

Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**

Thursday, December 14, 2023 at 5:30 PM

*This meeting is open to the public, please see page 2 for available formats.*

**AGENDA**

<b>I. CALL TO ORDER</b>	
<b>A. Note the Attendance for a Quorum</b>	
<b>B. Safety Moment</b>	
<b>II. ANNOUNCEMENTS AND CHANGES TO AGENDA</b>	
<b>III. PRESENTATION(S)</b>	
<b>A. <u>GFOA Presentation</u> .....</b>	<b>4</b>
<b>IV. PUBLIC COMMENT *</b>	
<b>V. CONSENT CALENDAR **</b>	
<b>A. Approval of Minutes</b>	
1. <u>October 21, 2023 Board of Directors Retreat</u> .....	9
2. <u>October 26, 2023 Board of Directors Meeting</u> .....	11
3. <u>November 9, 2023 Board of Directors Work Session</u> .....	15
 <b>B. Routine Business Items</b>	
1. <u>Approve Community Advisory Committee (CAC) Member Appointments</u> .....	17
2. <u>Approve CAC Chair and Vice-Chair Appointments</u> .....	27
3. <u>Approve Statewide Transportation Improvement Fund Advisory (STIFAC) Committee Appointments</u> .....	28
4. <u>Approve STIFAC Chair and Vice-Chair Appointments</u> .....	49
5. <u>Approve the Public Transportation Agency Safety Plan (PTASP)</u> .....	51
6. <u>FY2024 Quarter 1 (FY24 Q1) Reportable Assault Data</u> .....	95
<b>VI. ITEMS DEFERRED FROM THE CONSENT CALENDAR</b>	
<b>VII. ACTION ITEMS</b>	
<b>A. <u>Award of Contract for Camera Replacement</u> .....</b>	<b>98</b>
<b>B. <u>Award of Contract for Purchase of Paratransit Buses</u> .....</b>	<b>100</b>

**VIII. INFORMATIONAL REPORTS**

A. FY24 Q1 Strategic Plan Report ..... 102  
B. Service Change Briefing for January 2024 ..... 110  
C. FY24 Q1 Performance Report ..... 112  
D. FY24 Q1 Finance Report ..... 142

**IX. GENERAL MANAGER'S REPORT**

X. **BOARD OF DIRECTOR'S REPORT** \*\*\* ..... 148  
A. New Board Committee Assignments ..... 150

**XI. ADJOURNMENT**

**Next Board Work Session Date: Thursday, January 11, 2024**  
**Next Regular Board Meeting Date: Thursday, January 25, 2024**

**Available meeting formats:**

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 161 201 7035 | Passcode: 512136  
Go to: <https://cherriots-org.zoomgov.com/j/1612017035?pwd=L2g4UDIVMFV0eklVd2hvTFpsRWhhZz09>
- Comcast Channel 21
- Live Stream: <https://www.capitalcommunitymedia.org/all>
- One Tap Mobile: +16692545252,,1612017035#,,,,\*512136# US
- Landline Phone: +1 669 254 5252 US

**\*Public Comment:** Designated time for community members to testify before the board on any items of Board business, being limited to three minutes. Public Comments are accepted in writing, by email, in person, or by ZoomGov (Written testimony will be submitted and entered in to the record if it is received by 5:00 P.M. on the day of the meeting).

Email: [Board@cherriots.org](mailto:Board@cherriots.org)

Mail: Attn: Cherriots Board, 555 Court St. NE, Suite 5230, Salem, OR 97301

**\*\*Consent Calendar:** Items are considered routine and are adopted as a group by a single motion, unless a Board member requests to withdraw an item. Action on items pulled for discussion will be deferred until after adoption of the Consent Calendar.

**\*\*\* Board of Director Report:** Time for Board members to report on transit-related issues through committee and meeting participation, citizen communications, or special projects they are participating in as representatives of the District.

**Virtual Meetings:** The Board of Directors meeting is a public meeting; in a place that is ADA- accessible. Board meetings will also be available via ZoomGov. The meeting I.D. and passcode are below the agenda.

**Closed Captioning (CC):** ZoomGov's live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.

**Alternate Formats:** This is a public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats for individuals with limited English proficiency are available. Requests can be made to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

**Electronic Copies** of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at: <https://www.cherriots.org/meetings/>.

**Email Distribution List:** To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org).

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**Reuniones Virtuales:** La reunión de la Junta Directiva es una reunión pública; en un lugar accesible según la ADA. Las reuniones de la junta también estarán disponibles a través de ZoomGov. La reunión I.D. y el código de acceso están debajo de la agenda.

**Subtítulos (CC):** la plataforma de transmisión en vivo de ZoomGov incluye subtítulos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre traduce con precisión.

**Formatos alternativos:** esta es una reunión pública en un lugar accesible según la ADA. Con 48 horas de anticipación, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

**Las copias electrónicas** del paquete de la agenda de la reunión de la Junta se distribuyen por correo electrónico 6-7 días antes de la reunión. El paquete de agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.

**Lista de distribución de correo electrónico:** Para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org).



# BOARD MEETING MEMO

Agenda Item No. III.A

**To:** Board of Directors  
**From:** Denise LaRue, Chief Financial Officer  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** Certificate of Achievement for Excellence in Financial Reporting – FY22

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## ISSUE

Shall Salem Area Mass Transit District be recognized by the Government Finance Officers Association of the United States and Canada (GFOA) for its Annual Comprehensive Financial Report (ACFR)?

## BACKGROUND AND FINDINGS

The ACFR was established by the GFOA in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles (GAAP) to prepare annual comprehensive financial reports that exhibit the spirit of transparency and full disclosure, and then to recognize individual governments that succeed in achieving that goal.

ACFR shows the total of all financial accounting, provides a comparison of annual budget and actual, and gives a detailed showing of investment accounts by category reflecting balances over previous years. Various levels of government – federal, state, local and municipal – each began producing an ACFR to catalog an accurate picture of institutional funds, enterprise or financial holdings, assets and total investment incomes for those government and nongovernmental entities using the report. By the 1970s, the ACFR had become the nationwide paradigm for local government accounting.

The ACFR is submitted to the GFOA for review each year, and upon review, the GFOA awards its Certificate of Achievement Award for Excellence in Financial Reporting to those governments that comply with the ACFR accounting standards of preparation.

On October 16, 2023, the District received notification (Attachment A) from the GFOA that their ACFR for fiscal year ending June 30, 2022, qualified for a Certificate of Achievement for Excellence in Financial Reporting. This is the 11<sup>th</sup> consecutive year that the District has received this recognition. In order to be awarded a Certificate of Achievement (Attachment B), a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

### **FINANCIAL IMPACT**

None.

### **RECOMMENDATION**

For Information Only.

### **PROPOSED MOTION**

**None**



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

10/16/2023

Denise LaRue  
Director of Finance/Chief Financial Officer  
Salem Area Mass Transit, Oregon

Dear Denise:

Congratulations!

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended June 30, 2022 has met the requirements to be awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting. The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (Certificate Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations, again, for having satisfied the high standards of the program.

Your electronic award packet contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Certificate of Achievement Program policy requires that written responses to these comments and suggestions for improvement be included with your 2023 fiscal year end submission. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.
- **Certificate of Achievement.** A Certificate of Achievement is valid for a period of one year. A current holder of a Certificate of Achievement may reproduce the Certificate in its immediately subsequent annual comprehensive financial report. Please refer to the instructions for reproducing your Certificate in your next report.
- **Award of Financial Reporting Achievement.** When GFOA awards a government the Certificate of Achievement for Excellence in Financial Reporting, we also present an Award of Financial Reporting Achievement (AFRA) to the department identified in the application as primarily responsible for achievement of the Certificate.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Certificate ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion). Plaques and medallions will be mailed separately.

As an award-winning government, we would like to invite one or more appropriate members of the team that put together your annual comprehensive financial report to apply to join the Special Review Committee. As members of the Special Review Committee, peer reviewers get exposure to a variety of reports from around the country; gain insight into how to improve their own reports; achieve professional recognition; and provide valuable input that helps other local governments improve their reports. Please see our website for [eligibility requirements](#) and [information on completing an application](#).

Thank you for participating in and supporting the Certificate of Achievement Program. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services



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, 2022

*Christopher P. Morill*

Executive Director/CEO



Salem Area Mass Transit District  
**Board of Directors Retreat Minutes**

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301  
**October 21, 2023**

**Attendees:**

Board: President Maria Hinojos Pressey, Directors Joaquín Lara Midkiff, Ramiro Navarro Jr., Sadie Carney, Ian Davidson, Sara Duncan and Bill Holmstrom

Staff: General Manager Allan Pollock, Deputy General Manager David Trimble, CTO Baofeng Dong, CFO Denise LaRue, CHRO Jaél Rose, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, Strategic Initiatives Administrator Bobbi Kidd, Transit Planner II Jeremy Jorstad, Transit Planner I Jolynn Franke, Commuter Options Coordinator Kiki Dohman, Capital and Project Control Manager Melissa Kidd, Transit Planner II Ted Stonecliffe, and Executive Assistant Kirra Pressey.

**I. WELCOME REMARKS**

President Hinojos Pressey provided welcome remarks asking the Board to bring their Big Ideas today.

GM Pollock provided the Safety Moment, discussing the appropriate exits in the case of an emergency and identified a rally point of the West Salem Transit Center. Additionally he discussed the Districts Vision of delivering valued mobility options that inspire community pride, encouraging the Board to think big today. In September 2026, the District will implement the first phase of the new Service Enhancement Plan; this retreat is a catalyst moment where the vision and ideas of what the next few years look like is set. GM Pollock discussed another catalyst moment that has brought the District to where it is now when House Bill 1536 was passed establishing the new governing Board, and giving us access to a new funding source.

**II. ICE BREAKER**

CCO Feeny introduced the ice breaker in which the District Staff in attendance and the Board of Directors participated.

**III. FY 2027 SERVICE ENHANCEMENT DISCUSSION**

A. Overview of Preliminary Actions and Draft Timeline

- *Service Plan Development*

GM Pollock discussed the Service Plan Development noting it is the key, everything will revolve around this. This development will incorporate findings from guiding documents that have already been produced such as Long Range Transit Plan (LRTP),

along with Community and Customer Surveys. While this discussion will revolve around service offered within the Urban Growth Boundary, it is imperative to keep Regional service in mind in an effort to make our services seamless to our customers.

- *Financial / Human Resources*  
GM Pollock discussed the need to coordinate with the Department of Revenue on the process and implementation timeline. Following discussions today, the District will begin costing out the service and capital plan along with identifying staffing needs.
- *Communications*  
GM Pollock discussed the possibility of employing a communications firm to assist in developing a plan and messaging. He also explained the need to engage other businesses and stakeholders, posing the question of how the District will engage and when?
- *Legal Considerations*  
GM Pollock explained the process for Ordinance approval and adoption. Legal counsel along with CFM has been engaged and believes we can establish a rate anywhere on the spectrum.
- Lastly, the Service Plan Implementation Timeline (Draft Version 1) was presented and discussed by GM Pollock.

#### B. Introductions to Service Enhancement Opportunities

CPDO Azum provided a brief summary of the current service offered. He also discussed some of the documents used to develop enhancement options such as the LRTP, Needs Assessment, Core Network Policy, Surveys, Industry Research and Benchmarking. He discussed existing service level improvements such as operating on both weekdays and weekends with increased frequency along with an extension of service hours. CPDO Azum discussed future service expansion highlighting what matters most to the customer and the community.

#### C. Service Enhancement Brainstorming Exercise

Board Members completed brainstorming exercises during which Transit Planner I Franke provided a brief introduction to the Remix tool, allowing Directors to visualize current routes and potential changes.

### IV. **INTRODUCTION TO BATTERY ELECTRIC BUS**

Members of the Executive Leadership Team and the Board of Directors were introduced to the Battery Electric Bus.

### V. **ADJOURN**

President Hinojos Pressey adjourned the retreat at 1:00 PM



Salem Area Mass Transit District  
**Board of Directors Meeting**  
**October 26, 2023**

**Index of Board Actions**

<b><u>Action</u></b>	<b><u>Page</u></b>
Approve the Consent Calendar .....	3
<b>A. Approval of Minutes</b>	
1. <u>September 28, 2023 Board of Directors Meeting</u>	
2. <u>October 12, 2023 Board of Directors Work Session</u>	
<b>B. Routine Business Items</b>	
3. <u>Approval of FY2025 Budget Calendar</u>	
4. <u>Approve Reappointment of Budget Committee Members</u>	
Award Bus Stop AIP Group 5 Construction Contract .....	3

Salem Area Mass Transit District  
**Board of Directors Meeting Minutes**

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301

**October 26, 2023**

Full Video of Board Meeting can be accessed at: [https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71iiYD\\_YiUu7ABEx92](https://www.youtube.com/playlist?list=PLSUQ1gg6M78XRjv71iiYD_YiUu7ABEx92)

**Attendees:**

Board: President Maria Hinojos Pressey, Directors Joaquín Lara Midkiff, Ramiro Navarro Jr. (Virtual), Ian Davidson, Sara Duncan, and Bill Holmstrom (Virtual). Absent: Director Sadie Carney

Staff: General Manager Allan Pollock, CTO Baofeng Dong, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, Service Planning Manager Chris French, Contract/Procurement Manager Dan Knauss (Virtual), and Executive Assistant Kirra Pressey.

Guest: Legal Counsel Sara Sayles (Virtual)

**I. CALL TO ORDER**

- A.** President Hinojos Pressey called the meeting to order at 5:30 p.m. Attendance was noted, indicating Director Carney was absent, while Directors Navarro and Holmstrom were attending virtually.
- B.** GM Allan Pollock provided the safety moment with a focus on the end of Daylight Savings time on November 5<sup>th</sup>, indicating it will become darker earlier. He provided three recommendations to keep safe: drive with additional caution, be a safer pedestrian or cyclist, and pay attention to your sleep cycle.

**II. ANNOUNCEMENTS | CHANGES TO THE AGENDA - None**

**III. PRESENTATION(S) - None**

**IV. PUBLIC COMMENT**

The Board received written public comments from Adrien Lockhart and Mike Robinson for their review and considerations. President Hinojos Pressey asked that GM Pollock investigate these comments and provide a response to the Board.

**V. CONSENT CALENDAR**

Presenter: President Hinojos Pressey

Staff Report: Pg. 4-16

**A. Approval of Minutes**

1. September 28, 2023 Board of Directors Meeting
2. October 12, 2023 Board of Directors Work Session

**B. Routine Business Items**

1. Approve FY2025 Budget Calendar
2. Approve Reappointment of Budget Committee Members

Motion:	<b>Approve the Consent Calendar</b>
Motion By:	<b>Director Ian Davidson</b>
Second:	<b>Director Sara Duncan</b>
Vote:	<b>Motion Passed Unanimously</b>

**VI. ITEMS DEFERRED FROM THE CONSENT CALENDAR – None**

**VII. ACTION ITEMS**

**A. Award Bus Stop AIP Group 5 Construction Contract**

Presenter: Service Planning Manager Chris French

Staff Report: Pg. 17-23

Service Planning Manager Chris French discussed the ongoing bus stop improvement project, indicating four previous groups have been completed. Group five includes sixteen bus stops and will include both ADA and accessibility improvements. Chris French was able to provide clarity and address all questions presented by the Board.

Motion:	<b>I move that the Board approve a project budget of \$183,999, which includes a 15% contingency, and direct the General Manager to enter into a contract with R&amp;R Construction for the construction of Bus Stop Improvement Project Group 5.</b>
Motion By:	<b>Director Joaquín Lara Midkiff</b>
Second:	<b>Director Sara Duncan</b>
Vote:	<b>Motion Passed Unanimously</b>

**VIII. INFORMATIONAL REPORTS**

**A. FY2023 Annual Performance Report**

Presenter: Service Planning Manager Chris French

Staff Report: 24-48

Service Planning Manager Chris French presented the FY2023 Annual Performance Report, providing a thorough look at monthly achievements throughout the year. He noted the District is up 34.6% for total boardings across the system. He also discussed

service changes that have taken place and indicated we had no reductions or eliminations for FY23. Lastly, he discussed ridership trends, observing that total boardings has surpassed FY2020.

**IX. GENERAL MANAGER'S REPORT**

GM Pollock provided the General Manager's Report, discussing the current community value survey taking place along with the upcoming customer satisfaction survey.

**X. BOARD OF DIRECTORS REPORT**

President Hinojos Pressey and Directors provided reports on committees and activities in which they represent SAMTD.

**XI. ADJOURN**

President Hinojos Pressey adjourned the meeting at 6:29 p.m.

**Respectfully Submitted**

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**Maria Hinojos Pressey, Board President**



Salem Area Mass Transit District  
**Board of Directors Work Session Minutes**

Senator Hearing Room: 555 Court St. NE, Salem, Oregon 97301  
**November 9, 2023**

**Attendees:**

Board: President Maria Hinojos Pressey, Directors Joaquín Lara Midkiff (Virtual), Ramiro Navarro Jr., Sadie Carney, Ian Davidson, Sara Duncan (Virtual) and Bill Holmstrom (Virtual).

Staff: General Manager Allan Pollock (Virtual), Deputy General Manager David Trimble, CFO Denise LaRue, CHRO Jaél Rose, CCO Patricia Feeny, CPDO Shofi Ull Azum, COO Tom Dietz, Service Planning Manager Chris French, Transit Planner II Ted Stonecliffe, and Executive Assistant Kirra Pressey.

**I. CALL TO ORDER**

President Maria Hinojos Pressey called the work session to order at 5:31 PM  
Attendance was noted.

**A. Safety Moment**

GM Pollock provided the Safety Moment by supplying several driving tips to remain safe taking into account the recent time change.

**B. Announcements – None**

**II. PRESENTATION(S) | DISCUSSION(S)**

**A. Regional Transit Discussion**

Presenter: Service Planning Manager Chris French

Staff Report: Pg. 3-8

Service Planning Manager French provided a brief history of the Districts Regional Service. He discussed connecting services, trips per day and FY23 boarding numbers for each route. He also discussed the funding sources relied upon. Service Planning Manager French and Transit Planner II Stonecliffe addressed all questions presented by the Board.

**III. GENERAL MANAGER COMMENTS**

**A. Upcoming Board Agenda Items**

**B. Board Calendar Review**

Presenter: GM Pollock

Staff Report: Pg. 9-10

GM Pollock discussed upcoming Board agenda items, noting there might be an Executive Session on December 14<sup>th</sup> prior to the Board Meeting.

**IV. WORK SESSION ADJOURNED**

President Maria Hinojos Pressey Adjourned the work session at 6:34 PM.



# BOARD MEETING MEMO

Agenda Item V.B.1

**To:** Board of Directors  
**From:** Kirra Pressey, Executive Assistant/Clerk of the Board  
Tom Dietz, Chief Operations Officer  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** Community Advisory Committee (CAC) Member Reappointment and Appointment

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## ISSUE

Shall the Board appoint the following community members to the CAC?

- David Levy to the Position Member-at-Large #1
- Ronald Rubel to the Position Member-at-Large #2

Shall the Board re-appoint the following committee members to the CAC within their same positions?:

- Joe Tilman (Position #5)
- Lucinda Edwards (Position At-Large Member #11)

## BACKGROUND AND FINDINGS

In accordance with the Community Advisory Committee (CAC) Bylaws in Article 2 under *Section 1. Appointment and Membership*, members of the Committee are appointed by the Board, and serve at the pleasure of the Board. Based on the discretion of the Board, the Committee shall have no more than eleven (11) voting members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term. The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

As stated in Article II, Section 6, when a vacancy occurs, the Salem Area Mass Transit District (SAMTD) Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment,

from a call for applications for the position, or in any other manner determined by the Board of Directors.

To be qualified to serve as a member of the Committee according to *Section 2. Qualification*, the person must live and/or work in the SAMTD service area, representative of a cross-section of the Salem/Keizer community, and as much as possible be a person who meets one of the following qualifications:

- Paratransit User
- Recreational/Bike/Pedestrian Advocate
- Social Services Agency Representative
- Medical Community/Care Provider
- Chambers of Commerce/Business Economic Development Organization
- Major Employer (over 100 Employees)
- School District Representative/Educational Community
- Ethnic Community Member
- At-large Member
- Youth Leader (High School Student, one year term with “school year term” option)

Voting members appointed to the Committee must live and/or work within the District’s service area. A term is two-years commencing on January 1 and ending December 31.

David Levy previously served on a Public Transportation Advisory Board for three years. He also served as General Manager for Paratransit Services in Anchorage, Alaska. Mr. Levy has a background in not only transportation but providing it to low income seniors and individuals with disabilities. He moved to Salem in February 2022 and is the current Vice-Chair of the Salem Library Advisory Board. Mr. Levy’s Application can be found as [Attachment A](#).

Ron Rubel is an active member of the community who currently serves as a Board Member of South Salem Association of Neighbors (SCAN), Salem Art Association, SAA Foundation, Friends of Center 50+, and the Board President for Center 50+ Advisory Commission. His active role in the community will provide valuable community connections. Mr. Rubel’s Application can be found as [Attachment B](#).

## **FINANCIAL IMPACT**

None

### **RECOMMENDATION**

The Community Advisory Committee recommends, based on their meeting held virtually on Friday, November 3, 2023, that the Board appoint new members, David Levy and Ronald Rubel with a term from January 1, 2024 – December 31, 2025; and re-appoint current members Joe Tilman and Lucinda Edwards (*terms noted on Attachment C*) to the Community Advisory Committee.

### **PROPOSED MOTION**

**I move that the Board appoint new members, David Levy and Ronald Rubel, and re-appoint Joe Tilman and Lucinda Edwards to the Community Advisory Committee with terms to commence on January 1, 2024.**



Community Advisory Committee (CAC) Application

Please return completed, signed application by mail or email to the address below

Salem Area Mass Transit District Attn. Executive Assistant Crisandra Williams

555 Court St. NE Suite 5230, Salem, Oregon 97301 | crisandra.williams@cherriots.org | (503) 588-2424

Personal Information

Full Name: David Morris Levy Phone: [Redacted]

Address: [Redacted] Salem Oregon 97306

Email: [Redacted] In what languages are you fluent? English

Can you regularly attend CAC meetings on the third Tuesday of every other month? (February, April, June, August, October, and December) Yes No

Areas of Interest or Group Perspectives You Would Bring to the CAC

Check all that apply:

- Seniors / Elders, Persons with Disabilities, Medical Community, Social Service Agency, Various Associations, Students, Rural Community, Minority Populations, Business and Economic Development, Unincorporated Areas, Sustainability / Environment, Bicycle Organizations

Service user of the following:

- Cherriots Trip Choice, Cherriots Service, Cherriots Regional, Cherriots LIFT, Cherriots Shop and Ride

Describe the top three public transportation issues of concern and importance to you and the role of the CAC in addressing those issues.

- 1) Meeting the public transit needs of residents who live in rural parts of Marion County. 2) Meeting the public transit needs of users of library service at the main branch as well as the West Salem branch. 3) Increased hours (every 1/2 hour) and availability of cherriots service in South Salem. 4) I believe that the CAC can be a important advisor and advocy to Cherriots and the Salem/Marion County community in meeting local public transportation needs.

List the interest groups with whom you are affiliated and explain how your membership on the CAC would improve communication and add value to these groups.

I am vice chair of the Salem Library Advisory Board and i believe that my relationship with the LAB board would improve communication between the two boards as well as help to identify the public transit needs of library users.

Please explain how your background including employment, education and experience qualifies you for membership on the CAC. You may attach a brief bio or resume. Links to personal web pages or blogs you want considered are also welcome.

My wife and I moved from Anchorage Alaska to Salem, Oregon in February 2022. While I lived in Alaska, I served as a member of the Public Transportation Advisory board in Anchorage, Alaska for three years. I was the executive director for the Alaska Mobility Coalition (AMC). The AMC was a statewide advocacy and education organization for public and community transportation in Alaska. I served as General Manager for Paratransit Services in Anchorage, which provided accessible transportation to low income seniors and people with disabilities to go to work, school or medical appointments. I am currently working remotely for State of Rhode Island Department of Health as a Project Manager. I have a Masters degree from the University of Colorado - Denver in Public Administration.

By submitting my application, I affirm the facts and statements contained herein are true and complete.

David Levy Signature

10/6/23

Date:

3  
CITIZENS ADVISORY COMMITTEE 2021 APPLICATION

Name:	<i>RONALD G. RUBEL</i>
Home Address:	[REDACTED]
City:	<i>SALEM</i>
Zip:	<i>97302</i>
Personal Phone:	[REDACTED]
Personal Email:	[REDACTED]

Do you live, work, volunteer, or attend school in the Cherriots service area?  Yes  No

Occupation (former if retired):	<i>Retired Business services consultant and retired real estate principal broker</i>
Employer (if applicable):	<i>(retired)</i>
Work Telephone:	<i>n/a</i>
Work/Student Email:	<i>n/a</i>
School (if student):	<i>n/a</i>
Area of Study (if student):	<i>n/a</i>

In what languages are you fluent? *ENGLISH*

Indicate the areas of interest or group perspectives you bring to CAC (check all that apply):

<input type="checkbox"/>	Seniors/Elders	Service user of the following:
<input checked="" type="checkbox"/>	Persons with Disabilities	Cherriots Trip Choice
<input type="checkbox"/>	Medical Community	Cherriots Service
<input checked="" type="checkbox"/>	Social Service Agency	Cherriots Regional
<input checked="" type="checkbox"/>	Various associations	Cherriots LIFT
<input type="checkbox"/>	Students	Cherriots Shop and Ride

	Rural Community		
✓	Minority populations		
✓	Business and Economic Development		
	Unincorporated areas		
	Sustainability/Environment		
	Bicycle Organizations		

Can you regularly attend quarterly CAC meetings on the third Tuesday of the months of February, April, June, August, October, and December, at 5:30 p.m.?  Yes  No

Please answer the following in the space provided:

1. Describe the top three public transportation issues of concern and importance to you and the role of a CAC in addressing those issues.

- a. *Accessibility to seniors*
- b. *Safety of public transportation users*
- c. *Planning for future modes of fleet vehicles*

2. List the interest groups with whom you are affiliated and explain how your membership on the CAC would improve communication and add value to these groups.

- a. *Rotary Club of Salem - past corporate Secretary and current member of 3 committees*
- b. *SCAN (South Salem Association of Neighbors) - Past President/current*
- c. *Salem Art Association - Board Member* *Board Member*
- d. *SAA Foundation - Board Member*
- e. *Center 50+ Advisory Commission - President*
- f. *Friends of Center 50+ - Board Member*

*I will be able to cross communicate with these entities and assist in establishing working partnerships (if so desired)*

3. Please explain how your background or experience qualifies you for membership on the CAC. You may attach a brief bio or resume. Links to personal web pages or blogs you want considered are also welcomed.

*Attached.*

Applicant's Signature  Date: 3/7/23

Please mail or email this application in PDF format to:  
Cherriots  
ATTN: Kathy Martens  
Citizens Advisory Committee  
555 Court Street NE, Suite 5230, Salem, OR 97301  
cac@cherriots.org

Or bring in person to:  
Cherriots  
555 Court Street NE, Suite 5230  
Salem, Oregon 97301  
(503) 588-2424



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**RACE/ETHNIC STATUS**

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- TWO OR MORE RACES**  
(Not Hispanic or Latino): A person who identifies with two or more race/ethnic categories named above.

**PLEASE RETURN YOUR APPLICATION TO:**

Salem Area Mass Transit District  
Attn: General Manager's Office  
555 Court St NE, Suite 5230  
Salem OR 97301

**Phone:** (503) 588-2424  
**Email:** [Board@cherriots.org](mailto:Board@cherriots.org)  
**Website:** [cherriots.org/](http://cherriots.org/)

My educational background includes a bachelor's degree in economics and a Master of Business Administration (MBA). Later, I also earned certifications as a Certified Production and Inventory Manager (CPIM), Paralegal and Notary Public.

I spent 6 years as US Army officer. I achieved qualification as an Army Ranger and Airborne parachutist. I am a Viet Nam veteran. My first experience in managing fleet operations was military. I was the commanding officer of a Mechanized Infantry Company, supervising more than 170 soldiers and 21 tracked and wheeled vehicles.

Following military service, I joined The Coca-Cola Company. My assignments began as an Operations Analyst. I visited company-owned plants around the country improving their in-plant product handling and transportation. In one such effort, I worked out a transportation method that enabled the Seattle operation to increase hauling capacity by 12-50% (depending on vehicle).

This was such a radical upgrade that the company moved me from Atlanta to Bellevue, WA to become the Fleet Manager there. In addition to daily operations, it was my responsibility to make my plan happen. This change allowed for facility changes which consolidated production into Bellevue. IT relied on transporting product north to the Canadian border and south to Albany, OR. My engineering of new tractor and trailer innovations elevated the company's Bellevue fleet to become the #3 fleet in tonnage hauled in Washington.

Following 3.5 years of managing that fleet and successfully implementing the innovations, the company moved our family to Salem. I became regional manager for 6 distribution sites, from Albany to Longview, WA.

Later, when the company sought to move our family once again, I left Coca-Cola, wanting to keep our family in Salem. I used retirement savings to become an entrepreneur. I opened Salem's first video store, with its first rental video library. After 7 years of that, video renting had become so widespread, and electronics sales so dominated by large companies, that our business was no longer viable. I sought a job commuting to Portland, while home remained in Salem. I became the plant manager of The Chas. H. Lilly company's Portland Lilly Miller lawn and garden manufacturing plant. Eventually, the increasing investment needed from continually increasing regulation, the private owners of that business were prompted to sell to a larger company. They closed the plant.

Back to Salem and entrepreneurship. I spent the remainder of my career doing small business consulting. I also provided real estate sales and mortgage brokering services. Seeing what was coming, I retired in early 2008.

So, to the CAC I can bring this: leadership and management experience (military and small, medium and Fortune 50 size companies), fleet management experience, experience working with volunteers, administrative ability in operations methods and practices, managing both private and unionized employees, innovative thinking, community organizational connections, and an ongoing desire to help Salem grow in as considerate a way as is realistic.



## Salem Area Mass Transit District Community Advisory Committee Roster

Position	Name	Member Position	Term Start*	Term Ends
1	David Levy	At Large Member	1-Jan-24	31-Dec-25
2	Ronald Rubel	At Large Member	1-Jan-24	31-Dec-25
3	<b>OPEN</b>	Committee Member	1-Jan-24	31-Dec-25
4	<b>OPEN</b>	Committee Member	1-Jan-24	31-Dec-25
5	Joe Tilman	Committee Member	1-Jan-24	31-Dec-24
6	Youth Member - <b>OPEN</b>	Committee Member	1-Jan	31-Dec
7	Sue A. Coffin	Committee Member	1-Jan-23	31-Dec-24
8	Judith (Judy) Richards	At Large Member	1-Jan-23	31-Dec-24
9	Marja Byers	At Large Member	1-Jan-23	21-Dec-24
10	Erin Ross	At Large Member	1-Jan-23	31-Dec-24
11	Lucinda Edwards	At Large Member	1-Jan-24	31-Dec-25

**Board Liaison:** Director Bill Holmstrom, Subdistrict 7

**Staff Liaison:** Tom Dietz, Chief Operations Officer

**Recorder:** Crisandra Williams, Executive Assistant to the Deputy General Manager

**Notes:**

\* End of Second Term plus One year to allow for scattered term



## BOARD MEETING MEMO

Agenda Item V.B.2

**To:** Board of Directors  
**From:** Kirra Pressey, Executive Assistant/Clerk of the Board  
Tom Dietz, Chief Operations Officer  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** Appointment of Chair & Vice-Chair to the Community Advisory Committee (CAC)

---

### ISSUE

Shall the Board appoint a member of the CAC to the positions of Chair and Vice-Chair for a term of twelve months?

### BACKGROUND AND FINDINGS

Historically, per *Article II, Section 4. Chair and Vice-Chair Election and Responsibilities*, the Chair and Vice-Chair of the Committee shall be appointed annually by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms. The Committee may recommend to the Board, members to serve as Chair or Vice Chair.

### FINANCIAL IMPACT

None

### RECOMMENDATION

The CAC recommends the Board appoint Sue Coffin as Chair, and Judy Richards as Vice-Chair to serve from January 1, 2024 to December 31, 2024.

### PROPOSED MOTION

**I move that the Board appoint Sue Coffin as Chair and Judy Richards as Vice-Chair of the Community Advisory Committee for a term of 12 months beginning January 1, 2024, ending December 31, 2024.**



## BOARD MEETING MEMO

Agenda Item V.B.3

**To:** Board of Directors  
**From:** Kirra Pressey, Executive Assistant/Clerk of the Board  
Shofi Ull Azum, Chief Planning and Development Officer  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** Statewide Transportation Improvement Fund Advisory Committee (STIFAC) Member Reappointment and Appointment

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### ISSUE

Shall the Board appoint the following community members to the STIFAC?:

- Kimberly Dwyer
- Beth Schmidt
- Dodie Laura Brockamp
- Stephen Dobrinich

Shall the Board re-appoint the following committee member to the STIFAC within their same position?:

- Jim Row

### BACKGROUND AND FINDINGS

In accordance with the STIFAC Bylaws in Article 2 under *Section 1. Appointment, Membership, Qualification, and Terms*, members of the Committee are appointed by the Board, and serve at the pleasure of the Board. Based on the discretion of the Board, the Committee shall have no more than eleven (11) voting members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term. The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

As stated in Article II, Section 6, when a vacancy occurs, the Salem Area Mass Transit District (SAMTD) Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment,

from a call for applications for the position, or in any other manner determined by the Board of Directors.

To be qualified to serve as a member of the Committee according to *Section 2. Qualification*, the person must be knowledgeable about the public transportation needs of residents or employees located within or travelling to and from the District; and must be a member of or represent any one or more of the following:

- Local governments, including land use planners;
- Public Transportation Service Providers;
- Non-profit entities which provide public transportation services;
- Neighboring public transportation service providers;
- Employers;
- Public health, social and human service providers;
- Transit users;
- Transit users who depend on transit for accomplishing daily activities
- Individuals age 65 or older;
- People with disabilities;
- Low-income individuals;
- Social equity advocates;
- Environmental advocates;
- Bicycle and pedestrian advocates;
- People with limited English proficiency;
- Educational institutions; or,
- Major destinations for users of public transit.

The Committee must include at least one person who is or represents low-income individuals; people with disabilities, or individuals age 65 or older; and a Public Transportation Service Provider or non-profit public transportation service provider.

The Board will appoint Committee members from both within and outside District boundaries to the extent practicable. The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

Kimberly Dwyer a resident of Stayton, Oregon is the current Santiam Service Integration Coordinator. In addition to representing individuals with disabilities and/or low-income, she hopes to bring the voice of the canyon to the table. Kimberly Dwyer's application can be found as [Attachment A](#).

Beth Schmidt is a resident of Salem, Oregon and is the current Salem-Keizer Safe Routes to School Coordinator. She represents local governments and is a bicycle / pedestrian advocate. Beth Schmidt's application can be found as Attachment B.

Stephen Dobrinich is a resident of Salem, Oregon and works as a Transportation Planner for the Salem-Keizer Area Transportation Study (SKATS). He also represents local governments, including land use planners. Stephen Dobrinich's application can be found as Attachment C.

Dodie Laura Brockamp is a resident of Silverton, Oregon and is the Executive Director of the Silverton Senior Center. She represents individuals with disabilities, low income, Age 65 and older, and transit users who depend on transit for accomplishing daily activities. Dodie Laura Brockamp's application can be found as Attachment D.

Jim Row is a resident of Woodburn, Oregon and has served on the committee since June 2022. He continues to represent local governments, public transportation providers, and employers. Jim Row's application can be found as Attachment E.

## FINANCIAL IMPACT

None

## RECOMMENDATION

The STIFAC recommends that the Board appoint new members, Kim Dwyer, Beth Schmidt, Stephen Dobrinich, and Dodie Laura Brockamp with a term from January 1, 2024 – December 31, 2025; and re-appoint current members Jim Row (*terms noted on Attachment F*) to the Statewide Transportation Improvement Fund Advisory Committee.

## PROPOSED MOTION

**I move that the Board appoint new members, Kim Dwyer, Beth Schmidt, Stephen Dobrinich, and Dodie Laura Brockamp; and re-appoint Jim Row to the Community Advisory Committee with terms to commence on January 1, 2024.**

## Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

### APPLICATION

**FULL NAME:** Kimberly Dwyer

**ADDRESS:** [REDACTED]

Stayton, Oregon 97383

**EMAIL ADDRESS:** [REDACTED]

**TELEPHONE:** (Day) [REDACTED] (Evening) \_\_\_\_\_

Pursuant to Oregon Administrative Rule ("OAR") 732-040-0035, the Salem Area Mass Transit District ("SAMTD") Board of Directors shall create a Statewide Transportation Improvement Fund Advisory Committee ("STIFAC") for the purpose of advising and assisting the District in carrying out the purposes of the Statewide Transportation Improvement Fund ("STIF") and prioritizing Projects to be funded by STIF moneys received by the District. The advisory committee may also advise the District regarding the opportunities to coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to or from SAMTD's service area or Marion or Polk Counties; and be a person who is a member of or represents one or more of the following. Please identify the category you believe you represent with an checkmark. You may select more than one category.

- |  |   |
|--|---|
| <input type="checkbox"/> Local governments, including land use planners<br><input checked="" type="checkbox"/> People with disabilities<br><input type="checkbox"/> Veterans<br><input checked="" type="checkbox"/> Low-income individuals<br><input type="checkbox"/> Environmental Advocates<br><input type="checkbox"/> Black, Indigenous, and People of Color<br><input type="checkbox"/> Bicycle and pedestrian advocates<br><input type="checkbox"/> People with Limited English Proficiency<br><input checked="" type="checkbox"/> Public Health, Social and Human Service Providers<br><input type="checkbox"/> Transit Users who Depend on Transit for Accomplishing Daily Activities | <input type="checkbox"/> Individuals Age 65 and Older<br><input type="checkbox"/> Educational institutions<br><input type="checkbox"/> Public Transportation Service Providers<br><input type="checkbox"/> Neighboring Public Transportation Service Providers<br><input type="checkbox"/> Employers<br><input type="checkbox"/> Major Destinations for Users of Public Transit<br><input checked="" type="checkbox"/> Non-Profit Entities which provide Public Transportation Services |
|--|---|

**PLEASE RETURN YOUR APPLICATION TO:**

Cherriots STIFAC  
 Attn: Planning and Development Office  
 555 Court St NE, Suite 5230  
 Salem OR 97301

*Signed Applications may be returned via email*

**Email:** [kirra.pressey@cherriots.org](mailto:kirra.pressey@cherriots.org)  
**Phone:** (503) 361-7535  
**Website:** [Cherriots.org](http://Cherriots.org)

Why do you want to serve on the STIFAC? Please provide a response of your personal and/or professional background as it applies to the position(s) you wish to be considered for on the Committee.

I am currently the Santram Service Integration Coordinator and work with team partners to safely net the communities of Turner To Idanha, Sublimity to Seas. Our communities can feel isolated due to lack of transportation. I receive calls weekly asking for transportation assistance whether for medical or leisure. Our population in the canyon is growing with new housing options, and transportation will be needed. I would hope to bring the voice of the canyon to the table.

Date: 11/29/23

Signature: 

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- TWO OR MORE RACES**  
(Not Hispanic or Latino): A person who identifies with two or more race/ethnic categories named above.

Date: 11/29/23 Signature: 



### Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

### APPLICATION

**FULL NAME:** Beth Schmidt

---

**ADDRESS:** [REDACTED]

---

Salem, OR 97301

---

**EMAIL ADDRESS:** [REDACTED]

---

**TELEPHONE:** (Day) [REDACTED] (Evening) \_\_\_\_\_

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- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Local governments, including land use planners              | <input type="checkbox"/> Individuals Age 65 and Older                                     |
| <input type="checkbox"/> People with disabilities   | <input checked="" type="checkbox"/> Educational institutions                              |
| <input type="checkbox"/> Veterans   | <input type="checkbox"/> Public Transportation Service Providers                          |
| <input type="checkbox"/> Low-income individuals   | <input type="checkbox"/> Neighboring Public Transportation Service Providers              |
| <input type="checkbox"/> Environmental Advocates  | <input type="checkbox"/> Employers  |
| <input type="checkbox"/> Black, Indigenous, and People of Color                                 | <input type="checkbox"/> Major Destinations for Users of Public Transit                   |
| <input checked="" type="checkbox"/> Bicycle and pedestrian advocates                            | <input type="checkbox"/> Non-Profit Entities which provide Public Transportation Services |
| <input type="checkbox"/> People with Limited English Proficiency                                |   |
| <input type="checkbox"/> Public Health, Social and Human Service Providers                      |   |
| <input type="checkbox"/> Transit Users who Depend on Transit for Accomplishing Daily Activities |   |

**PLEASE RETURN YOUR APPLICATION TO:**

Cherriots STIFAC  
 Attn: Planning and Development Office  
 555 Court St NE, Suite 5230  
 Salem OR 97301

*Signed Applications may be returned via email*

**Email:** kirra.pressey@cherriots.org  
**Phone:** (503) 361-7535  
**Website:** Cherriots.org

Why do you want to serve on the STIFAC? Please provide a response of your personal and/or professional background as it applies to the position(s) you wish to be considered for on the Committee.

As Salem-Keizer Safe Routes to School Coordinator  
I value the use of public transit and how  
Students move about Salem and Keizer.  
I am interested in learning more through  
this committee.

Date: 11/30/23

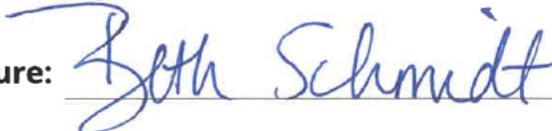
Signature: Beth Schmidt

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(Not Hispanic or Latino): A person who identifies with two or more race/ethnic categories named above.

Date: 11/30/23

Signature: 

## Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

### APPLICATION

**FULL NAME:** Stephen Dobrinich

**ADDRESS:** [REDACTED]

Salem, OR 97301 (Lives in Eugene)

**EMAIL ADDRESS:** [REDACTED]

**TELEPHONE:** (Day) [REDACTED] (Evening) \_\_\_\_\_

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- |  |  |
|--|--|
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|--|--|

<p><b>YOUR APPLICATION TO:</b></p> <p>Cherriots STIFAC          Attn: Planning and Development Office          555 Court St NE, Suite 5230          Salem OR 97301</p>	<p><i>Signed Applications may be returned via email</i></p> <p><b>Email:</b> <a href="mailto:kirra.pressey@cherriots.org">kirra.pressey@cherriots.org</a>  <b>Phone:</b> (503) 361-7535  <b>Website:</b> <a href="http://Cherriots.org">Cherriots.org</a></p>
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(Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.

**TWO OR MORE RACES**

(Not Hispanic or Latino): A person who identifies with two or more race/ethnic categories named above.

Date: 11/29/2023 Signature: Stephen Dobrinich

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**Why do you want to serve on the STIFAC? Please provide a response of your personal and/or professional background as it applies to the position(s) you wish to be considered for on the Committee.**

---

The Statewide Transportation Improvement Fund (STIF) Program is a valuable source of funding available for a wide range of transit improvements and system enhancements. The STIFAC plays an important role supporting implementation of the program by evaluating and recommending projects for funding. I am interested in serving as part of the STIFAC to help ensure responsible stewardship and contribute to the project selection process.

Professionally I work as a Transportation Planner for the Salem-Keizer Area Transportation Study (SKATS) which serves as the region's federally designated Metropolitan Planning Organization (MPO). Through this role I have baseline familiarity with the region's transit options and regularly work closely with Cherriots staff. Prior to my time at SKATS, I helped provide staff support to the Linn-Benton Loop and Corvallis Transit System while serving as Planner in that region.

My professional experience in regional transportation planning combined with past work with transit agencies in Oregon should make me well suited to join the STIFAC. As such, I ask that you please consider my application.

## Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

### APPLICATION

**FULL NAME:** Dodie Laura Brockamp

**ADDRESS:** [REDACTED]

Silverton, OR 97381

**EMAIL ADDRESS:** [REDACTED]

**TELEPHONE:** (Day) [REDACTED] (Evening) \_\_\_\_\_

Pursuant to Oregon Administrative Rule ("OAR") 732-040-0035, the Salem Area Mass Transit District ("SAMTD") Board of Directors shall create a Statewide Transportation Improvement Fund Advisory Committee ("STIFAC") for the purpose of advising and assisting the District in carrying out the purposes of the Statewide Transportation Improvement Fund ("STIF") and prioritizing Projects to be funded by STIF moneys received by the District. The advisory committee may also advise the District regarding the opportunities to coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to or from SAMTD's service area or Marion or Polk Counties; and be a person who is a member of or represents one or more of the following. Please identify the category you believe you represent with an checkmark. You may select more than one category.

- |  |  |
|--|--|
| <input type="checkbox"/> Local governments, including land use planners                                    | <input checked="" type="checkbox"/> Individuals Age 65 and Older                                     |
| <input checked="" type="checkbox"/> People with disabilities   | <input type="checkbox"/> Educational institutions  |
| <input type="checkbox"/> Veterans  | <input checked="" type="checkbox"/> Public Transportation Service Providers                          |
| <input checked="" type="checkbox"/> Low-income individuals   | <input type="checkbox"/> Neighboring Public Transportation Service Providers                         |
| <input type="checkbox"/> Environmental Advocates   | <input type="checkbox"/> Employers   |
| <input type="checkbox"/> Black, Indigenous, and People of Color  | <input type="checkbox"/> Major Destinations for Users of Public Transit                              |
| <input type="checkbox"/> Bicycle and pedestrian advocates  | <input checked="" type="checkbox"/> Non-Profit Entities which provide Public Transportation Services |
| <input type="checkbox"/> People with Limited English Proficiency   |  |
| <input checked="" type="checkbox"/> Public Health, Social and Human Service Providers                      |  |
| <input checked="" type="checkbox"/> Transit Users who Depend on Transit for Accomplishing Daily Activities |  |

**PLEASE RETURN YOUR APPLICATION TO:**

Cherriots STIFAC  
 Attn: Planning and Development Office  
 555 Court St NE, Suite 5230  
 Salem OR 97301

*Signed Applications may be returned via email*

**Email:** [kirra.pressey@cherriots.org](mailto:kirra.pressey@cherriots.org)  
**Phone:** (503) 361-7535  
**Website:** [Cherriots.org](http://Cherriots.org)



Completion of this section is **VOLUNTARY**. The information you provide will be used for Title VI purposes only. Salem Area Mass Transit District (aka "Cherriots") operates its programs without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or income status in accordance with Title VI of the Civil Rights Act, ORS Chapter 659A or other applicable law.

**RACE/ETHNIC STATUS**

- WHITE**  
(Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- BLACK OR AFRICAN AMERICAN**  
(Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa.
- HISPANIC OR LATINO**  
A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ASIAN**  
(Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER**  
(Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- AMERICAN INDIAN OR ALASKAN NATIVE**  
(Not Hispanic or Latino): A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community recognition.
- TWO OR MORE RACES**  
(Not Hispanic or Latino): A person who identifies with two or more race/ethnic categories named above.

Date: 11/30/2023 Signature: \_\_\_\_\_

## Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

### APPLICATION

**FULL NAME:** Jim Row

**ADDRESS:** [REDACTED]  
Woodburn, OR 97071

**EMAIL ADDRESS:** [REDACTED]

**TELEPHONE:** (Day) [REDACTED] (Evening) \_\_\_\_\_

Pursuant to Oregon Administrative Rule (“OAR”) 732-040-0035, the Salem Area Mass Transit District (“SAMTD”) Board of Directors shall create a Statewide Transportation Improvement Fund Advisory Committee (“STIFAC”) for the purpose of advising and assisting the District in carrying out the purposes of the Statewide Transportation Improvement Fund (“STIF”) and prioritizing Projects to be funded by STIF moneys received by the District. The advisory committee may also advise the District regarding the opportunities to coordinate STIF funded Projects with other local or regional transportation programs and services to improve transportation service delivery and reduce gaps in service.

To be eligible to serve, members must be knowledgeable about the public transportation needs of residents or employees located within or traveling to or from SAMTD’s service area or Marion or Polk Counties; and be a person who is a member of or represents one or more of the following. Please identify the category you believe you represent with an checkmark. You may select more than one category.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Local governments, including land use planners              | <input type="checkbox"/> Individuals Age 65 and Older                                     |
| <input type="checkbox"/> People with disabilities   | <input type="checkbox"/> Educational institutions   |
| <input type="checkbox"/> Veterans   | <input checked="" type="checkbox"/> Public Transportation Service Providers               |
| <input type="checkbox"/> Low-income individuals   | <input type="checkbox"/> Neighboring Public Transportation Service Providers              |
| <input type="checkbox"/> Environmental Advocates  | <input checked="" type="checkbox"/> Employers   |
| <input type="checkbox"/> Black, Indigenous, and People of Color                                 | <input type="checkbox"/> Major Destinations for Users of Public Transit                   |
| <input type="checkbox"/> Bicycle and pedestrian advocates                                       | <input type="checkbox"/> Non-Profit Entities which provide Public Transportation Services |
| <input type="checkbox"/> People with Limited English Proficiency                                |   |
| <input type="checkbox"/> Public Health, Social and Human Service Providers                      |   |
| <input type="checkbox"/> Transit Users who Depend on Transit for Accomplishing Daily Activities |   |

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Cherriots STIFAC  
 Attn: Planning and Development Office  
 555 Court St NE, Suite 5230  
 Salem OR 97301

*Signed Applications may be returned via email*

**Email:** [kirra.pressey@cherriots.org](mailto:kirra.pressey@cherriots.org)  
**Phone:** (503) 361-7535  
**Website:** [Cherriots.org](http://Cherriots.org)

Why do you want to serve on the STIFAC? Please provide a response of your personal and/or professional background as it applies to the position(s) you wish to be considered for on the Committee.

As a representative of local governments, employers and  
public transportation providers, I am interested in  
continuing my service on the STIFAC to ensure that  
state funding is adequately distributed to transit  
providers in the region, in order to ensure that transit  
service is equitably provided throughout the region.

Date: 11/27/2023

Signature: Jim Row

Digitally signed by Jim Row  
Date: 2023.11.27 14:56:27 -08'00'

Completion of this section is **VOLUNTARY**. The information you provide will be used for Title VI purposes only. Salem Area Mass Transit District (aka "Cherriots") operates its programs without regard to race, color, religion, sex, sexual orientation, national origin, marital status, age, disability, or income status in accordance with Title VI of the Civil Rights Act, ORS Chapter 659A or other applicable law.

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A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ASIAN**  
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Date: 11/27/2023

Signature: Jim Row

 Digitally signed by Jim Row  
Date: 2023.11.27 15:04:04 -08'00'



**Salem Area Mass Transit District  
Statewide Transportation Improvement Fund  
Advisory Committee Roster**

<b>Name</b>	<b>Term Start <sup>1</sup></b>	<b>Term Ends</b>	<b>Representing <sup>2</sup></b>
Beth Schmidt	1-Jan-24	31-Dec-25	Salem, Marion County; Local Governments, Bicycle and Pedestrian Advocates, Educational Institutions
Dodie Laura Brockamp	1-Jan-24	31-Dec-25	Silverton, Marion County; Individuals with Disabilities, Low-Income, Public Health, Social and Human Service Providers, Transit Users, 65 or Older, Public Transportation Service Providers, Non-Profit Entities which Provide Public Transportation Services.
Fred Evander	23-Feb-23	31-Dec-24	Dallas, Polk County; Local Governments, Bicycle and Pedestrian Advocates, Transit Users, Public Transportation Service Providers.
Jim Row	1-Jan-24	31-Dec-25	Woodburn, Marion County; Local Governments, Public Transportation Service Providers, Employers
Kimberly Dwyer	1-Jan-24	31-Dec-25	Stayton, Marion County; Individuals with Disabilities, Low-Income, Public Health, Social, and Human Service Providers, Non-Profit Entities which provide Public Transportation Services
Kyle Miller	* 1-June-22	21-Dec-24	Salem, Marion County; Individuals with Disabilities, Low-Income Individuals, Individuals with Limited English Proficiency, Public Health/Social and Human Service Provider, Transit Users, Education Institutions
M. Bryant Baird	* 1-June-22	21-Dec-24	Salem, Marion County; Environmental Advocates, Bicycle and Pedestrian Advocates, Transit Users, 65 or older, Major Destination for Users of Public Transit
Marja Byers	* 1-June-22	21-Dec-24	Salem, Marion County; Individuals with Disabilities, Transit Users
Stephen Dobrinich	1-Jan-24	31-Dec-25	Eugene, Lane County; Local Governments
Position 10	Vacant		
Position 11	Vacant		

**Board Liaison:** Director Ramiro Navarro Jr., Subdistrict 2 (Keizer)

**Staff Liaison:** Shofi Ull Azum, Chief Planning and Development Officer

**Recorder:** Executive Assistant(s) Kirra Pressey and Crisandra Williams

**Notes:**

1. June 1, 2022: Formation date of the new STIFAC Committee; merged STF & STIF Advisory Committees.
2. Required criteria under HB 2017

DRAFT



## BOARD MEETING MEMO

Agenda Item V.B.4

**To:** Board of Directors  
**From:** Kirra Pressey, Executive Assistant/Clerk of the Board  
Shofi Ull Azum, Chief Planning and Development Officer  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** Appointment of Chair & Vice-Chair to the Statewide Transportation Improvement Fund Advisory Committee (STIFAC)

---

### ISSUE

Shall the Board appoint a member of the STIFAC to the positions of Chair and Vice-Chair for a term of twelve months beginning January 1, 2024 and ending December 31, 2024?

### BACKGROUND AND FINDINGS

STIFAC acts as an advisory committee to the Board on transportation funding of projects associated with the STIF program. The committee currently consists of nine members that consider projects from all qualified transportation service providers in Marion and Polk counties.

In the STIFAC Bylaws under *Article 2, Section 4*, it states that the terms of the Chair and Vice-Chair be appointed to commence in January of each year. At a meeting preceding January, members of the STIFAC may recommend a Chair and Vice-Chair to serve for a term of 12 months, but for no more than two consecutive years.

### FINANCIAL IMPACT

None

### RECOMMENDATION

The STIFAC recommends the Board appoint Jim Row as Chair of the Statewide Transportation Improvement Fund Advisory Committee for a term of 12 months beginning January 1, 2024, ending December 31, 2024; and Marja Byers as Vice-Chair of the Statewide Transportation Improvement Fund Advisory Committee for a term of 6 months beginning January 1, 2024, ending July 31, 2024.

**PROPOSED MOTION**

**I move that the Board appoint Jim Row as Chair of the Statewide Transportation Improvement Fund Advisory Committee for a term of 12 months beginning January 1, 2024, ending December 31, 2024; and Marja Byers as Vice-Chair of the Statewide Transportation Improvement Fund Advisory Committee for a term of 6 months beginning January 1, 2024, ending July 31, 2024.**



## BOARD MEETING MEMO

Agenda Item V.B.5

**To:** Board of Directors  
**From:** David G. Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** Adopting Resolution 2023-10, updating the Public Transportation Agency Safety Plan (PTASP) for the District

---

### ISSUE

Shall the Board adopt Resolution 2023-10 ([Attachment A](#)), updating the Public Transportation Agency Safety Plan (PTASP) as required by the Federal Transit Administration (FTA)?

### BACKGROUND AND FINDINGS

As a recipient of FTA funds, the District is required to develop and maintain a Public Transportation Agency Safety Plan (PTASP) and must update the document on an annual cadence. At its December 29, 2022, Special Board meeting, the Board approved the District's current PTASP by Resolution 2022-08. The FTA requires the Board take action to approve the updated plan and also requires that the accountable executive certify that the District has formally adopted the updated PTASP before December 31 of each year.

Before submitting the PTASP, the Safety Committee met on two occasions in order to review and make recommended changes. At its November 30, 2023, meeting, the Safety Committee performed its final review of the PTASP. The committee voted to approve the changes to the PTASP and present the document as it is written. The changes were minimal and they are noted on page 12 of the PTASP. A copy of the updated plan can be found in [Attachment B](#).

### FINANCIAL IMPACT

None

### RECOMMENDATION

The Safety Committee recommends that the Board adopt Resolution No. 2023-10 updating the Public Transportation Agency Safety Plan for the District as presented.

**PROPOSED MOTION**

**I move that the Board adopt Resolution No. 2023-10 (twenty-twenty-three dash ten) updating the Public Transportation Agency Safety Plan for Salem Area Mass Transit District as presented.**



## **RESOLUTION NO. 2023-10**

### **AMENDING THE PUBLIC TRANSPORTATION AGENCY SAFETY PLAN FOR SALEM AREA MASS TRANSIT DISTRICT**

**WHEREAS**, the Salem Area Mass Transit District, hereafter referred to as "District," was required under the Federal Transit Administration (FTA) to establish a Public Transportation Agency Safety Plan (PTASP) as a result of their Final Rule published on July 19, 2018; and

**WHEREAS**, the FTA required certain operators of public transportation systems that received federal funds under FTA's Urbanized Area Formula Grants to develop safety plans that included the process and procedures to implement Safety Management Systems; and

**WHEREAS**, the District developed a PTASP with Oregon Department of Transportation (ODOT) consultant guidance in accordance with FTA regulations; the Board adopted the Plan by Resolution No. 2020-07 dated July 23, 2020; and, the District submitted the PTASP to ODOT for approval; and

**WHEREAS**, the Board subsequently adopted Resolution 2022-08 on December 29, 2022 updating and amending the PTASP; and

**WHEREAS**, the District's Safety Committee and Chief Safety Officer reviewed and endorsed the updated PTASP prior to its presentation to the SAMTD Board of Directors (the Board); and

**WHEREAS**, the District made necessary updates to its PTASP and the Safety Committee met on November 30, 2023, approved and signed the PTASP as written. The Board met on December 14, 2023 to take action on the adoption of Resolution No. 2023-10 to formally update the PTASP prior to the December 31st deadline.



**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF SALEM AREA MASS TRANSIT DISTRICT;**

**THAT**, the Board hereby approves the updated PTASP dated November 30, 2023.

**THAT**, the PTASP will be sent to Salem-Keizer Area Transportation Study (SKATS), and ODOT as presented; and

**THAT**, the General Manager or his designee is authorized to confirm and convey the Board's approval of the District's updated PTASP to submit to the FTA for certification.

**ADOPTED** by the Board of Directors on the 14<sup>th</sup> day of December 2023, and effective thereupon.

**ATTEST:**

---

Maria Hinojos Pressey, Board President

---

Kirra Pressey, Recording Secretary

# Public Transportation Agency Safety Plan

Salem Area Mass Transit District



July 2020  
Updated December 2022

Draft 2023 Revisions

## Table of Contents

Section 1. Transit Agency Information.....	5
General Information.....	5
Description of Services Provided.....	5
Additional Facility Information.....	5
Section 2. Plan Development, Approval, and Updates.....	7
Section 3. Safety Performance Targets .....	9
Section 4. Safety Management Policy.....	10
Safety Management Policy Statement.....	10
Safety Management Policy Communication .....	13
Authorities, Accountabilities, and Responsibilities.....	13
Accountable Executive (AE).....	14
Chief Safety Officer (CSO) .....	14
Role of Staff to Develop and Manage Safety Management Systems (SMS) .....	15
Chiefs and Managers.....	15
Supervisors .....	15
Employees.....	15
Key Staff .....	15
Employee Safety Reporting Program (ESRP).....	16
SAMTD Responsibility.....	17
Continuous Improvement.....	17
Section 5. Safety Risk Management .....	18
Safety Hazard Identification .....	18
SAMTD Employees .....	18
Assets .....	18
System.....	18
Hazard Identification Procedure.....	19
Safety Risk Assessment.....	20
Safety Risk Mitigation .....	20
ASP Risk Reduction Program Components.....	21
Mitigation of Assaults.....	22
Risk Reduction – Assaults and De-Escalation Training .....	22

Risk Reduction – Front-Line Employees (In-Services and Ongoing Training) .....	22
Section 6. Safety Performance Monitoring and Measurement.....	23
Maintenance .....	23
Maintenance Standards and Procedures.....	23
Operator Inspections.....	23
Daily Servicing and Inspections.....	24
Regularly Scheduled Inspections and Maintenance .....	24
Mileage-Based Maintenance Inspections.....	24
Operations .....	24
Facility Monitoring .....	24
Frequency .....	24
Reporting.....	24
Hazard Resolution .....	25
Follow-up.....	25
Documentation .....	25
Employee Hazard Reporting .....	25
Reporting Forms.....	25
Route/Operations Safety .....	25
Safety Events.....	26
Accident and Incident Reporting Process.....	26
Accident Definition.....	26
Reporting an Accident .....	26
What to Do at the Scene of an Accident.....	26
Accident Classification.....	27
Investigation .....	27
Accident Review Process.....	27
Hazard Resolution .....	28
Follow-Up.....	28
Documentation .....	28
Performance Measures.....	28
Maintenance .....	28
Transportation.....	28

Safety .....	29
Safety Committee .....	29
Section 7. Safety Promotion .....	30
Employee Selection .....	30
Hiring Practices.....	30
Training .....	30
Initial Transit Operator Training .....	30
Annual Training Transit Operators.....	32
Initial Operations Supervisor Training .....	32
Injury and Illness Prevention Training .....	33
Emergency Response Planning and Coordination.....	33
System Modification Design Review and Approval.....	33
General Process .....	33
Modification Design Review .....	34
Modification Design Approval.....	34
Monitoring .....	35
Procurement Process.....	35
Documentation .....	36
Routes .....	36
Section 8. Minimizing Spread of Infectious Diseases .....	36
COVID Cases.....	36
Other Infectious Diseases.....	36
Ways to Prevent Infectious Diseases. ....	36
General Workforce Considerations .....	37
Cleaning and Disinfecting of Surfaces .....	37
Additional Information.....	37
Appendix A .....	38
Appendix B .....	39

## Section 1. Transit Agency Information

### General Information

<b>Agency Name</b>	Salem Area Mass Transit District
<b>Administrative Office</b>	555 Court St. NE, Suite 5230, Salem, OR 97301
<b>Accountable Executive</b>	Allan Pollock, General Manager/CEO
<b>Chief Safety Officer</b>	David G. Trimble, Deputy General Manager
<b>Modes of Service</b>	Fixed Route Bus, ADA Paratransit, Vanpool
<b>FTA Funding Sources</b>	FTA Section 5307, 5310, 5311
<b>Modes of Service Directly Provided</b>	Fixed Route Bus

SAMTD does not provide transit services on behalf of another transit agency or entity.

### Description of Services Provided:

Salem Area Mass Transit District (SAMTD) is the third largest transit district in Oregon. Cherriots Local, the fixed route service, provides regularly scheduled transit service within the Salem-Keizer urban growth boundary. Cherriots LIFT provides complementary paratransit service under the Americans with Disabilities Act (ADA). Cherriots Regional provides flex and fixed route service in rural areas.

### Additional Facility Information

#### **Administrative Offices**

*General Manager, Deputy General Manager Communications Division, Finance Division, Technology and Infrastructure Division, Planning and Development Division, and Human Resources and Labor Relations Division.*

555 Court St NE, Suite 5230  
Salem, OR 97301  
Phone: 503-588-2424  
Fax: 503-566-3933  
[info@Cherriots.org](mailto:info@Cherriots.org)  
Open weekdays 8 a.m. to 5 p.m.

#### **Downtown Transit Center**

555 Court St NE  
Salem, OR 97301

#### **Keizer Transit Center**

5860 Keizer Station Blvd NE  
Keizer, OR 97303

**Call Center**

2195 Hyacinth Ave, Suite 170

Salem, OR 97301

Phone: 503-315-5544

Toll-free: 888-315-5544 Oregon Relay Service: 7-1-1

Fax: 503-315-5514

Call weekdays, 6 a.m. to 6 p.m.; Saturdays and Sundays, 8 a.m. to 4 p.m.

**Cherriots LIFT Eligibility Office**

555 Court Street NE, Suite 5230

Salem, OR 97301

Phone: 503-361-7554

Fax: 503-361-7560

[adaeligibility@Cherriots.org](mailto:adaeligibility@Cherriots.org)

Open weekdays 8:30 a.m. to 5 p.m.

**Customer Service**

*Customer Service, Security, and Mobility Assessment offices*

220 High St NE

Salem, OR 97301

Phone: 503-588-2877

[info@Cherriots.org](mailto:info@Cherriots.org)

Customer Service is open Monday – Friday, 7 a.m. to 6 p.m.; Saturdays, 8 a.m. to 5 p.m.

**Del Webb Operations Headquarters:**

*Operations Division, Contracted Services, and Transportation Department:*

3140 Del Webb Ave

Salem, OR 97301

The Del Webb facility also includes the parking area for buses not in service.

**Maintenance Facility**

3170 Del Webb Avenue

Salem, OR 97301

## Section 2. Plan Development, Approval, and Updates

Name of Entity That Drafted This Plan	Oregon Department of Transportation (RLS & Associates) in cooperation with SAMTD		
Signature by the Accountable Executive	Accountable Executive	Date of Signature	
Approval by the Board of Directors or an Equivalent Authority	Name of Individual/Entity That Approved This Plan	Date of Approval	
	Relevant Documentation (title and location)		
Certification of Compliance	Name of Individual/Entity That Certified This Plan	Date of Certification	
Version Number and Updates <i>Record the complete history of successive versions of this plan.</i>			
Version Number	Section/Pages Affected	Reason for Change	Date Issued
001	24	Addition of Risk Mitigation Plan	12/15/2022
	35	Addition of Safety Committee Change	
	40	Addition of Procurement Language	
	42	Addition of Infectious Disease Section	
002	19	Remove Actions required	12/14/2023
	43	Remove COVID procedures	
	Throughout	Update titles	
Annual Review and Update of the Public Transportation Agency Safety Plan <i>Describe the process and timeline for conducting an annual review and update of the Public Transportation Agency Safety Plan.</i>			
The plan will be reviewed and updated on an annual basis in October. Updated targets will be included in the annual NTD reporting and amendments to the plan will be approved by the SAMTD Board of Directors.			

### Safety Committee Approval

The Safety Committee convened November 28, 2023, to review and discuss the final draft of the PTASP. The updated plan includes all committee revisions.

A motion to approve the plan was made and seconded. The vote was passed by the committee.

I certify that the PTASP has been reviewed, discussed and approved by the Safety Committee.

---

Michael Taylor, Safety Committee Chairperson

Date

### Section 3. Safety Performance Targets

<b>Safety Performance Targets</b>							
<i>Specify performance targets based on the safety performance measures established under the National Public Transportation Safety Plan.</i>							
<b>Mode of Transit Service</b>	<b>Fatalities</b>	<b>Injuries</b>	<b>Safety Events</b>	<b>System Reliability</b>	<b>Other</b>	<b>Other</b>	<b>Other</b>
<b>Fixed Route Bus</b>	0	3	1.0/100K	9,000 miles			
<b>Demand Response</b>	0	2	1.0/100K	3,000 miles			

<b>Safety Performance Target Coordination</b>		
<i>Describe the coordination with the State and Metropolitan Planning Organization(s) (MPO) in the selection of State and MPO safety performance targets.</i>		
<p>Salem-Keizer Area Transportation Study (SKATS) is the designated Metropolitan Planning Organization (MPO) for the Salem-Keizer area. The SKATS MPO is directed by a policy committee is composed of elected representatives from the cities of Keizer, Salem, and Turner; Marion and Polk counties; the Salem Area Mass Transit District; the Salem-Keizer Public Schools; and a manager from the Oregon Department of Transportation (ODOT) Region 2 office. Mid-Willamette Valley Council of Governments staff provide the day-to-day work for SKATS.</p>		
<b>Targets Transmitted to the State</b>	<b>State Entity Name</b>	<b>Date Targets Transmitted</b>
	Oregon Department of Transportation	
<b>Targets Transmitted to the Metropolitan Planning Organization(s)</b>	<b>Metropolitan Planning Organization Name</b>	<b>Date Targets Transmitted</b>
	Salem-Keizer Area Transportation Study	

## Section 4. Safety Management Policy

### Safety Management Policy Statement

Salem Area Mass Transit District (SAMTD) strives to provide safe, reliable, comfortable, and innovative transportation options to every member of the community. The Public Transportation Agency Safety Plan (PTASP), hereafter known as the Agency Safety Plan (ASP), has been developed to integrate safety into all system operations of the District. By using the procedures contained in the ASP, SAMTD can continue to improve the safety and security of operations and services. This ASP describes the policies, procedures, and requirements to be followed by management, maintenance, and operations to provide a safe environment for employees, customers, and the public. The goal of this program is to eliminate the human and fiscal cost of avoidable personal injury and vehicle accidents.

Each department has a responsibility under the ASP. Chiefs and managers will provide the continuing support necessary to achieve the ASP objectives. A key to the success of this effort is for employees to be aware that they are accountable for safety while performing the requirements of their position. The success of the program also depends on all employees actively identifying potential hazards and making a commitment to the safety of others. Employees must be aware that decisions and actions often affect the safety of those in other areas of operations. By following the processes described in the ASP, SAMTD will continue to improve performance and the safety of the system while continuing to foster a culture of safety.

#### **The SAMTD commitments:**

- **Support** the management of safety through the provision of appropriate resources that will result in an organizational culture that fosters safe practices, encourages effective employee safety reporting and communication, and actively manages safety with the same attention to results as other management systems within the organization;
- **Integrate** the management of safety as a primary responsibility of all managers and employees;
- **Clearly define** for all staff, managers, and employees that they are accountable and responsible for the delivery of the organization's safety performance and the performance of the District's safety management system;
- **Establish** and operate hazard identification and analysis, and safety risk evaluation activities, including an employee safety reporting program as a fundamental source for safety concerns and hazard identification to eliminate or mitigate the safety risks of the consequences of hazards resulting from operations or activities, to a point that is consistent with an acceptable level of safety performance;
- **Ensure** that no action will be taken against any employee who discloses a safety concern through the employee safety reporting program, unless disclosure indicates, beyond any reasonable doubt, an illegal act, gross negligence, or a deliberate or willful disregard for regulations or procedures;

- **Comply** with, and wherever possible exceed, legislative and regulatory requirements and standards;
- **Ensure** that sufficient skilled and trained human resources are available to implement safety management processes;
- **Ensure** that all staff are provided with adequate and appropriate safety-related information and training, are competent in safety management matters, and are allocated only tasks commensurate with their skills;
- **Establish and measure** safety performance against realistic and data-driven safety performance indicators and safety performance targets;
- **Continually improve** safety performance through management processes that ensure that appropriate safety management action is taken and is effective; and
- **Ensure** externally supplied systems and services to support operations are delivered, meeting established safety performance standards.

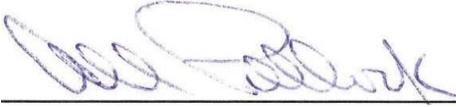
**The SAMTD goals for safety:**

- Design, construct, test, and operate a transportation system that achieves an optimum level of safety, exceeding the safety performance of other transit districts of a similar size in the United States.
- Identify and evaluate, then eliminate or control, hazards to employees, customers, and the public.
- Meet or exceed all government and industry occupational health and safety standards and practices.
- Maximize the safety of future operations by affecting the design and procurement processes.
- The objectives of the ASP are the means to achieving these goals. They also provide a method of evaluating the effectiveness of the District's safety efforts.

**The ASP objectives:**

- Integrate safety management and hazard control practices in all SAMTD divisions.
- Assign responsibilities for developing, updating, complying with, and enforcing safety policies, procedures, and requirements.
- Verify compliance with the District's safety policies, procedures, and requirements through performance evaluations, accident/incident trends, and internal audits.
- Investigate all accidents/incidents, including identifying and documenting the causes for the purpose of implementing corrective action to prevent a recurrence.
- Increase investigation and systematic documentation of near misses.
- Timely Identify, analyze, and resolve safety and security-related hazards.
- Minimize system modifications during the operational phase by establishing and utilizing safety controls at the system design and procurement phases.

- Ensure that system modifications do not create new hazards.
- Train employees and supervisors on the safety components of their job functions.
- We take these commitments seriously, as the lives of our riders, employees, and community depend on our ability to operate in a culture of safety.



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Accountable Executive  
Allan Pollock, General Manager/CEO

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Date

## Safety Management Policy Communication

To ensure employees and riders are aware of the safety management policies and procedures that effectively manage the system's day-to-day operations, the District uses several forms of effective communication.

Employees: the SAMTD frequently reviews, evaluates, and tests existing policies and procedures to verify their effectiveness. The District seeks input from all staff to determine if changes are needed based on trends, data analysis, operational changes, or new assets. Several methods are used to communicate policy and/or procedure changes, including:

- Safety Committee
- Overhead Drivers Information System (ODIS)
- Employee Portal (intranet)
- Newsletters
- Service Excellence Team
- Employee memorandum through paycheck, daily manifest of work orders, and the District meetings
- Bulletin board notices
- Employee email notification
- Labor Union notification

Depending on the importance of the policy or procedure change, policies are distributed through email using an electronic confirmation for all employees with company email, or by paper distribution with signed acknowledgement verifying employees' understanding of the change.

Riders: If a rider policy is changed or added, the District notifies riders through the following methods:

- Notice posted on vehicle and facilities, including effective date and whom to contact for more information
- Changes to digital rider guidance, including schedules and ride guides as appropriate
- Public meetings
- Social media
- Any services impacted by policy changes will include outreach as required by federal guidance

## Authorities, Accountabilities, and Responsibilities

As stated in the Safety Policy Statement, the ultimate authority for the success of this ASP is the Accountable Executive. The Chief Safety Officer, the Senior Leadership Team, and the District employees fulfill their daily commitment to safety by supporting the Accountable Executive.

### Accountable Executive (AE)

The Accountable Executive will determine, based on feedback from senior staff, the Safety Management System principles needed to ensure a safe work environment, rider experience, and community safety. The AE is committed to providing employees with the tools and training needed to be successful and safe in their roles with the District. The AE will continually foster a culture of safety, with the expectation that each employee plays a role in maintaining a safe workplace.

The AE will be responsible for ensuring an annual budget is developed that provides the necessary funding to support training for new hires and experienced staff, while maintaining assets in a State of Good Repair (SGR) and/or replacing them, if they are no longer able to function as originally intended.

The Accountable Executive is Allan Pollock, General Manager. He is responsible for approving changes to this plan.

### Chief Safety Officer (CSO)

SAMTD has concluded that one CSO, with delegated staff, will be sufficient to manage the day-to-day adherence to this plan and report directly to the AE. As CSO, this individual will monitor safety and security throughout the organization' including sub-contractors. All departments have been notified of the CSO's role and the established reporting requirements relating to safety-related matters.

The CSO will be responsible for the following:

- Developing and maintaining SMS documentation;
- Directing hazard identification and safety risk assessment;
- Monitoring safety risk mitigation activities;
- Providing periodic reports on safety performance;
- Briefing the Accountable Executive and Board of Directors on SMS implementation progress; and
- Planning safety management training.

The CSO is David Trimble, Deputy General Manager. He is responsible for maintaining and monitoring this plan.

## Role of Staff to Develop and Manage Safety Management Systems

### Chiefs and Managers

Chiefs and managers are responsible for safety within their divisions and departments, including employees, facilities, operations, and services provided. This responsibility includes determining and implementing measures required to counteract safety hazards and problems and coordinating the implementation and maintenance of safety programs within their functional areas. They also are responsible for ensuring that employees have the required licenses and up-to-date certifications. Furthermore, they are responsible for communicating safety information to employees, and for assuring that all employees follow all appropriate safety rules and procedures.

### Supervisors

Supervisors are responsible for the safety performance of all personnel and equipment under their supervision. They are responsible for the initial investigation of all accidents and incidents, and for reporting accidents and incidents to the Human Resources Department and the Operations Division.

### Employees

All SAMTD employees are responsible for performing their work safely and for following established safety-related rules, procedures, and work practices. This includes reporting all accidents, incidents, and hazards to their supervisor per established requirements for the protection of themselves, co-workers, customers, facilities, and equipment.

### Key Staff

Employees will be responsible for maintaining high standards of safety, customer service, and security. The Employee Safety Reporting Program (ESRP) will define the employees' role to identify and mitigate risk through open communication to SAMTD leadership, including the CSO and AE. HR/Risk is responsible for directly supporting the CSO in the administration of this plan. HR/Risk will be instrumental in ensuring action is taken to reduce risk and the whole system is continuously monitored to ensure actions are effective and appropriate.

Employees will be involved with updates, modifications, and implementation of the ASP. Employees and riders will have opportunities to provide input regarding safety at SAMTD. Those opportunities include monthly safety meetings, annual employee meetings and training, department meetings, customer and employee surveys, and an open-door policy with access to all management staff.

## Employee Safety Reporting Program (ESRP)

As stated in the **Safety Management Policy Statement**, SAMTD is committed to providing a safe environment for its employees, riders, and the public. To ensure success, SAMTD has developed an ESRP to enable employees to report any risk or perceived risk to a supervisor, the CSO, or other designated members of the administration.

The ESRP allows each employee to report detailed information and observations whether they are a driver in service, maintenance staff, or other on-duty employee. This program dovetails with other methods currently in place to proactively identify hazards or threats. Those methods include:

- Pre/Post Trip Inspections
- Preventive Maintenance Inspections
- Employee Evaluations
- Facility Maintenance Plan
- Service Evaluation and Planning Program
- Training Program
- Rider and Public Complaint/Compliment Process
- Safety and Employee Meetings
- Incident/Accident Policies
- Safety Committee

SAMTD has developed a Hazard Reporting Program to collect information about hazards observed by employees while on duty. The process provides a means to collect vital information to assist the CSO in determining an action to mitigate the threat or hazard. This process is not intended to replace accident or incident forms currently being used. It is a proactive reporting method to identify a perceived threat or hazard potentially endangering employees, riders, or the public. The form is located in Appendix B of this plan.

Upon hire, all employees will receive training on the procedures associated with the Hazard Reporting process. The training will cover these areas:

- How to report a hazard
- When to use a hardcopy Hazard Reporting Form
- Reporting critical information
- Notification process depending on the hazard
- Proper assessment of the reported hazard
- Supervisor and CSO role in the process
- Follow-up process to determine the effectiveness of mitigation
- Communication closing the loop with the reporting employee

HR/Risk is responsible for determining the status of each hazard reported. In some cases, when identified hazards are not able to be resolved, actions will be taken to reduce the risk of the hazard. The goal is to eliminate all identified hazards whenever possible. Some hazards may require continuous monitoring to ensure the hazard does not elevate to an action level.

All hazard reports will be documented and integrated into current performance measures and data collection. HR/Risk will track each hazard to completion and recommend policy or procedural changes to the CSO, if needed, as a result of the hazard mitigation.

### SAMTD Responsibility

Every hazard report is investigated to determine if it's an isolated case or emerging trend requiring evaluation of policies and procedures, or service modifications.

Employees reporting hazards will not face disciplinary action unless that employee contributed to the hazard. Employees may report the hazard to their immediate supervisor, a member of the Safety Committee, HR//Risk or go directly to the CSO to submit and discuss their report.

### Continuous Improvement

The objective of safety at SAMTD is continually improving the processes and operations to maximize safety to the highest practicable level. This effort is undertaken by providing on-going opportunities for employees to be reminded of safety, incorporate safe practices into their operations, to hold open discussions about safe work observations, and provide multiple means for each employee to identify potential hazards to develop actions needed in their work place and on the system.

Employees receive information through safety messages, Safety Committee meetings, safety posters, identification and mitigation of hazards, proactive reviews, and inspections to identify potential hazards. In addition to these communication channels, employees may make suggestions to any department or group when they observe an area in need of safety improvement. Any employee may request a safety assessment, which is facilitated by HR/Risk. Through the continuous improvement process, SAMTD is then able to develop and carry out a plan to address identified safety deficiencies by:

- Prioritizing identified deficiencies and systemic hazards;
- Developing strategic initiatives to overcome known deficiencies;
- Re-evaluating progress on improvement measures through the District's SMS.
- Periodic review of the ASP

## Section 5. Safety Risk Management

SAMTD provides training to all employees in the identification of hazards and security threats, while also providing tools to enable personnel to report these risks. Once the risk has been identified, the District conducts an assessment of the risk to determine the necessary response and response time. The response may include further investigation or monitoring, action(s) to mitigate the hazard or security threat, and follow-up assessment to ensure the action taken is appropriate and effective.

### Safety Hazard Identification

Hazard and security threats are identified through different methods of monitoring the system. This includes system, employee, and asset assessments conducted daily and on an incremental basis. SAMTD conducts the following routine and random evaluations of the system in the following departments:

#### SAMTD Employees

Each employee is evaluated annually to ensure they are performing their job to the expectations of the District. As part of their orientation, the employee is provided training and tools to initially perform their job but do not receive permanent status until completing 180 days of employment. During the 180 days, the employee is evaluated to determine if they are properly prepared to perform their job.

Additional evaluations of the employee are conducted throughout the year through spot- checks of various aspects of their job function. If a spot-check or annual evaluation determines the employee's performance does not meet expectations or training standards, remedial training will be provided and additional evaluations will take place to ensure remedial training was effective.

#### Assets

Rolling stock, facilities, and equipment are monitored through a vigorous preventive maintenance plan aimed at identifying hazards and deficiencies as part of daily and scheduled inspections. Transportation and Maintenance Departments coordinate the preventive maintenance program including Daily Vehicle Inspection Reports (DVIRs), incremental, and annual inspections.

SAMTD updates the FTA-required Transit Asset Management (TAM) Plan annually with data relevant to each asset, including a condition assessment, miles (with rolling stock and non-revenue vehicles) and age as to whether the asset is in a State of Good Repair (SGR). The TAM Plan allows SAMTD management to plan asset replacement or rehabilitation for the future.

#### System

As part of the safety management system monitoring, the District uses service evaluations when planning, spot-checking or responding to an event such as an accident or incident. New routes are strategically developed with safety being the first priority and rider access second.

Bus route planners plan and test all routes before activating for revenue service. All routes are reviewed periodically to determine if an environmental hazard requires modification to the route, schedule, or vehicle. All front-line staff are trained to note any changes to service that may be considered a hazard or security threat through the ESRP.

### Hazard Identification Procedure

Any employee seeing something through inspection or observation that they deem to be a hazard, is instructed to immediately report that hazard to their immediate supervisor or Dispatch, if on route regardless of the perceived level of threat. The employee will document the hazard by end of shift, if directed. The immediate supervisor will document in the hazard reporting system, TransTrack, which will be reviewed by HR/Risk.

If the hazard requires immediate mitigation, the employee will be instructed on steps to take to reduce the risk that may, or may not, alleviate the risk completely. Additional actions may be taken once the immediate risk mitigation has been taken. Some hazards may not pose an immediate risk, but are still reported and HR/Risk will be responsible for risk assessment, investigation, mitigation strategy, and communicating with the CSO.

In some cases, a rider or member of the public may call SAMTD with a complaint about a front-line employee that may rise to the level of hazardous behavior or actions. The District currently documents all customer complaints/compliments and takes appropriate action to investigate any complaints. Complaints deemed hazardous will trigger immediate action by on-duty supervisors.

Hazard Identification Forms will be located on all vehicles, along with standard safety kits for accident and incident reporting; and in the Maintenance Department. Customer Service Representatives (CSRs), Dispatch, and Operations Supervisors will have access to the online system, TransTrack, to document the report of hazard. A copy of the form is located in Appendix B.

The employee will receive training on documenting the hazard noting date, time of day, location, and other pertinent information. The form includes a section for the supervisor, or receiving employee to document immediate action taken to reduce risk, a risk assessment chart prioritizing the risk, and a section for additional follow-up action. All forms will be processed and submitted to the CSO and summarized periodically for trend analysis and included in safety performance measures.

49 CFR part 673.5

*Hazard* means any real or potential condition that can cause injury, illness, or death; damage to or loss of the facilities, equipment, rolling stock, or infrastructure of a public transportation system; or damage to the environment.

## Safety Risk Assessment

All employees of the District will have been provided training that is appropriate for their positions within the organization. SAMTD expects employees to respond to hazards or threats with professional judgment as sometimes there might not be time to contact a supervisor to prevent an emergency event.

In cases where the hazard can be reported without immediate risk, the employee will make an initial assessment of the risk as part of their report.

Once received by the supervisor, the initial risk assessment may be amended requiring immediate, short, or long-term response.

**Level 1** - Immediate: A deficiency, threat or hazard requiring immediate attention to mitigate risk either temporarily until further action can be taken or complete mitigation.

**Level 2** – Short-term: Action is needed within seven days to mitigate an identified deficiency, threat or hazard. The deficiency, threat or hazard does not pose immediate danger, but if no action is taken could elevate to an immediate level risk.

**Level 3** – Long-term: A deficiency, threat or hazard has been identified but does not pose a threat currently, but could at a later time. Continued monitoring and awareness are required.

Designated employees will investigate each identified hazard, assess the risk, and take appropriate action to mitigate the risk and communicate findings to the CSO. Additional mitigation may be needed based on follow-up monitoring the action taken.

## Safety Risk Mitigation

In response to all identified and assessed hazards, the District will take steps to mitigate the hazard and reduce or eliminate the risk to employees, riders, and the community. Mitigation strategies will be dependent on the results of the investigation into the elements contributing to the risks. The investigation may include more than one department and may include interviews outside the transit system.

Actions to mitigate risk will include all employees, riders, and the public who may be impacted by either the hazard or the actions to reduce or alleviate the risk. SAMTD will communicate actions to appropriate staff through methods appropriate to risk assessment. In some cases, immediate notification through two-way communications (dispatch system, text burst, email, or web alert) may be necessary. In other cases, bulletin board notices or memorandum posting may be appropriate.

Once a risk mitigation strategy has been implemented, SAMTD will monitor the actions to determine if a full mitigation is possible and, if not, is additional action necessary to alleviate the risk, or is stepped-up monitoring necessary. Some risks may not be completely mitigated, but awareness to the risk is a top priority.

All actions taken to mitigate risk will be documented and linked to the initial deficiency, threat, or hazard identification step.

## ASP Risk Reduction Program Components

The Risk Reduction Program for transit operations improves safety by reducing the number and rates of accidents, injuries, and assaults on transit workers, based on data submitted to the NTD.

The measures to decrease vehicular and pedestrian accidents involving buses include reducing **visibility impairments** for bus operators that contribute to accidents, including retrofits to buses in revenue service and specifications for future procurements that reduce visibility impairments.

- Vehicular Accident Reduction Components –
  - Employee Training and Supervisor Oversight
    - Entry Level Driver Training (ELDT) for all new hires
    - Driver training and refresher training – Smith System
    - Annual In-Service Training
    - Supervisor Ride-along
  - Accident Investigation Process
    - Supervisor Accident Investigation
    - Accident Review Committee
  - Vehicle Modifications and Specification
    - Updated vehicle specification on new procurements (lights, mirrors, cameras, etc.)
    - Monitoring camera and audio on the exterior and interior of vehicles
- Pedestrian Accident Reduction components –
  - Employee Training and Supervisor Oversight
    - Customer Service Training
    - Rider Interaction and Assistance Training
    - Public Contact Tracking
  - Incident Reporting and Investigation Process
    - Incident reporting
    - Incident review by supervisors
  - Vehicle Modifications and Specification
    - Maintain all walking and gripping surfaces
    - Securement of mobility devices
    - Lighting at points of ingress and egress
    - Slip resistance surfacing on steps, ramps, etc.

## Mitigation of assaults on transit workers.

The Safety Committee will review and make recommendations to the CSO to reduce risk of assault on all transit workers. These recommendations may include:

- Employee Training and Supervisor Oversight
  - De-escalation Training during In-service
  - Policy education and training – workplace violence, personal safety
- Incident Reporting and Investigation Process
  - Incident Reporting System (TransTrack)
  - Security contract and coordination with the Security Coordinator
  - Liaison with law enforcement
- Vehicle Modifications and Specification
  - Driver barrier to limit rider access to driver workspace
  - Radio communications

### Risk Reduction – Assaults and De-Escalation Training

All employees will participate in customized, interactive training. Sessions will help attendees gain the skills needed to assess situations, determine the level of risk, and make sound decisions about next steps to appropriately respond to aggressive behavior and situations. The training will teach strategies for prioritizing safety while improving interactions with individuals who are in distress and/or are experiencing a mental health and/or situational crises. These training sessions will address communication and procedural goals and promote consistency among all employees, supervisors and security personnel. The training will focus on techniques for internal and external communication, including discussing when to and not to engage, and exploring options when faced with various situations and scenarios.

The sessions will be facilitated to inspire interaction and engagement and will accommodate the questions, comments, and specific needs of the participants.

### Risk Reduction – Front-line Employees (In-Service and Ongoing Training)

All customer-facing employees will participate in pre-escalation and de-escalation training facilitated by the Training Department in collaboration with Security and Risk. This training will consist of the following topics:

- Definitions of pre- and de-escalation terminology
- Situational awareness
- Techniques to maintain your composure
- Being empathetic and identifying potential mental illness
- Utilizing applied tools and methods to recognize situations

- Reducing intensity of conflicts
- Techniques for avoiding volatile situations
- How to request assistance in the field
- Techniques to remain calm in difficult situations
- Discussion on past experiences
- Managing your personal safety

## **Section 6. Safety Performance Monitoring and Measurement**

Safety performance monitoring and measurement involves the continual monitoring of the District's activities to understand safety performance. Through these efforts, SAMTD can determine whether it is meeting its safety objectives and safety performance targets, as well as the extent to which it is effectively implementing SMS.

SAMTD is committed to maintaining the highest level of safety through its monitoring methods that ensure adherence to policies and procedures, safety and maintenance plans, and system and employee evaluation processes. These methods allow SAMTD to determine the need to make changes to improve policies, employee training, and service delivery.

### Maintenance

#### Maintenance Standards and Procedures

Standards and procedures are included in the SAMTD Fleet Maintenance Plan. In general, maintenance procedures are designed to ensure that the maintenance recommendations of the manufacturer are met, maximum efficiency in performance and operation, and maximum bus life and condition are maintained. Daily bus inspections, an active Preventive Maintenance Program, contractor oversight, and careful monitoring are included in procedures to ensure the safety of buses and adequacy of the Fleet Maintenance Plan.

#### Operator Inspections

All operators are required to perform a pre-trip and post-trip inspection to ensure that the vehicle is safe and in good operating condition. If any defects are noted by the operator, a Defect Slip is completed and, depending on the severity and extent of the defect, the vehicle may be repaired or taken out of service until a repair can be made. In the case of a defect that develops or is noted once a vehicle is in service, the operator is required to communicate the problem to the Transportation Department. Transportation will then notify Maintenance.

## Daily Servicing and Inspections

Maintenance team members inspect and service every bus used in revenue service each day. The buses are fueled and washed; all fluids, tires, and lugs are checked; and the vehicle is inspected for any leaks or unusual noises. The service workers clean the bus interiors each day. When a defect is noted, it is reported to the mechanic or supervisor on shift, so that an evaluation and, if necessary, a repair can be conducted.

## Regularly Scheduled Inspections and Maintenance

The Facility Maintenance Department conducts quarterly safety inspections. Mechanics and Facilities Maintenance employees look for potential hazards with equipment whenever they are using that equipment. The vehicle hoists, chain pulls, and cranes in the vehicle maintenance shop are inspected annually by contractors. Preventive maintenance of equipment and facilities is performed in accordance with the manufacturer's recommended practice.

## Mileage-Based Maintenance Inspections

All buses receive preventive maintenance inspections (PMI) at designated mileage intervals. Mileages are determined by vehicle and subcomponent manufacturers and real-world experience. Oil sampling is performed periodically for both engines and transmissions. A description of the schedule and type of inspection and service performed for each bus series is included in the Fleet Maintenance Plan.

## Operations

### Facility Monitoring

Formal facility inspections of all SAMTD facilities and grounds are conducted by members of the Safety Committee quarterly using a facility checklist. The purpose of the inspections is to identify any unsafe or unhealthy conditions which may exist, and that may require maintenance or modification. Each facility is also visually inspected for compliance with Occupational Safety Health Administration and local fire codes.

Any guests to the District's administration facility must check in through a secured process requiring check-in and validation of visit purpose. Employees are trained on procedures for visitors in the workplace and facility access is limited through security systems.

### Frequency

Hazards are also identified by analyzing work accident trends.

### Reporting

When deficiencies are noted during quarterly inspections, they are documented and reported to the manager of the department in which the safety hazard is located. When safety hazards are noted by non-scheduled observation, they must be reported by the observer to a supervisor. Hazard Reporting Forms are routed to the department, HR/Risk, or the appropriate chief to evaluate the concern and, when necessary, propose a resolution. Monthly reports will be submitted and reviewed by the CSO.

## Hazard Resolution

The primary purpose of facility inspections and hazard reporting is to identify conditions that could lead to accidents and losses. Given this, all departments and employees must be involved in the facility inspection and the hazard identification and resolution processes. Hazard resolution is related to the severity of the hazard and the probability and severity of a negative consequence of the hazard.

## Follow-up

Corrective action for a confirmed hazard that has been identified by any established process is the responsibility of the manager of the department area in which the hazard exists, HR/Risk or the CSO. This includes arranging for the services of other departments or outside parties, as necessary, to eliminate or control the hazard.

## Documentation

All maintenance records are maintained by the Maintenance department. Hazards that have been identified, proposed resolutions, and corrective actions are recorded and maintained in a centrally accessible database for access and review by the CSO.

## Employee Hazard Reporting

All front-line personnel are responsible for monitoring safety and security as part of their respective positions. If a hazard is identified through observation or interaction with customers or the public, it is reported to the immediate supervisor, as well as following the hazard reporting process.

## Reporting Forms

Employees fill out a Hazard Reporting Form, which is turned into the affected department and the CSO, talk with a supervisor, and depending on the hazard, the Manager. Hazards can be documented directly into the TransTrack System in lieu of completing a physical form. Employees can also contact a Safety Committee member, which is composed of union and administrative members.

Depending on the severity/risk of the hazard identified, immediate action may be taken, or the input will be brought to the Safety Committee for discussion. Feedback will be provided to the employee on what action, if any, will be taken.

## Route/Operations Safety

Employees can fill out a Hazard Reporting Form or discuss suggestions for making the system/route safer with their supervisor. SAMTD encourages its employees to be advocates for safety and suggest methods to improve performance. With its open-door policy, management sends a clear message that they are receptive to employee suggestions and feedback.

## Safety Events

### Accident and Incident Reporting Process

All accidents and loss incidents are to be investigated. The District's safe driving standards require professional and safe performance of all operators. To ensure better than average safety performance, SAMTD convenes an Accident Review/Determination Panel to determine if a collision or onboard incident could have been prevented.

The Salem Area Mass Transit District Operator's Manual outlines the procedures and responsibilities for accident/incident investigation. Policy 3011 details the procedures for accident notification, response, and investigation.

### Accident Definition

An accident, by definition of the National Safety Council, is any occurrence that results in property damage and/or personal injury, regardless of who was injured, what property was damaged, to what extent, or where it occurred.

For the District's purposes, a vehicular accident is further defined as vehicular contact with another object that results in any reported injury; any property damage other than to our vehicle; or any property damage to our vehicle that necessitates a repair.

*See Safety and Security Procedure 3011, Accident Review and Determination.*

### Reporting an Accident

Transit operators are required to report all accidents to Dispatch immediately and complete an accident report no later than the end of their shift that day. The accident report must be filled out accurately and completely by the transit operator involved in the accident. The transit operator's signature confirms his/her agreement with the accurate contents of the report.

### What to Do at the Scene of an Accident

When involved in a vehicle accident, stop the bus as quickly as possible and do not move the bus. Report the accident to Dispatch immediately. Check for injuries and relay information to Dispatch. Do not move the bus until released by a police officer or an operations supervisor.

Protect the scene – place emergency triangles in the proper configuration around the bus. Begin the information exchange with the other driver. Use the proper District forms from the accident packet.

Distribute and collect courtesy cards, obtaining the names and phone numbers of customers on the bus or others outside the bus who may have witnessed the accident. Anyone wanting to make a claim should be referred to the Risk Manager or their designee in the Human Resources and Labor Relations Division.

Do not make any statements describing the accident, how the accident occurred, or any opinion of fault to anyone, except the police, District supervisory personnel, and Risk Manager, or their designee. Requests for information or questions about the accident are to be referred to supervisory personnel. All media requests for information are to be

directed to the District's Chief Communications Officer or designated public information officer.

*See General Administrative Manual Policy 203, Media Contacts.*

### Accident Classification

All accidents will be given a determination of preventable or non-preventable. The National Safety Council has developed this brief definition:

"A preventable collision is one in which the driver failed to do everything that reasonably could have been done to avoid it."

In other words, when a driver commits errors and/or fails to react reasonably to the errors of others, the National Safety Council considers a collision to be preventable. When a driver commits no errors and reacts reasonably to the errors of others, the Council considers the collision to be non-preventable.

Accident reports are reviewed and, if necessary, further investigated. A determination as to the preventability is issued to the transit operator in writing. A preventable accident will prevent a transit operator from receiving an annual National Safety Council Safe Driving Award.

### Investigation

Most accidents and incidents involving a district vehicle are relatively minor in severity and are investigated by Operations field supervisors. Because most accidents involve buses, this section focuses on bus accidents. However, all non-bus accidents and incidents are also investigated.

An attempt is made to complete the investigation of most accidents within three days. Operations supervisors are required to complete a Supervisor Accident/Incident Report. Operators are required to complete an Accident Information Report. The Supervisor is required to file both reports electronically, as well as a hard copy and attach all relevant media for use by the Accident Review and Determination Panel and HR/Risk.

Transportation coordinates with outside law enforcement agencies if they investigate an event. Administrative staff coordinates with outside insurance providers and provides support among SAMTD departments and independent investigation to manage the District's liability and claims.

A Report of Injury Form must be completed if an employee suffers an injury or illness as a result of an accident or incident. An 801 Form must be filed with the Risk Manager if medical treatment is necessary.

### Accident Review Process

The Accident Review Panel follows all policies, procedures, and definitions as in Safety and Security Procedure 3011, Accident Review and Determination. Examples of investigations may include reviews of accident and injury reports, vehicle condition reports, witness statements, employee interviews, accident scene sketches, bus videos, physical evidence, training manuals, and accident site visits. Employees who wish to appeal preventable determinations must notify the Risk Manager in writing within 21 days of the date the

employee was notified of the determination. At that time, the employee (or union representative) shall provide to the District's Risk Manager all documents they wish the National Safety Council to consider. The Risk Manager will submit these documents, along with the District's documentation, to the National Safety Council for their review and determination. The employee will receive a copy of all documents submitted. The National Safety Council's determination of the preventability or non-preventability of the accident is final and binding.

#### Follow-up

Follow-up in the form of corrective action is the responsibility of the employee's direct supervisor or manager. The responsibility may be delegated to a designee, or the CSO. Any disciplinary action will be assessed using the Collective Bargaining Agreement procedures and/or the Administrative Handbook. Disciplinary consequences for accidents may include warnings, suspensions, and discharge.

Training will be provided, in most cases, for employees who have been involved in two preventable accidents within one year. Training and re-training are not disciplinary in nature.

#### Documentation

HR/Risk and the Accident Determination Committee maintain the accident investigation documentation.

#### Performance Measures

Through a series of performance measures relative to operations, maintenance, and safety. The District can monitor the system's safety by identifying trends and gaps in policies, procedures, training, and monitoring efforts. The following performance measures are on a daily, monthly, and quarterly basis.

##### Maintenance

- **Preventive Maintenance On-time Inspection Percentage** – determines the effectiveness of the maintenance department to ensure all inspections are conducted per manufacturing and mileage intervals.
- **Vehicles Removed From Revenue Service** – tracks vehicles removed from service due to a mechanical defect developed while in service requiring immediate service either on-site failure or once returned to the facility.
- **Annual Vehicle Condition Assessment** – through annual inspection, determines on a scale of 1 to 5 the overall condition of the asset. This performance measure is also used in annual updates of the SAMTD Transit Asset Management Plan.

##### Transportation

- **Customer Complaints Per Month** – tracks all customer complaints to identify areas of deficiency with vehicle, operator, or other areas. Safety-related complaints are immediately routed to a supervisor on-duty or the Transportation Manager for investigation, mitigation and response. Complaints may be a result of phone calls, website, or the District's public forums.
- **On-time Performance** – serves as an indicator of issues with time management,

environmental factors, scheduling, and vehicle and operator performance.

- **On-board Surveys** – conducted annually, allow the District to receive rider feedback about bus operator performance, customer service, and vehicle safety.

#### Safety

- **Safety Performance Measure: Fatalities** (total number of reportable fatalities and rate per total vehicle revenue miles by mode)
- **Safety Performance Measure: Injuries** (total number of reportable injuries and rate per total vehicle revenue miles by mode)
- **Safety Performance Measure: Safety Events** (total number of reportable events and rate per total vehicle revenue miles by mode)
- **Safety Performance Measure: System Reliability** (mean distance between major mechanical failures by mode.)

#### Safety Committee

The Safety committee is convened by a joint labor-management process and consists of an equal number of front-line employees who represent a plurality of the front-line workforce. (Appendix A) The purpose of the Safety Committee is to bring management, employees and employee representatives together to achieve and maintain a safe, healthful workplace.

#### **The Safety Committee shall have the responsibility for the following actions:**

- Evaluate employee concerns about safety and security hazards;
- Assist in identifying and reporting hazards in the workplace;
- Review injury reports and provide recommendations to reduce recurrence;
- Assist with workplace inspections;
- Address concerns and recommend mitigation;
- Provide management with information concerning safety and security hazards and provide recommendations for mitigation;
- Reduce recurrence of injuries to employees; and
- Identify potential “hot spot” locations in the service area.

Additionally, the Safety Committee evaluates the effectiveness of the bus system safety programs and activities and its implementation through the review of safety audits, major incident or accident investigations, and safety-related statistics to reduce the potential for the recurrence of similar incidents and negative trends. Major safety or security incidents include any incident that has the potential for significant liability of the District results in significant, sustained, or unusual disruption of transit service, results in death or serious injuries to persons on SAMTD premises or vehicles or has potential for to be a concern to the general public or of interest to the news media.

## Section 7. Safety Promotion

SAMTD is committed to providing a safe, clean, and secure experience for employees, customers and the community the District serves. Safety Promotion is key to setting the tone in establishing and supporting a safety culture. Through marketing campaigns with external customers and stakeholders, the District promotes public transportation as a safe travel option. Internally, continuous training and clear communication with employees are two main components of Safety Promotion.

### Employee Selection

The safety culture starts with the hiring process and continues through training during all stages of an employee's career.

#### Hiring Practices

Selecting applicants best suited to excel at the transit operator, dispatch, supervisor, and maintenance job requirements, is critical to safe transit operations. The transit operator is directly responsible for the safety of not only the riders, but also the pedestrians, bicyclists, drivers, and all others who share the road with the transit vehicle. Other Operations departments are instrumental in ensuring the operator has a safe and reliable vehicle, clear and concise policies and procedures, effective communications, and proper training. All safety-sensitive employees must meet federal and state compliance requirements to be considered for a position with SAMTD. The District's hiring process is described thoroughly in the Section 320 of the SAMTD Personnel Policies.

### Training

There are formal training programs for transit operators, maintenance employees, and transportation employees. These include training classes, manuals, standard operating procedures, and on-the-job training. Training is provided by the department manager and training supervisors in coordination with Human Resources.

The safety component of training is designed to make employees aware of the hazards associated with their jobs and the appropriate methods for controlling these hazards. The training is intended to motivate employees to work safely. Trainings fall into three main categories: (1) Initial, (2) Periodic, and (3) Remedial, or Refresher.

#### Initial Bus Operator Training

New Bus Operators receive an intensive eight-week training course that covers every aspect of their new job. Some components of the training are delivered in the classroom. The majority of learning occurs on the buses during off-route and on-route training. The training includes, but is not limited to, the following areas:

- Traffic Technology Services Predictive Driving
- Orientation to Salem Area Mass Transit District
- Basic Bus Maneuvers
- Advanced Bus Maneuvers
- Service Stops

- System Overview
- System Procedures
- Communication Skills
- Customer Service
- Accessible Service
- Emergency Management
- Fleet Services
- Personal Safety
- Health/Injury Prevention
- Stress Management
- CDL Preparation
- On-route Training
- Vehicle Orientation of all Vehicles
- Vehicle Security Awareness
- Conflict Resolution and De-escalation

On-route training provides real service experience, both day and night, with an operator instructor during the Instructor's regularly scheduled work. The time the new employee operates the revenue route increases daily. Each day the student receives a full review and debriefing from their instructor. Instructors communicate among one another regarding where additional training for new operators is required. Student rotation among the operator instructor group provides each student with experience across a variety of routes, vehicles, times of day, instructional styles, and driving conditions.

After the initial training, new transit operators receive additional support and training, including:

- Check-rides at the following intervals: one week, three months, six months, nine months, and 12 months
- Four-week follow-up: Procedure and Policy Review
- Inclement weather: Driving and Defensive Driving Course (DDC)
- Refresher
- 90-Day: Mid-trial Performance Review
- One-year Follow-up: Debriefing with Operations Training Supervisor and safety review with Transportation Department Management and the CSO
- One Year Refresh: In-service Training
- Operators with at least two years' experience, and no accidents or discipline within the last year, may apply to become Training Instructors as positions become available.

All new employees are subject to a six-month trial period during which a determination will

be made to give career status, terminate employment, or return to previous classification if a vacancy exists.

### Annual Training for All Transit Operators

Every year, each transit operator receives one full day of refresher and topical training. The training addresses, but is not limited to, the following topics:

- Safety and Customer Service
- Predictive Driving
- Signal and Intersection Management
- On the Road Exercise
- Effectively Dealing With People of Differing Ages
- Safety/Loss Control Topics – Blood Borne Pathogens
- ADA – Securement and Service Key Point Review
- Safety/Security Update

Partial-day trainings are also scheduled as needed and whenever warranted by the addition of new equipment or a change in configuration.

### Initial Operations Supervisor Training

Transit Operations Supervisors typically begin their career path as transit operators who first work alongside full-time supervisors in Dispatch and on the road. However, some individuals come into the position from diverse backgrounds. Subjects taught and subsequent testing is received as follows:

- Drug and Alcohol (policy and procedures for all types of FTA-mandated testing)
- Accident Investigation
- Emergency Procedures
- Security Procedures
- On-the-job Injury Claims
- Blood Borne Pathogens
- Data Entry and Recordkeeping
- Harassment
- Cultural Diversity
- Coaching/Counseling/Discipline
- Dispatch Operations
- Field Operations
- First Aid, CPR and AED

- Examination and Filing of Bus Camera Video Evidence
- Conflict Resolution and De-escalation.
- In addition to their initial training, all operations supervisors will receive one full day of refresher and topical training annually via annual in-service training.

### [Injury and Illness Prevention Training](#)

Injury and Illness Prevention Training is directed toward achieving a safe working environment for all employees and reducing the chance of occupational-related injuries and illnesses. The majority of training targets employees working in the Maintenance and Facilities Maintenance Departments because these employees have the greatest exposure to occupational hazards. The program is based on applicable federal, state, and local safety codes and regulations. Some areas addressed in training include:

- Handling Hazardous Materials (Right to Know)
- Hazard Communication Program, Safety Data Sheets (SDS)
- Avoiding Slips, Trips, and Falls
- Personal Protection Equipment
- First Aid
- Forklift Safety
- Blood Borne Pathogens
- Hazardous Materials Storage
- Fall Protection
- Crane Operation
- Ergonomics to avoid strains and sprains

### [Emergency Response Planning and Coordination](#)

Details are contained in the District's Emergency Action Plan and Evacuation Request Procedures.

### [System Modification Design Review and Approval](#)

#### [General Process](#)

The District's bus system is regularly modified in response to operational experience, the addition of new types of service, and changes in service design and levels. The SAMTD philosophy is to use appropriate new technologies to benefit the environment and the community it serves. The challenge is to review any proposed modification adequately before it is approved. Any proposed modification should be evaluated to ensure it is compatible with existing systems and does not introduce new hazards to the system or reduce the effectiveness of existing hazard controls.

Equipment modifications may be proposed by any employee of any department who uses the equipment. Changes may also occur from an analysis of reliability performance, historical data, and available improvements in equipment design and components.

### Modification Design Review

A review of any modification in equipment design shall be made by the division chief and managers of the department responsible for the equipment. It is an informal practice to include Human Resources and Operations in the review of any change that might affect safety. The impact on the safety of all designs and specifications should be identified and evaluated before the change is approved. Some of the areas to be considered include:

- Hazardous Materials (handling and use)
- Motor Vehicle Safety
- Human Factors/Ergonomics
- Occupational Health and Safety
- Materials Compatibility
- Fire Protection
- Lighting
- Braking Systems
- Mirrors
- Warning Devices

Modifications must not be made before it is determined how they might affect the safety of the system, or any other systems. Other departments may evaluate a proposed change to determine its compatibility with other systems (e.g., hoists, fueling systems, communications systems). The evaluation may also include a review of applicable regulations, such as the Federal Motor Vehicle Safety Standards and Regulations and OSHA.

Testing may also be performed to evaluate the safety of a proposed modification. The testing of small changes may be minimal. For substantial modifications, extensive field testing, mock-ups, and structural evaluations may be employed.

### Modification Design Approval

Final approval is generally made by the Deputy General Manager. When modifications are made by a bus manufacturer, the Maintenance Manager works with the manufacturer, and contractual changes may be made. If changes are substantial, additional training will be provided for maintenance and operation staff.

## Monitoring

Once a modification is put in place, feedback from the operating department is solicited to evaluate the performance of the modification. Unsolicited input from the operating department and its employees (end users) is also encouraged. Depending on the nature of the modification, HR/Risk, Planning and the Safety Committee, may be involved for input.

## Procurement Process

Procurement of new systems such as facilities, equipment, and buses include safety requirements in specifications, design reviews, testing and configuration control. These procurements may trigger consultation with the project manager and safety committee to ensure basic system safety principles. Consideration is given to the following safety requirements:

- Compatible with the existing SAMTD system safety features, design, and procedures.
- Incorporate "fail-safe" principles when failures would cause a catastrophe resulting in injury to personnel, damage to equipment, or inadvertent operation of critical systems.
- Avoid, eliminate, or reduce identified safety hazards by design change, safety devices, and parts or materials selection. Composition of hydraulic fluids, lubricants, and other materials shall provide optimum safety characteristics and fire-resistant properties.
- Location of equipment components so that access by personnel during operation, maintenance, repair, or adjustment activities do not require exposure to hazards such as electrical shocks, burns, cutting edges, sharp points or dangerous or toxic materials.
- Design to minimize severe damage to equipment or injury to personnel in the event of an accident.
- Avoid undue exposure to physiological and psychological stresses that might cause errors leading to an accident.
- Provide suitable warning and cautionary notes in instruction for operation, assembly, maintenance and repair, and distinctive markings for personnel protection on hazardous components, equipment, and facilities.

Contractors who provide systems, sub-systems, equipment that affect safe transit operations or passenger or employee safety are required to establish and maintain a system safety program in accordance with an approved ASP. The contractor's approved ASP must define objectives, tasks, and procedures, schedules, and data submittals for the safety activities that will be performed by the contractor. The CSO approves the contractor's system safety program plans, with concurrence of HR/Risk.

Additionally, all personal protective equipment to be used by the District's employees are reviewed and approved by the HR/Risk and the CSO, in accordance with respiratory, hearing conservation, work at heights, lock out/tag out or other applicable safety standards. Chemicals and other potential hazardous materials being considered for purchase and use are also reviewed and approved by the above mentioned team prior to arrival on site.

## Documentation

The Maintenance Department is responsible for documenting any vehicle modifications. Facilities Services is responsible for documenting any modifications made to a facility. Documentation may involve changing diagrams, schematics, manuals, service bulletins, service intervals, standard operating procedures, and Safety Data Sheets. Maintenance Supervisors are responsible for updating Safety Data Sheets based on input from product manufacturers.

## Routes

Route modifications are designed by the Planning Department. Planning may have a current transit operator help test routing and bus stop placement. This experience-based, real-world process is designed to protect the safety of the transit bus, transit riders, other vehicles, and pedestrians.

The Planning Department informs the Service Excellence Team of any proposed route modifications. The Planning Department may request that the Team evaluate a specific proposal, or the Committee may choose to evaluate any proposed modifications.

Transportation Management may request a route modification it believes will improve operations. It may also choose to evaluate a modification that has been proposed by another department. Input from individual Transit Operators is encouraged through the Hazard Reporting Form, direct communication, and periodic surveying of operators conducted by service planners. Finally, the Planning Department maintains a cooperative working relationship with the appropriate planning and road departments of all municipal levels of government in which the District operates.

## **Section 8. Minimizing Spread of Infectious Diseases**

### COVID Cases

Covid 19, also known as SARS-CoV-2, is still spreading and highly contagious. The Centers for Disease Control and Prevention provides updated information on its website. The District is concerned with the health and well-being of its employees and encourages them to mask and isolate when exposed or testing positive for COVID 19 following the current CDC guidelines.

### Other Infectious Diseases

There are many other infectious diseases that are caused by harmful organisms (pathogens). Pathogens that cause infectious diseases are viruses, bacteria, fungi and parasites. People can get infectious diseases from other people, bug bites and contaminated food, water or soil.

#### Ways to prevent infectious diseases

- Vaccines and safe food handling habits can reduce the risk of contracting or spreading an infectious disease with a few daily practices.
- Wash hands with soap and water. Thorough hand-washing is particularly important before preparing a meal or eating, after using the restroom.
- Cover nose and mouth when sneezing or coughing.

- Disinfect frequently touched surfaces at home and in the workplace.
- Avoid contact with people who are sick with an infectious disease or sharing personal items with them.
- Avoid contact with others while ill with an infectious disease.
- Wear a mask around others when ill or as recommended by the CDC.

### General Workforce Considerations

HR/Risk and the CSO will be responsible for responding to pandemic concerns. This information will be shared through communication channels identified in this document. This team will track and monitor health and safety data from federal, state, and county health authorities, then make recommendations to the Executive Leadership Team for the appropriate course of action should an exposure to a virus occurs.

### Cleaning and Disinfecting of Surfaces

The Facilities Maintenance Team, follows procedures for cleaning and disinfecting common or shared areas, equipment and surfaces. Service Technicians clean revenue and non-revenue vehicles on a regular schedule. Employees are encouraged to use disinfecting wipes to clean personal work spaces as needed. The District will continue to provide masks, non-latex disposable gloves, disinfecting wipes, and hand sanitizer. If additional resources are needed, employees are encouraged to contact their supervisor or a member of the safety committee.

### Additional Information

Safety and Security of the Oregon Public Transportation Plan (OPTP) aligns with the key components of the Federal Transit Administration’s Safety Management System (SMS) principles in the Public Transportation Safety Action Plans. Goal 6 of the OPTP and SMS principles extend safety and security beyond vehicles and stations and include transit personnel, riders and the surrounding community. Safety is a basic expectation of all public transportation users and providers. Both the OPTP Goal 6 policies and strategies and the SMS principles encourage greater safety of the public transportation system through a range of strategies that proactively address design factors, personnel training, safety technologies, accident investigation, and emergency management planning. The OPTP Goal 6 policies and strategies and SMS principles are scalable and effective across a broad range of organizations and applications. The goal of the OPTP and SMS is to ensure the District has an inclusive and effective process to direct resources to optimally manage safety.

This ASP was developed from information in other SAMTD documents, policies and procedures, and manuals. Those documents are listed below:

- SAMTD Personnel Policies
- Onboarding Checklists
- Transit Operator Handbook
- Safety and Security Plans, Policies, and Procedures
- General Administration Policies and Procedures
- Pandemic Response and Recovery Plan



### Public Transportation Agency Safety Plan

The Safety Committee for this PTASP was convened by a joint labor-management process and will consist of an equal number of frontline employee representatives and management representatives. The committee was formed by combining the existing safety committee with the existing system security committee group.

The Safety Committee is responsible for the following:

- ▶ Approving the ASP and any future updates to the ASP;
- ▶ Identifying and recommending risk-based mitigations or strategies necessary to reduce the likelihood and severity of consequences through Cherriots safety risk assessment processes;
- ▶ Identifying mitigations or strategies that may be ineffective, inappropriate, or were not implemented as intended;
- ▶ Identifying safety deficiencies for purpose of continuous improvement; and
- ▶ Establishing performance targets for Cherriots risk reduction program.

Both the District and the ATU agree that changes may be made to this committee through the labor-management process.

Allan Pollock  
General Manager  
Salem Area Mass Transit District

Shirley Block  
President - Business Agent Amalgamated  
Transit Union, Local 757

12/13/22  
Date

12/13/22  
Date

Appendix B

**HAZARD REPORTING FORM**

Reporting Employee \_\_\_\_\_ Date/Time of Report \_\_\_\_\_  
Time of Hazard \_\_\_\_\_ Supervisor Notified \_\_\_\_\_  
Location of Hazard \_\_\_\_\_

**Type of Hazard** (check all that apply)

Vehicle  Weather-Related  Employee   
Shelter  Road Condition  Security   
Facility  Near Miss  Passenger

**Description of Hazard**

\_\_\_\_\_

**Initial Action Taken to Mitigate Hazard**

\_\_\_\_\_

Signature of Employee \_\_\_\_\_

**Supervision Investigation**

Investigating Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Additional Information**

\_\_\_\_\_

**Initial Assessment of Hazard**

<b>Level 1</b>	Immediate: A deficiency, threat, or hazard requiring immediate attention to mitigate risk
<b>Level 2</b>	Short Term: Action needed within seven days to mitigate risk, no immediate danger but action could elevate to an immediate level if no action is taken.
<b>Level 3</b>	Long Term: Does not pose a threat currently but could at a later time. Continued monitoring and awareness are required.

Likelihood of re-occurrence of hazard ( 1-10) \_\_\_\_\_

Assessment Classification (check one)      Level 1                      Level 2                      Level 3

# HAZARD REPORTING FORM

## Hazard Mitigation

Mitigation Actions Taken

Actions Designed to:                      Eliminate \_\_\_\_\_                      Control \_\_\_\_\_

Communication of Actions

Submit completed form to Risk Department                      Date \_\_\_\_\_

## Safety Review & Risk Analysis

### Follow Up

Report to Safety Committee

Recommendations

Chief Safety Officer Response



# BOARD MEETING MEMO

Agenda Item V.B.6

**To:** Board of Directors  
**From:** Karen Garcia, Security and Emergency Management Manager  
David Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** National Transit Database Reportable Assault Data FY2023-2024 Quarter 1

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## ISSUE

Shall the Board receive the National Transit Database reportable assault data FY2023-2024 Quarter 1?

## BACKGROUND AND FINDINGS

The below chart shows reportable non-physical and physical assaults on transit operators and other transit workers for the first quarter of fiscal year 2023-2024.

FY 2023-24	Non-Physical Assaults: Transit operators	Non-Physical Assaults: Other transit workers	Physical Assaults: Transit operators	Physical Assaults: Other transit workers	Total
Q1 (Jul-Sep)	3	3	0	4	10
Q2 (Oct-Dec)	0	0	0	0	0
Q3 (Jan-Mar)	0	0	0	0	0
Q4 (Apr-Jun)	0	0	0	0	0
Total	3	3	0	4	10

## Summary of reportable events.

### Cherriots Local:

- Non-Physical Assaults: Transit Operators
  - 7/9: At the Marion County Correctional Facility, an individual who was previously incarcerated physically got in the transit operator's face and threatened him.
  - 7/25: A rider was denied a ride for non-payment of fare. The individual then pointed his finger and thumb at the transit operator as if signifying a handgun and stated "I will remember you!"
  - 8/24: A rider was holding a small wooden replica baseball bat and threatened to "wipe the smirk" off the transit operator's face.
  
- Non-Physical Assaults: Other transit workers
  - 8/20: A disorderly individual threatened to "inflict bodily harm" on a security officer.
  - 8/22: A disorderly individual threatened to twist the arm off a security officer and break him in half. The individual then stated they were "going to kill him (security officer)."
  - 9/20: An excluded rider came on transit district property and was asked to leave by security officers. The individual then threatened to kill the security officer.
  
- Physical Assaults: Transit Operators
  - None
  
- Physical Assaults: Other transit workers
  - 7/21: An individual at Keizer Transit Center became aggressive when asked to leave the property. He threw a tree branch at the security officer. Security warned the individual to get back, but the individual kept advancing and pushed the security officer in the chest.
  - 8/16: An individual was disorderly toward security and threw a bb pellet at him (security officer), hitting the bill of the security officer's hat.
  - 8/22: Two individuals were stopped by security for drinking on property. One individual became hostile and poked the security officer in the shoulder and toward the security officer's glasses, threatening to "kick their asses."
  - 9/21: An individual was confronted by security for smoking marijuana on transit district property. The individual became belligerent and spat on the security officer.

**FINANCIAL IMPACT**

None

**RECOMMENDATION**

For informational purposes only.

**PROPOSED MOTION**

**None**



## BOARD MEETING MEMO

Agenda Item VII.A

**To:** Board of Directors  
**From:** Karen Garcia, Security and Emergency Management Manager  
David Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** Authorizing a Contract with ADT Commercial for the replacement of Facilities Cameras

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### ISSUE

Shall the Board authorize the General Manager to execute a contract with ADT Commercial for the District's replacement of 131 Facilities cameras for various locations, in an amount not-to exceed \$508,043.00?

### BACKGROUND AND FINDINGS

The District values the safety and security of staff, riders and members of the public. The protection of District assets is vital to providing a safe and reliable service to the Salem-Keizer community. The current public safety surveillance camera system is extremely outdated and well beyond its useful life. It is vital to the safety and security of our operation that we have an easily accessible, user-friendly, and reliable camera system for all of our facilities. The project includes the replacement of all existing cameras, the addition of several new cameras, and a new video management software at all three (3) District facilities.

The proposed contract was procured under procedures required by the Federal Transit Administration (FTA). The District utilized a competitive Invitation to Bid (ITB) process on September 18, 2023 and was closed on November 3, 2023. A total of seven (7) bids were submitted and five (5) were determined to be responsive.

ADT Commercial was the lowest bidder as proposed. Moreover, ADT met the minimum technical requirements as detailed in the solicitation.

The contract with ADT is a seven-year contract, additionally, there is a 15% contingency added for incremental costs. The contract costs are broken down as follows: (1) \$322,089 (first year of the contract includes equipment, installation, training, and year one software licensing). (2) \$119,687 (contract year 2-7 total software and licensing costs). (3) \$66,266 (15% contingency). All subsequent contract costs will be included in future operating budgets. The total contract award is not-to-exceed \$508,043.

### FINANCIAL IMPACT

The funding source for the Facilities Camera Project is below:

Funding Source	Federal Share	Local Match	Total Budget
FTA 5307 Urbanized Area Formula Fund	\$268,800	\$67,200	\$336,000

All subsequent years of this contract will be accounted for in future general funds operating budgets.

### RECOMMENDATION

Staff recommends the Board authorize the General Manager to execute a contract with ADT Commercial for the replacement of District Facilities Cameras for an amount not to exceed \$508,043.

### PROPOSED MOTION

**I move that the Board authorize the General Manager to execute a contract with ADT Commercial for the replacement of District Facilities Cameras for an amount not to exceed \$508,043 (five hundred eight thousand, and forty-three dollars).**



## BOARD MEETING MEMO

Agenda Item VII.B

**To:** Board of Directors

**From:** Gregg Thompson, Maintenance Manager  
Tom Dietz, Chief Operations Officer

**Thru:** Allan Pollock, General Manager

**Date:** December 14, 2023

**Subject:** Authorize the General Manager to Execute a Contract with Northwest Bus Sales for the Purchase of Seven (7) CNG Paratransit Buses for Use in the Cherriots LIFT ADA service.

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### ISSUE

Shall the Board authorize the General Manager to execute a contract with Northwest Bus Sales for the purchase of seven (7) CNG paratransit buses for use in the Cherriots LIFT ADA service for an amount not to exceed \$1,259,985?

### BACKGROUND AND FINDINGS

The District has been investigating the possible use of alternative fueled vehicles for use in the contracted transportation system which includes Cherriots LIFT, Cherriots Regional and Shop and Ride services. Low or No emissions vehicles typically require additional infrastructure to support fueling which has proven to be a large road block to implementation. Partnering with our service provider MTM, the District has found a path to begin using compressed natural gas vehicles for the Cherriots LIFT service. Fueling will occur at the Del Webb Maintenance Facility taking advantage of using Renewable Natural Gas (RNG).

At the January 2022 Board meeting, approval was given to proceed with the purchase of seven (7) CNG paratransit vehicles. Unfortunately, due to the economic conditions from the pandemic, alternative fueled vehicle chassis were not available. Additionally, there were numerous price increases causing the District to cancel the original order. In September 2023, the solicitation was refreshed and re-released. Three (3) bids were received. Northwest Bus Sales was the low bidder and determined to be the apparent successful bidder. A Source Evaluation Committee reviewed the apparent successful bid and found that Northwest Bus Sales met all minimum technical specifications and verified the award.

**FINANCIAL IMPACT**

This project is included as part of the Capital Projects section of the District’s Adopted FY2023/24 Budget.

Funding for the proposed contract is covered through 5310, STIF Formula and General Funds, each with different match amounts.

Funds for the bus purchase is listed in Table 1 below:

**TABLE 1**

FUND SOURCE	GRANT PERCENT AGE	MATCH PERCENTAGE	GRANT AMOUNT	GENERAL FUND MATCH AMOUNT	TOTAL
5310	89.73%	10.27%	\$717,842	\$82,160	\$800,002
STIF Formula	100%	0%	\$459,983	\$0	\$459,983
<b>Grand Total</b>					<b>\$1,259,985</b>

**RECOMMENDATION**

The Source Evaluation Committee recommends the Board authorize the General Manager to execute a contract with Northwest Bus Sales for the purchase of seven (7) CNG paratransit buses for use in the Cherriots LIFT ADA service for an amount not to exceed \$1,259,985.

**PROPOSED MOTION**

**I move the Board authorize the General Manager to execute a contract with Northwest Bus Sales for the purchase of seven (7) CNG paratransit buses for use in the Cherriots LIFT ADA service for an amount not to exceed \$1,259,985 (one million, two hundred, fifty-nine thousand, and nine hundred and eighty-five dollars).**



## BOARD MEETING MEMO

Agenda Item VIII.A

**To:** Board of Directors  
**From:** Bobbi Kidd, Strategic Initiatives Administrator  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** FY2024 Quarter 1 (FY24 Q1) Strategic Plan Report

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### ISSUE

Shall the Board receive the FY24 Q1 Organizational Strategic Plan Report?

### BACKGROUND AND FINDINGS

In August 2022, the Board of Directors adopted an updated Organizational Strategic Plan. The Strategic Plan details the District's aspirations and specific steps for attaining goals set forth. It provides clarity around the vision for achieving excellence, supporting employee engagement and professional growth, increasing our value within the community, and achieving financial health.

This report summarizes progress achieved on Organizational Tactics identified in the work plan over the course of FY24 Q1. This is in alignment with the commitment from Executive Leadership and District staff to monitor and report quarterly on Strategic Plan progress. This report will highlight this fiscal year's goals and quarter one accomplishments.

All of the efforts are aligned with the District's four Success Outcomes:

1. Community Value
2. Customer Satisfaction
3. Culture of Ownership
4. Financial Sustainability

### FINANCIAL IMPACT

The FY 2024 budget includes funds for implementation of the Strategic Plan.

### RECOMMENDATION

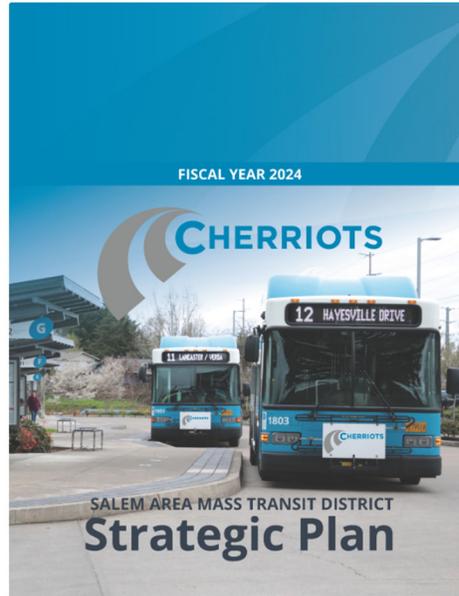
For informational purposes only.

### PROPOSED MOTION

**None.**

# Strategic Plan FY 24 Q1 Report

December 14th, 2023



## Guiding Principles

**VISION**  
We Deliver Valued  
Mobility Options  
that Inspire  
Community  
Pride.

**MISSION**  
Creating Community  
Connections

**VALUES**  
Communication  
Humility  
Excellence • Respect  
Resourceful  
Inclusive • Ownership  
Transparency  
Safety



# CHERRIOTS 2023 Success Outcomes

CHERRIOTS CORE AREA OF SERVICE / OPERATIONS



## COMMUNITY VALUE

Establish a baseline for the % of community that see value in the agency.



## CUSTOMER SATISFACTION

Establish a baseline Customer Net Promoter Score (NPS).



## CULTURE OF OWNERSHIP

Increase baseline Employee Engagement Score (59%) by 5 points.



## FINANCIAL SUSTAINABILITY

Year 1: Expenditure/Revenue Reporting  
 Year 2: 3-Year Rolling Budget Forecast  
 Year 3: Delivery of Full Capital Program Budget



# CHERRIOTS 2024 Success Outcomes

CHERRIOTS CORE AREA OF SERVICE / OPERATIONS



## COMMUNITY VALUE

Increase baseline Community Value score of 87 by 3 percentage points.



## CUSTOMER SATISFACTION

Maintain Baseline Customer (NPS)  
 • Fixed Route: No less than 52  
 • Lift: No less than 51



## CULTURE OF OWNERSHIP

Increase baseline Employee Engagement score of 62 by 5 percentage points.



## FINANCIAL SUSTAINABILITY

Year 1: Expenditure/Revenue Reporting  
 Year 2: 3-Year Rolling Budget Forecast  
 Year 3: Delivery of Full Capital Program Budget

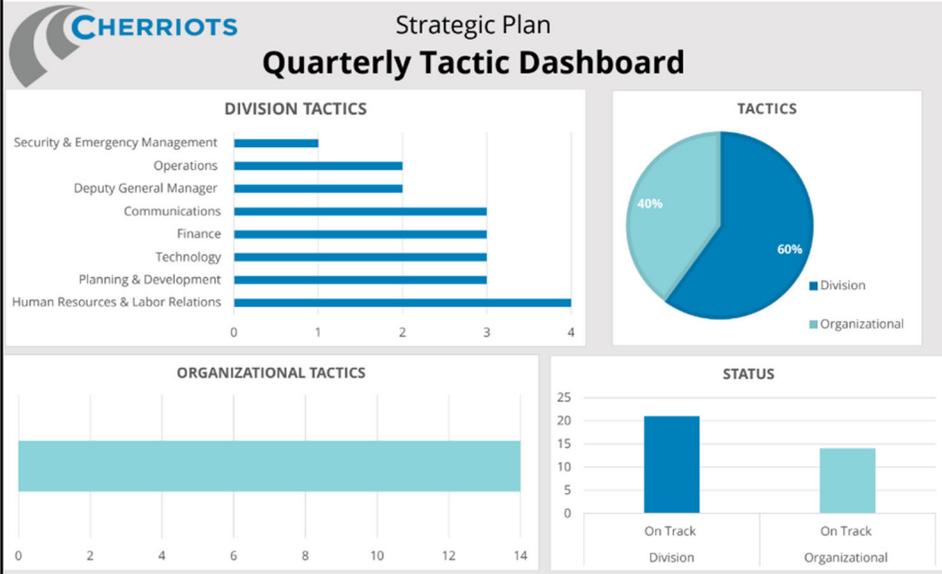


# Organizational Tactics



CHERRIOTS		Cherriots 2024 Organizational Work Plan Tactics
<b>1 Community Value</b>		Initiate Development of a Climate Action Plan
		Integration of Battery Electric Buses / Zero-Emission Awareness
		Access
		Community Value Surveys
<b>2 Customer Satisfaction</b>		Customer Satisfaction Survey
		E-fare Implementation
		Cherriots Intelligent Transportation System (CITS)
		Clean and Safe Passenger Amenities
<b>3 Culture of Ownership</b>		Merit-based Performance Management System
		Management and Resource Tracking Instrument (MARTI)
		Diversity, Equity, and Inclusion (DEI)
		Employee Engagement Survey
<b>4 Financial Sustainability</b>		The Finance Story

# Quarter 1 Overview



## Organizational Tactic Highlights





## Customer Satisfaction Survey

**Description:** Conduct an annual customer satisfaction survey for local, regional and paratransit services. The survey tool will assess various elements such as satisfaction with existing transit facilities, the impression of safety, and other aspects of agency operations. Incorporate survey findings into promotion, education, and information marketing and communication planning.

**Owner:** Patricia Feeny

**Team**

**Members:** Bobbi Kidd, Seth Hamlin, Bryan McCown

Q1 MILESTONES ****	Q2 MILESTONES ****	Q3 MILESTONES ****	Q4 MILESTONES ****
<ul style="list-style-type: none"> <li>✓ Contract with new surveyor services signed</li> <li>✓ With contractor, develop/revise survey tool</li> </ul>	<ul style="list-style-type: none"> <li>✓ Execute customer satisfaction survey</li> <li>✓ Receive results from contractor</li> <li>✓ Present results to ELT Board of Directors</li> </ul>	<ul style="list-style-type: none"> <li>✓ Coordinate presentations to CAC Team Cherriotics</li> <li>✓ Review/analyze survey and evaluate results for agency promotion and storytelling</li> </ul>	<ul style="list-style-type: none"> <li>✓ Schedule any presentations not scheduled in Q3</li> <li>✓ Incorporate results into communication and marketing campaigns</li> </ul>



## E-fare Implementation

**Description:** Seek opportunities to better serve our ridership with an additional method of fare payment. Umo will allow for stored value on a card-media and a mobile application to better facilitate payment and speed up the boarding process.

**Owner:** Tom Dietz

**Team**

**Members:** Don Clifford, Seth Hamlin, Tim Reedy, Tyler Burgett, Jim Kirkland

Q1 MILESTONES ****	Q2 MILESTONES ****	Q3 MILESTONES ****	Q4 MILESTONES ****
<ul style="list-style-type: none"> <li>✓ Full fleet deployment of validators</li> <li>✓ Operator and public training</li> <li>✓ Full Go-Live launch in Jul/Aug</li> <li>✓ Community communications on Umo</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review supply of cards</li> <li>✓ System performance</li> </ul>	<ul style="list-style-type: none"> <li>✓ Monitor system performance and customer feedback</li> </ul>	<ul style="list-style-type: none"> <li>✓ Prepare 1-year report for BoD</li> <li>✓ Re-evaluation of fare policy for relevance</li> </ul>



## Clean and Safe Passenger Amenities

**Description:** Seek opportunities to best address comments from the public about the cleanliness of our stops, shelters, and transit centers. Additional staffing will allow Cherrriots to be more responsive to complaints and/or concerns.

**Owner:** Tom Dietz

**Team**

**Members:** Gregg Thompson, Don Clifford, Mike Taylor

Q1 MILESTONES ****	Q2 MILESTONES ****	Q3 MILESTONES ****	Q4 MILESTONES ****
<ul style="list-style-type: none"><li>✓ Hire and Train new staff</li><li>✓ Redesign how stops and shelters are addressed</li></ul>	<ul style="list-style-type: none"><li>✓ Review effectiveness</li><li>✓ Adapt and adjust as necessary</li></ul>	<ul style="list-style-type: none"><li>✓ Evaluate next survey's results</li></ul>	<ul style="list-style-type: none"><li>✓ Monitor outcomes</li></ul>

# Looking Ahead





## Quarter 2

- Receive Customer and Community survey feedback
- FY 25 Strategic Planning
- Continue tracking metrics on TransDASH and adding a couple of new ones, including Net Greenhouse Gas Emission Benefit
- National Quarterly Results Presentation is on December 6th





# BOARD MEETING MEMO

Agenda Item VIII.B

**To:** Board of Directors  
**From:** Chris French, Service Planning Manager  
Shofi Ull Azum, Chief Planning and Development Officer  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** January 2024 Service Change Briefing

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## ISSUE

Shall the Board receive a briefing regarding Cherriots fixed route service beginning January 7, 2024?

## BACKGROUND AND FINDINGS

All District services will continue to operate at 100% of pre-pandemic service levels. This service change will begin on Sunday, January 7, and be in effect until Saturday, May 4.

### Local bus service

#### *Schedule adjustments*

- Route 11 - Lancaster / Verda
  - The inbound trip departing Marion County Corrections Facility (Stop ID 106) at 18:24 will have timepoints adjusted to match those of previous trips. This issue was brought to the attention of planning staff by a transit operator. After reviewing trip times it was determined that a change to the schedule was necessary.

### Local Holiday Service

- Martin Luther King Jr. Day, Monday, January 15
  - District's Local service will operate at the **Saturday** service level.
- Presidents Day, Monday, February 19
  - District's Local service will operate at the **Sunday** service level.

## Regional Service

### Notable changes

#### *Route/Schedule adjustments*

- Route 1X - Wilsonville / Salem Express
  - The trips departing DTC at 5:00 a.m. and 6:25 a.m. will no longer serve the Market Street Park and Ride. The City of Salem has closed the lot permanently. The last timepoint in Salem will be moved to the existing Market @ Savage stop (Stop ID 942). Scheduled departures for this stop will be 5:08 a.m. and 6:33 a.m.

## Regional Holiday Service

- Cherriots Regional service does not operate on holidays.

## Paratransit (LIFT) Service

- LIFT service will match Local fixed route hours of operation for all days of service.

## FINANCIAL IMPACT

None

## RECOMMENDATION

For information only

## PROPOSED MOTION

None



# BOARD MEETING MEMO

Agenda Item No. VIII.C

**To:** Board of Directors  
**From:** Shofi Ull Azum, Chief Planning and Development Officer  
David Trimble, Deputy General Manager  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** FY2024 Quarter 1 (FY24Q1) Performance Report

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## ISSUE

Shall the Board receive the FY24 Q1 Performance Report?

## BACKGROUND AND FINDINGS

The first quarter of FY24 began July 1, 2023 and ended September 30, 2023. Overall, system wide total ridership and ridership per revenue per hour in FY24 Q1 increased by 21.5% and 14.8% respectively compared to FY23 Q1. Key Performance Indicators (KPIs) for Cherriots fixed route (Local and Regional), paratransit service (also known as LIFT), Shop and Ride and Vanpool are included in Attachment A: Quarterly Performance Report. The data for these measures are derived from adjusted Trapeze schedules, vehicle fare boxes, passenger counting systems, trip reservation platform (Via Transportation, Inc), and staff-tracked measures.

All weekday, Saturday, and Sunday total and daily average data in Attachment A are compared to the same time period of the previous fiscal year, FY23 Q1, when data is available. Year-to-date data comparisons between FY23 and FY24 are also included for weekday, Saturday, and Sunday service. Cherriots Regional and Shop and Ride services do not operate on Sundays. However, Cherriots paratransit service (LIFT) is available seven days a week.

Data for Q1 reflects the changes to weekday service made in response to the COVID-19 pandemic during FY23 Q1. The Cherriots Local weekday service level operating during FY23 Q1 was 90 - 93% of the pre-pandemic level while the weekday service level during FY24 Q1 was 100% of the pre-pandemic level. Saturday service levels have been maintained at 100% of the pre-pandemic level since July 2020. Sunday service has operated at 100% of the planned service level since its implementation in September

2021. Cherrriots Regional service operated at 100% weekdays and Saturdays for both FY23 and FY24.

On November 11, 2021, Salem Area Mass Transit District (District) began operating on all holidays except Thanksgiving Day, Christmas Day, and New Year's Day. In FY24 Q1, District operated at the Sunday service level on Independence Day (Tuesday, July 4) and on Labor Day (Monday, September 4). Total rides on holidays during Q1 are also included in Attachment A.

### **FINANCIAL IMPACT**

None.

### **RECOMMENDATION**

For information only.

### **PROPOSED MOTION**

**None.**



# FISCAL YEAR 2024

## QUARTER 1 PERFORMANCE REPORT



*JULY 1, 2023 - SEPTEMBER 30, 2023*

# FY24 Q1 in Review



## JULY

2023



- Cherriots began the pilot test phase of the new contactless fare payment system, Umo. A select group of riders, including staff, the Cherriots Board of Directors, and community members, began using the new Umo tap cards and Umo mobile app when boarding the buses.
- Cherriots held its first Bus Rodeo since before the pandemic. The event was a huge success, with participation by Operators, administrative staff, and board members.

## AUGUST

2023



- Umo was launched to the public on August 1 after a successful pilot test of the system. Low-income customers can now benefit from fare capping, which ensures they are always paying the lowest amount possible for their rides.
- Cherriots implemented a new fare structure, unifying Cherriots Regional fares with Cherriots Local fares, making the two services easier and more affordable to navigate for all riders.
- Construction began at the Keizer Transit Center for the inductive charging stations that will be used for the new electric buses on Route 11 Lancaster / Verda.

## SEPTEMBER

2023



- Cherriots implemented the September service change, including some pre-emptive changes to Route 11 Lancaster / Verda in preparation for the launch of electric buses.



# System Summary FY24 Q1



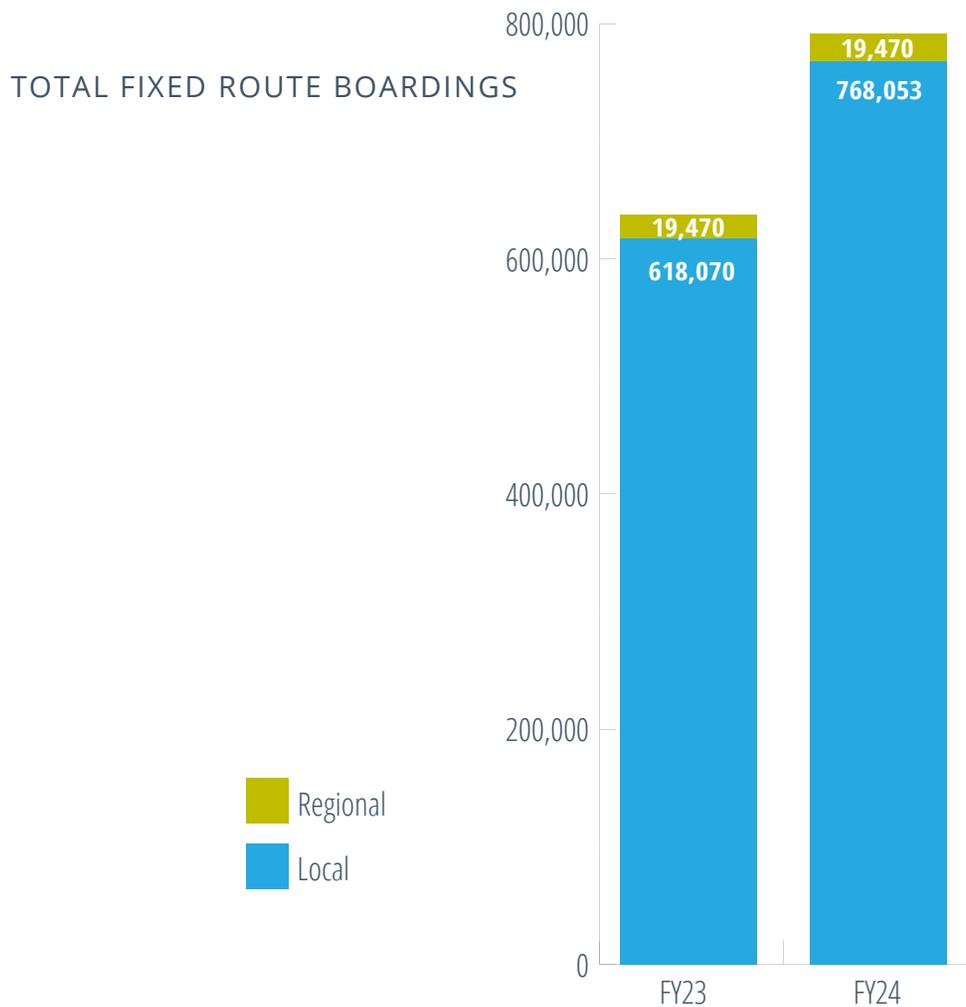
Quarter 1 of Fiscal Year 2024 (FY24 Q1) is the first full quarter with service operating at 100 percent of pre-pandemic levels. The table below provides a high-level summary of boardings, revenue miles, and revenue hours in FY24 Q1 compared to the same period of the previous fiscal year. Total ridership is up 21 and a half percent, with the largest share of that coming from Cherriots Local bus service.

Performance Indicator	Fixed-Route		Paratransit (LIFT)	Dial-a-Ride (Shop and Ride)	Vanpool	Total	% Change from FY23 Q1
	Local	Regional					
Total Boardings	768,053	23,406	22,248	1,025	20,747	835,479	21.5%
Percent of Total Boardings	91.9%	2.8%	2.7%	0.1%	2.5%	--	--
Revenue Miles	636,860	132,869	129,201	7,840	122,418	1,029,188	1.6%
Boardings per Revenue Mile	1.2	0.2	0.2	0.1	0.2	0.8	19.5%
Revenue Hours	51,994	6,229	10,314	809	2,978	72,324	5.8%
Boardings per Revenue Hour	14.8	3.8	2.2	1.3	7.0	11.6	14.8%

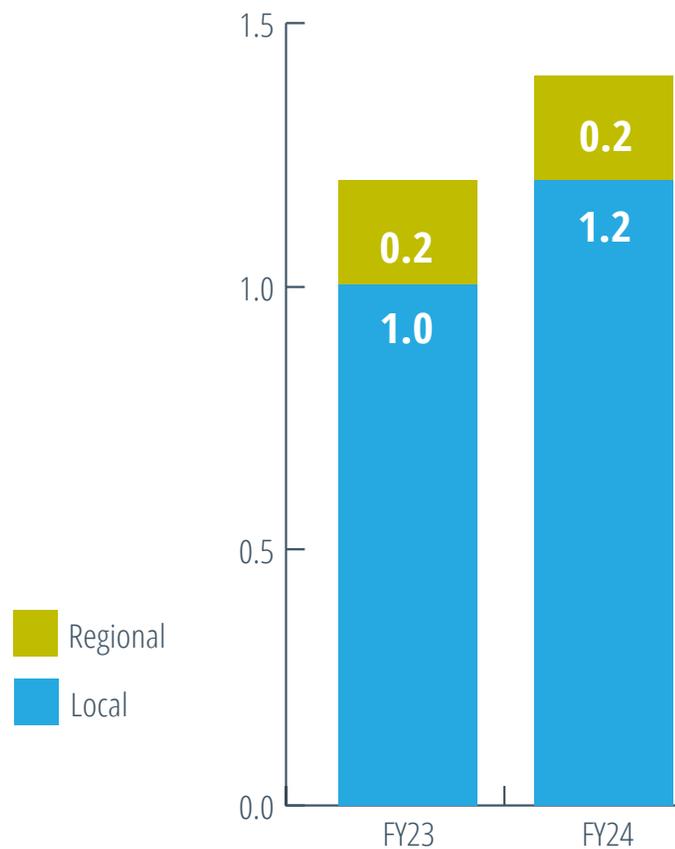


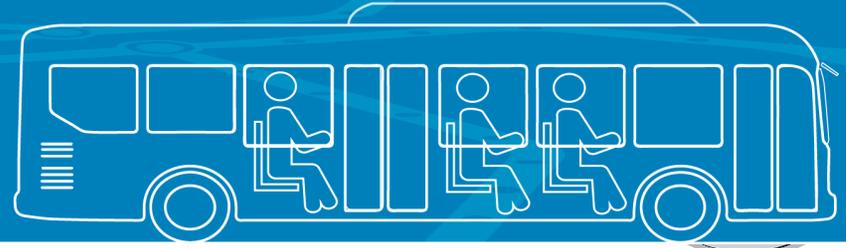


## Ridership Trends FY24 Q1



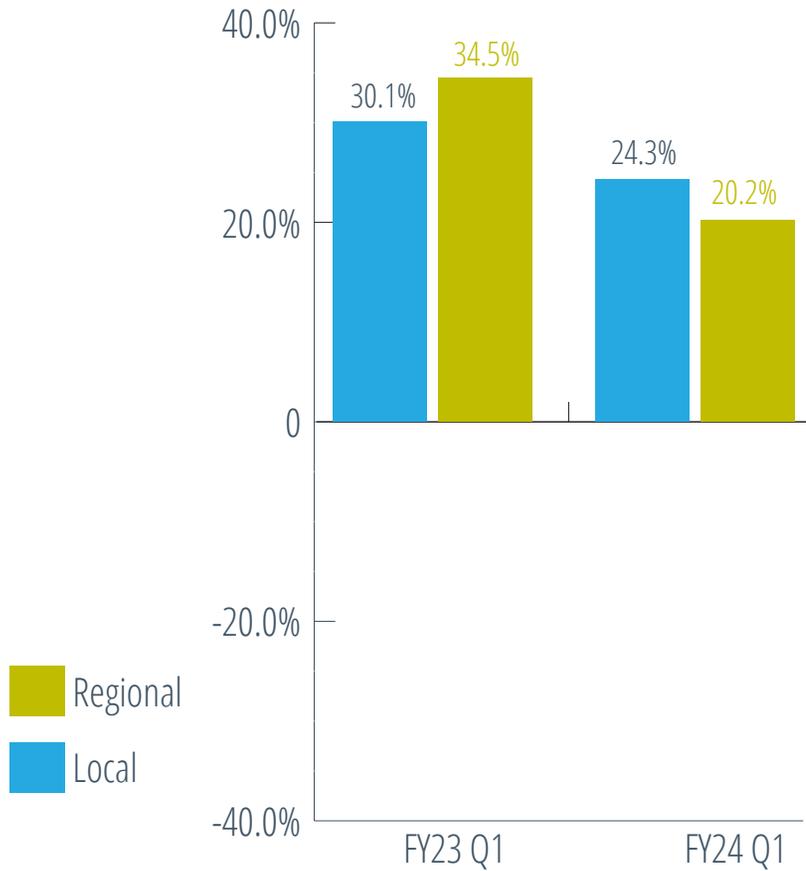
TOTAL BOARDINGS PER REVENUE MILE



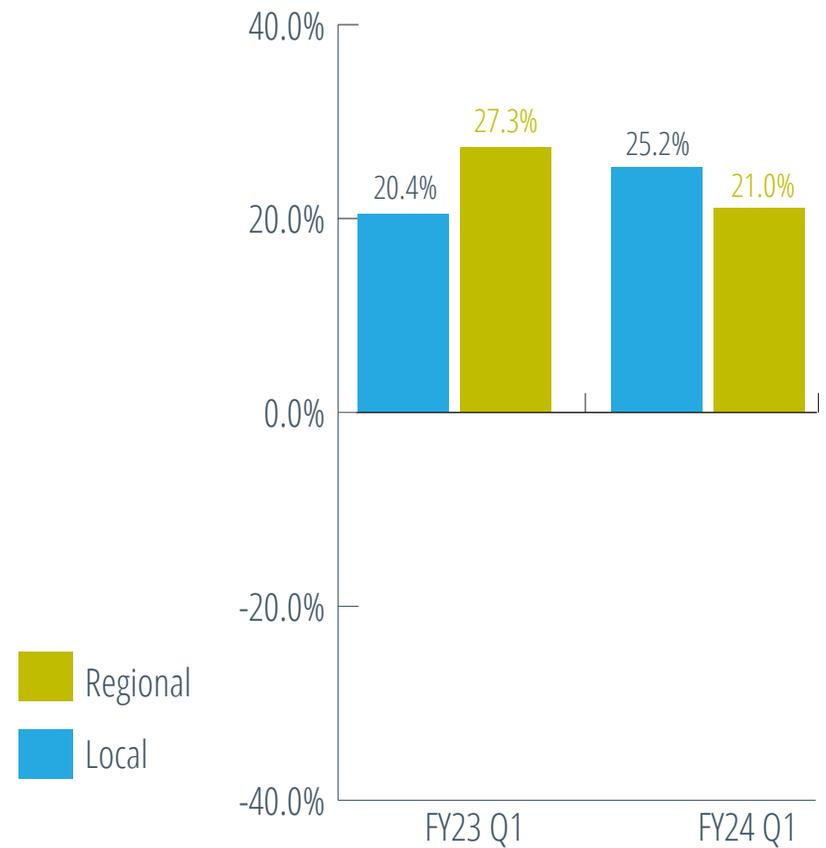


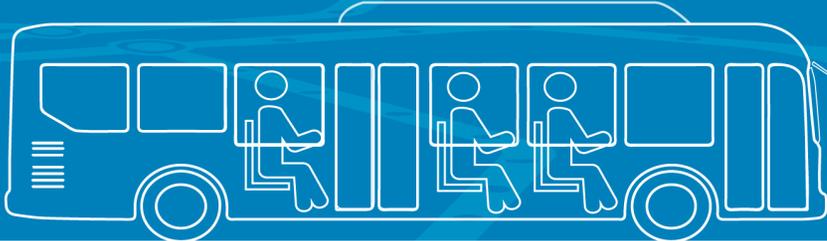
## Ridership Trends FY24 Q1

QUARTERLY INCREASE/DECREASE  
IN TOTAL BOARDINGS



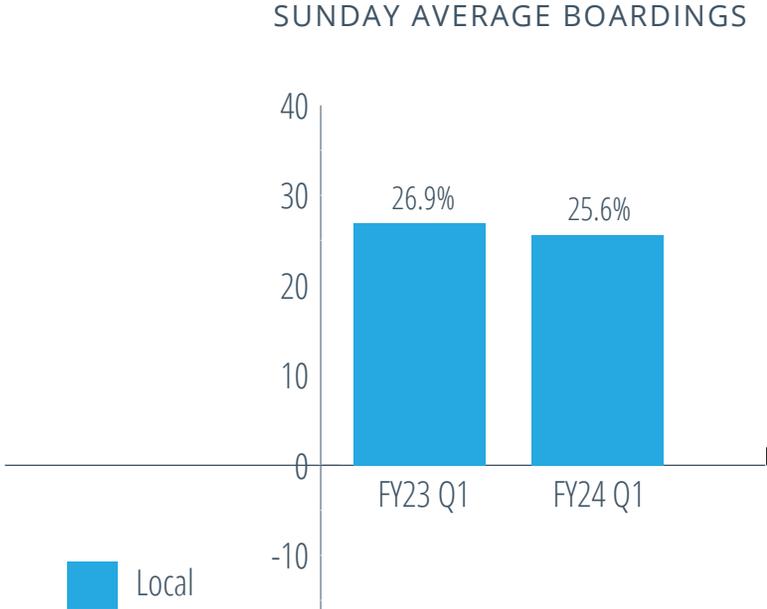
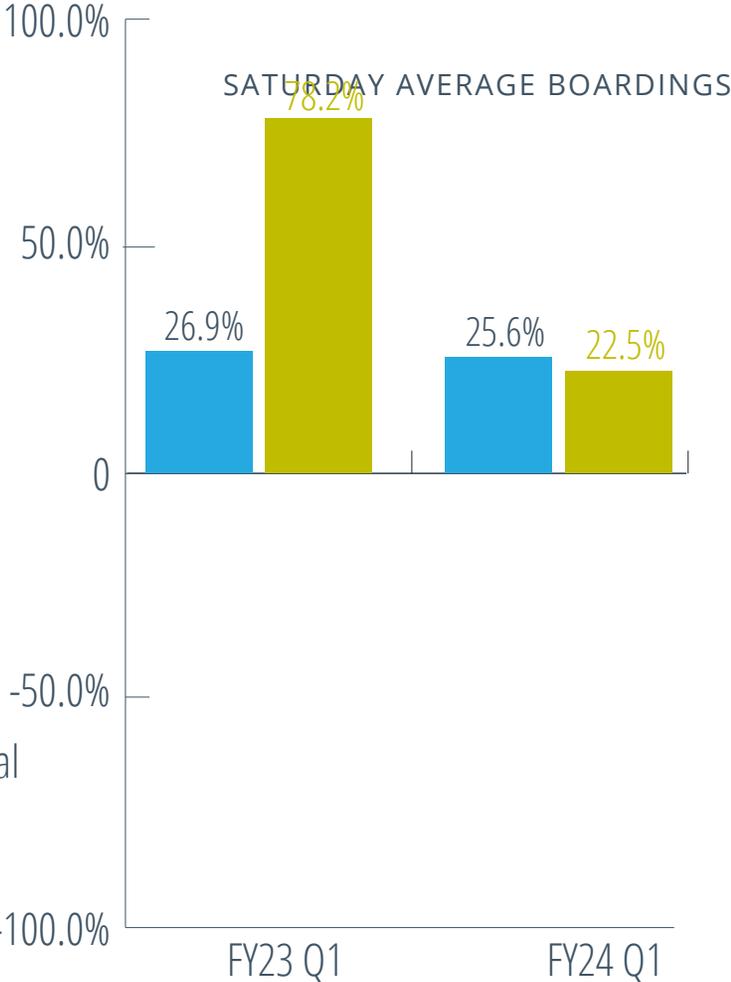
QUARTERLY INCREASE/DECREASE IN  
WEEKDAY AVERAGE BOARDINGS





# Ridership Trends FY24 Q1

QUARTERLY INCREASE/DECREASE



# Route Productivity FY24 Q1



Cherriots uses rides per revenue hour to measure a route's productivity. Each type of route is assigned a specific target, as listed below. Once the target is reached, additional frequency may be considered for that specific route in order to maintain a suitable level of passenger comfort and service level for the system.

- Corridor routes – Routes that operate on major transit pathways, including the **Core Network**, that connect to areas of major growth, employment, and activity centers.
  - Target: 20 rides per revenue hour
- Coverage routes – Routes that focus on providing access to transit over building high ridership, operate at lower frequencies, and typically travel through neighborhoods.
  - Target: 10 rides per revenue hour
- Commuter express routes – Routes that connect metropolitan areas with no stops in between.
  - Target – 10 rides per revenue hour
- Regional express routes – Routes that provide service between towns, cities, and communities in Marion and Polk counties.
  - Target - 10 rides per revenue hour
- Deviated fixed routes – Routes that run along a fixed path with fixed stops, but also can deviate up to three-quarters of a mile away from the route path.
  - Target – 5 rides per revenue hour

Many Core Network routes are close to, or already exceeding, productivity targets for corridor routes. For example, Route 19 Broadway / River Rd and Route 21 South Commercial are close to meeting the target of 20 boardings per revenue hour on weekdays. Those same routes are exceeding that target on Saturdays and Sundays due to the lower number of revenue hours operating on the weekends. What this means for the customer is that wait times are longer and buses are more crowded for those routes on the weekends compared to weekdays. Route productivity is analyzed as part of the Cherriots Needs Assessment process.

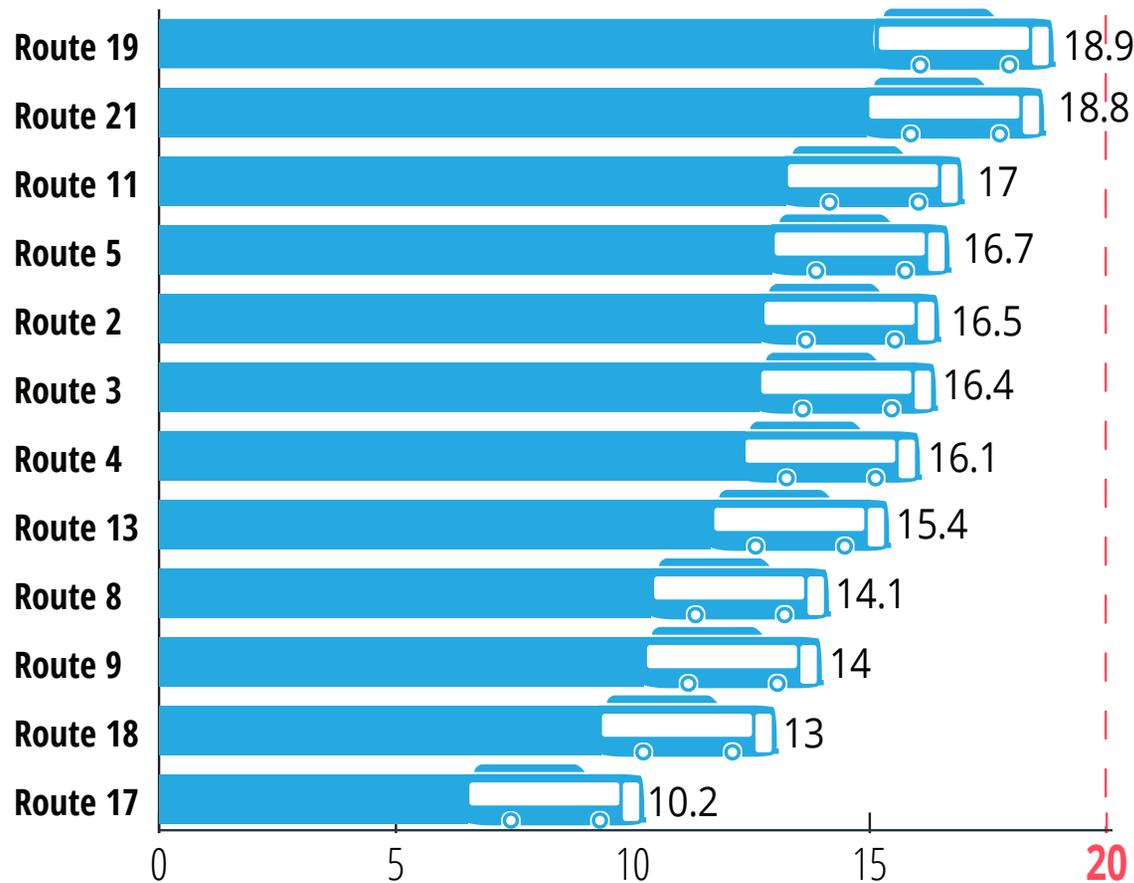




## Route Productivity FY24 Q1

FY24 Q1 WEEKDAY RIDES PER REVENUE HOUR LOCAL BUS SERVICE - CORRIDOR ROUTES

**TARGET: 20 BOARDINGS**

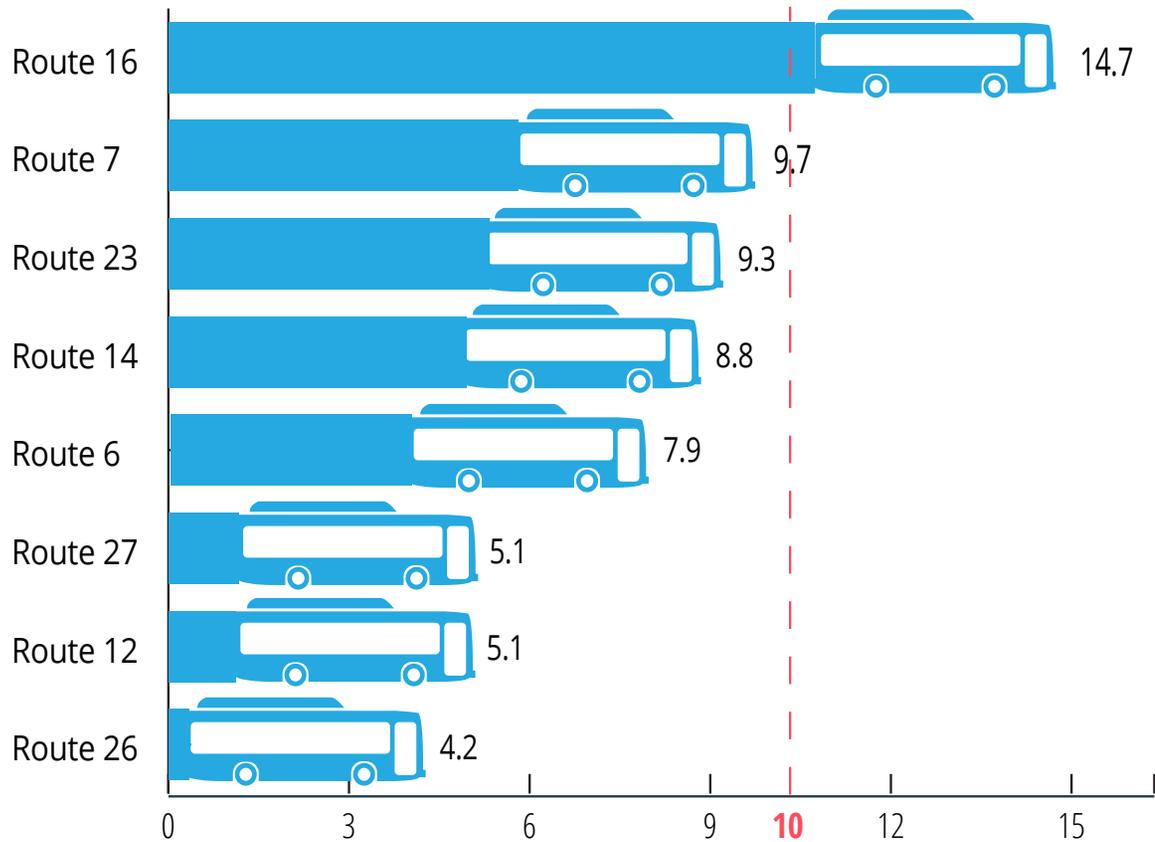




## Route Productivity FY24 Q1

FY24 Q1 WEEKDAY RIDES PER REVENUE HOUR  
LOCAL BUS SERVICE - COVERAGE ROUTES

**TARGET: 10 BOARDINGS**

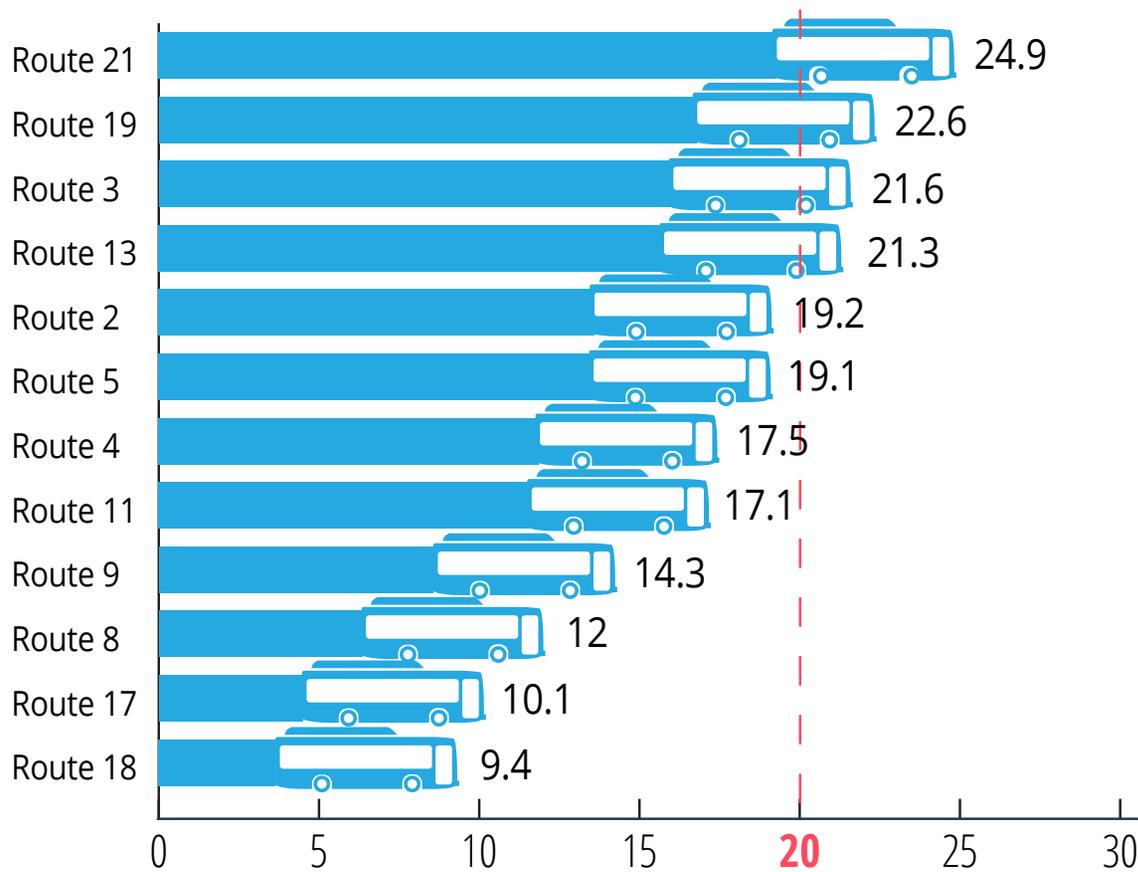




## Route Productivity FY24 Q1

FY24 Q1 SATURDAY RIDES PER REVENUE HOUR  
LOCAL BUS SERVICE - CORRIDOR ROUTES

**TARGET: 20 BOARDINGS**

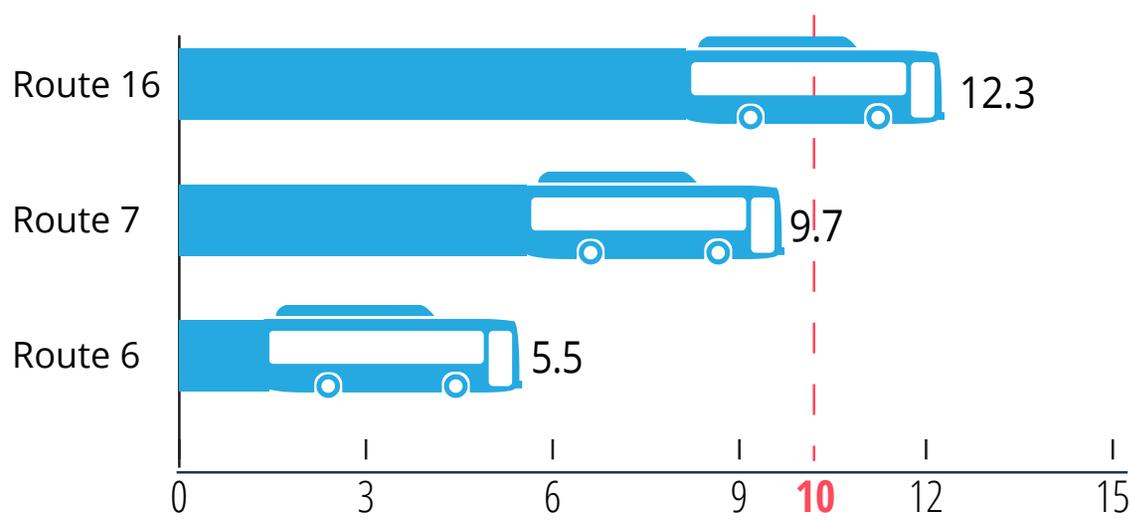




# Route Productivity FY24 Q1

FY24 Q1 SATURDAY RIDES PER REVENUE HOUR  
LOCAL BUS SERVICE - COVERAGE ROUTES

**TARGET: 10 BOARDINGS**

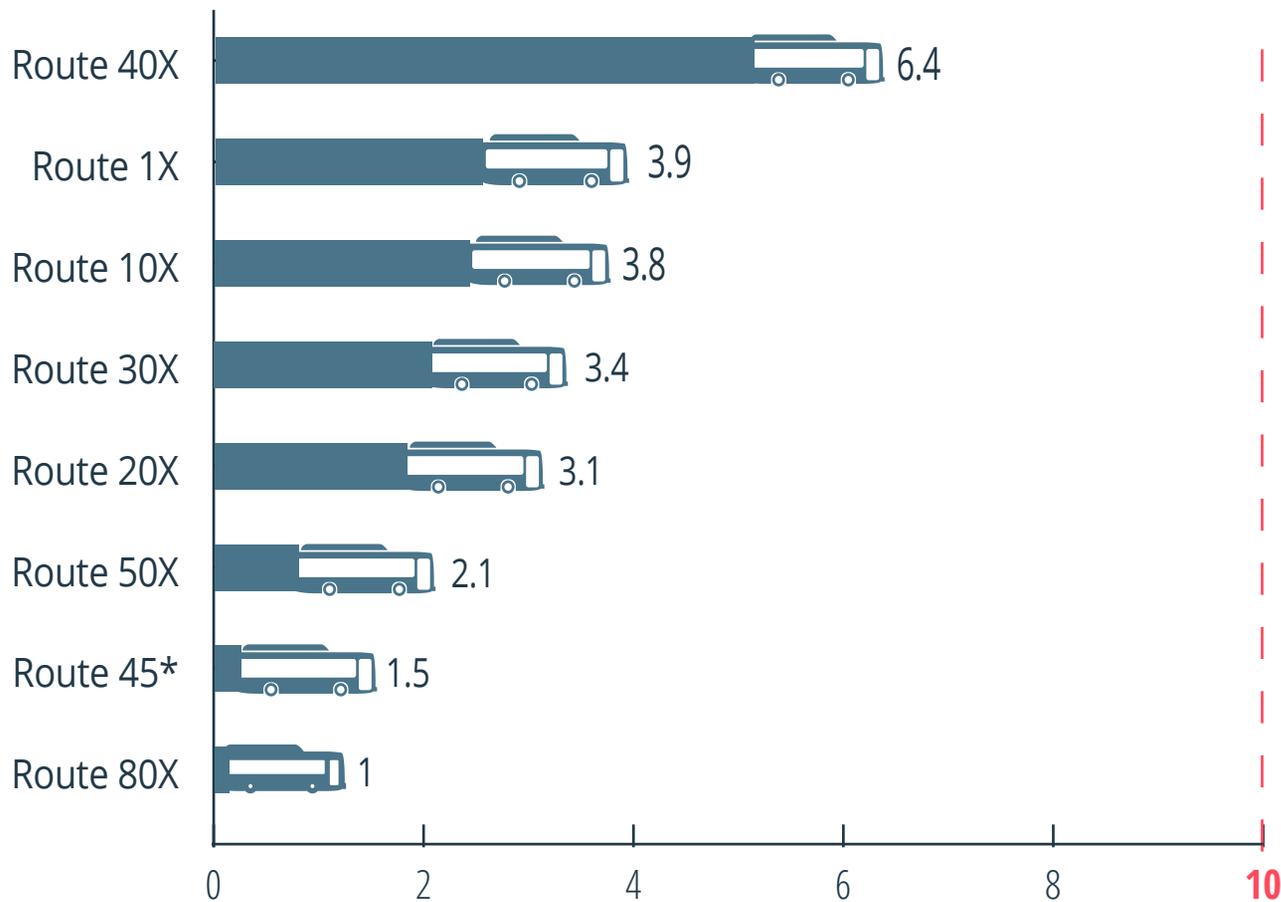




## Route Productivity FY24 Q1

FY24 Q1 WEEKDAY RIDES PER REVENUE HOUR  
REGIONAL BUS SERVICE

**TARGET: 10 BOARDINGS**

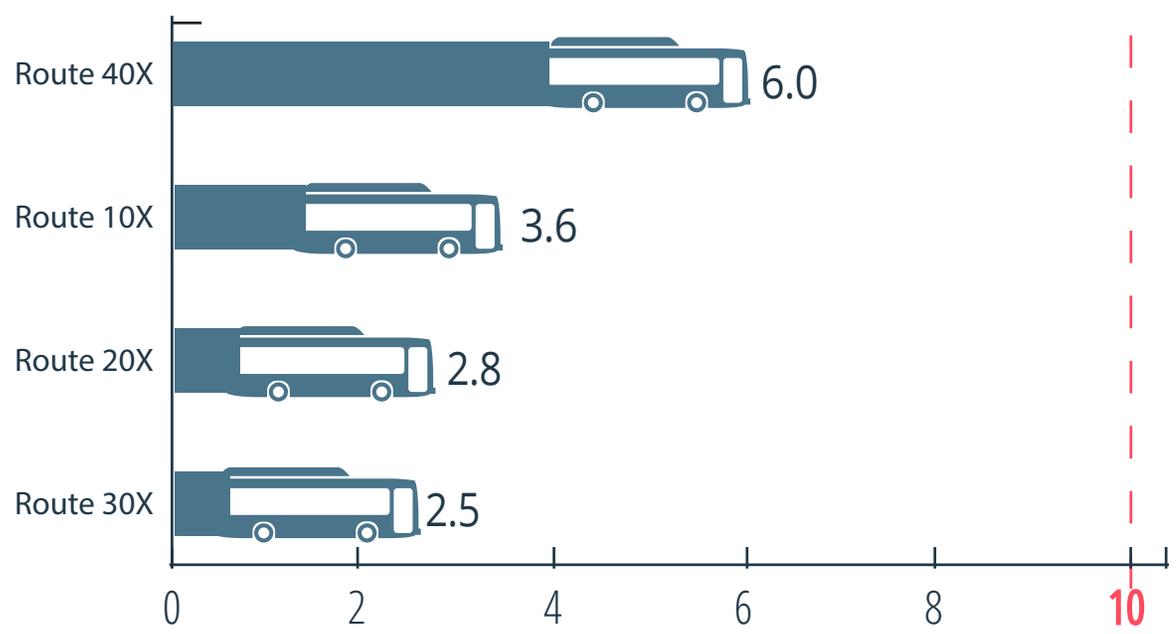




# Route Productivity FY24 Q1

FY24 Q1 SATURDAY RIDES PER REVENUE HOUR  
REGIONAL BUS SERVICE

**TARGET: 10 BOARDINGS**

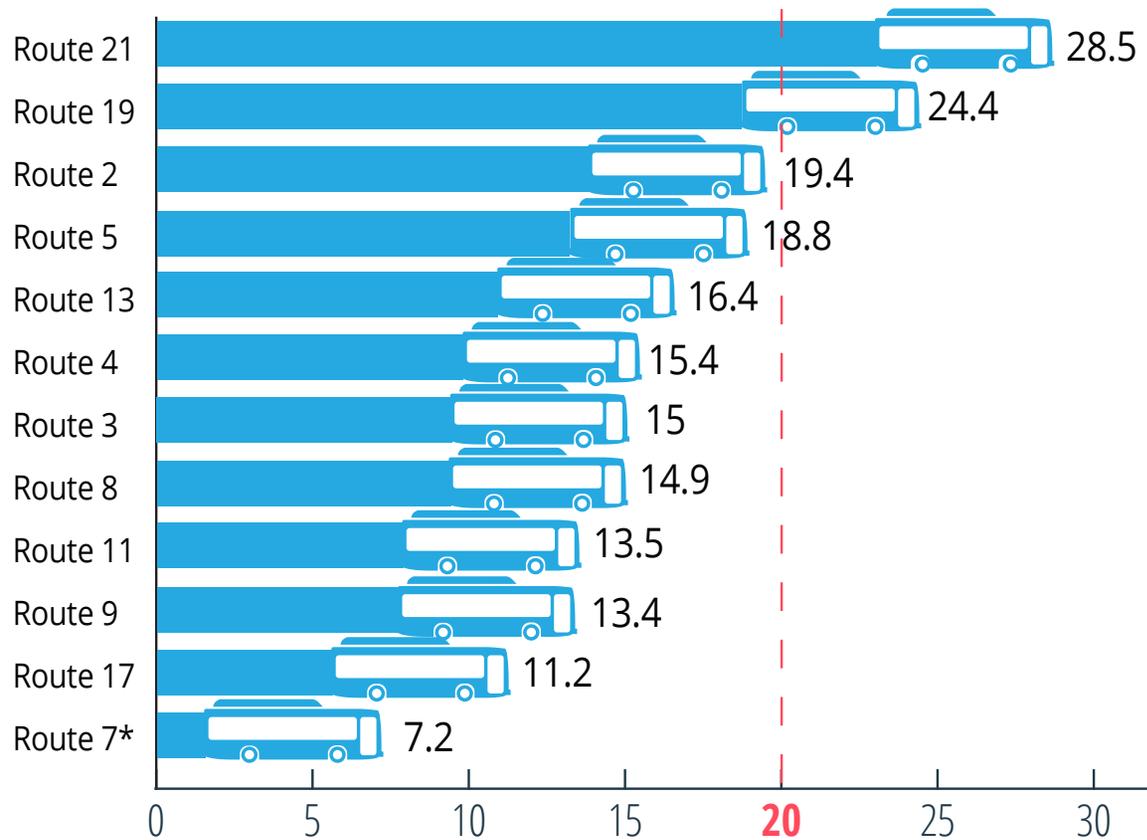




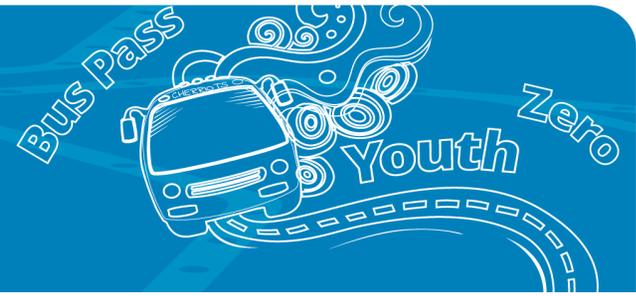
# Route Productivity FY24 Q1

FY24 Q1 SUNDAY RIDES PER REVENUE HOUR  
LOCAL BUS SERVICE - ALL ROUTES

**TARGET: 20 BOARDINGS**

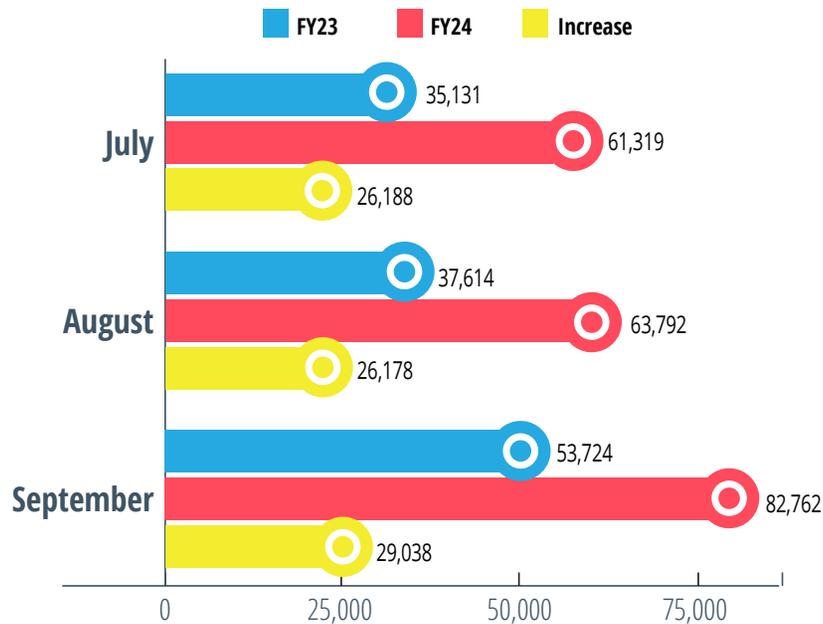


# Snapshot of Youth Zero Pass Program: FY24 Q1

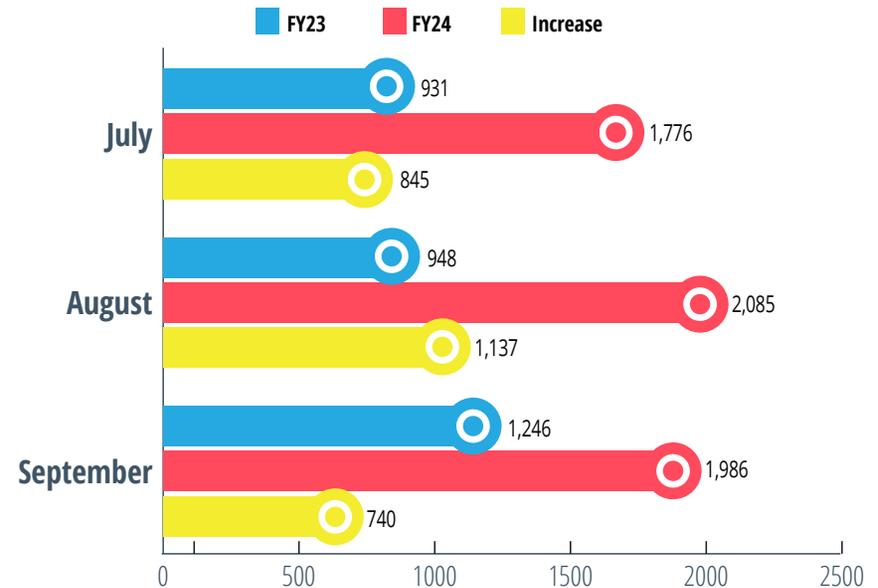


Cherriots provides rides to youth ages zero to 18 at no cost to them. The Youth Zero Pass program began Sunday, September 4, 2022, as a six month pilot program. It was funded for the first year by the Salem-Keizer Public Schools District, the City of Keizer, and the City of Salem. On March 1, 2023, the Youth Zero Pass was implemented as a permanent part of Cherriots fare structure and is now subsidized by Salem-Keizer Public School District and the Statewide Transportation Improvement Fund. Youth ridership has grown impressively since the program began on both Cherriots Local and Cherriots Regional buses. This program will cultivate the next generation of Cherriots customers.

FY24 Q1 QUARTERLY YOUTH RIDERSHIP CHERRIOTS LOCAL  
**Total Increase: 64%**



FY24 Q1 QUARTERLY YOUTH RIDERSHIP CHERRIOTS REGIONAL  
**Total Increase: 87%**

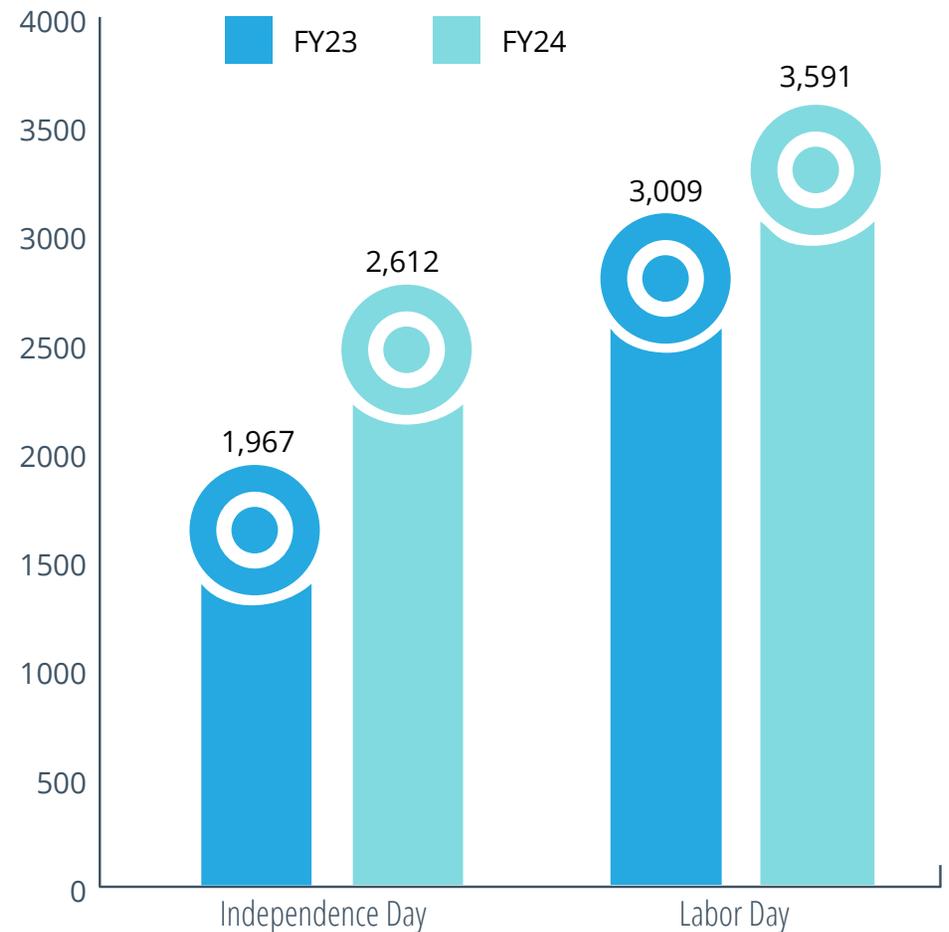




## Holiday Service Ridership FY24 Q1

### FY24 HOLIDAY BOARDINGS

Since holiday service began in 2021, ridership has increased steadily year over year. That trend continues in FY24. The two holidays that fall within Q1 are Independence Day and Labor Day. Service operates at the Sunday level on each of these days.



# Cherriots LIFT Trends: FY24 Q1

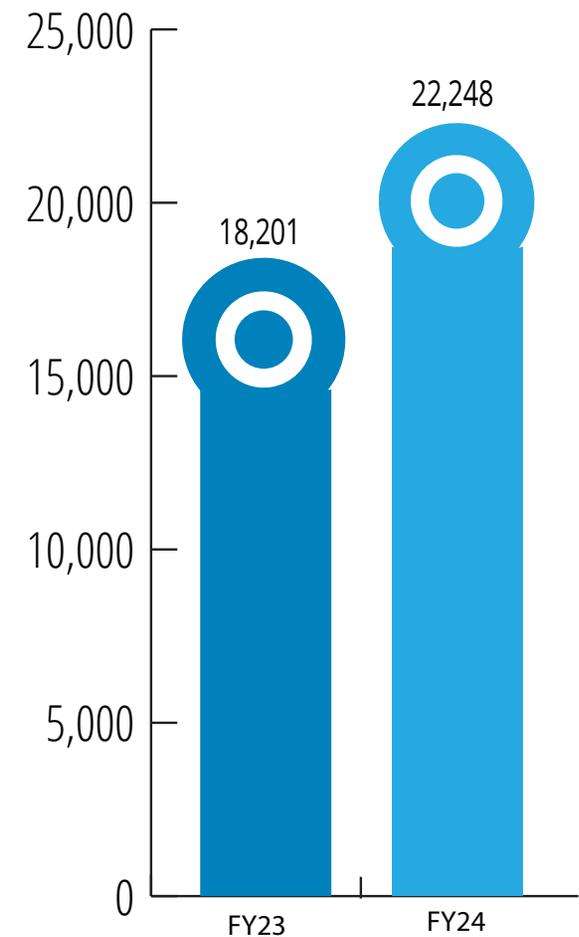


The Americans with Disabilities Act (ADA) is a civil rights law that requires public transportation be available to people with disabilities within three-quarters of a mile of fixed-route bus service. Cherriots LIFT is an origin-to-destination, shared-ride complementary paratransit transportation service for individuals who are unable to use the Cherriots Local bus service because of their functional ability. Individuals can be qualified for Cherriots LIFT for some or all of their trips. An eligibility process is required to ride Cherriots LIFT.

The table below displays Key Performance Indicators (KPI) from FY24 Q1. LIFT On-Time Performance (OTP) dropped with the change in software from RouteMatch to Via. It has been going up each month as we learn to better utilize the program.

Cherriots LIFT Key Performance Indicators	On-Time Performance (Goal: 91%)	Rides/Rev Hr (Goal: 2.75)	Trips Denied (Goal: 0)	Complaints / 1,000 trips (Goal: < 2)	ADA Complaints (Goal: 0)	% Rides < 60 minutes (Goal: 75%)
FY24 Q1	87.7%	2.2	0	8.6	0	100%

TOTAL LIFT BOARDINGS

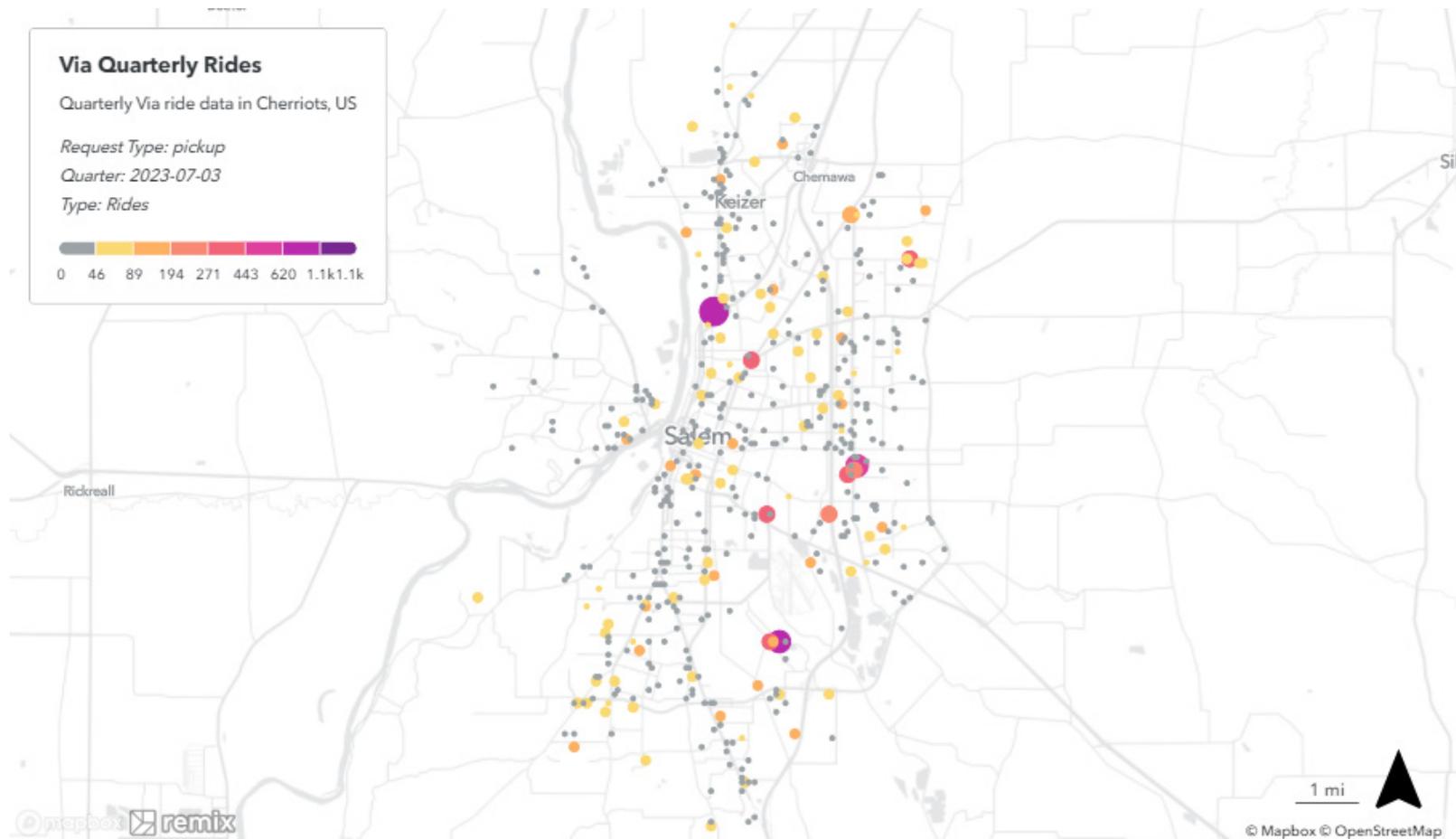


# Cherriots LIFT Trends: FY24 Q1



The distribution of LIFT customer pickups and dropoffs recorded in Via (Cherriots paratransit booking software program) are shown on the maps below. The most popular locations include dialysis centers, worksites and training centers for developmentally delayed individuals, and grocery/shopping centers.

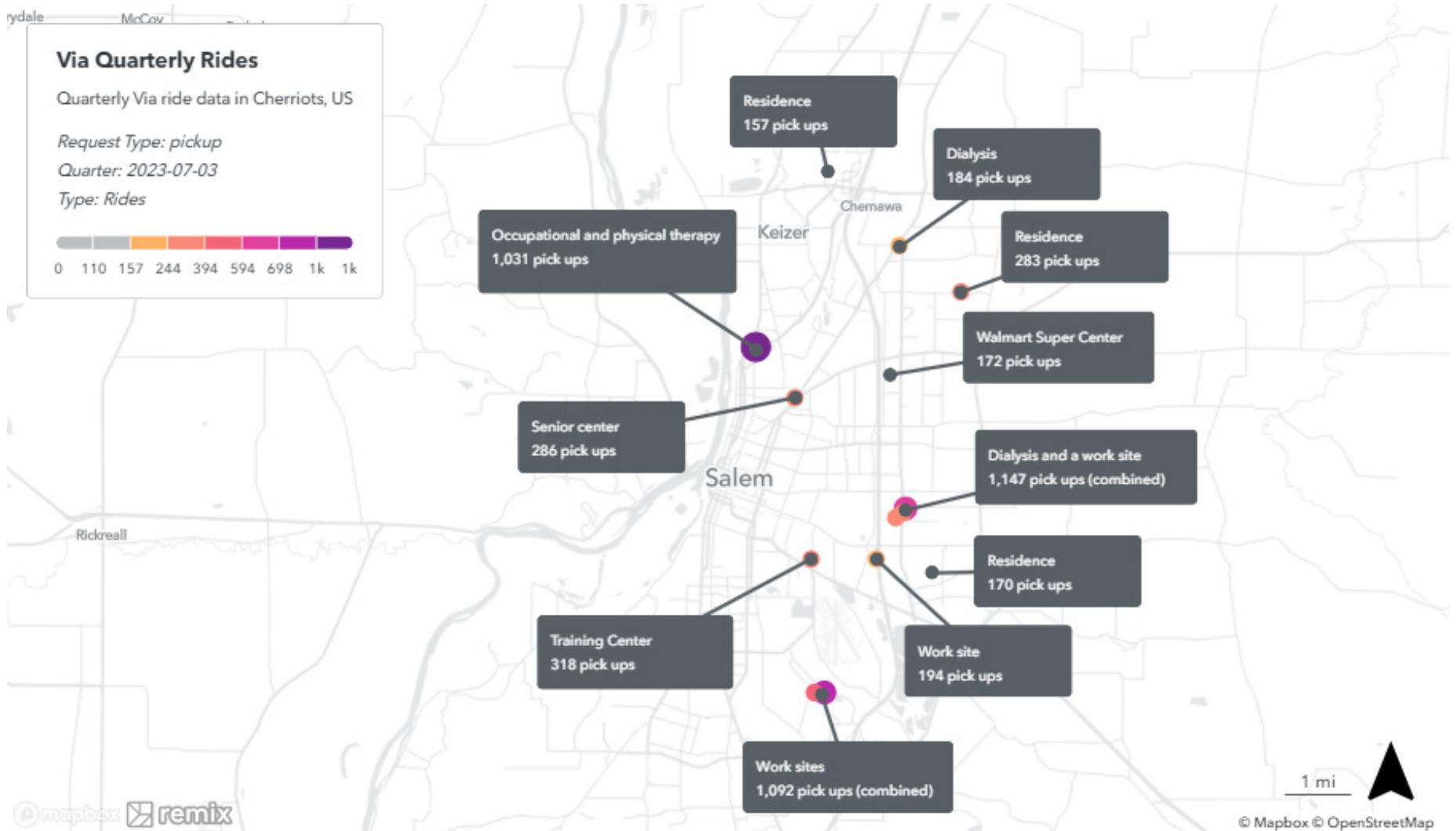
## ALL PICK UPS



# Cherriots LIFT Trends: FY24 Q1



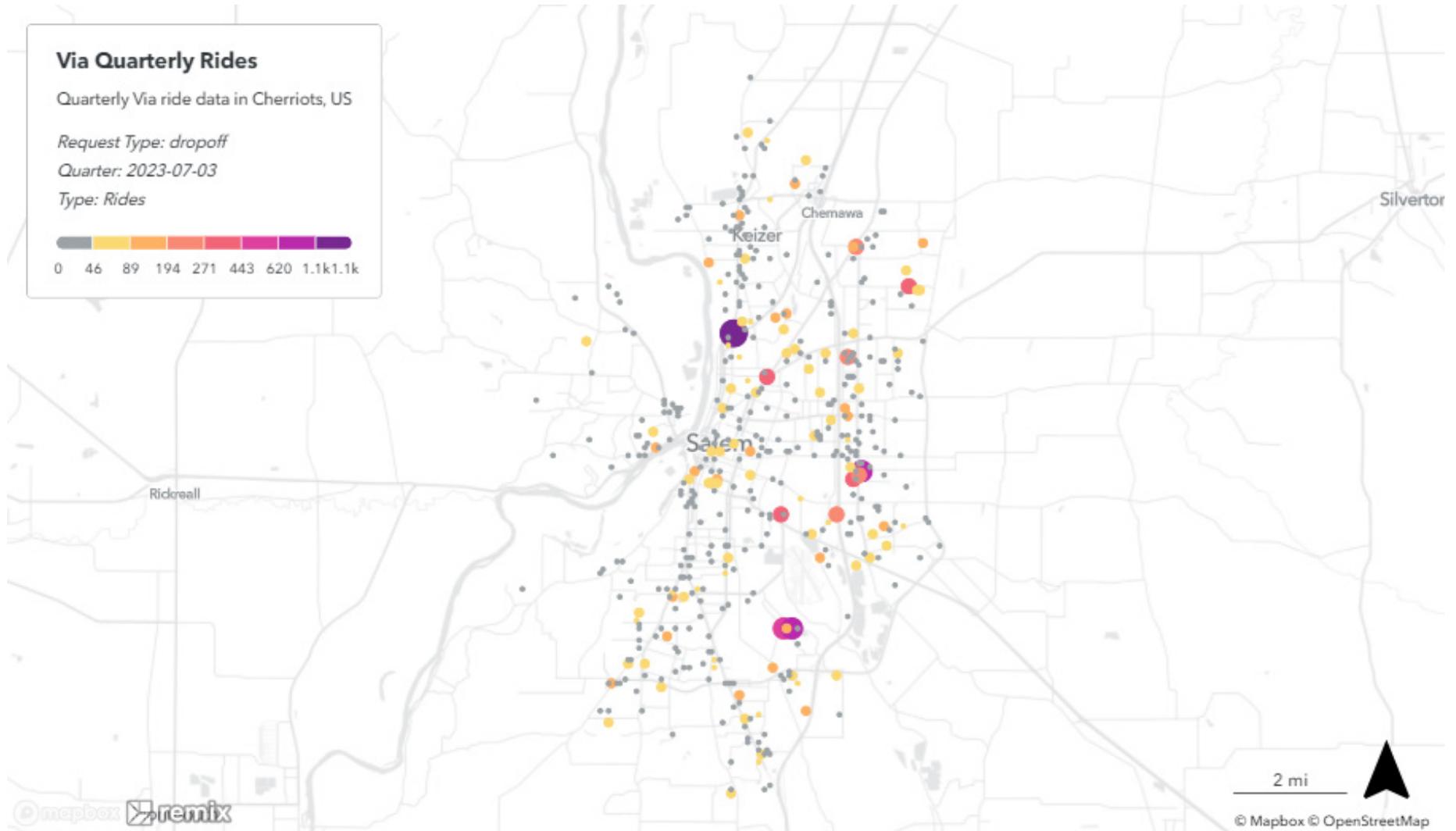
## TOP PICK UPS



# Cherriots LIFT Trends: FY24 Q1



## ALL DROP OFFS



# Cherriots LIFT Trends: FY24 Q1



## TOP DROP OFFS

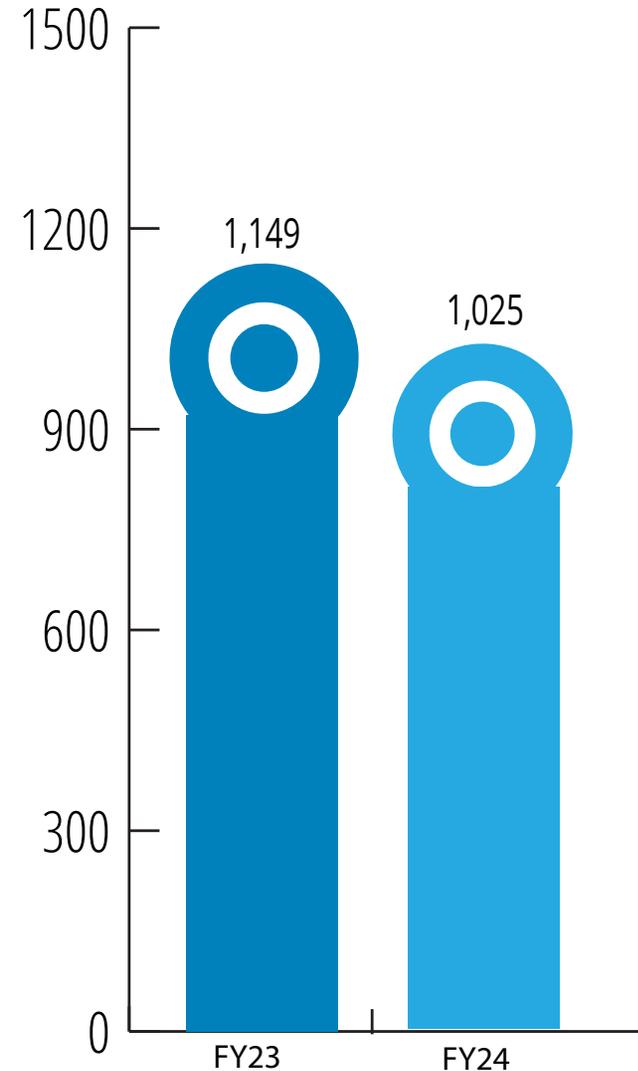


# Cherriots Shop and Ride Trends: FY24 Q1



## TOTAL SHOP AND RIDE BOARDINGS

Seniors and people with disabilities who don't qualify for Cherriots LIFT complementary paratransit service can rely on Cherriots Shop and Ride, which is a door to door dial-a-ride service that can be used for shopping, appointments, and more. These trips require a reservation made through the Cherriots Call Center, and it only runs Monday through Friday from 8:00 a.m. to 5:00 p.m. Trips are not guaranteed on Cherriots Shop and Ride as they are on Cherriots LIFT. Shop and Ride was utilized slightly less in FY24 Q1 than in FY23 Q1.



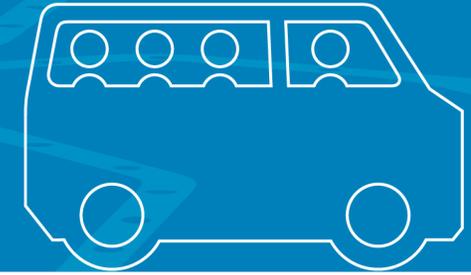
# Snapshot of Customer Engagement: FY24 Q1



Cherriots Call Center provides a world class customer experience for LIFT, Shop and Ride, and Regional deviated-fixed route (Route 45) customers. As shown in the table below, the Call Center is currently exceeding most of its customer experience goals with the exception of “length of call,” which is just over the three minute goal.

<b>Cherriots Call Center - Key Performance Indicators</b>	<b>Total calls received</b>	<b>% Calls Answered in &lt; 3 minutes (Goal: 97%)</b>	<b>% Calls Answered in &lt; 5 minutes (Goal: 100%)</b>	
FY24 Q1	7,313	99.1%	100%	
<b>Cherriots Call Center KPIs by Service</b>				
<b>Service</b>	<b>Avg Speed of Answer (Goal: &lt; 3 minutes)</b>	<b>Avg hold time (Goal: &lt; 3 minutes)</b>	<b>Total Calls Abandoned (Goal: &lt; 5 minutes)</b>	<b>Length of Call (Goal: &lt; 3 minutes)</b>
LIFT	24 seconds	5 seconds	0	3:20
Shop and Ride	32 seconds	4 seconds	0	3:14

# Snapshot of Van Pool Program: FY24 Q1



Vanpools are organized and subsidized for those with similar travel patterns, facilitated by the Cherriots Commuter Options (CO) program. Groups who work together or who have similar regular travel patterns can apply to the CO program to obtain a van and use it on a daily basis. Training and support for riders, including a Guaranteed Ride Home program, is provided by Cherriots staff.

Cherriots currently supports and subsidizes 37 vanpools filled with 211 commuters traveling throughout Polk, Marion, and Yamhill counties. Current industry sectors served include agriculture, federal and state government, manufacturing, and military. A vanpool is eligible for a subsidy as long as the worksite is located within the three counties served by the Commuter Options program. Subsidies provided in FY24 Q1 totaled \$46,050.00. The average monthly subsidy per van was \$416.89.

The following key performance indicators and success metrics are reported to Cherriots leadership on a quarterly basis.

FY24 Q1 Vanpool Performance Metrics	
<b>Max Operating Vanpools</b>	37
<b># of Unique Riders</b>	211
<b># of Trips</b>	20,747
<b>Vehicle Revenue Miles</b>	122,418
<b>Vehicle Revenue Hours</b>	2,978
<b>Average Occupancy Rate</b>	61%



# Safety and Reliability Trends: FY24 Q1



Safe and reliable service is important for Cherrits to deliver and for customers to experience. Two of the measures used to evaluate the safety and reliability of Cherrits services are the frequency of mechanical failures resulting in a road call (i.e., while the bus is in service) and the frequency of preventable bus collisions. In total, Cherrits services have exceeded the goals set for these measures in FY24 Q1.

## PREVENTABLE ACCIDENTS

Cherrits Local - Preventable Accidents per 100,000 Total Miles Traveled (Goal: < 2 per 100,000 miles)			
Month	Count of Preventables	Total Miles*	Preventable Bus Collisions per 100,000 Miles
Sep	2	218,320	0.92
Aug	3	239,426	1.25
July	7	221,202	3.16
<b>Total</b>	<b>12</b>	<b>678,948</b>	<b>1.77</b>

\*Total platform miles (Revenue Miles + Deadhead Miles).

Cherrits Contracted Services - Preventable Accidents per 100,000 Total Miles Traveled (Goal: < 2 per 100,000 miles)			
Service	Count of Preventables	Total Miles*	Preventable Bus Collisions per 100,000 Miles
LIFT	5	141,977	3.52
Regional	2	147,731	1.35
Service	Count of Preventables	Total Miles*	Preventable Bus Collisions per 10,000 Miles
Shop and Ride	1	9,388	1.1

\*Total vehicle miles traveled.

# Safety and Reliability Trends: FY24 Q1



## ROAD CALLS

Cherriots Local - Road Calls per 10,000 Vehicle Miles Traveled (Goal: < 1 per 10,000 miles)			
Month	Count of Road Calls	Vehicle Miles Traveled	Road Calls per 10,000 Miles
Sep	12	221,871	0.54
Aug	23	252,699	0.91
July	12	224,444	0.53
<b>Total</b>	<b>47</b>	<b>699,014</b>	<b>0.67</b>

Cherriots Regional - Road Calls per 10,000 Vehicle Miles Traveled (Goal: < 1 per 10,000 miles)			
Month	Count of Road Calls	Vehicle Miles Traveled	Road Calls per 10,000 Miles
Sep	1	48,068	0.21
Aug	2	57,744	0.35
July	0	50,600	0
<b>Total</b>	<b>3</b>	<b>156,412</b>	<b>0.19</b>

Cherriots LIFT - Road Calls per 10,000 Vehicle Miles Traveled (Goal: < 1 per 10,000 miles)			
Month	Count of Road Calls	Vehicle Miles Traveled	Road Calls per 10,000 Miles
Sep	3	47,728	0.63
Aug	2	51,354	0.39
July	2	45,244	0.44
<b>Total</b>	<b>7</b>	<b>144,326</b>	<b>0.49</b>

Cherriots Shop and Ride - Road Calls per 10,000 Vehicle Miles Traveled (Goal: < 1 per 10,000 miles)			
Month	Count of Road Calls	Vehicle Miles Traveled	Road Calls per 10,000 Miles
Sep	0	3,063	0
Aug	0	3,332	0
July	0	3,152	0
<b>Total</b>	<b>0</b>	<b>9,547</b>	<b>0</b>

Note: Road calls mileage is based on actual odometer reading (Revenue miles + Deadhead miles + other miles traveled for maintenance)



# Appendix A. FY24 Data Tables

## Cherriots Quarterly Performance Report Summary for FY 24 Q1 (July - September 2023)

Route	On Time Performance (OTP)	Weekdays						Saturday						Sunday						Preventable Accidents per 100K miles (Target: <2)	Roadcalls per 10K miles (Target: <1)
		Ridership/Revenue Hour	Ridership/Revenue Mile	Ridership	Changes from FY 23 to FY 24 for Q1			Ridership/Revenue Hour	Ridership/Revenue Mile	Ridership	Changes from FY 23 to FY 24 for Q1			Ridership/Revenue Hour	Ridership/Revenue Mile	Ridership	Changes from FY 23 to FY 24 for Q1				
					Revenue Hour	Ridership/Revenue Hour	Ridership				Revenue Hour	Ridership/Revenue Hour	Ridership				Revenue Hour	Ridership/Revenue Hour	Ridership		
<b>LOCAL BUS SERVICE</b>																				1.77	0.67
2 - Market / Brown	16.5	1.41	62,569	5.5%	15.2%	21.5%	19.2	1.54	7,323	7.6%	23.3%	32.7%	19.4	1.6	3,273	0.0%	14.1%	14.1%			
3 - Portland Road	16.4	1.41	33,520	14.8%	-0.5%	14.3%	21.6	1.85	4,534	7.7%	34.2%	44.5%	15.0	1.3	2,532	0.0%	27.0%	27.0%			
4 - State Street	16.1	1.64	33,529	14.7%	5.0%	20.5%	17.5	1.78	3,754	8.0%	27.0%	37.3%	15.4	1.6	2,669	-1.1%	26.9%	25.4%			
5 - Center Street	16.7	1.46	61,516	7.9%	26.3%	36.2%	19.1	1.68	7,329	7.0%	38.9%	48.6%	18.8	1.7	3,182	0.0%	24.2%	24.2%			
6 - Fairview Industrial	7.9	0.52	11,174	-0.9%	23.8%	22.7%	5.5	0.37	1,642	8.8%	66.0%	80.6%									
7 - Mission Street	9.7	1.04	15,246	7.0%	24.2%	32.9%	9.7	0.76	1,966	7.4%	31.1%	40.8%	7.2	0.6	1,176	0.0%	31.0%	31.0%			
8 - 12th / Liberty	14.1	1.06	23,237	15.0%	4.4%	20.0%	12.0	0.89	3,681	8.5%	26.2%	36.9%	14.9	1.2	2,517	0.0%	20.1%	20.1%			
9 - Cherry / River Road	14.0	0.95	27,348	-1.7%	29.3%	27.1%	14.3	0.97	3,083	7.5%	39.3%	49.7%	13.4	0.9	2,329	-0.6%	34.0%	33.2%			
11 - Lancaster / Verda	17.0	1.28	118,135	4.8%	11.5%	16.9%	17.1	1.35	13,250	7.6%	10.6%	19.0%	13.5	1.1	8,796	0.0%	11.8%	11.8%			
12 - Hayesville Drive	5.1	0.38	4,717	-1.5%	13.4%	11.7%															
13 - Silverton Road	15.4	1.65	31,563	17.3%	18.7%	39.3%	21.3	2.27	4,039	8.0%	37.5%	48.4%	16.4	1.8	2,728	0.0%	47.1%	47.1%			
14 - Windsor Island Road	8.8	0.59	8,489	-1.5%	42.0%	39.8%															
16 - Wallace Road	14.7	1.13	9,239	3.3%	21.1%	25.1%	12.3	0.92	1,483	7.1%	51.5%	62.3%									
17 - Edgewater Street	10.2	1.14	33,254	38.3%	-1.4%	36.3%	10.1	1.31	3,785	6.8%	24.2%	32.7%	11.2	1.5	1,890	0.0%	24.6%	24.6%			
18 - 12th / Liberty	13.0	0.98	20,848	11.8%	7.5%	20.2%	9.4	0.71	2,869	7.8%	14.5%	23.5%									
19 - Broadway / River Road	18.9	1.68	71,808	3.2%	21.8%	25.7%	22.6	1.74	8,432	7.5%	21.3%	30.4%	24.4	1.9	4,094	1.2%	30.3%	31.9%			
21 - South Commercial	18.8	1.54	69,048	8.3%	6.2%	15.0%	24.9	2.04	9,309	7.5%	20.5%	29.5%	28.5	2.4	4,796	1.2%	20.9%	22.3%			
23 - Lansing / Hawthorne	9.3	0.72	8,740	-1.6%	-10.5%	15.0%															
26 - Glen Creek / Orchard Heights	4.2	0.43	2,051	-1.6%	58.2%	55.6%															
27 - Glen Creek / Eola	5.1	0.37	2,664	-1.7%	42.9%	40.5%															
<b>LOCAL COMMUTER EXPRESS ROUTE</b>																					
1X - Wilsonville / Salem Express	3.9	0.12	2,897	-1.6%	36.4%	34.2%															
<b>Cherriots Local Totals</b>	<b>14.6</b>	<b>1.19</b>	<b>651,592</b>	<b>8.0%</b>	<b>14.2%</b>	<b>23.3%</b>	<b>16.2</b>	<b>1.33</b>	<b>76,479</b>	<b>7.6%</b>	<b>24.7%</b>	<b>34.2%</b>	<b>15.9</b>	<b>1.4</b>	<b>39,982</b>	<b>0.0%</b>	<b>22.7%</b>	<b>22.8%</b>			
<b>REGIONAL SERVICE</b>																				1.35	0.19
10X - Woodburn / Salem Express	3.8	0.19	4,246	6.8%	23.3%	31.7%	3.6	0.16	377	10.6%	28.1%	41.7%									
20X - N. Marion Co. / Salem Express	3.1	0.14	2,668	-2.2%	35.6%	32.5%	2.8	0.12	356	12.2%	49.7%	67.9%									
30X - Santiam / Salem Express	3.4	0.16	2,543	-6.2%	21.7%	14.1%	2.5	0.11	261	13.2%	26.7%	43.4%									
40X - Polk County / Salem Express	6.4	0.30	9,515	-1.1%	15.8%	14.5%	6.0	0.29	1,225	8.6%	10.4%	19.9%									
50X - Dallas / Salem Express	2.1	0.10	816	5.0%	-11.9%	-7.5%															
80X - Keizer / Wilsonville Express*	1.0	0.03	448	252.3%	N/A	276.5%															
<b>Cherriots Regional Express Totals</b>	<b>4.0</b>	<b>0.18</b>	<b>20,236</b>	<b>7.0%</b>	<b>12.8%</b>	<b>20.7%</b>	<b>4.1</b>	<b>0.19</b>	<b>2,219</b>	<b>10.7%</b>	<b>19.2%</b>	<b>31.9%</b>									
Regional Deviated Fixed Route																					
45 - Central Polk County	1.5	0.10	951	5.0%	-10.8%	-6.4%															
<b>Cherriots Regional Totals</b>	<b>3.7</b>	<b>0.18</b>	<b>21,187</b>	<b>6.8%</b>	<b>11.6%</b>	<b>19.1%</b>	<b>4.1</b>	<b>0.19</b>	<b>2,219</b>	<b>10.7%</b>	<b>19.2%</b>	<b>31.9%</b>									
Dial-a-Ride (Cherriots Shop and Ride)	NA	1.3	0.13	1,025	5.3%	-15.3%	-10.8%														
<b>Cherriots LIFT Totals</b>	<b>87.7%</b> <b>(Target 91%)</b>	<b>2.2</b>	<b>0.17</b>	<b>19,922</b>	<b>7.8%</b>	<b>16.4%</b>	<b>25.5%</b>	<b>1.7</b>	<b>0.15</b>	<b>1,485</b>	<b>9.9%</b>	<b>-10.8%</b>	<b>-2.0%</b>	<b>1.7</b>	<b>0.16</b>	<b>841</b>	<b>4.2%</b>	<b>-0.2%</b>	<b>4.1%</b>		

\* Safety performance measure for Shop and Ride and Dial-a-Ride (DAR) is preventable accidents per 10,000 miles







# BOARD MEETING MEMO

Agenda Item VIII.D

**To:** Board of Directors  
**From:** Denise LaRue, Chief Financial Officer  
**Thru:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** FY2024 First Quarter Year to Date Finance Report

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## ISSUE

Shall the Board receive the First Quarter Financial Report for FY2023-24? Please see [Attachment A](#).

## BACKGROUND AND FINDINGS

The Board adopts a Budget for the District on an annual basis. The Budget is a plan that contains District resources and requirements.

The quarterly Financial Report provides information about how that plan is being implemented and includes statements for the General Fund, Transportation Program Fund, and Capital Project Fund. The Finance Report also contains a statement of budget to actual on a non-GAAP basis that shows by fund the legal appropriations by category with actual amounts and variances.

### **General Fund Revenues:**

*Passenger Fares* are currently at 19% of the annual budget.

*Federal Funding* is currently at 1% of the annual budget. We receive and record funding when we request reimbursement of funds via drawdowns. The very low funding is normal for first quarter due to the timing of the drawdowns.

We have received 1% of the annual budgeted *Property Tax Revenues*. We receive the largest portion of property taxes in second quarter, based on the November 15<sup>th</sup> due date.

*Interest on Investments* is over budget for first quarter, being at 49% of the annual budget.

In total, *General Fund Revenues* are at the 22% of the annual budget.

**General Fund Expenditures:**

The *Total Operating Expenditures* of the General Fund are under budget at 21% of the total annual budget. All divisions in the General Fund are below the anticipated 25% of total budget, with the exception of General Administration.

**Transportation Program Fund Revenues:**

*Passenger Fares* are at 21% of annual budget.

*Federal Funds* are currently at 10% of the annual budget, which again is normal for the first quarter of the fiscal year with the timing of drawdowns.

*State Funds* are slightly below the budget for the first quarter at 6%, with the drawdown being processed in second quarter.

**Transportation Program Fund Expenditures:**

The *Total Transportation Programs Fund* expenditures are at 23% of annual budget. All programs are in line with the spending budget.

**Capital Project Fund Revenues:**

*Total Capital Revenues* in the Capital Project Fund are \$7,952,603 at the end of the first quarter. This is higher than normally experienced, but due to drawing down funds that were a reimbursement for payment for our Battery Electric Buses.

**Capital Project Fund Expenditures:**

Overall the *Capital Project Fund* expenditures are 38% of the annual approved budget. This is not concerning, but reflects that we paid for our largest capital project, the Battery Electric Buses.

**FINANCIAL IMPACT**

None.

**RECOMMENDATION**

For informational purposes only.

**PROPOSED MOTION**

None.

**Salem Area Mass Transit District  
 2023-24 First Quarter Financial Report**

**General Fund Revenues/Resources and  
 Expenses/Requirements Summary**

	Actual	Budget @ 9/30/23	FY2023-24 Adopted Budget	% of Budget	
1 <u>Operating Revenues/Resources</u>					1
2 Passenger Fares	\$ 411,374	\$ 533,696	\$ 2,134,783	19%	2
3 Planning Grant	0	30,000	120,000	0%	3
4 Federal Funding	30,532	800,509	3,202,037	1%	4
5 STIF Formula	3,763,812	1,498,132	5,992,526	63%	5
6 Miscellaneous	57,708	109,502	438,008	13%	6
7 Property Taxes	167,140	3,690,632	14,762,527	1%	7
8 Oregon State In-Lieu	3,142,223	2,150,000	8,600,000	37%	8
9 Interest on Investments	494,355	249,699	998,797	49%	9
10 Renewable Gas/Energy Tax Credits	49,155	117,500	470,000	10%	10
11 <b>Operating Revenues/Resources Total</b>	<b>\$ 8,116,299</b>	<b>\$ 9,179,670</b>	<b>\$ 36,718,678</b>	<b>22%</b>	11
12 <u>Operating Expenses/Requirements</u>					12
13 General Manager/Board/Strategic Init.	\$ 225,545	\$ 348,685	\$ 1,394,739	16%	13
14 Human Resources	257,728	373,798	1,495,190	17%	14
15 Finance	417,421	465,891	1,863,562	22%	15
16 Marketing & Communications	425,914	548,319	2,193,275	19%	16
17 Operations	6,515,995	7,468,025	29,872,098	22%	17
18 Deputy General Manager	443,910	730,113	2,920,450	15%	18
19 Information Technology & Infrastructure	358,592	467,970	1,871,879	19%	19
20 Planning and Development	270,016	451,354	1,805,416	15%	20
21 Unallocated General Administration	360,652	402,163	1,608,650	22%	21
22 <b>Operating Expenses/Requirements Total</b>	<b>\$ 9,275,773</b>	<b>\$ 11,256,318</b>	<b>\$ 45,025,259</b>	<b>21%</b>	22

**Salem Area Mass Transit District  
2023-24 First Quarter Financial Report**

**Transportation Programs Fund Revenues/Resources and  
Expenses/Requirements Summary**

	Actual	Budget @ 9/30/23	FY2023-24 Adopted Budget	% of Budget
1 <u>Transportation Fund Revenues/Resources</u>				
2 Passenger Fares	\$ 64,220	\$ 76,290	\$ 305,161	21%
3 Federal Funds	298,921	729,913	2,919,653	10%
4 State Funds	415,523	1,654,645	6,618,578	6%
5 Interest on Investments	-	10,168	40,673	0%
6 <b>Transportation Fund Revenues/Resources Total</b>	<b>\$ 778,664</b>	<b>\$ 2,471,016</b>	<b>\$ 9,884,065</b>	<b>8%</b>
7 <u>Transportation Fund Expenses/Requirements</u>				
8 Communication	\$ 47,570	\$ 36,340	\$ 145,360	33%
9 Operations	2,183,322	2,365,686	9,462,743	23%
11 <b>Transportation Fund Expenses/Requirements Total</b>	<b>\$ 2,230,892</b>	<b>\$ 2,402,026</b>	<b>\$ 9,608,103</b>	<b>23%</b>

**Salem Area Mass Transit District  
2023-24 First Quarter Financial Report**

**Capital Project Fund Revenues/Resources  
and Expenses/Requirements Summary**

	Actual	Budget @ 6 /30/23	FY2023-24 Adopted Budget	% of Budget
1 <u>Capital Revenues/Resources</u>				
2 Federal Funding	\$ 6,982,603	\$ 4,961,585	\$ 19,846,339	35%
3 State Funding	970,000	1,350,642	5,402,569	18%
4 <b>Capital Revenues/Resources Total</b>	<b>\$ 7,952,603</b>	<b>\$ 6,312,227</b>	<b>\$ 25,248,908</b>	<b>31%</b>

**Capital Expenses/Requirements Summary  
by Division**

5 Finance	\$ (16,403)	\$ 11,706	\$ 46,824	-35%
6 Information Technology & Infrastructure	23,738	146,500	586,000	4%
7 Deputy General Manager	-	480,682	1,922,729	0%
8 Planning & Development	120,784	1,532,709	6,130,834	2%
9 Operations	11,075,030	5,254,327	21,017,306	53%
10 <b>Capital Expenses/Requirements Total</b>	<b>\$ 11,203,149</b>	<b>\$ 7,425,924</b>	<b>\$ 29,703,693</b>	<b>38%</b>

**Salem Area Mass Transit District  
Financial Overview, Q1 FY24**

**FY2024**

<b>Indicators</b>	<b>Measure</b>	<b>Q1</b>	<b>Notes</b>
<b>Audits of General Health</b>		<b>Q1</b>	
Report of Independent Auditors - Annual	Unmodified Opinion	F	FY23 audit currently in process, scheduled to be completed in Q2.
Deficiencies in Internal Control - Annual	No material weakness noted. No significant deficiencies or non-compliance noted.	F	FY23 audit currently in process, scheduled to be completed in Q2.
Fraud & Noncompliance with Laws & Regulations - Annual	No instances of fraud or noncompliance with laws and regulations identified.	F	FY23 audit currently in process, scheduled to be completed in Q2.
FTA Comprehensive Review - Every 3 Years	No significant deficiencies or material internal control weaknesses noted.	F	Last review in FY22. All deficiencies have been addressed. Next review FY25.
NTD Agreed Upon Procedures - Annual	No material noncompliance with requirements.	F	FY23 audit scheduled to be completed in Q2.
ODOT Monitoring Review - Annual	No material noncompliance with requirements.	F	Completed 1st quarter, no significant findings
<b>Transparency</b>		<b>Q1</b>	
GFOA Excellence in Financial Reporting Award	Award Received	F	FY22 Award Received. FY23 review will begin 3rd quarter.
<b>Development of Written Policies</b>		<b>Q1</b>	
Reserve	Goal: Adopt Q3 FY24	N/A	

F Favorable - Trend is positive with respect to goals & policies

F/C Favorable/Caution - Trend is in compliance with policies or anticipated results, but there is risk of change.

U Unfavorable - Trend is negative and there is immediate need for corrective action.

## Salem Area Mass Transit District Financial Overview, Q1 FY24, pg 2

Indicators	Measure	Q1	Notes
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General Fund Financial Performance		Q1	
YTD Operating Revenues/Budget	YTD Percentage of annual budget	22%	Trending as normal
YTD Expenditures/Budget	YTD Percentage of annual budget	21%	Should be 25% or less for Q1

Transportation Programs Fund Financial Performance		Q1	
YTD Operating Revenues/Budget	YTD Percentage of annual budget	8%	Trending as normal
YTD Expenditures/Budget	YTD Percentage of annual budget	23%	Should be 25% or less for Q1

Capital Fund Financial Performance		Q1	
YTD Operating Revenues/Budget	YTD Percentage of annual budget	31%	Revenues include reimbursed grant funds for 10 battery electric buses.
YTD Expenditures/Budget	YTD Percentage of annual budget	38%	Expenses include those for 10 battery electric buses, technology equipment, and South Salem Transit Center.

FY2024 Strategic Plan		YTD \$ Spent	
Organizational Tactics - Budget Usage	Action	Q1	
Initiate Development of a Climate Action Plan	Consultant Procurement/Contract	\$ -	Procurement beginning in Q2.
Integration of Battery Electric Buses	Purchase Buses/Complete Infrastructure	\$ 11.1M	Buses and infrastructure equipment.
Community Value Survey	Conduct Community Value Survey	\$ -	Survey scheduled for Q2.
Customer Satisfaction Survey	Conduct Customer Satisfaction Survey	\$ -	Survey scheduled for Q2.
E-Fare Implementation	Implement E-Fare	\$ 2K	Approx \$178K of expense in Q2.
Cherriots Intelligent Transportation System	Install new system	\$ -	Board Approval Obtained, Finalizing Contract
Clean and Safe Passenger Amenities	Hire new staff	\$ 20K	Additional facilities maintenance staffing.
Employment Engagement Survey	Conduct Employee Engagement Survey	\$ -	Survey scheduled for Q4.

F Favorable - Trend is positive with respect to goals & policies

F/C Favorable/Caution - Trend is in compliance with policies or anticipated results, but there is risk of change.

U Unfavorable - Trend is negative and there is immediate need for corrective action.



# BOARD MEETING MEMO

Agenda Item X

**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** December 14, 2023  
**Subject:** Board Member Committee Report

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## ISSUE

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

## BACKGROUND AND FINDINGS

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

Subdistrict 1 Joaquín Lara Midkiff	West Salem Business Association
Subdistrict 2 Director Navarro	State Transportation Improvement Fund Advisory Committee (STIFAC)
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS) Legislative Committee
Subdistrict 4 Director Hinojos Pressey	
Subdistrict 5 Director Davidson	FY27 Service Enhancement Committee Mid-Willamette Valley Council of Governments (MWVCOG)
Subdistrict 6 Director Duncan	Diversity, Equity, and Inclusion Committee Mid-Willamette Area Commission on Transportation (MWACT)
Subdistrict 7 Director Holmstrom	Community Advisory Committee

The following Board assignments been changed (**noted in blue**), please see [Attachment A](#) for the full list of Board assignments.

- **Legislative Subcommittee:**
  - **Chair Sadie Carney**
  - Director Ian Davidson
  - Director Ramiro Navarro Jr.
- **DEI Subcommittee:**
  - Chair Sara Duncan
  - **Director Joaquín Lara Midkiff (Replacing Director Ian Davidson)**
  - Director Maria Hinojos Pressey
- **FY27 Service Enhancement Subcommittee**
  - **Chair Ian Davidson**
  - Director Bill Holmstrom
  - Director Ramiro Navarro Jr.

## **FINANCIAL IMPACT**

None

## **RECOMMENDATION**

For informational purposes only.

## **PROPOSED MOTION**

**None**



## TRANSIT BOARD COMMITTEE MEMBERSHIP

Group	Role	Board Rep.
Executive Committee	The president, vice-president, and treasurer serve on the Executive Committee. In the absence of any member, the secretary may attend. The Executive Committee may meet at the discretion of the president to resolve any emergency policy or legislative issue that requires immediate action between regularly scheduled Board meetings. The Executive Committee is subject to the authority of the Board, and none of the acts of the Executive Committee shall conflict with action previously taken by the Board regarding the same subject. To the extent possible, such emergency actions are deferred to a special meeting of the Board.	President Hinojos Pressey Vice President Davidson Treasurer Carney A: Secretary Duncan  • SL: GM Allan Pollock
Legislative Subcommittee	Leads the Board's legislative efforts.	Chair Sadie Carney Director Ian Davidson Director Ramiro Navarro Jr.
Diversity, Equity, and Inclusion (DEI) Subcommittee	Leads the Board's diversity, equity, and inclusion efforts.	Chair Sara Duncan Director Joaquín Lara Midkiff Director Maria Hinojos Pressey  • SL: CHRO Jaél Rose
FY27 Service Enhancement Subcommittee (SES)	The SES will oversee the activities of the Service Enhancement Project and activities surrounding the FY27 Service Enhancement Plan. Meet as determined by the subcommittee chair.	Chair Ian Davidson Director Bill Holmstrom Director Ramiro Navarro Jr. SL: GM Allan Pollock
Mid-Willamette Valley Council of Governments (MWVCOG) Board of Directors	A voluntary association of local governments - Marion, Polk, and Yamhill Counties, cities within those counties, several special districts, and the Confederated Tribes of Grand Ronde. MWVCOG coordinates regional planning and development activities; and provides technical assistance and local services tailored to member governments. Meetings are the 3rd Tuesday of March, June, October and December from 3:30-5:30 p.m. The SAMTD Board President typically fills this role.	P: Director Ian Davidson A: Director Sadie Carney  • SL: GM Allan Pollock



## TRANSIT BOARD COMMITTEE MEMBERSHIP

Group	Role	Board Rep.
Salem/Keizer Area Transportation Study (SKATS) Policy Committee	SKATS is the designated Metropolitan Planning Organization (MPO) for the Salem-Keizer area; and is directed by a Policy Committee. SKATS focuses on transportation planning activities, plans, and studies within the Salem-Keizer urban area for transportation facilities of regional significance. The Policy Committee adopts the long-range regional transportation plan and decides how the federal transportation funds available to the urban area will be spent on transportation projects and programs. Meets the 4th Tuesday of every month from 12:00–1:30 p.m.	P: Director Sadie Carney A: Director Sara Duncan  • SL: CPDO Shofi Ull Azum
Mid-Willamette Area Commission on Transportation (MWACT)	Advisory to the Oregon Transportation Commission (OTC) on the Statewide Transportation Improvement Program (STIP); prioritizes STIP projects; conducts highway safety studies; hears presentations on issues and developments on all modes of transportation. Meetings are held on the 1st Thursday of the month from 3:30-5:30 p.m., as needed.	P: Director Sara Duncan  • SL: CPDO Shofi Ull Azum
Statewide Transportation Improvement Fund Advisory Committee (STIFAC) Liaison	The STIFAC prioritizes and recommends projects to the Board acting as the qualified entity for Marion and Polk Counties to be funded by STIF revenues. No set meeting schedule.	P: Director Ramiro Navarro Jr.  • SL: CPDO Shofi Ull Azum
Community Advisory Committee (CAC) Liaison	Advisory committee to the Board on transit-related issues, and makes recommendations for transit service improvements. Meetings are at 5:30 p.m. on the 3rd Tuesday of the months of February, April, June, August, October & December	P: Director Bill Holmstrom A: Director Ramiro Navarro Jr.  • SL: COO Tom Dietz
Salem Chamber of Commerce Monthly Forum	The forum features speakers that cover a wide variety of topics designed to build awareness, foster understanding, and spark conversation in the community. It runs from September through May - 2nd Monday of the month at 12:00 p.m. (except for October and November - 1st Monday of the month)	Any one board member as schedule allows  • SL: GM Allan Pollock

## TRANSIT BOARD COMMITTEE MEMBERSHIP

Group	Role	Board Rep.
Salem Economic Development Corporation (SEDCOR)	Experts speak about timely topics pertinent to business leaders across the spectrum of industries. This is a monthly business lunch held on the 2nd Wednesday at Broadway Commons.	Any one board member as schedule allows  • SL: GM Allan Pollock
West Salem Business Association (WSBA)	Meetings provide members an opportunity to network, exchange ideas and information, and get updates on association activities. Meetings are held on the 4th Thursday of the month from 11:45 a.m. – 1:00 p.m. at West Salem Roth’s.	P: Director Joaquín Lara Midkiff  • SL: GM Allan Pollock