



Salem Area Mass Transit District

Statewide Transportation Improvement Fund Advisory Committee

Agenda Packet

Thursday, May 7, 2026 at 1:00 p.m.

Members: Cory, Mисley, Eunice Kim, Fred Evander, Kathleen McClaskey, Kyle Miller, Marja Byers, Michael DeBlasi, Stephen Dobrinich, & Steve Anderson

Available meeting formats:

- **In Person:** Senator Hearing Room, 555 Court Street NE, Salem, Oregon 97301
- **Zoom Gov:**
 - [Join the STIFAC Meeting Virtually](#)
 - Meeting ID: 161 214 7423
 - Passcode: 887675
 - Phone: (669) 254 5252

Public Comment: The public may provide comments on budget-related matters during the meeting. Public comment is limited to three minutes per speaker.

Comments can be submitted:

- Via ZoomGov: Email clerkoftheboard@cherriots.org to sign up.
- By email - STIFAC@cherriots.org
- By mail - Attn: District Board of Directors, 555 Court St. NE, Suite 5230, Salem, OR 97301

Written comments and signups must be received by 5:00 P.M. on May 4, 2026.

Closed Captioning (CC): Live closed captioning is available through ZoomGov.

Alternative Formats: Individuals who need meeting materials in alternative formats, sign language interpretation, translation, or other auxiliary aids or services are encouraged to contact the Clerk of the Board at (503) 588-2424 or clerkoftheboard@cherriots.org or TTY 711 (Oregon Relay Service), at least 48 hours in advance of the meeting.

Electronic Copies: [Download Board Meeting Agenda Packet.](#)

Email Distribution List: Email clerkoftheboard@cherriots.org to join the District's public meeting distribution list.

Formatos de reunión disponibles:

- **En persona:** Senator Hearing Room, 555 Court Street NE, Salem, Oregon 97301
- **Zoom Gov:**
 - [Participa en la reunión de STIFAC de forma virtual](#)
 - ID de la reunión: 161 214 7423
 - Contraseña: 887675
 - Teléfono: (669) 254-5252

Comentarios del público: El público puede realizar comentarios sobre asuntos relacionados con el presupuesto durante la reunión. Los comentarios del público están limitados a tres minutos por persona.

Los comentarios pueden enviarse:

- A través de ZoomGov: envíe un correo electrónico a clerkoftheboard@cherriots.org para inscribirse.
- Por correo electrónico: STIFAC@cherriots.org.
- Por correo postal: A la atención de: Junta Directiva del Distrito, 555 Court St. NE, Suite 5230, Salem, OR 97301

Los comentarios por escrito y las inscripciones deben recibirse antes de las 5:00 p. m. del 5 de mayo de 2025.

Subtítulos ocultos (CC): Hay subtítulos ocultos en directo disponibles a través de ZoomGov.

Formatos alternativos: Se recomienda a las personas que necesiten materiales de la reunión en formatos alternativos, interpretación en lengua de signos, traducción u otras ayudas o servicios auxiliares que se pongan en contacto con el secretario de la Junta en el (503) 588-2424 o en clerkoftheboard@cherriots.org o TTY 711 (Servicio de Retransmisión de Oregon), al menos 48 horas antes de la reunión.

Copias electrónicas: [Descargue el paquete de la agenda de la reunión de la Junta.](#)

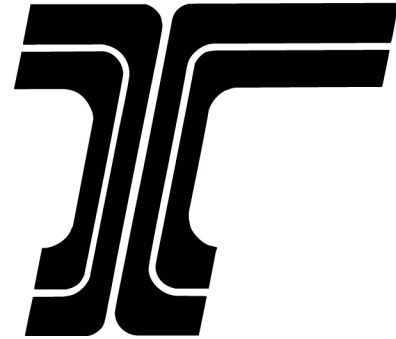
Lista de distribución por correo electrónico: Envíe un correo electrónico a clerkoftheboard@cherriots.org para unirse a la lista de distribución de reuniones públicas del Distrito.

Agenda

- 1. Call to Order**
 - A. Note of Attendance for a Quorum
 - B. Safety Minute
 - C. Announcements | Changes to Agenda
- 2. Public Comment**
- 3. Discussions**
 - A. Overview of the Section 5310 Program & It's Funding Allocation Process
- 4. Presentations**
 - A. ODOT 5310 Applications
 - i. Salem Area Mass Transit District 4
 - ii. City of Woodburn 342
 - iii. City of Monmouth 356
- 5. Action Items**
 - A. ODOT 5310 Funding Allocation Recommendation to the District Board
 - B. Approval of Minutes
 - i. November 18, 2025 STIFAC Meeting 536
- 6. QE Remarks**
 - A. Overview of 2027-2029 STIF Formula Plans Timeline
 - B. Update on STIF Formula Funding Allocation Methodology
 - C. Meeting Frequency
- 7. Adjourn**

Next Meeting: June 10, 2026 at 1:00 p.m.

Oregon Department of Transportation



2027-2029 Section 5310 Formula Subrecipient Grant Application

This form is for subrecipient agencies to apply to Lead Agencies for Section 5310 funding. If your agency is NOT a Subrecipient, please do not use this form. Instead, use the [5310 application form](#).

Additional information on how to apply can be found in the 5310 application instructions which are available from the Funding Opportunities webpage.

Agency Details

Select the 5310 funding source applying for this application.

- ☐ Small urban apportionment
- ☐ Rural apportionment
- ☒ Surface Transportation Block Grant funding (STBG)

Submit one application for each applicable funding source for each subrecipient.

Subrecipient Agency Information

Agency legal name

Salem Area Mass Transit District

Agency DBA (Doing Business As) name

Cherriots

Agency provider type

Special district

Agency legal address

Address Line 1

Address Line 2

City

State

Zip Code

Application contact name**Application contact title****Application contact email address****Application contact phone****Lead Agency Information****Lead agency legal name****Lead agency DBA (Doing Business As) name****Lead agency contact name****Lead agency contact title****Lead agency contact email address****Risk Assessment Information****Will administration of the grant be delegated to a separate agency?**☐ Yes☒ No**Subrecipient financial and audit information****Is the agency subject to Single Audit requirements?**☒ Yes☐ No

If an agency expends \$1M or more federal assistance funds annually they are required to have a Single Audit.

Attach a copy of the most recent Single Audit.**Does your agency have established financial management policies and procedures?**☒ Yes

☐ No

Does your agency have an established accounting system for federal grants?

☒ Yes

☐ No

What type of accounting system does your agency use?

☐ Manual

☐ Automated

☒ Combined

An example of an Automated accounting system is a program tool such as QuickBooks. A Manual accounting system is a bookkeeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A Combined system uses a combination of the two systems.

What is the financial software utilized?

Tyler Technologies Enterprise ERP

Can your system separately identify the federal awards and programs that are recieved?

☒ Yes

☐ No

Can your system identify the source and application of awarded funds and support documentation?

☒ Yes

☐ No

Does the system account for 100 percent of each employee's time?

☒ Yes

☐ No

Does the agency compare expenditure with budget amounts throughout the life of the grant?

☒ Yes

☐ No

Does the agency know the guidance on allowable costs associated with this award?

☒ Yes

☐ No

2 CFR 200, FTA C 9040.1H

Was your agency audited by the State and/or Federal government in the past two years?

☒ Yes

☐ No

Did the audit result in one or more audit findings?

☐ Yes

☒ No

Provide the list of findings and identify any repeat findings.

None

Subrecipient staffing and resources

Does the agency have adequate staff and resources to deliver the project?

- ☒ We have adequate staff to comply with the terms of this agreement.
- ☐ Need to hire new staff for this work.
- ☐ Will have to contract a vendor to carry out the program activities.
- ☐ We have experienced significant turnover - limited resources.

Did your agency have any turnover of management staff in the last two years?

- ☒ Yes
- ☐ No

List the position(s) that experienced turnover.

In the last two years SAMTD has experienced turnover at the following management positions:
-Chief Financial Officer
-Information Technology Manager
-Maintenance Manager
-Marketing Manager

Did your agency have turnover or vacancies in program related key positions in the last two years?

- ☒ Yes
- ☐ No

List the position(s) that experienced turnover.

In the last two years SAMTD has experienced turnover at the following program related key position:
-Chief Financial Officer

Does the agency provide ongoing training for program and finance personnel?

- ☒ Yes
- ☐ No

Subrecipient procurement

Does the agency have established procurement policies?

- ☒ Yes
- ☐ No
- ☐ Will adopt 2 CFR 200 during this grant cycle.

Project Information

Project 1

Subgrantee legal name

Salem Area Mass Transit District

Subgrantee DBA (Doing Business As) name

Cherriots

Does the subgrantee have any existing grant agreements with ODOT?

☒ Yes

☐ No

Subgrantee Authorized Representative

The person authorized to sign the subgrant agreement.

Authorized representative first and last name

Allan Pollock

authorized representative title

General Manager

Official who has authority to indebted agency or company**Authorized representative email**

allan.pollock@cherriots.org

Authorized representative phone

(503) 361-2550

Project Details

Project name

Cherriots Mobility Management Travel Training

Describe project service area and where does the majority of service happen.

The project serves the Salem Area Mass Transit District service area, including the cities of Salem, Keizer, and surrounding communities served by Cherriots Regional routes. Travel training is available to the general public and supports use of all SAMTD services, while focusing on seniors, individuals with disabilities, and disadvantaged populations who may need additional assistance accessing transit. Because the program is tied to the full transit network, services are delivered throughout the district at locations where riders travel, transfer, and access key destinations..

Select the type(s) of service that will be supported by this award. Select all that apply.

☒ Open to the general public at all times

☒ Deviated Fixed Route

☐ Open to the general public on a space-available basis

☒ Fixed Route (excluding commuter and intercity routes)

☐ Open only to seniors and individuals with disabilities

☒ Demand Response (Excluding ADA complementary Paratransit)

☐ Limited to defined clientele (e.g. residential home)

☒ ADA Complementary Paratransit

Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.

Large Urban

Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)

If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.

Does the majority of the operations occur within one of these areas?

Salem area

Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.

Select the counties served by this project.

☐ BAKER	☐ DOUGLAS	☐ LAKE	☐ SHERMAN
☐ BENTON	☐ GILLIAM	☐ LANE	☐ TILLAMOOK
☐ CLACKAMAS	☐ GRANT	☐ LINCOLN	☐ UMATILLA
☐ CLATSOP	☐ HARNEY	☒ LINN	☐ UNION
☐ COLUMBIA	☐ HOOD RIVER	☐ MALHEUR	☐ WALLOWA
☐ COOS	☐ JACKSON	☒ MARION	☐ WASCO
☐ CROOK	☐ JEFFERSON	☐ MORROW	☐ WASHINGTON
☐ CURRY	☐ JOSEPHINE	☐ MULTNOMAH	☐ WHEELER
☐ DESCHUTES	☐ KLAMATH	☒ POLK	☐ YAMHILL

Select all that apply.

Select the activity type(s) for this project.

☐ A. Vehicle Acquisition	☐ D. Preventive Maintenance
☐ B. Equipment, Signs and Amenities, Shelters	☒ E. Mobility Management
☐ C. Facilities: Bus Barns and Other Buildings	☐ F. Purchased Service (competitively procured via RFP)

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

E. Mobility Management

Mobility management 1

Task title

Cherriots Mobility Management Travel Training

Task type

- ☐ One Stop Referral Operating transportation brokerages to coordinate service providers, funding resources, and customer needs
- ☐ Coordinating transportation services for older adults, individuals with disabilities, and individuals with low incomes

- Supporting local partnerships that coordinate transportation services
- Staffing for the development and implementation of coordination plans
- ⦿ Providing travel training and trip planning activities for customers
- Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel
- Planning and implementing the acquisition and purchase of intelligent transportation technologies to operate a coordinated system (Only purchases under \$5,000)
- Travel Mobility Planning
- Internet Based Information
- Informational Materials/Marketing

On what page is activity or project listed in the adopted Coordinated Plan?

47, 51, 54, 56, 58

Coordinate Plan page(s) upload

Cherriots_Coordinated_Plan_2024 - Pgs 47-51-54-56-58.pdf

Describe how this activity benefits seniors and individuals with disabilities.

SAMTD Mobility Management projects include planning, training, and management activities that improve coordination among public transportation providers, human service agencies, and private transportation providers. These efforts strengthen coordination among existing providers and expand service options for seniors and individuals with disabilities, improving equity and accessibility in transit. SAMTD intends to advance its mission of creating community connections by focusing on four goals: 1) Promote Accessibility and Livability, 2) Focus on the Individual, 3) Improve Coordination, and 4) Foster Education and Awareness.

This project coordinates and seeks to expand transportation services for seniors, individuals with disabilities, and disadvantaged populations in Salem-Keizer and surrounding rural communities, helping individuals overcome barriers to accessing public transportation. The project will help fund three positions: Travel Trainer, Mobility Management Coordinator, and Customer Service Manager.

The Travel Trainer is essential to SAMTD's partnerships, collaborations, and community presence, helping ensure SAMTD is viewed as a positive community partner while increasing awareness of available transportation services and programs. This increased awareness helps agencies, advocates, and community members both use transit themselves and share information with others who may benefit. The Travel Trainer also gathers and analyzes data, evaluates transportation options for individuals with disabilities, and develops and coordinates educational programs that address community transportation needs and inform the public about efficient ways to use existing services. The Travel Trainer and other SAMTD staff also provide community presentations on transportation options and how to access them. Experience has shown that when the Travel Trainer attends these presentations, individuals are more likely to use travel training services. In addition, the Travel Trainer evaluates customer needs and abilities, matches riders with the most appropriate services, and accompanies individuals or small groups on trips as needed to provide hands-on instruction in using public transportation.

The Customer Service Manager oversees the Transit Host and Cherriots LIFT Eligibility programs. Transit Hosts operate outside the Downtown Transit Center mall and assist seniors, individuals with disabilities, and the general public with boarding the correct bus and planning trips. They answer rider questions, share information about detours, delays, and service changes, and provide a familiar, welcoming presence. Many riders are nervous about navigating transfers and spending time between buses at the transit center, and the presence of Transit Hosts helps make that experience less stressful and more manageable. Riders experiencing blindness have noted the positive impact Transit Hosts have on their ability to navigate the community, since assistance at the transit center allows them to conserve energy and focus for the rest of their trip. Transit Hosts serve approximately 3,800 people each year. While the program is available to all riders, it focuses on seniors and individuals with disabilities to support an equitable and accessible transit system.

i.e. We will host five events at locations in our community to explain the transit services available to seniors.

How will you deliver the proposed project activity?

☒ In-house

☐ Contractor or consultant

Check all that apply

Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project:

Description of unit

number of individuals trained

Number of units

300

Describe the method you will use to measure output from the project.

The measurement that will be used is the number of individuals trained. The estimated number of trainees during the upcoming biennium is 300 and will be determined by tracking the number of individuals who participate and complete travel training with SAMTD staff.

Cost of mobility management activity

\$217,384.00

Activity deliverables

Deliverable description	Units	Deliverable date
Customers Trained	300	9/30/2029

Project match

Match source	Match amount	Match percentage	Match status
State	\$22,326.00	100.00%	Planned

\$22,326.00

Is your agency including in-kind match in the application

☐ Yes

☒ No

Task cost and match information:

Total project cost	Match amount	Grant amount
\$217,384.00	\$22,325.34	\$195,058.66

Environmental Review

Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program)

- ☐ Yes
- ☒ No

Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate “independent utility,” meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds.

- ☐ Yes
- ☒ No

Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds?

- ☐ Yes
- ☒ No

Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project?

- ☐ Yes
- ☒ No

Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA’s CE Worksheet. Would the project described include any of the following?

NEPA Concurrence

Has the FTA already provided NEPA concurrence for this project or components of this project?

- ☐ Yes
- ☐ No
- ☒ Not Applicable

Answer the following questions to help determine if the proposed project would require completion of FTA’s CE Worksheet.

Indirect Costs

Does the agency intend to charge any indirect cost to this project?

- ☐ Yes

☒ No

Total Project Costs

Project Title

Cherriots Mobility Management Travel Training

Total Vehicle Acquisition Cost

\$0.00

Total Equipment, Signs and Amenities, Shelter Cost

\$0.00

Total Facilities, Bus Barns, and Other Buildings Cost

\$0.00

Total Preventive Maintenance Cost

\$0.00

Total Mobility Management Cost

\$217,384.00

Total Purchased Service Project Cost

\$0.00

Total Project Cost

\$217,384.00

Total Match Amount

\$22,325.34

Total Grant Amount

\$195,058.66

Project 2

Subgrantee legal name

Salem Area Mass Transit District

Subgrantee DBA (Doing Business As) name

Cherriots

Does the subgrantee have any existing grant agreements with ODOT?

☒ Yes

☐ No

Subgrantee Authorized Representative

The person authorized to sign the subgrant agreement.

Authorized representative first and last name

Allan Pollock

authorized representative title

General Manager

Official who has authority to indebted agency or company

Authorized representative email

Authorized representative phone

allan.pollock@cherriots.org

(503) 361-2550

Project Details

Project name

Purchase of Service - Cherriots LIFT

Describe project service area and where does the majority of service happen.

Cherriots LIFT service is available within the Salem-Keizer UGB.

Select the type(s) of service that will be supported by this award. Select all that apply.

☐ Open to the general public at all times	☐ Deviated Fixed Route
☐ Open to the general public on a space-available basis	☐ Fixed Route (excluding commuter and intercity routes)
☒ Open only to seniors and individuals with disabilities	☐ Demand Response (Excluding ADA complementary Paratransit)
☐ Limited to defined clientele (e.g. residential home)	☒ ADA Complementary Paratransit

Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.

Large Urban

Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)

If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.

Does the majority of the operations occur within one of these areas?

Salem area

Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.

Select the counties served by this project.

☐ BAKER	☐ DOUGLAS	☐ LAKE	☐ SHERMAN
☐ BENTON	☐ GILLIAM	☐ LANE	☐ TILLAMOOK
☐ CLACKAMAS	☐ GRANT	☐ LINCOLN	☐ UMATILLA
☐ CLATSOP	☐ HARNEY	☐ LINN	☐ UNION
☐ COLUMBIA	☐ HOOD RIVER	☐ MALHEUR	☐ WALLOWA
☐ COOS	☐ JACKSON	☒ MARION	☐ WASCO
☐ CROOK	☐ JEFFERSON	☐ MORROW	☐ WASHINGTON
☐ CURRY	☐ JOSEPHINE	☐ MULTNOMAH	☐ WHEELER
☐ DESCHUTES	☐ KLAMATH	☒ POLK	☐ YAMHILL

Select all that apply.

Select the activity type(s) for this project.

☐ A. Vehicle Acquisition	☐ D. Preventive Maintenance
☐ B. Equipment, Signs and Amenities, Shelters	☐ E. Mobility Management
☐ C. Facilities: Bus Barns and Other Buildings	☒ F. Purchased Service (competitively procured via RFP)

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

F. Purchased/Contracted Services

Purchased/contracted services 1

Describe the purchased service and how the services benefit seniors and individuals with disabilities.

Cherriots LIFT is an origin-to-destination, shared-ride, complementary paratransit transportation service for individuals who are unable to use the Cherriots Local bus service because of their functional ability. Cherriots LIFT service covers all locations within the Salem-Keizer urban growth boundary.

Individuals can qualify for Cherriots LIFT for some or all of their trips. A three-step application process to determine eligibility is required: Application, medical questionnaire, and in-person functional assessment. Depending on eligibility, some rides may be accessible on Cherriots Local. Choosing Cherriots Local for some trips does not affect Cherriots LIFT eligibility. Cherriots LIFT uses a variety of accessible vehicles in its fleet with lifts and ramps to provide service.

Several passengers share the vehicle, and the vehicle may stop and travel in other directions during any passenger's trip to accommodate other trip requests. Travel time may vary, depending on trip distance and the stops made to accommodate other riders during the trip. Cherriots Local and Cherriots LIFT operate the same hours and days of the week.

Reservations are required. Passengers may choose to have their trip scheduled based on either the time they wish to be picked up or the time they wish to arrive at their destination. Cherriots LIFT rides are scheduled by reservation with the Cherriots call center. Eligible riders may bring a personal care attendant (PCA) with them on their trip. A PCA rides free of charge. Riders may bring one companion in addition to a PCA if space is available. Companions pay the regular Cherriots LIFT fare. LIFT drivers assist riders in boarding and debarking the Cherriots LIFT vehicle as needed. This includes assistance with moving and securing mobility devices.

Cherriots LIFT is currently operated Monday-Friday from 5:30 am to 11:30 pm, Saturdays from 6:00 am to 10:00 pm, and Sundays from 7:00 am to 8:30 pm. Customers can schedule a trip up to two weeks in advance and at least 24 hours in advance by calling the Cherriots Call Center. The Cherriots Call Center operates Monday-Friday 6:00 am-6:00 pm and Saturday-Sunday 8:00 am-4:00 pm.

SAMTD anticipates using 2027-29 STIF population-based local funds for match.

On what page is activity or project listed in the adopted Coordinated Plan? Attach referenced page here.

31, 37, 56

Coordinated Plan Page(s) upload

Cherriots_Coordinated_Plan_2024 - Pgs 31-37-56.pdf

Contract 22-013 Transportation Services - MTM Transit LLC - (Fully Executed).pdf

Estimated number of unduplicated individuals (older adults and individuals with disabilities) this project proposes to support in the biennial grant period.

40,694

Estimated number of one-way rides this project proposes to provide in the biennial grant period.

202,248

How will you deliver the proposed project activity?

- ☐ In-house
☒ Contractor or consultant

Check all that apply

Contractor or Consultant

Contract or consultant name. If unknown, type "unknown".

MTM Transit, LLC

Request for proposal (RFP) date

2/1/2022

Invitation for bid (IFB) date

2/1/2022

Contract start date

1/1/2023

Contract award date

10/1/2022

Service start date

1/1/2023

Service end date

12/31/2027

Maximum end date with extensions

12/31/2029

Cost of purchased service activity

\$24,713.00

Activity deliverables

Deliverable description

Units Deliverable date

Paratransit Rides Provided

202,248

9/30/2029

Project match

Match source

Match amount

Match percentage

Match status

State

\$2,539.00

100.00%

Planned

\$2,539.00

Is your agency including in-kind match in the application

☐ Yes

☒ No

Task cost and match information

Total project cost

\$24,713.00

Match amount

\$2,538.03

Grant amount

\$22,174.97

Environmental Review

Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program)

☒ Yes

☐ No

If “yes,” provide funding source and estimated amount.

Federal funds- \$1,307,530

Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate “independent utility,” meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds.

☐ Yes

☒ No

Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds?

☐ Yes

☒ No

Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project?

☐ Yes

☒ No

Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of

FTA's CE Worksheet. Would the project described include any of the following?

NEPA Concurrence

Has the FTA already provided NEPA concurrence for this project or components of this project?

- ☐ Yes
- ☐ No
- ☒ Not Applicable

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.

Indirect Costs

Does the agency intend to charge any indirect cost to this project?

- ☐ Yes
- ☒ No

Total Project Costs

Project Title

Purchase of Service - Cherriots LIFT

Total Vehicle Acquisition Cost

\$0.00

Total Equipment, Signs and Amenities, Shelter Cost

\$0.00

Total Facilities, Bus Barns, and Other Buildings Cost

\$0.00

Total Preventive Maintenance Cost

\$0.00

Total Mobility Management Cost

\$0.00

Total Purchased Service Project Cost

\$24,713.00

Total Project Cost

\$24,713.00

Total Match Amount

\$2,538.03

Total Grant Amount

\$22,174.97

Project 3

Subgrantee legal name

Salem Area Mass Transit District

Subgrantee DBA (Doing Business As) name

Cherriots

Does the subgrantee have any existing grant agreements with ODOT?

☒ Yes

☐ No

Subgrantee Authorized Representative

The person authorized to sign the subgrant agreement.

Authorized representative first and last name

Allan Pollock

authorized representative title

General Manager

Official who has authority to indebted agency or company

Authorized representative email

allan.pollock@cherriots.org

Authorized representative phone

(503) 361-2550

Project Details

Project name

Purchase of Service - Cherriots Regional

Describe project service area and where does the majority of service happen.

Cherriots Regional provides service to 16 rural areas surrounding Salem and Keizer in Marion, Polk, and a small portion of Linn counties. This service allows seniors and individuals with disabilities in these areas to access medical services, education, employment, shopping, and recreational opportunities in and around their communities. The cities of Dallas and Woodburn, which have the largest concentrations of seniors in Marion and Polk counties outside of the UGB, are served by Cherriots Regional. There are two routes serving Dallas and two routes serving Woodburn to increase transit options for seniors and individuals with disabilities.

All Regional vehicles are ADA-accessible. The vehicles seat between 14 and 35 people and are capable of carrying up to two mobility devices. Seniors and individuals with disabilities are given reduced fares valued at half of the standard Regional fares.

In FY25, 22% of Regional riders were seniors and/or individuals with disabilities. Many seniors and individuals with disabilities who live outside of the Cherriots LIFT (the complementary ADA paratransit service) service area use Cherriots Regional to access the Cherriots LIFT service area. SAMTD anticipates using 2027-29 STIF population-based local funds for matching funds.

Select the type(s) of service that will be supported by this award. Select all that apply.

☒ Open to the general public at all times

☒ Deviated Fixed Route

☐ Open to the general public on a space-available basis

☒ Fixed Route (excluding commuter and intercity routes)

☐ Open only to seniors and individuals with disabilities

☐ Demand Response (Excluding ADA complementary Paratransit)

☐ Limited to defined clientele (e.g. residential home) ☐ ADA Complementary Paratransit

Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.

Rural

Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)

If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.

Does the majority of the operations occur within one of these areas?

Salem area

Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.

Select the counties served by this project.

☐ BAKER

☐ DOUGLAS

☐ LAKE

☐ SHERMAN

☐ BENTON

☐ GILLIAM

☐ LANE

☐ TILLAMOOK

☐ CLACKAMAS

☐ GRANT

☐ LINCOLN

☐ UMATILLA

☐ CLATSOP

☐ HARNEY

☒ LINN

☐ UNION

☐ COLUMBIA

☐ HOOD RIVER

☐ MALHEUR

☐ WALLOWA

☐ COOS

☐ JACKSON

☒ MARION

☐ WASCO

☐ CROOK

☐ JEFFERSON

☐ MORROW

☐ WASHINGTON

☐ CURRY

☐ JOSEPHINE

☐ MULTNOMAH

☐ WHEELER

☐ DESCHUTES

☐ KLAMATH

☒ POLK

☐ YAMHILL

Select all that apply.

Select the activity type(s) for this project.

☐ A. Vehicle Acquisition

☐ D. Preventive Maintenance

☐ B. Equipment, Signs and Amenities, Shelters

☐ E. Mobility Management

☐ C. Facilities: Bus Barns and Other Buildings

☒ F. Purchased Service (competitively procured via RFP)

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

F. Purchased/Contracted Services

Purchased/contracted services 1

Describe the purchased service and how the services benefit seniors and individuals with disabilities.

Cherriots Regional provides service to 16 rural areas surrounding Salem and Keizer in Marion, Polk, and a small portion of Linn counties. This service allows seniors and individuals with disabilities in these areas to access medical services, education, employment, shopping, and recreational opportunities in and around their communities. The cities of Dallas and Woodburn, which have the largest concentrations of seniors in Marion and Polk counties outside of the UGB, are served by Cherriots Regional. There are two routes serving Dallas and two routes serving Woodburn to increase transit options for seniors and individuals with disabilities.

All Regional vehicles are ADA-accessible. The vehicles seat between 14 and 35 people and are capable of carrying up to two mobility devices. Seniors and individuals with disabilities are given reduced fares valued at half of the standard Regional fares.

In FY25, 22% of Regional riders were seniors and/or individuals with disabilities. Many seniors and individuals with disabilities who live outside of the Cherriots LIFT (the complementary ADA paratransit service) service area use Cherriots Regional to access the Cherriots LIFT service area. SAMTD anticipates using 2027-29 STIF population-based local funds for matching funds.

On what page is activity or project listed in the adopted Coordinated Plan? Attach referenced page here.

31, 36

Coordinated Plan Page(s) upload

Cherriots_Coordinated_Plan_2024 - Pgs 31 & 36.pdf

Contract 22-013 Transportation Services - MTM Transit LLC - (Fully Executed).pdf

Estimated number of unduplicated individuals (older adults and individuals with disabilities) this project proposes to support in the biennial grant period.

82,561

Estimated number of one-way rides this project proposes to provide in the biennial grant period.

235,294

How will you deliver the proposed project activity?

☐ In-house

☒ Contractor or consultant

Check all that apply

Contractor or Consultant

Contract or consultant name. If unknown, type "unknown".

MTM Transit, LLC

Request for proposal (RFP) date

2/1/2022

Invitation for bid (IFB) date

2/1/2022

Contract start date

1/1/2023

Contract award date

10/1/2022

Service start date

1/1/2023

Service end date

12/31/2027

Maximum end date with extensions

12/31/2029

Cost of purchased service activity

\$1,466,577.00

Activity deliverables**Deliverable description****Units Deliverable date**

Ridership Number Increased

235,294

9/30/2029

Project match**Match source****Match amount****Match percentage****Match status**

State

\$150,618.00

100.00%

Planned

\$150,618.00**Is your agency including in-kind match in the application**☐ Yes☒ No**Task cost and match information****Total project cost**

\$1,466,577.00

Match amount

\$150,617.46

Grant amount

\$1,315,959.54

Environmental Review**Federal funding/NEPA Applicability**

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program)☐ Yes☒ No

Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate “independent utility,” meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds.

☐ Yes

☒ No

Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds?

☐ Yes

☒ No

Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project?

☐ Yes

☒ No

Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA’s CE Worksheet. Would the project described include any of the following?

NEPA Concurrence

Has the FTA already provided NEPA concurrence for this project or components of this project?

☐ Yes

☐ No

☒ Not Applicable

Answer the following questions to help determine if the proposed project would require completion of FTA’s CE Worksheet.

Indirect Costs

Does the agency intend to charge any indirect cost to this project?

☐ Yes

☒ No

Total Project Costs

Project Title

Purchase of Service - Cherriots Regional

Total Vehicle Acquisition Cost

\$0.00

Total Equipment, Signs and Amenities, Shelter Cost

\$0.00

Total Facilities, Bus Barns, and Other Buildings Cost

\$0.00

Total Preventive Maintenance Cost

\$0.00

Total Mobility Management Cost

\$0.00

Total Purchased Service Project Cost

\$1,466,577.00

Total Project Cost

\$1,466,577.00

Total Match Amount

\$150,617.46

Total Grant Amount

\$1,315,959.54

Project 4

Subgrantee legal name

Salem Area Mass Transit District

Subgrantee DBA (Doing Business As) name

Cherriots

Does the subgrantee have any existing grant agreements with ODOT?

☒ Yes

☐ No

Subgrantee Authorized Representative

The person authorized to sign the subgrant agreement.

Authorized representative first and last name

Allan Pollock

authorized representative title

General Manager

Official who has authority to indebted agency or company

Authorized representative email

allan.pollock@cherriots.org

Authorized representative phone

(503) 361-2550

Project Details

Project name

Purchase of Service - Cherriots Shop and Ride

Describe project service area and where does the majority of service happen.

Cherriots Shop and Ride is specifically for seniors and individuals with disabilities within the Salem-Keizer urban growth boundary. Riders are picked up from their homes and taken to any destination within the Salem-Keizer urban growth boundary. All buses are ADA-accessible and can accommodate mobility devices. There is no application required. Service is available Monday through Friday 8:00am - 5:15pm and medical appointments are given priority. Trips are booked through the Cherriots call center and can be booked up to 14 days in advance.

SAMTD anticipates using 2025-27 STIF population-based local funds for matching funds.

Select the type(s) of service that will be supported by this award. Select all that apply.

☐ Open to the general public at all times	☐ Deviated Fixed Route
☐ Open to the general public on a space-available basis	☐ Fixed Route (excluding commuter and intercity routes)
☒ Open only to seniors and individuals with disabilities	☒ Demand Response (Excluding ADA complementary Paratransit)
☐ Limited to defined clientele (e.g. residential home)	☐ ADA Complementary Paratransit

Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.

Large Urban

Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)

If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.

Does the majority of the operations occur within one of these areas?

Salem area

Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.

Select the counties served by this project.

☐ BAKER	☐ DOUGLAS	☐ LAKE	☐ SHERMAN
☐ BENTON	☐ GILLIAM	☐ LANE	☐ TILLAMOOK
☐ CLACKAMAS	☐ GRANT	☐ LINCOLN	☐ UMATILLA
☐ CLATSOP	☐ HARNEY	☐ LINN	☐ UNION
☐ COLUMBIA	☐ HOOD RIVER	☐ MALHEUR	☐ WALLOWA
☐ COOS	☐ JACKSON	☒ MARION	☐ WASCO

☐ CROOK	☐ JEFFERSON	☐ MORROW	☐ WASHINGTON
☐ CURRY	☐ JOSEPHINE	☐ MULTNOMAH	☐ WHEELER
☐ DESCHUTES	☐ KLAMATH	☒ POLK	☐ YAMHILL

Select all that apply.

Select the activity type(s) for this project.

☐ A. Vehicle Acquisition	☐ D. Preventive Maintenance
☐ B. Equipment, Signs and Amenities, Shelters	☐ E. Mobility Management
☐ C. Facilities: Bus Barns and Other Buildings	☒ F. Purchased Service (competitively procured via RFP)

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

F. Purchased/Contracted Services

Purchased/contracted services 1

Describe the purchased service and how the services benefit seniors and individuals with disabilities.

Cherriots Shop and Ride is specifically for seniors and individuals with disabilities within the Salem-Keizer urban growth boundary. Riders are picked up from their homes and taken to any destination within the Salem-Keizer urban growth boundary. All buses are ADA-accessible and can accommodate mobility devices. There is no application required. Service is available Monday through Friday 8:00 am - 5:15 pm and medical appointments are given priority. Trips are booked through the Cherriots call center and can be booked up to 14 days in advance.

SAMTD anticipates using 2027-29 STIF population-based local funds for matching funds.

On what page is activity or project listed in the adopted Coordinated Plan? Attach referenced page here.

31, 37

Coordinated Plan Page(s) upload

Cherriots_Coordinated_Plan_2024 - Pgs 31 & 37.pdf

Contract 22-013 Transportation Services - MTM Transit LLC - (Fully Executed).pdf

Estimated number of unduplicated individuals (older adults and individuals with disabilities) this project proposes to support in the biennial grant period.

40,694

Estimated number of one-way rides this project proposes to provide in the biennial grant period.

9,644

How will you deliver the proposed project activity?

- ☐ In-house
- ☒ Contractor or consultant

Check all that apply

Contractor or Consultant

Contract or consultant name. If unknown, type "unknown".

MTM Transit, LLC

Request for proposal (RFP) date

2/1/2022

Invitation for bid (IFB) date

2/1/2022

Contract start date

1/1/2023

Contract award date

10/1/2022

Service start date

1/1/2023

Service end date

12/31/2027

Maximum end date with extensions

12/31/2029

Cost of purchased service activity

\$115,329.00

Activity deliverables

Deliverable description

Units Deliverable date

Ridership Number Increased

9,644

9/30/2029

Project match

Match source

Match amount

Match percentage Match status

State

\$11,845.00

100.00%

Planned

\$11,845.00

Is your agency including in-kind match in the application

☐ Yes

☒ No

Task cost and match information

Total project cost

\$115,329.00

Match amount

\$11,844.29

Grant amount

\$103,484.71

Environmental Review

Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program)

☒ Yes

☐ No

If “yes,” provide funding source and estimated amount.

Federal funds- \$374,128

Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate “independent utility,” meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds.

☐ Yes

☒ No

Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds?

☐ Yes

☒ No

Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project?

☐ Yes

☒ No

Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet. Would the project described include any of the following?

NEPA Concurrence

Has the FTA already provided NEPA concurrence for this project or components of this project?

- ☐ Yes
- ☐ No
- ☒ Not Applicable

Answer the following questions to help determine if the proposed project would require completion of FTA’s CE Worksheet.

Indirect Costs

Does the agency intend to charge any indirect cost to this project?

- ☐ Yes
- ☒ No

Total Project Costs

Project Title

Purchase of Service - Cherriots Shop and Ride

Total Vehicle Acquisition Cost

\$0.00

Total Equipment, Signs and Amenities, Shelter Cost

\$0.00

Total Facilities, Bus Barns, and Other Buildings Cost

\$0.00

Total Preventive Maintenance Cost

\$0.00

Total Mobility Management Cost

\$0.00

Total Purchased Service Project Cost

\$115,329.00

Total Project Cost

\$115,329.00

Total Match Amount

\$11,844.29

Total Grant Amount

\$103,484.71

Project 5

Subgrantee legal name

Salem Area Mass Transit District

Subgrantee DBA (Doing Business As) name

Cherriots

Does the subgrantee have any existing grant agreements with ODOT?

☒ Yes

☐ No

Subgrantee Authorized Representative

The person authorized to sign the subgrant agreement.

Authorized representative first and last name

Allan Pollock

authorized representative title

General Manager

Official who has authority to indebted agency or company

Authorized representative email

allan.pollock@cherriots.org

Authorized representative phone

(503) 361-2550

Project Details

Project name

Preventive Maintenance - Cherriots Regional

Describe project service area and where does the majority of service happen.

This project will fund the preventive maintenance of approximately 14 vehicles in the Cherriots Regional fleet. Regional provides service to 16 rural areas surrounding Salem and Keizer in Marion, Polk, and a small portion of Linn counties. Regional provides trips to seniors and individuals with disabilities in addition to the general public. All vehicles in this service are ADA accessible.

Preventive maintenance ensures safe and reliable Regional service which is coordinated with other services. The Cherriots Call Center provides coordination of transportation services inside the Cherriots service area for Cherriots Regional, LIFT, and Shop and Ride. The call center refers customers to other providers and public transportation options outside of the Cherriots service area when appropriate.

SAMTD anticipates using 2027-29 STIF population-based local funds for matching funds.

Select the type(s) of service that will be supported by this award. Select all that apply.

☒ Open to the general public at all times

☒ Deviated Fixed Route

☐ Open to the general public on a space-available basis

☒ Fixed Route (excluding commuter and intercity routes)

☐ Open only to seniors and individuals with disabilities

☐ Demand Response (Excluding ADA complementary Paratransit)

☐ Limited to defined clientele (e.g. residential home) ☐ ADA Complementary Paratransit

Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.

Rural

Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)

If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.

Does the majority of the operations occur within one of these areas?

Salem area

Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.

Select the counties served by this project.

☐ BAKER	☐ DOUGLAS	☐ LAKE	☐ SHERMAN
☐ BENTON	☐ GILLIAM	☐ LANE	☐ TILLAMOOK
☐ CLACKAMAS	☐ GRANT	☐ LINCOLN	☐ UMATILLA
☐ CLATSOP	☐ HARNEY	☒ LINN	☐ UNION
☐ COLUMBIA	☐ HOOD RIVER	☐ MALHEUR	☐ WALLOWA
☐ COOS	☐ JACKSON	☒ MARION	☐ WASCO
☐ CROOK	☐ JEFFERSON	☐ MORROW	☐ WASHINGTON
☐ CURRY	☐ JOSEPHINE	☐ MULTNOMAH	☐ WHEELER
☐ DESCHUTES	☐ KLAMATH	☒ POLK	☐ YAMHILL

Select all that apply.

Select the activity type(s) for this project.

☐ A. Vehicle Acquisition	☒ D. Preventive Maintenance
☐ B. Equipment, Signs and Amenities, Shelters	☐ E. Mobility Management
☐ C. Facilities: Bus Barns and Other Buildings	☐ F. Purchased Service (competitively procured via RFP)

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

D. Preventive Maintenance

Preventive maintenance 1

Task title

Preventive Maintenance - Cherriots Regional

Please describe the activity in detail and identify how it benefits seniors and individuals with disabilities.

The preventive maintenance activities will support the Cherriots Regional routes which provide service to 16 rural areas surrounding Salem and Keizer in Marion, Polk, and a small portion of Linn counties. This service allows seniors and individuals with disabilities in these areas to access medical services, education, employment, shopping, and recreational opportunities in and around their communities. The cities of Dallas and Woodburn, which have the largest concentrations of seniors in Marion and Polk counties outside of the UGB, are served by Cherriots Regional. There are two routes serving Dallas and two routes serving Woodburn to increase transit options for seniors and individuals with disabilities.

All Regional vehicles are ADA-accessible. The vehicles seat between 14 and 35 people and are capable of carrying up to two mobility devices. Seniors and individuals with disabilities are given reduced fares valued at half of the standard Regional fares.

In FY25, 22% of Regional riders were seniors and/or individuals with disabilities. Many seniors and individuals with disabilities who live outside of the Cherriots LIFT (the complementary ADA paratransit service) service area use Cherriots Regional to access the Cherriots LIFT service area. SAMTD anticipates using 2027-29 STIF population-based local funds for matching funds.

On what page is activity or project listed in the adopted Coordinated Plan?

31, 36, 56, 59

Coordinate Plan page(s) upload

Cherriots_Coordinated_Plan_2024 - Pgs 31-36-56-59.pdf

Is this activity part of a group of activities or projects that are dependent on each other?

☐ Yes

☒ No

How will you deliver the proposed project activity?

☒ In-house

☐ Contractor or consultant

Check all that apply

What will be maintained? Check all that apply.

☒ A. Revenue service vehicles

☐ B. Shelters or facilities

☐ C. Other assets

A. Maintaining revenue service vehicles

Describe vehicle preventive maintenance that will be performed.

SAMTD uses internal maintenance staff to perform preventive maintenance on Regional vehicles for all routine service needs. Activities include scheduled inspections, oil and filter changes, brake service, tire inspection and replacement, steering and suspension checks, fluid service, battery, belt, and hose inspections, HVAC maintenance, and inspection and repair of accessibility equipment such as wheelchair lifts or ramps and securement devices. Routine diagnostics and manufacturer-recommended maintenance are performed to keep vehicles safe, reliable, and in good operating condition.

Number of vehicles purchased with 5310 funding that will be included in this preventive maintenance project

4

Number of vehicles NOT purchased with 5310 funding that will be included in this preventive maintenance project.

10

Cost of preventive maintenance for vehicles purchased with 5310 funding?

\$121,768.00

Cost of preventive maintenance for revenue service NOT purchased with 5310 funding?

\$304,420.00

Will any of these funds be used to maintain electric vehicles, or their charging infrastructure?

☐ Yes

☒ No

This may require the applicant to successfully get FTA NEPA concurrence before incurring any costs.

Attach the current Vehicle Preventive Maintenance Plan

SAMTD Fleet Maintenance Plan 2026.pdf

A current plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.

Total cost of preventive maintenance for revenue service vehicles

\$426,188.00

Were the assets being maintained purchased with 5310 funds?

☐ Yes ☒ No

If the assets were not purchased with 5310 funds, what funding source(s) were the assets purchased with?

Of the 14 vehicles that would receive preventive maintenance:

-4 were purchased with 5310 funds

-1 was purchased with ODOT 5339 funds

-6 were purchased with STIF Discretionary funds

-3 were purchased with STIF Formula funds

Please note that maintenance on assets not purchased through the Section 5310 program are generally

ineligible.

Preventive maintenance budget

Enter the identification number from OPTIS for each asset, which start with the one of the following letters:

V: Vehicle
F: Facility
E: Equipment
S: Signs/Shelters

[OPTIS Link](#)

OPTIS asset identification number	Preventive maintenance amount
V001949 V000123	\$30,442.00
V001950 V000123	\$30,442.00
V001951 V000123	\$30,442.00
V002559 V000123	\$30,442.00
V002560 V000123	\$30,442.00
V002953 V000123	\$30,442.00
V002958 V000123	\$30,442.00
V003113 V000123	\$30,442.00
V003114 V000123	\$30,442.00
V003129 V000123	\$30,442.00
V003130 V000123	\$30,442.00
V003131	\$30,442.00

V000123

V003141

\$30,442.00

V000123

V003142

\$30,442.00

V000123

\$426,188.00

Activity deliverables

Deliverable description

Units Deliverable date

Assets Maintained

14

9/30/2029

Project match

Match source

Match amount

Match percentage Match status

State

\$43,770.00

100.00%

Planned

\$43,770.00

Is your agency including in-kind match in the application

☐ Yes

☒ No

Task cost and match information

Total project cost

\$426,188.00

Match amount

\$43,769.51

Grant amount

\$382,418.49

Environmental Review

Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program)

☐ Yes

☒ No

Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate “independent utility,” meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds.

☐ Yes

☒ No

Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds?

☐ Yes

☒ No

Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project?

☐ Yes

☒ No

Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA’s CE Worksheet. Would the project described include any of the following?

NEPA Concurrence

Has the FTA already provided NEPA concurrence for this project or components of this project?

☐ Yes

☐ No

☒ Not Applicable

Answer the following questions to help determine if the proposed project would require completion of FTA’s CE Worksheet.

Indirect Costs

Does the agency intend to charge any indirect cost to this project?

☐ Yes

☒ No

Total Project Costs

Project Title

Preventive Maintenance - Cherriots Regional

Total Vehicle Acquisition Cost
\$0.00

Total Equipment, Signs and Amenities, Shelter Cost
\$0.00

Total Facilities, Bus Barns, and Other Buildings Cost
\$0.00

Total Preventive Maintenance Cost
\$426,188.00

Total Mobility Management Cost
\$0.00

Total Purchased Service Project Cost
\$0.00

Total Project Cost
\$426,188.00

Total Match Amount
\$43,769.51

Total Grant Amount
\$382,418.49

Total Application Costs

Total Project Cost
\$2,250,191.00

Total Match Amount
\$231,095.00

Total Grant Amount
\$2,019,096.00

Allocation Amount
\$2,020,404.00

Submitting Your Application

- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "File Upload" fields.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Check the box for the certification statement.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR ODOTPTDReporting@odot.oregon.gov

Certification

Signature

Printed Name

Peggy Greene

A handwritten signature in black ink, appearing to read 'Peggy Greene', with a long horizontal flourish extending to the right.

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729–3730 and 3801–3812

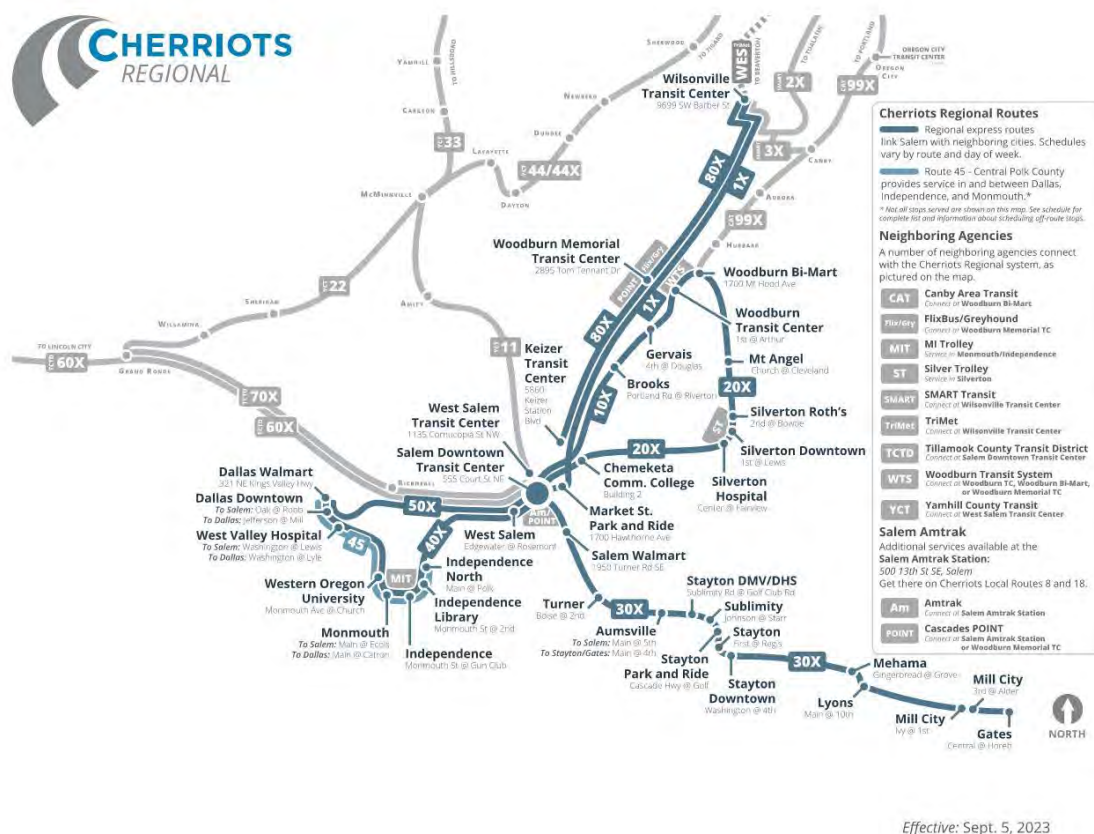
Submission Date

4/23/2026

Table 2. Available Service Inventory (2022)

Transit Provider	Service Name	Service Type	Operating Hours	Fares ¹	Service Area
Funded by STIF and § 5310 ²					
Cherriots	Cherriots Local	Fixed-route service	Monday – Friday (M-F) from approximately 6am-11pm; Saturdays from 7am-9pm; Sundays from 8am-8pm	\$1.60 for One-Ride	Salem-Keizer UGB
	Cherriots Regional	Fixed-route service	Routes run M-F from approximately 6am – 9pm; Weekends from approximately 8:30am – 9pm	\$1.60 for One-Ride	Marion and Polk counties
	Cherriots LIFT	Demand-response paratransit (people with qualifying disabilities)	M – F, 6am – 6pm; Weekends, 8am – 4pm	\$3.20 One-Ride (one way)	Salem-Keizer UGB
	Cherriots Shop and Ride Dial-a-Ride	Demand-Response for seniors (60+) and persons with disabilities	M – F, 6am – 6pm;	\$3.20 One-Ride (one way)	Salem-Keizer UGB
City of Woodburn	Fixed route	Fixed-route service	M – F, 8am – 6pm; Saturdays 9am – 5pm; Sundays 9am – 3pm	-	City of Woodburn
	Fixed route (express)	Fixed-route service	M – F, 8am – 6pm	-	City of Woodburn
	Dial-a-Ride	Demand-response for seniors (60+) and persons with disabilities	M – F, 8am – 6pm; Saturdays 9am – 5pm; Sundays 9am – 3pm	-	City of Woodburn

Figure 16. Cherriots Regional Network



Cherriots LIFT

Cherriots LIFT is a shared-use paratransit service that offers origin-to-destination transportation to eligible individuals whose qualifying disabilities prevent them from using the Cherriots Local bus services. The service area for Cherriots LIFT is all areas within the Salem-Keizer UGB. Eligible participants can schedule a ride with Cherriots LIFT Monday through Friday, 5:30 a.m. to 9 p.m., Saturdays from 6 a.m. to 9 p.m., and Sundays from 8 a.m. to 8 p.m. The Cherriots LIFT fleet includes 43 buses. The cost is \$3.20 for a one-ride trip.

Cherriots Shop and Ride (Shopper Shuttle and Dial-a-Ride)

Cherriots Shop and Ride includes a dial-a-ride service and shopper shuttle for seniors aged 60 and over, and individuals with disabilities. Applications are not required. The dial-a-ride service picks up individuals at their homes and can take them to any location within the Salem-Keizer UGB. Eligible participants can schedule a ride Monday through Friday starting at 8 a.m. with final drop-offs by 5 p.m.

Table 2. Available Service Inventory (2022)

Transit Provider	Service Name	Service Type	Operating Hours	Fares ¹	Service Area
Funded by STIF and § 5310 ²					
Cherriots	Cherriots Local	Fixed-route service	Monday – Friday (M-F) from approximately 6am-11pm; Saturdays from 7am-9pm; Sundays from 8am-8pm	\$1.60 for One-Ride	Salem-Keizer UGB
	Cherriots Regional	Fixed-route service	Routes run M-F from approximately 6am – 9pm; Weekends from approximately 8:30am – 9pm	\$1.60 for One-Ride	Marion and Polk counties
	Cherriots LIFT	Demand-response paratransit (people with qualifying disabilities)	M – F, 6am – 6pm; Weekends, 8am – 4pm	\$3.20 One-Ride (one way)	Salem-Keizer UGB
	Cherriots Shop and Ride Dial-a-Ride	Demand-Response for seniors (60+) and persons with disabilities	M – F, 6am – 6pm;	\$3.20 One-Ride (one way)	Salem-Keizer UGB
City of Woodburn	Fixed route	Fixed-route service	M – F, 8am – 6pm; Saturdays 9am – 5pm; Sundays 9am – 3pm	-	City of Woodburn
	Fixed route (express)	Fixed-route service	M – F, 8am – 6pm	-	City of Woodburn
	Dial-a-Ride	Demand-response for seniors (60+) and persons with disabilities	M – F, 8am – 6pm; Saturdays 9am – 5pm; Sundays 9am – 3pm	-	City of Woodburn

Cherriots Local

Cherriots Local provides fixed-route bus service throughout the Salem-Keizer area, seven days a week. There are 20 Cherriots Local routes operating from 6 a.m. to 11 p.m. on weekdays, 7 a.m. to 9 p.m. on Saturdays, and 8 a.m. to 8 p.m. on Sundays. Cherriots Local weekday service ranges from every 15 minutes for Frequent Service routes, every 30 minutes for Standard Service routes, and 60 minutes for Basic Service routes. The Cherriots Local fleet includes 64 buses that can seat up to 38 riders with standing room for an additional 20 riders. 53 buses are required for weekday peak operations. Figure 15 above shows a map of the Cherriots Local network.

The current passes and fare options as of August 1, 2023, are summarized in Table 3 below.

Table 3. Cherriots Local and Cherriots Regional Fares

Fare Type	Fare	Reduced Fare
One-ride	\$1.60	\$0.80
Day pass	\$3.25	\$1.50
Month pass and 30-day pass	\$45.00	\$22.50
Annual pass	\$540.00	\$270.00
Universal LIFT Month Pass	\$90.00	
Youth (0-18)	Free	Free

Every Cherriots Local and Cherriots Regional bus is equipped with a boarding ramp or power lift to ensure ADA compliance and serve riders using a mobility device. Each bus includes a designated securement area that can fit up to two mobility devices.

Cherriots Regional

Cherriots Regional routes provide weekday and Saturday services throughout Marion and Polk counties. The Regional routes include express routes, all connecting to the Salem Downtown Transit Center. Route 45 (Central Polk County) provides a deviated fixed-route service in and between Dallas, Independence, and Monmouth. Neighboring agencies connect with Cherriots Regional buses to provide additional service within Marion and Polk counties as well as connections to surrounding areas. These agencies include Canby Area Transit, FlixBus/ Greyhound, MI Trolley, Silver Trolley, SMART, TriMet, Woodburn Transit System, Yamhill County Transit, Amtrak, and Cascades POINT. The Cherriots Regional fleet includes 19 buses, 11 of which are required for weekday service operations. Figure 16 shows a map of the Cherriots Regional network.

CHAPTER 7. PRIORITIES AND STRATEGIES

This chapter presents an overview of identified priorities and strategies to improve mobility for older adults, people with disabilities, and people with low income in Marion and Polk counties.

Priorities

The following priorities, provided in order of importance, are considerations for funding of Section 5310 and STIF funding that serves seniors and individuals with disabilities. All funding decisions should follow the appropriate requirements for cost-effectiveness and equity in the appropriate STIF and/or Section 5310 applications (such as \$ per ride, % match), but balance that with the need to provide accessibility throughout Marion and Polk counties.

1. Maintaining and/or enhancing existing services to connect rural locations in Marion and Polk counties with Salem-Keizer and Portland.
 - a. More frequency for weekday and weekend service.
 - b. Later evening service.
 - c. Increased number of stops in communities for Cherriots Regional express routes, which decreases the distance people have to walk to access transit.
2. Providing adequate capital replacements and maintenance of vehicles and other fundamental requirements to provide service.
3. Providing on-demand services such as dial-a-ride, door-to-door services, especially when going to and from quality-of-life destinations such as medical, shopping, local appointments, and visiting family and friends. Partnering with hospitals to provide reliable on-demand services such as the CareVan in Silverton and the Connections Van in Dallas to bring patients to their medical appointments. Prefer paid drivers versus volunteer driver programs because of the reliability of the service and the perception of safety when drivers are paid. Cost sharing for more costly services should be considered to provide accessibility.
4. Conducting active outreach, travel training, and marketing to seniors and individuals with disabilities in all the communities served by Cherriots. Many seniors do not use a computer or smartphone, so in-person and printed marketing materials are preferred. Senior centers are a key partner to get information out to community members.
5. Enhancing safety and security on buses, at bus stops, and at transit centers to make people feel like they can travel safely.
 - a. Cleaning buses, bus stops, and shelters
 - b. Providing bus stop amenities such as lighting, shelters, benches, and trash receptacles
6. Increasing reliability and on-time performance of on-demand services, including Cherriots LIFT.
7. Partnering with local jurisdictions to build accessible routes to bus stops and transit centers, and to make all bus stops compliant with the Americans with Disabilities Act (ADA).
8. Implementing an electronic fare system that works across multiple jurisdictions and services.
9. Maintaining affordability of transit services, especially for dial-a-ride services.

- Enhance and develop travel training materials such as videos, educational brochures, translated materials, and provide on-location presentations by customer service representatives and travel trainers
- Conduct outreach to increase the number and geographic area of volunteer drivers
- Survey riders for feedback to improve drop-off and pick-up locations



Technology Strategies

- Develop and test new technologies to improve service efficiencies
- Develop or purchase open-source software to enable multiple operators to connect with a single clearinghouse for trip planning and scheduling
- Explore implementation of new technologies at bus stops such as speaking/digital schedules and electronic signs to enhance accessibility
- Work toward providing real-time information for scheduled rides and same day or on-demand scheduling
- Develop a centralized information system that can be accessed by people needing information on applicable transportation resources



Capital and Funding Strategies

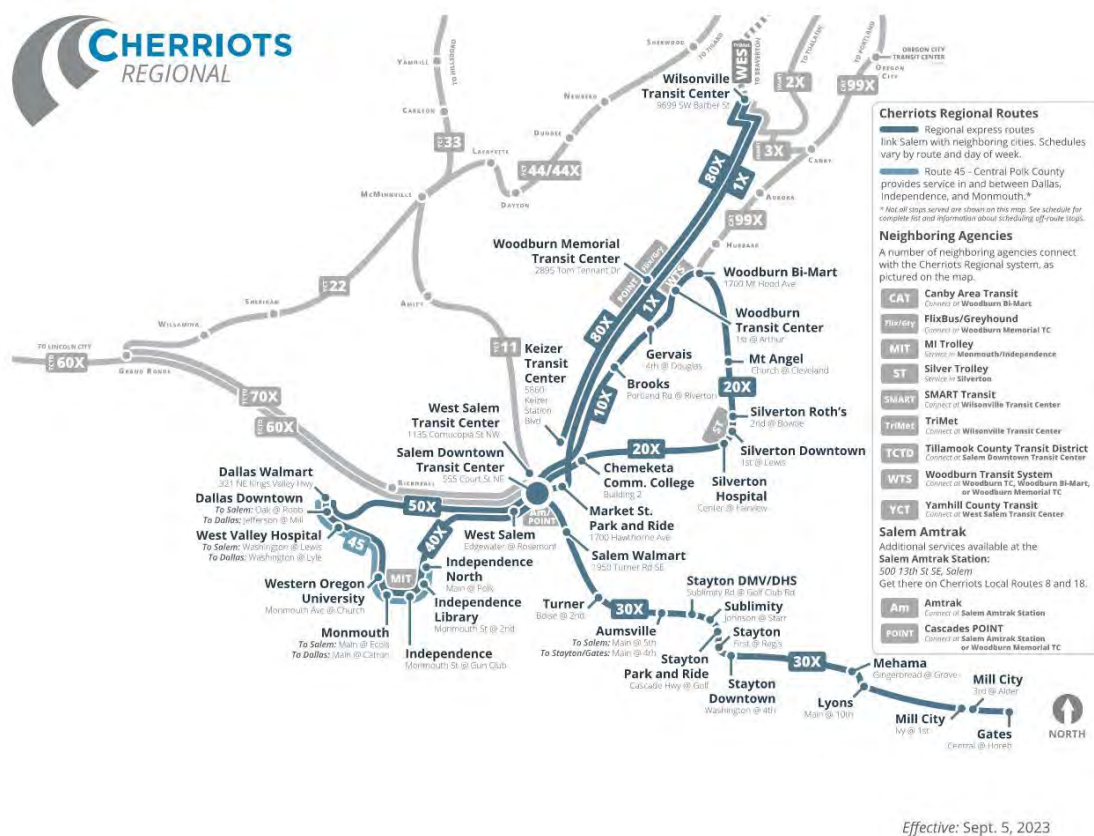
- Advocate for increased funding and seek out new and innovative funding opportunities
- Review bus inventory against route/rider needs. Seek grants that would enable “right sizing” of vehicles, that balances ridership and capacity with maneuverability and fuel efficiency
- Advocate for adequate capital replacements
- Continue to develop and implement vehicle maintenance schedules
- Review the funding application process and application materials on a biennial basis; revise to match the grant funding sources as changes are adopted by funding agencies

Table 4 aligns these needs and strategies, but doesn't necessarily list them in priority order. Priorities are listed on p.56 in order of importance.

Table 2. Available Service Inventory (2022)

Transit Provider	Service Name	Service Type	Operating Hours	Fares ¹	Service Area
Funded by STIF and § 5310 ²					
Cherriots	Cherriots Local	Fixed-route service	Monday – Friday (M-F) from approximately 6am-11pm; Saturdays from 7am-9pm; Sundays from 8am-8pm	\$1.60 for One-Ride	Salem-Keizer UGB
	Cherriots Regional	Fixed-route service	Routes run M-F from approximately 6am – 9pm; Weekends from approximately 8:30am – 9pm	\$1.60 for One-Ride	Marion and Polk counties
	Cherriots LIFT	Demand-response paratransit (people with qualifying disabilities)	M – F, 6am – 6pm; Weekends, 8am – 4pm	\$3.20 One-Ride (one way)	Salem-Keizer UGB
	Cherriots Shop and Ride Dial-a-Ride	Demand-Response for seniors (60+) and persons with disabilities	M – F, 6am – 6pm;	\$3.20 One-Ride (one way)	Salem-Keizer UGB
City of Woodburn	Fixed route	Fixed-route service	M – F, 8am – 6pm; Saturdays 9am – 5pm; Sundays 9am – 3pm	-	City of Woodburn
	Fixed route (express)	Fixed-route service	M – F, 8am – 6pm	-	City of Woodburn
	Dial-a-Ride	Demand-response for seniors (60+) and persons with disabilities	M – F, 8am – 6pm; Saturdays 9am – 5pm; Sundays 9am – 3pm	-	City of Woodburn

Figure 16. Cherriots Regional Network



Cherriots LIFT

Cherriots LIFT is a shared-use paratransit service that offers origin-to-destination transportation to eligible individuals whose qualifying disabilities prevent them from using the Cherriots Local bus services. The service area for Cherriots LIFT is all areas within the Salem-Keizer UGB. Eligible participants can schedule a ride with Cherriots LIFT Monday through Friday, 5:30 a.m. to 9 p.m., Saturdays from 6 a.m. to 9 p.m., and Sundays from 8 a.m. to 8 p.m. The Cherriots LIFT fleet includes 43 buses. The cost is \$3.20 for a one-ride trip.

Cherriots Shop and Ride (Shopper Shuttle and Dial-a-Ride)

Cherriots Shop and Ride includes a dial-a-ride service and shopper shuttle for seniors aged 60 and over, and individuals with disabilities. Applications are not required. The dial-a-ride service picks up individuals at their homes and can take them to any location within the Salem-Keizer UGB. Eligible participants can schedule a ride Monday through Friday starting at 8 a.m. with final drop-offs by 5 p.m.

CHAPTER 7. PRIORITIES AND STRATEGIES

This chapter presents an overview of identified priorities and strategies to improve mobility for older adults, people with disabilities, and people with low income in Marion and Polk counties.

Priorities

The following priorities, provided in order of importance, are considerations for funding of Section 5310 and STIF funding that serves seniors and individuals with disabilities. All funding decisions should follow the appropriate requirements for cost-effectiveness and equity in the appropriate STIF and/or Section 5310 applications (such as \$ per ride, % match), but balance that with the need to provide accessibility throughout Marion and Polk counties.

1. Maintaining and/or enhancing existing services to connect rural locations in Marion and Polk counties with Salem-Keizer and Portland.
 - a. More frequency for weekday and weekend service.
 - b. Later evening service.
 - c. Increased number of stops in communities for Cherriots Regional express routes, which decreases the distance people have to walk to access transit.
2. Providing adequate capital replacements and maintenance of vehicles and other fundamental requirements to provide service.
3. Providing on-demand services such as dial-a-ride, door-to-door services, especially when going to and from quality-of-life destinations such as medical, shopping, local appointments, and visiting family and friends. Partnering with hospitals to provide reliable on-demand services such as the CareVan in Silverton and the Connections Van in Dallas to bring patients to their medical appointments. Prefer paid drivers versus volunteer driver programs because of the reliability of the service and the perception of safety when drivers are paid. Cost sharing for more costly services should be considered to provide accessibility.
4. Conducting active outreach, travel training, and marketing to seniors and individuals with disabilities in all the communities served by Cherriots. Many seniors do not use a computer or smartphone, so in-person and printed marketing materials are preferred. Senior centers are a key partner to get information out to community members.
5. Enhancing safety and security on buses, at bus stops, and at transit centers to make people feel like they can travel safely.
 - a. Cleaning buses, bus stops, and shelters
 - b. Providing bus stop amenities such as lighting, shelters, benches, and trash receptacles
6. Increasing reliability and on-time performance of on-demand services, including Cherriots LIFT.
7. Partnering with local jurisdictions to build accessible routes to bus stops and transit centers, and to make all bus stops compliant with the Americans with Disabilities Act (ADA).
8. Implementing an electronic fare system that works across multiple jurisdictions and services.
9. Maintaining affordability of transit services, especially for dial-a-ride services.

- **On-demand services** are highly valued and desired in all the communities that participated in the outreach. The most urgent need is for transport to medical services, but access to basic services such as groceries, local appointments, and visiting family was also highly desired.
- **Fixed-route services** are important as well:
 - More frequency will help people to visit nearby larger cities such as Salem and Portland.
 - More connections between Monmouth-Independence and Dallas.
 - Education and marketing about what services are available and how to use them is very helpful – for example, people did not realize travel training is currently available for free through Cherriots.
- **Local circulators** in Silverton and Monmouth-Independence are much appreciated:
 - Participants requested that services are more flexible to facilitate pickup and drop-off. Getting to and from fixed-route transit stops is a significant barrier for many seniors and people with disabilities. The project team talked about how the current Monmouth-Independence (MI) Trolley “deviates” on request.
 - Expanding transit service times (hours per day) and days (especially in Silverton) would be a great asset to the community.
 - Local circulator services such as the MI Trolley build enthusiasm for transit and community support for service expansion.
- **Active outreach and sharing information** in a format that people can understand will increase ridership:
 - A significant percentage of seniors do not use a computer, and a lesser percent don’t have access to a smartphone. This demographic is often the most in need of services, and the most in need of on-demand services.
 - Senior Centers provide an essential social network for many seniors and a collaboration opportunity for transit providers. Currently, lack of funding for transit providers makes it difficult for staff to help people meet their transportation needs.
 - Social connections are a key determinant of health for seniors. Creating more transit education opportunities framed as social events and outings will improve both ridership and health.

Participants responded to two open-ended questions, the questions and response themes included:

- What do you appreciate and value about transit services?
 - Friendly drivers
 - Timely and frequent service
 - Affordability
 - Safety
- What are your challenges with transit services?
 - Long wait times for connections
 - Late arrival and departure of Cherriots LIFT services
 - Inaccessible routes for people to get to/from bus stops and lack of accessible stops for wheelchairs

- Objective 1A: Seek opportunities to increase service frequency and coverage in both urban and rural areas of Marion and Polk counties
- Objective 1B: Increase access to key destinations by balancing stop locations, especially near essential medical and grocery services
- Objective 1C: Improve the safety and accessibility of transit options and all parts of a rider's journey
- Objective 1D: Maintain communication and marketing, in multiple languages, to increase public awareness of available transit options
- Objective 1E: Enhance the availability of information about services and how to ride them, in particular via travel training programs

Goal 2: Maintain and expand transportation options in Marion and Polk counties via partnerships with other programs and providers.

SAMTD Strategic Plan Core Areas: Community Value and Customer Satisfaction

- Objective 2A: Foster support for medical transportation providers and coordinate with medical centers to ensure access for patients
- Objective 2B: Seek opportunities to enhance carpool or vanpool programs, potentially via volunteer-based programs
- Objective 2C: Continue to connect and coordinate local and regional transit options, including those beyond Marion and Polk counties
- Objective 2D: Promote coordination with human service agencies, senior centers, and other community resource groups to provide equitable resources and transportation to all users

Goal 3: Enhance Cherriots and others' stability in order to provide reliable transportation options.

SAMTD Strategic Plan Core Areas: Funding Sustainability and Culture of Ownership

- Objective 3A: Develop guidelines, prioritization criteria, and other decision-making mechanisms that support implementation of strategies addressing the needs of key populations
- Objective 3B: Seek additional funding to maintain and enhance service options
- Objective 3C: Monitor opportunities for cost-saving measures, especially those that promote and extend other goals such as alternative fuels
- Objective 3D: Continue to recruit, train, and retain staff



Marketing, Customer Service, and Outreach Needs

- Increase accountability, customer service, responsiveness, and human interaction
- Increase availability of information in Spanish and other languages commonly spoken in local communities. Where significant Limited English Proficiency (LEP) populations exist, materials could be translated into specific languages other than Spanish upon request.
- Utilize Service Integration Teams (SIT) to share information about existing services to regional social service providers
- Perform outreach events to senior centers, city advisory committees, community centers, schools, and other organizations that have high concentrations of seniors and individuals with disabilities who may not know about what services are currently available to them
- Hold travel training group sessions for seniors and individuals with disabilities through local senior centers, community centers, or other organizations that have groups interested in learning about how to use transit to get to places they want to go
- Improve access to and availability of information, education, and outreach about the range of transportation providers and services in both the urban and rural areas
- Increase service advertising
 - Improve information about the availability of different transit services (e.g. Cherriots Regional and Cherriots Local) and how they work together
 - Advertise through traditional media such as radio, local publications, bus shelters, 211 service, kiosks, brochures, etc.
 - Advertise through new media opportunities such as Instagram, Facebook, Twitter (now "X"), etc.
 - Target advertising/outreach to specific groups (e.g. churches, social service agencies, senior centers, visually impaired communities), and at destinations such as hospitals
 - Increase advertising for travel training information and services
- Increase number of volunteer drivers



Technology Needs

- Consider on-demand service pilots
- Implement security cameras on vehicle fleet
- Implement speaking/digital schedules at bus stops
- Implement electronic signs at transit centers and major bus stops listing the next bus arrival
- Implement Automatic Vehicle Location (AVL) and/or GPS systems for real-time tracking on buses and other fleet vehicles
- Provide text alerts on additional transit services
- Provide scheduling and dispatch support to medical providers

CHAPTER 7. PRIORITIES AND STRATEGIES

This chapter presents an overview of identified priorities and strategies to improve mobility for older adults, people with disabilities, and people with low income in Marion and Polk counties.

Priorities

The following priorities, provided in order of importance, are considerations for funding of Section 5310 and STIF funding that serves seniors and individuals with disabilities. All funding decisions should follow the appropriate requirements for cost-effectiveness and equity in the appropriate STIF and/or Section 5310 applications (such as \$ per ride, % match), but balance that with the need to provide accessibility throughout Marion and Polk counties.

1. Maintaining and/or enhancing existing services to connect rural locations in Marion and Polk counties with Salem-Keizer and Portland.
 - a. More frequency for weekday and weekend service.
 - b. Later evening service.
 - c. Increased number of stops in communities for Cherriots Regional express routes, which decreases the distance people have to walk to access transit.
2. Providing adequate capital replacements and maintenance of vehicles and other fundamental requirements to provide service.
3. Providing on-demand services such as dial-a-ride, door-to-door services, especially when going to and from quality-of-life destinations such as medical, shopping, local appointments, and visiting family and friends. Partnering with hospitals to provide reliable on-demand services such as the CareVan in Silverton and the Connections Van in Dallas to bring patients to their medical appointments. Prefer paid drivers versus volunteer driver programs because of the reliability of the service and the perception of safety when drivers are paid. Cost sharing for more costly services should be considered to provide accessibility.
4. Conducting active outreach, travel training, and marketing to seniors and individuals with disabilities in all the communities served by Cherriots. Many seniors do not use a computer or smartphone, so in-person and printed marketing materials are preferred. Senior centers are a key partner to get information out to community members.
5. Enhancing safety and security on buses, at bus stops, and at transit centers to make people feel like they can travel safely.
 - a. Cleaning buses, bus stops, and shelters
 - b. Providing bus stop amenities such as lighting, shelters, benches, and trash receptacles
6. Increasing reliability and on-time performance of on-demand services, including Cherriots LIFT.
7. Partnering with local jurisdictions to build accessible routes to bus stops and transit centers, and to make all bus stops compliant with the Americans with Disabilities Act (ADA).
8. Implementing an electronic fare system that works across multiple jurisdictions and services.
9. Maintaining affordability of transit services, especially for dial-a-ride services.

- Coordinate with local jurisdictions to identify opportunities to improve stop accessibility during roadway construction or development projects
- Advocate for age and disability-friendly streets and roads
- Develop strategies (e.g., incentives, mutual planning requirements) to influence the siting of facilities that provide services to seniors and/or people with disabilities
- Create a safer transit environment by following design principles that promote visibility and comfort on new or upgraded transit facilities



Coordination and Organizational Strategies

- Develop a calendar in line with state and federal requirements for staff to periodically review the Coordinated Plan and to bring an assessment to the STIFAC to evaluate progress and make updates as needed. At the time of this writing, the Coordinated Plan is expected to be updated every four or five years.
- Coordinate with medical facilities, seniors and/or people with disabilities transportation consumers, and their representatives to optimize trip scheduling (e.g., Legacy Silverton Medical Center program, Salem Health, etc.)
- Coordinate with public and private sector organizations to identify opportunities for joint scheduling or sharing of vehicles (e.g., senior centers)
- Expand awareness of home delivery services (e.g. grocery shopping, library services) to people who stay at home to assist with “aging in place” and providing independence for people with disabilities (review the existing Age in Place program in Woodburn as a successful example)



Marketing, Customer Service, and Outreach Strategies

- Develop and distribute information promoting travel options, counseling services, travel training, and web application-based information systems
- Coordinate with medical, social, senior center, employers, and other organizations to share information about local transportation options and training opportunities
- Increase communication and marketing efforts to make members of the public and policymakers aware of transportation options
- Encourage seniors and people with disabilities to use online trip planning tools
- Explore a fare assistance program for people whose primary barrier to using public transit is financially based
- Provide more driver training to ensure a positive, consistent customer experience by incorporating feedback from well-regarded drivers
- Expand travel training programs that cover topics such as how to use the dial-a-ride system, make transfers between transit systems and destinations, and use online tools and applications, including the electronic fare payment system

SALEM AREA MASS TRANSIT DISTRICT
GOODS & SERVICES CONTRACT
FOR
TRANSPORTATION SERVICES

Contract No. 22-013

This Contract is by and between Salem Area Mass Transit District ("SAMTD") and MTM Transit, LLC ("Contractor").

1. Term

Unless terminated sooner under the provisions of this Contract, the base term of the Contract shall be from October 1, 2022 to December 31, 2027. SAMTD, at its sole discretion, shall have the option to extend the term for up to two (2) one year periods.

2. Contract Provisions

All provisions of the documents below are incorporated in this contract by reference. Any conflict between or among any of the documents listed below shall be resolved in accordance with the order of precedence set forth below.

- A. Written contract modifications executed by the parties after contract award,
- B. This contract form,
- C. Scope of Services as set forth in Exhibit A-1,
- D. Compensation as set forth in Exhibit A-2
- E. FTA Clauses as set forth in Exhibit B
- F. General Conditions as set forth in Exhibit C,
- G. Special Contract Conditions as set forth in Exhibit D,

H. Addenda, if any, as set forth in Exhibit E.

3. Scope of Services

Contractor shall perform the tasks identified in the Scope of Services set forth in A-1, within the time frame and budget stated.

4. Compensation

Provided that Contractor fully and faithfully performs its obligations under this Agreement, SAMTD agrees to compensate Contractor in accordance with the rates set forth in Exhibit A-2. Total contract compensation shall not exceed \$44,827,625.00 if all terms are exercised.

5. Tax Certification

Contractor hereby certifies, under penalty of perjury, that Contractor is, to the best of its knowledge, not in violation of any tax laws described in ORS 305.380(4).

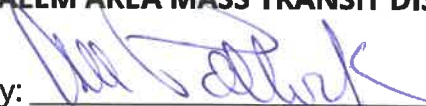
MTM TRANSIT, LLC

By: 
(signature)

Name: Brian Balogh

Title: Chief Operating Officer

SALEM AREA MASS TRANSIT DISTRICT

By: 
(signature)

Name: Allan Pollock

Title: General Manager / CEO

Approved As To Form



EXHIBIT A-1

SCOPE OF SERVICES

Introduction

The Contractor shall establish and provide complete customer service, scheduling, reservations, routing, dispatching, supervision, fare collection, and transportation service. Regular preventative maintenance and repairs of the revenue vehicles shall be completed by SAMTD. Services shall be provided by the Contractor in such a manner that eligible persons may effectively, safely, and efficiently access regional commuter, demand-response services. Paratransit services shall be curb-to-curb. The Contractor shall take all actions necessary to maximize efficient utilization of the service and to minimize the cost of such service to SAMTD. All communications with customers shall be timely, in accessible format as appropriate, including but not limited to Braille, CD, large print, etc. Services shall be provided in accordance with local, state, and federal regulation, as well as the ADA.

SAMTD shall provide:

- Revenue vehicles
- An automated scheduling and dispatching software package
- Mobile Data Terminals (MDTs) for the vehicles
- Communication network (i.e. digital radios)
- Hours of Operations
- Service Planning

All elements of the Scope Services are subject to change in accordance with ADA regulations and at the discretion of SAMTD.

Service Area

The service area includes the UGB and most parts of Marion and Polk counties and a small part of Linn County. The paratransit (LIFT, Shop & Ride, Dial-a-Ride) services are performed strictly within the UGB. The regional service extends through Marion and Polk counties. This contract will not grant to the Contractor exclusive rights to service provision within the service area.

Hours of Service

Service hereunder shall be available to the public corresponding with the hours of operations set by SAMTD in the area(s) for which travel is requested. No trips shall commence or end outside of the hours operated by the corresponding fixed route as published by SAMTD. Time periods may be adjusted by day or specific area at SAMTD discretion, in accordance with policy and/or ADA law.

SAMTD reserves the right to add or reduce service levels from the base level of revenue hours in any given year of the contract. The base level of service shall be set based on the table showing past history and projections below. The effective range, then, shall be within 5-7% above/below those revenue hours. In the event that revenue hours exceed that threshold and fall outside of that range, the revenue hour rates will be subject to renegotiation. Additionally, SAMTD may reset the baseline hours for any optional years on this contract.

Revenue Hours						
Program	FY2017	FY2018	FY2019	FY2020* COVID	FY2021	FY2022 (projected)
SAMTD Regional	23,912	21,224	17,724	19,134	19,871	25,458
SAMTD LIFT	61,380	63,766	64,184	42,101	32,252	42,000
Dial-a-Ride / Shop&Ride	4,684	5,357	4,966	2,937	2,860	3,388

For the purposes of this contract and SAMTD LIFT, SAMTD uses the National Transit Database (NTD) definition of revenue hour in determining “billable hours” as follows:

- Revenue hours include all time from the point of first passenger pick-up to last passenger drop-off, as long as the operator and the vehicle do not return to the original dispatching point (e.g. base, yard, garage) having completed the operator’s work assignment.
- Revenue hours do not include scheduled time off such as operator lunch breaks.

All other times (e.g. excessive slack time, fueling time, time associated with non-eligible passengers) shall not be considered as revenue-hour time and shall not be reimbursed. Generally, slack time over 45 minutes is considered excessive. Slack time built around fueling, lunch, or other non-passenger activity is not reimbursable. The Regional Service does not track slack time, etc.

The following days are marked as holidays and have either modified service levels or no service provided:

Holiday	Service Level
New Year’s Day	No Service
MLK Day	Saturday Service Level
President’s Day	Sunday Service Level
Memorial Day	Sunday Service Level
Independence Day	Sunday Service Level
Labor Day	Sunday Service Level
Veterans Day	Sunday Service Level
Thanksgiving Day	No Service
Christmas Day	No Service

Inclement Weather, Natural Disaster, and Other Unforeseen Situations

Except as provided herein, the service covered under this contract shall be continuously operated throughout the term of this Agreement, with sole exception of Acts of God.

Service may be temporarily suspended only upon concurrence and approval of the SAMTD General Manager / CEO or designee. Likewise, in the event of inclement weather, such as snow, ice, or storm, the General Manager / CEO or designee shall determine the waiving or modification of service standards.

In the event of an emergency or natural disaster, the Contractor shall make available, to the maximum extent possible, transportation and communications services and facilities to assist SAMTD in minimizing the effects of such incidents. To the extent SAMTD requires the Contractor to provide such emergency services and facilities, the Contractor shall be relieved of the obligations to fulfill its duties and responsibilities to operate normal transportation services as described in this Request for Proposals. Furthermore, the Contractor shall be entitled to be paid for reasonable compensation for providing such emergency services and facilities provided, however, that the amount of such compensation and time of payment shall be mutually agreed upon by the Contractor and SAMTD following conclusion of the emergency or disaster, or at such other time as they mutually agree. All expenses associated with such an emergency or disaster shall be tracked and presented to SAMTD.

One-time expenses stemming from unforeseen situations and Acts of God seriously impacting service may be subject to negotiation.

Cooperation and Coordination with SAMTD

The Contractor shall cooperate and comply with reasonable requests by SAMTD to hand out notices to passengers or otherwise render assistance to SAMTD customer service, relations, surveying, promotion, monitoring, and supervisory functions. The Contractor shall allow up to 50 hours per year of service for marketing or demonstration purposes at no cost to SAMTD.

Computer Systems and Related Technology

SAMTD shall supply the computerized scheduling and dispatch software/hardware and upgrades associated with the operation for the Contractor's use in providing paratransit and regional services. his system is under solicitation currently and will be outlined as that process is completed.

SAMTD shall provide a communications system for the Contractor's use in providing the paratransit and regional service under this contract. The system is a digital radio system to allow communications with the vehicles and dispatch.

The Contractor shall provide a secure facility(ies), within the UGB, with capacity to accommodate all the equipment provided by SAMTD, including, but not limited to LAN, WLAN, computers, network components and servers, and spares for the MDTs. The facility must be located in the Salem, OR area.

The Contractor shall have experience using and maintaining the available computerized systems and have fully qualified personnel to provide such support. The Contractor shall be fully qualified to provide reporting and auditing materials as requested by SAMTD and ensure optimum efficiency and accuracy.

Hardware and Software replacement schedule shall be determined by SAMTD in conjunction with the Contractor. The Contractor shall cooperate with the installation, configuration, and upgrade or replacement of any of the hardware and/or software included in the computerized system. The Contractor shall also provide staff time for training. It will also work directly with SAMTD or designee to expeditiously resolve any issues regarding the operation of the system. The

Contractor shall inform SAMTD of these issues in a timely manner. Any software installed on SAMTD equipment by the Contractor must be installed for the sole purpose of supporting this contract and legally licensed with proof of license available for review/audit.

- Contractor shall submit copies of their IT security plan and underlying policies (i.e. business continuity, disaster recovery, etc.).
- Contractor shall provide contingency plan(s) for data recovery in the event of a system outage.

Passenger Eligibility - LIFT

Passenger eligibility for ridership is conducted and managed on a separate contract and is not a part of the services under this Contract.

Reservations - LIFT

The Contractor shall work with SAMTD to establish a sufficient number of separate telephone lines to be used solely for taking reservations and requests for service. Such telephone lines are to be available to the public for making reservations and requests for service in accordance with the ADA regulations and FTA guidance.

Currently, the Call Center is open between 6:00 a.m. and 6:00 p.m., Monday through Friday, and between 8:00 a.m. and 4:00 p.m. on weekends. Requests for trips for the next day made after 5:00 p.m., as well as requests made on the day of, are considered “*same day*” requests and may be scheduled if they will not increase service hours.

Contractor shall work with SAMTD to establish/maintain a phone system whereby customers can call after hours to cancel trips. This phone system shall have the capability to record all lines used to carry out the work covered within this contract.

The Contractor shall provide SAMTD a daily, weekly, or monthly report containing:

- Number of inbound calls
- Number of abandoned calls
- Average time on hold per call
- Average length of a completed phone call

At times other than those listed above, Contractor shall respond to customer phone calls regarding urgent information or communications at any time service is in operation. The Contractor shall employ and maintain TTY–type equipment for communication with persons with hearing impairment.

Telephone numbers and lines separate from the reservation function shall be provided for other business purposes, such as the dispatch function and key management employees. An adequate number of reservationists must be available at all times that service is in operation for optimum customer service.

The Contractor shall record and maintain updated information about all customers at all times.

The Contractor shall record, in detail, all the information referring to each trip a customer would take, including the phone number to be used for an automated notification call.

The Contractor shall participate in cross-functional meetings to review, verify, and certify customer eligibility for the paratransit service.

The Contractor shall provide all eligible trips requested. The eligible trips shall be trips that were requested on (1) to seven (7) days prior to the trip. The Contractor shall make every attempt, in accordance to the ADA regulations, to negotiate ride times with customers and schedule rides in such manner as to make the most efficient use of drivers and equipment while avoiding excessively long rides for customers.

Scheduling Criteria

Pickup Window – Service shall be scheduled and routed so as to arrive at the customer’s point of origin (pickup location) within the 30-minute window given to the customer. A five (5) minute waiting period is allowed for each customer.

The Contractor shall notify the customer by telephone if the vehicle is anticipated to arrive more than 10 minutes early or 10 minutes later than the scheduled pickup window. Likewise, the Contractor shall furnish a prompt telephone callback system to advise customers of each and every trip or pick up time that must be canceled or rescheduled, for whatever reason. Through an automated system (IVR) provided by SAMTD, all customers shall be given an automatic 10-minute reminder call prior to pick up. Additional, “night-before” reminder calls are acceptable. Contractor shall ensure all phone numbers are current and shall have a procedure that allows eligible customers to opt out of such automated calls, per SAMTD guidelines.

Trip length – Contractor shall comply with ADA regulations and FTA guidance pertaining to excessive trip lengths, e.g. comparable in length to same trips taken on regular fixed-route bus system. Customers whose rides may take 90 minutes or longer on any one-way trip shall be advised of this at the time of reservation. Contractor shall document customer consent for trips exceeding 90 minutes.

Scheduling and Dispatching

SAMTD views scheduling and dispatching to be critical functions of the project and the Contractor shall dedicate sufficient personnel to each function.

Systems Analysis and Problem Solving

Making maximum use of all tools in the computer software product, the Contractor shall regularly analyze productivity, on-time performance, trip lengths, driver routing, ridership trends, and other critical data and make the necessary adjustments to parameters, mapping, and scheduling procedures to ensure optimal and efficient service. Contractor shall provide a report on such analysis, factors, and (proposed) solutions on a monthly basis to SAMTD’s Contracted Services Manager. Based on analysis, Contractor shall provide applicable refresher training for staff.

Data Record Keeping

SAMTD views statistical reporting as a critical element of effective service planning, service quality evaluation, and policy development. It is, therefore, deemed important that the Contractor assign staff, with the proper skillset, qualifications, and time to create, analyze, and evaluate regular and ad-hoc reports using the automated computerized system, as well as manual methods. The following guidelines are provided as basic information regarding the nature of reports which will be required during the course of this project under this Contract.

- A. The Contractor shall prepare and maintain all records required separate from records of the other operations of the Contractor. SAMTD may, from time to time, require changes to forms, record keeping, and/or reporting procedures to best serve the needs of SAMTD.
- B. The Contractor shall maintain records/trip sheets on a form approved by SAMTD of each and every trip, and a copy of all such trip sheets shall be furnished to SAMTD upon request. The Contractor acknowledges that it shall receive no reimbursement or payment of service that cannot be supported by a trip sheet. Slack time for vehicles used to fill in as needed shall not be counted as revenue hours for reimbursement.
- C. The Contractor will ensure that all drivers properly complete other reports such as:
 - Daily Vehicle Inspection Reports (DVIR) for each pre-trip per DOT guidance,
 - Defect Reports that are separate from DVIRs or pre-trip,
 - Incident Reports for any unusual occurrence or conflicts with a rider or other person,
 - Accident Reports for any accident.
- D. The Contractor shall open or provide all records (including database backup), relative to this project, to SAMTD for inspection upon request.
- E. The Contractor shall prepare and maintain daily reports on a form agreed to by SAMTD. The reports shall contain the following information:
 - Driver name,
 - Vehicle number,
 - Route number,
 - Odometer reading,
 - Arrival and departure time for each event,
 - Gallons for each refueling,
 - Fueling location(s),
 - Number of passengers,
 - Fares paid for each trip,
 - Fare types used for each trip,
 - Mobility devices used for each trip,
 - No shows, cancellations, late cancellations, cancellations at the door.

The Proposer shall provide a contingency plan for the incidents when the computerized systems fail in part or entirely.

- F. The Contractor shall prepare and maintain, on a form agreed to by SAMTD, the following reports:
 - Daily Vehicle Inspection Reports (DVIRs),
 - Vehicle pre-trip and post-trip inspection reports in accordance with Oregon State requirements for commercial passenger vehicles,
 - Callback list (daily list of every call made to customers advising that the vehicle will be over 10 minutes early or later than originally scheduled time, any changes or updates to the customer's schedule). This provision applies even in the event no callbacks occurred on a given day of service.
 - Monthly Statistical Summary on forms developed by SAMTD and the Contractor. SAMTD may require additional data/reports as either a part of the monthly report packet or presented to SAMTD.
 - Other reports upon request.
- G. The Contractor shall collect, record, report, and maintain data as required by FTA under the **National Transit Database (NTD) reporting requirements**. The Contractor shall be

required to complete and submit the annual audited NTD report to SAMTD. The calendar will be provided by SAMTD.

- H. Prior to service start up, Contractor shall meet with SAMTD to review, in detail, data, forms, and reports due on a weekly, monthly, semi-annual, or annual basis.
- I. The Contractor shall provide additional detail, ad-hoc, and summary reports as required by SAMTD, as well as any state, federal, or industry regulation or requirements. All reports, when applicable, shall be delivered electronically. Some reports shall be delivered both electronically and hard copy format with required wet signatures.

Customer Policy

SAMTD has made a commitment to the community to provide quality ADA paratransit service. The Contractor shall make every reasonable effort to accommodate various needs. Customers who fail to appear for scheduled service or misuse paratransit service are a significant concern. Any misuse of the service represents an increased cost of operation, funds that could have been used to provide more service. Persons who abuse the service or behave in a manner that threatens or otherwise impacts negatively upon other customers or employees are also of concern. The following is criteria for denial of service.

- 1. Verbal or physical abuse toward employees, customers, and/or equipment.
- 2. Perpetual lateness or not being ready when the vehicle arrives - - vehicles shall arrive within the prescribed 30-minute performance window. After waiting five (5) minutes, the vehicle may depart and the customer will become a "no-show."
- 3. Perpetual No-Shows – Customer is not present or ready to depart within five (5) minutes of the vehicles arrival. Two no-shows in a one-week period or three no-shows within a 30-day period can result in a one-week suspension of service. Trips missed by a customer due to circumstances out of the customer's control (including trips missed due to Contractor error) shall not be applied in considering suspension of service. The customer shall be provided with an accessible telephone number to call should they have any questions or information to provide concerning a no-show or to dispute it.
- 4. Late Cancellation – Trips cancelled within two (2) hours of scheduled pickup time. Four (4) late cancellations in a 30-day period, or a combination of no-shows and late cancellations totaling four (4) in a 30-day period may result in suspension of service for one (1) week.
- 5. No Fare – Customer habitually does not pay fare.
- 6. Behavior that present a danger to the health or safety of other customers or employee. Such behavior includes conduct that is violent, seriously disruptive, or illegal. This includes any such conduct defined by SAMTD. Additionally, all suspensions or denials of service will be communicated by SAMTD.

The above criteria are subject to change in accordance within ADA and FTA guidelines and at the discretion of SAMTD

SAMTD and will identify the Service Suspension procedures that shall be followed before denying transportation to any individual. Generally, except in severe cases, there shall be a minimum of two written communications or warnings, and preferably a verbal communication, with the individual or guardian prior to any suspension. All communications to the individual will be in an accessible format, as appropriate. When the action or situation prompting the suspension of service is corrected, service may be reinstated.

SAMTD reserves the right to deny service for an indefinite period of time to riders who repeatedly or chronically fail to appear for scheduled service or for misconduct.

Suspension policies and procedures are subject to change in accordance within ADA regulations, FTA guidance, and SAMTD's discretion.

Customer Complaints/Compliments

Each vehicle shall contain a sign or placard provided by SAMTD that lists a Contractor telephone number to be utilized by customers who have any compliment, complaint, or problem. Contractor employees shall attempt to resolve customer complaints/problems to the best of their ability; however, complaints, suggestions, or other comments shall be noted and reported to SAMTD, to include outcome or resolution. The driver shall note on the trip sheet that a complaint was made by the customer. SAMTD shall provide the Contractor with the appropriate form to be utilized in the customer comment process.

Notwithstanding the foregoing, drivers shall immediately advise supervisory staff of any complaint or compliment that requires immediate or urgent attention by SAMTD. Such supervisory staff shall promptly notify SAMTD's Contracted Services Manager or designee as to the nature and circumstances of the complaint. This would include any discriminatory, illegal, inappropriate, or unprofessional conduct or safety-related issue.

All complaints and compliments received by the Contractor and its employees, whether by telephone, letter, e-mail, direct personal contact, or otherwise, shall be reported by the Contractor to the SAMTD Contracted Services Manager or designee per the process described by SAMTD.

The Contractor shall promptly take steps to resolve each complaint, and further shall implement whatever measures or instructions, oral or written, as directed by SAMTD. SAMTD reserves the right to inspect any and all records relative to such complaints during the normal business hours at the premises of the Contractor. The Contractor shall address compliments in such a manner as they deem appropriate.

Complaints received by the Contractor either directly from customers or from SAMTD's Customer Service office, shall be responded to within five (5) business days. Written findings and/or response shall be forwarded to SAMTD's Contracted Services Manager or designee within 10 days of receiving the complaint. Contractor shall make every effort to address, resolve, close, and report customer complaints prior to the delivery of the monthly report/invoice packet.

When a complaint is of a serious nature that an investigation is warranted, the operator will be removed from revenue service while the complaint is investigated and reviewed by SAMTD management for determination.

As used herein, the term "customer comment" is broad and refers to any matter arising or pertaining to this contract, the service, and operation provided hereunder.

Fares

The SAMTD Board of Directors shall establish and approve any and all fares to be charged customers of the service provided hereunder. Personal care attendants riding with eligible persons will not be required to pay a fare. Companions shall pay a regular fare for this service.

Passengers shall pay the required fare by all acceptable fare media.
Youth fares (ages 0-18) are set at \$0.00 or "free".

The Contractor shall be responsible for strict collecting, securing, counting, and depositing all collected fares. At the close of every month, the Contractor shall provide a detailed fare report to SAMTD that clearly outlines all fare types that were collected.

In the event of the implementation of a contactless fare payment system, those fares would not be deducted from the invoice.

Key Employees

Key management employees must be identified for the following functions:

- Main Point of Contact
 - On-road Operations
 - Training
 - IT
 - General or Administrative
 - Reservations, Scheduling, Dispatching, Customer Service
 - Safety and Risk
- A. The Contractor shall not assign, remove, or reassign any key employees identified in its proposal at any time prior to, or after execution of the contract without prior notification and gaining consent from SAMTD.
- B. The Contractor shall have one (1) main point of contact. That can be titled as General Manager, Director, or Project Manager. This position shall, with SAMTD's approval, have a minimum of two (2) alternate representatives available to fill in for this position when not available.
- C. Proposers shall state how and with whom other key employees will be replaced during the absence of key employees.
- D. Proposers shall state the length of anticipated absences for each key employee, based upon annual vacation and holiday benefits, anticipated attendance at training functions, attendance at out-of-area functions, or any other anticipated reason for absence.
- E. The Contractor shall obtain SAMTD's approval for any temporary or permanent replacement of key employees.
- F. SAMTD reserves the right to remove any Contractor employee from performing duties under this contract.

Contractor Employees and Subcontractors – General

The Contractor shall be responsible for the following:

- Have sufficient qualified personnel to fulfill all the functions required by the contract (reservations, scheduling, dispatching, transporting, system maintenance, vehicle cleaning, record keeping, reporting, technology, and supervision).
 - Maintain the computer and phone systems software and hardware. Ensuring that those items conform to contract requirements and putting appropriate policies/procedures in place.
 - Have personnel and clear policies/procedures for adequate training at all levels.
 - Comply with all DOT requirements (reporting, CDL, etc.).
- A. The Contractor shall provide an employee roster and list of safety sensitive positions to SAMTD's Contracted Services Manager or designee prior to service start up. These records must be retained, updated, and available upon request throughout the duration of the contract.

- B. The Contractor shall provide a full list of any and all subcontractors used to carry out the work covered under this contract prior to service start up and upon request.
- C. All Contractor employees shall be responsible for knowledge of the services being provided on behalf of SAMTD.
- D. All Contractor employees shall maintain a professional, courteous attitude, answering to the best of their ability any customer questions regarding the provision of service. Discourteous, rude, or use of profanity will not be tolerated. Such behavior shall be grounds for immediate removal of the offending employee from performing any work covered under this contract.
- E. The Contractor shall provide adequate staffing to ensure that staff shortages are compensated for with qualified personnel in a manner which does not detract from staffing levels in other areas of this project.
- F. The Contractor shall ensure that all employees are knowledgeable of those provisions of the ADA that apply to the performance of their duties. The Contractor shall be responsible for providing all government-mandated training to its employees, including but not limited to training required by the ADA.
- G. Promptly, upon SAMTD's request, the Contractor shall remove from activities associated with this contract any employees whom SAMTD considers unsuitable for such work.
- H. The Contractor shall require its duly appointed representatives or such other directors, officers, employees, agents, or representatives, to appear before SAMTD or any Board of Directors, committee, officer, authorized representative or agency thereof upon the request of SAMTD. Such appearance shall be made at such times and in such places as SAMTD will set forth in such notice.

Drug and Alcohol Program

The Contractor shall, at all times, carry out a Drug and Alcohol program in strict accordance with state and federal laws. Federal law includes, but is not limited to, 49 CFR part 40 and Part 655. Compliance with said law includes, but is not limited to:

- Policy development and communication of policy and requirements to all affected employees.
- Training for all affected employees and supervisors, including:
 - Minimum of 60 minutes of training for all employees performing safety-sensitive functions and supervisors on the effects and consequences of prohibited drug use and misuse of alcohol on personal health, safety, and the work environment and the signs/symptoms which may indicate prohibited drug use or alcohol misuse.
 - Minimum of 120 minutes for all supervisors in determining reasonable suspicion, (which must consist of a minimum of 60 minutes on the physical, behavioral, and performance indicators of probable drug use, and at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse). Reasonable suspicion training is required for all Managers, Supervisors, and leads, or any other front-line employees responsible for making reasonable suspicion drug/alcohol testing referrals of employees who perform safety-sensitive job functions.
 - Educational program on the risks associated with the use of prescription and over-the-counter drugs, including a review of current policies with regard to the use of over-the-counter and prescriptions medications which could result in public safety being jeopardized in compliance with the FTA recommendations.
 - These training requirements should be considered minimums and under their own authority, the Contractor is urged to exceed these requirements and provide additional training to educate their employees.

- Drug and/or alcohol testing for pre-employment, reasonable suspicion, post-accident, random, return-to-duty, and follow-up, as well as conducting previous employer record checks for all applicants seeking safety-sensitive positions.
 - Random testing rates for drugs and alcohol shall be in compliance with those established annually by the FTA.
 - The Contractor should consider these testing requirements as minimums and may, under their own authority, establish additional criteria for testing numbers.
- Record-keeping and reporting, including, but not limited to: test results, the testing process, return-to-duty process, employee training, annual reports (DAMIS), policy statement, training records, credentials of service agents, contractor oversight documents, previous employers consent forms, post-accident records, reasonable suspicion test records, test refusals, and random selection process. This applies to the Contractor, their sub-contractors, and any service agents:
 - Drug and Alcohol records must be maintained separate from all other employee records.
 - The Contractor must maintain confidentiality of all drug and alcohol program records and limit access to these records.
- Program monitoring, including program management and oversight of all service agents and sub-contractors with covered employees. The Contractor shall establish and maintain a monitoring system to ensure compliance with all regulations by all sub-contractors performing covered work for the Contractor.
 - Service agents shall include, but not limited to, specimen collection, laboratory testing, Medical Review Officer, and Substance Abuse Professional.
- Drug Free Workplace Act of 1988, which includes ongoing training and awareness to all employees.

All requirements for the Contractor shall apply to its subcontractors with the exception that subcontractors must deliver submittals to the Contractor.

The Contractors Drug and Alcohol program and records shall be made available to SAMTD for review upon request.

Employee Records and Files

The Contractor shall collect, record, and maintain daily, monthly, and annual data, as required by state and federal regulations and other sections outlined in this scope of work.

All employees shall have in their individual files, available for review by SAMTD, all current and updated state and federally required documentation, training records, and other documentation as requested by SAMTD. Files shall contain, at a minimum, but not limited to, the following:

1. Application of employment.
2. Annual National Criminal Background Check of all employees of the Contractor. Check should include national criminal background records search, social security number validation, and sex-offender list check. Contractor is required to follow-up on all records with reported results.
3. Annual Motor Vehicle Records check for all employees operating any company vehicles. Contractor is required to follow-up on all records with reported results for moving violations, accidents, suspension or revocation of license, reckless or negligent driving convictions, alcohol and drug-related convictions or any loss of driving credentials.
4. Records which support that a pre-employment physical was conducted in compliance with state and federal regulations and Contractor policy. I-9 Documentation Check

5. Records compliant with Drug and Alcohol section of this Scope of Work.
6. Signature pages for all required training attended for the position(s) held.
7. Valid, State of Oregon issued driver's license with any required CDL endorsements (Checked annually).
8. Current, valid DOT Medical Examiners Certificate (if position requires a CDL).

Contractor shall maintain records to show compliance with EEO and Affirmative Action requirements.

All employee records shall be available for audit purposes by SAMTD at any time.

Training

General Guidelines

1. The Contractor shall develop, implement, and maintain a formal training and retraining program for all employees to include all training specific to this contract as well as that required by local, state, and federal regulations, including but not limited to sexual harassment, hazardous materials, and bloodborne pathogens.
2. Contractor shall maintain records of ad-hoc training sessions provided to employees based on findings from issues such as reservations, customer conflicts, customer service, driver performance, driver routing, scheduling/dispatching, inter-local agreements, inter-governmental agreements, and analysis data and production.
3. SAMTD reserves the right to require additional training of any or all of the Contractor's employees as deemed necessary by SAMTD at the Contractor's expense.
4. On the anniversary date of the contract, a current outline of the training programs, including periodic updates, shall be provided to SAMTD's Contracted Services Manager.
5. All trainings shall be at Contractor's expense, including training provided to subcontractors. The exception is any initial training on the automated computerized software program.
6. The training program(s) shall be subject to review and approval by SAMTD prior to service start-up and upon request during the contract term. Contractor shall maintain updated training records and provide copies of any documents, signature pages, course materials, etc. to SAMTD once a contract is awarded and at other times during the term of the contract as requested by SAMTD.

Training of All Employees

1. All employee training records shall be available for audit by SAMTD at any time.
2. All Contractor employees who may have contact with the public on behalf of SAMTD shall receive training in customer service, public relations, and serving people including those with special needs.

Training of Supervisors, Schedulers, Dispatchers, and Reservationists

1. Contractor shall provide training compliant with all previously described guidelines and state and federal regulations.
2. Contractor shall provide for all staff directly responsible for training and for the provision of direct service to customers, except drivers who are covered under the previous section, appropriate training to include, but not limited to the following:
 - New hire training specific to their specific position prior to starting work.
 - All public transportation services, routes, and stops in the SAMTD service area.
 - Computerized Software operation and analysis.
 - Incident and accident response, investigation, and resolution.

- Driver performance monitoring.
- Customer Eligibility
- Performance monitoring for the Call Center Staff.
- Safe and proper operation of vehicle and equipment, including how to operate wheelchair ramps/lifts, securements, and other ADA specific equipment.
- All other use of technology.
- Operation of and importance of communication equipment (i.e. telephone, cellular phone, tablets/mobile data terminals, digital radios).

Training of Drivers

1. All drivers employed or in any way utilized by the Contractor in the course of this contract, including any drivers previously employed for providing like services, shall be given by the Contractor special training satisfactory to SAMTD. Appropriate training at Contractor's sole expense must be provided in the following areas:
 - Passenger Assistance Training (PAT)
 - i. Passenger assistance safety and security (PASS)
 - Defensive Driving Training (minimum of four (4) hours).
 - Vehicle breakdown, accident, adverse weather, and other emergency procedures.
 - First Aid and CPR (including administering CPR on children).
 - Safe and proper operation of vehicle and all equipment, including how to operate wheelchair lifts/ramps, kneeling vehicles, securements, and other equipment.
 - Address and location ability.
 - Familiarity with how trips are booked, scheduled, and dispatched.
 - Familiarity with proper and accurate completion of necessary paperwork.
 - Familiarity with all fare instruments.
 - Use of technology (tablets/MDTs, etc.)

Refresher training and training updates in these and other areas shall be mandatory and shall be administered on an as-needed basis.

2. A formalized plan for post-incident/accident training and refreshers should be presented to SAMTD for review and approval. Follow-up training shall be mandatory. The training records shall be maintained and made available to SAMTD upon request.
3. The Contractor will ensure that all drivers and supervisors are thoroughly familiar with vehicle operation and the above-mentioned skills prior to independently operating any vehicle in service.

Standard Operating Procedures (SOP)

The Contractor shall prepare and maintain a current set of Standard Operating Procedures (SOP) and/or employee manual and furnish a copy to SAMTD with an appropriate copy to each employee. Some sample topics to be covered in the SOP are as follows, as a minimum:

- Daily Vehicle Inspection – Pre-trip/Post-trip per DOT regulations
- Incident/Accident procedures
- Inclement weather procedures
- Technology care and use – including cyber-attack prevention
- Vehicle breakdowns
- Vehicle defect reporting
- General reporting requirements
- Customer service and sensitivity techniques training

- Fare collection procedures
- ADA training
- HIPPA Compliance / Sensitive Information
- Reservations
- Scheduling and dispatching
- Customer contacts, complaints, compliments, and interactions
- Assisting passengers with special needs
- Emergency evacuation techniques
- Emergency response – chain of command
- Drug and alcohol policy training
- Blood borne pathogens policy and procedures
- Sexual/workplace harassment
- Computer and telephone system failure and recovery
- Business continuity / disaster response

SOP's shall be provided describing procedures for all positions performing work on this contract including management. The Contractor shall review the SOP(s) at least annually or more frequently if needed. SAMTD's Contracted Services Manager shall be furnished with current copies of all current SOP(s) at all times.

Employee Performance and Discipline Procedures

The Contractor shall establish and administer a code of performance and disciplinary procedures acceptable to SAMTD for each of its employees. The Contractor shall, at all times, take such actions as may be necessary to insure compliance by each of its employees with such code and procedures, in addition to any and all obligations contained with this contract. SAMTD reserves the right to require the Contractor remove any employee from duties in which the employee represents SAMTD to the public.

Drivers

The Contractor shall furnish SAMTD the names of drivers to be assigned to the project prior to service start-up and monthly thereafter for the term of the contract. Assigned personnel will be responsible for knowledge of SAMTD's service area (e.g. road and street network, urban growth boundary limits, retail centers, schools, etc.). Drivers shall receive training in the proper use of navigation and how to find locations within the service area.

The Contractor shall require all drivers assigned to this contract to undergo and pass a DOT physical examination to include a DOT pre-employment drug test with negative results. The administration and cost of all physical and drug/alcohol tests shall be the responsibility of the Contractor. Upon request, Contractor must report to SAMTD if a test was positive or negative. No training of potential drivers shall commence unless a negative drug test result is received.

All drivers must be properly licensed with a valid Oregon State Driver's License and appropriate CDL endorsement(s). The Contractor shall require employees operating revenue vehicles to provide physical proof of possession of said valid driver's license with appropriate endorsement(s) and medical certification card. Contractor shall maintain updated records of this process and provide them to SAMTD upon request. Any employee operating revenue vehicles who lacks current CDL or medical card shall be removed from service until the requirement(s) have been met.

Prior to hiring an employee to be assigned to this contract, the Contractor shall:

1. Obtain a 10-year nationwide criminal background check to include, as a minimum, ensuring that no new hires and no current drivers have any convictions for:
 - a. Crimes of violence, or crimes against children or vulnerable adults in any state, including any felony convictions;
 - b. Convictions for alcohol-related driving offenses and any drug-related offenses;
 - c. Driving offenses such as leaving the scene of an accident, vehicular homicide, reckless or negligent driving or hit-and-run;
 - d. Inclusion on the sex-offender list.
2. Records of criminal background checks shall be kept on file by Contractor and made available to SAMTD for review upon request.

For positions that require operation of a SAMTD provided vehicle, Contractor shall, prior to hiring an employee:

1. Obtain driving records from all states applicant has been licensed to drive in the last five (5) years to ensure that applicants and current drivers meet the following minimum criteria:
 - a. No more than five (5) moving violations in three (3) years.
 - b. No more than two (2) at-fault or chargeable accidents in the past five (5) years.
 - c. No suspension or revocation of driving privileges within the past five (5) years.
 - d. No conviction in the last 10 years of: a felony, drug and alcohol offense. Reckless driving, hit-and-run, leaving the scene of an accident, Negligent Driving, Leaving the scene of an accident, driving while under the influence of alcohol or drugs, Vehicular assault or Homicide.
 - e. Any other stipulation in accordance with Oregon state law.

The Contractor must notify SAMTD of any employee whose driver's license has been either suspended or revoked. Failure to do so may be grounds for contract termination. The Contractor shall maintain driving record documentation for all drivers and make them available for inspection by SAMTD upon request. The Contractor shall require of its drivers to report infractions or convictions to management prior to performing driving duties. Reports of these infractions shall be made available to SAMTD.

The Contractor shall ensure that, at all times, the drivers have a way of recording the route events with the accurate time that is synchronized with the time of the computerized software system.

At no time will drivers be permitted to smoke during revenue service or aboard any SAMTD vehicles or while at a SAMTD facility.

Drivers must be able to read, write, speak, and understand English. All reports and associated paperwork must be completed in English and must be legible. Communications with the public must be courteous, clear, professional, and understandable.

LIFT drivers shall assist passengers entering and exiting the vehicle to/from the curb and honor reasonable requests for assistance. Drivers shall get out of their seats each time that a rider boards and alights the vehicle to be available to assist the rider. At no time is a driver permitted to enter the building beyond the doorway or lose sight of the vehicle. Safety and security of passengers, drivers, and vehicles shall not be sacrificed to provide a higher level of service than described by SAMTD.

The Contractor shall submit to SAMTD a copy of its driver hiring and screening policy and procedures at contract execution.

Personal Appearance in the Field

The Contractor shall ensure that all drivers of any revenue vehicle and road supervisors to be attired in uniforms or clothing approved by SAMTD. The uniforms shall display the SAMTD logo or service mark on the front and the Contractor's logo or service mark on the right sleeve. The Contractor shall establish procedures to ensure that all uniformed employees in contact with the general public will, at all time, maintain their uniforms and personal appearance in a neat, professional, and well-groomed manner. Co-branded uniforms shall be provided by the Contractor and coordinated through SAMTD.

Communications with Drivers

Vehicles shall be equipped with digital radios.

Driver Supervision

SAMTD views supervision to be a critical function of the project, and the Contractor shall dedicate sufficient personnel to this function.

The Contractor shall provide road supervision, to include accident and emergency response, service monitoring, and customer assistance.

Road or field supervision needs shall not detract from minimum staffing levels in other areas, including key management personnel. Supervisory staff shall determine the practically and/or method of accessing new locations for boarding or alighting customers prior to scheduling service to a new location. Any special instructions required by drivers for accessing unusual locations shall be provided to drivers in such a manner as to (1) call new information to the driver's attention before serving such locations, and (2) supply drivers with an on-going written reference guide consisting of any special access instructions.

Safety Program

The Contractor shall assume full responsibility for assuring that the safety and security of passengers, employees, vehicles, and equipment are maintained at the highest possible level. The Contractor shall comply with all applicable DOT and OSHA requirements.

The Contractor shall develop, implement, and maintain a formal safety program, to include monthly employee safety meetings. The Contractor shall require all employees, including drivers, dispatchers, vehicle workers, supervisors, and managers to participate in the safety program.

The Contractor shall provide a Safety Manual, containing an outline of their safety program, including annual updates, to SAMTD for review. The Safety Manual shall address, but not limited to, the following:

- Security Plan
- Safety Training for all employees and subcontractors
- Blood borne Pathogens Program
- Hazardous Materials Program
- Inclement Weather Plan
- Pandemic/Infectious Disease Policy
- Evacuation Procedures
- Incident/Accident Policy and Procedures

Records of safety violations and incidents/accidents shall be given to SAMTD's Contracted Services Manager with a description of what training or other approaches were taken to reduce

future incidents. A minimum of one annual safety audit shall be performed, with copies sent to SAMTD. Copies of inspections shall be kept on file. Minutes of Contractor's Safety Committee meetings shall be filed and made available to SAMTD upon request.

Accident / Incident Reporting

The Contractor is responsible for all incident/accident response and management and legal requirements.

The Contractor shall require all employees to immediately report all incidents or accidents, regardless of liability, severity, or damage, involving passengers or property.

The Contractor shall advise SAMTD's Contracted Services Manager or designee of all such incidents or accidents immediately when the Contractor learns of the incident or accident. The Contractor or its employees shall promptly complete such reports as required by SAMTD or Contractor.

The Contractor shall make itself available to assist in the preparation, trial, or defense of any claim arising from service provided hereunder. Incident and Accident report documentation must be submitted to SAMTD no later than 8:00 a.m. of the following business day. Failure to report an accident or an incident may be grounds for termination of the contract.

A detailed report of any/all incidents/accidents, to include information on the driver's name, preventability, injuries, and damage shall be included in the Contractor's monthly report. Accident reporting procedures must also satisfy requirements imposed by local, state, and federal laws.

Facilities

The Contractor shall provide suitable secure facilities in which to provide service covered under the contract. This includes office space, maintenance, and/or storage facilities. All furnishings, equipment, and supplies are the responsibility of the Contractor. The facility shall have the capacity to host all of the automated computerized software system components supplied by SAMTD. This facility shall be located within 10 miles of the SAMTD Operations Headquarters on Del Webb Ave in Salem, OR. Should the Contractor change facilities, the Contractor shall be responsible for all costs and correct installation of all components necessary to carry out computerized and other functions.

Contractor facilities must comply with all local, state, federal, and environmental requirements, statutes, and regulations.

Maintenance of Revenue Vehicles

SAMTD Maintenance

A summary of SAMTD Maintenance responsibilities follows:

- Maintain SAMTD-owned vehicles in top operational and aesthetic condition
- Works diligently to make vehicles available for service delivery
- Coordinates closely with Contractor to prevent service disruptions
- Assists with on-route maintenance delays, initiating road calls or other actions
- Maintains centralized vehicle maintenance record keeping using SAMTD software
- Performs preventative maintenance on time and as required
- Complies with SAMTD's established component replacement schedule, analyzing results and recommending schedule adjustments when warranted

- Assists with specifications and procurement of Transportation Services SAMTD-owned vehicles
- Performs inspections during manufacture of new vehicles
- Maintains a high degree of vehicle reliability
- Act as SAMTD's agent for warranty administration, as required

Minor Maintenance

The Contractor shall perform minor vehicle maintenance as approved by SAMTD Maintenance. Minor maintenance shall be to ensure a successful pullout. All other maintenance will be scheduled through the SAMTD Maintenance Department. Except where noted, SAMTD will provide the parts needed for the Contractor to perform minor maintenance and will monitor the Contractor's use and care of vehicles. Minor Maintenance includes, but is not limited to the following:

- Topping off vehicle fluids; provided by SAMTD
- Headlight replacement; provided by SAMTD
- Securement quantities, provided by SAMTD
- Stocking safety items (first aid, seat belt cutters, fire extinguishers, triangles, safety vests, etc.), responsibility of the Transportation Services Contractor.

Coordination with SAMTD Maintenance

All vehicle maintenance not assigned to the Contractor as "minor maintenance" is the responsibility of SAMTD Maintenance Department. SAMTD Maintenance Department shall be responsible for repairs to bus seats, keeping them free from signs of wear and tear and damage such as cuts or holes in the upholstery.

Contractor will be charged \$100 per vehicle, per day for failing to deliver vehicles to SAMTD Maintenance for the purpose of performing an on-time Preventative Maintenance Inspection.

The Contractor shall:

- Report all vehicle malfunctions to SAMTD Maintenance using the vehicle defect form and transmittal method identified by SAMTD Maintenance
- Complete a daily report on the status of all vehicles in the fleet to be forwarded to the SAMTD Contracted Services Manager
- Communicate regarding vehicle availability, and notify SAMTD Maintenance Department if any missed pullouts are anticipated due to vehicle availability
- Transmit vehicle defect reports to SAMTD Maintenance Department throughout each day, as reports are submitted by operators
- Review and verify defect reports before forwarding to SAMTD Maintenance Department, as long as verification would not risk an injury or damage
- Provide SAMTD Maintenance Department with timely notification of accidents involving body damage
- Transmit photographs electronically to SAMTD Maintenance Department, documenting vehicle damage within 24 hours of the event or the discovery of damage
- Notify SAMTD Maintenance Department daily of the status of any and all assigned vehicles that are unavailable for service due to defect or at a body shop
- Make every effort to comply with the request from SAMTD Maintenance Department to hold specific vehicles out-of-service for scheduled preventative and other maintenance to be performed
- Ensure operators communicate with Dispatch if a vehicle defect is anticipated to cause a delay during pullout or during revenue service

- Ensure that the vehicles are cleaned a minimum of two (2) times per week for the exterior and a minimum of one (1) time per week for the interior.

Road Calls

Vehicle malfunctions or breakdowns which occur during service will be assessed by SAMTD Maintenance Department staff based on information provided by the operator. SAMTD Maintenance Department may send a mechanic to the location of the vehicle, arrange to have the vehicle towed, or instruct the operator to drive the vehicle to their assigned facility or to the maintenance shop. Any vehicle being towed must be reported to the SAMTD Contracted Services Manager immediately.

In the event of a vehicle breakdown, the Contractor is responsible for the security of the vehicle until relieved of responsibility by the arrival SAMTD Maintenance Department or the towing company, or release by Dispatch.

If a vehicle trade in service is necessary due to accident, mechanical breakdown, or other issue, the Contractor shall manage the vehicle exchange, and shall communicate with SAMTD Maintenance Department and Dispatch to ensure parties are informed regarding the vehicle movements.

Vehicle Parking Lot Maintenance

The Contractor is responsible for keeping the parking areas free from trash on a daily basis, or more frequently as needed. The SAMTD-owned vehicles and the Contractor's facilities are an extension of the public image of SAMTD.

Cardlock Fuel

SAMTD contracts with a vendor to provide Contractor access to local Cardlock fuel stations. The Contractor will be responsible for fueling revenue vehicles owned by SAMTD. SAMTD will provide Contractor employees will be assigned a driver number and PIN to be utilized with the cardlock system.

Vehicle Fluids

The Contractor shall obtain engine oil or other vehicle fluids through the SAMTD Maintenance Department.

Performance Standards

The Contractor shall, at all times, provide service in a manner which complies with the Americans with Disabilities Act (ADA), all regulatory requirements, and the standards of safety and customer service prescribed by SAMTD. The Contractor shall also maximize operational productivity and efficiency whenever possible.

Recognizing that the goals of productivity and customer service may conflict, this Contract includes specific service or performance standards that are intended to be reasonably attainable by the Contractor, fair to the customer, and consistent with expectations that the Contractor will always perform at its highest level.

The Contractor and SAMTD shall meet on a regular basis, usually bi-weekly, to evaluate service performance and resolve operational or policy issues. If the standards are not fulfilling their intended purpose, they shall be adjusted based upon recommendations made by the Contractor with concurrence and final decision by SAMTD. Should it be found that the Contractor's performance has contributed to the failure to achieve these standards, the Contractor shall take

all reasonable actions requested by SAMTD to correct deficiencies. Should the deficiencies continue, SAMTD may take whatever additional action is required, including termination of the contract. The table below reflects the standards that will be reported on monthly, quarterly, and annually. Program references are as follows Regional (R), LIFT/Shop-n-Ride/Dial-a-Ride (L), Call Center (C), and All (A).

Program	Service Standard	Minimum	Goal
A	Customer Complaints per 1,000 trips	<2	<1
L	On-time Performance	91%	100%
L	Passenger drop-off scheduled with "No Later Than" or No Earlier Than" appointment time.	90%	100%
L	Average ride time shorter than 60 minutes	75%	85%
L	Passengers per Revenue Hour (PPRH)	2.75	3.25
R, L	Preventable accidents per 100,000 miles	2	0
R, L	Preventative Maintenance Performance	95%	100%
C	Average On-hold Time	<3 minutes	<1 minute
C	Total Calls Abandoned	5	0
C	Length of Call	3 minutes	<2 minutes
C	Total Calls Offered		
C	Total Calls Answered		
C	Average Speed of Answer	<3 minutes	<1 minute
C	Calls Answered within 3 Minutes		
C	Total Calls Answered within 3 minutes %	97%	100%
C	Total Calls Answered within 5 minutes		
C	Total Calls Answered within 5 minutes %	100%	100%

Liquidated Damages

The Contractor shall be responsible for meeting the Performance Standards. If the Contractor fails to achieve the required level of service for the contracted services, the Contractor acknowledges that SAMTD may be damaged by such failure. While the precise amount of such damages, if any, would be difficult to ascertain, the disincentive(s) shall not exceed \$500.00 per deficiency per standard.

Performance Incentives

SAMTD reserves the right to negotiate, during the term of the contract, an incentive to encourage the Contractor to improve on the PPRH and/or on-time performance as an effort to meet or exceed the goals established in the Service Standards table. The incentive(s) will be reviewed quarterly. The incentive(s) will be in the form of an invoice credit and may range up to \$1,000.00 per month.

Transition Period

1. From Current Service Provider to New Service Provider

A smooth transition is required between the incumbent Contractor and MTM Transit LLC. Transition between Contractors shall take place in a professional manner which shall provide the current service incumbent the opportunity to close out its current operation in a business-like manner, ensuring complete and full start-up of the new Contractor by January 1, 2023.

2. At the end of the New Services Contract

A smooth transition is required at the end of the contract period. Transition between Contractors shall take place in a professional manner which shall provide all parties the opportunity to close out, open new, or transfer contracts in a business-like manner, thereby ensuring complete and full start-up of the new vendor by the start of the new contract period.

Return of SAMTD Property

Unless otherwise specified in this document or by other Agreement, all SAMTD owned property shall be returned to SAMTD at the end of the contract term as provided in the specification. All SAMTD property shall be returned to SAMTD in the condition that the Contractor was required to maintain the property according to the terms of these specifications and the contract. SAMTD owned property includes, but is not limited to, vehicles, computer hardware and software, and any other property provided to Contractor by SAMTD.

Advertising on the Vehicles

SAMTD or its agents may request, from time to time, to have advertising material or audio/video or similar devices affixed to the vehicles. If requested, Contractor must make vehicles available. No portion of any revenue or consideration received by SAMTD in connection with such advertising shall be paid to the Contractor. In the event that the Contractor shall receive any payment or other consideration paid in connection with any such material, 100% of said payment or consideration shall be promptly delivered to SAMTD, and any and all advertising revenues shall become the property of SAMTD.

The Contractor shall not affix, and shall not permit to be affixed to or distributed on any vehicle, any other advertising, political, or other printed or published material, and shall not utilize or permit to be utilized any loud speaker, audio/video, or other device for the purpose of such advertising or other communication other than as designated by SAMTD.

EXHIBIT A-2

COMPENSATION

Start-up Compensation:

BAFO	
Transportation Services Contract	CONTRACT PERIOD Jan. 1, 2023 - Dec 31, 2025
Staffing	\$ 136,591.59
Uniforms	\$ 9,607.50
Professional/Tech Contract	\$ 38,843.00
Maintenance(Security, Janitorial, Landscaping, Fire, etc.)	
VEHICLE MAINT.	\$ 9,247.84
Support Vehicles	\$ 60,000.00
UTILITIES	
Telephone(includes DSL/Nextel)	\$ 10,560.00
Utilites-Gas/Electric/Waste/Water/Sewer	\$ 2,000.00
Leases -Equipment	
Printing / Copier	
Training	\$ 24,231.19
Other: Misc	
MISCELLANEOUS	
	\$ 11,000.00
	\$ 41,932.71
LEASES /RENTALS	
Facilities	\$ 33,683.33
TOTAL START-UP	
	\$ 377,697.16

Services Compensation:

BAFO							
Transportation Services Contract	Year 1 Jan. 1, 2023 - Dec 31, 2023	Year 2 Jan. 1, 2024 - Dec 31, 2024	Year 3 Jan. 1, 2025 - Dec 31, 2025	Year 4 Jan. 1, 2026 - Dec 31, 2026	Year 5 Jan. 1, 2027 - Dec 31, 2027	OPTION PERIOD 1 Jan. 1, 2028 - Dec 31, 2028	OPTION PERIOD 2 Jan. 1, 2029- Dec 31, 2029
SALARIES/WAGES							
Drivers	\$ 2,271,589.97	\$ 2,335,452.89	\$ 2,386,325.91	\$ 2,433,385.20	\$ 2,480,451.05	\$ 2,532,391.49	\$ 2,587,380.86
Driver Fringe	\$ 1,229,406.91	\$ 1,283,806.02	\$ 1,323,436.08	\$ 1,363,631.03	\$ 1,401,234.02	\$ 1,441,742.29	\$ 1,483,932.86
Dispatch / Schedulers	\$ 273,827.42	\$ 282,042.25	\$ 290,503.51	\$ 299,218.62	\$ 308,195.18	\$ 317,441.03	\$ 326,964.26
D/S Fringe	\$ 95,702.86	\$ 99,209.71	\$ 102,853.54	\$ 106,636.75	\$ 110,591.34	\$ 114,725.34	\$ 119,047.17
Supervision	\$ 174,216.64	\$ 179,443.14	\$ 184,826.43	\$ 190,371.23	\$ 196,082.36	\$ 201,964.83	\$ 208,023.78
Super Fringe	\$ 49,147.11	\$ 50,761.80	\$ 52,447.43	\$ 54,207.25	\$ 56,044.67	\$ 57,963.27	\$ 59,966.76
Maintenance/Utility Worker	\$ 84,676.80	\$ 87,217.10	\$ 89,833.62	\$ 92,528.63	\$ 95,304.48	\$ 98,163.62	\$ 101,108.53
Maint Fringe	\$ 29,710.97	\$ 30,899.78	\$ 32,139.25	\$ 33,431.66	\$ 34,656.58	\$ 35,847.17	\$ 37,088.56
Management	\$ 255,000.00	\$ 262,650.00	\$ 270,529.50	\$ 278,645.39	\$ 287,004.75	\$ 295,614.89	\$ 304,483.34
Mgt Fringe	\$ 59,131.70	\$ 61,214.50	\$ 63,382.27	\$ 65,638.71	\$ 67,803.45	\$ 70,059.17	\$ 72,314.90
Administration/Coordinators	\$ 250,868.80	\$ 258,394.86	\$ 266,146.71	\$ 274,131.11	\$ 282,355.04	\$ 290,825.70	\$ 299,550.47
Fringe: Admin	\$ 74,574.23	\$ 76,964.78	\$ 79,457.04	\$ 82,055.57	\$ 84,764.79	\$ 87,527.73	\$ 90,381.07
Other:							
Other Fringe:							
Employee Recognition	\$ 8,344.33	\$ 8,344.33	\$ 8,344.33	\$ 8,344.33	\$ 8,344.33	\$ 8,344.33	\$ 8,344.33
Uniforms	\$ 5,508.71	\$ 5,561.61	\$ 5,645.04	\$ 5,729.71	\$ 5,815.66	\$ 5,902.89	\$ 5,991.44
CONTRACTED SERVICES							
Professional/Tech							
Contract Maintenance(Security, Janitorial, Landscaping, Fire, etc.)							
Other Maintenance:							
Other:							
Contract Labor							
VEHICLE MAINT.							
Lubes / Oils							
Parts							
Washing Vehicles and Cleaning	\$ 3,600.00	\$ 3,654.00	\$ 3,708.81	\$ 3,764.44	\$ 3,820.91	\$ 3,878.22	\$ 3,936.40
Interior Cleaning	\$ 1,200.00	\$ 1,218.00	\$ 1,236.27	\$ 1,254.81	\$ 1,273.64	\$ 1,292.74	\$ 1,312.13
Other:	\$ 12,306.43	\$ 12,490.71	\$ 12,677.38	\$ 12,866.40	\$ 13,057.80	\$ 13,251.62	\$ 13,447.90
UTILITIES							
Telephone(includes DSL/Nextel)	\$ 7,200.00	\$ 7,308.00	\$ 7,417.62	\$ 7,528.88	\$ 7,641.82	\$ 7,756.44	\$ 7,872.79
Utilities-Gas/Electric/Waste/Water/Sewer	\$ 24,000.00	\$ 24,360.00	\$ 24,725.40	\$ 25,096.28	\$ 25,472.73	\$ 25,854.82	\$ 26,242.64
Janitorial Supplies							
Other:							
GENERAL & ADMIN.							
Rentals							
Leases -Equipment	\$ 4,909.86	\$ 4,983.51	\$ 5,057.15	\$ 5,130.80	\$ 5,204.45	\$ 5,278.10	\$ 5,351.74
Mailing	\$ 600.00	\$ 609.00	\$ 618.14	\$ 627.41	\$ 636.82	\$ 646.37	\$ 656.07
Office Supplies	\$ 5,472.00	\$ 5,554.08	\$ 5,637.39	\$ 5,721.95	\$ 5,807.78	\$ 5,894.90	\$ 5,983.32
Building Maintenance	\$ 5,000.00	\$ 5,075.00	\$ 5,151.13	\$ 5,228.39	\$ 5,306.82	\$ 5,386.42	\$ 5,467.22
Printing / Copier							

Training	\$	3,252.00	\$	3,300.78	\$	3,350.29	\$	3,400.55	\$	3,451.55	\$	3,503.33	\$	3,555.88
Other: Misc	\$	3,260.00	\$	3,308.90	\$	3,358.53	\$	3,408.91	\$	3,460.05	\$	3,511.95	\$	3,564.63
INSURANCE														
Property Insurance	\$	2,500.00	\$	2,537.50	\$	2,575.56	\$	2,614.20	\$	2,653.41	\$	2,693.21	\$	2,733.61
Vehicle Insurance	\$	298,264.29	\$	302,738.25	\$	307,279.32	\$	311,888.51	\$	316,566.84	\$	321,315.34	\$	326,135.07
Other:														
DRUG/ALCOHOL TESTING														
Drug /Alcohol testing	\$	4,590.64	\$	16,531.35	\$	16,779.32	\$	17,031.01	\$	17,286.47	\$	17,545.77	\$	17,808.96
Employment Screening	\$	2,430.00	\$	5,590.62	\$	5,674.48	\$	5,759.60	\$	5,845.99	\$	5,933.68	\$	6,022.69
TAXES / FEES														
Environmental Fees														
Other:Business Permits/Fees														
MISCELLANEOUS														
INTEREST														
LEASES /RENTALS														
Facilities	\$	118,800.00	\$	122,364.00	\$	126,034.92	\$	129,815.97	\$	133,710.45	\$	137,721.76	\$	141,853.41
Revenue Vehicles														
Other:	\$	45,900.00	\$	46,588.50	\$	47,287.33	\$	47,996.64	\$	48,716.59	\$	49,447.34	\$	50,189.05
Sub Total	\$	5,404,991.67	\$	5,690,174.97	\$	5,734,439.70	\$	5,877,089.94	\$	6,018,561.82	\$	6,169,425.78	\$	6,350,408.08
MANAGEMENT FEE	\$	293,749.55	\$	303,813.86	\$	311,654.33	\$	319,407.06	\$	327,095.75	\$	335,294.88	\$	345,130.87
PROFIT	\$	176,249.73	\$	182,288.31	\$	186,992.60	\$	191,644.24	\$	196,257.45	\$	201,176.93	\$	207,078.52
TOTAL EXPENSES	\$	5,874,990.95	\$	6,076,277.14	\$	6,233,086.63	\$	6,388,141.24	\$	6,541,915.02	\$	6,705,897.57	\$	6,902,617.47
PROJECTED CASH FARE REVENUE EXTENSION PERIOD (est. only)	\$	39,000.00	\$	39,000.00	\$	39,000.00	\$	39,000.00	\$	39,000.00	\$	39,000.00	\$	39,000.00
TOTAL CONTRACT COST (Total Expense - Cash Fare Revenue)	\$	5,835,990.95	\$	6,037,277.14	\$	6,194,086.63	\$	6,349,141.24	\$	6,502,915.02	\$	6,666,897.57	\$	6,863,617.47
TOTAL REVENUE HOURS:		72,000		72,000		72,000		72,000		72,000		72,000		72,000
Escalator (%)				3.43%		2.58%		2.49%		2.41%		2.51%		2.93%
COST PER REVENUE HOUR	\$	81.06	\$	83.83	\$	86.00	\$	88.14	\$	90.26	\$	92.52	\$	95.23

EXHIBIT B

FEDERAL TRANSIT ADMINISTRATION (FTA) CONTRACT CLAUSES

It is the responsibility of the Proposer to ensure that all clauses applicable to the work of a Contract / Agreement resultant from this Solicitation are adhered to by the Contractor and its Sub-Contractors when applicable.

FEDERAL TRANSIT ADMINISTRATION CONTRACT CLAUSES

INDEX

1. Fly America Requirements
2. Buy America Requirements
3. Charter Bus and School Bus Requirements (Reserved)
4. School Bus Requirements (Reserved)
5. Cargo Preference Requirements
6. Seismic Safety Requirements (Reserved)
7. Energy Conservation Requirements
8. Environmental Requirements
9. Bus Testing (Reserved)
10. Pre-Award and Post-Delivery Audit Requirements (Reserved)
11. Lobbying
12. Access to Records and Reports
13. Federal Changes
14. Bonding Requirements (Reserved)
15. Recycled Products
16. Davis-Bacon and Copeland Anti-Kickback Acts (Reserved)
17. Contract Work Hours and Safety Standards Act
18. No Government Obligation to Third Parties
19. Program Fraud and False or Fraudulent Statements or Related Acts
20. Termination
21. Government-Wide Debarment and Suspension (Non-procurement)
22. Privacy Act
23. Civil Rights Requirements
24. Breaches and Dispute Resolution
25. Patent and Rights in Data
26. Transit Employee Protective Agreements
27. Disadvantaged Business Enterprise (DBE) Requirements
28. Incorporation of Federal Transit Administration (FTA) Terms – Circular 4220.1F
29. Drug and Alcohol Testing
30. Compliance with Federal, State, and Local Requirements
31. Americans with Disabilities Act (ADA)
32. FTA Protest Requirements
33. Prompt Payment and Return of Retainage
34. Force Majeure
35. Veteran; Disabled Veteran; Preference Eligible
36. Prohibition On Certain Telecommunications And Video Surveillance Services Or Equipment

FEDERAL TRANSIT ADMINISTRATION (FTA) CONTRACT CLAUSES

1. FLY AMERICA REQUIREMENTS

49 U.S.C. § 40118
41 C.F.R. §§ 301-10.131 – 301-10.143

Applicable to: *Contracts that have transportation of persons or property, by air, between a place in the U.S. and a place outside the U.S., or between places outside the U.S., when the U.S. government will participate in the costs of such air transportation. Contractors are responsible for ensuring that all subcontractors are in compliance.*

Applies to: *All contracts: Contractors and subcontractors.*

The Contractor agrees to comply with 49 U.S.C. § 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 C.F.R. part 301-10, which provide that recipients and subrecipients of Federal funds and their contractors are required to use U.S. flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation. The Contractor agrees to include substantially similar provisions in its contracts with subcontractors.

2. BUY AMERICA REQUIREMENTS

49 U.S.C. §
5323(j)
49 C.F.R. Part
661
49 U.S.C. § 24405(a)

Applicable to: *All federally assisted procurements using funds authorized by 49 U.S.C. 5323(j); 23 U.S.C. § 103(e)(4); and section 14 of the National Capital Transportation Act of 1969.*

Applies to: *Contractors and subcontractors.*

The Contractor agrees to comply with 49 U.S.C. § 5323(j) and 49 C.F.R. part 661, which provide that Federal funds may not be obligated unless steel, iron, and manufactured products used in FTA-funded projects are produced in the United States, unless a waiver has been granted by the Secretary of Transportation or the product is subject to a general waiver. General waivers are listed in 49 C.F.R. § 661.7, and include final assembly in the United States for 15-passenger vans and 15-passenger wagons produced by Chrysler Corporation, microcomputer equipment, software, and small purchases (currently less than \$150,000) made with capital, operating, or planning funds.

Separate requirements for rolling stock are set out at 49 U.S.C. § 5323(j)(2)(C) and 49 C.F.R. § 661.11. Rolling stock not subject to a general waiver must be manufactured in the United States and have more than 60 percent domestic content.

A bidder or offeror must submit to the FTA recipient the appropriate Buy America certification with all bids on FTA-funded contracts, except those subject to a general waiver. Bids or offers that are not accompanied by a completed Buy America certification must be rejected as nonresponsive. The Contractor agrees to include a substantially similar provision in its contracts with subcontractors.

3. CHARTER BUS REQUIREMENTS

49 U.S.C. § 5323(d) or (r)

49 C.F.R. Part 604

Any other Federal Charter Service Regulations, or Federal Guidance

Reserved

4. SCHOOL BUS REQUIREMENTS

49 U.S.C. § 5323(f) or (g)

49 C.F.R. Part 605

Any other applicable Federal "School Bus Operations" Regulations or Federal Guidance

Reserved

5. CARGO PREFERENCE REQUIREMENTS

46 U.S.C. § 55305

46 C.F.R. Part 381

Applicable to: *All contracts involving equipment, materials, or commodities which may be transported by ocean vessels.*

Applies to: *Contractors and subcontractors.*

Use of United States-Flag Vessels. The Contractor agrees:

1. To use privately owned United States-Flag commercial vessels to ship at least 50 percent of the gross tonnage (computed separately for dry bulk carriers, dry cargo liners, and tankers) involved, whenever shipping any equipment, material, or commodities pursuant to the underlying contract to the extent such vessels are available at fair and reasonable rates for United States-Flag commercial vessels.
2. To furnish within 20 working days following the date of loading for shipments originating within the United States or within 30 working days following the date of loading for shipments originating outside the United States, a legible copy of a rated, "on-board" commercial ocean bill-of-lading in English for each shipment of cargo described in the preceding paragraph to the Division of National Cargo and Compliance, Maritime Administration, Washington D.C. 20590 and the FTA recipient (through the Contractor in the case of a subcontractor's bill-of-lading.)
3. To include these requirements in all subcontracts issued pursuant to the contract when the subcontract may involve the transport of equipment, materials, or commodities by ocean vessel.

6. SEISMIC SAFETY REQUIREMENTS

42 U.S.C. §§ 7701–7709
49 C.F.R. Part 41

Reserved

7. ENERGY CONSERVATION REQUIREMENTS

42 U.S.C. §§ 6321–6327
49 C.F.R. Part 622 Subpart C

Applicable to: All contracts.

Applies to: Contractors and subcontractors.

The Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act. The Contractor also agrees to include a substantially similar provision in its contracts with subcontractors.

8. ENVIRONMENTAL REQUIREMENTS

Applicable to: All contracts and subcontracts.

Applies to: Contractors and subcontractors.

- a. General. The Contractor agrees to comply with all applicable environmental and resource use laws, regulations, requirements, and guidance, now in effect or that may become effective in the future, including state and local laws, ordinances, regulations, requirements and guidance. The Contractor also agrees to include substantially similar provisions in its contracts with subcontractors.
- b. National Environmental Policy Act. An Award of federal assistance requires the full compliance with applicable environmental laws, regulations, requirements, and guidance. Accordingly, the Contractor will:
 - (1) Comply and facilitate compliance with federal laws, regulations, and requirements, including, but not limited to:
 - (a) Federal transit laws, such as 49 U.S.C. § 5323(c)(2), and 23 U.S.C. § 139,
 - (b) The National Environmental Policy Act of 1969 (NEPA), as amended, 42 U.S.C. §§ 4321 *et seq.*, as limited by 42 U.S.C. § 5159, and CEQ's implementing regulations 40 C.F.R. part 1500-1508,
 - (c) Joint FHWA and FTA regulations, "Environmental Impact and Related Procedures," 23 C.F.R. part 771 and 49 C.F.R. part 622,
 - (d) Executive Order No. 11514, as amended, "Protection and Enhancement of Environmental Quality," March 5, 1970, 42 U.S.C. § 4321 note, and
 - (e) Other federal environmental protection laws, regulations, and requirements applicable to the Recipient or the Award, the accompanying Underlying Agreement, and any Amendments thereto.
 - (2) Follow the federal guidance identified herein to the extent that the guidance is consistent with applicable authorizing legislation:

- (a) Joint FHWA and FTA final guidance, "Interim Guidance on MAP-21 Section 1319 Accelerated Decisionmaking in Environmental Reviews," January 14, 2013,
 - (b) Joint FHWA and FTA final guidance, "SAFETEA-LU Environmental Review Process (Pub. L. 109-59)," 71 *Fed. Reg.* 66576, November 15, 2006, and
 - (c) Other federal environmental guidance applicable to the Recipient or the Award, the accompanying Underlying Agreement, and any Amendments thereto.
- c. Environmental Justice. The Contractor agrees to promote environmental justice by following:
 - (1) Executive Order No. 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," February 11, 1994, 42 U.S.C. § 4321 note, as well as facilitating compliance with that Executive Order,
 - (2) U.S. DOT Order 5610.2, "Department of Transportation Actions to Address Environmental Justice in Minority Populations and Low-Income Populations," 62 *Fed. Reg.* 18377, April 15, 1997, and
 - (3) The most recent edition of FTA Circular 4703.1, "Environmental Justice Policy Guidance for Federal Transit Administration Recipients," August 15, 2012, to the extent consistent with applicable federal laws, regulations, requirements, and guidance.
- d. Other Environmental Federal Laws. The Contractor agrees to comply with all applicable federal laws, regulations, executive orders, and guidance, including, but not limited to, the Clean Air Act, Clean Water Act, Wild and Scenic Rivers Act of 1968, Coastal Zone Management Act of 1972, the Endangered Species Act of 1973, Magnuson Stevens Fishery Conservation and Management Act, Resource Conservation and Recovery Act, Comprehensive Environmental Response, Compensation, and Liability Act, and Executive Order Nos. 11988 and 13690 relating to "Floodplain Management."
- e. Use of Certain Public Lands. The Contractor with U.S. DOT laws, specifically 49 U.S.C. § 303 (often referred to as "section 4(f)"), and joint FHWA and FTA regulations, "Parks, Recreation Areas, Wildlife and Waterfowl Refuges, and Historic Sites," 23 C.F.R. part 774, and referenced in 49 C.F.R. part 622.
- f. Historic Preservation. The Contractor agrees to:
 - (1) Comply with U.S. DOT laws, including 49 U.S.C. § 303 (often referred to as "section 4(f)"), which requires certain findings be made before an Award involving the use of any land from a historic site that is on or eligible for inclusion on the National Register of Historic Places may be undertaken.
 - (2) Encourage compliance with the federal historic and archaeological preservation requirements of section 106 of the National Historic Preservation Act, as amended, 54 U.S.C. § 306108.
 - (3) Comply with the Archeological and Historic Preservation Act of 1974, as amended, 54 U.S.C. § 312501 *et seq.*
 - (4) Comply with U.S. Advisory Council on Historic Preservation regulations, "Protection of Historic Properties," 36 C.F.R. part 800.
 - (5) Comply with federal requirements and follow federal guidance to avoid or mitigate adverse effects on historic properties.

- g. Indian Sacred Sites. The Contractor agrees to facilitate compliance with federal efforts to promote the preservation of places and objects of religious importance to American Indians, Eskimos, Aleuts, and Native Hawaiians, and facilitate compliance with the American Indian Religious Freedom Act, 42 U.S.C. § 1996, and Executive Order No. 13007, "Indian Sacred Sites," May 24, 1996, 42 U.S.C. § 3161 note.
- h. Mitigation of Adverse Environmental Effects.
- (1) The Contractor agrees that it will comply with all environmental mitigation measures that may be identified as conditions that the Federal Government might impose in finding of no significant impact or record of decision or commitments in the environmental documents that apply to the Award, such as environmental assessments, environmental impact statements, categorical exclusions, memoranda of agreement, documents required under 49 U.S.C. § 303, and other environmental documents.
 - (2) The Contractor agrees that:
 - (a) Any mitigation measures agreed on will be incorporated by reference and made part of the Underlying Agreement and any Amendments thereto,
 - (b) Any deferred mitigation measures will be incorporated by reference and made part of the Underlying Agreement and any Amendments thereto as soon as agreement with the Federal Government is reached, and
 - (c) Any mitigation measures agreed on will not be modified or withdrawn without the written approval of the Federal Government.

The Contractor agrees to include substantially similar provisions in its contracts with subcontractors.

9. BUS TESTING

49 U.S.C. § 5318(e)

Reserved

10. PRE-AWARD AND POST-DELIVERY AUDITS REQUIREMENTS

49 U.S.C. § 5323(m)

Reserved

11. LOBBYING

31 U.S.C. § 1352

49 C.F.R. Part 20

Applicable to: Contracts exceeding \$100,000.

Applies to: Contractors and subcontractors.

The Contractor agrees that it will not use federal assistance to influence any officer or employee of a federal agency, member of Congress or an employee of a member of Congress, or officer or employee of Congress on matters that involve the Underlying Agreement, including any extension or modification, according to the following:

- 1) Laws, Regulations, Requirements, and Guidance.

- a) The Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352, as amended,
 - b) U.S. DOT regulations, "New Restrictions on Lobbying," 49 C.F.R. part 20, to the extent consistent with 31 U.S.C. § 1352, as amended, and
 - c) Other applicable federal laws, regulations, requirements, and guidance prohibiting the use of federal assistance for any activity concerning legislation or appropriations designed to influence the U.S. Congress or a state legislature, and
- 2) Exception. If permitted by applicable federal law, regulations, or guidance, such lobbying activities described above may be undertaken through proper official channels.
 - 3) The Contractor agrees to include a substantially similar provision in its contracts with subcontractors.

12. ACCESS TO RECORDS AND REPORTS

49 U.S.C. § 5325
Former 49 C.F.R. § 18.36 (i)
49 C.F.R. § 633.17

Applicable to: Contracts as described below.

Applies to: Contractors.

The following access to records requirements apply to this Contract:

1. Where the Purchaser is not a State but a local government and is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 C.F.R. § 18.36(i), the Contractor agrees to provide SAMTD, the FTA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. Contractor also agrees, pursuant to 49 C.F.R. § 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. § 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. §§ 5307, 5309, or 5311.
2. Where any Purchaser which is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 U.S.C. § 5325(a) enters into a contract for a capital project or improvement
3. (defined at 49 U.S.C. § 5302(a)1) through other than competitive bidding, the Contractor shall make available records related to the contract to SAMTD, the Secretary of Transportation, and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection. (If applicable).
4. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
5. The Contractor agrees to maintain all books, records, accounts, and reports required under this contract for a period of not less than seven years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until SAMTD, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives have disposed of all such litigation, appeals, claims, or exceptions related thereto. Reference

49 C.F.R. § 18.39(i)(11).

6. FTA does not require the inclusion of these requirements in subcontracts.

13. FEDERAL CHANGES

Former 49 C.F.R. Part 18

Applicable to: All contracts.

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures, and directives, including without limitation those listed directly or by reference in the Master Agreement (FTA MA (26) dated October 2019) between SAMTD and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract. The Contractor agrees to include a substantially similar provision in its contracts with subcontractors.

14. BONDING REQUIREMENTS

Reserved

Bid Bond Requirements (Construction)

Reserved

Performance and Payment Bonding Requirements (Construction)

Reserved

15. RECYCLED PRODUCTS

42 U.S.C. § 6962

40 C.F.R. Part 247

Applicable to: The Recycled Products requirements apply to all contracts for items designated by the EPA, when the purchaser or contractor procures \$10,000 or more of one of these items during the fiscal year, or has procured \$10,000 or more of such items in the previous fiscal year, using Federal funds.

Applies to: Contractors and subcontractors.

The contractor agrees to comply with all the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 U.S.C. § 6962), including but not limited to the regulatory provisions of 40 C.F.R. part 247, as they apply to the procurement of the items designated in subpart B of 40 C.F.R. part 247. The Contractor agrees to include a substantially similar provision in its contracts with subcontractors.

16. DAVIS-BACON AND COPELAND ANTI-KICKBACK ACTS

Reserved

17. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

Applicable to: All contracts and subcontracts “financed at least in part by loans or grants from ... the [Federal] Government” [40 U.S.C. § 3701(b)(1)(B)(iii) and (b)(2), 29 C.F.R. § 5.2(h)].

Applies to: Contractors and subcontractors.

The Contractor agrees to comply with the following, in accordance with the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 3701–3708) and U.S. Department of Labor regulations (29 C.F.R. part 5):

1. **Overtime requirements** - No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
2. **Violation; liability for unpaid wages; liquidated damages** - In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of \$25 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.
3. **Withholding for unpaid wages and liquidated damages** - SAMTD shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
4. **Subcontracts** - The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

18. NO GOVERNMENT OBLIGATION TO THIRD PARTIES

Applicable to: All contracts.

Applies to: All parties to the contract to which the Federal Government does not have contractual liability, absent specific written consent.

1. SAMTD and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Purchaser, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
2. The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

19. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

31 U.S.C. §§ 3801–3812
49 C.F.R. Part 31
18 U.S.C. § 1001

Applicable to: All contracts.

Applies to: Contractors and subcontractors who make, present, or submit covered claims and statements.

1. The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801–3812 and U.S. DOT regulations “Program Fraud Civil Remedies,” 49 C.F.R. part 31, apply to its actions pertaining to this contract. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
2. The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 on the Contractor, to the extent the Federal Government deems appropriate.
3. The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

20. TERMINATION

Former 49 C.F.R. Part 18
FTA Circular 4220.1F

Applicable to: All contracts in excess of \$10,000.

Applies to: All contractors and subcontractors.

The Contractor acknowledges and agrees to the following, and agrees to include a substantially similar provision in its contracts with subcontractors:

1. **Termination for Convenience (General Provision):** SAMTD may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in the Government's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to SAMTD to be paid the Contractor. If the Contractor has any property in its possession belonging to SAMTD, the Contractor will account for the same, and dispose of it in the manner SAMTD directs.
2. **Termination for Default [Breach or Cause] (General Provision):** If the Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, SAMTD may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by SAMTD that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, SAMTD, after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

3. **Opportunity to Cure (General Provision):** SAMTD in its sole discretion may, in the case of a termination for breach or default, allow the Contractor [an appropriately short period of time] in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions

If Contractor fails to remedy to SAMTD's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within [ten (10) days] after receipt by Contractor of written notice from SAMTD setting forth the nature of said breach or default, SAMTD shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude SAMTD from also pursuing all available remedies against Contractor and its sureties for said breach or default.

4. **Waiver of Remedies for any Breach:** In the event that SAMTD elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by SAMTD shall not limit SAMTD's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.
5. **Termination for Default (Construction):** If the Contractor refuses or fails to prosecute the work or any separable part, with the diligence that will insure its completion within the time specified in this contract or any extension or fails to complete the work within this time, or if the Contractor fails to comply with any other provisions of this contract, SAMTD may terminate this contract for default. SAMTD shall terminate by delivering to the Contractor a Notice of Termination specifying the nature of the default. In this event,

SAMTD may take over the work and complete it by contract or otherwise, and may take possession of and use any materials, appliances, and plant on the work site necessary for completing the work. The Contractor and its sureties shall be liable for any damage to SAMTD resulting from the Contractor's refusal or failure to complete the work within specified time, whether or not the Contractor's right to proceed with the work is terminated. This liability includes any increased costs incurred by the Recipient in completing the work.

The Contractor's right to proceed shall not be terminated nor the Contractor charged with damages under this clause if-

- a. the delay in completing the work arises from unforeseeable causes beyond the control and without the fault or negligence of the Contractor. Examples of such causes include: acts of God, acts of the Recipient, acts of another Contractor in the performance of a contract with the Recipient, epidemics, quarantine restrictions, strikes, freight embargoes; and
- b. the contractor, within [10] days from the beginning of any delay, notifies SAMTD in writing of the causes of delay. If in the judgment of SAMTD, the delay is excusable, the time for completing the work shall be extended. The judgment of SAMTD shall be final and conclusive on the parties, but subject to appeal under the Disputes clauses.

If, after termination of the Contractor's right to proceed, it is determined that the Contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of the Recipient.

21. GOVERNMENT-WIDE DEBARMENT AND SUSPENSION (NONPROCUREMENT)

2 C.F.R. Part 180
2 C.F.R. Part 1200

Applicable to: All contracts and subcontracts which are equal to or greater than \$25,000.

Applies to: Contractors and subcontractors.

Contractor agrees to comply with the following requirements of 2 C.F.R. part 180, subpart C, as adopted and supplemented by U.S. DOT regulations at 2 C.F.R. part 1200:

- 1) It will not enter into any arrangement with a subcontractor that is debarred or suspended except as authorized by law;
- 2) It will review the U.S. GSA "System for Award Management (SAM)," <https://www.sam.gov>, if required by U.S. DOT regulations, 2 C.F.R. part 1200, in order to verify that none of the contractor, its principals, as defined at 2 C.F.R. § 180.995, or affiliates, as defined at 2 C.F.R. § 180.905, are excluded or disqualified as defined at 2 C.F.R. §§ 180.940, 180.935
- 3) It will include similar provisions in its contracts with Subcontractors and include Subcontractors to include similar provisions in their contracts with lower-tier Subcontractors; and
- 4) By signing and submitting its bid or proposal, the bidder or proposer certifies as follows:
 - a. The certification in this clause is a material representation of fact relied upon by SAMTD. If it is later determined that the bidder or proposer knowingly rendered an erroneous certification, in addition to remedies available SAMTD, the Federal

Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. part 180, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

22. FREEDOM OF INFORMATION ACT

5 U.S.C. § 552

Applicable to: All contracts.

Applies to: Contractors and subcontractors.

The following requirements apply to the Contractor and its employees that administer any system of records on behalf of the Federal Government under any contract:

- (1) The Contractor agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Contractor agrees to obtain the express consent of the Federal Government before the Contractor or its employees operate a system of records on behalf of the Federal Government. The Contractor understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.
- (2) The Contractor also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.
- (3) The Contractor also agrees to comply with other federal laws, regulations, requirements, and guidance concerning access to records pertaining to the contract.

23. CIVIL RIGHTS REQUIREMENTS

42 U.S.C. § 2000

42 U.S.C. § 6102, 42 U.S.C. § 12101 et seq.

49 U.S.C. § 5332

29 C.F.R. Part 1630, 41 C.F.R. Parts 60 et seq.

28 C.F.R. § 50.3

Applicable to: All contracts.

Applies to: Contractors and subcontractors.

The Contractor agrees to the following, and also agrees to include substantially similar provisions in its contracts with subcontractors:

Civil Rights Requirements. The Contractor agrees that it must comply with applicable federal civil rights laws, regulations, requirements, and guidance, and follow applicable federal guidance, except as the Federal Government determines otherwise in writing. Therefore, unless a Recipient or a federal program, including the Tribal Transit Program or the Indian Tribe Recipient, is

specifically exempted from a civil rights statute, FTA requires compliance with that civil rights statute, including compliance with equity in service.

Nondiscrimination in Federal Public Transportation Programs. The Contractor agrees that it will:

1. Prohibit discrimination based on the basis of race, color, religion, national origin, sex, disability, or age.
2. Prohibit the:
 - a. Exclusion from participation in employment or a business opportunity for reasons identified in 49 U.S.C. § 5332,
 - b. Denial of program benefits in employment or a business opportunity identified in 49 U.S.C. § 5332, or
 - c. Discrimination, including discrimination in employment or a business opportunity identified in 49 U.S.C. § 5332.
3. Follow:
 - a. The most recent edition of FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable federal laws, regulations, requirements, and guidance, and other applicable federal guidance that may be issued, but
 - b. FTA does not require an Indian Tribe to comply with FTA program-specific guidelines for Title VI when administering its Underlying Agreement supported with federal assistance under the Tribal Transit Program.

Nondiscrimination – Title VI of the Civil Rights Act. The Contractor agrees that it will:

1. Prohibit discrimination based on race, color, or national origin,
2. Comply with:
 - a. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d *et seq.*,
 - b. U.S. DOT regulations, "Nondiscrimination in Federally-Assisted Programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964," 49 C.F.R. part 21, and
 - c. Federal transit law, specifically 49 U.S.C. § 5332, and
3. Follow:
 - a. The most recent edition of FTA Circular 4702.1, "Title VI Requirements and Guidelines for Federal Transit Administration Recipients," to the extent consistent with applicable federal laws, regulations, requirements, and guidance,
 - b. U.S. DOJ, "Guidelines for the enforcement of Title VI, Civil Rights Act of 1964," 28 C.F.R. § 50.3, and
 - c. All other applicable federal guidance that may be issued.

Equal Employment Opportunity.

1. Federal Requirements and Guidance. The Contractor agrees that it will prohibit discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, or national origin, and:
 - A. Comply with Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000e *et seq.*,
 - B. Facilitate compliance with Executive Order No. 11246, "Equal Employment Opportunity" September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it in part and is applicable to federal assistance programs,
 - C. Comply with federal transit law, specifically 49 U.S.C. § 5332

- D. FTA Circular 4704.1, "Equal Employment Opportunity Program Guidelines for Grant Recipients," July 26, 1988, and
 - E. Follow other federal guidance pertaining to Equal Employment Opportunity laws, regulations, and requirements, and prohibitions against discrimination on the basis of disability,
2. Specifics. The Contractor Agrees that it will:
- a. Prohibited Discrimination. As provided by Executive Order No. 11246, as amended by any later Executive Order that amends or supersedes it, and as specified by U.S. Department of Labor regulations, ensure that applicants for employment are employed and employees are treated during employment without discrimination on the basis of their race, color, religion, national origin, disability, age, sexual orientation, gender identity, or status as a parent,
 - b. Affirmative Action. Take affirmative action that includes, but is not limited to:
 - i. Recruitment advertising, recruitment, and employment,
 - ii. Rates of pay and other forms of compensation,
 - iii. Selection for training, including apprenticeship, and upgrading, and
 - iv. Transfers, demotions, layoffs, and terminations, but
 - c. Indian Tribe. Recognize that Title VII of the Civil Rights Act of 1964, as amended, exempts Indian Tribes under the definition of "Employer," and
3. Equal Employment Opportunity Requirements for Construction Activities. Comply, when undertaking "construction" as recognized by the U.S. Department of Labor (U.S. DOL), with:
- a. U.S. DOL regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. chapter 60, and
 - b. Executive Order No. 11246, "Equal Employment Opportunity in Federal Employment," September 24, 1965, 42 U.S.C. § 2000e note, as amended by any later Executive Order that amends or supersedes it, referenced in 42 U.S.C. § 2000e note.

24. BREACHES AND DISPUTE RESOLUTION

Former 49 C.F.R. Part 18
FTA Circular 4220.1F

Applicable to: All contracts in excess of \$100,000.

Applies to: Contractors and subcontractors.

Disputes - Disputes arising in the performance of this Contract, which are not resolved by agreement of the parties, shall be decided in writing by the authorized representative of SAMTD's General Manager. This decision shall be final and conclusive unless within ten (10) days from the date of receipt of its copy, the Contractor mails or otherwise furnishes a written appeal to the General Manager. In connection with any such appeal, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its position. The decision of the General Manager shall be binding upon the Contractor and the Contractor shall abide by the decision.

1. **Performance During Dispute** - Unless otherwise directed by SAMTD, Contractor shall continue performance under this Contract while matters in dispute are being resolved.

2. **Claims for Damages** - Should either party to the Contract suffer injury or damage to person or property because of any act or omission of the party or of any of his employees, agents, or others for whose acts he is legally liable, a claim for damages therefor shall be made in writing

to such other party within a reasonable time after the first observance of such injury of damage.

3. **Remedies** - Unless this contract provides otherwise, all claims, counterclaims, disputes, and other matters in question between SAMTD and the Contractor arising out of or relating to this agreement or its breach will be decided by arbitration if the parties mutually agree, or in a court of competent jurisdiction within the State in which SAMTD is located.
4. **Rights and Remedies** - The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law. No action or failure to act by SAMTD, Contractor shall constitute a waiver of any right or duty afforded any of them under the Contract, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach thereunder, except as may be specifically agreed in writing.

25. PATENT AND RIGHTS IN DATA

35 U.S.C. §§ 200 – 212

37 C.F.R. Part 401

Applicable to: *All contracts.*

Applies to: *Contractors and subcontractors.*

- A. **Rights in Data** - This following requirements apply to each contract involving experimental, developmental or research work:

1. The term "subject data" used in this clause means recorded information, whether or not copyrighted, that is delivered or specified to be delivered under the contract. The term includes graphic or pictorial delineation in media such as drawings or photographs; text in specifications or related performance or design-type documents; machine forms such as punched cards, magnetic tape, or computer memory printouts; and information retained in computer memory. Examples include, but are not limited to: computer software, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information. The term "subject data" does not include financial reports, cost analyses, and similar information incidental to contract administration.
2. The following restrictions apply to all subject data first produced in the performance of the contract to which this Attachment has been added:
 - i. Except for its own internal use, the Purchaser or Contractor may not publish or reproduce subject data in whole or in part, or in any manner or form, nor may the Purchaser or Contractor authorize others to do so, without the written consent of the Federal Government, until such time as the Federal Government may have either released or approved the release of such data to the public; this restriction on publication, however, does not apply to any contract with an academic institution.

- ii. The Federal Government reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use, for "Federal Government purposes," any subject data or copyright described in subsections (2)(b)1 and (2)(b)2 of this clause below. As used in the previous sentence, "for Federal Government purposes," means use only for the direct purposes of the Federal Government. Without the copyright owner's consent, the Federal Government may not extend its Federal license to any other party.
 - 1. Any subject data developed under that contract, whether or not a copyright has been obtained; and
 - 2. Any rights of copyright purchased by the Purchaser or Contractor using Federal assistance in whole or in part provided by FTA.
- iii. When FTA awards Federal assistance for experimental, developmental, or research work, it is FTA's general intention to increase transportation knowledge available to the public, rather than to restrict the benefits resulting from the work to participants in that work. Therefore, unless FTA determines otherwise, the Purchaser and the Contractor performing experimental, developmental, or research work required by the underlying contract to which this Attachment is added agrees to permit FTA to make available to the public, either FTA's license in the copyright to any subject data developed in the course of that contract, or a copy of the subject data first produced under the contract for which a copyright has not been obtained. If the experimental, developmental, or research work, which is the subject of the underlying contract, is not completed for any reason whatsoever, all data developed under that contract shall become subject data as defined in subsection (a) of this clause and shall be delivered as the Federal Government may direct. This subsection (c), however, does not apply to adaptations of automatic data processing equipment or programs for the Purchaser or Contractor's use whose costs are financed in whole or in part with Federal assistance provided by FTA for transportation capital projects.
- iv. Unless prohibited by state law, upon request by the Federal Government, the Purchaser and the Contractor agree to indemnify, save, and hold harmless the Federal Government, its officers, agents, and employees acting within the scope of their official duties against any liability, including costs and expenses, resulting from any willful or intentional violation by the Purchaser or Contractor of proprietary rights, copyrights, or right of privacy, arising out of the publication, translation, reproduction, delivery, use, or disposition of any data furnished under that contract. Neither the Purchaser nor the Contractor shall be required to indemnify the Federal Government for any such liability arising out of the wrongful act of any employee, official, or agents of the Federal Government.
- v. Nothing contained in this clause on rights in data shall imply a license to the Federal Government under any patent or be construed as affecting the scope of any license or other right otherwise granted to the Federal Government under any patent.

- vi. Data developed by the Purchaser or Contractor and financed entirely without using Federal assistance provided by the Federal Government that has been incorporated into work required by the underlying contract to which this Attachment has been added is exempt from the requirements of subsections (b), (c), and (d) of this clause, provided that the Purchaser or Contractor identifies that data in writing at the time of delivery of the contract work.
 - vii. Unless FTA determines otherwise, the Contractor agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.
3. Unless the Federal Government later makes a contrary determination in writing, irrespective of the Contractor's status (i.e. , a large business, small business, state government or state instrumentality, local government, nonprofit organization, institution of higher education, individual, etc.), the Purchaser and the Contractor agree to take the necessary actions to provide, through FTA, those rights in that invention due the Federal Government as described in U.S. Department of Commerce regulations, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," 37 C.F.R. part 401.
4. The Contractor also agrees to include these requirements in each subcontract for experimental, developmental, or research work financed in whole or in part with Federal assistance provided by FTA.

26. TRANSIT EMPLOYEE PROTECTIVE AGREEMENTS

49 U.S.C. § 5310, § 5311, and § 5333
29 C.F.R. Part 215

Applicable to: *contracts for transit operations performed by employees of a Contractor recognized by FTA to be a transit operator.*

Applies to: *Contractors and subcontractors*

The Contractor agrees to comply with the following employee protective arrangements of 49 U.S.C. § 5333(b): 1. U.S. DOL Certification. Under this Contract or any Amendments thereto that involve public transportation operations that are supported with federal assistance, a certification issued by U.S. DOL is a condition of the Contract. 2. Special Warranty. When the Contract involves public transportation operations and is supported with federal assistance appropriated or made available for 49 U.S.C. § 5311, U.S. DOL will provide a Special Warranty for its Award, including its Award of federal assistance under the Tribal Transit Program. The U.S. DOL Special Warranty is a condition of the Contract. A-57 3. Special Arrangements. The conditions of 49 U.S.C. § 5333(b) do not apply to Contractors providing public transportation operations pursuant to 49 U.S.C. § 5310. FTA reserves the right to make case-by-case determinations of the applicability of 49 U.S.C. § 5333(b) for all transfers of funding authorized under title 23, United States Code (flex funds), and make other exceptions as it deems appropriate, and, in those instances, any special arrangements required by FTA will be incorporated herein as required.

27. DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

49 C.F.R. Part 26
Section 1101(b) of the FAST Act

Applicable to: All contracts.

Applies to: Contractors and subcontractors

- A. Policy. SAMTD has established a Disadvantaged Business Enterprise (DBE) Program in accordance with regulations of the U.S. Department of Transportation (DOT), Section 1101(b) of the FAST Act, 49 C.F.R. part 26. SAMTD has received Federal financial assistance from the Department of Transportation, and as a condition of receiving this assistance, SAMTD has signed an assurance that it will comply with 49 C.F.R. part 26. It is the policy of SAMTD to ensure that DBEs, as defined in Part 26, have an equal opportunity to receive and participate in DOT-assisted contracts.
- B. Contractor and Subcontractor Obligation. Contractor and/or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 C.F.R. part 26 in the award and administration of DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.
- C. The Contractor agrees to include a substantially similar provision in its contracts with subcontractors.

28. INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

FTA Circular 4220.1F

Applicable to: All contracts.

Applies to: Contractors and Subcontractors

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, dated March 18, 2013, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any City Utilities requests which would cause City Utilities to be in violation of the FTA terms and conditions. The Contractor agrees to include a substantially similar provision in its contracts with subcontractors.

29. DRUG AND ALCOHOL TESTING

49 U.S.C. § 5331
49 C.F.R. Part 655
49 C.F.R. part 382
49 C.F.R. part 40

Applicable to: All contracts

Applies to: Contractors and Subcontractors

The contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Parts 653 and 654, produce any documentation necessary to establish its compliance with Parts 653 and 654, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of Oregon, or Salem Area Mass Transit District, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Parts 653 and 654 and review the testing process. The contractor agrees further to certify annually its compliance with Parts 653 and 654 and to submit the Management Information System (MIS) reports in a timely manner. To certify compliance the contractor shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

30. COMPLIANCE WITH ALL FEDERAL, STATE, AND LOCAL REGULATIONS

The Contractor must comply with all federal, state, and local regulations relative to wages, taxes, social security, workers' compensation, nondiscrimination, licenses, registration requirements, etc. Failure or neglect on the part of the Contractor to comply with any or all such regulations shall not relieve the Contractor of these obligations nor of the requirements of this contract.

Upon request of SAMTD or FTA, Contractor shall provide evidence of the steps it has taken to ensure its compliance with the FTA requirements, as well as evidence of the steps it has taken to ensure subcontractor performance, and/or submit evidence of subcontractor's compliance, at all tiers.

The Contractor also agrees to include a substantially similar provision in its contracts with subcontractors.

31. AMERICANS WITH DISABILITIES ACT (ADA)

Applicable to: All contracts.

Applies to: Contractors and subcontractors.

The Contractor agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. § 12101 et seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; 49 C.F.R. part 27; and any implementing requirements FTA may issue. These regulations provide that no handicapped individual, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity included in or resulting from this Agreement.

49 C.F.R. part 382
49 C.F.R. part 40

Applicable to: All contracts

Applies to: Contractors and Subcontractors

The contractor agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Parts 653 and 654, produce any documentation necessary to establish its compliance with Parts 653 and 654, and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of Oregon, or Salem Area Mass Transit District, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Parts 653 and 654 and review the testing process. The contractor agrees further to certify annually its compliance with Parts 653 and 654 and to submit the Management Information System (MIS) reports in a timely manner. To certify compliance the contractor shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurances for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register.

30. COMPLIANCE WITH ALL FEDERAL, STATE, AND LOCAL REGULATIONS

The Contractor must comply with all federal, state, and local regulations relative to wages, taxes, social security, workers' compensation, nondiscrimination, licenses, registration requirements, etc. Failure or neglect on the part of the Contractor to comply with any or all such regulations shall not relieve the Contractor of these obligations nor of the requirements of this contract.

Upon request of SAMTD or FTA, Contractor shall provide evidence of the steps it has taken to ensure its compliance with the FTA requirements, as well as evidence of the steps it has taken to ensure subcontractor performance, and/or submit evidence of subcontractor's compliance, at all tiers.

The Contractor also agrees to include a substantially similar provision in its contracts with subcontractors.

31. AMERICANS WITH DISABILITIES ACT (ADA)

Applicable to: All contracts.

Applies to: Contractors and subcontractors.

The Contractor agrees to comply with all applicable requirements of the Americans with Disabilities Act of 1990 (ADA), as amended, 42 U.S.C. § 12101 et seq.; Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; 49 C.F.R. part 27; and any implementing requirements FTA may issue. These regulations provide that no handicapped individual, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity included in or resulting from this Agreement.

In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112 and Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794, the Contractor agrees that it will comply with the requirements of U.S. Department of Transportation regulations, "Transportation Services for Individuals with Disabilities (ADA)," 49 C.F.R. part 37;

and U.S. Department of Transportation regulations, “Americans with Disabilities Accessibility Specifications for Transportation Vehicles,” 36 C.F.R. part 1192 and 49 C.F.R. part 38, pertaining to facilities and equipment to be used in public transportation. In addition, the Contractor agrees to comply with the requirements of 49 U.S.C. § 5301 (b)(6), which expresses the Federal policy that the elderly and persons with disabilities have the same right as other persons to use mass transportation services and facilities, and that special efforts shall be made in planning and designing those services and facilities to implement transportation accessibility rights for elderly persons and persons with disabilities. Contractor also agrees to comply with any implementing requirements FTA may issue.

In addition to the above, the Contractor agrees to comply with the following federal prohibitions against discrimination on the basis of disability:

1. Federal laws, including:
 - a. The Architectural Barriers Act of 1968, as amended, 42 U.S.C. § 4151 *et seq.*, which requires that buildings and public accommodations be accessible to individuals with disabilities,
 - b. Federal transit law, specifically 49 U.S.C. § 5332, which now includes disability as a prohibited basis for discrimination, and
 - c. Other applicable federal laws, regulations and requirements pertaining to access for seniors or individuals with disabilities.
2. Federal regulations, including:
 - a. U.S. DOT regulations, “Transportation for Individuals with Disabilities: Passenger Vessels,” 49 C.F.R. part 39,
 - b. U.S. DOJ regulations, “Nondiscrimination on the Basis of Disability in State and Local Government Services,” 28 C.F.R. part 35,
 - c. U.S. DOJ regulations, “Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities,” 28 C.F.R. part 36,
 - d. U.S. EEOC, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 C.F.R. part 1630,
 - e. U.S. Federal Communications Commission regulations, “Telecommunications Relay Services and Related Customer Premises Equipment for Persons with Disabilities,” 47 C.F.R. part 64, subpart F,
 - f. U.S. ATBCB regulations, “Electronic and Information Technology Accessibility Standards,” 36 C.F.R. part 1194, and
 - g. FTA regulations, “Transportation for Elderly and Handicapped Persons,” 49 C.F.R. part 609, and
 - h. Other applicable federal civil rights and nondiscrimination guidance.

Contractor understands that it is required to include this article in all subcontracts. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as the Authority deems appropriate.

32. FTA Protest Requirements

Duty to Exhaust Local Procedures

Once the Contractor exhausts SAMTD’s protest procedures, as described in applicable SAMTD Procurement Policy, the Contractor may request review from the FTA.

Protests shall only be accepted from participating bidders and must be submitted in writing and in a timely fashion, in accordance with SAMTD's formal protest procedures. SAMTD's formal protest procedures may be requested by contacting SAMTD Procurement by telephone at 541-682-6100.

33. PROMPT PAYMENT AND RETURN OF RETAINAGE

49 C.F.R. § 26.29

Applicable to: All contracts.

Applies to: Subcontractors, DBE and Non-DBE alike.

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 15 calendar days from the receipt of each payment the prime contractor receives from SAMTD. The prime contractor agrees further to return retainage payments (if any) to each subcontractor within 15 calendar days after the subcontractor(s)' work is satisfactory completed. Any delay or postponement of payment from the above-referenced time frame may occur only for good cause following written approval from SAMTD. This clause applies to both DBE and non-DBE subcontractors.

The prime contractor and its subcontractors shall further comply with O.R.S. § 279C.570 of the Revised Statutes of the State of Oregon regarding prompt payment, to the extent applicable.

It is the responsibility of the subcontractors to notify SAMTD's DBE Liaison Officer of prime contractor noncompliance with the above prompt payment provisions. Upon receipt of such notification, SAMTD will investigate and take appropriate action.

34. FORCE MAJEURE

1. **General:** Neither party hereto shall be deemed to be in default of any provision of this Contract, or for any failure in performance, resulting from acts or events beyond the reasonable control of such party. For purposes of this Contract, such acts shall include, but not be limited to, acts of God, civil or military authority, civil disturbance, war, strikes, fires, other catastrophes, or other "force majeure" events beyond the parties' reasonable control; provided, however, that the provisions of this Section shall not preclude SAMTD from canceling or terminating this Contract (or any order for any product included herein), as otherwise permitted hereunder, regardless of any force majeure event occurring to Contractor.
2. **Notification by Contractor:** Contractor shall notify SAMTD in writing as soon as Contractor knows, or should reasonably know, that a force majeure event (as defined in the Contract Documents) has occurred that will delay completion of the Scope of Work. Said notification shall include reasonable proofs required by SAMTD to evaluate any Contractor request for relief under the Contract Documents. SAMTD shall examine Contractor's notification and determine if the Contractor is entitled to relief. SAMTD shall notify the Contractor of its decision in writing. SAMTD's decision regarding whether or not the Contractor is entitled to force majeure relief shall be final and binding on the parties.
3. **Losses:** Contractor is not entitled to damages, compensation, or reimbursement from SAMTD for losses resulting from any "force majeure" event.

35. VETERAN; DISABLED VETERAN; PREFERENCE ELIGIBLE

49 U.S.C § 5325 (k)
5 U.S. Code § 2108
4220.1F, IV, 2.c.(1)

Applicable to: *Construction & Capital Contracts*

Applies to: *Contractors and Subcontractors*

Recipients and subrecipients of Federal financial assistance under this chapter shall ensure that contractors working on a capital project funded using such assistance give a hiring preference, to the extent practicable, to veterans (as defined in section 2108 of title 5) who have the requisite skills and abilities to perform the construction work required under this contract. This subsection shall not be understood, construed or enforced in any manner that would require an employer to give preference to any veteran over any equally qualified applicant who is a member of any racial or ethnic minority, female, an individual with disability, or a former employee.

36. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

2 C.F.R. § 200.216

Applicable to: *All contracts.*

Applies to: *Contractors and subcontractors.*

(a) [Recipients](#) and sub [recipients](#) are prohibited from obligating or expending [loan](#) or grant funds to:

- (1) Procure or obtain;
- (2) Extend or renew a contract to procure or obtain; or
- (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.
 - (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering [loan](#), grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and

organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See [Public Law 115-232](#), section 889 for additional information.

(d) See also [§ 200.471](#).

EXHIBIT C

GENERAL CONDITIONS

GC.1 Contractor's Status and General Responsibilities

Contractor is an independent Contractor for all purposes and is entitled to no compensation from SAMTD other than that provided by this Contract. Contractor shall inform SAMTD of Contractor's Federal Internal Revenue Service Employer Identification Number or, if Contractor is an individual with no employer identification number, Contractor's Social Security Number. The Contractor and its officers, employees, and agents are not in any way officers, employees or agents of SAMTD as those terms are used in ORS 30.265. The Contractor, its employees or officers shall not hold themselves out either explicitly or implicitly as officers, employees or agents of SAMTD for any purpose whatsoever, nor are they authorized to do so.

Contractor shall provide and pay for all labor, materials, equipment, utilities, and other goods or services necessary for full contract performance unless this Contract specifically provides otherwise. Contractor shall supervise and direct contract performance using its best skill, and shall be responsible for selecting the means of contract performance. If, during or after the term of this Contract, Contractor learns of any actual or potential defect in the services provided under this Contract, of any problem associated with the results of contract performance, or of any nonconformance with a provision of this Contract or of Federal, state, or local law, Contractor shall inform SAMTD immediately in writing with a full description of the defect, problem, or nonconformance.

GC.2 Notices and Communications

All notices and other communications concerning this Contract shall be written in English and shall bear the contract number assigned by SAMTD. Notices and other communications may be delivered personally, by facsimile, by email, by regular, certified or registered mail or other commercial delivery service.

A notice to SAMTD will be effective only if it is delivered to that person designated in writing in either (a) the Notice of Award of this Contract, (b) the Notice to Proceed under this Contract, or (c) to another individual specifically designated for this purpose by this Contract. A notice to the Contractor shall be effective if it is delivered to the individual who signed this Contract on behalf of Contractor at the address shown with that signature, to a corporate officer if Contractor is a

corporation, to a general partner if Contractor is a partnership, or to another individual designated in writing by the Contractor in the contract or in a written notice to SAMTD.

GC.3 Assignment and Subcontracting

Contractor shall not assign any of its rights or subcontract any of its responsibilities under this Contract without the prior written consent of SAMTD. Contractor shall include in each subcontract provisions necessary to make all of the provisions of this Contract fully effective and applicable to Contractor's subcontractors. Contractor shall provide all necessary plans, specifications, and instructions to its suppliers and subcontractors to enable them to properly perform their work.

The Contractor shall perform at least fifty percent (50%) of the work with their own organization. All subcontractors must be pre-approved by SAMTD before they begin work. SAMTD reserves the right to investigate sub-contractor responsibility prior to confirming award, if subcontractors are known. SAMTD will not approve change orders to the proposal or final contract price for replacing rejected subcontractors.

Contractor shall be jointly and severally, and vicariously liable to SAMTD and responsible for the work of, including, but not limited to the adequacy, timeliness, efficiency, and sufficiency, its subcontractors. All subcontractors shall be jointly and severally liable to SAMTD and responsible for their work. SAMTD shall not be held responsible for the contractual relationship between subcontractors and Prime contractors. The Prime contractor shall maintain and monitor all subcontractor performance, payment, project delivery requirements, and relationships as they pertain to the Prime's ability to successfully complete a project. Failure of a contractor to properly manage subcontractors resulting in project delays shall be considered breach of contract and subject to the rights and remedies outlined in the contract terms and conditions.

GC.4 Indemnification

- A. To the fullest extent permitted by law, Contractor agrees to fully indemnify, hold harmless, and defend SAMTD, its directors, officers, and employees from and against all claims, demands, losses, suits, damages, attorney fees, and costs of every kind and description and expenses incidental to the investigation and defense thereof, resulting from, any act, omission, fault or negligence of Contractor, its agents, contractors, sub-contractors, or employees in the performance or nonperformance of Contractor's obligations under this Contract. Should any incident be due to the joint and or concurrent negligence of the

Contractor and SAMTD, all costs items identified above will be borne by the Contractor and SAMTD in proportion to their respective negligence.

The obligations of Contractor under this Section 4 will not in any way be affected or limited by the absence in any case of insurance coverage or by the failure or refusal of any insurance carrier to perform any obligation on its part to be performed under insurance policies affecting this Contract. In no way shall the Contractor limit its liability under this Contract.

- B. This indemnity shall survive the termination of this Contract or final payment hereunder. This indemnity is in addition to any other rights or remedies which SAMTD and the other parties to be indemnified may have under the law or under this Contract. In the event of any claim or demand made against any party which is entitled to be indemnified hereunder, SAMTD may in its sole discretion reserve, retain or apply any monies due to the Contractor under the Contract for the purpose of resolving such claims; provided, however, that SAMTD may release such funds if the Contractor provides SAMTD with adequate assurance of the protection of SAMTD'S interests. SAMTD shall be the sole judge of whether such assurances are adequate.

GC.5 Prompt Payment

Contractor shall make payment promptly, as due, to all persons supplying to the Contractor labor or material for the performance of the work provided for in the Contract; pay contributions or amounts due the Industrial Accident Fund from the Contractor or subcontractor incurred in the performance of the Contract; and pay to the Department of Revenue all sums withheld from employees under ORS 316.167. ORS 279B.220.

Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation furnishing medical, surgical and hospital care services or other needed care and attention, incident to sickness or injury, to the employees of the Contractor, of all sums that the Contractor agrees to pay for the services and all moneys and sums that the Contractor collected or deducted from the wages of employees under any law, contract or agreement for the purpose of providing or paying for the services. ORS 279B.230

GC.6 Compliance with Laws and Regulations

Contractor shall adhere to all applicable federal, state, and local laws, regulations, executive orders and ordinances applicable to the work under this Contract. The Contractor shall comply with the clauses required in every public contract entered into in the State of Oregon as set forth in ORS 279B.220, 279B.225, 279B.230,

279B.235, 279C.505, 279C.510, 279C.515, 279C.520, and 279C.530, each of which is incorporated herein by reference.

All subject employers working under this Contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.

GC.7 Liens Prohibited

Contractor shall not permit any lien or claim to be filed or prosecuted against SAMTD, its property or its right-of-way on account of any labor or material furnished or any other reason for work arising out of this Contract. If any lien shall be filed, Contractor shall satisfy and discharge or cause such lien to be satisfied and discharged immediately at Contractor's sole expense.

GC.8 Safety

Notwithstanding any safety provisions elsewhere in this Contract, and in addition to Contractor's own safety procedures, Contractor shall implement and enforce all safety requirements that are standard in the industry and/or that are required by SAMTD'S Safety Department.

GC.9 Prohibited Interests

- A.** No SAMTD Board member, officer, employee or agent who ceases to hold a position at SAMTD shall have any direct beneficial financial interest in this Contract, if they authorized this Contract while acting in their official position at SAMTD, for two years after the date the contract was authorized. This precludes working on this Contract as Contractor's employee. The term "authorize" in this provision means that the Board member, officer, employee or agent ("public official") performed a significant role in the selection of the Contractor or the execution of this Contract, including recommending approval or signing of the Contract, serving on the selection committee or having the final authorizing authority for this Contract.
- B.** No SAMTD Board member, officer, employee, or agent (or any member of the immediate family or the partner of any of the aforementioned) shall solicit or accept, and Contractor (including any subcontractors) shall offer or give to any SAMTD Board member, officer, employee or agent (or any member of the immediate family or the partner of any of the aforementioned), any gratuities, favors, or anything of monetary value, in connection with the administration of this Contract, except to the extent permitted by applicable law and SAMTD policy.

GC.10 Integration, Modification, and Administrative Changes

This Contract includes the entire agreement of the parties and supersedes any prior discussions or agreements regarding the same subject. This Contract may be modified in writing by a modification that has been signed by individuals authorized to bind each of the parties contractually. SAMTD reserves the right to make administrative changes to the Contract unilaterally. An administrative change means a written contract change that does not affect the substantive rights of the parties.

GC.11 Severability/Survivability

If any of the provisions contained in this Agreement are held by a court of law or arbitrator to be illegal, invalid or unenforceable, the enforceability of the remaining provisions shall not be impaired, and the parties shall negotiate an equitable adjustment of this Contract so that the purposes of this Contract are not affected. All provisions concerning indemnity survive the termination or expiration of this Contract for any cause.

GC.12 Waiver and Non-waiver

- A.** A waiver by one party of a right to a remedy for breach of this Contract by the other party shall not be deemed to waive the right to a remedy for a subsequent breach by the other party. SAMTD'S acceptance of goods or services, or payment under this Contract, shall not preclude SAMTD from recovering against Contractor or Contractor's surety for damages due to Contractor's failure to comply with this Contract.
- B.** Both parties having had the opportunity to consult an attorney regarding the provisions of this Contract, the parties agree to waive the principle of contract interpretation that an ambiguity will be construed against the party that drafted the ambiguous provision.

GC.13 Termination for Default

- A.** SAMTD may, by written notice of default to the Contractor, terminate this Contract in whole or in part if the Contractor fails to (i) Deliver the supplies or to perform the services within the time specified in this Contract or any extension; (ii) Make progress, so as to endanger performance of this Contract; or (iii) Perform any of the other provisions of this Contract.

- B.** SAMTD'S right to terminate this Contract under subdivision (A) of this clause may only be exercised if the Contractor does not cure such failure within 10 calendar days (or more if authorized in writing by the Contract Administrator) after receipt of the notice from the Contract Administrator specifying the failure. If SAMTD terminates this Contract in whole or in part under the default provisions, it may acquire, under the terms and in the manner the Contracting Officer considers appropriate, supplies or services similar to those terminated, and the Contractor will be liable to SAMTD for any excess costs for those supplies or services. However, the Contractor shall continue the work not terminated.
- C.** Contractor shall be paid the contract price only for completed supplies or services delivered and accepted. If it is later determined by SAMTD that Contractor had an excusable reason for not performing, such as a strike, fire, flood, or other event that is not the fault of, or is beyond the control of, Contractor, SAMTD may allow Contractor to continue work, or may treat the termination as a termination for convenience.
- D.** The rights and remedies set forth in this clause are in addition to any other rights and remedies available to the parties as provided by law or under this Contract.

GC.14 Termination for Convenience

SAMTD may terminate this Contract, in whole or in part, at any time by written notice to the Contractor when it is in SAMTD'S or the Public's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. SAMTD will not be responsible for payment for any work performed after the time of termination. After termination, the Contractor shall promptly submit to SAMTD its termination claim for payment. If the Contractor has any property in its possession belonging to SAMTD, the Contractor will account for the same, and return it to SAMTD in the manner that SAMTD directs.

GC.15 Inspection of Goods and Services

- A.** SAMTD has the right to inspect and test all goods/services called for under the Contract, to the extent practicable, at all times and places during the term of the Contract. SAMTD shall perform inspections and tests in a manner that will not unduly delay the work.

- B.** If any of the goods or services do not conform with contract requirements, SAMTD may require the Contractor to replace the goods or perform the services again in conformity with contract requirements, at no increase in contract amount. When the defects in goods or services cannot be corrected by re-performance, SAMTD may (1) require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and (2) reduce the contract price to reflect the reduced value of the goods/services performed.
- C.** If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance in conformity with contract requirements, SAMTD may (1) by contract or otherwise, perform the services and charge to the Contractor any cost incurred by SAMTD or (2) terminate the Contract for default.

GC.16 Acceptance, Rejection, and Revocation of Acceptance

If this Contract is for the supply of goods, then SAMTD shall be deemed to have accepted goods only after the goods have been delivered by Contractor, and SAMTD has had a reasonable opportunity after delivery to inspect the goods. Prior to acceptance, SAMTD may reject any goods that fail to conform to the requirements of this Contract. SAMTD may revoke its acceptance of goods that fail to conform to this Contract if the failure to conform was not reasonably discoverable by ordinary pre-acceptance inspection or evaluation. Acceptance may be revoked under this Paragraph even if SAMTD has started using the goods before discovering that they do not conform to the Contract. Upon request by SAMTD, Contractor shall replace or repair to SAMTD'S satisfaction any goods that have been rejected by SAMTD or the acceptance of which has been revoked by SAMTD under this Paragraph. Failure to replace or repair those goods within a reasonable time after SAMTD'S request shall be a material breach of this Contract.

GC.17 Title and Risk of Loss

If this Contract is for the supply of goods, Contractor shall bear the risk of loss until the goods have been delivered to the site designated by SAMTD and an authorized SAMTD employee or agent has taken possession of them. Title to goods shall pass to SAMTD upon SAMTD'S payment for those goods. If this Contract is for the rental or lease of Contractor's goods, the Contractor shall bear the risk of loss to Contractor's goods. Contractor agrees to carry insurance to cover any such losses. Title to the Contractor's goods shall remain with Contractor while goods are in SAMTD'S possession. If this Contract is for the repair or servicing of SAMTD owned

goods, Contractor shall bear the risk of loss until the goods have been delivered to the site designated by SAMTD and an authorized SAMTD employee or agent has taken possession of them. Title to SAMTD owned goods shall remain with SAMTD while goods are in Contractor's possession. Contractor agrees to carry insurance to cover any losses/damages to SAMTD'S goods while in Contractor's possession.

GC.18 Work Product

All work product of Contractor that results from this Agreement (the "Work Product") is the exclusive property of SAMTD. Work Product shall include but not be limited to all data, information in any form, documents, research, analysis and other any work subject to intellectual property laws and doctrines. SAMTD and Contractor intend that such Work Product be deemed "work for hire" of which SAMTD shall be deemed the author. If for any reason the Work Product is not deemed "work for hire," Contractor hereby irrevocably assigns to SAMTD all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as SAMTD may reasonably request in order to fully document such vested rights in SAMTD. Contractor forever waives any and all rights relating to the Work Product, including without limitation, any and all rights arising under 17 USC Section 106A or any other rights of identification or authorship or rights of approval, restriction or limitation on use or subsequent modifications.

GC.19 Audit and Inspection of Records

- A.** Contractor shall maintain a complete set of records relating to this Contract in accordance with generally accepted accounting procedures. Contractor shall permit the authorized representatives of SAMTD, the U.S. Department of Transportation, the Oregon Secretary of State and the Comptroller General of the United States to inspect and audit all work, materials, payrolls, books, accounts, and other data and records of Contractor relating to its performance under this Contract until the expiration of three (3) years after final payment under this Contract.
- B.** Contractor further agrees to include in all of its subcontracts under this Contract a provision to the effect that the subcontractor agrees that SAMTD, the U.S. Department of Transportation, the Federal Transit Administration, the Oregon Secretary of State and the Comptroller General of the United States, or any of their duly authorized representatives shall, until the expiration of three (3) years after final payment under the subcontract, have access to and the right to examine any directly pertinent books, documents, papers, and other records of the subcontractor. The term "subcontract" as

used in this Section excludes (1) purchase orders not exceeding \$10,000.00 and (2) subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public.

- C. The periods of access and examination described in subparagraphs A and B of this Section for records that relate to (1) disputes between SAMTD and Contractor, (2) litigation or settlement of claims arising out of the performance of this Contract, or (3) costs and expenses of this Contract as to which exception has been taken by the Comptroller General or any of his or her duly authorized representatives, shall continue until all disputes, claims, litigation, appeals, and exceptions have been resolved.

GC.20 Mediation

Should any dispute arise between the parties concerning this agreement that is not resolved by mutual agreement, it is agreed that it may by mutual agreement be submitted to mediated negotiation prior to any party commencing litigation. The mediator's fees and costs shall be borne equally by the parties.

GC.21 Nondiscrimination

During the term of this Contract, Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, sexual orientation, disability, or national origin.

GC.22 Applicable Law and Jurisdiction

This Contract shall be governed by the State of Oregon law, without resort to any jurisdiction's conflicts of law principles, rules or doctrines. Any suit or action arising from this Contract shall be commenced and prosecuted in the courts of Marion County, Oregon or the U.S. District Court for the District of Oregon, in Salem, Oregon, as applicable. The parties agree to submit to the jurisdiction and venue of these courts.

GC.23 Paragraph Headings and Other Titles

The parties agree that paragraph headings and other titles used in this Contract are for convenience only, and are not to be used to interpret this Contract.

EXHIBIT D

SPECIAL CONTRACT CONDITIONS

SP.1 Term

Unless terminated sooner under the provisions of this Contract, the base term of the Contract shall be as identified in this Contract, Section 1 "Term".

SP.2 Type of Contract

- A. This is a firm fixed unit price, requirements contract for the goods & services specified in Exhibit A-1 "Scope of Work" and is effective for the period stated in Section 1 "Term" of this Contract. Contractor shall be paid at the rates specified in Exhibit A-2.
- B. The quantities of goods & services set forth herein are estimates only and are not purchased by this Contract. Except as this Contract may otherwise provide, quantity variance between "estimated" and actual services required shall not constitute the basis for an equitable price adjustment.
- C. Except for any limitations on quantities that may be specified elsewhere in this Contract, there is no limit on the amount of goods & services that may be purchased.

SP.2 Delivery

- A. Delivery is per specifications in scope of work.
- B. The total price in Exhibit A-2 includes any and all delivery costs F.O.B. to Salem Area Mass Transit District, 555 Court Street NE, Suite 5230, Salem, OR 97301.

SP.3 Payments and Invoices

SAMTD shall pay the Contractor, upon the submission of invoices, the prices stipulated in this Contract for goods delivered and accepted or services rendered and accepted, less any deductions provided in this Contract. SAMTD shall pay the Contractor within thirty (30) days of the receipt of a properly completed and submitted invoice.

Notwithstanding any other additional requirements of this Contract, invoices shall contain the contract number, the date(s) supplies were delivered or services were furnished; a detailed description of the supplies or services furnished, and a price breakdown showing contract prices and units.

All invoices shall be submitted to SAMTD's Finance Department as follows:

Salem Area Mass Transit District
Attn: Accounts Payable
555 Court St NE, Suite 5230
Salem, OR 97301

Email: accounts.payable@cherriots.org

Failure to strictly comply with this provision may result in a delay in payment.

SP.4 Project Managers

The Contractor's designated Project Manager identified below shall be the Contractor's representative for the administration of the contract documents and the supervision of the work. In all matters relating to the performance of the work and payment therefore, and in all situations involving actual, recommended or, proposed changes, SAMTD shall accept commitments and instructions of the Contractor only from the Project Manager or a duly authorized representative of the Project Manager so designated in writing. After initial approval by SAMTD, the Contractor shall not change the Project Manager without the prior written approval of SAMTD. SAMTD shall appoint its own Project Manager for the work required by this Contract.

SAMTD Project Managers:

Tom Dietz, Director of Operations
Email Address: tom.dietz@cherriots.org
Phone number: 503-361-7552

Ben Sawyer, Contracted Services Manager
Email Address: ben.sawyer@cherriots.org
Phone number: 503-361-7588

SP.5 Notice To Proceed

The Contractor shall not proceed with any work required under this Contract without a written Notice to Proceed from SAMTD'S Procurement Department or the authorized SAMTD Project Manager. Any work performed or expenses incurred by the Contractor prior to the Contractor's receipt of Notice to Proceed shall be entirely at the Contractor's risk.

SP.7 Insurance

During the term of this Contract, Contractor shall purchase and maintain any insurance required by this Contract. Contractor shall furnish acceptable certificates of insurance and additional insured endorsements to SAMTD within ten (10) days after award of this Contract, and prior to commencement of any contract work.

Contractor shall be responsible for the payment of all premiums and deductibles and shall indemnify SAMTD for any liability or damages that SAMTD may incur due to Contractor's failure to purchase or maintain any required insurance.

Contractor shall maintain insurance of the types and in the amounts described below.

1) Commercial General Liability Insurance

Commercial General Liability insurance, with coverage limits not less than:

- (a) \$2,000,000.00 per occurrence, bodily injury and property damage; and
- (b) \$2,000,000.00 general aggregate, bodily injury and property damage.

Such coverage will be equivalent to or better than the Insurance Service Office (ISO) standard coverages, conditions, and extensions, and shall not contain limitations or exclusions for Blanket Contractual, Broad Form Property Damage, Personal Injury, Premises-Operations, Products and-Completed Operations, Independent Contractors, Fire Legal Liability, and Explosion, Collapse, and Underground (XCU).

The General Liability policy shall be endorsed with CG 2010 1185 or CG 2010 1001 and CG 2037 1001 or equivalent, naming SAMTD and its directors, officers, representatives, agents, and employees as additional insured.

2) Business Auto Liability Insurance

Automobile bodily injury and property damage liability insurance covering all motor vehicles, whether owned, non-owned, leased, or hired, with not less than the following limits:

- (a) Bodily injury: \$2,000,000.00 per person; \$2,000,000.00 per accident; and
- (b) Property damage: \$2,000,000.00 per accident.

The Automobile policy shall be endorsed with CA 20 48 02 99 or equivalent, naming SAMTD and its directors, officers, representatives, agents, and employees as additional insured.

3) Worker's Compensation Insurance

Oregon statutory workers' compensation and employer's liability coverage, including all states protection, if applicable, voluntary compensation and Federal endorsement. Contractor shall include U.S. Longshore and Harbor Workers Compensation Act and Maritime coverage ("Jones Act"). Employer's liability coverage shall have the following minimum limits:

- (a) Bodily Injury by Accident: \$1,000,000.00 each accident
- (b) Bodily Injury by Disease \$1,000,000.00 each employee
- (c) Bodily Injury by Disease: \$1,000,000.00 policy limit

Contractors who are non-subject workers meeting one of the exceptions in ORS 656.027 may not be required to carry workers compensation insurance. Any Contractor requesting an exemption from the workers compensation coverage listed above must make that request in writing, stating the Contractor's qualification for exemption under ORS 656.027 and shall maintain "if any" workers compensation insurance coverage.

Failure of SAMTD to demand certificates of insurance, additional insured endorsements or other evidence of full compliance with these insurance requirements or failure of SAMTD to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

The insurance required under this Paragraph shall:

- 1) Include (as evidenced by endorsement) SAMTD and its directors, officers, representative, agents, and employees as additional insureds with respect to work or operations connected with the Contract (excluding Professional Liability and Worker's Compensation policies);
- 2) Require Contractor to give SAMTD not less than thirty (30) days written notice prior to termination, cancellation, or non-renewal of coverage;
- 3) Insurance policies shall be purchased only from insurance companies that meet SAMTD'S A.M. Best Rating criteria of "A-" or better (excluding SAIF) and are authorized to do insurance business in Oregon;
- 4) Contractor will cause its underwriters of insurance policies to waive their rights of subrogation arising from the work performed under this Contract. Contractor's insurance shall apply as primary and will not seek contribution from any insurance

or self-insurance maintained by, or provided to, the additional insureds listed above. This must be noted on the insurance certificate.

SP.8 Time of Essence

Time is of the essence in this Contract. Contractor's failure to deliver goods/services on time shall be a material breach of this Contract. If Contractor fails to deliver goods/services on time, SAMTD, at its discretion, may procure those goods/services from another source. If the price paid by SAMTD for goods/services procured from another source under this Paragraph is higher than the price under this Contract, Contractor shall pay SAMTD the difference between those prices. SAMTD may deduct that difference from any amount SAMTD owes Contractor.

SP.9 Changes

- A. SAMTD may at any time, by written order, make changes within the general scope of this Contract in any one or more of the following:
 - (1) Description of services to be performed.
 - (2) Time of performance (i.e., hours of the day, days of the week, etc.).
 - (3) Place of performance of the services.
 - (4) Modifications in special equipment requirements
- B. If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this Contract, whether or not changed by order, SAMTD shall make an equitable adjustment in contract price, the delivery schedule or both, and shall modify the Contract.
- C. The Contractor must assert its right to any adjustment under this clause within thirty (30) days from the date of receipt of the written order. However, if SAMTD decides that the facts justify it, SAMTD may receive and act upon a proposal submitted before final payment of the Contract.

EXHIBIT E

Contract Terms Addenda (if any)

None.



Salem Area Mass Transit District **ANNUAL COMPREHENSIVE FINANCIAL REPORT**

Fiscal Years Ended June 30, 2025 and 2024

SALEM, OR

DECEMBER 17, 2025

SALEM AREA MASS TRANSIT DISTRICT

Annual Comprehensive Financial Report

For the years ended

June 30, 2025 and 2024

Marion County, Oregon

Prepared by

Denise LaRue, Chief Financial Officer

Salem Area Mass Transit District
Table of Contents
For the Years Ended June 30, 2025 and 2024

	<u>Page</u>
INTRODUCTORY SECTION	
Letter of Transmittal	i
Organizational Chart Fund	ix
Board of Directors	x
Certificate of Achievement for Excellence Award	xi
FINANCIAL SECTION	
Independent Auditor's Report	2
Management's Discussion and Analysis	6
<u>Basic Financial Statements</u>	
Statements of Net Position	11
Statements of Revenues, Expenses and Changes in Net Position	13
Statements of Cash Flows	14
Statements of Fiduciary Net Position	15
Statements of Changes in Fiduciary Net Position	16
Notes to the Basic Financial Statements	17
<u>Required Supplementary Information</u>	
Schedule of Changes in the Net Pension Liability and Related Ratios, Non-Bargaining	45
Schedule of Employer Contributions – Defined Benefit Plan – Non-Bargaining	46
Schedule of Changes in the Net Pension Liability and Related Ratios, Bargaining	47
Schedule of Employer Contributions – Defined Benefit Plan – Bargaining	48
Schedule of Changes in the District's Total OPEB Liability and Related Ratios	49
<u>Supplementary Information</u>	
Schedule of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual:	
General Fund	51
Capital Projects Fund	52
Transportation Programs Fund	53
Budgetary Division Basis vs Object Classification Basis	54
Reconciliation of Net Change in Fund Balance on a Non-GAAP Budgetary Basis to	
Changes in Net Position on a GAAP Basis	55
Schedule of Revenues, Expenditures and Changes in Fund Balance – Capital Projects on a	
Non-GAAP Budget Basis	56
Schedule of Revenues, Expenditures and Changes in Fund Balance – Transportation Programs	
on a Non-GAAP Budget Basis	57

Salem Area Mass Transit District
Table of Contents
For the Years Ended June 30, 2025 and 2024

	<u>Page</u>
STATISTICAL SECTION	
<u>Financial Trends</u>	
Summary of Net Position – Last Ten Fiscal Years	61
Schedule of Changes in Net Position – Last Ten Fiscal Years	62
<u>Revenue Capacity Information</u>	
Assessed Value and Estimated Actual Value of Taxable Property	64
Direct and Overlapping Property Tax Rates.....	65
Principal Property Taxpayers	66
Property Tax Levies and Collections	67
<u>Demographic and Economic Information</u>	
Demographic and Economic Statistics	69
Salem Metropolitan Area Employers	70
<u>Operating Information</u>	
District Employees by Division	72
Operating Revenue and Cost Measurements	73
DISCLOSURES AND COMMENTS REQUIRED BY STATE MINIMUM STANDARDS	
Independent Auditor’s Report Required by Oregon State Regulations	76

Introductory Section

December 17, 2025

Board of Directors of Salem Area Mass Transit District
Citizens of Marion and Polk Counties

It is our pleasure to submit to you the Annual Comprehensive Financial Report of the Salem Area Mass Transit District for the fiscal year that ended June 30, 2025. Oregon Statutes require that the District publish, within six months of the close of each fiscal year (FY), a complete set of financial statements presented in conformance with accounting principles generally accepted in the United States, and audited in accordance with auditing standards generally accepted in the United States by a firm of licensed certified public accountants.

This report consists of management's representations concerning the finances of the District. Consequently, responsibility for the accuracy of the data and the completeness and fairness of the presentation, including all disclosures, rests with management. To provide a reasonable basis for making these representations, management has established an internal control structure designed to safeguard the District's assets against loss, theft, or misappropriation, and to ensure the reliability of financial records for preparing financial statements in conformity with generally accepted accounting principles (GAAP). The internal control structure has been designed to provide reasonable, but not absolute, assurance that these objectives are being met. The concept of reasonable assurance recognizes that (1) the cost of the control structure should not exceed the benefits likely to be derived; and (2) the evaluation of cost and benefits requires estimates and judgments by management. We believe that the District's internal control structure adequately safeguards assets and provides reasonable assurance of proper recording of financial transactions. To the best of our knowledge and belief, the enclosed data is presented accurately, in all material respects, along with disclosures necessary to provide the reader with a reasonable understanding of the District's finances.

This report was prepared in accordance with the Governmental Accounting Standards Board (GASB) and includes:

- A narrative introduction, overview, and analysis of the basic financial statements in the form of Management's Discussion and Analysis (MD&A). This letter of transmittal is designed to complement the MD&A and should be read in conjunction with it. The District's MD&A can be found following the independent auditor's report on the

basic financial statements, beginning on Page 5 of this report.

- Statement of Net Position, Statement of Revenues, Expenses and Changes in Net Position, Statement of Cash Flows and related notes for the District as a whole on the full accrual basis.
- Schedule of Revenues, Expenses, and Changes in Fund Balance - Budget to Actual is presented as supplementary information.

REDW, LLC, a firm of licensed certified public accountants, audited the District's financial statements. The goal of this independent audit was to provide reasonable assurance that the financial statements of the District for the FY that ended June 30, 2025, are free of material misstatements. The independent audit involved examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; assessing the accounting principles used and significant estimates made by management; and evaluating the overall financial statement presentation. The independent auditor concluded, based upon the audit, that there was a reasonable basis for rendering an unmodified opinion that the District's basic financial statements for the FY that ended June 30, 2025, are fairly presented in all material respects in conformity with GAAP. The independent auditor's report is presented in the Financial Section of this report beginning on Page 1.

In addition to meeting the requirements set forth above, the independent audit also was designed to meet the special needs of federal grantor agencies as provided for in the Federal Single Audit Act and the Office of Management and Budget's (OMB) Super Circular 2 Code of Federal Regulations (CFR) Part 200, the Uniform Guidance. These standards require the independent government's internal controls to be established and maintained effectively and the District to be in compliance with legal requirements, with special emphasis on internal controls and compliance with legal requirements involving the administration of federal awards. The results of the independent audit for the FY that ended June 30, 2025, indicated no significant violations of applicable laws and regulations. The independent auditor's reports, related specifically to the Single Audit and OMB Super Circular 2 CFR Part 200, the Uniform Guidance, are contained in a separate report.

District Overview

Cherriots, officially known as the Salem Area Mass Transit District (SAMTD), provides public transportation services to the Salem and Keizer communities, as well as many communities throughout Oregon's Mid-Willamette Valley. SAMTD was established in 1979, under the provisions of Oregon Revised Statutes Chapter 267 that allowed for the formation of transit districts as special taxing entities. Prior to that time, the Cherriots fixed route bus system had been part of the City of Salem.

The District has a memorandum of understanding with Marion and Polk counties to provide transit services within these two counties. SAMTD provides fixed route, paratransit and regional services. District buses provide service over a 78-square mile area in Salem-Keizer and the Mid-Willamette Valley. The combined population of Marion and Polk counties is about 442,000.

The District's mission is Creating Community Connections. We do this through a variety of services throughout the region.

In addition to local fixed-route, the District operates Cherriots Regional, Cherriots Shop and Ride, and Cherriots LIFT. Cherriots Regional routes provide express bus service to help riders travel between cities in Marion and Polk counties. Moreover, Cherriots provides an express commuter route to Wilsonville and also an express commuter route to connect Keizer, Woodburn, and Wilsonville.

In FY 2025, annual Cherriots ridership among all services was approximately 3.5 million, averaging more than 11,983 riders per weekday, 5,812 on Saturday, and 3,215 on Sunday. The District maintains 68 active buses for fixed route service, Cherriots Local; 37 buses for the paratransit service, Cherriots LIFT; and 14 buses for the Cherriots Regional service.

Cherriots LIFT is a paratransit service provided to seniors and people with disabilities that operates throughout the Salem-Keizer urban growth boundary. Riders must be certified eligible to use the Cherriots LIFT service in advance of scheduling a trip.

Lastly, Cherriots Shop and Ride is a dial-a-ride service for seniors and people with disabilities. It operates throughout the Salem-Keizer urban growth boundary. There is no formal eligibility process to use the service.

The District's Board of Directors sets policy, appropriates funds, adopts budgets and reviews contracts. The current board members are governor-appointed. Before July 1, 2019, board members were citizen-elected. With its range of different social and ethnic backgrounds, the current Board of Directors is more diverse than any prior configuration.

The District is authorized to levy taxes and charge fares to pay for operations. Thirty-six percent of general fund revenue comes from local property taxes. Twenty-seven percent of the general fund are funds received from the Oregon State In Lieu tax.

For financial planning and control, the District prepares and adopts an annual budget in accordance with Oregon Revised Statutes Chapters 294.305 through 294.565. The legally adopted budget is at the fund/division level for current expenditures, with separate appropriations established for the division levels of General Manager, Deputy General Manager, Finance, Human Resources, Operations, Communication, Planning and Development, Safety and Security, Unallocated – General Administration, and internal transfers for each fund. Budgetary control is internally administered at a more restrictive level. Budget-to-actual comparisons for each individual fund for which an appropriated annual budget has been adopted are provided as other supplementary information in this report.

Local Economy

The District is located within the Salem Metropolitan Statistical Area (MSA). The Salem MSA, as defined by the U.S. Census Bureau, is an area consisting of two counties in western Oregon, Marion and Polk. The principal city is Salem, which has a population of 180,406 according to the 2025 U.S. Census estimate. In 2024, there were an estimated 436,843 living in the Salem MSA compared with a population of 433,551 in the 2020 census. Marion and Polk counties are located south of the Portland metropolitan area in the center of the Willamette Valley. The District's boundaries are contiguous with the urban growth boundaries and include the city of Salem and the city of Keizer. The District also provides regional services to Marion and Polk counties and express commuter services to Wilsonville in Clackamas County.

Salem is the capital of Oregon and the county seat for Marion County. Population estimates from Portland State University's Population Research Center rank Salem as the second largest city. The Salem MSA had the second largest population in the state as of July 1, 2024. The major industries in the Salem MSA are government, educational and health services, and trade, transportation, and utilities.

The average unemployment rate in the Salem MSA as of August 2025 was 5.4 percent.

The county(s) do provide a property tax abatement in which Salem Area Mass Transit District participates to stimulate economic growth in the District. In FY 2025, the abatement resulted in a .005% reduction in property tax revenues as compared to a .005% reduction in property tax revenues in FY 2024. This abatement does not affect the overall financial health for the District.

Fixed Route Transportation

Approximately 8.1 million passenger miles were traveled annually, with total ridership of 3,316,572 for FY 2025. This total ridership represents an increase of 2.7 percent from FY 2024. For FY 2025, the operating costs per revenue mile for the fixed route service amounted to \$16.28 compared to a cost of \$15.80 for FY 2024 (a 3.0 percent increase), while the average cost per ride increased from \$12.36 in FY 2024 to \$13.09 for FY 2025 (a 5.9 percent increase). The increase in the cost per ride is driven by the significant increase in operating expenses.

Alternative Transportation

Ridership in the demand response programs increased during FY 2025. The total rides provided in FY 2025 were 111,143 compared to 104,912 rides provided in FY 2024. The average cost of providing demand response rides in FY 2025 was \$54.68 compared with \$57.00 for FY 2024. This decrease in cost per ride is the result of increased ridership for FY2025 versus FY2024.

A small portion of the cost of providing these alternative transportation services is typically covered with fare revenue. There was \$118,064 collected in fares for FY 2025, as compared to \$148,237 collected for fares in FY 2024.

Cherriots has undertaken several transformative initiatives aimed at modernizing its services, enhancing customer experience, and addressing community needs. Below is an updated overview of their major initiatives and future plans:

Major Initiatives

Modernization Projects

Cherriots continues to modernize its infrastructure with several key projects:

- Intelligent Transportation System (ITS): Enhancements were completed to improve operational efficiency and rider experience.
- Transit Signal Prioritization: This system aims to reduce delays for buses at traffic signals.
- South Salem Transit Center: Environmental reviews were completed, with land acquisition in process for this critical mobility hub.

Heritage and History in Transit Initiative

The "Heritage and History in Transit" initiative, spearheaded by the Cherriots Board of Directors, aims to celebrate the rich tapestry of cultures within the Salem-Keizer community. The unifying theme for this initiative is "Connecting Cultures, Creating Community," which encapsulates the goal of fostering understanding and appreciation among diverse groups.

- Recognition of three Heritage and History Months annually
- Custom-designed bus wraps featuring the theme "Connecting Cultures, Creating Community"
- Each wrapped bus will operate for 4-6 months, serving as a rolling tribute to diverse cultural experiences

By participating in this initiative, Cherriots joins other transit agencies, including TriMet, which has been celebrating heritage months with custom-designed vehicle wraps by local artists. These programs not only beautify public transit but also serve as mobile educational tools, fostering a sense of community and inclusivity among riders.

The "Heritage and History in Transit" initiative by Cherriots is a testament to the power of public transportation in bringing people together and celebrating the diverse cultures that make up the fabric of our communities.

Zero-Emission Buses

Cherriots has ordered an additional 10 battery-electric buses, a key initiative for reducing greenhouse gas emissions and noise pollution. The electric buses were funded through federal grants and local investments. These buses have significantly lowered energy consumption while serving historically underserved communities along the route.

Future Strategic Initiatives

The upcoming fiscal year will see the implementation of several key projects and initiatives aimed at enhancing our public transit system's efficiency, sustainability, and security. These include:

1. Land Acquisition and Construction

We anticipate finalizing land acquisition for the South Salem Transit Center and beginning the construction process, marking a significant step towards expanding our service infrastructure.

2. Climate Action Plan Implementation

The Board adopted a Climate Action Plan at September 2025 with a series of strategies identified to begin implementation of the plan in FY26. Strategies include establishing an implementation team, educate and inform internal and external audiences and stakeholders, and implement Phase I of the plan.

3. Improve Safety and Security

We will finalize the implementation of physical security enhancements at Del Webb, KTC, and DTC facilities, ensuring a safer environment for both passengers and staff.

4. Operational Optimization

A Comprehensive Operations Analysis will be completed which will identify areas for improvement and streamline our services.

Long-Term Financial Planning

One of the District's strategic priorities is to ensure organizational viability. One important factor in this priority is financial viability. We work to ensure that we can fiscally maintain our services long-term using the long range financial plan developed in FY25.

Acknowledgements

The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the District

for its Annual Comprehensive Financial Report (ACFR) for the FY that ended June 30, 2024. This was the 13th consecutive year that the District received this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized ACFR. This report must satisfy both generally accepted accounting principles (GAAP) and applicable legal requirements. A Certificate of Achievement is valid for one year. We believe that our current ACFR continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

The timely preparation of the ACFR was made possible by the efforts of the entire staff of the Finance Division. The Finance Division appreciates and thanks the staff who assisted and contributed to the report's presentation. They also thank the Board of Directors and the General Manager for their interest and support in managing the financial operations of the District in a responsible and progressive manner.

Respectfully submitted,



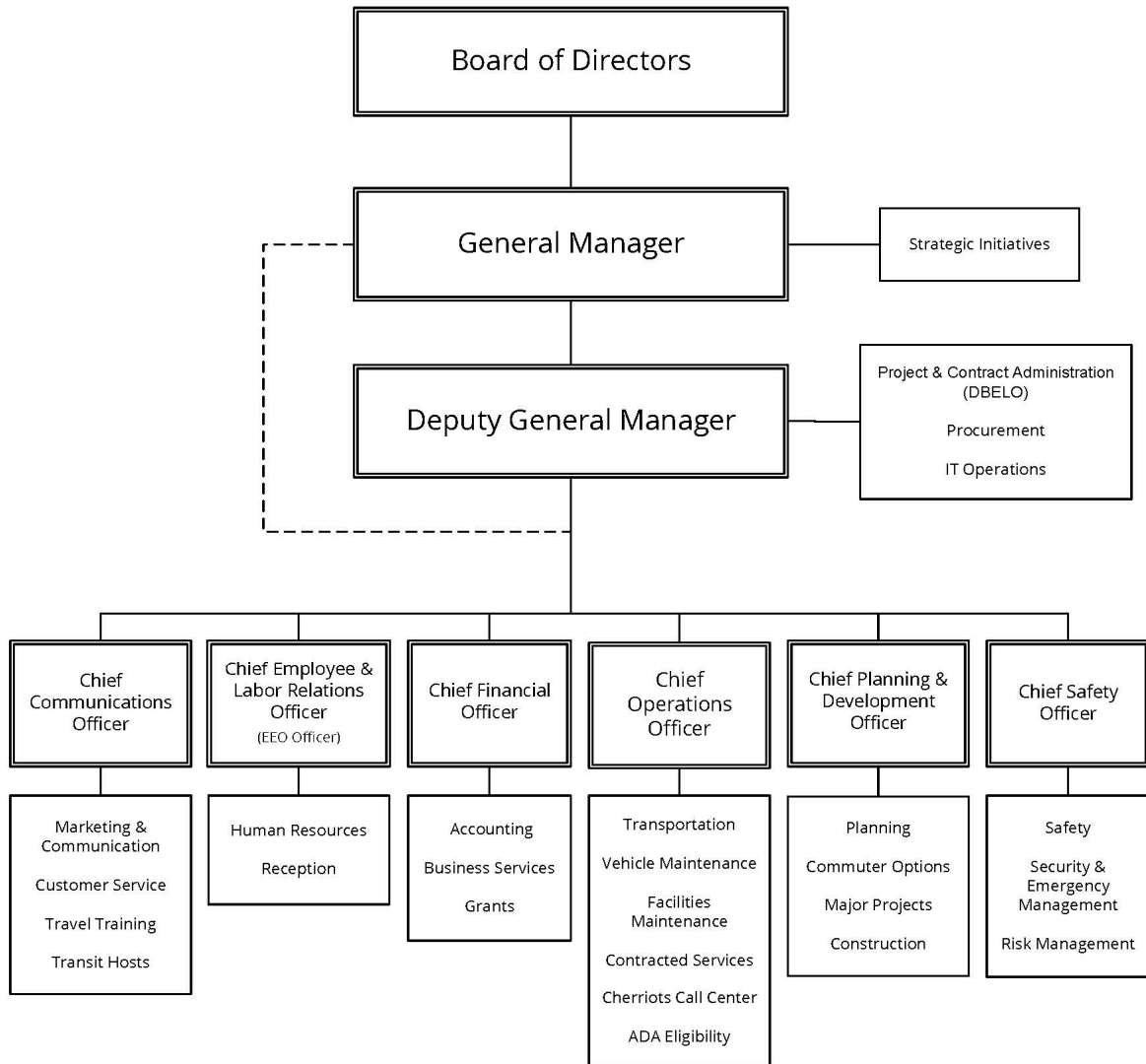
Allan Pollock
General Manager/CEO



Denise LaRue
Chief Financial Officer



SALEM AREA MASS TRANSIT DISTRICT





Salem Area Mass Transit District

Board of Directors
July 2024 - June 2025



JOAQUÍN LARA MIDKIFF (Subdistrict #1)

(He/Him)

P: (971)599-8614

Appointed: 10/5/2023-6/30/2027



RAMIRO "RJ" NAVARRO JR (Subdistrict #2)

(He/His/Him/El)

P: (971)388-5943 **E:** ramiro.navarro@cherriots.org

Appointed: 07/01-2021-06/30/2025



SADIE CARNEY (Subdistrict #3)

(She/Her)

P: (917)887-8896 **E:** sadie.carney@cherriots.org

Appointed: 07/01/2019-06/30/2023, Reappointed 7/1/2023-6/30/2027

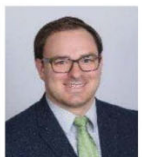


MARIA HINOJOS PRESSEY (Subdistrict #4)

(She/Her/Ella)

P: (505)800-9142 **E:** maria.hinojos@cherriots.org

Appointed: 09/21/2020, Reappointed 07/01/2021-06/30/2025



IAN DAVIDSON (Subdistrict #5)

(He/Him)

P: (253)797-0164 **E:** ian.davidson@cherriots.org

Appointed: 07/01/2019-06/30/2023, Reappointed 7/1/2023-6/30/2027



SARA DUNCAN (Subdistrict #6)

(She/They)

P: (503)949-5413 **E:** sara.duncan@cherriots.org

Appointed: 07/01/2021-06/30/2025



BILL HOLMSTROM (Subdistrict #7)

(He/Him)

P: (503)720-6837 **E:** bill.holmstrom@cherriots.org

Appointed: 09/30/2022-06/30/2023, Reappointed 7/1/2023-6/30/2027



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Salem Area Mass Transit
Oregon**

For its Annual Comprehensive
Financial Report
For the Fiscal Year Ended

June 30, 2024

Christopher P. Morill

Executive Director/CEO

Financial Section

Independent Auditor's Report

Board of Directors
Salem Area Mass Transit District
Salem, Oregon

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the enterprise and fiduciary funds of Salem Area Mass Transit District (the "District"), as of and for the years ended June 30, 2025 and 2024, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the enterprise and fiduciary funds of the District as of June 30, 2025 and 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* (GAS), issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The District's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and GAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis (MD&A) and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The supplementary information section as listed in the table of contents is presented for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Information Included in the Annual Comprehensive Financial Report (ACFR)

Management is responsible for the other information included in the ACFR. The other information comprises the introductory and statistical sections but does not include the financial statements and our auditor's report thereon. Our opinions on the financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

Reports on Other Legal and Regulatory Requirements

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated December 17, 2025, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.

Other Reporting Required by Oregon Minimum Standards

In accordance with Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 17, 2025, on our consideration of the District's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

A handwritten signature in dark ink, appearing to read 'RTP', with a long horizontal flourish extending to the right.

Ryan T. Pasquarella, Principal
For REDW LLC
Salem, Oregon
December 17, 2025

Salem Area Mass Transit District Management's Discussion and Analysis

The management of Salem Area Mass Transit District (District) presents this narrative overview and analysis to facilitate both a short-term and long-term analysis of the financial activities of the District for the fiscal years ended June 30, 2025 and 2024. This Management's Discussion and Analysis (MD&A) is based on facts, decisions, and conditions that existed as of the date of the independent auditor's report.

Overview of the Financial Statements

The District's financial statements consist of a statement of net position, a statement of revenues, expenses and changes in net position, and a statement of cash flows. They have been prepared using the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (GAAP). Under this basis of accounting, revenues are recognized in the period in which they are earned, and expenses are recognized in the period in which they are incurred, regardless of the related cash flows.

Financial Highlights

The District's total assets increased in FY 2025 from \$137.3 million to \$140.0 million, due to an increase in the net pension asset. The District's total assets increased in FY 2024 from \$127.4 million to \$137.3 million, due to an increase of capital assets, mainly the purchase of 10 battery electric buses.

The District's deferred outflows decreased in FY 2025 by approximately \$1.8 million and the District's deferred outflows decreased in FY 2024 by approximately \$0.9 million. These changes are due to actuarial assumption changes and other activities in the District's retirement plans.

The District's total liabilities increased in FY 2025 by \$0.7 million, due mostly to an increase in accounts payable of the District. The District's total liabilities decreased in FY 2024 by \$2.7 million, due mostly to a decrease in net pension liabilities of the District.

In FY 2025, the District's total net position decreased by \$1.3 million. Restricted net position for capital projects decreased by \$0.4 million and restricted net position for transportation programs decreased by \$2.5 million. Unrestricted net position decreased by approximately \$0.6 million.

In FY 2024, the District's total net position increased by \$11.3 million. Restricted net position for capital projects increased by \$1.5 million and restricted net position for transportation programs increased by \$0.6 million. Unrestricted net position decreased by approximately \$4.1 million.

Net position investment in capital assets consists of land, land improvements, buildings, vehicles, and office and shop equipment, net of accumulated depreciation.

Net position restricted for capital projects and net position restricted for transportation programs represent amounts restricted for use for capital expenditures, and for transportation programs and projects, respectively.

	<i>June 30,</i>		
	<i>2025</i>	<i>2024</i>	<i>2023</i>
Assets			
Current and restricted assets	\$ 71,914,250	\$ 71,799,555	\$ 74,559,161
Noncurrent assets	3,829,846	696,468	-
Capital assets, net of depreciation	64,326,728	64,804,393	52,886,041
Total assets	140,070,824	137,300,416	127,445,202
Deferred outflows of resources	2,343,203	4,169,535	5,054,031
Total assets and deferred outflows of resources	<u>\$ 142,414,027</u>	<u>\$ 141,469,951</u>	<u>\$ 132,499,233</u>
Liabilities			
Current liabilities	\$ 10,770,841	\$ 9,188,825	\$ 10,319,720
Noncurrent liabilities	5,568,741	6,482,465	8,017,413
Total liabilities	16,339,582	15,671,290	18,337,133
Deferred inflows of resources	3,604,279	2,049,806	1,676,069
Net position			
Investment in capital assets	64,212,955	64,690,620	52,886,041
Restricted for capital projects	9,546,980	9,980,233	8,471,874
Restricted for transportation programs	7,090,300	9,620,767	8,373,265
Restricted for pensions	3,829,846	696,468	-
Unrestricted	37,790,085	38,760,767	42,754,851
Total net position	122,470,166	123,748,855	112,486,031
Total liabilities, deferred inflows of resources and net position	<u>\$ 142,414,027</u>	<u>\$ 141,469,951</u>	<u>\$ 132,499,233</u>

In FY 2025, operating revenue increased approximately \$0.3 million from \$4.5 million from the prior year. This increase was due to increasing service levels. Nonoperating revenues, including capital contributions, decreased approximately \$7.8 million from the prior year with a decrease in federal funding and capital contributions. Operating expenses increased by approximately \$5.0 million from the prior year, mainly due to an increase in rising personnel costs.

In FY 2024, operating revenue increased approximately \$0.8 million from \$3.7 million from the prior year. This increase was due to increasing service levels. Nonoperating revenues, including capital contributions, decreased approximately \$2.6 million from the prior year with a decrease in federal funding offset partially by an increase in state funding and capital contributions. Operating expenses increased by approximately \$4.2 million from the prior year, mainly due to an increase in personnel services and increased materials and services expenses due to increased services levels.

In FY 2025, the District's total revenue increased approximately \$0.1 million, or 0.2 percent which is comparable to FY 2024. The District's total revenue decreased approximately \$7.7 million, or 12.4 percent, during FY 2024, mainly due to no longer having additional COVID-19 resources.

	<i>Year Ended June 30,</i>		
	2025	2024	2023
Operating revenues			
Passenger fares	\$ 2,757,176	\$ 2,634,822	\$ 2,466,510
Accessible services and Medicaid	1,538,993	1,360,308	765,427
Other revenues	487,650	525,855	460,271
Non-operating revenues			
Property taxes	15,838,146	15,386,082	14,810,245
State assistance	24,194,268	23,470,230	18,166,795
Federal assistance	7,159,204	8,997,909	24,061,671
Other revenues	2,490,135	2,002,529	1,334,817
Total revenue	54,465,572	54,377,735	62,065,736
Operating expenses	(57,685,354)	(52,642,689)	(48,450,934)
Changes in net position before capital contributions	(3,219,782)	1,735,046	13,614,802
Capital contributions	1,941,093	9,527,778	3,585,881
Changes in net position	(1,278,689)	11,262,824	17,200,683
Beginning net position	123,748,855	112,486,031	95,285,348
Ending net position	<u>\$ 122,470,166</u>	<u>\$ 123,748,855</u>	<u>\$ 112,486,031</u>

Capital Assets

The District's investment in capital assets amounts to \$64.3 million and \$64.8 million net of accumulated depreciation as of June 30, 2025 and 2024, respectively. This investment in capital assets includes land, construction in progress, buildings, land improvements, revenue rolling stock, and equipment. The total decrease in the District's investment in capital assets for FY 2025 was 0.7 percent. The total increase in the District's investment in capital assets for FY 2024 was 22.5 percent.

Major capital projects during FY 2025 included the intelligent transportation system and vehicle hoist replacements. Construction in progress at the end of the year was approximately \$10.8 million for various projects.

Major capital projects during FY 2024 included the battery electric buses and associated charging equipment. Construction in progress at the end of the year was approximately \$18.9 million for various projects.

	<i>June 30,</i>			<i>Increase/(decrease)</i>	
	<i>2025</i>	<i>2024</i>	<i>2023</i>	<i>2025-2024</i>	<i>2024-2023</i>
Land	\$ 3,039,566	3,039,566	\$ 3,039,566	\$ -	\$ -
Construction in progress	10,854,605	18,941,802	9,722,333	(8,087,197)	9,219,469
Land improvements, net	6,200,673	6,651,927	3,531,427	(451,254)	3,120,500
Buildings, net	15,334,186	14,650,138	15,112,960	684,048	(462,822)
Revenue rolling stock, net	24,385,910	16,607,323	17,488,711	7,778,587	(881,388)
Equipment, net	4,511,788	4,913,637	3,991,044	(401,849)	922,593
	<u>\$ 64,326,728</u>	<u>\$ 64,804,393</u>	<u>\$ 52,886,041</u>	<u>\$ (477,665)</u>	<u>\$ 11,918,352</u>

Additional information on the District's capital assets can be found in note 5 on page 25 of this report.

Economic Factors

The economy of the District and its major initiatives are discussed in detail in the accompanying Transmittal Letter.

Request for Information

This financial report is designed to provide a general overview of the District's finances for those with an interest in the District's finances. Questions concerning any of the information provided in this report, or requests for additional information should be addressed to:

Salem Area Mass Transit District
555 Court Street NE, Suite 5230
Salem, Oregon 97301-3980

Basic Financial Statements

Salem Area Mass Transit District

Statements of Net Position

June 30, 2025 and 2024

	<u>2025</u>	<u>2024</u>
Assets		
Current assets		
Unrestricted cash and investments	\$ 44,629,795	\$ 38,363,312
Accounts receivable	213,259	221,310
Property taxes receivable	588,185	565,052
Prepaid items	1,451,297	1,439,043
Inventories	892,752	896,667
Restricted cash and investments	16,637,280	19,601,000
Federal grants receivable	3,483,218	7,351,448
State grants receivable	<u>4,018,464</u>	<u>3,361,723</u>
Total current assets	<u>71,914,250</u>	<u>71,799,555</u>
Capital assets		
Land	3,039,566	3,039,566
Construction in progress	10,854,605	18,941,802
Land improvements (net of depreciation)	6,200,673	6,651,927
Buildings and improvements (net of depreciation)	15,334,186	14,650,138
Revenue rolling stock (net of depreciation)	24,385,910	16,607,323
Equipment (net of depreciation)	<u>4,511,788</u>	<u>4,913,637</u>
Total capital assets	<u>64,326,728</u>	<u>64,804,393</u>
Other noncurrent assets		
Net pension asset	<u>3,829,846</u>	<u>696,468</u>
Total noncurrent assets	<u>68,156,574</u>	<u>65,500,861</u>
Total assets	<u>140,070,824</u>	<u>137,300,416</u>
Deferred outflows of resources		
Related to pensions	1,696,210	3,400,846
Related to total OPEB liability	<u>646,993</u>	<u>768,689</u>
Total deferred outflows of resources	<u>2,343,203</u>	<u>4,169,535</u>
Total assets and deferred outflows of resources	<u>\$ 142,414,027</u>	<u>\$ 141,469,951</u>

The accompanying notes are an integral part of the financial statements.

Salem Area Mass Transit District
Statements of Net Position (Continued)
June 30, 2025 and 2024

	<u>2025</u>	<u>2024</u>
Liabilities		
Current liabilities		
Accounts payable	\$ 772,234	\$ 606,049
Accounts payable from restricted assets	2,377,480	1,104,347
Payroll, withholdings and payroll taxes	1,330,229	1,152,097
Construction retainage	113,773	113,773
Due to other governments from restricted assets	57,691	54,929
Accrued vacation and sick leave - current portion	1,172,592	960,363
OPEB - current portion	242,878	238,783
Unearned revenue	4,703,964	4,958,484
Total current liabilities	<u>10,770,841</u>	<u>9,188,825</u>
Noncurrent liabilities		
Net pension liability	433,517	1,791,052
Total OPEB liability, net of current portion	3,962,633	3,731,051
Accrued vacation and sick leave, net of current portion	1,172,591	960,362
Total noncurrent liabilities	<u>5,568,741</u>	<u>6,482,465</u>
Total liabilities	<u>16,339,582</u>	<u>15,671,290</u>
Deferred inflows of resources		
Related to pensions	2,463,357	563,525
Related to total OPEB liability	1,140,922	1,486,281
Total deferred inflows of resources	<u>3,604,279</u>	<u>2,049,806</u>
Net position		
Investment in capital assets	64,212,955	64,690,620
Restricted for capital projects	9,546,980	9,980,233
Restricted for transportation programs	7,090,300	9,620,767
Restricted for pensions	3,829,846	696,468
Unrestricted	37,790,085	38,760,767
Total net position	<u>122,470,166</u>	<u>123,748,855</u>
Total liabilities, deferred inflows of resources and net position	<u>\$ 142,414,027</u>	<u>\$ 141,469,951</u>

The accompanying notes are an integral part of the financial statements.

Salem Area Mass Transit District
Statements of Revenues, Expenses and Changes in Net Position
For the Years Ended June 30, 2025 and 2024

	2025	2024
Operating revenues		
Passenger fares	\$ 2,757,176	\$ 2,634,822
Accessible services and Medicaid	1,538,993	1,360,308
Other revenues	487,650	477,311
OPEB revenue	-	48,544
Total operating revenues	<u>4,783,819</u>	<u>4,520,985</u>
Operating expenses		
Personnel services	35,141,457	32,330,794
Materials and services	18,417,111	17,229,248
Depreciation	4,114,772	3,082,647
OPEB expense	12,014	-
Total operating expenses	<u>57,685,354</u>	<u>52,642,689</u>
Operating loss	(52,901,535)	(48,121,704)
Non-operating revenues		
Property taxes	15,838,146	15,386,082
State assistance	24,194,268	23,470,230
Federal assistance	7,159,204	8,997,909
Earnings on investments	2,490,135	2,499,929
Gain (loss) on disposal of capital assets	-	(497,400)
Total non-operating revenues	<u>49,681,753</u>	<u>49,856,750</u>
Change in net position before capital contributions	(3,219,782)	1,735,046
Capital contributions		
Federal and state grants for capital acquisition	<u>1,941,093</u>	<u>9,527,778</u>
Changes in net position	(1,278,689)	11,262,824
Total net position - beginning of year	<u>123,748,855</u>	<u>112,486,031</u>
Total net position - end of year	<u>\$ 122,470,166</u>	<u>\$ 123,748,855</u>

The accompanying notes are an integral part of the financial statements.

Salem Area Mass Transit District
Statements of Cash Flows
For the Years Ended June 30, 2025 and 2024

	<u>2025</u>	<u>2024</u>
Cash flows from operating activities		
Cash received from customers	\$ 4,537,350	\$ 3,812,042
Payments to employees for services	(35,425,312)	(33,164,635)
Cash paid to suppliers for good and services	(16,986,132)	(17,549,955)
Net cash used for operating activities	<u>(47,874,094)</u>	<u>(46,902,548)</u>
Cash flows from noncapital financing activities		
Receipts from property taxes	15,815,013	15,313,135
Receipts from state assistance	23,540,289	24,573,075
Receipts from federal assistance	11,404,586	11,594,009
Net cash provided by noncapital financing activities	<u>50,759,888</u>	<u>51,480,219</u>
Cash flows from capital and related financing activities		
Receipts from capital grants	1,563,941	8,856,528
Acquisition and construction of capital assets	(3,637,107)	(15,503,442)
Net cash used for capital and related financing activities	<u>(2,073,166)</u>	<u>(6,646,914)</u>
Cash flows from investing activities		
Interest received	<u>2,490,135</u>	<u>2,499,929</u>
Net change in cash and investments	3,302,763	430,686
Cash and investments, beginning of year	<u>57,964,312</u>	<u>57,533,626</u>
Cash and investments, end of year	<u><u>\$ 61,267,075</u></u>	<u><u>\$ 57,964,312</u></u>
Reconciliation of operating loss to net cash used for operating activities		
Operating loss	\$ (52,901,535)	\$ (48,121,704)
Adjustments to reconcile operating loss to net cash used for operating activities:		
Depreciation	4,114,772	3,082,647
Change in net pension liability/asset and related deferrals	(886,445)	(1,057,803)
Change in OPEB obligation and related deferrals	12,014	(48,544)
(Increase) decrease in accounts receivable	8,051	261,057
(Increase) decrease in prepaid items	(12,254)	(239,490)
(Increase) decrease in inventories	3,915	(69,795)
Increase (decrease) in accounts payable	166,185	(21,077)
Increase (decrease) in accounts payable from restricted assets	1,273,133	9,655
Increase (decrease) in payroll, withholdings and payroll taxes	178,132	(31,372)
Increase (decrease) in accrued vacation and sick leave	424,458	303,878
Increase (decrease) in unearned revenue	(254,520)	(970,000)
Net cash used for operating activities	<u><u>\$ (47,874,094)</u></u>	<u><u>\$ (46,902,548)</u></u>

The accompanying notes are an integral part of the financial statements.

Salem Area Mass Transit District
Statements of Fiduciary Net Position
June 30, 2025 and 2024

	<u>2025</u>	<u>2024</u>
Assets		
Cash and cash equivalents	\$ 1,056,273	\$ 1,266,756
Investments		
Fixed Income	23,244,756	22,849,153
Stocks	29,996,133	24,134,232
Total investments	<u>53,240,889</u>	<u>46,983,385</u>
Total assets	<u>54,297,162</u>	<u>48,250,141</u>
Fiduciary net position - restricted for pensions	<u>\$ 54,297,162</u>	<u>\$ 48,250,141</u>

The accompanying notes are an integral part of the financial statements.

Salem Area Mass Transit District
Statements of Changes in Fiduciary Net Position
For the Years Ended June 30, 2025 and 2024

	2025	2024
Additions		
ICMA Transfers	\$ 330,001	\$ 831,209
Employer contributions	3,235,505	4,056,297
Total contributions	3,565,506	4,887,506
Net increase in fair value of investments	5,547,894	4,774,652
Investment expense	(269,061)	(234,018)
Net investment income	5,278,833	4,540,634
Total additions	8,844,339	9,428,140
Deductions		
Service benefits	2,797,318	2,583,721
Net increase in fiduciary net position	6,047,021	6,844,419
Fiduciary net position - Restricted - beginning of year	48,250,141	41,405,722
Fiduciary net position - Restricted - end of year	<u>\$ 54,297,162</u>	<u>\$ 48,250,141</u>

The accompanying notes are an integral part of the financial statements.

Salem Area Mass Transit District

Notes to the Basic Financial Statements

For the Years Ended June 30, 2025 and 2024

1) Summary of Significant Accounting Policies

The financial statements of the Salem Area Mass Transit District (District) have been prepared in accordance with Generally Accepted Accounting Principles (GAAP) as applied to government units in the United States of America. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the District's accounting policies are described below.

A. Financial Reporting Entity

Accounting principles generally accepted in the United States of America require that the reporting entity include the primary government, all organizations for which the primary government is financially accountable and other organizations that, by the nature and significance of their relationship with the primary government, would cause the financial statements to be incomplete or misleading if excluded. Based on these criteria, the District is considered a primary government and does not have any component unit relationships. Conversely, the District is not considered a component unit of any primary government.

B. Organization and Operation

The District was organized under the provisions of Oregon Revised Statutes (ORS) Chapter 267 to provide mass transit services to the Salem, Marion and Polk County area. Formation of the District was effective in 1979. Under ORS 267, the District is authorized to levy taxes and charge fares to pay for the operations of the District. The District is also authorized to issue general obligation bonds and revenue bonds.

The District is governed by an appointed seven-member Board of Directors. Board members represent and must live in certain geographical sub-districts. The Board of Directors sets District policy, levies taxes, appropriates funds, adopts budgets, and performs other duties required by state and federal law. The District also has fiduciary responsibility for two pension plan trust funds: The Non-Bargaining defined benefit plan covering nonunion employees, and the Bargaining defined benefit plan covering union employees. The investment, pension funding and benefit payment activity are reported in these two District fiduciary pension trust funds.

C. Basis of Accounting and Revenue Recognition

The accounting policies of the District conform to generally accepted accounting principles (GAAP) as applicable to proprietary and fiduciary funds of governments. Under GAAP, the District accounts for activity under the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The District has a fiduciary responsibility for the two defined benefit pension plans and reports their activity in the fiduciary statements as pension trust funds in the financial section of this report.

Salem Area Mass Transit District

Notes to the Basic Financial Statements (continued)

For the Years Ended June 30, 2025 and 2024

Operating revenues consist primarily of passenger fares and funds received for special transportation. Operating expenses include the costs of operating the District, including depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

Revenues are recognized when they are earned and available to meet current obligations. Cash received before services are rendered is considered unearned. Expenses are recognized when they are incurred. The District applies a flow of economic resources measurement focus, whereby all assets and liabilities associated with the operation of the District are included on the Statement of Net Position.

Ad valorem property taxes are levied and become a lien on all taxable property as of July 1. Property taxes are payable on November 15. Collection dates are November 15, February 15, and May 15. Discounts are allowed if the amount due is received by November 15. Taxes unpaid and outstanding on May 16 are considered delinquent.

Uncollected taxes are deemed to be substantially collectible or recoverable through liens; therefore, no allowance for uncollectible taxes has been established.

Federal and state grant contributions for capital acquisitions are recorded as capital contributions and are included in net income when earned. Noncapital federal and state grant revenue are recorded as nonoperating revenue when earned.

D. Restricted Assets

Restricted assets consist of assets restricted for federal capital grant programs and State of Oregon special transportation programs. When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first and then unrestricted resources as they are needed.

E. Cash and Investments

ORS 294.035 authorizes the District to invest in obligations of the U.S. treasury and agencies, time certificates of deposit, bankers' acceptances, repurchase agreements, certain types of corporate bonds, and the State of Oregon Local Government Investment Pool. Such investments are stated at cost. The investments are increased by accretion of discounts and reduced by amortization of premiums, which are computed by the straight-line method and approximates fair market value.

Fair value is defined as the amount at which an investment could be exchanged between willing parties, other than in a forced or liquidation sale.

For purposes of the statement of cash flows, the District considers cash and equivalents to include all highly liquid debt instruments with an original maturity of three months or less.

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

F. Inventories

Inventories of fuel, lubricants, parts, and supplies are valued at cost, which approximates market, using the average cost method.

G. Prepaid Items

Payments to vendors reflecting costs applicable to future accounting periods are recorded as prepaid items.

H. Capital Assets

Capital assets are stated at cost, except for donated capital assets, which are stated at the acquisition value rather than fair market value on the date of donation. Expenditures for additions and improvements with a value in excess of \$5,000 and a useful life of more than one year are capitalized. Expenditures for maintenance, repairs, and minor improvements are charged to operations as incurred. Upon disposal of capital assets, the accounts are relieved of the related costs and accumulated depreciation, and the resulting gains or losses are reflected in the statement of revenues, expenses, and changes in net position.

Capital assets, excluding land and construction in progress, are depreciated using the straight-line method over the estimated useful lives of the assets. Depreciation is an accounting process to allocate the cost of capital assets to expense in a systematic and rational manner to those periods expected to benefit from the use of capital assets. Depreciation is not intended to represent an estimate in the decline of fair market value, nor are capital assets net of accumulated depreciation, intended to represent an estimate of the current condition, of the assets or the maintenance requirements needed to maintain the assets at their current level of condition.

Asset	Years
Buildings, Shelters, Stations	10 – 50
Revenue Rolling Stock	5 – 12
Equipment	3 – 10

Monthly depreciation is taken in the year the assets are acquired or retired. Gains or losses from sales or retirements of capital assets are included in operations of the current period.

Salem Area Mass Transit District

Notes to the Basic Financial Statements (continued)

For the Years Ended June 30, 2025 and 2024

I. Compensated Absences

The Districts accrued liability for compensated absences consisted of the following types of leave:

Vacation: Vacation leave accrues on a bi-weekly basis depending on years of service. Full-time employees accrue between 10 and 26 days of vacation per year, while part-time employees accrue at a pro-rated amount. Employees may carry forward unused vacation leave up to a maximum of 240 hours into the next fiscal year; exceptions may be granted in unusual circumstances. Unused vacation leave is paid out upon separation from employment at the employee's straight-time hourly rate in effect at the time of separation.

Sick: Sick leave accrues at 3.7 hours according to bi-weekly pay period for full-time employees (approximately 12 days per year), and part-time employees accrue on a prorated basis. There is no specified annual cap, but employees may carry forward sick leave balances. Upon separation from employment, full-time career service employees with specified years of service or sick leave balances are eligible for a partial cash-out of sick leave, which is contributed to an HRA VEBA plan. Employees with insufficient service or sick leave for HRA VEBA are not paid out for unused sick leave except as defined in policy. Employees with less than five years of service or fewer than 250 hours of accrued sick leave will forfeit sick leave upon separation unless rehired within two years.

Administrative: Administrative leave is accrued on a bi-weekly basis for all full-time exempt employees. Full-time exempt employees (other than division directors) accrue 2.47 hours of administrative leave according to full bi-weekly pay period worked, while division directors accrue 3.08 hours per pay period. No more than 80 hours of administrative leave may be carried forward into the next fiscal year; amounts over 80 hours are forfeited at fiscal year-end.

J. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

K. Net Position

Net position comprises the various net earnings from operations, nonoperating revenues, expenses and contributions of capital. Net position is classified in the following three categories.

Investment in capital assets – consists of all capital assets, net of accumulated depreciation and reduced by outstanding debt that is attributable to the acquisition, construction and improvement of those assets, if any.

Salem Area Mass Transit District

Notes to the Basic Financial Statements (continued)

For the Years Ended June 30, 2025 and 2024

Restricted – consists of external constraints placed on net position use by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation.

Unrestricted – consists of all other net position that is not included in the other categories previously mentioned.

L. Pensions

The District reports its pension obligations as a Net Pension Asset/Liability on the Statement of Net Position for participating employees. Changes in net pension asset/liability are immediately recognized as pension expense on the statement of revenue, expenses, and changes in net position, or reported as deferred inflows/outflows of resources depending on the nature of the change.

M. Deferred Inflows and Outflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets that applies to a future period and so will not be recognized as an outflow of resources (expense/expenditure) until then.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets that applies to a future period and so will not be recognized as an inflow of resources (revenue) until then.

2) Stewardship, Compliance, and Accountability

For budgeting purposes, the District consists of a General Fund, Capital Projects Fund, and Transportation Programs Fund. This is in conformity with Oregon Budget Law. Budgetary basis revenues and expenditures are recognized on the modified accrual basis. The treatment of capital expenditures is the principal difference between the budgetary basis and the accrual basis. Capital expenditures on a budgetary basis are recorded as expenditures.

Financial operations of the District are accounted for in the following budgetary funds:

General Fund

The fund accounts for all financial resources and expenditures related to the District's general operations, except those required to be accounted for in another fund. The principal revenue sources are property taxes, state payroll assessments, passenger fares and federal operating assistance.

Capital Projects Fund

This fund accounts for major capital acquisitions and projects. The principal revenue sources are capital grants from the Federal Transit Administration and transfers from the General Fund.

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

Transportation Programs Fund

This fund accounts for expenditures related to transportation service to special public groups. The fund's principal sources of revenue are federal grants and reimbursements, state special transportation formula grants and transfers from the General Fund.

The General Manager submits a proposed operating and capital budget to the Budget Committee a sufficient length of time in advance to allow adoption of the budget prior to July 1. The operating and capital budget includes proposed expenditures and the means of financing them. Public hearings are conducted to obtain taxpayer comments.

The District legally adopts its annual budget prior to July 1 through passage of a resolution. The resolution authorizes appropriations by fund and at broad classification levels for the divisions in each fund. Expenditures cannot legally exceed appropriations at these control levels. Appropriations that have not been spent at year-end expire.

3) Cash and investments

The District maintains a cash and investment pool that is available for use by all funds, except for restricted cash and investments. At June 30, 2025 and 2024 the carrying value of cash and investments are approximately equal to fair value. Cash and cash equivalents included in cash and cash equivalents consisted of the following as of June 30:

	<u>2025</u>	<u>2024</u>
<i>Cash</i>		
Cash on hand	\$ 3,466	\$ 3,466
Deposits with financial institutions	10,132,525	10,867,062
<i>Investments</i>		
Local government investment pool	<u>51,131,084</u>	<u>47,093,784</u>
<i>Total cash and investments</i>	<u><u>\$ 61,267,075</u></u>	<u><u>\$ 57,964,312</u></u>
Unrestricted cash and investments	\$ 44,629,795	\$ 38,363,312
Restricted cash and investments	<u>16,637,280</u>	<u>19,601,000</u>
<i>Total cash and investments</i>	<u><u>\$ 61,267,075</u></u>	<u><u>\$ 57,964,312</u></u>

A. Deposits

As of June 30, 2025 and 2024, the book balance of the District's bank deposits (checking accounts) was \$10,132,526 and \$10,867,062 and the bank balance was \$12,010,117 and \$11,615,191 respectively. The difference is due to transactions in process.

Salem Area Mass Transit District

Notes to the Basic Financial Statements (continued)

For the Years Ended June 30, 2025 and 2024

B. Custodial Risk – Deposits

This is the risk that in the event of a bank failure, the District's deposits may not be returned. Effective July 1, 2008, the State of Oregon formed the Oregon Public Funds Collateralization Program under ORS 295. The collateralization program creates a statewide pool of qualified bank depositories for local governments, providing collateralization for bank balances that exceed the \$250,000 limit of federal depository insurance, and eliminating the need for certificates of participation. As of June 30, 2025 and 2024, \$11,510,117 and \$11,115,191 of the District's bank balances were exposed to custodial credit risk as part of the Public Funds Collateralization Program.

C. Investments

The State Treasurer of the State of Oregon maintains the Oregon Short Term Fund, of which the Local Government Investment Pool (LGIP) is part. Participation by local governments is voluntary. The State of Oregon investment policies are governed by statute and the Oregon Investment Council. In accordance with Oregon Statutes, the investment funds are invested as a prudent investor would do, exercising reasonable care, skill and caution. The Oregon Short Term Fund is the LGIP for local governments and was established by the State Treasurer. It was created to meet the financial and administrative responsibilities of federal arbitrage regulations.

At June 30, 2025 and 2024, the fair value of the District's position in the LGIP was approximately equal to the value of the pool shares. The investment in the Oregon Short Term Fund is not subject to risk evaluation. Separate financial statements for the Oregon Short Term Fund are available from the Oregon State Treasurer.

D. Interest Rate Risk – Investments

In accordance with its investment policy, the District manages its exposure to declines in fair value of its investments by limiting the maximum maturity of its investments to one year or less.

E. Custodial Risk – Investments

For an investment, there is the risk that, in the event of a failure of the counterparty, the District will not be able to recover the value of its investments or collateralized securities that are in the possession of an outside party. Currently the District's investments are limited to the LGIP.

F. Credit Risk – Investments

The LGIP is administered by the Oregon State Treasury with the advice of other state agencies and is not registered with the U.S. Securities and Exchange Commission. The LGIP is an open-ended, no-load, diversified portfolio offered to any agency, political subdivision, or public corporation of the state that by law is made the custodian of, or has control of any fund. The LGIP is commingled with the State's short-term funds. In seeking to best serve local governments of Oregon, the Oregon Legislature established the Oregon Short-term Fund Board, which has established diversification percentages

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

and specifies the types and maturities of the investments. The purpose of the Board is to advise the Oregon State Treasury in the management and investment of the LGIP. These investments within the LGIP must be invested and managed as a prudent investor would, exercising reasonable care, skill and caution. Professional standards indicate that the investments in external investment pools are not subject to custodial risk because they are not evidenced by securities that exist in physical or book entry form. Nevertheless, management does not believe that there is any substantial custodial risk related to investments in the LGIP. The LGIP is not rated for credit risk.

4) Restricted Net Position

Net Position is restricted for capital projects and transportation programs.

	<u>Total Restricted Assets</u>	<u>Less Current Liabilities Payable</u>	<u>Restricted (Liabilities)</u>
2025			
<i>Restricted for capital projects</i>			
Cash and investments	\$ 8,355,386	\$ (1,411,321)	\$ 6,944,065
Federal grants receivable	2,602,915	-	2,602,915
<i>Total restricted for capital projects</i>	<u>10,958,301</u>	<u>(1,411,321)</u>	<u>9,546,980</u>
<i>Restricted for transportation programs</i>			
Cash and investments	6,459,042	(994,540)	5,464,502
Federal grants receivable	776,443	-	776,443
State grants receivable	849,355	-	849,355
<i>Total restricted for transportation programs</i>	<u>8,084,840</u>	<u>(994,540)</u>	<u>7,090,300</u>
	<u><u>\$ 19,043,141</u></u>	<u><u>\$ (2,405,861)</u></u>	<u><u>\$ 16,637,280</u></u>
2024			
<i>Restricted for capital projects</i>			
Cash and investments	\$ 6,974,930	\$ (500,271)	\$ 6,474,659
Federal grants receivable	2,980,067	-	2,980,067
State grants receivable	525,507	-	525,507
<i>Total restricted for capital projects</i>	<u>10,480,504</u>	<u>(500,271)</u>	<u>9,980,233</u>
<i>Restricted for transportation programs</i>			
Cash and investments	8,995,065	(699,304)	8,295,761
Federal grants receivable	929,414	-	929,414
State grants receivable	395,592	-	395,592
<i>Total restricted for transportation programs</i>	<u>10,320,071</u>	<u>(699,304)</u>	<u>9,620,767</u>
	<u><u>\$ 20,800,575</u></u>	<u><u>\$ (1,199,575)</u></u>	<u><u>\$ 19,601,000</u></u>

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

5) Capital Assets

The changes in capital assets for the year ended June 30, 2025, are summarized below:

	<i>Beginning Balance</i>	<i>Additions</i>	<i>Deletions</i>	<i>Transfers</i>	<i>Ending Balance</i>
Capital assets, non-depreciable:					
Land	\$ 3,039,566	\$ -	\$ -	\$ -	\$ 3,039,566
Construction in progress	18,941,802	2,066,676	-	(10,153,873)	10,854,605
Total capital assets, non-depreciable	21,981,368	2,066,676	-	(10,153,873)	13,894,171
Capital assets, depreciable:					
Land improvements	8,163,769	4,819	-	-	8,168,588
Buildings and improvements	24,565,096	1,307,413	-	-	25,872,509
Revenue rolling stock	37,205,222	133	(98,524)	10,071,310	47,178,141
Equipment	10,748,092	258,066	-	82,563	11,088,721
Total capital assets, depreciable	80,682,179	1,570,431	(98,524)	10,153,873	92,307,959
Less accumulated depreciation:					
Land improvements	(1,511,842)	(456,073)	-	-	(1,967,915)
Buildings and improvements	(9,914,958)	(623,365)	-	-	(10,538,323)
Revenue rolling stock	(20,597,899)	(2,292,856)	98,524	-	(22,792,231)
Equipment	(5,834,455)	(742,478)	-	-	(6,576,933)
Total accumulated depreciation	(37,859,154)	(4,114,772)	98,524	-	(41,875,402)
Net depreciable capital assets	42,823,025	(2,544,341)	-	10,153,873	50,432,557
Net capital assets	\$ 64,804,393	\$ (477,665)	\$ -	\$ -	\$ 64,326,728

The changes in capital assets for the year ended June 30, 2024, are summarized below:

	<i>Beginning Balance</i>	<i>Additions</i>	<i>Deletions</i>	<i>Transfers</i>	<i>Ending Balance</i>
Capital assets, non-depreciable:					
Land	\$ 3,039,566	\$ -	\$ -	\$ -	\$ 3,039,566
Construction in progress	9,722,333	11,623,100	-	(2,403,631)	18,941,802
Total capital assets, non-depreciable	12,761,899	11,623,100	-	(2,403,631)	21,981,368
Capital assets, depreciable:					
Land improvements	4,858,162	1,860,419	-	1,445,188	8,163,769
Buildings and improvements	24,500,117	100,754	(35,775)	-	24,565,096
Revenue rolling stock	37,004,432	880,905	(680,115)	-	37,205,222
Equipment	9,592,279	1,033,221	(338,451)	461,043	10,748,092
Total capital assets, depreciable	75,954,990	3,875,299	(1,054,341)	1,906,231	80,682,179
Less accumulated depreciation:					
Land improvements	(1,326,735)	(185,107)	-	-	(1,511,842)
Buildings and improvements	(9,387,157)	(563,576)	35,775	-	(9,914,958)
Revenue rolling stock	(19,515,721)	(1,762,293)	680,115	-	(20,597,899)
Equipment	(5,601,235)	(571,671)	338,451	-	(5,834,455)
Total accumulated depreciation	(35,830,848)	(3,082,647)	1,054,341	-	(37,859,154)
Net depreciable capital assets	40,124,142	792,652	-	1,906,231	42,823,025
Net capital assets	\$ 52,886,041	\$ 12,415,752	\$ -	\$ (497,400)	\$ 64,804,393

The federal government retains a reversionary interest in property and equipment to the extent of capital grants provided for their purchase. Upon disposal of property and equipment, a prorated share of proceeds in excess of \$5,000, if any, is returned to the federal governments.

Salem Area Mass Transit District

Notes to the Basic Financial Statements (continued)

For the Years Ended June 30, 2025 and 2024

6) Employee Retirement Plans

The District provides retirement benefits to its employees through two defined benefit plans, a defined contribution plan and a deferred compensation plan.

The District's two pension plans are presented in the aggregate on the Statement of Net Position. The amounts on the financial statements relate to the plans as follows:

	<i>Fiscal Year Ended June 30, 2025</i>		
	<i>Non-Bargaining Plan</i>	<i>Bargaining Plan</i>	<i>Total Pension on Financials</i>
Net pension asset	\$ -	\$ 3,829,846	\$ 3,829,846
Net pension liability	433,517	-	433,517
Deferred outflows of resources	1,439,757	256,453	1,696,210
Deferred inflows of resources	528,713	1,934,644	2,463,357
Pension expense/(income)	1,556,108	1,122,953	2,679,061

	<i>Fiscal Year Ended June 30, 2024</i>		
	<i>Non-Bargaining Plan</i>	<i>Bargaining Plan</i>	<i>Total Pension on Financials</i>
Net pension asset	\$ -	\$ 696,468	\$ 696,468
Net pension liability	1,791,052	-	1,791,052
Deferred outflows of resources	2,887,304	513,542	3,400,846
Deferred inflows of resources	34,671	528,854	563,525
Pension expense/(income)	1,802,654	2,027,049	3,829,703

A. Defined Benefit Plans

The District contributes to two single-employer defined benefit pension plans. The Salem Area Mass Transit-Non-bargaining plan (Non-bargaining) covers all nonunion employees. The Salem Area Mass Transit-Bargaining plan (Bargaining) covers all union employees. These plans do not issue stand-alone reports.

Each plan's assets are held in trust, independent of the District, and solely for the purpose of paying each plan's benefits and administrative expenses. The assets are invested in a variety of stocks, bonds, and other securities. Neither plan includes in its assets, any District securities or securities of any related parties. No loans have been granted to the District from plan funds.

Salem Area Mass Transit District

Notes to the Basic Financial Statements (continued)

For the Years Ended June 30, 2025 and 2024

Plan Description

In a defined benefit plan, benefits are determined using benefit formulas which take into account actuarial information. The plans were effective January 1, 2002, and are administered by Pioneer Trust. No separate financial statements are available for these plans. The District's Board of Directors holds the authority for establishing and amending plan benefits and funding policies for both defined benefit plans. The non-bargaining plan closed to new entrants effective March 1, 2021, with certain exceptions for subsequent hires agreed to by the District. The plan change will cause the number of active employees covered by the Plan to gradually decline over time. The actuarial roll-forward of liabilities from the valuation date to the measurement date as prescribed by GASB reflects the projected decline in active membership.

Benefits Provided

The defined benefit plans provide pension benefits to eligible full-time bargaining and non-bargaining employees. Regular career status employees who have successfully completed the probationary period of six months or 1,000 hours of service, whichever is later, are eligible to participate.

The District makes all contributions to the plan. The District's contributions for each employee (and investment earnings allocated to the employee's account) are fully vested after five years of service. District contributions for, and investment earnings forfeited by, employees who leave employment before five years of service, are used to reduce the District's contribution requirements.

The benefit payable at a participant's normal retirement date will be equal to the excess of 1.64 percent times the participant's final average salary times the participant's benefit credits for the non-bargaining employees or 1.64 percent for the bargaining unit employees over the amount which is the actuarial equivalent of the participant's account balance in the plan as of termination of employment.

Non-Bargaining Plan

Employees Covered by Benefit Terms

The following employees were covered by the benefit terms as of the most recent actuarial valuation:

Inactive employees or beneficiaries currently receiving benefits	69
Inactive employees entitled to but not yet receiving benefits	6
Active employees	56
	131

Salem Area Mass Transit District

Notes to the Basic Financial Statements (continued)

For the Years Ended June 30, 2025 and 2024

Contributions

The District is in the process of establishing a formal funding policy with the Board of Directors. The Board of Directors has the authority to establish or amend such policies. Currently, the District's contribution rates are actuarially determined and approved and implemented by executive staff. Contributions to the plan are made quarterly according to an actuarially determined rate recommended by an independent actuary. This rate is intended to finance the cost of current benefits earned, plus an amount to finance the unfunded accrued liability. This rate, expressed as a percentage of covered payroll was, 12.89 percent and 15.89 percent for the years ended June 30, 2025 and 2024, respectively.

The District makes additional level dollar contribution to further reduce the unfunded accrued liability. For the years ended June 30, 2025 and 2024, that amount was \$0 and \$606,899 respectively.

Net Pension Liability

The District's net pension liability for the non-bargaining plan at June 30, 2024 and 2025, was measured as of those dates, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023.

Actuarial Methods and Assumptions

The total pension liability in the July 1, 2023, actuarial valuation was determined using the following actuarial assumptions applied to all periods included in the measurement:

Inflation rate:	2.75%
Salary increases:	4.25% for first 5 years of service; 3.25% thereafter
Investment rate of return:	5.50%
Mortality:	RP-2014 tables, generationally projected using Scale MP-2019

The non-bargaining pension plan does not provide for automatic, post-retirement benefit increases. No ad hoc increases have been adopted.

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

The best-estimate range for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The capital market assumptions are according to Milliman's investment consulting practice as of June 30, 2025:

Asset Class	Target Allocation	Long-Term Expected Arithmetic Real Rate of Return
US Interim (1-10 Yr) Treasury	40.00%	1.56%
US High Yield Bonds	4.50%	4.03%
Emerging Markets Bonds	5.50%	3.91%
US Large Cap Equity	25.00%	5.39%
US Mid Cap Equity	6.50%	5.83%
US Small Cap Equity	3.50%	6.80%
Foreign Developed Equity	10.50%	6.61%
Emerging Markets Equity	4.50%	8.78%
	<u>100.00%</u>	
Long-Term Expected Rate of Return		5.50%

Rate of Return

For the years ended June 30, 2025 and 2024, respectively, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 10.73 percent and 10.50 percent. The money-weighted return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Discount Rate

The discount rate is used to measure the total pension liability. The discount rate was 5.50 percent for the years ended June 30, 2025 and 2024. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made at rates equal to the current contribution rate. The actuarially determined contribution rate is based on a closed amortization period, which means that payment of the actuarially determined contribution each year will bring the plan to a 100% funded position by the end of the amortization period. Plan assets are assumed to earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

Changes in Net Pension Liability		
	2025	2024
Total pension liability		
Service cost	\$ 195,812	\$ 124,092
Interest on total pension liability	765,056	578,925
Effect of economic/demographic gains or losses	-	3,471,888
Effect of assumption changes or inputs	-	182,877
Benefit payments	(1,060,475)	(1,030,518)
Net change in total pension liability	(99,607)	3,327,264
Total pension liability, beginning of year	14,237,445	10,910,181
Total pension liability, end of year	14,137,838	14,237,445
Plan fiduciary net position		
Benefit payments	(1,060,475)	(1,030,518)
Employer contributions	666,114	877,535
ICMA transfers	305,940	641,123
Net investment income	1,346,349	1,179,056
Net change in plan fiduciary net position	1,257,928	1,667,196
Plan fiduciary net position, beginning of year	12,446,393	10,779,197
Plan fiduciary net position, end of year	13,704,321	12,446,393
Net pension liability (asset), end of year	\$ 433,517	\$ 1,791,052
Plan fiduciary net position as a percent of total pension liability (asset)	97%	87%
Covered payroll	5,169,453	5,523,185
Net pension liability as a percent of covered payroll	8%	32%

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the District, calculated using a discount rate of 5.50 percent for FY2025 and FY2024, as well as what the District's net pension liability would be if it were calculated using a discount rate of one percentage point lower or one percentage point higher than the rate used:

	Net Pension Liability (Asset)	
	2025	2024
1% decrease (4.50%)	\$ 2,851,887	\$ 4,134,027
Current discount rate (5.50%)	433,517	1,791,052
1% increase (6.50%)	(1,529,403)	(109,116)

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position can be obtained by writing to: Salem Area Mass Transit District, 555 Court St NE Suite 5230, Salem, OR 97301-3980.

Salem Area Mass Transit District

Notes to the Basic Financial Statements (continued)

For the Years Ended June 30, 2025 and 2024

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the years ended June 30, 2025 and 2024, the District recognized pension expense of \$1,556,108 and \$1,802,654, respectively. The District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources at June 30, 2025:

	<u>Deferred Outflows of Resources</u>	
	<u>2025</u>	<u>2024</u>
Differences between expected and actual experience	\$ 1,367,714	\$ 2,708,298
Changes of assumptions	72,043	127,460
Net difference between projected and actual earnings	-	51,546
Total	<u>\$ 1,439,757</u>	<u>\$ 2,887,304</u>

	<u>Deferred Inflows of Resources</u>	
	<u>2025</u>	<u>2024</u>
Differences between expected and actual experience	\$ (1,717)	\$ (5,149)
Changes of assumptions	-	(29,522)
Net difference between projected and actual earnings	(526,996)	-
Total	<u>\$ (528,713)</u>	<u>\$ (34,671)</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending June 30:	
2026	\$ 1,229,858
2027	61,457
2028	(247,431)
2029	(132,840)
	<u>\$ 911,044</u>

Bargaining Plan

Employees Covered by Benefit Terms

The following employees were covered by the benefit terms as of the most recent actuarial valuation:

Inactive employees or beneficiaries currently receiving benefits	120
Inactive employees entitled to but not yet receiving benefits	38
Active employees	154
	<u>312</u>

Salem Area Mass Transit District

Notes to the Basic Financial Statements (continued)

For the Years Ended June 30, 2025 and 2024

Contributions

The District is in the process of establishing a formal funding policy with the Board of Directors. The Board of Directors has the authority to establish or amend such policies. Currently, the District's contribution rates are actuarially determined and approved and implemented by the executive staff. Contributions to the plan are made quarterly according to an actuarially determined rate recommended by an independent actuary. This rate is intended to finance the cost of current benefits earned, plus an amount to finance the unfunded accrued liability. This rate, expressed as a percentage of covered payroll was, 23.94 percent and 30.51 percent for the years ended June 30, 2025 and 2024, respectively.

Net Pension Liability

The District's net pension liability for the bargaining plan at June 30, 2024 and 2025, was measured as of those dates, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of July 1, 2023.

Actuarial Methods and Assumptions

The total pension liability in the July 1, 2023, actuarial valuation was determined using the following actuarial assumptions applied to all periods included in the measurement:

July 1, 2023 actuarial valuation

Inflation rate:	2.75%
Salary increases:	4.25% for first 5 years of service; 3.25% thereafter
Investment rate of return:	5.50%
Mortality:	RP-2014 tables, generationally projected using Scale MP-2019

There have been no significant changes in plan provisions or covered population between the valuation date and fiscal year-end.

The bargaining pension plan does not provide for automatic, post-retirement benefit increases. No ad hoc increases have ever been adopted.

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

The best-estimate range for the long-term expected rate of return is determined by adding expected inflation to expected long-term real returns and reflecting expected volatility and correlation. The capital market assumptions are according to Milliman's investment consulting practice as of January 1, 2023:

Asset Class	Target Allocation	Long-Term Expected Arithmetic Real Rate of Return
US Interim (1-10 Yr) Treasury	40.00%	1.56%
US High Yield Bonds	4.50%	4.03%
Emerging Markets Bonds	5.50%	3.91%
US Large Cap Equity	25.00%	5.39%
US Mid Cap Equity	6.50%	5.83%
US Small Cap Equity	3.50%	6.80%
Foreign Developed Equity	10.50%	6.61%
Emerging Markets Equity	4.50%	8.78%
	<u>100.00%</u>	
Long-Term Expected Rate of Return		5.50%

Rate of Return

For the years ended June 30, 2025 and 2024, respectively, the annual money-weighted rate of return on pension plan investments, net of pension plan investment expense, was 10.69 percent and 10.58 percent. The money-weighted return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Discount Rate

The discount rate is used to measure the total pension liability. The discount rate was 5.50 percent for the years ended June 30, 2025 and 2024. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made at rates equal to the current contribution rate. The actuarially determined contribution rate is based on a closed amortization period, which means that payment of the actuarially determined contribution each year will bring the plan to a 100% funded position by the end of the amortization period. Plan assets are assumed to earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current active and inactive employees.

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Changes in Net Pension Liability		
	2025	2024
Total pension liability		
Service cost	\$ 1,430,125	\$ 1,362,679
Interest on total pension liability	1,962,433	1,889,788
Effect of economic/demographic gains or losses	-	(383,928)
Effect of assumption changes or inputs	-	28,639
Benefit payments	(1,736,843)	(1,553,203)
Net change in total pension liability	1,655,715	1,343,975
Total pension liability, beginning of year	35,107,280	33,763,305
Total pension liability, end of year	36,762,995	35,107,280
Plan fiduciary net position		
Benefit payments	(1,736,843)	(1,553,203)
Employer contributions	2,569,391	3,178,762
ICMA transfers	24,061	190,086
Net investment income	3,932,484	3,361,578
Net change in plan fiduciary net position	4,789,093	5,177,223
Plan fiduciary net position, beginning of year	35,803,748	30,626,525
Plan fiduciary net position, end of year	40,592,841	35,803,748
Net pension liability (asset), end of year	<u>\$ (3,829,846)</u>	<u>\$ (696,468)</u>
Plan fiduciary net position as a percent of total pension liability (asset)	110%	102%
Covered payroll	10,731,115	10,418,558
Net pension liability as a percent of covered payroll	-36%	-7%

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the District, calculated using a discount rate of 5.50 percent for FY2025 and FY2024, as well as what the District's net pension liability would be if it were calculated using a discount rate of one percentage point lower or one percentage point higher than the rate used:

	Net Pension Liability (Asset)	
	2025	2024
1% decrease (4.50%)	\$ 626,590	\$ 3,663,935
Current discount rate (5.50%)	(3,829,846)	(696,468)
1% increase (6.50%)	(7,577,585)	(4,217,519)

Salem Area Mass Transit District

Notes to the Basic Financial Statements (continued)

For the Years Ended June 30, 2025 and 2024

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position can be obtained by writing to: Salem Area Mass Transit District, 555 Court St NE Suite 5230, Salem, OR 97301-3980.

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the years ended June 30, 2025 and 2024, the District recognized pension expense of \$1,122,953 and \$2,027,049, respectively. The District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources at June 30, 2025:

	<u>Deferred Outflows of Resources</u>	
	<u>2025</u>	<u>2024</u>
Differences between expected and actual experience	\$ 239,504	\$ 439,091
Changes of assumptions	16,949	22,794
Net difference between projected and actual earnings	-	51,657
Total	<u>\$ 256,453</u>	<u>\$ 513,542</u>

	<u>Deferred Inflows of Resources</u>	
	<u>2025</u>	<u>2024</u>
Differences between expected and actual experience	\$ (227,222)	\$ (305,575)
Changes of assumptions	(121,788)	(223,279)
Net difference between projected and actual earnings	(1,585,634)	-
Total	<u>\$ (1,934,644)</u>	<u>\$ (528,854)</u>

Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ending June 30:

2026	\$ 322,567
2027	(833,913)
2028	(778,837)
2029	(388,008)
	<u>\$ (1,678,191)</u>

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

The following schedules present the combining Fiduciary Statements of Net Position and the Statement of Changes in Fiduciary Net Position for fiscal years June 30, 2025 and 2024, for the District's pension plans.

The fiduciary net position as of June 30 are the following:

		2025		
		Non-bargaining	Bargaining	Total
Assets				
Cash and cash equivalents		\$ 263,292	\$ 792,981	\$ 1,056,273
Investments				
Fixed income		5,877,053	17,367,703	23,244,756
Stocks		7,563,976	22,432,157	29,996,133
Total investments		13,441,029	39,799,860	53,240,889
Total assets		13,704,321	40,592,841	54,297,162
Fiduciary net position				
Restricted for pension benefits		\$ 13,704,321	\$ 40,592,841	\$ 54,297,162

		2024		
		Non-bargaining	Bargaining	Total
Assets				
Cash and cash equivalents		\$ 342,262	\$ 924,494	\$ 1,266,756
Investments				
Fixed income		5,898,171	16,950,982	22,849,153
Stocks		6,205,960	17,928,272	24,134,232
Total investments		12,104,131	34,879,254	46,983,385
Total assets		12,446,393	35,803,748	48,250,141
Fiduciary net position				
Restricted for pension benefits		\$ 12,446,393	\$ 35,803,748	\$ 48,250,141

The District categorizes fair value measurements within the hierarchy established by GASB Statement 72. The hierarchy is based on the inputs used to measure the fair value of an asset. Level 1 inputs are quoted prices in active markets for identical instruments. The District considers U.S. treasury obligations to be level 1. Level 2 inputs are quoted prices for similar instruments in active markets, quoted prices for identical or similar instruments in markets that are not active, or model-derived valuations in which all significant inputs are observable. The District considers all investments listed above to be level 2.

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

The changes in fiduciary net position for the fiscal years ended June 30 are the following:

	2025		
	Non-bargaining	Bargaining	Total
Additions			
ICMA Transfers	\$ 305,940	\$ 24,061	\$ 330,001
Employer contributions	666,114	2,569,391	3,235,505
Total contributions	972,054	2,593,452	3,565,506
Investment income (loss):			
Net increase in fair value of investments	1,414,835	4,133,059	5,547,894
Investment expense	(68,486)	(200,575)	(269,061)
Net investment income	1,346,349	3,932,484	5,278,833
Total additions	2,318,403	6,525,936	8,844,339
Deductions			
Service benefits	1,060,475	1,736,843	2,797,318
Change in fiduciary net position	1,257,928	4,789,093	6,047,021
Fiduciary net position - Restricted - beginning of year	12,446,393	35,803,748	48,250,141
Fiduciary net position - Restricted - end of year	<u>\$ 13,704,321</u>	<u>\$ 40,592,841</u>	<u>\$ 54,297,162</u>
	2024		
	Non-bargaining	Bargaining	Total
Additions			
ICMA Transfers	\$ 641,123	\$ 190,086	\$ 831,209
Employer contributions	877,535	3,178,762	4,056,297
Total contributions	1,518,658	3,368,848	4,887,506
Investment income (loss):			
Net increase in fair value of investments	1,240,169	3,534,483	4,774,652
Investment expense	(61,113)	(172,905)	(234,018)
Net investment income	1,179,056	3,361,578	4,540,634
Total additions	2,697,714	6,730,426	9,428,140
Deductions			
Service benefits	1,030,518	1,553,203	2,583,721
Change in fiduciary net position	1,667,196	5,177,223	6,844,419
Fiduciary net position - Restricted - beginning of year	10,779,197	30,626,525	41,405,722
Fiduciary net position - Restricted - end of year	<u>\$ 12,446,393</u>	<u>\$ 35,803,748</u>	<u>\$ 48,250,141</u>

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

B. Defined Contribution Plan

Plan Description

The District provides pension benefits through a defined contribution pension plan. In a defined contribution plan, benefits depend solely on amounts contributed to the plan plus investment earnings. The plan is administered by ICMA. The District's Board of Directors holds the authority for establishing and amending plan provisions and contribution requirements for the defined contribution plan.

Benefits Provided

The defined contribution plan provides pension benefits to eligible full-time non-bargaining employees. Regular career status employees who have successfully completed the probationary period of six months or 1,000 hours of service, whichever is later, are eligible to participate.

Contributions

The District makes all contributions to the plan. The District's contributions for each employee (and investment earnings allocated to the employee's account) are fully vested after five years of service. District contributions for, and investment earnings forfeited by, employees who leave employment before five years of service, are used to reduce the District's contribution requirements.

The contribution rate is 5 percent of employee's gross salary plus and additional match up to 5 percent for non-bargaining unit employees. For the years ended June 30, 2025 and 2024, employer contributions recognized as expense were \$769,496 and \$660,681, respectively.

7) Post Employment Benefits Other than Pensions

A. Plan Description

The District administers a single-employer defined benefit healthcare plan according to the requirements of collective bargaining agreements. The plan provides an explicit employer benefit of up to the cost per month per pre-Medicare retiree toward postretirement healthcare insurance for eligible retirees, and at cost for retiree spouses, through the District's group health insurance plans, which cover both active and retired participants.

The level of benefits provided by the plan are the same as those afforded to active employees. This level of coverage is provided to retirees until they become eligible for Medicare, typically age 65.

Non-Bargaining Employees Covered by Benefit Terms:

Active employees	74
Eligible retirees	3
	<u>77</u>

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

Bargaining Employees Covered by Benefit Terms:

Active employees	154
Eligible retirees	6
Spouses of ineligible retirees	1
	<u>161</u>

The District's post-retirement healthcare plan was established in accordance with ORS 243.303. ORS stipulate that for the purpose of establishing healthcare premiums, the rate must be based on all plan members, including both active employees and retirees and their spouses. The difference between retiree claim costs (which because of the effect of age is generally higher in comparison to all plan members) and the amount of retiree healthcare premiums represents the District's implicit employer contribution.

The District has not established a trust fund to supplement costs for the net other post-employment benefit (OPEB) liability. No standalone report is generated for the plan.

B. Funding Policy

The District collects insurance premiums, net of applied explicit benefits, from all retirees each month. The District then pays health insurance premiums for all retirees at the blended rate for each family classification. The required contribution to the plan included the employer's pay-as-you-go amount, an amount paid by retirees and an additional amount calculated to prefund future benefits as determined by the actuary. The District has elected to not pre-fund the actuarially determined future cost. The amount paid by the District for retirees, and eligible retiree spouses, healthcare for the years ended June 30, 2025 and 2024, was \$147,663 and \$125,111, respectively.

C. Total OPEB Liability, OPEB Expense and OPEB-Related Deferrals

As of June 30, 2025, the District reported a total OPEB liability of \$4,205,511 based on a July 1, 2023, actuarial valuation, rolled forward to the measurement date of June 30, 2024. For the years ended June 30, 2025 and 2024, the District recognized OPEB expense (revenue) of \$12,014 and \$(48,544), respectively.

The District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources as of June 30:

	<u>Deferred Outflows of Resources</u>	
	<u>2025</u>	<u>2024</u>
Differences between expected and actual experience	\$ 59,405	\$ 91,355
Changes of assumptions or inputs	344,710	438,551
Benefit payments subsequent to the measurement date	242,878	238,783
Total	<u>\$ 646,993</u>	<u>\$ 768,689</u>

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

	Deferred Inflows of Resources	
	2025	2024
Differences between expected and actual experience	\$ (479,727)	\$ (565,393)
Changes of assumptions or inputs	(661,195)	(920,888)
Total	<u>\$ (1,140,922)</u>	<u>\$ (1,486,281)</u>

Deferred outflows of resources related to OPEB of \$242,878 resulting from the District's contributions subsequent to the measurement date will be recognized as a reduction of the total OPEB liability in the subsequent year. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year ending June 30:	
2026	\$ (271,688)
2027	(116,763)
2028	(80,136)
2029	(107,007)
2030	(107,482)
Thereafter	(53,731)
	<u>\$ (736,807)</u>

D. Actuarial Methods and Assumptions

The actuarial cost method used is the entry age normal actuarial cost method with level percentage of pay allocation. In order to apply this method, projected benefit payments are determined for each active employee and retiree. These projected benefit payments are the net benefits estimated to be payable in all future years. The net benefits for a particular year are the difference between the total cost of benefits and the portion of the benefits paid by the retirees in that year.

The discount rate is a single rate of return that is applied to the projected benefit payments in order to calculate the present value of benefits. Under GASB 75, for plans without assets, the discount rate is equal to a yield or index rate for 20-year, tax-exempt general obligation municipal bonds with an average rating of AA/Aa or higher. The discount rate is determined as of each measurement date.

The present value of benefits is then allocated over the service of each active employee from their date of hire to their expected retirement age, as a level percent of the employee's projected pay, as required under GASB 75. This level percent multiplied by expected pay is referred to as the service cost and is that portion of the present value of benefits attributable to an employee's service in a given year. The service cost equals \$0 for retirees. For purposes of projecting benefits prior to the valuation date as required by the actuarial cost method, we assumed a health cost trend equal to the ultimate health cost trend rate.

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

The total OPEB liability is the portion of the present value of benefits that is attributable to employee service prior to the valuation date. For retirees, the total OPEB liability equals the present value of benefits.

The total OPEB liability in the July 1, 2023, actuarial valuation was determined using the following actuarial assumptions applied to all periods included in the measurement:

Inflation rate:	2.75%
Salary increases:	3.00%
Actuarial valuation method:	Entry age normal level percent of salary
Mortality:	RP-2014 sex-distinct Mortality Tables, set forward one year, generationally projected using Scale MP-2019. Employee tables were used for active members and Healthy Annuitant tables were used for retirees and spouses of retirees

E. Changes in the Total OPEB Liability

	2025	2024
Total OPEB Liability		
Total OPEB liability, beginning of year	\$ 3,969,834	\$ 4,161,234
Service cost	399,114	328,310
Interest on total OPEB liability	155,148	155,070
Effect of economic/demographic gains or losses	-	(651,059)
Effect of assumption changes	(79,802)	196,288
Benefit payments	(238,783)	(220,009)
Net change in total OPEB liability	235,677	(191,400)
Total OPEB liability, end of year	<u>\$ 4,205,511</u>	<u>\$ 3,969,834</u>

Sensitivity of the total OPEB liability to changes in the discount rate, using rates that are 1% lower or 1% higher than the current rate, are shown in the following chart:

Discount rate:

	OPEB Liability	
	2025	2024
1% decrease (2.93%, 2.65%)	\$ 4,515,891	\$ 4,255,644
Current discount rate (3.93%, 3.65%)	4,205,511	3,969,834
1% increase (4.93%, 4.65%)	3,916,842	3,703,090

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rate, using rates that are 1% lower or 1% higher than the current rate, are shown in the following chart:

Healthcare cost trend rate:

	OPEB Liability	
	2025	2024
1% decrease (9.00%, 9.00%)	\$ 3,749,495	\$ 3,576,423
Current trend rate (10.00%, 10.00%)	4,205,511	3,969,834
1% increase (11.00%, 11.00%)	4,740,480	4,428,348

8) Compensated Absences

The changes in compensated absences for the years ended June 30, 2025 and 2024, are summarized below:

	Outstanding July 1, 2024	Net Change	Outstanding June 30, 2025	Due Within One Year
Compensated absences	\$ 1,920,725	\$ 424,458	\$ 2,345,183	\$ 1,172,592

	Outstanding July 1, 2023	Net Change	Outstanding June 30, 2024	Due Within One Year
Compensated absences	\$ 1,616,847	\$ 303,878	\$ 1,920,725	\$ 960,363

9) Tax Abatement

The District's property taxes were reduced as shown below in FY25 under agreements entered into by other governments.

<u>Authorizing Government</u>	<u>Exemption Program</u>	<u>District's Share Taxes Abated</u>
Salem Enterprise Zone (City of Salem)	Enterprise Zone (ORS 285C)	\$ 16,262
Marion County	Charitable Low Income Rental Housing (ORS 307.541)	11,959
City of Salem	Multiple Unit Housing (ORS 307.600 to 637)	45,368
		<u>\$ 73,589</u>

Salem Area Mass Transit District
Notes to the Basic Financial Statements (continued)
For the Years Ended June 30, 2025 and 2024

The District's property taxes were reduced as shown below in FY24 under agreements entered into by other governments.

<u>Authorizing Government</u>	<u>Exemption Program</u>	<u>District's Share Taxes Abated</u>
Salem Enterprise Zone (City of Salem)	Enterprise Zone (ORS 285C)	\$ 13,521
Marion County	Charitable Low Income Rental Housing (ORS 307.541)	11,508
City of Salem	Multiple Unit Housing (ORS 307.600 to 637)	44,492
		<u>\$ 69,521</u>

10) Risk Management

The District is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District purchases commercial insurance to minimize its exposure to these risks. Settled claims have not exceeded this commercial coverage in any of the past three years.

11) Commitments and Contingencies

Under the terms of federal and state grants, periodic audits are required, and costs may be questioned as not being appropriate under the terms of the grants. Such audits could lead to reimbursement to the grantor agencies. District management believes disallowance, if any, will be immaterial. The District is committed under various accepted bid agreements and contracts for goods, services, equipment, and construction of facilities.

12) Expenditures in Excess of Appropriations

The District had expenditures in excess of appropriations as shown below:

<u>Fund / Category</u>	<u>Appropriation</u>	<u>Actual</u>	<u>Variance</u>
Special Transportation			
Communication	\$ 105,756	\$ 133,620	\$ 27,864

Required Supplementary Information

Salem Area Mass Transit District

Schedule of Changes in the Net Pension Liability and Related Ratios, Non-Bargaining For the Years Ended June 30, 2025 and 2024

Defined Benefit Pension Plan - Non-Bargaining
(in 1,000s)
Last 10 Fiscal Years
Fiscal Year ended June 30

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Total Pension Liability										
Service cost	\$ 196	\$ 124	\$ 137	\$ 166	\$ 157	\$ 118	\$ 111	\$ 83	\$ 59	\$ 55
Interest on total pension liability	765	579	595	512	521	493	498	475	482	486
Effect of plan changes	-	-	-	-	-	-	-	-	-	4
Effect of economic/demographic gains or losses	-	3,472	(12)	2,020	-	496	-	422	-	771
Effect of assumption changes or inputs	-	183	-	(207)	-	865	-	-	555	284
Benefit payments	(1,060)	(1,030)	(986)	(917)	(776)	(735)	(654)	(635)	(595)	(579)
Net change in total pension liability	(99)	3,328	(266)	1,574	(98)	1,237	(45)	345	501	1,021
Total pension liability, beginning	14,237	10,909	11,175	9,601	9,699	8,462	8,507	8,162	7,661	6,640
Total pension liability, end (a)	<u>\$ 14,138</u>	<u>\$ 14,237</u>	<u>\$ 10,909</u>	<u>\$ 11,175</u>	<u>\$ 9,601</u>	<u>\$ 9,699</u>	<u>\$ 8,462</u>	<u>\$ 8,507</u>	<u>\$ 8,162</u>	<u>\$ 7,661</u>
Fiduciary Net Position										
Employer contributions	\$ 666	\$ 877	\$ 935	\$ 908	\$ 863	\$ 811	\$ 702	\$ 644	\$ 567	\$ 473
ICMA transfers	306	641	-	1,145	652	612	104	340	134	152
Investment income net of investment expenses	1,346	1,179	674	(1,371)	1516	268	312	306	620	(119)
Benefit payments	(1,060)	(1,030)	(986)	(917)	(776)	(735)	(654)	(635)	(594)	(579)
Net change in plan fiduciary position	1,258	1,667	623	(235)	2,255	956	464	655	727	(73)
Fiduciary net position, beginning	12,446	10,779	10,156	10,391	8,136	7,180	6,716	6,061	5,334	5,407
Fiduciary net position, end (b)	<u>\$ 13,704</u>	<u>\$ 12,446</u>	<u>\$ 10,779</u>	<u>\$ 10,156</u>	<u>\$ 10,391</u>	<u>\$ 8,136</u>	<u>\$ 7,180</u>	<u>\$ 6,716</u>	<u>\$ 6,061</u>	<u>\$ 5,334</u>
Net pension liability, end = (a)-(b)	<u>\$ 434</u>	<u>\$ 1,791</u>	<u>\$ 130</u>	<u>\$ 1,019</u>	<u>\$ (790)</u>	<u>\$ 1,563</u>	<u>\$ 1,282</u>	<u>\$ 1,791</u>	<u>\$ 2,101</u>	<u>\$ 2,327</u>
Fiduciary net position as a % of total pension liability	96.93%	87.42%	98.80%	90.88%	108.22%	83.84%	84.84%	78.94%	74.25%	69.63%
Covered payroll	\$ 5,169	\$ 5,523	\$ 4,876	\$ 5,318	\$ 4,934	\$ 4,790	\$ 4,300	\$ 4,175	\$ 3,512	\$ 3,449
Net pension liability as a % of covered payroll	8.39%	32.43%	2.69%	19.17%	-16.01%	32.64%	29.85%	42.93%	59.84%	67.46%

Salem Area Mass Transit District
Schedule of Employer Contributions – Defined Benefit Plan – Non-Bargaining
Last Ten Fiscal Years

Fiscal Year Ended June 30	Actuarially Determined Contribution	Actual Employer Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contribution as a % of Covered Payroll
2016	\$ 386,311	\$ 472,904	\$ (86,593)	\$ 3,449,206	13.71%
2017	512,754	566,742	(53,988)	3,512,016	16.14%
2018	609,482	644,325	(34,843)	4,174,534	15.43%
2019	666,464	701,679	(35,215)	4,299,770	16.32%
2020	425,161	811,492	(386,331)	4,790,477	16.94%
2021	458,880	862,643	(403,763)	4,934,191	17.48%
2022	421,824	908,345	(486,521)	5,317,522	17.08%
2023	234,031	934,764	(700,733)	4,875,644	19.17%
2024	270,636	877,535	(606,899)	5,523,185	15.89%
2025	682,368	666,114	16,254	5,169,453	12.89%

Notes to Schedule:

Valuation date: 7/1/2023

Investment rate of return assumption: 5.50%

Methods and assumptions used to determine contribution rates:

Actuarial cost method: Entry age normal

Amortization method: Level dollar

Type of period: Layered (each base is amortized over a separate closed period)

Amortization period at 7/1/23: 12 years

Amortization growth rate: 0.00%

Asset valuation method: Market value

Inflation: 2.75%

Salary increases: 4.25% for first 5 years of service; 3.25% thereafter

Cost of living adjustments: None

Turnover: Service based

Mortality: RP-2014 tables, generationally projected using Scale MP-2019

Retirement age: Age and service based

Salem Area Mass Transit District

Schedule of Changes in the Net Pension Liability and Related Ratios, Bargaining For the Years Ended June 30, 2025 and 2024

Defined Benefit Pension Plan - Bargaining
(in 1,000s)
Last 10 Fiscal Years
Fiscal Year ending June 30

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Total Pension Liability										
Service cost	\$ 1,430	\$ 1,363	\$ 1,292	\$ 984	\$ 932	\$ 889	\$ 839	\$ 714	\$ 608	\$ 571
Interest on total pension liability	1,962	1,890	1,799	1,686	1,614	1,524	1,453	1,350	1,317	1,252
Effect of plan changes	-	-	-	-	-	-	-	-	-	63
Effect of economic/demographic gains or losses	-	(384)	-	1,038	-	783	-	594	-	714
Effect of assumption changes or inputs	-	28	-	(528)	-	1,924	-	-	1,198	373
Benefit payments	(1,737)	(1,553)	(1,481)	(1,368)	(1,231)	(1,192)	(1,113)	(1,058)	(896)	(818)
Net change in total pension liability	1,655	1,344	1,610	1,812	1,315	3,928	1,179	1,600	2,227	2,155
Total pension liability, beginning	35,107	33,763	32,153	30,341	29,026	25,098	23,919	22,319	20,092	17,937
Total pension liability, end (a)	<u>\$ 36,762</u>	<u>\$ 35,107</u>	<u>\$ 33,763</u>	<u>\$ 32,153</u>	<u>\$ 30,341</u>	<u>\$ 29,026</u>	<u>\$ 25,098</u>	<u>\$ 23,919</u>	<u>\$ 22,319</u>	<u>\$ 20,092</u>
Fiduciary Net Position										
Employer contributions	\$ 2,569	\$ 3,179	\$ 2,871	\$ 2,772	\$ 2,534	\$ 2,274	\$ 2,222	\$ 1,846	\$ 1,778	\$ 1,470
ICMA transfers	24	190	53	224	253	103	110	305	154	62
Investment income net of investment expenses	3,932	3,361	1,878	(3,729)	4,334	841	873	893	1,751	(313)
Benefit payments	(1,737)	(1,553)	(1,481)	(1,368)	(1,231)	(1,192)	(1,113)	(1,058)	(896)	(818)
Net change in plan fiduciary position	4,788	5,177	3,321	(2,101)	5,890	2,026	2,092	1,986	2,787	401
Fiduciary net position, beginning	35,804	30,626	27,305	29,406	23,516	21,490	19,398	17,412	14,625	14,224
Fiduciary net position, end (b)	<u>\$ 40,592</u>	<u>\$ 35,803</u>	<u>\$ 30,626</u>	<u>\$ 27,305</u>	<u>\$ 29,406</u>	<u>\$ 23,516</u>	<u>\$ 21,490</u>	<u>\$ 19,398</u>	<u>\$ 17,412</u>	<u>\$ 14,625</u>
Net pension liability, end = (a)-(b)	<u>\$ (3,830)</u>	<u>\$ (696)</u>	<u>\$ 3,137</u>	<u>\$ 4,848</u>	<u>\$ 935</u>	<u>\$ 5,510</u>	<u>\$ 3,608</u>	<u>\$ 4,521</u>	<u>\$ 4,907</u>	<u>\$ 5,467</u>
Fiduciary net position as a % of total pension liability	110.42%	101.98%	90.71%	84.92%	96.91%	81.02%	85.62%	81.10%	78.01%	72.79%
Covered payroll	\$ 10,731	\$ 10,418	\$ 9,589	\$ 9,310	\$ 6,966	\$ 6,763	\$ 7,035	\$ 6,830	\$ 5,912	\$ 5,883
Net pension liability as a % of covered payroll	-35.69%	-6.68%	32.71%	52.07%	13.44%	81.47%	51.29%	66.20%	83.00%	92.93%

Salem Area Mass Transit District
Schedule of Employer Contributions – Defined Benefit Plan – Bargaining
Last Ten Fiscal Years

Fiscal Year Ended June 30	Actuarially Determined Contribution	Actual Employer Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contribution as a % of Covered Payroll
2016	\$ 1,447,252	\$ 1,470,050	\$ (22,798)	\$ 5,883,137	24.99%
2017	1,620,016	1,778,155	(158,139)	5,912,467	30.07%
2018	1,871,550	1,846,814	24,736	6,830,475	27.04%
2019	2,075,440	2,221,893	(146,453)	7,035,389	31.58%
2020	1,615,959	2,274,734	(658,775)	6,763,144	33.63%
2021	1,720,611	2,533,622	(813,011)	6,966,038	36.37%
2022	1,571,329	2,772,055	(1,200,726)	9,309,858	29.78%
2023	1,543,854	2,870,592	(1,326,738)	9,589,154	29.94%
2024	1,677,388	3,178,762	(1,501,374)	10,418,558	30.51%
2025	2,028,181	2,569,391	(541,210)	10,731,115	23.94%

Notes to Schedule:

Valuation date: 7/1/2023

Investment rate of return assumption: 5.50%

Methods and assumptions used to determine contribution rates:

Actuarial cost method: Entry age normal

Amortization method: Level dollar

Type of period: Layered (each base is amortized over a separate closed period)

Amortization period at 7/1/23: 12 years

Amortization growth rate: 0.00%

Asset valuation method: Market value

Inflation: 2.75%

Salary increases: 4.25% for first 5 years of service; 3.25% thereafter

Cost of living adjustments: None

Turnover: Service based

Mortality: RP-2014 tables, generationally projected using Scale MP-2019

Retirement age: Age and service based

Salem Area Mass Transit District

Schedule of Changes in the District's Total OPEB Liability and Related Ratios For the Years Ended June 30, 2025 and 2024

Schedule of Changes in the Total OPEB Liability and Related Ratios
(in 1,000s)
Last 10 Fiscal Years¹
Fiscal Year ended June 30

	2025	2024	2023	2022	2021	2020	2019	2018
Total OPEB Liability								
Total OPEB liability, beginning of year	\$ 3,970	\$ 4,161	\$ 4,345	\$ 3,858	\$ 3,489	\$ 4,703	\$ 4,553	\$ 4,591
Service cost	399	329	397	291	243	339	341	374
Interest on total OPEB liability	155	155	100	89	126	190	171	138
Effect of economic/demographic gains or losses	-	(651)	-	59	-	176	-	-
Effect of assumption changes or inputs	(80)	196	(462)	255	251	(1,654)	(106)	(261)
Benefit payments	(239)	(220)	(219)	(207)	(251)	(265)	(256)	(289)
Net change in total OPEB liability	236	(191)	(184)	487	369	(1,214)	150	(38)
Total OPEB liability, ending of year	<u>\$ 4,206</u>	<u>\$ 3,970</u>	<u>\$ 4,161</u>	<u>\$ 4,345</u>	<u>\$ 3,858</u>	<u>\$ 3,489</u>	<u>\$ 4,703</u>	<u>\$ 4,553</u>
Covered-employee payroll	\$ 17,719	\$ 17,203	\$ 15,066	\$ 14,627	\$ 11,900	\$ 11,554	\$ 11,335	\$ 11,005
Total OPEB liability as a % of covered-employee payroll	23.73%	23.08%	27.62%	29.70%	32.42%	30.20%	41.49%	41.37%

¹ This schedule is intended to show a 10-year trend of changes in the net OPEB liability. However, until a full 10-year trend is compiled, information will only be presented for those years in which it is available.

² There are no assets accumulated in a trust that meets the criteria of GASB codification P22.101 or P52.101 to pay related benefits for the OPEB plan.

Supplementary Information

BUDGETARY COMPARISON SCHEDULES

Pursuant to the provision of Oregon Revised Statutes, an individual schedule of revenues, expenditures, and changes in fund balance – balance and actual be displayed for each fund where legally adopted budgets are required.

Enterprise Budgetary Comparison schedules include the following:

- General Fund
- Capital Projects Fund
- Transportation Programs Fund

Salem Area Mass Transit District

Schedule of Revenues, Expenditures and Changes in Fund Balance

Budget and Actual on a Non-GAAP Budgetary Basis – General Fund

For the Year Ended June 30, 2025

	<i>Budget</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
Revenues				
Local revenue				
Passenger fares, passes & other fixed route services	\$ 1,896,148	\$ 1,896,148	\$ 2,474,630	\$ 578,482
Property taxes	16,310,471	16,310,471	15,815,013	(495,458)
Courthouse square rentals	100,640	100,640	99,013	(1,627)
Earnings on investments	2,420,000	2,420,000	2,392,775	(27,225)
Miscellaneous	125,000	125,000	80,851	(44,149)
Total local revenue	<u>20,852,259</u>	<u>20,852,259</u>	<u>20,862,282</u>	<u>10,023</u>
State revenue				
STIF funds	8,496,125	8,496,125	7,257,782	(1,238,343)
State in lieu taxes	8,500,000	8,500,000	12,173,090	3,673,090
Total state revenue	<u>16,996,125</u>	<u>16,996,125</u>	<u>19,430,872</u>	<u>2,434,747</u>
Federal revenue				
Urbanized area formula (Section 5307)	3,382,972	3,382,972	3,382,972	-
Energy tax credits	200,000	200,000	227,839	27,839
Renewable natural gas tax credit	200,000	200,000	307,786	107,786
FTA metropolitan & statewide planning (5303)	120,000	120,000	128,984	8,984
Total federal revenue	<u>3,902,972</u>	<u>3,902,972</u>	<u>4,047,581</u>	<u>144,609</u>
Total revenues	<u>41,751,356</u>	<u>41,751,356</u>	<u>44,340,735</u>	<u>2,589,379</u>
Expenditures				
General Manager/Board	1,105,346	1,105,346	1,051,659	53,687
Deputy General Manager	1,125,682	1,125,682	1,124,298	1,384
Human Resources and Labor Relations	1,488,472	1,488,472	1,419,549	68,923
Finance	2,034,003	2,034,003	1,843,412	190,591
Information Technology & Infrastructure	2,354,055	2,354,055	1,708,918	645,137
Communication	2,105,223	2,405,223	2,169,137	236,086
Operations	31,421,459	30,971,459	29,801,319	1,170,140
Planning & Development	1,274,805	1,274,805	1,114,193	160,612
Safety & Security	2,547,140	2,547,140	1,792,790	754,350
Unallocated - General Administration	1,808,431	1,958,431	1,673,356	285,075
Contingency	1,500,000	1,500,000	-	1,500,000
Total expenditures	<u>48,764,616</u>	<u>48,764,616</u>	<u>43,698,631</u>	<u>5,065,985</u>
Excess (deficiency) of revenues over expenditures	(7,013,260)	(7,013,260)	642,104	7,655,364
Other financing sources (uses)				
Transfer out to other funds	(12,695,138)	(12,695,138)	-	12,695,138
Net change in fund balance	(19,708,398)	(19,708,398)	642,104	20,350,502
Fund balance, beginning of year	<u>19,708,398</u>	<u>19,708,398</u>	<u>41,085,863</u>	<u>21,377,465</u>
Fund balance, end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 41,727,967</u>	<u>\$ 41,727,967</u>

Salem Area Mass Transit District
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual on a Non-GAAP Budgetary Basis – Capital Projects Fund
For the Year Ended June 30, 2025

	<i>Budget</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
Revenues				
State Revenue				
STIF funds	\$ 691,478	\$ 691,478	\$ 212,568	\$ (478,910)
Miscellaneous income	605,156	605,156	254,520	(350,636)
Total state revenue	<u>1,296,634</u>	<u>1,296,634</u>	<u>467,088</u>	<u>(829,546)</u>
Federal revenue				
Urbanized area formula (Section 5307)	2,278,516	2,278,516	832,822	(1,445,694)
Federal STP Funds	4,158,264	4,158,264	935,395	(3,222,869)
Transportation for elderly persons and persons with disabilities (5310)	717,840	717,840	165,728	(552,112)
Bus & Bus Facilities Infrastructure Investment Program (5339)	9,257,251	9,257,251	839,970	(8,417,281)
Discretionary grants - section (5339)	1,232,000	1,232,000	60,990	(1,171,010)
Federal transportation infrastructure grants	<u>8,866,000</u>	<u>8,866,000</u>	<u>7,165</u>	<u>(8,858,835)</u>
Total federal revenue	<u>26,509,871</u>	<u>26,509,871</u>	<u>2,842,070</u>	<u>(23,667,801)</u>
Total revenues	<u>27,806,505</u>	<u>27,806,505</u>	<u>3,309,158</u>	<u>(24,497,347)</u>
Expenditures				
Deputy General Manager	1,540,000	640,000	81,277	558,723
Finance	168,863	168,863	7,038	161,825
Information Technology & Infrastructure	1,613,556	2,513,556	1,711,763	801,793
Operations	25,628,186	25,628,186	1,733,380	23,894,806
Planning & Development	<u>7,497,038</u>	<u>7,497,038</u>	<u>214,586</u>	<u>7,282,452</u>
Total expenditures	<u>36,447,643</u>	<u>36,447,643</u>	<u>3,748,044</u>	<u>32,699,599</u>
Excess (deficiency) of revenues over expenditures	(8,641,138)	(8,641,138)	(438,886)	8,202,252
Other financing sources (uses)				
Transfer from general fund	<u>8,641,138</u>	<u>8,641,138</u>	<u>-</u>	<u>(8,641,138)</u>
Net change in fund balance	-	-	(438,886)	(438,886)
Fund balance, beginning of year	<u>3,648,147</u>	<u>3,648,147</u>	<u>9,985,866</u>	<u>6,337,719</u>
Fund balance, end of year	<u>\$ 3,648,147</u>	<u>\$ 3,648,147</u>	<u>\$ 9,546,980</u>	<u>\$ 5,898,833</u>

Salem Area Mass Transit District
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual on a Non-GAAP Budgetary Basis – Transportation Programs Fund
For the Year Ended June 30, 2025

	<i>Budget</i>		<i>Actual</i>	<i>Variance</i>
	<i>Original</i>	<i>Final</i>		
Revenues				
Local revenue				
Passenger fares	\$ 402,090	\$ 402,090	\$ 211,066	\$ (191,024)
Other Pass Through	961,126	961,126	915,535	(45,591)
Miscellaneous income	<u>70,200</u>	<u>70,200</u>	<u>97,360</u>	<u>27,160</u>
Total local revenue	1,433,416	1,433,416	1,223,961	(209,455)
State revenue				
Special transportation fund program (ODOT)	939,690	939,690	952,501	12,811
STIF funds	<u>4,396,247</u>	<u>4,396,247</u>	<u>3,224,414</u>	<u>(1,171,833)</u>
Total state revenue	5,335,937	5,335,937	4,176,915	(1,159,022)
Federal revenue				
Developmental disabilities transportation services (DD53)	1,220,000	1,220,000	1,538,993	318,993
Transportation for elderly persons and persons with disabilities (5310)	432,654	432,654	432,654	-
Formula grants for other than urbanized areas (5311)	587,336	587,336	435,872	(151,464)
Rideshare/TDM grant	700,000	700,000	341,570	(358,430)
Urbanized area formula (Section 5307)	<u>583,674</u>	<u>583,674</u>	<u>583,674</u>	<u>-</u>
Total federal revenue	<u>3,523,664</u>	<u>3,523,664</u>	<u>3,332,763</u>	<u>(190,901)</u>
Total revenues	10,293,017	10,293,017	8,733,639	(1,559,378)
Expenditures				
General Manager/Board/SIPM	1,940,651	1,940,651	1,775,096	165,555
Planning & Development	700,000	700,000	348,522	351,478
Communication	105,756	105,756	133,620	(27,864)
Operations	<u>9,984,382</u>	<u>9,984,382</u>	<u>9,006,921</u>	<u>977,461</u>
Total expenditures	12,730,789	12,730,789	11,264,159	1,466,630
Excess (deficiency) of revenues over expenditures	(2,437,772)	(2,437,772)	(2,530,520)	(92,748)
Other financing sources (uses)				
Transfer from general fund	<u>4,054,000</u>	<u>4,054,000</u>	<u>-</u>	<u>(4,054,000)</u>
Net change in fund balance	1,616,228	1,616,228	(2,530,520)	(4,146,748)
Fund balance, beginning of year	<u>6,425,071</u>	<u>6,425,071</u>	<u>9,640,468</u>	<u>3,215,397</u>
Fund balance, end of year	<u>\$ 8,041,299</u>	<u>\$ 8,041,299</u>	<u>\$ 7,109,948</u>	<u>\$ (931,351)</u>

Salem Area Mass Transit District
Schedule of Expenditure Comparison
Budgetary Division Basis vs Object Classification Basis
For the Year Ended June 30, 2025

	General Fund	Capital Project Fund	Transportation Programs Fund	District Wide Total
Expenditures by Division				
General Manager/Board	\$ 1,051,659	\$ -	\$ 1,775,096	\$ 2,826,755
Deputy General Manager	1,124,298	81,277	-	1,205,575
Human Resources and Labor Relations	1,419,549	-	-	1,419,549
Finance	1,843,412	7,038	-	1,850,450
Information Technology & Infrastructure	1,708,918	1,711,763	-	3,420,681
Communication	2,169,137	1,733,380	133,620	4,036,137
Operations	29,801,319	-	9,006,921	38,808,240
Planning & Development	1,114,193	214,586	348,522	1,677,301
Safety & Security	1,792,790	-	-	1,792,790
Unallocated	1,673,356	-	-	1,673,356
Total expenditures	<u>\$ 43,698,631</u>	<u>\$ 3,748,044</u>	<u>\$ 11,264,159</u>	<u>\$ 58,710,834</u>
Expenditures by Object Classification				
Personnel services	\$ 35,718,361	\$ -	\$ 938,249	\$ 36,656,610
Materials and services	7,974,522	110,937	10,325,910	18,411,369
Capital outlay	5,748	3,637,107	-	3,642,855
Total expenditures	<u>\$ 43,698,631</u>	<u>\$ 3,748,044</u>	<u>\$ 11,264,159</u>	<u>\$ 58,710,834</u>

Salem Area Mass Transit District

Reconciliation of Net Change in Fund Balance on a Non-GAAP Budgetary Basis to Changes in Net Position on a GAAP Basis For the Year Ended June 30, 2025

Net change in fund balance:

General fund	\$ 642,104
Capital projects fund	(438,886)
Transportation programs fund	<u>(2,530,520)</u>
Total change in fund balance	(2,327,302)

GAAP basis adjustments:

Capitalized capital assets	3,637,107
Depreciation expense	(4,114,772)
Accrued vacation and sick payable	(424,458)
Net pension liability including related deferrals	1,939,617
Property taxes accrual	23,133
Total OPEB liability adjustment including related deferrals	<u>(12,014)</u>
Change in net position	<u>\$ (1,278,689)</u>

Salem Area Mass Transit District
Schedule of Revenues, Expenditures and Changes in Fund Balance
Capital Projects on a Non-GAAP Budget Basis
For the Year Ended June 30, 2025

		Federal Revenues					State Revenues		Expenditures			
		Bus & Bus		FTA								
		Transportation	Facilities		Community	State			Personnel	Materials &		
		for Elderly	Infrastructure		Project	Discretionary			Services	Services	Capital Outlay	Net Change
Project	Project Name	Urbanized Area	Persons with	Investment	Federal STP	Funding -CFP	Grants - DAS	STIF Funds				
		Formula 5307	Disabilities	Program 5339	Funds							
230003	BEB (10 Qty) FY22-24 Implementation	\$ -	\$ -	\$ 38,828	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,535	\$ (11,707)
230005	ERP Munis-MARTI Implementation	-	-	5,631	-	-	-	-	-	1,937	5,101	(1,407)
230006	Cherriots ITS (CITS) Replacement	364,674	-	-	876,248	-	-	-	-	9,723	1,457,159	(225,960)
230007	Transit Signal Priority & RTPI	-	-	62,383	-	-	-	-	-	-	77,979	(15,596)
230008	Steam Bay Vehicle Hoist Replacement	(2)	-	-	-	-	-	-	-	-	-	(2)
230021	DW Fence & Ext Security Upgrades	-	-	46,934	-	-	-	-	-	-	58,667	(11,733)
230022	7 CNG ADA Replacement Vehicles	-	165,728	-	-	-	-	-	-	3,478	181,578	(19,328)
230023	DW Vehicle Hoist Replacements FY23	322,871	-	711,277	-	-	-	-	-	663	1,294,418	(260,933)
230029	Vehicles-Rev, Local Right-Size (4)	-	-	-	-	-	-	128,308	-	-	-	128,308
240006	FY23 Low-No BEB (5 qty) & Infra	-	-	2,013	-	-	-	-	-	2,368	-	(355)
240008	STIF Regional Facilities NR Vehicle	-	-	-	-	-	-	76,462	-	-	132	76,330
240025	Cybersecurity Intrusion Detection	71,960	-	-	-	-	-	-	-	89,950	-	(17,990)
240034	FY22 CDS-CPF BEB (5 qty) & Infra	-	-	-	-	7,165	-	-	-	2,368	6,073	(1,276)
240035	Regional Bus Stop Improvements	-	-	14,056	-	-	-	-	-	-	17,570	(3,514)
240046	Overhead Fluid Dispensing System	3,605	-	-	-	-	-	-	-	-	4,506	(901)
240047	Scheduling & Data Export Tool	66,331	-	-	-	-	-	-	-	-	82,993	(16,662)
240056	DW Fire Control	10,396	-	-	-	-	-	-	-	-	12,995	(2,599)
250001	LIFT/S&R Cameras	68,803	-	-	-	-	-	-	-	-	86,004	(17,201)
250007	Fare Collection Replacement	-	-	-	-	-	-	-	-	450	-	(450)
250011	Nutanix - Network Lifecycle	123,945	-	-	-	-	-	-	-	-	154,931	(30,986)
250018	Local Stops	-	-	-	-	-	-	-	-	-	16,702	(16,702)
DWChrgInf	DW BEB Charging Infrastructure	(199,761)	-	209	-	-	254,520	-	-	-	4,819	50,149
LocalSAIP	Local Stop Accessibility Imprv Prog	-	-	-	59,147	-	-	-	-	-	65,917	(6,770)
SSTCMH	South Salem Transit Center	-	-	19,629	-	-	-	7,798	-	-	59,028	(31,601)
Sub Totals		\$ 832,822	\$ 165,728	\$ 900,960	\$ 935,395	\$ 7,165	\$ 254,520	\$ 212,568	\$ -	\$ 110,937	\$ 3,637,107	\$ (438,886)
Source Sub Totals						\$ 2,842,070		\$ 467,088			\$ 3,748,044	(438,886)
Fund Balance, Beginning of Year												9,985,866
Fund Balance, End of Year												\$ 9,546,980

Salem Area Mass Transit District
Schedule of Revenues, Expenditures and Changes in Fund Balance
Transportation Programs on a Non-GAAP Budget Basis
For the Year Ended June 30, 2025

	Cherriots Lift	Cherriots Shop & Ride	Cherriots Regional
Revenues			
Local revenue			
Passenger fares	\$ 102,187	\$ 15,878	\$ 93,001
Other pass through	-	-	-
Miscellaneous income	-	-	-
Total local revenue	<u>102,187</u>	<u>15,878</u>	<u>93,001</u>
State revenue			
Special transportation fund program (ODOT)	69,162	-	768,345
STIF funds	765,990	102,019	1,294,053
Total state revenue	<u>835,152</u>	<u>102,019</u>	<u>2,062,398</u>
Federal revenue			
Developmental disabilities transportation services (DD53)	1,538,993	-	-
Transportation for elderly persons and persons with disabilities (5310)	174,573	258,081	-
Formula grants for other than urbanized areas (5311)	-	-	435,872
Rideshare/TDM grant	-	-	-
Urbanized area formula (Section 5307)	583,674	-	-
Total federal revenue	<u>2,297,240</u>	<u>258,081</u>	<u>435,872</u>
Total revenues	<u>3,234,579</u>	<u>375,978</u>	<u>2,591,271</u>
Expenditures			
Personnel services	387,910	43,995	257,339
Materials and services	5,694,315	314,918	2,306,317
Total expenditures	<u>6,082,225</u>	<u>358,913</u>	<u>2,563,656</u>
Net change in fund balance	(2,847,646)	17,065	27,615
Fund balance, beginning of year	<u>5,576,865</u>	<u>25,366</u>	<u>1,832,148</u>
Fund balance, end of year	<u>\$ 2,729,219</u>	<u>\$ 42,431</u>	<u>\$ 1,859,763</u>

DMAP/ WVCH	Cherriots Call Center	Mobility Management	Special Transportation Coordination	Rideshare	Cherriots TripChoice	Total Transportation Programs Fund
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 211,066
-	-	-	915,535	-	-	915,535
-	-	-	97,360	-	-	97,360
-	-	-	1,012,895	-	-	1,223,961
-	-	114,994	-	-	-	952,501
-	-	10,258	1,052,094	-	-	3,224,414
-	-	125,252	1,052,094	-	-	4,176,915
-	-	-	-	-	-	1,538,993
-	-	-	-	-	-	432,654
-	-	-	-	-	-	435,872
-	-	-	-	116,450	225,120	341,570
-	-	-	-	-	-	583,674
-	-	-	-	116,450	225,120	3,332,763
-	-	125,252	2,064,989	116,450	225,120	8,733,639
-	-	45,161	20,079	-	183,765	938,249
-	-	88,928	1,757,148	118,101	46,183	10,325,910
-	-	134,089	1,777,227	118,101	229,948	11,264,159
-	-	(8,837)	287,762	(1,651)	(4,828)	(2,530,520)
(631)	54,398	3,942	2,147,600	(1,651)	2,431	9,640,468
\$ (631)	\$ 54,398	\$ (4,895)	\$ 2,435,362	\$ (3,302)	\$ (2,397)	\$ 7,109,948

Statistical Section

This part of the District's Annual Comprehensive Financial Report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the District's overall financial health.

Contents

Financial Trend Information

These schedules contain trend information to help the reader understand how the District's financial performance and well-being have changed over time.

Revenue Capacity Information

These schedules contain information to help the reader assess the factors affecting the District's ability to generate its most significant local revenue source, property taxes.

Demographic and Economic Information

These schedules offer demographic and economic indicators to help the reader understand the environment within which the District's financial activities take place.

Operating Information

These schedules contain service and infrastructure data to help the reader understand how the information in the District's financial report relates to the services the District provides and the activities it performs.

Sources: Unless otherwise noted, the information in these schedules is derived from the financial statements for the relevant year.

Financial Trend Information

Salem Area Mass Transit District

Summary of Net Position

Last Ten Fiscal Years

	2016	2017	2018	2019	2020	Restated 2021	2022	2023	2024	2025
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES										
Current and other assets	\$ 29,396,596	\$ 28,795,580	\$ 29,931,754	\$ 28,504,479	\$ 32,377,724	\$ 42,598,827	\$ 61,147,609	\$ 74,559,161	\$ 71,799,555	\$ 71,914,250
Noncurrent assets	-	-	-	-	-	789,730	-	-	696,468	3,829,846
Capital assets, net	34,434,992	32,887,854	32,953,227	43,865,763	48,311,842	48,051,619	48,119,928	52,886,041	64,804,393	64,326,728
Total assets	63,831,588	61,683,434	62,884,981	72,370,242	80,689,566	91,440,176	109,267,537	127,445,202	137,300,416	140,070,824
Deferred outflows of resources	3,349,887	3,086,390	3,349,902	2,267,936	4,742,447	3,385,624	10,409,616	5,054,031	4,169,535	2,343,203
Total assets and deferred outflows of resources	<u>\$ 67,181,475</u>	<u>\$ 64,769,824</u>	<u>\$ 66,234,883</u>	<u>\$ 74,638,178</u>	<u>\$ 85,432,013</u>	<u>\$ 94,825,800</u>	<u>\$ 119,677,153</u>	<u>\$ 132,499,233</u>	<u>\$ 141,469,951</u>	<u>\$ 142,414,027</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND NET POSITION										
LIABILITIES										
Current liabilities	\$ 4,266,140	\$ 3,511,481	\$ 3,922,591	\$ 2,684,862	\$ 3,003,712	\$ 2,770,397	\$ 8,916,341	\$ 10,319,720	\$ 9,188,825	\$ 10,770,841
Noncurrent liabilities	10,502,968	9,911,645	10,866,390	10,788,269	11,831,307	6,044,845	11,348,104	8,017,413	6,482,465	5,568,741
Total liabilities	14,769,108	13,423,126	14,788,981	13,473,131	14,835,019	8,815,242	20,264,445	18,337,133	15,671,290	16,339,582
Deferred inflows of resources	-	-	228,196	288,074	1,670,018	4,635,383	4,127,360	1,676,069	2,049,806	3,604,279
NET POSITION										
Investment in capital assets	34,434,992	32,887,854	32,953,227	43,865,763	48,311,842	48,051,619	48,119,928	52,886,041	64,690,620	64,212,955
Restricted for various purposes	6,577,713	5,401,135	4,054,982	1,322,208	108,265	2,547,540	7,071,576	15,450,860	20,297,468	20,467,126
Unrestricted	11,399,662	13,057,709	14,209,497	15,689,002	20,506,869	30,776,016	40,093,844	44,149,130	38,760,767	37,790,085
Total net position	52,412,367	51,346,698	51,217,706	60,876,973	68,926,976	81,375,175	95,285,348	112,486,031	123,748,855	122,470,166
Total liabilities, deferred inflows of resources and net position	<u>\$ 67,181,475</u>	<u>\$ 64,769,824</u>	<u>\$ 66,234,883</u>	<u>\$ 74,638,178</u>	<u>\$ 85,432,013</u>	<u>\$ 94,825,800</u>	<u>\$ 119,677,153</u>	<u>\$ 132,499,233</u>	<u>\$ 141,469,951</u>	<u>\$ 142,414,027</u>

Salem Area Mass Transit District

Schedule of Changes in Net Position

Last Ten Fiscal Years

	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
OPERATING REVENUES:										
Passenger fares	\$ 2,694,423	\$ 3,201,972	\$ 2,934,938	\$ 2,598,276	\$ 2,056,140	\$ 1,532	\$ 2,015,718	\$ 2,466,510	\$ 2,634,822	\$ 2,757,176
Accessible services and Medicaid	2,662,441	2,455,869	2,361,353	2,257,875	1,850,146	168,502	465,018	765,427	1,360,308	1,538,993
Other revenue	366,047	550,519	377,044	291,406	471,874	759,409	700,695	460,271	477,311	487,650
OPEB revenue	-	-	-	-	-	-	-	-	48,544	-
Total operating revenues	5,722,911	6,208,360	5,673,335	5,147,557	4,378,160	929,443	3,181,431	3,692,208	4,520,985	4,783,819
OPERATING EXPENSES:										
Personnel services	18,478,140	20,359,793	19,492,184	22,396,985	24,687,263	24,510,436	26,154,684	30,593,046	32,330,794	35,141,457
Materials and services	20,170,430	20,947,830	19,347,396	12,545,814	12,945,521	12,353,109	12,712,260	15,033,329	17,229,248	18,417,111
Depreciation	2,576,402	2,305,590	2,151,089	2,212,211	2,695,840	2,639,019	2,739,291	2,780,383	3,082,647	4,114,772
OPEB expense	204,295	193,456	(38,507)	201,585	29,690	-	-	44,176	-	12,014
Total operating expenses	41,429,267	43,806,669	40,952,162	37,356,595	40,358,314	39,502,564	41,606,235	48,450,934	52,642,689	57,685,354
Operating loss	(35,706,356)	(37,598,309)	(35,278,827)	(32,209,038)	(35,980,154)	(38,573,121)	(38,424,804)	(44,758,726)	(48,121,704)	(52,901,535)
NON-OPERATING REVENUES (EXPENSES):										
Property taxes	11,258,672	11,574,433	12,161,750	12,823,442	12,955,320	13,540,219	14,227,455	14,810,245	15,386,082	15,838,146
State assistance	7,195,009	7,371,134	7,440,285	10,536,782	14,515,991	17,254,069	18,411,572	18,166,795	23,470,230	24,194,268
Federal assistance	18,198,155	16,901,469	15,458,127	6,528,594	10,558,045	14,866,738	18,251,835	24,061,671	8,997,909	7,159,204
Investment income	140,579	241,753	354,870	431,753	314,597	174,707	192,345	1,369,510	2,499,929	2,490,135
Insurance Settlement	29,942	-	-	-	10,023	-	-	-	-	-
(Loss) gain on disposal of capital assets	(39,539)	1,660	-	5,285	4,989	125,718	29,147	(34,693)	(497,400)	-
Total non-operating revenues (expenses)	36,782,818	36,090,449	35,415,032	30,325,856	38,358,965	45,961,451	51,112,354	58,373,528	49,856,750	49,681,753
Net income (loss) before contributions	1,076,462	(1,507,860)	136,205	(1,883,182)	2,378,811	7,388,330	12,687,550	13,614,802	1,735,046	(3,219,782)
CAPITAL CONTRIBUTIONS	1,509,496	442,191	1,395,752	11,542,449	5,671,192	1,677,890	1,222,623	3,585,881	9,527,778	1,941,093
Change in net position	2,585,958	(1,065,669)	1,531,957	9,659,267	8,050,003	9,066,220	13,910,173	17,200,683	11,262,824	(1,278,689)
NET POSITION, BEGINNING	49,826,409	52,412,367	51,346,698	51,217,706	60,876,973	68,926,976	81,375,175	95,285,348	112,486,031	123,748,855
Cumulative effect of restatement	-	-	(1,660,949)	-	-	3,381,979	-	-	-	-
NET POSITION, ENDING	\$ 52,412,367	\$ 51,346,698	\$ 51,217,706	\$ 60,876,973	\$ 68,926,976	\$ 81,375,175	\$ 95,285,348	\$ 112,486,031	\$ 123,748,855	\$ 122,470,166

Revenue Capacity Information

Salem Area Mass Transit District

Assessed Value and Estimated Actual Value of Taxable Property Last Ten Fiscal Years

Fiscal Year Ended June 30	Residential	Real Property Commercial	Other	Public Utilities	Personal Property	Total Taxable Assessed Value	Total Direct Tax Rate	Actual Value of Taxable Property
2025	\$ 14,543,141,117	\$ 6,281,477,782	\$ 1,487,246,358	\$ 807,658,802	\$ 594,747,997	\$ 23,714,272,056	\$0.7609	\$ 42,886,340,754
2024	14,011,793,435	6,066,727,839	1,400,907,703	693,618,892	594,599,211	22,767,647,080	0.7609	40,832,730,257
2023	13,514,489,124	5,824,240,011	1,314,566,191	679,650,086	562,035,927	21,894,981,339	0.7609	39,379,181,855
2022	13,011,535,210	5,414,020,871	1,240,751,532	661,184,988	545,158,430	20,872,651,031	0.7609	37,066,222,996
2021	12,528,453,174	5,143,599,211	1,200,789,908	595,651,714	522,827,255	19,991,321,262	0.7609	31,663,709,385
2020	12,011,666,418	4,999,418,272	1,132,716,186	606,896,866	498,819,849	19,249,517,591	0.7609	34,611,507,518
2019	11,526,943,227	4,878,211,846	1,072,775,917	560,447,832	465,486,768	18,503,865,590	0.7609	32,875,746,663
2018	11,068,458,201	4,600,364,794	1,041,137,160	572,108,794	475,964,706	17,758,033,655	0.7609	30,266,763,653
2017	10,609,988,492	4,386,449,426	1,036,795,905	448,922,166	436,390,694	16,418,918,782	0.7609	27,696,991,362
2016	10,190,655,657	4,249,688,977	1,022,709,766	417,339,803	413,860,724	15,742,935,794	0.7609	25,627,319,527

Sources:

Marion County and Polk County Assessors.

Notes:

- (1) Estimated actual value of taxable property equals real market value except for tax exempt property which is excluded, and farm use property which is included at its lower taxable value. Real market value and assessed value were required to be equal by state law prior to fiscal year 1998. In May 1997, voters approved ballot Measure 50 which reduced assessed values to 90% of 1995 real market values and limits the annual increase in assessed values to 3%.

Salem Area Mass Transit District
Direct and Overlapping Property Tax Rates
Last Ten Fiscal Years

	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016
Salem Area Mass Transit District										
Permanent Tax Rate	\$ 0.7609	\$ 0.7609	\$ 0.7609	\$ 0.7609	\$ 0.7609	\$ 0.7609	\$ 0.7609	\$ 0.7609	\$ 0.7609	\$ 0.7609
Overlapping Rates:										
Marion County	\$ 3.03	\$ 3.03	\$ 3.03	\$ 3.03	\$ 3.03	\$ 3.03	\$ 3.03	\$ 3.03	\$ 3.03	\$ 3.03
Polk County	\$ 2.21	\$ 2.21	\$ 2.21	\$ 2.14	\$ 2.14	\$ 2.14	\$ 2.14	\$ 2.09	\$ 2.54	\$ 2.54
Cities	0.28 - 8.09	0.28 - 8.09	0.28 - 8.09	0.28 - 8.09	0.28 - 8.09	0.28 - 8.09	0.28 - 8.09	0.28 - 8.09	0.28 - 8.09	0.28 - 8.09
School Districts & ESD's	0.30 - 8.62	0.30 - 8.47	0.30 - 7.74	0.30 - 7.74	0.30 - 7.83	0.30 - 7.84	0.30 - 7.92	0.30 - 8.12	0.30 - 8.34	0.30 - 8.12
Chemeketa Community College	0.89	0.87	0.89	0.89	0.89	0.89	0.90	0.90	0.90	0.92
Sewer & Service Districts	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05	0.05
Water & Water Control Districts	0.05 - 1.00	0.05 - 1.00	0.05 - 1.00	0.05 - 1.00	0.05 - 1.00	0.05 - 1.00	0.04 - 1.00	0.05 - 1.00	0.05 - 1.00	0.05 - 1.00
Rural Fire Protection Districts	1.01 - 2.89	0.53 - 2.89	0.53 - 2.82	0.53 - 2.82	0.53 - 2.34	0.53 - 2.90	0.53 - 2.91	0.53 - 2.92	0.53 - 2.93	0.53 - 2.51
Special Purpose Districts	0.08 - 0.57	0.08 - 0.57	0.08 - 0.57	0.08 - 0.57	0.08 - 0.57	0.08 - 0.57	0.08 - 0.57	0.08 - 0.57	0.08 - 0.57	0.08 - 0.57

Sources:

Marion and Polk County Tax Collectors

Notes:

- (1) Information in this schedule satisfies the District's annual disclosure requirements under SEC Rule 15c2-12.
(2) Rates for individual taxing districts are available in the annual tax roll summaries posted on the county's website.

Salem Area Mass Transit District

Principal Property Taxpayers

Current Fiscal Year and Nine Years Ago

Taxpayer	2025			2016		
	Rank	Taxable Assessed Value	Percentage of Total Taxable Assessed Value	Rank	Taxable Assessed Value	Percentage of Total Taxable Assessed Value
Portland General Electric Co	1	\$ 289,640,130	1.22%	1	\$ 115,843,372	0.74%
Northwest Natural Gas Co	2	261,070,070	1.10%	2	93,526,000	0.59%
Comcast Corporation	3	157,286,221	0.66%	3	69,105,500	
DG Strategic VII LLC	4	108,872,970	0.46%		-	
Bit Investment Ninety-Seven LLC	5	88,024,080	0.37%		-	
Pacific Realty Associates LLC	6	65,737,710	0.28%		-	
State Accident Insurance Fund	7	64,016,160	0.27%			
Lancaster Development Company LLC	8	60,341,700	0.25%	5	56,428,400	0.36%
GRI Keizer LLC	9	57,470,190	0.24%		-	
Lumen Technologies Inc	10	55,224,661	0.23%		-	
Donahue Schriber Realty Group		-		4	59,975,400	0.38%
CenturyLink		-		6	53,143,600	0.34%
Metropolitan Life Insurance Co		-		7	46,093,960	0.29%
Panasonic Eco Solutions Solar		-		8	44,918,580	0.29%
State Investments LLC			0.00%	9	37,752,604	0.24%
Wal-Mart Real Estate Business Trust		-		10	34,717,310	0.22%
Total for principal taxpayers		1,207,683,892	5.08%		611,504,726	3.88%
Total taxable assessed value		<u>\$ 23,714,272,056</u>			<u>\$ 15,742,935,794</u>	

Sources:

Marion County and Polk County Tax Assessors

Top Ten for both counties consolidated

Salem Area Mass Transit District

Property Tax Levies and Collections

Last Ten Fiscal Years

Fiscal Year Ended June 30	Total Tax Lewy for Fiscal Year		Collected within the Fiscal Year of the Levy		Collections in Subsequent Years	Total Collections to Date	
			Amount Collected	Percentage of Levy		Amount Collected	Percentage of Levy
2025	\$	16,306,217	\$ 15,509,347	95.11%	\$ -	\$ 15,509,347	95.11%
2024		15,771,003	15,025,740	95.27%	190,205	15,215,945	96.48%
2023		15,175,489	14,496,110	95.52%	195,726	14,691,836	96.81%
2022		14,497,537	13,847,840	95.52%	212,238	14,060,078	96.98%
2021		13,949,784	13,331,718	95.57%	160,695	13,492,413	96.72%
2020		13,375,200	12,747,112	95.30%	245,612	12,992,724	97.14%
2019		12,906,585	12,304,644	95.34%	243,624	12,548,268	97.22%
2018		12,426,577	11,958,195	96.23%	271,079	12,229,274	98.41%
2017		11,965,300	11,378,225	95.09%	273,321	11,651,546	97.38%
2016		11,509,781	10,905,167	94.75%	280,272	11,185,439	97.18%

Sources:

Marion County Assessor and Polk County Treasurer.

Demographic and Economic Information

Salem Area Mass Transit District

Demographic and Economic Statistics

Last Ten Fiscal Years

Year	Population (1)	Personal Income (in thousands) (2)	Per Capita Personal Income (3)	Unemployment Rate (4)
2025	352,162 * \$	23,301,718 * \$	64,725 *	4.4%
2024	348,044	21,777,307 *	61,643 *	4.1%
2023	346,741	20,274,092	58,470	3.7%
2022	346,703	18,874,639	55,460	3.9%
2021	347,775	18,699,043	54,208	5.0%
2020	346,339	17,010,290	49,115	6.9%
2019	344,842	15,490,534	44,921	3.9%
2018	344,035	14,024,346	41,093	4.3%
2017	339,200	12,836,365	38,168	4.5%
2016	333,950	12,301,699	37,199	5.5%

This schedule is for Marion County and is provided as reference only. The District operates in both Marion and Polk Counties, however more operations occur in Marion than Polk County.

(1) Population estimate as of July 1, 2025; Population Research Center, Portland State University

(2) Personal Income estimate as of calendar year 2023; Bureau of Economic Analysis, Regional Economic Data

(3) Per Capita Personal Income as of calendar year 2023; Bureau of Economic Analysis, Regional Economic Data

(4) Unemployment Rate is average of 10 months of calendar year 2024; Bureau of Labor Statistics, Local Unemployment Statistics

* estimated

Sources:

US Department of Commerce, Bureau of Economic Analysis; Regional Economic Data

US Bureau of Labor Statistics, Local Area Unemployment Statistics

Population Research Center, Portland State University

Salem Area Mass Transit District

Salem Metropolitan Area Employers – Largest to Smallest Current Year and Nine Years Ago

<u>Employer</u>	<u>2025</u>		<u>2016</u>	
	<u>Employees</u>	<u>% of Total</u>	<u>Employees</u>	<u>% of Total</u>
Government	42,300	22.99%	42,116	26.57%
Educational and health services	37,400	20.33%	25,175	15.89%
Trade, transportation, and utilities	29,800	16.20%	26,283	16.59%
Professional and business services	17,900	9.73%	13,483	8.51%
Leisure and hospitality	17,400	9.46%	14,592	9.21%
Construction	13,200	7.17%	9,000	5.68%
Manufacturing	11,700	6.36%	13,200	8.33%
Financial activities	6,300	3.42%	6,942	4.38%
Other services	5,600	3.04%	5,367	3.39%
Information	1,800	0.98%	1,083	0.68%
Mining and logging	600	0.32%	1,217	0.77%
Total Salem Metropolitan Area Non-Farm Payroll Employment	<u>184,000</u>	<u>100.00%</u>	<u>158,458</u>	<u>100.00%</u>

Data

<https://www.qualityinfo.org/ed-ceest>

Notes: (1) Information for 2016 is presented for the calendar year.

Information for 2025 is preliminary numbers for August 2025.

Operating Information

Salem Area Mass Transit District

District Employees by Division

Last Ten Fiscal Years

Division	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
<u>General Fund</u>										
General Manager	2.0	2.0	2.0	2.0	4.5	4.5	3.0	3.0	3.0	3.0
Administration										
Human Resources	4.1	4.7	5.2	4.8	4.8	4.8	4.8	5.8	5.8	5.8
Human Resources-Safety	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	-
Communication										
Marketing & Communication	3.0	3.0	3.0	4.0	4.3	4.3	4.3	4.3	4.3	4.3
Customer Service	6.0	5.8	5.8	8.9	8.3	8.3	8.3	8.3	8.7	8.5
Travel Trainer	-	0.2	0.1	0.3	0.4	0.4	1.2	1.2	1.2	0.8
Finance										
Finance	6.5	7.5	5.0	6.9	9.5	9.5	9.5	8.5	9.0	8.0
Procurement	-	-	2.6	1.6	2.0	2.0	2.0	2.0	2.0	-
Technology and Program Management										
Technology and Program Management	-	-	-	-	-	-	1.5	1.5	-	-
Information Technology	-	-	-	-	5.9	5.9	5.9	5.9	-	-
Deputy General Manager										
Deputy General Manager Admin	-	-	-	-	-	-	2.0	2.0	3.0	2.0
Project & Contract Administration	-	-	-	-	-	-	-	-	-	6.0
IT Operations	-	-	-	-	-	-	-	-	-	6.0
Security & Emergency Management	-	-	-	-	-	-	3.0	4.0	3.0	-
Safety Coordinator	-	-	-	-	-	-	-	-	1.0	-
Planning and Development										
Administration	-	-	-	-	-	-	-	-	1.0	1.0
Planning	-	-	-	-	-	-	-	-	5.0	4.0
Technology and Infrastructure	-	-	-	-	-	-	-	-	5.9	-
Safety & Security										
Safety	-	-	-	-	-	-	-	-	-	1.0
Security & Emergency Management	-	-	-	-	-	-	-	-	-	3.0
Risk	-	-	-	-	-	-	-	-	-	1.0
Operations										
Administration	3.0	3.1	3.1	4.1	4.1	4.1	3.0	4.0	2.0	1.0
Security & Emergency Management	1.0	1.0	1.0	1.0	3.0	3.0	-	-	-	-
Fixed Route Operations	110.0	110.0	110.0	136.0	147.5	147.5	147.8	148.0	158.0	164.0
Vehicle Maintenance	24.0	24.1	23.6	31.8	31.1	31.1	31.1	31.1	30.4	30.2
Facilities Maintenance	6.0	6.0	8.0	9.0	9.0	9.0	13.0	9.6	11.6	11.6
Planning	-	-	-	-	4.0	4.0	4.0	5.0	-	-
Transportation Development										
Transportation Development Administration	4.5	5.6	6.4	6.1	-	-	-	-	-	-
Information Technology	5.0	5.0	5.0	5.1	-	-	-	-	-	-
Total General Fund FTE Per Budget	<u>176.1</u>	<u>179.0</u>	<u>181.8</u>	<u>222.6</u>	<u>239.4</u>	<u>239.4</u>	<u>245.4</u>	<u>245.2</u>	<u>255.9</u>	<u>261.2</u>
<u>Special Transportation Fund</u>										
Cherriots Lift	3.5	3.1	3.1	3.7	3.4	3.4	3.4	3.4	3.3	3.5
Cherriots Shop & Ride	-	0.2	0.2	0.6	0.4	0.4	0.4	0.4	0.3	0.3
Cherriots Regional	1.5	1.4	1.0	1.5	0.9	0.9	1.9	1.3	2.2	2.4
DMAP	2.0	2.0	1.0	-	-	-	-	-	-	-
Cherriots Call Center	0.5	0.6	0.5	0.7	0.1	0.1	0.1	0.1	0.1	-
Mobility Management/Travel Trainer	2.0	2.1	0.8	1.6	1.5	1.5	0.6	0.6	0.6	0.2
Special Transportation Coordination	0.5	0.1	0.2	0.3	-	-	-	-	-	-
Cherriots Commuter Options	2.0	2.0	2.5	3.0	2.4	2.4	2.4	2.4	2.0	1.0
Total Special Transportation Fund FTE Per Budget	<u>12.0</u>	<u>11.5</u>	<u>9.3</u>	<u>11.4</u>	<u>8.7</u>	<u>8.7</u>	<u>8.8</u>	<u>8.2</u>	<u>8.5</u>	<u>7.4</u>
<u>Capital Project Fund</u>	<u>1.0</u>	<u>3.2</u>	<u>1.6</u>	<u>0.4</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total District Wide FTE Per Budget	<u>189.1</u>	<u>193.7</u>	<u>192.7</u>	<u>234.4</u>	<u>248.1</u>	<u>248.1</u>	<u>254.2</u>	<u>253.4</u>	<u>264.4</u>	<u>268.6</u>

Salem Area Mass Transit District

Operating Revenue and Cost Measures

Last Ten Fiscal Years

Fixed Route System

Fiscal Year	Fare Revenue	Operating Expense	Revenue Margin	Annual Vehicle Miles	Annual Revenue Miles	Unlinked Passenger Trips (UPT)	Fiscal Year	Annual Passenger Miles	Annual Vehicle Revenue Hours	Operating Expense per Mile	Operating Expense per Revenue Mile	Operating Expense per UPT	Operating Expense per Passenger Mile
2016	\$ 2,305,504	\$ 21,699,414	10.6%	2,316,592	2,173,882	2,999,022	2016	10,556,745	159,283	9.37	9.98	7.24	2.06
2017	2,825,740	23,395,701	12.1%	2,566,500	2,417,272	2,940,565	2017	9,703,865	173,457	9.12	9.68	7.96	2.41
2018	2,519,889	24,493,950	10.3%	2,289,507	2,146,850	3,011,629	2018	9,938,376	166,004	10.70	11.41	8.13	2.46
2019	2,196,271	26,343,862	8.3%	2,270,336	2,124,151	2,955,477	2019	9,753,074	167,949	11.60	12.40	8.91	2.70
2020	1,771,170	28,535,939	6.2%	2,172,007	2,028,340	2,619,250	2020	8,014,905	163,402	13.14	14.07	10.89	3.56
2021	-	31,036,925	0.0%	2,419,098	2,258,436	1,718,883	2021	5,259,782	182,197	12.83	13.74	18.06	5.90
2022	1,688,365	32,358,719	5.2%	2,432,658	2,268,251	2,039,555	2022	6,241,038	184,184	13.30	14.27	15.87	5.18
2023	2,146,859	37,364,843	5.7%	2,553,489	2,382,460	2,762,649	2023	7,138,072	194,433	14.63	15.68	13.53	5.23
2024	2,349,710	39,917,599	5.9%	2,696,771	2,526,908	3,228,778	2024	8,344,624	206,182	14.80	15.80	12.36	4.78
2025	2,474,629	43,414,344	5.7%	2,856,741	2,666,114	3,316,572	2025	8,105,376	218,964	15.20	16.28	13.09	5.36

Regional Fixed Route*

Fiscal Year	Fare Revenue	Operating Expense	Revenue Margin	Annual Vehicle Miles	Annual Revenue Miles	Unlinked Passenger Trips (UPT)	Fiscal Year	Annual Passenger Miles	Annual Vehicle Revenue Hours	Operating Expense per Mile	Operating Expense per Revenue Mile	Operating Expense per UPT	Operating Expense per Passenger Mile
2020	\$ 118,138	\$ 1,453,046	8.1%	420,820	366,029	81,647	2020	1,283,822	17,024	3.45	3.97	17.80	1.13
2021	-	1,867,590	0.0%	453,990	396,231	56,948	2021	845,237	18,566	4.11	4.71	32.79	2.21
2022	136,837	1,945,736	7.0%	519,027	451,728	63,368	2022	897,073	21,726	3.75	4.31	30.71	2.17
2023	120,797	2,363,090	5.1%	575,525	511,166	84,987	2023	1,164,409	24,053	4.11	4.62	27.81	2.03
2024	136,875	2,727,708	5.0%	580,047	522,268	107,031	2024	1,467,395	24,220	4.70	5.22	25.49	1.86
2025	164,481	2,609,587	6.3%	597,156	521,252	118,908	2025	1,628,192	24,220	4.37	5.01	21.95	1.60

*Starting in FY2020, this new mode reflects the NTD reporting definition of Purchased Transportation - Motor Bus, and includes Regional routes operated by a third party, excluding the Polk County Flex, which meets the definition of Demand Response service, and is included there.

*In FY2023, Polk County Flex was moved to be included in MB-PT instead of DR-PT as per NTD.

Salem Area Mass Transit District

Operating Revenue and Cost Measures (continued)

Last Ten Fiscal Years

Demand Response**

Fiscal Year	Fare Revenue	Operating Expense	Revenue Margin	Annual Vehicle Miles	Annual Revenue Miles	Unlinked Passenger Trips (UPT)	Fiscal Year	Annual Passenger Miles	Annual Vehicle Revenue Hours	Operating Expense per Mile	Operating Expense per Revenue Mile	Operating Expense per UPT	Operating Expense per Passenger Mile
2016	\$ 388,919	\$ 16,075,696	2.4%	5,624,117	5,108,673	560,070	2016	**	321,548	2.86	3.15	28.70	**
2017	376,232	16,013,265	2.3%	7,122,370	5,595,404	566,641	2017	4,982,763	330,708	2.25	2.86	28.26	3.21
2018	415,049	14,119,579	2.9%	4,055,025	3,684,110	455,807	2018	3,424,780	234,747	3.48	3.83	30.98	4.12
2019	402,005	7,282,216	5.5%	1,341,807	1,181,677	241,297	2019	1,371,923	86,874	5.43	6.16	30.18	5.31
2020	116,831	5,803,855	2.0%	761,455	668,407	114,522	2020	766,037	56,148	7.62	8.68	50.68	7.58
2021	-	5,420,831	0.0%	483,078	424,076	58,208	2021	301,673	36,418	11.22	12.78	93.13	17.97
2022	190,516	4,492,706	4.2%	553,070	487,544	71,900	2022	391,398	40,262	8.12	9.21	62.49	11.48
2023	198,854	4,502,561	4.4%	594,371	533,538	84,798	2023	501,824	40,823	7.58	8.44	53.10	8.97
2024	148,237	5,979,589	2.5%	663,843	594,006	104,912	2024	616,679	49,577	9.01	10.07	57.00	9.70
2025	118,064	6,077,091	1.9%	706,813	626,479	111,143	2025	671,906	50,691	8.60	9.70	54.68	9.04

Vanpool

Fiscal Year	Fare Revenue	Operating Expense	Revenue Margin	Annual Vehicle Miles	Annual Revenue Miles	Unlinked Passenger Trips (UPT)	Fiscal Year	Annual Passenger Miles	Annual Vehicle Revenue Hours	Operating Expense per Mile	Operating Expense per Revenue Mile	Operating Expense per UPT	Operating Expense per Passenger Mile
2016	\$ 488,651	\$ 245,285	199.2%	566,917	566,917	78,774	2016	3,199,040	13,201	0.43	0.43	3.11	0.08
2017	418,369	177,903	235.2%	578,196	578,196	72,591	2017	2,550,101	13,352	0.31	0.31	2.45	0.07
2018	303,605	290,018	104.7%	528,480	528,480	70,250	2018	2,848,891	13,803	0.55	0.55	4.13	0.10
2019	310,822	302,213	102.8%	554,187	554,187	76,167	2019	2,955,836	14,376	0.55	0.55	3.97	0.10
2020	290,192	277,822	104.5%	474,257	474,257	59,152	2020	2,197,116	12,295	0.59	0.59	4.70	0.13
2021	150,891	153,883	98.1%	241,350	241,350	22,514	2021	698,116	5,500	0.64	0.64	6.83	0.22
2022	257,946	238,952	107.9%	299,722	299,722	44,088	2022	1,138,557	6,838	0.80	0.80	5.42	0.21
2023	561,683	446,738	125.7%	538,865	538,865	94,821	2023	2,441,828	12,887	0.83	0.83	4.71	0.18
2024	473,178	354,447	133.5%	492,347	492,347	84,003	2024	2,133,221	12,055	0.72	0.72	4.22	0.17
2025	448,312	355,943	126.0%	500,308	500,308	92,837	2025	2,148,422	12,788	0.71	0.71	3.83	0.17

The District conducted sampling in FY2017. **In FY2020, Demand Response operating statistics changed to reflect NTD report definitions for service modes. It now includes Cherriots Lift, Shop & Ride, and the Polk County Flex services. **In FY2023 the Polk County Flex was moved to MB-PT as per NTD.

**Disclosure and Comments Required
by State Minimum Standards**

Independent Auditor's Report
Required by Oregon State Regulations

Board of Directors
Salem Area Mass Transit District
Salem, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of Salem Area Mass Transit District (the "District") as of and for the year ended June 30, 2025, and have issued our report thereon dated December 17, 2025.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to the following:

- Deposit of public funds with financial institutions (ORS Chapter 295).
- Budgets legally required (ORS Chapter 294).
- Insurance and fidelity bonds in force or required by law.
- Programs funded from outside sources.
- Authorized investment of surplus funds (ORS Chapter 294).
- Public contracts and purchasing (ORS Chapters 279A, 279B, 279C).
- Accountability for collecting or receiving money by elected officials - no money was collected or received by elected officials

In connection with our testing nothing came to our attention that caused us to believe the District was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules 162-10-000 through 162-10-320 of the Minimum Standards for Audits of Oregon Municipal Corporations except for the following:

- There were expenditures in excess of appropriations as disclosed in the financial statements.
- There was a formula error in the FY26 general fund budget that calculated contingencies to be a resource instead of a requirement.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over financial reporting.

Restriction on Use

This report is intended solely for the information and use of the Board of Directors, management of the District, and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.



Ryan T. Pasquarella, Principal
For REDW LLC
Salem, Oregon
December 17, 2025

Salem Area Mass Transit District Marion County, Oregon

*Federal Compliance Report
For the Year Ended June 30, 2025*

redw
Advisors & CPAs

**Independent Auditor's Report on Internal Control Over
Financial Reporting and on Compliance and Other Matters
Based on an Audit of Financial Statements Performed in Accordance
with *Government Auditing Standards***

Board of Directors
Salem Area Mass Transit District
Salem, Oregon

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the enterprise and fiduciary funds of Salem Area Mass Transit District (the "District") as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated December 17, 2025.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

REDW LLC

Salem, Oregon

December 17, 2025

Independent Auditor's Report on Compliance for Each Major
Federal Program; Report on Internal Control Over
Compliance; and Report on Schedule of Expenditures of Federal
Awards Required by the Uniform Guidance

Board of Directors
Salem Area Mass Transit District
Salem, Oregon

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Salem Area Mass Transit District (the "District")'s compliance with the types of compliance requirements identified as subject to audit in the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2025. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Salem Area Mass Transit District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2025.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States (Government Auditing Standards); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a

deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

Purpose of this Report

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of the enterprise and fiduciary funds of the District, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements. We issued our report thereon dated December 17, 2025, which contained unmodified opinions on those financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance and is not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements as a whole.

REDW_{LLC}

Salem, Oregon
December 17, 2025

Salem Area Mass Transit District
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2025

	<u>Assistance Listing Number</u>	<u>Pass- Through Entity Grantor/Numbe</u>	<u>Expenditures</u>
<i>U.S. Department of Transportation</i>			
Federal Transit Cluster			
<i>Direct</i>			
FY24 5307 PM, ADA, Op Assist	20.507	OR-2025-006	\$ 3,966,646
FY19 DW Hoist Installation	20.507	OR-2024-025	322,871
FY20 5307 Capital and Rolling Stock	20.507	OR-2025-021	66,331
FY21 5307 Capital and Rolling Stock	20.507	unknown	278,709
5307 Capital CITS	20.507	unknown	366,364
FY13 STBG 5307 Bus Stops & Shelters	20.507	OR-2021-023	59,147
FY16 5307 STP CAD/AVL	20.507	OR-2017-007	112,266
FY18 STBG-U ITS SYS Implementation	20.507	OR-2019-030	507,878
FY18 STBG 5307 APC Counters	20.507	OR-2018-009	256,104
FY20 5339c Discr Low-No Buses	20.526	OR-2021-013	22,500
FY21 5339c Discr Low-No Buses	20.526	OR-2022-044	16,955
FY20 5339a SSTC Engr/Prj Mgmt	20.526	OR-2021-021	19,629
FY23 5339c BEB & Infrastructure	20.526	OR-2024-013	2,013
FY18 5339a ERP Munis	20.526	OR-2021-020	5,631
FY19 & 21 5339a DW Fence & Security	20.526	OR-2022-041	46,934
FY19 5339b Transit Signal Priority & Real-Time Passenger Info	20.526	OR-2022-014	62,383
FY20 5339a DW Inground Hoists Equipment & Part of Installation	20.526	OR-2023-034	711,277
<i>Passed through Oregon Department of Transportation</i>			
5339 Regional Bus Stop Improvement Project	20.526	35341	14,056
Total Federal Transit Cluster			6,837,694
Transit Services Programs Cluster			
<i>Direct</i>			
FY24 5310 S&R PS & PM, & MM	20.513	OR-2025-010	390,189
COVID-19 - FY21 ARP 5310	20.513	OR-2023-042	42,465
<i>Passed through Oregon Department of Transportation</i>			
FY23-53 5310 PS, PM, MM	20.513	35485	952,501
7 CNG Paratransit Replacement buses	20.513	34241	166,051
Total Transit Services Programs Cluster			1,551,206
Formula Grant for Rural Areas			
<i>Passed through Oregon Department of Transportation</i>			
Regional 5311	20.509	35431	354,840
COVID Regional 5311	20.509	35644	81,032
Total Formula Grant for Rural Areas			435,872
Congressionally Directed Spending			
<i>Direct</i>			
FY22 CPF BEB & Infrastructure	20.534	OR-2023-044	7,165
Highway Planning and Construction			
<i>Passed through Oregon Department of Transportation</i>			
Rideshare & TDM FY23-25	20.205	73000-00008881	341,570
<i>Passed through Mid-Willamette Valley Council of Governments</i>			
Transportation Planning 25	20.205	2024-066	128,984
Total Highway Planning and Construction			470,554
<i>Total U.S. Department of Transportation</i>			9,302,491
<i>Total Expenditures of Federal Awards</i>			\$ 9,302,491

See accompanying notes to the schedule of expenditures of federal awards.

Salem Area Mass Transit District
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2025

1) Purpose of the Schedule

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of Salem Area Mass Transit District (the "District") under programs of the federal government for the year ended June 30, 2025. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)* and Circular A-87 when applicable. Because the Schedule presents only a selected portion of the operations of the District it is not intended to and does not present the net position, changes in net position, and cash flows of the District.

2) Summary of Significant Accounting Policies

Basis of Presentation

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3) Indirect Cost Rate

The District has not elected to use the 10 percent de minimus indirect cost rate as allowed under Uniform Guidance.

Salem Area Mass Transit District
Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2025

Section I – Summary of Auditor’s Results

Financial Statements

Type of report the auditor issued on whether the financial statements were prepared in accordance with GAAP: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? No

Significant deficiency(ies) identified? None reported

Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

Material weakness(es) identified? No

Significant deficiency(ies) identified? None reported

Type of auditor’s report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)? No

Identification of major federal program:

<u>Assistance Listing Number(s)</u>	<u>Name of Federal Program or Cluster</u>

20.507 and 20.526	Federal Transit Cluster

Dollar threshold used to distinguish between type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? Yes

Section II – Financial Statement Findings

None.

Section III – Federal Awards Findings

None.



Fleet Maintenance Plan

2026

Document Control History

Version	Document Title	Date	Reason
v.0	Fleet Maintenance Plan	10/31/15	Original
v.1		05/04/18	General Update
v.2		10/1/2024	Review & Update
v.3		9/15/2025	Review & Update

Table of Contents

Title VI	5
Americans with Disabilities Act (ADA) Information	5
Acronyms	6
1. Introduction	7
1.1 Cherriots	8
1.2 Cherriots Regional	8
1.3 Cherriots LIFT	8
1.4 Cherriots Shop and Ride	8
2. Fleet Maintenance Overview	9
2.1 Management Philosophy and Organization	9
2.2 Maintenance Goal	9
2.3 Maintenance Objectives	9
2.4 Bus Stops and Shelters	10
2.5 Fleet Overview	11
2.6 Service Overview	13
2.7 Existing Bus Fleet	13
2.8 Contingency Fleet	14
2.9 Operating Spare Ratio	15
2.10 Current Maintenance Staffing	15
2.11 Employee Performance	16
2.12 Maintenance Performance Indicators	16
2.13 Scheduled Maintenance	19
2.14 Scheduled Predictive Maintenance	25
2.15 Unscheduled Maintenance	25
2.16 Cleaning Program	26
2.17 Bus Maintenance Facilities	26
3. Fleet and Fleet Management	26
3.1 Quality of Service – Fixed-Route and Paratransit	26
3.2 Reliability	27
3.2.1 On-Time Performance	28
3.2 Service Delays – Fixed-Route and Paratransit	28
4. Planned Bus Procurement	29

Appendix A - Preventative Maintenance (PM) Inspection Reports.....	32
Appendix B - Daily Vehicle Inspection Report	117
Appendix C - Transit Asset Management Targets.....	118



Title VI

Cherriots ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin or sex in the provision of benefits and services resulting from its federally- assisted programs and activities. For questions regarding Cherriots Title VI Program, you may call (503) 588-2424.

Americans with Disabilities Act (ADA) Information

The Americans with Disabilities Act, Title II, states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in programs, services or activities sponsored by a public entity." At Cherriots, we are committed to complying with the requirements of Title II of the ADA in all of its programs, services, benefits and activities.

Acronyms

ADA: Americans with Disabilities Act

APC: Automatic Passenger Counters

ASA: Automated Stop Announcements

AVL: Automatic Vehicle Location

CAD: Computer Aided Dispatch

CBI: Contingency Bus Inspection

CNG: Compressed Natural Gas

DRI: Digital Recorder – Voice Announcing System

DVI: Daily Vehicle Inspection

DVIR: Daily Vehicle Inspection Report

FTA: Federal Transit Administration

PM: Preventive Maintenance

SOP: Standard Operating Procedures

TC: Transit Center

DTC: Downtown Transit Center

KTC: Keizer Transit Center

WSTC: West Salem Transit Center

UGB: Urban Growth Boundary

1. Introduction

Salem Area Mass Transit District, more commonly known as Cherriots, is a transit district based in Salem, Oregon. Cherriots provides weekday, Saturday, Sunday and most holiday bus and paratransit service in Salem and neighboring Keizer, as well as to Marion and Polk counties. Salem Area Mass Transit District was established by the State of Oregon in 1979. Before then, the City of Salem operated bus service under the name Cherriots.

The population of Salem's urbanized area is around 252,700 along Interstate 5 and the population of the overall Cherriots service area is around 428,500, covering 114 square miles in the Willamette Valley of Oregon. In Fiscal Year 2019, annual Cherriots ridership between all services was just over 3.1 million, averaging 12,686 rides per day. With the effects of COVID-19, Fiscal Year 2021 ridership was down significantly providing 1.5 million rides averaging 5,752 rides per day. Cherriots local bus service operates with 53 peak vehicles. There are an additional 43 vehicles dedicated to providing Cherriots LIFT paratransit service.

Cherriots is governed by a seven-member appointed Board of Directors and provides service in both Marion and Polk counties. Salem is the Capital of Oregon, and the Salem-Keizer urbanized area is situated 47 miles south of Portland and 64 miles north of Eugene.

The range of Cherriots urban local fixed-route and commuter bus service, rural commuter express service, paratransit service, and dial-a-ride service specific to seniors and individuals with limited abilities, provide approximately 3.3 million passenger trips annually in Fiscal Year 2025. All Cherriots local services operate Monday through Friday, 5:00 a.m. to 11:30 p.m., and Saturday, 7:00 a.m. to 9:00 p.m. Sunday and most holidays, 8:00 a.m. to 8:00 p.m.

Cherriots local fixed-route bus services are primarily offered within the Salem-Keizer Urban Growth Boundary (UGB), as defined by state statute. The Cherriots Regional service connects the Salem-Keizer area with the city of Wilsonville to the north, where riders can directly access the Portland metropolitan area, as well as to surrounding, rural communities in Marion, Polk, Linn, Yamhill, and Clackamas counties. The population served by Cherriots full range of services is well over 500,000.

Cherriots mission is to connect people with places through safe, friendly, and reliable public transportation services. With 20 Cherriots local routes, fixed-route service provides regularly-scheduled transit service connecting workforce centers, a multitude of medical and health care services, senior centers, continuing education establishments, and shopping districts. Cherriots partners with outlying communities to provide commuter express services that bring people directly from outlying areas to the critical services offered within the cities of Salem and Keizer.

Salem is the state capital and the county seat of Marion County. Cherriots operates specific routes that are aimed at providing transportation to large work centers, such as the Capitol Mall, Chemeketa Community College, and Salem Hospital. One of the busiest corridors of the city, Lancaster Drive, is home to malls and retail facilities. These are large employment providers and generate jobs for economically-disadvantaged individuals. The most popular destination of transit riders in east Salem is Chemeketa Community College, another large employer and the local community college.

The population of Cherriots service area grew 2.27 percent from 2020 to 2024. Approximately 58 percent of Cherriots riders do not have access to a vehicle, compared to 39 percent of neighboring TriMet riders and 29.4 percent of Lane Transit District's riders.

According to a 2023 American Community Survey, 14.7 percent of the residents who live within the Salem-Keizer urban growth boundary still live below 200 percent of the federal poverty line and are

considered “low-income.”

Cherriots LIFT service provides complementary paratransit service under the Americans with Disabilities Act (ADA) within the UGB. Cherriots Shop and Ride is a shopper shuttle and dial-a-ride service available to seniors 60+ and individuals with limited abilities with no required qualification. Cherriots operates Cherriots Regional providing commuter express and flex-route service in rural Marion, Polk, and Linn counties. Cherriots Trip Choice promotes and coordinates easy and cost-effective transportation options throughout Marion, Polk, and Yamhill counties. It offers information and coordination for carpooling, vanpooling, public transit, bicycling, walking, and telecommuting.

Cherriots serves the largest public and private employers in Salem. These are the State of Oregon offices and Salem Health. Focusing jobs, housing, and services to best take advantage of the Cherriots transit system ultimately will reduce the need to drive, therefore, enriching the lives of the community.

Cherriots operates local bus service in the Salem-Keizer area. Other services Cherriots provides are Cherriots Regional, Cherriots LIFT, and Cherriots Shop and Ride (see below). In addition to operating services, Cherriots offers travel training to riders and runs the Cherriots Trip Choice program – helping connect riders with transportation options, including transit, carpools and vanpools, biking, and walking.

1.1 Cherriots

Local bus routes serve local streets in the Salem-Keizer area, providing service within the Salem-Keizer UGB.

1.2 Cherriots Regional

Regional express routes provide bus service between towns and cities mostly in Marion and Polk counties. Additionally, Cherriots provides the Polk County Flex, an origin-to-destination service in Dallas, Monmouth, and Independence. Route 45 provides deviated fixed-route service between Dallas, Monmouth, and Independence. Route 45 runs every 2 hours between 8:00 a.m. and 5:00 p.m. on weekdays. Stops on Route 45 are spaced about a quarter mile apart, providing more access for seniors and people with limited abilities.

1.3 Cherriots LIFT

Origin-to-destination paratransit service provides rides to those who are unable to independently access Cherriots local bus service due to their functional ability. LIFT serves the Salem-Keizer UGB. Riders must be found eligible and trips must be scheduled in advance. During Fiscal Year 2025, Cherriots LIFT provided 100,555 para transit rides. Cherriots Contracted Services Department is part of the Operations Division, which includes Cherriots LIFT, Regional, and Shop and Ride services. The LIFT service is expressed in all caps to distinguish the program name from the vehicle lifts. LIFT is not an acronym. Cherriots operates LIFT service through a contract with a private-sector company, which provides staff for the operation of the vehicles. Cherriots owns and maintains the LIFT vehicles operated by the private company. Cherriots LIFT trips are reserved through the Cherriots Call Center, formerly known as Trip Link, which is also operated by a private-sector company. Cherriots provides the facility and all equipment to the Call Center. Cherriots additionally contracts with a private-sector company for Cherriots LIFT eligibility determinations. Cherriots is responsible for program, contract, and operations management for the LIFT transportation service, Call Center, and LIFT Eligibility.

1.4 Cherriots Shop and Ride

Shop and Ride includes both a shopper shuttle and origin-to-destination dial-a-ride service for seniors

and individuals with limited abilities who may not qualify for ADA service. This service operates throughout the Salem-Keizer UGB, and trips must be scheduled in advance.

The Cherriots Maintenance Department is responsible for all aspects of maintaining, servicing, and cleaning of buses and support vehicles for transit services in the Cherriots fleet. The Maintenance Department is also responsible for the upkeep and repair of Cherriots equipment and facilities, including bus stop signs and passenger shelters. The Maintenance Department strives to provide safe, reliable, and clean buses, using the most efficient and cost-effective maintenance practices, products, and personnel resources.

2. Fleet Maintenance Overview

2.1 Management Philosophy and Organization

The success of the Maintenance Department, in the eyes of our riders, is due in large part to our safety, reliability, efficiency, cleanliness, and friendliness of the system. Hence, the continued effort to maintain our fleet in good working order is of paramount importance. Cherriots also ensures all its contractors adhere to this philosophy and that they make it part of their day-to-day efforts.

The Maintenance Department has a strong focus on delivering on the mission. One of the keys to ensuring that our preventative maintenance schedule. That begins with using the original equipment manufacturer's specifications and enhance where applicable to reflect actual operational experiences. Maintaining vehicles in a state of good repair allows Cherriots to realize the full useful life of each vehicle purchased. Moreover, we are able to reduce conditions and failures which may result in unsafe conditions. Reliability is not just limited to early and timely detection of problems, but is also dependent upon a well-trained staff, ongoing communication between Cherriots staff and contractor personnel, and the general maintainability of equipment.

The Maintenance Plan provides a working outline for Cherriots and its contractors to ensure the overall reliability of the system. Processes have been established to effectively communicate Cherriots goals and objectives, track key performance indicators, and adjust, when necessary, based on both positive and negative trends.

Cherriots Maintenance supervisory staff must provide adequate personnel to operate a full schedule of services and ensure employees have a strong commitment to customer service. Moreover, Cherriots Maintenance team members demonstrate a focus on continuous improvement in operational performance through dedication of local and regional resources.

2.2 Maintenance Goal

To provide efficient and fiscally responsible maintenance services allowing the fleet, facilities, and support equipment to be used for their intended purposes.

Preventative Maintenance (PM) inspection's goal of 100% on-time completion is a critical component to maintaining a high up-time to deliver vital public transit service to our community. (See Appendix A for the Preventative Maintenance Inspection Reports.)

2.3 Maintenance Objectives

- Complete major vehicle repairs based upon most reliable life cycle, at the lowest cost.
- Identify, design, and incorporate improvement projects to reduce and minimize total operating and maintenance costs.

- Operate the facility utilities and fleet in the most cost-effective manner, while providing a high level of reliability.
- Provide a method for comprehensive reporting and identification of necessary repairs and maintenance work.
- Maintain the proper level of spare parts and supplies to support timely maintenance and repairs.
- Accurately track the cost of all maintenance work.
- Schedule all planned work in advance, and allocate staff to meet planned and unplanned events.
- Monitor the progress of all maintenance work to successful completion.
- Maintain complete historical data concerning the facilities in general and equipment and related components.
- Continually seek workable engineering and technological solutions to maintenance problems.
- Perform daily housekeeping and cleaning functions to maintain safe and efficient facilities.
- Promptly respond to and repair minor problems in the facilities.
- Maintain bus stops and shelters in a manner that provides a clean, attractive, and safe area for customers.

2.4 Bus Stops and Shelters

Cherriots currently has over 700 bus stop signs passenger shelters in place in our service area. Bus stops and shelters are located, installed, and maintained in consideration of Cherriots passengers' comfort and convenience.

Graffiti and vandalism to Cherriots bus stops and shelters is removed or repaired as soon as it is reported. Incidents of damage or vandalism are reported to the Dispatch office by Transit Operators, Operations Supervisors, other agencies, and/or the public. These reports generate a work order that is logged into a database to track repairs and costs; the work order is given to the Facilities Department for removal or repair within five working days. Repairs for damage to signs or shelters that may cause harm to the public are begun as soon as reported. Paint and pen graffiti can be removed in the field daily by performing scheduled cleaning and trash removal duties. Etching of shelter panels may be removed by sanding. Broken or damaged panels are removed as soon as practicable to eliminate the possibility of public injury due to sharp or hazardous edges.

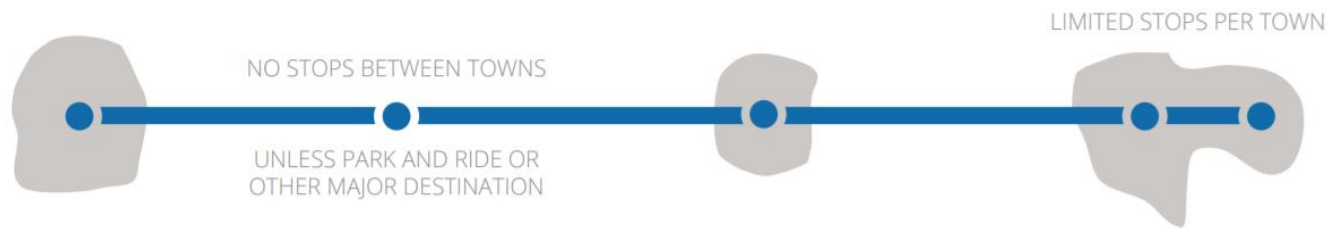
Fixed-Route Local Bus Stops

For local bus service, bus stops should be placed about every quarter mile. Research shows this is typically how far riders are willing to walk to access the bus. When access to cross streets is limited, stops can be placed farther apart. All two-way bus service should have a corresponding bus stop in the opposite direction of travel so riders can get off the bus as close as possible to where they got on the bus earlier in the day.



Regional Express Bus Stops

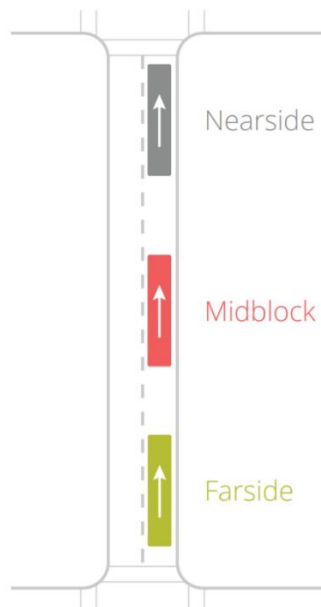
For regional express routes, limited stops should be placed within towns and cities. Unlike local service, the primary point of regional express service is to help riders travel between cities, not within. Typically, stops are placed at major destinations such as shopping centers, universities, and in the downtown core. Stops can also be placed in unincorporated areas if there is a park and ride lot or other major destination.



Stop Placement

Bus stop placement in relation to an intersection can have an impact on both safety and timing. Below is the preferred order of stop placement:

- Far-Side of Intersection**
 Far-side bus stops are located after crossing through an intersection. Far-side placement is preferred because it makes it easier for buses to get back into a travel lane due to gaps in traffic created by traffic signals. However, multiple buses serving a far-side stop at the same time might block an intersection.
- Near-Side of Intersection**
 Near-side bus stops are located at the side of the block prior to crossing an intersection. An advantage of nearside stops is that time spent waiting at a red light can overlap time loading and unloading riders. However, there is an increased risk of conflicts with vehicles making right turns.
- Mid-Block**
 Mid-block stops experience less pedestrian congestion than the other two stop locations. However, unlike far-side and near-side stops, mid-block stops encourage riders to cross the street in the middle of the block, which is unsafe. Other riders may have to walk long distances to safely cross at an intersection.



In the end, every bus stop has unique circumstances and should be evaluated individually to determine the best and safest placement given conditions on the ground.

2.5 Fleet Overview

Cherriots Local Fixed-Route

Cherriots entire bus fleet is broken down into the following categories: 26' low-floor gasoline cutaway

buses, 35' and 40' low-floor Compressed Natural Gas (CNG) buses, and 40' Battery Electric Buses (BEBs). Each local, fixed-route bus is fully ADA accessible with a kneeling chassis and a wheelchair ramp. Cherriots maintains an active fixed-route fleet and a contingency fleet for emergency use. The peak requirement for Cherriots Local is 55 buses. Cherriots has a current active fleet size of 70 Cherriots Local buses. Please see Table 2-1 for the exact fixed-route fleet breakdown and Section 2.8 for contingency fleet information.

Cherriots LIFT – Paratransit

The Cherriots LIFT fleet consists of gasoline-powered, cutaway-style and CNG-powered, cutaway style vehicles. All of the cutaway-style bus fleet are fully ADA accessible with wheelchair lifts or ramps and have between two (2) and four (4) securement areas for people using a mobility device. Seating for ambulatory customers is a combination of seats fixed to the bus floor and seating that is attached to the wall, but can be folded up against the interior wall of the bus, to open floor space for wheelchair securement. Ambulatory seating varies by sub-fleet, with a seated maximum of thirteen (13) and a minimum of six (6). The number of seats available for ambulatory customers depends on the number of wheelchair spaces occupied. The peak requirement for Cherriots LIFT is 37 buses. Please see Table 2-2 for the exact Cherriots LIFT paratransit fleet breakdown and Section 2.8 for contingency fleet information.

Cherriots Regional

The Cherriots Regional fleet consists of eighteen (18) vehicles, fourteen (14) medium-duty buses and four (4) cutaway-style vehicles. Regional buses are equipped with wheelchair lifts. Ambulatory seating varies by vehicle size with a seated maximum of 28 and minimum of 3. The number of seats available for ambulatory riders depends on the number of mobility device spaces occupied. Cherriots Regional has a current active fleet size of 18 buses. The peak requirement for Cherriots Regional is 16 buses. Please see Table 2-3 for the exact Cherriots Regional fleet breakdown and Section 2.8 for contingency fleet information.

Cherriots Shop and Ride

The Cherriots Shop and Ride fleet consists of 3 fully ADA accessible cutaway-style buses. Shop and Ride buses are equipped with wheelchair lifts. Ambulatory seating varies by vehicle type and size with a seated maximum of 13 and minimum of 3. The number of seats available for ambulatory riders depends on the number of mobility device spaces occupied. The peak requirement for Cherriots Shop and Ride is 2 buses. Please see Table 2-4 for the exact Cherriots Shop and Ride fleet breakdown and Section 2.8 for contingency fleet information.

Cherriots Support Vehicles

Cherriots Support Vehicle fleet consists of sedans, SUVs, trucks, and minivans. There are 22 Cherriots Support Vehicles currently.

Software Programs

The Maintenance Department currently operates myAvail for its fleet maintenance and parts inventory control. It also interfaces to our scheduling software Trapeze and our Intelligent Transportation System, also from Avail Technologies. The Maintenance Department also uses myAvail to compile and generate reports to compute budgetary and expense information, track road call summaries, and for tracking mileage data.

Cherriots uses FuelServe for vehicle fueling which also an authorized employee to use an assigned card or their employee number to complete a fueling transaction.

2.6 Service Overview

For the fiscal year 2025, Cherriots Local routes travels 2,666,114 revenue miles. The paratransit fleet averages 600,000 revenue miles and the Regional routes logged 521,252 revenue miles. Vehicles are in operation approximately 5:00 a.m. to 11:30 p.m.

Time spent outside of revenue operation is used for performing all necessary service, cleaning, and maintenance to the vehicles. The Cherriots Dispatch Office is open 3:30 a.m. to 12:00 a.m., Monday-Saturday, 5:00 a.m. to 10:00 p.m. on Sunday, and is responsible for assigning replacement vehicles when needed, in accordance with the available vehicle list from the Maintenance Department. Expanded service hours are to be determined. Before service operation, all vehicles are given a pre-trip inspection.

Defects found upon completion of the pre-trip inspection are recorded on the DVIR or mobile data terminal. (See Appendix B for the DVIR). Dispatch is notified of any defects that render the vehicle unusable. Defects are resolved by the Maintenance Department when the vehicle is no longer in revenue operation.

The LIFT Program operations model consists of manifests being created based on the trip requests received in the Call Center. The manifests are electronically provided to the operators of the LIFT service. Manifests are then assigned to a vehicle and completed by an Operator. All LIFT maintenance is performed by Cherriots Maintenance Department employees, excluding minor maintenance activities specifically outlined as responsibility of the LIFT contractor. Cherriots has general program and operations direction and oversight responsibility.

2.7 Existing Bus Fleet

All vehicles in operation are wheelchair accessible and adhere to ADA compliance standards.

Table 1: Cherriots Local Fixed-Route Fleet - Provides detailed information on the vehicles used for fixed-route revenue operations.

Fleet Number	FY Built	Bus Length	Fleet Size	Fuel Type	Bus Make & Description	Ate End FY 2025
223-226	2008	40	4	BD	Gillig	17
2027, 234	2011	40	8	BD	Gillig	14
123-126	2011	35	4	BD	Gillig	14
127-130	2012	35	4	BD	Gillig	13
1801-1806, 1851-1856	2019	35/40	12	CNG	Gillig	6
1901-1904	2019	35	4	CNG	Gillig	6
1951-1963	2020	40	13	CNG	Gillig	5
2251-2255	2022	40	5	CNG	Gillig	3
2390-2393	2023	26	4	Gas	Arboc	2
2500	2025	26	2	Gas	Arboc	0
2600	2026	40	12	BEB	Gillig	-1
2700	2027	35	3	CNG	Gillig	-2
TBD	TBD	40	11	TBD	TBD	

Table 2: Cherriots LIFT Paratransit Fleet - Provides detailed information on the vehicles used for paratransit operations.

Fleet Number	FY Built	Bus Length	Fleet Size	Fuel Type	Bus Make & Description	Ate End FY 2025
838-843	2011	22	6	Gas	Startrans	14
845-849	2011	22	5	Gas	Startrans	14
851-854	2011	22	4	Gas	Startrans	14
867-865	2013	22	4	Gas	Arboc	12
1401-1403	2014	15	3	Gas	AM General	11
1404-1407	2015	22	4	Gas	AM General	10
866-870	2018	22	5	Gas	Glaval	7
871-875	2019	22	5	Gas	Eldorado	6
876-878	2022	22	3	ALT	NorCal	3
879-885	2025	22	7	CNG	TurtleTop	0
886-895	2026	22	10	Gas	TBD	-1

Table 3: Cherriots Regional - Provides detailed information on the vehicles used for regional operations.

Fleet Number	FY Built	Bus Length	Fleet Size	Fuel Type	Bus Make & Description	Ate End FY 2025
361-363	2018	30	3	Diesel	Bluebird	7
308, 309	2020	24	2	Gas	El Dorado	5
310, 311	2020	24	2	Gas	Glaval	5
364-370	2022	30	7	Diesel	Bluebird	3
371-374	2028	20	3	Gas	TBD	-3

Table 4: Cherriots Shop and Ride Fleet - Provides detailed information on the vehicles used for paratransit operations.

Fleet Number	FY Built	Bus Length	Fleet Size	Fuel Type	Bus Make & Description	Ate End FY 2025
504	2010	22	1	Gas	Champion	14
552	2019	22	1	Gas	El Dorado	5
505	2020	22	1	Gas	El Dorado	4
TBD	2028	22	1	TBD	TBD	-4
TBD	2029	22	1	TBD	TBD	-4

2.8 Contingency Fleet

Contingency Fleet Service Requirements

As of 2025, Cherriots maintains a contingency fleet of ten (10) vehicles. The Cherriots contingency fleet consists of vehicles that have already reached the end of their useful life and are no longer needed for normal scheduled service. The contingency fleet will be maintained under the following circumstances:

- Restoration of previously reduced service.
- Major temporary, dedicated service events such as construction or other interruptions to regular service.
- Major service emergency conditions, like declared natural disasters such as major region-wide flood or

winter storm, resulting in a temporary surge for Cherriots ridership demand, or possibly damage to regular active fleet buses requiring temporary substitution of contingency buses for regular buses until the regular buses can be returned to service.

- Sudden surge in Cherriots ridership demand due to national or regional fuel emergencies.

Cherriots shall send a letter of notification to the FTA should there be a need to fully reactivate a contingency bus for active service.

Contingency Fleet Maintenance

Cherriots contingency buses have been removed from normal scheduled maintenance and put into a Contingency Bus Inspection (CBI) program, which is performed every 180 days. CBI inspections consist of: brake adjustments, air, electrical, throttle, interlock system operation check and fluid level check for all contingency buses.

2.9 Operating Spare Ratio

Fixed-Route

Maintenance's current standard is to maintain approximately 20% spare ratio to ensure vehicle availability, optimize maintenance costs, and is based upon PM peak pullouts. This ratio calculated based upon the entire fleet and daily need.

Paratransit

The goal for Cherriots LIFT service delivery is to maintain at least a 16% spare ratio, which is based upon average peak pullouts. As of March 2025, the maximum peak pullout was 30 vehicles.

2.10 Current Maintenance Staffing

The Cherriots Maintenance Department currently has 42 employees that include: Department Manager, Vehicle Maintenance Supervisors, Facilities Maintenance Supervisor, Journey Mechanics, Service Technicians, Service Workers, Facilities Maintenance Workers, Procurement Assistant, Parts and Supplies Clerk, and Staff Assistant. Department personnel may work any shift over a five-day period, performing varied assigned tasks.

Table 5: Cherriots Maintenance Employee Shift Distribution

Position	Day	Swing
Journey Mechanic	6	5
Service Technician	3	3
Service Worker	2	6
Facilities Maintenance Supervisor	1	
Facilities Maintenance Technician	1	
Facilities Maintenance Worker	7	3
Procurement Specialist	1	
Parts and Supplies Clerk	1	
Maintenance Supervisors	2	2
Maintenance Training Supervisor	1	
Maintenance Administrative Assistant	1	
Maintenance Manager	1	

Cherriots Maintenance employees operate on a 22-hour, seven-days-a-week work schedule. All shifts are staffed to accommodate scheduled PM inspections and fleet modifications, as well as unscheduled repairs when vehicles are out of operation. Shifts are scheduled so there is an overlap between shifts for continuity of operation.

2.11 Employee Performance

Cherriots has an annual performance appraisal program using forms that are periodically revised to better address performance criteria and to improve the quality of the appraisal. Training is also provided to supervisors to assist them in the process and outcome. Cherriots subscribes to a positive corrective action approach, as well as a progressive discipline program in addressing performance deficiencies. Employees are recognized and rewarded for system-improving suggestions and ideas.

Training is regarded as an essential element in our effort to improve maintenance productivity. Maintenance training is directed toward developing and upgrading skills necessary for proper vehicle maintenance, equipment modification, system procedures, and new equipment orientation. The program also focuses on management to enhance leadership skills and supervisory practices to increase productivity levels and maintain a responsible maintenance environment. In-house training consists of both classroom and on-the-job training. Equipment and product vendors periodically hold seminars and training sessions at Cherriots facilities.

2.12 Maintenance Performance Indicators

Fixed-Route

Each year, the Maintenance Department identifies goals critical to successful performance of the fixed-route fleet. Vehicles must be reliable, clean, safe, and accessible for both internal and external customers, and annual goals are directed at meeting those standards in a cost- effective manner. A monthly benchmark report tracks the ability of the Maintenance Department to meet its goals. There are the current targets (fiscal year 2024-2025):

1. Overall miles between major mechanical failures is greater than or equal to 9,000 miles
2. PM compliance is at 100

Previous goals have focused on overtime costs, spare ratio, preventive maintenance, on-time compliance, maintained pullouts, frequency of interior cleaning and steam cleaning, and repair to payroll hour ratios in addition to attendance, inventory value, cost per vehicle mile and road call mileage (Figures 2-1). When goals are consistently met, they become a regular part of operations and other goals are introduced.

Figure 1: Cherriots PM On-Time Performance

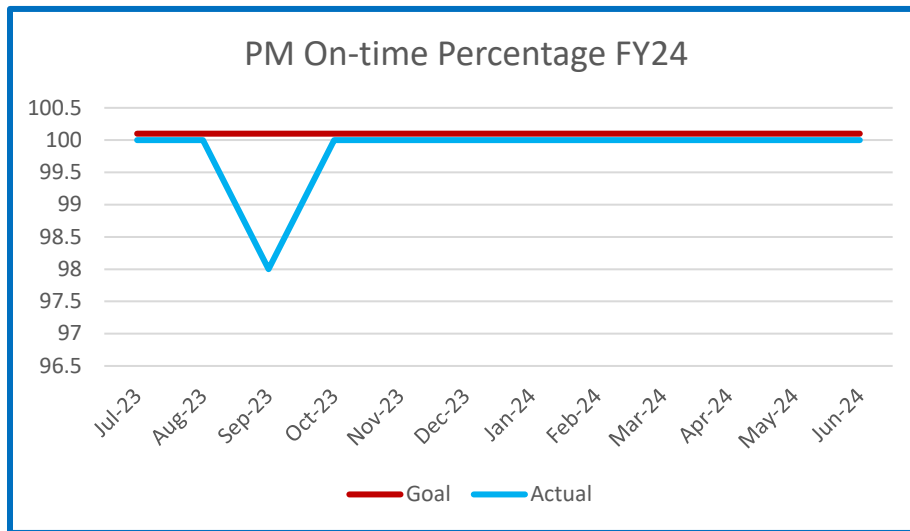


Figure 2: Cherriots Cost per Mile Diesel Fleet

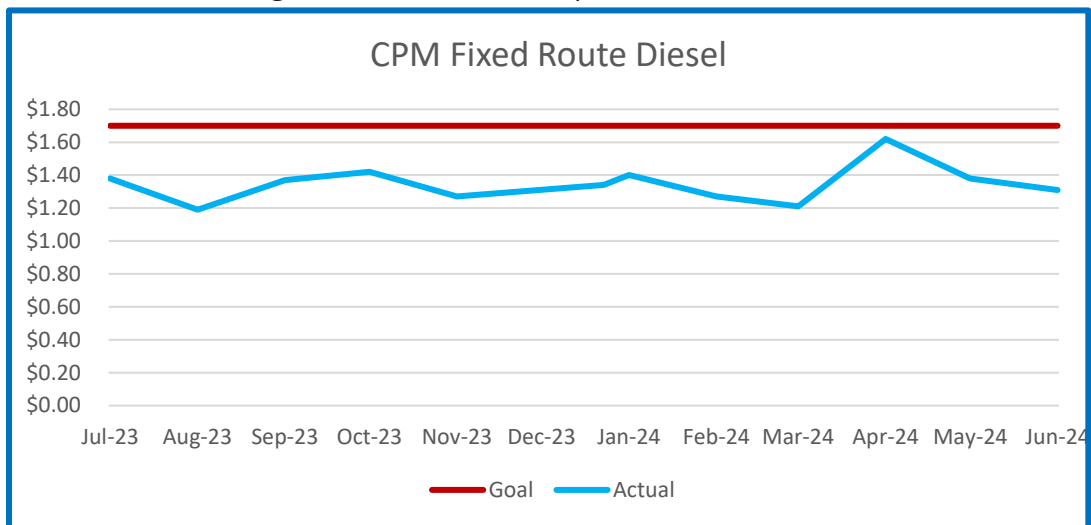


Figure 3: Cherriots Cost per Mile CNG/RNG Fleet

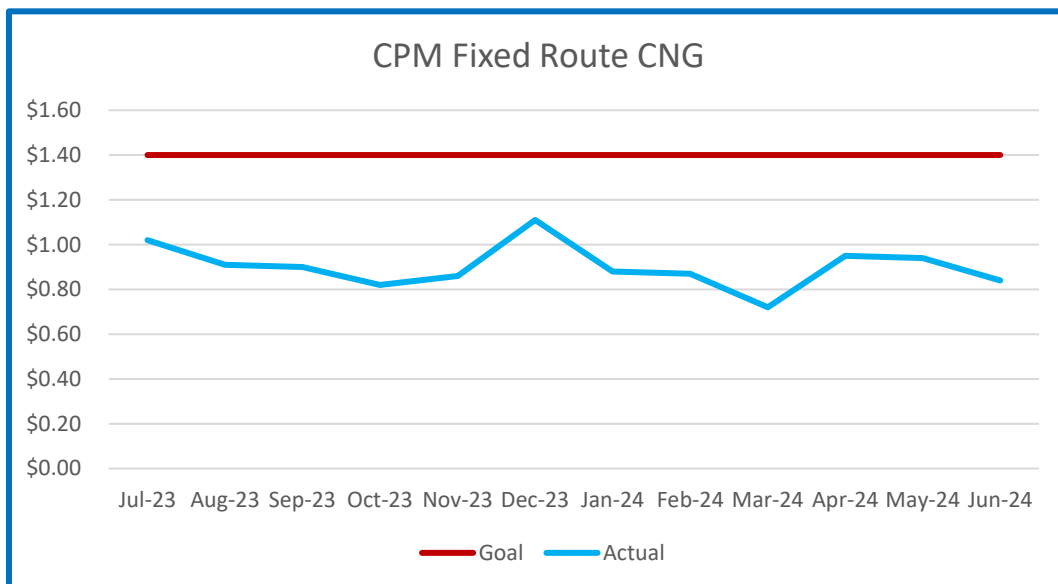
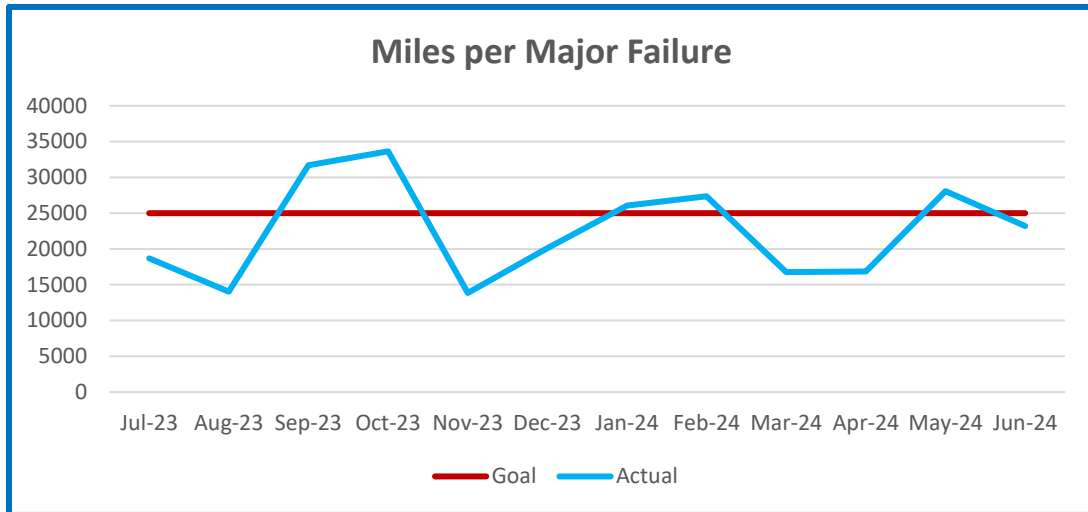


Figure 4: Miles per Major Mechanical Failure – Fixed Route



2.13 Scheduled Maintenance

Fixed-Route

All local fixed-route, LIFT, Regional, and Shop and Ride vehicles are scheduled for regular preventive maintenance. Preventive maintenance schedules vary in accordance to the system on which the maintenance is performed. Inspection procedures vary slightly depending on the model and make of the vehicle and its components.

General Preventive Maintenance

- 'A' Inspection – Oil change, oil sample, engine pressure wash interior/exterior inspection, chassis lubrication, brake inspection, differential fluid level reading, farebox inspection.
- 'B' Inspection – 'A' inspection, plus wheelchair lift inspection, and transmission sample.
- 'C' Inspection – 'B' inspection, plus engine valve adjustment, air conditioning inspection, air system serving, and CNG tank inspection (if equipped).
- 'D' Inspection – 'C' inspection, plus valve adjustment, cooling system service, transmission service, air cleaner replacement, pack wheel bearings, and hydraulic and differential fluid change.

The schedule for general preventive maintenance varies by fleet and/or engine manufacturer. Anytime drive train fluid is removed, oil analysis is used to determine the optimum extended oil change interval. The interval for each type is listed in Table 2-6, General PM Intervals.

Table 6: General PM Intervals Rotation A, A, B, A, A, C, A, A, B, A, A, D

Model Year	Bus Series	A	B	C	D
2011	123-126, 227-234	6,000	18,000	36,000	72,000
2012	127-130	6,000	18,000	36,000	72,000
2019	1801-1806, 1851-1856, 1901-1904	6,000	18,000	36,000	72,000
2020	1951-1963				
2022	2251-2255	6,000	18,000	36,000	72,000
2023	2390-2393	6,000	18,000	36,000	72,000
2024	2370-2379	6,000	18,000	36,000	72,000
All	Category E1 and D	6,000	18,000	36,000	72,000
All	Category B	6,000	18,000	36,000	72,000

Transmission Preventive Maintenance

- During 'T' Inspection (every 18,000 miles) – Visual inspection, fluid drain and filter change, record fault codes, ATF sample and road test for proper shifts and retarder functions.
- 'LR' Inspection (every 72,000 miles) – 'L' inspection, plus pan drop for metal and clutch check, and operating pressure check, along with fluid replacement.

Engine Preventive Maintenance

- 'E' Inspection (every 50,000 to 75,000 miles, depending on fleet) – Manual and electronic idle and valve checks and tune-up inspection.

Air Conditioning Preventive Maintenance

- 'ACB' Inspection (every 24,000 miles) – 'ACA' inspection, plus clutch bearing lubrication, pressure and temperature check, and filter replacement.

- 'ACC' Inspection (every 48,000 miles) – 'ACB' inspection, plus compressor area steam cleaning, voltage/amperage readings from motors, and compressor operating efficiency tests.

Brake Preventative Maintenance

- PM Inspections are performed on brakes every 6,000 miles.
- Brakes efficiency is checked with an electronic brake de-accelerometer after any brake repair work and for driver complaints. There must be a 50% efficiency rate at 20>MPH.
- Application valve, parking brake valve, and relay valves are checked for leaks and performances at 6,000-mile intervals and rebuilt or replaced, as needed.
- Moisture ejector valve is rebuilt and desiccant cartridge is changed, as needed.
- Major brake overhaul intervals occur at an average of every 100,000 miles, because buses are equipped with retarders. Overhauls include the following:
 - Relining
 - Drums turned
 - All seals replaced
 - Worn and damaged components checked and replaced
 - S-Cam and bushings inspected and replaced, as necessary
 - Wheel bearings cleaned and repacked and new seals installed
 - Bus is test driven and checked with brake meter
 - Non-asbestos lining is used on all reclining

Differentials Preventative Maintenance

- Done in conformance with manufacturer's suggested service intervals.
- Gear oil changed at 72,000 PM.
- Life expectancy at 350,000 miles.

Cooling System Preventive Maintenance

- Cooling systems are maintained by providing a source of anti-freeze and water in the bus wash for topping up, as needed.
- The coolant is changed on a 2-year cycle, assuring the coolant is at the proper protection level using both anti-freeze and an additive package. Coolant filters permeated with Nalcool are utilized.
- Repairs to the system are on an as-needed basis. Adding to the cooling system is monitored by the fueling sheets, which indicate coolant usage by coach on a daily basis.

Wheelchair Lift Preventive Maintenance

- 'WLR' Inspection (every 12,000 miles) – Clean platform, check ride and step height, inspect system for leaks, and lubricate all moving parts.
- 'WLX' Inspection (every 48,000 miles) – 'WLR' inspection, plus fluid and filter change.

Restraints

- All vehicles are equipped with a Q-Strait 4-point wheelchair restraint system.

Other Preventive Maintenance

- 'FB' (Farebox) Inspection (annual inspection) – Coin mechanism, bill transport, coin escrow, bill stuffer, logic board, and lock inspection, lube, adjust, and bulb replacement, as needed.
- 'CAM' (Camera System) Inspection (every 12,000 miles) – Procedural check of all cameras, data packs

and data recorders.

- 'CBI' (Contingency Bus) Inspection (every 90 days) – Brake adjustments, air, electrical, throttle, and interlock system operation check, and fluid level check for all contingency buses.

Oil Sampling

Oil samplings are taken at each oil change. In addition to determining oil and filter service intervals, sampling provides specific data on the levels of contamination present, such as coolant, soot, or high metal content.

Transmission and differential samples are taken if problems are suspected.

The most recent result of sampling is studied by management and placed in a file for each engine. Appropriate preventative steps are taken, and repairs are performed, as necessary.

Sampling of bulk supplies at the time of delivery is taken periodically to ensure quality and consistency.

Electrical Component Rebuild

Electrical components are rebuilt on an as-needed basis or as bench work, time permitting. Starters, motors, relay boards are checked to determine what is needed. Personal computer boards are repaired or replaced as needed. Typically, alternators and starters are sent out for rebuild. Armatures are turned and cleaned, brushes are replaced, coils are repaired or replaced, and new bearings and seals are installed.

Farebox Maintenance

Electronic registering fareboxes are regularly maintained and repaired, as needed. A designated area is equipped with the necessary electronic repair equipment to do all repairs and adjustments in-house. Fareboxes are probed each night and cashboxes emptied twice a week. Maintenance reports are monitored for problems.

Communications, Electronics, and Security Equipment

All buses in the fleet are equipped with Digital Recorder (DRI) Voice Announcing Systems, an automatic announcement system, triggered by GPS technology.

All buses are equipped with surveillance cameras to record activity within the coach. The system has an 'event' button, which preserves a recorded period, as well as an impact sensor.

Setup and troubleshooting is performed as the new buses arrive. Subsequent repairs are performed on an as-needed basis, with the aid of Original Equipment Manufacturers (OEM) and by qualified in-house staff.

Upholstery Repair

Seat coverings are repaired on an as-needed basis. Graffiti is removed immediately upon discovery. The Maintenance Department performs all repairs and re-upholsters in-house.

Bus Towing

Emergency repairs are made at the site of failure if the responding mechanic determines it can be done safely and efficiently. All towing is done by an outside towing service.

Daily Vehicle Inspections (DVI)

DVI books are supplied on all buses. There are two books on each bus. One book reflects the prior 30-day pre- and post-trips, along with defects that have repairs signed by Maintenance staff. The second book is

the current book that contains the most recent defects and repairs.

DVIs are delivered to the Maintenance facility nightly after the runs are completed. All write ups are checked out before the bus is returned to service. Depending upon the severity, some may be repaired immediately, while others may be deferred to a later date or determined unjustified.

DVIs are filed for reference and retained in accordance with the archive retention schedule.

A process has been developed that allows Maintenance to correspond to the Operators on all repairs completed.

Tires

Cherriots currently has a tire purchase agreement with Cascade Tire. This Agreement include tires for the Cherriots local, non-revenue, regional, LIFT services.

The Maintenance Department personnel perform all mounting, dismounting, and minor repairs to the tires. The tires are branded with an identifying number that is used to track the tire throughout its life using the FleetNet tire module. Air pressure and tread wear checks are performed weekly on the fleet.

- **Front**

- Tires are removed at 8/32' to use at a rear tire position.
- 4/32" tread depth minimum on any major tread groove on front axle.
- A front-end alignment is performed whenever abnormal tire wear exists.
- Toe in is checked every 36,000 miles.
- These tire casing are recapped once and used on the rear.

- **Rear**

- 2/32" tread depth minimum on any major tread groove on the rear axle.
- Sidewalls are monitored for curb scuffing.
- Tire pressure, wear and tread depth.
- Each week every tire is checked.
- Minimum tire pressure is maintained for maximum tire life, as recommended by tire manufacturer.

- **Wheels**

- Checked for cracks during mounting and painting.
- Sandblasted, inspected and repainted when a new tire is installed.

Inventory and Parts

The parts inventory consists of approximately 2,200 different line items.

Inventory is stocked in five locations:

- Parts Room for smaller, fast-moving items
- Receiving area for large, bulky items
- Tire Room for tires and wheels
- Mezzanine area for body panels, glass, and slow-moving items
- Maintenance Shop and Fuel Island for oil and anti-freeze barrels

Parts are recorded in inventory and the computerized inventory system by:

- Major component classification
- Part number
- Location
- Bin location

Physical inventory is taken at the end of each fiscal year. Physical inventory counts are handwritten on computer-generated count sheets by location. An employee, who is not a member of the counting team, then enters the counts into the computer. Upon completion of the physical inventory, a computer printout is made of the total parts inventory valuation. This inventory valuation, together with the original count sheets and "issued/receipts" location sheets, are turned into the Operations Division. The Operations Division, which has kept a separate inventory count during the year, then reconciles and makes the necessary adjustments. This process is done in June of each year, and is monitored by an auditor who ensures the validity and accuracy of the inventory process and its resulting figures.

Parts Issues

All parts issued are entered into the computerized inventory system. The Repair Order form provides the data for entering parts issued, as well as labor associated with the vehicle repairs. The parts inventory is automatically adjusted by charging out the part from the inventory to the repair order. This is done by data entry in the FleetNet computer program. The labor hour portion of the repair order records all labor segments for each repair performed, thereby completing the total repair cost on that repair order.

Parts Receipts

Cherriots purchase order with the vendor packing slip, or invoice, provides the necessary data for the parts receipt transaction. Information included on these documents includes:

- Vendor name
- Date of order
- Date received
- Part number
- Quantity
- Unit cost
- Total cost

The date parts are received is noted on the packing slip, as well as the receiving clerk's signature.

Shop Purchasing

Cherriots purchase order is issued to procure shop parts, goods, and services. The purchase order is coded with an appropriate Divisional budget number for each item procured. All procurement action is initiated by a requisition, which is reviewed and approved by the Maintenance Manager.

For individual parts, goods, and/or services in excess of \$2,000.00, at least three supplier cost estimates must be solicited and submitted with an approved requisition prior to approval of a purchase order. The criteria used in soliciting quotes for Maintenance Shop parts and supplies are: best quality, best cost, timely delivery. Prior to any purchase, all applicable supplier catalogs are consulted.

Diesel and gasoline fuel is purchased via spot pricing using four different fuel vendors. Diesel and gasoline purchases are made on an as-needed basis.

Warranty Procedures

Warranty claims vary by supplier and the nature of the product. Claims are processed in a variety of ways: warranty service orders, phone calls, faxes, and meetings with supplier representatives, until a satisfactory settlement has been received. Warranty claims are recorded prior to submission to the manufacturer.

While most repairs are performed by the manufacturer's staff or by other qualified representatives, Maintenance staff track labor hours for work they perform on warranty items. The manufacturer typically

supplies replacement parts.

When a warranty payment is received during the same fiscal year as the original payment, the amount is credited back to the same account charged when the original payment was made. Copies of original invoice and entry sheet are used as back-up.

When components on vehicles fail, a Maintenance Mechanic reviews the components history via FleetNet. If there is a possibility of warranty existing, the component is given to the Parts Department for further investigation.

If warranty exists, the supplier is contacted and the item is logged on the warranty tracker. When the claim is complete, the results are also logged. In most instances, SAMTD is issued a replacement part. Some instances such as batteries, the item is prorated or a credit is issued.

If the vendor issues a credit memo, once it is received, it is posted back to the same purchase order/invoice/account number that the original payment was made against.

Core charges when paid are charged to a separate account line item. Cores returned are credited back to this account. This account is reconciled to ensure all credits and charges are accurate.

Typical warranties include:

- **Propulsion Systems**
 - Engines
 - Transmissions
- **Subsystems**
 - Wheelchair ramps, dryers, and door systems
 - Brake systems, heating, ventilation, and air conditioning
 - Air compressors and starters/alternators
 - Destination signs, digital recorders, radios
 - Surveillance cameras
 - Batteries

Paratransit

The paratransit fleet has a two-level preventive maintenance inspection program: 'A' level service every 5,000 miles for minivans or every 6,000 miles for LIFT buses, and 'B' level service every 30,000 miles for all LIFT revenue vehicles. As with fixed-route inspections, the 'B' service is more progressive than the 'A' service. These consist of eight service sections:

1. Test drive – Inspection includes: starter, warning devices, dashboard gauges, interior lights and switches, steering wheel play, fast idle switch, heater, air-conditioner, horn, fire extinguisher, seatbelts, wipers, parking and foot brakes and interlock, and record engine rpm and oil pressure.
2. Under chassis and lube – Inspection includes: steering assembly and U joints, kingpins and tie rods, front axle assembly, sway bars and linkage, springs and shocks, brakes, drums, wheel seals, driveshaft, differential, drain transmission fluid/replace filter/refill, fuel tanks and lines, frame and cross members, and lube complete unit.
3. Service – Inspection includes: exterior lights, windshield cleaner fluid, condition of wiper blades and arms, mirrors, body condition, bumpers/mud flaps/brackets, headlamps, take oil, coolant and transmission fluid samples for analysis, coolant, drain fuel/water separator and crankcase, and replace fuel and oil filters.
4. Upper chassis, engine and electrical – Inspection includes: exhaust system, power-steering fluid, fan shroud, water pump, belts, AC compressor, alternator, air-intake filter, and batteries.

5. Engine inspection (with engine running) – Inspection includes: recording oil pressure, filters, lines and gaskets, exhaust, and fault codes.
6. Wheelchair lift (ramp on minivans) – Inspection includes: operation, lube, check for loose hardware and fluid leaks, and warning buzzer.
7. Tires and wheels – Inspection includes: record tread depth and tire pressure, visual inspection for wear or damage, and wheel nuts and axle flange nuts.
8. Final inspection – Inspection includes: check engine oil level, check for additional PM to be performed, and update PM sticker.

Through oil analysis, the 6,000-mile PM interval was deemed too long for vehicles equipped with the Ford 6.0 motor. A new PM measure (“1OF”) was implemented to change the oil and filter at 3,000 miles to combat fuel dilution occurring in the oil due to the specific duty cycle of a shuttle bus, which includes an inordinate amount of idling.

2.14 Scheduled Predictive Maintenance

Fixed-Route

Predictive maintenance is performed on components that have exhibited a determined lifetime. Components are identified for predictive maintenance in accordance with their frequency of unscheduled repairs. Component replacement history by fleet type is statistically reviewed to determine the optimum replacement schedule. Cherriots currently has numerous components on a predictive maintenance schedule: air dryers, brake application valves, brake relay valves (front and back), air compressors, alternator bearings, fuel pumps, water pumps, turbochargers, operator seats, diesel particulate filters, DEF filter, air cleaners, interior cabin filters, Amorex fire suppression actuators, some transmissions, suspension airbags, windshield wipers, fuel injectors, electric starters and engine thermostats.

Cherriots is always evaluating and identifying bus components that could be placed on a predictive replacement interval.

Paratransit

There is no scheduled predictive maintenance program currently in place for the LIFT fleet.

2.15 Unscheduled Maintenance

Fixed-Route

Unscheduled maintenance is classified into four categories: Road calls, pullout repairs, operator reported defects, and yard/field repairs.

- Road call repairs: A repair where a disruption of service has occurred or a vehicle is traded out of service due to mechanical, or safety concerns.
- Pullout repairs: Problems with a vehicle, typically minor mechanical or safety issues, that are found by the Operator that must be fixed before the vehicle is put into service.
- Operator reported defects: Problems with a vehicle that do not warrant a disruption of service and are mainly comfort, cosmetic, or minor mechanical issues.
- Field repairs by downtown mechanics and yard repairs: Repairs done to the vehicle within the yard confines, typically for cosmetic or minor mechanical issues at fixed locations or transit centers.

All unscheduled maintenance is entered into the FleetNet and corrective actions to remedy the problem are recorded. Those that are safety-related or likely to result in a road call, are repaired before being returned to service. Defects not falling into the above categories, but not able to be repaired

immediately, are deferred and scheduled for further repairs at a later date.

Paratransit

Unscheduled maintenance is identified on the fleet of LIFT vehicles: at the time of the Operator's pre-trip inspection before pull-out, during service when a road call or vehicle tow is required, and in response to a written Operator defect report submitted to Maintenance. Safety- and maintenance-related issues that do not allow for safe operation of a vehicle, are repaired before the vehicle is used to deliver service. LIFT utilizes FleetNet to save all repair history in regards to vehicles.

2.16 Cleaning Program

Fixed-Route

During the nightly service process, where buses are refueled and have their fluids checked, each interior is cleaned to remove dust, trash, etc., before being run through a wash rack for exterior cleaning. In addition, floors are mopped, as needed, but no less than once per week. Wheels are cleaned regularly, at no less than once per week.

Paratransit

Cleaning of buses is part of the transportation providers' contract. Operators daily sweep out buses, remove trash from vehicles and spot clean windows, surfaces and floors, as needed. The transportation provider contracts with a vendor who performs thorough interior cleaning and exterior cleaning.

2.17 Bus Maintenance Facilities

Fixed-Route

Bus Maintenance is headquartered at 3140 Del Webb Avenue, Salem, Oregon. The Del Webb facility was built in 1968, and has undergone several remodels and additions. Fleets consist of 35' and 40' buses. Bodywork is contracted by local vendors. Transmissions needing rebuilt are sent to vendors for repairs. All other repairs are performed in-house. Cherriots Facilities Department maintains the bus garages.

Paratransit

LIFT operations is located at 2195 Hyacinth Street NE, Salem, Oregon. All vehicle maintenance (excluding identified light maintenance items: replacing headlights, taillights, wiper arms and blades, adding washer fluid and topping off engine oil/transmission fluid) is performed at the Maintenance facility. Buses are transferred from their operating base to the Maintenance facility for necessary preventive maintenance and repairs. Body damage repairs are done by outside contractors. LIFT maintenance has 10 bus bays equipped with lifts.

3. Fleet and Fleet Management

3.1 Quality of Service – Fixed-Route and Paratransit

Connecting people with places through safe, friendly, and reliable public transportation services is a key element to the Cherriots system. Safe, frequent, reliable and comfortable service on modern vehicles is fundamental to improving service quality and attracting new riders. Cherriots will maintain and improve the quality of its transit service as described below.

Safety and Security

Ensuring safe operation of transit service and safe design of transit facilities and equipment is embedded

into all Cherriots activities. Similarly, all Cherriots employees serve as ‘eyes and ears’ for security awareness.

- Procurements and construction of new buses and facilities include safety requirements in design and performance specifications, which are verified in design reviews and testing. Safety hazards are formally identified, assessed, and resolved as part of developing specifications and designs. Acceptance testing against safety-related design and performance requirements is formally performed and documented. Certification that all safety design requirements have been met, as well as the following operational safety requirements, is required before completed facilities and equipment are placed into passenger service. Standard Operating Procedures (SOPs) govern all operations, to assure safety and quality.
- Safety training for employees is formal and documented, specific both to job classification and the specific equipment or facility involved.
- Emergency response drills are conducted periodically.
- Every accident is analyzed for preventability, with lessons learned implemented by improvements to procedures, training, or equipment, as appropriate.
- Safety audits are performed on an ongoing basis, and the Federal Transit Administration (FTA) performs safety program oversight.

Security programs include:

- All Cherriots employees serve as ‘eyes and ears’ for security awareness and reporting.
- Security procedures assure rapid and assured communication and response to a reported security situation. Cherriots Dispatch works closely with 9-1-1 dispatch centers to assure the fastest possible police or emergency response.
- Cherriots buses have security cameras onboard.

Frequency and Levels of Service

Service frequencies often reflect the demand for service; however, Cherriots understands the importance of frequency as it applies to quality of service. Frequent service contributes to ridership in several ways:

- It reduces actual and, even more substantially, perceived travel time by transit.
- It makes the need to transfer less onerous. Given contemporary multi-destination travel patterns, Cherriots cannot connect all the origins and destinations with direct service. If the transfer wait time is short and the transfer environment is good, customers will be much more willing to transfer.
- It makes transit convenient, an essential element in attracting more trips.

3.2 Reliability

On-time performance is the measure of how close a bus adheres to its schedule. Schedules are designed to give riders certainty about when their bus will depart so they can make informed decisions about when to travel.

However, it is difficult to predict exactly when a bus will arrive at every bus stop due to changing conditions on the ground, fluctuations in traffic, number of mobility devices, etc. As a result, on-time performance is measured only at bus stops with scheduled departure times, known as time points. Additionally, buses are considered ‘on time’ if they depart up to five minutes late from their time points. On-time performance is measured on the route level and system level, both for the entire day and the PM peak (2:00 p.m. – 6:59 p.m.)

At least 85% of buses should depart time points no more than five minutes late (75% in PM peak). No more than 10% of buses should depart their time points between five and 10 minutes late (15% in PM

peak). No more than 5% of buses should depart their time points more than 10 minutes late (10% in PM peak). No buses should depart their time points before their scheduled departure times.

3.2.1 On-Time Performance

Fixed-Route

A bus is considered on time if it arrives at the published schedule time, but not early, or is less than five minutes after its scheduled departure time. Information on bus arrival times is regularly collected and can be reviewed in real-time. The goal is for at least 85 percent of all bus trips arrive at time points 'on time' during an average weekday.

Paratransit

A LIFT ride is considered on time if the vehicle arrives within a 30-minute window that is given to the customer at the time the ride is reserved. The on-time standard for Cherriots LIFT is 98%. Cherriots establishes a 95% goal for on-time arrival for the Cherriots LIFT service.

On-Street Improvements

Traffic preferential improvements along roadways that help improve the reliability of bus service include:

- Keizer Transit Center signal
- Bus stop improvements
- Management and route design measures to reduce run times and improve reliability

Technological Applications

Cherriots is currently utilizing myAvail as the intelligent transportation system, which includes computer aided dispatch and automatic vehicle location (CAD/AVL) software, which allows all buses to be tracked in real-time, comprehensively measure the share of trips on time, as described in this section. This also allows Cherriots to consider monitoring headway adherence of frequent service – in other words, whether buses are evenly spaced.

3.2 Service Delays – Fixed-Route and Paratransit

Miles Between Road Calls - Fixed-Route

Fleet reliability is measured in miles between road calls. In addition to preventive maintenance, the Maintenance Department is now pursuing predictive maintenance where high profile components are replaced on a schedule determined by historical failures.

Road calls are applicable to 35' and 40' buses, and are divided into four categories:

- Major road calls are defined as road calls due to a mechanical failure that affects movement or safety, such as an engine, transmission, brakes or door.
- Minor road calls are defined as road calls due to a mechanical failure of a part that does not affect movement or safety, such as air conditioning or wheelchair lifts or ramps.
- Other road calls are defined as road calls caused by non-mechanical issues, such as accidents or bio-hazards.
- Total road calls are defined as the summation of major and minor road calls.

Chargeable road calls are the basis for performance goals of the Department.

Miles Between Road Calls - Paratransit

Provider contractor has adopted the new road call reporting process for LIFT maintenance that is similar

to the process in place for fixed-route bus maintenance. This mileage is monitored closely for trends of increasing or decreasing road call incidents.

4. Planned Bus Procurement

Fixed-Route – Vehicle Replacement

Cherriots replaces 35' and 40' fixed-route buses after approximately 12-15 years, in accordance with our Transit Asset Management State of Good Repair targets.* The FTA's Useful Life Benchmark standard for fixed-route buses is 12 years or 500,000 Miles. Because of exceptional preventative maintenance, Cherriots is able to capture additional years of service. Bus replacement is a top priority of Cherriots. Costs of the replacement purchases, as planned, are included in the Capital Plan (Table 6).

Table 6: Cherriots Vehicle Replacement Plan

Fleet Nbr	FY Built	Bus Length	Fleet Size	Fuel Type	Bus Make	Age End FY 2025	Replace by End FY	Current	2026	2027	2028	2029	2030
113-122	2008	35	10	BD	Gillig	17	2023	1	0	0	0	0	0
223-226	2008	40	4	BD	Gillig	17	2023	4	0	0	0	0	0
227,234	2011	40	8	BD	Gillig	14	2026	8	7	4	0	0	0
123-126	2011	35	4	BD	Gillig	14	2026	3	3	0	0	0	0
127-130	2012	35	4	BD	Gillig	13	2027	4	0	0	0	0	0
1801-1806, 1851-1856	2019	35/40	12	CNG	Gillig	6	2031	12	12	12	12	12	12
1901-1904	2019	35	4	CNG	Gillig	6	2031	4	4	4	4	4	4
1951-1963	2020	40	13	CNG	Gillig	5	2032	13	13	13	13	13	13
2251-2255	2022	40	5	CNG	Gillig	3	2034	5	5	5	5	5	5
2370-2379	2023	40	10	BEB	Gillig	2	2035	10	10	10	10	10	10
2390-2393	2023	26	4	Gas	Arboc	2	2028	4	4	4	4	0	0
2500	2025	26	2	Gas	Arboc	0	2030	0	0	2	2	2	2
2600	2026	40	12	BEB	Gillig	-1	2038	0	12	12	12	12	12
2700	2027	35	5	CNG	Gillig	-2	2039	0	0	4	5	5	5
TBD	TBD	40	11	TBD	TBD			0	0	0	3	7	7
Fleet Size								68	70	70	70	70	70

Cherriots LIFT – Vehicle Replacement

Cherriots replaces our Cutaway-style vehicles at approximately five (5) to eight (8) years, in accordance with our Transit Asset Management (State of Good Repair) targets.* Generally, the FTA's Useful Life Benchmark is five (5) years or 150,000 miles. Because of exceptional preventative maintenance, Cherriots is able to capture additional years of service. Bus replacement is a top priority of Cherriots. Costs of the replacement purchases, as planned, are included in the Capital Plan (Table 7).

Table 7: Cherriots LIFT Vehicle Replacement

Fleet Nbr	FY Built	Bus Length	Fleet Size	Fuel Type	Bus Make	Age End FY 2025	Replace by End FY	Current	2026	2027	2028	2029	2030
834,835,837	2010	22	3	Gas	Startrans	15	2018	2	0	0	0	0	0
838-843	2011	22	6	Gas	Startrans	14	2019	2	0	0	0	0	0
845-849	2011	22	5	Gas	Startrans	14	2019	3	0	0	0	0	0
851-854	2011	22	4	Gas	Startrans	14	2019	3	0	0	0	0	0
862-865	2013	22	4	Gas	Arboc	12	2021	4	3	3	0	0	0
1401-1403	2014	15	3	Gas	AM General	11	2022	3	3	0	0	0	0
1404-1407	2015	22	4	Gas	AM General	10	2023	4	4	0	0	0	0
866-870	2018	22	5	Gas	Glaval	7	2023	5	5	5	2	2	2
871-875	2019	22	5	Gas	Eldorado	6	2024	5	5	5	5	5	5
876-878	2022	22	3	ALT	NorCal	3	2027	3	3	3	3	3	3
879-885	2025	22	7	CNG	TurtleTop	0	2030	3	7	7	7	7	7
886-895	2026	22	10	Gas	TBD	-1	2031	0	7	10	10	10	10
896-905	2027	22	10	Gas	TBD	-2	2032	0	0	4	10	10	10
Fleet Size								37	37	37	37	37	37

Regional – Vehicle Replacement

Cherriots runs several different vehicle types for its Cherriots Regional Service. Category B vehicles are replaced on a 10- to 12-year cycle, in accordance with our Transit Asset Management (State of Good Repair) targets.* All Cutaway-style vehicles are replaced on a five (5) to eight (8) year cycle, as previously detailed in the Cherriots LIFT section. Because of exceptional preventative maintenance, Cherriots is able to capture additional years of service. Bus replacement is a top priority of Cherriots. Costs of the replacement purchases, as planned, are included in the Capital Plan (Table 8).

Table 8: Cherriots Regional Vehicle Replacement

Fleet Nbr	FY Built	Bus Length	Fleet Size	Fuel Type	Bus Make	Age End FY 2025	Replace by End FY	Current	2026	2027	2028	2029	2030
361-363	2018	30	3	Diesel	Bluebird	7	2028	3	3	3	3	0	0
308, 309	2020	24	2	Gas	El Dorado	5	2027	2	2	2	0	0	0
310, 311	2020	24	2	Gas	Glaval	5	2027	2	2	2	0	0	0
364-370	2022	30	7	Diesel	Bluebird	3	2032	7	7	7	7	7	7
371-374	2028	20	3	Gas	TBD	-3	2033				4	7	7
								Fleet Size	14	14	14	14	14

Shop and Ride – Vehicle Replacement

Cherriots replaces our Cutaway-style vehicles at approximately five (5) to eight (8) years, in accordance with our Transit Asset Management (State of Good Repair) targets.* Generally, the FTA's Useful Life Benchmark is five (5) years or 150,000 miles. Because of exceptional preventative maintenance, Cherriots is able to capture additional years of service. Bus replacement is a top priority of Cherriots. Costs of the replacement purchases, as planned, are included in the Capital Plan (Table 9).

Table 9: Cherriots Shop and Ride Vehicle Replacement

Fleet Nbr	FY Built	Bus Length	Fleet Size	Fuel Type	Bus Make	Age End FY 2025	Repl ace by End FY	Current	2026	2027	2028	2029	2030
504	2010	22	1	Gas	Champion	15	2018	1	1	1	0	0	0
552	2019	22	1	Gas	Eldorado	6	2024	1	1	1	0	0	0
505	2020	22	1	Gas	Eldorado	5	2025	1	1	1	0	0	0
506-508	2028	22	3	Gas	TBD			0	0	0	3	3	3
								Fleet Size	3	3	3	3	3

See Appendix C for Cherriots Transit Asset Management Targets (State of Good Repair)

Appendix A - Preventative Maintenance (PM) Inspection Reports

Cherriots – Gillig Inspections: A Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: A

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Fire Suppression System Check:
01.11	A. Fire suppression green LED on.
01.12	B. All other LED's off.
01.13	C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Farebox mounting
01.90	Check door operation - speeds and sensitive edges.
02.10	Check wheelchair ramp operation - tie-down straps, seat belts, wheel locks, and fold-up seat.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check bike rack - lube latch, hinges, and check all for proper operation.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Fill windshield washer reservoir
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: GI35

Type: A

Item Number	Description
02.92	3-4 - Gauze pads
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.29	Clean water spots on mirrors and drivers window areas.
03.30	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.32	Steam clean fuel tank
03.34	Open rear fenders & steam clean
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.42	Perform shop test with digital recorder - Route code 9999
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.58	Check fire suppression bottle gauge in green area.
03.59	Drain ping air tank, valve at RR corner of bus under bumper
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.80	Change oil and filters, take sample at operating temperature. Use back up wrench when removing drain plug Torque drain plug 32ft/lbs
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pins.
04.45	Check rear Brake Chambers vent tubes for cracking.
04.46	Do brake stroke measurement with 90 to 100 PSI Gillig Fronts 2" ,Rear 2" Max.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: A

Item Number	Description
04.47	Applied RF _____ LF _____ RR _____ LR _____.
04.48	Brakes released RF _____ LF _____ RR _____ LR _____.
04.49	Stroke length RF _____ LF _____ RR _____ LR _____.
04.50	Record tire air pressure. - 120 PSI front and rear cold.
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.21	Check steering gear mounting plate for cracks.
05.30	Check wheel seals.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.85	Lube chassis. Lube S- cams & Anchor pins. 1 pump by hand pump only.
05.90	Check and clean DEF vent tube if equipped on DEF tank.
05.91	Change spin on fuel filter
05.92	Check Processor filter fuel level, change if needed.
06.00	Change hydraulic oil filter
06.10	Drain 4 air tanks at front of bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteries. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean or replace driver's heater filter.
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.70	Check air filter minder - change filter if in red area. Date filter when changed.
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: A

Item Number	Description
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.51	Clear engine codes with lap top.
07.52	Remove hard drive .View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
07.53	Check recorder date and time,make sure it is set to the present time and date.
08.74	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.08	Pressure check cooling system--Should hold 16 lbs.
09.09	Check Wheel chair ramp torque on drive sprocket screws-(130 inch lbs. use blue loctite)
09.10	Road test on return check for leaks and fluid levels.
09.11	Check interior cleanliness to make sure it is presentable for the public before parking.

Cherriots – Gillig Inspections - B Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: B

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Fire Suppression System Check:
01.11	A. Fire suppression green LED on.
01.12	B. All other LED's off.
01.13	C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Farebox mounting
01.90	Check door operation - speeds and sensitive edges.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check bike rack - lube latch, hinges, and check all for proper operation.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Fill windshield washer reservoir
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

Cherriots – Gillig Inspections - C Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: C

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Fire Suppression System Check:
01.11	A. Fire suppression green LED on.
01.12	B. All other LED's off.
01.13	C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Farebox mounting
01.90	Check door operation - speeds and sensitive edges.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check bike rack - lube latch, hinges, and check all for proper operation.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Fill windshield washer reservoir
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35
Type: C

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.25	Clean Heaters and Evaporator coil areas, and change filter only if it is determined filter is plugged.
03.29	Clean water spots on mirrors and drivers window areas.
03.30	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.32	Steam clean fuel tank area.
03.34	Open rear fenders & steam clean
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.42	Perform shop test with digital recorder - Route code 9999
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.53	AC check freon level.
03.58	Check fire suppression bottle gauge in green area
03.59	Drain ping air tank, valve at RR corner of bus under bumper
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.61	Check and clean DEF vent tube if equipped on DEF tank.
03.62	Change spin on fuel filter.
03.63	Check Processor filter fuel level, change if needed.
03.79	Sample transmission fluid. Do not change.
03.80	Change oil and filters, take sample at operating temperature. Use back up wrench when removing drain plug Torque drain plug 32ft/lbs
03.81	Change hydraulic oil filter
03.82	Change hydraulic fluid
03.84	Change coolant filter CAUTION: Turn coolant line valves back on after filter change.
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: C

Item Number	Description
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pins.
04.45	Check rear Brake Chambers vent tubes for cracking.
04.46	Do brake stroke measurement with 90 to 100 PSI Gillig Fronts 2" ,Rear 2" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. - 120 PSI Front and Rear cold.
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.21	Check steering gear mounting plate for cracks.
05.30	Check wheel seals.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.- Lube S- cams & Anchor pins. 1 pump by hand pump only.
05.91	Remove cover - inspect & lube lower steering shaft
06.10	Drain 4 air tanks at front of bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate battery's. .

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: C

Item Number	Description
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.41	Lube Zirks on outside mirrors-only one short shot
06.42	Lube entrance & exit door lube points
06.43	Remove 3 access covers on steering column & lube upper steering shaft
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.63	Change starter at 110,00 miles. Last done at _____
06.64	If equipped with AD-9 Cartridge change every 36,000 miles and service purge valve assembly Date _____ Mileage _____
06.65	If equipped with Dual Turbo 2000 spin cartridge change every 72,000 miles and service purge valve assembly.DATE _____ Mileage _____
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.52	Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
07.53	Amerex electrical actuator has self life of 12 years and in service life of 6 years. Date in service _____
07.55	Check for exterior body damage, note on photo page.
07.56	Change AC drier if moisture indicator not green.
07.58	Lube AC clutch with one pump of designated grease.
07.59	Lube evaporator motor shaft bearings.
07.60	Check evaporator drains are clear. Check evaporator compartment and clean as needed..
07.61	Check condenser compartment and clean as needed.
07.62	If equipped with change DEF system filter at pump and inline every 200,000 miles Part # 08000113 & 08000190--Mileage _____ Date _____
07.63	Adjust valves.
07.64	Change crankcase breather filter.
07.66	Clear engine codes with lap top.
07.68	Remove hard drive .View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
07.69	Check recorder date and time,make sure it is set to the present time and date.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: C

Item Number	Description
07.70	Check driver seat condition and lube sliders with Lift U chain lube.
07.71	Change driver seat bottom cushion & cover every 16 to 18 month. Date last done: _____01000870
08.10	Clean wheel chair ramp area.
08.11	Check chain tension and condition, dry lube.
08.12	Check platform hold straight out,(2 lb weight)
08.13	Dry lube pivot points and pins.
08.14	Check operation of wheel chair ramp and tie down system.
08.15	Check Wheel chair ramp torque on drive sprocket screws-(130 inch lbs. use blue loctite)
08.30	Check tanks regulators behind driver head for 23 lbs setting (+, -- ,3 lbs)
08.78	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, lube & inspect Coin Validator solenoid
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.17	Clean & inspect trim black rubber rollers
09.37	Bill Transport - lube & inspect.
09.38	Pressure check cooling system--Should hold 16 lbs.
10.05	Check toe-in on front tires.
10.06	Road test on return check for leaks and fluid levels.
10.07	Check interior cleanliness to make sure it is presentable for the public before parking.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: B

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.29	Clean water spots on mirrors and drivers window areas.
03.30	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.32	Steam clean fuel tank
03.34	Open rear fenders & steam clean
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.42	Perform shop test with digital recorder - Route code 9999
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.58	Check fire suppression bottle gauge in green area
03.59	Drain ping air tank, valve at RR corner of bus under bumper
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.61	Check and clean DEF vent tube if equipped on DEF tank.
03.62	Change spin on fuel filter.
03.63	Check Processor filter fuel level, change if needed.
03.70	Sample Transmission fluid at operating temperature.
03.80	Change oil and filters, take sample at operating temperature. Use back up wrench when removing drain plug Torque drain plug 32ft/lbs
03.81	Change hydraulic fluid
03.82	Change hydraulic oil filter
03.83	Change coolant filter CAUTION: Turn coolant line valves back on after filter change.
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35
Type: B

Item Number	Description
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pins.
04.45	Check rear Brake Chambers vent tubes for cracking.
04.46	Do brake stroke measurement with 90 to 100 PSI Gillig Fronts 2" ,Rear 2" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. - 120 PSI Front and Rear cold.
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.21	Check steering gear mounting plate for cracks.
05.30	Check wheel seals.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.- Lube S- cams & Anchor pins. 1 pump by hand pump only.
06.10	Drain 4 air tanks at front of bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteryys. ...
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.41	Replace engine breather filter

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35
Type: B

Item Number	Description
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.70	Check air filter minder - change filter if in red area. Date filter when changed.
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.51	Clear engine code with lap top.
07.52	Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
07.53	Check recorder date and time,make sure it is set to the present time and date.
07.54	Check driver seat condition and lube sliders with Lift U chain lube.
08.10	Clean wheel chair ramp area.
08.11	Check chain tension and condition, dry lube.
08.12	Check platform holds straight out (2 lbs weight).
08.13	Dry lube pivot points and pins.
08.14	Check operation of wheel chair ramp and tie down system.
08.15	Check Wheel chair ramp torque on drive sprocket screws-(130 inch lbs. use blue loctite)
08.20	Check tanks regulators behind driver head for 23 lbs setting (+, -- ,3 lbs)
08.74	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, lube & inspect Coin Validator soleniod
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.17	Clean & inspect trim black rubber rollers
09.18	Pressure check cooling system --Should hold 16 lbs.
09.21	Road test on return check for leaks and fluid levels.
09.22	Check interior cleanliness to make sure it is presentable for the public before parking.

Cherriots – Gillig Inspections - D Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: GI35

Type: D

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Fire Suppression System Check:
01.11	A. Fire suppression green LED on.
01.12	B. All other LED's off.
01.13	C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Farebox mounting
01.90	Check door operation - speeds and sensitive edges.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check bike rack - lube latch, hinges, and check all for proper operation.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Fill windshield washer reservoir
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: GI35

Type: D

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.25	Clean Heaters and Evaporator coil areas, and change filter only if it is determined filter is plugged.
03.31	Clean water spots on mirrors and drivers window areas.
03.32	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.33	Steam clean fuel tank area.
03.34	Open rear fenders & steam clean
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.42	Perform shop test with digital recorder - Route code 9999
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.53	AC check freon level.
03.59	Drain ping air tank, valve at RR corner of bus under bumper
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.61	Check and clean DEF vent tube if equipped on DEF tank.
03.62	Change spin on fuel filter. (20000032)
03.63	Check processor filter fuel level, change if needed. (20000021)
03.64	Sample & Change transmission fluid and filter, drain convertor.
03.78	Change rear axle gear oil. (FL000008)
03.80	Change oil and filters, take sample at operating temperature. Use back up wrench when removing drain plug Torque drain plug 32ft/lbs (FL20000026)
03.81	Change hydraulic oil filter (20000034)
03.82	Change hydraulic fluid
03.83	Change antifreeze (FL000005)
03.84	Change coolant filter CAUTION: Turn coolant line valves back on after filter change.
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: D

Item Number	Description
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pins.
04.45	Check rear Brake Chambers vent tubes for cracking.
04.46	Do brake stroke measurement with 90 to 100 PSI Gillig Fronts 2" ,Rear 2" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. - 120 PSI Front and Rear cold.
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.21	Check steering gear mounting plate for cracks.
05.30	Check wheel seals.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.- Lube S- cams & Anchor pins. 1 pump by hand pump only.
05.91	Remove cover - inspect & lube lower steering shaft
06.10	Drain 4 air tanks at front of bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: D

Item Number	Description
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate battery's. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.41	Lube Zirks on outside mirrors-only one short shot
06.42	Lube entrance & exit door lube points
06.43	Remove 3 access covers on steering column & lube upper steering shaft
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.63	Change starter at 110,000 miles. Last done at _____ (06001052)
06.64	If equipped with AD-9 Cartridge change every 36,000 miles and service purge valve assembly Date _____ Mileage _____ (06000985)
06.65	If equipped with Dual Turbo 2000 spin cartridge change every 72,000 miles and service purge valve assembly.DATE _____ Mileage _____ (06001219)
06.70	Change air filter. Mileage & Date last done. _____ (20000013--20007--20000038-- 2011)
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.51	Check Amerex fire suppression bottle gauge, needle should be in green range.
07.52	Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
07.53	Amerex electrical actuator has self life of 12 years and in service life of 6 years. Date in service _____
07.55	Check for exterior body damage, note on photo page.
07.56	Change AC drier if moisture indicator not green.
07.58	Lube AC clutch with one pump of designated grease.
07.59	Lube evaporator motor shaft bearings.
07.60	Check evaporator drains are clear. Check evaporator compartment and clean as needed.
07.61	Check condenser compartment and clean as needed.
07.62	If equipped with change DEF system filter at pump and inline every 200,000 miles Part # 08000113 & 08000190--Mileage _____ Date _____
07.63	Adjust valves
07.64	Change crankcase breather filter. (20000033)

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: GI35
Type: D

Item Number	Description
07.65	Replace DPF, clean cat, reset with laptop-Mileage _____ Date _____ last done. R08000128-2012--R08000087--2007)
07.66	Clear engine codes with lap top.
07.68	Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
07.69	Check recorder date and time,make sure it is set to the present time and date.
07.70	Check driver seat condition and lube sliders with Lift U Chain lube.
07.71	Change driver seat bottom cushion & cover every 16 to 18 month. Date last done: _____ (01000870)
08.10	Clean wheel chair ramp area.
08.11	Check chain tension and condition, dry lube.
08.12	Check platform hold straight out (2 lb weight)
08.13	Dry lube pivot points and pins.
08.14	Check operation of wheel chair ramp and tie down system.
08.15	Check Wheel chair ramp torque on drive sprocket screws-(130 inch lbs. use blue loctite)
08.20	Inspect & Repack Front Wheel beainingsMileage _____ Date _____ Last done,(72,000 miles) (05000294)
08.30	Check tanks regulators behind driver head for 23 lbs setting (+, -- ,3 lbs)
08.85	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, lube & inspect Coin Validator soleniod
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.17	Clean & inspect trim black rubber rollers
09.27	Clean & lube Cash box locking mechanism coin & bill stripper
09.29	Lube electronic lock drive gear & drive stud
09.37	Bill Transport - lube & inspect.
09.39	Cash Box - clean & lube locking mechanism, clean slides. USE GREASE SPARINGLY ! THANK YOU
09.41	Cash Box - replace battery every 3 years.
09.42	Mark date battery was replaced on cash box.
09.43	Electronic Lock & Locking Bar - lube drive gear & stud.
09.44	Electronic Lock Door Switch - check & adjust if necessary.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: GI35

Type: D

Item Number	Description
09.45	Coin Bypass - clean, lube & inspect.
09.46	Pressure check cooling system--Should hold 16 lbs.
10.05	Check toe-in on front tires.
10.06	Road test on return check for leaks and fluid levels.
10.07	Check interior cleanliness to make sure it is presentable for the public before parking.

SALEM AREA MASS TRANSIT DISTRICT
Preventative Maintenance - Vehicles

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC Work Order #:
Year: 2023 Veh Tag#: E298736
Fleet: ELB ELECTRIC BUS

Inspection Id: Elec Type: C Description: 36,000 mile

Inspection #: 6

Forecast Miles:	5000.0	Forecast Hours:		Forecast Days:	
Actual Miles:	6000.0	Actual Hours:		Actual Days:	
Ltd Mileage:	146.0	Ltd Hours:	0.00	Current Date:	2/4/2025 1:17 PM
Hubodometer:	1795.0	Last Hours Reading:	0.00	Date Last Inspected:	7/13/2023 9:23 AM
Miles Last Inspection:	1795.0	Hours Last Inspection:	0.00	Days Last Inspection:	0
Miles Remaining:	4205.0	Hours Remaining:	0.00	Days Remaining:	0

Inspection Due

Date Completed: Performed By:

Check All Items Serviced

☐ 01.00 Date _____ Mileage _____ WO# _____ IND# _____

☐ 01.01 Probe Fare box, before starting service.

☐ 01.09 install protective seat cover on drivers seat

☐ 01.10 Fire Suppression System Check:

☐ 01.11 A. Fire suppression green LED on.

☐ 01.12 B. All other LED's off.

☐ 01.13 C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear

☐ 01.20 Check brake and accelerator pedal action and feel, pump down air system.

☐ 01.21 Check throttle pedal spring on electronic control pedal.

☐ 01.25 Check seat belt cutter is properly mounted

☐ 01.30 Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.

☐ 01.40 Check parking brake operation holds without movement. Idle to full throttle- max 2 sec.

☐ 01.50 Check brake and accelerator interlock.

☐ 01.60 Check tilt steering wheel adjustment and telescope.

☐ 01.70 Check kneel operation and adjustments.

☐ 01.80 Check turn signals.

☐ 01.81 Farebox mounting

☐ 01.90 Check door operation - speeds and sensitive edges.

☐ 02.10 Check wheelchair seats, tie-down straps, seat belts, wheel locks, and fold-up seat. Check Q-Straint operation.

☐ 02.20 Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.

☐ 02.30 Check window operations including emergency features.

☐ 02.31 Check vandal guard film for damage and scratches, and note if replacement is needed.

☐ 02.40 Check all interior and exterior lights.

☐ 02.50 Check back-up lights and horn.

☐ 02.60 Check bike rack - lube latch, hinges, and check all for proper operation.

02/04/2025 13:17:42 [steered-DWM-VMS] © 2025 Fleet-Net Corporation {Vsn: 09.06 [12/9/20151]}

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC

Work Order #:

Year: 2023 Veh Tag #: E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec Type: C Description: 36,000 mile

Check All Items Serviced

☐	02.65	Check Wheelchair Ramp operation.
☐	02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
☐	02.71	Fill windshield washer reservoir
☐	02.80	Check for intact red tie on emergency triangle box - repl as needed.
☐	02.81	Check expiration date on fire extinguisher - replace if needed.
☐	02.82	Check for DVI book.
☐	02.83	Check tank regulators behind driver head for 23 lbs setting. (+, -- ,3 lbs)
☐	02.89	Check paper towel and puke bag
☐	02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
☐	02.91	10 ea - Band-aids (+/- 1 or 2)
☐	02.92	3-4 - Gauze pads
☐	02.93	3-4 - Disinfectant towelettes
☐	02.94	2-3 - Pair Latex Gloves
☐	02.95	1 ea - CPR Microshield
☐	02.96	1 ea - Red Biohazard Bag
☐	03.00	Check destination signs - operation, lights, glass.
☐	03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
☐	03.20	Loss of air pressure in one minute - brake. Record loss _____
☐	03.25	Clean Heaters and Evaporator coil areas, and change filter only if it is determined filter is plugged.
☐	03.27	Operate Radiator Cooling fans in reverse to blow out debris
☐	03.28	Please don't blast electric fan motors with the pressure washer. Thanks.
☐	03.29	Clean water spots on mirrors and drivers window areas.
☐	03.30	Steam clean undercarriage before inspection and road test.
☐	03.34	Open rear fenders & steam clean
☐	03.40	Road test - check engine performance, steering, suspension noise.
☐	03.42	Check the Drivers camera LCD screen. There should not be a Error message. There should be a "P" for recording on the primary drive. "S" means the harddrive is not locked into place.
☐	03.51	Decel test Service brakes _____% _____ foot from 20 mph
☐	03.52	Decel test Park brake _____% _____ foot from 20 mph.
☐	03.53	AC check freon level.
☐	03.54	Check fire suppression bottle gauge in green area
☐	03.57	Pressure check cooling system--Should hold 16 lbs. There are 3 different systems to test
☐	03.58	Test BTMS coolant conductivity

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC

Work Order#:

Year: 2023 Veh Tag#: E298736

Fleet: ELS ELECTRIC BUS

Inspection Id: Elec Type: C Description: 36,000 mile

Check All Items Serviced

☐	03.60 Check all fluid levels -power steering fluid, coolant level for HVAC, ECP (Pink Coolant), TMS (Clear Coolant)
☐	03.69 Check fuel fill door safety switch - Engine should die when door is opened. PARK BRAKE MUST BE SET!
☐	04.10 Check water, air, electrical & PS lines under bus for rubbing, kinks, frays & leaks
☐	04.30 Brake Pad Thickness percentage %-check wear indicator-25%or less-remove wheels & inspect pads-4mm minimum pad thickness-Replace @ 3mm.
☐	04.31 LF _____ RF _____ LR _____ RR _____
☐	04.32 For reference only for pad change-Rotor Thickness- Discard 1.460"
☐	04.50 Record tire tread depth - Fronts, replace @ 6/32 Rear, replace @ 4/32.
☐	04.51 LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
☐	04.52 Rear duals-Inside tire should not be more than 4/32 less than outside tire. If so, replace pair.
☐	04.53 Flip rear tires if more than 3/32 difference across the tread.
☐	04.54 Record Curb side sidewall depth-fresh sidewall needed if the dimple is under 3/32..
☐	04.55 RF_ RRO
☐	04.58 Record tire air pressure. - 130 PSI Front and Rear cold.
☐	04.59 LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
☐	04.70 Clean differential breather, check for fluid leaks
☐	04.80 Undercarriage inspection.
☐	04.81 Check rear brake hoses for damaged clamps and frayed hoses
☐	04.82 Check rubber front brake hoses to brake diaphragms for cracks and chafing
☐	04.83 Inspect Inductive charging pads, HV cables, impact plate and camera mounting for damage.
☐	04.84 Clean Inductive charging FOO camera lenses.
☐	04.90 Tie rods and ends.
☐	05.10 Check king pins and front wheel bearing adjustment.
☐	05.20 Check steering gear and linkage.
☐	05.21 Check steering gear mounting plate for cracks.
☐	05.30 Check wheel seals.
☐	05.40 Check air bags.
☐	05.50 Check lateral & radius rod bushings.
☐	05.60 Check drive line and u-joints.
☐	05.70 Check shocks and bushings.
☐	05.71 Lube Chassis
☐	05.72 Remove cover - inspect & lube lower steering shaft
☐	05.80 Check engine mounts; cradle supports.

SALEM AREA MASS TRANSIT DISTRICT
Preventative Maintenance - Vehicles

Veh#: 2379 **Make / Model:** GILLIG 40' ELECTRIC **Work Order #:**
Year: 2023 Veh Tag#: E298736
Fleet: ELB ELECTRIC BUS

Inspection Id: Elec **Type:** C **Description:** 36,000 mile

Check All Items Serviced

- ☐ 05.81 Inspect traction motor and Inverter for signs of damage & coolant leaks.
- ☐ 05.82 Check torque seal on gland nuts that they have not rotated.
- ☐ 06.00 Replace hydraulic fluid and filter every 100,000miles. Last done_____,miles.
- ☐ 06.10 Drain 4 air tanks at front of bus & check for excess moisture.
- ☐ 06.20 Check ground straps, battery cables, terminals, and starter connections.
- ☐ 06.30 Clean battery Tops. Load test.
- ☐ 06.31 1) _____CCA 2) _____CCA
- ☐ 06.40 Clean or replace driver's heater filter-THERE ARE TWO
- ☐ 06.41 Lube Zirks on outside mirrors-only one short shot
- ☐ 06.42 Lube entrance & exit door lube points
- ☐ 06.43 Remove two lower steering column cover screws and lube lower u-joint
- ☐ 06.50 Check air compressor inlet filter
- ☐ 06.90 Check coolant, air & electrical lines in engine compartment.
- ☐ 07.40 Check all side compartment door latches, clean and lube. Check adjustment of the 3 proximity switches. (Loctite and mark with paint pen)
- ☐ 07.42 Check the 5 outside camera housing lense for signs of moisture
- ☐ 07.52 Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
- ☐ 07.55 Check for exterior body damage, note on photo page.
- ☐ 07.56 Change AC drier if moisture indicator not green.
- ☐ 07.60 Check evaporator drains are clear. Check evaporator compartment and clean as needed..
- ☐ 07.61 Check condenser compartment and clean as needed.
- ☐ 07.68 Clear engine codes with lap top.
- ☐ 07.71 Check driver seat condition and lube sliders with WD-40.
- ☐ 08.10 Clean wheel chair ramp area.
- ☐ 08.13 Dry lube pivot points and pins.
- ☐ 08.14 Check operation of wheel chair ramp and tie down system.
- ☐ 08.98 Check & Fill day pass in Fare box. DO NOT OVER FILL
- ☐ 09.00 Clean swipe card & trim with cleaning card.
- ☐ 09.05 Clean coin insert slot.
- ☐ 09.07 Clean Coin Validator externally & internally.
- ☐ 09.09 Clean, lube & inspect Coin Validator soleniod
- ☐ 09.11 Clean Bill Validator externally & internally.
- ☐ 09.13 Inspect & clean trim belts & pulleys

SALEM AREA MASS TRANSIT DISTRICT Preventative Maintenance - Vehicles

Veh#: 2379	Make / Model: GILLIG 40' ELECTRIC	Work Order #:
Year: 2023	Veh Tag#: E298736	
Fleet: ELB	ELECTRIC BUS	

Inspection Id: Elec	Type: C	Description: 36,000 mile

Check All Items Serviced

☐	05.81 Inspect traction motor and Inverter for signs of damage & coolant leaks.
☐	05.82 Check torque seal on gland nuts that they have not rotated.
☐	06.00 Replace hydraulic fluid and filter every 100,000miles. Last done _____,miles.
☐	06.10 Drain 4 air tanks at front of bus & check for excess moisture.
☐	06.20 Check ground straps, battery cables, terminals, and starter connections.
☐	06.30 Clean battery Tops. Load test.
☐	06.31 1) _____CCA 2) _____CCA
☐	06.40 Clean or replace driver's heater filter-THERE ARE TWO
☐	06.41 Lube Zirks on outside mirrors-only one short shot
☐	06.42 Lube entrance & exit door lube points
☐	06.43 Remove two lower steering column cover screws and lube lower u-joint
☐	06.50 Check air compressor inlet filter
☐	06.90 Check coolant, air & electrical lines in engine compartment.
☐	07.40 Check all side compartment door latches, clean and lube. Check adjustment of the 3 proximity switches. (Loctite and mark with paint pen)
☐	07.42 Check the 5 outside camera housing lense for signs of moisture
☐	07.52 Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
☐	07.55 Check for exterior body damage, note on photo page.
☐	07.56 Change AC drier if moisture indicator not green.
☐	07.60 Check evaporator drains are clear. Check evaporator compartment and clean as needed..
☐	07.61 Check condenser compartment and clean as needed.
☐	07.68 Clear engine codes with lap top.
☐	07.71 Check driver seat condition and lube sliders with WD-40.
☐	08.10 Clean wheel chair ramp area.
☐	08.13 Dry lube pivot points and pins.
☐	08.14 Check operation of wheel chair ramp and tie down system.
☐	08.98 Check & Fill day pass in Fare box. DO NOT OVER FILL
☐	09.00 Clean swipe card & trim with cleaning card.
☐	09.05 Clean coin insert slot.
☐	09.07 Clean Coin Validator externally & internally.
☐	09.09 Clean, lube & inspect Coin Validator soleniod
☐	09.11 Clean Bill Validator externally & internally.
☐	09.13 Inspect & clean trim belts & pulleys

SALEM AREA MASS TRANSIT DISTRICT Preventative Maintenance - Vehicles

Veh#: 2379	Make / Model: GILLIG 40' ELECTRIC	Work Order #:
Year: 2023	Veh Tag#: E298736	
Fleet: ELB	ELECTRIC BUS	

Inspection Id: Elec	Type: C	Description: 36,000 mile

Check All Items Serviced

☐	05.81 Inspect traction motor and Inverter for signs of damage & coolant leaks.
☐	05.82 Check torque seal on gland nuts that they have not rotated.
☐	06.00 Replace hydraulic fluid and filter every 100,000miles. Last done _____,miles.
☐	06.10 Drain 4 air tanks at front of bus & check for excess moisture.
☐	06.20 Check ground straps, battery cables, terminals, and starter connections.
☐	06.30 Clean battery Tops. Load test.
☐	06.31 1) _____CCA 2) _____CCA
☐	06.40 Clean or replace driver's heater filter-THERE ARE TWO
☐	06.41 Lube Zirks on outside mirrors-only one short shot
☐	06.42 Lube entrance & exit door lube points
☐	06.43 Remove two lower steering column cover screws and lube lower u-joint
☐	06.50 Check air compressor inlet filter
☐	06.90 Check coolant, air & electrical lines in engine compartment.
☐	07.40 Check all side compartment door latches, clean and lube. Check adjustment of the 3 proximity switches. (Loctite and mark with paint pen)
☐	07.42 Check the 5 outside camera housing lense for signs of moisture
☐	07.52 Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
☐	07.55 Check for exterior body damage, note on photo page.
☐	07.56 Change AC drier if moisture indicator not green.
☐	07.60 Check evaporator drains are clear. Check evaporator compartment and clean as needed..
☐	07.61 Check condenser compartment and clean as needed.
☐	07.68 Clear engine codes with lap top.
☐	07.71 Check driver seat condition and lube sliders with WD-40.
☐	08.10 Clean wheel chair ramp area.
☐	08.13 Dry lube pivot points and pins.
☐	08.14 Check operation of wheel chair ramp and tie down system.
☐	08.98 Check & Fill day pass in Fare box. DO NOT OVER FILL
☐	09.00 Clean swipe card & trim with cleaning card.
☐	09.05 Clean coin insert slot.
☐	09.07 Clean Coin Validator externally & internally.
☐	09.09 Clean, lube & inspect Coin Validator soleniod
☐	09.11 Clean Bill Validator externally & internally.
☐	09.13 Inspect & clean trim belts & pulleys

SALEM AREA MASS TRANSIT DISTRICT
Preventative Maintenance - Vehicles

Veh#: 2379 **Make / Model:** GILLIG 40' ELECTRIC **Work Order #:**
Year: 2023 Veh Tag#: E298736
Fleet: ELB ELECTRIC BUS

Inspection Id: Elec **Type:** C **Description:** 36,000 mile

Check All Items Serviced

- ☐ 05.81 Inspect traction motor and Inverter for signs of damage & coolant leaks.
- ☐ 05.82 Check torque seal on gland nuts that they have not rotated.
- ☐ 06.00 Replace hydraulic fluid and filter every 100,000miles. Last done _____,miles.
- ☐ 06.10 Drain 4 air tanks at front of bus & check for excess moisture.
- ☐ 06.20 Check ground straps, battery cables, terminals, and starter connections.
- ☐ 06.30 Clean battery Tops. Load test.
- ☐ 06.31 1) _____ CCA 2) _____ CCA
- ☐ 06.40 Clean or replace driver's heater filter-THERE ARE TWO
- ☐ 06.41 Lube Zirks on outside mirrors-only one short shot
- ☐ 06.42 Lube entrance & exit door lube points
- ☐ 06.43 Remove two lower steering column cover screws and lube lower u-joint
- ☐ 06.50 Check air compressor inlet filter
- ☐ 06.90 Check coolant, air & electrical lines in engine compartment.
- ☐ 07.40 Check all side compartment door latches, clean and lube. Check adjustment of the 3 proximity switches. (Loctite and mark with paint pen)
- ☐ 07.42 Check the 5 outside camera housing lense for signs of moisture
- ☐ 07.52 Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
- ☐ 07.55 Check for exterior body damage, note on photo page.
- ☐ 07.56 Change AC drier if moisture indicator not green.
- ☐ 07.60 Check evaporator drains are clear. Check evaporator compartment and clean as needed..
- ☐ 07.61 Check condenser compartment and clean as needed.
- ☐ 07.68 Clear engine codes with lap top.
- ☐ 07.71 Check driver seat condition and lube sliders with WD-40.
- ☐ 08.10 Clean wheel chair ramp area.
- ☐ 08.13 Dry lube pivot points and pins.
- ☐ 08.14 Check operation of wheel chair ramp and tie down system.
- ☐ 08.98 Check & Fill day pass in Fare box. DO NOT OVER FILL
- ☐ 09.00 Clean swipe card & trim with cleaning card.
- ☐ 09.05 Clean coin insert slot.
- ☐ 09.07 Clean Coin Validator externally & internally.
- ☐ 09.09 Clean, lube & inspect Coin Validator soleniod
- ☐ 09.11 Clean Bill Validator externally & internally.
- ☐ 09.13 Inspect & clean trim belts & pulleys

SALEM AREA MASS TRANSIT DISTRICT
Preventative Maintenance - Vehicles

Veh #: 2379	Make/ Model: GILLIG 40' ELECTRIC	Work Order#:
Year: 2023	Veh Tag #: E298736	
Fleet: ELB	ELECTRIC BUS	

Inspection Id: Elec	Type: C	Description: 36,000 mile

Check All Items Serviced

☐	09.17 Clean & inspect trim black rubber rollers
☐	09.37 Bill Transport - lube & inspect.
☐	10.04 Wheel stud nuts - check for proper torque (450 to 500 ft/lbs). Use a torque wrench.
☐	10.05 Check toe-in on front tires.
☐	10.07 Supervisor QC check and Defect inspection while vehicle is on the lift.
☐	10.09 Road test on return check for leaks and fluid levels.
☐	10.10 Check interior cleanliness to make sure it is presentable for the public before parking.

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC

Work Order #:

Year: 2023 Veh Tag#: E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec Type: D Description: 72,000 mile

Inspection #: 12

Forecast Miles: 5000.0

Forecast Hours:

Forecast Days:

Actual Miles: 6000.0

Actual Hours:

Actual Days:

Ltd Mileage: 146.0

Ltd Hours: 0.00

Current Date: 2/4/2025 1:19 PM

Hubodometer: 1795.0

Last Hours Reading: 0.00

Date Last Inspected: 7/13/2023 9:23 AM

Miles Last Inspection: 1795.0

Hours Last Inspection: 0.00

Days Last Inspection: 0

Miles Remaining: 4205.0

Hours Remaining: 0.00

Days Remaining: 0

Inspection Due

Date Completed:

Performed By:

Check All Items Serviced

☐ 01.00 Date _____ Mileage _____ WO# _____ .IND# _____

☐ 01.01 Probe Fare box, before starting service.

☐ 01.09 Install protective seat cover on drivers seat

☐ 01.10 Fire Suppression System Check:

☐ 01.11 A. Fire suppression green LED on.

☐ 01.12 B. All other LED's off.

☐ 01.13 C. Press to test, bell and relay engaged LED on. Push Relay Reset to clear

☐ 01.20 Check brake and accelerator pedal action and feel, pump down air system.

☐ 01.21 Check throttle pedal spring on electronic control pedal.

☐ 01.25 Check seat belt cutter is properly mounted

☐ 01.30 Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.

☐ 01.40 Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.

☐ 01.50 Check brake and accelerator interlock.

☐ 01.60 Check tilt steering wheel adjustment and telescope.

☐ 01.70 Check kneel operation and adjustments.

☐ 01.80 Check turn signals.

☐ 01.81 Farebox mounting

☐ 01.90 Check door operation - speeds and sensitive edges.

☐ 02.10 Check wheelchair seats, tie-down straps, seat belts, wheel locks, and fold-up seat. Check Q-Straint operation.

☐ 02.20 Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.

☐ 02.30 Check window operations including emergency features.

☐ 02.31 Check vandal guard film for damage and scratches, and note if replacement is needed.

☐ 02.40 Check all interior and exterior lights.

☐ 02.50 Check back-up lights and horn.

☐ 02.60 Check bike rack - lube latch, hinges, and check all for proper operation.

Veh #: 2379

Make / Model: GILLIG 40' ELECTRIC

Work Order#:

Year: 2023

Veh Tag#: E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec

Type: D

Description: 72,000 mile

Check All Items Serviced

☐	02.65	Check Wheelchair Ramp operation.
☐	02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
☐	02.71	Fill windshield washer reservoir
☐	02.80	Check for intact red tie on emergency triangle box - repl as needed.
☐	02.81	Check expiration date on fire extinguisher - replace if needed.
☐	02.82	Check for DVI book.
☐	02.83	Check tank regulators behind driver head for 23 lbs setting. (+, - ,3 lbs)
☐	02.89	Check paper towel and puke bag
☐	02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
☐	02.91	10 ea - Band-aids(+/- 1 or 2)
☐	02.92	3-4 - Gauze pads
☐	02.93	3-4 - Disinfectant towelettes
☐	02.94	2-3 - Pair Latex Gloves
☐	02.95	1 ea - CPR Microshield
☐	02.96	1 ea - Red Biohazard Bag
☐	03.00	Check destination signs - operation, lights, glass.
☐	03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
☐	03.20	Loss of air pressure in one minute - brake. Record loss _____
☐	03.25	Clean Heaters and Evaporator coil areas, and change filter only if it is determined filter is plugged.
☐	03.27	Operate Radiator Cooling fans in reverse to blow out debris
☐	03.28	Please don't blast electric fan motors with the pressure washer. Thanks.
☐	03.29	Clean water spots on mirrors and drivers window areas.
☐	03.30	Steam clean undercarriage before inspection and road test.
☐	03.34	Open rear fenders & steam clean
☐	03.40	Road test - check engine performance, steering, suspension noise.
☐	03.42	Check the Drivers camera LCD screen. There should not be a Error message. There should be a "P" for recording on the primary drive. "S" means the harddrive is not locked into place.
☐	03.51	Decel test Service brakes _____ % _____ foot from 20 mph
☐	03.52	Decel test Park brake _____ % _____ foot from 20 mph.
☐	03.53	AC check freon level.
☐	03.54	Check fire suppression bottle gauge in green area
☐	03.57	Pressure check cooling system-Should hold 16 lbs. There are 3 different systems to test
☐	03.58	Test BTMS coolant conductivity.

Veh #: 2379 Make/ Model: GILLIG 40' ELECTRIC

Work Order#:

Year: 2023 Veh Tag #: E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec Type: D Description: 72,000 mile

Check All Items Serviced

☐	03.60	Check all fluid levels -power steering fluid, coolant level for HVAC, ECP (Pink Coolant), TMS (Clear Coolant)
☐	03.69	Check fuel fill door safety switch - Engine should die when door is opened. PARK BRAKE MUST BE SET!
☐	04.10	Check water, air, electrical & PS lines under bus for rubbing, kinks, frays & leaks
☐	04.30	Brake Pad Thickness percentage %-check wear indicator-25%or less-remove wheels & inspect pads-4mm minimum pad thickness-Replace @ 3mm!
☐	04.31	LF _____ RF _____ LR _____ RR _____
☐	04.32	For reference only for pad change-Rotor Thickness- Discard 1.460"
☐	04.50	Record tire tread depth - Fronts, replace @ 6/32 Rear, replace @ 4/32.
☐	04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
☐	04.52	Rear duals-Inside tire should not be more than 4/32 less than outside tire. If so, replace pair.
☐	04.53	Flip rear tires if more than 3/32 difference across the tread.
☐	04.54	Record Curb side sidewall depth-fresh sidewall needed if the dimple is under 3/32..
☐	04.55	RF _____ RRO _____
☐	04.58	Record tire air pressure. - 130 PSI Front and Rear cold.
☐	04.59	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
☐	04.70	Clean differential breather, check for fluid leaks
☐	04.80	Undercarriage inspection.
☐	04.81	Check rear brake hoses for damaged clamps and frayed hoses
☐	04.82	Check rubber front brake hoses to brake diaphragms for cracks and chafing
☐	04.83	Inspect Inductive charging pads, HV cables, impact plate and camera mounting for damage.
☐	04.84	Clean Inductive charging FOD camera lenses.
☐	04.90	Tie rods and ends.
☐	05.10	Check king pins and front wheel bearing adjustment.
☐	05.20	Check steering gear and linkage.
☐	05.21	Check steering gear mounting plate for cracks.
☐	05.30	Check wheel seals.
☐	05.40	Check air bags.
☐	05.50	Check lateral & radius rod bushings.
☐	05.60	Check drive line and u-joints.
☐	05.70	Check shocks and bushings.
☐	05.71	Lube Chassis
☐	05.72	Remove cover - inspect & lube lower steering shaft
☐	05.80	Check engine mounts; cradle supports.

Veh #: 2379

Make/ Model: GILLIG 40' ELECTRIC

Work Order #:

Year: 2023

Veh Tag#: E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec

Type: D

Description: 72,000 mile

Check All Items Serviced

☐	05.81 Inspect traction motor and Inverter for signs of damage & coolant leaks.
☐	05.82 Check torque seal on gland nuts that they have not rotated.
☐	06.00 Replace hydraulic fluid and filter every 100,000miles. Last done _____ miles.
☐	06.10 Drain 4 air tanks at front of bus & check for excess moisture.
☐	06.20 Check ground straps, battery cables, terminals, and starter connections.
☐	06.30 Clean battery Tops. Load test.
☐	06.31 1) _____ CCA 2) _____ CCA
☐	06.40 Clean or replace driver's heater filter-THERE ARE TWO
☐	06.41 Lube Zirks on outside mirrors-only one short shot
☐	06.42 Lube entrance & exit door lube points
☐	06.43 Remove two lower steering column cover screws and lube lower u-joint
☐	06.50 Check air compressor inlet filter.
☐	06.51 Replaced scoll compressor seals and grease bearings every 144,000 miles. Last done _____ miles.
☐	06.64 Service AD-IP air dryer.
☐	06.65 Replace air dryer cartridge.
☐	06.90 Check coolant, air & electrical lines in engine compartment.
☐	07.40 Check all side compartment door latches, clean and lube. Check adjustment of the 3 proximity switches. (Loctite and mark with paint pen)
☐	07.42 Check the 5 outside camera housing lense for signs of moisture
☐	07.52 Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
☐	07.55 Check for exterior body damage, note on photo page.
☐	07.56 Change AC drier if moisture indicator not green.
☐	07.60 Check evaporator drains are clear. Check evaporator compartment and clean as needed..
☐	07.61 Check condenser compartment and clean as needed.
☐	07.68 Clear engine codes with lap top.
☐	07.71 Check driver seat condition and lube sliders with WD-40.
☐	08.10 Clean wheel chair ramp area.
☐	08.13 Dry lube pivot points and pins.
☐	08.14 Check operation of wheel chair ramp and tie down system.
☐	08.98 Check & Fill day pass in Fare box. DO NOT OVER FILL
☐	09.00 Clean swipe card & trim with cleaning card.
☐	09.05 Clean coin insert slot.
☐	09.07 Clean Coin Validator externally & internally.

Veh #: 2379

Make/ Model: GILLIG 40' ELECTRIC

Work Order #:

Year: 2023

Veh Tag#: E298736

Fleet: ELB ELECTRIC BUS

Inspection Id: Elec

Type: D

Description: 72,000 mile

Check All Items Serviced

☐

09.09 Clean, lube & inspect Coin Validator soleniod

☐

09.11 Clean Bill Validator externally & internally.

☐

09.13 Inspect & clean trim belts & pulleys

☐

09.17 Clean & inspect trim black rubber rollers

☐

09.37 Bill Transport - lube & inspect.

☐

10.04 Wheel stud nuts - check for proper torque (450 to 500 ft/lbs). Use a torque wrench.

☐

10.05 Check *toe-in* on front tires.

☐

10.07 Supervisor QC check and Defect inspection while vehicle is on the lift.

☐

10.09 Road test on return check for leaks and fluid levels.

☐

10.10 Check interior cleanliness to make sure it is presentable for the public before parking.

Cherriots – LIFT Inspections - A Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: CLG

Type: A

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____.
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats..
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st ____ mph 2nd ____ mph 3rd ____ mph 4th ____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear 6MM OK- 5MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold--
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: CLG

Type: A

Item Number	Description
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
05.92	CHECK hoses to rear heaters-they should be soft.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level-
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque.150-165lbs
07.51	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & Bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C pivot points & check fasteners.
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for drivers defects (DVI)
07.88	Reset oil change light.-if equipped.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

Cherriots – LIFT Inspections - B Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: CLG

Type: B

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.6 MM OK-5 MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold--
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG
Type: B

Item Number	Description
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
05.92	CHECK hoses to rear heaters-they should be soft.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.50	Wheel stud nuts - check for proper torque.150-165 lbs
07.52	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & Bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fastners.
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defects-(DVI)

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG

Type: B

Item Number	Description
07.88	Reset oil change light.-if equipped.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

Cherriots – LIFT Inspections - C Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: CLG

Type: C

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
03.85	Replace Trans pick up filter- change ATF- Fill with 9qts Mercon LV- ARBOC 7QTS DEXRON VI
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.6MM OK- 5MM or less brakes Due
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold-

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: CLG

Type: C

Item Number	Description
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
05.92	CHECK hoses to rear heaters-they should be soft.
06.00	Replace fuel filter-ARBOC & 2010 buses do not have a inline fuel filter.
06.10	Replace air cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.50	Wheel stud nuts - check for proper torque.150-165 lbs
07.52	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & Bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections,cables, fuses & relays
07.75	Inspect micro switches for security & adjustment

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG

Type: C

Item Number	Description
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for drivers defects-DVI
07.88	Reset oil change light.-if equipped.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

Cherriots – LIFT Inspections - D Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: CLG

Type: D

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
03.85	Replace Trans pick up filter- change ATF- Fill with 9qts Mercon LV- ARBOC 7QTS DEXRON VI
03.90	Change differential fluid -use 75W-90W fluid 5gallon can
03.91	Clean differential breather, check for fluid leaks
04.00	Change Anti-Freeze
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG

Type: D

Item Number	Description
04.30	Brake Linings - check wear for wear.6MM OK- 5 MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold-
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
05.92	CHECK hoses to rear heaters-they should be soft.
06.00	Replace fuel filter-2010 buses do not have a inline fuel filter.
06.10	Replace Air cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.42	Repack front wheel bearings-ARBOC FT BEARINGS ARE SEALED UNIT-NOT SERVICABLE
07.43	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.44	Replace PCV valve-NO PCV ON ARBOC
07.45	Replace Spark Plugs-ARBOC GAP .043-11 FT LBS. TORQUE
07.50	Wheel stud nuts - check for proper torque.150-165lbs
07.52	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & Bus number.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: CLG

Type: D

Item Number	Description
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C LIFT operation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections, cables, fuses & relays
07.73	Check fluid level-change if fluid looks contaminated.
07.75	Inspect micro switches for security & adjustment
07.80	Check outer barrier operation.
07.81	Check inner barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.85	CHECK TOE IN-1/8 TO 5/32 ALL VEHICLES
07.87	Check file for drivers defects-DVI
07.88	Reset oil change light.-if equipped.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

Cherriots – Orion VII Inspections - A Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: 0740

Type: A

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Gas Detector Fire Suppression Check:
01.11	A. Fire suppression green LED on.
01.12	B. Gas detection green LED on.
01.13	C. All other LED's off.
01.14	D. Press to test - all LED's for significant, trace and sensor fault on.
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and lock.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Fare box mounting
01.90	Check door operation - speeds and sensitive edges.
02.10	Check wheelchair ramp operation, for leaks, and fluid level.
02.11	Check tie-down straps, seat belts, wheel locks, and fold-up seat.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0740

Type: A

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.22	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
03.23	Fill windshield washer reservoir
03.28	Clean water spots on mirrors and drivers window areas.
03.29	Before steam clean engine cover marine pump with something to keep it dry.
03.31	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.32	Perform shop test with digital recorder - Route code 9999
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____ 5th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.62	HYD TANK-FLUID SHOULD ONLY COVER LOWER SIGHT GLASS
03.70	Check fuel fill door safety switch - Engine should die when door is opened.
03.80	Change oil and filters, take sample at operating temperature. Locktite 592 Sealer on threads. Torque drain plug 35-40 ft/lbs
03.97	Clean differential breather and check for fluid leaks & fluid level.
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pins.
04.45	Check rear Brake Chambers vent tubes for cracking.

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0740

Type: A

Item Number	Description
04.46	Do brake stroke measurement with 90 to 100 PSI Orion 7 Fronts 2",Rears 2 3/8" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____.
04.48	Brakes released RF _____ LF _____ RR _____ LR _____.
04.49	Stroke length RF _____ LF _____ RR _____ LR _____.
04.50	Record tire air pressure. Orion VII - 115 front -120 rear psi cold.
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals. Verify correct gear oil level on front hubs.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.- Lube S- cams & Anchor pins. 1 pump by hand pump only.
06.10	Drain air tanks under bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteryys. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.60	Change crankcase breather filter.
06.70	Check air filter minder - change filter if in red area. Date filter when changed.
06.71	Remove belt covers ,check belts,ldlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Drain air tanks above engine and check for moisture.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0740

Type: A

Item Number	Description
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.41	Check bike rack - lube latch, hinges, and check all for proper operation.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.60	Check Amerex fire suppression bottle gauge - should be in the green zone.
08.71	Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
08.72	Check recorder date and time ,make sure it is set the same as the present time and date.
08.73	Clear engine codes with lap top. Check and set Date and time on ECM Detroit's only.
08.74	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.08	Pressure check cooling system.-Should hold 10 lbs.
09.11	Road test on return check for leaks and fluid levels.
09.12	Check interior cleanliness to make sure it is presentable for the public before parking.

Cherriots – Orion VII Inspections - B Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: 0735

Type: B

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover on drivers seat
01.10	Gas Detector Fire Suppression Check:
01.11	A. Fire suppression green LED on.
01.12	B. Gas detection green LED on.
01.13	C. All other LED's off.
01.14	D. Press to test - all LED's for significant, trace and sensor fault on.
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and lock.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.81	Farebox mounting
01.90	Check door operation - speeds and sensitive edges.
02.10	Check wheelchair ramp operation, for leaks, and fluid level.
02.11	Check tie-down straps, seat belts, wheel locks, and fold-up seat.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.89	Check paper towel and puke bag
02.90	Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735
Type: B

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.21	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
03.22	Fill windshield washer reservoir
03.25	Clean water spots on mirrors and drivers window areas.
03.29	Before steam cleaning engine cover marine pump with something to keep it dry.
03.30	Steam clean engine, transmission, radiator,& undercarriage, before inspection and road test.
03.31	Perform shop test with digital recorder - Route code 9999
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st ____ mph 2nd ____ mph 3rd ____ mph 4th ____ 5th ____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.52	Decel test Park brake _____ % _____ foot from 20 mph.
03.60	Check all fluid levels - engine oil, power steering fluid, transmission, coolant.
03.62	HYD TANK-FLUID SHOULD ONLY COVER LOWER SIGHT GLASS
03.70	Check fuel fill door safety switch - Engine should die when door is opened.
03.75	Sample Trans fluid at operating temperature if pan is painted red.
03.80	Change oil and filters, take sample at operating temperature. Locktite 592 Sealer on threads. Torque drain plug 35-40 ft/lbs
03.97	Clean differential breather and check for fluid leaks & fluid level.
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays& leaks
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft lbs or 156 in/lbs.
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjuster Clevis and pin.

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: B

Item Number	Description
04.45	Check rear Brakes Chamber vent tubes for cracking.
04.46	Do brake stroke measurment with 90 to 100PSI Orion 7 fronts 2" ,rears 2 3/8. Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke Length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Orion VII - 115 front -120 rear psi cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals. Verify correct gear oil level on front hubs.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis. --Lube S-cams & Anchor pins -1 pump with hand grease gun only.
06.10	Drain air tanks under bus & check for excess moisture.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 CCA Interstate batteries. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.60	Change crankcase breather filter.
06.70	Check air filter minder - change filter if in red area. Date filter when changed.
06.71	Remove belt covers and check belts, Idler pulleys, and tensioner for condition.
06.80	Check condition of alternator belt and power steering pump belt.
06.81	Check AC compressor drive belt (200 lbs +/- 10 lbs)
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: B

Item Number	Description
07.10	Drain air tanks above engine and check for moisture.
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.41	Check bike rack - lube latch, hinges, and check all for proper operation.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.60	Check Amerex fire suppression bottle gauge - should be in the green zone.
07.61	Check driver seat condition and lube sliders with Lift U chain lube.
08.71	Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
08.72	Check recorder date and time. Make sure it is set the same as the present time and date.
08.73	Clear engine codes with lap top. Check and set Date and time on ECM Detroit's only.
08.74	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, lube & inspect Coin Validator solenoid
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.14	Clean & inspect trim black rubber rollers
09.17	Pressure check cooling system.-Should hold 10 lbs.
09.18	Road test on return check for leaks and fluid levels.
09.19	Check interior cleanliness to make sure it is presentable for the public before parking.

Cherriots – Orion VII Inspections - C Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: 0735

Type: C

Item Number	Description
	cart Check bike rack - lube latch, hinges, and check all for proper operation.
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover.
01.10	Gas Detector Fire Suppresion Check:
01.11	A. Fire suppression green LED on.
01.12	B. Gas detection green LED on.
01.13	C. All other LED's off.
01.14	D. Press to test - all LED's for significant, trace and sensor fault on.
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and guages.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and lock.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.90	Check door operation - speeds and sensitive edges.
02.10	Check wheelchair ramp operation,for leaks,and fluid level.
02.11	Check tie-down straps, seat belts, wheel locks, and fold-up seat.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.35	Farebox mounting
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.90	Check paper towel & puke bag. Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: C

Item Number	Description
02.93	3-4 - Disinfectant towelettes
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.21	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry. Fill reservoir.
03.22	Fill windshield washer tank.
03.27	Remove screen & steam clean radiator
03.28	Clean water spots on mirrors and drivers window areas.
03.29	Before steam cleaning engine cover marine pump with something to keep it dry.
03.30	Steam clean engine, transmission, radiator, & undercarriage before inspection and road test.
03.31	Clean Heaters And Evaporator coil area, and change filter only if it is determined filter is plugged.
03.32	Perform shop test with digital recorder-Route Code 9999
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph
03.42	4th _____ mph 5th _____ mph
03.50	Brake decel test.
03.51	Service brakes _____ % _____ foot from 20 mph
03.52	Park brake _____ % _____ foot from 20 mph.
03.53	AC check freon level.
03.60	Check power steering & coolant fluid levels.
03.61	HYD TANK-FLUID SHOULD ONLY COVER LOWER SIGHT GLASS
03.62	Sample trans fluid at operating tempature if pan is painted red.
03.70	Check fuel fill door safety switch - Engine should die when door is opened.
03.72	Shut off fuel at manual shut off valve. Check 500 lbs low fuel warning light & buzzer. .
03.73	Change fuel filters. 20000027
03.80	Perform starter amp. Draw: _____ (max. 600 amps).
03.90	Change oil and filters, take samples of operating temperature.
03.97	Clean differential breather, check for fluid leaks
04.00	Change coolant filter : Caution : Turn shut valves back on.

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: C

Item Number	Description
04.10	Check fuel, oil, water, air, transmission, and power steering lines for rubbing, kinks, fraying, and leaks under bus.
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft/lbs or 156 in/lbs
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjusters Clevis and Pin
04.45	Check rear Brake Chambers vent tubes for cracking.
04.46	Due brake stroke measurement with 90 to 100 PSI Orion 7 fronts 2" rears 2 3/8" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Orion VII - 115 front -120 rear psi cold
04.51	RF _____ LF _____ RRI _____ RRO _____ LRI _____ LRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	RF _____ LF _____ RRO _____ RRI _____ LRO _____ LRI _____
04.90	Undercarriage inspection.
05.00	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals. Verify correct gear oil level on front hubs.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis. -Lube S-cams & Anchor pins 1 pump by hand grease gun only.
05.91	Drain air tanks under bus & check for excess moisture.
05.95	Lube wheelchair ramp mechanism
06.20	Check ground straps, battery cables, terminals, and starter connections.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: C

Item Number	Description
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteryys. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.42	Lube rollers & zirks on entrance & exit doors
06.43	Lube Zirks on outside mirrors-only one short shot
06.44	Check and Lube grease zirks on upper steering column shaft inside bus.
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.60	Change crankcase breather filter.
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.90	Check fuel, oil, coolant, air, transmission, and power steering lines for rubbing, kinks, fraying, and leaks in engine compartment.
07.10	Drain air tanks above engine and check for moisture.
07.20	Check A/C compressor drive belt (200 lbs. +/- 10 lbs.)
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.60	Check Amerex fire suppression bottle gauge - should be in the green zone.
07.70	Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
07.80	Amerex Electrical Actuator has a shelf life of 12 years and a service life of 6 years. Date in service. _____
07.82	Check for exterior body damage, note on photo page.
08.20	Change hydraulic filter.
08.21	Clean foam filter inside hydraulic tank fill cap-take apart cap.
08.30	Change hydraulic fluid every 108,000 miles. Fluid last changed: _____
08.60	Change AC drier if moisture indicator not green.
08.62	Lube AC clutch with one pump of designated grease.
08.63	Lube evaporator motor shaft bearings.
08.64	Check evaporator compartment drains are clear. Clean compartment as needed
08.66	Check driver seat condition and lube sliders with Lift U chain lube.
08.67	Change driver seat bottom cushion & cover every 16 to 18 month. Date last done: _____01000870__
08.71	Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
08.72	Check recorder date and time,make sure it is set the same as the present time and date.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: C

Item Number	Description
08.73	Clear engine code with lap top, Check and set Date and time on ECM Detroit only.
08.74	Clean air line filter that goes into pressure protection valve, (located above LR supply tank, next to fire extinguisher for fire system.)
08.75	Adjust valves.
08.76	Replace spark plugs in Detroit engines every 72,000 miles. Last done _____ miles.
08.77	Change starter at 120,000 miles. Last done: _____ miles.
08.78	Change AD- 9 Cartridge every 36,000 miles and service purge valve assembly Date _____ Mileage _____
08.88	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, Lube & Inspect Coin Validator solenoid
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.15	Clean & inspect trim yellow feed rollers
09.17	Clean & inspect trim black rubber rollers
09.23	Clean & inspect trim solenoids, gears & edge guides
09.37	Bill Transport - lube & inspect.
09.38	Pressure check cooling system.-Should hold 10 lbs.
10.05	Check toe-in on front tires.
10.06	Check condenser, clean as needed
10.07	Perform CNG tank inspection and certification.
10.08	Road test on return check for leaks and fluid levels.
10.09	Check interior cleanliness to make sure it is presentable for the public before parking.

Cherriots – Orion VII Inspections - D Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.01	Probe Fare box, before starting service.
01.05	Install protective seat cover.
01.10	Gas Detector Fire Suppression Check:
01.11	A. Fire suppression green LED on.
01.12	B. Gas detection green LED on.
01.13	C. All other LED's off.
01.14	D. Press to test - all LED's for significant, trace and sensor fault on.
01.20	Check brake and accelerator pedal action and feel, pump down air system.
01.21	Check throttle pedal spring on electronic control pedal.
01.25	Check seat belt cutter is properly mounted
01.30	Check warning buzzer, horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation holds without movement. Idle to full throttle -- max 2 sec.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and lock.
01.70	Check kneel operation and adjustments.
01.80	Check turn signals.
01.90	Check door operation - speeds and sensitive edges.
02.10	Check wheelchair ramp operation, for leaks, and fluid level.
02.11	Check tie-down straps, seat belts, wheel locks, and fold-up seat.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.31	Check vandal guard film for damage and scratches, and note if replacement is needed.
02.35	Farebox mounting
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.80	Check for intact red tie on emergency triangle box - repl as needed.
02.81	Check expiration date on fire extinguisher - replace if needed.
02.90	Check paper towel & puke bag. Check driver's first aid box for an intact seal. If seal is broken, check contents and restock items as necessary (see list below)
02.91	10 ea - Band-aids (+/- 1 or 2)
02.92	3-4 - Gauze pads
02.93	3-4 - Disinfectant towelettes

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
02.94	2-3 - Pair Latex Gloves
02.95	1 ea - CPR Microshield
02.96	1 ea - Red Biohazard Bag
03.00	Check destination signs - operation, lights, glass.
03.10	Allow air compressor to build to 125 lbs., cut off pressure, shut off engine.
03.20	Loss of air pressure in one minute - brake. Record loss _____
03.21	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry. Fill reservoir.
03.22	Fill windshield washer tank.
03.24	Clean Heaters and Evaporator coil area -and change filter only if it is determined filter is plugged.
03.25	Remove screen from radiator before steam cleaning.
03.28	Clean water spots on mirrors and drivers window areas.
03.29	Before steam cleaning engine cover marine pump with something to keep it dry.
03.31	Steam clean engine, transmission, radiator,& undercarriage before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph
03.42	4th _____ mph 5th _____ mph
03.43	Perform shop test with digital recorder-Route Code 9999
03.50	Brake decel test.
03.51	Service brakes _____ % _____ foot from 20 mph
03.52	Park brake _____ % _____ foot from 20 mph.
03.53	Sample trans fluid at operating tempature if pan is painted red.engine running - drain out one pint before sample
03.54	AC check freon level.
03.60	Check power steering & coolant fluid levels.
03.70	Check fuel fill door safety switch - Engine should die when door is opened.
03.72	Shut off fuel at manual shut off valve. Check 500 lbs low fuel warning light & buzzer. .
03.73	Change fuel filters.(20000001)
03.80	Perform starter amp. Draw: _____ (max. 600 amps).
03.81	Change trans fluid & filters and refill with Petro Canada fluid-paint pan & dip stick handle red.
03.82	Torque drain pan plug 18-24 ft/lbs. Filter cover bolts 25 ft/lbs.
03.90	Change oil and filters, take samples of operating temperature.(20000009)
03.96	Change rear axle gear oil. (FL000008)
03.97	Clean differential breather, check for fluid leaks

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
03.99	Change Antifreeze.(FL000005)
04.00	Change coolant filter : Caution : Turn shut valves back on.(20000029)
04.10	Check fuel, oil, water, air, transmission, and power steering lines for rubbing, kinks, fraying, and leaks under bus.
04.20	Check exhaust system manifold and turbo for leaks.
04.30	Brake Linings - check wear line.
04.31	RF _____ LF _____ RR _____ LR _____
04.40	Check roller to cam positions.
04.41	RF _____ LF _____ RR _____ LR _____
04.42	Check Slack adjuster adjusting bolt with a torque wrench @ 13 ft/lbs or 156 in/lbs
04.43	RF _____ LF _____ RR _____ LR _____
04.44	Check slack adjuster Clevis Pins.
04.45	Check Rear Brakes Chambers vent tubes for cracking.
04.46	Do brake stroke measurement with 90 to 100 PSI Orion 7 Fronts 2", Rears 2 3/8" Max.
04.47	Applied RF _____ LF _____ RR _____ LR _____
04.48	Brakes released RF _____ LF _____ RR _____ LR _____
04.49	Stroke Length RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Orion VII - 115 front -120 rear psi cold.
04.51	RF _____ LF _____ RRI _____ RRO _____ LRI _____ LRO _____
04.60	Record tire tread depth - Minimum of 4/32" on Fronts & Rears
04.61	RF _____ LF _____ RRO _____ RRI _____ LRO _____ LRI _____
04.90	Undercarriage inspection.
05.00	Tie rods and ends.
05.10	Check king pins and front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals. Verify correct gear oil level on front hubs.
05.40	Check air bags.
05.50	Check lateral & radius rod bushings.
05.60	Check drive line and u-joints.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.- Lube S- cams & Anchor pins. 1 pump by hand pump only.
05.91	Drain air tanks under bus & check for excess moisture.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
05.95	Lube wheelchair ramp mechanism
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery Tops. Load test @ DECA 700 CCA & 950 Interstate batteries. .
06.31	1) _____ 2) _____ 3) _____ 4) _____
06.40	Clean driver's heater filter.
06.42	Lube rollers & zirks on entrance & exit doors
06.43	Lube Zirks on outside mirrors-only one short shot
06.44	Check and Lube grease zirks on upper steering column shaft inside bus.
06.50	Tighten intake clamps, check air compressor inlet hose condition.
06.60	Change crankcase breather filter. (20000012)
06.71	Change air filter at 72,000 miles. Mileage & Date last done _____ (20000022)
06.72	Remove belt covers ,check belts,Idlers pulleys bearings & tensioner.
06.80	Check condition of alternator belt and power steering pump belt.
06.90	Check fuel, oil, coolant, air, transmission, and power steering lines for rubbing, kinks, fraying, and leaks in engine compartment.
07.10	Drain air tanks above engine and check for moisture.
07.20	Check A/C compressor drive belt (200 lbs. +/- 10 lbs.)
07.30	Check exhaust system and muffler.
07.40	Check all side compartment door latches, clean and lube.
07.41	Check bike rack - lube latch, hinges, and check all for proper operation.
07.50	Wheel stud nuts - check for proper torque (450 to 500 ft/lbs).
07.60	Check Amerex fire suppression bottle gauge - should be in the green zone.
07.70	Check to ensure blow-off caps are in place on all 4 fire suppression nozzles.
07.80	Amerex Electrical Actuator has a shelf life of 12 years and a service life of 6 years. Date in service. _____
07.82	Check for exterior body damage, note on photo page.
08.20	Change hydraulic filter. (20000023)
08.21	Clean foam filter inside Hydraulic tank fill cap-take apart cap.
08.30	Change hydraulic fluid every 108,000 miles. Fluid last changed: _____
08.31	HYD TANK-FLUID SHOULD ONLY COVER LOWER SIGHT GLASS
08.60	Change AC drier if moisture indicator not green.
08.62	Lube AC clutch with one pump of designated grease.
08.63	Lube evaporator motor shaft bearings.
08.64	Check evaporator compartment drains are clear. Clean compartment as needed

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
08.66	Check driver seat condition and lube sliders with Lift U chain lube.
08.67	Change driver seat bottom cushion & cover every 16 to 18 month. Date last done: _____(01000870)
08.71	Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. Reinstall hard drive and check to see if system reboots and says: System OK.
08.72	Check recorder date and time,make sure it is set the same as the present time and date.
08.73	Clear engine code with lap top,Check and set Date and Time on ECM Detroit's only.
08.74	Change starter at 120,000 miles. Last done: _____miles.(R06000038)
08.75	Change AD-9 Cartridge every 36,000 miles and service purge valve assembly Date _____ Mileage _____(06000985)
08.76	Clean air line air filter that goes into pressure protection valve.(Located above LR supply tank,next to fire extinguisher bottle for fire system.)
08.77	Adjust valves.
08.78	Replace spark plugs in Detroit engines every 72,000 miles. Last done _____ miles.(06001183)
08.80	Inspect & Repack Front Wheel Bearings. Mileage _____ Date _____ last done.(72,000 miles)(05000294)
08.85	Check DVI books-1 book they are using, 1 last 30 days used, 1 new book, all others remove.
08.98	Check & Fill day pass in Fare box. DO NOT OVER FILL
09.00	Clean swipe card & trim with cleaning card.
09.05	Clean coin insert slot.
09.07	Clean Coin Validator externally & internally.
09.09	Clean, lube & inspect Coin Validator solenoid
09.11	Clean Bill Validator externally & internally.
09.13	Inspect & clean trim belts & pulleys
09.15	Clean & inspect trim yellow feed rollers
09.17	Clean & inspect trim black rubber rollers
09.27	Clean & lube Cash box locking mechanism coin & bill stripper
09.29	Lube electronic lock drive gear & drive stud
09.37	Bill Transport -clean, inspect & Lube.
09.39	Cash Box - clean & lube locking mechanism, clean slides. USE GREASE SPARINGLY ! THANK YOU
09.41	Cash Box - every 3 years, replace battery.
09.42	Mark date battery was replaced on cash box.
09.43	Electronic Lock & Locking Bar - lube drive gear & stud.
09.44	Electronic Lock Door Switch - check & adjust if necessary.
09.45	Coin Bypass - clean, lube & inspect.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: 0735

Type: D

Item Number	Description
09.46	Pressure check cooling system.-Should hold 10 lbs.
10.06	Check steering stops, adjust if needed. (1/8 inch gap)
10.07	Check toe-in on front tires.
10.08	Check condenser, clean as needed
10.09	Perform CNG tank inspection and certification.
10.10	Road test on return check for leaks and fluid levels.
10.11	Check interior cleanliness to make sure it is presentable for the public before parking.

Cherriots – Regional Inspections - A Service

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: KR34

Type: A

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Brake and accelerator pedal action and feel, pump down air system.
01.22	Check throttle pedal spring on electronic control pedal.
01.30	Warning buzzer, horn, tell tale lamps, drivers' controls, and gauges
01.32	Check route sign operation if equipped.
01.40	Parking Brake operation - holds without movement, idle to 1200 rpm max
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
02.85	Bike rack - lube latch, hinges, and check all for proper operation
02.87	* Allow air compressor to build to 130lbs., cut off pressure, shut off engine.
02.88	Loss of air pressure in one minute, brake and accelerator applied. Record Loss _____
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.31	REMOVE SIDE DOOR & CLEAN RADIATOR AS IF TOMORROW WILL BE 100 DEGREES
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.80	Sample Engine Oil at operating Temperature
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: KR34

Type: A

Item Number	Description
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. 100 PSI 22.5 TIRE-110 PSI 19.5 TIRE
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32" REARS
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.63	Check brake stroke measurement with 90 to 100 PSI --- Fronts 1 3/4" Rears 2".
04.64	Applied RF _____ LF _____ RR _____ LR _____
04.65	Released RF _____ LF _____ RR _____ LR _____
04.66	Stroke Length RF _____ LF _____ RR _____ LR _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.82	Soap Air Bags and Check For Leaks
04.84	
04.90	Tie rods and ends.
05.10	Check KING PINS & Front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.05	Check air cleaner filter minder & reset.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level-
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.40	Check all side compartment door latches, clean and lube.
07.49	Check front wheel oil level

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: A

Item Number	Description
07.50	Wheel stud nuts - check for proper torque.
07.51	If equipped; Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C lift operation
07.70	Lube W/C Pivot points & check fastners.
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defect sheets.
07.90	Take for a SHORT test drive & check for leaks and fluid level after defects are completed.

Cherriots – Regional Inspections - B Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: KR34

Type: B

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Brake and accelerator pedal action and feel, pump down air system.
01.22	Check throttle pedal spring on electronic control pedal.
01.30	Warning buzzer, horn, tell tale lamps, drivers' controls, and gauges
01.32	Check route sign operation if equipped.
01.40	Parking Brake operation - holds without movement, idle to 1200 rpm max
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
02.87	* Allow air compressor to build to 130lbs., cut off pressure, shut off engine.
02.88	Loss of air pressure in one minute, brake and accelerator applied. Record Loss _____
02.08	Bike rack - lube latch, hinges, and check all for proper operation
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.31	REMOVE SIDE DOOR & CLEAN RADIATOR AS IF TOMORROW WILL BE 100 DEGREES
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.80	Change oil and filter, take sample at operating temperature. Torque plug,use ECO Oil 15/40 oil
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: KR34

Type: B

Item Number	Description
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts psi- Rears psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32" Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.63	Check brake stroke measurement with 90 to 100 PSI --- Fronts 1 3/4" Rears 2 ".
04.64	Applied RF _____ LF _____ RR _____ LR _____.
04.65	Released RF _____ LF _____ RR _____ LR _____.
04.66	Stroke Length RF _____ LF _____ RR _____ LR _____.
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.82	Soap Air Bags and Check For Leaks
04.90	Tie rods and ends.
05.10	Check King Pins -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filters.
06.05	Check air cleaner filter minder & reset.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.01	Replace crank case breather filter-BUS 358 & 359 ONLY
07.10	Check coolant protection level (-25 to -40); check Nalcool with test strip (minimum = 10)

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: B

Item Number	Description
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.49	Check front wheel oil level
07.50	Wheel stud nuts - check for proper torque. Lbs
07.51	If equipped; Remove hard drive. View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fasteners
07.80	Check inner barrier operation.
07.81	Check outer barrier operation
07.82	Check Thershold warning plate.
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defect sheets.
07.90	Take for a SHORT test drive & check for leaks and fluid levels. After PM defects are completed.

Cherriots – Regional Inspections - C Service

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: KR34

Type: C

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Brake and accelerator pedal action and feel, pump down air system.
01.22	Check throttle pedal spring on electronic control pedal.
01.30	Warning buzzer, horn, tell tale lamps, drivers' controls, and gauges
01.32	Check route sign operation if equipped.
01.40	Parking Brake operation - holds without movement, idle to 1200 rpm max
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
02.85	Bike rack - lube latch, hinges, and check all for proper operation
02.87	* Allow air compressor to build to 130lbs., cut off pressure, shut off engine.
02.88	Loss of air pressure in one minute, brake and accelerator applied. Record Loss _____
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.31	REMOVE SIDE DOOR & CLEAN RADIATOR AS IF TOMORROW WILL BE 100 DEGREES
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.80	Change oil and filter, take sample at operating temperature.Torque plug,use ECO Oil 15/40 oil.
03.85	Replace Trans Filters & ATF-use Mercon V- in the over head reels

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: KR34

Type: C

Item Number	Description
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts psi- Rears psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.63	Check brake stroke measurement with 90 to 100 PSI --- Fronts 1 3/4" Rears 2 ".
04.64	Applied RF _____ LF _____ RR _____ LR _____
04.65	Released RF _____ LF _____ RR _____ LR _____
04.66	Stroke Length RF _____ LF _____ RR _____ LR _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.82	Soap Air Bags and Check For Leaks
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filters.
06.05	Check air cleaner filter minder & reset.
06.10	Replace Air Cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: C

Item Number	Description
07.00	Adjust Valves
07.01	Replace crank case breather filter-BUS 358 & 359 ONLY
07.10	Check coolant protection level (-25 to -40); check Nalcool with test strip (minimum = 10)
07.21	Replace Hyd filter
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.49	Check front wheel oil level-check bearings if oil is discolored
07.50	Wheel stud nuts - check for proper torque. Lbs
07.51	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections,cables, fuses & relays
07.75	Inspect micro switchs for security & adjustment
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defect sheets.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

Cherriots – Regional Inspections - D Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: KR34

Type: D

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Brake and accelerator pedal action and feel, pump down air system.
01.22	Check throttle pedal spring on electronic control pedal.
01.30	Warning buzzer, horn, tell tale lamps, drivers' controls, and gauges
01.32	Check route sign operation if equipped.
01.40	Parking Brake operation - holds without movement, idle to 1200 rpm max
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
02.85	Bike rack - lube latch, hinges, and check all for proper operation
02.87	* Allow air compressor to build to 130lbs., cut off pressure, shut off engine.
02.88	Loss of air pressure in one minute, brake and accelerator applied. Record Loss _____
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.31	REMOVE SIDE DOOR & CLEAN RADIATOR AS IF TOMORROW WILL BE 100 DEGREES
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st ____ mph 2nd ____ mph 3rd ____ mph 4th ____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.80	Change oil and filter, take sample at operating temperature. Torque plug, Use ECO Oil 15/40 oil
03.85	Replace Trans Filters & ATF-use Mercon V- in the over head reels

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: KR34

Type: D

Item Number	Description
03.90	Change differential fluid -use ? Fluid
03.91	Clean differential breather, check for fluid leaks
04.00	Change Anti-Freeze
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts psi- Rears psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.63	Check brake stroke measurement with 90 to 100 PSI --- Fronts 1 3/4" Rears 2 ".
04.64	Applied RF _____ LF _____ RR _____ LR _____.
04.65	Released RF _____ LF _____ RR _____ LR _____.
04.66	Stroke Length RF _____ LF _____ RR _____ LR _____.
04.80	Undercarriage inspection.
04.82	Soap Air Bags and Check For Leaks
04.90	Tie rods and ends.
05.10	Check King pins & check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filters.
06.05	Check air cleaner filter minder & reset.
06.10	Replace Air Cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: KR34

Type: D

Item Number	Description
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.00	Adjust valves
07.01	Replace crank case breather filter-BUS 358 & 359 ONLY
07.10	Check coolant protection level (-25 to -40); check Nalcool with test strip (minimum = 10)
07.12	Replace DPF filter-BUS 358 & 359 ONLY
07.20	Change Hyd oil
07.21	Replace Hyd filter
07.40	Check all side compartment door latches, clean and lube.
07.42	Drain front hubs & refill with 85/140 oil-check bearings if oil is discolored
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.50	Wheel stud nuts - check for proper torque. Lbs
07.51	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections,cables, fuses & relays
07.73	Check fluid level-change if fluid looks contaminated
07.75	Inspect micro switches for security & adjustment
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.85	Check Toe In
07.87	Check file for driver defect sheets.
07.90	Take for a SHORT test drive & check for leaks and fluid levels. After PM defects are completed.

Cherriots – Shop and Ride Inspections - A Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: RDL

Type: A

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.6MM OK-5MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: RDL

Type: A

Item Number	Description
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32" REARS
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level-
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.40	Check all side compartment door latches, clean and lube.
07.50	Wheel stud nuts - check for proper torque.150-165lbs
07.51	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C lift operation
07.70	Lube W/C Pivot points & check fastners.
07.80	Check inner barrier operation.
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defect sheets.
07.88	Reset oil change light if equipped with.
07.90	Take for a SHORT test drive & check for leaks and fluid level after defects are completed.

Cherriots – Shop and Ride Inspections - B Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: RDL

Type: B

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts - Fan - A/C - Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot test 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.6MM OK-5MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: RDL

Type: B

Item Number	Description
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32" Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filter --DIESEL ONLY
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.50	Wheel stud nuts - check for proper torque. 150-165lbs
07.51	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fasteners
07.80	Check inner barrier operation.
07.81	Check outer barrier operation
07.82	Check Thershold warning plate.
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for driver defect sheets.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL

Type: B

Item Number	Description
07.88	Reset oil change light if equipped with.
07.90	Take for a SHORT test drive & check for leaks and fluid levels. After PM defects are completed.

Cherriots – Shop and Ride Inspections - C Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: RDL

Type: C

Item Number	Description
01.00	Date _____ Mileage _____ WO# _____ IND# _____
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
03.85	Replace Trans pick up filter- change ATF- Fill with 9qts Mercon LV
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.
04.30	Brake Linings - check wear for wear.6MM OK-5MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold

SALEM AREA MASS TRANSIT DISTRICT

Inspection Checklist Items

Inspection Id: RDL

Type: C

Item Number	Description
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.70	Clean differential breather, check for fluid leaks
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filter-DIESEL & GASOLINE
06.10	Replace air cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.45	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.50	Rotate rear Tires from side to side if needed. Fronts if side walls are bad.
07.52	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number.
07.53	Lube W/C & rear exit door key locks with dry lube
07.60	Check W/C operation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections,cables, fuses & relays
07.75	Inspect micro switches for security & adjustment
07.80	Check inner barrier operation.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL

Type: C

Item Number	Description
07.81	Check outer barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.87	Check file for drivers defects
07.88	Reset oil change light if equipped with.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

Cherriots – Shop and Ride Inspections - D Service

SALEM AREA MASS TRANSIT DISTRICT Inspection Checklist Items

Inspection Id: RDL

Type: D

Item Number	Description
- Date _____ Mileage _____ WO# _____ IND# _____	
01.05	Install protective seat cover on drivers seat
01.20	Check brake and accelerator pedal action and feel,
01.30	Check horn, tell tale lamps, driver's controls, and gauges.
01.40	Check parking brake operation -- holds on a slope.
01.50	Check brake and accelerator interlock.
01.60	Check tilt steering wheel adjustment and telescope.
01.80	Check turn signals.
01.90	Check door operation - sensitive edges.
02.10	Check wheelchair tie-down straps, seat belts, and fold-up seats.
02.20	Check interior and exterior for damage, missing parts, decals, seats, stanchions, vents, panels, and locks.
02.30	Check window operations including emergency features.
02.40	Check all interior and exterior lights.
02.50	Check back-up lights and horn.
02.60	Check drivers mirror mounting and adjustment.
02.70	Check windshield wipers and washers. Rinse windshield - do not allow soap to dry.
02.71	Check engine belts-Fan -A/C -Alt etc.
02.73	Check Brake Fluid Level
02.77	Check power steering fluid level.
02.80	Fill windshield washer reservoir.
03.30	Steam clean engine, transmission & radiator, before inspection and road test.
03.40	Road test - check engine performance, steering, suspension noise, transmission, and shift points.
03.41	1st _____ mph 2nd _____ mph 3rd _____ mph 4th _____
03.51	Decel test Service brakes _____ % _____ foot from 20 mph
03.60	Check Transmission Fluid Level.
03.81	Change oil and filter, take sample at operating temperature. Torque plug , 5w30 oil. 7QT FORD-6QT CHEVY
03.85	Replace Trans pick up filter- change ATF- Fill with 9qts Mercon LV
03.90	Change differential fluid -use 75W-90W fluid 5gallon can
03.91	Clean differential breather, check for fluid leaks
04.00	Change Anti-Freeze
04.10	Check fuel, oil, water, air, trans. & PS lines under bus for rubbing, kinks, frays & leaks
04.20	Check exhaust system.

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL
Type: D

Item Number	Description
04.30	Brake Linings - check wear for wear.6MM OK-5MM or less brakes Due.
04.31	RF _____ LF _____ RR _____ LR _____
04.50	Record tire air pressure. Fronts 80 psi- Rears 80 psi --cold
04.51	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.60	Record tire tread depth - Minimum of 6/32" on Fronts & 4/32 Rears
04.61	LF _____ RF _____ LRI _____ LRO _____ RRI _____ RRO _____
04.80	Undercarriage inspection.
04.90	Tie rods and ends.
05.10	Check ball joints-upper & lower -check front wheel bearing adjustment.
05.20	Check steering gear and linkage.
05.30	Check wheel seals.
05.60	Check drive line and u-joints & center support bearing.
05.70	Check shocks and bushings.
05.80	Check engine and transmission mounts; cradle supports.
05.90	Lube chassis.
06.00	Replace fuel filter DIESEL & GASOLINE
06.10	Replace Air cleaner
06.20	Check ground straps, battery cables, terminals, and starter connections.
06.30	Clean battery tops and terminals if needed-Check water level- Load test batteries.
06.32	Clean battery compartment. Load test both batteries.
06.34	1) _____ 2) _____
06.40	Clean or replace heater filter on rear heater-A/C.
06.90	Check fuel, oil, coolant, air, transmission, & PS lines in engine compartment.
07.10	Check coolant protection level (-25 to -40)
07.40	Check all side compartment door latches, clean and lube.
07.42	Repack front wheel bearings
07.43	Rotate or flip rear Tires from side to side if needed. Fronts if side walls are bad.
07.44	Replace PCV valve- if equipped
07.45	Replace Spark Plugs-if equipped
07.50	Wheel stud nuts - check for proper torque.150-165lbs
07.52	If equipped; Remove hard drive.View hard drive for about 2 min, to make sure all cameras and sound are working normal. CHECK DATE, Time & bus number. .
07.53	Lube W/C & rear exit door key locks with dry lube

SALEM AREA MASS TRANSIT DISTRICT
Inspection Checklist Items

Inspection Id: RDL
Type: D

Item Number	Description
07.60	Check W/C LIFToperation
07.70	Lube W/C Pivot points & check fastners.
07.72	Remove pump module cover & inspect hoses, fittings, connections,cables, fuses & relays
07.73	Check fluid level-change if fluid looks contaminated.
07.75	Inspect micro switches for security & adjustment
07.80	Check outer barrier operation.
07.81	Check inner barrier operation.
07.82	Check Threshold Warning Plate Alarm
07.83	Check cigarette lighter port and power port for power if equipped.
07.85	Check Toe In
07.87	Check file for drivers defects
07.88	Reset oil change light if equipped with.
07.90	Take for a SHORT test drive & check for leaks and fluid levels.

Appendix B - Daily Vehicle Inspection Report



Daily Vehicle Inspection Report

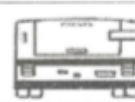
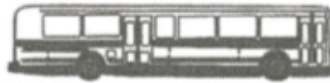
Vehicle No. _____

Date: _____

Operator's Name (Please Print)					RT / Run #	RT / Run #	RT / Run #	RT / Run #	RT / Run #	RT / Run #
1.										
2.										
3.										
4.										

1	2	3	4	Inspection Item	1	2	3	4	Inspection Item
				Headlights operational - High & Low beam					Triangle reflectors - red tie present
				Turn signals complete and operational					Seatbelt cutter present
				Emergency 4-way flashers operational					Check fire system says "OK"
				Clearance lights operational & reflectors present					Check camera system for "system ok".
				Mirrors are complete & in good condition					2-way radio is operational (key up mic)
				Bike rack is operational					Windshield wipers operational
				Windshields have no cracks/chips					Horn operational
				Route signs are operational before departing					Doors operational
				Tire Condition					Kneeling System operational
				Lug nuts tight, no rust or damage					W/C Ramp operating properly
				Coolant level (Orion 7 only)					Steering wheel secure, no excessive play
				Check under engine for leaks					List low air warning (by 60psi) _____
				Brake lights are complete and operational					Applied brake loss (no more than 3 psi in 60 sec)
				operational					Air compressor cut in (min 85 psi) _____
				Fuel cap secured (Except CNG)					Air compressor cut out (max 130 psi) _____
				Seats and cushions are secure, no vandalism					Parking brake complete and operating properly
				Tie-downs operational - # of tie-downs: _____					Brake pedal feels good and stopping properly
				Windows & panels secure before departing					Brake/throttle interlock operational
				First aid kit zip tie intact					Log on to farebox, check operation
				Fire extinguisher present and fully charged					Shut all windows and vents once returned to the facility.

Passing items indicate with a "V", failed items denote with an "X". Please explain in detail below any defect found with the vehicle or when a problem occurs prior to leaving the yard. Circle the diagrams below with any existing damage.



I declare that I have properly performed a vehicle inspection on the vehicle indicated above and have inspected and marked the inspection items listed above accordingly.

Operator 1 Signature: _____

Operator 2 Signature: _____

Operator 3 Signature: _____

Operator 4 Signature: _____

☐ Reviewed

Technician's Signature: _____

☐ Noted for Repair

Maint. Sup. Signature: _____

☐ Could not duplicate problem

☐ Repaired

Comments:

Inspection of your vehicle is required by federal law and must be performed before moving the vehicle.

Appendix C: TAM Targets

10/5/2024

#	Reporting Category	Asset Inventory	Detail	Type	FTA Requirement (ULB)	CPC (ULB)	Performance Measure	District Current Performance	TAM Targets
1	Rolling Stock/ Urban	Fixed Route Bus (BU)	35 ft.	Diesel	12 yrs. or 500K miles	15 yrs.	Percent met or exceeded ULB	100%	No more than 10% above CPC ULB
1	Rolling Stock/ Urban	Fixed Route Bus (BU)	40 ft.	Diesel	12 yrs. or 500K miles	15 yrs.	Percent met or exceeded ULB	100%	No more than 10% above CPC ULB
1	Rolling Stock/ Urban	Fixed Route Bus (BU)	35 ft.	CNG	12 yrs. or 500K miles	15 yrs.	Percent met or exceeded ULB	100%	No more than 10% above CPC ULB
1	Rolling Stock/ Urban	Fixed Route Bus (BU)	40 ft.	CNG	12 yrs. or 500K miles	15 yrs.	Percent met or exceeded ULB	20%	No more than 10% above CPC ULB
1	Rolling Stock/ Urban	Fixed Route Bus (BU)	40 ft.	BEB	12 yrs. or 500K miles	15 yrs.	Percent met or exceeded ULB	0%	No more than 10% above CPC ULB
1	Rolling Stock/ Rural	Fixed Route Bus (BU)	33 ft.	Diesel	10 yrs. or 350K miles	12 yrs.	Percent met or exceeded ULB	16%	No more than 10% above CPC ULB
1	Rolling Stock/ Rural	Fixed Route Bus (BU)	22-24 ft.	Gas	5 yrs. or 150K miles	8 yrs.	Percent met or exceeded ULB	10%	No more than 10% above CPC ULB
1	Rolling Stock/ Urban	Paratransit Service (CU)	22-24 ft.	Gas	5 yrs. or 150K miles	8 yrs.	Percent met or exceeded ULB	80%	No more than 10% above CPC ULB
1	Rolling Stock/ Urban	Paratransit Service (VN)	15 ft.	Gas	5 yrs. or 150K miles	8 yrs.	Percent met or exceeded ULB	100%	No more than 10% above CPC ULB
2	Equipment	Non-Revenue Service Vehicle	Utility Non-Revenue Service	Maintenance Pickups	8 yrs.	10 yrs. or 150,000 miles	Percent met or exceeded ULB	5%	No more than 10% above CPC ULB
2	Equipment	Non-Revenue Service Vehicle	Staff Non-Revenue Vehicles	Supervisor vehicles and pool cars	8 yrs.	8-10 yrs. or 150,000 miles	Percent met or exceeded ULB	90%	No more than 10% above CPC ULB
3	Facilities	DW Maintenance Operations Facilities	All systems and components	SAMTD-Owned Facilities	NA	Defined by FTA	% rated below 3 on the TERM scale	90%	100% at 3.0 or above on TERM scale
3	Facilities	DW Operations Facilities	All systems and components	SAMTD-Owned Facilities	NA	Defined by FTA	% rated below 3 on the TERM scale	100%	100% at 3.0 or above on TERM scale
3	Facilities	Keizer Transit Center/ Layover	All systems and components	SAMTD-Owned Facilities	NA	Defined by FTA	% rated below 3 on the TERM scale	100%	100% at 3.0 or above on TERM scale
3	Facilities	Downtown Transit Center/ Layover	All systems and components	SAMTD-Owned Facilities	NA	Defined by FTA	% rated below 3 on the TERM scale	100%	100% at 3.0 or above on TERM scale

*Useful life benchmark detail

**FTA Transit Economic Requirements Model Benchmark - Ratings below 3.0 for conditions

Equipment Benchmark - Age

Rolling Stock Benchmark - Age

Facilities Benchmark - Condition

Infrastructure Benchmark - Performance

All Systems -

Oregon Department of Transportation



2027-2029 Section 5310 Formula Subrecipient Grant Application

This form is for subrecipient agencies to apply to Lead Agencies for Section 5310 funding. If your agency is NOT a Subrecipient, please do not use this form. Instead, use the [5310 application form](#).

Additional information on how to apply can be found in the 5310 application instructions which are available from the Funding Opportunities webpage.

Agency Details

Select the 5310 funding source applying for this application.

- ☐ Small urban apportionment
- ☐ Rural apportionment
- ☒ Surface Transportation Block Grant funding (STBG)

Submit one application for each applicable funding source for each subrecipient.

Subrecipient Agency Information

Agency legal name

City of Woodburn

Agency DBA (Doing Business As) name

City of Woodburn

Agency provider type

City

Agency legal address

Address Line 1

Address Line 2

City

State

Zip Code

Application contact name**Application contact title****Application contact email address****Application contact phone****Lead Agency Information****Lead agency legal name****Lead agency DBA (Doing Business As) name****Lead agency contact name****Lead agency contact title****Lead agency contact email address****Risk Assessment Information****Will administration of the grant be delegated to a separate agency?**☐ Yes☒ No**Subrecipient financial and audit information****Is the agency subject to Single Audit requirements?**☒ Yes☐ No

If an agency expends \$1M or more federal assistance funds annually they are required to have a Single Audit.

Attach a copy of the most recent Single Audit.

6-30-25 City of Woodburn Single Audit Report.pdf

Does your agency have established financial management policies and procedures?☒ Yes

☐ No

Does your agency have an established accounting system for federal grants?

☒ Yes

☐ No

What type of accounting system does your agency use?

☐ Manual

☒ Automated

☐ Combined

An example of an Automated accounting system is a program tool such as QuickBooks. A Manual accounting system is a bookkeeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A Combined system uses a combination of the two systems.

What is the financial software utilized?

Tyler, New Word ERP

Can your system separately identify the federal awards and programs that are recieved?

☒ Yes

☐ No

Can your system identify the source and application of awarded funds and support documentation?

☒ Yes

☐ No

Does the system account for 100 percent of each employee's time?

☒ Yes

☐ No

Does the agency compare expenditure with budget amounts throughout the life of the grant?

☒ Yes

☐ No

Does the agency know the guidance on allowable costs associated with this award?

☒ Yes

☐ No

2 CFR 200, FTA C 9040.1H

Was your agency audited by the State and/or Federal government in the past two years?

☐ Yes

☒ No

Subrecipient staffing and resources

Does the agency have adequate staff and resources to deliver the project?

- ☒ We have adequate staff to comply with the terms of this agreement.
- ☐ Need to hire new staff for this work.
- ☐ Will have to contract a vendor to carry out the program activities.
- ☐ We have experienced significant turnover - limited resources.

Did your agency have any turnover of management staff in the last two years?

- ☐ Yes
- ☒ No

Did your agency have turnover or vacancies in program related key positions in the last two years?

- ☐ Yes
- ☒ No

Does the agency provide ongoing training for program and finance personnel?

- ☒ Yes
- ☐ No

Subrecipient procurement

Does the agency have established procurement policies?

- ☒ Yes
- ☐ No
- ☐ Will adopt 2 CFR 200 during this grant cycle.

Project Information

Project 1

Subgrantee legal name

City of Woodburn

Subgrantee DBA (Doing Business As) name

City of Woodburn

Does the subgrantee have any existing grant agreements with ODOT?

- ☒ Yes
- ☐ No

Subgrantee Authorized Representative

The person authorized to sign the subgrant agreement.

Authorized representative first and last name

Kathleen McClaskey

authorized representative title

Transit Manager

Official who has authority to indebted agency or company

Authorized representative email

kathleen.mcclaskey@ci.woodburn.or.us

Authorized representative phone

(503) 982-5245

Project Details

Project name

City of Woodburn's Mobility Management and Preventative Maintenance Programs

Describe project service area and where does the majority of service happen.

The project service area is within city limits.

Select the type(s) of service that will be supported by this award. Select all that apply.

- ☐ Open to the general public at all times ☐ Deviated Fixed Route
- ☐ Open to the general public on a space-available basis ☐ Fixed Route (excluding commuter and intercity routes)
- ☐ Open only to seniors and individuals with disabilities ☐ Demand Response (Excluding ADA complementary Paratransit)
- ☐ Limited to defined clientele (e.g. residential home) ☒ ADA Complementary Paratransit

Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.

Rural

Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)

If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.

Does the majority of the operations occur within one of these areas?

Not Applicable

Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.

Select the counties served by this project.

☐ BAKER	☐ DOUGLAS	☐ LAKE	☐ SHERMAN
☐ BENTON	☐ GILLIAM	☐ LANE	☐ TILLAMOOK
☐ CLACKAMAS	☐ GRANT	☐ LINCOLN	☐ UMATILLA
☐ CLATSOP	☐ HARNEY	☐ LINN	☐ UNION
☐ COLUMBIA	☐ HOOD RIVER	☐ MALHEUR	☐ WALLOWA
☐ COOS	☐ JACKSON	☒ MARION	☐ WASCO
☐ CROOK	☐ JEFFERSON	☐ MORROW	☐ WASHINGTON
☐ CURRY	☐ JOSEPHINE	☐ MULTNOMAH	☐ WHEELER
☐ DESCHUTES	☐ KLAMATH	☐ POLK	☐ YAMHILL

Select all that apply.

Select the activity type(s) for this project.

☐ A. Vehicle Acquisition	☒ D. Preventive Maintenance
☐ B. Equipment, Signs and Amenities, Shelters	☒ E. Mobility Management
☐ C. Facilities: Bus Barns and Other Buildings	☐ F. Purchased Service (competitively procured via RFP)

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

D. Preventive Maintenance

Preventive maintenance 1

Task title

Preventative Maintenance of Woodburn Transit Services' Fleet

Please describe the activity in detail and identify how it benefits seniors and individuals with disabilities.

This project continues to support the City of Woodburn's Preventive Maintenance Program. This program is an essential component of the City's ability to provide safe and reliable transportation services. Woodburn's Vehicle Preventive Maintenance Program improves public safety and helps the City manage risk, reduce operational costs, and maximize available equipment. This program funds the repair and maintenance of the twelve vehicles in the City's public transit fleet, including eight vehicles used in paratransit services. The City implements its Vehicle Preventative Maintenance Plan and stays current with all scheduled maintenance. The City also assess its vehicle inventory against passenger needs and the popularity of its transit services. This program helps ensure that enough reliable vehicles are available to meet passenger demand. The City actively seeks new sources of vehicle capital and over the past few years, has been replacing the fleet's older vehicles with the most miles and repairs.

On what page is activity or project listed in the adopted Coordinated Plan?

page 52

Coordinate Plan page(s) upload

Cherriots_Coordinated_Plan_2024.pdf

Is this activity part of a group of activities or projects that are dependent on each other?

☐ Yes

☒ No

How will you deliver the proposed project activity?

☒ In-house

☐ Contractor or consultant

Check all that apply

What will be maintained? Check all that apply.

☒ A. Revenue service vehicles

☐ B. Shelters or facilities

☐ C. Other assets

A. Maintaining revenue service vehicles

Describe vehicle preventive maintenance that will be performed.

The City of Woodburn's maintenance team provides routine maintenance on all Transit vehicles. This project includes labor and supplies such as for headlight and oil/fluid replacements. In-house staff conduct annual inspections and basic transmission repairs, and transport fleet vehicles to certified shops for warranty work, lift inspections, and major repairs. Out-of-house project costs are for transmission, engine, and electrical work with technology not available in-house.

Number of vehicles purchased with 5310 funding that will be included in this preventive maintenance project

0

Number of vehicles NOT purchased with 5310 funding that will be included in this preventive maintenance project.

12

Cost of preventive maintenance for vehicles purchased with 5310 funding?

\$0.00

Cost of preventive maintenance for revenue service NOT purchased with 5310 funding?

\$168,000.00

Will any of these funds be used to maintain electric vehicles, or their charging infrastructure?

☐ Yes

☒ No

This may require the applicant to successfully get FTA NEPA concurrence before incurring any costs.

Attach the current Vehicle Preventive Maintenance Plan

Woodburn_VehicleMaintenancePlan_2025-2026..pdf

A current plan reflecting current fleet policies, fleet procedures, and vehicle and lift equipment manufacturer's recommended maintenance schedules is required.

Total cost of preventive maintenance for revenue service vehicles

\$168,000.00

Were the assets being maintained purchased with 5310 funds?

☐ Yes ☒ No

If the assets were not purchased with 5310 funds, what funding source(s) were the assets purchased with?

STGB 5311 competitive grant, 5339 FTA competitive grant, and STIF Formula funds

Please note that maintenance on assets not purchased through the Section 5310 program are generally ineligible.

Preventive maintenance budget

Enter the identification number from OPTIS for each asset, which start with the one of the following letters:

V: Vehicle
F: Facility
E: Equipment
S: Signs/Shelters

[OPTIS Link](#)

OPTIS asset identification number

Preventive maintenance amount

\$0.00

Activity deliverables

Deliverable description

Units Deliverable date

Project match

Match source

Match amount

Match percentage

Match status

State

\$17,253.60

100.00%

Planned

\$17,253.60

Is your agency including in-kind match in the application

☐ Yes

☒ No

Task cost and match information

Total project cost

\$168,000.00

Match amount

\$17,253.60

Grant amount

\$150,746.40

E. Mobility Management

Mobility management 1

Task title

Woodburn Transit Services' Mobility Management Program

Task type

☐ One Stop Referral Operating transportation brokerages to coordinate service providers, funding resources, and customer needs

- Ⓞ Coordinating transportation services for older adults, individuals with disabilities, and individuals with low incomes
- Supporting local partnerships that coordinate transportation services
- Staffing for the development and implementation of coordination plans
- Providing travel training and trip planning activities for customers
- Developing and operating traveler call centers to coordinate travel information, manage eligibility requirements, and arrange customer travel
- Planning and implementing the acquisition and purchase of intelligent transportation technologies to operate a coordinated system (Only purchases under \$5,000)
- Travel Mobility Planning
- Internet Based Information
- Informational Materials/Marketing

On what page is activity or project listed in the adopted Coordinated Plan?

56, 58

Coordinate Plan page(s) upload

Cherriots_Coordinated_Plan_2024.pdf

Describe how this activity benefits seniors and individuals with disabilities.

This project supports the City of Woodburn's ability to provide high-quality transportation to all of its riders. The City operates a Dial-a-Ride paratransit program that is part of a coordinated system within city limits. The service ensures that disabled and elderly riders who are unable to use traditional transportation have reliable access to groceries, medicine, social, and other local resources using an on-call service that takes riders door-to-door. Staff facilitates passenger use of Dial-a-Ride through phone consultations and, when needed, home visits. Staff reviews service schedules, hours, and generally, how the process works. Staff and callers create trip plans according to the callers' specific needs. Staff frequently coordinate client trips with providers from local social service agencies including Adult & Family Services, Salud Clinic, and Senior & Disability Services.

The City also operates a regional paratransit service called the Woodburn Out-of-Town Medical Transportation Program. Staff and volunteers drive local disabled and elderly riders from their homes to medical appointments between Salem and Portland. Staff trains and coordinates volunteer drivers, provides information to new and existing passengers, schedules rides, and coordinates drivers and appointments. The City uses modified minivans to transport passengers with mobility devices. This service is donation-based.

The City promotes its paratransit response and fixed route services through various public outreach channels. These include the City's Transit webpage (<https://woodburn-or.gov/216/Transit>), a weekly electronic newsletter emailed to subscribers, and English and Spanish-language Facebook sites. City staff discuss new or changing Transit paratransit services on its local radio program, broadcast in Spanish. Transit service messages are also announced during public meetings, with brochures and flyers, and at bus stop kiosks. Demand Response and Fixed route schedules are available at City Hall, the Woodburn Public Library, in local medical facilities, from drivers, and available through mail. Because Spanish is the first language for thousands of Woodburn residents, communicating the City's transit services in Spanish is a priority. The City adopted a Limited English Proficiency (LEP) program to connect callers to Spanish-speaking staff. Bus signs and service schedules are printed in both English and Spanish and the City's Transit webpage can be translated into multiple languages through the click of a button.

i.e. We will host five events at locations in our community to explain the transit services available to seniors.

How will you deliver the proposed project activity?

☒ In-house

☐ Contractor or consultant

Check all that apply

Identify the estimated number of customer contacts, customers trained, or mobility products/services produced. Describe the method you will use to measure output from the project:

Description of unit

Number of units

Dial-A-Ride service calls per month

850

Describe the method you will use to measure output from the project.

WTS has a software program and also keeps written logs for incoming calls.

Cost of mobility management activity

\$171,000.00

Activity deliverables

Deliverable description

Units Deliverable date

Project match

Match source

Match amount

Match percentage

Match status

State

\$17,561.70

100.00%

Planned

\$17,561.70

Is your agency including in-kind match in the application

☐ Yes

☒ No

Task cost and match information:

Total project cost

\$171,000.00

Match amount

\$17,561.70

Grant amount

\$153,438.30

Environmental Review

Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program)

☐ Yes

☒ No

Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate "independent utility," meaning the project must be usable and be a reasonable expenditure even if no additional improvements

are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds.

☐ Yes

☒ No

Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds?

☐ Yes

☒ No

Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project?

☐ Yes

☒ No

Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet. Would the project described include any of the following?

NEPA Concurrence

Has the FTA already provided NEPA concurrence for this project or components of this project?

☐ Yes

☐ No

☒ Not Applicable

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.

Indirect Costs

Does the agency intend to charge any indirect cost to this project?

☐ Yes

☒ No

Total Project Costs

Project Title

City of Woodburn's Mobility Management and Preventative Maintenance Programs

Total Vehicle Acquisition Cost

\$0.00

Total Equipment, Signs and Amenities, Shelter Cost
\$0.00

Total Facilities, Bus Barns, and Other Buildings Cost
\$0.00

Total Preventive Maintenance Cost
\$168,000.00

Total Mobility Management Cost
\$171,000.00

Total Purchased Service Project Cost
\$0.00

Total Indirect Costs
\$0.00

Total Project Cost
\$339,000.00

Total Match Amount
\$34,815.30

Total Grant Amount
\$304,184.70

Total Application Costs

Total Project Cost
\$339,000.00

Total Match Amount
\$34,815.00

Total Grant Amount
\$304,185.00

Allocation Amount
\$2,020,404.00

Submitting Your Application

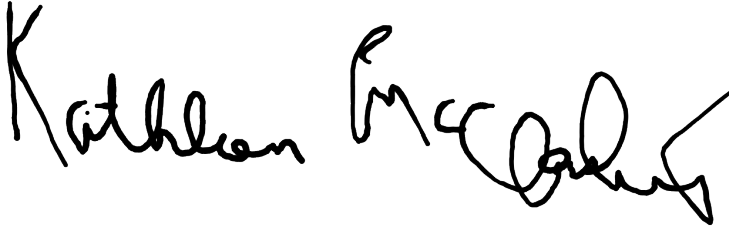
- Click the "Save" button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the "Upload" button or by dragging documents from your computer to the "File Upload" fields.
- Electronically sign your application by using the pen icon. Type your name in the "Printed Name" section.
- Check the box for the certification statement.
- Submit your application by using the "Submit Application" button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR ODOTPTDReporting@odot.oregon.gov

Certification

Signature

Printed Name

Kathleen McClaskey

A handwritten signature in black ink that reads "Kathleen McClaskey". The signature is written in a cursive, flowing style with a large initial 'K' and a stylized 'M'.

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729–3730 and 3801–3812

Submission Date

4/29/2026

Oregon Department of Transportation



2027-2029 Section 5310 Formula Subrecipient Grant Application

This form is for subrecipient agencies to apply to Lead Agencies for Section 5310 funding. If your agency is NOT a Subrecipient, please do not use this form. Instead, use the [5310 application form](#).

Additional information on how to apply can be found in the 5310 application instructions which are available from the Funding Opportunities webpage.

Agency Details

Select the 5310 funding source applying for this application.

- ☐ Small urban apportionment
- ☐ Rural apportionment
- ☒ Surface Transportation Block Grant funding (STBG)

Submit one application for each applicable funding source for each subrecipient.

Subrecipient Agency Information

Agency legal name

City of Monmouth

Agency DBA (Doing Business As) name

Monmouth Independence (MI) Trolley

Agency provider type

City

Agency legal address

Address Line 1

Address Line 2

City

State

Zip Code

Application contact name**Application contact title****Application contact email address****Application contact phone****Lead Agency Information****Lead agency legal name****Lead agency DBA (Doing Business As) name****Lead agency contact name****Lead agency contact title****Lead agency contact email address****Risk Assessment Information****Will administration of the grant be delegated to a separate agency?**☐ Yes☒ No**Subrecipient financial and audit information****Is the agency subject to Single Audit requirements?**☐ Yes☒ No

If an agency expends \$1M or more federal assistance funds annually they are required to have a Single Audit.

Attach a copy of the most recent financial audit.**Does your agency have established financial management policies and procedures?**☒ Yes

☐ No

Does your agency have an established accounting system for federal grants?

☒ Yes

☐ No

What type of accounting system does your agency use?

☐ Manual

☐ Automated

☒ Combined

An example of an Automated accounting system is a program tool such as QuickBooks. A Manual accounting system is a bookkeeping system for recording business activity transactions where financial records are kept without using a computer system with specialized accounting software. A Combined system uses a combination of the two systems.

What is the financial software utilized?

Caselle

Can your system separately identify the federal awards and programs that are recieved?

☒ Yes

☐ No

Can your system identify the source and application of awarded funds and support documentation?

☒ Yes

☐ No

Does the system account for 100 percent of each employee's time?

☒ Yes

☐ No

Does the agency compare expenditure with budget amounts throughout the life of the grant?

☒ Yes

☐ No

Does the agency know the guidance on allowable costs associated with this award?

☒ Yes

☐ No

2 CFR 200, FTA C 9040.1H

Was your agency audited by the State and/or Federal government in the past two years?

☐ Yes

☒ No

Subrecipient staffing and resources

Does the agency have adequate staff and resources to deliver the project?

- ☒ We have adequate staff to comply with the terms of this agreement.
- ☐ Need to hire new staff for this work.
- ☐ Will have to contract a vendor to carry out the program activities.
- ☐ We have experienced significant turnover - limited resources.

Did your agency have any turnover of management staff in the last two years?

- ☒ Yes
- ☐ No

List the position(s) that experienced turnover.

City Manager, Finance Director

Did your agency have turnover or vacancies in program related key positions in the last two years?

- ☒ Yes
- ☐ No

List the position(s) that experienced turnover.

City Manager, Finance Director

Does the agency provide ongoing training for program and finance personnel?

- ☒ Yes
- ☐ No

Subrecipient procurement

Does the agency have established procurement policies?

- ☒ Yes
- ☐ No
- ☐ Will adopt 2 CFR 200 during this grant cycle.

Project Information

Project 1

Subgrantee legal name

City of Monmouth

Subgrantee DBA (Doing Business As) name

Monmouth Independence (MI) Trolley

Does the subgrantee have any existing grant agreements with ODOT?

- ☒ Yes
- ☐ No

Subgrantee Authorized Representative

The person authorized to sign the subgrant agreement.

Authorized representative first and last name

Rochelle Anderson

authorized representative title

City Manager

Official who has authority to indebt agency or company

Authorized representative email

randerson@ci.monmouth.or.us

Authorized representative phone

(503) 751-0146

Project Details

Project name

MI Trolley Operations

Describe project service area and where does the majority of service happen.

Cities of Monmouth and Independence

Select the type(s) of service that will be supported by this award. Select all that apply.

☒ Open to the general public at all times

☒ Deviated Fixed Route

☐ Open to the general public on a space-available basis

☐ Fixed Route (excluding commuter and intercity routes)

☐ Open only to seniors and individuals with disabilities

☐ Demand Response (Excluding ADA complementary Paratransit)

☐ Limited to defined clientele (e.g. residential home)

☐ ADA Complementary Paratransit

Indicate the type of service area for the proposed project (Rural, Small Urban or Large Urban) to determine funding eligibility.

Rural

Large Urban (Over 200,000 population), Small Urban (50,000-200,000 population) and Rural (Under 50,000 population)

If the proposed project spans more than one geographic type, use the most appropriate or majority of the project location.

Does the majority of the operations occur within one of these areas?

Not Applicable

Select "Not Applicable" if operations are not in these areas. This helps PTD determine if additional STIP keys are needed.

Select the counties served by this project.

☐ BAKER

☐ DOUGLAS

☐ LAKE

☐ SHERMAN

☐ BENTON

☐ GILLIAM

☐ LANE

☐ TILLAMOOK

☐ CLACKAMAS

☐ GRANT

☐ LINCOLN

☐ UMATILLA

☐ CLATSOP	☐ HARNEY	☐ LINN	☐ UNION
☐ COLUMBIA	☐ HOOD RIVER	☐ MALHEUR	☐ WALLOWA
☐ COOS	☐ JACKSON	☐ MARION	☐ WASCO
☐ CROOK	☐ JEFFERSON	☐ MORROW	☐ WASHINGTON
☐ CURRY	☐ JOSEPHINE	☐ MULTNOMAH	☐ WHEELER
☐ DESCHUTES	☐ KLAMATH	☒ POLK	☐ YAMHILL

Select all that apply.

Select the activity type(s) for this project.

☐ A. Vehicle Acquisition	☐ D. Preventive Maintenance
☐ B. Equipment, Signs and Amenities, Shelters	☐ E. Mobility Management
☐ C. Facilities: Bus Barns and Other Buildings	☒ F. Purchased Service (competitively procured via RFP)

Select all that apply. All deliverables and tasks within a single project must be interrelated or dependent on one another. Unrelated activities cannot be grouped together and submitted as one project. The application will open up additional fields depending on the project that was chosen. Make sure that all required fields for each project type are fully completed.

F. Purchased/Contracted Services

Purchased/contracted services 1

Describe the purchased service and how the services benefit seniors and individuals with disabilities.

The MI Trolley is a successful transit service that operates a deviated-fixed route between Monmouth and Independence. The service allows scheduled deviations up to 0.75 miles from the route and permits

seniors and individuals with disabilities who may have difficulty traveling to a transit stop to effectively travel on the service. There is no fare charged for the trolley, offering broad accessibility for low- and limited-income groups, many of which include seniors and individuals with disabilities.

The MI Trolley operates 7:00 am to 9:00 pm on Monday through Friday, from 8:00 am to 10:00 pm on Saturdays and from 8:00 am to 6:00 pm on Sundays. Destinations served include Western Oregon University, the downtowns for Monmouth and Independence, grocery stores and doctors' offices, four public K-12 schools, community facilities including libraries and parks, three large, manufactured home parks, and subsidized housing complexes. Trips along the route are offered every 20 to 30 minutes.

This funding request would help fund continued transit operations, including costs associated with operator/administrator wages and operations costs such as fuel and maintenance. Currently owned vehicles and infrastructure will be used, and no large equipment or capital purchases are proposed.

On what page is activity or project listed in the adopted Coordinated Plan? Attach referenced page here.

42

Coordinated Plan Page(s) upload

Cherriots_Coordinated_Plan_2024_pages.pdf

Estimated number of unduplicated individuals (older adults and individuals with disabilities) this project proposes to support in the biennial grant period.

2,095

Estimated number of one-way rides this project proposes to provide in the biennial grant period.

240,000

How will you deliver the proposed project activity?

☒ In-house

☒ Contractor or consultant

Check all that apply

Contractor or Consultant

Contract or consultant name. If unknown, type "unknown".

Unknown

Request for proposal (RFP) date

6/1/2026

Invitation for bid (IFB) date

8/1/2026

Contract start date

1/1/2027

Contract award date

10/1/2026

Service start date

1/1/2027

Service end date

1/1/2030

Maximum end date with extensions

1/1/2032

Cost of purchased service activity

\$170,000.00

Activity deliverables

Deliverable description

Units Deliverable date

Project match

Match source

Match amount

Match percentage

Match status

State

\$17,459.00

100.00%

Secured

\$17,459.00

Is your agency including in-kind match in the application

☐ Yes

☒ No

Task cost and match information

Total project cost
\$170,000.00

Match amount
\$17,459.00

Grant amount
\$152,541.00

Environmental Review

Federal funding/NEPA Applicability

The requirements of the National Environmental Policy Act (NEPA) apply to all projects that receive federal funding. The FTA conducts environmental review for all projects that have identified or planned/programmed FTA funding. Answer the following question to help determine if NEPA requirements apply to the proposed project.

Will the proposed project involve identified FTA funding? (Not including a grant from the 2027-29 5310 grant program)

☐ Yes

☒ No

Project Scope

According to federal regulation, projects evaluated under NEPA must demonstrate “independent utility,” meaning the project must be usable and be a reasonable expenditure even if no additional improvements are made in the area. This does not prohibit the construction of a project in phases.

Answer the following questions to help determine if the proposed project demonstrates independent utility:

Would the project described above require additional improvements to be usable or to be considered a reasonable expenditure? This includes improvements considered part of another project or improvements funded by another grant or state/local funds.

☐ Yes

☒ No

Does the proposed project involve development of property or installation of equipment purchased through a separate project, including property or equipment purchased with state or local funds?

☐ Yes

☒ No

Does the proposed project involve acquisition of property, equipment, or vehicles that will be developed, constructed, or installed as part of a separate project?

☐ Yes

☒ No

Documentation Requirements

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet. Would the project described include any of the following?

NEPA Concurrence

Has the FTA already provided NEPA concurrence for this project or components of this project?

☐ Yes

☐ No

☒ Not Applicable

Answer the following questions to help determine if the proposed project would require completion of FTA's CE Worksheet.

Indirect Costs

Does the agency intend to charge any indirect cost to this project?

☐ Yes

☒ No

Total Project Costs

Project Title

MI Trolley Operations

Total Vehicle Acquisition Cost

\$0.00

Total Equipment, Signs and Amenities, Shelter Cost

\$0.00

Total Facilities, Bus Barns, and Other Buildings Cost

\$0.00

Total Preventive Maintenance Cost

\$0.00

Total Mobility Management Cost

\$0.00

Total Purchased Service Project Cost

\$170,000.00

Total Project Cost

\$170,000.00

Total Match Amount

\$17,459.00

Total Grant Amount

\$152,541.00

Total Application Costs

Total Project Cost

Total Match Amount

Total Grant Amount

\$170,000.00

\$17,459.00

\$152,541.00

Allocation Amount

\$2,020,404.00

Submitting Your Application

- Click the “Save” button to save your work. A link to the application will appear that you can copy for future reference. Or, you can enter your email address to have the link emailed to you.
- Attach any supporting documents using the “Upload” button or by dragging documents from your computer to the “File Upload” fields.
- Electronically sign your application by using the pen icon. Type your name in the “Printed Name” section.
- Check the box for the certification statement.
- Submit your application by using the “Submit Application” button.
- IF YOU DO NOT RECEIVE AN EMAIL RESPONSE, PLEASE CONTACT US IMMEDIATELY AT 503-986-3300 OR ODOTPTDReporting@odot.oregon.gov

Certification

Signature

Printed Name

Rochelle Anderson

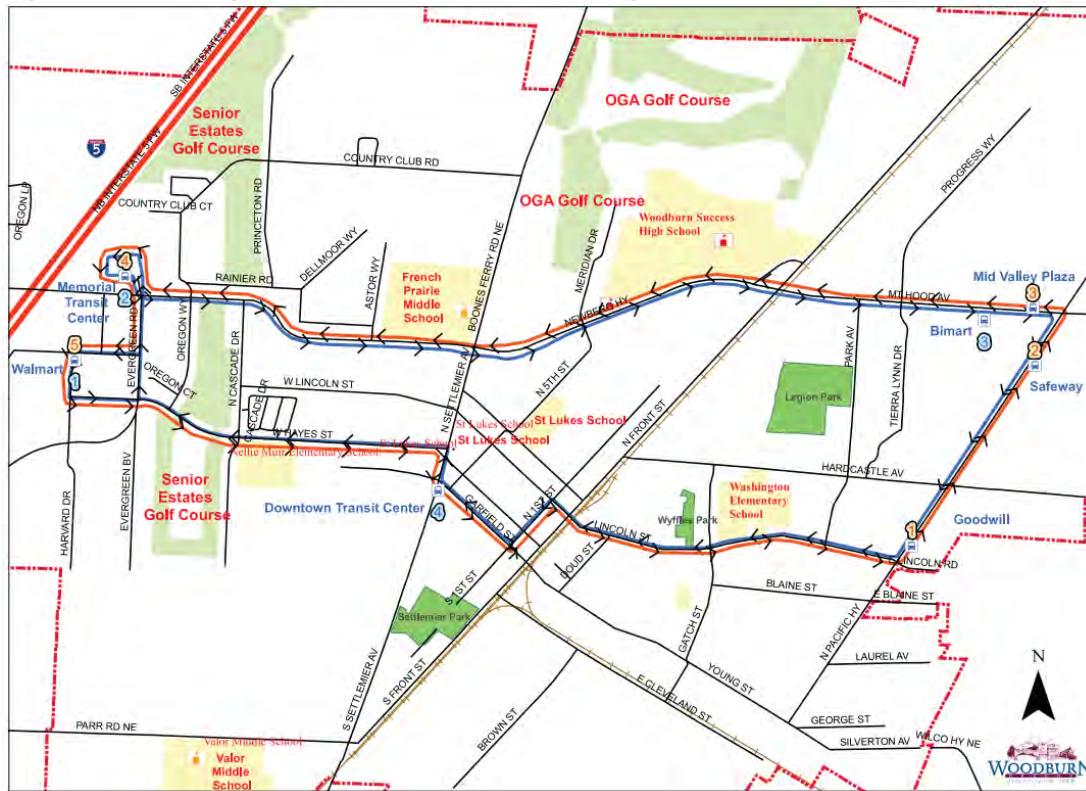
Rochelle Anderson

☒ I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729–3730 and 3801–3812

Submission Date

4/24/2026

Figure 20. WTS Express Route (bi-directional loop)



City of Silverton Silver Trolley

The Silver Trolley is a dial-a-ride service providing transportation to youth, seniors, and the general public within the Silverton UGB. The Silver Trolley primarily provides transportation to non-emergency medical appointments, local shopping and dining, and other personal trips within the service area. Operating hours are Monday through Friday from 9 to 11:30 a.m. and 1 to 4:30 p.m. Services are free but donations are accepted.

Monmouth-Independence Trolley

In 2022, state legislators provided American Rescue Plan (ARPA) grant funds through the state budget to the cities of Monmouth and Independence to implement a free fixed-route trolley pilot service connecting downtown Independence, downtown Monmouth, and the Western Oregon University (WOU) campus. The Trolley operates Monday through Friday from 7 a.m. to 9 p.m., Saturday from 8 a.m. to 10 p.m., and Sundays/holidays from 8 a.m. to 6 p.m. The service operates two trolleys at a time, each seating 14 passengers plus one wheelchair passenger. Each vehicle is equipped with a fold-out ramp to serve riders with mobility devices and ensure ADA compliance. The Trolley operates as a deviated fixed-route service with the ability to pick up or drop off

passengers up to three-quarters of a mile from the regular route path. Reservations for deviations must be made at least 24 hours in advance by calling the Cherriots call center.

The pilot will operate for two years to determine long-term viability and is currently managed and operated by Cherriots. Within the first three months of operations, the trolley served more than 35,000 riders. The MI Trolley route is shown in Figure 21.

Figure 21. MI Trolley Route (Map provided by MI Trolley)



Salem Health (West Valley Hospital)

Salem Health operates the West Valley Hospital Connections Van that provides dial-a-ride services for medical appointments within Polk County. Anyone in Polk County can use the service to go to any medical, dental, or vision provider within Polk County. Common locations include West Valley Hospital and Salem Health Medical Clinics at Uglow and Miller avenues in Dallas. The Connections Van is operated primarily by volunteers. The service is free and available Monday through Friday from 8 a.m. to 4 p.m. The van is wheelchair accessible.

Garten Services Work Site Van

Garten Services is a non-profit organization in the Salem area that provides employment, social day activity, and retirement services for people with developmental disabilities and long-term mental illness. Garten provides a work site van that offers transportation for Garten employees to and from Kittelson & Associates, Inc.

CITY OF MONMOUTH
Polk County, Oregon

ANNUAL FINANCIAL REPORT

June 30, 2024



WHERE GREAT THINGS GROW

CITY OF MONMOUTH
Polk County, Oregon

CITY OFFICIALS

June 30, 2024

MAYOR

Cecelia Koontz
1647 Berkeley Lane E
Monmouth, Oregon 97361

CITY COUNCIL

Jon Carey, President
719 High Street N
Monmouth, Oregon 97361

Christopher Lopez
533 Edwards Road S
Monmouth, Oregon 97361

John Oberst
490 Sacre Lane N
Monmouth, Oregon 97361

Rebecca Salinas-Oliveros
534 Edwards Road S
Monmouth, Oregon 97361

Carol McKiel
600 Martin Way S
Monmouth, Oregon 97361

Roxanne Beltz
1273 Emerson Lane S
Monmouth, Oregon 97361

ADMINISTRATION

Rochelle Roaden, City Manager
(effective July 8, 2024)

Marty Wine, City Manager
(through November 2023)

Susie Marston, Finance Director

Lane Shetterly, City Attorney

151 Main Street W
Monmouth, Oregon 97361

CITY OF MONMOUTH
Polk County, Oregon

TABLE OF CONTENTS

June 30, 2024

Page
Number

INTRODUCTORY SECTION

Title Page
City Officials
Table of Contents

FINANCIAL SECTION

Independent Auditor's Report.....	1-4
Management's Discussion and Analysis	5-13
Basic Financial Statements	
Government-Wide Financial Statements	
Statement of Net Position.....	14-16
Statement of Activities	17
Fund Financial Statements	
Balance Sheet – Governmental Funds	18
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities	19-20
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Funds	21
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	22-23
Statement of Net Position – Proprietary Funds.....	24-25
Statement of Revenues, Expenses, and Changes in Fund Net Position – Proprietary Funds	26
Statement of Cash Flows – Proprietary Funds.....	27-28
Notes to Basic Financial Statements	29-79
Required Supplementary Information	
Schedule of the Proportionate Share of the Net Pension Liability (Asset).....	80
Schedule of Contributions	81
Schedule of Changes in the City's Total OPEB Liability and Related Ratios	82
Schedule of the Proportionate Share of the Net OPEB Liability (Asset).....	83
Schedule of Contributions – Other Postemployment Benefits.....	84
Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual –	
General Fund.....	85
MINET Fund	86
Street Fund.....	87
Transit Fund	88

	<u>Page Number</u>
Other Supplementary Information – Combining and Individual Fund Statements and Schedules	
Combining Balance Sheet – Nonmajor Governmental Funds	89
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances – Nonmajor Governmental Funds.....	90
Combining Statement of Net Position – Nonmajor Proprietary Funds	91-92
Combining Statement of Revenues, Expenses, and Changes in Fund Net Position – Nonmajor Proprietary Funds	93
Combining Statement of Cash Flows – Nonmajor Proprietary Funds	94-95
Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual –	
Urban Renewal Fund	96
Building Fund	97
Swenson Library Fund	98
Tourism Fund.....	99
Grants Fund.....	100
Economic Development Fund	101
PERS Bond Debt Service Fund	102
GO Bond Debt Service Fund	103
Transportation SDC Fund	104
Parks SDC Fund	105
Special Capital Reserve Fund.....	106
Schedule of Revenues, Expenses, and Changes in Fund Net Position – Budget and Actual –	
Sanitary Sewer Fund	107
Water Fund	108
Power and Light Fund.....	109
Sanitary Sewer SDC Fund	110
Water SDC Fund.....	111
Stormwater Fund	112
Stormwater SDC Fund.....	113
Gas Revolving Fund	114

OTHER FINANCIAL SCHEDULES

Revenues Received From and Loans Made to MINET.....	115
Taxable Property Values.....	116
Major Taxpayers	117
Representative Levy Rate	118
Computation of Legal Debt Margin.....	119
Debt Ratios	120
Schedule of Property Tax Transactions	121

AUDIT COMMENTS AND DISCLOSURES REQUIRED BY STATE REGULATIONS

Independent Auditor’s Report Required by Oregon State Regulations	122-123

	<u>Page Number</u>
SINGLE AUDIT SECTION	
Schedule of Expenditures of Federal Awards.....	124
Notes to Schedule of Expenditures of Federal Awards.....	125-126
Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	127-128
Independent Auditor's Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance in Accordance with the Uniform Guidance	129-131
Schedule of Findings and Questioned Costs.....	132-134

FINANCIAL SECTION

KOONTZ, BLASQUEZ
ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

The Honorable Cecelia Koontz, Mayor
and Members of the City Council
City of Monmouth
Monmouth, Oregon 97361

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Monmouth, Polk County, Oregon as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

In our opinion, the accompanying financial statements present fairly, in all material respects, the respective financial position of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Monmouth as of June 30, 2024, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the City of Monmouth and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

The City of Monmouth's management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the City of Monmouth's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance, but is not absolute assurance, and therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City of Monmouth's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events considered in the aggregate that raise substantial doubt about the City's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, schedules of pension and other postemployment benefits, and budgetary comparison information on pages 5 through 13, 80 through 84, and 85 through 88, respectively, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

We have applied certain limited procedures to the management's discussion and analysis and schedules of pension and other postemployment benefits in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the management's discussion and analysis or schedules of pension and other postemployment benefits because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City of Monmouth's basic financial statements. The combining statements, individual fund schedules, other financial schedules (revenues received from and loans made to MINET, taxable property values, major taxpayers, representative levy rate, computation of legal debt margin, debt ratios, and schedule of property tax transactions), and the schedule of expenditures of federal awards as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining statements, individual fund schedules, and schedule of expenditures of federal awards are the responsibility of management, and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

The other financial schedules listed above have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

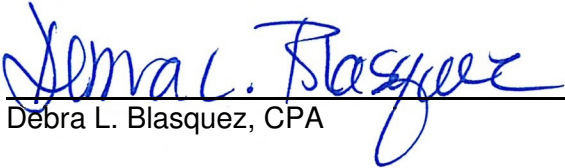
In accordance with *Government Auditing Standards*, we have also issued our report dated December 30, 2024 on our consideration of the City of Monmouth's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City of Monmouth's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City of Monmouth's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 30, 2024 on our consideration of compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing, and not to provide an opinion on compliance.

Koontz, Blasquez & Associates, P.C.

By:


Debra L. Blasquez, CPA

Albany, Oregon
December 30, 2024

MANAGEMENT'S DISCUSSION AND ANALYSIS

CITY OF MONMOUTH

Polk County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS

INTRODUCTION

As management of the City of Monmouth, Polk County, Oregon, we offer readers this narrative overview and analysis of the financial activities of the City for the fiscal year ended June 30, 2024. It should be read in conjunction with the City's financial statements, which follow this section.

FINANCIAL HIGHLIGHTS

- At June 30, 2024, total net position of the City of Monmouth amounted to \$56,464,451. Of this amount, \$41,367,136 was invested in capital assets, net of related debt. The remaining balance included \$10,850,056 restricted for various purposes and \$4,247,259 of unrestricted net position.
- At June 30, 2024, the City's governmental funds reported combined ending fund balances of \$8,714,622.

OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the City of Monmouth's basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to the basic financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of the City's finances in a manner similar to a private-sector business.

The statement of net position presents information on all of the City's assets and liabilities with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating. The statement of activities presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Both of the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the City include general government, public works, public safety, building department, and community development. The business-type activities of the City include water services, sewer services, a power and light distribution system, and a stormwater utility.

The government-wide financial statements can be found on pages 14 through 17 of this report.

CITY OF MONMOUTH
Polk County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS

Fund Financial Statements

The fund financial statements are designed to demonstrate compliance with finance-related legal requirements overseeing the use of fund accounting. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities and objectives. All of the funds of the City of Monmouth can be divided into two categories: governmental funds and proprietary funds.

□ **Governmental Funds**

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements; however, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of available resources, as well as on the balances of available resources at the end of the fiscal year. Such information may be useful in evaluating the City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the City's near-term financing decisions. Both the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The City maintains 15 governmental funds. Information is presented separately in the governmental funds balance sheet and the governmental funds statement of revenues, expenditures, and changes in fund balances for the General, MINET, Street, and Transit Funds, all of which are considered to be major governmental funds. Data from the nonmajor governmental funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements elsewhere in this report.

The City of Monmouth adopts an annual appropriated budget for all of its governmental funds. A budgetary comparison statement has been provided for each fund individually to demonstrate compliance with their respective budgets.

The basic governmental fund financial statements can be found on pages 18 through 23 of this report.

CITY OF MONMOUTH
Polk County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS

□ **Proprietary Funds**

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The City maintains seven enterprise funds and one internal service fund.

Enterprise funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The City uses the enterprise funds to account for its water, sewer, power and light, and stormwater utility operations.

Internal service funds serve as an accounting device used to accumulate and allocate costs internally among the City's various functions. The City uses the internal service fund to account for providing gas services to operating departments and other funds of the City. Because this predominantly benefits governmental functions, it has been included within governmental activities in the government-wide financial statements.

Information is presented separately in the proprietary funds statement of net position, proprietary funds statement of revenues, expenses, and changes in fund net position, and the proprietary funds statement of cash flows for the Sanitary Sewer, Water, and Power and Light Funds, all of which are considered to be major proprietary funds, as well as for the Gas Revolving Fund, which is an internal service fund. Data from the nonmajor proprietary funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor proprietary funds is provided in the form of combining statements elsewhere in this report.

The City of Monmouth adopts an annual appropriated budget for all of its proprietary funds. A budgetary comparison statement has been provided for each fund individually to demonstrate compliance with their respective budgets.

The basic proprietary fund financial statements can be found on pages 24 through 28 of this report.

Notes to the Basic Financial Statements

The notes to the basic financial statements provide additional information that is essential to a full understanding of the financial data provided in the government-wide and fund financial statements. The notes to the basic financial statements can be found on pages 29 through 79 of this report.

Other Information

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information, which includes the schedule of the proportionate share of the net pension liability (asset), schedule of contributions, schedule of changes in the City's total OPEB liability and related ratios, schedule of the proportionate share of the net OPEB liability (asset), schedule of contributions – other postemployment benefits, and budgetary comparison information for the General, MINET, Street, and Transit Funds. This required supplementary information can be found on pages 80 through 88 of this report.

CITY OF MONMOUTH
Polk County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS

The combining statements referred to earlier, in connection with nonmajor governmental and proprietary funds, are presented immediately following the required supplementary information. Combining and individual fund statements and schedules can be found on pages 89 through 114 of this report.

Schedules related to debt are presented for purposes of disclosure compliance and can be found on pages 115 through 120 of this report, which include: revenues received from and loans made to MINET; taxable property values; major taxpayers; representative levy rate; computation of legal debt margin; and debt ratios.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

As noted earlier, net position may serve over time as a useful indicator of the City's financial position. At June 30, 2024, the City's assets and deferred outflows of resources exceeded its liabilities and deferred inflows of resources by \$56,464,451.

A large portion of the City's net position reflects its investment in capital assets (e.g., land, buildings, and equipment) less any related debt used to acquire those assets that is still outstanding. Although the City's investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

City's Net Position

The City's net position increased by \$2,231,322 during the current fiscal year. The change in government-wide net position is primarily due to an overall increase of \$2,111,115 in governmental activities' net position. This increase occurred in part due to an increase in payments and transfers from business-type activities to governmental activities and an increase in program revenues.

CITY OF MONMOUTH
Polk County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS

Condensed statement of net position information is shown below.

Condensed Statement of Net Position

	Governmental Activities		Business-Type Activities		Totals	
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
Assets and deferred outflows of resources						
Current assets	\$ 13,799,528	\$ 17,578,098	\$ 9,824,748	\$ 9,765,216	\$ 23,624,276	\$ 27,343,314
Restricted assets	9,102,019	9,339,759	4,133,176	3,913,402	13,235,195	13,253,161
Noncurrent assets						
Capital assets, net	26,564,214	22,362,638	26,414,185	26,979,482	52,978,399	49,342,120
Other	85,007	120,348	49,943	58,959	134,950	179,307
Deferred outflows of resources	<u>2,170,982</u>	<u>1,840,551</u>	<u>1,147,865</u>	<u>978,032</u>	<u>3,318,847</u>	<u>2,818,583</u>
 Total assets and deferred outflows of resources	<u>51,721,750</u>	<u>51,241,394</u>	<u>41,569,917</u>	<u>41,695,091</u>	<u>93,291,667</u>	<u>92,936,485</u>
 Liabilities and deferred inflows of resources						
Current liabilities	2,803,999	2,733,917	1,432,930	1,310,309	4,236,929	4,044,226
Noncurrent liabilities	24,196,853	24,176,947	4,300,703	4,205,976	28,497,556	28,382,923
Deferred inflows of resources	<u>3,823,342</u>	<u>5,544,089</u>	<u>269,389</u>	<u>732,118</u>	<u>4,092,731</u>	<u>6,276,207</u>
 Total liabilities and deferred inflows of resources	<u>30,824,194</u>	<u>32,454,953</u>	<u>6,003,022</u>	<u>6,248,403</u>	<u>36,827,216</u>	<u>38,703,356</u>
 Net position						
Net investment in capital assets	17,065,830	12,551,308	24,301,306	24,300,503	41,367,136	36,851,811
Restricted for various purposes	6,724,594	6,486,051	4,125,462	3,876,468	10,850,056	10,362,519
Unrestricted	<u>(2,892,868)</u>	<u>(250,918)</u>	<u>7,140,127</u>	<u>7,269,717</u>	<u>4,247,259</u>	<u>7,018,799</u>
 Total net position	<u>\$ 20,897,556</u>	<u>\$ 18,786,441</u>	<u>\$ 35,566,895</u>	<u>\$ 35,446,688</u>	<u>\$ 56,464,451</u>	<u>\$ 54,233,129</u>

CITY OF MONMOUTH
Polk County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS

City's Changes in Net Position

The condensed statement of activities information shown below explains changes in net position.

Condensed Statement of Activities

	Governmental Activities		Business-Type Activities		Totals	
	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>	<u>2024</u>	<u>2023</u>
Program revenues						
Charges for services	\$ 761,935	\$ 725,171	\$ 12,551,880	\$ 12,415,649	\$ 13,313,815	\$ 13,140,820
Operating grants and contributions	2,609,458	2,743,292	4,929	-	2,614,387	2,743,292
Capital grants and contributions	897,009	452,478	196,069	759,534	1,093,078	1,212,012
Total program revenues	<u>4,268,402</u>	<u>3,920,941</u>	<u>12,752,878</u>	<u>13,175,183</u>	<u>17,021,280</u>	<u>17,096,124</u>
General revenues						
Property taxes	3,298,850	3,066,487	-	-	3,298,850	3,066,487
Franchise fees	910,787	902,960	-	-	910,787	902,960
Other taxes	419,700	449,319	-	-	419,700	449,319
Intergovernmental	233,530	203,987	-	-	233,530	203,987
Investment earnings	654,684	545,753	464,957	295,063	1,119,641	840,816
Miscellaneous	1,115,456	1,163,565	131,195	65,238	1,246,651	1,228,803
Total general revenues	<u>6,633,007</u>	<u>6,332,071</u>	<u>596,152</u>	<u>360,301</u>	<u>7,229,159</u>	<u>6,692,372</u>
Total revenues	<u>10,901,409</u>	<u>10,253,012</u>	<u>13,349,030</u>	<u>13,535,484</u>	<u>24,250,439</u>	<u>23,788,496</u>
Program expenses						
General government	4,571,224	3,951,202	-	-	4,571,224	3,951,202
Public works	385,447	302,305	-	-	385,447	302,305
Public safety	3,386,632	3,088,676	-	-	3,386,632	3,088,676
Building department	365,186	324,280	-	-	365,186	324,280
Community development	1,983,601	1,878,766	-	-	1,983,601	1,878,766
Interest on long-term debt	671,623	684,431	-	-	671,623	684,431
Water	-	-	1,832,765	1,665,830	1,832,765	1,665,830
Sewer	-	-	1,755,954	1,619,650	1,755,954	1,619,650
Power and light	-	-	6,531,041	5,932,641	6,531,041	5,932,641
Stormwater	-	-	535,644	442,838	535,644	442,838
Total program expenses	<u>11,363,713</u>	<u>10,229,660</u>	<u>10,655,404</u>	<u>9,660,959</u>	<u>22,019,117</u>	<u>19,890,619</u>
Transfers and support services	<u>2,573,419</u>	<u>2,381,524</u>	<u>(2,573,419)</u>	<u>(2,381,524)</u>	<u>-</u>	<u>-</u>
Change in net position	<u>2,111,115</u>	<u>2,404,876</u>	<u>120,207</u>	<u>1,493,001</u>	<u>2,231,322</u>	<u>3,897,877</u>
Net position - beginning of year	<u>18,786,441</u>	<u>16,381,565</u>	<u>35,446,688</u>	<u>33,953,687</u>	<u>54,233,129</u>	<u>50,335,252</u>
Net position - end of year	<u>\$ 20,897,556</u>	<u>\$ 18,786,441</u>	<u>\$ 35,566,895</u>	<u>\$ 35,446,688</u>	<u>\$ 56,464,451</u>	<u>\$ 54,233,129</u>

CITY OF MONMOUTH
Polk County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS

FINANCIAL ANALYSIS OF THE CITY'S FUNDS

As noted earlier, the City uses fund accounting to demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of expendable resources. Such information is useful in assessing the City's financing requirements. In particular, unassigned fund balance may serve as a useful measurement of the City's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, the City's major governmental funds reported combined fund balances of \$3,986,897. Of this amount, \$1,049,729 constitutes unassigned fund balance, which is available for spending at the City's discretion.

Significant Changes in Major Governmental Fund Balances

- General Fund: The 33.6% decrease in fund balance can be attributed to City Hall construction.
- Street Fund: The 28.6% increase in restricted fund balance can be attributed to partial spend down of receipts from ODOT's Surface Transportation Grant Program. These are used for street maintenance and infrastructure purposes.
- Transit Fund: The 163.3% increase in restricted fund balance can be attributed to 146% higher than anticipated interest earnings.

Proprietary Funds

The City's proprietary funds provide the same type of information found in the government-wide financial statements, but in more detail.

Total net position of the major enterprise funds amounted to \$28,743,573 at year-end. Of this amount, \$21,783,837 was invested in capital assets, net of related debt. The remaining balance of \$6,959,736 as unrestricted.

BUDGETARY HIGHLIGHTS: GENERAL FUND

Significant variances between budgeted and actual amounts in the General Fund for the year ended June 30, 2024 include:

- Investment earnings were budgeted for \$160,000. Actual revenues were \$96,209 (39.9% under budget) due to expected spend down of General Fund Reserves on City Hall Construction as well as not taking advantage of investing outside of LGIP while transitioning between Finance Directors.

CITY OF MONMOUTH
Polk County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS

- Urban renewal support revenue was budgeted for \$1,710,000. Actual revenues were \$1,193,114 (30.2% under budget) due to a larger portion of the planned \$3.65 million Urban Renewal support for the City Hall Construction being transferred in FY 2022-23, leaving a smaller than anticipated transfer in FY 2023-24.
- Miscellaneous revenue was budgeted for \$38,600. Actual revenues were \$54,788 (41.9% over budget) due to a higher than anticipated amount in Opioid Settlement receipts. The City also received a SAIF dividend and city credit card cash rewards, which are used to offset the city credit card payment.
- Debt service expenditures were budgeted for \$95,000. Actual expenditures were \$40,435 (57.4% under budget) due to GASB 87 and 96 lease expenditures being less than they were anticipated to be, as there were very few agreements that met the standards. The budget was a highly conservative estimate.
- Transfers out were budgeted for \$32,350. Actual transfers out were \$7,034 (78.3% under budget) due to a lower than anticipated collection of Skate Park donations.

CAPITAL ASSETS

The City's investment in capital assets for its governmental activities and business-type activities as of June 30, 2024 amounted to \$26,564,214 and \$26,414,185, net of accumulated depreciation, respectively. This investment in capital assets includes land, construction in progress, buildings, distribution systems, equipment, infrastructure, intangible right to use lease assets for copiers and a postage machine, and intangible right to use subscription-based technology arrangement (SBITA) assets for software. The total depreciation and amortization expense related to the City's investment in capital assets for its governmental activities and business-type activities during the current fiscal year amounted to \$690,163 and \$1,362,791, respectively.

Additional information on the City's capital assets can be found in Note III-B on pages 43 through 47 of this report.

LONG-TERM LIABILITIES

At the end of the current fiscal year, the City had total liabilities outstanding of \$22,312,754. This amount is comprised of leases payable, subscription-based information technology arrangements (SBITAs) payable, full faith and credit obligations including bond discounts and premiums, and one financed purchase. The City's total debt decreased by \$1,843,812 during the current fiscal year.

Additional information on the City's long-term liabilities can be found in Note III-E on pages 50 through 57 of this report.

CITY OF MONMOUTH
Polk County, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS

KEY ECONOMIC FACTORS AND BUDGET INFORMATION FOR THE FUTURE

At the time these financial statements were prepared and audited, the City was aware of the following circumstances that could affect its future financial health:

- Health insurance benefit cost increases are expected to exceed inflation in the coming years, despite efforts by the City's insurance broker to optimize the cost/benefit of this program.
- Advisory rates from the Public Employees Retirement System (PERS) actuary show these costs continuing to increase in coming years, although mitigated by assumption changes and opportunities provided under the State Senate Bill 1049.
- The City continues to utilize grant funding provided from the federal government through the ARPA, as well as other grant funding available for large one-time projects.
- The City experienced significantly higher investment earnings in the previous fiscal year, however this will not be the case for Fiscal Year 2024-2025 with inflation slowing down and interest rates expected to fall.
- The increase in operating costs continue to outpace the increase in General Fund revenues, which creates the City's desire to explore additional revenue streams and continue to seek grant funding opportunities.

These factors were considered in preparing the City's budget for fiscal year 2024-2025.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the City's finances for all those with an interest. Questions concerning any of the information provided in the report or requests for additional information should be addressed to the Finance Director at the following address: 151 Main Street W, Monmouth, Oregon 97361.

BASIC FINANCIAL STATEMENTS

CITY OF MONMOUTH
Polk County, Oregon

STATEMENT OF NET POSITION

June 30, 2024

	Governmental Activities	Business-Type Activities	Total
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES			
Current assets			
Cash and cash equivalents	\$ 3,095,392	\$ 7,669,834	\$ 10,765,226
Cash with county	14,179	-	14,179
Accounts receivable, net	1,171,097	1,088,748	2,259,845
Property taxes receivable	69,167	-	69,167
Loans receivable - MINET, net	9,180,000	-	9,180,000
Loans receivable - other	262,320	-	262,320
Inventories	6,334	1,066,166	1,072,500
Prepays	500	-	500
Bond discount, current portion	539	-	539
Total current assets	<u>13,799,528</u>	<u>9,824,748</u>	<u>23,624,276</u>
Restricted assets			
Cash and cash equivalents	7,777,889	4,133,176	11,911,065
Cash with county	8,054	-	8,054
Accounts receivable	1,278,703	-	1,278,703
Property taxes receivable	37,373	-	37,373
Total restricted assets	<u>9,102,019</u>	<u>4,133,176</u>	<u>13,235,195</u>
Noncurrent assets			
Bond discount, less current portion	7,013	-	7,013
Capital assets			
Land and construction in progress	12,160,691	3,022,672	15,183,363
Capital assets, net of accumulated depreciation	14,314,392	23,375,731	37,690,123
Right to use lease assets, net of accumulated amortization	77,026	15,782	92,808
Right to use SBITA assets, net of accumulated amortization	12,105	-	12,105
Total capital assets	<u>26,564,214</u>	<u>26,414,185</u>	<u>52,978,399</u>
Net OPEB asset - PERS RHIA	77,994	49,943	127,937
Total noncurrent assets	<u>26,649,221</u>	<u>26,464,128</u>	<u>53,113,349</u>
Total assets	<u>49,550,768</u>	<u>40,422,052</u>	<u>89,972,820</u>

(Continued)

The accompanying notes are an integral part of these financial statements.

CITY OF MONMOUTH
Polk County, Oregon

STATEMENT OF NET POSITION

June 30, 2024

(Continued)

	Governmental Activities	Business-Type Activities	Total
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES			
(Continued)			
Deferred outflows of resources			
Net deferred outflow of pension related resources	\$ 2,158,939	\$ 1,143,819	\$ 3,302,758
Net deferred outflow of OPEB related resources	<u>12,043</u>	<u>4,046</u>	<u>16,089</u>
Total deferred outflows of resources	<u>2,170,982</u>	<u>1,147,865</u>	<u>3,318,847</u>
Total assets and deferred outflows of resources	<u>51,721,750</u>	<u>41,569,917</u>	<u>93,291,667</u>
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES			
Current liabilities			
Accounts payable	809,567	382,308	1,191,875
Accrued payroll liabilities	420,724	-	420,724
Deposits payable	4,528	355,347	359,875
Compensated absences payable, current portion	176,538	85,560	262,098
Leases payable, current portion	19,379	5,433	24,812
SBITAs payable, current portion	16,315	-	16,315
Financed purchase payable, current portion	19,329	-	19,329
Full faith and credit obligations payable, current portion	1,285,000	550,000	1,835,000
Bond premiums, current portion	<u>52,619</u>	<u>54,282</u>	<u>106,901</u>
Total current liabilities	<u>2,803,999</u>	<u>1,432,930</u>	<u>4,236,929</u>
Noncurrent liabilities			
Compensated absences payable, less current portion	191,250	92,690	283,940
Leases payable, less current portion	56,996	11,050	68,046
Financed purchase payable, less current portion	19,534	-	19,534
Full faith and credit obligations payable, less current portion	17,794,000	1,350,000	19,144,000
Bond premiums, less current portion	944,255	142,114	1,086,369
Net pension liability	4,986,656	2,616,407	7,603,063
Net OPEB liability - implicit rate subsidy	<u>204,162</u>	<u>88,442</u>	<u>292,604</u>
Total noncurrent liabilities	<u>24,196,853</u>	<u>4,300,703</u>	<u>28,497,556</u>
Total liabilities	<u>27,000,852</u>	<u>5,733,633</u>	<u>32,734,485</u>
Deferred inflows of resources			
Unavailable revenue - grants	3,391,469	-	3,391,469
Net deferred inflow of pension related resources	359,962	234,460	594,422
Net deferred inflow of OPEB related resources	<u>71,911</u>	<u>34,929</u>	<u>106,840</u>
Total deferred inflows of resources	<u>3,823,342</u>	<u>269,389</u>	<u>4,092,731</u>
Total liabilities and deferred inflows of resources	<u>30,824,194</u>	<u>6,003,022</u>	<u>36,827,216</u>

(Continued)

The accompanying notes are an integral part of these financial statements.

CITY OF MONMOUTH
Polk County, Oregon

STATEMENT OF NET POSITION

June 30, 2024

(Continued)

	Governmental Activities	Business-Type Activities	Total
NET POSITION			
Net investment in capital assets	\$ 17,065,830	\$ 24,301,306	\$ 41,367,136
Restricted for:			
Debt service	51,602	-	51,602
Construction	3,421,427	-	3,421,427
Community development	413,425	-	413,425
System development	-	4,125,462	4,125,462
Streets	2,838,140	-	2,838,140
Unrestricted	<u>(2,892,868)</u>	<u>7,140,127</u>	<u>4,247,259</u>
 Total net position	 <u>\$ 20,897,556</u>	 <u>\$ 35,566,895</u>	 <u>\$ 56,464,451</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MONMOUTH
Polk County, Oregon

STATEMENT OF ACTIVITIES

For the Year Ended June 30, 2024

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental activities				
General government	\$ 4,571,224	\$ 211,936	\$ 980,247	\$ 675,766
Public works	385,447	4,375	1,388,811	1,782
Public safety	3,386,632	88,094	6,028	-
Building department	365,186	448,507	-	-
Community development	1,983,601	9,023	234,372	219,461
Interest on long-term debt	671,623	-	-	-
Total governmental activities	<u>\$ 11,363,713</u>	<u>\$ 761,935</u>	<u>\$ 2,609,458</u>	<u>\$ 897,009</u>
Business-type activities				
Water	\$ 1,832,765	\$ 2,567,867	\$ -	\$ 83,358
Sewer	1,755,954	1,903,052	-	88,730
Power and light	6,531,041	7,324,409	4,929	10,359
Stormwater	535,644	756,552	-	13,622
Total business-type activities	<u>\$ 10,655,404</u>	<u>\$ 12,551,880</u>	<u>\$ 4,929</u>	<u>\$ 196,069</u>
General revenues				
Property taxes				
Franchise fees				
Other taxes				
Intergovernmental				
Investment earnings				
Miscellaneous				
Total general revenues				
Transfers and interfund support services				
Change in net position				
Net position - beginning				
Net position - ending				

The accompanying notes are an integral part of these financial statements.

Net (Expense) Revenue and
Changes in Net Position

Governmental Activities	Business-Type Activities	Totals
\$ (2,703,275)	\$ -	\$ (2,703,275)
1,009,521	-	1,009,521
(3,292,510)	-	(3,292,510)
83,321	-	83,321
(1,520,745)	-	(1,520,745)
(671,623)	-	(671,623)
<u>(7,095,311)</u>	<u>-</u>	<u>(7,095,311)</u>
-	818,460	818,460
-	235,828	235,828
-	808,656	808,656
-	234,530	234,530
<u>-</u>	<u>2,097,474</u>	<u>2,097,474</u>
3,298,850	-	3,298,850
910,787	-	910,787
419,700	-	419,700
233,530	-	233,530
654,684	464,957	1,119,641
1,115,456	131,195	1,246,651
<u>6,633,007</u>	<u>596,152</u>	<u>7,229,159</u>
<u>2,573,419</u>	<u>(2,573,419)</u>	<u>-</u>
2,111,115	120,207	2,231,322
<u>18,786,441</u>	<u>35,446,688</u>	<u>54,233,129</u>
<u>\$ 20,897,556</u>	<u>\$ 35,566,895</u>	<u>\$ 56,464,451</u>

CITY OF MONMOUTH
Polk County, Oregon

BALANCE SHEET

GOVERNMENTAL FUNDS

June 30, 2024

	General Fund	Special Revenue Funds MINET	Street
ASSETS			
Cash and cash equivalents	\$ 2,152,827	\$ 14,034	\$ 2,551,701
Cash with county	14,179	-	-
Accounts receivable	647,241	1,826	1,278,645
Property taxes receivable	69,167	-	-
Loans receivable - MINET, net	-	9,180,000	-
Loans receivable - other	-	262,320	-
Prepays	500	-	-
Total assets	<u>\$ 2,883,914</u>	<u>\$ 9,458,180</u>	<u>\$ 3,830,346</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES			
Liabilities			
Accounts payable	\$ 93,609	\$ -	\$ 27,487
Other payables	437,748	-	-
Accrued payroll liabilities	420,724	-	-
Deposits payable	4,528	-	-
Total liabilities	<u>956,609</u>	<u>-</u>	<u>27,487</u>
Deferred inflows of resources			
Unavailable revenue - loan receivable	-	9,442,320	-
Unavailable revenue - property taxes	69,167	-	-
Unavailable revenue - grants	807,909	-	964,719
Total deferred inflows of resources	<u>877,076</u>	<u>9,442,320</u>	<u>964,719</u>
Fund balances			
Nonspendable	500	-	-
Restricted	-	-	2,838,140
Committed	-	15,860	-
Unassigned	1,049,729	-	-
Total fund balances	<u>1,050,229</u>	<u>15,860</u>	<u>2,838,140</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 2,883,914</u>	<u>\$ 9,458,180</u>	<u>\$ 3,830,346</u>

The accompanying notes are an integral part of these financial statements.

<u>Special Revenue Fund Transit</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ 1,278,646	\$ 4,867,907	\$ 10,865,115
-	8,054	22,233
500,000	22,088	2,449,800
-	37,373	106,540
-	-	9,180,000
-	-	262,320
-	-	500
<u>\$ 1,778,646</u>	<u>\$ 4,935,422</u>	<u>\$ 22,886,508</u>

\$ 77,137	170,324	\$ 368,557
-	-	437,748
-	-	420,724
-	-	4,528

<u>77,137</u>	<u>170,324</u>	<u>1,231,557</u>

-	-	9,442,320
-	37,373	106,540
<u>1,618,841</u>	<u>-</u>	<u>3,391,469</u>

<u>1,618,841</u>	<u>37,373</u>	<u>12,940,329</u>

-	-	500
82,668	3,803,786	6,724,594
-	923,939	939,799
-	-	1,049,729

<u>82,668</u>	<u>4,727,725</u>	<u>8,714,622</u>

<u>\$ 1,778,646</u>	<u>\$ 4,935,422</u>	<u>\$ 22,886,508</u>

CITY OF MONMOUTH
Polk County, Oregon

**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES**

June 30, 2024

Total fund balances \$ 8,714,622

Capital assets used in governmental activities are not financial resources and are therefore not reported in the governmental funds.

Cost	34,653,442	
Accumulated depreciation	(8,178,359)	
Right to use lease assets	97,922	
Accumulated amortization of right to use lease assets	(20,896)	
Right to use SBITA assets	51,422	
Accumulated amortization of right to use SBITA assets	(39,317)	26,564,214

Loans receivable are reported as assets on the statement of net position, but do not provide current resources; therefore, the resources are deferred in the governmental funds. 9,442,320

Property tax revenue is recognized in the net position of governmental activities when the taxes are levied; however, in the governmental fund statements, it is recognized when available to be used for current year operations. Taxes not collected within 30 days of the end of the year are not considered available to pay for current year operations and are therefore not reported as revenue in the governmental funds. 106,540

Internal service funds are proprietary funds and not reported with governmental funds; however, because internal service funds primarily benefit governmental activities, their assets, liabilities, and net position are included in governmental activities on the statement of net position. 11,238

Liabilities not due or payable in the current period are not reported in the governmental funds. Interest on long-term debt is not accrued in the governmental funds, but rather, is recognized as an expenditure when due.

These liabilities consist of:

Compensated absences payable	(367,788)	
Leases payable	(76,375)	
SBITAs payable	(16,315)	
Bond premiums and discounts	(989,322)	
Full faith and credit obligations payable	(19,079,000)	
Financed purchase payable	(38,863)	(20,567,663)

(Continued)

The accompanying notes are an integral part of these financial statements.

CITY OF MONMOUTH
Polk County, Oregon

**RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES
TO NET POSITION OF GOVERNMENTAL ACTIVITIES**

June 30, 2024

(Continued)

Pension assets or liabilities, with related deferred outflows of resources and deferred inflows of resources, are not reported in the governmental funds, but are reported on the statement of net position. The amounts included in governmental activities on the statement of net position:

Net pension liability	\$ (4,986,656)	
Deferred outflows of pension related resources	2,158,939	
Deferred inflows of pension related resources	<u>(359,962)</u>	(3,187,679)

OPEB assets or liabilities, with related deferred outflows of resources and deferred inflows of resources, are not reported in the governmental funds, but are reported on the statement of net position. The amounts included in governmental activities on the statement of net position:

Net OPEB liability	(126,168)	
Deferred outflows of OPEB related resources	12,043	
Deferred inflows of OPEB related resources	<u>(71,911)</u>	<u>(186,036)</u>

Net position of governmental activities		<u>\$ 20,897,556</u>

The accompanying notes are an integral part of these financial statements.

CITY OF MONMOUTH
Polk County, Oregon

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

GOVERNMENTAL FUNDS

For the Year Ended June 30, 2024

	General Fund	Special Revenue Funds MINET	Street
REVENUES			
Taxes and assessments	\$ 2,397,703	\$ -	\$ -
Licenses, fees, and permits	2,059,807	-	-
System development charges	-	-	-
Charges for services	1,732,311	-	175
Intergovernmental	217,664	-	1,168,986
Fines and forfeitures	95,199	-	-
Grants and donations	731,286	-	221,607
Investment earnings	96,209	2,938	97,667
Urban renewal support	1,193,114	-	-
Miscellaneous	54,788	21,912	7,498
	<u>8,578,081</u>	<u>24,850</u>	<u>1,495,933</u>
Total revenues			
EXPENDITURES			
Current			
General government	1,889,513	-	-
Public works	-	-	432,029
Public safety	3,390,579	-	-
Building department	-	-	-
Library	720,069	-	-
Community development	888,710	-	-
Debt service	40,435	971,657	511
Capital outlay	4,491,450	-	469,742
Special payments	-	-	-
	<u>11,420,756</u>	<u>971,657</u>	<u>902,282</u>
Total expenditures			
Excess (deficiency) of revenues over (under) expenditures	<u>(2,842,675)</u>	<u>(946,807)</u>	<u>593,651</u>
OTHER FINANCING SOURCES (USES)			
MINET receipts for debt payments	-	1,029,044	-
Contributed capital out	-	-	-
Transfers in	2,319,452	-	36,837
Transfers out	(7,034)	(81,049)	-
	<u>2,312,418</u>	<u>947,995</u>	<u>36,837</u>
Total other financing sources (uses)			
Net change in fund balances	(530,257)	1,188	630,488
Fund balances - beginning	1,580,486	14,672	2,207,652
Fund balances - ending	<u>\$ 1,050,229</u>	<u>\$ 15,860</u>	<u>\$ 2,838,140</u>

The accompanying notes are an integral part of these financial statements.

<u>Special Revenue Fund Transit</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
\$ -	\$ 1,303,031	\$ 3,700,734
-	448,507	2,508,314
-	154,030	154,030
-	9,128	1,741,614
-	-	1,386,650
-	-	95,199
979,817	696,383	2,629,093
51,267	406,539	654,620
-	-	1,193,114
-	257,730	341,928
<u>1,031,084</u>	<u>3,275,348</u>	<u>14,405,296</u>
942,980	-	2,832,493
-	-	432,029
-	-	3,390,579
-	452,186	452,186
-	26,755	746,824
-	369,065	1,257,775
-	954,948	1,967,551
-	534,266	5,495,458
-	1,193,114	1,193,114
<u>942,980</u>	<u>3,530,334</u>	<u>17,768,009</u>
<u>88,104</u>	<u>(254,986)</u>	<u>(3,362,713)</u>
-	-	1,029,044
-	(18,613)	(18,613)
-	7,034	2,363,323
<u>(36,837)</u>	<u>(2,321,744)</u>	<u>(2,446,664)</u>
<u>(36,837)</u>	<u>(2,333,323)</u>	<u>927,090</u>
51,267	(2,588,309)	(2,435,623)
<u>31,401</u>	<u>7,316,034</u>	<u>11,150,245</u>
<u>\$ 82,668</u>	<u>\$ 4,727,725</u>	<u>\$ 8,714,622</u>

CITY OF MONMOUTH
Polk County, Oregon

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

For the Year Ended June 30, 2024

Net change in fund balances **\$ (2,435,623)**

Amounts reported for governmental activities on the statement of activities are different because:

Governmental funds defer revenues that do not provide current financial resources. The statement of activities recognizes such revenues at their net realizable value when earned, regardless of when received.

Change in unavailable revenue - property taxes	17,816	
Change in MINET loans receivable	(645,000)	
Decrease in other loans receivable	<u>(21,912)</u>	(649,096)

Governmental funds report capital outlay as expenditures; however, on the statement of activities, the costs of these assets are allocated over their estimated useful lives and are reported as depreciation expense.

Increase in capital outlay	4,765,618	
Less current year depreciation expense	(653,173)	
Disposal of capital assets	(39,351)	
Related change in accumulated depreciation	<u>39,351</u>	4,112,445

Governmental funds report the costs of right to use lease and SBITA assets as expenditures; however, on the statement of activities, the costs of these assets are allocated over the terms of the leases or subscriptions, as applicable, and reported as amortization expense.

Increase in lease assets	82,914	
Decrease in lease assets	(28,653)	
Related change in accumulated amortization	21,816	
Current year amortization	<u>(36,990)</u>	39,087

Long-term debt proceeds are reported as other financing sources in the governmental funds; however, on the statement of net position, issuing long-term debt increases liabilities. Similarly, repayment of principal is an expenditure in the governmental funds, but reduces the liability on the statement of net position.

Bond premium amortization	52,619	
Bond discount amortization	(539)	
Financed purchase payments	19,127	
SBITA payments	19,293	
Lease liability proceeds	(82,914)	
Lease liability payments	24,935	
Debt principal paid	<u>1,224,000</u>	1,256,521

(Continued)

The accompanying notes are an integral part of these financial statements.

CITY OF MONMOUTH
Polk County, Oregon

**RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES**

For the Year Ended June 30, 2024

(Continued)

Internal service funds are used by management to account for fuel costs. The net income of the internal service fund is reported with governmental activities.

\$ 6,511

Some expenses reported on the statement of activities do not require the use of current financial resources and are therefore not reported as expenditures in the governmental funds.

Compensated absences

(18,639)

Changes in the net pension assets and liabilities, as well as the related changes in deferred outflows and deferred inflows of resources, are not recognized as expenditures in the governmental funds.

(205,585)

Changes in net OPEB assets and liabilities, as well as the related changes in deferred outflows and deferred inflows of resources, are not recognized as expenditures in the governmental funds.

5,494

Change in net position

\$ 2,111,115

The accompanying notes are an integral part of these financial statements.

CITY OF MONMOUTH
Polk County, Oregon

STATEMENT OF NET POSITION

PROPRIETARY FUNDS

June 30, 2024

	Business-Type Activities		
	Enterprise Funds		
	Sanitary Sewer	Water	Power and Light
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES			
Current assets			
Cash and cash equivalents	\$ 2,186,168	\$ 1,086,430	\$ 4,260,785
Accounts receivable, net of allowance for doubtful accounts	174,393	237,440	608,384
Due from other funds	105,497	-	-
Inventories	3,800	147,937	914,429
Total current assets	2,469,858	1,471,807	5,783,598
Restricted assets			
Cash and cash equivalents	-	-	-
Noncurrent assets			
Capital assets			
Land and construction in progress	570,717	1,243,308	1,010,190
Capital assets, net of accumulated depreciation	4,538,509	6,315,240	10,202,971
Right to use lease assets, net of accumulated amortization	1,202	1,203	12,173
Total capital assets	5,110,428	7,559,751	11,225,334
Net OPEB asset - PERS RHIA	16,308	8,613	20,884
Total noncurrent assets	5,126,736	7,568,364	11,246,218
Total assets	7,596,594	9,040,171	17,029,816
Deferred outflows of resources			
Net deferred outflow of pension related resources	231,104	329,286	556,748
Net deferred outflow of OPEB related resources	1,391	1,549	1,491
Total deferred outflows of resources	232,495	330,835	558,239
Total assets and deferred outflows of resources	7,829,089	9,371,006	17,588,055

The accompanying notes are an integral part of these financial statements.

Business-Type Activities		Governmental
Nonmajor	Total	Activities
Enterprise	Enterprise	Internal Service
Funds	Funds	Fund
		Gas Revolving
\$ 136,451	\$ 7,669,834	\$ 8,166
68,531	1,088,748	-
-	105,497	-
-	1,066,166	6,334
204,982	9,930,245	14,500
4,133,176	4,133,176	-
198,457	3,022,672	-
2,319,011	23,375,731	-
1,204	15,782	-
2,518,672	26,414,185	-
4,138	49,943	-
2,522,810	26,464,128	-
6,860,968	40,527,549	14,500
26,681	1,143,819	-
(385)	4,046	-
26,296	1,147,865	-
6,887,264	41,675,414	14,500

(Continued)

CITY OF MONMOUTH
Polk County, Oregon

STATEMENT OF NET POSITION

PROPRIETARY FUNDS

June 30, 2024

(Continued)

	Business-Type Activities		
	Enterprise Funds		
	Sanitary Sewer	Water	Power and Light
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES			
Current liabilities			
Accounts payable	\$ 22,851	\$ 21,158	\$ 313,471
Deposits payable	-	-	355,347
Compensated absences payable, current portion	13,732	22,942	42,499
Due to other funds, current portion	-	99,927	-
Leases payable, current portion	625	625	3,558
Bonds payable, current portion	325,000	-	225,000
Bond premiums, current portion	22,046	-	32,236
Total current liabilities	384,254	144,652	972,111
Noncurrent liabilities			
Compensated absences payable, less current portion	14,877	24,854	46,040
Due to other funds, less current portion	-	5,570	-
Leases payable, less current portion	579	579	9,314
Bonds payable, less current portion	345,000	-	1,005,000
Bond premiums, less current portion	22,044	-	120,070
Net pension liability	567,412	746,613	1,289,679
Net OPEB liability - implicit rate subsidy	25,408	16,121	46,707
Total noncurrent liabilities	975,320	793,737	2,516,810
Total liabilities	1,359,574	938,389	3,488,921
Deferred inflows of resources			
Net deferred inflow of pension related resources	24,788	60,483	137,765
Net deferred inflow of OPEB related resources	7,599	11,251	15,807
Total deferred inflows of resources	32,387	71,734	153,572
Total liabilities and deferred inflows of resources	1,391,961	1,010,123	3,642,493
NET POSITION			
Net investment in capital assets	4,395,134	7,558,547	9,830,156
Restricted for system development	-	-	-
Unrestricted	2,041,994	802,336	4,115,406
Total net position	\$ 6,437,128	\$ 8,360,883	\$ 13,945,562

The accompanying notes are an integral part of these financial statements.

Business-Type Activities		Governmental
Nonmajor	Total	Activities
Enterprise	Enterprise	Internal Service
Funds	Funds	Fund
		<u>Gas Revolving</u>
\$ 24,828	\$ 382,308	\$ 3,262
-	355,347	-
6,387	85,560	-
-	99,927	-
625	5,433	-
-	550,000	-
-	54,282	-
<u>31,840</u>	<u>1,532,857</u>	<u>3,262</u>
6,919	92,690	-
-	5,570	-
578	11,050	-
-	1,350,000	-
-	142,114	-
12,703	2,616,407	-
206	88,442	-
<u>20,406</u>	<u>4,306,273</u>	<u>-</u>
<u>52,246</u>	<u>5,839,130</u>	<u>3,262</u>
11,424	234,460	-
272	34,929	-
<u>11,696</u>	<u>269,389</u>	<u>-</u>
<u>63,942</u>	<u>6,108,519</u>	<u>3,262</u>
2,517,469	24,301,306	-
4,125,462	4,125,462	-
180,391	7,140,127	11,238
<u>\$ 6,823,322</u>	<u>\$ 35,566,895</u>	<u>\$ 11,238</u>

CITY OF MONMOUTH
Polk County, Oregon

STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION

PROPRIETARY FUNDS

For the Year Ended June 30, 2024

	Business-Type Activities		
	Enterprise Funds		
	Sanitary Sewer	Water	Power and Light
Operating revenues			
Charges for sales and services			
Charges for services	\$ 1,903,052	\$ 2,567,867	\$ 7,324,409
Miscellaneous	4,514	3,002	123,154
Total operating revenues	1,907,566	2,570,869	7,447,563
Operating expenses			
Personnel services	505,723	863,237	1,684,698
Materials and services	1,398,335	1,450,175	5,363,223
Depreciation and amortization	448,598	284,384	534,782
Total operating expenses	2,352,656	2,597,796	7,582,703
Operating income (loss)	(445,090)	(26,927)	(135,140)
Nonoperating revenues (expenses)			
System development charges	-	-	-
Bond premium amortization	22,046	-	30,358
Grants and donations	1,782	40,314	11,288
Investment earnings	95,680	40,632	162,500
Other sources	5,725	-	-
Interest expense	(49,512)	(5,618)	(53,634)
Total nonoperating revenues (expenses)	75,721	75,328	150,512
Income (loss) before contributions and transfers	(369,369)	48,401	15,372
Contributed capital in	27,384	43,532	4,000
Contributed capital out	-	-	-
Transfers in	-	-	83,341
Change in net position	(341,985)	91,933	102,713
Total net position - beginning	6,779,113	8,268,950	13,842,849
Total net position - ending	\$ 6,437,128	\$ 8,360,883	\$ 13,945,562

The accompanying notes are an integral part of these financial statements.

Business-Type Activities		Governmental Activities
Nonmajor Enterprise Funds	Total Enterprise Funds	Internal Service Fund <u>Gas Revolving</u>
\$ 756,552	\$ 12,551,880	\$ 194,098
525	131,195	-
<u>757,077</u>	<u>12,683,075</u>	<u>194,098</u>
256,615	3,310,273	-
395,345	8,607,078	187,653
95,027	1,362,791	-
<u>746,987</u>	<u>13,280,142</u>	<u>187,653</u>
<u>10,090</u>	<u>(597,067)</u>	<u>6,445</u>
141,832	141,832	-
-	52,404	-
1,782	55,166	-
166,145	464,957	66
-	5,725	-
-	(108,764)	-
<u>309,759</u>	<u>611,320</u>	<u>66</u>
319,849	14,253	6,511
288	75,204	-
(52,591)	(52,591)	-
-	83,341	-
<u>267,546</u>	<u>120,207</u>	<u>6,511</u>
<u>6,555,776</u>	<u>35,446,688</u>	<u>4,727</u>
<u>\$ 6,823,322</u>	<u>\$ 35,566,895</u>	<u>\$ 11,238</u>

CITY OF MONMOUTH
Polk County, Oregon

STATEMENT OF CASH FLOWS

PROPRIETARY FUNDS

For the Year Ended June 30, 2024

	Business-Type Activities Enterprise Funds	
	Sanitary Sewer	Water
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash receipts from customers	\$ 1,926,840	\$ 2,645,612
Cash payments to employees	(489,817)	(835,644)
Cash payments to suppliers	<u>(1,391,858)</u>	<u>(1,342,160)</u>
Net cash provided (used) by operating activities	<u>45,165</u>	<u>467,808</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Grants and donations	1,782	40,314
Transfers from other funds	<u>-</u>	<u>-</u>
Net cash provided (used) by noncapital financing activities	<u>1,782</u>	<u>40,314</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
System development charges	-	-
Contributed capital in	-	-
Other sources	5,725	-
Proceeds (to) from other funds	102,675	(102,675)
Purchase of capital assets	(47,783)	(258,625)
Principal paid on debt	(310,000)	-
Lease liability payments	(618)	(618)
Interest expense	<u>(49,512)</u>	<u>(5,618)</u>
Net cash provided (used) by capital and related financing activities	<u>(299,513)</u>	<u>(367,536)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment earnings	<u>95,680</u>	<u>40,632</u>
Net cash provided (used) by investing activities	<u>95,680</u>	<u>40,632</u>
Net increase (decrease) in cash and cash equivalents	(156,886)	181,218
Cash and cash equivalents - beginning (including \$3,876,468 for the nonmajor enterprise funds, reported in restricted accounts)	<u>2,343,054</u>	<u>905,212</u>
Cash and cash equivalents - ending (including \$4,133,176 for the nonmajor enterprise funds, reported in restricted accounts)	<u>\$ 2,186,168</u>	<u>\$ 1,086,430</u>
SUPPLEMENTAL SCHEDULE OF NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES		
Contributed capital in for purchase of capital assets	\$ 27,384	\$ 43,532
Contributed capital out for purchase of capital assets	-	-

The accompanying notes are an integral part of these financial statements.

Business-Type Activities			Governmental Activities
Enterprise Fund	Nonmajor	Total	Internal Service
Power and	Enterprise	Enterprise	Fund
Light	Funds	Funds	Gas Revolving
\$ 7,561,197	\$ 753,796	\$ 12,887,445	\$ 194,098
(1,613,173)	(248,805)	(3,187,439)	-
<u>(5,381,578)</u>	<u>(377,091)</u>	<u>(8,492,687)</u>	<u>(191,667)</u>
566,446	127,900	1,207,319	2,431
11,288	1,782	55,166	-
83,341	-	83,341	-
<u>94,629</u>	<u>1,782</u>	<u>138,507</u>	<u>-</u>
-	141,832	141,832	-
4,000	-	4,000	-
-	-	5,725	-
114,878	-	114,878	-
(193,221)	(258,061)	(757,690)	-
(220,000)	-	(530,000)	-
(3,032)	(619)	(4,887)	-
<u>(53,635)</u>	<u>-</u>	<u>(108,765)</u>	<u>-</u>
<u>(351,010)</u>	<u>(116,848)</u>	<u>(1,134,907)</u>	<u>-</u>
162,500	166,145	464,957	66
162,500	166,145	464,957	66
472,565	178,979	675,876	2,497
<u>3,788,220</u>	<u>4,090,648</u>	<u>11,127,134</u>	<u>5,669</u>
<u>\$ 4,260,785</u>	<u>\$ 4,269,627</u>	<u>\$ 11,803,010</u>	<u>\$ 8,166</u>
\$ -	\$ 288	\$ 71,204	\$ -
-	(52,591)	(52,591)	-

(Continued)

CITY OF MONMOUTH
Polk County, Oregon

STATEMENT OF CASH FLOWS

PROPRIETARY FUNDS

For the Year Ended June 30, 2024

(Continued)

	Business-Type Activities	
	Enterprise Funds	
	Sanitary Sewer	Water
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:		
Operating income (loss)	\$ (445,090)	\$ (26,927)
Adjustments to reconcile operating income to net cash provided (used) by operating activities:		
Depreciation and amortization	448,598	284,384
(Increase) decrease in:		
Accounts receivable	19,274	74,743
Inventory	521	126,378
Note receivable	-	-
Net OPEB asset	-	-
Net deferred outflow of pension related resources	(30,695)	(53,758)
Net deferred outflow of OPEB related resources	2,206	4,178
Increase (decrease) in:		
Accounts payable	5,956	(18,363)
Deposits payable	-	-
Compensated absences payable	(2,066)	(3,452)
Unavailable revenue - note receivable	-	-
Net pension liability	119,377	209,071
Net OPEB liability	(1,328)	(2,939)
Net deferred inflow of pension related resources	(70,673)	(123,774)
Net deferred inflow of OPEB related resources	(915)	(1,733)
Net cash provided (used) by operating activities	<u>\$ 45,165</u>	<u>\$ 467,808</u>

The accompanying notes are an integral part of these financial statements.

Business-Type Activities			Governmental Activities
<u>Enterprise Fund</u>	<u>Nonmajor</u>	<u>Total</u>	<u>Internal Service</u>
<u>Power and</u>	<u>Enterprise</u>	<u>Enterprise</u>	<u>Fund</u>
<u>Light</u>	<u>Funds</u>	<u>Funds</u>	<u>Gas Revolving</u>
\$ (135,140)	\$ 10,090	\$ (597,067)	\$ 6,445
534,782	95,027	1,362,791	-
116,257	(3,281)	206,993	-
(89,133)	-	37,766	-
-	36,934	36,934	-
-	(1,038)	(1,038)	-
(82,513)	(15,661)	(182,627)	-
5,350	1,060	12,794	-
70,778	18,254	76,625	(4,014)
(2,623)	-	(2,623)	-
28,097	(960)	21,619	-
-	(36,934)	(36,934)	-
320,907	60,908	710,263	-
(8,115)	-	(12,382)	-
(189,982)	(36,059)	(420,488)	-
(2,219)	(440)	(5,307)	-
<u>\$ 566,446</u>	<u>\$ 127,900</u>	<u>\$ 1,207,319</u>	<u>\$ 2,431</u>

NOTES TO BASIC FINANCIAL STATEMENTS

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the City of Monmouth have been prepared in accordance with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A. Reporting Entity

The City of Monmouth, Polk County, Oregon is governed by an elected mayor and six city council members.

Blended component units, although legally separate entities are, in substance, part of the primary government's operations and, therefore, data from these units are combined with data of the primary government. The City of Monmouth's financial statements present Monmouth Urban Renewal Agency as a blended component unit. The Agency is presented as a blended component unit because the City is financially accountable for, significantly influences the operations of, and the city council acts as the governing body of Monmouth Urban Renewal Agency. Complete financial statements for the blended component unit may be obtained from: City of Monmouth, 151 Main Street W, Monmouth, Oregon 97361.

B. Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on the activities of the City. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support.

The statement of activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges for goods and services provided by a given function and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Separate financial statements are provided for the governmental funds and proprietary funds. Major individual governmental funds and major individual proprietary funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund financial statements. Revenues are recorded when earned and expenses are recorded when incurred, regardless of the timing of the related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures are generally recorded when a liability is incurred, as under accrual accounting; however, principal and interest on long-term debt, as well as expenditures related to compensated absences, are recorded only when payment is due.

Property taxes, investment earnings, and charges for services associated with the current fiscal period are all considered to be susceptible to accrual and have therefore been recognized as revenues of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the City.

The City reports the following major governmental funds:

General Fund – The General Fund accounts for all financial resources of the City, except those required to be accounted for in another fund. The primary sources of revenue are property taxes, franchise fees, and state and county shared revenues. Primary expenditures are for police protection, library services, and general government.

Special Revenue Funds

MINET Fund – The MINET fund accounts for proceeds and disbursements for the advanced capability of municipal utilities to provide high speed data services.

Street Fund – The Street Fund accounts for revenues from motor vehicle fee apportionments from the State of Oregon and expenditures as specified under Article IX, Section 3 of the Constitution of the State of Oregon.

Transit Fund – The Transit Fund accounts for revenues from grants to provide for the City's trolley service.

The City reports the following nonmajor governmental funds:

Special Revenue Funds

Urban Renewal Fund – The Urban Renewal Fund accounts for tax revenue for Monmouth Urban Renewal Agency and related expenditures.

Building Fund – The Building Fund accounts for building department activity.

Swenson Library Fund – The Swenson Library Fund accounts for income from the Richard Swenson Trust. Expenditures are restricted to library books, films, and equipment.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Special Revenue Funds (Continued)

Tourism Fund – The Tourism Fund accounts for the collection and use of motel tax imposed by the City.

Grants Fund – The Grants Fund accounts for proceeds from and disbursements of special grants received.

Economic Development Fund – The Economic Development Fund accounts for providing loans and grants in support of local business renovations, improvements, and other assistance from economic development specific grants or loan repayment proceeds.

Debt Service Funds

PERS Bond Debt Service Fund – The PERS Bond Debt Service Fund accounts for payment of principal and interest on the PERS Series 2005 bonds.

GO Bond Debt Service Fund – The GO Bond Debt Service Fund accounts for payment of principal and interest on the Police Station Series 2013 bonds and City Hall Series 2021 bonds.

Capital Projects Funds

Transportation SDC Fund – The Transportation SDC Fund accounts for system development charges earmarked for specific purposes related to transportation.

Parks SDC Fund – The Parks SDC Fund accounts for system development charges earmarked for specific purposes related to parks.

Special Capital Reserve Fund – The Special Capital Reserve Fund accounts for the proceeds from the sale of the City's old fire and police stations, as well as other reserve transfers from City funds, all of which will be spent in support of construction of a new City Hall.

The City reports the following major proprietary funds:

Enterprise Funds

Sanitary Sewer Fund – The Sanitary Sewer Fund accounts for providing sanitary sewer services to residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, and billing and collection.

Water Fund – The Water Fund accounts for providing water services to residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, and billing and collection.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Enterprise Funds (Continued)

Power and Light Fund – The Power and Light Fund accounts for providing electric services to residents of the City. All activities necessary to provide such services are accounted for in this fund, including, but not limited to, administration, operations, maintenance, and billing and collection.

The City reports the following nonmajor proprietary funds:

Enterprise Funds

Sanitary Sewer SDC Fund – The Sanitary Sewer SDC Fund accounts for system development charges earmarked for future sanitary sewer system improvements.

Water SDC Fund – The Water SDC Fund accounts for system development charges earmarked for future water system improvements.

Stormwater Fund – The Stormwater Fund accounts for stormwater services.

Stormwater SDC Fund – The Stormwater SDC Fund accounts for system development charges earmarked for specific purposes related to stormwater.

In addition, the City reports the following proprietary fund:

Internal Service Fund

Gas Revolving Fund – The Gas Revolving Fund accounts for services provided to operating departments and other funds of the City.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are transfers between the governmental funds and the proprietary funds. Elimination of these transactions would distort their respective financial statements.

Amounts reported as program revenues include: (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation (Continued)

Proprietary funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. The operating expenses of proprietary funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed. Furthermore, committed fund balances are reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

D. Assets, Liabilities, Deferred Outflows and Inflows of Resources, Net Position, and Fund Balance

1. Deposits and Investments

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

State statutes authorize the City to invest in legally issued general obligations of the United States, the agencies and instrumentalities of the United States and the states of Oregon, Washington, Idaho, or California, certain interest-bearing bonds, time deposit open accounts, certificates of deposit, and savings accounts in banks, mutual savings banks, and savings and loan associations that maintain a head office or a branch in this state in the capacity of a bank, mutual savings bank, or savings and loan association, and share accounts and savings accounts in credit unions in the name of, or for the benefit of, a member of the credit union pursuant to a plan of deferred compensation.

2. Prepaids

Prepaids include prepaid interest and prepaid expenses. The interest is expensed as the interest is paid to the bondholders by the escrow account. Prepaid expenses include items paid for but not received as of year end.

3. Property Taxes

Under state law, county governments are responsible for extending authorized property tax levies, computing tax rates, billing and collecting all property taxes, and making periodic remittances of collection to entities levying taxes. Property taxes are levied and become a lien as of July 1 on property values assessed as of June 30. Property taxes are payable in three installments, which are due on November 15, February 15, and May 15.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, Deferred Outflows and Inflows of Resources, Net Position, and Fund Balance (Continued)

3. Property Taxes (Continued)

Uncollected property taxes are shown on the balance sheet of the governmental funds. Property taxes collected within approximately 30 days of fiscal year end are recognized as revenue, while the remaining amount of taxes receivable are recorded as unavailable revenue because they are not deemed available to finance operations of the current period.

4. Accounts Receivable

Receivables are recorded as revenue when earned. All receivables have been shown net of uncollectible accounts.

5. Inventories

Inventories of supplies are valued at cost using the last-in, first-out method. Inventories consist of materials for use in the water, sewer, and power and light departments, as well as gas stored by the internal service fund.

6. Capital Assets

Capital assets, which include property, plant, and equipment, are reported in the applicable governmental and business-type activities columns in the government-wide financial statements. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost where no historical records exist. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance or repairs that do not add to the value of an asset or materially extend its life are charged to expenditures as incurred and are not capitalized.

Major capital outlays for capital assets and improvements are capitalized as projects are constructed.

Depreciation of capital assets are computed on the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Vehicles	3-20
Equipment	6-12
Infrastructure	20-50
Buildings	40
Stormwater system	50
Water and sewer systems	50

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, Deferred Outflows and Inflows of Resources, Net Position, and Fund Balance (Continued)

6. Capital Assets (Continued)

The City has also recorded right to use lease assets in accordance with GASB Statement No. 87, *Leases*. The right to use lease assets are initially measured at an amount equal to the initial measurement of the related lease liability plus any lease payments made prior to the lease term, less lease incentives, and plus ancillary charges necessary to place the lease into service. The right to use lease assets are amortized on a straight-line basis over the terms of the related leases, which are discussed in Note III-E.

The City has recorded right to use SBITA assets as a result of implementing GASB Statement No. 96, *Subscription-Based Information Technology Arrangements*. The right to use SBITA assets are initially measured at an amount equal to the initial subscription liability plus any payments made prior to commencement of the subscription term, less incentives received from the SBITA vendor at or before the commencement of the subscription term, plus capitalizable implementation costs. The right to use SBITA assets are amortized on a straight-line basis over the terms of the related subscriptions, which are discussed in Note III-E.

7. Compensated Absences

Amounts of vested or accumulated vacation leave that are expected to be liquidated with expendable available financial resources are reported as expenditures when paid. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are reported as current liabilities on the statement of net position. In accordance with the provisions of GASB Statement No. 16, *Accounting for Compensated Absences*, no liability is recorded for non-vesting accumulating rights to receive sick pay benefits.

8. Long-Term Liabilities

In the government-wide financial statements and proprietary fund types in the fund financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bond premiums and discounts are deferred and amortized over the life of the bonds using the effective interest method. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums, discounts, and issuance costs during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuance are reported as other financing sources while discounts on debt issuance are reported as other financing uses. Issuance costs whether or not withheld from the actual debt proceeds received are reported as materials and services expenditures.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, Deferred Outflows and Inflows of Resources, Net Position, and Fund Balance (Continued)

9. Retirement Plan

Most of the City's employees participate in Oregon's Public Employees Retirement System (PERS). Contributions are made on a current basis as required by the plan and are recorded as expenses or expenditures.

10. Deferred Outflows and Inflows of Resources

In addition to assets, the statement of net position and/or balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net assets or fund balance that applies to a future period and therefore, will not be recognized as an outflow of resources until that time. The City has two items that qualify for reporting in this category, which are deferred amounts related to pensions and deferred amounts related to other postemployment benefits. These amounts are deferred and recognized as outflows of resources when the City recognizes pension or other postemployment benefit expenses/expenditures. Deferred outflows of amounts related to pensions and other postemployment benefits are included in the government-wide statement of net position and the proprietary funds statement of net position.

In addition to liabilities, the statement of net position and/or balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net assets or fund balance that applies to a future period and therefore, will not be recognized as an inflow of resources until that time. The City has five items that qualify for reporting in this category, which are unavailable revenue from loans receivable, unavailable revenue from property taxes, unavailable revenue from grants, deferred amounts related to pensions, and deferred amounts related to other postemployment benefits. Unavailable revenues from loans receivable and property taxes are recognized as inflows of resources in the period that the amounts become available. Unavailable revenues from loans receivable and property taxes are reported on the balance sheet. Unavailable revenues from grants are deferred and recognized when eligibility requirements have been met. Unavailable revenues from grants are reported on the government-wide statement of net position and the balance sheet. Deferred amounts related to pensions and other postemployment benefits are deferred and recognized as inflows of resources in the period when the City recognizes pension or other postemployment benefit income. Deferred inflows of amounts related to pensions and other postemployment benefits are included in the government-wide statement of net position and the proprietary funds statement of net position.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, Deferred Outflows and Inflows of Resources, Net Position, and Fund Balance (Continued)

10. Deferred Outflows and Inflows of Resources (Continued)

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, pension expense information about the net position of the Oregon Public Employees Retirement System (OPERS), and additions to/deductions from OPERS' net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

For purposes of measuring the implicit other postemployment benefits (OPEB) liability, the City has relied on actuarial reports. The net OPEB liability, deferred outflows of resources, and deferred inflows of resources are related to changes in assumptions for the covered active and inactive participants.

For purposes of measuring the net OPEB retirement health insurance account (RHIA) liability, deferred outflows of resources and deferred inflows of resources related to OPEB, OPEB expense information about the net position of OPERS, and additions to/deductions from OPERS' net position have been determined on the same basis as they are reported by OPERS. For this purpose, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

11. Fund Balance

The City reports governmental fund balance in accordance with GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. The following classifications describe the relative strength of the spending constraints:

- Nonspendable fund balance – amounts that are in nonspendable form (such as inventory) or are required to be maintained intact.
- Restricted fund balance – amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation.
- Committed fund balance – amounts constrained to specific purposes by the City itself, using its highest level of decision-making authority (i.e., city council). To be reported as committed, amounts cannot be used for any other purpose unless the City takes the same highest-level action to remove or change the constraint.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

D. Assets, Liabilities, Deferred Outflows and Inflows of Resources, Net Position, and Fund Balance (Continued)

11. Fund Balance (Continued)

- Assigned fund balance – amounts the City intends to use for a specific purpose. Intent can be expressed by the city council or by an official or body to which the city council delegates the authority.
- Unassigned fund balance – amounts that are available for any purpose. Positive amounts are reported only in the General Fund.

Commitment of fund balance is accomplished through adoption of a resolution or ordinance by the city council. Further, commitments of fund balance may be modified or rescinded only through approval of the city council via resolution or ordinance. Authority to assign fund balances has been granted to the Finance Director.

City policy requires funds that pay for ongoing personnel service costs to reserve an ending fund balance that is at least 25% of that fund's total budgeted beginning working capital and ongoing revenues, except for the General Fund for at least 12.5% and the Street Fund for at least 15%. The reserve has been established to provide the necessary cash flow for City operations prior to the receipt of tax revenues and to serve as a reserve for potential future budget shortfalls. The reserve is defined as the appropriated contingency combined with unappropriated ending fund balance.

E. Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures; accordingly, actual results could differ from those estimates.

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

A. Budgetary Information

The City budgets all funds in accordance with the requirements of state law. Annual appropriated budgets are adopted for the general, special revenue, debt service, capital projects, enterprise, and internal service funds. All funds are budgeted on the modified accrual basis of accounting.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

II. STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (Continued)

A. Budgetary Information (Continued)

The City begins its budgeting process by appointing budget committee members. The budget officer prepares a budget, which is reviewed by the budget committee. The budget is then published in proposed form and is presented at public hearings to obtain taxpayer comments and approval from the budget committee. The budget is legally adopted by the city council by resolution prior to the beginning of the City's fiscal year. The council resolution authorizing appropriations for each fund sets the level by which expenditures cannot legally exceed appropriations. The General, Street, Building, Swenson Library, Tourism, Economic Development, Transportation SDC, and Parks SDC Funds, along with all the enterprise funds, have appropriations by organizational unit, while total personnel services, materials and services, debt service, capital outlay, transfers, and contingency are the levels of control for the other funds established by the resolution. The detailed budget document, however, is required to contain more specific detailed information for the aforementioned expenditure categories and management may revise the detailed line-item budgets within appropriation categories. Unexpected additional resources may be added to the budget through the use of a supplemental budget and appropriation resolution. Supplemental budgets less than 10% of a fund's original budget may be adopted by the city council at a regular council meeting. A supplemental budget greater than 10% of a fund's original budget requires hearings before the public, publication in newspapers, and approval by the city council. Original and supplemental budgets may be modified by the use of appropriation transfers between the levels of control. Such transfers require approval by the city council. During the year, there was one supplemental budget adopted. The City does not use encumbrances and appropriations lapse at year end.

Budget amounts shown in the financial statements reflect the original budget amounts, one adopted supplemental budget, and one approved appropriation transfer.

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS

A. Deposits and Investments

The City of Monmouth maintains a cash and cash equivalents pool that is available for use by all funds. Each fund type's portion of this pool is displayed on the fund financial statements as cash and cash equivalents. Additionally, several funds held separate cash accounts. Interest earned on pooled cash and investments is allocated to participating funds based upon their combined cash and investment balances.

Investments, including amounts held in pooled cash and investments, are stated at fair value. In accordance with GASB Statement No. 72, *Fair Value Measurement and Application*, investments with a remaining maturity of more than one year at the time of purchase are stated at fair value. Fair value is determined at the quoted market price, if available; otherwise, the fair value is estimated based on the amount at which the investment could be exchanged in a current transaction between willing parties, other than a forced liquidation sale. Investments in the State of Oregon Local Government Investment Pool (LGIP) are stated at fair value.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

A. Deposits and Investments (Continued)

The Oregon State Treasury administers the LGIP. The LGIP is an open-ended, no-load, diversified portfolio offered to any agency, political subdivision, or public corporation of the State that by law is made the custodian of, or has control of, any fund. The LGIP is commingled with the State's short-term funds. To provide regulatory oversight, the Oregon Legislature established the Oregon Short-Term Fund Board and LGIP investments are approved by the Oregon Investment Council. The fair value of the City's position in the LGIP is the same as the value of the pool shares.

Credit Risk

Oregon statutes authorize the City to invest in obligations of the U.S. Treasury and U.S. agencies, bankers' acceptances, repurchase agreements, commercial paper rated A-1 by Standard & Poor's Corporation or P-1 by Moody's Commercial Paper Record, and the LGIP. The City has adopted an investment policy and its investments comply with state statutes.

Investments

As of June 30, 2024, the City had the following investments:

	Credit Quality Rating	Maturities	Fair Value
Oregon Local Government Investment Pool	Unrated	-	\$ <u>24,503,180</u>

Interest Rate Risk

In accordance with its investment policy, the City currently manages its exposure to fair value losses arising from increases in interest rates by limiting its investments to the LGIP.

Concentration of Credit Risk

In accordance with its investment policy, 100% of the City's investments are currently held with the LGIP.

Custodial Credit Risk – Investments

This is the risk that, in the event of the failure of a counterparty, the City will not be able to recover the value of its investments that are in the possession of an outside party. The City's investment policy does not allow securities to be held by counterparties.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

A. Deposits and Investments (Continued)

Custodial Credit Risk – Deposits

This is the risk that, in the event of a bank failure, the City's deposits may not be returned. All City deposits not covered by Federal Depository Insurance Corporation (FDIC) insurance are covered by the Public Funds Collateralization Program (PFCP) of the State of Oregon, organized in accordance with ORS 295. The PFCP is a shared liability structure for participating bank depositories. Barring any exceptions, a bank depository is required to pledge collateral valued at a minimum of 10% of their quarter-end public fund deposits if they are considered well capitalized, 25% of their quarter-end public fund deposits if they are considered adequately capitalized, or 110% of their quarter-end public fund deposits if they are considered undercapitalized or assigned to pledge 110% by the Office of the State Treasurer. In the event of a bank failure, the entire pool of collateral pledged by all qualified Oregon public funds bank depositories is available to repay deposits of public funds of government entities.

The City holds accounts at Umpqua Bank and US Bank, for which the FDIC provides insurance coverage of \$250,000 for demand deposit accounts and an additional \$250,000 for time and savings accounts, per institution. At June 30, 2024, the City had \$500,000 insured by the FDIC and \$19,654,748 covered by the PFCP. In addition, the City holds an account with Xpress Bill Pay, for which the total deposits of \$36,178 at June 30, 2024 were uninsured.

Deposits

The City's deposits and investments at June 30, 2024 are as follows:

Cash on hand	\$ 1,262
Checking and savings accounts	(1,828,151)
Total investments	<u>24,503,180</u>
 Total deposits and investments	 <u><u>\$ 22,676,291</u></u>

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

A. Deposits and Investments (Continued)

Deposits (Continued)

Cash and investments by fund:

Governmental activities - unrestricted	
General Fund	\$ 2,152,827
MINET Fund	14,034
Nonmajor governmental funds	920,365
Gas Revolving Fund	<u>8,166</u>
Total governmental activities - unrestricted	<u>3,095,392</u>
Business-type activities - unrestricted	
Sanitary Sewer Fund	2,186,168
Water Fund	1,086,430
Power and Light Fund	4,260,785
Nonmajor enterprise funds	<u>136,451</u>
Total business-type activities - unrestricted	<u>7,669,834</u>
Total unrestricted cash and investments	<u>10,765,226</u>
Governmental activities - restricted	
Street Fund	2,551,701
Transit Fund	1,278,646
Nonmajor governmental funds	<u>3,947,542</u>
Total governmental activities - restricted	<u>7,777,889</u>
Business-type activities - restricted	
Nonmajor enterprise funds	<u>4,133,176</u>
Total restricted cash and investments	<u>11,911,065</u>
Total cash and investments	<u>\$ 22,676,291</u>

Restricted cash is for future payments of debt principal and interest, as well as future community and system development improvements.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

B. Capital Assets

Capital asset activity for the year ended June 30, 2024 was as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities				
Capital assets not being depreciated				
Land	\$ 2,295,121	\$ -	\$ -	\$ 2,295,121
Construction in progress	5,251,121	4,614,449	-	9,865,570
Total capital assets not being depreciated	7,546,242	4,614,449	-	12,160,691
Capital assets being depreciated				
Buildings	7,344,665	-	-	7,344,665
Equipment	2,980,239	143,874	(39,351)	3,084,762
Infrastructure	12,056,029	7,295	-	12,063,324
Total capital assets being depreciated	22,380,933	151,169	(39,351)	22,492,751
Less accumulated depreciation for				
Buildings	(1,931,262)	(179,436)	-	(2,110,698)
Equipment	(1,561,527)	(215,756)	39,351	(1,737,932)
Infrastructure	(4,071,748)	(257,981)	-	(4,329,729)
Total accumulated depreciation	(7,564,537)	(653,173)	39,351	(8,178,359)
Total capital assets being depreciated, net	14,816,396	(502,004)	-	14,314,392
Capital assets being amortized				
Intangibles - right to use lease assets				
Library Public Copier	6,977	-	(6,977)	-
Library Staff Copier	5,561	-	-	5,561
Neopost Postage Machine	6,388	-	-	6,388
Public Works Digital Copier	3,059	-	-	3,059
Police Digital Copier	21,676	-	(21,676)	-
City Hall Copiers	-	41,461	-	41,461
Library Copier	-	11,277	-	11,277
Police Copier	-	30,176	-	30,176
Total right to use lease assets	43,661	82,914	(28,653)	97,922
Intangibles - right to use SBITA assets				
Recruitment Software	26,233	-	-	26,233
Trolley Route Software	13,971	-	-	13,971
Cloud Software	11,218	-	-	11,218
Total right to use SBITA assets	51,422	-	-	51,422
Total capital assets being amortized	95,083	82,914	(28,653)	149,344

(Continued)

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

B. Capital Assets (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
(Continued)				
Governmental activities (continued)				
Less accumulated amortization for				
Intangibles - right to use lease assets				
Library Public Copier	\$ (5,625)	\$ (1,352)	\$ 6,977	\$ -
Library Staff Copier	(1,522)	(1,390)	-	(2,912)
Neopost Postage Machine	(3,630)	(1,825)	-	(5,455)
Public Works Digital Copier	(1,244)	(612)	-	(1,856)
Police Digital Copier	(13,170)	(1,669)	14,839	-
City Hall Copiers	-	(5,344)	-	(5,344)
Library Copier	-	(1,792)	-	(1,792)
Police Copier	-	(3,537)	-	(3,537)
	<u>(25,191)</u>	<u>(17,521)</u>	<u>21,816</u>	<u>(20,896)</u>
Total right to use lease assets				
Intangibles - right to use SBITA assets				
Recruitment Software	(8,720)	(8,744)	-	(17,464)
Trolley Route Software	(5,530)	(6,986)	-	(12,516)
Cloud Software	(5,598)	(3,739)	-	(9,337)
	<u>(19,848)</u>	<u>(19,469)</u>	<u>-</u>	<u>(39,317)</u>
Total right to use SBITA assets				
Total accumulated amortization	<u>(45,039)</u>	<u>(36,990)</u>	<u>21,816</u>	<u>(60,213)</u>
Total capital assets being amortized, net	<u>50,044</u>	<u>45,924</u>	<u>(6,837)</u>	<u>89,131</u>
Governmental activities capital assets, net	<u>\$ 22,412,682</u>	<u>\$ 4,158,369</u>	<u>\$ (6,837)</u>	<u>\$ 26,564,214</u>

(Continued)

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

B. Capital Assets (Continued)

	Beginning Balance	Increases	Decreases	Ending Balance
(Continued)				
Business-type activities				
Capital assets not being depreciated				
Land	\$ 832,405	\$ -	\$ -	\$ 832,405
Construction in progress	1,542,624	647,643	-	2,190,267
Total capital assets not being depreciated	2,375,029	647,643	-	3,022,672
Capital assets being depreciated				
Buildings	3,876,339	-	-	3,876,339
Distribution systems	42,056,913	-	-	42,056,913
Equipment	2,767,238	128,660	-	2,895,898
Total capital assets being depreciated	48,700,490	128,660	-	48,829,150
Less accumulated depreciation for				
Buildings	(590,606)	(95,133)	-	(685,739)
Distribution systems	(21,810,794)	(1,067,140)	-	(22,877,934)
Equipment	(1,694,637)	(195,109)	-	(1,889,746)
Total accumulated depreciation	(24,096,037)	(1,357,382)	-	(25,453,419)
Total capital assets being depreciated, net	24,604,453	(1,228,722)	-	23,375,731
Capital assets being amortized				
Intangibles - right to use lease assets				
Public Works Digital Copier	9,176	-	-	9,176
Power and Light Digital Copier	16,903	-	-	16,903
Total capital assets being amortized	26,079	-	-	26,079
Less accumulated amortization for				
Intangibles - right to use lease assets				
Public Works Digital Copier	(3,733)	(1,835)	-	(5,568)
Power and Light Digital Copier	(1,155)	(3,574)	-	(4,729)
Total accumulated amortization	(4,888)	(5,409)	-	(10,297)
Total capital assets being amortized, net	21,191	(5,409)	-	15,782
Business-type activities capital assets, net	\$ 27,000,673	\$ (586,488)	\$ -	\$ 26,414,185

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

B. Capital Assets (Continued)

Capital assets are reported on the statement of net position as follows:

	Capital Assets	Accumulated Depreciation/ Amortization	Net Capital Assets
Governmental activities			
Land	\$ 2,295,121	\$ -	\$ 2,295,121
Construction in progress	9,865,570	-	9,865,570
Buildings	7,344,665	(2,110,698)	5,233,967
Equipment	3,084,762	(1,737,932)	1,346,830
Infrastructure	12,063,324	(4,329,729)	7,733,595
Intangibles - right to use lease assets	97,922	(20,896)	77,026
Intangibles - right to use SBITA assets	51,422	(39,317)	12,105
Total governmental activities capital assets	<u>34,802,786</u>	<u>(8,238,572)</u>	<u>26,564,214</u>
Business-type activities			
Land	832,405	-	832,405
Construction in progress	2,190,267	-	2,190,267
Buildings	3,876,339	(685,739)	3,190,600
Distribution systems	42,056,913	(22,877,934)	19,178,979
Equipment	2,895,898	(1,889,746)	1,006,152
Intangibles - right to use lease assets	26,079	(10,297)	15,782
Total business-type activities capital assets	<u>51,877,901</u>	<u>(25,463,716)</u>	<u>26,414,185</u>
Total capital assets	<u>\$ 86,680,687</u>	<u>\$ (33,702,288)</u>	<u>\$ 52,978,399</u>

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

B. Capital Assets (Continued)

Depreciation expense and amortization expense were charged to functions/programs of the City as follows:

Governmental activities	
Depreciation expense	
General government	\$ 653,173
Amortization expense	
General government	<u>36,990</u>
Total governmental activities	<u>\$ 690,163</u>
Business-type activities	
Depreciation expense	
Water	\$ 283,772
Sewer	447,986
Power and light	531,208
Stormwater	<u>94,416</u>
Total business-type activities depreciation expense	<u>1,357,382</u>
Amortization expense	
Water	612
Sewer	612
Power and light	3,574
Stormwater	<u>611</u>
Total business-type activities amortization expense	<u>5,409</u>
Total business-type activities	<u>\$ 1,362,791</u>

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

C. Interfund Transactions

Operating transfers are reflected as other financing sources (uses) in the governmental and proprietary funds. Interfund transfers during the year consisted of:

	Transfers in:				
	General Fund	Street Fund	Nonmajor Governmental Funds	Power and Light Fund	Total
Transfers out:					
Governmental activities					
General Fund	\$ -	\$ -	\$ 7,034	\$ -	\$ 7,034
MINET Fund	-	-	-	81,049	81,049
Transit Fund	-	36,837	-	-	36,837
Nonmajor governmental funds	<u>2,319,452</u>	<u>-</u>	<u>-</u>	<u>2,292</u>	<u>2,321,744</u>
Total	<u>\$ 2,319,452</u>	<u>\$ 36,837</u>	<u>\$ 7,034</u>	<u>\$ 83,341</u>	<u>\$ 2,446,664</u>

The principal purposes of the interfund transfers in are summarized below by fund:

General Fund: To fund financial and administrative management support services operating within the General Fund and to reimburse the General Fund from capital reserves for spending on costs related to the new City Hall construction.

Street Fund: To fund costs related to a new trolley storage building.

Nonmajor Governmental Funds

Park SDC Fund: To record donations received for the Skate Park.

Power and Light Fund: To fund the interest payments for the Urban Renewal Agency project interfund loan and for contributions from LS Networks premised on NOANET receivable associated with MINET.

Interfund receivables and payables at the end of the year consisted of:

	Interfund Receivables
	Sanitary Sewer Fund
Interfund payables	
Water Fund	<u>\$ 105,497</u>

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

C. Interfund Transactions (Continued)

The interfund payable balance consists of one loan from the Sanitary Sewer Fund to the Water Fund.

The Sanitary Sewer Fund loan was for \$500,000, was signed in 2019, calls for annual interest of 2.75%, and matures in June 2025. The balance of the loan at June 30, 2024 was \$105,497. The Power and Light Fund loan was for \$500,000, was signed in 2016, called for annual payments including interest of 2.54%, and matures in July 2025. The balance of the loan was paid in full as of June 30, 2024.

D. Compensated Absences

The following is a summary of compensated absences transactions for the year:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Due Within One Year</u>
Governmental activities					
Compensated absences	<u>\$ 349,149</u>	<u>\$ 18,639</u>	<u>\$ -</u>	<u>\$ 367,788</u>	<u>\$ 176,538</u>
Business-type activities					
Compensated absences	<u>\$ 156,631</u>	<u>\$ 21,619</u>	<u>\$ -</u>	<u>\$ 178,250</u>	<u>\$ 85,560</u>

The General, Street, Building, Sanitary Sewer, Water, Power and Light, and Stormwater Funds have traditionally been used to liquidate compensated absences liabilities.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

E. Long-Term Liabilities

1. Changes in Long-Term Liabilities

The following is a summary of long-term liabilities transactions for the year:

	Interest Rate	Original Amount	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Governmental activities							
Leases payable							
Library Public Copier	0.87%	\$ 6,977	\$ 1,406	\$ -	\$ 1,406	\$ -	\$ -
Library Staff Copier	2.23%	5,486	4,016	-	1,389	2,627	1,420
Neopost Postage Machine	0.89%	6,388	2,757	-	1,834	923	923
Public Works Digital Copier	1.06%	3,059	1,822	-	620	1,202	625
Police Digital Copier	0.73%	21,689	8,395	-	8,395	-	-
City Hall Copiers	0.73%	41,461	-	41,461	5,463	35,998	8,207
2023 Library Public Copier	0.87%	11,277	-	11,277	1,852	9,425	2,231
2023 Police Digital Copier	0.73%	30,176	-	30,176	3,976	26,200	5,973
Subtotal leases payable		126,513	18,396	82,914	24,935	76,375	19,379
SBITAs payable							
Recruitment Software	4.87%	6,388	17,901	-	8,738	9,163	9,163
Trolley Route Software	4.87%	3,059	13,971	-	6,819	7,152	7,152
Cloud Software	4.87%	21,689	3,736	-	3,736	-	-
Subtotal SBITAs payable		31,136	35,608	-	19,293	16,315	16,315
Full faith and credit obligations							
PERS Series 2005 Bonds	4.328-5.004%	2,535,000	1,115,000	-	210,000	905,000	230,000
Police Station 2013 Bonds	0.90-4.50%	3,935,000	3,335,000	-	110,000	3,225,000	120,000
MINET 2015B Refunding Bonds	1.08-4.48%	4,760,000	2,955,000	-	280,000	2,675,000	290,000
MINET 2017 Refunding Bonds	3.000-3.125%	8,425,000	1,790,000	-	365,000	1,425,000	375,000
MINET 2021 Refunding Bonds	3%	5,130,000	5,080,000	-	-	5,080,000	-
Urban Renewal KeyBank Loan	2.19%	4,000,000	3,378,000	-	249,000	3,129,000	255,000
City Hall Series 2021 Bonds	3-4%	2,680,000	2,650,000	-	10,000	2,640,000	15,000
Subtotal full faith and credit obligations		31,465,000	20,303,000	-	1,224,000	19,079,000	1,285,000
Unamortized discount - Police Station Bonds		(13,484)	(8,091)	-	(539)	(7,552)	(539)
Unamortized premiums - MINET 2021 Bonds		770,615	655,022	-	38,531	616,491	38,531
Unamortized premiums - City Hall 2021 Bonds		422,647	394,471	-	14,088	380,383	14,088
Subtotal unamortized premiums (discounts) on bonds		1,179,778	1,041,402	-	52,080	989,322	52,080
Financed purchases	1.06%	88,003	57,990	-	19,127	38,863	19,329
Total governmental activities		32,890,430	21,456,396	82,914	1,339,435	20,199,875	1,392,103

(Continued)

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

E. Long-Term Liabilities (Continued)

1. Changes in Long-Term Liabilities (Continued)

(Continued)	Interest Rate	Original Amount	Beginning Balance	Additions	Reductions	Ending Balance	Due Within One Year
Business-type activities							
Leases payable							
Public Works Digital Copier	1.06%	\$ 9,176	\$ 5,466	\$ -	\$ 1,855	\$ 3,611	\$ 1,875
Power and Light Digital Copier	0.73%	7,464	15,904	-	3,032	12,872	3,558
Subtotal leases payable		16,640	21,370	-	4,887	16,483	5,433
Full faith and credit obligations							
Power and Light 2015A Refunding							
Bonds	2-4%	2,605,000	1,450,000	-	220,000	1,230,000	225,000
Sewer 2017A Refunding Bonds	3.12%	980,000	980,000	-	310,000	670,000	325,000
Subtotal full faith and credit obligations		3,585,000	2,430,000	-	530,000	1,900,000	550,000
Unamortized premium - Power and Light Bonds		285,382	182,664	-	30,358	152,306	32,236
Unamortized premium - Sewer 2017 Bonds		198,410	66,136	-	22,046	44,090	22,046
Subtotal unamortized premiums on bonds		483,792	248,800	-	52,404	196,396	54,282
Total business-type activities		4,085,432	2,700,170	-	587,291	2,112,879	609,715
Total long-term liabilities		<u>\$ 36,975,862</u>	<u>\$ 24,156,566</u>	<u>\$ 82,914</u>	<u>\$ 1,926,726</u>	<u>\$ 22,312,754</u>	<u>\$ 2,001,818</u>

2. Governmental Activities Leases Payable

a. Library Public Copier

The agreement was executed on July 1, 2021 to lease a copier and required 30 monthly payments of \$235. The lease liability was measured at an implied discount rate of 0.87%. Right to use lease asset activity can be found in Note III-B. As of June 30, 2024, the lease had been paid in full.

b. Library Staff Copier

The agreement was executed on June 27, 2022 to lease a copier and requires 48 monthly payments of \$122. The lease liability is measured at an implied discount rate of 2.23%. As a result of the lease, the City has recorded a right to use lease asset with a net book value of \$2,649 on June 30, 2024. Right to use lease asset activity can be found in Note III-B.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

E. Long-Term Liabilities (Continued)

2. Governmental Activities Leases Payable (Continued)

c. Neopost Postage Machine

The agreement was executed on July 1, 2021 to lease a copier and requires 14 quarterly payments of \$463. The lease liability is measured at an implied discount rate of 0.89%. As a result of the lease, the City has recorded a right to use lease asset with a net book value of \$933 on June 30, 2024. Right to use lease asset activity can be found in Note III-B.

d. Public Works Digital Copier

The agreement was executed on July 1, 2021 to lease a copier and requires 59 monthly payments of \$242. The lease liability is measured at an implied discount rate of 1.06%. Both the payable and right to use asset are allocated to both governmental and business-type activities. As a result of the lease, the City has recorded a right to use lease asset with a net book value of \$4,811 on June 30, 2024. The governmental activities portion is \$1,203. Right to use lease asset activity can be found in Note III-B.

e. Police Digital Copier

The agreement was executed on July 1, 2021 to lease a copier and required 13 quarterly payments of \$1,687. The lease liability was measured at an implied discount rate of 0.73%. Right to use lease asset activity can be found in Note III-B. As of June 30, 2024, the lease had been paid in full.

f. City Hall Copiers

The agreement was executed on November 18, 2023 to lease three copiers and requires 60 monthly payments of \$703. The lease liability is measured at an implied discount rate of 0.73%. As a result of the lease, the City has recorded a right to use lease asset with a net book value of \$36,117 on June 30, 2024. Right to use lease asset activity can be found in Note III-B.

g. Library Copier

The agreement was executed on September 14, 2023 to lease a copier and requires 60 monthly payments of \$192. The lease liability is measured at an implied discount rate of 0.87%. As a result of the lease, the City has recorded a right to use lease asset with a net book value of \$9,495 on June 30, 2024. Right to use lease asset activity can be found in Note III-B.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

E. Long-Term Liabilities (Continued)

2. Governmental Activities Leases Payable (Continued)

h. Police Copier

The agreement was executed on November 29, 2023 to lease a copier and requires 60 monthly payments of \$512. Variable payments consist of \$0.0135 per copy over 2,000 black and white images and \$0.055 per copy over 1,000 color images. The lease liability is measured at an implied discount rate of 0.73%. As a result of the lease, the City has recorded a right to use lease asset with a net book value of \$26,639 on June 30, 2024. Right to use lease asset activity can be found in Note III-B.

3. Governmental Activities SBITAs Payable

a. Recruitment Software

The agreement was executed on July 1, 2022 for a subscription and requires 3 annual payments of \$9,610. The SBITA liability is measured at an implied discount rate of 4.87%. As a result of the SBITA, the City has recorded a right to use SBITA asset with a net book value of \$8,769 on June 30, 2024. Right to use SBITA asset activity can be found in Note III-B.

b. Trolley Route Software

The agreement was executed on September 15, 2022 for a subscription and requires 3 annual payments of \$7,500. The SBITA liability is measured at an implied discount rate of 4.87%. As a result of the SBITA, the City has recorded a right to use SBITA asset with a net book value of \$1,455 on June 30, 2024. Right to use SBITA asset activity can be found in Note III-B.

c. Cloud Software

The agreement was executed on January 1, 2022 for a subscription and requires 3 annual payments of \$3,918. The SBITA liability is measured at an implied discount rate of 4.87%. As a result of the SBITA, the City has recorded a right to use SBITA asset with a net book value of \$1,881 on June 30, 2024. As of June 30, 2024, the subscription had been paid in full. Right to use SBITA asset activity can be found in Note III-B.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

E. Long-Term Liabilities (Continued)

4. Governmental Activities Full Faith and Credit Obligations

a. PERS Series 2005 Bonds

Limited tax pension bonds are direct obligations that pledge the full faith and credit of the City and are payable from operating revenues. On September 13, 2005, the City issued limited tax pension bonds, the proceeds of which were used to finance a portion of the City's unfunded actuarial liability with the Oregon Public Employees Retirement System (PERS). Interest is fixed and ranges between 4.328% and 5.004%. Principal is due annually on June 1 and interest is due semiannually on December 1 and June 1. The PERS Bond Debt Service Fund has traditionally been used to liquidate long-term debt related to the limited tax pension bonds.

b. Police Station 2013 Bonds

General obligation bonds are direct obligations that pledge the full faith and credit of the City and are payable from ad valorem debt service levy proceeds. On September 19, 2013, the City issued general obligation bonds, the proceeds of which were used to rebuild the City's police station. Interest is fixed and ranges between 0.90% and 4.75%. Principal is due annually on June 1 and interest is due semiannually on December 1 and June 1. The GO Bond Debt Service Fund is used to liquidate long-term debt related to the general obligation bonds.

c. MINET 2015B Refunding Bonds

On September 9, 2015, the City issued credit refunding bonds to advance refund Oregon Business Development Department Loans (2009 Loan #K06004 and 2007 Loan #K05003). Interest is fixed and ranges between 1.08% and 4.48%. The City used the net proceeds along with other resources to purchase U.S. government securities. The securities were deposited in irrevocable trust to provide for the debt service requirements of the aforementioned loans. As a result, the loans are considered defeased and the City has removed the liabilities from its accounts. Also see Note III-E.8.a. Principal is due annually on June 1 and interest is due semiannually on December 1 and June 1. The MINET Fund has traditionally been used to liquidate long-term debt related to the refunding bonds. The refunding of the Oregon Business Development Department Loans was completed on January 1, 2017.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

E. Long-Term Liabilities (Continued)

4. Governmental Activities Full Faith and Credit Obligations (Continued)

d. MINET 2017 Refunding Bonds

On December 27, 2017, the City issued full faith and credit refunding bonds to advance refund the majority of the 2010 MINET Debt Restructuring Bonds. Interest is fixed and ranges between 3.000% and 3.125%. The net proceeds were placed in escrow to provide for the debt service requirements of the aforementioned bonds. As a result, the portion of the bonds covered by refunding are considered defeased and the City has removed the liabilities from its accounts. Principal is due annually on April 1 and interest is due semiannually on October 1 and April 1. The MINET 2021 Refunding Bonds have been used to refund a portion of the MINET 2017 Bonds. The MINET Fund has traditionally been used to liquidate long-term debt related to the refunding bonds.

e. MINET 2021 Refunding Bonds

On February 16, 2021, the City issued full faith and credit refunding bonds to currently refund the remainder of the 2010 MINET Debt Restructuring Bonds and the tax-exempt 2017B MINET Refunding Bonds. Interest is fixed at 3%. Principal is due annually on April 1 and interest is due semiannually on October 1 and April 1. The MINET Fund has traditionally been used to liquidate long-term debt related to the refunding bonds.

f. Urban Renewal KeyBank Loan

On October 29, 2020, the City issued direct obligations that pledge the full faith and credit of the City for the City's Urban Renewal District. Interest is fixed at 2.19%. Principal is due annually on June 1 and interest is due semiannually on December 1 and June 1. The Urban Renewal Fund has traditionally been used to liquidate long-term debt related to this loan.

g. City Hall Series 2021 Bonds

On August 24, 2021, the City issued general obligation bonds, the proceeds of which were used to rebuild the City Hall. Interest is fixed and ranges between 3% and 4%. Principal is due annually on June 1 and interest is due semiannually on December 1 and June 1. The GO Bond Debt Service Fund is used to liquidate long-term debt related to the general obligation bonds.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

E. Long-Term Liabilities (Continued)

5. Governmental Activities Financed Purchases

On July 1, 2021, the City entered into a purchase agreement for financing the acquisition of body cameras and tasers. These purchase agreements qualified as financed purchases for accounting purposes and were therefore recorded at the present values of minimum lease payments as of the inception dates.

6. Governmental Activities Future Maturities of Long-Term Liabilities

Year Ending June 30	Leases Payable		SBITAs Payable		Full Faith and Credit Obligations		Financed Purchases		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2025	\$ 19,379	\$ 538	\$ 16,315	\$ 794	\$ 1,285,000	\$ 659,381	\$ 19,329	\$ 412	\$ 1,340,023	\$ 661,125
2026	18,317	372	-	-	1,360,000	614,764	19,534	207	1,397,851	615,343
2027	16,658	232	-	-	1,421,000	565,974	-	-	1,437,658	566,206
2028	16,783	107	-	-	1,312,000	513,673	-	-	1,328,783	513,780
2029	5,238	7	-	-	1,183,000	467,275	-	-	1,188,238	467,282
2030-2034	-	-	-	-	5,972,000	1,717,933	-	-	5,972,000	1,717,933
2035-2039	-	-	-	-	4,336,000	835,045	-	-	4,336,000	835,045
2040-2044	-	-	-	-	895,000	342,700	-	-	895,000	342,700
2045-2049	-	-	-	-	870,000	198,400	-	-	870,000	198,400
2050-2052	-	-	-	-	445,000	27,000	-	-	445,000	27,000
	<u>\$ 76,375</u>	<u>\$ 1,256</u>	<u>\$ 16,315</u>	<u>\$ 794</u>	<u>\$ 19,079,000</u>	<u>\$ 5,942,145</u>	<u>\$ 38,863</u>	<u>\$ 619</u>	<u>\$ 19,210,553</u>	<u>\$ 5,944,814</u>

7. Business-Type Activities Leases Payable

a. Public Works Digital Copier

See Note III-E.2.d for details. The business activities portion of the right to use lease asset is recorded by the City with a net book value of \$3,608 on June 30, 2024.

b. Power and Light Digital Copier

The agreement was executed on February 28, 2023 to lease a copier and requires 60 monthly payments of \$303. The lease liability is measured at an implied discount rate of 0.73%. As a result of the lease, the City has recorded a right to use lease asset with a net book value of \$12,174 on June 30, 2024. Right to use lease asset activity can be found in Note III-B.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

E. Long-Term Liabilities (Continued)

8. Business-Type Activities Full Faith and Credit Obligations

a. Power and Light 2015A Refunding Bonds

On September 9, 2015, the City issued credit refunding bonds to advance refund Oregon Business Development Department Loans (2009 Loan #K06004 and 2007 Loan #K05003). Interest is fixed and ranges between 2% and 4%. The City used the net proceeds along with other resources to purchase U.S. government securities. The securities were deposited in irrevocable trust to provide for the debt service requirements of the aforementioned loans. As a result, the loans are considered defeased and the City has removed the liabilities from its accounts. Also see Note III-E.4.c. Principal is due annually on June 1 and interest is due semiannually on December 1 and June 1. The Power and Light Fund has traditionally been used to liquidate long-term debt related to the refunding bonds. The refunding on the Oregon Business Development Department Loans was completed on January 1, 2017.

b. Sewer 2017A Refunding Bonds

On December 27, 2017, the City issued full faith and credit refunding bonds to advance refund the majority of the US Bank Sewer Treatment Plant Upgrade Bonds. Interest is fixed at 3.12%. The net proceeds were placed in escrow to provide for the debt service requirements of the aforementioned bonds. As a result, the portion of the bonds covered by refunding are considered defeased and the City has removed the liabilities from its accounts. Principal is due annually on April 1 and interest is due semiannually on October 1 and April 1. Principal payments will commence on April 1, 2024. The Sanitary Sewer Fund has traditionally been used to liquidate long-term debt related to the refunding bonds.

9. Business-Type Activities Future Maturities of Long-Term Liabilities

Year Ending June 30	Leases Payable		Full Faith and Credit Obligations		Total	
	Principal	Interest	Principal	Interest	Principal	Interest
2025	\$ 5,433	\$ 111	\$ 550,000	\$ 78,200	\$ 555,433	\$ 78,311
2026	5,320	65	580,000	52,750	585,320	52,815
2027	3,610	30	245,000	25,900	248,610	25,930
2028	2,120	5	255,000	15,900	257,120	15,905
2029	-	-	270,000	5,400	270,000	5,400
	<u>\$ 16,483</u>	<u>\$ 211</u>	<u>\$ 1,900,000</u>	<u>\$ 178,150</u>	<u>\$ 1,916,483</u>	<u>\$ 178,361</u>

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

III. DETAILED NOTES ON ALL FUNDS AND ACCOUNT GROUPS (Continued)

F. Constraints on Fund Balances

Constraints on fund balances reported on the balance sheet are as follows:

	General Fund	MINET Fund	Street Fund	Transit Fund	Nonmajor Governmental Funds	Total Governmental Funds
Fund balances:						
Nonspendable - prepaids	\$ 500	\$ -	\$ -	\$ -	\$ -	\$ 500
Restricted for:						
Debt service	-	-	-	-	51,602	51,602
Construction	-	-	-	-	3,421,427	3,421,427
Community development	-	-	-	82,668	330,757	413,425
Streets	-	-	2,838,140	-	-	2,838,140
Committed to:						
Community development	-	15,860	-	-	242,851	258,711
Planning and building	-	-	-	-	680,477	680,477
Capital improvement	-	-	-	-	611	611
Unassigned	1,049,729	-	-	-	-	1,049,729
Total fund balances	<u>\$ 1,050,229</u>	<u>\$ 15,860</u>	<u>\$ 2,838,140</u>	<u>\$ 82,668</u>	<u>\$ 4,727,725</u>	<u>\$ 8,714,622</u>

IV. PENSION PLAN

A. Plan Description

Employees of the City are provided with pensions through the Oregon Public Employees Retirement System (OPERS), a cost-sharing, multiple-employer, defined benefit pension plan. The Oregon Legislature has delegated authority to the Public Employees Retirement System Board to administer and manage the system. All benefits of the system are established by the legislature, pursuant to Oregon Revised Statutes (ORS) Chapters 238 and 238A. Tier One/Tier Two Retirement Benefit plan, established by ORS Chapter 238, is closed to new members hired on or after August 29, 2003. The Pension Program, established by ORS Chapter 238A, provides benefits to members hired on or after August 29, 2003. OPERS issues a publicly available annual comprehensive financial report and actuarial valuation, both of which can be obtained at: <https://www.oregon.gov/pers/emp/pages/annual-reports.aspx>.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

B. Benefits Provided

1. Tier One/Tier Two Retirement Benefit (ORS Chapter 238)

Pension Benefits

The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options that are actuarially equivalent to the base benefit. These options include survivorship benefits and lump-sum refunds. The base benefit is based on years of service and final average salary. A percentage (1.67% for general service employees, 2.0% for police and fire employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefit results. Under Senate Bill 1049, passed during the 2019 legislative session, the salary included in the determination of final average salary will be limited for all members beginning in 2020. Police and fire members may purchase increased benefits that are payable between the date of retirement and age 65.

A member is considered vested and will be eligible at minimum retirement age for a service retirement allowance if they have had a contribution in each of five calendar years or have reached at least 50 years of age before ceasing employment with a participating employer (age 45 for police and fire members). General service employees may retire after reaching age 55. Police and fire members are eligible after reaching age 50. Tier One general service employee benefits are reduced if retirement occurs prior to age 58 with fewer than 30 years of service. Police and fire member benefits are reduced if retirement occurs prior to age 55 with fewer than 25 years of service. Tier Two members are eligible for full benefits at age 60. The ORS Chapter 238 Pension Plan is closed to new members hired on or after August 29, 2003.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following conditions are met:

- the member was employed by a PERS employer at the time of death,
- the member died within 120 days after termination of PERS-covered employment,
- the member died as a result of injury sustained while employed in a PERS-covered job, or
- the member was on an official leave of absence from a PERS-covered job at the time of death.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

B. Benefits Provided (Continued)

1. Tier One/Tier Two Retirement Benefit (ORS Chapter 238) (Continued)

Death Benefits (Continued)

A member's beneficiary may choose a monthly payment for life instead of a lump sum or a combination of a lump sum and monthly payments. The monthly payment must be a minimum of \$200 per month for deaths that occur after July 30, 2003.

As of 2020, the Oregon Legislature introduced an Optional Spouse Death Benefit (OSDB), which may provide a higher survivor benefit than the standard pre-retirement death benefit described above. To be eligible for the OSDB, the member must have died before retiring, named their spouse or other person who is constitutionally required to be treated in the same manner as the spouse as their pre-retirement beneficiary, and met the following conditions:

- the member's date of death is on or after January 1, 2020,
- the member's account is eligible for the employer-matching death benefit (as described above),
- the member has a surviving spouse, and
- the surviving spouse is the member's sole beneficiary as determined by a valid Tier One/Tier Two Pre-Retirement Beneficiary Designation form on file with PERS.

The surviving spouse must make written election no later than 60 days after the member's date of death. For members who die before their earliest retirement date, the OSDB is the actuarial equivalent of 50% of the service retirement that would have been paid to the member, calculated as if the member became inactive on their date of death and retired at their earliest retirement date. For members who die after their earliest retirement date, but before normal retirement age, the OSDB is the actuarial equivalent of the service retirement that would have been paid to the member, calculated as if they retired on the first day of the month following their death. For members who die after their normal retirement age, the OSDB is the actuarial equivalent of the benefit that would have been paid to the member, calculated as if the member retired on the first day of the month following their date of death.

The surviving spouse or other person may elect to delay payment of the death benefit, but payment must commence no later than December 31 of the calendar year in which the member would have reached the age of their federally required minimum distribution.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

B. Benefits Provided (Continued)

1. Tier One/Tier Two Retirement Benefit (ORS Chapter 238) (Continued)

Disability Benefits

A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.

Benefit Changes after Retirement

Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the fair value of underlying global equity investments of that account. Under ORS 238.360, monthly benefits are adjusted annually through cost-of-living adjustments (COLA), starting with the monthly benefits received or entitled to be received on August 1. The COLA is capped at 2.0%.

2. Oregon Public Service Retirement Plan (OPSRP) Pension Program (Defined Benefit)

Pension Benefits

The Pension Program (ORS Chapter 238A) provides benefits to members hired on or after August 29, 2003. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:

General service: 1.5% is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.

Police and fire: 1.8% is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To retire under the police and fire classification, the individual's last 60 months of retirement credit preceding retirement eligibility must be classified as retirement credit for service as a police officer or a firefighter.

Under Senate Bill 1049, passed during the 2019 legislative session, the salary included in the determination of final average salary will be limited for all members beginning in 2020.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

B. Benefits Provided (Continued)

**2. Oregon Public Service Retirement Plan (OPSRP) Pension Program (Defined Benefit)
(Continued)**

Pension Benefits (Continued)

A member of the OPSRP Pension Program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, or, if the pension program is terminated, the date on which termination becomes effective.

Death Benefits

Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50% of the pension that would otherwise have been paid to the deceased member. The surviving spouse or other person may elect to delay payment of the death benefit, but payment must commence no later than December 31 of the calendar year in which the member would have reached the age of their federally required minimum distribution.

Disability Benefits

A member who has accrued 10 or more years of retirement credit before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45% of the member's salary determined as of the last full month of employment before the disability occurred.

3. OPSRP Individual Account Program (IAP) (Defined Contribution)

Benefit Terms

The IAP is an individual account-based program under the OPERS tax-qualified governmental plan as defined under ORS 238A.400. An IAP member becomes vested on the date the employee account is established or on the date the rollover account was established. If the employer makes optional employer contributions for a member, the member becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, the date the IAP is terminated, the date the active member becomes disabled, or the date the active member dies.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

B. Benefits Provided (Continued)

3. OPSRP Individual Account Program (IAP) (Defined Contribution) (Continued)

Benefit Terms (Continued)

Upon retirement, a member of the OPSRP IAP may receive the amounts in their employee account, rollover account, and vested employer-funded account as a lump-sum payment or in equal installments over a 5-, 10-, 15-, or 20-year period or an anticipated life span option. Installment amounts vary with market returns as the account remains invested while in distribution. When chosen, the distribution option must result in a \$200 minimum distribution amount, or the frequency of the installments will be adjusted to reach that minimum.

Death Benefits

Upon the death of a non-retired member, the beneficiary receives, in a lump sum, the member's account balance, rollover account balance, and vested employer optional contribution account balance. If a retired member dies before the installment payments are completed, the beneficiary may receive the remaining installment payments or choose a lump-sum payment.

Recordkeeping

OPERS contracts with Voya Financial to maintain IAP participant records.

C. Contributions

PERS' funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. Employer contribution rates during the period were based on the December 31, 2021 actuarial valuation, which became effective July 1, 2023. Effective January 1, 2020, Senate Bill 1049 required employers to pay contributions on reemployed PERS retirees' salaries as if they were active members, excluding IAP contributions. Employer contributions for the year ended June 30, 2024 were \$1,051,971, excluding amounts to fund employer-specific liabilities. The rates in effect for the fiscal year ended June 30, 2024 were 21.26% for Tier One/Tier Two general service members, 21.26% for Tier One/Tier Two police and fire members, 18.07% for OPSRP Pension Program general service members, 22.86% for OPSRP Pension Program police and fire members, 6% for Tier One/Tier Two IAP, and 6% for OPSRP IAP.

D. Pension Assets, Liabilities, Expense, and Deferred Outflows and Inflows of Resources

At June 30, 2024, the City reported a liability of \$7,603,063 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2023, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2021 rolled forward to June 30, 2023. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan, relative to the projected contributions of all participating entities, actuarially determined. At June 30, 2023, the City's proportion was 0.041%, which increased from its proportion of 0.036% measured as of June 30, 2022.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

**D. Pension Assets, Liabilities, Expense, and Deferred Outflows and Inflows of Resources
(Continued)**

For the year ended June 30, 2024, the City recognized pension expense of \$1,375,831. At June 30, 2024, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 371,813	\$ 30,147
Change in assumptions	675,411	5,036
Net difference between projected and actual earnings on investments	136,658	-
Change in proportionate share	877,846	144,871
Differences between employer contributions and proportionate share of contributions	<u>189,059</u>	<u>414,368</u>
Total (prior to post measurement date contributions)	2,250,787	594,422
Contributions subsequent to the measurement date	<u>1,051,971</u>	<u>-</u>
Total	<u><u>\$ 3,302,758</u></u>	<u><u>\$ 594,422</u></u>

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

D. Pension Assets, Liabilities, Expense, and Deferred Outflows and Inflows of Resources (Continued)

Deferred outflows of resources related to pensions of \$1,051,971 resulting from the City's contributions subsequent to the measurement date will be recognized as either a reduction of the net pension liability or an increase in the net pension asset in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Amortization Period Ending June 30	Deferred Outflows	Deferred Inflows
2025	\$ 484,642	\$ 217,412
2026	115,050	174,581
2027	1,078,529	139,331
2028	491,817	63,098
2029	80,749	-
	<u>\$ 2,250,787</u>	<u>\$ 594,422</u>

E. Actuarial Assumptions

The employer contribution rates effective July 1, 2023 through June 30, 2025, were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), and (2) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period. Senate Bill 1049 was signed into law in June 2019 and required a one-time re-amortization of Tier One/Tier Two unfunded actuarial accrued liabilities over a 22-year period at the December 31, 2019 rate-setting actuarial valuation, which set actuarially determined contribution rates for the 2021-2023 biennium. Future Tier One/Tier Two unfunded actuarial accrued liability gains or losses will be amortized over 20 years.

For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (the estimated amount necessary to finance benefits earned by the employees during the current service year), (2) an actuarially determined amount for funding a disability benefit component, and (3) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

E. Actuarial Assumptions (Continued)

The total pension liability in the December 31, 2021 actuarial valuation was determined using the following actuarial assumptions:

Valuation Date	December 31, 2021
Measurement Date	June 30, 2023
Experience Study Report	2020, published July 20, 2021
Actuarial Assumptions:	
Actuarial Cost Method	Entry Age Normal
Inflation Rate	2.40%
Long-Term Expected Rate of Return	6.90%
Discount Rate	6.90%
Projected Salary Increases	3.40%
Cost of Living Adjustments (COLA)	Blend of 2.00% COLA and graded COLA (1.25% / 0.15%) in accordance with <i>Moro</i> decision; blend based on service.
Mortality	Healthy retirees and beneficiaries: Pub-2010 Healthy retirees, sex-distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. Active members: Pub-2010 Employees, sex-distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation. Disabled retirees: Pub-2010 Disabled retirees, sex-distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.

Actuarial valuations of an ongoing plan involve estimates of the value of projected benefits and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even-numbered years. The methods and assumptions shown above are based on the 2020 Experience Study.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

F. Long-Term Expected Rate of Return

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in January 2023, the Public Employees Retirement System Board reviewed long-term assumptions developed by both Milliman's Capital Market Assumptions Team and the Oregon Investment Council's (OIC) investment advisors. The table below displays the OIC-approved asset allocation policy, revised as of January 25, 2023.

Asset Class	Target Allocation
Cash	0.00 %
Debt Securities	25.00 %
Public Equity	27.50 %
Private Equity	20.00 %
Real Estate	12.50 %
Real Assets	7.50 %
Diversifying Strategies	<u>7.50 %</u>
Total	<u>100.00 %</u>

The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target asset allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Asset Class	Target Allocation	20-Year Annualized Geometric Mean
Global Equity	27.50 %	7.07 %
Private Equity	25.50 %	8.83 %
Core Fixed Income	25.00 %	4.50 %
Real Estate	12.25 %	5.83 %
Master Limited Partnerships	0.50 %	6.02 %
Infrastructure	1.50 %	6.51 %
Hedge Fund of Funds - Multistrategy	1.25 %	6.27 %
Hedge Fund Equity - Hedge	0.63 %	6.48 %
Hedge Fund - Macro	<u>5.62 %</u>	4.83 %
Total	<u>99.75 %</u>	
Assumed Inflation - Mean		2.35 %

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

G. Depletion Date Projection

GASB Statement No. 68 generally requires that a blended discount rate be used to measure the total pension liability (the actuarial accrued liability calculated using the individual entry age normal cost method). The long-term expected return on plan investments may be used to discount liabilities to the extent that the plan's net position (fair value of investment assets, all others at cost) is projected to cover benefit payments and administrative expenses. A 20-year high quality (AA/Aa or higher) municipal bond rate must be used for periods where the net position is not projected to cover benefit payments and administrative expenses. Determining the discount rate under GASB Statement No. 68 will often require that the actuary perform complex projections of future benefit payments and asset values. GASB Statement No. 68 (paragraph 67) does allow for alternative evaluations of projected solvency if such evaluation can reliably be made. The Governmental Accounting Standards Board does not contemplate a specific method for making an alternative evaluation of sufficiency; it is left to professional judgment.

The following circumstances justify an alternative evaluation for sufficiency for OPERS:

- OPERS has a formal written policy to calculate an Actuarially Determined Contribution (ADC), which is articulated in the actuarial valuation report.
- The ADC is based on a closed, layered amortization period, which means that payment of the full ADC each year will bring the plan to a 100% funded position by the end of the amortization period if future experience follows assumption.
- GASB Statement No. 68 specifies that the projections regarding future solvency assume that plan assets earn the assumed rate of return and there are no future changes in the plan provisions or actuarial methods and assumptions, which means that the projections would not reflect any adverse future experience that might impact the plan's funded position.

Based on these circumstances, it is OPERS' third-party actuary's opinion that the detailed depletion date projections outlined in GASB Statement No. 68 would clearly indicate that the net position is always projected to be sufficient to cover benefit payments and administrative expenses.

H. Discount Rate

The discount rate used to measure the total pension liability was 6.90% for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

IV. PENSION PLAN (Continued)

I. Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability calculated using the discount rate of 6.90%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (5.90%) or one percentage point higher (7.90%) than the current rate:

	1% Decrease (5.90%)	Current Discount Rate (6.90%)	1% Increase (7.90%)
City's proportionate share of the net pension liability (asset)	\$ 12,558,828	\$ 7,603,063	\$ 3,455,612

J. Pension Plan Net Position

Detailed information about the pension plan's net position is available in the separately issued OPERS financial report.

K. Changes in Plan Provisions During Measurement Period

There have been no changes in plan provisions during the July 1, 2022 through June 30, 2023 measurement period.

L. Changes in Plan Provisions Subsequent to Measurement Date

There have been no changes in plan provisions subsequent to the June 30, 2023 measurement date.

V. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS

A. Benefit Plans

The other postemployment benefits (OPEB) for the City consist of two separate plans. The City provides an implicit rate subsidy for retiree health insurance continuation premiums, and a contribution to the State of Oregon's PERS cost-sharing, multiple-employer, defined health insurance benefit plan.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

V. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

B. Financial Statement Presentation

The amounts on the financial statements relate to the plans as follows:

	Implicit Rate Subsidy Plan	PERS RHIA Plan	Total OPEB
Net OPEB liability (asset)	\$ 292,604	\$ (127,937)	\$ 164,667
Deferred outflows of resources			
Contributions after measurement date	8,304	54	8,358
Differences between expected and actual experience	1,579	-	1,579
Net difference between projected and actual earnings on investments	-	363	363
Change in assumptions or inputs	5,789	-	5,789
Total deferred outflows of resources	15,672	417	16,089
Deferred inflows of resources			
Change in proportionate share	-	(12,358)	(12,358)
Differences between expected and actual experience	(9,167)	(3,212)	(12,379)
Change in assumptions	(80,724)	(1,379)	(82,103)
Total deferred inflows of resources	(89,891)	(16,949)	(106,840)
OPEB expense	15,942	(18,951)	(3,009)
(Included in program expenses on statement of activities)			

C. Implicit Rate Subsidy

1. Plan Description

The City's healthcare plan is administered by Citycounty Insurance Services. The City has a health insurance continuation option available for most groups of retirees. It is a substantive postemployment benefits plan offered under Oregon Revised Statutes (ORS) 243. ORS 243.303 requires that the City provide retirees with an opportunity to participate in group health and dental insurance from the date of retirement to age 65, and the rate would be calculated using claims experience from retirees and active employees for health plan rating purposes. Providing the same rate to retirees as provided to current employees constitutes an implicit rate subsidy for OPEB. This single-employer plan is not a standalone plan and therefore does not issue its own financial statements.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

V. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

C. Implicit Rate Subsidy (Continued)

2. Benefits Provided

The plan provides eligible retirees and their dependents under age 65 the same health care coverage at the same premium rates as offered to active employees. The retiree is responsible for the premiums. As of the valuation date of July 1, 2022, the following employees were covered by the benefit terms:

Active employees	47
Eligible retirees or beneficiaries receiving benefits	<u>2</u>
Total	<u><u>49</u></u>

3. OPEB Liability, Expense, and Deferred Outflows and Inflows of Resources Related to the Implicit Rate Subsidy

The City's total OPEB liability of \$292,604 was measured as of June 30, 2023, and was determined by an actuarial valuation as of July 1, 2022.

For the fiscal year ended June 30, 2024, the City recognized OPEB expense from this plan of \$15,942. At June 30, 2024, the City reported deferred outflows of resources and deferred inflows of resources related to this OPEB plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ 1,579	\$ 9,167
Change in assumptions	<u>5,789</u>	<u>80,724</u>
Total (prior to benefit payments)	7,368	89,891
Benefit payments	<u>8,304</u>	<u>-</u>
Total	<u><u>\$ 15,672</u></u>	<u><u>\$ 89,891</u></u>

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

V. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

C. Implicit Rate Subsidy (Continued)

3. OPEB Liability, Expense, and Deferred Outflows and Inflows of Resources Related to the Implicit Rate Subsidy (Continued)

Deferred outflows of resources related to OPEB of \$8,304 resulting from the City's benefit payments will be recognized as either a reduction of the net OPEB liability or an increase in the net OPEB asset in the year ended June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Amortization Period Ending June 30</u>	<u>Deferred Outflows and Inflows</u>
2025	\$ (16,326)
2026	(16,326)
2027	(15,607)
2028	(10,870)
2029	(6,702)
Thereafter	<u>(16,692)</u>
	<u>\$ (82,523)</u>

4. Actuarial Assumptions and Other Inputs

The total OPEB liability in the July 1, 2022 valuation was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Cost Method	Entry Age Normal
Inflation Rate	2.40%
Salary Increases	3.40%
Healthy Mortality	Pub-2010 Healthy retirees, sex-distinct, generational with Unisex, Social Security Data Scale, with job category adjustments and set-backs as described in the valuation.
Discount Rate	3.65%
Healthcare Cost Trend Rate	Medical and vision: 6.50% for 2024, decreasing to 6.00% Dental: 4.00% per year

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

V. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

C. Implicit Rate Subsidy (Continued)

4. Actuarial Assumptions and Other Inputs (Continued)

The discount rate was based on the Bond Buyer 20-Year General Obligation Municipal Bond Index.

5. Changes in the Total OPEB Liability

	<u>Total OPEB Liability</u>
Balance as of June 30, 2023	\$ 295,793
Changes for the year:	
Service cost	21,600
Interest on total OPEB liability	10,668
Effect of assumption changes or inputs	(3,094)
Benefit payments	<u>(32,363)</u>
Balance as of June 30, 2024	<u>\$ 292,604</u>

Changes in assumptions are the result of the change in the discount rate from 3.54% to 3.65%.

6. Sensitivity of the Total OPEB Liability

The following presents the City's total OPEB liability, as well as what the liability would be if it were calculated using a discount rate that is one percentage point lower (2.65%) or one percentage point higher (4.65%) than the current discount rate. A similar sensitivity analysis is then presented for changes in the healthcare trend assumption.

<u>Discount Rate</u>			
	1% Decrease (2.65%)	Current Discount Rate (3.65%)	1% Increase (4.65%)
Total OPEB Liability	\$ 319,895	\$ 292,604	\$ 267,494
<u>Healthcare Cost Trend</u>			
	1% Decrease (5.50%)	Current Trend Rate (6.50%)	1% Increase (7.50%)
Total OPEB Liability	\$ 256,501	\$ 292,604	\$ 335,817

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

V. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

D. PERS Retirement Health Insurance Account (RHIA)

1. Plan Description

The City contributes to the PERS Retirement Health Insurance Account (RHIA), established by ORS 238.420, for each of its eligible employees. RHIA is a cost-sharing, multiple-employer, other postemployment benefit plan administered by PERS. Authority to establish and amend the benefit provisions of RHIA reside with the Oregon Legislature. The plan is closed to new entrants hired after August 29, 2003. PERS issues publicly available financial statements and required supplementary information. That report may be obtained at: <https://www.oregon.gov/pers/emp/pages/annual-reports.aspx>.

2. Benefits Provided

Because RHIA was created by enabling legislation (ORS 238.420), contribution requirements of the plan members and the participating employers were established and may be amended only by the Oregon Legislature. ORS require that an amount equal to \$60 or the total monthly cost of Medicare companion health insurance premiums coverage, whichever is less, shall be paid from the RHIA established by the employer, and any monthly cost in excess of \$60 shall be paid by the eligible retired member in the manner provided in ORS 238.410. To be eligible to receive this monthly payment toward the premium cost, the member must: (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowance as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare Parts A and B coverage, and (3) enroll in a PERS-sponsored health plan. A surviving spouse or dependent of a deceased PERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if they (1) are receiving a retirement benefit or allowance from PERS or (2) were insured at the time the member died and the member retired before May 1, 1991.

3. Contributions

PERS' funding policy provides for employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. Employer contribution rates for the period were based on the December 31, 2021 actuarial valuation, which became effective July 1, 2023. The City's contribution rates for the period were 0.05% for Tier One/Tier Two members to fund the normal cost portion of RHIA benefits. No unfunded actuarial accrued liability rate was assigned for the RHIA program as it was funded at 209% as of December 31, 2022. Typically, PERS employers contribute an actuarially determined percentage of all PERS-covered salaries to amortize the unfunded actuarial accrued liability over a fixed period with new unfunded actuarial accrued liabilities being amortized over 10 years. The City's total contributions for the year ended June 30, 2024 amounted to \$54.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

V. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

D. PERS Retirement Health Insurance Account (RHIA) (Continued)

4. OPEB Assets, Liabilities, Expense, and Deferred Outflows and Inflows of Resources Related to RHIA

At June 30, 2024, the City reported an asset of \$127,937 for its proportionate share of the OPERS net OPEB asset. The net OPEB asset was measured as of June 30, 2023, and the total OPEB asset used to calculate the net OPEB asset was determined by an actuarial valuation as of December 31, 2021 rolled forward to June 30, 2023. The City's proportion of the net OPEB asset was based on the City's contributions to the RHIA program during the measurement period relative to contributions from all participating employers. At June 30, 2023, the City's proportionate share was 0.0349%, which increased from its proportion of 0.0283% as of June 30, 2022.

For the year ended June 30, 2024, the City recognized OPEB expense from this plan of \$(18,951). At June 30, 2024, the City reported deferred outflows of resources and deferred inflows of resources related to this OPEB plan from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 3,212
Change in assumptions	-	1,379
Net differences between projected and actual earnings	363	-
Change in proportionate share	<u>-</u>	<u>12,358</u>
Total (prior to post measurement date contributions)	363	16,949
Contributions subsequent to the measurement date	<u>54</u>	<u>-</u>
Total	<u>\$ 417</u>	<u>\$ 16,949</u>

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

V. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

D. PERS Retirement Health Insurance Account (RHIA) (Continued)

4. OPEB Assets, Liabilities, Expense, and Deferred Outflows and Inflows of Resources Related to RHIA (Continued)

Deferred outflows of resources related to OPEB of \$54 resulting from the City's contributions subsequent to the measurement date will be recognized as either a reduction of the net OPEB liability or an increase in the net OPEB asset in the year ending June 30, 2025. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

<u>Amortization Period Ending June 30</u>	<u>Deferred Outflows and Inflows</u>
2025	\$ (15,514)
2026	(7,496)
2027	4,728
2028	<u>1,696</u>
	<u>\$ (16,586)</u>

5. Actuarial Methods and Assumptions

The RHIA plan is unaffected by healthcare cost trends since the benefit is limited to a \$60 monthly payment toward Medicare companion insurance premiums; consequently, the disclosure of a healthcare cost trend is not applicable. Other significant actuarial assumptions are consistent with those disclosed for the OPERS pension plan in Note IV-E.

6. Long-Term Expected Rate of Return

The long-term expected rate of return assumptions for the OPEB plan are consistent with those disclosed for the OPERS pension plan in Note IV-F.

7. Depletion Date Projection

The detailed depletion date projections outlined in GASB Statement No. 75, and allowance for alternative evaluations of projected solvency outlined in GASB Statement No. 75 (paragraph 39), are consistent with those disclosed for GASB Statement No. 68 in Note IV-G.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

V. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (Continued)

D. PERS Retirement Health Insurance Account (RHIA) (Continued)

8. Discount Rate

The discount rate used to measure the total OPEB liability was 6.90% for the OPEB plan. The projection of cash flows used to determine the discount rate assumed that contributions from contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the OPEB plan's net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on OPEB plan investments for the OPEB plan was applied to all periods of projected benefit payments to determine the total OPEB liability.

9. Sensitivity of the City's Proportionate Share of the Net OPEB Liability (Asset) to Changes in the Discount Rate

The following presents the City's proportionate share of the net OPEB liability (asset) calculated using the discount rate of 6.90%, as well as what the City's proportionate share of the net OPEB liability (asset) would be if it were calculated using a discount rate that is one percentage point lower (5.90%) or one percentage point higher (7.90%) than the current rate:

	1% Decrease (5.90%)	Current Discount Rate (6.90%)	1% Increase (7.90%)
City's proportionate share of the net OPEB liability (asset)	\$ (116,295)	\$ (127,937)	\$ (137,925)

10. OPEB Plan Net Position

Detailed information about the other postemployment benefit plan's net position is available in the separately issued OPERS financial report.

11. Changes in Plan Provisions During Measurement Period

There have been no changes in plan provisions during the July 1, 2022 through June 30, 2023 measurement period.

12. Changes in Plan Provisions Subsequent to Measurement Date

There have been no changes in plan provisions subsequent to the June 30, 2023 measurement date.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

VI. OTHER INFORMATION

A. Risk Management

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the City carries commercial insurance. There was no significant reduction in insurance coverage from the previous year. There were no insurance settlements exceeding insurance coverage in any of the past three years.

B. Commitments and Contingencies

1. MINET

The City has formed MINET, an intergovernmental entity with the City of Independence. The purpose of MINET is to provide telephone, television cable, and internet services to residents in both cities. In connection with its participation in MINET, the City has obtained debt on behalf of MINET, which is included in the City's long-term obligations. A receivable from MINET has been recorded in the amount necessary to repay the debt. On June 30, 2024, the debt and corresponding receivable from MINET totaled \$9,180,000. The City has made additional loans to MINET for debt service that the City has paid on MINET's behalf. On June 30, 2024, the amounts owed to the City of Monmouth for these loans totaled \$5,087,887, for which an allowance of \$5,087,887 has been recorded.

C. Tax Abatements

The City did not have tax abatements for the year ended June 30, 2024.

D. New Pronouncements

The Governmental Accounting Standards Board (GASB) has issued the following pronouncements that have future effective dates that will impact future financial presentations. Management has not currently determined what impact implementation of the following statements will have on future financial statements.

GASB Statement No. 101, *Compensated Absences*, will be effective for the City beginning with its fiscal year ending June 30, 2025. This statement updates the recognition and measurement guidance for compensated absences and amends previously required disclosures.

GASB Statement No. 102, *Certain Risk Disclosures*, will be effective for the City beginning with its fiscal year ending June 30, 2025. This statement provides users of governmental financial statements the essential information about risks related to the government's vulnerabilities due to certain concentrations or constraints.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS

June 30, 2024

VI. OTHER INFORMATION (Continued)

D. New Pronouncements (Continued)

GASB Statement No. 103, *Financial Reporting Model Improvements*, will be effective for the City beginning with its fiscal year ending June 30, 2026. This statement improves key components of the financial reporting model to enhance its effectiveness in providing information that is essential for decision making and assessing a government's accountability.

E. Subsequent Events

Management has evaluated subsequent events through December 30, 2024, which was the date that the financial statements were available to be issued.

REQUIRED SUPPLEMENTARY INFORMATION

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY (ASSET)

<u>Pension Plan</u>					
Year Ended June 30	(a) City's proportion of the net pension liability (asset)	(b) City's proportionate share of the net pension liability (asset)	(c) City's covered payroll	(b/c) City's proportionate share of the net pension liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2024	0.04059148%	\$ 7,603,063	\$ 5,279,755	144.00%	81.70%
2023	0.03611549%	5,530,006	4,431,196	124.80%	84.50%
2022	0.03301777%	3,951,065	4,445,131	88.89%	87.60%
2021	0.03405103%	7,431,106	4,313,764	172.27%	75.80%
2020	0.03580473%	6,193,361	3,899,856	158.81%	80.20%
2019	0.03662442%	5,548,117	3,698,086	150.03%	82.10%
2018	0.03644359%	4,912,610	3,539,842	138.78%	83.10%
2017	0.03986122%	5,984,095	3,384,285	176.82%	80.50%
2016	0.04133209%	2,373,066	3,245,764	73.11%	91.90%
2015	0.03787420%	(857,440)	3,242,037	-26.45%	103.60%

Changes in Benefit Terms

Senate Bill 1049, signed into law in June 2019, introduced a limit on the amount of annual salary included for the calculation of benefits. Beginning in 2020, annual salary in excess of \$195,000 (as indexed in future years) will be excluded when determining member benefits. As a result, future benefits for certain active members are projected to be lower than prior to the legislation.

Oregon Senate Bill 111, enacted in June 2021, provides an increased pre-retirement death benefit for members who die on or after their early retirement age.

Changes in Assumptions

The Public Employees Retirement System Board adopted assumption changes that were used to measure the June 30, 2016, 2018, and 2021 total pension liability. For June 30, 2016, the changes included the lowering of the long-term expected rate of return to 7.50% and the lowering of the assumed inflation rate to 2.50%. For June 30, 2018, the long-term expected rate of return was lowered to 7.20%. For June 30, 2021, the long-term expected rate of return was lowered to 6.90% and the inflation rate was lowered to 2.40%. In addition, the healthy mortality assumption was changed to reflect an updated mortality improvement scale for all groups, and assumptions were updated for merit increases, unused sick leave, and vacation pay.

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF CONTRIBUTIONS

<u>Pension Plan</u>		(b)			(c)	(b/c)
Year Ended June 30	(a) Statutorily required contribution	Contributions in relation to the statutorily required contribution	(a-b) Contribution deficiency (excess)		City's covered payroll	Contributions as a percent of covered payroll
2024	\$ 1,051,971	\$ 1,051,971	\$ -	\$	5,279,755	19.92%
2023	830,975	830,975	-		4,431,196	18.75%
2022	830,797	830,797	-		4,445,131	18.69%
2021	796,601	796,601	-		4,313,764	18.47%
2020	718,408	718,408	-		3,899,856	18.42%
2019	548,583	548,583	-		3,698,086	14.83%
2018	505,494	505,494	-		3,539,842	14.28%
2017	377,644	377,644	-		3,384,285	11.16%
2016	393,317	393,317	-		3,245,764	12.12%
2015	364,209	364,209	-		3,242,037	11.23%

Changes in Benefit Terms

Senate Bill 1049, signed into law in June 2019, introduced a limit on the amount of annual salary included for the calculation of benefits. Beginning in 2020, annual salary in excess of \$195,000 (as indexed in future years) will be excluded when determining member benefits. As a result, future benefits for certain active members are projected to be lower than prior to the legislation.

Oregon Senate Bill 111, enacted in June 2021, provides an increased pre-retirement death benefit for members who die on or after their early retirement age.

Changes in Assumptions

The Public Employees Retirement System Board adopted assumption changes that were used to measure the June 30, 2016, 2018, and 2021 total pension liability. For June 30, 2016, the changes included the lowering of the long-term expected rate of return to 7.50% and the lowering of the assumed inflation rate to 2.50%. For June 30, 2018, the long-term expected rate of return was lowered to 7.20%. For June 30, 2021, the long-term expected rate of return was lowered to 6.90% and the inflation rate was lowered to 2.40%. In addition, the healthy mortality assumption was changed to reflect an updated mortality improvement scale for all groups, and assumptions were updated for merit increases, unused sick leave, and vacation pay.

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF CHANGES IN THE CITY'S TOTAL OPEB LIABILITY AND RELATED RATIOS

<u>Implicit Rate Subsidy</u>	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>
Total OPEB Liability				
Service cost	\$ 21,600	\$ 28,871	\$ 28,025	\$ 24,248
Interest	10,668	7,365	6,906	10,713
Economic/demographic gains or losses	-	1,963	-	(9,000)
Change in assumptions	(3,094)	(51,638)	1,466	(11,835)
Benefit payments	<u>(32,363)</u>	<u>(5,750)</u>	<u>(11,722)</u>	<u>(11,237)</u>
Net change in total OPEB liability	(3,189)	(19,189)	24,675	2,889
Total OPEB liability - beginning	<u>295,793</u>	<u>314,982</u>	<u>290,307</u>	<u>287,418</u>
Total OPEB liability - ending	<u><u>\$ 292,604</u></u>	<u><u>\$ 295,793</u></u>	<u><u>\$ 314,982</u></u>	<u><u>\$ 290,307</u></u>
Covered employee payroll	\$ 5,279,755	\$ 4,431,196	\$ 4,445,131	\$ 4,313,764
Total OPEB liability as a percentage of covered employee payroll	5.54%	6.68%	7.09%	6.73%

Changes in Assumptions

For each valuation date, the following changes in assumptions are made:

Expected claims and premiums are updated to reflect changes in available benefits and premium levels. Expected retiree and dependent costs are updated to reflect current health cost guidelines.

The healthcare cost trend is updated to reflect changes in premium levels, as well as future expected economic and regulatory conditions.

Mortality, withdrawal, and retirement rates are updated to reflect assumptions used in the Oregon PERS actuarial valuation immediately preceding each implicit rate subsidy valuation date.

For June 30, 2020, the discount rate increased to 3.87% from 3.58% for June 30, 2019. For June 30, 2021, the discount rate decreased to 2.21%. For June 30, 2022, the discount rate decreased to 2.16%. For June 30, 2023, the discount rate increased to 3.54%. For June 30, 2024, the discount rate increased to 3.65%.

No assets have been accumulated in a trust to pay for the related benefits.

*This schedule is intended to show information for 10 years; additional years' information will be displayed as it becomes available.

<u>2020</u>	<u>2019</u>	<u>2018</u>
\$ 21,467	\$ 24,998	\$ 26,932
10,514	11,422	8,863
-	(11,115)	-
10,047	(62,353)	(23,221)
<u>(9,569)</u>	<u>(4,076)</u>	<u>(1,071)</u>
32,459	(41,124)	11,503
<u>254,959</u>	<u>296,083</u>	<u>284,580</u>
<u>\$ 287,418</u>	<u>\$ 254,959</u>	<u>\$ 296,083</u>
\$ 3,899,856	\$ 3,698,086	\$ 3,539,842
7.37%	6.89%	8.36%

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (ASSET)

RHIA

Year Ended June 30	(a) City's proportion of the net OPEB liability (asset)	(b) City's proportionate share of the net OPEB liability (asset)	(c) City's covered payroll	(b/c) City's proportionate share of the net OPEB liability (asset) as a percentage of its covered payroll	Plan fiduciary net position as a percentage of the total OPEB liability
2024	0.03493955%	\$ (127,937)	\$ 5,279,755	-2.42%	201.60%
2023	0.02828891%	(100,520)	4,431,196	-2.27%	194.60%
2022	0.02686515%	(92,255)	4,445,131	-2.08%	183.90%
2021	0.03924927%	(79,974)	4,313,764	-1.85%	150.10%
2020	0.03423040%	(66,145)	3,899,856	-1.70%	144.40%
2019	0.03337203%	(37,252)	3,698,086	-1.01%	124.00%
2018	0.03272541%	(13,658)	3,539,842	-0.39%	108.90%
2017	0.03381229%	9,182	3,384,285	0.27%	94.20%

Changes in Assumptions

The Public Employees Retirement System Board adopted assumption changes that were used to measure the June 30, 2016, 2018, and 2021 total OPEB liability. For June 30, 2016, the changes included the lowering of the long-term expected rate of return to 7.50% and the lowering of the assumed inflation rate to 2.50%. For June 30, 2018, the long-term expected rate of return was lowered to 7.20%. For June 30, 2021, the long-term expected rate of return was lowered to 6.90% and the inflation rate was lowered to 2.40%. In addition, the healthy mortality assumption was changed to reflect an updated mortality improvement scale for all groups.

*This schedule is intended to show information for 10 years; additional years' information will be displayed as it becomes available.

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF CONTRIBUTIONS

OTHER POSTEMPLOYMENT BENEFITS

<u>RHIA</u>						
Year Ended June 30	(a) Contractually required contribution	(b) Contributions in relation to the contractually required contribution	(a-b) Contribution deficiency (excess)	(c) City's covered payroll	(b/c) Contributions as a percent of covered payroll	
2024	\$ 54	\$ 54	\$ -	\$ 5,279,755	0.00%	
2023	689	689	-	4,431,196	0.02%	
2022	697	697	-	4,445,131	0.02%	
2021	2,496	2,496	-	4,313,764	0.06%	
2020	16,984	16,984	-	3,899,856	0.44%	
2019	16,965	16,965	-	3,698,086	0.46%	
2018	16,293	16,293	-	3,539,842	0.46%	
2017	16,076	16,076	-	3,384,285	0.48%	

Changes in Assumptions

The Public Employees Retirement System Board adopted assumption changes that were used to measure the June 30, 2016, 2018, and 2021 total OPEB liability. For June 30, 2016, the changes included the lowering of the long-term expected rate of return to 7.50% and the lowering of the assumed inflation rate to 2.50%. For June 30, 2018, the long-term expected rate of return was lowered to 7.20%. For June 30, 2021, the long-term expected rate of return was lowered to 6.90% and the inflation rate was lowered to 2.40%. In addition, the healthy mortality assumption was changed to reflect an updated mortality improvement scale for all groups.

*This schedule is intended to show information for 10 years; additional years' information will be displayed as it becomes available.

CITY OF MONMOUTH
Polk County, Oregon

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL**

GENERAL FUND

For the Year Ended June 30, 2024

	Original Budget	Final Budget	Variance with Final Budget Over (Under)
REVENUES			
Taxes and assessments	\$ 2,170,400	\$ 2,170,400	\$ (17,968)
Licenses, fees, and permits	2,100,518	2,100,518	(40,711)
Charges for services	1,732,311	1,732,311	-
Library revenues	69,451	69,451	8,809
Revenues from other agencies	386,920	386,920	2,898
Court receipts	111,370	111,370	(19,397)
Grants and donations	182,405	734,405	(5,036)
Investment earnings	160,000	160,000	(63,791)
Urban renewal support	1,710,000	1,710,000	(516,886)
Miscellaneous	<u>38,600</u>	<u>38,600</u>	<u>16,188</u>
Total revenues	<u>8,661,975</u>	<u>9,213,975</u>	<u>(635,894)</u>
EXPENDITURES			
Current			
Management and finance	5,881,594	6,501,944	(267,179)
Police department	3,281,699	3,383,699	(95,165)
Community development	362,056	362,056	(48,554)
Library	805,656	805,656	(83,494)
Park and recreation	501,882	501,882	(103,673)
Municipal court	257,640	257,640	(13,272)
Senior center	183,104	192,629	(13,848)
Debt service	95,000	95,000	(54,565)
Contingency	<u>850,000</u>	<u>680,125</u>	<u>(680,125)</u>
Total expenditures	<u>12,218,631</u>	<u>12,780,631</u>	<u>(1,359,875)</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(3,556,656)</u>	<u>(3,566,656)</u>	<u>723,981</u>
OTHER FINANCING SOURCES (USES)			
Transfers in	2,309,452	2,319,452	-
Transfers out	<u>(32,350)</u>	<u>(32,350)</u>	<u>(25,316)</u>
Total other financing sources (uses)	<u>2,277,102</u>	<u>2,287,102</u>	<u>25,316</u>
Net change in fund balance	(1,279,554)	(1,279,554)	749,297
Fund balance - beginning	<u>1,509,861</u>	<u>1,509,861</u>	<u>70,625</u>
Fund balance - ending	<u>\$ 230,307</u>	<u>\$ 230,307</u>	<u>\$ 819,922</u>

Budget Basis	Actual	
	Adjustments	GAAP Basis
\$ 2,152,432	\$ -	\$ 2,152,432
2,059,807	-	2,059,807
1,732,311	-	1,732,311
78,260	-	78,260
389,818	-	389,818
91,973	-	91,973
729,369	-	729,369
96,209	-	96,209
1,193,114	-	1,193,114
54,788	-	54,788
<u>8,578,081</u>	<u>-</u>	<u>8,578,081</u>
6,234,765	-	6,234,765
3,288,534	-	3,288,534
313,502	-	313,502
722,162	-	722,162
398,209	-	398,209
244,368	-	244,368
178,781	-	178,781
40,435	-	40,435
-	-	-
<u>11,420,756</u>	<u>-</u>	<u>11,420,756</u>
<u>(2,842,675)</u>	<u>-</u>	<u>(2,842,675)</u>
2,319,452	-	2,319,452
<u>(7,034)</u>	<u>-</u>	<u>(7,034)</u>
<u>2,312,418</u>	<u>-</u>	<u>2,312,418</u>
(530,257)	-	(530,257)
<u>1,580,486</u>	<u>-</u>	<u>1,580,486</u>
<u>\$ 1,050,229</u>	<u>\$ -</u>	<u>\$ 1,050,229</u>

CITY OF MONMOUTH
Polk County, Oregon

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL**

MINET FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Investment earnings	\$ 500	\$ 2,438	\$ 2,938	\$ -	\$ 2,938
Miscellaneous	<u>21,912</u>	<u>-</u>	<u>21,912</u>	<u>-</u>	<u>21,912</u>
Total revenues	22,412	2,438	24,850	-	24,850
EXPENDITURES					
Debt service	<u>971,910</u>	<u>(253)</u>	<u>971,657</u>	<u>-</u>	<u>971,657</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(949,498)</u>	<u>2,691</u>	<u>(946,807)</u>	<u>-</u>	<u>(946,807)</u>
OTHER FINANCING SOURCES (USES)					
MINET receipts for debt payments	1,029,044	-	1,029,044	-	1,029,044
Transfers in	200,000	(200,000)	-	-	-
Transfers out	<u>(81,049)</u>	<u>-</u>	<u>(81,049)</u>	<u>-</u>	<u>(81,049)</u>
Total other financing sources (uses)	<u>1,147,995</u>	<u>(200,000)</u>	<u>947,995</u>	<u>-</u>	<u>947,995</u>
Net change in fund balance	198,497	(197,309)	1,188	-	1,188
Fund balance - beginning	<u>14,819</u>	<u>(147)</u>	<u>14,672</u>	<u>-</u>	<u>14,672</u>
Fund balance - ending	<u>\$ 213,316</u>	<u>\$ (197,456)</u>	<u>\$ 15,860</u>	<u>\$ -</u>	<u>\$ 15,860</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

STREET FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Budget Basis	Actual Adjustments	GAAP Basis
REVENUES					
Charges for services	\$ 2,500	\$ (2,325)	\$ 175	\$ -	\$ 175
Intergovernmental	1,053,168	115,818	1,168,986	-	1,168,986
Grants and donations	155,600	66,007	221,607	-	221,607
Investment earnings	30,000	67,667	97,667	-	97,667
Urban renewal support	275,000	(275,000)	-	-	-
Miscellaneous	8,200	(702)	7,498	-	7,498
Total revenues	<u>1,524,468</u>	<u>(28,535)</u>	<u>1,495,933</u>	<u>-</u>	<u>1,495,933</u>
EXPENDITURES					
Current					
Public works	1,475,030	(573,259)	901,771	-	901,771
Debt service	1,100	(589)	511	-	511
Contingency	400,000	(400,000)	-	-	-
Total expenditures	<u>1,876,130</u>	<u>(973,848)</u>	<u>902,282</u>	<u>-</u>	<u>902,282</u>
Excess (deficiency) of revenues over (under) expenditures	(351,662)	945,313	593,651	-	593,651
OTHER FINANCING SOURCES (USES)					
Transfers in	<u>150,000</u>	<u>(113,163)</u>	<u>36,837</u>	<u>-</u>	<u>36,837</u>
Net change in fund balance	(201,662)	832,150	630,488	-	630,488
Fund balance - beginning	<u>2,184,173</u>	<u>23,479</u>	<u>2,207,652</u>	<u>-</u>	<u>2,207,652</u>
Fund balance - ending	<u>\$ 1,982,511</u>	<u>\$ 855,629</u>	<u>\$ 2,838,140</u>	<u>\$ -</u>	<u>\$ 2,838,140</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

TRANSIT FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Budget Basis	Actual Adjustments	GAAP Basis
REVENUES					
Grants and donations	\$ 2,229,210	\$ (1,249,393)	\$ 979,817	\$ -	\$ 979,817
Investment earnings	<u>35,000</u>	<u>16,267</u>	<u>51,267</u>	<u>-</u>	<u>51,267</u>
Total revenues	<u>2,264,210</u>	<u>(1,233,126)</u>	<u>1,031,084</u>	<u>-</u>	<u>1,031,084</u>
EXPENDITURES					
Current					
Management and finance	1,009,900	(66,920)	942,980	-	942,980
Debt service	7,500	(7,500)	-	-	-
Contingency	<u>175,000</u>	<u>(175,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>1,192,400</u>	<u>(249,420)</u>	<u>942,980</u>	<u>-</u>	<u>942,980</u>
Excess (deficiency) of revenues over (under) expenditures	1,071,810	(983,706)	88,104	-	88,104
OTHER FINANCING SOURCES (USES)					
Transfers out	<u>(150,000)</u>	<u>(113,163)</u>	<u>(36,837)</u>	<u>-</u>	<u>(36,837)</u>
Net change in fund balance	921,810	(870,543)	51,267	-	51,267
Fund balance - beginning	<u>43,000</u>	<u>(11,599)</u>	<u>31,401</u>	<u>-</u>	<u>31,401</u>
Fund balance - ending	<u>\$ 964,810</u>	<u>\$ (882,142)</u>	<u>\$ 82,668</u>	<u>\$ -</u>	<u>\$ 82,668</u>

OTHER SUPPLEMENTARY INFORMATION

COMBINING AND INDIVIDUAL FUND STATEMENTS AND SCHEDULES

CITY OF MONMOUTH
Polk County, Oregon

COMBINING BALANCE SHEET

NONMAJOR GOVERNMENTAL FUNDS

June 30, 2024

	Special Revenue Funds					
	Urban Renewal	Building	Swenson Library	Tourism	Grants	Economic Development
ASSETS						
Cash and cash equivalents	\$ 277,851	\$ 684,837	\$ 998	\$ 158,108	\$ 46,356	\$ 76,809
Cash with county	5,512	-	-	-	-	-
Accounts receivable	40	-	-	22,030	-	-
Property taxes receivable	<u>25,207</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total assets	<u>\$ 308,610</u>	<u>\$ 684,837</u>	<u>\$ 998</u>	<u>\$ 180,138</u>	<u>\$ 46,356</u>	<u>\$ 76,809</u>
LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES						
Liabilities						
Accounts payable	\$ -	\$ 4,360	\$ -	\$ 4,709	\$ -	\$ 9,387
Deferred inflows of resources						
Unavailable revenue - property taxes	<u>25,207</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Fund balances						
Restricted for:						
Debt service	-	-	-	-	-	-
Construction	-	-	-	-	-	-
Community development	283,403	-	998	-	46,356	-
Committed to:						
Community development	-	-	-	175,429	-	67,422
Planning and building	-	680,477	-	-	-	-
Capital improvement	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total fund balances	<u>283,403</u>	<u>680,477</u>	<u>998</u>	<u>175,429</u>	<u>46,356</u>	<u>67,422</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 308,610</u>	<u>\$ 684,837</u>	<u>\$ 998</u>	<u>\$ 180,138</u>	<u>\$ 46,356</u>	<u>\$ 76,809</u>

Debt Service Funds		Capital Projects Funds			Total
PERS Bond Debt Service	GO Bond Debt Service	Transportation SDC	Parks SDC	Special Capital Reserve	Nonmajor Governmental Funds
\$ 10,695	\$ 38,347	\$ 2,658,809	\$ 914,486	\$ 611	\$ 4,867,907
-	2,542	-	-	-	8,054
-	18	-	-	-	22,088
-	12,166	-	-	-	37,373
<u>\$ 10,695</u>	<u>\$ 53,073</u>	<u>\$ 2,658,809</u>	<u>\$ 914,486</u>	<u>\$ 611</u>	<u>\$ 4,935,422</u>
\$ -	\$ -	\$ 5,733	\$ 146,135	\$ -	\$ 170,324
-	12,166	-	-	-	37,373
10,695	40,907	-	-	-	51,602
-	-	2,653,076	768,351	-	3,421,427
-	-	-	-	-	330,757
-	-	-	-	-	242,851
-	-	-	-	-	680,477
-	-	-	-	611	611
<u>10,695</u>	<u>40,907</u>	<u>2,653,076</u>	<u>768,351</u>	<u>611</u>	<u>4,727,725</u>
<u>\$ 10,695</u>	<u>\$ 53,073</u>	<u>\$ 2,658,809</u>	<u>\$ 914,486</u>	<u>\$ 611</u>	<u>\$ 4,935,422</u>

CITY OF MONMOUTH
Polk County, Oregon

COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN
FUND BALANCES

NONMAJOR GOVERNMENTAL FUNDS

For the Year Ended June 30, 2024

	Special Revenue Funds					
	Urban Renewal	Building	Swenson Library	Tourism	Grants	Economic Development
REVENUES						
Taxes and assessments	\$ 847,671	\$ -	\$ -	\$ 80,156	\$ -	\$ -
Licenses, fees, and permits	-	448,507	-	-	-	-
System development charges	-	-	-	-	-	-
Charges for services	-	9,128	-	-	-	-
Grants and donations	-	-	5,716	4,640	208,012	62,806
Investment earnings	178,234	41,702	661	6,383	1,816	2,675
Miscellaneous	-	332	-	7,398	-	-
Total revenues	<u>1,025,905</u>	<u>499,669</u>	<u>6,377</u>	<u>98,577</u>	<u>209,828</u>	<u>65,481</u>
EXPENDITURES						
Current						
Building department	-	452,186	-	-	-	-
Library	-	-	26,755	-	-	-
Community development	92,594	-	-	33,968	208,627	33,876
Debt service	322,978	-	-	-	-	-
Capital outlay	-	-	-	-	-	-
Special payments	<u>1,193,114</u>	-	-	-	-	-
Total expenditures	<u>1,608,686</u>	<u>452,186</u>	<u>26,755</u>	<u>33,968</u>	<u>208,627</u>	<u>33,876</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(582,781)</u>	<u>47,483</u>	<u>(20,378)</u>	<u>64,609</u>	<u>1,201</u>	<u>31,605</u>
OTHER FINANCING SOURCES (USES)						
Contributed capital out	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-
Transfers out	<u>(2,292)</u>	-	-	<u>(21,120)</u>	-	-
Total other financing sources (uses)	<u>(2,292)</u>	-	-	<u>(21,120)</u>	-	-
Net change in fund balances	(585,073)	47,483	(20,378)	43,489	1,201	31,605
Fund balances - beginning	<u>868,476</u>	<u>632,994</u>	<u>21,376</u>	<u>131,940</u>	<u>45,155</u>	<u>35,817</u>
Fund balances - ending	<u>\$ 283,403</u>	<u>\$ 680,477</u>	<u>\$ 998</u>	<u>\$ 175,429</u>	<u>\$ 46,356</u>	<u>\$ 67,422</u>

Debt Service Funds		Capital Projects Funds			Total
PERS Bond Debt Service	GO Bond Debt Service	Transportation SDC	Parks SDC	Special Capital Reserve	Nonmajor Governmental Funds
\$ -	\$ 375,204	\$ -	\$ -	\$ -	\$ 1,303,031
-	-	-	-	-	448,507
-	-	101,278	52,752	-	154,030
-	-	-	-	-	9,128
-	-	-	415,209	-	696,383
4,112	6,242	105,513	28,543	30,658	406,539
<u>250,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>257,730</u>
<u>254,112</u>	<u>381,446</u>	<u>206,791</u>	<u>496,504</u>	<u>30,658</u>	<u>3,275,348</u>
-	-	-	-	-	452,186
-	-	-	-	-	26,755
-	-	-	-	-	369,065
265,795	366,175	-	-	-	954,948
-	-	119,780	414,486	-	534,266
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,193,114</u>
<u>265,795</u>	<u>366,175</u>	<u>119,780</u>	<u>414,486</u>	<u>-</u>	<u>3,530,334</u>
<u>(11,683)</u>	<u>15,271</u>	<u>87,011</u>	<u>82,018</u>	<u>30,658</u>	<u>(254,986)</u>
-	-	(18,613)	-	-	(18,613)
-	-	-	7,034	-	7,034
<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(2,298,332)</u>	<u>(2,321,744)</u>
<u>-</u>	<u>-</u>	<u>(18,613)</u>	<u>7,034</u>	<u>(2,298,332)</u>	<u>(2,333,323)</u>
(11,683)	15,271	68,398	89,052	(2,267,674)	(2,588,309)
<u>22,378</u>	<u>25,636</u>	<u>2,584,678</u>	<u>679,299</u>	<u>2,268,285</u>	<u>7,316,034</u>
<u>\$ 10,695</u>	<u>\$ 40,907</u>	<u>\$ 2,653,076</u>	<u>\$ 768,351</u>	<u>\$ 611</u>	<u>\$ 4,727,725</u>

CITY OF MONMOUTH
Polk County, Oregon

COMBINING STATEMENT OF NET POSITION

NONMAJOR PROPRIETARY FUNDS

June 30, 2024

	Enterprise Funds	
	Sanitary Sewer SDC	Water SDC
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES		
Current assets		
Cash and cash equivalents	\$ -	\$ -
Accounts receivable, net of allowance for doubtful accounts	-	-
Total current assets	-	-
Restricted assets		
Cash and cash equivalents	2,812,656	938,997
Noncurrent assets		
Capital assets		
Land and construction in progress	-	-
Capital assets, net of accumulated depreciation	-	-
Right to use lease assets, net of accumulated amortization	-	-
Total capital assets	-	-
Net OPEB asset PERS RHIA	-	-
Total noncurrent assets	-	-
Total assets	2,812,656	938,997
Deferred outflow of resources		
Net deferred outflow of pension related resources	-	-
Net deferred outflow of OPEB related resources	-	-
Total deferred outflows of resources	-	-
Total assets and deferred outflows of resources	2,812,656	938,997

Enterprise Funds		Total Nonmajor Enterprise Funds
Stormwater	Stormwater SDC	
\$ 136,451	\$ -	\$ 136,451
<u>68,531</u>	<u>-</u>	<u>68,531</u>
<u>204,982</u>	<u>-</u>	<u>204,982</u>
<u>-</u>	<u>381,523</u>	<u>4,133,176</u>
198,457	-	198,457
2,319,011	-	2,319,011
<u>1,204</u>	<u>-</u>	<u>1,204</u>
2,518,672	-	2,518,672
<u>4,138</u>	<u>-</u>	<u>4,138</u>
<u>2,522,810</u>	<u>-</u>	<u>2,522,810</u>
<u>2,727,792</u>	<u>381,523</u>	<u>6,860,968</u>
26,681	-	26,681
<u>(385)</u>	<u>-</u>	<u>(385)</u>
<u>26,296</u>	<u>-</u>	<u>26,296</u>
<u>2,754,088</u>	<u>381,523</u>	<u>6,887,264</u>

(Continued)

CITY OF MONMOUTH
Polk County, Oregon

COMBINING STATEMENT OF NET POSITION

NONMAJOR PROPRIETARY FUNDS

June 30, 2024

(Continued)

	Enterprise Funds	
	Sanitary Sewer SDC	Water SDC
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES		
Current liabilities		
Accounts payable	\$ -	\$ 7,714
Compensated absences payable, current portion	-	-
Leases payable, current portion	-	-
Total current liabilities	-	7,714
Noncurrent liabilities		
Compensated absences payable, less current portion	-	-
Leases payable, less current portion	-	-
Net pension liability	-	-
Net OPEB liability - implicit rate subsidy	-	-
Total noncurrent liabilities	-	-
Total liabilities	-	7,714
Deferred inflows of resources		
Net deferred inflow of pension related resources	-	-
Net deferred inflow of OPEB related resources	-	-
Total deferred inflows of resources	-	-
Total liabilities and deferred inflows of resources	-	7,714
NET POSITION		
Net investment in capital assets	-	-
Restricted for system development	2,812,656	931,283
Unrestricted	-	-
Total net position	\$ 2,812,656	\$ 931,283

Enterprise Funds		Total Nonmajor Enterprise Funds
Stormwater	Stormwater SDC	
\$ 17,114	\$ -	\$ 24,828
6,387	-	6,387
625	-	625
<u>24,126</u>	<u>-</u>	<u>31,840</u>
6,919	-	6,919
578	-	578
12,703	-	12,703
206	-	206
<u>20,406</u>	<u>-</u>	<u>20,406</u>
<u>44,532</u>	<u>-</u>	<u>52,246</u>
11,424	-	11,424
272	-	272
<u>11,696</u>	<u>-</u>	<u>11,696</u>
<u>56,228</u>	<u>-</u>	<u>63,942</u>
2,517,469	-	2,517,469
-	381,523	4,125,462
180,391	-	180,391
<u>\$ 2,697,860</u>	<u>\$ 381,523</u>	<u>\$ 6,823,322</u>

CITY OF MONMOUTH
Polk County, Oregon

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN
FUND NET POSITION

NONMAJOR PROPRIETARY FUNDS

For the Year Ended June 30, 2024

	Enterprise Funds	
	Sanitary Sewer SDC	Water SDC
Operating revenues		
Charges for services	\$ -	\$ -
Miscellaneous	-	-
Total operating revenues	-	-
Operating expenses		
Personnel services	-	-
Materials and services	412	-
Depreciation and amortization	-	-
Total operating expenses	412	-
Operating income (loss)	(412)	-
Nonoperating revenues (expenses)		
System development charges	86,948	43,044
Grants and donations	-	-
Investment earnings	108,882	36,516
Total nonoperating revenues (expenses)	195,830	79,560
Income (loss) before contributions	195,418	79,560
Contributed capital in	-	-
Contributed capital out	(27,879)	(24,424)
Change in net position	167,539	55,136
Total net position - beginning	2,645,117	876,147
Total net position - ending	\$ 2,812,656	\$ 931,283

Enterprise Funds		Total Nonmajor Enterprise Funds
Stormwater	Stormwater SDC	
\$ 756,552	\$ -	\$ 756,552
525	-	525
<u>757,077</u>	<u>-</u>	<u>757,077</u>
256,615	-	256,615
394,933	-	395,345
95,027	-	95,027
<u>746,575</u>	<u>-</u>	<u>746,987</u>
<u>10,502</u>	<u>-</u>	<u>10,090</u>
-	11,840	141,832
1,782	-	1,782
5,980	14,767	166,145
<u>7,762</u>	<u>26,607</u>	<u>309,759</u>
18,264	26,607	319,849
288	-	288
<u>-</u>	<u>(288)</u>	<u>(52,591)</u>
18,552	26,319	267,546
<u>2,679,308</u>	<u>355,204</u>	<u>6,555,776</u>
<u>\$ 2,697,860</u>	<u>\$ 381,523</u>	<u>\$ 6,823,322</u>

CITY OF MONMOUTH
Polk County, Oregon

COMBINING STATEMENT OF CASH FLOWS

NONMAJOR PROPRIETARY FUNDS

For the Year Ended June 30, 2024

	Enterprise Funds	
	Sanitary Sewer SDC	Water SDC
CASH FLOWS FROM OPERATING ACTIVITIES		
Cash receipts from customers	\$ -	\$ -
Cash payments to employees	-	-
Cash payments to suppliers	(412)	7,714
Net cash provided (used) by operating activities	(412)	7,714
CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES		
Grants and donations	-	-
Net cash provided (used) by capital and related financing activities	-	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
System development charges	86,948	43,044
Purchase of capital assets	(27,879)	(24,424)
Lease liability payments	-	-
Net cash provided (used) by capital and related financing activities	59,069	18,620
CASH FLOWS FROM INVESTING ACTIVITIES		
Investment earnings	108,882	36,516
Net cash provided (used) by investing activities	108,882	36,516
Net increase (decrease) in cash and cash equivalents	167,539	62,850
Cash and cash equivalents - beginning (including \$2,645,117, \$876,147, and \$355,204 for the Sanitary Sewer SDC, Water SDC, and Stormwater SDC Funds, respectively, reported in restricted accounts)	2,645,117	876,147
Cash and cash equivalents - ending (including \$2,812,656, \$938,997, and \$381,523 for the Sanitary Sewer SDC, Water SDC, and Stormwater SDC Funds, respectively, reported in restricted accounts)	\$ 2,812,656	\$ 938,997
SUPPLEMENTAL SCHEDULE OF NONCASH CAPITAL AND RELATED FINANCING ACTIVITIES		
Contributed capital in for purchase of capital assets	\$ -	\$ -
Contributed capital out for purchase of capital assets	(27,879)	(24,424)

Enterprise Funds		Total Nonmajor Enterprise Funds
Stormwater	Stormwater SDC	
\$ 753,796	\$ -	\$ 753,796
(248,805)	-	(248,805)
<u>(384,393)</u>	<u>-</u>	<u>(377,091)</u>
120,598	-	127,900
1,782	-	1,782
<u>1,782</u>	<u>-</u>	<u>1,782</u>
-	11,840	141,832
(205,470)	(288)	(258,061)
<u>(619)</u>	<u>-</u>	<u>(619)</u>
<u>(206,089)</u>	<u>11,552</u>	<u>(116,848)</u>
5,980	14,767	166,145
<u>5,980</u>	<u>14,767</u>	<u>166,145</u>
(77,729)	26,319	178,979
<u>214,180</u>	<u>355,204</u>	<u>4,090,648</u>
<u>\$ 136,451</u>	<u>\$ 381,523</u>	<u>\$ 4,269,627</u>
\$ 288	\$ -	\$ 288
-	(288)	(52,591)

(Continued)

CITY OF MONMOUTH
Polk County, Oregon

COMBINING STATEMENT OF CASH FLOWS

NONMAJOR PROPRIETARY FUNDS

For the Year Ended June 30, 2024

(Continued)

	Enterprise Funds	
	Sanitary Sewer SDC	Water SDC
Reconciliation of operating income (loss) to net cash provided (used)		
by operating activities:		
Operating income (loss)	\$ (412)	\$ -
Adjustments to reconcile operating income to net cash provided (used)		
by operating activities:		
Depreciation and amortization	-	-
(Increase) decrease in:		
Accounts receivable	-	-
Note receivable	22,340	10,160
Net OPEB asset	-	-
Net deferred outflow of pension related resources	-	-
Net deferred outflow of OPEB related resources	-	-
Increase (decrease) in:		
Accounts payable	-	7,714
Compensated absences payable	-	-
Unavailable revenue - note receivable	(22,340)	(10,160)
Net pension liability	-	-
Net deferred inflow of pension related resources	-	-
Net deferred inflow of OPEB related resources	-	-
	<u>-</u>	<u>-</u>
Net cash provided (used) by operating activities	<u>\$ (412)</u>	<u>\$ 7,714</u>

Enterprise Funds		Total Nonmajor Enterprise Funds
Stormwater	Stormwater SDC	
\$ 10,502	\$ -	\$ 10,090
95,027	-	95,027
(3,281)	-	(3,281)
-	4,434	36,934
(1,038)	-	(1,038)
(15,661)	-	(15,661)
1,060	-	1,060
10,540	-	18,254
(960)	-	(960)
-	(4,434)	(36,934)
60,908	-	60,908
(36,059)	-	(36,059)
(440)	-	(440)
<u>\$ 120,598</u>	<u>\$ -</u>	<u>\$ 127,900</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

URBAN RENEWAL FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Budget Basis	Actual Adjustments	GAAP Basis
REVENUES					
Taxes and assessments	\$ 728,994	\$ 118,677	\$ 847,671	\$ -	\$ 847,671
Investment earnings	130,000	48,234	178,234	-	178,234
Miscellaneous	400	(400)	-	-	-
Total revenues	<u>859,394</u>	<u>166,511</u>	<u>1,025,905</u>	<u>-</u>	<u>1,025,905</u>
EXPENDITURES					
Current					
Materials and services	370,500	(277,906)	92,594	-	92,594
Debt service	440,149	(2)	440,147	(117,169)	322,978
Capital outlay	1,580,000	(1,580,000)	-	-	-
Special payments	3,536,133	(2,343,019)	1,193,114	-	1,193,114
Contingency	859,908	(859,908)	-	-	-
Total expenditures	<u>6,786,690</u>	<u>(5,060,835)</u>	<u>1,725,855</u>	<u>(117,169)</u>	<u>1,608,686</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(5,927,296)</u>	<u>5,227,346</u>	<u>(699,950)</u>	<u>117,169</u>	<u>(582,781)</u>
OTHER FINANCING SOURCES (USES)					
Bond proceeds	5,000,000	(5,000,000)	-	-	-
Transfers out	-	-	-	(2,292)	(2,292)
Total other financing sources (uses)	<u>5,000,000</u>	<u>(5,000,000)</u>	<u>-</u>	<u>(2,292)</u>	<u>(2,292)</u>
Net change in fund balance	(927,296)	227,346	(699,950)	114,877	(585,073)
Fund balance - beginning	<u>1,427,296</u>	<u>(443,943)</u>	<u>983,353</u>	<u>(114,877)</u>	<u>868,476</u>
Fund balance - ending	<u>\$ 500,000</u>	<u>\$ (216,597)</u>	<u>\$ 283,403</u>	<u>\$ -</u>	<u>\$ 283,403</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

BUILDING FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Licenses, fees, and permits	\$ 422,570	\$ 25,937	\$ 448,507	\$ -	\$ 448,507
Charges for services	9,128	-	9,128	-	9,128
Investment earnings	50,000	(8,298)	41,702	-	41,702
Miscellaneous	-	332	332	-	332
Total revenues	<u>481,698</u>	<u>17,971</u>	<u>499,669</u>	<u>-</u>	<u>499,669</u>
EXPENDITURES					
Current					
Building department	577,574	(125,388)	452,186	-	452,186
Contingency	<u>100,000</u>	<u>(100,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>677,574</u>	<u>(225,388)</u>	<u>452,186</u>	<u>-</u>	<u>452,186</u>
Excess (deficiency) of revenues over (under) expenditures	(195,876)	243,359	47,483	-	47,483
Fund balance - beginning	<u>503,480</u>	<u>129,514</u>	<u>632,994</u>	<u>-</u>	<u>632,994</u>
Fund balance - ending	<u>\$ 307,604</u>	<u>\$ 372,873</u>	<u>\$ 680,477</u>	<u>\$ -</u>	<u>\$ 680,477</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

SWENSON LIBRARY FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		GAAP Basis
			Budget Basis	Adjustments	
REVENUES					
Grants and donations	\$ 7,932	\$ (2,216)	\$ 5,716	\$ -	\$ 5,716
Investment earnings	<u>600</u>	<u>61</u>	<u>661</u>	<u>-</u>	<u>661</u>
Total revenues	8,532	(2,155)	6,377	-	6,377
EXPENDITURES					
Current					
Library	<u>28,437</u>	<u>(1,682)</u>	<u>26,755</u>	<u>-</u>	<u>26,755</u>
Excess (deficiency) of revenues over (under) expenditures	(19,905)	(473)	(20,378)	-	(20,378)
Fund balance - beginning	<u>19,905</u>	<u>1,471</u>	<u>21,376</u>	<u>-</u>	<u>21,376</u>
Fund balance - ending	<u>\$ -</u>	<u>\$ 998</u>	<u>\$ 998</u>	<u>\$ -</u>	<u>\$ 998</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

TOURISM FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Taxes and assessments	\$ 60,000	\$ 20,156	\$ 80,156	\$ -	\$ 80,156
Grants and donations	-	4,640	4,640	-	4,640
Investment earnings	10,000	(3,617)	6,383	-	6,383
Miscellaneous	<u>2,500</u>	<u>4,898</u>	<u>7,398</u>	<u>-</u>	<u>7,398</u>
Total revenues	<u>72,500</u>	<u>26,077</u>	<u>98,577</u>	<u>-</u>	<u>98,577</u>
EXPENDITURES					
Current					
Community development	55,600	(21,632)	33,968	-	33,968
Contingency	<u>34,110</u>	<u>(34,110)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>89,710</u>	<u>(55,742)</u>	<u>33,968</u>	<u>-</u>	<u>33,968</u>
Excess (deficiency) of revenues over (under) expenditures	(17,210)	81,819	64,609	-	64,609
OTHER FINANCING SOURCES (USES)					
Transfers out	<u>(21,120)</u>	<u>-</u>	<u>(21,120)</u>	<u>-</u>	<u>(21,120)</u>
Net change in fund balance	(38,330)	81,819	43,489	-	43,489
Fund balance - beginning	<u>103,330</u>	<u>28,610</u>	<u>131,940</u>	<u>-</u>	<u>131,940</u>
Fund balance - ending	<u>\$ 65,000</u>	<u>\$ 110,429</u>	<u>\$ 175,429</u>	<u>\$ -</u>	<u>\$ 175,429</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

GRANTS FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Grants and donations	\$ 247,127	\$ (39,115)	\$ 208,012	-	\$ 208,012
Investment earnings	<u>1,200</u>	<u>616</u>	<u>1,816</u>	<u>-</u>	<u>1,816</u>
Total revenues	248,327	(38,499)	209,828	-	209,828
EXPENDITURES					
Current					
Materials and services	<u>248,627</u>	<u>(40,000)</u>	<u>208,627</u>	<u>-</u>	<u>208,627</u>
Excess (deficiency) of revenues over (under) expenditures	(300)	1,501	1,201	-	1,201
Fund balance - beginning	<u>45,130</u>	<u>25</u>	<u>45,155</u>	<u>-</u>	<u>45,155</u>
Fund balance - ending	<u>\$ 44,830</u>	<u>\$ 1,526</u>	<u>\$ 46,356</u>	<u>\$ -</u>	<u>\$ 46,356</u>

CITY OF MONMOUTH
Polk County, Oregon

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL**

ECONOMIC DEVELOPMENT FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Grants and donations	\$ 290,000	\$ (227,194)	\$ 62,806	\$ -	\$ 62,806
Investment earnings	<u>1,500</u>	<u>1,175</u>	<u>2,675</u>	<u>-</u>	<u>2,675</u>
Total revenues	<u>291,500</u>	<u>(226,019)</u>	<u>65,481</u>	<u>-</u>	<u>65,481</u>
EXPENDITURES					
Current					
Community development	320,000	(286,124)	33,876	-	33,876
Contingency	<u>17,311</u>	<u>(17,311)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>337,311</u>	<u>(303,435)</u>	<u>33,876</u>	<u>-</u>	<u>33,876</u>
Excess (deficiency) of revenues over (under) expenditures	(45,811)	77,416	31,605	-	31,605
Fund balance - beginning	<u>65,811</u>	<u>(29,994)</u>	<u>35,817</u>	<u>-</u>	<u>35,817</u>
Fund balance - ending	<u>\$ 20,000</u>	<u>\$ 47,422</u>	<u>\$ 67,422</u>	<u>\$ -</u>	<u>\$ 67,422</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

PERS BOND DEBT SERVICE FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Investment earnings	\$ 3,750	\$ 362	\$ 4,112	\$ -	\$ 4,112
Miscellaneous	<u>250,000</u>	<u>-</u>	<u>250,000</u>	<u>-</u>	<u>250,000</u>
Total revenues	253,750	362	254,112	-	254,112
EXPENDITURES					
Debt service	<u>265,800</u>	<u>(5)</u>	<u>265,795</u>	<u>-</u>	<u>265,795</u>
Excess (deficiency) of revenues over (under) expenditures	(12,050)	367	(11,683)	-	(11,683)
Fund balance - beginning	<u>23,365</u>	<u>(987)</u>	<u>22,378</u>	<u>-</u>	<u>22,378</u>
Fund balance - ending	<u>\$ 11,315</u>	<u>\$ (620)</u>	<u>\$ 10,695</u>	<u>\$ -</u>	<u>\$ 10,695</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

GO BOND DEBT SERVICE FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Taxes and assessments	\$ 370,180	\$ 5,024	\$ 375,204	\$ -	\$ 375,204
Investment earnings	<u>5,000</u>	<u>1,242</u>	<u>6,242</u>	<u>-</u>	<u>6,242</u>
Total revenues	375,180	6,266	381,446	-	381,446
EXPENDITURES					
Debt service	<u>366,176</u>	<u>(1)</u>	<u>366,175</u>	<u>-</u>	<u>366,175</u>
Excess (deficiency) of revenues over (under) expenditures	9,004	6,267	15,271	-	15,271
Fund balance - beginning	<u>24,381</u>	<u>1,255</u>	<u>25,636</u>	<u>-</u>	<u>25,636</u>
Fund balance - ending	<u>\$ 33,385</u>	<u>\$ 7,522</u>	<u>\$ 40,907</u>	<u>\$ -</u>	<u>\$ 40,907</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

TRANSPORTATION SDC FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
System development charges	\$ 579,215	\$ (477,937)	\$ 101,278	\$ -	\$ 101,278
Investment earnings	67,740	37,773	105,513	-	105,513
Urban renewal support	<u>1,200,000</u>	<u>(1,200,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>1,846,955</u>	<u>(1,640,164)</u>	<u>206,791</u>	<u>-</u>	<u>206,791</u>
EXPENDITURES					
Current					
Public works	1,201,000	(1,062,607)	138,393	(18,613)	119,780
Contingency	<u>797,563</u>	<u>(797,563)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>1,998,563</u>	<u>(1,860,170)</u>	<u>138,393</u>	<u>(18,613)</u>	<u>119,780</u>
Excess (deficiency) of revenues over (under) expenditures	(151,608)	220,006	68,398	18,613	87,011
OTHER FINANCING SOURCES (USES)					
Contributed capital out	<u>-</u>	<u>-</u>	<u>-</u>	<u>(18,613)</u>	<u>(18,613)</u>
Net change in fund balance	(151,608)	220,006	68,398	-	68,398
Fund balance - beginning	<u>2,551,608</u>	<u>33,070</u>	<u>2,584,678</u>	<u>-</u>	<u>2,584,678</u>
Fund balance - ending	<u>\$ 2,400,000</u>	<u>\$ 253,076</u>	<u>\$ 2,653,076</u>	<u>\$ -</u>	<u>\$ 2,653,076</u>

CITY OF MONMOUTH
Polk County, Oregon

**SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL**

PARKS SDC FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
System development charges	\$ 208,000	\$ (155,248)	\$ 52,752	\$ -	\$ 52,752
Grants and donations	287,550	127,659	415,209	-	415,209
Investment earnings	19,890	8,653	28,543	-	28,543
Urban renewal support	<u>600,000</u>	<u>(600,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>1,115,440</u>	<u>(618,936)</u>	<u>496,504</u>	<u>-</u>	<u>496,504</u>
EXPENDITURES					
Current					
Public works	1,348,250	(933,764)	414,486	-	414,486
Contingency	<u>199,924</u>	<u>(199,924)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>1,548,174</u>	<u>(1,133,688)</u>	<u>414,486</u>	<u>-</u>	<u>414,486</u>
Excess (deficiency) of revenues over (under) expenditures	(432,734)	514,752	82,018	-	82,018
OTHER FINANCING SOURCES (USES)					
Transfers in	<u>32,350</u>	<u>(25,316)</u>	<u>7,034</u>	<u>-</u>	<u>7,034</u>
Net change in fund balance	(400,384)	489,436	89,052	-	89,052
Fund balance - beginning	<u>670,384</u>	<u>8,915</u>	<u>679,299</u>	<u>-</u>	<u>679,299</u>
Fund balance - ending	<u>\$ 270,000</u>	<u>\$ 498,351</u>	<u>\$ 768,351</u>	<u>\$ -</u>	<u>\$ 768,351</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE -
BUDGET AND ACTUAL

SPECIAL CAPITAL RESERVE FUND

For the Year Ended June 30, 2024

	Original Budget	Final Budget	Variance with Final Budget Over (Under)
REVENUES			
Investment earnings	\$ 20,000	\$ 30,000	\$ 658
EXPENDITURES	-	-	-
Excess (deficiency) of revenues over (under) expenditures	20,000	30,000	658
OTHER FINANCING SOURCES (USES)			
Transfers out	(2,288,332)	(2,298,332)	-
Net change in fund balance	(2,268,332)	(2,268,332)	658
Fund balance - beginning	2,268,332	2,268,332	(47)
Fund balance - ending	\$ -	\$ -	\$ 611

Budget Basis	Actual	
	Adjustments	GAAP Basis
\$ 30,658	\$ -	\$ 30,658
<u>-</u>	<u>-</u>	<u>-</u>
30,658	-	30,658
<u>(2,298,332)</u>	<u>-</u>	<u>(2,298,332)</u>
(2,267,674)	-	(2,267,674)
<u>2,268,285</u>	<u>-</u>	<u>2,268,285</u>
<u>\$ 611</u>	<u>\$ -</u>	<u>\$ 611</u>

CITY OF MONMOUTH
Polk County, Oregon

**SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION -
BUDGET AND ACTUAL**

SANITARY SEWER FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Budget Basis	Actual Adjustments	GAAP Basis
REVENUES					
Charges for services	\$ 1,876,420	\$ 26,632	\$ 1,903,052	\$ -	\$ 1,903,052
Grants and donations	-	1,782	1,782	-	1,782
Investment earnings	80,000	15,680	95,680	-	95,680
Other sources	-	-	-	5,725	5,725
Miscellaneous	-	4,514	4,514	-	4,514
Total revenues	<u>1,956,420</u>	<u>48,608</u>	<u>2,005,028</u>	<u>5,725</u>	<u>2,010,753</u>
EXPENSES					
Current					
Public works	2,198,019	(262,084)	1,935,935	(31,877)	1,904,058
Debt service	360,850	(720)	360,130	(332,664)	27,466
Depreciation and amortization	-	-	-	448,598	448,598
Contingency	<u>800,000</u>	<u>(800,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>3,358,869</u>	<u>(1,062,804)</u>	<u>2,296,065</u>	<u>84,057</u>	<u>2,380,122</u>
Excess (deficiency) of revenues over (under) expenses	<u>(1,402,449)</u>	<u>1,111,412</u>	<u>(291,037)</u>	<u>(78,332)</u>	<u>(369,369)</u>
OTHER FINANCING SOURCES (USES)					
Contributed capital in	-	-	-	27,384	27,384
Transfers in	<u>108,400</u>	<u>-</u>	<u>108,400</u>	<u>(108,400)</u>	<u>-</u>
Total other financing sources (uses)	<u>108,400</u>	<u>-</u>	<u>108,400</u>	<u>(81,016)</u>	<u>27,384</u>
Change in net position	(1,294,049)	1,111,412	(182,637)	(159,348)	(341,985)
Net position - beginning	<u>2,534,789</u>	<u>(10,642)</u>	<u>2,524,147</u>	<u>4,254,966</u>	<u>6,779,113</u>
Net position - ending	<u>\$ 1,240,740</u>	<u>\$ 1,100,770</u>	<u>\$ 2,341,510</u>	<u>\$ 4,095,618</u>	<u>\$ 6,437,128</u>

CITY OF MONMOUTH
Polk County, Oregon

**SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION -
BUDGET AND ACTUAL**

WATER FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Charges for services	\$ 2,474,339	\$ 93,528	\$ 2,567,867	\$ -	\$ 2,567,867
Grants and donations	542,000	(501,686)	40,314	-	40,314
Investment earnings	20,000	20,632	40,632	-	40,632
Miscellaneous	500	2,502	3,002	-	3,002
Total revenues	<u>3,036,839</u>	<u>(385,024)</u>	<u>2,651,815</u>	<u>-</u>	<u>2,651,815</u>
EXPENSES					
Current					
Public works	2,748,761	(204,317)	2,544,444	(231,032)	2,313,412
Debt service	109,500	(589)	108,911	(103,293)	5,618
Depreciation and amortization	-	-	-	284,384	284,384
Contingency	416,272	(416,272)	-	-	-
Total expenses	<u>3,274,533</u>	<u>(621,178)</u>	<u>2,653,355</u>	<u>(49,941)</u>	<u>2,603,414</u>
Excess (deficiency) of revenues over (under) expenses	(237,694)	236,154	(1,540)	49,941	48,401
OTHER FINANCING SOURCES (USES)					
Contributed capital in	-	-	-	43,532	43,532
Change in net position	(237,694)	236,154	(1,540)	93,473	91,933
Net position - beginning	<u>1,126,873</u>	<u>325,319</u>	<u>1,452,192</u>	<u>6,816,758</u>	<u>8,268,950</u>
Net position - ending	<u>\$ 889,179</u>	<u>\$ 561,473</u>	<u>\$ 1,450,652</u>	<u>\$ 6,910,231</u>	<u>\$ 8,360,883</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION -
BUDGET AND ACTUAL

POWER AND LIGHT FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
Charges for services	\$ 7,462,253	\$ (137,844)	\$ 7,324,409	\$ -	\$ 7,324,409
Grants and donations	-	6,359	6,359	-	6,359
Investment earnings	95,000	67,500	162,500	-	162,500
Urban renewal support	102,633	(102,633)	-	-	-
Miscellaneous	50,400	77,683	128,083	-	128,083
Total revenues	7,710,286	(88,935)	7,621,351	-	7,621,351
EXPENSES					
Current					
Power and light department	8,444,793	(1,275,176)	7,169,617	(121,696)	7,047,921
Debt service	291,160	(14,494)	276,666	(253,390)	23,276
Depreciation and amortization	-	-	-	534,782	534,782
Contingency	2,000,000	(2,000,000)	-	-	-
Total expenses	10,735,953	(3,289,670)	7,446,283	159,696	7,605,979
Excess (deficiency) of revenues over (under) expenses	(3,025,667)	3,200,735	175,068	(159,696)	15,372
OTHER FINANCING SOURCES (USES)					
Contributed capital in	362,456	(358,456)	4,000	-	4,000
Transfers in	198,218	-	198,218	(114,877)	83,341
Transfers out	(200,000)	(200,000)	-	-	-
Total other financing sources (uses)	360,674	(158,456)	202,218	(114,877)	87,341
Change in net position	(2,664,993)	3,042,279	377,286	(274,573)	102,713
Net position - beginning	4,617,963	119,531	4,737,494	9,105,355	13,842,849
Net position - ending	\$ 1,952,970	\$ 3,161,810	\$ 5,114,780	\$ 8,830,782	\$ 13,945,562

CITY OF MONMOUTH
Polk County, Oregon

**SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION -
BUDGET AND ACTUAL**

SANITARY SEWER SDC FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
System development charges	\$ 314,500	\$ (227,552)	\$ 86,948	\$ -	\$ 86,948
Investment earnings	71,980	36,902	108,882	-	108,882
Other sources	<u>688,500</u>	<u>(688,500)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>1,074,980</u>	<u>(879,150)</u>	<u>195,830</u>	<u>-</u>	<u>195,830</u>
EXPENSES					
Current					
Public works	1,757,500	(1,729,209)	28,291	(27,879)	412
Contingency	<u>265,228</u>	<u>(265,228)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>2,022,728</u>	<u>(1,994,437)</u>	<u>28,291</u>	<u>(27,879)</u>	<u>412</u>
Excess (deficiency) of revenues over (under) expenses	(947,748)	1,115,287	167,539	27,879	195,418
OTHER FINANCING SOURCES (USES)					
Contributed capital out	<u>-</u>	<u>-</u>	<u>-</u>	<u>(27,879)</u>	<u>(27,879)</u>
Change in net position	(947,748)	1,115,287	167,539	-	167,539
Net position - beginning	<u>2,597,748</u>	<u>47,369</u>	<u>2,645,117</u>	<u>-</u>	<u>2,645,117</u>
Net position - ending	<u>\$ 1,650,000</u>	<u>\$ 1,162,656</u>	<u>\$ 2,812,656</u>	<u>\$ -</u>	<u>\$ 2,812,656</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION -
BUDGET AND ACTUAL

WATER SDC FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
System development charges	\$ 150,600	\$ (107,556)	\$ 43,044	\$ -	\$ 43,044
Investment earnings	23,900	12,616	36,516	-	36,516
Other sources	<u>760,000</u>	<u>(760,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total revenues	<u>934,500</u>	<u>(854,940)</u>	<u>79,560</u>	<u>-</u>	<u>79,560</u>
EXPENSES					
Current					
Public works	1,049,000	(1,024,576)	24,424	(24,424)	-
Contingency	<u>314,105</u>	<u>(314,105)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>1,363,105</u>	<u>(1,338,681)</u>	<u>24,424</u>	<u>(24,424)</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenses	(428,605)	483,741	55,136	24,424	79,560
OTHER FINANCING SOURCES (USES)					
Contributed capital out	<u>-</u>	<u>-</u>	<u>-</u>	<u>(24,424)</u>	<u>(24,424)</u>
Change in net position	(428,605)	483,741	55,136	-	55,136
Net position - beginning	<u>848,605</u>	<u>27,542</u>	<u>876,147</u>	<u>-</u>	<u>876,147</u>
Net position - ending	<u>\$ 420,000</u>	<u>\$ 511,283</u>	<u>\$ 931,283</u>	<u>\$ -</u>	<u>\$ 931,283</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION -
BUDGET AND ACTUAL

STORMWATER FUND

For the Year Ended June 30, 2024

	Original Budget	Final Budget	Variance with Final Budget Over (Under)
REVENUES			
Charges for services	\$ 762,313	\$ 762,313	\$ (5,761)
Grants and donations	-	-	1,782
Investment earnings	5,000	5,000	980
Miscellaneous	<u>4,000</u>	<u>4,000</u>	<u>(3,475)</u>
Total revenues	<u>771,313</u>	<u>771,313</u>	<u>(6,474)</u>
EXPENSES			
Current			
Public works	831,704	863,704	(14,388)
Debt service	1,100	1,100	(589)
Depreciation and amortization	-	-	-
Contingency	<u>75,000</u>	<u>43,000</u>	<u>(43,000)</u>
Total expenses	<u>907,804</u>	<u>907,804</u>	<u>(57,977)</u>
Excess (deficiency) of revenues over (under) expenses	(136,491)	(136,491)	51,503
OTHER FINANCING SOURCES (USES)			
Contributed capital in	<u>-</u>	<u>-</u>	<u>-</u>
Change in net position	(136,491)	(136,491)	51,503
Net position - beginning	<u>220,060</u>	<u>220,060</u>	<u>52,796</u>
Net position - ending	<u>\$ 83,569</u>	<u>\$ 83,569</u>	<u>\$ 104,299</u>

Budget Basis	Actual		GAAP Basis
	Adjustments		
\$ 756,552	\$ -	\$ 756,552	
1,782	-	1,782	
5,980	-	5,980	
<u>525</u>	<u>-</u>	<u>525</u>	
<u>764,839</u>	<u>-</u>	<u>764,839</u>	
849,316	(197,768)	651,548	
511	(511)	-	
-	95,027	95,027	
<u>-</u>	<u>-</u>	<u>-</u>	
<u>849,827</u>	<u>(103,252)</u>	<u>746,575</u>	
(84,988)	103,252	18,264	
<u>-</u>	<u>288</u>	<u>288</u>	
(84,988)	103,540	18,552	
<u>272,856</u>	<u>2,406,452</u>	<u>2,679,308</u>	
<u>\$ 187,868</u>	<u>\$ 2,509,992</u>	<u>\$ 2,697,860</u>	

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION -
BUDGET AND ACTUAL

STORMWATER SDC FUND

For the Year Ended June 30, 2024

	Original and Final Budget	Variance with Final Budget Over (Under)	Actual		
			Budget Basis	Adjustments	GAAP Basis
REVENUES					
System development charges	\$ 29,890	\$ (18,050)	\$ 11,840	\$ -	\$ 11,840
Investment earnings	<u>10,400</u>	<u>4,367</u>	<u>14,767</u>	<u>-</u>	<u>14,767</u>
Total revenues	<u>40,290</u>	<u>(13,683)</u>	<u>26,607</u>	<u>-</u>	<u>26,607</u>
EXPENSES					
Current					
Public works	101,000	(100,712)	288	(288)	-
Contingency	<u>50,000</u>	<u>(50,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenses	<u>151,000</u>	<u>(150,712)</u>	<u>288</u>	<u>(288)</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenses	(110,710)	137,029	26,319	288	26,607
OTHER FINANCING SOURCES (USES)					
Contributed capital out	<u>-</u>	<u>-</u>	<u>-</u>	<u>(288)</u>	<u>(288)</u>
Change in net position	(110,710)	137,029	26,319	-	26,319
Net position - beginning	<u>347,528</u>	<u>7,676</u>	<u>355,204</u>	<u>-</u>	<u>355,204</u>
Net position - ending	<u>\$ 236,818</u>	<u>\$ 144,705</u>	<u>\$ 381,523</u>	<u>\$ -</u>	<u>\$ 381,523</u>

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION -
BUDGET AND ACTUAL

GAS REVOLVING FUND

For the Year Ended June 30, 2024

	Original Budget	Final Budget	Variance with Final Budget Over (Under)
REVENUES			
Charges for services	\$ 175,000	\$ 175,000	\$ 19,098
Investment earnings	<u>100</u>	<u>100</u>	<u>(34)</u>
Total revenues	<u>175,100</u>	<u>175,100</u>	<u>19,064</u>
EXPENSES			
Current			
Management and finance	184,860	194,860	(7,207)
Contingency	<u>21,275</u>	<u>11,275</u>	<u>(11,275)</u>
Total expenses	<u>206,135</u>	<u>206,135</u>	<u>(18,482)</u>
Excess (deficiency) of revenues over (under) expenses	(31,035)	(31,035)	37,546
Net position - beginning	<u>31,035</u>	<u>31,035</u>	<u>(26,308)</u>
Net position - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,238</u>

Budget Basis	Actual	
	Adjustments	GAAP Basis
\$ 194,098	\$ -	\$ 194,098
66	-	66
194,164	-	194,164
187,653	-	187,653
-	-	-
187,653	-	187,653
6,511	-	6,511
4,727	-	4,727
<u>\$ 11,238</u>	<u>\$ -</u>	<u>\$ 11,238</u>

OTHER FINANCIAL SCHEDULES

CITY OF MONMOUTH
Polk County, Oregon

REVENUES RECEIVED FROM AND LOANS MADE TO MINET

	Fiscal Years Ended June 30				
	2024	2023	2022	2021	2020
Franchise fees ⁽²⁾	\$ 155,659	\$ 153,712	\$ 149,895	\$ 154,697	\$ 147,502
Debt payment receipts ⁽¹⁾	<u>971,657</u>	<u>969,049</u>	<u>860,211</u>	<u>777,605</u>	<u>589,425</u>
Total receipts from MINET	<u>\$ 1,127,316</u>	<u>\$ 1,122,761</u>	<u>\$ 1,010,106</u>	<u>\$ 932,302</u>	<u>\$ 736,927</u>
Total City MINET debt service ⁽¹⁾	\$ 971,657	\$ 969,049	\$ 971,763	\$ 972,067	\$ 989,790
Less MINET debt payment receipts	<u>(971,657)</u>	<u>(969,049)</u>	<u>(860,211)</u>	<u>(777,605)</u>	<u>(589,425)</u>
Total City loans to MINET	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 111,552</u>	<u>\$ 194,462</u>	<u>\$ 400,365</u>

⁽¹⁾ Debt payment receipts and debt service are shown net of bond refinancings.

⁽²⁾ Lower franchise fees in 2020 were due to COVID and reduction in cable services; FY22 was lower due to full discontinuance of cable services.

Source: The City's June 30, 2024 Financial Records

CITY OF MONMOUTH
Polk County, Oregon

TAXABLE PROPERTY VALUES

Fiscal Year	Real Market Value⁽¹⁾	Total Assessed Valuation	Urban Renewal Excess	AV Used to Calculate Rates⁽²⁾	Property Taxes Levied	Property Taxes Received
2024	\$ 1,271,827,202	\$ 655,483,941	\$ 67,947,533	\$ 587,536,408	\$ 2,508,685	\$ 2,397,304
2023	1,195,112,672	622,194,189	56,130,319	566,063,870	2,424,766	2,349,593
2022	943,488,262	590,028,671	45,940,943	544,087,728	2,350,393	2,252,359
2021	857,574,547	556,776,584	31,251,048	525,525,536	2,137,628	2,046,756
2020	797,624,989	534,778,384	26,672,599	508,105,785	2,065,412	1,920,658

⁽¹⁾ Value represents the Real Market Value of taxable properties, including the reduction in Real Market Value of specially assessed properties such as farm and forestland. This value is also commonly referred to as the Measure 5 Real Market Value by county assessors.

⁽²⁾ Assessed value of property in the City on which the permanent rate is applied to derive ad valorem property taxes, excluding urban renewal and any other offsets.

Source: Polk County Oregon Assessor's Office

CITY OF MONMOUTH
Polk County, Oregon

MAJOR TAXPAYERS

For the Year Ended June 30, 2024

City of Monmouth			
	Tax Amount	Assessed Value⁽¹⁾	% of Assessed Value
BRE KNIGHT SH OR OWNER LLC	\$ 130,601	\$ 7,691,760	1.35%
TALENTS ENTERPRISES LLC	129,214	7,599,330	1.33%
ASH CREEK STATION LLC	106,819	6,291,111	1.10%
NORTHWEST NATURAL GAS CO	91,854	5,459,000	0.96%
KEA REAL ESTATE LLC	90,777	5,312,840	0.93%
UNIVERSITY TOWNHOMES LLC	82,081	4,834,140	0.85%
MONMOUTH REALESTATE LLC	81,922	4,824,780	0.85%
MONMOUTH VILLAGE LLC	72,358	4,261,520	0.75%
G VINE LLC	68,045	4,007,500	0.70%
EPHING FOUNDATION HOLDINGS LLC	56,409	3,320,620	0.58%
TOP TEN TAXPAYERS IN THE CITY	910,080	53,602,601	9.40%
REMAINING CITY TAXPAYERS	1,212,695	516,529,120	90.60%
TOTAL CITY TAXPAYERS	<u>\$ 2,122,775</u>	<u>\$ 570,131,721</u>	<u>100.00%</u>
Polk County			
	Tax Amount	Assessed Value⁽¹⁾	% of Assessed Value
NORTHWEST NATURAL GAS CO	\$ 1,322,044	\$ 94,026,000	1.31%
ORCHARD HEIGHTS APARTMENTS LLC	687,313	36,471,690	0.51%
PORTLAND GENERAL ELECTRIC CO	596,877	51,329,340	0.72%
CAPITAL MANOR INC	489,630	26,829,640	0.37%
PACIFICORP (PP&L)	467,711	37,516,888	0.52%
WEYERHAEUSER COMPANY	450,986	33,582,138	0.47%
RIVERPLACE APARTMENT HOMES LLC	366,299	20,223,120	0.28%
MEDURI FARMS INC	316,088	27,006,612	0.39%
ALAMEDA LAWRENCE, EXEMPT TRUST ETAK	310,984	16,516,800	0.23%
ORCHARD RIDGE APARTMENTS LLC	305,710	16,222,260	0.23%
TOP TEN TAXPAYERS IN THE COUNTY	5,313,642	359,724,488	5.03%
REMAINING COUNTY TAXPAYERS	105,747,710	6,797,352,326	94.97%
TOTAL COUNTY TAXPAYERS	<u>\$ 111,061,352</u>	<u>\$ 7,157,076,814</u>	<u>100.00%</u>

⁽¹⁾ Assessed value does not exclude offsets such as urban renewal and farm tax credits.

Source: Polk County Oregon Assessor's Office

CITY OF MONMOUTH
Polk County, Oregon

REPRESENTATIVE LEVY RATE
(Rates Per \$1,000 of Assessed Value)

For the Year Ended June 30, 2024

	Permanent Rate	Bond Levy Rate ⁽²⁾	Consolidated Rate	UR Portion of the Consolidated Rate ⁽¹⁾
<u>General Government</u>				
Polk County	\$ 1.7160	\$ 0.4950	\$ 2.2110	\$ 0.1778
City of Monmouth	3.6107	0.5906	4.2013	0.3742
Polk County Fire District No. 1	1.5038	0.3019	1.8057	0.1558
Chemeketa Regional Library	0.0818	-	0.0818	0.0084
Fir Crest Control District	0.0472	-	0.0472	0.0048
Polk Soil/Water Control District	0.0500	-	0.0500	0.0051
4-H/M Gardener/Ag/Forest Extension District	0.0750	-	0.0750	0.0077
Ash Creek Water Control District	0.1069	-	0.1069	0.0176
Total general government	7.1914	1.3875	8.5789	0.7514
<u>Education</u>				
Chemeketa Community College	0.6259	0.2448	0.8707	0.0648
Willamette Education Service District	0.2967	-	0.2967	0.0307
Central School District No. 13J	4.8834	3.6956	8.5790	0.5062
Total education	5.8060	3.9404	9.7464	0.6017
Total tax rate	\$ 12.9974	\$ 5.3279	\$ 18.3253	\$ 1.3531

⁽¹⁾ A portion of the taxing district's consolidated rate is contributed to the Monmouth Urban Renewal District through tax increment financing.

⁽²⁾ County and Fire District Rate in this column includes Local Option Levy.

Source: Polk County Oregon Assessor's Office

CITY OF MONMOUTH
Polk County, Oregon

COMPUTATION OF LEGAL DEBT MARGIN

Fiscal Years Ended June 30

ORS 287A.050(2) debt limit for GO bonds is 3% of true cash value of all taxable property within City boundaries:

	<u>2024</u>	<u>2023</u>	<u>2022</u>	<u>2021</u>	<u>2020</u>
Real market value ⁽¹⁾	\$ 1,271,827,202	\$ 1,195,112,672	\$ 943,488,262	\$ 857,574,547	\$ 797,624,989
Rate	<u>3.0%</u>	<u>3.0%</u>	<u>3.0%</u>	<u>3.0%</u>	<u>3.0%</u>
Debt limit	38,154,816	35,853,380	28,304,648	25,727,236	23,928,750
Less debt subject to limit	<u>(5,865,000)</u>	<u>(5,985,000)</u>	<u>(6,040,000)</u>	<u>(3,525,000)</u>	<u>(3,605,000)</u>
Legal debt margin	<u>\$ 32,289,816</u>	<u>\$ 29,868,380</u>	<u>\$ 22,264,648</u>	<u>\$ 22,202,236</u>	<u>\$ 20,323,750</u>

⁽¹⁾ Source: Polk County Oregon Assessor's Office

CITY OF MONMOUTH
Polk County, Oregon

DEBT RATIOS

LAST FIVE FISCAL YEARS

Fiscal Year Ended June 30	Population ⁽¹⁾	Real Market Value ⁽²⁾	City Direct Debt ⁽³⁾	Ratio of City Direct Debt to Real Market Value	Net City Direct Debt Per Capita	Per Capita Real Market Value
2024	11,516	\$ 1,271,827,202	\$ 20,978,999	1.65%	\$ 1,822	\$ 110,440
2023	11,019	1,195,112,672	22,733,000	1.90%	2,063	108,459
2022	11,583	943,488,262	24,387,000	2.58%	2,105	81,455
2021	11,142	857,574,547	23,416,000	2.73%	2,102	76,968
2020	9,940	797,624,989	21,320,000	2.67%	2,145	80,244

⁽¹⁾ Source: Portland State University College of Urban & Public Affairs, Population Research Center

⁽²⁾ Source: Polk County Oregon Assessor's Office

⁽³⁾ City direct debt includes all unlimited general obligation bonds and limited full faith and credit obligations.

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF PROPERTY TAX TRANSACTIONS

For the Year Ended June 30, 2024

<u>Tax Year</u>	<u>Taxes Receivable July 1, 2023</u>	<u>2023-2024 Levy</u>	<u>Adjustments and Discounts</u>	<u>Collections</u>	<u>Taxes Receivable June 30, 2024</u>
2023-2024	\$ -	\$ 3,385,980	\$ (91,983)	\$ 3,231,614	\$ 62,383
2022-2023	52,416	-	(342)	28,732	23,342
2021-2022	19,753	-	(8)	7,675	12,070
2020-2021	9,042	-	(1)	4,164	4,877
2019-2020	3,954	-	(1)	2,996	957
2018-2019	828	-	(1)	341	486
2017-2018	452	-	(1)	180	271
Prior	<u>2,279</u>	<u>-</u>	<u>-</u>	<u>125</u>	<u>2,154</u>
Subtotal - Prior	<u>88,724</u>	<u>-</u>	<u>(354)</u>	<u>44,213</u>	<u>44,157</u>
Total	<u>\$ 88,724</u>	<u>\$ 3,385,980</u>	<u>\$ (92,337)</u>	<u>3,275,827</u>	<u>\$ 106,540</u>

Add:

Other taxes and interest

5,618

Undistributed taxes with county, July 1, 2023

21,822

Total available

3,303,267

Less: Turnovers to City

(3,281,034)

Undistributed taxes with county, June 30, 2024

\$ 22,233

**AUDIT COMMENTS AND DISCLOSURES REQUIRED BY
STATE REGULATIONS**

KOONTZ, BLASQUEZ
ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR'S REPORT
REQUIRED BY OREGON STATE REGULATIONS**

The Honorable Cecelia Koontz, Mayor
and Members of the City Council
City of Monmouth
Monmouth, Oregon 97361

We have audited the basic financial statements of the City of Monmouth as of and for the year ended June 30, 2024, and have issued our report thereon dated December 30, 2024. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*.

Compliance

As part of obtaining reasonable assurance about whether the City of Monmouth's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes, as specified in Oregon Administrative Rules 162-010-0000 through 162-010-0320 of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures, which included, but were not limited to, the following:

Accounting records

Deposit of public funds with financial institutions (ORS Chapter 295)

Indebtedness limitations, restrictions, and repayment

Budgets legally required (ORS Chapter 294)

Insurance and fidelity bonds in force or required by law

Programs funded from outside sources

Highway revenues used for public highways, roads, and streets

Authorized investment of surplus funds (ORS Chapter 294)

Public contracts and purchasing (ORS Chapters 279A, 279B, 279C)

Accountability for collecting or receiving money by elected officials

In connection with our testing, nothing came to our attention that caused us to believe the City was not in substantial compliance with certain provisions of laws, regulations, contracts, and grants, including the provisions of Oregon Revised Statutes, as specified in Oregon Administrative Rules 162-010-0000 through 162-010-0320 of the Minimum Standards for Audits of Oregon Municipal Corporations.

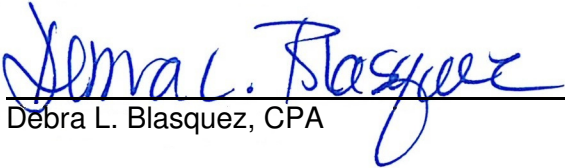
The City does not have any elected officials collecting or receiving money.

OAR 162-010-0230 Internal Control

In planning and performing our audit, we considered the City's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the City of Monmouth's internal control over financial reporting. However, we noted certain matters that we have reported to management of the City in a separate letter dated December 30, 2024.

This report is intended solely for the information and use of the city council and management of the City of Monmouth and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.

Koontz, Blasquez & Associates, P.C.

By: 
Debra L. Blasquez, CPA

Albany, Oregon
December 30, 2024

SINGLE AUDIT SECTION

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2024

<u>Federal Grantor, Pass through Grantor, Program Title</u>	<u>Grant Period</u>	<u>Assistance Listing Number</u>	<u>Expenditures</u>
<u>U.S. Department of Treasury</u>			
Passed through Oregon State Department of Administrative Services			
ARPA - NEU*	2022-2027	21.027	\$ 757,656
Passed through Oregon Community Development Block Program			
CDBG - Housing Rehab	2022-2024	14.228	<u>208,012</u>
Total federal expenditures			<u>\$ 965,668</u>

*Major program

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2024

I. PURPOSE OF SCHEDULE

The schedule of expenditures of federal awards is a supplementary schedule to the City of Monmouth's basic financial statements and is presented for additional analysis. Because the schedule presents only a selected portion of the activities of the City, it is not intended to and does not present the financial position, changes in net position, nor the operating funds' revenues and expenditures.

II. SIGNIFICANT ACCOUNTING POLICIES

A. Basis of Presentation

The information in the schedule of expenditures of federal awards is presented in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

B. Federal Financial Assistance

Pursuant to the Uniform Guidance, federal financial assistance is defined as assistance provided by a federal agency, either directly or indirectly, in the form of grants, contracts, cooperative agreements, loans, loan guarantees, property, interest subsidies, insurance, or direct appropriations. Accordingly, non-monetary federal assistance, including federal surplus property, is included in federal financial assistance and, therefore, is reported on the schedule of expenditures of federal awards, if applicable. Federal financial assistance does not include direct federal cash assistance to individuals. Solicited contracts between the state and federal government for which the federal government procures tangible goods or services are not considered to be federal financial assistance.

C. Indirect Cost Rate

The City has elected to not use the 10 percent de minimis indirect cost rate as allowed under the Uniform Guidance.

D. Major Programs

The Uniform Guidance establishes criteria to be used in defining major federal financial assistance programs. Major programs for the City are those programs selected for testing by the auditor using a risk assessment model, as well as certain minimum expenditure requirements, as outlined in the Uniform Guidance. Programs with similar requirements may be grouped into a cluster for testing purposes. The major program is Assistance Listing Number 21.027, *ARPA – NEU*.

CITY OF MONMOUTH
Polk County, Oregon

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the Year Ended June 30, 2024

II. SIGNIFICANT ACCOUNTING POLICIES (Continued)

E. Reporting Entity

The reporting entity is fully described in the notes to the City's basic financial statements. Additionally, the schedule of expenditures of federal awards includes all federal programs administered by the City for the year ended June 30, 2024.

F. Revenue and Expenditure Recognition

The receipt and expenditure of federal awards are accounted for under the modified accrual basis of accounting.



**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS**

The Honorable Cecelia Koontz, Mayor
and Members of the City Council
City of Monmouth
Monmouth, Oregon 97361

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information of the City of Monmouth as of and for the year ended June 30, 2024, and the related notes to the financial statements, which collectively comprise the City of Monmouth's basic financial statements, and have issued our report thereon dated December 30, 2024.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City of Monmouth's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City of Monmouth's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent misstatements, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit, we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as items 2024-001 and 2024-002 that we consider to be significant deficiencies.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City of Monmouth's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

City of Monmouth's Responses to Findings

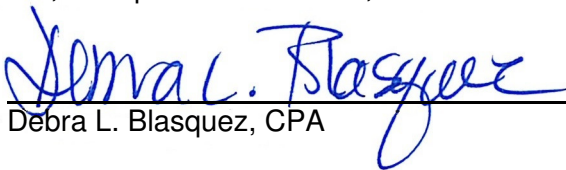
Government Auditing Standards require the auditor to perform limited procedures on the City of Monmouth's responses to the findings identified in our audit and described in the accompanying schedule of findings and questioned costs. The City of Monmouth's responses were not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the responses.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Koontz, Blasquez & Associates, P.C.

By:


Debra L. Blasquez, CPA

Albany, Oregon
December 30, 2024

KOONTZ, BLASQUEZ
ASSOCIATES, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL
PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE IN ACCORDANCE
WITH THE UNIFORM GUIDANCE**

The Honorable Cecelia Koontz, Mayor
and Members of the City Council
City of Monmouth
Monmouth, Oregon 97361

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited the City of Monmouth's compliance with the types of compliance requirements identified as subject to audit in the U.S. Office of Management and Budget (OMB) *Compliance Supplement* that could have a direct and material effect on each of the City's major federal programs for the year ended June 30, 2024. The City's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, the City of Monmouth complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the City of Monmouth and to meet our other ethical responsibilities in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the City of Monmouth's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the compliance requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts and grant agreements applicable to the City of Monmouth's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the City of Monmouth's compliance based on our audit. Reasonable assurance is a high level of assurance, but is not absolute assurance, and therefore, is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the City of Monmouth's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the City of Monmouth's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the City of Monmouth's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances, and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the City of Monmouth's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

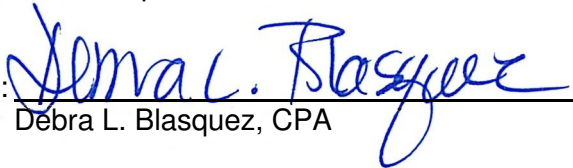
A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent noncompliance or to detect and correct noncompliance with a type of compliance requirement of a federal program on a timely basis. A material weakness in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected on a timely basis. A significant deficiency in internal control over compliance is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit, we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Koontz, Blasquez & Associates, P.C.

By: 
Debra L. Blasquez, CPA

Albany, Oregon
December 30, 2024

CITY OF MONMOUTH
Polk County, Oregon

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended June 30, 2024

SECTION I – SUMMARY OF AUDITOR’S RESULTS

Financial Statements

Type of auditor's opinion issued: Unmodified

Internal control over financial reporting:

- Material weaknesses identified? No
- Significant deficiencies identified not considered to be material weaknesses? Yes
- Noncompliance material to financial statements noted? No

Federal Awards

Internal control over major programs:

- Material weaknesses identified? No
- Significant deficiencies identified not considered to be material weaknesses? No

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? No

Identification of major programs:

<u>Assistance Listing Number</u>	<u>Name of Federal Program or Cluster</u>
21.027	ARPA - NEU

Dollar threshold used to distinguish between Type A and type B programs: \$750,000

Auditee qualified as low-risk auditee? No

SECTION II – FINANCIAL STATEMENT FINDINGS

Finding Number	Finding
2024-001	Grant monitoring and tracking.
Condition:	Timely adjustments to grant receivables and deferred revenue were not posted.
Prevalence:	Entity-wide
Criteria:	Grant activity should be timely tracked and recorded routinely.
Questioned costs:	None
Effect:	Potential misstatement to grant revenues and expenditures.
Recommendations:	While the auditor observed that the process was improved over the previous year, it is recommended that grant activity be tracked and recorded as it occurs.
Management's response:	Management concurs with the finding.

Finding Number	Finding
2024-002	CPA assistance in drafting financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP).
Condition:	Although the City has staff with the ability to understand, review, and take responsibility for the financial statements required to comply with independence standards, the City has chosen to outsource preparation of the financial statements to external experts.
Prevalence:	Entity-wide
Criteria:	In an ideal situation, City staff would draft complete financial statements, including note disclosures, in accordance with GAAP.
Questioned costs:	None
Effect:	CPA assistance in drafting the financial statements does produce a significant deficiency in the District's internal control system.
Recommendations:	Auditor does not recommend any change in the preparation of the financial statements, but does recommend that management and the city council remain diligent in reviewing the financial statements and related note disclosures.
Management's response:	Management concurs with the finding.

SECTION III – CORRECTIVE ACTION

Finding Number	Corrective Action
2024-001	The City of Monmouth will conduct reconciliations at least quarterly during fiscal years to ensure that appropriate and timely adjustments to grant receivables and deferred revenues are posted.
2024-002	The City of Monmouth considers the cost of staffing the financial expertise to correct this deficiency to outweigh the benefit, and has determined that it is more beneficial to continue to outsource these matters to external experts, as staff works toward proficiency in this area.

SECTION IV – PRIOR YEAR FINANCIAL STATEMENT FINDINGS

Finding Number	Finding
2023-001	Grant Tracking Adjustments to grant receivables and deferred revenues were not posted as activity occurred.
2023-002	Preparation of Financial Statements in Accordance with Generally Accepted Accounting Principles (GAAP) The City relies on the auditor to assist in drafting the financial statements to ensure the financial statements and note disclosures contain all the elements required to comply with GAAP.

SECTION V – STATUS OF PRIOR YEAR FINDINGS

Finding Number	Status
2023-001	Repeat finding this year (2024-001)
2023-002	Repeat finding this year (2024-002)



Salem Area Mass Transit District

STIFAC Meeting Minutes

Tuesday, November 18, 2025 at 1:00 p.m.

Attendance

STIFAC Members:

Present:

Chair Jim Row
Fred Evander
Kyle Miller
Marja Byers
Stephen Dobrinich
Steve Anderson

Absent:

Beth Schmidt
Dodie Brockamp
Kimberly Dwyer

Board Liaison

Ramiro Navarro Jr.

Staff:

CPDO Shofi Ull Azum

Meeting Information

1. Call To Order

A. Note of Attendance for a Quorum

Chair Row called the meeting to order at 1:00 p.m.
Attendance was noted.

B. Safety Minute

CPDO Azum presented the safety minute presented the Safety Minute, offering tips to stay safe in the kitchen this holiday season.

C. Announcements | Changes to Agenda

None

2. Public Comment

None

3. Discussion

A. Reappointment Recommendations

Chair Jim Row reviewed the current committee composition, noting two vacancies and six terms expiring in December 2025. Staff conducted outreach to affected members. Based on responses, the committee recommended reappointment of Steve Anderson, Stephen Dobrinich, and Jim Row to two-year terms to maintain staggered membership.

Action

- Motion: I move to recommend the reappointments of Steven Anderson, Stephen Dobrinich, and Jim Row to the STIFAC to serve a two year term.
- Motion by: Member Dobrinich
- Second: Member Miller
- Vote: Aye: Chair Row, Members Evander, Miller, Byers, Dobrinich, and Anderson
Nay: None
- Outcome: Motion passes unanimously 6-0

B. Appointment Recommendations



The committee reviewed a membership application distributed by staff and agreed to recommend appointment.

Action

- Motion: I move to recommend appointment of Michael De Blasi to the STIFAC.
- Motion by: Member Miller
- Second: Member Evander
- Vote: Aye: Chair Row, Members Evander, Miller, Byers, Dobrinich, and Anderson
Nay: None
- Outcome: Motion passes unanimously 6-0

C. Officer Nominations & Recommendations

Chair Row noted that offer term limits had been reached and new nominations were required.

Action

- Motion: I move to recommend the appointment of Jim Row as Vice Chair and Marja Byers as Chair.
- Motion by: Member Miller
- Second: Member Anderson
- Vote: Aye: Chair Row, Members Evander, Miller, Byers, Dobrinich, and Anderson
Nay: None
- Outcome: Motion passes unanimously 6-0

4. Action Items

A. Approval of Minutes

- June 9, 2025 STIFAC Meeting Minutes

Action

- Motion: I move to approve the June 9, 2025 STIFAC Meeting Minutes.
- Motion by: Member Byers
- Second: Member Miller
- Vote: Aye: Chair Row, Members Evander, Miller, Byers, Dobrinich, and Anderson
Nay: None
- Outcome: Motion passes unanimously 6-0

5. Staff Update

Staff summarized key 2026 developments, including ODOT rulemaking on STIF/QE oversight (final action expected January 2026), potential uncertainty around the HB 2025 payroll tax due to a referendum effort, and a planned review of STIF allocation methodology ahead of the next biennium.

Staff also noted Silverton's transit study is underway and may lead to future funding requests. Upcoming service changes in Woodburn and Cherriots were highlighted, and the committee expressed interest in future meetings at STIF-funded locations.

Staff anticipates increased meeting frequency in early 2026 due to pending policy and funding decisions.

6. Adjourn

Chair Row adjourned the meeting at 1:52 p.m.

Respectfully Submitted

Marja Byers, STIFAC Chair

DRAFT