

Salem Area Mass Transit District  
Board of Directors

~ **Statewide Transportation Improvement Fund  
Advisory Committee** ~

Wednesday, October 3, 2018

Courthouse Square – Cherriots Administration Office – Suite 5230  
Mill Creek Conference Room - 555 Court Street NE, Salem, Oregon 97301

**MINUTES**

<b>PRESENT:</b>	Chair Jim Seymour, Vice-Chair Becky Gilliam; Members Jim Row, Sandra Hernandez-Lomeli, Kathy Martin-Willis, Ron Harding, Chris Havel, Glen Morrison (arrived 5:10 p.m.), Tim Rogers (arrived 5:22 p.m.)
<b>Members</b>	
<b>Staff</b>	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Steve Dickey, Director of Transportation Development; Chris French, Senior Planner; Linda Galeazzi, Executive Assistant
<b>Guests</b>	None

- 1. CALL TO ORDER** **5:01 PM**  
Chair Seymour welcomed committee members to the meeting. Introductions were made around the table.

- 2. ANNOUNCEMENTS**  
*Statewide Transportation Improvement Fund Advisory Committee (STIFAC) members received a revised copy of Table 8. Cherriots Local Revenue Hour Increases 100% 2021 to replace the one in their agenda supplement for Agenda Item 6.a on page 9 to review and discuss the proposed Statewide Transportation Improvement Fund (STIF) Plan draft for Marion and Polk Counties. Members also received maps dated January 2, 2018 for the Cherriots Local fixed route service and for Cherriots Regional service; [Herein given as Attachments A-B-C respectively; and by this reference made a part of these Minutes].*

- 3. PUBLIC COMMENTS** - None

- 4.. APPROVAL OF THE STIFAC MINUTES** **5:05 PM**

<b>Motion:</b>	<b>Moved to approve the Amended Minutes for the August 29, 2018 STIFAC Meeting.</b>
<b>Motion by:</b>	<b>Becky Gilliam</b>
<b>Second:</b>	<b>Kathy Martin-Willis</b>

<b>Discussion:</b>	<b>STIFAC member Tim Roger's name was added to the list of members present in the meeting minutes.</b>
<b>Vote:</b>	<b>Motion passed (7) Seymour, Gilliam, Row, Hernandez-Lomeli, Martin-Willis, Harding, and Havel</b>
<b>Late:</b>	<b>Morrison and Rogers (2)</b>

**5. PRESENTATION - None**

**6. DISCUSSION**

**a. Review and Discussion of Proposed Statewide Transportation Improvement Plan for Marion and Polk Counties 5:13 PM**

**Staff Report:** Pages 1-19 of the supplemental agenda; replacement page 9 and maps of Cherriots Local and Regional Service Areas

**Presenter:** Allan Pollock, General Manager  
Chris French, Senior Planner  
Steve Dickey, Director of Transportation Development

Mr. Pollock reviewed the overall timeline and the purpose for tonight's meeting to evaluate the proposed draft of the *STIF Local Plan* ("Plan") that includes the list of projects for the *Public Transportation Service Providers* (PTSP) - Cherriots Local, Cherriots Regional, Woodburn Transit and the City of Silverton's Silver Trolley. He advised the committee to ask questions and request more information for clarification, and provide their suggestions and opinions for improvements to the Plan. He noted that the next STIFAC meeting will be Monday, October 15<sup>th</sup> where committee members will take action to approve the Plan.

Mr. French reviewed the Plan beginning with Tables 1-2 that showed a breakdown of ODOT's expected Tax Revenue Estimates from 2019 to 2021. He explained how that revenue will be divided year-by-year; and then by "*in-district*" and "*out-of-district*" for the first biennium. Mr. French noted that *Salem Area Mass Transit District* ("District" or "Cherriots") is the *Qualified Entity* (QE) for Marion and Polk Counties PTSPs and will oversee the disbursement of the revenue that is passed down from the *Oregon Department of Transportation* (ODOT) in the Spring of 2019. ODOT requires two plans submitted by November 1, 2018 from each QE; one at 100% expected tax revenue, and one at 130% expected tax revenue.

Discussion ensued about the 100% and 130% expected revenue, the meaning of *in-district* and *out-of-district*, and how it affects rural service.

Mr. Harding stated that the QE has a formula to allocate funds for in-district service and-out of district service. Mr. French described the formula used with data for riders' in-district, riders, out-of-district, service miles and hours, etc.

There was discussion about what STIF money will pay for and whether the proposed service routes match the needs assessment criteria; can changes be made to the Plan or will there be outreach to determine what is needed. Mr. Pollock advised that a *comprehensive operations analysis* (COA) is done and identifies where there are unmet needs and gaps. The current Plan is for the biennium from 2019-2021. Public outreach will occur after the holidays about changes to the fares; and the first disbursement of money from the STIF will be in May 2019.

- **Comments:** Gilliam, Harding, Seymour, Morrison, French, Pollock (5:20 PM)

The Committee discussed when the District evaluates service changes; and how the District proceeds with decisions for route changes. Mr. French explained that in the prior outreach, people said they wanted Saturday service, longer evening service and then Sunday and holiday service. The District is currently working on service for September 2019. Typically, the major changes to service occur in September each year with minor changes scheduled in January and May. Evaluation of the service will occur throughout the year for adjustments in 2020. Another COA is scheduled for the year 2021.

Discussion ensued about whether technology enhancements were in the Plan. Mr. Dickey explained that there was a separate grant for technology upgrades. A Request for Proposal (RFP) will go out for bid by the end of the month.

- **Comments:** Gilliam, Rogers, Harding, French, Dickey, Pollock (5:52 PM)

Mr. French described the Cherrits Regional planned service enhancements beginning on page 12 of the staff report that include express routes. There was discussion about regional service being almost counterproductive; that it would be better to add more trips to existing service rather than add coverage. In the future, the Committee will look at the ridership. There needs to be some flexibility in rural areas and more public outreach will help to determine the needs.

- **Comments:** Harding, Gilliam, French, Pollock (6:06 PM)

Mr. French reviewed the proposed changes in fares on pages 16-17 of the supplemental agenda. Proposed Cherrits Local fares for youth ages 6-18 were lowered; the Cherrits Regional day pass and monthly pass were discontinued. The proposed one-ride fares for Cherrits Route 1X (SMART) and Cherrits Universal monthly pass were lowered.

Discussion ensued about an earlier presentation to the STIFAC to provide free youth fare versus the current proposal for a lower fare rate. One member expressed a desire to have a free fare for youth. Mr. Pollock spoke about the proposed fare review and

discussion by the Board of Directors at their April 9, 2018 work session (see pages 45-56 of the work session agenda) after an analysis was conducted of the proposed fare changes and service enhancements. He said to have a free youth fare would be a revenue loss for the District and STIF money would have to be used to offset that cost. Board members wanted to provide as much service as possible. They considered that everyone using transit should help pay for a fare.

There was further discussion about the demographics that are provided for free fares, and the qualifications used to determine those that qualify for a reduced fare. Mr. Dickey spoke about the District's qualifications for reduced fare for individuals with disabilities, senior citizens and youth.

The Committee had questions about whether agencies in the area provide youth fares or passes to the individuals they serve, and about the transportation services provided to students by the school district. How would the District verify income? What would a fare free youth program do to school provided transportation. Does the District coordinate with the school district for bus passes? Are there state agencies that provide passes through their programs? How many people are there in the lower income categories that qualify for state services but choose not to use the programs? How critical is the need.

Mr. Pollock advised that the Committee will receive data to review for further clarification at the October 15<sup>th</sup> meeting.

- **Comments:** Hernandez-Lomeli, Harding, Seymour, Row, Gilliam, Rogers, Martin-Willis, Morrison, French, Dickey, Pollock (6:30 PM)

Mr. Row presented the Woodburn Transit projects submitted in the STIF Plan from pages 17-18 of the supplemental agenda.

Mr. French reported on the City of Silverton's project list for the Silver Trolley on page 18 of the supplemental agenda. The District is working with the City to refine their Plan.

Committee members will receive more information about the Silver Trolley plan. A Silverton representative will be invited to the next meeting.

- **Comments:** Row, Harding, Seymour, Havel, French, Pollock

**Direction:** Staff will provide the STIFAC with the 2017 Needs Assessment Report. The committee will evaluate how rates and fares are affected, clarify the impact on the youth fare and low income fares; review what gaps

**in service remain with the proposed service changes. The tables provided in the staff report will be cleaned up.**

- [https://www.cherriots.org/media/doc/2017\\_Needs\\_Assessment\\_Report.pdf](https://www.cherriots.org/media/doc/2017_Needs_Assessment_Report.pdf)

**7. ACTION ITEMS - None**

**8. INFORMATION ITEMS**

STIFAC members received a copy of the Board-adopted STIFAC Bylaws and an updated version of the STIFAC Representation Chart that they reviewed at their August 29, 2018 meeting.

Concern was expressed about the meaning of the second paragraph on the first page under DEFINITIONS that states "Pursuant to OAR 732-040-0030(4)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to make a determination as to the areas of Marion and Polk counties in which there exist high percentages of low-income households, and to publish said determination in its Committee minutes and printed public materials." Mr. Seymour stated that the committee would rely on information that was provided by the District as part of their 2017 Needs Assessment.


**9. ADJOURNMENT**

The meeting was adjourned at 6:57 p.m.


**Table 8. Cherriots Local Revenue Hour Increases 100% 2021**

Route	Sat Revenue Hour	Sun Revenue Hour	Extended Eve Revenue Hour	Holiday Revenue Hour
2	1634	608	416	68
3	663	573	416	64
4	658	491	407	55
5	1471	568	407	62
6	1248	N/A	N/A	N/A
7	932	636	351	68
8	1265	1072	467	114
9	877	656	N/A	70
11	3366	2421	993	255
12	N/A	N/A	N/A	N/A
13	641	N/A	333	N/A
14	N/A	N/A	N/A	N/A
16	544	N/A	N/A	N/A
17	1242	430	314	51
18	1366	N/A	730	N/A
19	1634	631	407	70
21	1569	618	444	69
22	N/A	N/A	N/A	N/A
23	N/A	N/A	N/A	N/A
26	N/A	N/A	N/A	N/A
27	N/A	N/A	N/A	N/A
<b>Local Totals</b>	<b>19110</b>	<b>8704</b>	<b>5685</b>	<b>1014</b>


**Frequent Service**

 Buses run every 15 minutes on average during most of the day. Buses run every 30 minutes after 7 p.m.

**Standard Service**

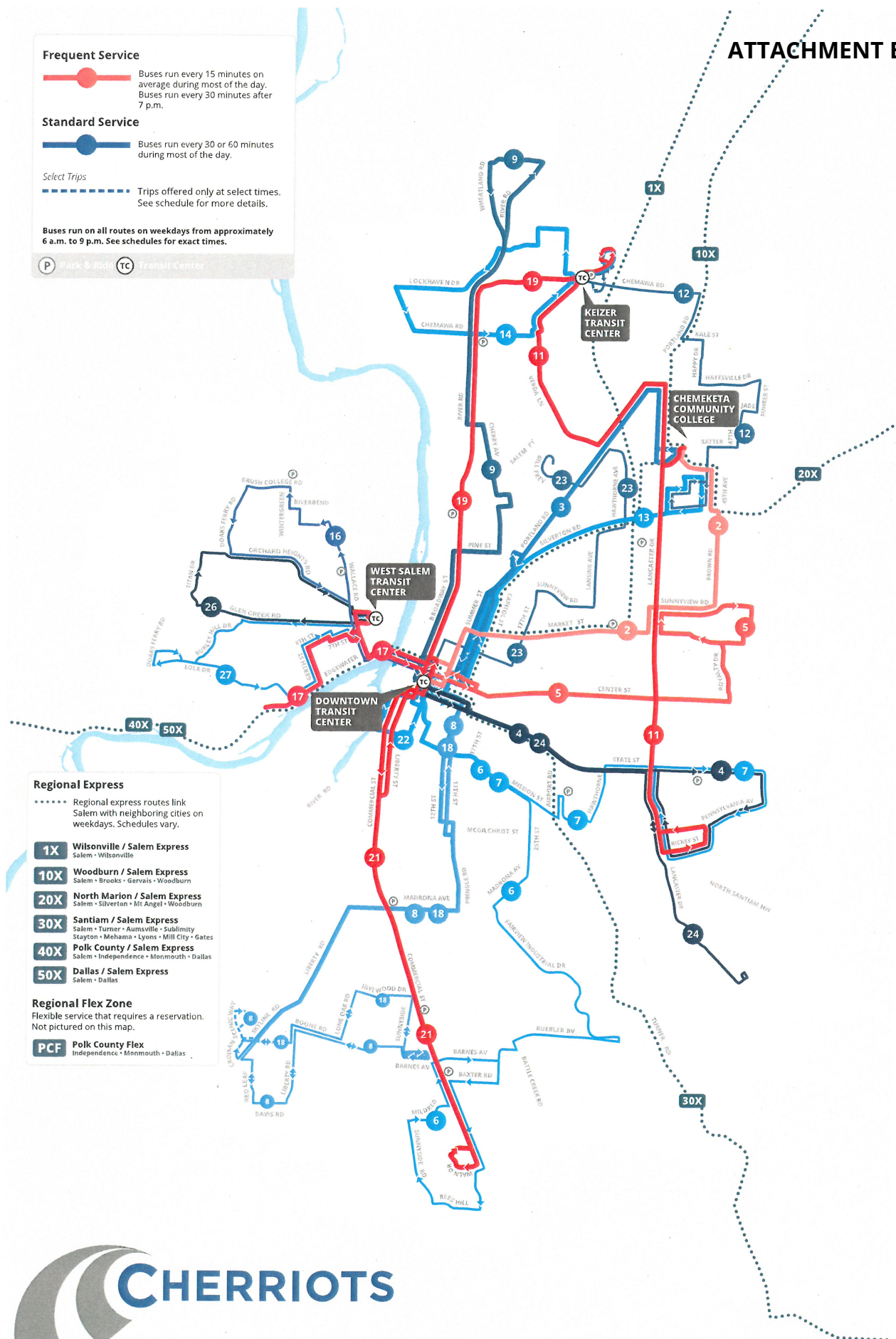
 Buses run every 30 or 60 minutes during most of the day.

**Select Trips**


 Trips offered only at select times. See schedule for more details.

Buses run on all routes on weekdays from approximately 6 a.m. to 9 p.m. See schedules for exact times.

 Park & Ride  Transit Center



**Regional Express**

 Regional express routes link Salem with neighboring cities on weekdays. Schedules vary.

**1X** Wilsonville / Salem Express  
Salem - Wilsonville

**10X** Woodburn / Salem Express  
Salem - Brocks - Gervais - Woodburn

**20X** North Marion / Salem Express  
Salem - Silverton - Mt Angel - Woodburn

**30X** Santiam / Salem Express  
Salem - Turner - Aumsville - Sublimity - Stayton - Mehama - Lyons - Mill City - Gates

**40X** Polk County / Salem Express  
Salem - Independence - Monmouth - Dallas

**50X** Dallas / Salem Express  
Salem - Dallas

**Regional Flex Zone**

Flexible service that requires a reservation. Not pictured on this map.

**PCF** Polk County Flex  
Independence - Monmouth - Dallas



Effective:  
January 2, 2018

