



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

~ WORK SESSION ~

Monday, April 11, 2016

5:30 PM

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

AGENDA

1. CALL TO ORDER (President Bob Krebs)	
2. DISCUSSION	<u>Page</u>
a. Bus Advertisement Sales & Youth Bus Pass Program Discussion with guest, Krina Lee from Salem-Keizer Education Foundation (Director Marcia Kelley)	
b. TripLink Call Center Contract (David Trimble)	1
c. Review of Revised STF Advisory Committee Bylaws (Ted Stonecliffe)	3
d. FY2017 Board Agenda Planning Calendar (Allan Pollock)	23
e. Schedule General Manager Performance Evaluation (Allan Pollock)	25
3. GENERAL MANAGER COMMENTS	
a. Calendar Review	27
b. Upcoming Board Agenda Items	28
c. Draft Agenda for the April 28, 2016 Regular Meeting	29

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

SPECIAL ACCOMODATIONS Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Board Secretary at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

NECESIDADES ESPECIALES Aquellos individuos que necesitan 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 sordas por favor llamar al Servicio de Telecomunicaciones de Oregon, 711.

Salem-Keizer Transit ~ 555 Court St NE, Suite 5230 ~ Salem, OR 97301 Phone (503) 588-2424 ~ www.cherriots.org

MEMO TO: BOARD OF DIRECTORS

FROM: DAVID TRIMBLE, CHIEF OPERATING OFFICER

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: RFP #2015-14 TRIPLINK CALL CENTER SERVICES

Issue

Shall the Board of Directors authorize the General Manager to execute a contract with Medical Transportation Management, Inc. (MTM) for the purchase of services for the Salem Area Mass Transit District's (SAMTD) TripLink Call Center?

Background and Findings

Salem Area Mass Transit District maintains a call center which provides customer service and reservations assistance to customers for various services, including CherryLift ADA Paratransit Service, Dial-A-Ride RED Line Service, Chemeketa Area Regional Transportation (CARTS) service, and Non-Emergent Medical Transportation Service – which SAMTD contracts with both the Oregon Health Authority's Division of Medical Programs (DMAP) and the local Coordinated Care Organization (CCO) of Willamette Valley Community Health (WVCH). These programs annually provide approximately 490,000 rides, and handle approximately 250,000 calls.

Currently, this service is provided under a contract, awarded in 2010 to MV Transportation. The contract with MV Transportation is set to expire on June 30, 2016.

The proposed contract was procured under procedures required by the Federal Transit Administration. SAMTD issued a Request for Proposal (RFP) on December 4, 2015. Listed below is a detailed list of the activities of the procurement process performed by SAMTD staff:

1. RFP #2015-14 was issued on December 4, 2015. A pre-proposal meeting was held on December 17, 2015, and the RFP process closed on February 16, 2016, at 2:00 p.m.
2. Three (3) proposals were received on the due date of February 16, 2016.
3. The responders were First Transit, Inc., Medical Transportation Management, Inc. and MV Transportation.
4. An evaluation and selection committee, comprised of SAMTD staff, was appointed to review and evaluate proposals based on proposed costs, qualifications of the firms, qualifications of proposed staff, technical work plans, interviews, and references.
5. All proposals were determined to be responsive to the above-mentioned factors.
6. The Evaluation Committee met on three (3) occasions for scoring, which included: individual scoring, technical scoring, and post-interview scoring.
7. Three (3) proposers were interviewed on two days: March 1, 2016, and March 2, 2016.
8. During their final meeting, the Evaluation Committee determined Medical Transportation Management, Inc. (MTM) was the most responsive to the procurement criteria as detailed below:

Evaluation Criteria	Available Points	First Transit	MV Transportation	Medical Transportation Management
Proposal Costs	100	72	74	79
Qualifications of Firm	100	91	86	96
Qualifications of Staff	100	51	83	96
Technical Proposal	100	59	72	94
Interview	50	21	25	48
References	50	44	45	37
Total Score	500	338	385	450
PROPOSED PRICE <i>(price based on 20,000-22,000 calls per month)</i>		\$10,744,000	\$9,824,000	\$10,188,000

Recommendation

Authorize the General Manager to enter into a five- (5) year base, two- (2) option year contract with Medical Transportation Management, Inc. to provide TripLink call center services.

Proposed Motion

I move the Board authorize the General Manager to complete negotiations and enter into a five- (5) year contract with MTM Inc. to provide TripLink Call Center services, as described in RFP 2015-14 and their proposal, for a term beginning July 1, 2016, and ending on June 30, 2021, with two, one-year renewal options thereafter, at the discretion of SAMTD.

MEMO TO: BOARD OF DIRECTORS

**FROM: TANYA DEHART, CHAIR, SPECIAL TRANSPORTATION FUND
ADVISORY COMMITTEE**

THRU: ALLAN POLLOCK, GENERAL MANAGER

**SUBJECT: ADOPT RESOLUTION #2016-03 RESCIND AND REPLACE THE STF
ADVISORY COMMITTEE BYLAWS**

Issue

Shall the Board adopt Resolution #2016-03 as shown in Attachment A, rescinding Resolution #08-08 and replacing *Attachment B- Bylaws of the Special Transportation Fund (STF) Advisory Committee* with the revised Bylaws dated April 28, 2016 in?

Background and Findings

The STF Advisory Committee was established in the mid-1980s after the Oregon State Legislature created the STF program for seniors and individuals with disabilities. As the STF Agency for Marion and Polk Counties, Salem-Keizer Transit makes funding decisions whenever STF or federal Section 5310 funds are available. Both of these grant programs focus on projects that benefit transportation for seniors and individuals with disabilities.

Resolution #90-1 was adopted on January 25, 1990 to set forth rules governing proceedings and conduct of the Board of Directors referred to as "Bylaws." The Bylaws included Attachment B which is the "Bylaws Governing Proceedings and Conduct of the Special Transportation Fund Advisory Committee." The bylaws for the STF Advisory Committee (STFAC) were last revised at the June 26, 2008 Board meeting with the adoption of Resolution #08-08.

It is often difficult to obtain a quorum at meetings. The STFAC feels changes are needed in the STFAC bylaws' requirements for membership in order to attract and retain members.

Staff has taken comments from the Board's reviews at the March 7, 2016 and April 11, 2016 work sessions and incorporated them into the final draft of the bylaws. The STFAC reviewed the bylaws at their April 5, 2016 meeting and passed a motion to recommend adoption of the new bylaws by the Board.

Table 1 below provides a summary of changes to the Bylaws. The actual text is provided in Attachment B.

Attachment C shows the tracked changes from the existing Bylaws with explanatory comments in the margins.

Table 1. Summary of Changes to STF Advisory Committee Bylaws

<u>Section</u>	<u>Change Proposed</u>
Document-wide	<ul style="list-style-type: none">• Update the terms “elderly” and “people with disabilities” to the currently used terms “seniors” and “individuals with disabilities”
I.1 Purpose and Mission	<ul style="list-style-type: none">• Update to add state law reference and delete any reference to the STF Agency, which is not a legal entity.
I.2 Committee Purpose	<ul style="list-style-type: none">• Per SAMTD legal counsel, we rely on the language of Article II, Section 2 to state that the committee is appointed by the SAMTD Board of Directors.• Deletes last paragraph since the purpose and function of the Board’s advisory committees is defined in the Board’s Bylaws.
I.3 Committee Roles and Responsibilities	<ul style="list-style-type: none">• Updates the roles and responsibilities of the committee to the current guidance provided by the Oregon Department of Transportation (ODOT).• Changes the period for review of the STF Plan from every two years to every three per the SAMTD Section 5310 Program Management Plan.• Adds three subjects to advise the Board, General Manager, or his or her designee on including transportation needs, the use of available resources, and the use of funds used to provide transportation to seniors and individuals with disabilities as defined by the adopted STF Plan.• Adds public involvement, public meeting law compliance, and ethics law requirements per Oregon Revised Statute.
II.1 Membership	<ul style="list-style-type: none">• Removes the maximum number of members, which is not defined by state statute.• Changed membership requirements to match ODOT’s current STF Guidebook language.• Deletes sentence regarding the Board’s option to appoint non-voting members, but this does not take that option away from the Board. Per SAMTD legal counsel, this does not belong in the STF Advisory Committee’s bylaws because it is a consideration for the District’s processes, which the Board’s Bylaws address.• Divided run-on sentence regarding geographical representation into two per Director Kelly’s request; changed to reflect the Board’s wish to be able to determine the mix of rural/urban geographical representation of members.• Leaves provision of transportation providers to serve on the committee as non-voting members.
II.2 Appointments and Terms of Service	<ul style="list-style-type: none">• Changes the term of appointment to two years with the option for up to three re-appointments, in order to make serving on the committee more attractive to people, especially in the rural areas. Appointments will be staggered so that not more than half of the voting members have a term that expires in the same year.• Deleted statement that said nominees for the committee will be made by the counties to reflect current practice where the counties do not nominate members.

II.3 Chair and Vice Chair – Election and Responsibilities

- Adds a definition for who will be considered officers of the committee: the Chair and Vice Chair.

II.4 Participation

- Moves information on vacancies to new section (Section 5. Removal and Vacancies).
- Made it an option instead of mandatory for the Board to declare a position vacant if a committee member does not show for a meeting for two consecutive meetings or misses more than four meetings over a one-year period.

II.5 Removal and Vacancies

- Added new section on removal and vacancies per SAMTD legal counsel, taking appropriate text from Article II, Sections 2 and 4.

III.1 Frequency; Open Meetings

- Adds a minimum number of meetings per year, as required by statute.

III.3 Quorum and Voting

- *Robert's Rules of Order, Newly Revised* is proposed for all committee actions requiring a vote. This is the same rule book as the Board uses in its meetings.

V. Amendments

- Per Director Lincoln's direction, the former STFAC Bylaws will be rescinded and replaced by these new Bylaws at the April 28 Board meeting.

Recommendation

The STF Advisory Committee recommends that the Board of Directors adopt Resolution #2016-03, rescinding Resolution #08-08 and replacing the Bylaws of the Special Transportation Fund Advisory Committee with the revised Bylaws dated April 28, 2016.

Proposed Motion

I move the Board adopt Resolution #2016-03, to rescind Resolution #08-08 and replace the Bylaws of the Special Transportation Fund (STF) Advisory Committee of Salem Area Mass Transit District in Attachment B, dated June 26, 2008, with the revised bylaws in Attachment B, dated April 28, 2016.

RESOLUTION #2016-03

**AMENDMENT TO RULES GOVERNING PROCEEDINGS AND CONDUCT OF THE
BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT**

**ATTACHMENT B - BYLAWS GOVERNING PROCEEDINGS AND CONDUCT OF THE
SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE**

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, setting forth rules governing proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws"; and

WHEREAS, Resolution #90-1 includes Attachment B, titled "Bylaws Governing Proceedings and Conduct of the Special Transportation Fund Advisory Committee"; which was revised by Resolution #92-01 dated January 23, 1992; Resolution 92-12 dated May 28, 1992; Resolution 93-01 dated February 25, 1993; Resolution #93-18 dated November 17, 1993; Resolution #97-03 dated February 27, 1997; Resolution #97-29 dated December 18, 1997; Resolution #01-03 dated April 26, 2001; Resolution #01-17 dated December 13, 2001; Resolution #05-10 dated December 15, 2005; and Resolution #08-08 dated June 26, 2008; and

WHEREAS, the Board of Directors reviewed draft changes to the STF Advisory Committee Bylaws in Attachment B at Board Work Sessions on March 7, 2016 and April 11, 2016; and

WHEREAS, the Board desires to rescind Resolution #08-08 and replace this same Attachment B;

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

THAT, Attachment B to the Bylaws, titled "Bylaws of the Special Transportation Fund (STF) Advisory Committee of Salem Area Mass Transit District," as last revised on June 26, 2008, is hereby rescinded and replaced with the attached revised Attachment B, dated April 28, 2016.

TO BE EFFECTIVE ON April 28, 2016; and **ADOPTED** by the Board of Directors on this 28th day of April, 2016.

ATTEST:

President
Board of Directors

Secretary
Board of Directors

Bylaws of the Special Transportation Fund (STF) Advisory Committee of Salem Area Mass Transit District

Article I – STF Program, Purpose, Roles and Responsibilities

Section 1. Purpose and Mission of STF Program

The State of Oregon has established a Special Transportation Fund (STF) for the purpose of financing and improving transportation programs and services for seniors and individuals with disabilities as provided under ORS 391.800 - 391.830. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD) is the designated recipient of STF formula funds and discretionary grants for Marion and Polk Counties. The SAMTD Board of Directors is obligated under State law to establish an advisory committee to advise and assist the Board of Directors in carrying out the purpose of the STF program within the two counties.

Section 2. STF Advisory Committee Purpose

An STF Advisory Committee is established by the SAMTD Board of Directors to advise and assist the SAMTD Board of Directors in carrying out the purpose of the STF program and to perform the functions set forth in Section 3 of these bylaws.

Section 3. STF Advisory Committee Roles and Responsibilities

The STF Advisory Committee will:

- (a) Participate in annual reviews of STF funded projects;
- (b) Provide input to SAMTD staff on the development and review of the STF process, timeline and application forms; and to ensure process is in conformance with State STF directives;

- (c) Review Discretionary Grant proposals, interview applicants and make informed recommendations to the SAMTD Board of Directors;
- (d) Review the proposed distribution of Formula Program moneys and make informed recommendations to the SAMTD Board of Directors;
- (e) Advise the SAMTD Board of Directors regarding the opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services, to avoid duplication of service, and address gaps in service;
- (f) Participate in developing the STF Plan and complete a review of the STF Plan every three years;
- (g) Advise the SAMTD Board of Directors and the SAMTD General Manager, or his or her designee, on:
 - 1. the transportation needs of Marion and Polk County residents who are seniors and/or have a disability,
 - 2. evaluating the need for and use of available resources,
 - 3. the productive and efficient use of Special Transportation Funds, federal Section 5310 funds, and other funds which may be used to provide transportation for seniors and individuals with disabilities as defined by the adopted STF Plan;
- (h) Comply with the public involvement policies of SAMTD.

Members of the STF Advisory Committee must comply with the Oregon Ethics Laws, ORS ch. 244, and refrain from using his or her position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest; refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STF Advisory Committee; and publicly announce any actual or potential conflict of interest, refrain from participating in any discussion or debate on the matter, disclose the same in writing to SAMTD Board of Directors and, unless there is a quorum of the members who do not have an actual or potential conflict of interest, the STF Advisory Committee shall request direction from the SAMTD Board of Directors prior to taking action.

Article II – Membership, Appointments and Terms

Section 1. Membership

The STF Advisory Committee shall have the number of members determined, from time to time, by the SAMTD Board of Directors. To be qualified to serve as a member of the STF Advisory Committee, the person must reside in Marion or Polk County, Oregon, be knowledgeable about the transportation needs of seniors and individuals with disabilities, and be a person who meets one of the following qualifications:

- (a) Is a person who is a senior or an individual with a disability *and* is a user of public transportation services in Marion or Polk Counties;
- (b) Is a person who is senior or an individual with a disability *and* who lives in an area of Marion or Polk Counties where there are no public transportation services;
- (c) Is a representative of seniors residing in Marion or Polk Counties;
- (d) Is a representative of individuals with disabilities residing in Marion or Polk Counties; or
- (e) Is a representative of a provider of services to seniors or individuals with disabilities residing in Marion or Polk Counties.

In making appointments, the Board may give consideration to seeking a majority of members who are individuals who are seniors or have a disability. Furthermore, the Board may appoint members to provide a balance of geographical representation from the rural areas of Marion and Polk Counties and from the urbanized area of Salem/Keizer.

Transportation providers may serve as non-voting members.

Section 2. Appointments and Terms of Service

The SAMTD Board of Directors will appoint members to the STF Advisory Committee. Committee members shall serve for a term of two years, commencing on January 1. The term of members appointed during the first six months of the year shall commence as of the preceding January 1 and the term of members appointed during the last six months of the year shall commence as of the next succeeding January 1. Members are eligible for re-appointment for up to three consecutive terms. Terms should be staggered

so that not more than one-half of the voting members have a term that expires in the same year.

Members who are currently serving a three-year term shall complete that term before being eligible for appointment to a new two-year term.

Section 3. Chair and Vice Chair – Election and Responsibilities

The officers of the STF Advisory Committee shall be a Chair and a Vice-Chair. Voting members of the Committee shall elect a Chair and Vice-Chair in the first meeting held in each calendar year. In the event of a vacancy in the Chair or Vice-Chair, the vacant position will be filled by nomination and election at the first meeting following notice of the vacancy.

The duties of the Chair are to call and convene meetings, preside over the meetings, act as the primary liaison between the Board of Directors and STF Advisory Committee, and perform other duties assigned by the Board of Directors. The Chair, on behalf of the Committee, shall present reports to the Board of Directors that are necessary to execute any and all of the responsibilities of the STF Advisory Committee.

The duties of the Vice-Chair are to perform the duties of the Chair, in his or her absence.

Section 4. Participation

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff, the Committee Chair or the Vice Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chair may excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than four meetings over a one-year period, will be reported to the SAMTD Board, and the Board may declare that person's position vacant.

Section 5. Removal and Vacancies

Members of the STF Advisory Committee shall serve at the pleasure of the Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board.

The Committee may recommend removal of one of its members to the Board by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the Board may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 2. The Board may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

Section 6. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

Article III – Meetings

Section 1. Frequency; Open Meetings

The STF Advisory Committee shall meet at least two times each year.

All STF Advisory Committee meetings will be open to the public. Notices of meetings will be given in accordance with Oregon Public Meeting laws.

The STF Advisory Committee will meet as often as necessary to carry out the responsibilities of the STF Advisory Committee. District staff and the

Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing and/or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be paper or electronic copies.

Section 3. Quorum and voting

A quorum of the STF Advisory Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted. When a vote is called, a majority vote conducted under *Robert's Rules of Order, Newly Revised* of those members in attendance at a meeting where a quorum is present shall be required to approve any recommendation.

Each member of the Committee has one vote. The Chair will cast a vote only in cases of a tie. All actions of the STF Advisory Committee will be by motion passed by a majority of the members present and voting at a meeting where a quorum is present.

Section 4. Minutes

Minutes of STF Advisory Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached and/or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and his/her designee may present recommendations of the STF Advisory Committee to the SAMTD General Manager and/or Board of Directors in person or in writing.

Article IV – Subcommittees

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the STF Advisory Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the STF Advisory Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the STF Advisory Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

Article V – Amendments

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The STF Advisory Committee will have opportunity to propose amendments to these bylaws and to review amendments prior to action by the SAMTD Board of Directors. These bylaws amend and restate all prior STF Advisory Committee bylaws.

Adopted by Board Resolution #2016-03 April 28, 2016

Bylaws Governing Procedures and Conduct of the Special Transportation Fund (STF) Advisory Committee of Bylaws of the Special Transportation Fund (STF) Advisory Committee of Salem Area Mass Transit District (SAMTD)

Article I – STF Program, Purpose, Roles and Responsibilities

Section 1. Purpose and Mission of STF Program

The State of Oregon has established a Special Transportation Fund (STF) for the purpose of financing and improving transportation programs and services for ~~the elderly, seniors and people~~ individuals with disabilities as provided under ORS 391.800 - 391.830. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STF ~~Program. ODOT has~~ program. Pursuant to State law, Salem Area Mass Transit District (SAMTD) is the designated ~~SAMTD as the~~ recipient of STF ~~Agency formula funds and discretionary grants~~ for Marion and Polk Counties. ~~As The~~ SAMTD Board of Directors is obligated under State law to establish an advisory committee to advise and assist the Board of Directors in carrying out the purpose of the STF ~~Agency, SAMTD is responsible for managing and coordinating the STF process program within the two counties.~~ for the two counties.

Comment [TCS1]: Updates to current terminology.

Comment [TCS2]: Added per Director Lincoln's direction.

Comment [TCS3]: Update from SAMTD legal counsel to add state law reference and delete any reference to the STF Agency, which is not a legal entity.

Section 2. STF Advisory Committee Purpose

~~A Special Transportation Fund (An~~ STF Advisory Committee is established and appointed by the SAMTD Board of Directors to advise and assist ~~the~~ SAMTD as the STF Agency Board of Directors in carrying out the purpose of the STF program and to perform the functions set forth in Section 3 of these bylaws.

Comment [TCS4]: Per SAMTD legal counsel, we rely on the language of Article II, Section 2 to state that the committee is appointed by the SAMTD Board of Directors.

Comment [TCS5]: Added by SAMTD legal counsel in his last review.

~~The STF Advisory Committee, by providing transportation policy and funding recommendations, enables the SAMTD Board of Directors to make informed~~

~~decisions. The committee shall make all recommendations in a timely fashion, consistent with the State's annual STF schedule.~~

Comment [TCS6]: Per SAMTD legal counsel, this is unnecessary since the purpose and function of advisory committees is defined in the Board's bylaws.

Section 3. STF Advisory Committee Roles and Responsibilities

The STF Advisory Committee will:

- (a) ~~(a)~~ Participate in annual reviews of STF funded projects;
- (b) ~~(b)~~ Provide input to SAMTD District staff on the development and review of the STF process, timeline and application forms; and to ensure process is in conformance with State STF directives;
- (c) ~~(c)~~ Review Discretionary Grant proposals, interview applicants and make informed recommendations to the SAMTD Board of Directors;
- (d) ~~(d)~~ Review the proposed distribution of Formula Program moneys and make informed recommendations to the SAMTD Board of Directors;
- (e) ~~(e)~~ Advise the SAMTD Board of Directors STF Agency regarding ~~the~~ opportunities to coordinate STF moneys and STF-funded projects with other transportation programs and services, to avoid duplication of service, and address gaps in service; ~~and~~
- (f) ~~(f)~~ Participate in developing the STF Plan and complete ~~biennial a~~ review of the STF Plan every three years;
- (g) Advise the SAMTD Board of Directors and the SAMTD General Manager, or his or her designee, on:
 - 1. the transportation needs of Marion and Polk County residents who are seniors and/or have a disability,
 - 2. evaluating the need for and use of available resources,
 - 3. the productive and efficient use of Special Transportation Funds, federal Section 5310 funds, and other funds which may be used to provide transportation for seniors and individuals with disabilities as defined by the adopted STF Plan;
- (h) ~~(g)~~ Comply with the public involvement policies of SAMTD.

Comment [TCS7]: Changed to match how the agency is referred to throughout the document.

Comment [TCS8]: Removed since the "STF Agency" is not a legal entity.

Comment [TCS9]: Per the SAMTD Section 5310 Program Management Plan we must review/revise the Coordinated Plan every three years.

Comment [BF10]: The statutory reference and administrative rules have not changed, so the "official" name is still STF Plan.

Members of the STF Advisory Committee must comply with the Oregon Ethics Laws, ORS ch. 244, and refrain from using his or her position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest; refrain from

Attachment C. Tracked Changes to Draft STF Advisory Committee Bylaws

accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STF Advisory Committee; and publicly announce any actual or potential conflict of interest, refrain from participating in any discussion or debate on the matter, disclose the same in writing to SAMTD Board of Directors and, unless there is a quorum of the members who do not have an actual or potential conflict of interest, the STF Advisory Committee shall request direction from the SAMTD Board of Directors prior to taking action.

Comment [TCS11]: Added public involvement, public meeting law compliance, and ethics law requirements per ORS.

Article II – Membership, Appointments and Terms

Section 1. Membership

~~In accordance with State statute, all~~ The STF Advisory Committee shall have the number of members determined, from time to time, by the SAMTD Board of Directors. To be: (qualified to serve as a) Persons who member of the STF Advisory Committee, the person must reside in Marion or Polk County, Oregon;

Comment [TCS12]: Removes the maximum number of members stated in the stricken paragraph between items (d) and (e) of this section, which is not defined by statute.

~~(b) Knowledgeable, be knowledgeable~~ about the transportation needs of ~~the elderlyseniors~~ and ~~people individuals~~ with disabilities;
~~(c) A person who is elderly or with a disability, and is~~ be a person who is either meets one of the following qualifications:

(a) a user of transportation services in is a person who is a senior or an individual with a disability and is a user of Marion or Polk County and is either or a person with a disability public transportation services in Marion or Polk Counties;

~~(d) A person who is elderly or with a disability who lives~~ (b) living in an area of the District Marion or county Polk County where there are no public transportation services and is either elderly or with a person with a disability is a person who is senior or an individual with a disability and who lives in an area of Marion or Polk Counties where there are no public transportation services;

~~(e) Ac) Is a~~ representative of elderly seniors and persons residing in Marion or Polk Counties;

(d) Is a representative of people individuals with disabilities residing in the Marion or Polk Counties; or

~~District or county.~~

Comment [TCS13]: Changed to match the current ODOT STF Guidebook language.

Attachment C. Tracked Changes to Draft STF Advisory Committee Bylaws

~~The committee membership must have a minimum of five members and will not exceed nine members. More than half of all STF Advisory Committee members will be individuals who are seniors and/or people with disabilities, to the extent possible from the pool of qualified applicants and balanced between the regions.~~

Comment [TCS14]: Replaced by statement above that the Board will determine the number of members. The minimum of five members is stated in statute and does not need repeating here, per SAMTD legal counsel.

Comment [TCS15]: Replaced by membership criteria above.

~~(e) Is a representative of a provider of services to the elderly seniors or people individuals with disabilities residing in Marion or Polk Counties.~~

In making appointments, the Board may, ~~but is not required to,~~ give consideration to ~~seeking a majority of members who are individuals who are elderly seniors or have a disability. Furthermore, the Board may appoint members to provide a balance of~~ geographical representation from the rural areas of Marion and Polk Counties, ~~the rural area of Polk County~~ and from the urbanized area of Salem/Keizer.

Comment [TCS16]: Removed redundant clause.

Comment [TCS17]: Divided run-on sentence into two per Director Kelly's request; changed to reflect the Board's wish to be able to determine the mix of rural/urban geographical representation of members.

~~The Board may, but is not obligated to, appoint one or more non-voting members who may meet such qualifications as the Board may require.~~ Transportation providers may serve as non-voting members.

Comment [TCS18]: This is a consideration for the District's processes, but does not belong in the committee bylaws, per SAMTD legal counsel.

Section 2. Appointments and Terms of Service

The SAMTD Board of Directors will appoint members to the STF Advisory Committee. Committee members shall ~~be appointed~~ serve for a term of ~~three~~ two years, commencing on January 1. ~~The term of members appointed during the first six months of the year shall commence as of the preceding January 1 and the term of members appointed during the last six months of the year shall commence as of the next succeeding January 1. -of the year in which the member is appointed. A member may not serve more than, but~~ Members are eligible for re-appointment for up to two-three consecutive terms. Terms should be staggered so that not more than ~~4/3~~ one-half of the voting members have a term that expires in the same year.

Comment [TCS19]: Changing the term of appointment to make serving on the committee a shorter-term commitment and hopefully attracting more applications.

~~Members who are currently serving a three-year term shall complete that term before being eligible for appointment to a new two-year term.~~

Comment [TCS20]: Added to cover how current members will transition from the current three-year terms to the two-year term system.

~~Representatives from the rural areas of Marion and Polk Counties will~~ may be nominated by the County they represent.

Comment [TCS21]: Removed to reflect current practice where the counties do not nominate members.

~~When a vacancy occurs, the Board may elect to make appointments to fill unfilled or vacant terms, and such terms shall expire on the date of the expiration of the original term. The Board may select an appointee from amongst people expressing an interest in such appointment, or from a call for applications for the position.~~

~~The Committee may recommend removal of one of its members to the Board by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation. Members of the STF Advisory Committee shall serve at the pleasure of the Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board.~~

Comment [TCS22]: Replaced by language in the "Removal and Vacancies" section below.

Section 3. Chair and Vice Chair – Election and Responsibilities

~~The officers of the STF Advisory Committee shall be a Chair and a Vice-Chair.~~ Voting members of the Committee shall elect a Chair and Vice-Chair in the first meeting held in each calendar year. In the event of a vacancy in the Chair or Vice-Chair, the vacant position will be filled by nomination and election at the first meeting following notice of the vacancy.

Comment [TCS23]: Adds definition of who the officers of the committee are.

The duties of the Chair are to call and convene meetings, preside ~~at~~over the meetings, act as the ~~official~~primary liaison between the Board of Directors and STF Advisory Committee, and perform other duties assigned by the Board of Directors. The Chair, on behalf of the Committee, shall present reports to the Board of Directors that are necessary to execute any and all of the responsibilities of the STF Advisory Committee.

The duties of the ~~vice~~Vice-Chair are to perform the duties of the Chair, in his or her absence.

Section 4. Participation ~~and Vacancies~~

All members are expected to attend the scheduled meetings. If a member is unable to attend a scheduled meeting, the member must contact District staff, the Committee Chair or the Vice Chair at least 24 hours or one business day in advance, except in cases of an emergency. The Chairy may

Attachment C. Tracked Changes to Draft STF Advisory Committee Bylaws

excuse the absence of a member for good cause. A member who fails to notify the Committee for two consecutive meetings, or misses more than four meetings over a one-year period, will be reported to the SAMTD Board, and the Board shall may declare that person's position vacant. ~~Vacancies will be filled per Article II, Section 2.~~

Comment [TCS24]: Making this an option for the Board.

Section 5. Removal and Vacancies

Comment [TCS25]: New section created by SAMTD legal counsel.

Members of the STF Advisory Committee shall serve at the pleasure of the Board of Directors, and may be removed with or without cause at any time, at the sole discretion of the Board.

The Committee may recommend removal of one of its members to the Board by a vote of the majority of all its voting members. Such recommendation to the Board shall include the reasons for the recommendation.

When a vacancy occurs, the Board may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of his or her predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 2. The Board may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position.

Comment [TCS26]: Moved from Article II, Section 2.

Comment [TCS27]: New text from SAMTD legal counsel to cover committee vacancies.

Section 6. Staff Role and Responsibility

The SAMTD General Manager will designate staff to prepare meeting notices, agendas, and minutes for the Committee. Staff will assist the Committee in orientation, and the preparation and presentation of background information concerning agenda items. Staff will advise and furnish technical assistance as appropriate to carry out the Committee's work.

Article III – Meetings

Section 1. Frequency; Open Meetings

The STF Advisory Committee shall meet at least two times each year.

Comment [TCS28]: Required by statute.

All STF Advisory Committee meetings will be open to the public. Notices of meetings will be given in accordance with Oregon Public Meeting laws.

The STF Advisory Committee will meet as often as necessary to carry out the responsibilities of the STF Advisory Committee. District staff and the Chair will confer as to the meeting schedules. Meetings shall be held at the offices of SAMTD or other place designated by the District in consultation with the Chair, and so advertised in conformance with applicable laws.

Comment [TCS29]: Added clarification.

Section 2. Agendas

Staff will consult with the Chair in developing meeting agendas. Staff will be responsible for distributing the final agenda including preparing and/or compiling the associated agenda materials for each meeting.

The agenda and other information associated with any agenda action item will be distributed in advance of the meeting. These may be ~~written~~paper or electronic copies.

Section 3. Quorum and voting

A quorum of the STF Advisory Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted. ~~To the maximum extent practical, the Committee shall operate on a consensus basis. However, at the discretion of the Chair, a vote of those members present may be called.~~ When a vote is called, a majority vote conducted under Robert's Rules of Order, Newly Revised of those members in attendance at a meeting where a quorum is present shall be required to approve any recommendation.

Comment [TCS30]: Revised rules to be followed to match current Board by-laws.

Each member of the Committee has one vote. The Chair will cast a vote only in cases of a tie. All actions of the STF Advisory Committee will be by motion passed by a majority of the members present and voting at a meeting where a quorum is present.

Section 4. Minutes

Minutes of STF Advisory Committee meetings will be prepared and distributed by staff. Minutes will note major points discussed and any conclusions reached and/or actions taken.

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and his/her designee may present recommendations of the STF Advisory Committee to the SAMTD General Manager and/or Board of Directors in person or in writing.

Article ~~V~~ Subcommittee ~~IV~~ Subcommittees

The Chair may recommend formation of a subcommittee(s), and establish such subcommittee(s) with the STF Advisory Committee's concurrence. Subcommittees may be formed to carry out specific tasks and/or deal with specific issues, bringing their recommendations to the STF Advisory Committee as a whole. The Chair will select or appoint subcommittee members and designate a chair. The Chair of the subcommittee may appoint persons to serve on subcommittees who are not members of the STF Advisory Committee as a whole, provided they have knowledge and experience that will help the subcommittee in completing its assignment.

Comment [TCS31]: Authorizes subcommittees such as the Technical Advisory Committee, which includes three members of the public and the STFAC members to review and recommend funding decisions to the STF Advisory Committee.

Article ~~VIV~~ – Amendments

The SAMTD Board of Directors shall have the authority to amend these bylaws at any ~~regular~~meeting of the Board ~~meeting of Directors~~. The STF Advisory Committee will have opportunity to propose amendments to these bylaws and to review amendments prior to action by the SAMTD Board of Directors. These bylaws amend and restate all prior STF Advisory Committee bylaws.

Comment [TCS32]: Per Director Lincoln's direction, the former STFAC Bylaws will be rescinded and replaced by these new Bylaws at the April 28 Board meeting.

~~Amended by Board Resolution #92-01 January 23, 1992~~
~~Amended by Board Resolution #92-12 May 28, 1992~~
~~Amended by Board Resolution #93-01 February 25, 1993~~
~~Amended by Board Resolution #93-18 November 17, 1993~~
~~Amended by Board Resolution #97-03 February 27, 1997~~
~~Amended by Board Resolution #97-29 December 18, 1997~~
~~Amended by Board Resolution #01-03 April 26, 2001~~
~~Amended by Board Resolution #01-17 December 13, 2001~~
~~Amended by Board Resolution #05-10 December 15, 2005~~
~~Amended by Board Resolution #08-08 June 26, 2008~~
Adopted by Board Resolution #2016-03 April 28, 2016

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

**REGULAR BOARD MEETING DATES
 FY 2017**

Eleven Meeting Schedule

Work Session	Board Meeting
Monday, July 11, 2016	Thursday, July 28, 2016
Monday, August 8, 2016	Thursday, August 25, 2016
Monday, September <u>12</u> , 2016 <small>APTA Annual Mtg Sept 11-14, 2016, Los Angeles September 5 – Labor Day (Sep 6)</small>	Thursday, September 22, 2016
Monday, October 10, 2016	Thursday, October 27, 2016
Monday, November 14, 2016	---
---	Thursday, December 8, 2016
Monday, January 9, 2017	Thursday, January 26, 2017
Monday, February <u>13</u> , 2017 (Feb 6) <small>APTA CEO Conf: Feb 11-14, 2017 San Diego</small>	Thursday, February 23, 2017
Monday, March <u>13</u> , 2017* (Mar 6) <small>APTA Legislative Conf Mar 12-14, 2017</small>	Thursday, March 23, 2017
Monday, April 10, 2017	Thursday, April 27, 2017
Monday, May 8, 2017	Thursday, May 25, 2017
Monday, June 12, 2017	Thursday, June 22, 2017

Work sessions are normally held on the second Monday of each month at 5:30 PM in the Senator Hearing Room at Courthouse Square.

Regular board meetings are held on the fourth Thursday of each month; except in November and December. There is no meeting in November and the December meeting is held on the second Thursday of the month because of the holidays.

All of the regular board meetings begin at 6:30 p.m. in the Senator Hearing Room at Courthouse Square located at 555 Court Street NE in Salem, Oregon. (Court Street is a one-way street between High Street and Church Street. Three-hour parking is available in front of the building.)

Regular board meetings are also broadcast by Capital Community Television (CCTV) on Channel 21 and can be viewed at any time on CCTV's website. For more information, go to: www.cctvsalem.org.

SKT Memorandum

April 11, 2016

To: Board of Directors

From: Allan Pollock

Subject: GENERAL MANAGER EVALUATION PROCESS

Historically, the board reviews and presents my performance evaluation at the June Board meeting. An executive session is held at the end of the meeting for Board review of the compilation document, and a discussion with me; and then the board returns to regular session for any potential compensation action. This typically runs late into the evening.

I am proposing the following modification to improve the process:

Date	Activity
May 9 Work Session	<ul style="list-style-type: none">• Board briefed on the performance evaluation process• Board provided with blank evaluation form to be completed NLT May 26• GM provides self-evaluation
May 26 Board Meeting	<ul style="list-style-type: none">• Completed evaluations due• Board member selected to review compilation
June 13 Work Session	<ul style="list-style-type: none">• Executive session to review compilation evaluation, data from comparable jurisdictions, and GM data
June 23 Board Meeting	<ul style="list-style-type: none">• Executive session to complete evaluation discussion• Return to regular session for potential compensation action

UPDATED: April 8, 2016



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

All meetings of the Board are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted.

• **APRIL 2016**

- | | | | | |
|----|-----|--------------|---|-----------|
| 15 | Fri | 5:00 PM | DUE DATE: Statement of Economic Impact (SEI)
OGEC Webinar Training continues at http://www.oregon.gov/OGEC/Pages/training.aspx
RSVP to OGEC.training@oregon.gov 24 hours in advance | All Board |
| 21 | Thu | 6:30-8:00 PM | Coordinated Plan Outreach Event led by Kittelson & Associates
• Senator Hearing Room, Courthouse Square, 555 Court St NE, Salem | |
| 28 | Thu | 6:30 PM | SAMTD Board Meeting and Executive Session ORS 192.660(2)(d)(4) | All Board |

• **MAY 2016**

- | | | | | |
|----|-----|----------------|--|-----------|
| 3 | Tue | 3:00-4:30p | STF Advisory Committee | |
| 5 | Thu | 6:00 PM | Budget Committee Orientation | |
| 9 | Mon | 5:30 PM | SAMTD Board Work Session | All Board |
| 12 | Thu | 6:00 PM | Budget Committee Meeting
• Budget Message; Election of Chair and Secretary | |
| 19 | Thu | 6:00 PM | Budget Committee Meeting | |
| 26 | Thu | 6:30 PM | SAMTD Board Meeting | All Board |
| 30 | Mon | HOLIDAY | MEMORIAL DAY - SKT Administration Office Closed ; Customer Service Closed ; NO Bus Service | |

• **JUNE 2016**

- | | | | | |
|----|-----|------------|---|--|
| 2 | Thu | 6:00 PM | Budget Committee Meeting (if necessary) | |
| 7 | Tue | 3:00-4:30p | STF Advisory Committee | |
| 13 | Mon | 5:30 PM | SAMTD Board Work Session | |
| 23 | Thu | 6:30 PM | SAMTD Board Meeting | |

• **JULY 2016**

- | | | | | |
|----|-----|---------|---|--|
| 4 | Mon | | HOLIDAY: Independence Day - SKT Administration Office Closed ; Customer Service Closed ; NO Bus Service | |
| 11 | Mon | 5:30 PM | SAMTD Board Work Session | |
| 28 | Thu | 6:30 PM | SAMTD Board Meeting | |

• **AUGUST 2016**

- | | | | | |
|----|-----|------------|--------------------------|--|
| | Tue | 3:00-4:30p | STF Advisory Committee | |
| 8 | Mon | 5:30 PM | SAMTD Board Work Session | |
| 25 | Thu | 6:30 PM | SAMTD Board Meeting | |

A calendar for upcoming Board meetings, a copy of the adopted Budget, and minutes of past Board meetings can be found on Salem-Keizer Transit's website at: www.cherriots.org/board or at the District's Administration Office at 555 Court Street NE, Suite 5230, Salem, Oregon 97301. For a televised recording of past **BWS-271** meetings, go to www.cctvsalem.org.



Upcoming Board Meeting and Work Session Agenda Items
April 11, 2016

<u>Month</u>	<u>Work Session</u>	<u>Board Meeting</u>
May 2016	<ul style="list-style-type: none"> Review of GM Evaluation Process Review of CherryLift Eligibility Program Update on State Bus Pass Program and Route Implementation 	<ul style="list-style-type: none"> Report on West Salem Connector Pilot Project Approval of State MOU Bus Pass Program Select Board Member to Review GM CPE Finance, Rideshare, Performance Report – 3rd Qtr
June 2016	<ul style="list-style-type: none"> Review Draft SKT Coordinated Plan Update Executive Session: GM CPE 	<ul style="list-style-type: none"> <u>Consent:</u> <ul style="list-style-type: none"> Adopt FY2017 BOD Meeting Schedule Approval of FY2017 United Way Donation Budget Hearing/Res#2016-XX Adopt FY17 Budget Executive Session: GM CPE
July 2016	<ul style="list-style-type: none"> Review of Draft Regional Transportation Plan 	<ul style="list-style-type: none"> Oath of Office for Newly Elected Board (2017) Election of Officers/Oath of Office (2017) Accept Annual Preliminary Year-end Financial Rpt Adoption of SKT Coordinated Plan Approval of Regional Transportation Plan
August 2016	<ul style="list-style-type: none"> Board Committee Assignments (2017) 	<ul style="list-style-type: none"> Presentation of Annual Security Report Finance, Rideshare, Performance Report - 4th Qtr Appointment of Board Committee Assignments (2017)
September 2016	<ul style="list-style-type: none"> Review SDIS Board Check List 	<ul style="list-style-type: none"> Year End Performance Report Approval of SDIS Board Check List
October 2016	<ul style="list-style-type: none"> Proposed FY2018 Budget Calendar 	<ul style="list-style-type: none"> Approval of FY2018 Budget Calendar
November 2016	<ul style="list-style-type: none"> 	(NO REGULAR BOARD MEETING)
December 2016	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> STF Advisory Committee Appointments Finance, Rideshare, Performance Reports – 1st Qtr
January 2017	<ul style="list-style-type: none"> Review Draft 2017 Legislative Priorities 	<ul style="list-style-type: none"> Adoption of 2017 Legislative Priorities
February 2017	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Finance, Rideshare, Performance Report – 2nd Qtr
March 2017	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
April 2016	<ul style="list-style-type: none"> Review Draft FY18 Board Meeting Schedule 	

To Be Determined:

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Courthouse Square
555 Court Street NE
Salem, Oregon 97322

Thursday, April 28, 2016

5:30 PM Executive Session ORS 192.660(2)(d)(4) • **Salem Conference Room**
6:30 PM Regular Board Meeting • **Senator Hearing Room**

AGENDA

EXECUTIVE SESSION - ORS 192.660(2)(d)(4)

The Board will meet in executive session prior to the regular meeting to conduct deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d). All members of the audience including representatives of the news media will be asked to leave the room for this discussion pursuant to ORS 192.660(4). No decisions will be made in executive session. If there is to be any final action taken after the executive session, this will be announced when the regular Board meeting begins.

REGULAR BOARD MEETING

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Kathy Lincoln
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION** - None
- E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.
- F. CONSENT CALENDAR**
 - 1. **Approval of Minutes** [Action]
 - a. Minutes of the February 25, 2016 Board Meeting
 - 2. **Routine Business Items** [Action]
 - a. Resolution No. 2016-03 Rescind and Replace STFAC Bylaws
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. **Potential Action regarding a Labor Contract between Amalgamated Transit Union Local 757 and Salem Area Mass Transit District**
PLACEHOLDER: Resolution No. 2016-04 Approval of Labor Contract between Amalgamated Transit Union Local 757 and Salem Area Mass Transit District
 - 2. Approval of TripLink Call Center Contract
 - 3. **PLACEHOLDER: Approval of State MOU Bus Pass Program**
- I. INFORMATION ITEMS**
- J. REPORTS**
 - 1. Board Subcommittee Reports [*Receive and File*]

- a. Minutes of February 8, 2016 Work Session
- b. Minutes of March 7, 2016 Work Session
- c. Minutes of Special Transportation Fund Advisory Committee Meeting
- d. Minutes of February 6, 2016 Board Planning Retreat

K. BOARD & MANAGEMENT ISSUES

1. General Manager
2. Board President
3. Board of Directors

L. ADJOURNMENT

BOARD MEETING PROCEDURES

CONSENT CALENDAR AND AGENDA ITEMS All items on the Consent Calendar will be adopted as a group by a single motion unless a Board member requests to withdraw an item for discussion. Action on items requested for discussion will be deferred until after adoption of the Consent Calendar. Comments on specific items will be taken after the staff report and before Board discussion for each agenda item.

APPEARANCE OF INTERESTED CITIZENS & AGENCIES Time is designated on every Board agenda for questions or statements by persons in the audience on any items of Board business, including those items appearing on the agenda which are subject to public hearing. Individual citizens will be invited to come forward in a manner similar to that prescribed for public hearings and make any statement they wish, being limited to three minutes. Members of any agency wishing to make statements should submit their statement in writing to the Clerk of the Board per the agenda deadline below. At the designated meeting, the agency representative will be invited to come forward to speak for a limit of five minutes on their item.

TO GET ITEMS ON THE AGENDA All communications and matters that appear on the Board agenda must be submitted to the Clerk of the Board by noon on Wednesday, one week prior to the Board meeting. You are encouraged to mail, email or bring your written communication to Salem-Keizer Transit, 555 Court St NE, Suite 5230, Salem, OR 97301. The Board of Directors Email Address is: Board@cherriots.org

SPECIAL ACCOMODATIONS Those individuals needing special accommodations such as sign or other language interpreters to participate in the Board meeting must request such services at least 48 hours prior to the meeting. Please direct your request to the Clerk of the Board at 503-588-2424. Hearing impaired please call Oregon Telecommunications Relay Service, 711.

PROCEDIMIENTOS DE LA REUNIÓN

CALENDARIO DE CONSENTIMIENTO Y ARTÍCULOS DE AGENDA Todos los artículos en el Calendario de Consentimiento serán adoptados como grupo por un única propuesta a menos que un miembro de la Junta solicita retirar un artículo para discusión. La acción sobre artículos solicitados para discusión serán diferidos hasta después de la adopción del Calendario de Consentimiento. Comentarios sobre artículos específicos serán adoptadas tras el informe de personal y antes de la discusión de la Junta para cada orden del día.

COMPARECENCIA DE LOS CIUDADANOS Y AGENCIAS INTERESADAS Este es el tiempo designado en cada orden del día de la Junta para preguntas o declaraciones por las personas en la audiencia, de cualquiera de los puntos de los asuntos de la Junta, incluyendo aquellos puntos que aparecen en el orden del día que estén sujetos a una audiencia pública. Se le invita a los ciudadanos individuales a presentarse en una forma similar a los prescritos para las audiencias públicas y a hacer cualquier declaración que deseen, estando limitadas a (3) minutos. Cualquier miembro de una agencia que desee hacer declaraciones en ese momento debe enviar la información al personal de la Junta de acuerdo a los plazos abajo mencionados. En la reunión designada, el miembro de la agencia será invitado a presentarse para hablar, con un límite de (5) minutos en su asunto.

PARA TENER ASUNTOS EN EL ORDEN DEL DIA Para que todas las comunicaciones y asuntos aparezcan en el orden del día de la Junta, deben ser enviados al personal de la Junta antes del mediodía del miércoles de la semana previa a la reunión de la Junta. Si Ud. tiene algún asunto que quiera presentar ante la Junta en el futuro, le animamos a mandarlo por correo o traer una comunicación por escrito al Distrito de Transito del Área de Salem, 555 Court St NE, Suite 5230, Salem, OR 97301; 503-588-2424; Board@cherriots.org

NECESIDADES ESPECIALES 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 sordas por favor llamar al Servicio de Telecomunicaciones de Oregón, 711.

Next Regular Board Meeting Date: Thursday, May 26, 2016

Regular Board meetings are televised and can be viewed on CCTV's website: www.cctvsalem.org.
Go to www.cherriots.org/board for an electronic copy of the Board's agenda packet.

Salem-Keizer Transit Administration Office ~ 555 Court Street NE, Suite 5230 ~ Salem, OR 97301
Phone (503) 588-2424 ~ Board of Directors Email Address: Board@cherriots.org