

I. INFORMATIONAL REPORTS

1. Fiscal Year 2018 Performance Report 53

J. GENERAL MANAGER’S REPORT

K. BOARD OF DIRECTORS REPORTS 71

This is the opportunity for Board members to report on citizen communications, committee and meeting participation, or special projects they are participating in as a representatives of the District.

L. BOARD RECESS AND CONTINUATION OF EXECUTIVE SESSION (if necessary)

M. RETURN TO OPEN SESSION AND POTENTIAL ACTION

N. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, October 25, 2018

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

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

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

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



Salem Area Mass Transit District
Board of Directors

~ **WORK SESSION** ~

August 13, 2018

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

MINUTES

PRESENT: President Robert Krebs; Directors Marcia Kelley, Steve Evans, Colleen Busch, Kathy Lincoln, and Doug Rodgers; **ABSENT:** Director Jerry Thompson

Board

Staff ~~Allan Pollock, General Manager~~; David Trimble, Chief Operating Officer; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Transportation Development; Michiel Majors, Safety & Loss Control Specialist; Chip Colby, Information Technology Manager; Linda Galeazzi, Executive Assistant

Guest Rob Mills, Special Districts Association of Oregon Consulting Services

1. CALL TO ORDER 5:32 PM

President Bob Krebs called the work session to order at 5:32 p.m. President Krebs noted that Director Thompson was not able to attend the work session for medical reasons; and COO David Trimble was the General Manager Pro Tem while General Manager Allan Pollock was on vacation.

2. "SAFETY MOMENT"

Mr. Trimble spoke about how people are distracted while driving, and important ways they can pay attention to their surroundings and drive defensively.

3. DISCUSSION

a. Special District Board Best Practices Assessment 5:32 PM

Staff report: SDAO Assessment Sheet

Presenter: Paula Dixon, Director of Administration
Rob Mills, SDAO Consulting Services

Mr. Mills led Board members in a discussion to rate key performance areas in the Board's duties and responsibilities, operational compliance, budget and finance,

customer relations, personnel administration, and policies and procedures. Mr. Mills will compile the ratings in a summary for the Board's review.

Follow-up: The Board will receive a summary of the Board's best practices assessment from Mr. Mills.

b. Issue General Manager's Performance Evaluation Packets

7:07 PM

Staff report: Pages 1 of the agenda

Presenter: Paula Dixon, Director of Administration

Ms. Dixon instructed the Board on their responsibilities in the evaluation process of the General Manager for the period from July 1 to June 30. Mr. Pollock has provided his self-evaluation to the Board. Evaluation forms completed by Board members are due to Ms. Dixon by September 10, 2018. The completed evaluations will be compiled into a single document and reviewed by the Secretary of the Board to ensure accuracy. The final document will be provided to the Board with salary survey information from comparable transit agencies and local government officials. An executive session is scheduled on September 27, 2018 prior to the regular board meeting to discuss the performance evaluation. Action will be taken at the regular board meeting if there are any changes to the General Manager's compensation package.

Follow-up: Board members will complete the 2018 form for the General Manager's performance evaluation and return it to Ms. Dixon by the September 10 Board work session.

c. Review of the Updated Draft of the Strategic Plan

7:10 PM

Staff report: Pages 3-16 of the agenda

Presenter: Patricia Feeny, Director of Communication

Board member reviewed the final draft of the updated Strategic Plan while Ms. Feeny spoke about the changes that were made after the Board provided feedback on their last review of the Plan. Ms. Feeny requested that any additional feedback be sent to her before the end of the week. The Strategic Plan will go before the Board at their August 23 regular meeting for action.

Follow-up: Additional feedback on the updated draft of the Strategic Plan should be sent to Ms. Feeny by August 17 in order to prepare a final document for the August 23 board meeting.

4. GENERAL MANAGER COMMENTS

7:24 PM

Staff report: Pages 17-22 of the agenda

Presenter: David Trimble, Chief Operating Officer

Board members reviewed the draft agenda for the August 23, 2018 board meeting, the Board's calendar of scheduled meetings and events, and a draft of upcoming agenda items for Board review or action.

Follow-up: Several agenda items were added to the list on page WS-19 of the agenda. Under the September 10 Work Session, Board members added a Summary of the Board's practices assessment; and an overview and discussion of the Transit Asset Management Plan and Policy. The Board will take action on the TAM Policy at the September 27 Board meeting. The Local Plan for the Statewide Transportation Improvement Fund project list will go to the Board for action at the October 25 board meeting to meet ODOT's deadline for submission of the applications by November 1.

4. WORK SESSION ADJOURNED

7:34 PM

Recorded and Submitted by:

Linda Galeazzi

Executive Assistant/Clerk of the Board



Salem Area Mass Transit District
BOARD OF DIRECTORS

August 23, 2018

Index of Board Actions

<u>Action</u>	<u>Page</u>
1. <u>Approval of Minutes</u>	3-4
a. Minutes of the July 26, 2018 Board Work Session	
b. Minutes of the July 26, 2018 Board Meeting	
2. Routine Business	
a. Appointment of Sandra Hernandez-Lomeli to the Statewide Transportation Improvement Fund Advisory Committee	
 Moved to adopt the revised Strategic Plan.	 4
 Moved to appoint Jim Seymour as Chair, and Becky Gilliam as Vice-Chair of the District’s Statewide Transportation Improvement Fund Advisory Committee for a term ending on June 30, 2019.	 4

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



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

August 23, 2018

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

MINUTES

PRESENT Board	President Robert Krebs; Directors Colleen Busch, Steve Evans Marcia Kelley, Kathy Lincoln, Doug Rodgers and Jerry Thompson (by conference phone)
Staff	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Paula Dixon, Director of Administration; Al McCoy, Director of Finance/CFO; Steve Dickey, Director of Transportation Development; Patricia Feeny, Director of Communication; Chip Colby, Information Technology Manager; Michiel Majors, Safety & Loss Control Specialist; Roxanne Beltz, Trip Choice Program Coordinator; Jeremy Jorstad, Transit Planner I; Linda Galeazzi, Executive Assistant; Ben Fetherston, SAMTD Legal Counsel
Guests	Gregory S. Hathaway, attorney for Walmart, Hathaway Koback Connors LLP; Sarah Keady, Store Manager, South Commercial Walmart; Deborah Herron, Public Affairs and Government Relations, Walmart, Portland; Katya Goloviznina, Community Liaison, Salem Chamber of Commerce

- A. CALL TO ORDER AND NOTE OF ATTENDANCE 6:36 PM**
President Krebs called the meeting to order and a quorum was present.
- B. PLEDGE OF ALLEGIANCE** led by Vice President Steve Evans
- C. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**
Mr. Pollock shared a “Safety Moment” Thought for the Day with school back in session. He reminded people to slow down to 25 m.p.h. in the school zone and watch out for children crossing the road.

Director Rodgers shared that when people talk with you about your health; it is wise to listen and be proactive; not reactive.
- D. PRESENTATION – PBJ Healthiest Employers of Oregon**
Safety & Loss Control Specialist, Michiel Majors presented the Board with an award that was given to the District’s Wellness Committee at the Portland Business Journal’s Healthiest Employers of Oregon Recognition Luncheon. The District placed



eighth in a category of companies with under 500 employees. The Healthiest Employers Award recognizes companies that make wellness a reality for their employees and bottom lines.

E. PUBLIC COMMENT

Greg Hathaway – Attorney for Walmart Properties in Oregon - Address on File
Mr. Hathaway, spoke about Walmart’s concerns with the South Salem Transit Center project (SSTC) that is proposed to be constructed on the southeast area of the Walmart parking lot. He noted the decision made by the Board of Directors at the April 26, 2018 meeting with the adoption of Resolution No. 2018-02 to authorize Salem Area Mass Transit District to acquire by purchase or by the exercise of the power of eminent domain certain real property necessary for construction of the SSTC project. Mr. Hathaway was at that meeting and had spoken against the project prior to the action taken. Mr. Hathaway presented a letter to the Board regarding the South Salem Transit Center, dated August 23, 2018 that will be entered into the record. [Herein given as Attachment A and by this reference made a part of these Minutes.]

Sarah Keady – Manager of the South Commercial Walmart - Address on File
Ms. Keady has been with the company for 18 years and manages 218 employees. She spoke about the significant upgrades being made at the South Commercial Walmart with a remodel and new brand. She was concerned that the SSTC will take parking away from their customers.

Deborah Herron - Public Affairs and Government Relations, Walmart, Portland
Ms. Herron recommended that the Board put a hold on the SSTC project. She wished to have a dialogue to see how Walmart and the District could partner.

President Krebs said the District was interested in making this a win-win situation.

F. CONSENT CALENDAR

6:32 PM

- Motion: **2. Approval of Minutes**
 - a. Minutes of the July 26, 2018 Board Work Session**
 - b. Minutes of the July 26, 2018 Board Meeting**
- 2. Routine Business**
 - a. Appointment of Sandra Hernandez-Lomeli to the Statewide Transportation Improvement Fund Advisory Committee**
- Motion by: **Director Marcia Kelley**



Second: Director Steve Evans
Discussion: No items were deferred from the Consent Calendar.
Vote: Motion passed (6) / Absent (1)

G. Items Deferred From The Consent Calendar - None

H. ACTION ITEMS

1. Adoption of the Revised Strategic Plan 6:50 PM

Staff report: Supplemental Agenda
Presenter: Patricia Feeny, Director of Communication

Ms. Feeny described the process for updating the Strategic Plan beginning in February 2017 at the Board Retreat. She reviewed the final changes that were made to the Strategic Plan at the August 13, 2018 work session.

Director Lincoln stated that she hopes the newest version of the Strategic Plan gets out into the community. She felt it had a lot of good information. Director Busch agreed, stating that the Plan was thorough.

Motion: Moved to adopt the revised Strategic Plan.
Motion by: Director Steve Evans
Second: Director Jerry Thompson
Vote: Motion passed (6) / Absent (1)

2. Approve the STIFAC Appointments for Chair and Vice-Chair 6:54 PM

Staff report: Pages 17-18 of the agenda
Presenter: Allan Pollock, General Manager

Motion: Moved to appoint Jim Seymour as Chair, and Becky Gilliam as Vice-Chair of the District’s Statewide Transportation Improvement Fund Advisory Committee for a term ending on June 30, 2019.

Motion by: Director Colleen Busch
Second: Director Kathy Lincoln
Vote: Motion passed (6) / Absent (1)

I. INFORMATION ITEMS 6:56 PM

Trip Choice – Fourth Quarter

Staff report: Pages 19-24 of the agenda
Presenter: Roxanne Beltz, Trip Choice Program Coordinator



Ms. Beltz reported that staff published several new pieces of marketing materials, finalized the State Street/SESNA Wander Walks map, published the second *Navigator* newsletter, and attended over 20 outreach events, fairs, and community meetings.

September Service Change Briefing

7:03PM

Staff report: Pages 25-26 of the agenda

Presenter: Jeremy Jorstad, Transit Planner I

Mr. Jorstad reviewed the service changes that will be implemented on Tuesday, September 4, 2018. There will be a new bay on the south side of Satter Drive NE near the intersection with Cooley Drive in order to help facilitate transfers at Chemeketa Community College. Routes 3, 12, and 13 will be rerouted to serve this bay. A few routes in southeast Salem will be modified to provide more frequent service to some corridors. These routes include Route 11/Lancaster-Verda, Route 24/State-Lancaster, Route 4/State Street, Route 7/Mission Street and Route 6/Fairview Industrial. These service changes will increase daily Revenue Hours by 13.1 and 135.6 Revenue Miles for an annualized increase of \$332,728.40. This increase was included in the adopted FY19 Budget.

Performance – Fourth Quarter

7:05 PM

Staff report: Pages 27-40 of the agenda

Presenter: Jeremy Jorstad, Transit Planner I

The Board receive a quarterly performance briefing on Cherrriots services for the fourth quarter of FY18 that began April 1, 2018 and ended June 30, 2018. All data is compared to the previous fiscal year. The data for these measures are derived from adjusted Trapeze schedules, vehicle fareboxes, rider counting systems, and reservation software (RouteMatch and Mobility DR).

Receive and Review the Board of Directors Best Practices Self-Assessment

7:13 PM

Staff report: Pages 41-48 of the agenda

Presenter: Paula Dixon, Director of Administration

Ms. Dixon reported that Rob Mills, Consultant with Special Districts Association of Oregon, led the Board in a 90-minute on-site meeting to conduct a Board Practices Assessment (BPA) at the August 13, 2018 Work Session to help the Board improve their effectiveness in six Key Performance Areas that make the difference between high risk and low risk districts. The Board received a follow-up summary of the Board's self-assessment along with the facilitator's notes from the meeting and



recommendations for improvement. No specific recommendations surfaced in the Assessment process and no specific consultant recommendations were offered at this time. The assessment is a consulting service offered by SDAO at no charge and qualifies the District for a 4% insurance premium credit.

J. GENERAL MANAGER'S REPORT 7:16 PM

Mr. Pollock reported that he had been on vacation in Park City, Utah where he rode the new Proterra electric buses. Mr. Pollock also serves on the American Public Transportation Association Board of Directors and has been nominated to serve on the Executive Committee.

K. BOARD OF DIRECTORS REPORTS 7:17 PM

Board members reported, both verbally and in writing, on citizen communications, committee and meeting participation, and special projects they were involved in during the month of August as a representative of the District. A list of Board assignments is on page 49 of the agenda.

L. MEETING ADJOURNED 7:34 PM

Respectfully submitted,

Robert Krebs, President



HATHAWAY LARSON

Koback · Connors · Heth

August 23, 2018

HAND DELIEVERED

Robert Krebs, President robert.krebs@cherriots.org
Steve Evans steve.evans@cherriots.org
Doug Rodgers doug.rodgers@cherriots.org
Marcia Kelley marcia.kelley@cherriots.org
Colleen Busch colleen.busch@cherriots.org
Kathy Lincoln Kathy.Lincoln@cherriots.org
Jerry Thompson jerry.thompson@cherriots.org
Cherriots Board of Directors
555 Court St. NE, Suite 5230
Salem, OR 97301

Re: South Salem Transit Center/Walmart Store

Dear President Krebs and members of the Board,

As you know, I represent Walmart regarding your District's interest in acquiring property from Walmart for the South Salem Transit Center. The Walmart Store is located at 5252 Commercial Street SE and has been open for the past 26 years.

The South Salem Walmart Store has a strong community following and coordinates the "shop with a cop" day every year with the City of Salem Police Department. It has recently been remodeled (in and outside the store) and new LED lighting has been installed in the parking lot.

Gregory S. Hathaway
1331 NW Lovejoy St., Ste. 950
Portland, OR 97209
greg@hathawaylarson.com
(503) 303-3103 Direct
(503) 303-3101 Main

August 23, 2018

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On April 26, 2018, your Board adopted Resolution No. 2018-02 authorizing the Transit District to acquire a portion of the Walmart property for the Transit Center by Eminent Domain. On July 31, 2018, your attorney sent Walmart (copy to me) the District's statutory 40-day offer letter to acquire the property. Your attorney advised that he would commence condemnation proceedings in Marion County Circuit Court if Walmart did not accept the offer within 40 days of the letter (September 9, 2018).

I appeared before your Board last April expressing concern that the District's proposed acquisition would adversely impact Walmart. The proposed acquisition will eliminate 144 prime parking spaces, and perhaps more, that will devastate Walmart's business at this location. As you might assume, the amount and location of parking at a large retail store like this is critical to the economic success of the store. As a result, I requested your Board to reconsider its decision to pursue the Walmart property for the Transit Center.

I also requested your Board (at a minimum) to suspend the process of acquiring the Walmart property until all of us had more information regarding this potential taking. As you may recall, I mentioned that I'd attempted to acquire certain documents from your staff that would better inform Walmart regarding this project:

(1) Whether the District had conducted a public process regarding the evaluation of alternative sites and the opportunity for Walmart and the community to participate in the selection process;

(2) Whether the City of Salem Planning Department had advised the Transit District of the land use permits the District would have to acquire before it could build a Transit Center on the Walmart property;

(3) Whether the loss of 144 prime parking spaces and the alteration of the Walmart site would require the City to approve modifications to Walmart's previously approved site plan; and

August 23, 2018

Page 3

(4) Whether the Transit District had commissioned a transportation impact assessment to evaluate the transportation impacts of the proposed Transit Center on the traveling public, Walmart's customers and its delivery trucks.

Your Board committed to working with me to acquire this information at your April meeting.

While your staff has provided me some information, none of this information addressed the aforementioned four items. On August 2nd, I filed a public records request with your Director of Administration to get all of the District's documents regarding the South Salem Transit Center. Yesterday, your attorney provided me a USB drive with 50.7 GB of the District's electronic files – which is extensive – containing 1,120 files and 73 folders of information. I have not had an opportunity to review this information. It is my understanding that the District still intends to provide me with "paper" documents as well.

Based on the information received so far, my conversations with the City of Salem, and our preliminary review of the Transit District's Appraisal Report, we can make the following conclusions that support our position that the Board's attempt to acquire Walmart's property by Eminent Domain is "Premature":

(1) There is no indication that your Board conducted any kind of public or community process regarding your site selection process;

(2) The City of Salem will require the Transit District to acquire a Conditional Use Permit for its proposed South Salem Transit Center. The City characterizes the proposed Transit Center as a "Passenger Ground Transportation Facility". As such, a public hearing will be required and the Transit District will be required to submit a Transportation Impact Assessment;

(3) Any decision by the City can be appealed to the Land Use Board of Appeals, the Oregon Court of Appeals and potentially the Oregon Supreme Court. There are no guarantees that the City will approve a Conditional Use permit for the South Salem Transit Center on Walmart's property – and any final decision could take years;

(4) The City also advised that Walmart's approved site plan for its store will also require land use approval from the City. The City will require that the Transit District's Conditional Use Application be consolidated with a request to modify Walmart's site plan. The City was concerned that the site may not be able to meet the minimum parking requirements with the loss of 144 parking stalls;

(5) The City advised that the Transit District had not prepared a Transportation Impact Assessment, but would be required to submit one for the Conditional Use Application; and

(6) Our preliminary review of the Transit District's Appraisal is that it is significantly flawed and underestimates the value of the taking by as much as 100% or more. We have retained an appraiser and will share our position with your attorney once we've concluded our review.

Based on the foregoing, it is apparent that the Transit District is not in a position to proceed with Eminent Domain and spend public dollars on a project that may never be allowed on Walmart's property. Your Board should not authorize the acquisition and expenditure of public funds of the Walmart property before the Transit District has final land use approval from the City of Salem authorizing the Transit Center.

August 23, 2018

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We respectfully request your Board to either reconsider taking Walmart's property for the Transit Center, or suspend these proceedings until the City of Salem has authorized the use and approved the modifications to Walmart's site plan.

Thank you for your consideration.

Very truly yours,

HATHAWAY LARSON LLP

A handwritten signature in black ink, reading "Gregory S. Hathaway". The signature is written in a cursive style with a long horizontal flourish at the end.

Gregory S. Hathaway

GSH/mo

cc: Ben Fetherston, Esq. (Hand Delivered)
Wal-Mart Legal



BOARD MEETING MEMO

Agenda Item No. F.2.a

To: Board of Directors

From: Michiel Majors, Safety and Loss Control Specialist
Paula Dixon, Director of Administration

Thru: Allan Pollock, General Manager

Date: September 27, 2018

Subject: Approval of the 2018 SDIS Best Practices Checklist

ISSUE

Shall the Board review and approve the 2018 Special District Insurance Services (SDIS) Best Practices Checklist as submitted on-line by staff to qualify for the total 10% discount?

BACKGROUND AND FINDINGS

The SDIS Best Practices Program is available to all SDIS Property Casualty Program participants. Its purpose is to assist districts with implementing best practices to mitigate risk in areas of high exposure. This year's program offers each district up to a 10% credit on 2018 general liability, auto liability, and property insurance contributions by completing requirements in the following five credit categories:

1. Affiliate Organization Membership – Credit: 2%
2. Online Training (Arson Awareness and Prevention) – Credit: 2%
3. Preventive Maintenance Policy and Property Maintenance Checklist – Credit: 2%
4. Property Photos (Photographs of all insured properties) – Credit: 2%
5. SDAO/SDIS Training or Attendance of Annual Conference – Credit: 2%

A draft copy of the SDIS checklist is included as Attachment A.

FINANCIAL IMPACT

A 10% credit on our 2018 General Liability, Auto Liability, and Property Insurance premiums. A 10% credit is estimated to be approximately \$18,000 - \$19,000.

RECOMMENDATION

Staff recommends the Board approve the Best Practices Checklist as attached.

PROPOSED MOTION

I move the Board approve the Best Practices Checklist as attached and authorize the General Manager to submit the checklist to the Special District Insurance Services.

SDIS 2018/2019 Best Practices Survey

SDIS 2018/2019

Entity Name

Salem Area Mass Transit District

Contact Name

Michiel Majors

Contact Email

michiel.majors@cherriots.org

Contact Phone

503-361-7538
















Total Discount %

10

Check Yes if completed Yes Help More Information

Affiliate Membership - Is your organization a member of:

1	Oregon Fire District Directors Association (OFDDA)?	<input type="checkbox"/>	 (http://www.ofdda.com)
2	Oregon Association of Hospitals and Health Systems (OAHHS)?	<input type="checkbox"/>	 (http://www.oahhs.org/)
3	Oregon Fire Chiefs Association (OFCA)?	<input type="checkbox"/>	?  (http://www.ofca.org)
4	Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>	 (https://orha.wildapricot.org)

	Check Yes if completed	Yes	Help	More Information
5	Oregon Water Resources Congress (OWRC)?	<input type="checkbox"/>		 (http://owrc.org)
6	Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>		 (http://www.policechief.org)
7	Oregon Mosquito and Vector Control Association?	<input type="checkbox"/>		 (http://www.omvca.org)
8	Oregon Recreation and Park Association (ORPA)?	<input type="checkbox"/>		 (http://www.orpa.com)
9	Oregon Public Ports Association (OPPA)?	<input type="checkbox"/>		 (http://www.oregonports.com)
10	Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>		 (http://www.oracwa.org)
11	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		 (https://oacd.org)
12	Cemetery Association of Oregon?	<input type="checkbox"/>		 (http://www.oregoncemeteries.com)
13	Oregon APCO-NENA?	<input type="checkbox"/>		 (http://www.oregonapconena.org/)
14	Oregon Transit Association (OTA)?	<input checked="" type="checkbox"/>		 (http://www.oregontransit.com)
15	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		 (http://www.opuda.org/)
16	Oregon Association of Water Utilities (OAWU)?	<input type="checkbox"/>		 (http://www.oawu.net)
17	Oregon Library Association (OLA)?	<input type="checkbox"/>		 (http://www.olaweb.org)
18	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		 (http://www.oedd.org/)
19	Oregon PRIMA?	<input checked="" type="checkbox"/>	?	 (http://orprima.org)

Check Yes if completed Yes Help More Information

Online Training

- 20 Has your organization completed the SafePersonal Facility Awareness or Arson Awareness and Prevention Training?

Preventive Maintenance Policy and Property Maintenance Checklist

- 21 Does your organization have a preventative maintenance policy with a property maintenance checklist on file?

Property Photos

- 22 Have you uploaded to the SDIS insurance site, at least two (2) current photos of EACH building/structure listed on your district Property schedule? Ideally, the photographs will capture all four sides/angles of each building or structure. ⓘ (<http://www.sdis.org>)

SDAO-SDIS Training - Has a representative from your organization attended:

- 23 2018 SDAO Annual Conference? (pre-conference sessions are also eligible). ? ⓘ (<http://www.sdao.com/S4/Events/S4/Events/annual-conference.aspx>)
- 24 SDAO/SDIS spring, summer, or fall regional trainings? ⓘ (<https://www.sdao.com/EventList?InitialText=regional>)

Check Yes if completed Yes Help More Information

25 SDAO/SDIS onsite risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2018)?

26 OFDDA - SDIS Fire District Risk Management Training?

27 OWRC Joint Trainings?



To: Board of Directors

From: Karen Garcia, Security and Emergency Management Manager
David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: September 27, 2018

Subject: FY2018 Annual Security Report

ISSUE

Shall the Board accept the FY2018 Annual Security Report?

BACKGROUND AND FINDINGS

The District is committed to providing a safe and secure environment for customers, employees, and members of the public. To help ensure the comfort and convenience of those who use our services, SAMTD regulates conduct on its vehicles and property.

The intent of this report is to share statistical information related to the key performance indicators, which include customer service contacts, security ride-a-longs, exclusions from service, ordinance violations, security incident reports and law enforcement activity.

A multi-agency team works collaboratively to provide customer service and achieve the security goals of the District. The security and emergency management manager monitors the contracts for police and security services, oversees ordinance enforcement and manages the exclusion program. The District contracts with a private security provider, Allied Universal Security Services, and maintains an Intergovernmental Agreement (IGA) with the City of Salem for Police Services.

Customer service contacts remain at an acceptable level, with numbers remaining consistent throughout the year. A request was made to the security services contractor to increase presence at the transit centers and engage customers more. This request accounts for the significant increase in customer service contacts during the last quarter of the fiscal year. Security staff periodically rides on Cherriots buses in an effort to increase its system safety presence and discourage unwanted behavior. In

FY2018, the number of exclusions from the system and written warnings issued decreased from the previous year.

Verbal ordinance warnings are regularly issued by security staff to educate riders on transit rules and enhance safety. The total number of warnings decreased this past year. Smoking where prohibited and bicycling are among the most common warnings issued. In past years, the number of “other” warnings was high due to the wide variety of violations included in that count. Beginning January 2018, three violations were segregated to better clarify warnings being issued. The number of security services contractor incident reports that did not involve law enforcement, remain steady; however, calls for police assistance decreased. The most common *non-police* incidents included graffiti/vandalism, medical emergencies, and disorderly conduct.

The most common type of police incident at the Downtown Transit Center is non-transit related incidents initiated by private citizens or police officers. As in FY2017, police were contacted for trespassing violations more than any other crime committed against the District. The number of disorderly conduct incidents requiring police intervention decreased significantly this year. Although the overall number of disorderly conduct incidents decreased, we did have ten incidents which were assaultive in nature during FY2018, two of which involved an employee.

The District continues to work on our emergency planning and preparedness efforts as well as safety and security enhancement projects. In the coming year, we will continue our work to educate riders and employees on safety and security principles.

In summary, the District remains committed to providing a safe and secure environment for all Cherriots stakeholders. It is evident that the resources devoted to safety and security are necessary and worthwhile. At times, there are events which require a security or law enforcement response, which validates the continued relationships with our partners. The District is dedicated to maintaining an IGA with the Salem Police Department and contracting with a private security provider to ensure the necessary resources are in place to meet our future needs. Furthermore, our impending work on internal safety and disaster planning will enhance the District’s readiness to respond to unforeseen emergencies.

FINANCIAL IMPACT

N/A

RECOMMENDATION

Staff recommends the Board accept the FY2018 Annual Security Report as presented.

PROPOSED MOTION

I move that the Board accept the FY2018 Annual Security Report as presented.

Security Report FY 2017-18

Board Meeting – September 27, 2018

Karen Garcia
Security and Emergency Management Manager



CHERRIOTS

Multi-Agency Security Team






CHERRIOTS

Transit Security Services Contract

- G4S Secure Solutions, Inc. (G4S)
• July 2017 through December 2017
- Allied Universal Security Services (AUS)
• January 2018 through June 2018





CHERRIOTS

Security Team Responsibilities

- Provide information about Cherriotics services
- Respond to safety and security concerns
- Analyze security statistics and enhance public safety efforts
- Ensure a strong presence to deter unwanted activities
- Develop policies and procedures which help to ensure the safety and security of people, facilities, and other assets
- Enforce regulations and ordinances on all District properties
- Maintain a safe environment for all stakeholders

CHERRIOTS

Customer Service Contacts

Transit Center	Quarter	FY17	FY18
Downtown Transit Center	Q1 (Summer)	352	268
	Q2 (Fall)	245	242
	Q3 (Winter)	269	173
	Q4 (Spring)	210	513
Keizer Transit Center	Q1 (Summer)	57	63
	Q2 (Fall)	54	61
	Q3 (Winter)	76	50
	Q4 (Spring)	69	188

Customer Service Contacts: Assisting with route information, directions, etc.

A request was made to the new security services contractor, AUS, to increase presence on the transit centers and engage our customers more. This attributed to the large increase in Customer Service Contacts during the spring quarter.

CHERRIOTS

Security Bus Rides

Quarter	FY17	FY18
Q1 (Summer)	83	9
Q2 (Fall)	119	95
Q3 (Winter)	66	117
Q4 (Spring)	44	114

Safety and security of customers and operators is our priority. A security presence deters unwanted and undesirable behavior in the system.

The drop in bus rides during the summer quarter was due to staffing turnover with the previous security services contractor, G4S.

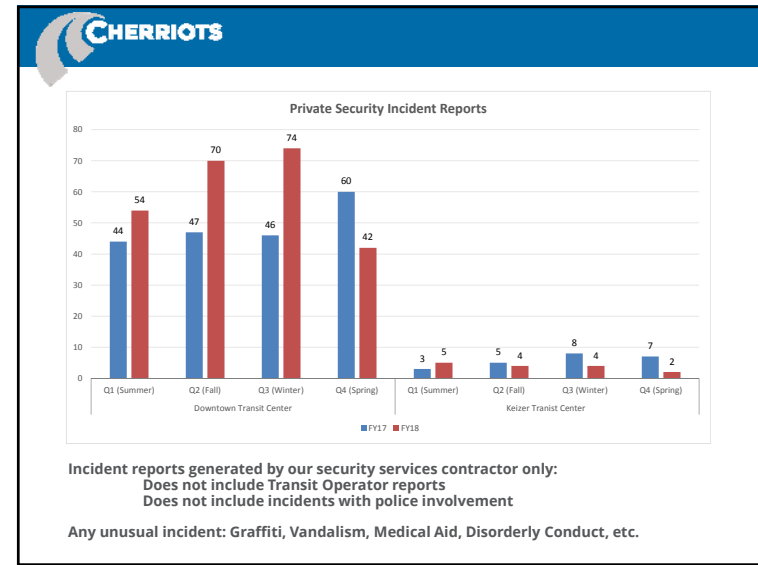
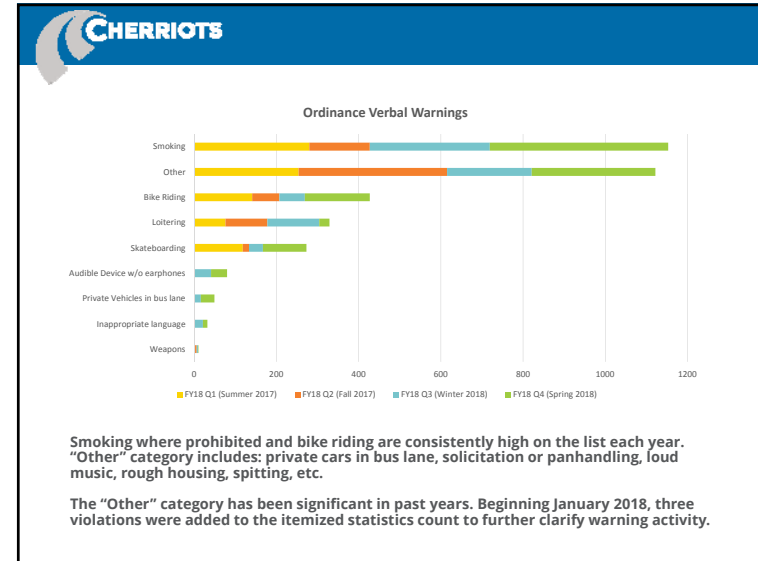
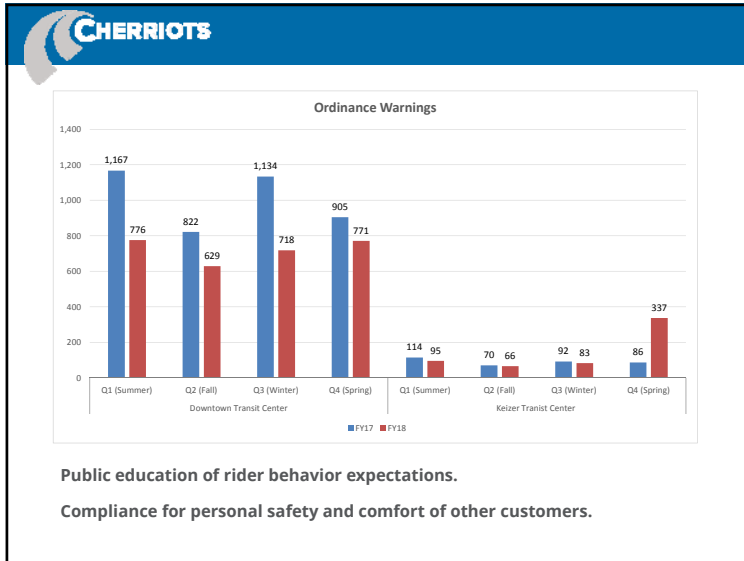
CHERRIOTS

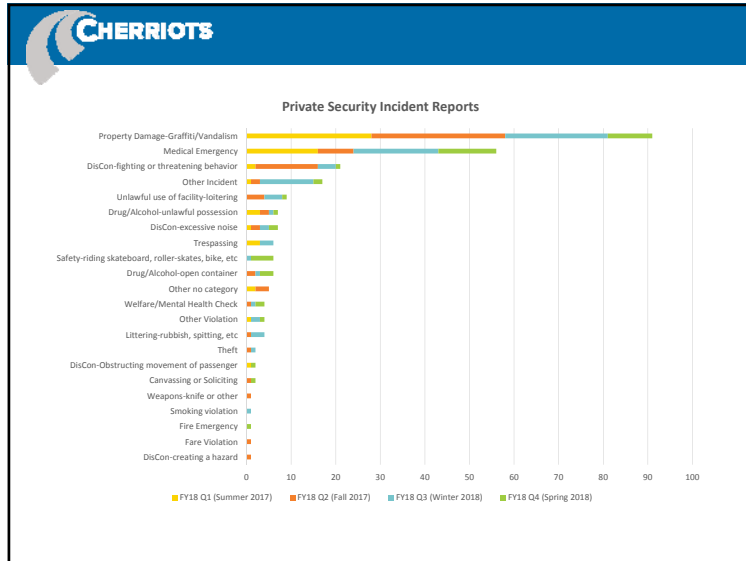
Exclusions / Warnings

Category	Quarter	FY17	FY18
Exclusions Issued	Q1 (Summer)	40	14
	Q2 (Fall)	51	29
	Q3 (Winter)	49	22
	Q4 (Spring)	34	21
Written Warnings	Q1 (Summer)	5	0
	Q2 (Fall)	9	6
	Q3 (Winter)	10	1
	Q4 (Spring)	7	6

Exclusions
Disorderly Conduct (yelling, cursing, threatening), Drug and Alcohol Violations, Theft, Trespassing, Loitering, etc.

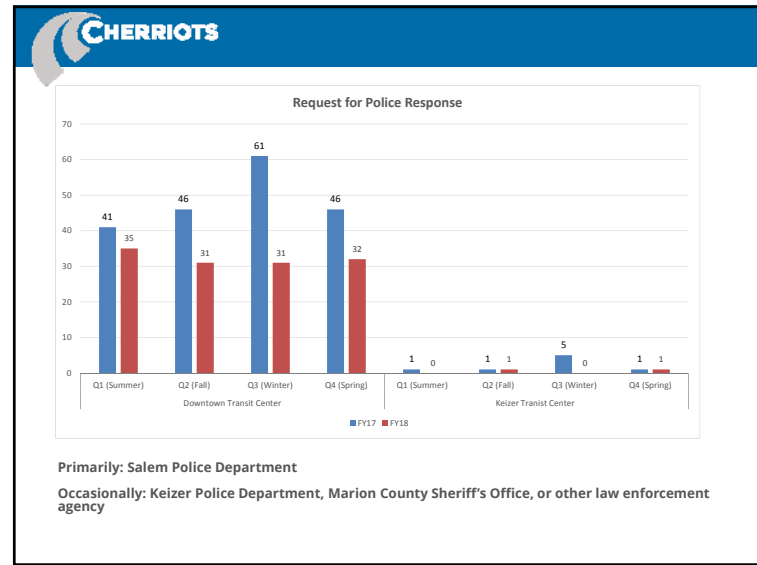
Warnings
Safety Violations, Solicitation, etc.

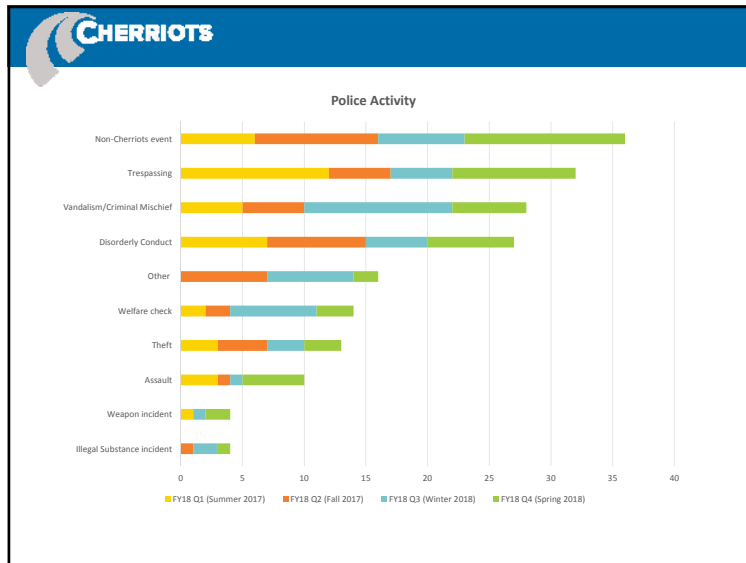




MOST COMMON INCIDENTS

- The top three types of incidents in FY17 were medical emergency, graffiti, and loitering
- In FY18, the most common incidents were as follows:
 - Graffiti/Vandalism – 91 (53 in FY17)
 - Medical Emergency – 56 (46 in FY17)
 - Disorder Conduct – 21 (17 in FY17)





POLICE ACTIVITY

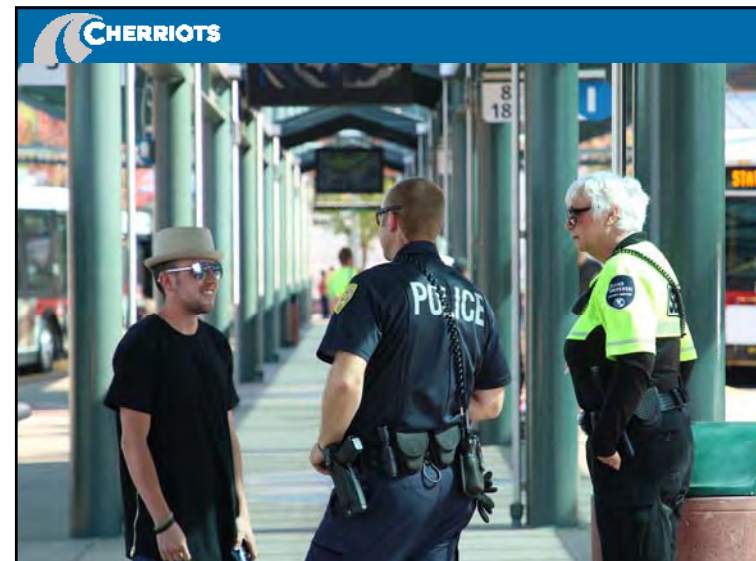
- The top four types of activities have remained the same during the past two fiscal years. Overall, incidents involving police have decreased significantly from 252 in FY17 to 184 in FY18:
 - Non-Cherriots – 36 (47 in FY17)
 - Trespassing – 32 (66 in FY17)
 - Vandalism – 28 primarily shelter damage (26 in FY17)
 - Disorderly Conduct – 27 (40 in FY17)

DISORDERLY CONDUCT – UNRULY OR UNWANTED BEHAVIOR

Incidents of unruly and threatening behavior have decreased from last year, with 57 in FY17 and 48 in FY18.

Assaults (physical contact made): increased from 4 in FY17 to 10 this year.


- Five were between private citizens, either at the Downtown Transit Center or onboard a bus
- Five involved non-riders: One was a security services officer, two Salem Police officers, and two involved transit operators.



 **CHERRIOTS**

CONTINUOUS IMPROVEMENT

- We continue to work on our Customer Education Campaign which will increase rider awareness of behavior expectations throughout the system
- Cherrlots will test our Continuity of Operations Plan by conducting a table top exercise
- Staff are currently defining our needs related to an Incident Reporting software tool, which will allow for greater analysis of safety and security data

 **CHERRIOTS**

CONTINUOUS IMPROVEMENT

- A visitor call system will be procured for the Del Webb Operations Center, which will improve safety and security of staff and enable identification of visitors prior to entry
- We continue to increase security awareness among our staff, by updating policies and procedures for access to our secure spaces
- Incorporate security tools for forward facing staff to employ when in need of assistance or in the event of an emergency

 **CHERRIOTS**

Questions?



MEMO TO: BOARD OF DIRECTORS

**FROM: JOHN HAMMILL, VICE CHAIR
SPECIAL TRANSPORTATION FUND (STF) ADVISORY COMMITTEE
STEVE DICKEY, DIRECTOR OF TRANSPORTATION DEVELOPMENT**

THRU: ALLAN POLLOCK, GENERAL MANAGER

**SUBJECT: ACCEPTANCE OF STF ADVISORY COMMITTEE RECOMMENDATIONS
FOR APPROVAL OF TWO MEMBERS**

Issue

Shall the Board approve the recommendation of the STF Advisory Committee to declare Position #2 vacant and appoint Beth Jackson to fill the unexpired term from October 1, 2018 and ending December 31, 2019; and that Bryant Baird be appointed to fill the unexpired term of Position #9 beginning October 1, 2018 and ending December 31, 2018?

Background and Findings

Salem Area Mass Transit District is the STF Agency for Marion and Polk Counties. Each STF Agency is required to have an advisory committee to represent people served by STF programs. The STF Advisory Committee provides transportation policy and funding recommendations for STF and federal Section 5310 grants to the Cherriots Board of Directors. Committee members are appointed by the Board to two-year terms per Committee Bylaws. Members may serve no more than three consecutive terms.

In accordance with State statute and STF Advisory Committee Bylaws Section One and Two (attached), to be qualified to serve as a member of the STF Advisory Committee, the person must reside in Marion or Polk County, Oregon, be knowledgeable about the transportation needs of seniors and individuals with disabilities, and be a person who meets one of the following qualifications:

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

The committee must have a minimum of five members. In making appointments, the Board may give consideration to seeking a majority of members who are seniors or individuals that have a disability. Furthermore, the Board may appoint members to provide a balance of geographical representation from the rural areas of Marion and Polk Counties and from the urbanized area of Salem/Keizer. Transportation providers may serve as non-voting members.

The applicants recommended by the STFAC would fill vacant, unexpired terms beginning October 1, 2018, and would be eligible to begin the first regular two-year term after they fulfil the remainder of the unexpired term. Position #9 has a three-year term, but has never been filled. The STFAC member in Position #2, Sharon Heuer, is now working in Eugene and staff has not been able to reach her.

Applications, on file, were received by candidates Beth Jackson and Bryant Baird. The STFAC met on September 4, 2018 and approved two recommendations for appointments;

- that Position #2 be declared vacant by removing member Sharon Heuer, and appointing Beth Jackson to fill the remainder of the two-year term that expires on December 31, 2019; and that
- Bryant Baird be appointed to the unexpired three-year term of Position #9 that ends on December 31, 2018. Mr. Baird's appointment will raise the membership of the STFAC to nine members.

Beth Jackson is a manager with NorthWest Senior and Disability Services (NWSDS) overseeing the Aging and Disability Resource Connection Department. This department takes all requests from the community regarding programs, services, and resources for seniors and individuals with disabilities. One of the most common requests is how to get from one place to another and there are times when a resource is not available to meet this need. Medical transportation from the outlying communities in Marion and Polk counties is especially a struggle. Beth Jackson feels it would be beneficial to have a seat on the STFAC. Ms. Jackson lives in Salem, but has not had the opportunity to ride Cherriots services yet. Although this is not a requirement for membership on the STFAC, she would be happy to do so.

Bryant Baird has prior work experience with Environmental Justice programs while working at the Oregon Department of Environmental Quality, which included working with disadvantaged communities on public policy issues and disputes. He has a clear interest in transportation for seniors and people with disabilities and has 22 years' experience with Neighbor-to-Neighbor Community Mediation Services in Marion, Linn, and Benton Counties.

Mr. Baird retired from the State of Oregon two years ago. His primary interest in membership on the STFAC is that he is a daily user of Cherriots services. He rides the Local and Regional buses in Salem and to Turner. He is deeply committed to mass transit and the good it does for communities. Mr. Baird currently works with seniors in dispute resolution with a non-profit agency called Neighbor to Neighbor. He is on the board for this agency and does mediation training. Neighbor to Neighbor works with other non-profits in the area as well, such as women's shelters and the Center for Hope and Safety.

Both candidates will be present at the Board meeting to answer any questions Board members may have.

Fiscal Impacts

There is no fiscal impact.

Recommendation

The STF Advisory Committee recommends that the Board approve their recommendation to remove Sharon Heuer and declare Position #2 vacant, and appoint Beth Jackson to fill the unexpired term ending December 31, 2019; and that Bryant Baird be appointed to Position #9 that has an existing three-year term from January 1, 2016 to December 31, 2018.

Proposed Motion

I move that the Board declare Position #2 vacant that was held by Sharon Heuer and appoint Beth Jackson to fill the unexpired term from October 1, 2018 and ending December 31, 2019; moreover, that Bryant Baird be appointed to fill the unexpired term of Position #9 from October 1, 2018 to December 31, 2018.

SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE | TERMS OF APPOINTMENT

Position	Term Dates	Name	Group	Location	Term
1	1/1/18-12/31/19	Emily Broussard	Disabled	Urban	2 nd 2-year term
2	1/1/18-12/31/19	VACANT (Sharon Heuer)			2-year term
3	1/1/18-12/31/19	Sherena Meager-Osteen	Disabled	Marion Co.	1 st 2-year term
4	1/1/18-12/31/19	Victor Reppeto	Disabled	Marion Co.	1 st 2-year term
5	1/1/16-12/31/18	Jean Sherbeck	Senior/Disabled	Polk Co.	1 st 3-year term*
6	1/1/16-12/31/18	John Hammill	Senior/Disabled	Urban	Appointed to vacancy thru 2018; 1 st 2-year term begins 1/1/19
7	1/1/17-12/31/18	Ron Harding	Senior/Disabled	Marion Co.	1 st 2-year term
8	1/1/17-12/31/18	Marja Byers	Disabled	Urban	2 nd 2-year term
9	1/1/16-12/31/18	VACANT			3-year term*

*Per the existing bylaws, Article II, Section 2, "Members who are currently serving a three-year term shall complete that term before being eligible for appointment to a new two-year term."

ARTICLE II – MEMBERSHIP, APPOINTMENTS AND TERMS

Section 1. Membership

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

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

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

Transportation providers may serve as non-voting members.

Section 2. Appointments and Terms of Service

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

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



BOARD MEETING MEMO

Agenda Item H.3

To: Board of Directors

From: David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: September 27, 2018

Subject: Adopt Resolution #2018-07 to Establish Transit Asset Management Policy #119 and Adoption of the Transit Asset Management Plan

ISSUE

Shall the Board adopt Resolution #2018-07 to establish the Transit Asset Management (TAM) Policy #119 and adopt the Transit Asset Management Plan?

BACKGROUND AND FINDINGS

As part of the Federal requirements set forth in Moving Ahead for Progress in the 21st Century (MAP-21) and subsequent rulemaking, transit providers who receive Federal funding are required to adhere to a set of guidelines and standards in their approach in maintaining capital assets. Transit providers are required to develop a Transit Asset Management (TAM) Plan by October 1, 2018. Transit providers will be required to report on their plan progress annually through the National Transit Database and have their TAM plans reviewed during the Triennial Review process.

The Transit Asset Management Plan is a business model that uses the condition of assets to guide optimal prioritization of funding and business decisions at transit properties in order to keep transit networks in a *State of Good Repair (SGR)*.

The State of Good Repair is the condition in which an asset is able to operate at a full level of performance. This means the assets must meet the following conditions: (1) It is able to perform the designed function; (2) It does not pose a known unacceptable safety risk; and (3) Its useful life benchmark has not been met.

The benefits of a TAM Plan improves transparency and accountability and optimizes capital investments and maintenance decisions. Additional benefits include the ability

to make improved, data-driven decisions and to increase the overall safety benefit to the organization.

The TAM Plan must include the following elements:

- An inventory of all Capital Assets
- Condition Assessments of Capital Assets
- Decision Support Tools and Processes
- Investment Prioritization

SAMTD is considered a Tier II reporting agency. A Tier II agency means agencies that operate less than 101 vehicles across all fixed route models or operate less than 101 vehicles in one non-fixed route model. Below is a list of asset categories and classes in Table 1.

Table 1

Asset Categories	Classes
Rolling Stock	➤ <i>Revenue Vehicles</i>
Equipment	➤ <i>Non-Revenue Vehicles</i> ➤ <i>Maintenance Vehicles</i>
Facilities	➤ <i>Support Facilities</i> ➤ <i>Passenger Facilities</i>

SAMTD’s Capital Assets are listed below:

- 124 Revenue Vehicles
- 16 Non-Revenue Vehicles
- Four SAMTD-owned facilities
 - Del Webb Operations Building
 - Del Webb Maintenance Building
 - Downtown Transit Center
 - Keizer Transit Center

Through partnership with our consultant, ABB Enterprise Software, SAMTD has developed a draft Transit Asset Management Policy. Moreover, the Board will be asked to consider the adoption of a Resolution for the TAM Policy and the TAM Plan. Once approved, the policy will become part of the Transit Asset Management Plan.

FINANCIAL IMPACT

NA

RECOMMENDATION

Staff recommends that the Board adopt Resolution 2018-07 to establish the Transit Asset Management (TAM) Policy #119 and Transit Asset Management Plan which outlines the District's strategies to ensure that all of its Rolling Stock, Equipment, and Facilities are maintained in a consistent State of Good Repair.

PROPOSED MOTION

I move that the Board adopt Resolution 2018-07 to establish the Transit Asset Management (TAM) Policy #119 and the Transit Asset Management Plan which outlines the District's strategies to ensure that all of its Rolling Stock, Equipment, and Facilities are maintained in a consistent State of Good Repair.

CERTIFICATION

The undersigned duly qualified and acting Secretary of the Salem Area Mass Transit District Board of Directors certifies that the foregoing is a true and correct copy of Resolution #2018-07 adopted at a legally-convened meeting of the Salem Area Mass Transit District held on the 27th day of September, 2018.

Colleen Busch, Secretary
SAMTD Board of Directors



RESOLUTION No. 2018-07

A RESOLUTION ESTABLISHING POLICY #119 FOR A TRANSIT ASSET MANAGEMENT POLICY AND PLAN

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District," is duly established and empowered under ORS 267; and

WHEREAS, the District receives Federal funding, and is considered a Tier II reporting agency under Federal requirements set forth in Moving Ahead for Progress in the 21st Century (MAP-21), and in subsequent rulemaking, is required to adhere to a set of standards in their approach in maintaining capital assets; and by reporting annually through the National Transit Database and during the Triennial Review process.

WHEREAS, the Transit Asset Management Policy #119 outlines the District's overall asset management approach in a manner consistent with current federal regulations (49 U.S. Code § 5326) and sets the direction for establishing and following through with transit asset management strategies and plans that are achievable with available funds.

WHEREAS, the Policy complies with the Federal Transit Administration (FTA) Transit Asset Management (TAM) Final Ruling on July 26, 2016.

WHEREAS, the Policy serves to communicate the Board's commitment to the SAMTD Team, and to the communities that the District serves to maintain the District's assets in a state of good repair.

WHEREAS, the Policy expresses the Board's intention to foster a culture of continuous improvement in asset management planning and performance.

WHEREAS, the Board of Directors has the authority to approve and amend the SAMTD TAM Policy, and shall review the Policy every three years.

WHEREAS, the General Manager/CEO or designee shall have overall responsibility for overseeing the development of asset management plans and procedures, in cooperation with the SAMTD Team, and shall report to the Board on the status of asset management for the District.

WHEREAS, in accordance with this Policy, implementation of the TAM Plan shall be a shared responsibility for all of the District's departments.

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

THAT the District's TAM Policy and Plan will improve transparency and accountability, and optimizes capital investments and maintenance decisions. Additionally, the District will have the ability to make improved, data-driven decisions, and to increase the overall safety benefit to the organization.

THAT the Board adopts Resolution #2018-07 to establish the Transit Asset Management Policy #1 19 and TAM Plan.

ADOPTED by the SAMTD Board of Directors on this 27th day of September 2018; to become effective immediately upon the date of passage.

ATTEST:

Robert Krebs, President
SAMTD Board of Directors

Colleen Busch, Secretary
SAMTD Board of Directors

Policy: Transit Asset Management		Number: 119
Resolution #2018-07 Adopted by the Board on 09-27-18	Effective Date: September 27, 2018	Page 1 of 3

119.01 PURPOSE

In keeping with Salem Area Mass Transit District's mission "Connecting people with places through safe, friendly, and reliable public transportation services," this policy serves to -

1. Communicate the Board's commitment - to the SAMTD Team, and to the Salem-Keizer communities that SAMTD serves (including the surrounding rural communities) -to maintain the District's assets in a state of good repair.
2. Express the Board's intention to foster a culture of continuous improvement in asset management planning and performance.
3. Be made accessible to all Board members, to internal staff, external stakeholders and members of the public.
4. Outline the District's overall asset management approach in a manner consistent with current federal regulations (49 U.S. Code § 5326) and sets the direction for establishing and following through with transit asset management strategies and plans that are achievable with available funds
5. Comply with the Federal Transit Administration (FTA) Transit Asset Management (TAM) Final Ruling on July 26, 2016.

119.02 DEFINITIONS

1. **"Asset Management"** is a strategic and systematic process through which an organization procures, operates, maintains, rehabilitates, and replaces assets to manage their performance, risks, and costs over their lifecycle to provide safe, cost-effective, reliable service to current and future customers.
2. **"Transit Asset Management Plan (TAM Plan)"** is the Plan through which SAMTD will document its' asset base, asset conditions, and State of Good Repair. The TAM Plan includes the asset management policy, TAM goals and objectives, governance structure for asset management, strategy for capital asset funding and prioritization, and key priorities for asset management.
3. **"Transit Asset"** as defined by the FTA, means both fixed long-life infrastructure assets (for example, facilities and electric bus charge stations) and equipment (bus, paratransit and non-revenue vehicles).
4. **"State of Good Repair (SGR)"** means a condition in which a capital asset is able to operate at a full level of performance. A capital asset is in a state of good repair when that asset:
 - a. Is able to perform its designed function,
 - b. Does not pose a known unacceptable safety risk, and
 - c. Its lifecycle investments must have been met or recovered.

Policy:	Transit Asset Management	Number: 119
Resolution #2018-07 Adopted by the Board on 09-27-18	Effective Date: September 27, 2018	Page 2 of 3

5. **“TAM Final Ruling”** is a set of federal regulations that sets out minimum asset management practices for transit providers to bring all of the nation’s transit assets into a state of good repair.
6. **“Capital Improvement Plan (CIP)”** is a short-range plan, usually four to ten years, which identifies capital projects and equipment purchases. The CIP provides a planning schedule, and identifies options for funding the plan.
7. **“Tier II Agency”** as defined by the FTA, means agencies that operate less than 101 vehicles across all fixed route modes or operate less than 101 vehicles in one non-fixed route mode.

119.03 SAMTD POLICY COMMITMENT

SAMTD is committed to:

1. The allocation of resources necessary to reach its asset management targets;
2. Financial stewardship, transparency, and collaboration with our funding partners;
3. Promoting a culture that supports optimal asset management across the organization;
4. Focusing on high quality data-driven decision making to provide safe, reliable, sustainable service for the communities we serve;
5. Supporting the timely implementation of projects and programs to maintain our assets in a State of Good Repair over their entire life; and
6. Continually improving its asset management strategies and plans, including setting goals, objectives, and measures to monitor and improve performance.

119.04 INVESTMENT PRIORITIES

1. Public and employee safety
2. Reliable service delivery
3. Sustainability
4. Responsible stewardship of public funds

119.05 PLAN ELEMENTS

1. The FTA regulation defines SAMTD as a Tier II agency and, as such, requires SAMTD to implement a TAM Plan that includes the first four of the nine TAM Elements listed below.
2. SAMTD has gone above and beyond the minimum requirements by developing and implementing the additional five elements of a TAM and SGR policy.

Policy: Transit Asset Management		Number: 119
Resolution #2018-07 Adopted by the Board on 09-27-18	Effective Date: September 27, 2018	Page 3 of 3

- a. Inventory of assets – A register of capital assets and information about those assets
- b. Condition assessment – A rating of the asset’s physical state
- c. Decision support tool – Analytic process or tool to assist in capital asset investment prioritization needs
- d. Prioritized list of investments – A prioritized list of projects or programs to manage or improve the SGR of capital assets
- e. TAM and SGR policy – Executive-level direction regarding expectations for transit asset management
- f. Implementation strategy – Operational actions to achieve District TAM goals and policies
- g. Key annual activities – Describe the key TAM activity four-year plan
- h. Identification of resources – List resources needed to carry out the TAM Plan
- i. Evaluation plan – Monitor and update to support continuous TAM improvement

119.06 BOARD AUTHORITY

- 1. The Board of Directors shall review the TAM Policy every three years.
- 2. The Board of Directors has the authority to approve and amend the SAMTD TAM Policy.

119.07 DISTRICT AUTHORITY

- 1. The General Manager/CEO or designee will have overall responsibility for overseeing the development of asset management plans and procedures, in cooperation with the team, and reporting to the Board on the status of asset management for SAMTD.
- 2. In accordance with this policy, implementation of the TAM Plan will be a shared responsibility for all departments.

Adopted by the SAMTD Board of Directors

President, SAMTD Board of Directors / General Manager

Date



To: Board of Directors
From: Allan Pollock, General Manager
Date: September 27, 2018
Subject: ADOPT RESOLUTION 2018-08 ESTABLISHING STIFAC BYLAWS

ISSUE

Shall the Board adopt Resolution 2018-08 establishing Attachment C to the Board's Bylaws?

BACKGROUND AND FINDINGS

During the 2017 legislative session the Oregon Legislature made a significant investment in transportation with the passage of House Bill 2017 *Keep Oregon Moving*. The Statewide Transportation Improvement Fund (STIF) was created by the Oregon Department of Transportation (ODOT) for this dedicated source of funding to expand public transportation services in Oregon

ODOT developed rules that establish the procedures and requirements for the administration of the STIF Formula, Discretionary and Intercommunity Discretionary Fund under OAR Chapter 732, Divisions 40; and the Oregon Transportation Commission approved the rules effective July 1, 2018.

The District, serving as the Qualified Entity for Marion and Polk Counties is required to establish an advisory committee to assist the District in carrying out the purposes of the STIF. On June 28, 2018 the Board established the Statewide Transportation Improvement Fund Advisory Committee (STIFAC).

At the August 29, 2018 STIFAC meeting, the committee unanimously passed a motion to recommend approval of the attached by-laws.

FINANCIAL IMPACT

N/A

RECOMMENDATION

The STIFAC recommends the Board adopt Resolution 2018-08 establishing Attachment C titled "Bylaws Governing Proceedings and Conduct of the Statewide Transportation Improvement Fund Advisory Committee."

PROPOSED MOTION

I move that the Board adopt Resolution 2018-08 establishing Attachment C titled "Bylaws Governing Proceedings and Conduct of the Statewide Transportation Improvement Fund Advisory Committee."



RESOLUTION No. 2018-08

**BYLAWS GOVERNING PROCEEDINGS AND CONDUCT OF THE
STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE**

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District," did on January 25, 1990, adopt Resolution No 90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws;" and

WHEREAS, the Oregon Legislature made a significant investment in transportation with the passage of House Bill 2017 *Keep Oregon Moving*. The Statewide Transportation Improvement Fund (STIF) was created by the Oregon Department of Transportation (ODOT) for this dedicated source of funding to expand public transportation services in Oregon; and ODOT developed rules that establish the procedures and requirements for the administration of the STIF Formula, Discretionary and Intercommunity Discretionary Fund under OAR Chapter 732, Divisions 40; and the Oregon Transportation Commission approved the rules effective July 1, 2018; and

WHEREAS, the District is the Qualified Entity for Marion and Polk Counties; and Advisory Committees are required to assist Qualified Entities in carrying out the purposes of the STIF; and,

WHEREAS, on June 28, 2018, the Board established the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) and appointed eight members. The STIFAC met on August 1, and on August 29, 2018 and reviewed a draft of the Bylaws for the STIFAC. On August 29, 2018, the Committee approved the Bylaws and recommended that the Board of Directors adopt the Bylaws.

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

THAT, Resolution No. 2018-08 for Attachment C to the Board's Bylaws, titled "Bylaws Governing Proceedings and Conduct of the Statewide Transportation Improvement Fund Advisory Committee" is hereby adopted by the Board of Directors on this 27th day of September, 2018.

ATTEST:

President Robert Krebs

Colleen Busch, Secretary

CERTIFICATION

The undersigned duly qualified and acting Secretary of the Salem Area Mass Transit District Board of Directors certifies that the foregoing is a true and correct copy of Resolution #2018-08 adopted at a legally-convened meeting of the Salem Area Mass Transit District held on the 27th day of September, 2018.

Colleen Busch, Secretary
SAMTD Board of Directors

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

DEFINITIONS:

Definition of High Percentage of Low-Income Households

For purposes of evaluating projects seeking Statewide Transportation Improvement Funds (STIF), Salem Area Mass Transit District (SAMTD), in its role as the Qualified Entity, shall define High Percentage of Low-Income Households as geographic areas within Marion and Polk counties, which are determined to have a high percentage of low-income households (households with income less than 200% of the federal poverty level).

Pursuant to OAR 732-040-0030(4)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to make a determination as to the areas of Marion and Polk counties in which there exist high percentages of low-income households, and to publish said determination in its Committee minutes and printed public materials.

In applying for STIF funding, transit improvements benefiting low-income households may be demonstrated in the following manner:

- Fare programs that have a positive benefit for low-income households;
- New route miles that provide service improvements to low-income households, and areas benefitting individuals from low-income households;
- New service hours that provide service improvements to low-income households, and areas benefitting individuals from low-income households;
- Purchases of new capital equipment or construction of new facilities that have a demonstrated improvement to low-income households, and areas benefitting individuals from low-income households;
- Or, any combination of the aforementioned improvements that result in an overall improvement of services to low-income households, and areas benefitting individuals from low-income households.

Improvements benefiting low-income households are not limited to services provided directly to areas with high percentages of low-income households. Improvements are also defined as services that connect individuals from low-income households with employment, services, shopping, social centers, places of worship, etc. In evaluating the value of proposed improvements, this aspect is an important consideration.

“Project” means a plan or project proposed by a Public Transportation Service Provider that is eligible for funding by the District with STIF monies.

Terms not otherwise defined in these bylaws shall have the meaning set forth in ORS 184.751-184.766 or, if not defined therein, in the applicable implementing regulations (OAR Chapter 734 Division 40).

ARTICLE I – STATEWIDE TRANSPORTATION IMPROVEMENT FUND PROGRAM, PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of the STIF Program

The State of Oregon has established a Statewide Transportation Improvement Fund (STIF) for the purpose of financing and enhancing public transportation programs as provided under ORS 184.751-184.766. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STIF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD or District) is the designated Qualified Entity eligible to receive STIF Funds for Marion and Polk Counties. The SAMTD Board of Directors hereby establishes an advisory committee to advise and assist the Board of Directors with regard to the District’s STIF program within the two counties.

Section 2. Committee Name and Purpose

The name of the committee is the “STIF Advisory Committee” (STIFAC). The purpose of the STIFAC is to advise and assist the SAMTD Board of Directors in prioritizing the Projects to be funded as part of the District’s STIF Plan.

Section 3. STIFAC Procedures and Duties; Review Criteria

In a manner consistent with ORS 184.751-184.766 and implementing regulations, the STIFAC shall review every Project, and advise and assist the Board of Directors in prioritizing Projects. After a Project proposal is transmitted by the Board of Directors to the Chair, the Chair will promptly distribute the Project proposal to members of the STIFAC. At the next regular meeting of the STIFAC following the distribution of the Project by at least 30 days, the STIFAC will set a schedule for its review, deliberation and recommendation of the Project. The schedule may be modified by the STIFAC upon a majority vote at any subsequent meeting.

The STIFAC may also advise the Board of Directors regarding opportunities to coordinate Projects with other local or regional transportation programs and services to improve service delivery and reduce gaps in service.

In addition, the STIFAC may propose changes to the policies or practices of the Board of Directors when the STIFAC considers that such changes are necessary to ensure that: (a) a public transportation service provider that has received funding under ORS 184.758 has applied the moneys received in accordance with and for the purposes described in the provider's plan or project proposal; and (b) a plan or project proposal submitted by a public transportation service provider does not fragment the provision of public transportation services.

The STIFAC will consider the following criteria when reviewing Projects:

- A. Whether the Project increases the frequency of bus service to areas with a High Percentage of Low Income Individuals;
- B. Whether the Project expands bus routes and bus services to serve areas with a High Percentage of Low Income Individuals;
- C. Whether the Project reduces fares for public transportation for Low Income Individuals;
- D. Whether the Project will procure buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
- E. Whether the Project will improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- F. Whether the Project increases the coordination between Public Transportation Service Providers to reduce fragmentation of service and fill service gaps;
- G. Whether the project provides student transit services for students in grades 9 through 12.
- H. Whether the Project will maintain a productive service funded by the STIF Formula funds during a previous funding cycle; and
- I. Other factors to be determined by the District such as geographic equity

Section 4. Open Meetings and Records

Meetings and records of the STIFAC are subject to Oregon's open meetings law and public records law, respectively. Notice of meetings must be given as required by law and meetings must be open to the public. To the extent practicable, the STIFAC will

follow those procedures for providing public notice and fostering public engagement which are followed by the SAMTD Board of Directors.

Section 5. Ethics

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

ARTICLE II – APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS

Section 1. Appointment and Membership

Members of the STIFAC are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. The STIFAC is composed of **no less than seven (7) members and no more than eleven (11) members**. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term.

The STIFAC must include at least one person who is or represents low-income individuals; people with disabilities, or individuals age 65 or older; and a Public Transportation Service Provider or non-profit public transportation service provider.

The **Board** will include STIFAC members from both within and outside District boundaries to the extent practicable. The **Board** will attempt to appoint members to the STIFAC who represent diverse interests, perspectives, geography, and the population demographics of the area.

Section 2. Qualification

To be qualified to be appointed and continue to serve as a member of the STIFAC, the person must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the District. In addition, to be qualified to be appointed and continue to serve, the person must be a member of or represent any one or more of the following:

- (A) local governments, including land use planners;
- (B) Public Transportation Service Providers;
- (C) non-profit entities which provide public transportation services;
- (D) neighboring public transportation service providers;
- (E) employers;
- (F) public health, social and human service providers;
- (G) transit users;
- (H) transit users who depend on transit for accomplishing daily activities;
- (I) individuals age 65 or older;
- (J) people with disabilities;
- (K) low-income individuals;
- (L) social equity advocates;
- (M) environmental advocates;
- (N) bicycle and pedestrian advocates;
- (O) people with limited English proficiency;
- (P) educational institutions; or,
- (Q) major destinations for users of public transit.

Section 3. Terms of Service

Except in the case of the initial formation of the STIFAC, described below, committee members shall serve for a term of two years, commencing on July 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

At the time of the initial formation of the STIFAC, the Board will determine by lot which of the members will be appointed to a one year term and which members will be appointed to two year terms, so that the terms of office of the initial members of the STIFAC will be staggered.

A STIFAC member who has served two consecutive terms of two year each ceases to be eligible to continue to serve, but may thereafter be appointed for future terms following the expiration of at least 12 months .

Section 4. Chair and Vice-Chair Election and Responsibilities

The officers of the STIF Advisory Committee shall be a Chair and a Vice-Chair. The Chair and Vice-Chair shall be appointed by the Board and shall serve for a term of 12 months, but for no more than two consecutive terms. The STIFAC may recommend to the Board committee members to serve as Chair or Vice Chair. Appointments are to be made in July of each year.

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

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

Section 5. Participation

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

Section 6. Removal and Vacancies

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

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

When a vacancy occurs, the SAMTD Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired

term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

Section 7. Staff Role and Responsibility

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

ARTICLE III – MEETINGS

Section 1. Frequency

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

Section 2. Agendas

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

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

Section 3. Quorum and Voting

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

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

The chair will be entitled to vote.

Actions taken at the STIF Advisory Committee shall be conducted under *Roberts Rules of Order, Newly Revised*, including special provisions applicable to small boards.

Section 4. Minutes

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

Section 5. Recommendations to the SAMTD Board of Directors

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

ARTICLE IV – AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The STIF Advisory Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2018-08 on **September 27**, 2018



BOARD MEETING MEMO

Agenda Item I.1

To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: September 27, 2018

Subject: FY18 Annual Performance Report

ISSUE

Shall the Board receive the Fiscal Year 2018 Annual Performance Report?

BACKGROUND AND FINDINGS

The annual performance report has two purposes: to report on the performance of the Cherriots system over the course of the fiscal year, and to offer insight that can be used by Cherriots staff to develop future service plans.

This Fiscal Year 2018 (FY18) Performance Report (see Attachment A) covers data from July 1, 2017 through June 30, 2018. At the service level, data from all of FY18 is compared to that of FY17. At the route level, a snapshot of the service is provided using data from April 2018.

Data included in this report includes total and daily average revenue hours, revenue miles, boardings; productivity; and on-time performance. Sources of data include adjusted Trapeze schedules, vehicle fareboxes, and reservation software (RouteMatch and Mobility DR).

Services Overview

Cherriots Local

Includes local fixed-route, local express routes, Qualified Human Service Organization (QHSO) routes, and the West Salem Connector.

- *Revenue Hours* - Down 0.5% (-3 Revenue Hours / Day)
- *Revenue Miles* – Down 1.3% (-109 Revenue Miles / Day)
- *Boardings* – Up 2.6% (+299 Boardings / Day)

Cherriots Regional

Includes regional express routes and regional flex zones.

- *Revenue Hours* - Down 11.2% (-11 Revenue Hours / Day)
- *Revenue Miles* – Down 8.5% (-175 Revenue Miles / Day)
- *Boardings* – Down 8.9% (-51 Boardings / Day)

Cherriots Shop and Ride

Includes Dial-a-Ride and Shopper Shuttle.

- *Revenue Hours* – Up 14.4% (+3 Revenue Hours / Day)
- *Revenue Miles* – Up 7.1% (+14 Revenue Miles / Day)
- *Boardings* – Up 9.6% (+3 Boardings / Day)

Cherriots LIFT

Paratransit

- *Revenue Hours* – Up 3.9% (+9 Revenue Hours / Day)
- *Revenue Miles* – Up 7.0% (+208 Revenue Miles / Day)
- *Boardings* – Down 1.2% (-7 Boardings / Day)

FINANCIAL IMPACT

Information item only.

RECOMMENDATION



Information item only.

PROPOSED MOTION

Information item only.

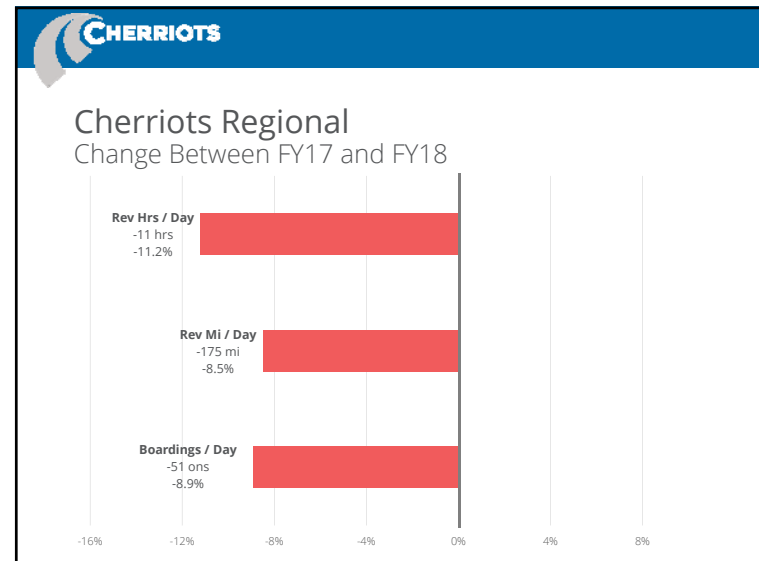
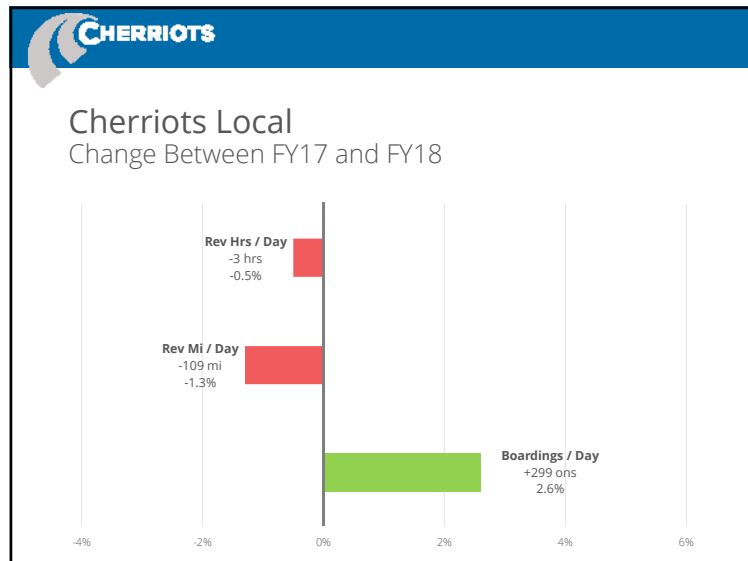
FY18 Annual Performance Report

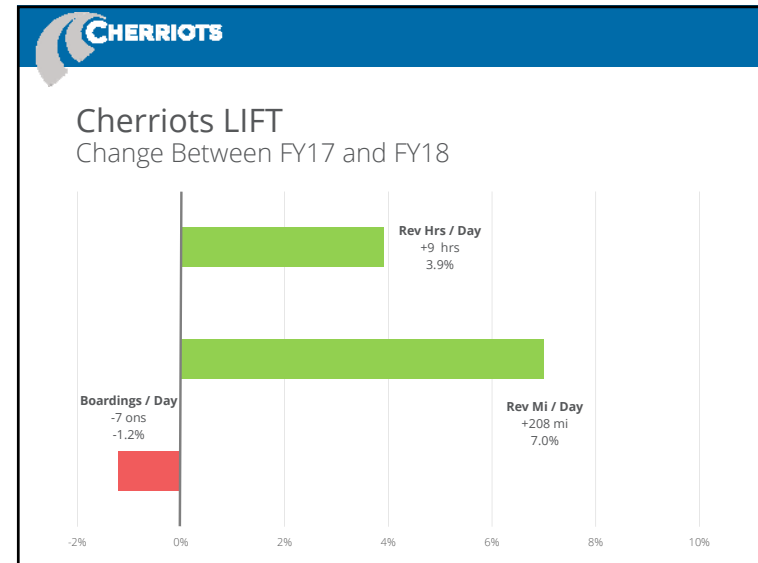
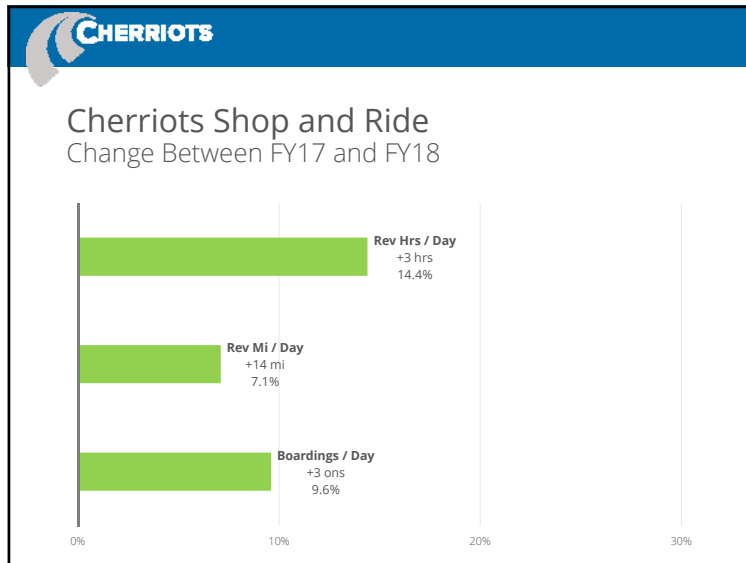
July 2017-June 2018



Services Overview

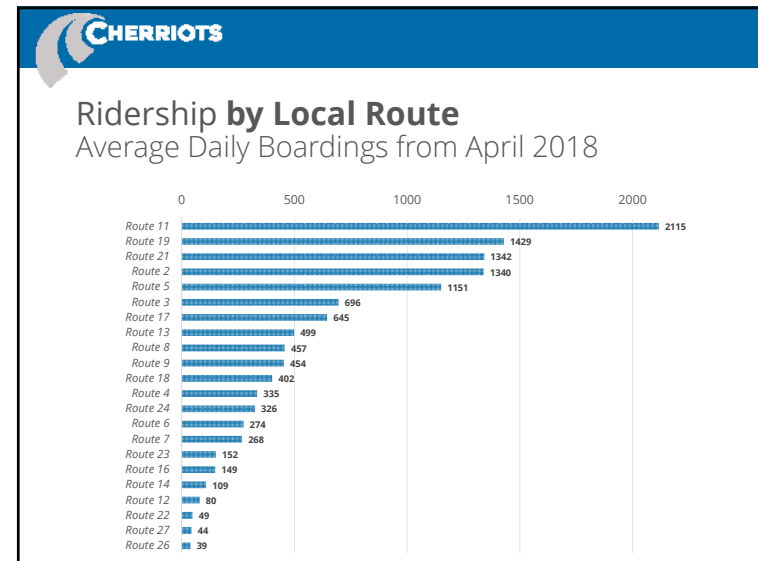
FY17 to FY18

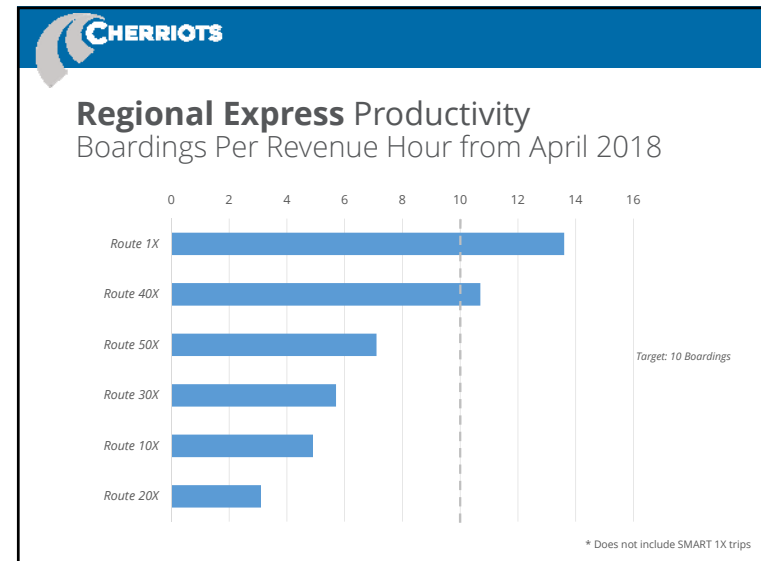
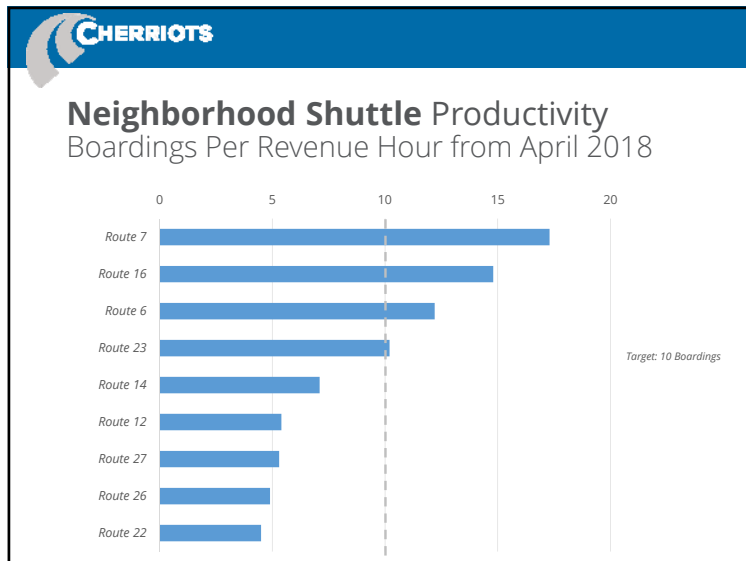
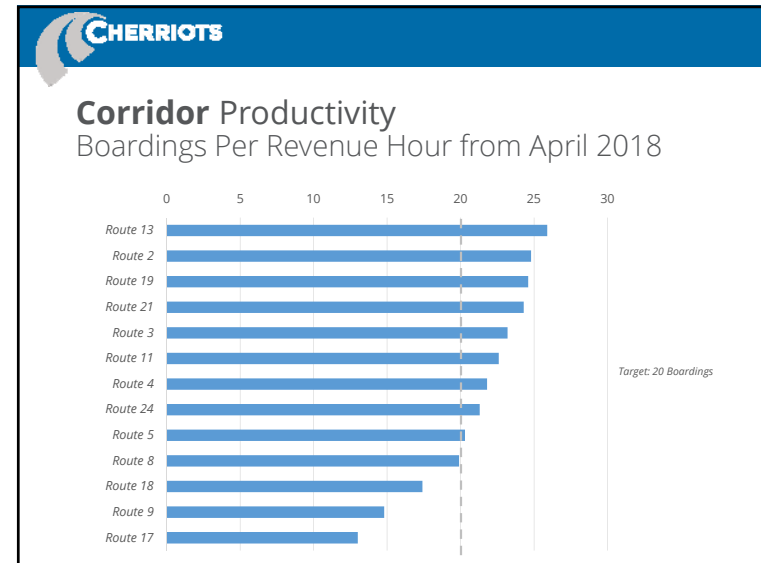
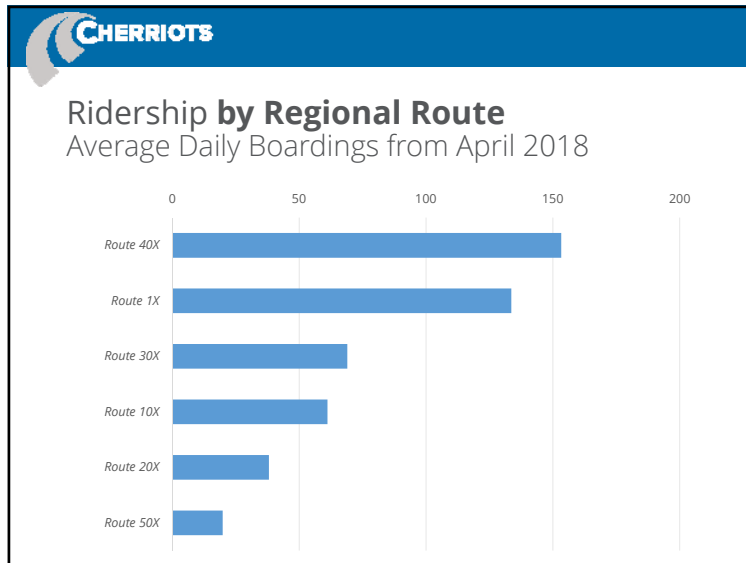


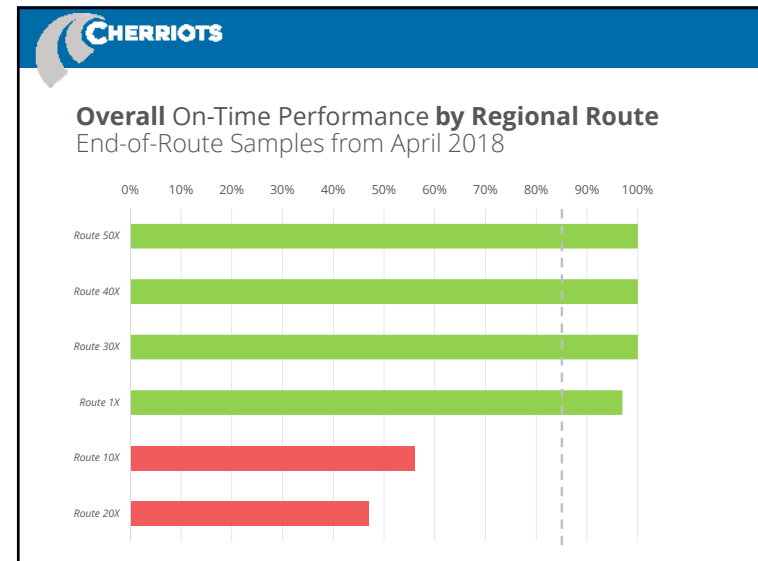
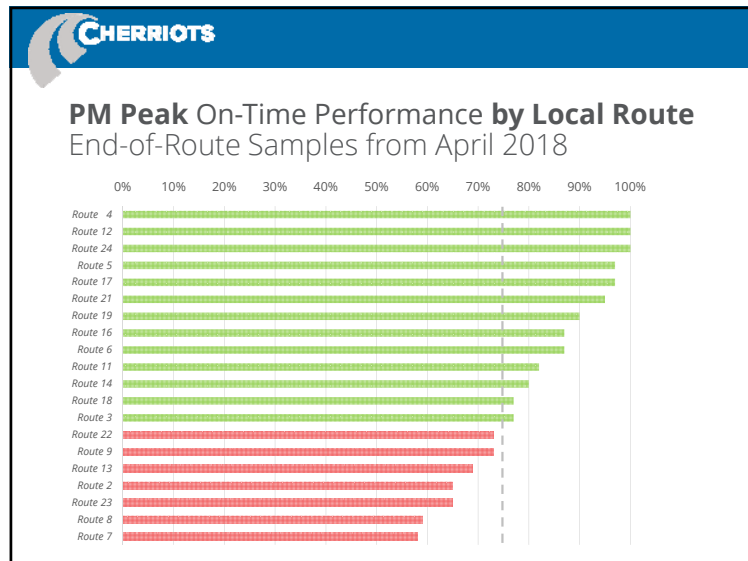
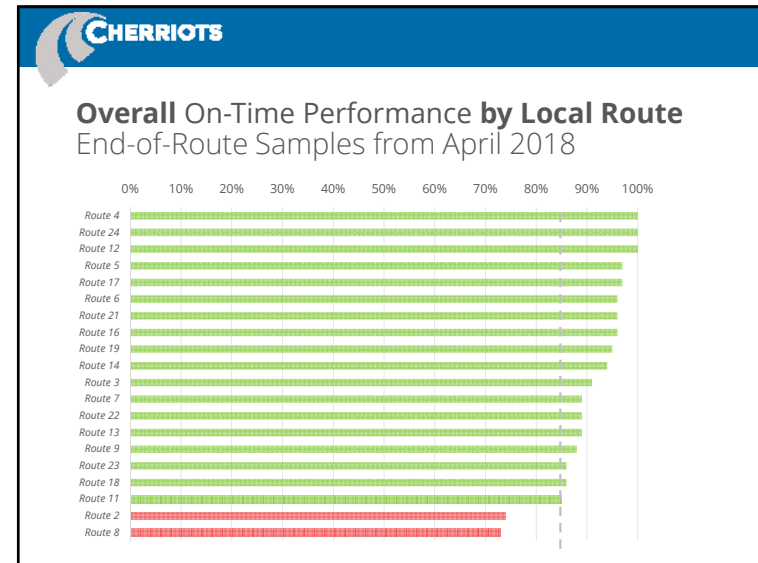
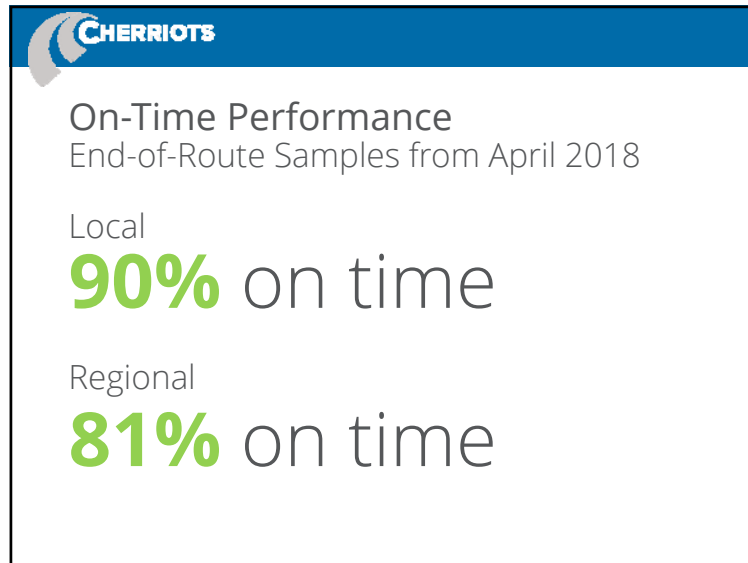


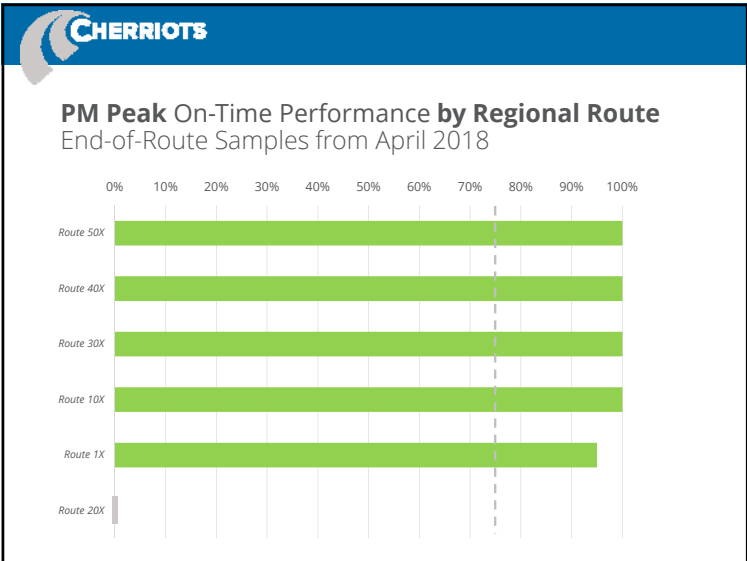
Route Snapshots

FY18











FY18 ANNUAL PERFORMANCE REPORT

JULY 2017 - JUNE 2018

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Introduction

The annual performance report has two purposes: to report on the performance of the Cherriots system over the course of the fiscal year, and to offer insight that can be used by Cherriots staff to develop future service plans.

This Fiscal Year 2018 (FY18) Performance Report covers data from July 1, 2017 through June 30, 2018. At the service level, data from all of FY18 is compared to that of FY17. At the route level, a snapshot of the service is provided using data from April 2018.

Data in this report includes total and daily average revenue hours, revenue miles, boardings; productivity; and on-time performance. Sources of data include adjusted Trapeze schedules, vehicle fareboxes, and reservation software (RouteMatch and Mobility DR).

Services

Service-level data is reported below from the entire span of FY18. Most data is compared to FY17 to show trends between fiscal years. The services are comprised of the following:

- **Local** includes local-fixed route service, qualified human service organization routes, and the West Salem Connector.
- **Regional** includes regional express routes and all demand-responsive regional service.
- **Shop and Ride** includes both the dial-a-ride service and the shopper shuttle service for seniors and people with disabilities within the Salem-Keizer Urban Growth Boundary.
- **LIFT** is the paratransit service provided within the Salem-Keizer Urban Growth Boundary.

Total Revenue Hours, Revenue Miles, and Boardings

Total revenue hours, revenue miles, and boardings from FY17 and FY18 by service are presented in Table 1.

Table 1. Total Revenue Hours, Revenue Miles, and Boardings by Service

Service	Revenue Hours		Revenue Miles		Boardings	
	FY17	FY18	FY17	FY18	FY17	FY18
(Service Days)	253	253	253	253	253	253
Cherriots Local	164,301	163,490	2,044,526	2,016,972	2,900,817	2,976,485
Cherriots Regional	23,912	21,224	520,177	476,014	144,462	131,636
Cherriots Shop and Ride	4,684	5,357	51,085	54,723	9,107	9,979
Cherriots LIFT	61,380	63,766	752,523	805,257	140,875	139,175
<i>Total</i>	254,277	253,837	3,368,311	3,352,966	3,195,261	3,257,275

Average Revenue Hours, Revenue Miles, and Boardings

In Table 2, average daily revenue hours, revenue miles, and boardings are displayed, as well as average boardings per revenue hour.

Table 2. Average Revenue Hours, Revenue Miles, and Boardings by Service

Service	Revenue Hours / Day			Revenue Miles / Day		
	FY17	FY18	% Change	FY17	FY18	% Change
Cherriots Local	649.4	646.2	-0.5%	8,081.1	7,972.2	-1.3%
Cherriots Regional	94.5	83.9	-11.2%	2,056.0	1,881.5	-8.5%
Cherriots Shop and Ride	18.5	21.2	14.4%	201.9	216.3	7.1%
Cherriots LIFT	242.6	252.0	3.9%	2,974.4	3,182.8	7.0%
<i>Total</i>	1,005.0	1,003.3	-0.2%	13,313.5	13,252.8	-0.5%
Service	Boardings / Day			Boardings / Hour		
	FY17	FY18	% Change	FY17	FY18	% Change
Cherriots Local	11,465.7	11,764.8	2.6%	17.7	18.2	3.1%
Cherriots Regional	571.0	520.3	-8.9%	6.0	6.2	2.7%
Cherriots Shop and Ride	36.0	39.4	9.6%	1.9	1.9	-4.2%
Cherriots LIFT	556.8	550.1	-1.2%	2.3	2.2	-4.9%
<i>Total</i>	12,629.5	12,874.6	1.9%	27.9	28.5	1.9%

Local

Average daily revenue hours stayed nearly even dropping 0.5%. Revenue miles are down 1.3%. The reduction in revenue miles stems from the Route 15X being discontinued in September 2017.

Average daily boardings are up 2.6%. This is the first increase in year-over-year boardings since FY15. Boardings per revenue hour are up 3.1%.

Regional

Average daily revenue hours are down 11.2%. There are two reasons for this decrease: 1) Cherrits Regional was redesigned in May 2017 which resulted in fewer revenue hours. 2) Route 2X was discontinued in January 2018. Revenue miles are down 8.5%. The decrease in revenue miles are due mostly to the discontinuation of Route 2X, as well as the service redesign in May 2017.

Average daily boardings are down 8.9%. This is slightly better than the 10.5% drop experienced between FY16 and FY17, but generally continues the trend of drops in ridership on the regional system. For FY19, staff will be able to compare the redesigned routes on a year-over-year basis for the first time.

Shop and Ride

Average daily boardings on the Shop and Ride service increased from 36.0 to 39.4 (+9.6%). There was a corresponding increase in revenue hours (+14.4%) and revenue miles (+7.1%) due to the demand-responsive nature of the service. Boardings per revenue hours decreased by 4.2%; meaning there was a slight decrease in efficiency.

LIFT

Average daily boardings on LIFT decreased 1.2%. This continues a trend seen since the introduction of the ADA Eligibility and Assessment Program. There was an increase in revenue hours (3.9%). Revenue miles increased 7.0%. This is partially due to an increase in peak service to help with on-time performance. Boardings per revenue hours decreased by 4.9%; meaning the service became less efficient.

Route Snapshots

It is difficult to evaluate performance on the route level using data from the entire fiscal year due to seasonal fluctuations and triannual service changes. The splitting of cross town routes in January 2017 and the service redesign of Cherriots Regional in May 2017 create difficulties in a year-over-year comparison. As a result, staff created route snapshots using data from April 2018 as a proxy for fiscal year performance.

Revenue Hours, Revenue Miles, and Boardings

In Table 3 below are the revenue hours, revenue miles, and boardings for each route.

Table 3. Daily Averages by Route

	Route	Daily Averages		
		Revenue Hours	Revenue Miles	Boardings
1X	<i>Wilsonville / Salem Express</i>	9.9	319.9	133.6
2	<i>Market / Brown</i>	54.1	684.2	1,339.7
3	<i>Portland Road</i>	30.0	352.8	696.0
4	<i>State Street</i>	15.4	152.0	335.2
5	<i>Center Street</i>	56.7	649.8	1,150.7
6	<i>Mission / Fairview Industrial</i>	22.6	340.5	274.4
7	<i>Mission / Hawthorne</i>	15.5	205.0	267.7
8	<i>12th / Liberty via Red Leaf</i>	23.0	308.5	457.0
9	<i>Cherry / River Road</i>	30.7	455.6	454.0
10X	<i>Woodburn / Salem Express</i>	12.6	248.9	61.2
11	<i>Lancaster / Verda</i>	93.7	1,208.6	2,115.4
12	<i>Hayesville Drive</i>	14.8	190.9	80.0
13	<i>Silverton Road</i>	19.3	290.4	498.6
14	<i>Windsor Island Road</i>	15.4	226.7	108.6
16	<i>Wallace Road</i>	10.0	139.6	149.2
17	<i>Edgewater Street</i>	49.8	454.8	645.0
18	<i>12th / Liberty via Lone Oak</i>	23.1	313.6	401.6
19	<i>Broadway / River Road</i>	58.1	701.9	1,429.2
20X	<i>North Marion County / Salem Express</i>	12.1	287.4	38.1
21	<i>South Commercial</i>	55.1	682.0	1,342.0
22	<i>Library Loop</i>	10.9	62.0	48.5
23	<i>Lansing / Hawthorne</i>	14.9	193.0	152.0
24	<i>State / Lancaster</i>	15.3	177.6	325.6
26	<i>Glen Creek / Orchard Heights</i>	7.8	76.7	38.5
27	<i>Glen Creek / Eola</i>	8.4	113.8	44.1
30X	<i>Santiam / Salem Express</i>	12.0	251.8	69.0
40X	<i>Polk County / Salem Express</i>	14.4	296.1	153.3
50X	<i>Dallas / Salem Express</i>	2.8	67.4	19.9

Productivity

Cherriots used boardings per revenue hour in April to measure a route's productivity. Route are listed in Table 4 by route type. Each route type has a target for boardings per revenue hours, and routes not meeting their target are highlighted in RED.

Table 4. Boardings per Revenue Hour by Route and Route Type

Route	Boardings / Revenue Hour
CORRIDOR	
13 <i>Silverton Road</i>	25.9
2 <i>Market / Brown</i>	24.8
19 <i>Broadway / River Road</i>	24.6
21 <i>South Commercial</i>	24.3
3 <i>Portland Road</i>	23.2
11 <i>Lancaster / Verda</i>	22.6
4 <i>State Street</i>	21.8
24 <i>State / Lancaster</i>	21.3
5 <i>Center Street</i>	20.3
TARGET	20.0
8 <i>12th / Liberty via Red Leaf</i>	19.9
18 <i>12th / Liberty via Lone Oak</i>	17.4
9 <i>Cherry / River Road</i>	14.8
17 <i>Edgewater Street</i>	13.0
NEIGHBORHOOD SHUTTLE	
7 <i>Mission / Hawthorne</i>	17.3
16 <i>Wallace Road</i>	14.8
6 <i>Mission / Fairview Industrial</i>	12.2
23 <i>Lansing / Hawthorne</i>	10.2
TARGET	10.0
14 <i>Windsor Island Road</i>	7.1
12 <i>Hayesville Drive</i>	5.4
27 <i>Glen Creek / Eola</i>	5.3
26 <i>Glen Creek / Orchard Heights</i>	4.9
22 <i>Library Loop</i>	4.5
REGIONAL EXPRESS	
1X <i>Wilsonville / Salem Express</i>	13.6
40X <i>Polk County / Salem Express</i>	10.7
TARGET	10.0
50X <i>Dallas / Salem Express</i>	7.1
30X <i>Santiam / Salem Express</i>	5.7
10X <i>Woodburn / Salem Express</i>	4.9
20X <i>North Marion County / Salem Express</i>	3.1

On-Time Performance

The preferred way to measure on-time performance is by comparing the scheduled departure time to the observed departure time at every time point along a route. Unfortunately, until Cherriots procures CAD/AVL, staff is unable to measure on-time performance this precisely.

As a proxy, staff uses the end-of-route on-time performance. Throughout April 2018, staff measured arrival times of routes by observation at the Downtown Transit Center and Keizer Transit Center that were then compared to scheduled arrival times. Buses that arrived up to five minutes later than their scheduled arrival time were considered “on time.” Arrivals after five minutes was considered “late.”

The percent of trips on time are reported in Table 5. Measures are shown by service type and time period.

Overall, Cherriots Local is meeting the overall goal of 85% of trips on time; however, as of April, Cherriots Regional was not meeting the goal. Since that time, staff adjusted the time points for all express routes. Those changes occurred during the May and September service changes. Cherriots Local and Regional services are meeting the system wide goal of 75% on time during the PM peak (2:00-6:59 p.m.).

Table 5. On-Time Performance by Service

Service	AM	Mid	PM	Eve	Overall
Cherriots Local	94%	95%	83%	98%	90%
Cherriots Regional	81%	76%	80%	85%	81%

The percent of trips on time are reported in Table 6. Measures are shown by time period and overall. Cells are highlighted in RED when a route is not meeting its target for that time period.

Table 6. End-of-Route On-Time Performance

Cherriots Local					
Route	End-of-Route On-Time Performance				
	<i>AM</i>	<i>Mid</i>	<i>PM</i>	<i>Eve</i>	<i>Overall</i>
TARGET	85%	85%	75%	85%	85%
2 Market / Brown	89%	89%	65%	100%	74%
3 Portland Road	100%	97%	77%	100%	91%
4 State Street	100%	100%	100%	100%	100%
5 Center Street	93%	100%	97%	100%	97%
6 Mission / Fairview Industrial	100%	100%	87%	100%	96%
7 Mission / Hawthorne	100%	100%	58%	100%	89%
8 12th / Liberty via Red Leaf	92%	87%	59%	100%	73%
9 Cherry / River Road	88%	93%	73%	89%	88%
11 Lancaster / Verda	79%	92%	82%	92%	85%
12 Hayesville Drive	100%	100%	100%	100%	100%
13 Silverton Road	100%	97%	69%	100%	89%
14 Windsor Island Road	100%	100%	80%	100%	94%
16 Wallace Road	100%	100%	87%	100%	96%
17 Edgewater Street	93%	98%	97%	100%	97%
18 12th / Liberty via Lone Oak	100%	93%	77%	100%	86%
19 Broadway / River Road	100%	89%	90%	100%	95%
21 South Commercial	100%	93%	95%	100%	96%
22 Library Loop	100%	93%	73%	100%	89%
23 Lansing / Hawthorne	100%	100%	65%	100%	86%
24 State / Lancaster	100%	100%	100%	100%	100%

Cherriots Regional					
Route	End-of-Route On-Time Performance				
	<i>AM</i>	<i>Mid</i>	<i>PM</i>	<i>Eve</i>	<i>Overall</i>
TARGET	85%	85%	75%	85%	85%
1X Wilsonville / Salem Express	100%	—	95%	—	97%
10X Woodburn / Salem Express	0%	67%	100%	—	56%
20X N. Marion Co. / Salem Express	100%	33%	0%	67%	47%
30X Santiam / Salem Express	100%	100%	100%	—	100%
40X Polk County / Salem Express	100%	100%	100%	100%	100%
50X Dallas / Salem Express	100%	—	100%	—	100%

Conclusions

In recent years, this report was combined with other demographic data and public input to develop a needs assessment. With the passing of HB 2017 and the rollout of *A Better Cherrits* last spring, staff assessed the service needs and gained valuable public input through public outreach. A plan was developed that will be taken to the State Transportation Improvement Fund Advisory Committee, (STIFAC). Upon STIFAC approval, the plan will be taken to the Board of Directors for approval.



To: Board of Directors
From: Allan Pollock, General Manager
Date: September 27, 2018
Subject: Board Member Committee Report

ISSUE

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

BACKGROUND AND FINDINGS

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

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

FINANCIAL IMPACT

None

RECOMMENDATION

Receive and File

PROPOSED MOTION

None