



Salem Area Mass Transit District  
**BOARD OF DIRECTORS VIRTUAL MEETING  
& BUDGET HEARING**

Thursday, June 24, 2021 at 6:30 PM  
Courthouse Square | Senator Hearing Room | 555 Court Street NE, Salem, Oregon 97301

**ZOOM LINK:**

<https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZlV1BUM3QvWEU3bnplbHYzZz09>

Meeting ID: 160 519 4427; Passcode: 512136

Landline ( <i>Long distance charges may apply</i> ) . . . . .	1 669 254 5252 US (San Jose)
One-Tap Mobile . . . . .	+16692545252,,1605194427#,,, *512136#
Comcast Cable . . . . .	Channel 21
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YouTube through CC:Media . . . . .	<a href="https://www.capitalcommunitymedia.org/all">https://www.capitalcommunitymedia.org/all</a>

**AGENDA**

**A. CALL TO ORDER**

1. Note the Attendance for a Quorum
2. Pledge of Allegiance
3. "Safety Moment"

**B. ANNOUNCEMENTS & CHANGES TO AGENDA**

**C. PRESENTATION -**

1. Video: "A Year in Review"
2. Recognition of Outgoing Board Members Robert Krebs and Colleen Busch

**D. PUBLIC COMMENT**

Time is designated at each Board meeting for members of the public to testify on any items of Board business. Send your written comments by mail to the address above, or by email to: [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org).

1. **Alan Scott, Salem:** Email to the Board dated June 7, 2021 asking for the Board's consideration to reduce the one-way fare for Cherriots LIFT . . . . . **5**

**E. BUDGET HEARING – Adoption of the FY 2021-2022 Approved Budget**

Kathy Lincoln, Chair of the Budget Committee will present the budget to the Board. **7**

This time is designated for members of the Salem/Keizer community to testify before the Board on the approved budget or programs within the budget. Written testimony will be submitted and entered into the record if received by 5:00 p.m. on Thursday, June 24, 2021. Send your written comments by mail to the address above, or by email to: [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org).

**F. DELIBERATION OF THE BUDGET HEARING**

Shall the Board adopt Resolution 2021-06 for the Adoption of the Fiscal Year 2022 Budget, Making Appropriations, and Imposing and Categorizing Taxes? ..... **13**

**G. 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. May 27, 2021 Board Meeting ..... **15**
- b. May 27, 2021 Work Session ..... **27**

**2. Routine Business Items**

- a. Approval of Funds for 5310 FTA Section 5310 and 5310 CRRSAA Projects **29**
- b. Approval of FY 2022 United Way Donation ..... **47**

**H. ITEMS DEFERRED FROM THE CONSENT CALENDAR**

**I. ACTION ITEMS - None**

**J. INFORMATIONAL REPORTS**

- 1. Update on the South Salem Transit Center Project ..... **49**

**K. GENERAL MANAGER'S REPORT**

**L. BOARD OF DIRECTORS REPORTS**

This is an opportunity for Board members to report on their committee assignments, meeting participation, or special projects they are participating in as representatives of the District.

- 1. Committee Reports ..... **57**
- 2. Upcoming Board Meeting and Work Session Agenda Items ..... **58**
- 3. Board Calendar ..... **59**

**M. ADJOURNMENT**

**Next Regular Board Meeting Date: Thursday, July 22, 2021**

- **Virtual Meetings:** The Board of Directors meeting is a public meeting; typically in a place that is ADA- accessible. However, this Board meeting will be held virtually via *ZoomGov* in accordance with federal and state directives for public transit agencies to keep people safe and healthy during the Covid-19 pandemic.
- **Closed Captioning (CC):** *ZoomGov's* live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.
- **Alternate Formats** This is a public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats for individuals with limited English proficiency are available. Requests can be made to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.
- **Electronic Copies** of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at: <https://www.cherriots.org/meetings/>.
- **Email Distribution List for agenda packets:** To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org).

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- Reuniones virtuales: La reunión de la Junta Directiva es una reunión pública; típicamente en un lugar que sea accesible según la ADA. Sin embargo, esta reunión de la Junta se llevará a cabo virtualmente a través de ZoomGov siguiendo las directivas del Gobernador Brown para mantener a las personas seguras y saludables durante la pandemia de Covid-19.
  - Subtítulos ocultos (CC): la plataforma de transmisión en vivo de ZoomGov incluye subtítulos ocultos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre se traduce con precisión.
  - Formatos alternativos Esta es una reunión pública en un lugar accesible a la ADA. Con 48 horas de anticipación, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de oficina de la administración de Cherriots es de lunes a viernes de 8:00 a. M. A 5:00 p. M.
  - Se distribuyen copias electrónicas del paquete de la agenda de la reunión de la Junta por correo electrónico 6-7 días antes de la reunión. El paquete de la agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.
  - Lista de distribución de correo electrónico: para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org).



## **FY 2021 BOARD PRIORITIES AND PRINCIPLES**

Salem Area Mass Transit District, also known as Cherriots, has established priorities and principles that board members can use when representing the District on external committees.

### **Cherriots Board of Directors adopts the following priorities and principles:**

#### **Support of increased public transit funding**

*While Cherriots has seen an expansion of service in recent years, noticeable gaps in frequency and coverage remain in the existing service. As such, we are supportive of initiatives that could support the expansion of public transit in Marion and Polk counties. Funding sources could include federal, state, or local (city and county) revenues.*

#### **Pedestrian and bicyclist infrastructure**

*Transit riders and other community members depend on a strong, multi-modal network to reach their destinations. Large sections of the urban growth boundary do not have sidewalks, and bike infrastructure is inadequate. As Cherriots becomes a mobility integrator, we must advocate for strong “first mile/last mile” infrastructure.*

#### **Environmental justice**

*Decisions on how to allocate resources should be viewed through a lens of environmental justice. New projects should always consider historically underserved communities. For example, an area with higher levels of pollution should be the first to receive funding targeted to mitigate pollution.*

#### **Maintenance of existing travel lanes before building new infrastructure**

*Allocation of funding for automobile travel lanes should prioritize the maintenance of existing infrastructure before building new, costly-to-maintain infrastructure.*

#### **Unaccounted costs**

*Attention should be paid to policies that put the burden of costly infrastructure on the public when the number of individuals who would benefit is nominal. For example, parking minimums increase the cost of housing and commercial properties for everyone, but only drivers of automobiles benefit.*



Linda Galeazzi &lt;linda.galeazzi@cherriots.org&gt;

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**Re: Fares for Cherriots LIFT**

1 message

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**A Scott** <scott46ac@gmail.com>  
To: Linda Galeazzi <Linda.Galeazzi@cherriots.org>

Mon, Jun 7, 2021 at 8:56 AM

Thank you.

Alan

On Mon, Jun 7, 2021, 9:54 AM Linda Galeazzi <[Linda.Galeazzi@cherriots.org](mailto:Linda.Galeazzi@cherriots.org)> wrote:

Good morning Alan - This is to let you know your testimony has been received and will be shared at the June 24th virtual Board meeting and Budget Hearing.

Thank you for your interest. We appreciate your input.

On Mon, Jun 7, 2021 at 7:49 AM A Scott <[scott46ac@gmail.com](mailto:scott46ac@gmail.com)> wrote:

I would Like the Board to consider reducing the one way fare on LIFT from \$3.50 to no more than \$2 per trip. The folks who need this type of transportation would seem to me to be those who can least afford it.

To offset this reduction in revenue I would raise the regular bus fees by \$0.10 - \$0.25 per ride.

Thank you for your consideration.

Respectfully,

Alan Scott  
Salem  
503-302-3602



555 Court St NE, Suite 5230  
Salem, OR 97301

Administration: 503-588-2424

Fax: 503-566-3933





To: Board of Directors  
From: Kathy Lincoln, Budget Committee Chair  
Date: June 24, 2021  
Subject: Budget Committee Recommendation to Adopt the FY 2021-22 Budget

President Davidson and Members of the Board:

As the Chair of the Budget Committee for Salem Area Mass Transit District, I am pleased to present you with an Approved Budget for Fiscal Year 2021-22 with the Budget Committee's recommendation to adopt the budget.

Thanks go to both the elected members and the citizen volunteers for their service on the Budget Committee. The attention to detail and insight of all the committee members made the process productive and efficient. I'd also like to thank General Manager Allan Pollock and his great hardworking staff.

The District's FY22 budget includes appropriated funds at \$75.3 million, and unappropriated and reserve amounts at \$36.4 million, for a total of **\$111.7 million**. This budget will allow for a full service level expanding to Sunday Service next fall, as well as Holiday Service.

The District's General Fund of **\$46.3 million** includes property tax revenues, fare revenue, and various state and federal grant sources. The General Fund will provide approximately 209,520 annual vehicle revenue hours; an increase over last year.

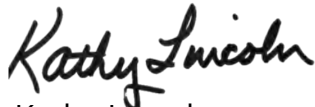
The Transportation Program Fund of **\$10.4 million** includes state and federal grant funds and a local contribution from the General Fund. The Transportation Program Fund pays for services provided by the District other than Cherriots local fixed-route service. These services include the Cherriots paratransit service, regional service, Cherriots call center, Trip Choice and mobility management.

State and federal grant funds also provide for an **\$18.7 million** Capital Projects Fund. Major projects for FY22 include the purchase of the District's first zero emission buses, completion of a comprehensive IT system for the District's buses, new software implementation in Cherriots' Finance and Human Resources Departments, and planning for the South Salem Transit Center.

The FY22 budget will allow the District to offer a full year of expanded service with the resources to attract and maintain a quality workforce. The District will continue to collaborate with federal, state and local partners to identify funding to support public transit and infrastructure, and work toward more effective and efficient public transit services in the Salem/Keizer area.

It was a pleasure chairing the budget committee. I look forward to the increasing influence and vitality of public transit in our community. Thank you all for your commitment and hard work.

Respectfully submitted,

A handwritten signature in black ink that reads "Kathy Lincoln". The signature is written in a cursive, flowing style.

Kathy Lincoln

SAMTD Budget Committee Chair





# Statesman Journal

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## AFFIDAVIT OF PUBLICATION

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*J. J. Jester*

being first duly sworn, depose and say that I am the principal clerk of the Statesman Journal, Silverton Appeal and Stayton Mail newspapers of general circulation as defined by Sections 193.010 to 193.110, Oregon revised Statutes; printed and Published at Salem in the aforesaid county and state; that this Public Notice is printed copy of which is hereby annexed, was published in the entire issue of said newspaper in the following issues

6/7/2021

*[Signature]*

Public Notice Clerk

Subscribed and sworn to me this 7th day of June, 2021

*Nancy Heyrman*

Notary Public for State of Wisconsin, Brown County

Notary Expires On 5.15.23

Ad#: 0000399978  
PO:  
# of Affidavits : 1

NANCY HEYRMAN  
Notary Public  
State of Wisconsin

A public meeting of the Salem Area Mass Transit District will be held on June 24, 2021 at 6:30 p.m. at the Senator Hearing Room in Courthouse Square, 555 Court St. NE, Salem, Oregon 97301. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2021, as approved by the Salem Area Mass Transit Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the SAMTD Administration Office at 555 Court St NE, Suite 5230, Salem OR 97301, between the hours of 8:00 a.m. and 5:00 p.m. or online at www.cherriots.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the preceding year.

Contact: Denise LaRue, Director of Finance/CFO

Telephone: 503-588-2424

Email: denise.larue@cherriots.org

## FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount 2019 - 2020	Amended Budget This Year 2020 - 2021	Approved Budget Next Year 2021 - 2022
Beginning Fund Balance/Net Working Capital	23,555,910	30,105,202	34,787,841
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	2,056,138	1,844,110	1,182,630
Federal, State & all Other Grants, Gifts, Allocations & Donations	32,614,269	45,784,234	53,957,418
Interfund Transfers	1,569,609	3,904,138	7,467,236
All Other Resources Except Current Year Property Taxes	782,589	1,658,082	1,311,530
Current Year Property Taxes Estimated to be Received	12,962,119	12,950,000	13,024,148
<b>Total Resources</b>	<b>73,540,634</b>	<b>96,245,766</b>	<b>111,730,803</b>

## FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	24,837,498	28,609,230	30,831,625
Materials and Services	12,950,044	16,612,373	16,875,408
Capital Outlay	7,137,512	14,425,716	18,658,136
Interfund Transfers	1,569,609	3,904,138	7,467,236
Contingencies	0	1,500,000	1,500,000
Unappropriated Ending Balance and Reserved for Future Expenditure	27,045,971	31,194,309	36,398,398
<b>Total Requirements</b>	<b>73,540,634</b>	<b>96,245,766</b>	<b>111,730,803</b>

## FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM \*

Name of Organizational Unit or Program FTE for that unit or program			
General Mgr/Board of Directors/Sustainability	790,816	1,366,223	1,036,252
FTE	3.0	4.5	3.0
Deputy General Manager*	0	0	2,665,239
FTE	0.0	0.0	9.0
Human Resources & Labor Relations	916,987	855,391	929,039
FTE	5.8	5.8	5.8
Finance	2,684,117	3,156,021	1,797,704
FTE	17.1	17.4	11.5
Communication	1,788,153	2,246,264	2,281,654
FTE	13.2	13.0	13.8
Technology & Program Management*	0	0	2,194,242
FTE	0.0	0.0	7.4
Operations	21,713,351	25,832,481	25,140,584
FTE	186.4	198.7	194.9
Unallocated General Administration and Contingency	1,090,989	2,642,550	2,752,425
FTE	0.0	0.0	0.0
Transportation Programs Fund	8,803,129	10,622,673	10,409,894
FTE	11.5	8.7	8.8
Capital Projects Fund	7,137,512	14,425,716	18,658,136
FTE	0.4	0.0	0.0
Not Allocated to Organizational Unit or Program	28,615,580	35,098,447	43,865,634
FTE	0	0.0	0.0
<b>Total Requirements</b>	<b>73,540,634</b>	<b>96,245,766</b>	<b>111,730,803</b>
<b>Total FTE</b>	<b>237.4</b>	<b>248.1</b>	<b>254.2</b>

## STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING

The FY2021-22 Approved Budget reflects a revised organizational unit of Deputy General Manager which includes Planning and Security and Emergency Management, as well as a new organizational unit for the Technology and Program Management Departments. New revenues are included in this budget from federal and state sources that address increased expenses necessary to maintain service and address safety of passengers and employees during and after the COVID-19 pandemic.

## PROPERTY TAX LEVIES

	Rate or Amount Imposed 2019 - 2020	Rate or Amount Imposed This Year 2020 - 2021	Rate or Amount Approved Next Year 2021 - 2022
Permanent Rate Levy (rate limit 0.7609 per \$1,000)	0.7609	0.7609	0.7609
Local Option Levy	n/a	n/a	n/a
Levy For General Obligation Bonds	n/a	n/a	n/a







**To:** Board of Directors  
**From:** Denise LaRue, Chief Financial Officer  
**Thru:** Allan Pollock, General Manager  
**Date:** June 24, 2021  
**Subject:** Adoption of Fiscal Year 2021-22 Budget, Making Appropriations, Imposing and Categorizing Taxes

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## ISSUE

Shall the Board adopt Resolution No. 2021-06 for the adoption of the FY2021-22 Budget, making the appropriations accordingly, and imposing and categorizing the taxes?

## BACKGROUND AND FINDINGS

In accordance with Oregon State Budget Law, the Budget Committee reviewed and approved the FY2021-22 Budget on May 6, 2021 for a total appropriation of all funds of \$75,332,405 and an unappropriated total amount of \$36,398,398, for a total approved budget of \$111,730,803.

Following approval by the Budget Committee at the May 6 meeting, the Budget Committee Chair, Kathy Lincoln, asked that the Board set the Budget Hearing. On June 7, the budget summary and notice of a public hearing were published on the District's website and in the local newspaper as required by law. The Budget Hearing is scheduled for June 24, 2021, prior to the consideration of this resolution asking for adoption of the budget.

## FINANCIAL IMPACT

The Budget Committee approved total appropriation of all funds of \$75,332,405, and a tax rate of \$.7609 per \$1,000 of assessed value, the permanent rate set by Measure 50. Resolution No. 2021-06 also imposes and categorizes taxes in accordance with Oregon Budget Law requirements.

## RECOMMENDATION

The Budget Committee recommends the Board adopt Resolution No. 2021-06, thereby adopting the FY2021-22 Budget and imposing and categorizing property taxes.

## PROPOSED MOTION

**I move that the Board adopt Resolution No. 2021-06 to adopt the FY2021-22 Budget, making appropriations, and imposing and categorizing taxes.**

**RESOLUTION NO. 2021-06**

**ADOPT THE FISCAL YEAR 2021-22 BUDGET  
FOR SALEM AREA MASS TRANSIT DISTRICT**

BE IT RESOLVED that the Board of Directors of the Salem Area Mass Transit District hereby adopts the budget for fiscal year 2021-2022 in the total amount of \$111,730,803; now on file at the District Administration Office, 555 Court St., NE, Suite 5230, Salem, OR 97301.

**MAKING APPROPRIATIONS**

BE IT RESOLVED that the amounts for the fiscal year beginning July 1, 2021, and for the purposes shown below are hereby appropriated:

<b>GENERAL FUND</b>		<b>TRANSPORTATION PROGRAMS FUND</b>	
General Manager/Board/Sustainability	\$ 1,036,252	General Manager/Board/SIPM	\$ -
Deputy General Manager	2,665,239	Technology & Program Management	718,648
Human Resources & Labor Relations	929,039	Operations	9,002,270
Finance	1,797,704	Communication	688,976
Technology & Program Management	2,194,242	Transfers	-
Communication	2,281,654	<b>Total</b>	<b>\$ 10,409,894</b>
Operations	25,140,584		
Unallocated - General Administration	1,252,425		
Transfers	7,467,236		
Contingency	1,500,000		
<b>Total</b>	<b>\$ 46,264,375</b>		
<b>CAPITAL PROJECT FUND</b>			
Finance & Technology	\$ 500,000		
General Manager/Board/Sustainability	-		
Technology & Program Management	3,957,363		
Operations	14,200,773		
Transfers	-		
<b>Total</b>	<b>\$ 18,658,136</b>		
		<b>Total Appropriations, All Funds</b>	<b>\$ 75,332,405</b>
		Total Unappropriated and Reserve Amounts, All Funds	\$ 36,398,398
		<b>TOTAL APPROVED BUDGET</b>	<b>\$ 111,730,803</b>

**IMPOSING THE TAX**

BE IT RESOLVED that the Board of Directors of the Salem Area Mass Transit District hereby imposes the taxes provided for in the adopted budget at the rate of \$.7609 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for the tax year 2021-2022 upon assessed value of all taxable property within the district as follows:

**CATEGORIZING THE TAX**

<b>General Government Limitation</b>	<b>Excluded from Limitation</b>
Permanent Rate Tax.....\$.7609/\$1,000	\$0.00

The above resolution statements were approved and declared adopted on this 24th day of June 2021.

**ATTEST:**

\_\_\_\_\_  
President  
Board of Directors

\_\_\_\_\_  
Secretary  
Board of Directors



**Salem Area Mass Transit District  
BOARD OF DIRECTORS  
VIRTUAL MEETING  
May 27, 2021**

**INDEX OF BOARD ACTIONS**

<b><u>Action</u></b>	<b><u>Page</u></b>
Moved to approve the Consent Calendar: .....	<b>4</b>
<u>Approval of Minutes</u>	
a) April 22, 2021 Board Work Session	
b) April 22, 2021 Board of Directors Meeting	
c) April 22, 2021 Executive Session re: Potential Litigation	
<u>Routine Business</u>	
a. Adopt the FY 2022 Board Meeting Schedule	
b. Authorize the General Manager to execute a contract with MTM, Inc. for ADA paratransit Eligibility Determination Services for an amount not to exceed \$392,306.35	
c. Authorize the General Manager to execute an Intergovernmental Agreement (IGA) with the City of Salem for police services at the Downtown Transit Center at Courthouse Square for a not-to-exceed amount of \$144,144	
Moved to authorize the General Manager to negotiate the final contract language and execute a contract with Keen Independent Research, LLC for the development of a Diversity, Equity, and Inclusion Strategic Plan in the not to exceed amount of \$106,875.	<b>5</b>
Moved to adopt Resolution No. 2021-05 establishing Board Policy No. 121 Board Member Compensation.	<b>6</b>
Moved to approve the FY 2022 General Manager’s Work Plan.	<b>7</b>
Moved to authorize President Davidson to sign letters of support to the U.S. Department of State, Bureau of Population, Refugees, and Migration for Salem for Refugees’ proposal to establish a refugee resettlement affiliate in Salem; and to the United States Department of Transportation’s RAISE grant program for the City of Salem’s McGilchrist Complete Street project application for funding assistance.	<b>7</b>

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SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube via the Capital Community Media website at <https://www.capitalcommunitymedia.org/all>.







Salem Area Mass Transit District  
**BOARD OF DIRECTORS VIRTUAL MEETING**  
 May 25, 2021

**MINUTES**

**PRESENT:**

- Board President Ian Davidson; Directors Charles Richards, Chi Nguyen, Colleen Busch, Sadie Carney, Maria Hinojos Pressey, and Robert Krebs
- Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Paula Dixon, Director of Human Resources & Labor Relations; Denise LaRue, Chief Financial Officer; Steve Dickey, Director of Technology & Program Management; Melissa Kidd, Customer Service Manager; Scott Kirkland, Network Administrator; Karen Garcia, Security & Emergency Management Manager; Dan Knauss, Contract/Procurement Manager; Ben Sawyer, Contracted Services Manager; Roxanne Beltz, Transportation Options Coordinator; Kiki Dohman, Transportation Options Coordinator; Linda Galeazzi, Executive Assistant; and Kathryn Pawlick, SAMTD Legal Counsel
- Guests Newly appointed board members R.J. Navarro Jr., and Sara Duncan representing Subdistricts #2 and #6, respectively, whose terms begin July 1, 2021.
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**A. CALL TO ORDER**

**6:37 PM**

President Ian Davidson called the meeting to order and members said the Pledge of Allegiance. Attendance was noted and a quorum was present. President Davidson announced that he and General Manager (GM) Pollock were fully vaccinated so they were taking off their masks during the meeting. He also introduced and congratulated Sara Duncan and R.J. Navarro Jr. on their appointments to the Board as of July 1, 2021.

GM Pollock spoke about safety tips for the holiday weekend while driving.

**B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**

Two letters of support were added to Action Items under G.4. The first was a letter to support *Salem for Refugees'* proposal to establish a refugee resettlement affiliate in Salem. The second letter was in support of the City of Salem's *McGilchrist Complete Street* project application for funding assistance to the United States Department of Transportation' 2021 RAISE grant program.

**C. PRESENTATION - None**



**D. PUBLIC COMMENT** - None

GM Pollock spoke about the shootings that occurred at the Santa Clara Valley Transportation Authority's light rail yard by a gunman who killed nine co-workers. GM Pollock reached out to express his condolences and support of the agency on behalf of the District.

**E. CONSENT CALENDAR**

Shall the Board approve the Consent Calendar?

Presenter: President Davidson

Staff Report: Pages 5-24 of the agenda

1. Approval of Minutes

- a) April 22, 2021 Board Work Session
- b) April 22, 2021 Board of Directors Meeting
- c) April 22, 2021 Executive Session re: Potential Litigation

2. Routine Business

- a. Adopt the FY 2022 Board Meeting Schedule
- b. Authorize the General Manager to execute a contract with MTM, Inc. for ADA paratransit Eligibility Determination Services for an amount not to exceed \$392,306.35
- c. Authorize the General Manager to execute an Intergovernmental Agreement (IGA) with the City of Salem for police services at the Downtown Transit Center at Courthouse Square for a not-to-exceed amount of \$144,144

Motion: **Move to approve the Consent Calendar**  
 Motion By: **Director Robert Krebs**  
 Second: **Director Colleen Busch**  
 Vote: **Motion passed:**  
**Davidson, Nguyen, Busch, Carney, Hinojos Pressey, Krebs, and Richards (7)**

**F. ITEMS DEFERRED FROM THE CONSENT CALENDAR** - None

**G. ACTION ITEMS**

- 1. Shall the Board approve a Diversity, Equity, and Inclusion (DEI) consulting contract with Keen Independent Research, LLC in the amount of \$99,875 plus up to another \$7,000 in optional post plan development support?

Presenter: Director Chi Nguyen, Chair of the Board's DEI Committee  
 Paula Dixon, Director of Human Resources and Labor Relations

Staff Report: Pages 25-26 in the agenda

One of the projects in the general managers' Strategic Work Plan for FY 2021-23 was to establish a DEI Plan, approved by the board at their April 23, 2020 meeting.



President Davidson appointed a subcommittee to work on this project. Chair Nguyen, President Davidson and Director Hinojos Pressey met to develop a request for proposal (RFP) for a consultant to guide the development of the DEI Plan. The RFP was advertised. The District received five responsive proposals that were evaluated on the proposer’s qualifications and experience, and on their project management plan and technical approach. The top three proposals were identified and interviewed. Additional questions for further information were asked of two of the proposers. After additional review and discussion, Keen Independent Research, LLC was selected as the consultant for this project. The proposers had been notified of the District’s Notice of Intent to Award, and the ten (10) day protest period elapsed without any protests. The cost to develop a DEI Strategic Plan was \$99,875.00. The contract also included an option for up to 20 hours of post plan development support at \$7,000.

Motion: **Moved to authorize the General Manager to negotiate the final contract language and execute a contract with Keen Independent Research, LLC for the development of a Diversity, Equity, and Inclusion Strategic Plan in the not to exceed amount of \$106,875.**

Motion By: **Director Chi Nguyen**

Second: **Director Maria Hinojos Pressey**

Discussion: Director Carney expressed her excitement that the board was advancing on this work. She thanked those who served on the subcommittee and for all of their efforts on behalf of the District and the community.

Director Busch said it has been a long road but it will be good for the community. The Board started with a diversified group of people to work a diverse situation into something that is cohesive.

Vote: **Motion passed: Davidson, Nguyen, Busch, Carney, Hinojos Pressey, Krebs, and Richards (7)**

2. Shall the Board adopt Resolution No. 2021-05 establishing Board Policy No. 121 Board Member Compensation?

Presenter: Ian Davidson, Board President  
Allan Pollock, General Manager

Staff Report: Pages 27-32 in the agenda

President Davidson provided a historical background of this motion when the Board began to consider board stipends at a work session in February 2020 with the assistance of legal counsel who researched questions asked and considered. President Davidson shared from personal experience early in his tenure when he brought his daughters to a work session because his wife had a late night meeting. He was grateful for some of his life circumstances to be able to serve on the board; but, he said, if he was a single parent,



he could not, he would not serve because he would not have the means or the resources; especially if he had to pay out of pocket child care costs. When speaking to a potential board candidate, he asked why they would not be able to serve and was told they could not pay the internet costs for electronic meetings. President Davidson’s goal was to have wider pool of interest. A stipend could help to overcome obstacles for those who may wish to serve, and to create a more representative democracy that is reflected in those that do serve.

President Davidson reviewed the financial impact of a board stipend that is in the board report. ORS 198.190 provides that members of the governing board of a district may receive an amount not to exceed \$50 for each day or portion thereof as compensation for services performed as a member of the governing body. The Board discussed various options for implementation of a Board Compensation Policy at the March 25, 2021 work session, and focused on the provision of a monthly stipend set to a 10% of per capita income. Staff recommended the use of the Marion County Per Capita Personal Income as provided in the State of Oregon Employment Department data. The 2019 per capita, personal income for Marion County was \$45,158. The annual stipend would be \$4,515 per year, per person (or \$376 per month) for an annual fiscal year total of \$13,547 for the three qualified people in accordance with the proposed policy. Funds in the FY 22 Board of Directors budget have been approved to cover the cost of \$13,547.

President Davidson noted that most of the Board will not benefit from this motion unless and until they are appointed to a new term in July 2023. Appointees Sara Duncan and R.J. Navarro Jr. qualify because their term begins July 1, 2021. Director Hinojos Pressey is completing an unexpired term; and was appointed to serve a new term beginning July 1. Director Hinojos Pressey announced that she would abstain from voting on this policy due to a conflict of interest pursuant to ORS 244.120(2)(a).

Director Carney said that she was proud to be on this Board with its’ forward thinking and all of the inclusive engagement. She is proud of the leadership they are offering in the community. She hopes that other boards and volunteers will follow suit.

Motion: **Moved to adopt Resolution No. 2021-05 establishing Board Policy No. 121 Board Member Compensation.**  
 Motion By: **President Ian Davidson**  
 Second: **Director Robert Krebs**  
 Vote: **Motion passed: Davidson, Nguyen, Busch, Carney, Krebs, and Richards (6)**  
 Abstained: **Hinojos Pressey**

3. Shall the Board approve the FY 2022 General Manager’s Work Plan?

Presenter: Allan Pollock, General Manager



Staff Report: Pages 33-36 in the agenda

The Board approved the General Manager three-year Strategic Work Plan for FY2022-2024 at the March 25, 2021 meeting. The general manager’s annual work plan for FY2022 describes the actions and activities in the first year of the strategic work plan. Projects include Board policies, a District facility assessment, an employee engagement survey, the establishment of a Diversity, Equity, Inclusion and Access Plan, a multi-year Strategic Plan and a Climate Action Plan.

Motion: **Moved to approve the FY 2022 General Manager’s Work Plan.**  
Motion By: **Director Colleen Busch**  
Second: **Director Sadie Carney**  
Vote: **Motion passed:**  
**Davidson, Busch, Carney, Hinojos Pressey, Krebs, Nguyen, and Richards (7)**

- 4. Shall the Board authorize President Davidson to sign letters of support to the U.S. Department of State, Bureau of Population, Refugees, and Migration for Salem for Refugees’ proposal to establish a refugee resettlement affiliate in Salem; and to the United States Department of Transportation’s RAISE grant program for the City of Salem’s McGilchrist Complete Street project application for funding assistance?

Presenter: Allan Pollock, General Manager

Staff Report: Supplemental Packet

The letters of support will become a part of these minutes; known as Attachment A and B, respectively.

Motion: **Moved to authorize the President to sign letters of support to the U.S. Department of State, Bureau of Population, Refugees, and Migration for Salem for Refugees’ proposal to establish a refugee resettlement affiliate in Salem; and to the United States Department of Transportation’s RAISE grant program for the City of Salem’s McGilchrist Complete Street project application for funding assistance.**  
Motion By: **Director Robert Krebs**  
Second: **Director Maria Hinojos Pressey**  
Vote: **Motion passed:**  
**Davidson, Busch, Carney, Hinojos Pressey, Krebs, Nguyen, and Richards (7)**

**H. INFORMATION ITEMS**

- 1. COVID-19 Return to Work Update

Staff Report: Pages 37-40 in the agenda

Presenter: Tom Dietz, Director of Transportation (DT)



Board members received an update on the District's COVID-19 activities and plans for a return to work. With the pandemic that began 13+ months ago, new schedules, new business practices, and daily work routines have been adjusted and readjusted. Employees were asked to work differently. The District increased the frequency of cleaning the buses and at all facilities. Personal Protective Equipment (PPE) became an integral part of doing business, and social distancing was the new "together." Moving forward, staff is finalizing plans for employees' return to the office following the CDC and the State of Oregon's guidance. There will continue to be a focus on employee and customer safety, with plans to install an active air purification system in all revenue vehicles and common areas of the facilities. Staff is designing a formal Telework Policy for more long-term options. The District anticipates a return to collecting fares, front door boarding/alighting, and full seating capacity starting July 6, 2021; and the Customer Service lobby will re-open in a phased approach on June 28 to allow for full customer service options for our riders.

2. Performance Measures – 3<sup>rd</sup> Quarter Report for FY 2021

Staff Report: Pages 41-70 in the agenda

Presenter: Chris French, Service Planning Manager (SP Manager)

Data for the third quarter, on pages 41-70, reflect the changes to service made in response to the COVID-19 pandemic and the ice storm in February. Most notably, daily average revenue hours and miles, daily average rides, and fares. Some routes were not in operation for the entire quarter while others operated at reduced levels. Due to these circumstances, staff included data comparing the third quarter to the second quarter of FY2021 to illustrate how service changed in the current pandemic environment. Staff has also begun to collect and test real time data in a beta product environment on the Core Network. Manager French provided a snapshot of the top ten core network stops. Lancaster at Devonshire southbound and northbound took the top two spots.

3. Transportation Options Program (fka Trip Choice) – Third Quarter Report for FY 2021

Staff Report: Pages 71-80 in the agenda

Presenter: Roxanne Beltz, Transportation Options Coordinator  
Kiki Dohman, Transportation Options Coordinator

The Transportation Options (TO) team worked remotely with adapted program activities and outreach. Even with challenges posed by the pandemic, the team conducted educational outreach to the Employee Transportation Coordinators (ETC) and other employers throughout Polk, Marion, and Yamhill counties. Staff supported and promoted activities such as teleworking, bicycling, walking, and vanpooling. The TO team provided updates at 25 Service Integration Team meetings and 11 chamber



greeters/meetings attended by more than 800 people; and at the Academy Resource Fair sponsored by the Polk County Resource Center. The March eNewsletter included information about Transit Operator and Maintenance Worker Appreciation Month, the teleworking toolkit, suggestions on ways to get safe and healthy exercise in spite of COVID restrictions, and some carpooling tips. Staff held one-on-one meetings with ETC's to ensure they had the resources and support they needed throughout the pandemic and as they began the process of implementing their return-to-work plans. Staff met twice with local cycling advocates to discuss the future of bike share in Salem; and spearheaded a pilot campaign to test the 'teams challenge' feature in the Get There tool. Staff is planning an outreach campaign with all of the current vans participating in the Valley Vanpool program. Participation levels will be reported in the fourth quarter report. Cherriots supports and subsidizes 17 vanpools.

#### 4. Finance – Third Quarter Report for FY 2021

Staff Report: Pages 81-90 in the agenda

Presenter: Denise LaRue, Chief Financial Officer

General Fund Total Operating Revenues through 3rd quarter are at 70% of total annual budget. Advertising is performing below the budgeted level, at 61%. The vendor and the District negotiated an agreement to waive the contract minimums through the month of December 2020, due to the pandemic-related reduction in business advertising. This agreement has been revised to extend through June 30, 2021. Miscellaneous revenues continue to perform better than expected, at 103% of annual budget, due to the sales of various assets sold this year. Total Operating Expenditures of the General Fund are under budget at 65% of the total annual budget. All divisions in the General Fund are at or below the anticipated 75% of total budget, ranging from 43% to 73% of annual budget expended. STIF Formula, STIF Pass-Through Formula Funds, and STF Pass-Through Funds categories are at 76%, 90%, and 75% of annual budget, respectively. Total Transportation Programs Fund expenditures are at 55% of annual budget. The Special Transportation Coordination category is at 25% of annual budget. Total Capital Revenues in the Capital Projects Fund are at 7% of total budget this quarter reflecting first and second quarter reimbursements from FTA and STIF funds. Overall the Capital Projects Fund expenditures are 14% of the annual approved budget.

#### I. GENERAL MANAGERS REPORT

GM Pollock congratulated transit operators, Jose Ayala and Vicki Morris, who were promoted to Operations Supervisor positions. From a report shared at a G.M. Round Table, GM Pollock stated that the Customer Service Lobby will be open to the public beginning June 28 to purchase fares, exchange passes and get information; Monday through Friday, 7:00 a.m. to 6:00 p.m., Saturdays, 8:00 a.m. to 5:00 p.m.; and closed



on Sundays. Customers will also have access to the newly remodeled restrooms. Beginning Tuesday, July 6, fares will be charged and passengers will return to front-door boarding. The last week to ride fare free is June 28 to July 3. Administrative employees at Courthouse Square will be welcomed back to the office on July 6 after working from home during the emergency declaration. A Telework Policy and hybrid programs will be put into place in the next couple of weeks. GM Pollock noted that Monday, May 31 is the Memorial Day holiday. District offices will be closed and there will be no bus service. In September 2021, the District will begin its holiday service except on Thanksgiving Day, Christmas Day and New Year's Day.

## **J. BOARD OF DIRECTORS REPORTS**

Director Nguyen congratulated R.J. Navarro, Maria Hinojos Pressey, and Sara Duncan on their appointments to the board beginning July 1, 2021. Nguyen appreciated board members for their action to approve the contract for consulting services to guide the development of a Diversity, Equity, Inclusion and Access (DEIA) Plan, and for approving the Board Stipend Policy.

Director Busch attended two Coffees with (Mayor) Cathy Clark to report on Board activities. She attended an Active Transportation Network meeting. Mike Jaffe gave an update on the sidewalk projects noting that 30 miles of sidewalks have been completed. Director Busch attended Keizer Chamber events and the West Keizer Neighborhood Association meeting. She reported on the Mid-Willamette Advisory Commission on Transportation (MWACT) meeting and the Cherriots budget committee meeting where the FY2022 budget was approved. For more details, Director Busch provided a written report.

Director Carney congratulated the new appointees to the Board. She gave a briefing on the Salem Keizer Area Transportation Study (SKATS) Policy meeting. They too sent a letter of support for the McGilchrist project to the Secretary of Transportation, Pete Buttigieg. The main topic concerned the Coronavirus Response and Relief Supplement Appropriations Act. ODOT created a methodology that helped illustrate to the Federal Highway Administration how much money had been lost in gas tax at approximately \$2 million as a result of the COVID epidemic. SKATS will send a letter to support ODOT's methodology for distributing the relief funding that is available. The MWVCOG asked the committee for ways they could allocate that money equitably by population, or by keeping it in federal dollars for each project, or de-federalize the money into cash that could be spent. The last option seemed to be the strong preference of the group. Director Carney spoke about a conversation mentioned earlier with the Population Research Center based at Portland State University that is actually problematic for the City of Salem and Marion





County. The Population Research Center projected a decrease in the Salem area's population. This throws a wrench into the works for the growth planning in *Our Salem* and in the comprehensive plan for the City of Salem. Director Carney thinks they can expect some adjustments to correct those numbers to something more reasonable. Discussions are ongoing with the demographers at PSU. Director Carney also noted that there was not a review of OMPOCs report. Instead, Director Krebs was honored at the meeting for his many years of service to the community and his participation in OMPOC and on the SKATS Policy Committee and elsewhere. He has been Director Carney's mentor and inspiration since she has lived in Salem.

Director Hinojos Pressey congratulated Sara Duncan and R.J. Navarro on their new appointments to the Board. She had a very busy month but had nothing to report.

President Davidson wished his brother Logan a happy birthday. He reported on the City's climate action plan. He participated in a cost benefit analysis focused on land use and transportation strategy with a sub-group. The conversations are going well with the experts that have been hired. He is cautiously optimistic that the plan will be robust, that the leadership and elected officials will take the recommendations seriously, and that transit can play an integral roll. He also attended the MWACT meeting where a safety report was provided on Highway 99 East. where as you may recall one of our transit operators was killed in head on auto accident. That area at one time was designated as a safety corridor because there were so many accidents and deaths. However, the designation was taken down when the accidents and deaths decreased. He feels that the transit district can expend some influence for other safety measures. He met with the executive director of the MWVCOG to hear his vision for the MWVCOG and the role that Cherriots may play. President Davidson noted that the MWVCOG supported one of the Board's top legislative priorities regarding the conversion of the fuel credits. Conversations are still ongoing and the District's legislative advocates are working hard for it. He is grateful to have strong community partners like the MWVCOG.

Director Krebs thanked Director Carney for her accolades and congratulated Director Hinojos Pressey for being elected to the school board. Director Krebs attended SEMCA neighborhood association meetings and two SKATS meetings. He attended advocacy meetings in Washington State and Oregon having to do with intercity services. Once he retires from the District's board, he will continue to be involved with a streetcar committee for the Salem area. He hopes to one day see streetcars providing service in high capacity transit areas where streetcars can do things that buses cannot do. He has 34 days left on the Board. He looks forward to retiring and is glad to see confident



people coming aboard to replace the board going out because this Board does a lot of good work.

Director Richards spoke about the volunteer activities he participated in cutting down trees as a result of \$28,000 of damage done by the ice storm on the street where he lives, and helping a group of fellow veterans by driving them to vaccination sites to get their shots. He also volunteered with Northwest Senior Services to get food out to people. It's been a rough time for so many and people were running out of food.

**K. ADJOURN BOARD MEETING**

**8:41 pm**

**Respectfully Submitted**

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**Ian Davidson, President**



Salem Area Mass Transit District  
 Board of Directors  
 ~ **VIRTUAL WORK SESSION** ~  
 May 27, 2021

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

Join ZoomGov Meeting:

<https://cherriots-org.zoomgov.com/j/1608361530?pwd=MHNSRGZ3a1FiTE5XSHIGdzYvRWpuUT09>

Meeting ID: 160 836 1530

Passcode: 864458

By Phone US (San Jose): +1 669 254 5252

Meeting ID | Passcode: same as above

**PRESENT:**

Board	President Ian Davidson; Directors Charles Richards, Chi Nguyen, Colleen Busch, Sadie Carney, Maria Hinojos Pressey, and Robert Krebs
Staff	Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Paula Dixon, Director of Human Resources & Labor Relations; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Scott Kirkland, Network Administrator; Linda Galeazzi, Executive Assistant
Guests	Sara Duncan and R.J. Navarro Jr., newly-appointed board members for Subdistricts #6 and #2, respectively, effective July 1, 2021.

**MINUTES**

**1. CALL TO ORDER 5:46 PM**

President Ian Davidson called the work session to order at 5:46 p.m. GM Pollock shared a Safety Moment about being safe while traveling and enjoying the holiday weekend. There were no announcements.

**2. PRESENTATION – None**

**3. DISCUSSION**

**A. DRAFT BOARD MEMBER COMPENSATION POLICY**

Staff report: Page 3-4 in the agenda packet

Presenter: Ian Davidson, Board President

Allan Pollock, General Manager (GM)

This was the Board’s final review and discussion of a policy to establish board member compensation in the form of a monthly stipend. Subject to ORS 198.190 board members would be authorized to receive daily compensation not to exceed \$50.00 for their services

on the Board, based on 10% of the Marion County Per Capita Personal Income as provided in the latest State of Oregon Employment Department data. The 2019 per capita, personal income for Marion County is \$45,158. In accordance with the proposed policy, newly appointed board members would be eligible for the stipend beginning July 1, 2021 - Sara Duncan and R.J. Navarro Jr., and Maria Hinojos Pressey who filled an unexpired term in June 2020. She then reapplied and was appointed by the Governor with the others for a full, four-year term as of July 1, 2021. The proposed stipend at \$376 per month or \$4,515 per year for each eligible board member totaled \$13,547 annually in the FY22 Board of Directors budget approved by the Budget Committee.

Follow-up: Data from the State of Oregon Employment Department can be found on [www.qualityinfo.org](http://www.qualityinfo.org). [Link to Data Table](#). The Board will take action on the Board Member Compensation Policy at the May 27<sup>th</sup> board meeting. Action to adopt the FY22 Approved Budget will take place June 24.

#### **4. GENERAL MANAGER COMMENTS**

Staff report: Board Meeting Calendar and Upcoming Agenda Items

Presenter: Allan Pollock, General Manager

GM Pollock announced that there will be no work session on June 24; but there will be a Budget Hearing and action for approval of a contract for Long Range Transit Plan consulting services. A Board Orientation will be conducted at the July and August work sessions.

#### **5. WORK SESSION ADJOURNED**

**6:21 PM**

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board



## BOARD MEETING MEMO

Agenda Item G.2.a

**To:** Board of Directors

**From:** Ron Harding, Chair, Special Transportation Fund Advisory Committee  
Steve Dickey, Director of Strategic Initiatives and Program Management

**Thru:** Allan Pollock, General Manager

**Date:** June 24, 2021

**Subject:** Approval for Funding FTA Section 5310 and 5310 Coronavirus Response and Recovery Supplemental Appropriation Act (CRRSAA) Grants for Fiscal Year 2021

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### ISSUE

Shall the Board approve funding of the Federal Transit Administration (FTA) FY21 Section 5310 and 5310 CRRSAA projects following the Special Transportation Fund Advisory Committee's recommendation, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation?

### BACKGROUND AND FINDINGS

Salem Area Mass Transit District (SAMTD) serves as the designated recipient for the Federal Transit Administration (FTA) Section 5310 funds for the Salem-Keizer urbanized area because the population is greater than 200,000, therefore classifying the urban area as a "large" urban area. The purpose of the Section 5310 grant program is to enhance the mobility of seniors and individuals with disabilities. As the designated recipient of these funds, the District conducts a selection process to determine the use of the funds, and to certify that projects were derived from the Coordinated Plan.

A public notice of this year's Section 5310 grant solicitation was published in the Statesman Journal on March 29, 2021. The amount of the grant funds available is \$252,229. A copy of the publication can be found in Attachment A. English and Spanish versions of the notice were posted on the District's website during the entire application period (March 29, 2021 through May 5, 2021).

Announcements were also made via social media posts, Cherriots' email list, and through direct contacts with minority contacts list, per the District's adopted Title VI Program.

In accordance with the District's Section 5310 Program Management Plan (PMP) dated May 11, 2015, a Technical Advisory Committee (TAC) was formed to review and rank applications received by the May 5, 2021 deadline. The TAC consisted of all Special Transportation

Fund Advisory Committee (STFAC) members, and one member of the Salem Keizer Area Transportation Study (SKATS).

The TAC met on May 19, 2021 to hear presentations from applicants, discuss and rank the projects, and make a recommendation to the STFAC for funding.

A primary priority of the PMP related to project selection, is to ensure the project selection process was guided by the currently adopted Coordinated Plan. In order for a Section 5310 project to be funded, it must be listed in the Coordinated Plan.

Secondly, there must be a coordination of projects to ensure at least 55 percent of the annual apportionment is used for “traditional” 5310 projects as defined in the FTA Circular (FTA C 9070.1G dated July 7, 2014 (“Circular”)).

Of the three applications submitted for the FTA 5310 Urban funds, SAMTD Cherriots Mobility Management Call Center, and SAMTD Cherriots Shop and Ride Preventative Maintenance applications qualify as traditional projects. The SAMTD Cherriots Shop and Ride purchased service application qualifies as an “other” project. The draft minutes for May 19, 2021 TAC and STFAC meetings are provided in Attachment B as a reference.

In forming a recommendation to the STFAC, the TAC calculated the award amounts for each submitted application based on the estimated amount of \$252,229 and the 55/45 percent requirements of the Section 5310 fund distribution as mentioned above. The STFAC voted to accept the TAC’s recommendation as-is.

**Table 1. STFAC recommendation for funding Section 5310 projects**

<b>Rank</b>	<b>Project</b>	<b>Category</b>	<b>Funding</b>
1	Cherriots Shop and Ride Purchased Service	Other	\$112,000
2	Cherriots Mobility Management Call Center	Traditional	\$126,229
3	Cherriots Shop and Ride Preventative Maintenance	Traditional	\$14,000
		Total:	\$252,229

The funding distribution shown in Table 1 above satisfies the requirement for 55 percent traditional projects and 45 percent other projects based on the estimated amount of \$252,229.

Only one application was submitted for the FTA 5310 CRRSAA funds, SAMTD Cherriots Shop and Ride Purchased Service.

In forming a recommendation to the STFAC, the TAC calculated the award amount for the submitted application based on the estimated amount of \$42,464.

**Table 2. STFAC recommendation for funding Section 5310 CRRSAA projects**

<b>Rank</b>	<b>Project</b>	<b>Category</b>	<b>Funding</b>
1	Cherriots Shop and Ride Purchased Service	Other	\$42,464
		Total:	\$42,464

**FINANCIAL IMPACT**

The budgets for Cherriots Shop and Ride and Mobility Management have historically been entirely funded by grant funds, the majority of which came from Section 5310. With the final allocation of Section 5310 in the amount of \$244,731, the overall allocation increased by \$7,498 or 3.06% (\$244,731 in FY20 versus \$252,229 in FY21). The \$42,464 in FTA 5310 CRRSAA funds will be used to offset additional expenses incurred in responding to the COVID-19 pandemic.

**RECOMMENDATION**

The STF Advisory Committee recommends that the Board approve funding of the FY21 Section 5310 and 5310 CRRSAA projects following the committee’s recommendation, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.

**PROPOSED MOTION**

**I move that the Board approve funding of the FY21 Section 5310 and 5310 CRRSAA projects as recommended by the STF Advisory Committee, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.**







# Statesman Journal

A GANNETT COMPANY

Order Confirmation for Ad #: 0004638958

<b>Customer:</b>	SALEM-KEIZER TRANSIT
<b>Address:</b>	555 COURT ST NE STE 5230 SALEM OR 97301 USA
<b>Acct. #:</b>	SAL-899399
<b>Phone:</b>	5035882424
SALEM-KEIZER TRANSIT	
<b>Ordered By:</b>	Jolene White

OrderStart Date: 03/29/2021

Order End Date: 03/29/2021

<u>Tear Sheets</u>	<u>Affidavits</u>	<u>Blind Box</u>	<u>Promo Type</u>	<u>Materials</u>	<u>Special Pricing</u>	<u>Size</u>
0	1					2 X 6.53

<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Method</u>	<u>Payment Amount</u>	<u>Amount Due</u>
\$877.31	\$0.00	\$877.31	Invoice	\$0.00	\$877.31

**Ad Order Notes:**

Sales Rep: ammarsh

Order Taker: ammarsh

Order Created 03/09/2021

Product	# Ins	Start Date	End Date
SAL-Online	1	03/29/2021	03/29/2021
03-29-21, SAL-SJ Classifieds	1	03/29/2021	03/29/2021
03-29-21,			

## PUBLIC NOTICE

### FUNDS AVAILABLE FOR TRANSPORTATION PROJECTS SERVING SENIORS AND INDIVIDUALS WITH DISABILITIES

The Federal Transit Administration has announced the availability of federal fiscal year 2022 Section 5310 Formula funds (\$252,229), and an additional availability of Coronavirus Response and Relief Supplemental Appropriations (CRRSAA) through the 5310 program in the amount of (\$42,464). Salem Area Mass Transit District (SAMTD) is a designated recipient of 5310(FTA) funds for the Salem-Keizer urban area and is responsible for soliciting for projects on an annual basis. Section 5310 funds (5310(FTA)) can be used for public transportation projects serving seniors and individuals with disabilities within the Salem-Keizer urban growth boundary only, and CRRSAA 5310 funds are to be used for expenses incurred responding to the Covid-19 pandemic.

Matching local funds are required for 5310 Formula grant. The match ratio is dependent on the type of project proposed. Projects must be listed in the Cherrriots "Coordinated Public Transit – Human Services Transportation Plan" dated September 2019. A link to this document can be found at [Cherrriots.org/grants](http://Cherrriots.org/grants), and a list of eligible projects can be found in the tables of Chapter 6, beginning on p. 54. The CRRSAA 5310 grant funds do not require any match.

During two public meetings, a Technical Advisory Committee (TAC) will review and rank applications for 5310 dollars in these two programs, and the Special Transportation Fund Advisory Committee (STFAC) will review grant proposals and make a project priority ranking recommendation to the SAMTD Board. There will be time for public testimony at the TAC and STFAC meetings. Full details of the process including applications, instructions, and dates/times of the public meetings will be available at [Cherrriots.org/grants](http://Cherrriots.org/grants) beginning March 29, 2021.

Please refer to the corresponding grant application instructions for all of the eligibility requirements for organizations and projects.

Virtual Training Session for new and returning applicants is scheduled on April 2, 2021 from 10:00 a.m. to 11:00 a.m. Participation is by phone or webcast only. There will be no in-person gathering for this meeting. To register for the virtual training session or assistance with the application process for your projects or for more information, contact Jolene White, Email: [jolene.white@cherrriots.org](mailto:jolene.white@cherrriots.org) | Phone: 503-361-7521.

To submit an application, send it to: Attn: Jolene White, [jolene.white@cherrriots.org](mailto:jolene.white@cherrriots.org). Paper copies will not be accepted. Applications must be received by 5:00 p.m., May 5, 2021 to be considered.

Si desea una copia de este aviso público en español, por favor visite el sitio web a partir del 29 de marzo de 2021 (<http://cherrriots.org/grants>) o por teléfono: 503-588-2424.

Statesman Journal  
March 29, 2021



**SALEM AREA MASS TRANSIT DISTRICT  
~SPECIAL TRANSPORTATION FUND COMMITTEE VIRTUAL MEETING ~**

Wednesday, May 19, 2021  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

<b>Members Present:</b>	Ron Harding, Special Transportation Fund Advisory Committee (STFAC) Chair; John Hammill, STFAC Vice Chair; Bryant Baird, STFAC member; Emily Broussard
<b>Staff Present:</b>	Steve Dickey, Director of Technology and Program Management; Tom Dietz, Director of Operations; Peggy Greene, Grants Administrator; Ben Sawyer, Contracted Services Manager
<b>SAMTD Board Liaison:</b>	Director Colleen Busch
<b>Guests:</b>	Mark Knecht
<b>Recorder:</b>	Jolene White, Administrative Assistant, Finance/ Technology and Program Management

**A. CALL TO ORDER AND NOTE OF ATTENDANCE**

Chair Harding called the meeting to order at 3:40 PM. Attendance was noted that a quorum was present.

**B. SAFETY MOMENT**

Mr. Dickey shared the safety moment of the day. Stop look and listen. How many of us have heard that over the years? Everyone needs to be aware of their senses, using what we have to be able to be aware of our surroundings, especially when it comes to crossing roadways, walking on sidewalks, and crossing driveways. It is very important to do this on a regular basis. As children we were taught to look both ways before crossing the street and today in our multifaceted mobility it becomes more difficult. Now you need to watch for bicycles, scooters, powered wheelchairs and skateboards all crisscrossing on sidewalks and roadways. Be aware of your surroundings and especially for those that may not have as keen of use of their senses, so be aware for their safety as well. Another item of import, in addition to all of this, we have the introduction of more battery/electric vehicles on the road, which are very quiet. This is why not only listening is important, but seeing what is around you is equally important. With the battery powered scooters and skateboards, they travel faster than most people expect, so it's imperative to be aware your surroundings at all time. The other issue is that at times our emotions can get into the way of being aware. This causes us to be distracted and our senses aren't as aware to what is going on.

**C. PUBLIC COMMENT**

There were no public comments submitted and no public present that wished to speak.

**D. APPROVAL OF MEETING MINUTES**

No additional changes were requested to the minutes from February 2, 2021.

**Vice Chair Hammill motioned to approve the minutes from the STFAC February 2, 2021 meeting. Motion was seconded by Mr. Baird. All ayes and no opposed. The motion was carried.**

**E. ACTION ITEMS**

1. Receive recommendation from Technical Advisory Committee (TAC) regarding the 2022 Section 5310(FTA) grant applications and form a formal recommendation for funding to the Cherriots Board of Directors.

**Vice Chair Hammill motioned for the STFAC to make a formal recommendation to the Cherriots Board of Directors approving the recommendation of the Technical Advisory Committee for the FY2022 Section 5310 grant applications approving the SAMTD's Mobility Management Call Center in the amount of \$126,229 to fund the Shop and Ride Purchased Service in the amount of \$112,000 and the Shop and Ride Preventative Maintenance in the amount of \$14,000 for a total FY2022 funding of \$252,229. Mr. Baird seconded the motion. All ayes and no opposed. The motion was carried.**

2. Receive recommendation from Technical Advisory Committee (TAC) regarding the 2022 CRRSAA grant applications and form a formal recommendation for funding to the Cherriots Board of Directors.

**Vice Chair Hammill motioned for the STFAC to make a formal recommendation to the Cherriots Board of Directors approving the recommendation of the Technical Advisory Committee for the FY2022 CRRSAA 5310 grant application approving the SAMTD's COVID-19 Relief and Response in the amount of \$42,464. Ms. Broussard seconded the motion. All ayes and no opposed. The motion was carried.**

**F. ADJOURN**

Chair Harding thanked the members for their participation and adjourned the meeting at 3:58 PM.



Salem Area Mass Transit District  
~ **Technical Advisory Committee (TAC) Virtual Meeting** ~

Wednesday, May 19, 2021  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

<b>Members Present:</b>	Ron Harding, Special Transportation Fund Advisory Committee (STFAC) Chair; John Hammill, STFAC Vice Chair; Bryant Baird, STFAC member; Emily Broussard, TAC member; Karen Odenthal, staff at the Mid-Willamette Valley Council of Governments and member of the public
<b>Staff Present:</b>	Steve Dickey, Director of Technology and Program Management; Tom Dietz, Director of Operations; Peggy Greene, Grants Administrator; Ben Sawyer, Contracted Services Manager
<b>SAMTD Board Liaison:</b>	Director Colleen Busch (Alternate)
<b>Guests:</b>	Mark Knecht
<b>Recorder:</b>	Jolene White, Administrative Assistant, Finance/ Technology and Program Management

**A. CALL TO ORDER AND NOTE OF ATTENDANCE**

Chair Harding called the meeting to order at 2:07 PM. Attendance was noted that a quorum was present.

**B. SAFETY MOMENT**

Mr. Dickey shared the safety moment of the day. Stop look and listen. How many of us have heard that over the years? Everyone needs to be aware of their senses, using what we have to be able to be aware of our surroundings, especially when it comes to crossing roadways, walking on sidewalks, and crossing driveways. It is very important to do this on a regular basis. As children we were taught to look both ways before crossing the street and today in our multifaceted mobility it becomes more difficult. Now you need to watch for bicycles, scooters, powered wheelchairs and skateboards all crisscrossing on sidewalks and roadways. Be aware of your surroundings and especially for those that may not have as keen of use of their senses, so be aware for their safety as well. Another item of import, in addition to all of this, we have the introduction of more battery/electric vehicles on the road, which are very quiet. This is why not only listening is important, but seeing what is around you is equally important. With the battery powered scooters and skateboards, they travel faster than most

people expect, so it's imperative to be aware your surroundings at all time. The other issue is that at times our emotions can get into the way of being aware. This causes us to be distracted and our senses aren't as aware to what is going on.

**C. PUBLIC COMMENT**

There were no public comments submitted and no public present that wished to speak.

**D. SCHEDULE REVIEW**

Mr. Dickey reviewed the schedule with the committee for 2022 Section 5310(FTA) funds. There is a window of time that we have to obligate these funds with the Federal Transit Administration (FTA). This window of time gives us a little bit of latitude to be able to bring the projects to the TAC, allow for review and score them and then those projects once they have been scored by this group, a recommendation is then forwarded to the Special Transportation Fund Advisory Committee (STFAC), and then the STFAC approve a recommendation that will be provided to the Cherriots Board of Directors (BOD) at their June meeting for their direction. Once the BOD makes their decision, the Cherriots Grant Administrator will take those projects and will submit those through the FTA's application process that is called TRAMS. That is how these funds become active and available for service. The amount available for 2022 Section 5310 Formula funds (\$252,229), and an additional availability of Coronavirus Response and Relief Supplemental Appropriations (CRRSAA) through the 5310 program in the amount of (\$42,464).

**D. REVIEW SECTIONS OF THE COORDINATED PLAN**

Mr. Dickey referenced sections of the Coordinated Public Transit – Human Services Transportation Plan (Coordinated Plan) to be reviewed by the members. The purpose of the Coordinated Plan is to assist with the decision-making process. For a project to be eligible for funding, it must be listed in the current version of the adopted Coordinated Plan. As a reminder, whenever this Committee is thinking about grant funding, the priorities for the District are determined in the Coordinated Plan. The sections provided to members for this meeting is Chapter 5, pages 48 through 53. The priorities that are listed here agree with the Special Transportation Fund (STF) and Section 5310 programs.

**E. REVIEW PURPOSE AND INTENT OF 5310(FTA) PROGRAM**

Mr. Dickey referenced the Purpose and Intent of the 5310 and Special Transportation Fund (STF) programs published in the ODOT STF Guidebook. The Purpose and Intent section of the guidebook provides guidance on eligible projects. All applications received fall within the eligibility requirements listed in the Purpose and Intent document. These documents are to be used as resources to guide TAC members in the application ranking process. The goal of the 5310(FTA) program is to improve mobility for seniors and individuals with disabilities. The 5310(FTA) program is specifically for the Salem-Keizer urbanized area,

there are no rural projects being considered. This funding program also has categories called "traditional" and "other". Each project will be defined in one of these two categories. Once the presentations are complete, members can distinguish which of the three projects are considered "traditional" and which are considered "other". This is significant because there is a provision stating that 55% of the grant has to go towards "traditional" projects and 45% can be spent on "other" projects, which is a federal requirement that goes along with this particular grant.

**F. PRESENTATIONS AND QUESTIONS/ANSWER PERIOD:**

**1. Salem Area Mass Transit District**

**Presenter: Tom Dietz, Director of Operations**

Salem Area Mass Transit District (Cherriots) is applying for funding to support three projects – Cherriots Shop and Ride Purchased Service, Cherriots Mobility Management Call Center and Cherriots Shop and Ride Preventative Maintenance. All these projects are in the 2019 Coordinated Public Transit- Human Services Transportation Plan. This presentation is for the Cherriots 5310(FTA) FY22 Grant Applications.

**Cherriots Shop and Ride Purchased Service:** This project will fund the purchase of service for Cherriots Shop and Ride. Shop and Ride provides Shopper Shuttle and Dial-a-Ride (demand responsive) transportation services to seniors age 60 and older and individuals with disabilities within the Urban Growth Boundaries (UGB) of Salem and Keizer. Scheduling is by reservation. Riders call the Cherriots Call Center up to two weeks in advance or within 24 hours of their requested trip to make reservations. Cherriots Shop and Ride is operated by a contractor, currently MV Transportation, Inc. Salem Area Mass Transit District (SAMTD) employs a Contracted Services Manager to oversee the Shop and Ride program. Services are available to any senior age 60 or older and individuals with disabilities; no application is required to qualify for services and all Shop and Ride vehicles are ADA-accessible.

The Dial-a-Ride service provides transportation from the rider's home and to any location within the UGB Monday through Friday 8 AM-5 PM for \$3.20 per time the bus is boarded. Medical appointments have priority when making trip reservations on Dial-a-Ride. The Dial-a-Ride service observes the same holiday closures as Cherriots Local fixed routes. Riders can bring one additional passenger or personal care attendant when using Dial-a-Ride or Shopper Shuttle.

The Shopper Shuttle provides AM and PM shopping trips to predetermined stores within the Salem-Keizer UGB Tuesday through Friday 8:15 AM-5:15 PM for \$1.25 per

time the bus is boarded. This origin-destination service offers a schedule for riders to choose from when reserving a trip. Riders are picked up from their homes and travel to the designated shopping location for that time and day. Stores have been selected with the criteria for one-stop shopping opportunities (groceries, pharmacy, bank, and household supplies). Each AM or PM trip is provided approximately 75 minutes at the store before riders are picked up in the front of the store and returned home. The Operator can assist riders with their grocery bags; four grocery bags per customer is allowed. Examples of shopping locations include Fred Meyer and Walmart.

Cherriots Shop and Ride provided approximately 3,460 trips from January-December 2020. This is 3,802 fewer trips than 2019 due to COVID-19 and the Governor's order to Stay Home Save Lives. All Shop and Ride services were temporarily suspended from March 23-May 29, 2020. Dial-a-Ride continues to provide trips for shopping, medical, and other daily living activities. Currently, the Shopper Shuttle remains suspended due to the limited capacity on vehicles for social distancing although SAMTD anticipates resuming the service when safe to do so. Volunteers will not be used for this service. Cherriots Shop and Ride is marketed through social media, the Cherriots website, targeted mailers, advertisements in local newspapers, and in-person promotion of services at informational tables and community presentations. Shop and Ride provides transportation for seniors, individuals with disabilities, low-income populations, and senior housing communities, offering vital access to services and serving as a social outlet to many who may have limited means of transportation and are generally at home alone.

The total annual cost for Shop and Ride Purchased Service is \$140,000. The grant ask is \$112,000. Without this funding, Cherriots will be unable to provide this transportation service.

**Cherriots Shop & Ride Preventative Maintenance:** This project will fund the preventive maintenance (PM) for Cherriots Shop & Ride. The Shop & Ride fleet consists of five vehicles, four are in-service and one spare. PM is provided by Cherriots Maintenance staff located at 3170 Del Webb Maintenance facility. Shop and Ride provides Shopper Shuttle and Dial-a-Ride (demand responsive) transportation services to seniors age 60 and older and individuals with disabilities within the Salem-Keizer Urban Growth Boundaries (UGB).

Scheduling is by reservation. Riders call the Cherriots Call Center up to 2 weeks in advance or within 24 hours of their requested trip to make reservations. Services are available to any senior age 60 or older and individuals with disabilities; no



application is required to qualify for services and all Shop and Ride vehicles are ADA-accessible. The Dial-a-Ride service provides transportation from the rider's home and to any location within the UGB Monday through Friday 8 AM-5 PM for \$3.20 per time the bus is boarded. Medical appointments have priority when making trip reservations on Dial-a-Ride. The Dial-a-Ride service observes the same holiday closures as Cherriots Local fixed routes. Riders can bring one additional passenger or personal care attendant when using Dial-a-Ride or Shopper Shuttle. The Shopper Shuttle provides AM and PM shopping trips to predetermined stores within the Salem-Keizer UGB Tuesday through Friday 8:15 AM-5:15 PM for \$1.25 per time the bus is boarded. This origin-destination service offers a schedule for riders to choose from when reserving a trip. Riders are picked up from their homes and travel to the designated shopping location for that time and day. Stores have been selected with the criteria for one-stop shopping opportunities (groceries, pharmacy, bank, and household supplies). Each AM or PM trip is provided approximately 75 minutes at the store before riders are picked up in the front of the store and returned home. Dial-a-Ride continues to provide trips for shopping, medical, and other daily living activities. Volunteers will not be used for this service.

Cherriots Shop and Ride is marketed through social media, the Cherriots website, targeted mailers, advertisements in local newspapers, and in-person promotion of services at informational tables and community presentations. Shop & Ride provided service January-December 2020 with 3,460 trips; this is 3,802 fewer trips than 2019 due to COVID-19. Service was temporarily suspended March 23-May 29, 2020, when service resumed but only for Dial-a-Ride. The Shopper Shuttle remains suspended due to limited capacity on buses and will resume when safe to do so. Shop and Ride provides transportation for seniors, individuals with disabilities, low-income populations, and senior housing communities, offering vital access to services and serving as a social outlet to many who may have limited means of transportation and are generally at home alone.

The total annual cost of the Preventative Maintenance is \$17,500. The grant ask is \$14,000. This amount does not include fuel cost. Without this funding, Cherriots will be unable to provide this transportation service.

**Cherriots Mobility Management Call Center:** This project will fund a portion of the Cherriots Call Center costs that directly benefit seniors and individuals with disabilities in Marion and Polk counties. The project serves residents within the Salem-Keizer Urban Growth Boundary (UGB) utilizing the Cherriots LIFT and Cherriots Shop and Ride transportation services. Efforts have been developed

and implemented to ensure that public transportation services in Marion and Polk counties are not duplicated, including services identified in the current adopted Coordinated Public Transit - Human Services Transportation Plan.

The Cherriots Call Center schedules trips for riders on Cherriots LIFT, Cherriots Shop and Ride as well as for deviations on the Cherriots Regional Route 45 in Polk County (NOTE: The PCF has been replaced with the Route 45 fixed route with deviations). Customer Care Representatives answer caller's questions on transportation services that are available regionally in addition to scheduling trips for seniors and individuals with disabilities. Customer Care Representatives also schedule trips for individuals that are traveling to and from their worksites through a collaboration with Marion County. This collaboration is called DD53 and is included in the Cherriots LIFT calls, as LIFT is the transportation service that is utilized to provide the trips.

There are six (6) employees in the call center: 1 Scheduler; 1 Team Lead, 3 Customer Care Representatives, and the General Manager. Cherriots Call Center hours are Monday-Friday 6 AM-6 PM and Saturday/Sunday 8 AM-4 PM. Volunteers are not utilized for this service.

The call center service is marketed via social media, cherriots.org, the Cherriots LIFT Eligibility Office, publicly posted and shared informational materials, mobility management outreach presentations, and project staff participation in community meetings throughout the region. January-December 2020 the call center answered 31,135 total calls: LIFT calls - 23,040; Regional calls - 1,561 (PCF); and Shop and Ride - 2,908.

Performance measures have been created for the partnership and call center project. The Cherriots Call Center manager evaluates performance measures on a quarterly and annual basis.

Performance measures are adjusted for quality and cost effectiveness. The Cherriots Call Center meets and exceeds the Federal Transit Administration - FTA/ADA Guidance for Call Center Telephone Hold Times. Speed of answer under 30 seconds; Calls abandoned 0%; Call handling time under 5 minutes.

The total annual cost for the Mobility Management Call Center is \$157,786. The Grant ask is \$126,229. Without this funding, Cherriots will be unable to provide a

community resource and coordination service for seniors and individuals with disabilities.

## 2. Salem Area Mass Transit District

### **Presenter: Tom Dietz, Director of Operations**

Salem Area Mass Transit District (Cherriots) is applying for funding for Cherriots COVID-19 Relief and Response. This presentation is for the CRRSAA FY22 Grant Application.

Cherriots COVID-19 Relief and Response: The project will fund the COVID-19 relief and response needed to sustain Cherriots Shop and Ride service. Shop and Ride provides Shopper Shuttle and Dial-a-Ride (demand responsive) transportation services to seniors age 60 and older and individuals with disabilities within the Urban Growth Boundaries (UGB) of Salem and Keizer. Scheduling is by reservation. Riders call the Cherriots Call Center up to two weeks in advance or within 24 hours of their requested trip to make reservations. No application is required to qualify for services and all Shop and Ride vehicles are ADA-accessible. Cherriots Shop and Ride provided approximately 3,460 trips from January-December 2020. This is 3,802 fewer trips than 2019 due to COVID-19 and the Governor's order to Stay Home Save Lives. Currently, the Shopper Shuttle is suspended due to the limited capacity on vehicles for social distancing although SAMTD anticipates resuming the service when safe to do so. Dial-a-Ride continues to provide trips for shopping, medical, and other daily living activities.

The COVID-19 relief and response will ensure operations continue by providing funds for operational and payroll expenses and sanitization of public spaces and buses. This support is especially important for the vulnerable population served by Shop and Ride. The project maintains employment without furloughs, a commitment Cherriots has made since the beginning of the pandemic, ensuring employees are ready to serve and supporting continuity of service. Many changes were implemented to respond to the pandemic such as limited seating on vehicles to ensure social distancing, screening of new employees (temperature check), and a temporary halt of fare collection (since March 2020).

It is more important than ever for seniors and individuals with disabilities to have access to safe, reliable transportation options designed for their needs and access to healthcare as well as to continue daily activities. The project also ensures the safety of customers and employees by providing high levels of sanitization to remove or reduce exposure to COVID-19. Vehicles are sanitized after each run and deep cleaned 1-2 times

per week. Other COVID-19 expenses include signage to inform customers of safety protocols, personal protective equipment, and COVID-related leave. Cherriots also supports vaccinations by providing stipends for eligible employees who receive the vaccine. Additionally, to support the safety of customers and employees, Cherriots will procure advanced air purification systems that will continuously sanitize the air in buses and many high-traffic indoor areas. The total grant ask for the Covid-19 Relief and Response is \$42,464.

In conclusion, Cherriots Shop and Ride is a much-needed transportation service that fills the gap between Cherriots local services and Cherriots LIFT services, specifically for seniors and individuals with disabilities that no other transportation service available provides. This service is unique and does not duplicate services. Cherriots Shop and Ride connects riders to their individual communities as well as vital services such as Doctors appointments, counseling, human and social service appointments, physical therapy, senior activities, prescriptions, and social gatherings. The total grant ask for all three applications is \$252,229 for FTA 5310 and \$42,464 for CRRSAA.

**Questions:** Vice Chair Hammill stated that he knows the Shop and Ride was shut down at the beginning of the COVID pandemic, is the service back in operation at this time? Mr. Dietz stated that Cherriots is not back to full service, but the hope is that full service will resume as of the new fiscal year.

Ms. Odenthal asked if Cherriots had resumed collecting fares. Mr. Dietz stated that fare collection has not yet resumed, but he is hopeful that it will happen soon. Ms. Odenthal shared that she noticed in the application that the costs per year are approximately \$75,000, but the ask for the Shop and Ride Preventative Maintenance is only \$14,000. Is that because the \$14,000 is what was left after the other grant asks or is the rest of the project funded elsewhere? Mr. Dickey explained that this grant is only a small percentage of the funding for this program. The rest of the funding required to perform the service is acquired elsewhere.

Chair Harding pointed out that these service lines are expensive, and this is the reason why we have STF funding to help subsidize the increase cost of some of these specialized services for seniors and individuals with disabilities. Chair Harding stated that he is often the one evaluating the service per the cost, but unfortunately in transit, cost is not always the overriding factor in the service. Otherwise we would just have a very urbanized core of service.

Vice Chair Hammill thanked the staff and thought the presentations were well done.

**G. REVIEW AND RANK APPLICATIONS**

When reviewing the applications, the TAC members considered the following: Chair Harding explained that there were three applications to consider. Purchased Service, Mobility Management Call Center, and Preventative Maintenance. Purchased Service is considered an “other” project. Mobility Management Call Center and Preventative Maintenance are considered “traditional” projects. Mr. Dickey shared that the 55/45 split is mandated under the program rules and has to be a minimum 55% “traditional” that receives the funding, as long as a maximum of 45% of the funds are allocated to the remainder of what would be classified under the federal definitions as “non-traditional”.

**H. MAKE RECOMMENDATION TO STF ADVISORY COMMITTEE**

As a result of the above discussion, Ms. Odenthal motioned to recommend funding of all four of the grant applications as submitted. Chair Hammill seconded the motion. The motion passed unanimously among voting members.

**I. ADJOURN**

Chair Harding adjourned the TAC meeting at 2:58. The STFAC members will reconvene at 3:30 PM for the STFAC meeting.





# BOARD MEETING MEMO

Agenda Item G.2.b

To: Board of Directors

From: Linda J. Galeazzi, Executive Assistant

Thru: Allan Pollock, General Manager

Date: June 24, 2021

Subject: Approval of Annual Allocation of Day Passes to the United Way of the Mid-Willamette Valley for FY 2022

## ISSUE

Shall the Board approve an annual allocation of “Day Passes” to the United Way of the Mid-Willamette Valley for fiscal year 2021-2022?

## BACKGROUND AND FINDINGS

On February 25, 1999, the Board adopted Resolution #99-03 for a Donation of Transit Items Policy to promote the use of public transit, to foster good community relations, and to be a proactive participant in community affairs. On August 25, 2005, the donation policy was amended by Resolution #05-04 to form a partnership between Cherriots and the United Way of Mid-Willamette Valley (‘United Way’) to offer ‘Day Passes’ for Cherriots Local service at no cost to local nonprofit organizations for distribution to clients who need transportation in the Salem-Keizer area. The initial allocation was 4,000 day passes per fiscal year, and in 2016, the Board raised the annual allocation to 5,000 day passes. Half of the allocation is distributed in July and again in January of each fiscal year.

United Way has set up a process for non-profit organizations serving Salem and Keizer area residents to apply to receive Day Passes through the Cherriots Bus Pass Program. United Way does not distribute bus passes to individuals directly. United Way accepts applications quarterly. Once the non-profits successfully complete the application process, they are responsible for distributing passes to those in need of transportation support in the Salem-Keizer area. United Way staff screens member agency applicants for eligibility, and tracks distribution.

Non-profit organizations receiving Cherriots Day Passes from United Way must report on how they utilized the bus passes. As part of the reporting, organizations receiving bus passes must submit at least one story telling United Way how the bus pass program impacted or benefited one of their clients.

This process has worked well and those in need of transportation assistance have been provided assistance through member agencies. United Way has a link on their website to the Transportation Assistance site. For more information about the Cherriots Bus Pass Program, process and application go to: <https://www.unitedwaymwv.org/transportation-assistance.html>.

## **FINANCIAL IMPACT**

For Cherriots Local service, the cost for a full fare Day Pass is \$3.25 each. The cost for a youth Day Pass is \$1.00 as of June 2019 (with the adoption of Ordinance No. 2019-01; prior to that the youth pass was \$1.50). When used, the pass becomes effective at the time of activation on the bus.

The value of the District's FY2022 donation of day passes will range from a high of \$16,250 for 5,000 full fare day passes to \$5,000 for 5,000 youth day passes dependent upon United Way's client needs. United Way's FY2020 allocation included 4,600 full fare day passes valued at \$14,950 and 400 reduced/youth day passes valued at \$400, totaling \$15,350. There was no allocation in FY2021 due to the yearlong COVID-19 pandemic when safety measures were taken on the buses and fares were free.

## **RECOMMENDATION**

Staff recommends the approval of an annual allocation of 5,000 day passes to the United Way of the Mid-Willamette Valley for FY 2022 at a value of up to \$16,250 dependent upon United Way's client needs.

## **PROPOSED MOTION**

**I move that the Board approve an annual allocation of 5,000 day passes to the United Way of the Mid-Willamette Valley for FY 2022.**





**To:** Board of Directors

**From:** Stephen Dickey, Director of Technology and Program Management  
David Trimble, Deputy General Manager

**Thru:** Allan Pollock, General Manager

**Date:** June 24, 2021

**Subject:** South Salem Transit Center Site Selection Project Update

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## ISSUE

Shall the Board receive a project update on the South Salem Transit Center project?

## BACKGROUND AND FINDINGS

During the March 25, 2021 meeting of the Board of Directors, a presentation was made to provide the historic context to the South Salem Transit Center (SSTC) project, and there was an introduction of the new consulting firm that would be conducting the site selection project for the facility. Parametrix was awarded the contract for this work in December of 2020, and was part of the presentation in March of 2021 when they started the first phase of the project.

The first phase involved extensive research and the development of a current and future conditions technical memo that provides the contextual foundation for the rest of the project. Ryan Farncomb, the project lead for Parametrix, will give the presentation and lead discussion during the June Board Meeting. The presentation will provide an update on what was learned in the first phase of the project, and explain the next steps toward selecting a site.

## FINANCIAL IMPACT

As of June 9, 2021 the project was on schedule and within budget. The overall total contract not to exceed amount is \$325,256. To date \$102,374.09 has been expended on the project.

**RECOMMENDATION**

No action recommended, information item only.

**PROPOSED MOTION**

**No action recommended, information item only.**

# South Salem Transit Center & Mobility Hub

## Transit Market Assessment

June 2021





## Purpose and Need

- Need for new transit/"mobility hub"
- Facilitate better cross-town transit
- Serve growing neighborhoods
- Integrate "mobility options"



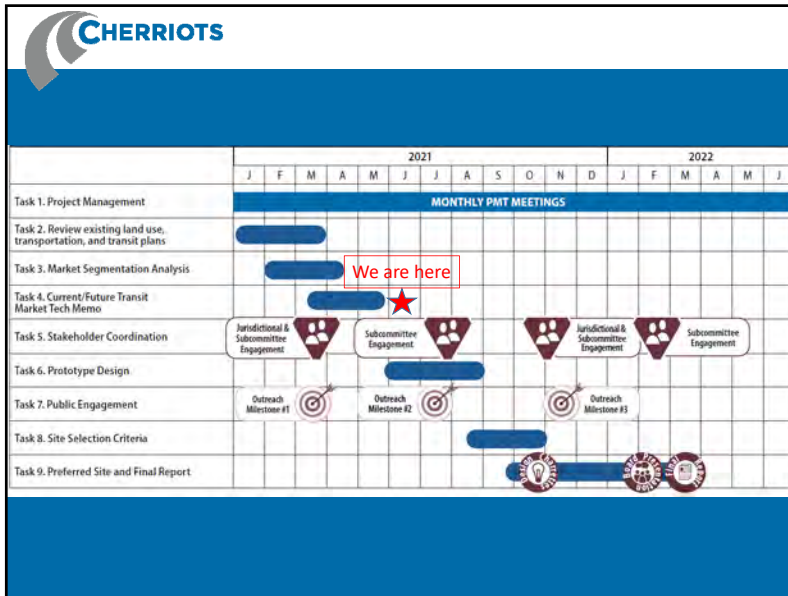

## Agenda

- Review project purpose and need
- Overview of data and key findings
- Draft transit concepts and findings
- Discussion



## Project Overview

- Understand transit needs
- Engage the public
- Define desired TC amenities and functions
- Screen site location options
- Identify best site(s) and develop a conceptual design



## Future Transit Network Assumptions

- Existing transit network
- Planned network modifications
- Existing and planned land uses and transportation infrastructure
- Equity and demographics
- Available alternate transportation options
- Private development activity
- Forecast ridership
- Public feedback

## Purpose of the Transit Market Analysis

- Understand transit needs in the study area
- Document existing conditions
- Inform future transit network assumptions and future needs from the Transit Center

## Study Area

**CHERRIOTS**

## Existing Plans

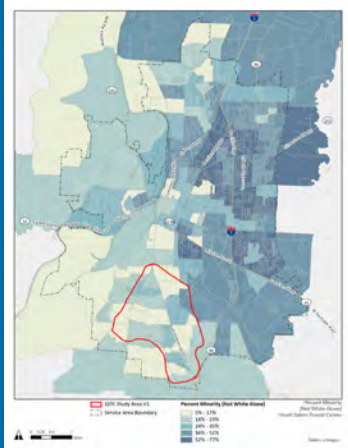
- Cherriots
  - 2017 Needs Assessments
  - A Better Cherriots
  - Salem-Albany Corridor Feasibility Study
  - Cherriots Strategic Plan
- Partner Plans:
  - Salem Transportation System Plan
  - Salem Capital Improvement Plan (2021-2025)
  - 2019-2043 Regional Transportation System Plan



2017 NEEDS ASSESSMENT REPORT  
NOVEMBER 2017

**CHERRIOTS**

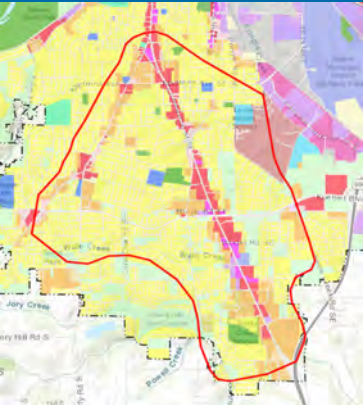
## Equity and Demographics



- Highest concentrations of traditionally transit-dependent populations outside the study area
- Future routing changes should consider mobility throughout the service network, including access to and through the study area

**CHERRIOTS**

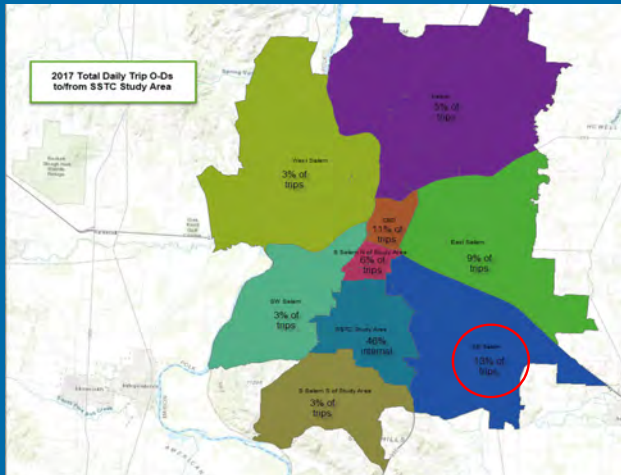
## Land Use and Zoning



- Predominantly single-family residential
- Commercial and higher-density residential concentrated along Commercial Street SE, Kuebler Boulevard, and Liberty Road SE
- Zoning determines where SSTCMH can be sited

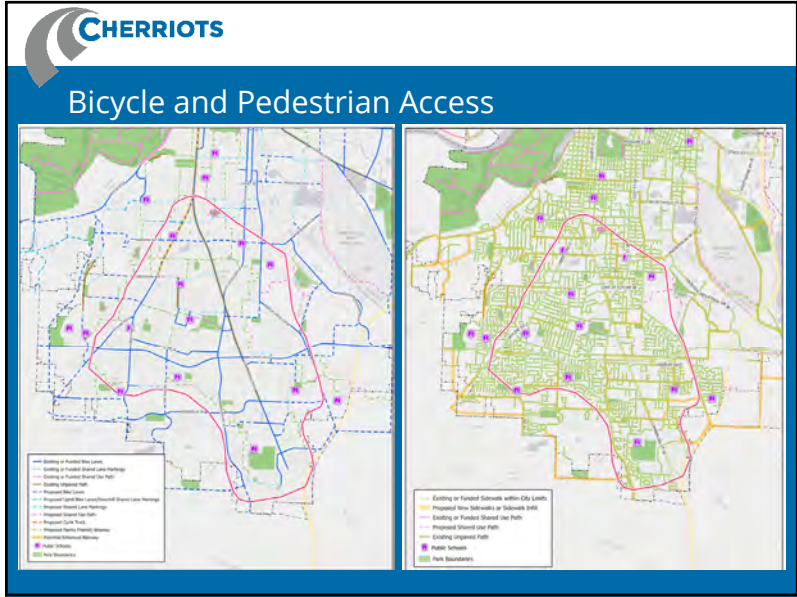
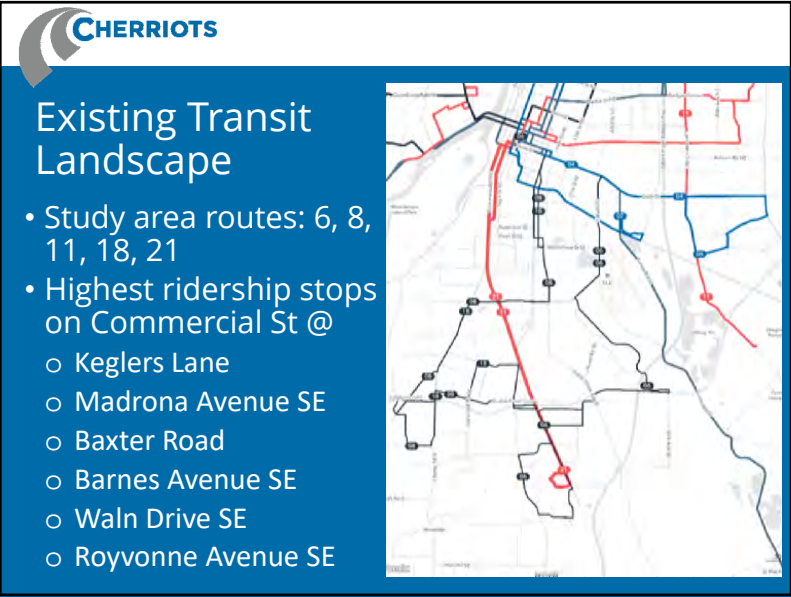
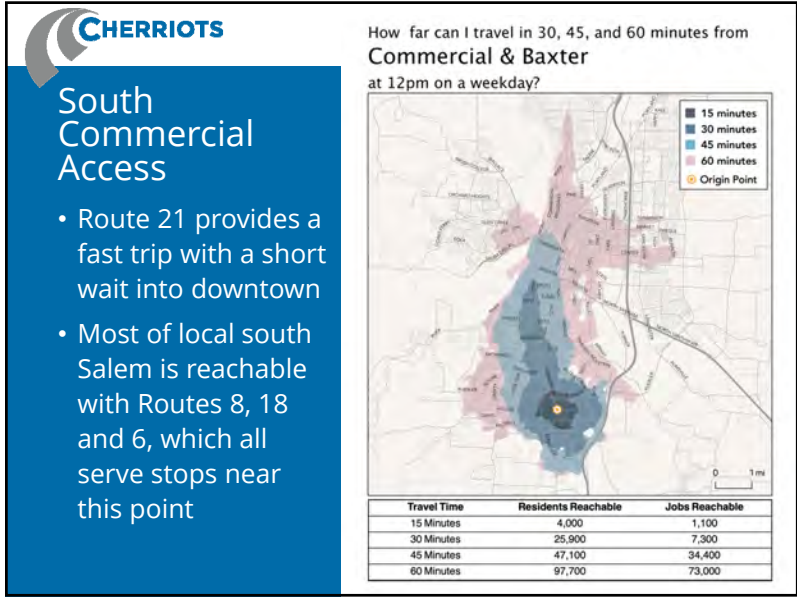
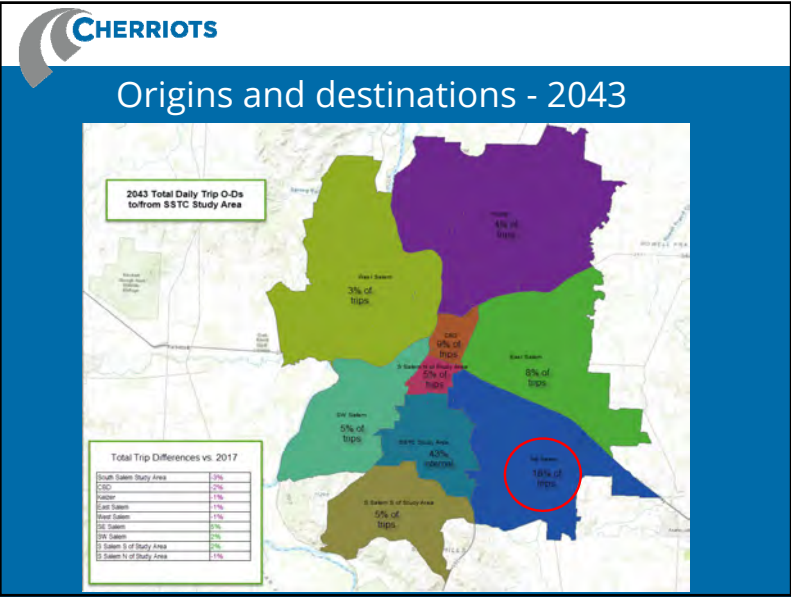
**CHERRIOTS**

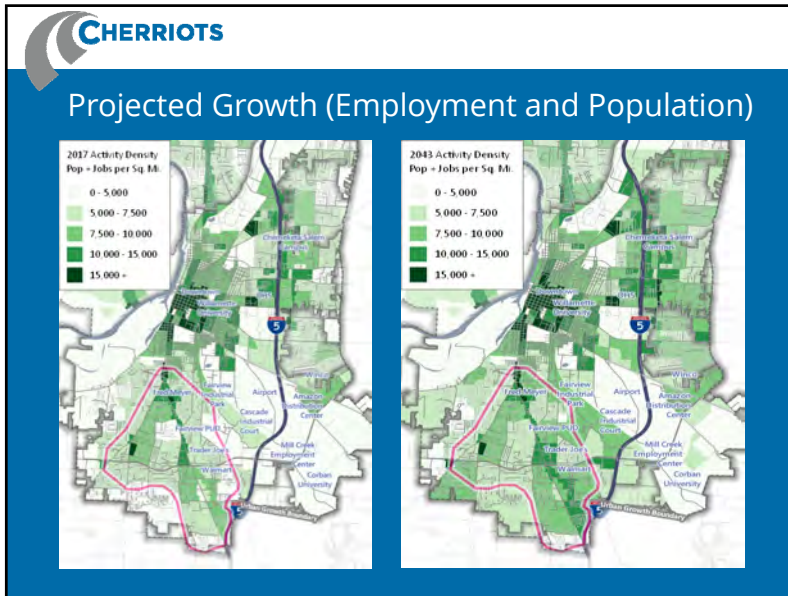
## Origins and destinations - 2017



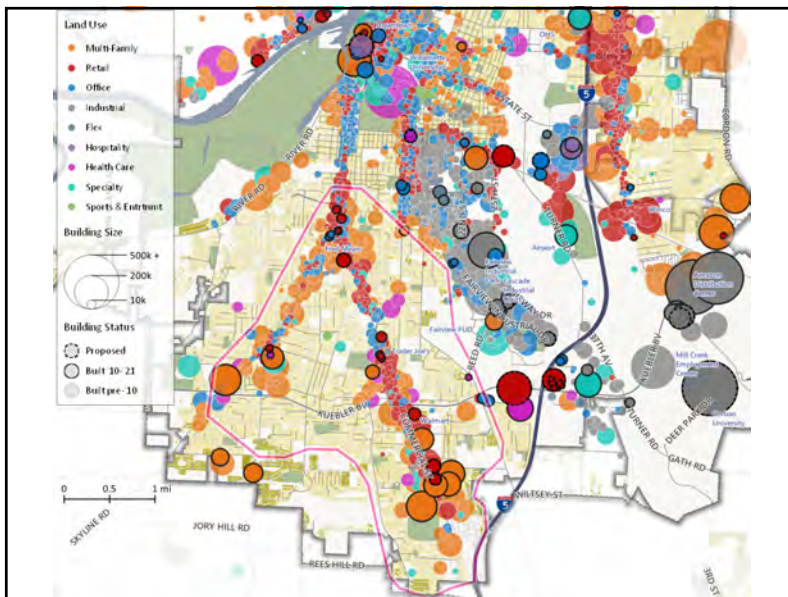
2017 Total Daily Trip O-Ds to/from SSTC Study Area

Zone	Percentage of Trips
West Salem	3%
East Salem	3%
South of Study Area	13%
North of Study Area	2%
West of Study Area	3%
East of Study Area	9%
South of Study Area (circled)	46%
North of Study Area	15%
West of Study Area	3%





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- ### Survey Results
- “Cherriots meets travel needs”: 49 percent
  - Top three priorities for improving service
    1. More frequent service
    2. Bus stop closer to them
    3. Faster travel
  - Top trip purposes
    - Errands and shopping
    - Medical needs
    - Recreational activities
    - Work commuting
    - Visiting family or friends



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- ### Survey Results
- Feeling positive about the new transit center: 74 percent
  - Desired amenities at the new transit center:
    - Station amenities (e.g., benches, shelter)
    - Restrooms
    - Park and ride spaces
    - Purchasing food and beverages

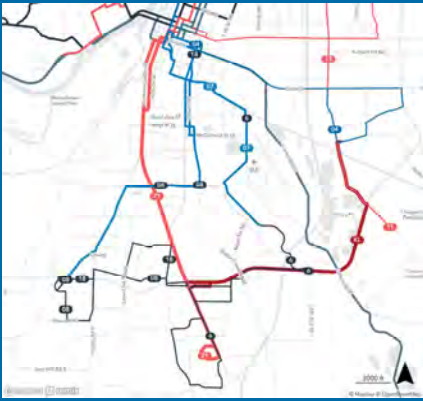
**CHERRIOTS**

## Implications for Transit

- Increased frequency to improve transfers
- Land uses likely to stay the same
- Commercial Street SE, Kuebler Boulevard, and Liberty Road SE are natural corridors for transit service
- Provide service to and through the study area for traditionally underserved people
- Good bicycle and pedestrian access in much of the study area
  - Though arterial streets can be more uncomfortable for those walking, cycling, and using mobility devices

**CHERRIOTS**

## Example Scenario - A Better Cherrriots+



- Includes 30-minute 6/7 frequency on Fairview as in *A Better Cherrriots*
- “Kuebler Link” terminating near WinCo at Lancaster & Rickey.
- +12,000 annual revenue hours

**CHERRIOTS**

## Implications for Transit

- Serve employment and population growth in and around the study area (e.g., industrial land south and east of Kuebler)
  - Kuebler Link: new east-west connection is highly desirable
- South of Kuebler (or Mildred): consider demand response/microtransit or maintain coverage fixed routes
  - Many potential options for “coverage” fixed route
  - Serve to feed riders into trunkline system and/or provide door-to-door service

**CHERRIOTS**

## Discussion and Next Steps

- Next steps
  - Prototypical transit center and mobility hub design
  - Siting criteria and analysis
  - Conceptual design

**Questions?**

**Thank you!**





**To:** Board of Directors

**From:** Allan Pollock, General Manager

**Date:** June 24, 2021

**Subject:** Board Member Committee Report

**ISSUE**

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

**BACKGROUND AND FINDINGS**

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises on behalf of SAMTD. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 Director Nguyen	Diversity, Equity, and Inclusion Committee
Subdistrict 2 Director Busch	
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	Citizens Advisory Committee
Subdistrict 5 Director Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 6 Director Krebs	
Subdistrict 7 Director Richards	State Transportation Improvement Fund Advisory Committee Special Transportation Fund Advisory Committee

## Upcoming Work Session and Board Meeting Agenda Items

June 24, 2021

### To Be Scheduled

- WS: United Way Pass Program (AP)
- B.I. Contract (TD)
- ODOT Presentation on Intercity Connections (SD)
- Board Retreat (AP) (Fall 2021)

### July 22, 2021

#### Packets due to GM office: July 8

#### Work Session: 5:00 to 6:30 PM

- Board Orientation (AP) (Food)

#### Board Meeting

- Approval of Contract for Long-Range Transit Plan (SD)
- Approval of Contract for Purchase of Air Purification System (TD)
- Acceptance of the Preliminary FY 2021 Financial Report (DL)
- Acceptance of the Albany-Salem Feasibility Study – Final Report (SD)
- Election of Officers and Oath of Office (July odd # years) (AP)

### August 26, 2021

#### Packets due to GM office: August 12

#### Work Session

- Board Orientation (AP)

#### Board Meeting

- September Service Change Briefing (DT)
- Q4 Reports: Performance, Trip Choice
- Board's Committee Assignments (odd # years) (AP)
- TBEST Demo (DT)
- State Legislative Session Update (AP)

### September 23, 2021

#### Packets due to GM office: September 9

#### Executive Session

- General Manager Performance Appraisal (PD)

#### Work Session

- 

#### Board Meeting

- FY 2021 Performance Report (DT)

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

**\*\* The District follows the guidelines on the Covid-19 pandemic set by the State and Federal governments for public transportation. The District currently holds their Board and Advisory Committee meetings virtually using *Google Meet or Zoom*.\*\***

- Go to [Cherriots.org/meetings/](http://Cherriots.org/meetings/) for more information about a particular meeting.
- Send an email to [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org) with your comments on any Board or advisory committee business; or to be added to the email distribution list for meeting announcements.
- Go to [Cherriots.org/gettinginvolved](http://Cherriots.org/gettinginvolved) for more information about the advisory committees to the Board, or contact your Board representative. Thank you for your interest in Cherriots.

## JULY 2021

2	Fri		<p><b>Last day to ride Cherriots without paying a fare.</b>          Customer Service Windows OPEN and Customer Service Staff AVAILABLE          Customers can purchase bus passes and/or receive credit for unused portion of 30-day passes and annual passes purchased pre-pandemic; Expired Annual Passes and Reduced Fare IDs will be accepted until September 5, 2021. The TSA extended requirement to wear a mask to 9/13/21</p>
4	Sun	<b>HOLIDAY</b>	<p><b>Independence Day</b></p>
5	Mon	Observed Holiday	<p><b>Cherriots Observed Holiday</b>   Cherriots Administrative Offices <b>Closed</b>          Customer Service <b>Closed</b>   <b>No</b> bus service</p>
6	Tue		<p><b>NEW PHASE of Cherriots Operations begins</b>          Front door boarding; Fares to be reinstated</p>
22	Thu	5:00 PM 6:30 PM	<p>SAMTD Board Orientation          SAMTD Board of Directors Meeting          (Comcast Cable Channel 21 or Cherriots Facebook Live)</p>

## AUGUST 2021

Aug 5		11:30a	KeizerFEST Sponsor Appreciation Luncheon
Aug 7		10:30a	KeizerFEST Parade
26	Thu	5:30 PM 6:30 PM	<p>SAMTD Board Orientation          SAMTD Board of Directors <i>Virtual</i> Meeting          (Comcast Cable Channel 21 or Cherriots Facebook Live)</p>

## SEPTEMBER 2021

6	Mon	<b>HOLIDAY</b>	<p><b>Labor Day</b>   Cherriots Administrative Offices <b>Closed</b>          Customer Service <b>Closed</b>   <b>No</b> bus service</p>
7	Tue		<p><b>CHERRIOTS SERVICE CHANGES</b> (go to: <a href="http://Cherriots.org/changes">Cherriots.org/changes</a>)</p>
21	Tue	5:30 PM	Citizens Advisory Committee
23	Thu		SAMTD Board Executive Session