

**STATEWIDE TRANSPORTATION IMPROVEMENT FUND  
ADVISORY COMMITTEE  
VIRTUAL MEETING**

Tuesday, July 21, 2020  
5:30 – 7:30 PM

Google Meet I.D: [meet.google.com/bmr-dabm-oup](https://meet.google.com/bmr-dabm-oup)  
Google Meet Phone No: 1+ 413-340-2294  
PIN: 119 311 874#

(Detailed Instruction to participate in the meeting are on the next page)

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

**NOTE:** Social distancing, virtual meetings, and other COVID-19 guidelines will be practiced at all of the District’s public meetings for the protection of the Board, staff and community members until further notice. There will not be a public forum.

The public is encouraged to send testimony on any of the agenda items. Public comments can be submitted in writing by email to [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org) or mailed to: SAMTD, 555 Court Street NE, Suite 5230, Salem, Oregon 97301 by 5pm on Monday, July 20, 2020; or contact Jolene White at (503) 588-2424 for instructions to testify. Written testimony received will be provided to the Statewide Transportation Improvement Fund Advisory Committee and will be included in the public record for the meeting.

## INSTRUCTIONS FOR THE STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE VIRTUAL MEETING

It is not required to have a Google account in order to participate in the STIFAC meeting.

You can connect with full video and audio if you have a camera and/or a microphone on your computer or cellphone:

**Google Meet I.D:** [meet.google.com/bmr-dabm-oup](https://meet.google.com/bmr-dabm-oup)

**Google Meet Phone No:** 1+ 413-340-2294

**PIN:** 119 311 874#

No microphone or camera on your computer?

- You can still use the speakers on your computer or your cellphone to listen.
- You may want to try out your connection to the virtual meeting 10-15 minutes early.

### CONTACT:

Jolene White, Administrative Assistant

Salem Area Mass Transit District

email: [jolene.white@cherriots.org](mailto:jolene.white@cherriots.org) | STIFAC: [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org)

phone: (503) 361-7521

For the Google Meet App on your cellphone. Go to:

Google Play Store -

<https://play.google.com/store/apps/details?id=com.google.android.apps.meetings>

Apple App Store – <https://apps.apple.com/us/app/hangouts-meet-by-google/>

This public meeting is in a place that is ADA accessible. Auxiliary hearing aids and services, and alternate formats to individuals with limited English proficiency are available. Requests can be made with at least 48 hours of notice 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.

For an electronic copy of the Statewide Transportation Improvement Fund Advisory Committee agenda packet, go to [www.cherriots.org/STIFAC/](http://www.cherriots.org/STIFAC/).

Esta reunión pública está en un lugar accesible para la ADA. Se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer con 48 horas de aviso directamente al Secretario de la Junta por teléfono al 503-588-2424 o con la asistencia de TTY: Servicios de retransmisión de Oregon al 1-800-735-2900 (o 711). El horario de la oficina de administración de Cherriots es de lunes a viernes de 8:00 a.m. a 5:00 p.m.

Para obtener una copia electrónica del paquete de agenda de la Junta, visite [www.cherriots.org/STIFAC/](http://www.cherriots.org/STIFAC/).

**STATEWIDE TRANSPORTATION IMPROVEMENT FUND  
ADVISORY COMMITTEE  
VIRTUAL MEETING  
Tuesday, July 21, 2020**

**A. CALL TO ORDER**

“Safety Moment” Thought for the Day

**B. PUBLIC COMMENTS**

*See above for public comment procedures*

**C. APPROVAL OF MEETING MINUTES**

1. STIFAC JUNE 2, 2020 MINUTES
2. STIFAC JUNE 10, 2020 MINUTES

**D. ANNOUNCEMENTS**

**E. INFORMATION ITEMS**

1. Summary report from the Public Transit Service Providers (PTSP) regarding progress on each of their STIF funded projects in the first biennium.
2. Report on the financial forecast for the STIF program for the 2021 – 2023 biennium.
3. Update on STIFAC bylaw revisions going before the Board of Directors.
4. Review the meeting schedule and process for the upcoming funding cycle.

**F. DISCUSSION**

1. Advisory committee members to discuss their desired area of focus for the 2021 – 2023 biennium. These priorities will be provided to the PTSP’s applying for funding in the 2021 – 2023 biennium.
2. STIFAC member vacancies.

**G. ADJOURN**

**Mission**

**Connecting people with places through safe, friendly, and reliable public  
transportation services Values**

**Safety – Service Excellence – Communication – Innovation – Accountability**

Salem Area Mass Transit District  
**STATEWIDE TRANSPORTATION IMPROVEMENT FUND**  
**ADVISORY COMMITTEE**  
**VIRTUAL MEETING**

June 2, 2020  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

<b>PRESENT:</b>	Vice-Chair, Becky Gilliam, Jim Row, Ron Harding, Kathy Martin-Willis
<b>ABSENT:</b>	Director Charles Richards, Sandra Hernandez- Lomeli, J.D. Wolfe, Glen Morrison, Chris Havel
<b>STAFF:</b>	Steve Dickey, Director of Strategic Initiatives and Program Management; Chris French, Service Planning Manager; Ted Stonecliffe, Planner II; Jeremy Jorstad, Planner II; Jolynn Franke, Planner I; Melissa Kidd, Operations Programs Administrator
<b>GUESTS:</b>	Director Colleen Busch
<b>RECORDER:</b>	Jolene White, Administrative Assistant, Finance and Technology, Strategic Initiatives and Program Management

**A. CALL TO ORDER, WELCOME, AND INTRODUCTIONS**

**5:30 PM**

Vice-Chair Becky Gilliam called the meeting to order. Attendance was noted, and a quorum was not present. The members informally decided to continue with an informational meeting and to reschedule an additional meeting for next week to vote on action items.

Mr. Dickey shared a *Safety Moment* about ways that the District continues in safety mode and is utilizing protective measures to prevent the spread of the COVID-19 virus. He said it was important for everyone to continue to practice safety measures.

**B. PUBLIC COMMENTS**

There were no public comments submitted and no public present.

### **C. ANNOUNCEMENTS**

Mr. Dickey informed the committee that until the threat of the COVID-19 pandemic lessened, all public meetings at Cherriots will meet electronically. The current platform the District uses is Google Meet.

Mr. French gave an update on the service impacts of the COVID-19 pandemic. On March 6<sup>th</sup>, the District started additional cleaning in the facilities and on the buses to help prevent the spread of the COVID-19 virus. On March 31<sup>st</sup>, all service was suspended due to several operators contracting the virus. Local service resumed at approximately 25% capacity levels on April 6<sup>th</sup> for essential trips only. Regional service was reduced by a few morning and evening trips only. On April 26<sup>th</sup>, local service levels were able to be increased to approximately 30%, backdoor boarding was initiated and the service started operating fare free. On May 10<sup>th</sup>, Saturday service was added back and that increased service levels to 66%. The District will be adding plastic barriers separating the operators from the riders and should be completely installed by the end of July. Once the barriers are in place on the bus, the District will be looking at expanding service. Other measures that have been taken are masks are required to be worn by riders and social distancing seating required. Service changes have been announced on the Cherriots website and social media sites to alert the public of any changes.

Mr. Dickey went over the schedule and timeline for the upcoming STIF funding cycle for the next biennium. There will need to be at least three more meetings of the STIFAC this year.

### **D. DISCUSSION**

Mr. French shared a report on the positive results of the STIF funding used in the first round of funding. Ridership increased resulting from the implementation of the youth fare. Ridership increases were up by 5.5 % for local service and up 11% for the regional service for the year. Dial-a-ride services are down due to lack of funding requiring reductions and Cherriots LIFT service is an on-demand service. There was a significant increase in boarding's using the reduced youth monthly fare use in both the regional and local system.

The committee discussed which areas they would like to focus on for the next biennium. Mr. Row shared that because of the loss of revenue from the payroll tax due to the COVID-19 pandemic, the funding for the STIF will most likely be significantly lower in the next biennium. Due to the lack of funding, Mr. Row doesn't think there will

be room in the budget for additional areas of focus. Mr. Dickey shared that there is a possibility that the legislation, for a fixed period of time, may relax some of the limitations of how the STIF funds can be used. The reasoning behind the relaxed rules is because agencies that are already funded through a payroll tax have been hit extremely hard and they want to allow those agencies to have flexibility in order to maintain service at a cohesive level.

Ms. Gilliam shared her thoughts on future investments in transit and our current situation and coming back from the pandemic, and longer-term priorities. One of the highest priorities is to make sure that all transit workers and users are able to be kept safe and healthy as much as possible. Ms. Gilliam's recommendation is that if there is leeway in how the STIF funds can be used, to keep those recommendations in mind as a number one priority. The significant increase in youth ridership shows how important it is to have this program. It is important to Ms. Gilliam that this committee preserves and continues this investment in the youth fare program. She would also like to see what other areas can be utilized for youth programs. The third item she would like the committee to look at is the methodology that is used to determine which routes are reopening and what frequency rate to prioritize service for our essential workers in the community.

Mr. Harding has been thinking along the lines of exploring and embracing technology in the use of our transit such as real-time location software. There will be many additional software platforms that we may be able to use in ways that we haven't thought of before. This group should keep an eye on these things and embrace it to make it more convenient and efficient for customers to ride the bus. Mr. Dickey updated the group informing them that Cherrits is in the process of installing equipment for real-time passenger information on both the local and regional service. The District is also in the process of initiating a contactless fare system to minimize contact and to improve the safety and health of our employees and customers. The committee discussed different contact free fare systems that may be utilized.

Ms. Martin- Willis reminded the group that they had done extensive polling previously in order to see what the community needs were. She is curious to know where the committee left off were rider input was concerned. This seems like the logical place to pick up where they left off. Mr. French informed the group that the District's rider survey showed that the priority requests from customers was to have weekend and holiday service. Mr. French will send out the latest poll for members to review.

Mr. Row summarized the committee's interests in the next biennium as follows:

- Preservation of services
- Increasing access (reduced fares etc.)
- Rider safety (sanitation, security measures, contactless fare system)
- Focusing on technology for transit

Vice-Chair Gilliam would also like to look at if they will be increasing any investments in routes and services especially for essential workers that depend on transit, low income areas and communities of color. Ms. Gilliam also pointed out that going to contactless fare system can present some challenges for riders that do not have smart phones. Mr. Row also expressed interest in how to make a contactless fare system meet the needs of these groups. Mr. Dickey shared that another component of this is to address the capabilities of these systems to include everyone, including those that do not have access to a bank account.

**E. ACTION ITEMS**

Due to a quorum not being present, the Statewide Transportation Improvement Fund Advisory Committee will meet again on June 10, 2020 in order to vote on action items.

**F. ADJOURN**

Vice-Chair Gilliam adjourned the meeting at 7:12 PM.

Salem Area Mass Transit District  
**STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE**  
**VIRTUAL MEETING**

June 10, 2020  
Courthouse Square – Senator Hearing Room  
555 Court Street NE, Salem, Oregon 97301

**MINUTES**

**PRESENT:** Vice Chair, Becky Gilliam, Jim Row, Ron Harding, Kathy Martin-Willis, Glen Morrison

**ABSENT:** Director Charles Richards, Sandra Hernandez- Lomeli, J.D. Wolfe

**STAFF:** Steve Dickey, Director of Strategic Initiatives and Program Management; Chris French, Service Planning Manager; Ted Stonecliffe, Planner II

**GUESTS:** Director Colleen Busch

**RECORDER:** Jolene White, Administrative Assistant, Finance and Technology / Strategic Initiatives and Program Management

**A. CALL TO ORDER**

**5:30 PM**

Vice-Chair Becky Gilliam called the meeting to order. Attendance was noted, and a quorum was present.

Mr. Dickey shared the “*Safety Moment*” thought of the day to remember these three things as we stay strong and continue to flatten the curve and slow the spread of COVID-19. If you leave home, practice your 3 - Ws: Wear, Watch, Wash.

- **Wear** a cloth covering over your nose and mouth.
- **Watch** your distance by remaining at least 6 feet apart. Avoid close contact.
- **Wash** your hands often with soap and water for at least 20 seconds or use hand sanitizer.

These actions can help to protect yourself and those around you and slow the spread of the COVID-19 virus.

**B. PUBLIC COMMENTS**

There were no public comments submitted and no public present.



### **C. ACTION ITEMS**

- 1. Form a formal recommendation to Cherriots Board of Directors for staggered terms for members of the Statewide Transportation Improvement Fund Advisory Committee (STIFAC).**

Mr. Dickey went over the requirement in the STIFAC bylaws that state the member's terms will need to be staggered to avoid a complete turnover of members in one year. Staff propose that three of the members will start the next term with a one-year term and four of the members will serve a two-year term. The committee members discussed the term options and none of the members present had a preference of either the one- or two-year terms.

**Mr. Row motioned that the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) recommend to the Cherriots Board of Directors for members Jim Row, J.D. Wolfe, and Glenn Morrison will start the next term with a one-year term, and members Becky Gilliam, Ron Harding, Kathy Martin-Willis and Sandra Hernandez-Lomeli will serve a two-year term. Mr. Morrison seconded the motion. The motion passed unanimously among voting members.**

- 2. Form a formal recommendation to Cherriots Board of Directors for a Chairperson of the Statewide Transportation Improvement Fund Advisory Committee (STIFAC). Mr. Harding nominated Becky Gilliam for Chair, and she accepted the nomination. There were no other nominations. The motion passed unanimously among voting members.**
- 3. Form a formal recommendation to Cherriots Board of Directors for a Vice-Chairperson of the Statewide Transportation Improvement Fund Advisory Committee (STIFAC). Mr. Row nominated Kathy Martin-Willis to serve as Vice-Chair, and she accepted the nomination. There were no other nominations. The motion passed unanimously among voting members.**

### **D. ADJOURN**

Vice-Chair Gilliam adjourned the meeting at 6:02 PM.