

**SALEM AREA MASS TRANSIT DISTRICT
BOARD OF DIRECTORS**

Monday, August 12, 2019

SPECIAL MEETING 5:30 PM
WORK SESSION 5:45 PMCourthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301**AGENDA****SPECIAL MEETING**

- 1. CALL TO ORDER** (President Davidson)
 - a. "SAFETY MOMENT" Thought for the Day
 - b. Announcements

- 2. ACTION ITEM**
 - a. Contract Award for Cherriots LIFT Vehicles..... **1**
 - b. Contract Award for Regional and Shop and Ride Vehicles..... **3**

2. ADJOURN SPECIAL MEETING**WORK SESSION**

- 1. CALL TO ORDER** (President Davidson)

- 2. PRESENTATIONS**
 - a. Board Ethics Training (Ben Fetherston)
 - b. Bus Camera Replacement Project (Chip Colby)..... **5**

- 3. DISCUSSION**
 - a. Keizer Transit Center Project Update..... **7**
 - b. September 7th New Service Event..... **9**
 - c. Review Neighborhood Association Assignments..... **12**
 - d. Board Committee Assignment..... **15**
 - e. Board Retreat.....

4. GENERAL MANAGER COMMENTS

a. Draft Agenda for the August 22, 2019 Regular Meeting..... **19**
b. Upcoming Board Agenda Items **20**
c. Calendar Review **21**

5. ADJOURN

This is an open and public meeting in a place that is ADA accessible. Auxiliary hearing aids and services, and alternate formats are available to individuals with limited English proficiency. Requests can be made directly 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). Please allow for a 48 hour notice. Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board’s agenda packet, go to www.cherriots.org/board.

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

Para obtener una copia electrónica del paquete de la agenda de la Junta, vaya a www.cherriots.org/board.

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability



BOARD MEETING MEMO

Agenda Item SP.2.a

To: Board of Directors

From: Gregg Thompson, Maintenance Manager
David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: August 12, 2019

Subject: Acquisition of three (3) ADA compliant paratransit vehicles

ISSUE

Shall the Board authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of three (3) ADA compliant paratransit vehicles for the Cherrriots Lift service for a not-to-exceed amount of \$255,056?

BACKGROUND AND FINDINGS

SAMTD's current fleet for delivery of the ADA Cherrriots Lift service consists of 43 cut-away ADA lift-equipped vehicles. Regular replacement of these vehicles is necessary to ensure safe, efficient delivery of this service. As part of the District's overall Capital Planning efforts, SAMTD staff is committed to ensuring our vehicles are replaced at a schedule consistent with industry best practices. The three (3) vehicles scheduled to be replaced have exceeded 11 years of age, which far exceeds the 5-year Minimum Useful Life Benchmark set by the Federal Transit Administration.

The contract price is based upon a State of Oregon price agreement, procured under procedures set by the Oregon Department of Transportation's Public Transit Division. In accordance with these procedures, SAMTD staff issued a formal, competitive Invitation to Bid for medium-size Category E2 vehicles. Schetky Northwest Sales, Inc. met all required specifications and was the lowest cost.

Vehicle costs are listed in the table below:

CATEGORY	PRICE	QUANTITY	TOTAL
22' E2 Bus	\$77,352	3	\$232,056
Contingency	\$23,000	1	\$ 23,000
GRAND TOTAL:			\$255,056

The Oregon State contract expires on August 13th, a new contract has not yet been established. The expiring contract, combined with the length of time for bus production could possibly delay delivery dates beyond the grant expiring. These events are why we are seeking approval outside of a regularly scheduled Board Meeting.

FINANCIAL IMPACT

Funding for this proposed contract is included in the FY2019-20 Adopted Budget in the Capital Projects Fund. Funding for the proposed contract is covered through a Federal Transit Administration STP 5310 grant with local match, and the activities of this contract are covered in the grant agreement.

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of three (3) ADA compliant paratransit vehicles for the Cherriots Lift service for \$232,056, plus a contingency of \$23,000, for a total not-to-exceed amount of \$255,056.

PROPOSED MOTION

I move the Board authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of three (3) ADA compliant paratransit vehicles for the Cherriots Lift service for \$232,056, plus a contingency of \$23,000, for a total not-to-exceed amount of \$255,056.



BOARD MEETING MEMO

Agenda Item SP.2.b

To: Board of Directors

From: Gregg Thompson, Maintenance Manager
David Trimble, Chief Operating Officer

Thru: Allan Pollock, General Manager

Date: August 12, 2019

Subject: Acquisition of three (3) ADA Compliant Regional and Shop and Ride Vehicle

ISSUE

Shall the Board authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of two (2) ADA compliant paratransit vehicles for Cherrriots Regional service, and one (1) ADA compliant paratransit vehicle for Cherrriots Shop and Ride Service for a not-to-exceed amount of \$248,249?

BACKGROUND AND FINDINGS

SAMTD's current fleet for delivery of the ADA Cherrriots Regional service consists of 4 cut-away ADA lift-equipped vehicles and 7 category B buses. The Shop and Ride service consists of 3 cutaway buses and 2 mini vans. Regular replacement of these vehicles is necessary to ensure safe, efficient delivery of this service. As part of the District's overall Capital Planning efforts, SAMTD staff is committed to ensuring our vehicles are replaced at a schedule consistent with industry best practices. The three (3) vehicles scheduled to be replaced have exceeded 11 years of age, which far exceeds the 5-year Minimum Useful Life Benchmark set by the Federal Transit Administration.

The contract price is based upon a State of Oregon price agreement, procured under procedures set by the Oregon Department of Transportation's Public Transit Division. In accordance with these procedures, SAMTD staff issued a formal, competitive Invitation to Bid for medium-size Category D vehicles. Schetky Northwest Sales, Inc. met all required specifications and was the lowest cost.

Vehicle costs are listed the table below:

CATEGORY	PRICE	QUANTITY	TOTAL
23'2" Bus	\$75,463	3	\$226,289
Contingency	\$22,000	1	\$ 22,000
GRAND TOTAL:			\$248,289

The Oregon State contract expires on August 13th, a new contract has not yet been established. The expiring contract, combined with the length of time for bus production could possibly delay delivery dates beyond the grant expiring. These events are why we are seeking approval outside of a regularly scheduled Board Meeting.

FINANCIAL IMPACT

Funding for this proposed contract is included in the FY2019-20 Adopted Budget in the Capital Projects Fund. Funding for the proposed contract is covered through a Federal Transit Administration STP 5310 grant with local match, and the activities of this contract are covered in the grant agreement.

RECOMMENDATION



Staff recommends that the Board authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of two (2) ADA compliant paratransit vehicles for Cherriots Regional service, and one (1) ADA compliant paratransit vehicle for Cherriots Shop and Ride Service for \$226,289, plus a contingency of \$22,000, for a total not-to-exceed amount of \$248,249.

PROPOSED MOTION

I move the Board authorize the General Manager to execute a contract with Schetky Northwest Sales, Inc. for the purchase of two (2) ADA compliant paratransit vehicles for Cherriots Regional service, and one (1) ADA compliant paratransit vehicle for Cherriots Shop and Ride Service for \$226,289, plus a \$22,000 contingency, for a total not-to-exceed amount of \$248,249.


Bus Camera Replacement

Board Work Session
8/12/19

Bus Camera Upgrade – Project Goals


- **Increase quality** by utilizing newer high-resolution technology cameras.
- **Improve service reliability** by installing equipment that has fewer failure points.
- **Enhance access** by creating a network accessible camera system that can be accessed even while the bus is moving.
- **Optimize efficiency** by having data needed from the camera systems downloaded automatically once the bus enters a transit center or the yard.



Bus Camera Upgrade - Background



Why we have cameras on our buses:

- **Protect Transit Operators** – Transit operators must put a lot of faith in their passengers acting appropriately. Unfortunately, one never knows what type of riders will step onto the bus on any given day. The presence of onboard security cameras can help in deterring and investigating unacceptable behavior and aggressive outbursts directed towards transit operators.
- **Enforce rider regulations** – Bus rules and regulations are easier to enforce with a second set of eyes. It's common for buses to feature signs which mention the presence of video surveillance. Riders who know they're under watch are more likely to follow rules, pay bus fares, and obey transit operator orders.
- **Prevent theft** – Onboard security cameras monitor bus activity, and act as preventative measure against acts of theft between riders.
- **Deter violence** – The unpredictable nature of bus passengers throughout the day can at times lead to violent incidents. Such an incident could stem from an argument between riders, or a passenger under the influence of alcohol or drugs. Using comprehensive surveillance cameras can monitor for such activity, enabling transit operators to alert authorities should an incident break out.
- **Enhance passenger safety** – Users of the bus system want to be confident that their mode of transportation is a safe one. Onboard video surveillance cameras give riders the assurance that we are doing everything in our power to provide a high level of security.
- **Liability** – Districts need to take serious action to protect themselves from false liability claims and suits, such as those that involve passengers claiming they slipped and fell when in actuality the camera footage shows otherwise.



Bus Camera Upgrade – What's being upgraded?

- Current Safety Vision 6000 series camera systems have been in service for between 8 and 15 years. In many instances the equipment is so old replacement parts cannot be sourced.
- While the 6000 series has been a reliable solution for the district but newer SV8000 series cameras offer superior video quality and better fields of view.

Can you see the difference?

CHERRIOTS

Bus Camera Upgrade – How does this improve Security?

The 6000 is on the right and the SV8000 is below

Can you read the license plates?

CHERRIOTS

Bus Camera Upgrade – How is it being funded?

- Funding for the Bus Camera upgrade comes from the ITS Systems Implementation funding that is also funding the majority of the Comprehensive CAD/AVL project, specifically the **Security Projects** line item.

ITS SYSTEMS IMPLEMENTATION AWARD ACTIVITIES	
GTFS	78,000
CLOUD HOSTING	344,500
PROJECT MANAGEMENT	42,471
FARE	85,000
GREEN LIGHT PRIORITY	487,500
SECURITY PROJECTS	440,700
	1,458,171

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Bus Camera Upgrade – How many?

Panel No.	Camera #	Location	View	Assigned Activity
101	101-1	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-2	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-3	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-4	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-5	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-6	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-7	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-8	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-9	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-10	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-11	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2
101	101-12	Front Street, Under 10' Tall Camera	Front & Exterior View	SECURITY - In Bus Street 2

We're also migrating new buses to 12 cameras and adjusting placement to cover more of the interior and exterior of the bus.

CHERRIOTS

Next Steps & Final thoughts...

- This Board Briefing is intended to set the stage for requiring approval of the purchase of this upgrade at either the September Board meeting.
- This effort overlaps only slightly with the forthcoming CAD/AVL implementation and can/will occur in parallel.
- The Board will be briefed again once the project is complete.
- It is our intention to have this implementation substantially complete by June 30, 2020.
- Questions?**



WORK SESSION MEMO

Agenda Item WS.3.a

To: Board of Directors

From: Stephen Dickey, Director of Strategic Initiatives and Program Management

Thru: Allan Pollock, General Manager

Date: August 12, 2019

Subject: Keizer Transit Center Signalized Intersection Project Change Order

In 2011, the City of Keizer developed a Master Plan for Area B that incorporated the function of the Keizer Transit Center (KTC) into the overall development. An element included in the Master Plan was a signalized intersection to be located at the entrance of the KTC. This intersection also included a drive access serving the parcels and future businesses on the opposite side of Keizer Station Boulevard across from the entrance to the KTC.

In late 2010, a scope of work was developed for the engineering and design of the KTC. Based on the construction cost estimates developed during the preliminary design phase, the cost to construct the signalized intersection was estimated at \$1.1 - \$1.3 million. When considered with the rest of the estimated construction costs to complete the facility, in comparison to the available funds for the project, it was determined to eliminate the signalized intersection from the project until a later date. From an operational perspective, this was not optimal and would result in a significant loss of productivity due to the out of direction travel required by a right only exit from the facility; it was acceptable for the immediate future.

In the summer of 2012, the KTC opened and service began to operate. The project ultimately came in under budget with project revenue remaining after expenses had been paid. After a year of operation, planning and operations staff determined that the time loss for each route having to travel through the commercial area of Keizer Station in order to proceed to their routes was four minutes. With a signal and still operating one route through Keizer Station, the amount of time each day saved is nine hours under our current service. This service will be used to provide better coverage in the SAMTD service area. The signalized intersection will also help people using the park

and ride lot, which (based on periodic observations) is currently being used a minimum of 70% of capacity, to have better access in and out of the KTC.

On December 13, 2018, SAMTD awarded a contract to Brown Contracting, Inc. (BCI) from Eugene, Oregon being the lowest responsible bidder with a total project bid of \$1,578,822. BCI began work on the project in January 2019 and have completed most of the road widening, paving, sidewalks, street lights, and are nearing completion of everything except the signals.

All parts of the project have remained on schedule, except the acquisition and installation of the actual signal equipment. These components are manufactured by Valmont, the main supplier of traffic signal poles and mast arms. The facility used to manufacture these items is located in Nebraska, and on March 13, 2019 flooding occurred that flooded Valmont's Nebraska facility, thus causing major delays for them to fulfill existing orders, and significantly extend the delivery time for any new orders.

The KTC project schedule specified August 16, 2019 as the substantial completion date, and while BCI will meet that date for everything else, the current schedule for the signals to be shipped, installed, and configured for operation is now late December 2019. SAMTD's new service will start on September 3, 2019 and routes serving KTC are configured to operate with a functioning traffic signal in place.

The recommended solution from the project team is to install a temporary signal that will use wooden poles and overhead span-wire signals to allow for planned service to operate until the permanent signals will be functional in December. The cost of the temporary signal fully installed is \$93,905. The project budget approved by the Board included a 15% contingency in the amount of \$236,823 that to date has not been utilized. A change order was initiated in the amount of \$93,905 and applied towards the contingency.



WORK SESSION MEMO

Agenda Item WS.3.b

To: Board of Directors

From: Patricia Feeny, Director of Communication

Thru: Allan Pollock, General Manager

Date: August 12, 2019

Subject: September 7, 2019 New Service Event

The 2017 Oregon Legislature established a dedicated funding source for Cherriots to enhance and expand its services. Next month, the District will deliver Saturday and more weekday service to communities in the Mid-Willamette Valley.

We are celebrating this ground-breaking milestone with a public event on the first day of Saturday service, September 7th. The Saturday's Alright for Riding Committee has planned a fun, family-friendly event from 10 a.m. to 4 p.m. at the Downtown Transit Center, with activities on or near the north block.

We will have a new bus available for people to tour. Staff representing Travel Training, Trip Choice, and Marketing will have tables with information and promotional items commemorating this special day. Vendors will be setting up food carts along Chemeketa Street between High and Church streets, The Northwest Hub is bringing its mobile bike repair bus, which was donated by Cherriots; and staff are building a parklet, which is an open and relaxed space resembling a small park.

Transit hosts and Cherriots ambassadors will be wearing the new commemorative t-shirts and canvassing the DTC to assist visitors and assure riders get to their correct buses and bays.

Planning the event has been an inclusive process with representation from all our Divisions: **Communication** Roxanne Beltz, Kiki Dohman, Patricia Feeny, Tricia McCain, Mischa O'Reilly, Tristan Reedy, **Finance** Carrie England, **Operations** Jolynn Franke, Julie Ryan, **General Manager** Linda Galeazzi.

In addition to the committee members, Steve Dickey, director of project management and strategic initiatives, has been working with the city on signage and permits and with the Salem Farmers Market organization on logistics.

SATURDAY'S ALRIGHT FOR RIDING

Run of Show

September 7, 2019

7 to 9 a.m. Set up:

- Food carts
- Activity stations
- Parklet
- Tent
- Tables, chairs, podium
- PA system

10 a.m. event opens to the public

- Informational and promotional tabling with Cherriots Marketing, Planning, Trip Choice, and Travel Training teams
- Personalized button making station
- Balloon artist
- New bus open for tours
- Team Cherriots characters set up for photos
- The Northwest Hub bus (donated by Cherriots)

11 a.m. Caesar the No Drama Llama arrives

11:55 a.m. Head of logistics committee (Michiel Majors) asks people to begin moving to the tent

12:05 p.m. VIP remarks/recognition

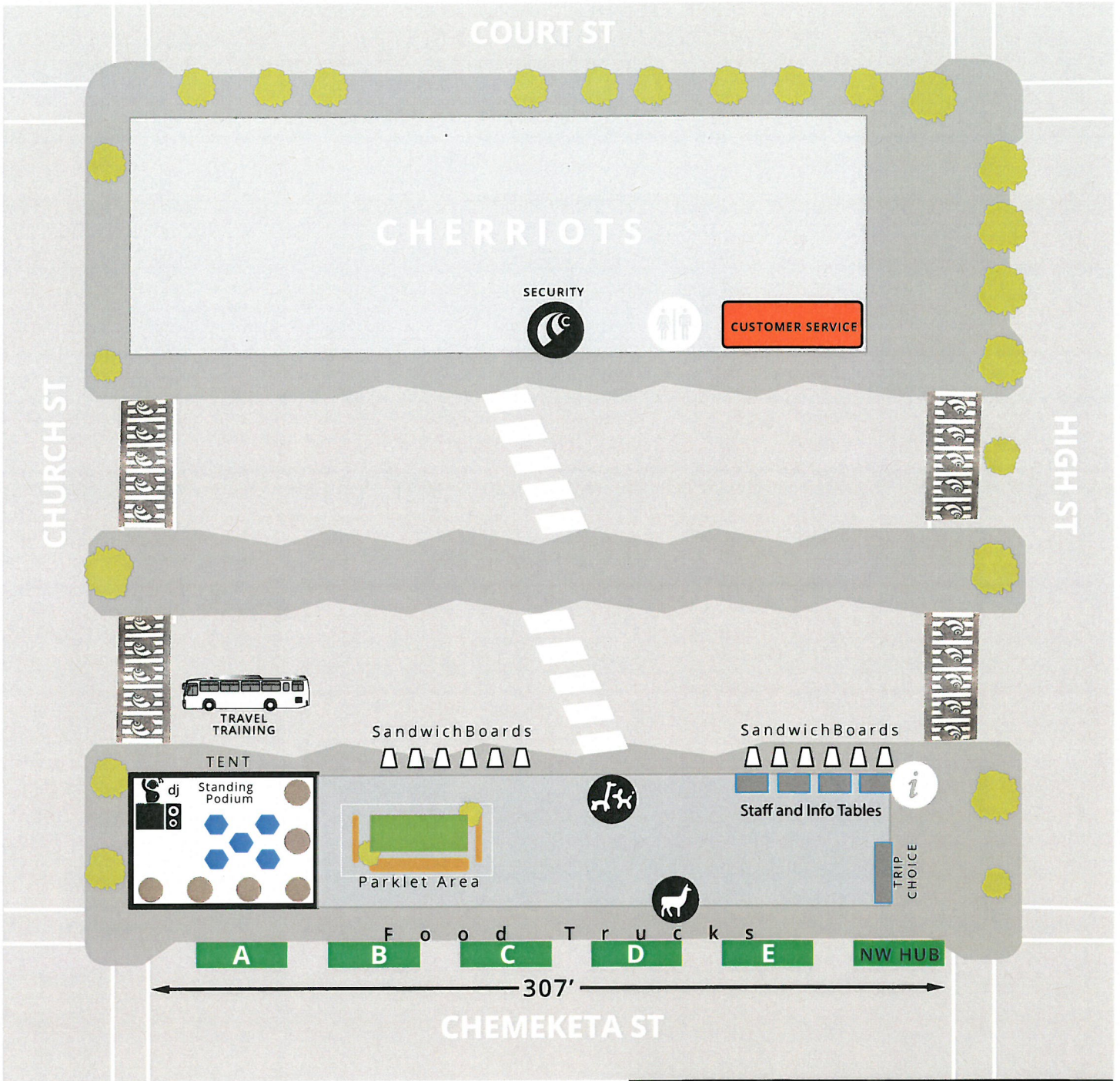
- General Manager Welcomes Attendees and makes opening remarks
- GM introduces Board President Ian Davidson
- President Davidson makes remarks and acknowledges and introduces VIPS
- Remarks from VIPS
- Back to Allan who closes this part of the event and invites folks to tour the bus and try the bus, reminding that all Saturdays in September are fare free.

12:30 p.m. Event activities continue

2 p.m. Caesar exits

4 p.m. Event concludes

4 to 6 p.m. Take down and clean up



FOOD TRUCK ASSIGNMENT

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____



WORK SESSION MEMO

Agenda Item WS.3.c

To: Board of Directors

From: Allan Pollock, General Manager

Date: August 12, 2019

Subject: Neighborhood Associations

The intent of this item is to share with the Board the neighborhood associations within your respective subdistricts. You will find two versions of the report. The first is a listing of neighborhood associations by Director. The second is a listing by neighborhood association. The purpose of the second roster is to identify those neighborhood associations represented by more than one Director.

In the past when more than one Director is attached to a neighborhood association the Directors designate a primary representative for that neighborhood association.

Neighborhood Associations Board Member Representatives

Subdistrict	Director	Neighborhood Association *
1	Chi Nguyen	Central Area Neighborhood Development Organization (CAN-DO) Grant Neighborhood Association Highland Neighborhood Association NE Neighbors (NEN) Southeast Salem Neighborhood Association (SESNA) West Salem Neighborhood Association (WSNA)
2	Colleen Busch	Greater Gubser Neighborhood Association Southeast Keizer Neighborhood Association West Keizer Neighborhood Association
3	Sadie Carney	Grant Neighborhood Association Highland Neighborhood Association Lansing Community Action Association Northeast Salem Community Association (NESCA) Northgate Neighborhood Association Northeast Neighborhoods (NEN) West Keizer Neighborhood Association
4	Doug Rodgers	East Lancaster Neighborhood Association (ELNA) Greater Gubser Neighborhood Association Northgate Neighborhood Association North Lancaster Neighborhood Association (NOLA)
5	Ian Davidson	East Lancaster Neighborhood Association (ELNA) East Salem Suburban Neighborhood Association (ESSNA) Northeast Salem Community Association (NESCA) Southeast Mill Creek Association (SEMCA) Southeast Salem Neighborhood Association (SESNA)
6	Bob Krebs	Faye Wright Neighborhood Association Morningside Neighborhood Association South Central Association of Neighbors (SCAN) South Gateway Neighborhood Association Southeast Mill Creek Association (SEMCA) Southeast Salem Neighborhood Association (SESNA)
7	Charles Richards	Faye Wright Neighborhood Association South Central Association of Neighbors (SCAN) Southeast Salem Neighborhood Association (SESNA) South Gateway Neighborhood Association Sunnyslope Neighborhood Association Southwest Association of Neighbors (SWAN)

Neighborhood Associations Board Member Representatives

<u>Neighborhood Association</u>	<u>Director *</u>	<u>Subdistrict</u>
Central Area Neighborhood Development Organization (CAN-DO)	Chi Nguyen	1
East Lancaster Neighborhood Association (ELNA)	Ian Davidson	5
	Doug Rodgers	4
East Salem Suburban Neighborhood Association (ESSNA)	Ian Davidson	5
Faye Wright Neighborhood Association	Robert Krebs	6
	Charles Richards	7
Grant Neighborhood Association	Chi Nguyen	1
	Sadie Carney	3
Greater Gubser Neighborhood Association	Colleen Busch	2
	Doug Rodgers	4
Highland Neighborhood Association	Chi Nguyen	1
	Sadie Carney	3
Lansing Community Action Association	Sadie Carney	3
Morningside Neighborhood Association	Robert Krebs	6
Northeast Neighborhoods (NEN)	Chi Nguyen	1
	Sadie Carney	3
Northeast Salem Community Association (NESCA)	Sadie Carney	3
	Ian Davidson	5
Northgate Neighborhood Association	Sadie Carney	3
	Doug Rodgers	4
North Lancaster Neighborhood Association (NOLA)	Doug Rodgers	4
South Central Association of Neighbors (SCAN)	Robert Krebs	6
	Charles Richards	7
Southeast Keizer Neighborhood Association (SEKNA)	Colleen Busch	2
South Gateway Neighborhood Association	Robert Krebs	6
	Charles Richards	7
Southeast Mill Creek Association (SEMCA)	Ian Davidson	5
	Robert Krebs	6
Southeast Salem Neighborhood Association (SESNA)	Chi Nguyen	1
	Ian Davidson	5
	Robert Krebs	6
	Charles Richards	7
Southwest Association of Neighbors (SWAN)	Charles Richards	7
Sunnyslope Neighborhood Association	Charles Richards	7
West Keizer Neighborhood Association	Colleen Busch	2
	Sadie Carney	3
West Salem Neighborhood Association (WSNA)	Chi Nguyen	1

* Director in **BOLD** is the Primary Contact



WORK SESSION MEMO

Agenda Item WS.3.d

To: Board of Directors

From: Allan Pollock, General Manager

Date: August 12, 2019

Subject: Board Committees

According to Rule 22(a) Committees in the Board ByLaws, "The President, from time to time, or the Board, by majority vote of its members at any meeting, may appoint Board members and other interested private citizens and representatives of groups and organizations to serve on standing or special committees. At the time of appointment of such members, the President shall state the purpose and duties of the committee. Any committee authorized by the Board shall perform the duties prescribed by the Board at the time the committee was created and shall be subject to the direction and control of the Board..."

In addition the President appoints Board members to represent the District at various local, regional, and state committees. The intent of today's discussion is to review the available committee assignments and answer any questions on the roles of the committees and their normal meeting schedule.

Attachment A includes the Board committee assignments that President Davidson will appoint at the August Board meeting.

TRANSIT BOARD COMMITTEE MEMBERSHIP

Updated August 12, 2019

Group	Role	Board Rep
Executive Committee	<p>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.</p>	<p>President Vice President Treasurer (a) Secretary</p>
Mid-Willamette Valley Council of Governments (MWVCOG) Board of Directors	<p>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. The COG Board usually meets the 3rd Tuesday of March, June, October and December at 3:30 p.m. The SAMTD Board President typically fills this role.</p>	<p>P: A:</p>
Salem/Keizer Area Transportation Study (SKATS) Policy Committee	<p>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 12:00-1:00 p.m.</p>	<p>P: A:</p>

TRANSIT BOARD COMMITTEE MEMBERSHIP

Updated August 12, 2019

Group	Role	Board Rep
Oregon Metropolitan Planning Organization Consortium (OMPOC)	Provides a forum to address common needs, issues and solutions to transportation and land use challenges facing Oregon's metropolitan regions and surrounding areas; advocates for Oregon MPO policy, regulatory and funding interests at the state and federal level. Meetings are quarterly; travel is required. SKATS leadership typically assigns representatives to attend OMPOC. If transit is selected then typically the SKATS representatives are the board representatives.	P: A:
Mid-Willamette Area Commission on Transportation (MWACT)	Advisory to the Oregon Transportation Commission (OTC) on 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 3:30-5:00 p.m.	P: A:
State Transportation Improvement Fund (STIF) Advisory Committee 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: A:
Special Transportation Fund (STF) Advisory Committee Liaison	Advisory committee to the Board on allocation of special transportation funds for Marion and Polk Counties. Meets the 1 st Tuesday of the month from 3:00-4:30 p.m. (except June-August and December).	P: A:
Citizens Advisory Committee Liaison	Advisory committee to the Board on transit related issues and makes recommendations for transit service improvements. Meetings are on the 3 rd Tuesday of the months of March, June, September, and December at 5:30 p.m.	P: A:
City of Salem "Our Salem" Comprehensive Plan Update	The City is in the midst of a multi-year project to update the Salem Area Comprehensive Plan, which guides development in the Salem area.	P: A:
Salem Chamber of Commerce Monthly Forum	The forum is held on the 2 nd Monday of the month at 12:00 p.m. (except for October and November - 1 st Monday of the month)	P: A:
Salem Chamber Public Policy Committee	Meetings are held on the 1st Thursday of the month from 7:00-8:30 a.m.	P: A:

TRANSIT BOARD COMMITTEE MEMBERSHIP

Updated August 12, 2019

Group	Role	Board Rep
Keizer Chamber of Commerce Forum	Meetings are held quarterly on the 2 nd Tuesday of the month at 12:00 PM.	P: A:
Keizer Chamber Government Affairs Committee	Meetings are held on the 3 rd Wednesday of the month at 12:00 p.m. at the Keizer Chamber Office.	P: A:
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 2 nd Wednesday at Broadway Commons.	P: A:
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 4 th Thursday of the month from 11:45 a.m. – 1:00 p.m. at West Salem Roth's	P: A:

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, August 22, 2019 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- A. CALL TO ORDER** (President Davidson)
1. Note of Attendance for a Quorum
 2. Pledge of Allegiance (Director Carney)
 3. "Safety Moment" Thought for the Day
- B. ANNOUNCEMENTS & CHANGES TO AGENDA**
- C. PRESENTATION**
- D. PUBLIC COMMENT**
Time is designated at each Board meeting for members of the public to testify on any items of Board business, being limited to three minutes.
- E. CONSENT CALENDAR**
Items on the Consent Calendar are considered routine business 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.
1. **Approval of Minutes**
 - a. Minutes of the May 13, 2019 Board Work Session
 - b. Minutes of the July 07, 2019 Board Work Session
 2. **Routine Business**
- F. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- G. ACTION ITEMS**
1. Approval of Contract Amendment for Allied Services
 2. Approval of Contract Amendment for MV Transportation

H. INFORMATIONAL REPORTS

1. Report on Kuebler Boulevard Express Route Study
2. September Service Change Briefing
3. Performance Report – 4th Quarter
4. Trip Choice Report – 4th Quarter

I. GENERAL MANAGER'S REPORT

J. BOARD OF DIRECTORS REPORTS

1. President's Appointments to Committee's
Board members report on their Board assignments as representatives of the District.

k. ADJOURN BOARD MEETING

Next Regular Board Meeting Date: Thursday, September 26, 2019

This is an open and public meeting in a place that is ADA accessible. Auxiliary hearing aids and services, and alternate formats are available to individuals with limited English proficiency. Requests can be made directly 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). Please allow for a 48 hour notice. Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board's agenda packet, go to www.cherriots.org/board.

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

Para obtener una copia electrónica del paquete de la agenda de la Junta, vaya a www.cherriots.org/board.

Upcoming Board Meeting and Work Session Agenda Items
July 26, 2019

Work Session	Board Meeting
August 12, 2019 Packets due to GM office: Aug 5 <ul style="list-style-type: none"> • 	August 22, 2019 Packets due to GM office: August 8 <ul style="list-style-type: none"> • Contract for Paratransit Vehicles • Contract Amendment Allied (New Service) • MV Contract Amended/Modification • Report on Kuebler Blvd Express Route Study • September Service Change Briefing • Performance Report – 4th Quarter • Trip Choice Report – 4th Quarter/Year End • Board Committee Assignments
September 9, 2019 Packets due to GM office: Sep 2 <ul style="list-style-type: none"> • Proposed FY2021 Budget Calendar • Service Enhancement Discussion – 9/7 AAR 	September 26, 2019 Packets due to GM office: September 12 <ul style="list-style-type: none"> • 2019 State Legislation Briefing • Bus Stops III Approval • 5310 Grant Approval • Accept annual security report • FY 2019 Performance Report • Budget Committee Appointments
October 14, 2019 Packets due to GM office: October 4 <ul style="list-style-type: none"> • 	October 24, 2019 Packets due to GM office: October 10 <ul style="list-style-type: none"> • Approval of FY2021 Budget Calendar (C)
November 12, 2019 Tuesday Packets due to GM office: November 1 <ul style="list-style-type: none"> • STIFAC/CAC/ STFAC Updates for Dec meeting <ul style="list-style-type: none"> ○ Member Appointments ○ Chairs & Vice-Chairs Appointments 	November - No Board meeting
December - No work session	December 12, 2019 Packets due to GM office: November 27 (Wed) <ul style="list-style-type: none"> • CONSENT CALENDAR: <ul style="list-style-type: none"> ○ Committee Appointments-STFAC/CAC ○ Appoint Chair & Vice-Chair CAC • Approval of PTASP Policy, Resolution #2019-xx • January Service Change Briefing • Q1 Finance, Trip Choice, Perf Report



UPDATED: August 7, 2019

TO: SAMTD BOARD OF DIRECTORS
FROM: ALLAN POLLOCK, GENERAL MANAGER
SUBJECT: CALENDAR OF SCHEDULED MEETINGS

Meetings are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted

• **AUGUST 2019**

- 12 Mon 5:30 PM SAMTD Board Work Session
- 22 Thu 6:30 PM SAMTD Board of Directors Meeting

• **SEPTEMBER 2019**

- 2 Mon **CLOSED** **HOLIDAY: Labor Day** | Cherriots Administration Offices-Customer Service; **Closed - NO** Bus Service
- 3 Tue **CHERRIOTS SERVICE CHANGES** (go to: <http://cherriots.org/en/changes>)
3:00-4:30p Special Transportation Fund Advisory Committee
- 7 Sat **SATURDAY SERVICE BEGINS**
 - Saturday Service Events at the Downtown Transit Center
- 9 Mon 5:30 PM SAMTD Board Work Session
- 17 Tue 5:30 PM Citizens Advisory Committee
- 26 Thu 6:30 PM SAMTD Board of Directors Meeting

• **OCTOBER 2019**

- 1 Tue 3:00 PM Special Transportation Fund Advisory Committee
- 13-16 APTA's TRANSform Conference 2019 (fka APTA Annual Meeting)
New York, NY
- 14 5:30 PM SAMTD Board Work Session
- 24 Thu 6:30 PM SAMTD Board of Directors Meeting
- 27-30 Oregon Public Transportation Conference
 - Seaside Civic & Convention Center

• **NOVEMBER 2019**

- 3 Sun 2:00 AM **DAYLIGHT SAVING TIME ENDS** – Fall Back
- 5 Tue 3:00 PM Special Transportation Fund Advisory Committee
- 11 Mon **CLOSED** **HOLIDAY: Veterans Day Observance** | Cherriots Administration Offices/Customer Service Closed; NO Bus Service
- 12 Tue 5:30 PM SAMTD Board Work Session
- 21 Thu **CLOSED** **HOLIDAY: Thanksgiving Day** | Cherriots Administration Offices-Customer Service Closed; NO Bus Service