

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

~ WORK SESSION ~

Monday, August 13, 2018
5:30 PM

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

AGENDA

- 1. CALL TO ORDER** (President Bob Krebs)
- 2. “SAFETY MOMENT”**
- 3. DISCUSSION**
 - a. Special Districts Insurance Services (SDIS) Board Best Practices Assessment
 - b. Issue GM Performance Evaluation Packets **1**
 - c. Review of Updated Draft of Strategic Plan **3**
- 4. GENERAL MANAGER COMMENTS**
 - a. Draft Agenda for the August 23, 2018 Regular Meeting **17**
 - b. Upcoming Board Agenda Items **19**
 - c. Calendar Review **21**

This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting. People with a hearing loss should call the Oregon Telecommunications Service at 711.

Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas con pérdida de audición deben llamar al Servicio de Telecomunicaciones de Oregon al 711.

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability



WORK SESSION MEMO

Agenda Item WS.3.b

To: Board of Directors

From: Paula Dixon, Director of Administration

Thru: Allan Pollock, General Manager

Date: August 14, 2018

Subject: General Manager's Performance Evaluation

Every year, the Board of Directors is responsible to conduct a performance evaluation of the General Manager. The evaluation period is July 1 to June 30.

Under the evaluation process, the General Manager prepares a self-evaluation which is provided to the Board. In addition, each Board member completes an individual evaluation form. Those forms are given to the Director of Administration who compiles all of the comments into a single document. That document will be reviewed by the Secretary of the Board to ensure accuracy. After this review, the document is provided to the Board prior to the performance evaluation discussion. Salary survey information for comparable transit agencies and local government officials will also be provided.

The performance evaluation discussion will be held at the September 27, 2018 Board meeting in executive session. Any changes to the General Manager's compensation package will be approved in a public meeting.



WORK SESSION MEMO

Agenda Item WS.3.c

To: Board of Directors

From: Patricia Feeny, Director of Communication

Thru: Allan Pollock, General Manager

Date: August 13, 2018

Subject: Updated Strategic Plan Draft

The Salem Area Mass Transit District's Strategic Plan serves as a decision-making and planning guide for the Board of Directors.

This iteration of the document incorporates feedback from the Board of Directors upon their review at the July 26, 2018 work session, and from the Senior Leadership Team.

Some of the changes include the addition of the signature and photograph of President Krebs (Page 2); the addition of three external committees (Page 5); and a revised Future section (Page 10).

Please review the Plan and provide feedback to Patricia Feeny, Communication Director, by Friday, Aug. 17. The next step is to present the final document at the August Board Meeting for action.

Strategic Plan

kathy.lincoln@cherriots.org <kathy.lincoln@cherriots.org> Thu, Aug 9, 2018 at 8:54 AM

To: allan.pollock@cherriots.org, Board@cherriots.org

To all: I just finished reviewing the draft Strategic Plan, and have some suggestions. Primarily, I would like to strengthen our environmental goal and priority by specifically targeting Cherriots' vehicles. I know that the CNG buses are cleaner than diesel, but as technology improves we need to keep looking at electric buses, big and little, and EVs for the cars Cherriots uses. I also would like to explore renewable natural gas, which is not mined but generated from waste products, like dairy farms.

Including such statements in our plan is consistent with our environmental goals and priorities, and also consistent with the city of Salem's environmental goal. It also addresses the concerns of Marion and Polk county residents, more than 70% of whom are worried about climate change and want to take action to slow it. And in light of the obvious issues we are dealing with now - hotter, longer, dryer summers, crazy storms across the country, melting glaciers - it is the responsible thing to do.

I have some specific language I will suggest to include in the draft Plan, that we can discuss at the next work session. I look forward to our discussion.

Thanks

from my iPad

Linda Galeazzi <Linda.Galeazzi@cherriots.org> Thu, Aug 9, 2018 at 9:02 AM

To: Kathy Lincoln <kathy.lincoln@cherriots.org>

Cc: Allan Pollock <allan.pollock@cherriots.org>, Board of Directors <Board@cherriots.org>, Executive Team executivestaff@cherriots.org

Thank you Kathy. I will make copies of your email to bring to the Work Session and pass your suggestions on to staff ...

Linda J. Galeazzi, CMC
Executive Assistant / General Manager's Office
(503)361-7535 / linda.galeazzi@cherriots.org



STRATEGIC PLAN

August 2018

INTRODUCTION



This Strategic Plan tells the Cherriots story.

For the Board of Directors, the plan serves as a guide for decision making and planning for the future.

The plan also informs our community partners, stakeholders, and the general public about the District's goals and objectives.

While providing an overview of the District's operations, services, and programs, the plan translates the words of the Cherriots guiding principles – vision, mission, and values – into actions.

We have a vision and a mission and we know where we want to go – this is how we get there.

This plan is divided into these sections:

1. Leadership Message
2. Guiding Principles
3. Strategic Priorities
4. Connecting People With Places: Looking Ahead
5. Board of Directors and Executive Leadership

Cherriots Board of Directors and the Executive Leadership Team meet annually to review the Strategic Plan, with attendant work plan, and update as appropriate. 1

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LEADERSHIP MESSAGE



Dear Friends of Cherriots:

For Oregon, this is an exciting and momentous time for public transportation.

In 2017, the state Legislature established a new dedicated source of funding for expanding public transportation service. Keep Oregon Moving, HB 2017, changes the transit landscape in our state. This is a historic, once in a generation investment in Oregon's transportation system that will pay dividends for decades to come.

Most notably for us, the additional funding better positions Cherriots to help transform the region. Our vision is to make a positive difference by enhancing community livability through innovative and sustainable regional transportation options. We will live our vision by adding new service during the next several years, including weekend, later evening and holidays; working with employers to grow the Group Pass Program; developing a plan for a youth bus pass program; and establishing programs that ensure our sustainable business practices.

Equally important, the Mid-Willamette Valley needs a strong and robust Cherriots that is a partner in economic growth for the region. We do that by increasing access to jobs, shopping, and educational opportunities. We do that by providing businesses with access to a larger workforce. And we do that by assuring people that they will be able to access recreational, social, and faith-based activities, without the need of a car.

This plan identifies the strategic priorities and goals that support the District's vision, mission, values, and its brand promise to deliver a world-class customer experience. It identifies the actions, based on the community's desires for enhanced public transportation, we will be taking during the next several years.

The Board will use this document to guide its decision-making and its work with community partners to improve community livability in the Mid-Willamette Valley.

Sincerely,

Robert Krebs
President

Allan Pollock
General Manager

2 GUIDING PRINCIPLES



A strong public transit system is the backbone for environmentally friendly and economically thriving communities. The Cherriot's vision, mission, and values represent the guiding principles for long-range transit planning.

Vision

Making a positive difference by enhancing community livability through innovative, sustainable regional transportation options.

Mission

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

Values

Safety – We emphasize safety, providing safe, secure, and clean public areas and work sites.

Service Excellence – We serve the public, each other, and our community partners with friendliness, courtesy, empathy, respect, and dignity. We recognize that our customers, internal and external, are why we exist, and we take pride in the positive impact we make in their daily lives.

Communication – We promote an open and respectful culture that values candor. Cherriot listens to its customers, community partners, and employees, actively engaging them in conversations.

Innovation – We encourage and respect new ideas from employees, partners and the public. The District embraces innovation, new technology, and best practices.

Accountability – We hold ourselves accountable as stewards of public funds and community trust. Cherriot will honor this commitment with transparency, honesty, and integrity.

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STRATEGIC PRIORITIES



The Cherriots strategic plan has five priorities that reflect how the District realizes and practices its vision, mission, and values.

Provide an Exceptional Customer Experience

The foundation of an exceptional customer experience is to receive a safe, friendly, and reliable ride. Cherriots will focus on the fundamentals. The District will provide clean and accessible bus stops, deliver reliable bus service, and assure customers can easily access the information they need in-person from customer service staff or online at **Cherriots.org**.

Cherriots continually looks for ways to attract new customers and expand the availability of public transit. To improve the customer experience, Cherriots will implement new technologies and strategies, including an electronic fare system and real-time bus tracking with computer-aided dispatch and automatic vehicle location (CAD/AVL).

Targeted outreach campaigns will make potential Cherriots customers aware of the advantages of public transit and that it is an attractive alternative to personal vehicles.

Team Cherriots: Culture of Excellence

There's the "Nordstrom Way," the "Ritz-Carlton Way," and the "Southwest Airlines Way." Cherriots is committed to attaining a similar reputation for service excellence the Cherriots Way: Every Interaction, Every Customer, Every Day.

The culture of excellence mindset will extend to all community members, stakeholders, and fellow employees. Everyone on Team Cherriots will intuitively know their responsibilities for supporting a positive experience for both internal and external customers. Rather than "just doing a job," their work will be purposeful and meaningful because they are living the brand promise to deliver a world-class customer experience.

As an employer of choice, Cherriots fosters a culture where people feel valued, trusted, and heard in an environment where they know they can make a difference. By practicing servant leadership, Cherriots ensures its employees feel good about working for the District and want to continue to work here.

Enhance Community Engagement

Good relationships with community partners are essential. Cherriots cannot respond to changing transit needs without the public's participation and confidence.

Cherriots will continue to build positive relationships with organizations, individuals, neighborhoods, decision-makers, businesses, and others. These relationships, both formal and informal, are the essential building blocks for effective transit growth. Building public trust and building understanding of the value of Cherriots is key to growing and delivering a robust public transit system.

Cherriots, as a taxpayer-funded special district, encourages public participation and is committed to transparency. Cherriots and the Board receive guidance and advice from three external committees: Special Transportation Fund Advisory Committee, Citizens Advisory Committee, and Statewide Transportation Improvement Fund Advisory Committee.

The District will make good-faith efforts to keep the public informed with timely, accurate, and engaging communication. Cherriots has developed and is now executing a Community Communication Plan. The District also has formalized its public outreach mobilization plan, which assigns specific roles and responsibilities to the Board and Senior Leadership Team.

Ensure Organizational Viability

Enhancing community livability with transportation services is a long-term ambition that requires responsible growth and cost-effective operations. Through its actions, Cherriots will demonstrate that it's a good steward of financial, capital, and human resources. Building public trust and understanding of the value of Cherriots is key to growing and delivering a robust public transit [**WS-10**] system.

Whether it's maintaining a balanced budget, planning for future facility needs or investing in workforce development, Cherriots will continue to look ahead and adjust its strategy. The organization will meet community needs with cost-effective services.

Be an Environmentally Responsible Organization

Riding the bus is one of the easiest ways to go green. Cherriots is going a step further by improving the sustainability of its daily, in-house operations.

Cherriots has committed to the American Public Transportation Association's five core sustainability principles, including making sustainability part of our organization's strategic objectives and identifying a sustainability champion within our organization.

Because of its commitment to sustainable business practices, Marion County recognized Cherriots as an EarthWISE Certified Business and honored Cherriots with a Mid-Valley Green Award.

District plans call for documenting current sustainability practices and developing sustainable products and services purchasing policies.

Cherriots formed a Sustainability Committee and its members established a purpose statement: To create a culture of environmental stewardship and promote sustainability in the community we serve by the incorporation of sustainable concepts into all functions of District activities.

Cherriots will continue to investigate ways to improve the energy efficiency of its transit facilities. The District also will establish a Board-adopted environmental sustainability policy statement.

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CONNECTING PEOPLE WITH PLACES: LOOKING AHEAD



Cherriots will soon change the region's public transit service for the better.

Thanks to the state transportation package, Oregon House Bill 2017, Cherriots has a new funding source through a statewide employee payroll tax that took effect July 1, 2018. The funding allows Cherriots to significantly expand its service, including weekend, holiday and later evening.

Gearing-up with new buses and technology

Cherriots has recently placed more than \$8.4 million in orders for new buses. It's the District's largest equipment purchase in 15 years. The new buses, which are replacing vehicles driven past their recommended useful life, are expected to improve the fleet's reliability and on-time performance.

A dozen new, 40-foot-long and 35-foot-long buses for Cherriots fixed-route service are expected to arrive in time for the launch of expanded service in 2019. In addition, Cherriots purchased five new vehicles for its Cherriots LIFT service, and three new buses for Cherriots Regional. All District service vehicles are accessible and meet ADA requirements.

Cherriots customers can look forward to several technology upgrades that will improve their transit experience: the first step is computer-aided dispatch and automatic vehicle location (CAD/AVL) systems, which will allow all buses to be tracked in real time. The technology allows customers with smart-phone transit apps to know when their bus will actually arrive.

Once the CAD/AVL solution is fully implemented, staff will be able to track how buses are staying on schedule, and proactively make adjustments to help the buses arrive at the bus stop on time.

Additionally, customers will be able to pay their bus fares electronically with a smart phone or fare-card. The passenger's smart phone essentially functions like a day pass or monthly pass and doesn't charge for additional rides.

Cherriots expects new improvements in technology will provide improvements for the customer and create a more convenient and efficient experience.

Building connections

Cherriots will not only add more bus service in the next few years, but it will continue to improve connectivity with other transit agencies. The effort builds on the transit agency's goal of helping Mid-Willamette Valley residents travel to cities throughout the region.

Thanks to Route 1X, a service jointly operated by Cherriots and the South Metro Area Regional Transit (SMART) in Wilsonville, the trip between Salem and the Portland metropolitan area is covered. Each workday, hundreds of rides are taken on Route 1X to make the commute up and down the I-5 corridor.

Cherriots is currently involved in a study with transit agencies in Canby and Woodburn to improve bus service along the 99E corridor between Salem and Oregon City.

Cherriots also has talked with Yamhill County Transit and Albany Transit System about coordinating bus schedules and closing gaps in service so that customers can reach more destinations.

Growing region, changing transit needs

The West Salem Transit Center and the Keizer Transit Center allow several routes to come together at a convenient location to make easy and comfortable transfers between routes for customers.

The transit agency plans to develop a new transit center in south Salem in the 5200 block of Commercial Street.

These transit centers also allow Cherriots to design routes to better serve neighborhoods, and connect to popular destinations in a way that is easy for the customer to use.

Cherriots is improving bus stops throughout the entire system to remove barriers that make it difficult for people to access the bus, especially for people with disabilities, those who use assisted mobility devices, and families with small children.

Within the boundaries of the Salem-Keizer area, Cherriots established its core network to encourage the development of transit-friendly communities.

A core network is a set of transit corridors where Cherriots has committed to providing stable service with a focus on frequency and reliability. By establishing a sense of permanency and a commitment to provide high-quality service in these areas for many years to come, the core network signals to customers, business owners, city staff, and local government where to locate and build if they want to center themselves and their businesses around transit service.

Cherriots Regional, Polk County Flex

For commuters headed to Salem, as well as those needing a ride between small communities in Marion and Polk counties, Cherriots Regional provides local residents an option to driving their own car.

The District has discussed future service improvements for Cherriots Regional such as providing more frequent service to some communities. The Polk County Flex, for example, is an option for customers who are only traveling to destinations within Dallas, Independence, and Monmouth.

Cherriots Regional takes passengers as far west as Dallas and as far east as the Santiam Canyon. Other destinations include Woodburn, Mt. Angel, Silverton, Stayton, Monmouth, and Independence.

Our area partners include Tillamook County Transportation District, Yamhill County Transit, Canby Area Transit, South Metro Area Regional Transit, and Woodburn Transit System. They connect with Cherriots and Cherriots Regional to provide service to Grand Ronde, Lincoln City, McMinnville, Amity, Woodburn, Wilsonville, and Canby.

Cherriots LIFT

Origin-to-destination paratransit service provides rides to those who are unable to access regular bus service. Cherriots LIFT picks up customers at their homes, or other specified locations, and takes them to their destinations. The service meets Americans with Disabilities Act requirements to provide complementary paratransit service to eligible people within Salem and Keizer. To comply with ADA, Cherriots LIFT operates the same hours and within the same service area as the District's fixed-route buses.

Cherriots Shop and Ride

Shop and Ride includes both a shopper shuttle and origin-to-destination service for seniors and individuals with disabilities.

This service operates within the Salem-Keizer urban growth boundary. Cherriots Shop and Ride takes customers to stores in Salem and Keizer, where they can buy groceries and other household items.



Travel Training

Cherriots provides a free travel training program to turn tentative travelers into confident transit users. This instructional program, which is available on an individual basis or in a group setting, is open to everyone.

The training covers topics such as planning trips, transferring between buses, paying bus fare, and boarding the bus using a mobility device. Travel trainers are available to ride along with customers who are unsure of their ability to use public transit.

Cherriots Trip Choice

When it comes to sustainable transportation in the Mid-Willamette Valley, the Cherriots buses are just one solution. Carpools, vanpools, bikes, and walking shoes are also important.

That's where Cherriots Trip Choice comes in. In addition to carpool and vanpool ride matching, Cherriots Trip Choice supports biking, walking, and other initiatives to reduce traffic on the roads in the Mid-Willamette Valley.

Cherriots Trip Choice plans to increase its outreach programs in Marion, Polk, and Yamhill counties. Outreach programs will also educate youth and those with limited English proficiency about their transportation options.





About the District

Founded in 1979, Cherriots is the operating name for the Salem Area Mass Transit District. The population of Salem and Keizer's urbanized area is about 236,000 and the population of the overall Cherriots service area is about 410,000.

In Fiscal Year 2016, annual Cherriots ridership among all services was just over 3.2 million, averaging 13,000 rides per day. Cherriots expects its ridership will steadily increase with expanded bus service and growth in the region.

Bus service operates with more than 60 vehicles with an additional 46 vehicles dedicated to providing Cherriots LIFT paratransit service. Cherriots provides bus service in Marion and Polk counties.

Cherriots is a special district funded predominantly by local property taxes, state, and Federal Funds. The District's workforce includes nonrepresented employees and members of Amalgamated Transit Union Local 757, which represents transit operators and maintenance workers.

Rebranding to ensure relevance

Even though the Cherriots brand is firmly established, it had become outdated. The goal was not to eliminate or diminish the brand value that had been developed over the years, but to update it so that it stays relevant.

The old brand did not reflect Cherriots evolution or help tell its story. Cherriots provides a complex group of mobility services and programs. Research, however, confirmed that among the general public there is a low level of awareness that these services are all connected to the District.

This brand revitalization will create a stronger connection between the Cherriots name and visual identity. Through the brand refresh, Cherriots can tell its story more broadly so that people know about the resources, support, and services the District brings to the community.

The Future

The future holds much promise and opportunity. In order for Cherriots to provide a world-class customer experience, it must adapt to today's complex and ever-changing mobility landscape.

Technology is transforming how people view mobility. The ability to use a mobile device to schedule and pay for a trip is changing the way people move about their community.

The Cherriots of the future is more than a bus system. It will become a mobility integrator where a person's journey is planned and paid for through a single technology application, regardless of the service provider, as the person moves through the Mid-Willamette Valley.

The concept of shared modes linking a total trip that might include bikesharing, carsharing, TNC's (transportation network companies), and the bus is becoming the norm.

In fact, a recent study by the American Public Transportation Association identified these key findings:

- That the more people use shared modes, the more likely they are to use public transit, own fewer cars, and spend less on transportation overall.
- Shared modes complement public transit, enhancing urban mobility.
- Shared modes will continue to grow in significance, and public entities should identify opportunities to engage with them to ensure that benefits are widely and equitably shared.
- The public sector and private operators are eager to collaborate to improve paratransit service using emerging approaches and technology.

Cherriots will lead the effort between public and private entities to ensure there is a robust, coordinated network of mobility options throughout the Mid-Willamette Valley.

In order for a multimodal lifestyle to be successful in the Mid-Willamette Valley, a robust public transportation service is critical.

Cherriots is making strategic decisions to move in that direction.



Aspiring Transit Operator

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BOARD OF DIRECTORS AND EXECUTIVE LEADERSHIP



Fiscal Year 2018-2019

Board of Directors

Steve Evans, Vice-President	Subdistrict 1
Colleen Busch, Secretary	Subdistrict 2
Kathy Lincoln	Subdistrict 3
Doug Rodgers	Subdistrict 4
Jerry Thompson	Subdistrict 5
Robert Krebs, President	Subdistrict 6
Marcia Kelley, Treasurer	Subdistrict 7

Executive Leadership Team

Allan Pollock	General Manager
David Trimble	Chief Operating Officer
Steve Dickey	Director of Transportation Development
Paula Dixon	Director of Administration
Patricia Feeny	Director of Communication
Al McCoy	Director of Finance/CFO

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
Thursday, August 23, 2018 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

A. CALL TO ORDER & NOTE OF ATTENDANCE

B. PLEDGE OF ALLEGIANCE – Board Treasurer Colleen Busch (Subdistrict #2)

C. “SAFETY MOMENT,” ANNOUNCEMENTS & CHANGES TO AGENDA

D. PRESENTATION - None

E. 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.

F. CONSENT CALENDAR

Items on the Consent Calendar 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.

1. Approval of Minutes

- a. Minutes of the July 26, 2018 Board Work Session
- b. Minutes of the July 26, 2018 Board Meeting

2. Routine Business - None

G. ITEMS DEFERRED FROM THE CONSENT CALENDAR

H. ACTION ITEMS

- 1. Accept Strategic Plan
- 2. Resolution 2018-07 Adoption of the District’s Statewide Transportation Improvement Fund Advisory Committee (STIFAC) Bylaws
- 3. STIF Advisory Committee Appointments for Chair and Vice-Chair

I. INFORMATIONAL REPORTS

- a. TripChoice – Fourth Quarter / Year End Report
- b. September Service Change Briefing
- c. Performance – Fourth Quarter Report
- d. 2018 Triennial Review

J. GENERAL MANAGER'S REPORT

K. BOARD OF DIRECTORS REPORTS

This is the opportunity for Board members to report on citizen communications, committee and meeting participation, or special projects they are participating in as representatives of the District.

L. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, September 27, 2018

This is an open and public meeting in a place accessible to people with disabilities. For individuals who need the assistance of Interpreters for sign language or for languages other than English to participate in the meeting, please contact the Clerk of the Board at least two business days prior to the meeting - by phone at 503-588-2424. (For individuals with a hearing impairment, please call the Oregon Telecommunications Service, 711.) Office hours are Monday-Friday from 8:00 AM to 5:00 PM.

For an electronic copy of the Board meeting agenda packet, go to www.cherriots.org/board. Regular Board meetings are televised on Channel 21; and can be viewed at any time on CCTV's website - <https://www.cctvsalem.org/all>.

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Esta es una reunión abierta y pública en un lugar accesible para personas con discapacidades. Para las personas que necesiten la asistencia de intérpretes para el lenguaje de señas o para idiomas distintos al inglés para participar en la reunión, comuníquese con el secretario de la Junta al menos dos días hábiles antes de la reunión, por teléfono al 503-588-2424. (Para personas con impedimentos auditivos, llame al Servicio de Telecomunicaciones de Oregon, 711.) El horario de atención 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 reunión de la Junta, vaya a www.cherriots.org/board. Las reuniones regulares de la Junta se televisan en el Canal 21; y puede verse en cualquier momento en el sitio web de CCTV: <https://www.cctvsalem.org/all>.

Upcoming Board Meeting and Work Session Agenda Items
August 22, 2018

Work Session	Board Meeting
September 10, 2018 Packets due to GM office: September 4 Tue <ul style="list-style-type: none"> • Service Enhancement Discussion 	September 27, 2018 Packets due to GM office: September 13 <ul style="list-style-type: none"> • Accept annual security report • Approval of annual SDIS board check list © • FY 2018 Performance Report • TAM Report Presentation and Implementation • GM performance evaluation (Executive Session)
October 8, 2018 Packets due to GM office: October 1 <ul style="list-style-type: none"> • Proposed FY2020 Budget Calendar • Service Enhancement Discussion 	October 25, 2018 Packets due to GM office: October 11 <ul style="list-style-type: none"> • Approval of FY2020 Budget Calendar (C)
November 13, 2018 Tuesday Packets due to GM office: November 5 <ul style="list-style-type: none"> • Service Enhancement Discussion 	November - No Board meeting
December - No work session	December 13, 2018 Packets due to GM office: November 30 <ul style="list-style-type: none"> • KTC Signal Project Construction Contract Appointments to the STFAC (C) • Appointments to Budget Committee (C) • Q1 Finance, Trip Choice, Perf Report
January 14, 2019 Packets due to GM office: January 7 <ul style="list-style-type: none"> • MWVCOG Annual Meeting/Dinner • Present Draft 2019 Legislative Agenda 	January 24, 2019 Packets due to GM office: January 10 <ul style="list-style-type: none"> • Adoption of 2019 Legislative Agenda
February 11, 2019 Packets due to GM office: February 4 <ul style="list-style-type: none"> • 	February 28, 2019 Packets due to GM office: February 14 <ul style="list-style-type: none"> • Q2 Finance, Trip Choice, Performance Report
March 11, 2019 Packets due to GM office: March 4 <ul style="list-style-type: none"> • Service Enhancement Discussion 	March 28, 2019 Packets due to GM office: March 14 <ul style="list-style-type: none"> •

<p>April 8, 2019 Packets due to GM office: April 1</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>April 25, 2019 Packets due to GM office: April 11</p> <ul style="list-style-type: none"> • Presentation: 2019 Legislative Session Review • Presentation: CAFR and Single Audit Presentation
<p>May 13, 2019 Packets due to GM office: May 6</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>May 23, 2019 Packets due to GM office: May 9</p> <ul style="list-style-type: none"> • Consent: Adopt FY2020 Board Meeting Schedule • Q3 TripChoice, Performance
<p>June 10, 2019 Packets due to GM office: June 3</p> <ul style="list-style-type: none"> • Service Enhancement Discussion 	<p>June 27, 2019 Packets due to GM office: June 13</p> <ul style="list-style-type: none"> • Budget Hearing • Res#2019-XX Adopt FY20 Approved Budget • Approval of FY2019 United Way Donation
<p>August XX, 2019 Packets due to GM office: August x</p> <ul style="list-style-type: none"> • SDIS Board Best Practices Assessment • Issue GM Performance Evaluation Packets • 	<p>August xx, 2019 Packets due to GM office: August x</p> <ul style="list-style-type: none"> • Trip Choice Report – 4th Quarter/Year End • Performance Report – 4th Quarter •
<p>To Be Scheduled – Work Session</p> <ul style="list-style-type: none"> • R#2018-XX Adopt STIFAC Bylaws • R#2018-XX re: IT Policy • Review Neighborhood Association Contacts (Aug 2019) • Board Committee assignments (Aug 2019) 	<p>To Be Scheduled – Board Meeting</p> <ul style="list-style-type: none"> • Appoint Board Committee Assignments (2019)



UPDATED: August 7, 2018

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 2018**

- 1 Wed 5:00 PM Statewide Transportation Improvement Fund Advisory Committee
- 13 Mon 5:30 PM SAMTD Board Work Session
- 23 Thu 6:30 PM SAMTD Board of Directors Meeting
- 29 Wed 5:00 PM Statewide Transportation Improvement Fund Advisory Committee

• **SEPTEMBER 2018**

- 3 **CLOSED** **HOLIDAY: Labor Day**
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 4 Tue **CHERRIOTS SERVICE CHANGES** (go to: <http://cherriots.org/en/changes>)
3:00-4:30p STF Advisory Committee
- 10 Mon 5:30 PM SAMTD Board Work Session
- 18 Tue 5:30 PM Citizens Advisory Committee
- 23-26 Sept 2018 APTA Annual Meeting, Nashville, TN
- 27 Thu 6:30 PM SAMTD Board of Directors Meeting and
Executive Session ORS 192.660(2)(l) Performance Evaluation

• **OCTOBER 2018**

- 2 Tue 3:00 PM STF Advisory Committee
- 8 Mon 5:30 PM SAMTD Board Work Session
- 25 Thu 6:30 PM SAMTD Board of Directors Meeting
- 28-31 Oregon Public Transportation Conference, Bend, OR

• **NOVEMBER 2018**

- 4 Sun 2:00 AM **DAYLIGHT SAVINGS TIME ENDS** – Fall Back
- 6 Tue 3:00 PM STF Advisory Committee
- 12 Mon **CLOSED** **HOLIDAY: Veterans Day**
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 13 Tue 5:30 PM SAMTD Board Work Session
- 22 Thu **CLOSED** **HOLIDAY: Thanksgiving Day**
Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• **DECEMBER 2018**

- 17 Mon 11:30a-1:30p Cherriots Employee Luncheon
- Thu 12:00-1:00p Employee Transportation Coordinators (ETC) Luncheon
- Sat 5:45 pm Keizer Holiday Parade (Meet at Del Webb)

SAMTD Board of Directors
Calendar of Scheduled Meetings

13 Thu 6:30 PM SAMTD Board of Directors Meeting
 18 Tue 5:30 PM Citizens Advisory Committee
 25 **Tues CLOSED** **HOLIDAY: Christmas Day**
 Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• **JANUARY 2019**

1 Tue **CLOSED** **HOLIDAY: New Year's Day**
 Cherriots Administration Offices-Customer Service Closed; NO Bus Service
 1 Tue 3:00-4:30p STF Advisory Committee
 14 Mon 5:30 PM SAMTD Board Work Session
 21 Mon **HOLIDAY: Martin Luther King Day**
 24 Thu 6:30 PM SAMTD Board of Directors Meeting
 Wed 6:30 PM MWVCOG Annual Meeting / Dinner
 Spirit Mountain Event Center, 27100 SW Salmon River Hwy, Grand Ronde

• **FEBRUARY 2019**

Mon 2019 Oregon Legislative Session begins
 5 Tue 3:00-4:30p STF Advisory Committee
 11 Mon 5:30 PM SAMTD Board Work Session
 18 Mon **CLOSED** **HOLIDAY: President's Day**
 Cherriots Administration Offices-Customer Service Closed: NO Bus Service
 28 Thu 6:30 PM SAMTD Board of Directors Meeting

• **MARCH 2019**

5 Tue 3:00-4:30p STF Advisory Committee
 10 Sun 2:00 AM **DAYLIGHT SAVINGS TIME**
 11 Mon 5:30 PM SAMTD Board Work Session
 Fri Cherriots Transit Operators & Maintenance Appreciation Day
 17-19 APTA Legislative Conference, Washington D.C.
 28 Thu 6:30 PM SAMTD Board of Directors Meeting

• **APRIL 2019**

2 Tue 3:00-4:30p STF Advisory Committee
 8 Mon 5:30 PM SAMTD Board Work Session
 15 Mon REMINDER to file SEI Report
 16 Tue 5:30 PM Citizens Advisory Committee
 25 Thu 6:30 PM SAMTD Board of Directors Meeting

• **MAY 2019**

7 Tue 3:00-4:30p STF Advisory Committee
 Thu 6:00 PM SAMTD Budget Committee Member Orientation
 APTA Bus & Paratransit Conference and International Bus Roadeo
 • Tampa, FL
 Thu 6:00 PM SAMTD Budget Committee Meeting 1
 13 Mon 5:30 PM SAMTD Board Work Session
 Thu 11:30 AM Keizer Iris Festival Sponsor Appreciation Lunch
 • In the big tent, 4100 Cherry Ave NE
 Thu 6:00 PM SAMTD Budget Committee Meeting 2