

Salem Area Mass Transit District
BOARD OF DIRECTORS
WORK SESSION
Thursday, April 27, 2023 at 5:30 P.M.

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

AGENDA

I. CALL TO ORDER	
• Announcements	
II. PRESENTATION DISCUSSION	
A. <u>Capital Projects Update</u>	3
B. <u>District Recruitment and Staffing</u>	7
III. GENERAL MANAGER COMMENTS	
A. <u>Upcoming Board Agenda Items</u>	9
B. <u>Board Calendar Review</u>	10
IV. ADJOURNMENT	

Vision

We Deliver Valued Mobility Options that Inspire Community Pride

Mission

Creating Community Connections

Available meeting formats:

- In Person: Senator Hearing Room at Courthouse Square, 555 Court Street NE, Salem, Oregon 97301
- Zoom Gov.: Meeting ID: 161 750 1876 | Passcode: 581378
Go to: <https://cherriots-org.zoomgov.com/j/1617501876?pwd=MW1obXdqdKhVa3FMZlczYzIzdExuZz09>
- One Tap Mobile: + 16692545252,,1617501876#,,,,*581378# US
- Landline Phone: +1 669 254 5252 US

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.

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.

Cherriots Capital Project Overview

April 27th Work Session Board Meeting

Melissa Kidd - Capital and Project Control Manager



Agenda

- Capital Improvement Plan (CIP)
- Capital and Operating Projects
- What Defines a Capital or Operating Project?
- Capital Project Process
- Capital Project Highlights
- Transit Asset Management Plan State of Good Repair Projects



Capital Improvement Plan (CIP)



Capital and Operating Projects

- Capital Projects - facilities, stops, transit centers
- Capital Purchases - acquisition of equipment and facilities
- Operating Projects - improving operations

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Definition of Capital or Operating Projects

- \$ > \$5,000
- Life > than one year
- Atypical maintenance and repair
- Engineering and construction

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Capital Project Process - Step 1

MEMO

To: Senior Leadership Team
From: David G. Trimble, Deputy General Manager 
Date: November 7, 2022
Subject: Capital and Operating Project Requests for FY24-28

The Capital Investment Plan (CIP) is the base document for the FY24 Capital Budget process. Projects listed in FY24 in the CIP will be considered for funding. Therefore, the FY24 capital budget process will begin with an update of the CIP.

Divisions/Departments are required to have a narrative section to describe how they manage their assets and state the current condition of those assets. These narratives are to be accompanied by a five-year outlook of expected costs of replacements and improvements. Narratives and Major Project forms are due to the Capital Program Committee (CPC) Chair by **Friday, January 6, 2023**. A draft of the CIP document will be available by early February 2023. After budget adoption, a final CIP document will be printed and circulated.

This year the CPC will evaluate project requests based on the status and progress of current projects in the queue. New project requests may be pushed out to later fiscal years, depending on our internal capacity.

If you have any questions while developing the FY24-FY28 CIP document, please do not hesitate to contact me at x2553, or Denise LaRue at x7527.

The following are further detailed instructions in completing your project requests:

Capital Budget Priorities
 When the CPC convenes in January, it will review all projects and prioritize them. Cherriotics views its capital projects as either additions to the capital plan or as maintenance, rehabilitation, and replacement of existing assets. The safe operation of service and employee safety are our highest priorities. Cost effective capital maintenance and capital replacement are integral to safe operations and fiscal

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Capital Project Priorities Designation

Priority Title	Priority Rating
S - Safety	High
SGR - State of Good Repair (cost effective capital maintenance, replacement)	High, Medium
M - Mandates (state, federal requirements)	High, Medium, Low
ESR - Existing Service Reliability, Delivery	High, Medium, Low
EO - Efficient Operations	High, Medium, Low
ES - Expanded Service	Low

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Capital Project Process - Step 2

Project Name: Project name	Project ID: TBD
Project Class: Project type (Vehicles, Facilities, IT, New/Improved Service?)	Priority: SGR, S,M,EX
Start Date: X/X/XXXX	Completion Date: X/X/XXXX
Budgeted Dept: XXXXXXX	Project Type: Capital/Operating
Project Manager: XXXXXX	

PROJECT DESCRIPTION
 Describe the project.

PROJECT JUSTIFICATION
 Provide the reasoning for the project.


STATUS
 Will there be a carryover? If so, why?

Expenditure Plan	FY2020	FY2021	FY2022	FY2023	FY2024	Total 5-Year Cost
Carryover	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Current Year	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000


Revenue Plan	FY2020	FY2021	FY2022	FY2023	FY2024	Total 5-Year Cost
Federal Share	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Cherriotics Share	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Other Source	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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Capital Project Highlights:




Contactless Fare



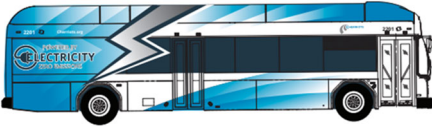
MANAGEMENT AND RESOURCE TRACKING INSTRUMENT




Tyler Munis



South Salem Transit Center



Battery Electric Buses



Cherriots Intelligent Transportation System


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Contactless Fare Payment System - efare - UMO




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Management and Resource Tracking Instrument - MARTI

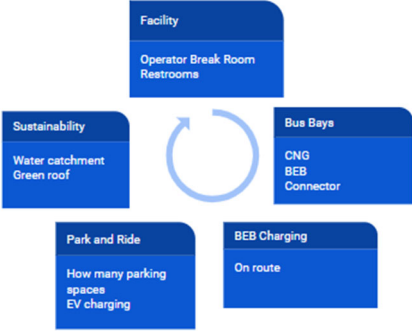


MANAGEMENT AND RESOURCE TRACKING INSTRUMENT



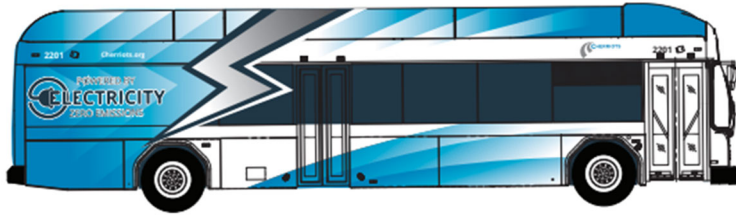
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South Salem Transit Center - SSTC



South Salem Mobility as a Service (MaaS) Transit Facility

Battery Electric Bus Project



Cherriots Intelligent Transportation System -CITS

- Optimize fleet performance
- Provide riders with a reliable public transportation experience
- Receive real time information
- Provide data about ridership specific to routes and bus stops



Cherriots Intelligent Transportation System

State of Good Repair projects- Transit Asset Management Plan

Project:
DW Maintenance Tilt Up Wall Sealant
DW Walkway Repairs
DW Admin. Building Metal Roof Repainting
DW Admin Building Exterior wall Repair and Repaint

Questions

Cherriots Hiring Story

Board Meeting - Work Session April 27, 2023



Recruitment & Selection

- Two Scenarios:
 - New Position
 - Vacant Position
- Position Justification
- Job Description
- Hiring Kick-Off Meeting
- Job Postings: Internal & External
- Candidate Screening Process:
 - Resume/Application Review
 - Phone Screening
 - Interview
 - Work Exercise
- Contingent Job Offer



Hiring & Onboarding

Safety Sensitive

- Pre-Employment Drug Screening
- Fingerprint Background Check
- Professional Reference Check
- Medical Card
- CDL Permit w/ Endorsements

Non-Safety Sensitive

- Background Check
- Professional Reference Check



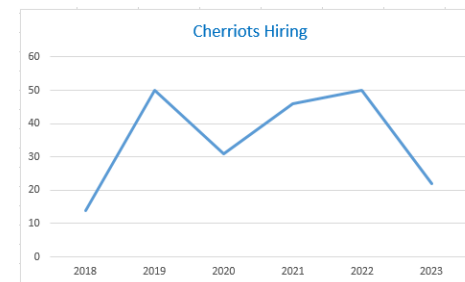
What's Next?

- Candidate Dismissal
- New Hire Onboarding
 - First Day Information
 - First Day Experience



Hiring Pre-Pandemic

- Internal Climate
- Saturday Service Ramp-UP





Staffing Challenges World-Wide

Employment Volatility

- Layoffs
- Hiring Freezes
- Employee Shortages
- Childcare Shortages
- Great Resignation, May 2021
- Quiet Quitting, March 2022

Creative Employee Retention Methods

- Referral Bonus
- Hiring Bonus
- Stay Interviews
- Stay Bonus



Staffing Challenges World-Wide

100% Remote Processes

- Interviewing
- Onboarding
- New Hire Training
- Work

Entering Foreign Territory

- Hiring Sight-Unseen
- Limited Bonding Opportunity
- Ghosting Candidates
- No-Show Candidates
- Increased Time-to-Fill
- Increased Costs-to-Fill



Hiring Post-Pandemic

One Posted Position

- Transit Operator *Waitlist*

Hiring Partners

- Goodwill Job Connection
- Oregon Unemployment
- Salem for Refugees
- Salem Housing Authority

Talent Pipeline

- Chemeketa Community College
- Linn-Benton Community College

Recruiting Events: 2022 & 2023

Employee Engagement

- Employee Engagement Survey
- Employee Appreciation Day BBQ
- Family Fun Day Picnic
- Rewards & Recognition
- Holiday Event

Path to Success

- Hiring Agility
- Perseverance
- Optimism





To: SAMTD Board of Directors
From: Allan Pollock, General Manager
Date: April 27, 2023
Subject: Upcoming Work Session and Board Meeting Agenda Items

May 25, 2023

Work Session

- CCC Transit Center Review (DT)

Board Meeting

Action Items:

- CC: Adopt FY2024 Board Meeting Schedule (AP)
- CC: Adopt Resolution 2023-XX; Approve FY24 FTA 5310 Apportionment (DL)
- Award of Contract for Cherrlots ITS Project (TD)

Information Items:

- Q3 Reports: Strategic, Performance, Finance (AP, DT, DL)
- Electronic Fare System Briefing (TD)

June 22, 2023

Work Session

-

Board Meeting

Action Items:

- CC: Approval of FY2024 United Way Donation (AP)
- Adopt Resolution No. 2023-XX to Adopt FY 2024 Budget (DL)

Information Items:

- Budget Hearing (DL)

July 27, 2023

Work Session

-

Board Meeting

Action Items:

- Election of Officers and Oath of Office (odd # years) (AP)

Information Items:

- Acceptance of the Preliminary FY2023 Financial Report (DL)
- Service Change Briefing for September 2023 (DT)




To: SAMTD Board of Directors
From: Allan Pollock, General Manager
Date: April 27, 2023
Subject: Calendar of Scheduled Meetings


May-23

2	Tue.	6:00 PM	SAMTD Budget Committee Meeting 1
3	Wed.	6:00 PM	SAMTD Budget Committee Meeting 2 <i>If necessary</i>
4	Thu.	6:00 PM	SAMTD Budget Committee Meeting 3 <i>If necessary</i>
25	Thu.	5:30 PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors Meeting
			Memorial Day Cherriotics Administrative Offices Closed
29	Mon.	HOLIDAY	Customer Service Open Sunday Level Bus Service

June-23

			Juneteenth Cherriotics Administrative Offices Closed
19	Mon.	HOLIDAY	Sunday Level Bus Service
20	Tue.	5:30 AM	Community Advisory Committee Meeting
22	Thu.	5:30 PM	SAMTD Board Work Session
			SAMTD Board of Directors Meeting
		6:30 PM	Budget Hearing
25	Sun.		2023 Oregon Legislative Session <i>ENDS</i>

July-23

			Independence Day Cherriotics Administrative Offices Closed Sunday Level Bus Service
4	Tue.	HOLIDAY	
13	Thu.	6:00 PM	SAMTD Board Work Session
15	Sat.	TBD	Cherriotics Bus Rodeo 
27	Thu.	5:30 PM	SAMTD Board Work Session
		6:30 PM	SAMTD Board of Directors Meeting