



Salem Area Mass Transit District

**BOARD OF DIRECTORS VIRTUAL MEETING**

Thursday, April 23, 2020 at 6:30 PM

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Join by phone: **+1 609-779-1094** | PIN: **318 011 271#**

(Detailed Instruction to participate in the meeting are on the next page)

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

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Public comments on any of the agenda items can be submitted in writing by email to [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org) or mailed to: SAMTD Board, 555 Court Street NE, Suite 5230, Salem, Oregon 97301 by 5pm on Wednesday, April 22, 2020; or contact Linda Galeazzi at (503) 588-2424 for instructions to testify. Written testimony received will be provided to the Board of Directors and will be included in the public record for the meeting.

The order of business may be revised at the President’s discretion. Due to time constraints, items on the agenda not considered will be continued to the next regularly scheduled Board meeting.

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You may want to try out your connection to the virtual meeting 10-15 minutes early.

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- Cherriots Facebook Live - <https://www.facebook.com/cherriots/>
- CCTV Cable Channel 21
- CCTV Video Streaming - <https://www.cctvsalem.org/all>.

### CONTACT:

Linda J. Galeazzi, CMC, Executive Assistant | Clerk of the Board

General Manager's Office | Salem Area Mass Transit District

e: [linda.galeazzi@cherriots.org](mailto:linda.galeazzi@cherriots.org) | Board: [publictestimony@cherriots.org](mailto:publictestimony@cherriots.org)

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For an electronic copy of the Board's agenda packet, go to [www.cherriots.org/board](http://www.cherriots.org/board).

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Para obtener una copia electrónica del paquete de agenda de la Junta, visite [www.cherriots.org/board](http://www.cherriots.org/board).

**SAMTD BOARD OF DIRECTORS  
VIRTUAL MEETING AGENDA**

- A. CALL TO ORDER** (President Ian Davidson)
1. Note of Attendance for a Quorum
  2. Pledge of Allegiance
  3. "Safety Moment" Thought for the Day (General Manager Allan Pollock)
- B. ANNOUNCEMENTS & CHANGES TO AGENDA**
- C. PRESENTATION**
1. FY 2020 State Legislative Session Briefing ..... **1**
- D. PUBLIC COMMENT**
- Written testimony received by 5:00 p.m. Wednesday, April 22 will be provided to the Board of Directors in advance of the meeting and will be included into the public record for this meeting.
- 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. February 27, 2020 Board Work Session ..... **13**
    - b. February 27, 2020 Board of Directors Meeting ..... **17**
  2. **Routine Business** - None
- F. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- G. ACTION ITEMS**
1. Approval of the FY2021-2023 General Manager's Strategic Work Plan ..... **25**
- H. INFORMATIONAL REPORTS**
1. Update on the District's Actions Concerning COVID-19
- I. GENERAL MANAGER'S REPORT**
- J. BOARD OF DIRECTORS REPORTS** ..... **36**
- K. ADJOURN BOARD MEETING**

Next VIRTUAL Board Meeting Date: Thursday, May 28, 2020





2020

ANNUAL  
REPORT

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# SESSION OVERVIEW

Approved by voters in 2010, Oregon's constitutionally mandated 35-day short sessions were envisioned as an opportunity for legislators to balance budgets and make policy tweaks in the middle of a two-year budget cycle. In those intervening 10 years, the short session has evolved into an opportunity for the majority party to advance major policies. Although the short sessions have regularly seen their share of drama, Oregon's 2020 short legislative session was unlike anything the state has experienced before, with members from both political parties calling it a failure. No budgets were approved and only three policy bills made it through the process, while dozens of others were in the queue when Sine Die occurred.

## **2020 Short Session Begins**

With supermajorities in the House (38 out of 60 seats) and the Senate (18 out of 30 seats) and control of the Governor's office, Democrats entered the 2020 session with a laundry list of priorities, including increased gun control, funding to address the homelessness crisis, codifying a historic agreement between environmentalists and the timber industry and a revamped approach to fighting wildfires. Above and beyond these issues, however, was passage of a cap-and-trade bill, which failed in the 2019 legislative session when Senate Republicans fled the state, denying the quorum needed to conduct business.

The Oregon Constitution requires that two-thirds of members be present in order to take any action in the Senate and House chambers, meaning Democrats needed at least two Republicans present to pass bills off the floors in the 2019 and 2020 sessions. By leaving the Capitol and denying this quorum, Republicans were able to run out the clock and kill the cap-and-trade bill during the 2020 session once again.

The opening gavel started off the 2020 session on February 3 with a constitutionally mandated adjournment Sine Die date of March 8. Legislators were on edge from the beginning, unsure of what the next 35 days would hold. Committees hit the ground running, as the demanding schedule of the short session required. Foreshadowing future drama, House Republicans refused to show up for an evening floor session early in session, denying Democrats the quorum necessary to debate bills on the floor and signaling a willingness to leave the building if their concerns were not addressed on SB 1530 (cap-and-trade).

### **Cap-And-Trade Political Challenges**

Working through the interim to find a compromise on SB 1530, Democrats entered the 2020 session having made major concessions to those opposed to the 2019 version. The program exempted more industries, was to be phased in geographically, and the initial implementation date was delayed several years. Still, resistance was fierce. Senate Republicans renewed their threats to leave the state



and deny a quorum if Democrats moved the bill to the floor, and Timber Unity, the grassroots that sprung up in opposition to the 2019 cap-and-trade bill, held a rally on February 6 that saw hundreds of log trucks and more than 1,000 people descend on the Capitol. With horns blaring as the trucks circled the building, the second public hearing on Senate Bill 1530 was held.

After numerous public hearings and work sessions, the bill passed out of the Senate Committee on Environment and Natural Resources and the Ways & Means Joint Subcommittee on Natural Resources. The final hurdle before heading to the floor for a vote of the entire Senate was a vote of the full Ways & Means Committee. In a rare procedural move, Senate President Peter Courtney (D – Salem) placed himself as the deciding committee vote because Ways & Means co-chair Senator Betsy Johnson (D – Scappoose) was a staunch opponent of the policy. Despite fervent opposition and frustration among committee members, the bill moved.

### **Republican Walk Out**

As the game of political chicken came to a head, Senate Republicans made good on their word and fled the state. When the Senate gaveled in on February 25, 11 of the 12 Senate Republicans were absent. Senator Tim Knopp (R – Bend), who faces a tough re-election battle in a district that has seen an uptick in Democratic voter registration, broke from his colleagues and stayed in Salem to protect his seat. Rather than send the state police to track down the absent Senators, as the Governor had ordered in 2019, President Courtney simply urged his Republican colleagues to return to conduct the business of the Senate. A day later, House Republicans joined their Senate fellows, refused to show up for a February 26 floor session and left the state. The sole remaining Republican from that caucus was Bend Representative Cheri Helt, who represents half of Sen. Knopp's district.



While activity on the floor ground to a halt, the remaining (predominantly Democrat) legislators continued to hold hearings and move bills out of committees at high speed to the floor, in preparation for a Republican return. Bare bones committees passed out legislation while leadership engaged in a war of words, with Democrats blaming Republicans for abusing the process while Republicans insisted that a cap-and-trade proposal be sent to the voters for approval.

### **Democratic Response and Stalemate**

On February 27 during an afternoon meeting of the House Rules Committee, House Democratic leadership announced that they were issuing subpoenas for the absent House Republicans. Legislative Counsel Dexter Johnson testified to the committee that the legislature was within its power to subpoena absent members, and the committee announced that absent House Republicans were expected to show up to a March 5 hearing of the House Rules Committee to explain their absence.

By March the Capitol was a ghost town, with no sign of Republicans in either chamber. Republican and Democratic leadership continued their war of words, with dueling press releases sent out daily. On the morning of March 5, with a Sine Die deadline of midnight on March 8, House and Senate Republicans gave their first indication that they would be willing to return to the building on the 8th to pass a limited selection of budget and policy bills and nothing else, similar to the end of the 2019 session. Democratic leadership continued to insist that they were only interested in passing all of the bills that had been sent from the committee to the floor and were not interested in acquiescing to the demands of the super-minority.

As rumors swirled as to how Democratic leadership would handle the demands, the House Rules Committee convened the meeting where House Republicans were subpoenaed to show. When, as expected, House Republicans did not show up, the committee was adjourned.

In a dramatic floor session shortly after the House Rules Committee adjourned, Speaker Tina Kotek (D – Portland) gave an impassioned speech in which she lamented how the session had evolved before announcing that Democrats would not give in to Republican demands, and that there was no longer the time remaining in session to pass all the bills in the queue. With that, she announced that the House would not convene again this session, for all intents and purposes bringing the 2020 legislative session to an end. Senate President Peter Courtney gave a similar speech minutes later as stunned lobbyists, staff and members looked on.

This ending led to one of the most unproductive sessions in recent history, with only three bills passed before the walkout began. Democrats and Republicans continue to blame each other for this outcome. The question now is who voters will blame during the upcoming November general election and will it change the makeup of the future legislature.

### **Emergency Board Meeting**

Without legislative approval of agency budget updates, Capitol leadership called a special meeting of the Emergency Board the day after Sine Die on March 9. In that meeting, which was attended by both Democrats and Republican members, the committee was able to utilize emergency funds to respond to critical needs of the state. Those included allocations such as \$7.5 million for emergency response to the flooding in Eastern Oregon and \$5 million to help the Oregon Health Authority combat the COVID-19 outbreak and other investments.





While these investments were met with bipartisan support, the final issue on the agenda received significant opposition from Republican committee members. Contained in the agenda was a \$5 million allocation to the Oregon Department of Environmental Quality for rulemaking and other actions associated with greenhouse gas emission reduction policies contained in the cap-and-trade bill, SB 1530. Based on a Department of Justice legal opinion, Governor Brown began the long and litigious process to regulatorily implement portions of the controversial bill that shut down the Legislature. We expect updates on this action in the weeks ahead and will provide ongoing counsel on the potential impact to our clients' issues.

### **Next Steps**

At the time this report goes out, questions swirl around how Democrats and Republicans will come together to stabilize a struggling state budget, provide ample resources to fight COVID-19 and support citizens around the state. Many expect the Governor to call a Special Session of the legislature to accomplish many of the lingering issues from the short session. If that occurs, Republicans have indicated a hesitation to show up if cap-and-trade legislation is on the agenda. In essence, both sides are facing another stalemate as the Governor refuses to call legislators back to the building until everyone agrees to a successful and functional understanding.

CFM will continue to monitor the situation as it develops and will reach out with specific details as they occur. Thank you for allowing us to serve you in the Capitol.

# CHERRIOTS

## OREGON

Cherriots focused its 2020 Legislative Session priorities on defense and implementation. Our main goals were defending historic investments in transit services resulting from the 2017 Transportation Package and monitoring any effort to sweep those dollars into alternative (non-transit related) funds. In addition, our other high priority efforts were ensuring negotiated statutory framework language was adopted to consolidate the STIF and STF funds. Finally, we begin conversations with lawmakers around a clean fuels exchange legislative concept to introduce in the 2021 session.

## STIF/STF

During the 2019 session, Cherriots and other transit advocates secured an agreement with legislative leaders to participate in a stakeholder-driven process to consolidate the STIF and STF funds with a statutory framework that stabilized services to vulnerable populations. Cherriots General Manager Allan Pollock and CFM participated in those conversations and worked with ODOT to present agreed-upon language to be adopted by the Joint Transportation Policy Committee in HB 4036, the ODOT omnibus technical fix bill.

Due to political fighting over other issues (jet fuels tax increases and gun possession at PDX) within the bill, it became apparent that these issues would scuttle any effort to pass a comprehensive omnibus technical fix bill during the contentious short session. With that in mind, CFM worked with legislative leaders and ODOT to amend the STIF/STF consolidation language into HB 4163, the end-of-session Program Change bill. Our suggested language was adopted in the final days of session and we are advocating that any future special session would include our statutory framework in a similar bill.

## CLEAN FUELS

Cherriots and CFM have begun conversations with Salem-area legislators and will develop a legislative concept for discussion during the 2021 Legislative Session that would convert existing and expired business energy tax credits into Clean Fuels credits. Cherriots currently owns two such tax credits and is already registered as a Clean Fuels credit generator with DEQ. Cherriots will continue conversations with lawmakers, agency leadership and advocates to prepare the issue in advance of session.

# CHERRIOTS

## BILLS OF INTEREST

HB 4107 – This bill contained multiple provisions but would have chiefly required businesses to accept cash as well as cards at their establishments. While most transit entities were neutral on the bill due to their intention of accepting cash for the foreseeable future, business entities, banks, hospitals and others requested exemptions for the requirement, citing a plethora of implementation and logistics issues. Like nearly all other bills, this was considered dead at the end of session, but we expect it to return in 2021. Our goal is to monitor development of the bill for any potential impact on transit as it changes during the interim.

HB 4097 – This bill would have prohibited police officers from requesting proof of fare payment or checking for an arrest warrant for a person suspected of failing to pay or failing to provide proof of payment of fare imposed by a mass transit district. TriMet raised concerns about the safety of fare inspectors in a situation where police were unable to assist and argued that these positions are assaulted every day. While Cherriots and other transit districts across the state do not have the same enforcement mechanism in place compared to TriMet, this is an issue that could easily return in the 2021 session and warrants continued monitoring.

SB 1506 – This bill would have removed the Governor’s ability to hire and fire the newly appointed public records advocate and would have instilled that right to the Public Records Advisory Council. A result of the 2019 scandal where the former advocate, Ginger McCall, resigned in response to perceived pressure from Governor Brown’s staff around how the advocate should accomplish their job. The bill received broad bipartisan support and will most likely come back during a special session or in 2021.

# Session Statistics

Beginning on February 3 and functionally complete on March 5, the 81st Legislative Session will be remembered for the fight over Cap and Trade legislation and the inability to compromise on a solution before Constitutional Sine Die on March 8.

## 283

### BILLS INTRODUCED

Lawmakers are restricted to a limited number of bills during a short session.

## 3

### REPUBLICAN WALK OUTS

Attempts to derail the Democratic majority's priorities, Republicans deny quorum three times during session.

## 59/37/3

### NUMBER OF BILLS PASSED

The House passed 59 bills while the Senate passed 37 before the Republican walk out stalled floor action. Only three made it to the Governor's desk for signature.

## Feb. 1, 2021

### 2021 LONG SESSION

Constitutionally limited to 160 days, bill concepts will become public in mid-December.



# INTERIM STRATEGY



The 82nd Oregon Legislative Session will begin on Monday, February 1 and last for a constitutionally limited 160 days.

During the interim, advocates will develop legislative concepts, which must be turned into Legislative Counsel no later than Friday, December 18, 2020 in order to be pre-session filed. Bills officially become public in mid-January of 2021.

With these and other deadlines in mind, CFM's team of Dale, Tess and Zack will work with you to develop a comprehensive interim work strategy to prepare for the fast-approaching 2021 Legislative Session.

## Interim Strategy Suggestions

- Continuing to develop relationships with key legislative contacts.
- Develop a comprehensive strategy around Clean Fuels credit transfers.
- Develop a messaging strategy around coronavirus impact and response and how Cherriots can best communicate with lawmakers and agency staff.
- Educate legislators and the public on HB 2017 implementation and ensure STIF/STF statutory language is adopted at the earliest opportunity.
- Continue to monitor developments around EV opportunities.







Salem Area Mass Transit District  
Board of Directors

~ WORK SESSION ~

February 27, 2020

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

**MINUTES**

**PRESENT:** President Ian Davidson; Directors Robert Krebs, Chi Nguyen, Colleen Busch, Sadie Carney and Charles Richards

**ABSENT:** Director Doug Rodgers

**Staff** Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; *Al McCoy, Chief Financial Officer*; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Ted Stonecliffe, Transit Planner II (Programs); Chris French, Senior Planner; Dan Knauss, Procurement/Contracts Manager; Gregg Thompson, Maintenance Manager; Stephen Custer, Digital Marketing Coordinator; Kiki Dohman, Transportation Options Coordinator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel

**Guests:** None

**1. CALL TO ORDER 5:02 PM**

President Ian Davidson called the work session to order at 5:02 p.m.

Mr. Pollock shared a *Safety Moment* for the month of February about symptoms of fatigue and ways to prevent it.

**2. PRESENTATION – None**

**3. DISCUSSION**

**A. Summary of the May 2020 Polk County Flex Redesigned Service Plan**

**Reported by:** Ted Stonecliffe, Transit Planner II (Programs)  
Stephen Custer, Digital Marketing Coordinator

**Narrative:** Pages 1-16 of the agenda

Board members were apprised of the background and objectives for redesigning the service plan for the Polk County Flex (PCF). Staff identified inefficiencies in February 2019. The PCF was running behind schedule during peak times and was sitting idle for large portions of the day during off-peak times. Staff took action to limit the number of deviations to one or two per town. They also conducted a survey online and at community events during the Summer 2019 in Independence, Monmouth and Dallas. Survey results from current riders and the general public showed that many people did not know the PCF was a public transit service, and they did not want to call 24-hours in advance for a ride. Survey responses indicated that people preferred a deviated fixed route, more stops and better access to transit. Staff has been working to convert the PCF service for the communities of Monmouth, Independence and Dallas by May 4, 2020. Funding has been secured for the conversion and to install new stops. The 24-hour call-in requirement will be eliminated; new stops will be established; and visibility and awareness of the service will be increased through a comprehensive marketing campaign.

There was a time for questions and answers.

**Follow-up:** Staff is currently seeking final approval for stops from the cities. By early March, the bid package will be released to potential contractors. In late April, new stop poles and signs will be installed, and marketing will begin about the new Route 45 thirty days in advance of the launch scheduled on May 4, 2020.

## **B. Draft of General Manager’s Work Plan for FY2021-2023**

**5:38 PM**

**Reported by:** Allan Pollock, General Manager

**Narrative:** Pages 17-26 of the agenda

Board members reviewed a proposed version of the general manager’s work plan for FY 2021-2023 and performance evaluation.

**Follow-up:** The Executive Committee will incorporate comments received into a final draft of the documents for action at the March board meeting.

## **C. Board Governance**

**5:55 PM**

**Reported by:** President Ian Davidson

Ben Fetherston, SAMTD Legal Counsel

**Narrative:** Supplemental

Board members reviewed a proposed board stipend as part of board recruitment, retention, board diversity and fair compensation with an understanding that public service should be attainable to everyone.

Representative democracy should be representative. Current board members would be ineligible for a stipend during their current term. Options for setting a stipend could be based on a market rate or a percentage of Salem’s median household income. Uses of a stipend for board members conducting Board business could include childcare when attending meetings, reimbursement for time off work, a different job with different hours, money in pocket for board expenses, or donating to a good cause.

After a time for questions and answer, Board members expressed their support of the concepts shared.

**Follow-up:** Staff will do some research and analysis. The district’s legal counsel will provide legal advice about the compensation itself and whether the Board has the authority to compensate itself.

#### **4. GENERAL MANAGER COMMENTS**

**Reported by:** Allan Pollock, General Manager

**Narrative:** Pages 27-32 of the agenda

Board members reviewed a list of upcoming agenda items for future work sessions and board meetings, and the Board’s calendar of scheduled meetings and events.

Mr. Pollock advised that there will be a March work session prior to the board meeting.

#### **5. WORK SESSION ADJOURNED**

**6:17 PM**

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board





Salem Area Mass Transit District  
BOARD OF DIRECTORS

February 27, 2020

Index of Board Actions

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1. <u>Approval of Minutes</u>	
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b. January 31, 2020 Board’s Legislative Committee Meeting	
2. <u>Routine Business - None</u>	
 Moved to Adopt the 2020 Federal Legislative Agenda .....	 3-4
 Moved to Authorize the General Manager to execute a contract for an amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for the District’s Bus Stop Improvement Program. ....	 4
 Moved to Authorize General Manager to execute a contract with RL Reimers Company for a not to exceed amount of \$291,000. ....	 5
 Moved to Authorize General Manager to enter into a contract with Creative Bus Sales for the purchase of 35 Compressed Natural Gas (CNG) tanks and tank valves for a not-to-exceed amount of \$131,075. ....	 5

Regular Board meetings are video recorded and are available for viewing on the CCTV website at [www.cctvsalem.org](http://www.cctvsalem.org).



Salem Area Mass Transit District  
**BOARD OF DIRECTORS MEETING**  
 February 27, 2020  
 Courthouse Square – Senator Hearing Room  
 555 Court Street NE, Salem, Oregon 973010

**MINUTES**

<b>PRESENT Board</b>	President Ian Davidson; Directors, Charles Richards, Colleen Busch, Sadie Carney, Chi Nguyen and Robert Krebs
<b>ABSENT: Staff</b>	Director Doug Rodgers Allan Pollock, General Manager; David Trimble, Deputy General Manager/COO; <del>Allan McCoy, Chief Financial Officer</del> ; Patricia Feeny, Director of Communication; Paula Dixon, Director of Administration; Steve Dickey, Director of Strategic Initiatives & Program Management; Gregg Thompson, Maintenance Manager; Dan Knauss, Procurement/Contracts Manager; Chris French, Senior Planner; Stephen Custer, Digital Marketing Coordinator; Kiki Dohman, Transportation Options Coordinator; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel
<b>Guests</b>	Citizens, Britta Frantz and Lorraine Day; Mikel Burke, Cherriots Transit Operator and Executive Officer, ATU Local 757 Board

**A. CALL TO ORDER 6:30 PM**  
 President Davidson called the meeting to order. Attendance was noted and a quorum was present. The Pledge of Allegiance was led by Director Richards. Mr. Pollock shared a *Safety Moment* about fatigue and how to prevent it.

**B. ANNOUNCEMENTS AND CHANGES TO THE AGENDA**  
 Mr. Pollock advised that *Agenda Item No. H.3 Financial Report for the Second Quarter* has been pulled from the agenda and will be presented at the March 26, 2020 Board meeting. Board members also received a Supplemental Agenda Packet with revised memos that added clarification under Action Items No. G.2, G.3, and G.4

**C. PRESENTATIONS - None**

**D. PUBLIC COMMENT 6:32 PM**  
**Britta Franz – address on file**  
 Ms. Franz asked that the Board consider giving her permission to head up a volunteer bus shelter art project. Britta Franz and Lorraine Day were responsible for a similar project in 2015 using shelters that were scheduled to be removed.

**Tyler McCully – address on file**



Mr. McCully shared a "Safety Moment" reminder to motorists to turn on their headlights when it begins to get dark outside.

**E. CONSENT CALENDAR**

**6:38 PM**

**Shall the Board move to approve the Consent Calendar?**

**Spokesperson:** President Ian Davidson

**Narrative:** Pages 1-8 in the agenda

**Motion:** **Moved to approve the Consent Calendar:**

- 1. Approval of Minutes**
  - a. January 27, 2020 Board Meeting**
  - b. January 31, 2020 Board’s Legislative Committee Meeting**
- 2. Routine Business - None**

**Motion by:** **Director Robert Krebs**

**Second:** **Director Charles Richards**

**Discussion:** **No items were deferred from the Consent Calendar.**

**Vote:** **Motion passed unanimously (6)**

**Absent:** **Director Doug Rodgers**

**F. ITEMS DEFERRED FROM THE CONSENT CALENDAR - None**

**G. ACTION ITEMS**

**6:39 PM**

**1. Shall the Board adopt the proposed 2020 Federal Legislative Agenda?**

**Spokesperson:** Director Sadie Carney, member of the Board’s Legislative Committee

**Narrative:** Pages 7-12 in the agenda

**Financial Impact:** The proposed federal legislative agenda recommended by the Board’s Legislative Committee includes grant requests for five zero-emission buses at \$3,580,000, and ten ADA paratransit bus replacements at \$800,000. The Committee supports that the District endorsement of the American Public Transportation Association’s funding recommendations for the federal Bus and Bus Facility (BBF) Program, a \$7.14 billion federal infrastructure package, and the Bus Coalitions’ efforts for continued plus-ups to the Federal 5339b Bus and Bus Facility competitive grant program. The Legislative Committee also recommends support of a permanent extension of the Alternative Fuels Tax Credit that expires in 2020. The impact on District operations is approximately \$170,000 annually.

**Motion to:** **Adopt the 2020 Federal Legislative Agenda**

**Motion by:** **Director Robert Krebs**

**Second:** **Director Chi Nguyen**



**Vote:** Motion passed unanimously (6)  
**Absent:** Director Doug Rodgers

**2. Shall the Board authorize the General Manager to execute a contract in the amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for the District’s Bus Stop Improvement Program (BSIP)?**

**Spokesperson:** Steve Dickey, Director of Strategic Initiatives and Program Management  
 Dan Knauss, Procurement/Contracts Manager

**Narrative:** Pages 13-15 in the agenda; and Page 3-6 in Supplemental Agenda

**Financial Impact:** The BSIP project is listed in the FY2019-2020 Adopted Budget under the *Capital Projects Fund* and is funded by a federal grant and a local match. The current contract for design, engineering, and construction support services has reached its contract limits, and needs to be replaced with a new competitively bid contract.

**Q & A:** In response to questions asked by the Board, Mr. Dickey advised that the BSIP is an ongoing project being completed in phases. Both companies were very responsive to the criteria. However, CWE has worked with public agencies. In response to the question about being COBID certified, Mr. Knauss said that COBID is identified in all of the procurement processes. The District recommends that CWE be approved based on the scoring.

**Motion to:** **Authorize the General Manager to execute a contract in the amount not to exceed \$95,000 with Century West Engineering, Corporation, for the purpose of providing design and construction support services for the District’s Bus Stop Improvement Program.**

**Motion by:** **Director Colleen Busch**

**Second:** **Director Sadie Carney**

**Vote:** **Motion passed unanimously (6)**

**Absent:** **Director Doug Rodgers**

**3. Shall the Board authorize the General Manager to execute a contract for a not-to-exceed amount of \$291,000 with R.L. Reimers Company for the Purchase of Generators for the Del Webb Headquarters?**

**Spokesperson:** Gregg Thompson, Maintenance Manager

**Narrative:** Pages 15-16 in the agenda and pages 7-10 in Supplemental Agenda

**Financial Impact:** The project is included in the FY19-20 Adopted Budget under *Capital Project Funds*. Funding allocated for the project includes an amount of





\$232,800 from the Federal 5307 grant and a local match of \$58,200 from the General Fund.

**Q & A:** Board members had several questions about fuel the generators will use, their capacity in emergency situations and the District’s role in providing service during major power outages or natural disasters. Mr. Pollock recommended that this be a topic of discussion for a future work session.

**Motion to:** **Authorize General Manager to execute a contract with RL Reimers Company for a not to exceed amount of \$291,000.**

**Motion by:** **Director Sadie Carney**

**Second:** **Director Colleen Busch**

**Vote:** **Motion passed unanimously (6)**

**Absent:** **Director Rodgers**

**4. Shall the Board authorize the General Manager to enter into a contract with Creative Bus Sales for a not-to-exceed total cost of \$131,075 for the purchase of 35 CNG tanks and tank valves?**

**Spokesperson:** Gregg Thompson, Maintenance Manager

**Narrative:** Pages 11-12 in Supplemental Agenda

**Financial Impact:** The project is listed in the FY19-20 Adopted Budget under *Capital Project Funds*. Funding allocated for the project includes \$104,860 from the Federal 5307 grant and a local match of \$26,215 from the General Fund.

**Q & A** Mr. Thompson noted that the life span of the new CNG tanks have a 20-year certified life in contrast to the current tanks that have a 15-year certified life.

**Motion:** **Authorize General Manager to enter into a contract with Creative Bus Sales for the purchase of 35 Compressed Natural Gas (CNG) tanks and tank valves for a not-to-exceed amount of \$131,075.**

**Motion by:** **Director Robert Krebs**

**Second:** **Director Colleen Busch**

**Vote:** **Motion passed unanimously (6)**

**Absent:** **Director Rodgers**

**H. INFORMATION ITEMS**

**7:15 PM**

**1. Performance Report for the Second Quarter**

**Spokesperson:** Chris French, Senior Planner

**Narrative:** Pages 17-50 in the agenda

The second quarter for FY2020 began October 1, 2019 and ended December 31, 2019.

Increases occurred in all areas with the addition of later evening service and Saturday



service. Local weekday revenue hours averaged 38 hours a day and 338 hours per Saturday. Weekday revenue miles increased 258 miles a day and 4,124.7 miles per Saturday. An increase of 9.1 percent weekday ridership totaled 804,141 rides and an additional 71,379 rides on Saturdays. The lower youth fare for weekday service using Day and 30-Day passes increased 47 percent. For Saturday service, passes for the 30-day youth fare totaled 3,530 and 10,155 for day passes. The increase in Cherriots regional service, revenue hours averaged 10 hours a day and 32 hours on Saturday; 255 miles were added to weekday service and 735 miles added per Saturday. There was a 13 percent increase in ridership totaling 25,262 rides and an additional 1,618 rides on Saturday. Youth fares for weekday service increased by 711 or 69.1 percent. There were 21 monthly youth fares and 29 day youth passes used. A total of 967 rides were provided on Dial-a-Ride and 658 rides on the Shopper Shuttle. Weekday LIFT service provided 33,007 rides and 914 rides on Saturday.

Director Nyugen requested a month to month format of the data. She noted that the youth fare was now one third less than what it was. President Davidson requested that data be broken down for youth pass sales to include the number of passes purchased with cash. Director Busch asked if the increase in ridership on Route #16 was due to increased student ridership. Mr. French reported that a needs assessment will be done on Route #6 and Route #16 is being evaluated for more frequency.

## **2. Cherriots Trip Choice Report for the Second Quarter**

**Spokesperson:** Kiki Dohman, Transportation Options Coordinator

**Narrative:** Pages 51-70 in the agenda

Highlights from the second quarter of FY 2019-2020, included Cherriots Trip Choice continued outreach into Polk and Yamhill counties as part of its expanded markets and vanpool program growth. The second quarter *Employee Transportation Coordinators* (ETC) meeting was held in December with a total of 33 guests. Salem Health enrolled in the *Group Pass Program*. A final draft of the rebranding efforts for the Valley VanPool Program was selected in December. There were 218 participants from Marion, Polk and Yamhill counties in the Statewide *Get There Challenge*. Also, Ms. Dohman was elected for a third consecutive term on the Association for Commuter Transportation.

Director Nguyen asked if there was research to show if riders were using the Polk County Flex to get to work; and is the District trying to expand the adoption of more vanpools. Ms. Dohman said she could get information for the Flex and Vanpool use.

## **3. Financial Report for the Second Quarter - PULLED**

A presentation of the financial report for the second quarter will be provided at the March 26, 2020 Board meeting.



**I. GENERAL MANAGER'S REPORT**

**7:32 PM**

Mr. Pollock reported that the District had a historical display at the Capitol with memorabilia and artifacts to celebrate Cherriots 40 year anniversary. Mr. Pollock also serves on the Garten Services board. He congratulated them as they celebrate 50 years of service throughout the year. He announced that the Salem City Council took action on a multi-housing project code change to eliminate parking minimums within one-fourth of a mile of Cherriots bus stops. The District will continue to monitor this change and to take advantage of this opportunity in partnership with the City.

**J. BOARD OF DIRECTORS REPORTS**

**7:52 PM**

President Davidson attended a meeting of the Mid-Willamette Valley Council of Governments. They are doing a national search for a new executive director. At the Mid-Willamette Area Commission on Transportation, the topic was on key findings of an analysis done by the University of Oregon about the feasibility of a transit route between Junction City and McMinnville. President Davidson received a specific request at the East Lancaster Neighborhood Association meeting that he will bring to staff for a bus shelter or pad. He said Mayor Chuck Bennett gave a shout out to transit and the new Saturday service during his State of the City address.

Director Krebs attended the Salem Keizer Area Transportation Study meeting where the discussion was mostly about greenhouse gas emissions. He noted that the Oregon Metropolitan Planning Organization Consortium has scheduled a summit following the League of Oregon Cities Conference to give more leaders in smaller cities a chance to participate.

There were no meetings of the Board's Citizens Advisory Committee and advisory committees for the Statewide Transportation Improvement Fund, and the Special Transportation Fund.

Director Busch received the Chair's Choice regional award at the MWVCOG Annual Dinner for her work as a Board member representing Cherriots.

**K. MEETING ADJOURNED**

**8:15 PM**

Respectfully submitted,

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Presiding Officer





## BOARD MEETING MEMO

Agenda Item G.1

**To:** Board of Directors

**From:** Executive Committee  
Allan Pollock, General Manager

**Date:** April 23, 2020

**Subject:** Approval of FY 2021-23 General Manager Strategic Work Plan

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### ISSUE

Shall the Board approve the FY 2021-2023 General Manager Strategic Work Plan?

### BACKGROUND AND FINDINGS

In accordance with Policy 116 (attachment A) the Board is responsible for evaluating the General Manager. The criteria used to evaluate the General Manager will be determined through the use of an evaluation document developed annually by the Board and General Manager for the upcoming appraisal year listing the Board's primary goals and expectations for the General Manager.

The criteria used will provide a benchmark of the Board's satisfaction with the general management and leadership abilities of the General Manager that are:

- a) Defined in advance
- b) Objective in nature and to the extent possible, measurable
- c) Pertaining to outcomes over which the General manager has a reasonable degree of control
- d) Within the evaluation period from July 1 through June 30

The Executive Committee determined the better process would be to annually (March) prepare a three-year strategic work plan of projects and activities that lays the foundation for the development of annual work plans. At the May Board meeting, the General Manager will then submit an annual work plan of the actions and activities to achieve the strategic work plan for the upcoming fiscal year.

For the April 23, 2020 Board of Directors Meeting  
Agenda Item No. G.1

A draft version of the FY 2021-2023 General Manager Performance Evaluation and Strategic Work Plan was reviewed at the February 2020 Work Session for comment. Based on that discussion a revised version of the performance evaluation is shown in Attachment B and revised FY 2021-23 Strategic Work Plan is shown as Attachment C.

### **FINANCIAL IMPACT**

None

### **RECOMMENDATION**

The Executive Committee recommends the Board approve the General Manager Performance Evaluation and FY 2021-23 Strategic Work Plan as shown in Attachments B and c.

### **PROPOSED MOTION**

**I move the Board approve the General Manager Performance Evaluation and FY 2021-23 Strategic Work Plan as shown in Attachments B and C.**

<b>Policy:</b>	<b>General Manager's Performance Evaluation and Compensation Change</b>	<b>Number: 116</b>
Resolution: #98-04 adopted by the SAMTD Board of Directors on 03/26/98; amended by Resolution: #08-11 on 08/28/08; superseded by Resolution #11-04 on 02/24/11; Rescinded and replaced by Resolution: #2016-07.		Effective Date: 12-08-16
		Page 1 of 3

**116.01 PURPOSE**

To provide guidelines for the General Manager's performance evaluation and compensation change process.

**116.02 ROLES AND RESPONSIBILITIES**

The SAMTD Board of Directors, as the governing body of the District, has the authority to appoint a general manager, based on the qualifications of the general manager with special reference to the actual experience in or knowledge of accepted practices in respect to the duties of the office of the general manager. A general manager shall hold office for an indefinite term and may be removed by the board only by an affirmative vote of a majority of the members. (ORS 267.135(1); ORS 192.660(2)(a)(b))

1. The Board of Directors is responsible for evaluating the performance of the General Manager.
2. The Director of Administration is responsible for ensuring the annual evaluation process is completed in accordance with District policy.

**116.03 EVALUATION CRITERIA**

The criteria used to evaluate the General Manager will be determined through the use of an evaluation document developed annually by the Board and General Manager for the upcoming appraisal year listing the Board's primary goals and expectations for the General Manager.

1. The criteria used will provide a benchmark of the Board satisfaction with the general management and leadership abilities of the General Manager that are:
  - a. Defined in advance
  - b. Objective in nature and to the extent possible, measurable;
  - c. Pertaining to outcomes over which the General Manager has a reasonable degree of control; and
  - d. Within the evaluation period from July 1 through June 30
2. The Board shall determine the weight to be assigned to each criterion in conjunction with the General Manager.
3. Consideration shall be given to any change in the General Manager's compensation package based on factors that include:
  - a. Merit increases, retirement contribution offsets or similar increases as specified in the General Manager's contract and in accordance with District guidelines.
  - b. Changes in benefits granted other District management employees.
  - c. Total compensation paid to General Managers of comparable transit districts in Oregon and Washington.
  - d. Total compensation paid to Salem area local government agency leaders

<b>Policy:</b>	<b>General Manager's Performance Evaluation and Compensation Change</b>	<b>Number: 116</b>
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		Page 2 of 3

- e. Performance as documented on the evaluation
- f. Performance toward accomplishment of defined goals communicated to the General Manager at the outset of the evaluation period.

#### **116.04 ANNUAL EVALUATION PROCESS AND TIMELINE**

The performance evaluation of the General Manager shall take place at the completion of each fiscal year in the month of September during a regular, special or emergency meeting in executive session.

1. The Director of Administration will work with the Board to complete the General Manager's annual performance evaluation process.
2. The General Manager provides the Board with copies of his/her self-evaluation of the prior fiscal year and his/her goals for the upcoming year.
3. Each Board member will receive an evaluation package with a Performance Evaluation Form and the General Manager's self-evaluation form. The Board will treat the evaluation package as confidential.
4. Completed performance evaluation forms will be returned to the Director of Administration within a predetermined time period. The Director of Administration will in turn ensure that all completed evaluation forms are tabulated and summarized; and shall include all comments from every Board member.
5. This compilation or composite performance evaluation will be reviewed by the Secretary of the Board for accuracy prior to its distribution to the Board for use during the evaluation process.
6. The Director of Administration provides a completed Composite Performance Evaluation to the Board and the General Manager and maintains a copy in the General Managers personnel file.

#### **116.05 OPEN SESSION – REGULAR MEETING, SPECIAL OR, EMERGENCY MEETING**

The process to evaluate the performance of the General Manager shall occur in accordance with Public Meeting Laws.

1. Executive Session
  - a. The performance evaluation of the General Manager shall take place in executive session during a regular, special or emergency meeting.
  - b. The General Manager will be present at the meeting(s) and may participate in the discussion of the results.
  - c. The Board will review the Composite Performance Evaluation and any other information relevant to the General Manager's performance evaluation; and develop a report and recommendation for the Board's consideration.
2. Any compensation change for the General Manager (e.g., increase in annual salary rate, a one-time merit pay award and/or increase in fringe benefits) will be adopted in open session.



<p><b>Policy:</b></p>	<p><b>General Manager's Performance Evaluation and Compensation Change</b></p>	<p><b>Number: 116</b></p>
<p>Resolution: #98-04 adopted by the SAMTD Board of Directors on 03/26/98; amended by Resolution #08-11 on 08/28/08; superseded by Resolution #11-04 on 02/24/11; Rescinded and replaced by Resolution #2016-07.</p>	<p>Effective Date: 12-08-16</p>	<p>Page 3 of 3</p>

- When adopting a change in the General Managers' compensation package, the Board will verbally, for public record, provide an explanation for the change, and the change will be based on the evaluation criteria described in Section 116.03.

**116.06 REVIEW OF POLICY**

The Board will review this policy at least every three (3) years to ensure that it remains relevant and appropriate.

**Adopted by:**

**Date:**



*12-08-2016*

\_\_\_\_\_  
 President, SAMTD Board of Directors / General Manager



General Manager/CEO Performance Evaluation FY 202X  
July 20XX–June 20XX

**ATTACHMENT B**

Completed by: XX

**Allan Pollock**

**Organizational Performance**

The General Manager/CEO’s performance is critically linked to the District’s performance and implementation of the strategic plan and strategic operations plan. As part of the annual budget process a work plan is developed consistent with Board goals and priorities.

Creates a culture of accountability to accomplish work plan objectives; communicates progress to the Board, employees, stakeholders, and the public.

Not Satisfied 1	2	Satisfied 3	4	Extremely Satisfied 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XX

**Leadership, Management, and Administration**

Effectively organizes and directs staff; motivates others to accomplish District objectives; ensures that management practices and procedures promote the safe, economical and effective use of resources (human, financial, capital); institutes programs, procedures and controls to ensure Board actions and policies are effectively administered

Not Satisfied 1	2	Satisfied 3	4	Extremely Satisfied 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XX

**Communication Skills**

Communicates in a clear, concise, logical manner, both orally and in writing; communicates sensitive information with tact and impartiality; makes effective presentations, speeches, and briefings before the Board, elected officials, staff, community groups and the public.

Not Satisfied 1	2	Satisfied 3	4	Extremely Satisfied 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XX

**Representation of District and District’s Interests**

Creates a favorable impression; promotes a positive image of the District at various meetings of community groups and organizations; expresses and protects the District’s interests.

Not Satisfied 1	2	Satisfied 3	4	Extremely Satisfied 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XX

**Intergovernmental Coordination**

Works effectively and cooperatively with other governmental agencies at the federal, state, and local levels; coordinates activities between the District and other governmental agencies.

Not Satisfied 1	2	Satisfied 3	4	Extremely Satisfied 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XX

**Relationship to the Board**

Provides effective staff support and communication; maintains open communications; understands group needs for information; cooperates and works with all members of the Board; investigates and responds in a timely manner to issues raised by the Board; anticipates Board needs; is responsible to Board’s concerns and interests.

Not Satisfied 1	2	Satisfied 3	4	Extremely Satisfied 5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XX

**Open-Ended Questions:**

1. Based on the self-evaluation, what have been the most significant achievements of the General Manager/CEO over the past year?

XX

2. From your perspective, are there specific leadership or management issues that you believe the General Manager/CEO could have addressed differently or with a higher priority? If yes, please explain.

XX

3. Of these difficult issues, are you satisfied with the way the General Manager/CEO addressed them? Are there things you think should have been handled differently?

XX

4. Additional Comments?

XX

General Manager/CEO Strategic Work Plan  
 For the Fiscal Years 2021-2023

This strategic work plan identifies general manager priorities for the coming years. This work plan will be revised annually to identify priority projects for the General Manager/CEO

Project	Description	Target Date	
Review, update and establish Board policies	Review and update existing board policies, identify and establish policies for board adoption as necessary.		FY 21
Develop an action plan to implement SB 1536 Section 7	Develop a work plan that will provide for the District to implement an employer payroll tax as provided for in SB 1536.		FY 21
Conduct an employee engagement survey	Engage a firm to conduct an employee engagement survey to evaluate leadership and organization performance.		FY 21
Strategic Plan	Develop a multi-year District Strategic Plan	Q1	FY 22
Conduct a District facility assessment	Prepare a report for the board identifying the District's long-term facility needs to ensure continued and expanding service.	Q1	FY 22
Ridership Analysis and Ridership Growth Plan	Conduct a comprehensive evaluation of the District's ridership history and barriers preventing residents from riding the bus.  Develop a ridership growth plan that addresses those barriers so that we can grow ridership.	Q3	FY 22

Project	Description	Target Date	
Establish a Diversity, Equity, and Inclusion (DEI) Plan	To ensure Cherriots delivers a World Class Customer Experience for all people. Develop and establish a DEI Plan for ensuring Team Cherriots reflects its community and also ensures equitable service to the community.		FY 22
Climate Action Plan	Develop a District Climate Action Plan		FY 23
Establish a plan that ensures the District acts as a mobility integrator for the Mid-Valley region	Technology is transforming how people view mobility. Establish a plan that ensures Cherriots leads the efforts in the concept of shared modes that complements public transit enhancing mobility.		FY 23
Conduct a feasibility study on integration of local and regional services	Determine viability of integrating local and regional service into a seamless program		FY 23



**To:** Board of Directors  
**From:** Allan Pollock, General Manager  
**Date:** April 23, 2020  
**Subject:** Board Member Committee Report

**ISSUE**

Shall the Board report on their activities and committee assignments as representatives of Salem Area Mass Transit District?

**BACKGROUND AND FINDINGS**

Board members are appointed to local, regional, or national committees. Board members also present testimony at public hearings on specific issues as the need arises on behalf of SAMTD. After these activities, time is scheduled for an oral report/update. The following activities have designated board member representation:

<u>Board/Committees</u>	<u>Director(s)</u>
Mid-Willamette Valley Council of Governments (MWVCOG) Board of Directors .....	P: President Davidson A: Director Carney
Mid-Willamette Area Commission on Transportation (MWACT) .....	P: President Davidson A: Director Busch
Salem-Keizer Area Transportation Study Policy Committee (SKATS) .....	P: Director Carney A: Director Krebs
State Transportation Improvement Fund (STIF) Advisory Committee Liaison .....	Director Richards
Special Transportation Fund (STF) Advisory Committee Liaison .....	Director Richards
Citizens Advisory Committee (CAC) Board Liaison .....	Director Busch