



Salem Area Mass Transit District  
 Board of Directors  
 ~ **VIRTUAL WORK SESSION** ~  
 May 26, 2022

Join ZoomGov Meeting: <https://cherriots-org.zoomgov.com/j/1608361530?pwd=MHNSRGZ3a1FIT5XSHIGdzYvRWpuUT09>

Meeting ID: **160 836 1530**  
 Passcode: **864458**

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

Meeting ID and Passcode: same as above

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

**MINUTES**

**PRESENT:** President Ian Davidson; Directors Chi Nguyen (virtual), Ramiro Navarro Jr., Sadie Carney, Maria Hinojos Pressey, and Sarah Duncan

**Staff** Allan Pollock, General Manager; David Trimble, Deputy General Manager; Christina Conner, Chief Human Resources Officer; Denise LaRue, Chief Financial Officer; Tom Dietz, Director of Operations; Patricia Feeny, Director of Communication; Sara Sayles, SAMTD Legal Counsel (virtual); Ross Aguilar, Systems Administrator; and Linda Galeazzi, Executive Assistant

**1. CALL TO ORDER 6:10 PM**  
 President Ian Davidson called the work session to order at 6:10 p.m.  
 A quorum was present.

**2. PRESENTATION – None**

**3. DISCUSSION**

**A. 2023-25 Biennium Statewide Transportation Improvement Fund Plan**

**Staff report:** PowerPoint Presentation in the agenda packet

**Presenter:** Allan Pollock, General Manager  
 Chris French, Service Planning Manager

GM Pollock provided a brief presentation on the newly formed Statewide Transportation Improvement Fund (STIF), due to the merger of the Special Transportation Fund (STF) and the STIF; and on the role of the Qualified Entity (QE). GM Pollock described the STIF as an ongoing, dedicated fund used to improve and expand public transit. Its revenue is based

on employee payroll taxes statewide at 1/10 of one percent. The QE, as a designated body, manages the allocation of the STIF revenue when they are distributed to QEs throughout the state. QEs are either mass transit or transportation districts; county commissioners (if there are no districts); and federally recognized Indian Tribes. The District is the QE for Marion and Polk County areas, and is responsible to form an advisory committee (the STIF Advisory Committee), and publish Notification of Funding Availability (NOFA). In addition, the District is responsible to manage the project selection process; oversee the plans of Public Transportation Service Providers (PTSP); receive, review and file quarterly reports from PTSPs to ODOT; and conduct annual reviews of PTSP program compliance. The District is also a PTSP in the Marion/Polk county area that include Cherriots Local, Cherriots Regional, Woodburn Transit and Silverton's Silver Trolley.

Chris French reviewed the planning process for the District as a PTSP beginning with a needs assessment that is done every two years before the biennium; public outreach for feedback to refine the draft service plan, presenting the draft service plan to the STIFAC, and then to the Board for approval at their October 27, 2022 meeting. Then stepping in to the role as the QE to finalize the plan (that includes Cherriots Local, Regional, Woodburn Transit, and Silverton's Silver Trolley) for submission to the Public Transportation Division of ODOT between October 28 and November 18, 2022.

There was time for questions and answers.

**Follow-up:** Board members were advised to:  
1) become familiar with the STIF program priorities (*OAR for STIF Plan Contents*);  
2) Have an understanding of the difference in the role that the District is in as both a QE and as a PTSP.  
Director Navarro had a question about community feedback being skewed. GM Pollock said they would look in to that and get back to him.

#### 4. GENERAL MANAGER COMMENTS

**Staff report:** In the agenda packet for the Board's Work Session

**Presenter:** Allan Pollock, General Manager

GM Pollock provided a brief review of the upcoming agenda items and board calendar.

**Follow-up:**

#### 5. WORK SESSION ADJOURNED

6:32 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board

# Or. Admin. R. 732-042-0015

## Section 732-042-0015 - STIF Plan Contents

- (1) A Qualified Entity shall adopt a written STIF Plan to establish a list of Projects for public transportation located within the Qualified Entity's area of responsibility to guide STIF Formula Fund investments.
- (a) A STIF Plan must cover at least a Biennium, but it may include up to two Biennia subject to Commission approval.
  - (b) A STIF Plan must address the transportation needs of people residing in or traveling into and out of the Qualified Entity's area of responsibility.
  - (c) A Qualified Entity that is a Mass Transit District or Transportation District with jurisdictional boundaries within a county or counties which are not Qualified Entities shall adopt a STIF Plan that considers the Public Transportation Services for the area outside of district boundaries but within the remainder of the county or counties.
  - (d) A STIF Plan may be included in a Qualified Entity's Local Plan or it may be a stand-alone plan.
  - (e) The STIF Plan must contain an explanation of how the plan defines and identifies communities with a high percentage of Low-Income Households.
  - (f) A STIF Plan must include a description of the Qualified Entity's method to sub-allocate STIF Formula Fund moneys to Public Transportation Service Providers and other potential Sub-Recipients and the process for developing the method.
- (2) A Qualified Entity's STIF Plan must contain the following sections:
- (a) Descriptions of Proposed Projects: For each proposed Project, the STIF Plan must include the factors listed in section (3) of this rule.
  - (b) Summary of Planned Expenditures: The STIF Plan must include a summary listing:
    - (A) The total funding sought in the STIF Plan;
    - (B) The total funding sought for each Recipient or Sub-Recipient; and,
    - (C) For Qualified Entities that are Mass Transit Districts or Transportation Districts which do not share contiguous jurisdictional boundaries with a single county, the total funding sought by geographic area inside and outside the district's jurisdictional boundary but within its area of responsibility.
  - (c) Summary of Prior Expenditures on Specific Improvements: If the Qualified Entity received STIF Formula Funds in the preceding two Fiscal Years, the STIF Plan must include a summary of the amount of moneys allocated to fund each of the following:
    - (A) Increased frequency of bus service schedules in communities with a high percentage of Low-Income Households;

- (B)** The expansion of bus routes and bus services to reach communities with a high percentage of Low-Income Households;
- (C)** Fund the implementation of programs to reduce fares for public transportation in communities with a high percentage of Low-Income Households;
- (D)** The procurement of buses that are powered by natural gas, electricity or other low or no emission propulsion for use in areas with populations of 200,000 or more;
- (E)** The improvement in the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- (F)** Coordination between Public Transportation Service Providers to reduce fragmentation in the provision of transportation services;
- (G)** Implementation of programs to provide Student Transit Services for students in grades 9 through 12; and
- (H)** Implementation of programs that enhance services for older adults and people with disabilities.

**(d)** Summary of Current Projects: The STIF Plan must include a summary of Projects recommended by the Qualified Entity's Advisory Committee for the duration of the STIF Plan, identified by Fiscal Year.

**(e)** Advisory Committee Information: The STIF Plan must include a list of the Qualified Entity's current Advisory Committee and the online or other location(s) where Advisory Committee materials may be reviewed as described in OAR 732-040-0030(4)(b). In addition, the STIF Plan must include a statement that the Qualified Entity consulted with its Advisory Committee as required by these rules and, if applicable, an explanation of why the Advisory Committee's recommendation was not adopted by the Governing Body.

**(f)** Recipient Accountability Methods: The STIF Plan must include a description of the methods the Qualified Entity will use to ensure that it complies with these rules and achieves the goals identified in the STIF Plan.

**(g)** Sub-Recipient Accountability Methods: The STIF Plan must include a description of the methods and agreement or contract language that the Qualified Entity will use to oversee its Sub-Recipients, address deficiencies in Sub-Recipient performance, and to ensure that the Qualified Entity can accomplish the applicable requirements of these rules, including but not limited to audit and compliance requirements, accounting requirements, capital asset requirements and reporting requirements.

**(h)** Remediation Strategies: If the Qualified Entity has submitted three or more Quarterly Reports within the past two years which indicate that it failed to substantially comply with its approved STIF Plan, the STIF Plan must include a description of the Qualified Entity's strategies to ensure that it will substantially comply with the proposed STIF Plan.

**(i) Governing Body Adoption:** The STIF Plan must include documentation that the Governing Body approved the STIF Plan prior to its submittal to the Agency. If STIF Formula funds will be jointly managed by two or more Qualified Entities, the STIF Plan must include documentation demonstrating each Governing Body's commitment to joint management.

**(3)** The STIF Plan must include descriptions of each proposed Project as described below. A Qualified Entity shall include in its STIF Plan only Projects which appear in a Local Plan. Qualified Entities eligible for no more than the minimum STIF Formula Fund allocation under OAR 732-042-0010(2) or Rural Public Transportation Service Providers that are unable to meet the Local Plan requirements during the first Formula Fund solicitation cycle may use a portion of their first STIF Formula Fund allocation or sub-allocation to improve public transportation services if they have a current approved Coordinated Human Services Public Transportation Plan and if they also use a portion of the first allocation or sub-allocation to develop a Local Plan that is consistent with STIF Local Plan requirements. For each proposed Project, the STIF Plan must describe:

**(a)** Proposed funding level for each Project and a description of what the Qualified Entity intends to do with the STIF Formula Fund moneys it receives for the individual Project.

**(b)** Whether the Project would improve or expand public transportation or maintain an existing service. For Projects that would maintain an existing public transportation service, the STIF Plan must specify the amount and percentage of each Project budget for this purpose.

**(c)** Anticipated benefits and discrete measurable outcomes associated with each Project with specific reference to whether the Project advances each of the criteria listed at 732-042-0015(2)(c).

**(d)** Identification of the Local Plan(s) from which each Project was derived and identification of the board, council, commission, or other governing body which approved the Local Plan.

**(e)** The proposed Recipient or Sub-Recipient of the STIF Formula Fund moneys for that Project.

**(f)** A full budget including fund sources and for yet-to-be obligated fund sources, the timing for funding decisions, if known.

**(g)** For proposed Projects which are part of a larger multi-phase Project, the phasing plan including schedule and budget with known and potential funding sources identified.

**(h)** The amount of moneys from the STIF Formula Fund distribution that would be allocated to fund each of the criteria listed at 732-042-0015(2)(c).

**(i)** Identification of the extent to which the Project is consistent with Oregon Public Transportation Plan goals, policies, and implementation plans.

(j) At least one Project described in the STIF Plan must implement a program(s) to provide Student Transit Services for students in grades 9 through 12, if practicable, and allocate at least one percent of the Qualified Entity's estimated STIF Formula Fund disbursement to that program(s) each year. In this instance, a program(s) is considered practicable when Public Transit Services within the Qualified Entity's area of responsibility can be feasibly and efficiently used by students in grades 9 through 12. If the Qualified Entity determines that it is not Practicable to identify such a Project or to allocate funding for this purpose, it shall specify in its STIF Plan the reason(s) for its determination.

*Or. Admin. R. 732-042-0015*

PTD 1-2018, adopt filed 06/26/2018, effective 7/1/2018; PTD 5-2020, amend filed 09/23/2020, effective 9/23/2020; PTD 1-2022, amend filed 01/25/2022, effective 1/25/2022

*Statutory/Other Authority: ORS 184.619, ORS 184.658 & ORS 184.761*

*Statutes/Other Implemented: ORS 184.751-184.766*

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