



Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, October 24, 2019 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

A. CALL TO ORDER (President Ian Davidson)

- 1. Note of Attendance for a Quorum
- 2. Pledge of Allegiance (Director Colleen Busch)
- 3. "Safety Moment" Thought for the Day

B. ANNOUNCEMENTS & CHANGES TO AGENDA

C. PRESENTATION

D. PUBLIC COMMENT

Time is designated at each Board meeting for members of the public to testify on any items of Board business, being limited to three minutes.

E. CONSENT CALENDAR

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

1. Approval of Minutes

- a. Minutes of the September 21, 2019 Board Retreat **1**
- b. Minutes of the September 26, 2019 Board Meeting **13**
- c. Minutes of the October 7, 2019 Board Work Session **29**

2. Routine Business

- a. Approval of FY2021 Budget Calendar **35**
- b. Approval of Amended FY2020 Board Meeting Calendar **39**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

1. Authorize Contract Award to Safety Vision for Purchase of Equipment and Services For Fixed Route Bus Camera Upgrade Project **43**
2. Authorize General Manager to Execute Revenue Contract with U.S. Venture, Inc., dba U.S. Gain (U.S. Gain) for Renewable Natural Gas (RNG) Services **45**

H. INFORMATIONAL REPORTS

I. GENERAL MANAGER'S REPORT

J. BOARD OF DIRECTORS REPORTS

Board members report on their Board assignments - committee and meeting participation - as representatives of the District.

K. ADJOURN BOARD MEETING

Next Regular Board Meeting Date: Thursday, December 12, 2019

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

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

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

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

Salem Area Mass Transit District
BOARD OF DIRECTORS~ **Board Retreat** ~

September 21, 2019

Courthouse Square - Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301**MINUTES**

Present:	President Ian Davidson; Directors Robert Krebs, Sadie Carney, Chi Nguyen
Board:	Colleen Busch, and Doug Rodgers ABSENT: Charles Richards
Staff:	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy, Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives and Program Management; Jolene White, Executive Assistant
Guests:	Dale Penn II, Linda Galeazzi

WELCOME/ OPENING COMMENTS**9:00 AM**

President Davidson opened the planning session at 9:00 a.m. with opening remarks thanking the Board and Executive Team members for making the time to attend this Board Retreat. This is an exciting time to be working with Cherriots because there are many great things happening. This is a great opportunity for everyone to reflect on what has occurred and what is going to occur. We just celebrated our largest service expansion in history with resuming Saturday service and extended hours. In May, Sunday and Holiday service will start. In November, Cherriots celebrates its 40th Anniversary. Now that Cherriots is 40 years old, it's a chance for us to build our foundation as we move into the next 40 years with Cherriots. The retreat today will focus on board governance. Future retreats will focus on strategic matters. President Davidson wanted to highlight a few points from the board governance book. As the authors noted, a strong governance runs out into the community. The community will be able to detect that we are a high functioning Board and organization. They will be able to see that, respect that, and join in on our efforts to make Salem and Keizer a livable community and the tools to deal with

21st century issues. Once the Board has the governance foundation, then we will have the strategic conversations.

Mr. Pollock thanked everyone for attending and reviewed the agenda. He emphasized the importance of a strong board governance system and the vital importance for all members to contribute. Once there is a plan, then moving forward with a strong governance team to achieve our goals. Mr. Pollock shared the video "Opening doors- Why we ride", to remind everyone that Cherriots makes a difference in many people's lives. Not only to the people that depend on us 100% for their transportation needs, but also for others to have options. This is a vital community service and many people depend on us. The work we do today is important to establish a strong foundation to continue to serve the community. Although Cherriots is an important community service, it hasn't always been seen in a positive light. We have an opportunity with a fresh brand and a new revenue stream. This is an exciting time for Cherriots and we have the ability to write the story for the next 40 years.

SAFETY MOMENT

Mr. Pollock shared the *Safety Moment* for the day. Pedestrian and bike safety is important. Always be careful while crossing the streets at every intersection and driveway. September is cold and flu awareness month. Germs are everywhere. Cleaning hands with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

OREGON PUBLIC TRANSPORTATION PLAN (OPTP) OVERVIEW

Steve Dickey, Director of Strategic Initiatives and Program Management; presented an overview of the Oregon Public Transportation Plan (OPTP). This plan was adopted in September 2018 and took about two and half years to develop. The previous OPTP had been adopted in 1997 and focused on seniors and people with disabilities and smaller more rural systems. The OPTP vision focused on 2045, public transportation is an integral, interconnected component of Oregon's diverse cities, towns and communities. Because public transportation is convenient, affordable, and efficient, it helps further the state's quality of life and economic vitality and contributes to the health and safety of all residents, while reducing greenhouse gas emissions.

The OPTP is a statewide mode plan that applies Oregon Transportation Plan policy to public transportation. There were three main objectives; provide shared vision, describe roles and strategies for public transportation, and to provide a foundation for investment decisions. In this plan there is a statewide focus: urban and rural, and recognizing diversity of communities. It was designed to provide a flexible platform to work with other recent mode plans. The OPTP provides a shared vision and statewide policy framework. It describes roles and contributions for the transit network. It is designed to provide a flexible platform to support provider and community investments and decisions. Public

transportation benefits everyone, with contributions to the economy and health of our communities, affordable choices, connections to destinations and opportunities, and a less stressful way of travel. People who cannot or do not drive need options also, especially as our population ages and changes. Urban areas would not function if every person drove alone. Transit provides essential connections and economic opportunities in rural areas.

This plan recognizes that each provider has uniquely developed to serve the needs in its area and provides a platform for continued development of transit services, no matter your starting point. This is a multimodal plan that considers relationships with highways, bicycle and pedestrian networks, rail, new mobility services, car and bike share programs and more. It does not overlap, but is designed to complement and support recent plans. The OPTP was developed with extensive outreach throughout the state. For the Draft OPTP, Outreach and meetings were held with over 40 different groups.

The OPTP has ten specific goals: Mobility, Accessibility & Connectivity, Community Livability, Equity, Health, Safety and Security, Environmental Sustainability, Land Use, Strategic Investment and Communication, and Collaboration and Coordination. These ten goals are similar to those in all of our statewide plans. These goals provide a starting point and direction to get there. The plan guides the planning processes and to always be cognizant of these goals when planning services.

The plan is broken down into five chapters from introductory information to implementation. Chapter one is the introduction, it includes the vision, goals, context for the plan and how it fits with other state plans. Chapter two is the background information that forms the basis of the new plan: current conditions, benefits public transportation provides, challenges and opportunities to address. Chapter three is the heart of the plan, where the goals are further developed with policies to pursue and strategies describing possible actions to take. Chapter four is all about investment scenarios: what might the system look like, what might priorities for investment be under different levels of funding. Chapter five is all about implementing the OPTP: roles, responsibilities, initiatives, and then performance measures to track statewide OPTP progress.

The OPTP key initiatives are groups of activities that respond to key themes in the plan, touch multiple goals and policies, and work on them is essential. ODOT will develop its implementation work plan after adoption, listing specific tasks and timeframes. ODOT cannot implement the OPTP alone, it will take all public transportation decision makers and stakeholders working together. Plan integration: many have started this effort; ODOT will look for ways to help agencies further collaborate, connect, and plan together. Transit works better if providers are thinking about connections throughout their area, not just in their community. HB2017 rules and implementation are part, TGM program, TDP and TSP

guidelines are all tools too. Regional and intercity initiative activities include: study the system, learn what's working, gaps and needs, and to consider possible solutions.

Mr. Dickey closed his presentation with a quote from page eleven of the OTP executive summary. "We are moving forward into the future where we are going to see big changes. We need relevant starting point, and we need a dynamic plan that doesn't lock us into the technologies or the solutions of today but must remain relevant to the changing needs of our communities. This plan is that starting point".

Director Nguyen asked how the Policy Advisory Committee interacted with the Technical Advisory Committee. Mr. Dickey explained that during this process they shared information back and forth and worked together on this project.

ORS 267 MASS TRANSIT DISTRICTS

Mr. Pollock gave an overview of the statute that governs public transit; ORS 267. This document is broken into two pieces, the Mass Transit Districts and Transportation Districts. In the State of Oregon, there are only three Mass Transit Districts. Tri-Met in the Portland Metropolitan Area, Lane Transit District in Eugene and Salem Area Mass Transit District. All others are Transportation Districts. Today's focus is the sections that are important for Board members to know in the Mass Transit District section.

267.030 Use of alternative fuels for certain vehicles; exceptions; annual report; application to all district vehicles. The Cherriots fleet includes a mix of vehicles powered by compressed natural gas and biodiesel fuel. Many of the cars are hybrid electrics and one diesel, electric hybrid bus. Board policy is to look for what's out there currently with the new technologies.

267.101 Resolution to create certain districts; contents. This is the ORS that helped establish the Transportation District.

267.135 General Manager; qualifications; term; removal. This goes over the General Manager's job description and duties.

267.145 General Manager's attendance at board meetings; pro tempore manager. The General Manager will attend meetings and may participate, but is not able to vote. The Board may appoint a general manager pro tempore during the absence or disability of the general manager. By Board policy, in the event that the general manager is absent, David Trimble, COO is the GM pro tempore. In the event that both the general manager and the COO are unable to attend, Steve Dickey, Director of Strategic Initiatives and Program Management will be GM pro tempore.

267.150 Ordinances; regulating use of facilities; public hearings; route, schedule changes. This ordinance states the board may provide procedures for the conduct of public hearings on proposed changes in transit routes and schedules.

267.200 Existence, status and general powers of districts. As a Mass Transit District we are a municipal corporation. We are a special district. This section goes over the powers of the board.

267.205 Classification and designation of service areas; determination of area financing. A district board may by ordinance classify and designate as a service area. This means that for example, Lane Transit District is the transit provider for the entire county, but the entire county isn't their service area. By board resolution, they designate their service area. In Salem, there has been legislation that designates the Cherriots service area as the urban growth boundary of Salem and Keizer. If that area expands, our district gets larger without any action. There is language if a city wants to withdraw and create their own.

267.235 Protection of employees' rights when an operating transportation system is required. An example of this would be if we took over Woodburn Transit, we would have to honor their agreements.

267.300 Authority of district to finance system. This ordinance lists available sources of revenue.

267.302 Restrictions on financing for districts formed under ORS 267.107. This is the section that Salem Area Mass Transit District is formed under. This section states that SAMTD cannot use those forms of financing unless there is a ballot measure. SB3056 legislation that changed the board to Governor appointed rather than elected, also has a revision that repeals section 267.302. That repeal becomes effective January 01, 2026. This means that beginning in January of 2026, we can assess those finance sources by board actions.

Mr. Pollock urges the Board members to read through ORS 267 and come to him individually for clarification, if needed.

RESOLUTION 2015-04 RULES GOVERNING PROCEEDINGS AND CONDUCT OF THE BOARD

Mr. Pollock gave an overview of Resolution 2015-04 and highlighted a few of the specific rules. A resolution adopting rules governing proceedings and conduct of the Board of Directors of the Salem Area Mass Transit District. This resolution needs changed at a minimum due to Governor appointed rather than elected board members that has been enacted.

Rule 1- Legal Name and other names used: Our legal name is Salem Area Mass Transit District. The District may also, from time to time, adopt and use business names which may include, Cherriots and Salem Keizer Transit. Many out in the community didn't understand that these were all the same organization. The District has now taken the position that for legal purposes to use Salem Area Mass Transit District. Locally we are known as Cherriots and we are trying not to use Salem Keizer Transit name any longer.

Rule 5- Eligibility and Duties of the Board: The restriction that applies is that any individual who is an existing employee of the District is not eligible to serve on the Board. The Board shall provide the policy and legislative direction for the District.

Rule 6- Board Acting as a Body: The Board shall act as a body in making its decisions and announcing them. This is a significant rule because it is important to show unity. When you are a liaison in the community, you represent the Board as a body and not individual opinions. Director Krebs gave an example of when you are representing the Board at committee meetings, you must vote based on the Board's decisions and not a constituents preference.

Rule 10- Board Vacancies: This rule will need to be updated due to the change with Governor Appointments to the Board rather than members be elected.

Rule 11- Regular Meetings: Past Boards have designated meeting times, place and notice. This does still give the Board the ability to change locations as long as it is in the Salem service area and proper public notice given.

Rule 12- Adjourned Meetings: Meetings may be adjourned and a special meeting called, to be held at a specific time and place before the day of the next regular meeting. A meeting may be adjourned by the vote of the majority of the members present, even in the absence of a quorum.

Rule 13- Special Meetings: The president of the Board or a majority of the directors may call a special meetings. At least a twenty-four hour notice of special meetings shall be given to the news media, the Board of Directors and the public.

Rule 14- Emergency Meetings: The president of the Board or a majority of the directors may call emergency meetings. In the actual emergency, a meeting may be held upon such notice that is appropriate to the circumstances, and the minutes for such a meeting shall describe the emergency justifying less than 24 hours' notice.

Rule 15- Executive Sessions: The Board may hold executive sessions during a regular, special or emergency meeting after the presiding officer has identified the authorization under ORS 192.610 to 192.690 for holding of such executive session. Notice shall be given

to the news media, Board members and to the general public, stating the specific provision of law authorizing the executive session. Representatives of the news media shall be allowed to attend executive sessions, other than those relating to labor negotiations, but the governing body may require that specified information discussed in the executive session be undisclosed.

Rule 17- Conduct of Meetings: The president presides, and in the president's absence, the vice-president, shall preside. In the absence of both, the secretary shall preside, and in the absence of other officers, the treasurer shall preside. Although the rules states that the presiding officer shall vote on all matters and may make and second motions and participate in discussions and debate, this isn't always the case with other entities. The presiding officer shall be responsible to assure that order and decorum are maintained during all meetings of the Board. The president of the Board, when necessary, may appoint a sergeant-at-arms who shall have the responsibility to maintain order to enforce the rules of conduct, and to enforce the orders given the presiding officer. Time for testimony by members of the audience at public hearings or any Board meeting may be limited or extended for each speaker and for each subject by the presiding officer or by majority vote of the members present. All questions and discussions by members of the audience shall be directed to the presiding officer. Direct discussion between members of the audience and Board members or District employees is permitted only at the discretion of the presiding officer. Every person desiring to speak shall first address the presiding officer, and upon recognition, shall give his/her name and shall confine his/her comments to the issue under consideration.

Rule 17-5- Matters to be Considered: At regular meetings and adjourned sessions of regular meetings, the Board of Directors can consider any matters they desire to consider, whether in the published agenda or not, except that an ordinance can only be considered at a regular meeting or an adjourned session of a regular meeting if consideration of that ordinance appeared in the published agenda for the regular meeting. At special meetings only those matters shall be considered that were specified in the notice of the meeting. At emergency meetings, only the emergency matters shall be considered.

Rule 22- Committees: The Board is charged with committees. We have three Board committees that are advisory to the Board. These are the CAC, STF and STFAC advisory committees. The Board at the president's prerogative may establish other committees with a combination of Board and other members. Any Board committee may not have more than three members or the meeting is considered a public meeting and subject to those rules. There are two Board committees required and those are the Executive Committee and the Budget Committee.

Rule 24- Indemnification: To the fullest extent provided by law, and except in the case of

malfeasance in office or willful or wanton neglect of duty, the District shall defend, save harmless and indemnify every Board member, officer, employee and agent against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty. Expenses include reasonable attorney's fees and costs of judgement or settlement. The District shall have the right to choose the attorney for whom services will be provided and compensation paid pursuant to this provision. Legal services and indemnification shall be provided by the District under this provision irrespective of whether or not the District is a party to the cause or itself subject to liability. Director Nguyen asked if the Board was self-insured or if the District handled this insurance. Mr. Pollock stated that he thought the District didn't carry D&O insurance coverage, but would verify and report back to the Board.

Mr. Pollock asked the Board to carefully go over these bylaws to see where they need to make changes.

BOARD CODE OF CONDUCT

Mr. Pollock gave the Board an overview of the Board Code of Conduct document. This document represents the values and qualities that previous Boards have established and updated. This code of conduct has seven areas of focus. As Board members, we will focus on diligence and commitment, efficient conduct, listening and communicating with an open mind, team work, trust and respectful behavior, leadership and stewardship, and community engagement. Board will not "construct" a false public unity. Instead, Board members will make their case in public. However, it is fine to alert another Board member that there may be differences on an issues that will be discussed (heads up) so that no one feels blind-sided at a meeting. It is a commonly held value that this group will share the debate with the public and everyone will benefit from understanding a Board member's reasoning. The Board agrees that after a decision has been made, that even those in opposition will support the agreed upon action publicly. The Board agrees not to question each other's motives or professionalism. If a Board member is not in attendance, he or she agrees to abide by decisions made by the Board in their absence. Assume the highest motivation—lack of malice.

2018 STRATEGIC PLAN

Mr. Pollock gave the Board an overview of the Strategic Plan. The Salem Area Mass Transit District's Strategic Plan serves as a decision-making and planning guide for the Board of Directors. 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. The plan has been updated and includes the 2018 strategic priorities; information about the HB 2017 funding for enhanced service; the implementation of new technologies such as the computer-aided dispatch and automatic vehicle location (CAD/AVL); the acquisition of new vehicles; and the expansion of regional connections with transit partners.

ORGANIZATION AND DIVISION OVERVIEWS

The Executive Team gave the Board an overview of each of their divisions. The team shared their goals, their functions, and the different roles and the responsibilities of within each division.

BOARD GOVERNANCE DISCUSSION

President Davidson informed the Board that this part of the retreat was to discuss how they want to govern. One of the topics up for discussion is if the Board wants to continue using the work session model, or move to committee formats. After reviewing the information in the Board Governance book, he is interested in the committee format. He pointed out that the governance book cautioned that if doing a committee model, then to make sure they are high functioning committees. It is better to have no committees if they are done poorly. In the past, President Davidson has been on passive Boards and does not want that to be the case with this Board.

Director Rodgers shared that when he was first elected to the Board, they did a committee structure where they were divided up to meet about different topics, summarize their reports, and then share at the Board Meeting. The Board members then changed the format to have joint work sessions in order to have everyone communicate in the open together. Director Rodgers stated that he prefers the work session format because then he can hear all information for himself, and not rely on others memories.

Director Carney asked if the Board Governance book was written to universally address transit boards. The examples seemed based on much larger boards. One thing that stood out was that the book stated that a Board member should be serving on more than one subcommittee. Director Carney asked for Mr. Pollock's opinion on generally where this board falls in the scale in applicability and in how this book might fit in with what they are trying to accomplish.

Mr. Pollock stated that the book is not 100% the answer, it is a tool to modify based on what board you have. If they were to follow the books' structure with this size board, it can be tweaked to fit. The outcome is to get as many Board members as possible to contribute.

Ms. Feeny shared that her takeaway from the book was that she should be meeting fairly regularly with the board, especially the Board President. It clearly defines her role. If they move to a committee model, there is an opportunity to have an external affairs committee. Ms. Feeny feels she would be more effective, which in turn would make the Board members more successful. She likes the committee structure outlined in the book, but this Board will have to scale it to make it applicable.

Mr. Pollock shared that the Board does not have to do just one or the other of the models, but can also do a combination of both. Some topics should be discussed in the work session, where other topics that need a deep dive, is best to be done in committees. There are also opportunities with work sessions to have joint work sessions with other bodies. He believes this Board doesn't want to be a rubber stamp board and would like to be involved.

Director Krebs shared that he agreed with Director Rodgers that he did not want to go back to the committee structure that they previously had with this Board. When he first began his term, they had many committees that were based on technology rather than subject matter. He does believe the committee structure is good, but again cautioned that they need to be high functioning. One suggestion he had is to have members bring initiatives to the Board through the committee process before it gets placed on the agenda for the Board Meeting. He doesn't believe it's the Board's position to micromanage, but rather having the big picture micromanaged and not the small details. An example of this is letting the staff look at alternatives like autonomous vehicles or policies that enhance service to bring to the Board. Director Krebs did suggest that Mr. Pollock should meet with the Board members individually or in small groups on a regular basis to support camaraderie amongst the members and the General Manager. Mr. Pollock encouraged Board members to schedule times to meet with him if interested. Director Krebs would also like to see the Board establish a profile and qualifications for candidates to the Board that they can give to the Governor's committee that selects members. He completely agreed with code of conduct for Board Members. He feels they should all be respectful even when they disagree. He would like to review the CEO's evaluation process and if there are better ways to do that process that allows for more personal interaction. He also suggested that the Safety Moment section not be on the agenda, but rather an email sent out from Ms. Feeny along with other matters to inform the Board.

Director Busch shared her opinion that with the current work session model, she doesn't feel she has enough information to make a good decision. She participated in the CAC and appreciated the robust conversations they were able to have on topics. She supports using a combination work session and committee model.

Director Nguyen shared that she believes impact matters more than the time spent. She doesn't want to have more meetings, but rather meetings that have impactful results. This new Board has many time constraints, such as young families and longer work commutes than the previous Board. President Davidson agreed with Director Nguyen that time constraints are also a concern to him and he would like to make the best use of his time. Issues only arise when there is a lack of communication. She praised Mr. Pollock for doing a good job with open communication. She's currently also reading a book about that governance is leadership and wonders sometimes is this a following Board, a working

Board or is it aspirational and strategic. Director Krebs is good about bringing this up often and she hopes this Board gets to that point. She also brought up that this Board is going to constantly be chasing technology since they are charged with the vision to create a world class service by looking at trends.

Director Carney asked if it would be possible to do video conferences for the meetings. Electronic meetings would make attending the meetings more possible for many of the Board members. Director Carney also commented on the previous statement by Director Krebs, of the Board's need to curate potential new members that have the broadest reach in the community to better serve. We need members that can reach all the stakeholders in the community.

Director Busch shared that she appreciated in the book the section about how each person values their own work. The Board needs to take ownership of the decisions and comments that they make. They need to be all in, or it will not work. Mr. Pollock added that the goal is that at the end of the term, members feel they contributed value.

President Davidson summarized that the feelings of the Board is that they are interested in committee structure, but there are concerns about time constraints and making sure that the meetings are impactful. He would like to tailor the books suggestions to this Board size. To explore the video conferencing for some of the meetings. Director Krebs remarked that one possibility is to move the work sessions to right before the Board meetings. Mr. Pollock pointed out that public notification is required for work sessions, but that committee meetings can be scheduled as it's convenient for members. He explained that they went to the work session model previously because the past Board had a lack of trust with each other. In order for the committee model to work, the Board must have trust in fellow members. Director Nguyen would like to start with some ad hoc committees' verses an ongoing body of subcommittees. All members agreed that there needs to be a high priority for the committees and not just have committee meetings scheduled regardless of the need to meet.

Mr. Pollock asked what people are expecting at work session meetings. Director Nguyen wants to see more candid conversations and more time for deliberations and questions. Mr. Dickey is hopeful that at the work session, there can be more of an engaged dialogue. He would like to get more input and feedback from the Board. One possible change would be to bring information to the work session earlier and then the Board will have time to request additional information as needed. The executive team asked the Board what information they wanted to see in the staff reports. The Board wants staff to ask specific questions rather than just asking to provide feedback.

The Board came to a consensus to try the committee model, but also have work sessions as needed. To explore the possibility of electronic meetings and to set some guidelines to

assist in finding future Board members that will be of the greatest benefit to the community. Some suggested ad hoc committees to start with: 1) Executive, 2) District Strategic Plan, 3) Performance Oversight/Monitoring/Reporting, and 4) Legislative Agenda. Putting together a policy of what staff reports and board reports should contain. The Board agreed that the “as needed: work sessions will be held immediately preceding the Board Meeting, this change will occur starting in January. All agreed that the current schedule For the Board Meetings will remain the fourth Thursday of the month at 6:30 p.m. In keeping up with the sustainability initiative, only electronic copies of the agenda will be given out unless otherwise requested. Per Board request the electronic version of the agenda will be put into PowerPoint format and also attached to the Google calendar invites. The Board also requested notebooks to keep all their notes together in one place. The Board would like to see consistency in the formats of the staff reports, and more analysis. Mr. Pollock requested input on his weekly GM reports. The Board wants to continue receiving the weekly reports, but would like to see highlights of what he did or said at meetings. President Davidson wanted the other members to know he is available if anyone wants to have periodic check-ins with him. Director Rodgers suggested that all members go to Del Webb and spend some time observing and talking to the staff since what the Board chooses to do affects their lives. This will help members to know the backstories and take ownership of their decisions. Mr. Pollock shared that a tour to Del Webb is part of the new board orientation and will be scheduled in the near future.

5. ANNOUNCEMENTS

Stephen Custer, Digital Marketing Coordinator will be taking updated pictures of the Board Members at the Regular Meeting on September 26, 2019.

Cherriots Rodeo event is on Sunday at 9:00 a.m. at Del Webb.

BOARD RETREAT ADJOURNED

1:20 PM

Submitted by:
Jolene White,
Executive Assistant

Salem Area Mass Transit District
BOARD OF DIRECTORS
September 26, 2019
Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:.....	5
1. <u>Approval of Minutes</u>	
a. Minutes of the August 12, 2019 Board Work Session	
b. Minutes of the July 25, 2019 Board Regular Meeting	
c. Minutes of the August 22, 2019 Board Regular Meeting	
d. Minutes of the September 09, 2019 Board Work Session	
2. <u>Routine Business:</u>	
a. None	
Move that the Board receive the FY 2019 Security Report	6
Move that the Board approve funding of the FY19 Section 5310 projects as Recommended by the STF Advisory Committee, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation	8
Move that the Board adopt Resolution #2019-08 to amend the FY2019-20 Budget by appropriation transfer	9

Regular Board meetings are video recorded and are available for viewing on the CCTV website at www.cctvsalem.org.

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING
September 26, 2019
Courthouse Square - Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

MINUTES

Present:	President Ian Davidson; Directors Robert Krebs, Sadie Carney, Chi Nguyen, Colleen
Board:	Busch, and Charles Richards. ABSENT: Doug Rodgers
Staff:	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy, Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives and Program Management; Ben Fetherston, Legal Counsel; Chip Colby, Information Technology Manager; Karen Garcia, Security and Emergency Management Manager; Stephen Custer, Digital Marketing Coordinator; Jeremy Jorstad, Transit Planner II; Jolene White, Executive Assistant
Guests:	No Guests

A. CALL TO ORDER

6:30 PM

President Davidson called the meeting to order. The attendance was noted and a quorum was present. Director Krebs led the Pledge of Allegiance.

“SAFETY MOMENT” THOUGHT FOR THE DAY

Mr. Pollock shared a Safety Moment thought for the day. Last Sunday was the Cherriots annual Bus Roadeo which is a driving skills competition and safety event to ensure and teach bus transit operators how to safely maneuver vehicles through obstacles. The event was a great success with fourteen drivers and two employees from Maintenance participating. Congratulations to the winner, Dan Miller. He will represent Cherriots next May at the APTA International Roadeo in San Antonio, Texas.

B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA

None

C. PRESENTATION

6:33 PM

1. 2019 State Legislative Report

Staff Report: Pages 3-26 in the Agenda

Presenter: Dale Penn II, CFM Principal

Dale Penn from CFM Strategic Communications presented to the Board the 2019 State Legislative report. This session there was a Democrat supermajority in both chambers. Governor Kate Brown won the election, she is now looking at what is her legacy. Her focus is on new revenue, specifically for schools, conversations on carbon policy and a variety of other issues, such as housing investments. The conversation has been started regarding the State's Kicker Fund. Under Oregon's unique rebate system, the kicker is triggered when tax revenues for a two-year budget cycle come in more than 2 % above economists' forecast made at the start of the cycle. The state must return the full amount above the forecast to taxpayers. The rebate next year is an astounding \$1.6 billion. The average rebate will be approximately \$739 per person.

2019 Oregon Legislative Session by the numbers: January 22, 2019 was the first day of session and June 30, 2019 was the final day. There were 1470 bills in the first stack and 2766 total number of bills introduced. There were two Senate Republican walk outs and emotional goodbyes to Senator Jackie Winters and Secretary of State, Dennis Richardson. There were four different Legislative priorities going into 2019 session for Salem Area Mass Transit District. The first was implementation and monitoring of HB2017 and watching out for fund sweeps. In 2017, the Legislature made a very conscious decision to implement a payroll tax to use for transit investment. Another priority was senior and people with disabilities transit funding. The fear was that there would be a reduction of the monies to transit that aid in the services for seniors and people with disabilities. They are monitoring any conversations that are around transit governance and transferability of expired energy incentive tax credits. The implementation and defense of HB 2017 will be their main priority moving forward.

SB 10 was drafted with the goal of directing cities to build and focus on transit-oriented development. As introduced, the bill mandated certain levels of housing density among priority transportation corridors among all cities with 10,000 residents or greater. This was a heavily contentious bill towards the end of session and ended up not moving forward. There are discussions of bringing this bill back and we have asked to participate in these conversations.

Transit advocates were concerned when the Governor's Recommended Budget was released last year missing \$10.1 million of the general fund dollars normally allocated to the Special Transportation Fund (STF). The STF provides vital services to seniors and people with disabilities. Seen as an oversight, Cherriots, the Governor's office and senior legislative leaders began advocating for the restoration of those dollars early in session. Our efforts appeared to be successful when the Co-Chair's Balanced Budget was released

in early March and a \$10.1 million general fund allocation for STF was included. However, about two weeks before session ended, we discovered an effort by budget staff and the Co-Chairs of Ways and Means to cut the funds once again. Due to one-time, higher than expected revenue from the statewide payroll tax dedicated to transit funding, budget leaders thought they could shift that money to STF. To shift those monies, a law would have to be passed due to language put into the bill in 2017. Transit advocates expressed extreme concern about them doing that without a stakeholder's process. They were able to stop the funds shift and the money was able to be transferred, but only as a one-time deal. A regulatory process was created to make changes to law, Mr. Pollock is a part of that process. This will be continually monitored.

The HB2020 Cap and Trade bill caused quite a bit of contention this year. This bill resulted in both of the Republican walk-outs. The bill did not pass, but there have been conversations about bringing this bill back to the floor in a future session.

The HB2541 bill was trying to create small city transit grants for cities that had a community college in their district. This bill did not pass, but we do expect this bill to come back to the floor.

Mr. Penn gave an overview of many other bills during the last session. One that may have an impact on transit is HB2270, the cigarette tax increase that has impact on STF. This tax could likely see demand go down and thus revenue for STF. This will be continued to be monitored, so that if revenue does go down, we can advocate that entities like the transit district are held harmless.

The 2020 Legislative Session is a short session of only 35 days. This begins on February 3, 2019.

Mr. Penn ended his presentation and opened the floor to questions. Director Carney asked is the legislation was focused and limited to things that had a direct transit impact, but do we have any consideration for housing bills that would increase density or affordability because we know that transportation is a big piece of that. Mr. Penn said that to his recollection, over the last few sessions they have not taken a stand on bills that impacted housing. If the Board wants to pursue that, they can have a discussion about making it a priority. Director Carney also asked if CFM supports the transit district in presenting at the Ways and Means Committee. Mr. Penn stated that sometimes CFM will present or submit written testimony usually when they request something from them, such as human resource issues that relate to transit. Relating to the budget exclusively, the Oregon Transit Association will provide testimony. Director Nguyen asked what the next short session's priorities would be for Cherriots. Mr. Penn answered that priorities are based on the Board and what they would like to prioritize. Mr. Pollock informed the Board that on the January Board Calendar they will be adopting the 2020 Legislative Agenda. President Davidson will be appointing members to the legislative committee at the end of tonight's meeting. President Davidson asked Mr. Penn if they could get an

overview of the energy tax credits for the Board. Mr. Penn stated that he would be happy to give the Board an overview, Mr. Pollock will schedule.

President Davidson thanked Mr. Penn for advocating for the District and for the community.

D. PUBLIC COMMENT

6:57 PM

Tyler McCulley addressed the Board and provided written testimony regarding the extended Saturday service. He wanted to offer a firsthand account of what Saturday service looks like. Mr. McCulley stated he is very impressed with Saturday service and is grateful to the drivers that have volunteered to switch their schedules around and work weekends. He stated that the busses are running about 5-6 minutes late as expected. He said it was nice to go from the problem of getting downtown on a Saturday to where will he find a roll of quarters on Saturdays to do his laundry. He wanted to let the Board know that Saturday service seems to be working great and to thank them for providing this service.

E. CONSENT CALENDAR

6:59 PM

Motion: Moved to approve the Consent Calendar:
1. Approval of Minutes
a. Minutes of the August 12, 2019 Board Work Session
b. Minutes of the July 25, 2019 Board Regular Meeting
c. Minutes of the August 22, 2019 Board Regular Meeting
d. Minutes of the September 09, 2019 Board Work Session
2. Routine Business
a. None
Motion by: Director Krebs
Second: Director Busch
Discussion: No items were deferred from the Consent Calendar.
Vote: Motion passed (6): Director Rodgers absent

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

None

G. ACTION ITEMS

6:59 PM

1. Accept FY19 Security Report

Staff Report: Pages 61-86 in the Agenda

Presenter: Karen Garcia, Security and Emergency Management Manager

Ms. Garcia presented the Security Report covering FY 2018-19. Cherriots has a multi-agency security team that includes Cherriots, City of Salem Police and private security company Allied Universal. The security team responsibilities are to provide information

about Cherriots services; respond to safety and security concerns; analyze security statistics and enhance public safety efforts, ensure a strong presence to deter unwanted activities, develop policies and procedures to ensure safety; enforce regulations and ordinances on District properties; and maintain a safe environment for all stakeholders. Currently the agreement with the Salem Police Department is Monday thru Saturday. This is an on-call service from 12:00 p.m. to 9:00 p.m. There are two security officers at the Downtown location and one at the Keizer station during all hours of service.

Ms. Garcia explained the breakdown of the security data. Customer service contacts (assisting with route information, directions etc.) these contacts remain pretty consistent year to year. There was a spike in the fourth quarter due to the staff being asked to be even more proactive helping customers.

Security bus rides often fluctuate due to increased activity at the Downtown Transit Center. With more focus placed on the transit center, fewer security resources were available to conduct bus rides.

Exclusions and warnings have increased in the third and fourth quarter. Exclusions include disorderly conduct, trespassing, loitering, drug and alcohol violations, theft, etc. Warnings include safety violations, solicitation, etc.

There was also an increase in verbal warnings at the shelters due to people living in them thus making it unavailable for riders to use. Security goes out before service begins in order to handle this situation. Ordinance warnings remain consistent over the years. These warnings are for public education of rider behavior expectations. The largest categories of warnings are for smoking, solicitation, bike riding and loitering.

The private security incident reports generated do not include Transit Operator reports or any incidences with police involvement. Property damage such as graffiti and vandalism is at the top of the list. The second highest of incidences are medical emergencies and tied for third are trespassing and disorderly conduct such as fighting or threatening behavior. These incidents are consistent year to year.

The request for police response also stays pretty consistent. The responding department is Salem Police Department. Occasionally the Keizer Police Department, Marion County Sherriff's Office or other law enforcement agencies respond. The most common types of police activity are vandalism. Overall incidences involving police have decreased slightly from 184 incidences in 2018 to 171 incidences in 2019. These incidences included disorderly conduct of 51 occurrences, 41 trespassing incidences (often from repeat

offenders), non Cherriots related incidences were 36 and disorderly conduct incidences were 30.

In the coming year, there are several continuous improvement projects with the Security and Emergency Management team. Our Customer Education Campaign will continue rider awareness of behavior expectations throughout the system. Security tools for forward facing staff to employ when in need of assistance or in the event of an emergency were installed during FY19. A visitor call system was installed at our Del Webb Operations Center, which improved safety and security of staff by enabling identification of visitors prior to entry. The need for a security presence was greatly supported by the Board, resulting in the approval of a contract modification with our private security provider and the renewal of our IGA with the City of Salem for police services in support of the enhanced services. Efforts are underway to develop the scope of work for a security fence upgrade at our Del Webb Operations Center. Staff are currently evaluating video surveillance products in the market in preparation for an all-facility camera upgrade and replacement project to enhance protection of our property and assets.

Ms. Garcia ended her presentation and opened the floor to questions. Director Carney asked if the surveillance cameras were for the Del Webb station or elsewhere. Ms. Garcia explained that currently they have station surveillance cameras at Del Webb, Keizer Transit Center, and the Downtown Transit Center. Currently, all of those cameras are beyond their useful life. The hope is to replace the cameras in all those places and add others to areas to increase coverage. President Davidson asked what the jump in contact was in FY2018 in the fourth quarter. Ms. Garcia explained that it was the customer service contact that was elevated and that was a direct response to her asking the contractor to increase the customer service contacts. President Davidson asked if there were any incentives in the contract to increase customer service and if there were time limits when someone is excluded from the property. Ms. Garcia stated there isn't any strict guidelines to customer service contacts in the contract, but it is very clear in their scope of work. Exclusions are not indefinite, but rather based on the offense. President Davison asked if when the police are called, what is the response time and if they send out the mobile crisis response team Ms. Garcia explained that the response time is very fast due to us being able to call them directly from noon to 9:00 p.m. and that police do call in mental health support teams as needed. President Davidson asked if our security team receives crisis intervention training. Ms. Garcia responded that they get a training on how to manage aggressive behavior by deescalating the situation. President Davidson would like to see those trainings incorporated in future contracts. Director Carney asked for clarification on trespass due to the transit center seeming to be a public place. Ms. Garcia explained that we are private property that is open to the public, so if they are asked to leave and do not, it is considered trespassing. Director Busch asked where most of the graffiti occurred on Cherriots property. Ms. Garcia explained that most of the graffiti is people leaving their mark in the bathrooms and outside walls at the Downtown Transit Center.

Motion: Move that the Board receive the FY 2019 Security Report
Motion by: Director Krebs
Second: Director Carney
Vote: Motion passed (6); Director Rodgers absent

2. Approval of STFAC Recommendations for FY19 FTA Section 5310 Grants

Staff Report: Pages 87-110 in the Agenda

Presenter: Steve Dickey, Director of Strategic Initiatives and Program Management

Mr. Dickey explained the recommendations from the STF Advisory Committee that the Board approve funding of the FY19 Section 5310 grants. SAMTD serves as the designated recipient for the FTA section 5310 funds for the Salem-Keizer urbanized area. The purpose of the 5310 grant program is to enhance the mobility of seniors and people with disabilities. The District conducts a selection process to determine the use of those funds, and to certify that projects derived from the Coordinated Plan. A public notice of this year's Section 5310 grant solicitation was published in the Statesman Journal on July 11, 2019. The amount of the grant funds available is \$240, 112. English and Spanish versions of the notice were posted on the District's website from July 11, 2019 to August 14, 2019. Announcements were also made via social media posts, Cherriot's email list, through direct contacts with minority contacts list, per the District's adopted Title VI Program.

In accordance with the District's Section 5310 Program Management Plan (PMP) dated May 11, 2015, a Technical Advisory Committee (TAC) was formed to review and rank applications received by the August 14, 2019 deadline. The TAC consisted of all Special Transportation Fund Advisory Committee (STFAC) members, one member of the Salem Keizer Area Transportation Study (SKATS), and one member of the public. The TAC met on September 03, 2019 to hear presentations from applicants, discuss and rank the projects, and make a recommendation to the STFAC for funding.

A primary priority of the PMP related to project selection, is to ensure the project selection process was guided by the currently adopted Coordinated Plan. In order for a Section 5310 project to be funded, it must be listed in the Coordinated Plan. Secondly, there must be coordination of projects to ensure at least 55 percent of the annual apportionment is used for "traditional" 5310 projects as defined in the FTA Circular (FTA C 9070.1G dated July 7, 2014 ("Circular")).

Three applications were submitted for Cherriots. The Cherriots Shop and Ride Purchased Service that qualifies as an "other project" in the amount of \$101,425. The qualified traditional projects are Cherriots Mobility Management Call Center at \$123,487 and the Cherriots Shop and Ride Preventative Maintenance at \$15,200.

In forming a recommendation to the STFAC, the TAC calculated the awards amounts for each submitted application based on the estimated amount of \$240,112 and the 55/45 percent requirements of the Section 5310 fund distribution as mentioned above. The STFAC voted to accept the TAC's recommendation as-is.

The STF Advisory Committee recommends that the Board approve funding of the FY19 Section 5310 projects following the committee's recommendation, and direct the General Manager to submit the application for the Section 5310 grants in accordance with the recommendation.

Mr. Dickey completed the recommendation and asked for questions. Director Busch asked if the amount being approved today is the total budget or if they get additional revenue. Mr. Dickey explained that there are other grants and the general fund that help support these services.

Motion: Move that the Board approve funding of the FY19 Section 5310 projects as recommended by the STF Advisory Committee, and direct the General Manger to submit the application for the section 5310 grants in accordance with the recommendation

Motion by: Director Busch

Second: Director Krebs

Vote: Motion passed (6); Director Rodgers absent

3. Adoption of Resolution #2019-08, Amendment of FY2019-2020 Budget

Staff Report: Pages 111-114 in the Agenda

Presenter: Al McCoy, Director of Finance, Chief Financial Officer

Mr. McCoy seeks the approval of the Board to adopt Resolution #2019-08 that amends Resolution #2019-05 approved on June 27, 2019, in order to transfer funds between appropriated categories in the FY2019-2020 Budget to reflect reorganization actions subsequent to budget adoption. We would like to take this action because effective July 01, 2019, we had a reorganization in several divisions.

In accordance with Oregon State Budget Law, the FY2019-20 Budget was adopted last June at the Division and Fund level. Per ORS 294.463, appropriations can be transferred within a fund or between funds during the fiscal year by the authorization of the governing body through resolution. Mr. McCoy explained the existing amounts of each division, the change amount and the amended amounts. There is no increase in total FY2019-20 Budget appropriations with this proposed resolution.

Staff recommends the Board adopt Resolution #2019-08, thereby transferring appropriations between categories within the General Fund, Capital Projects Fund, and Transportation Programs Fund to reflect reorganization of District divisions, as shown in the tables above.

Mr. McCoy opened up the floor for questions. Director Busch asked why the reorganization happened. Mr. Pollock explained per the Strategic Plan and becoming a mobility integrator that Cherrriots needed the right structure to move us in the direction. This made it possible to allow the structure to align the intent to fulfil the Strategic Plan. President Davidson asked why this restructuring wasn't in the original budget that was approved July 01, 2019 since restructuring occurred at the same time. Mr. McCoy explained that by July 01, 2019, the process was too far along at that point without doing the entire process over.

Motion: Move that the Board adopt Resolution #2019-08 to amend the FY2019-20 Budget by appropriation transfer, as detailed in the attached tables
Motion by: Director Nguyen
Second: Director Richards
Vote: Motion passed (6); Director Rodgers absent

H. INFORMATIONAL REPORTS

7:40 PM

1. FY 2019 Performance Report

Staff Report: Pages 115-146 in the Agenda

Presenter: Jeremy Jorstad, Planner II

Mr. Jorstad presented the Board with the FY 2019 Performance Report. This report covers data from July 01, 2018 through June 30, 2019. The planning team uses the annual report as a tool and a gauge to evaluate service and to look at ways to develop our future service plans.

This Fiscal Year 2019 (FY19) Performance Report covers data from July 1, 2018 through June 30, 2019. At the service level, data from all of FY19 is compared to that of FY18. At the route level, a snapshot of the service is provided using data from April 2019. The redesign of some SE Salem routes in September 2018 makes it difficult to compare year-over-year. As a result, staff have created route snapshots using data from April 2019 to represent fiscal year performance. April is used due to a lack of national holidays, consistent school schedules, and moderate weather.

Data included in this report includes total and daily average revenue hours, revenue miles, boardings; measures of productivity; and on-time performance data. Sources of data include schedules, vehicle farebox systems, and reservation software (RouteMatch).

Cherrriots Local had average daily revenue hours increased 3.3%. Revenue miles increased 2.9%. These increases reflect changes made in September 2018 to Route 11 to provide

frequent service along Aumsville Highway. Average daily boardings dropped slightly by 1.1%. Boardings per revenue hour decreased by 4.3%.

Cherriots Regional had average daily revenue hours increased by 7.1%. This increase was due to schedule adjustments made to Routes 10X and 20X in May 2018 to help with on time performance. Revenue miles increased 2.3%. Average daily boardings increased 4.1%. Boardings per revenue hour decreased by 2.8%. This was the first year this service was able to be compared on a year over year basis since it was redesigned in May 2017.

Cherriots Shop and Ride had average daily boardings decreased by 3.7%. There was a corresponding decrease in the average revenue hours of 6.9%. This reduction in revenue hours is due to changes that were made to the schedule and locations served by the Shopper Shuttle service. Shop and Ride Dial-a-Ride service end time was also reduced by an hour from 6:00 p.m. to 5:00 p.m. These changes were made to right size the service to the grant funds that were available for FY19. Average Revenue miles increased slightly by 1.2%. Boardings per revenue hour increased by 3.5%, showing that there was an increase in efficiency for this service compared to FY18.

Cherriots LIFT had average daily boardings decreased slightly 0.9%. This continues a trend seen since the introduction of the ADA Eligibility and Assessment Program. There was a slight increase in revenue hours of 0.6%. Revenue miles decreased 1.8%. Boardings per revenue hour decreased by 1.5%.

It is difficult to evaluate performance on the route level using data from the entire fiscal year due to seasonal fluctuations, the school year calendar, and triannual service changes. The redesign of some SE Salem routes in September 2018 makes it difficult to compare year-over-year. As a result, staff have created route snapshots using data from April 2019 to represent fiscal year performance. April is used due to a lack of national holidays, consistent school schedules, and moderate weather.

Mr. Jorstad went over the ridership by route data. On Cherriots Local, route #11 has the highest ridership followed by #19 then #21. On Cherriots Regional, route #40X has the highest ridership followed by #1X then 30X.

Mr. Jorstad explained that Cherriots uses boardings per revenue hour in April to measure a route's productivity. Each route type has a target boardings per revenue hour target, and all routes not meeting their target are highlighted in red. The corridor productivity target is 20 boardings per revenue hour and all but three routes are meeting that goal. For Neighborhood Shuttle productivity, the target is 10 boardings per revenue hour and there are only three routes meeting that goal. The Neighborhood Shuttle route main function is to connect with the corridor routes. The Regional Express productivity has a target goal of 10 boardings per revenue hour and there are currently only two that are meeting that goal. The Regional Express is like the Neighborhood Shuttle as they are moving people into Salem to get services that may not be available in their communities.

The preferred way to measure on-time performance is by comparing the scheduled departure time to the observed departure time at every time point along a route. Unfortunately, until Cherriots procures a CAD/AVL system, staff is unable to measure on-time performance this precisely. As a proxy, staff is using the end-of-route on-time performance. Throughout April 2019, staff measured arrival times of routes at the Downtown Transit Center and Keizer Transit Center using security camera footage. Staff compared observed arrival times to scheduled arrival times. Buses that arrived up to five minutes later than their scheduled arrival time were considered "on time." Buses that arrived more than five minutes later than their scheduled arrival time were considered "late."

Overall, Cherriots Local and Cherriots Regional services met the overall goal of 85% of trips on time. Cherriots Local met the system wide goal of 75% on-time during the PM peak (2:00-6:59 p.m.). Cherriots Regional services missed the mark for the days of collected data in April.

For the Cherriots Local service, most routes met or exceeded our targets throughout the service day. Route 2 Market / Brown will be receiving additional revenue hours for the September service change to help with on-time performance. Route 11 Lancaster / Verda had time point adjustments made for the May service change to help keep the route on time throughout the day.

This report will be combined with other demographic data and public input to develop a needs assessment. The needs assessment will be used to guide staff in developing the next application to the Statewide Transportation Improvement Fund.

Mr. Jorstad concluded his informational report and opened up the floor for questions. Director Carney asked about on time performance and if busses ever arrive early and if they do, then isn't it more problematic for the bus rider? Mr. Jorstad replied yes that does happen occasionally, but the data from the on time report is actually taken from security footage for end of route. Currently they do not have any data for in route times. Mr. Trimble further clarified that busses cannot leave time points early. If a bus happens to arrive at a time point early, the operator needs to maintain that time. The time points shown in this report are at the end of the line. Director Carney commented that it would be interesting to see comparisons and increases on future reports due to the new route going into the Mill Creek Corporate Center and how that affects ridership on other routes. President Davidson asked why on Cherriots LIFT, the revenue miles and revenue hours seem to be opposite and to explain the pulse system. Mr. Jorstad explained that the Cherriots LIFT service often has extra dwell times due to the nature of the service. The pulse system is when the busses all leave the transit center at the same time. Director Busch asked what right sizing the service meant regarding Cherriots Shop and Ride. Mr. Trimble explained that Cherriots Shop and Ride is a grant funded service, so there are finite number of dollars that run that service. We have to match the revenue hours to

match up to the dollars that are available. Last year, it was determined that there were more hours that we were running, so we had to reduce the number of revenue hours to match the funds we had available. This did result in fewer people able to get on some of the services.

I. GENERAL MANAGER'S REPORT

8:04 PM

Mr. Pollock reported Saturday's ridership. We are three Saturdays in and ridership has grown every Saturday. So far we have provided on Cherriots Local service, about 20,000 rides, which is over 6,600 rides per day. The first week was 6,200, the second week 6,400 and the third week at 7,200. Cherriots Regional service has had a total of 433 rides, and Cherriots LIFT had 218 total rides. The LIFT has grown a little each of week, but the Regional service had a slight drop in week three. We will continue to monitor. As Tyler mentioned earlier, there are a lot of people out riding the bus on Saturdays.

The Board Retreat was last Saturday and there are several items to follow-up on that we will be working on, reporting on and further discussing at the work session. As Director Carney brought up earlier, we do much of our legislative work at the State level through the Oregon Transit Association. Next week is the Oregon Transit Association Retreat to focus on the 2020 Legislative Session. Typically, part of Cherriots legislative agenda at the State level is to support the Oregon Transit Associations legislative priorities as well as Cherriots specific items.

J. BOARD OF DIRECTOR'S REPORTS

8:08 PM

Board members reported, both verbally and in writing, on their Board assignments, and citizen communications as representative of the District. In addition, board members shared the following:

President Davidson reported that he attended the Saturday service event. He thanked the Cherriots team for the event, which he and his family enjoyed immensely. He attended the MWACT meeting. He was able to get oriented and attend his first Willamette Valley Council of Governments Board meeting. He attended the SEDCOR annual lunch where he heard about the economic development happening in the area. Last Sunday he attended the Rodeo with his three year old daughter and had a great time.

Director Carney also attended the Saturday service event with her family and had a great time. She thanked Mr. Pollock and staff for putting on an excellent Board Retreat where she learned a lot. She attended a SKATS meeting where they evaluated all different projects that have been proposed for funding. She is happy to report that Cherriots was evaluated very highly in their bus replacement request. She also attended all scheduled Board Meetings and Board Work Sessions.

Director Nguyen also gave kudos regarding the Saturday event, she was especially impressed by the details, even the cookies. She attended the WSBA and at that meeting, Deputy Chief McGuire was in attendance and shared that the Salem PD Headquarters will be completed in September 2020 with a move-in date of December or January. She was also able to introduce herself to Commissioner Mordhorst and the Polk County Assessor. All were appreciative of the new extended hours at Cherriots and welcomed people to come out to West Salem and experience all the new restaurants along Edgewater Street.

Director Krebs said that one of the highlights of the month was the Saturday service event. He attended the Board Meetings, work session and Board Retreat. He attended the Keizer Chamber of Commerce Government Affairs Forum where they talked about rehabilitating River Road. He attended the Hispanic Heritage Breakfast, which was an educational and entertaining event. He went to three neighborhood association meetings. At the Morningside meeting they discussed the Reed Road improvements, which interested him because there is a lot of housing along that road, but no bus route due to road conditions. He is hopeful that a bus line can be put in when the road is safe to do so. Other items discussed of note was the CERT program. Director Krebs brought to their attention that the transit district will play a vital role in that program during a natural disaster. He also attended the SEDCOR lunch, City Club lunch, last month's SKATS meeting, and the Association of Rail and Transit Advocates meeting in Eugene.

Director Richards attended the Saturday service event with his family and thoroughly enjoyed it. He attended four different neighborhood association meetings where he shared the news of extended service at Cherriots. In one meeting, there was stand-up clapping over the announcement. He attended an interesting meeting at the Public Library regarding the homeless situation.

Director Busch attended several events this month. One of the most interesting meetings was the Citizen's Advisory Committee. She appreciated how fully engaged the members of the CAC were and their willingness to help the community out and gave an overview of their meeting. She attended the two Keizer City Council meetings, including the four hour meeting discussing the Keizer revitalization plan. The objectives for the Keizer revitalization plan is to simplify commercial zones, make commercial areas uniform, provide limited flexibility for restricted depth of commercial lots, improve architectural designs, improving pedestrian access and to improve the City of Keizer itself. She attended the Salem- Keizer Active Transportation meeting and received an overview on their comprehensive plan. They shared the Salem Project and they have been awarded the Safe Route to School grant. This is the first safe route to school program and will start with five elementary schools. Director Busch also attended the Hispanic Heritage breakfast and the Keizer Fire District's annual 9/11 remembrance ceremony.

Director Busch attended the Aging Friendly Luncheon and was able to see the report from the year long process. To access this report, go to <http://www.cityofsalem.net> and click on the Age Friendly Initiative. The topics discussed were looking through the lens of an aging

adult. Based on the Older Americans Act, the group found out that aging adults outnumber the number of children in our country. The group discussed that improvements that needed to happen were housing costs, mobility, pedestrian safety, transportation, and connect-ability. Their priorities were to increase their social participation, lifelong learnings, to remain in their own home for as long as possible, and adequate transportation. The group shared that their barriers are adequate transportation and many have started training on how to use the bus.

President Davidson appointed Board members to various committee and Board liaison assignments and made some changes to existing assignments. Follow-up from the Board Retreat is to start up some ad hoc committees. There will be a slight change in governance structure temporarily due to piloting these subcommittees. The subcommittees we are starting up initially are the Legislative Committee, which President Davidson is appointing himself, Director Carney and Director Busch to work with Mr. Pollock and Mr. Penn to develop a legislative agenda to bring back to the Board for approval. The second committee starting up is the Executive Committee to update the bylaws and code of conduct. President Davidson met with Mr. Pollock and discussed that at the October Work Session meeting, he will add a discussion item to the agenda to talk about our environmental impact. This topic is one of the key strategic initiatives and he would like a fruitful conversation with brainstorming on how we can execute that strategic initiative. President Davidson reminded the Board that if there are any items they would like to see on the agenda, let him know

K. ADJOURN BOARD MEETING

8:24 PM

Respectfully submitted,

Ian Davidson, President

Salem Area Mass Transit District
BOARD OF DIRECTORS~ **WORK SESSION** ~

October 07, 2019

Courthouse Square - Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301**MINUTES**

Present:	President Ian Davidson; Directors Robert Krebs, Colleen Busch (Via Conference Call), Charles Richards, and Doug Rodgers (Arrived at 6:35 PM) ABSENT: Sadie Carney, Chi Nguyen
Board:	
Staff:	Allan Pollock, General Manager; David Trimble, Chief Operating Officer; Al McCoy, Director of Finance/CFO; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives and Program Management; Chip Colby, Information Technology Manager; Susie Primmer, Technology Services Support Analyst; Jolene White, Executive Assistant
Guests:	Clark Williams, Heltzel Williams PC

- 1. CALL TO ORDER** **5:35 PM**
President Davidson called the meeting to order.
- 2. SAFETY MOMENT**
Mr. Pollock shared the *Safety Moment* for the month of October. October is employee wellness month. It is important to have a sound body and a sound mind. Focus on whole body wellness, this includes a well-balanced and nutritious diet, beginning each day with breakfast. Your body needs a good night's sleep and exercise, even if it's just for a few minutes. Volunteering (helping others) can help reduce stress and increase self-esteem. Don't forget about taking care of your mental health; take time to de-stress and take advantage of the employee assistance program that is a free and confidential benefit.
- 3. PRESENTATION** **5:40 PM**
None

4. DISCUSSION

5:41 PM

a. Review of Non-Bargaining District Retirement Programs

Staff Report: Pages 3-10 of the Agenda

Presenter: Paula Dixon, Director of Administration
Clark Williams, Heltzel Williams PC

Ms. Dixon introduced Mr. Williams as the District's pension plan attorney from Helzel Williams. Mr. Williams was a part of the group that developed this plan in 2001, so he will be explaining to the Board how the non-bargaining pension plans work.

The District offers a pension benefit to its employees. For non-bargaining employees, there are two pension plans: a defined benefit and a defined contribution plan. The District pays the full cost of funding these plans.

A defined benefit pension offers a lifetime benefit to vested employees based on a formula. A defined contribution plan contributes a set amount that grows based on investment earnings and new contributions. The District plan also includes a "floor offset" option in which the funds in the defined contribution plan can be combined with the funds in the defined benefit plan to provide a higher monthly benefit.

The current plan guarantees a lifetime pension benefit to all employees, commencing at retirement at age 60 or thereafter, equal to 1.64% times their credited years of service times their "final wage salary". "Final wage salary is the average annual compensation during an employee's highest five consecutive years of compensation. For example, an employee retiring at age 60 with 25 credited years of service and a "final wage salary" of \$45,000/year will receive a pension of $1.64\% \times 25 \text{ year} \times \$45,000/\text{year} = \$18450/\text{year}$, payable monthly at \$1,537.50/month for his or her lifetime. The employee is also given the opportunity to elect a joint-and-survivor 50% or 100% annuity with his or her spouse, which would pay slightly less to start but which would continue after the employee's death to the employee's spouse at chosen percentage for the rest of the spouse's lifetime.

An employee can retire as early as age 55 on a reduced basis (6% per year reduction). Or if the employee has at least 30 credited years of service, he or she can retire at age 55 or thereafter on an unreduced basis. An employee can work beyond age 60 and continue to earn credited years of service and potentially a higher "final average salary", but there is no additional increase in the pension amount for later commencement.

Credited years are plan years (July 1- June 30), where the employee performs at least 1,600 hours of service. An employee will receive a half credit for a plan year in which he or she performs at least 800 hours but less than 1,600 hours of service. An employee must have at least five credited years to receive a pension at all (i.e. to be vested).

An important feature of this plan is that it is "offset" by the employee's account balance in the SAMTD Non-Bargaining Unit Retirement Plan. That plan is a defined contribution plan

into which the District contributes annually for all qualifying employees an amount equal to 10% of each employee's compensation.

If an employee dies before retirement, then the benefit earned by the employee is paid to his or her surviving spouse as annuity for his or her lifetime, adjusted for any difference in life expectancy. If the employee has no spouse, then no pension is paid and all benefits revert to the plan.

The District bears all of the cost of the plan. There are no employee contributions to this plan. Because the payments are promised now but paid later at retirement, the plan actuaries determine the "normal cost" of the plan each year. This "normal cost" is the present value, today, of the cost of the benefits that are promised to employees' payable in the future. The normal cost is calculated each year depending number of qualifying employees, their ages and salaries, and their life expectancies. The "normal cost" also considers expected earnings on the funds in the plan between now and retirement for each employee. The District then contributes this normal cost to the plan.

Follow-up: The Board would like information on other transit agencies retirement plans to compare to the Districts plan.

b. Board Response to Bus Stop Requests

Staff Report: Pages 1-4 of the Supplemental Attachment to Agenda

Presenter: Steve Dickey, Director of Strategic Initiatives and Program Management

Mr. Dickey discussed the process for when a new bus stop or shelter is requested. Many times these requests are for new developments or closer to a specific location. There are also often requests for a bus stop to be relocated. When these requests are made to the Board, the procedure to follow is to get the contact information of the individual that is making the request; name, phone number or email and address. This way if there are additional questions about their request and to provide follow-up. Note the location of the requested change and any pertinent information as to why they are making the request. Send all information for requests to the General Manager.

When a bus stop or shelter change is requested, the request is taken to a monthly, internal committee that includes staff from the Operations Division and the Planning Department. When deciding upon each request, there are many elements that are taken into account. The most important elements considered are corridor safety, ADA requirements, stop spacing, and accessibility (sidewalks, lighting etc.). The committee also looks at what the demand is from the community, beyond the individual making the request. Consideration is also given to the increased maintenance needs a new shelter may require. The discussion is documented in the meeting minutes and covers all considerations and the decision that was made. Contact will then be made to the individual that made the request and to the Board member that took the request to let them know of the decision, and why that decision was made.

There are several documents regarding bus stop requests on the Cherrits web site that goes over this process. The document, Service Guidelines for Bus Service covers everything to how routes are designed, to the planning process. Section 5.7 covers bus stops decision criteria.

Follow-up: Board members will take down all information for a request and provide it to General Manager.

c. Board Retreat Follow-up

Staff Report: Page 11 of the Agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock discussed the September 21, 2019 Board Retreat follow-up activities. Ad hoc committees will be established to develop a strategic plan process, develop performance oversight, monitoring and reporting plan, develop the 2021 legislative agenda and to revise the board by-laws and code of conduct.

At the retreat, the Board came to a consensus that starting in January 2020, the work sessions will be scheduled immediately preceding the regular meetings on an as needed basis. Only electronic board packets will be distributed unless a request is made for a hard copy. Electronic board packets to the Board will be put into PowerPoint format or in a form to allow indexing. The board packets will also be added to the meeting invites for the Board. The Board requested that the packets need some consistency and reports need more analysis and discussion of trends. The Board requested a journal for centralized note keeping, and these were handed out tonight.

The Board asked what the difference between mass transits versus transportation districts. The mass transit term is generally used for urban areas and transportation districts are less urban and more rural environments.

Follow-up: Indemnification and is there need to have D&O insurance. The GM report will include more details of meetings attended. GM will work with each board member for scheduling one-on-one meetings. Schedule Del Webb visits for new board members. Relook at work session topics for proper scheduling to allow an earlier look at the information to discuss.

d. Discussion on Sustainability Strategic Priorities

Staff Report: Pages 13-18 of the Agenda

Presenter: Allan Pollock, General Manager

Mr. Pollock discussed the District strategic priority on environment sustainability. During the September 26th Board meeting, President Davidson requested that an agenda item pertaining to the District's strategic priority titled "Be an Environmentally Responsible Organization" be added to the October work session agenda.

The District's strategic plan has identified five strategic priorities including "Be an Environmentally Responsible Organization." The STRATEGIC plan defines this priority as

ensuring our daily practices and transportation services will support environmentally responsible stewardship. The priority goal is to minimize our impact on the environment, including our services, public spaces and facilities.

The Board has adopted two policies that support sustainability. They are Policy 106: Vehicle Acquisition Policy and Policy 120: Environmental Sustainability Policy Statement. In the rules, the policy does state that the District should have two different fuel types in case accesses to one of the fuel types goes down. Currently the District has half natural compressed gas and half biodiesel.

In support of this priority the District has established an employee committee to lead our sustainability efforts. In addition, the District is a Marion County Earthwise Certified organization and has signed on to the America Public Transportation Association Sustainability Commitment.

President Davidson suggested that the District have a dedicated staff person to focus on the strategic priority of being an environmentally responsible organization. This potential sustainability coordinator could do tasks such as seek grants for the District, conducting ongoing environmental analysis, creating a training program for staff and volunteers, attending committee meetings and providing follow-up, community outreach and updating environmental sustainability policies. President Davidson would like to see a staff proposal with a total cost analysis to bring to the Board to determine if this is the path they would like to take.

Another possible approach to prioritizing environmental sustainability would be to start a program at Cherrits such as Marion County has done with the Master Recycler program. This program includes over 30 hours of instruction to volunteers in the community. The classes are taught by local experts from business, government and non-profit sectors. After participants complete their training, they are required to undertake 30 hours of community "payback" through independent projects and outreach events. A program such as that could then draw on trained volunteers to fill different committee positions, increase public awareness and outreach events. The Board discussed several different scenarios and suggestions for how to prioritize environmental sustainability.

The topic of environmental sustainability comes up more and more often with members of the community. The Board would like to have more specific information to be able to share and answer questions. If and when the state adopts a price on carbon, it will affect the District and we would like to be ahead of curve. Mr. Pollock shared that when the District submitted a grant for compressed natural gas busses and asked our federal delegation for letters and calls of support, Senator Merkley would not support our application. Senator Merkey called Mr. Pollock and stated that he would only support agencies that use electric busses.

Follow-up: Staff will prepare a report with total cost analysis and recommendations to bring to the Board in a future meeting.

4. GENERAL MANAGER COMMENTS

7:02 PM

Staff Report: Pages 19-20 of the Agenda

Presenter: Allan Pollock, General Manager

At the December Board meeting, there will be some action items on positions. The first one will be the Budget Committee. There are currently have three vacancies on the Budget Committee for sub-district 1, sub-district 3 and sub-district 5. Recruitment efforts are being made to fill the pending Board seat. The next opportunity for Senate confirmation for the Board seat will be in February 2020.

Mr. Pollock handed out a flyer from the City of Salem's Our Salem workshop. The City intends to update the Salem Area Comprehensive Plan, which guides development in the Salem area, but first, they need to know how we want to grow. They want feedback from the community, whether people live in the city, work here or travel through.

Although not a District sponsorship, we do a lot of work with Salem Refugees, such as travel training and helping them get acclimated into Salem. Lisa Carrington is hosting a table at the Salem for Refugees Fundraiser on Friday, November 15, 2019. She has invited any Board members that would like to attend. If interested in attending, contact Mr. Pollock.

Board members reviewed a draft agenda for the October 24, 2019 board meeting, the Board's calendar of scheduled meetings and events and upcoming agenda items for Board review or action.

President Davidson updated the Board on his meeting with Craig Pope, Commissioner for Polk County. Mr. Pope shared his office's aversion to Cherriots. This attitude mainly comes from issues such as the Fall City matter. President Davidson would like to mend those relationships and one way they are planning to do that is through a reinvigoration of regional advisory committees. Through the memorandum of understanding with Marion and Polk County, this committee will consist of three members from Polk County, Marion

County and North Marion County. Previously there were three different bodies that would give the District advice on regional routes and now they will be incorporated.

Follow-up: Mr. Pollock will brief the Board on the MOU with Marion and Polk counties for regional service, at the November work session.

5. WORK SESSION ADJOURNED

7:15 PM

Submitted by:
Jolene White,
Executive Assistant



BOARD MEETING MEMO

Agenda Item E.2.a

To: Board of Directors

From: Al McCoy, Chief Financial Officer

Thru: Allan Pollock, General Manager

Date: October 24, 2019

Subject: FY 2020-21 Budget Calendar

ISSUE

Shall the Board adopt the proposed Budget Calendar for the FY2020-21 budget preparation?

BACKGROUND AND FINDINGS

Pursuant to Oregon Budget Law, the FY2020-21 budget must be adopted by the Board no later than June 30, 2020 in order for the District to continue to operate.

As required under Oregon Budget Law, the Board selects a budget committee to review and approve a proposed budget. Prior to the first Budget Committee meeting, a notice of the meeting must be published twice between 10 and 30 days before the meeting, separated by at least five days.

Orientation for new Budget Committee members may be scheduled during the month of April by notifying the General Manager or Executive Assistant. Finance staff will then set up mutually convenient meeting date(s) and time(s) to cover the basic duties of the committee. The work of the Budget Committee begins at the first meeting, proposed for Thursday May 7, 2020. At this meeting, the Budget Committee receives the proposed budget presented by the General Manager. During this and any subsequent meetings, the committee reviews and ultimately approves the budget. The Budget Committee schedule will be three Thursday evenings starting at 6:00 PM on May 7, May 14, and May 21 (if needed).

The Budget Committee will present the approved budget to the Board at the June 25, 2020 Board meeting; and the Board will hold a Budget Hearing. Prior to that meeting, the District is required to publish a summary of the budget, along with a notice of the

budget hearing, between 5 and 30 days prior to the board meeting. This publication will occur the week of June 1, 2020.

The Board reviewed the draft calendar at the September 9, 2019 work session.

FINANCIAL IMPACT

None

RECOMMENDATION

Approval of the proposed FY2020-2021 Budget Calendar.

PROPOSED MOTION

I move that the Board approve the proposed FY2020-2021 Budget Calendar.

Salem Area Mass Transit District

BUDGET CALENDAR

Fiscal Year 2020-2021

Day	Date	Time	Responsible	Activity
Thursday	October 24, 2019	6:30 PM	Finance	Board adopts FY 2020-2021 Budget Calendar <ul style="list-style-type: none"> (for FY 2020-21 Budget Process)
Mon - Fri	Week of April 6, 2020		Finance	Publish First Notice of Budget Committee Meeting (10-30 Days)
Mon - Fri	Week of April 13, 2020		Finance	Publish Second Notice of Budget Committee Meeting (5-30 Days)
Wednesday	April 29, 2020		Executive Team	Executive Team approves draft for Budget Committee consideration
Mon - Fri	Month of April		Finance	Budget Committee Orientation with Committee members upon request
Thursday	May 7, 2020	6:00 PM	Executive Team	First Budget Committee Meeting - <ul style="list-style-type: none"> Election of Officers & Budget Message
Thursday	May 14, 2020	6:00 PM	Finance	Second Budget Committee Meeting - <ul style="list-style-type: none"> Deliberation & Approval
Thursday	May 21, 2020	6:00 PM	Finance	Third Budget Committee Meeting - (if necessary) <ul style="list-style-type: none"> Deliberation & Approval
Mon - Fri	Week of June 1, 2020		Finance	Publish Budget Summary and Notice of Budget Hearing (5-30 Days)
Thursday	June 25, 2020	6:30 PM	Budget Committee	Board holds Budget Hearing
Thursday	June 25, 2020	6:30 PM	Board	Board adopts FY2021 Budget, makes appropriation, levies taxes
Mon - Fri	Week of July 20, 2020		Finance	Adopted budget and levy certification form due to County Assessors (submission required by July 30, 2020)



BOARD MEETING MEMO

Agenda Item E.2.b

To: Board of Directors
From: Linda Galeazzi, Executive Assistant/Clerk of the Board
Thru: Allan Pollock, General Manager
Date: October 24, 2019
Subject: Adoption of the Revised FY 2020 Board Meeting Dates

ISSUE

Shall the Board adopt the revised Fiscal Year 2020 Board meeting calendar as shown in Attachment B?

BACKGROUND AND FINDINGS

Under Rule 11 of the Bylaws, it states that the Board will hold regular meetings on the evening of the fourth Thursday of each month except for meetings announced in advance. When the day fixed for any regular meeting falls upon a day designated by law as a legal or national holiday, such meeting shall be held on another date and time designated by the Board. The start time for Board meetings is 6:30 p.m.

At the September 21st board retreat during discussions on board activities it was recommended to modify the current practice of holding work sessions on the 2nd Monday of the month to the same day and immediately prior to regularly scheduled board meetings beginning in January 2020. Included in the agenda packet is the currently adopted board meeting schedule as shown in Attachment A. A revised meeting schedule is included as Attachment B.

FINANCIAL IMPACT

There is no financial impact as a result of this action.

RECOMMENDATION

Based on board discussion at the September 21st retreat staff recommends the board adopt the revised fiscal year 2020 schedule of board and work session meeting dates as shown in Attachment B.

PROPOSED MOTION

I move that the Board adopt the revised fiscal year 2020 schedule of board and work session meeting dates as shown in Attachment B.

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

FY 2020

Regular Board Meeting and Work Session Dates

Eleven Meeting Schedule

Work Session	Board Meeting
Monday, July 8, 2019	Thursday, July 25, 2019
Monday, August 12, 2019	Thursday, August 22, 2019
Monday, September 9, 2019	Thursday, September 26, 2019
*Mon, Oct. 7, 2019 (1 st Monday)	Thursday, October 24, 2019
*Tuesday, Nov 12, 2019	--- NO November Board Meeting
--- NO December Work Session	Thursday, December 12, 2019
Monday, January 13, 2020	Thursday, January 23, 2020
Monday, February 10, 2020	Thursday, February 27, 2020
Monday, March 9, 2020	Thursday, March 26, 2020
Monday, April 13, 2020	Thursday, April 23, 2020
Monday, May 11, 2020	Thursday, May 28, 2020
Monday, June 8, 2020	Thursday, June 25, 2020

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

**FY 2020
Regular Board Meeting and Work Session Dates**

**Effective January 1, 2020
Revised: October 24, 2019**

Work Session	Board Meeting
Monday, July 8, 2019	Thursday, July 25, 2019
Monday, August 12, 2019	Thursday, August 22, 2019
Monday, September 9, 2019	Thursday, September 26, 2019
*Mon, Oct. 7, 2019 (1 st Monday)	Thursday, October 24, 2019
*Tuesday, Nov 12, 2019	--- NO November Board Meeting
--- NO December Work Session	Thursday, December 12, 2019
	Thursday, January 23, 2020*
	Thursday, February 27, 2020*
	Thursday, March 26, 2020*
	Thursday, April 23, 2020*
	Thursday, May 28, 2020*
	Thursday, June 25, 2020*

*Effective January 1, 2020 works session are scheduled at 5:00 PM immediately prior to the regular board meeting scheduled at 6:30 PM.



BOARD MEETING MEMO

Agenda Item G.1

To: Board of Directors

From: Chip Colby, Manager of Information Technology

Thru: Allan Pollock, General Manager

Date: October 24, 2019

Subject: Approval of Equipment Purchase for Fixed Route Camera Upgrades

ISSUE

Shall the Board authorize a contract award to Safety Vision for the purchase of equipment and services for the Fixed Route Bus Camera Upgrade project in the not to exceed amount of \$473,200?

BACKGROUND AND FINDINGS

With the exception of buses recently acquired, the current Safety Vision camera systems on our fixed route bus fleet have been in service for between 8 and 15 years. The reliability of these camera systems has been excellent but the technology has advanced to a point that these cameras are no longer supportable and must be replaced.

As part of the ITS Phase 4 project, funding was allocated for Security Projects, with those funds being earmarked specifically for this upgrade effort. As was reviewed in a presentation during the August 12, 2019 Board Work session, this will entail the replacement of 8 cameras per vehicle and related support equipment, software, software licensing, and installation across 35 of our older fixed route bus fleet.

As part of our planning, the Technology Services Department surveyed the marketplace for available ruggedized bus camera systems and found that if we migrated from the older Safety Vision solution to the newer Safety Vision solution, we would leverage our existing investment to its fullest, permitting a smooth transition from the legacy technology to newer technology. Additionally, new buses from Gillig are coming equipped with the precise camera systems we will be acquiring as part of this purchase; further supporting the benefits of staying with the Safety Vision product. Therefore, in accordance with SAMTD procurement procedures, this procurement is being managed as a Sole Source procurement;

- The manufacturer does not sell through distributors or resellers thus the equipment can only be purchased directly from the manufacturer.
- Services could not be legally offered provided by another offeror.

- All of our new buses from Gillig are coming with the SV800 camera systems.
- The duplication costs associated with engineering a different solution would exceed \$1M and an award to another vendor would not likely result in cost savings that would be recovered through competition.

FINANCIAL IMPACT

Funding for this proposed purchase is included in the FY2019-20 Adopted Budget in the Capital Project Fund and is identified as ITS Phase 4. The project is funded by federal grants with local match, and the activities related to this purchase are covered in the grant agreements.

RECOMMENDATION

Staff recommends that the Board authorize a contract award to Safety Vision for the purchase of equipment and services for the Fixed Route Bus Camera Upgrade project in the not to exceed amount of \$473,200.

PROPOSED MOTION

I move that the Board authorize a contract award to Safety Vision for the purchase of equipment and services for the Fixed Route Bus Camera Upgrade project in the not to exceed amount of \$473,200.



BOARD MEETING MEMO

Agenda Item G.2

To: Board of Directors

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

Thru: Allan Pollock, General Manager

Date: October 24, 2019

Subject: Authorizing the General Manager to Execute a Revenue Contract with U.S. Venture, Inc., dba U.S. Gain (U.S. Gain) for Renewable Natural Gas (RNG) Services

ISSUE

Shall the Board authorize the General Manager to execute a five-year (2 base, 3 options) term Revenue Contract with U.S. Gain for Renewable Natural Gas Services for a total revenue contract amount of \$1,128,600?

BACKGROUND AND FINDINGS

The Board received a detailed presentation on Renewable Natural Gas (RNG) at the April 8, 2019 Work Session. For several years, staff has been developing a long-term vehicle strategy. One key element to our strategy has been to seek opportunities to utilize alternative fuel types in our District vehicles. The District will replace its Compressed Natural Gas fuel type with the more sustainable Renewable Natural Gas.

RNG, or biomethane, can be derived from a variety of sustainable and renewable sources, including decomposing organic waste in landfills, water treatment plants, and livestock facilities. It is then blended with natural gas through the existing pipeline from which our Compressed Natural Gas (CNG) is delivered. The District currently uses approximately 553,000 annual thermal units of natural gas for our fleet of 34 CNG-fuel vehicles. The change of this fuel type furthers our commitment of enhanced sustainability and responds to the Salem-Keizer communities' demand for cleaner, more cost-effective transportation.

The RNG Program is structured through the RNG producer receiving CO2 Abatement and Carbon Credits when they can demonstrate that the fuel produced is being used in vehicle fleets. Because the credits cannot be generated without the vehicle fleets,

the producer shares a percentage of the revenue received. The RNG broker connects RNG producers with RNG users. There is no actual gas transportation occurring. Revenue is often calculated by the therm. There is no change needed to District infrastructure as the RNG is delivered using the existing CNG pipeline.

Staff issued a Request for Proposal (RFP) for RNG Services on July 12, 2019 and the solicitation closed on August 9, 2019. There were three proposers: Trillium, Clean Energy Fuels, and U.S. Gain. A Source Evaluation Committee was formed to evaluate all submitted proposals, which were all deemed responsive. Ratings were based on company references, qualifications, and percentage of revenue share. A representative from NW Natural Gas served as a technical expert to the evaluation team.

U.S. Gain was evaluated to be the successful proposal. Further, U.S. Gain has the most advantageous compensation credit structure providing the greatest return per therm. The District chose a fixed-rate revenue share to reduce any potential risk and significant variability in the market and to ensure accountability in payment auditing.

FINANCIAL IMPACT

This proposed contract is a revenue contract which will add revenue to the District's General Fund.

Table 1 below details the anticipated revenue based on annual term usage. The increase in Year 2 reflects the service expansion in May 2020.

Table 1

Contract Year	Contract Dates	Annual Therms	Annual Revenue
Year 1	11/1/19 – 10/31/20	553,500	\$221,400
Year 2	11/1/20 – 10/31/21	567,000	\$226,800
Year 3	11/1/21 – 10/31/22	567,000	\$226,800
Year 4	11/1/22 – 10/31/23	567,000	\$226,800
Year 5	11/1/23 – 10/31/24	567,000	\$226,800
Grand Total			\$1,128,600

RNG Calculations using .40 cents per therm.

RECOMMENDATION

Staff recommends that the Board authorize the General Manager to execute a five-year revenue contract with U.S. Gain for an anticipated revenue amount of \$1,128,600.

PROPOSED MOTION

Shall the Board authorize the General Manager to execute a five-year contract with U.S. Gain for an anticipated revenue amount of \$1,128,600?