



Salem Area Mass Transit District
BOARD OF DIRECTORS
~ VIRTUAL BOARD MEETING ~
Thursday, April 28, 2022 at 6:30 PM

This Board meeting will be held virtually via *ZoomGov* in accordance with federal and state directives for public transit agencies to keep people safe and healthy during the Covid-19 pandemic.

ZoomGov Virtual Meeting Platform:	
https://cherriots.org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09	Meeting ID: 160 519 4427
	Passcode: 512136
Landline (<i>Long distance charges may apply</i>)	1 669 254 5252 US (San Jose)
One-Tap Mobile	+16692545252,,1605194427#,,, *512136#
Comcast Cable	Channel 21
YouTube through CC:Media	https://www.capitalcommunitymedia.org/all

AGENDA

A. CALL TO ORDER (President Ian Davidson)

1. Note of Attendance for a Quorum
2. Pledge of Allegiance
3. "Safety Moment"

B. ANNOUNCEMENTS & CHANGES TO AGENDA

If any agenda item involves a potential conflict of interest, Board members should so note this before the adoption of the Consent Calendar.

C. PRESENTATION

Climate-Friendly and Equitable Communities

D. PUBLIC COMMENT

To offer testimony on any Board business, send an email to: board@cherriots.org by 5:00 p.m., the day of the Board meeting; or by mail to Cherriots Board of Directors, 555 Court Street NE, Suite 5230, Salem, OR 97301. Testimony received will be acknowledged at the Board meeting and will be included in the minutes for public record.

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. March 24, 2022 Work Session **1**
- b. March 24, 2022 Board of Directors Meeting **7**

F. ITEMS DEFERRED FROM THE CONSENT CALENDAR

G. ACTION ITEMS

- 1. Adopt the Redistricting Maps for Board Subdistricts **9**
- 2. Resolution No. 2022-01 Rescind the STFAC Bylaws **43**
- 3. Resolution No. 2022-02 Amend the STIFAC Bylaws **47**

H. INFORMATIONAL REPORTS

- 1. May Service Change Briefing **69**

I. GENERAL MANAGER'S REPORT

J. BOARD OF DIRECTORS REPORTS

Board members report on their committee assignments as representatives of the District. **71**

K. ADJOURN BOARD MEETING

- **Virtual Meetings:** The Board of Directors meeting is a public meeting; typically in a place that is ADA- accessible. However, this Board meeting will be held virtually via *ZoomGov* in accordance with federal and state directives for public transit agencies to keep people safe and healthy during the Covid-19 pandemic.
- **Closed Captioning (CC):** *ZoomGov's* live streaming platform includes Closed Captioning (CC). It is a good tool for aiding viewer participation in the meeting. However, CC does not always translate accurately.
- **Alternate Formats** This is a public meeting in a place that is ADA accessible. With 48 hours of notice, auxiliary hearing aids and services, and alternate formats for individuals with limited English proficiency are available. Requests can be made to the Clerk of the Board by phone at 503-588-2424 or with the assistance of TTY: Oregon Relay Services at 1-800-735-2900 (or 711). Cherriots administration office hours are Monday-Friday from 8:00 AM to 5:00 PM.
- **Electronic Copies** of the Board's meeting agenda packet are distributed by email 6-7 days prior to the meeting. The agenda packet is also included on the Cherriots website under Public Meetings and Notices at: <https://www.cherriots.org/meetings/>.

Next Regular Board Meeting | Work Session Date: Thursday, May 26, 2022

Salem Area Mass Transit District
Board of Directors Meeting Agenda
April 28, 2022 - Page 2

- **Email Distribution List:** To add your email address to the Board's meeting distribution list, please send your email address to the Clerk of the Board at publictestimony@cherriots.org.

-
- Reuniones virtuales: La reunión de la Junta Directiva es una reunión pública; típicamente en un lugar que sea accesible según la ADA. Sin embargo, esta reunión de la Junta se llevará a cabo virtualmente a través de ZoomGov siguiendo las directivas del Gobernador Brown para mantener a las personas seguras y saludables durante la pandemia de Covid-19.
 - Subtítulos ocultos (CC): la plataforma de transmisión en vivo de ZoomGov incluye subtítulos ocultos (CC). Es una buena herramienta para ayudar a los espectadores a participar en la reunión. Sin embargo, CC no siempre se traduce con precisión.
 - Formatos alternativos Esta es una reunión pública en un lugar accesible a la ADA. Con 48 horas de anticipación, se encuentran disponibles audífonos y servicios auxiliares, y formatos alternativos para personas con dominio limitado del inglés. Las solicitudes se pueden hacer al Secretario de la Junta por teléfono al 503-588-2424 o con la ayuda de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de oficina de la administración de Cherriots es de lunes a viernes de 8:00 a. M. A 5:00 p. M.
 - Se distribuyen copias electrónicas del paquete de la agenda de la reunión de la Junta por correo electrónico 6-7 días antes de la reunión. El paquete de la agenda también se incluye en el sitio web de Cherriots en Reuniones públicas y avisos en: <https://www.cherriots.org/meetings/>.
 - Lista de distribución de correo electrónico: para agregar su dirección de correo electrónico a la lista de distribución de reuniones de la Junta, envíe su dirección de correo electrónico al Secretario de la Junta a publictestimony@cherriots.org.

Next Regular Board Meeting | Work Session Date: Thursday, May 26, 2022



FY 2021 BOARD PRIORITIES AND PRINCIPLES

Salem Area Mass Transit District, also known as Cherriots, has established priorities and principles that board members can use when representing the District on external committees.

Cherriots Board of Directors adopts the following priorities and principles:

Support of increased public transit funding

While Cherriots has seen an expansion of service in recent years, noticeable gaps in frequency and coverage remain in the existing service. As such, we are supportive of initiatives that could support the expansion of public transit in Marion and Polk counties. Funding sources could include federal, state, or local (city and county) revenues.

Pedestrian and bicyclist infrastructure

Transit riders and other community members depend on a strong, multi-modal network to reach their destinations. Large sections of the urban growth boundary do not have sidewalks, and bike infrastructure is inadequate. As Cherriots becomes a mobility integrator, we must advocate for strong "first mile/last mile" infrastructure.

Environmental justice

Decisions on how to allocate resources should be viewed through a lens of environmental justice. New projects should always consider historically underserved communities. For example, an area with higher levels of pollution should be the first to receive funding targeted to mitigate pollution.

Maintenance of existing travel lanes before building new infrastructure

Allocation of funding for automobile travel lanes should prioritize the maintenance of existing infrastructure before building new, costly-to-maintain infrastructure.

Unaccounted costs

Attention should be paid to policies that put the burden of costly infrastructure on the public when the number of individuals who would benefit is nominal. For example, parking minimums increase the cost of housing and commercial properties for everyone, but only drivers of automobiles benefit.



Salem Area Mass Transit District
BOARD OF DIRECTORS
VIRTUAL MEETING

March 24, 2022

- Zoom ID: <https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09>
- YouTube via <https://www.capitalcommunitymedia.org/all>
- Comcast Channel 21

Index of Board Actions

<u>Action</u>	<u>Page</u>
Moved to approve the Consent Calendar:	3
1. <u>Approval of Minutes</u>	
a. February 24, 2022 Board Work Session	
b. February 24, 2022 Board of Directors Meeting	
2. <u>Routine Business</u>	
a. Member Appointments to the Citizen Advisory Committee	
Moved to authorize the General Manager to enter into a contract with AKS Engineering & Forestry for the delivery of topographic survey services for multiple projects; and approve a project budget of \$307,960, which includes a 16% contingency. . . .	3-4
Moved to adopt Cherriots proposed Federal Transit Administration’s Sustainable Transit for a Healthy Planet Challenge Climate Action Plan	4-5

SAMTD Board of Directors meetings are video recorded and are available for viewing on YouTube through the Capital Community Media website at <https://www.capitalcommunitymedia.org/all>



Salem Area Mass Transit District
BOARD OF DIRECTORS *VIRTUAL* MEETING

March 24, 2022

MINUTES

PRESENT:

Board President Ian Davidson; Directors, Ramiro Navarro Jr., Maria Hinojos Pressey, Sadie Carney, and Sara Duncan

EXCUSED: Directors Chi Nguyen and Charles Richards

Staff Allan Pollock, General Manager; David Trimble, Deputy General Manager; Patricia Feeny, Director of Communication; Tom Dietz, Director of Operations; Steve Dickey, Director of Technology & Program Management; Denise LaRue, Chief Financial Officer; Scott Kirkland, Network Administrator; Gregg Thompson, Maintenance Manager; Jeremy Jorstad, Transit Planner II; Linda Galeazzi, Executive Assistant; and Ben Fetherston, SAMTD Legal Counsel

CALL TO ORDER

6:37 PM

A. President Ian Davidson called the meeting to order and led the Pledge of Allegiance. Attendance was noted and a quorum was present.

GM Pollock spoke about Stress Awareness Month and advice from the American Institute of Stress to help people get through their stress. He noted that some of the most common conditions are feeling anxious or threatened, disbelief, and shock. If these feelings are persistent, help is available for relief through mental health counseling; and it helps to eat healthy, and have a regular pattern of sleep and exercise. GM Pollock spoke about tonight's meeting being held virtually and that the Transportation Security Administration (TSA) Extended Security Directive requires masks on public transportation conveyances and in public transportation hubs through April 18, 2022. He shared that it was why the Board and staff continued to wear masks to support the front line employees. The Centers for Disease Control and Prevention (CDC) is working with the U.S. Department of Transportation (USDOT) to determine under what circumstances masks should be required for public transportation in the future. Any changes will be based on the COVID-19 community levels, risk of new variants, national data, and the latest science.

ANNOUNCEMENTS AND CHANGES TO THE AGENDA

PRESENTATION – C. None

PUBLIC COMMENT



- D. The Board received two written public comments by email from:
1. Carol Grimwood, Board member of the SWAN Association; Questions about Cherriots plans for park & ride lots for outlying neighborhoods, for neighboring communities; and whether free student bus passes will be restored to Salem-Keizer students. [Herein a part of these Minutes as Attachment A]
 2. Nick Fortey, Transportation and Infrastructure Chair for the West Salem Neighborhood Association (WSNA); wrote about the importance of transit needs to be more directly acknowledged in the *Our Salem* long-range comprehensive planning effort; and incorporated into Cherriots service plan and long-range planning efforts; expanding the core transit network in West Salem, consider access to and from environmental justice communities, and communities that include the disabled, seniors over 75, single parents, rent-burdened residents and zero car households, etc. [Herein a part of these Minutes as Attachment B]

Staff had been asked to address these comment and respond to the questions asked. GM Pollock will follow up with the Board.

CONSENT CALENDAR

- E. Shall the Board approve the Consent Calendar?
 Presenter: President Davidson
 Staff Report: 7-16 of the agenda
1. Moved to approve the Consent Calendar:
 - a. Approval of Minutes
 - 1) February 24, 2022 Board Work Session
 - 2) February 24, 2022 Board of Directors Meeting
 - b. Routine Business
 - 1) Member Appointments to the Citizen Advisory Committee

Motion: **Moved to approve the Consent Calendar**
 Motion By: **Director Sadie Carney**
 Second: **Director Sara Duncan**
 Vote: **Motion passed: Davidson, Hinojos Pressey, Carney, Duncan, Navarro (5)**
 Absent: **Directors Nguyen and Richards (2)**

ITEMS DEFERRED FROM THE CONSENT CALENDAR – F. None

ACTION ITEMS - None

- G.1 Authorize the General Manager to enter into a contract with AKS Engineering & Forestry for the delivery of topographic survey services for multiple projects, and approve a project budget of \$307,960, which includes a contingency of approximately 16%.
 Presenter: Steve Dickey, Director of Technology & Program Management



Staff Report: Pages 17-18 of the agenda

The District issued an Architectural and Engineering Request for Proposal (RFP) through the competitive bid process for the provision of topographic survey services to support multiple projects. Only one proposal was received, so the District proceeded under the single bid rule. This is a three year contract that allows for up to seven years of services delivered with the addition of four one year contract extensions. Expenses associated with this contract will be tied directly to the various budgets of the projects these services will support. The annual capital budget approved as part of the overall district budget will provide funding for these services as they relate to the various projects. The contract provides for up to 1,265 billable hours at an average hourly rate of \$207.63 plus mileage and contingency.

Motion: Moved to authorize the General Manager to enter into a contract with AKS Engineering & Forestry for the delivery of topographic survey services for multiple projects; and approve a project budget of \$307,960, which includes a contingency of approximately 16%.
Motion By: Director Maria Hinojos Pressey
Second: Director Ramiro Navarro Jr.
Vote: Motion passed: Davidson, Hinojos Pressey, Carney, Duncan, Navarro (5)
Absent: Directors Nguyen and Richards (2)

G.2 Shall the Board adopt Cherriotics proposed Federal Transit Administration’s (FTA) Sustainable Transit for a Healthy Planet Challenge Climate Action Plan?

Presenter: Bobbi Kidd, Strategic Initiatives Administrator

Staff Report: Pages 19-40 of the agenda

The District signed up for the FTAs Sustainable Transit for a Healthy Planet Challenge. Participants are required to submit a Climate Action Plan on behalf of their agency to help guide them through the development of a comprehensive plan to reduce greenhouse gas emissions. The Plan is a guide for the initial stage of collecting data, setting goals around climate action initiatives, and deciding upon reduction targets. Ms. Kidd developed a draft Plan for the District that was shared with the Board for their feedback during the February 24, 2022 Work Session. The project scope will begin as soon as the Plan is adopted. Once a greenhouse gas emission inventory is executed for the District, the Plan will be adjusted and enhanced; and the data will be used to set goals and emission targets. There is no immediate cost to adopt the Climate Action Plan. It is due to the FTA by April 1, 2022. There will be a cost in fiscal year 2023 for the greenhouse gas emissions inventory, which will be included in the proposed FY 2023 budget. The Board will also form a subcommittee for this program.



Motion: Moved to adopt Cherriots proposed Federal Transit Administration’s Sustainable Transit for a Healthy Planet Challenge Climate Action Plan

Motion By: Director Maria Hinojos Pressey

Second: Director Ramiro Navarro Jr.

Vote: Motion passed: Davidson, Hinojos Pressey, Carney, Duncan, Navarro (5)

Absent: Directors Nguyen and Richards (2)

INFORMATION ITEMS – H. None

GENERAL MANAGERS REPORT

I. GM Pollock announced that Customer Service Manager, Melissa Kidd was accepted into APTA’s Emerging Leaders Program for 2023. It is a year-long program for professionals with 3-5 years of experience in the transit industry, to develop the skills, knowledge and networks needed for advancement. GM Pollock attended the APTA Legislative Conference in Washington D.C. He remarked that one or two board members usually attend this conference, but with Covid restrictions the Capitol was closed; so they may choose to go at a later time. Congress passed the appropriations bill while the conference was in session and Senators Merkley and Wyden secured \$6.3 million for the Districts’ Zero-Emission Bus Fleet Electrification Project. GM Pollock will send the Board its’ CFM State Legislative Report tomorrow. In other news, Cherriots will hold a Career Fair at Courthouse Square on Tuesday, April 26 from 11:00 a.m. to 7:00 p.m; and on April 18, there will be a virtual joint work session at 6:00 p.m., to discuss Salem’s housing needs. Participants include Salem’s City Council, the Board of Commissioners from Marion and Polk County, the Salem-Keizer School District Board and the Salem Area Mass Transit District Board. Both events are open to the public. Details to follow.

BOARD OF DIRECTORS REPORTS

J. Staff Report: Page 41

Director Navarro shared a story about a constituent in his Subdistrict that needed help with the use of his mobility device to get into and out of different buses. Staff took time with the constituent, they showed they cared and worked with him until he had success. Director Navarro was there to witness it and thanked Tom Dietz and Ben Sawyer for an amazing job.

Director Carney, the board liaison for the City of Salem’s ‘Our Salem’ project, said this was a big project for housing, transit and recreation. She wrote a letter of support on behalf of the Board to the Planning Commission about the project that was submitted on March 15.



She noted also, at the SKATS Policy Committee meeting that the biggest issue discussed was the development selection criteria for transportation and how to use and evaluate equity outcomes. Members of the committee were asked to submit in writing, their criteria for goals and objectives that weren't discussed at the meeting. Director Carney talked about supporting the Ukrainians and showing our patriotism by riding the bus. With the rise in fuel costs, this can also decrease the demand for fuel.

Director Hinojos Pressey announced that the Board appointed two new members to the Citizens Advisory Committee at their January board meeting. She also provided a report from the Diversity, Equity & Inclusive Committee on behalf of Director Nguyen about the continued work of Keen Consulting to develop the DEI strategic plan.

Director Duncan spoke about the fabulous trip she took riding the Yamhill Transit bus. Route 33 transferred her to McMinnville where it was just beautiful, and she could keep going all the way to Hillsboro. She said "Support the earth; ride the bus."

President Davidson gave the quarterly legislative committee report from the board meeting of the MWVCOG. He met with the mayor of Turner about their transit needs and how to partner with the City of Turner. He also met with council representatives from the City of Salem and will share those details on his social media post.

ADJOURN

K.1 The board meeting was adjourned

7:26 pm

Respectfully Submitted

Ian Davidson, President



Salem Area Mass Transit District
 Board of Directors
 ~ **VIRTUAL WORK SESSION** ~
 March 24, 2022

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

Board PRESENT: President Ian Davidson; Directors Maria Hinojos Pressey, Ramiro Navarro Jr., Sadie Carney, and Sara Duncan

EXCUSED: Directors Chi Nguyen and Charles Richards

Staff PRESENT: Allan Pollock, General Manager; David Trimble, Deputy General Manager; Denise LaRue, Chief Financial Officer; Christina Conner, Chief Human Resources Officer; Patricia Feeny, Director of Communication; Steve Dickey, Director of Technology & Program Management; Tom Dietz, Director of Operations; Linda Galeazzi, Executive Assistant; and Ross Aguilar, Systems Administrator

MINUTES

1. CALL TO ORDER **5:30 PM**
 President Ian Davidson called the work session to order at 5:30 p.m.

2. PRESENTATION – None

3. DISCUSSION

A. Redistricting the Board’s Subdistricts in Salem and Keizer

Staff report: PowerPoint Presentation
 Proposed Subdistrict Maps: <https://www.cherriots.org/subdistricts/>

Presenter: Lesley Hegewald, GIS Coordinator, Mid-Willamette Valley Council of Governments (MWVCOG)

Ms. Hegewald provided the historical background for redistricting that follows each decennial census for government entities whose representatives are elected or appointed by a representative area. She explained how redistricting is used to rebalance the population among zones or subdistricts to ensure equal representation as mandated by the Secretary of State. The data provided by the Census Bureau is based on total population, population by race and ethnicity, and of persons 18 years and older; that is tabulated by geographical census blocks aggregated to form zones [subdistricts]. The population for the District’s local service area in Salem and Keizer totaled 256,785 according to the recent census count. The population target for each subdistrict was determined to be 36,684.

Ms. Hegewald presented three redistricting maps that brought the population of subdistricts with deviations to within 5% of target. Subdistrict 1 had the largest deviation over target. Subdistrict 3 had the largest deviation under target, and Subdistrict 5 was significantly under target. Subdistricts 2, 4, 6 and 7 remained within target. She advised that significant changes made to subdistricts with deviations, would have a domino effect that required changes to adjacent subdistricts that are within target.

A time for questions and answers followed with discussion.

Follow-up: The Board will take action to adopt one of the three redistricted subdistrict maps at their April 28, 2022 meeting.

B. Rapid Transit Discussion

Staff report: Verbal

Presenter: Allan Pollock, General Manager

The Board was apprised of a potential opportunity that has been discussed by streetcar enthusiasts for a Salem Rapid Transit Streetcar Line on the Union Street RR Bridge between West Salem to the Capitol Mall area. GM Pollock was invited to attend their meeting. He recommended that the group consider doing a feasibility study.

Follow-up: GM Pollock will keep the Board up to date on this potential project. The District and the City of Salem will consider a partnership to help fund a feasibility study for a streetcar line.

4. GENERAL MANAGER COMMENTS

Staff report: Pages 3-4 of the agenda

Presenter: Allan Pollock, General Manager

The Board received an updated report of upcoming agenda items for Board review or action, and the Board's calendar of scheduled meetings and events. Of note, GM Pollock added the adoption of the District's revised advertising policy to the April 28 meeting agenda.

5. WORK SESSION ADJOURNED

6:28 PM

Submitted by:

Linda Galeazzi, CMC

Executive Assistant/Clerk of the Board



To: Board of Directors

From: Allan Pollock, General Manager

Date: April 28, 2022

Subject: SAMTD Board Zones Redistricting

ISSUE

Shall the Board select a preferred alternative for redistricting board zones to the Secretary of State?

BACKGROUND AND FINDINGS

The current SAMTD board zones were developed by the Mid-Willamette Valley Council of Governments (MWVCOG) following the 2010 census. The population of each zone was balanced to within 5% of the target population at that time. In the years since the board zones were developed, population changes in the district's service area have occurred unevenly, resulting in population imbalance between board zones as of the 2020 census.

The Oregon Secretary of State's office issued, on February 2, 2022, Permanent Administrative Order 165-008-0150 establishing the process and guidance for mass transit redistricting. The District must submit to the Secretary of State's office a map, containing proposed subdistricts, that:

- Complies with Oregon Statutory law, including ORS 267.090(2);
- Ensures that each subdistrict, as nearly practicable:
 - Is contiguous
 - Is of equal population
 - Utilized existing geographic or political boundaries
 - Do not divide communities of interest
 - Is connected by transportation links
 - Is consistent with the diversity, equity and inclusion, accessibility values of the Secretary of State, as outlined in the agency's mission, vision, and values

- Each mass transit district must engage the public in drafting a proposed map and develop a written description of the district's public engagement process and provide the description to the Secretary of State.
- The proposed map and description of the public engagement process must be submitted to the Secretary of State no later than May 16, 2022.

This year the District again contracted with the MWVCOG to produce proposed maps. The District held a virtual Open House on February 8, 2022 to present options for redistricting the subdistricts to the public. The agenda included a power point presentation of Subdistrict map options and an opportunity for public input. Three alternative maps were developed:

- Alternative 1: Minimal change
- Alternative 2: Compact boundaries with minimal deviation for target population
- Alternative 3: Allow for growth in fastest-growing zones (1, 6, and 7)

Race and ethnicity data were examined for all alternatives as required by law under the Secretary of State's criteria: No district shall be drawn for the purpose of diluting the voting strength of any language or ethnic minority group. District-wide, Non-White/ Hispanic people comprise 38.6% of the population.

According to the 2020 census, the total district population is 256,785. Target population for each zone is calculated by dividing total district population by the number of board zones ($256,785/7 = 36,684$).

Of the seven board zones, four are within the target range, while three are more than 5% above or below the target population of 36,684.

- Zone 1 is slightly above target range at 6.9% higher than the target population
- Zone 3 is 10.5% under the target population
- Zone 5 is 6.3% under the target population

Although four board zones are within target range, necessary adjustments to adjacent board zones may impact them as well.

The MWVCOG has prepared three draft alternatives for board review (Attachment A). Each alternative includes the results of Race/Ethnic Data Analysis. The alternatives have been posted on the District's website for public comment. In addition to the public open house on February 8th the board held a public work session on March 24th. The District also conducted extensive public outreach. A copy of the outreach activities is shown in Attachment B.

FINANCIAL IMPACT

None

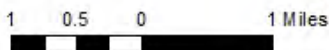
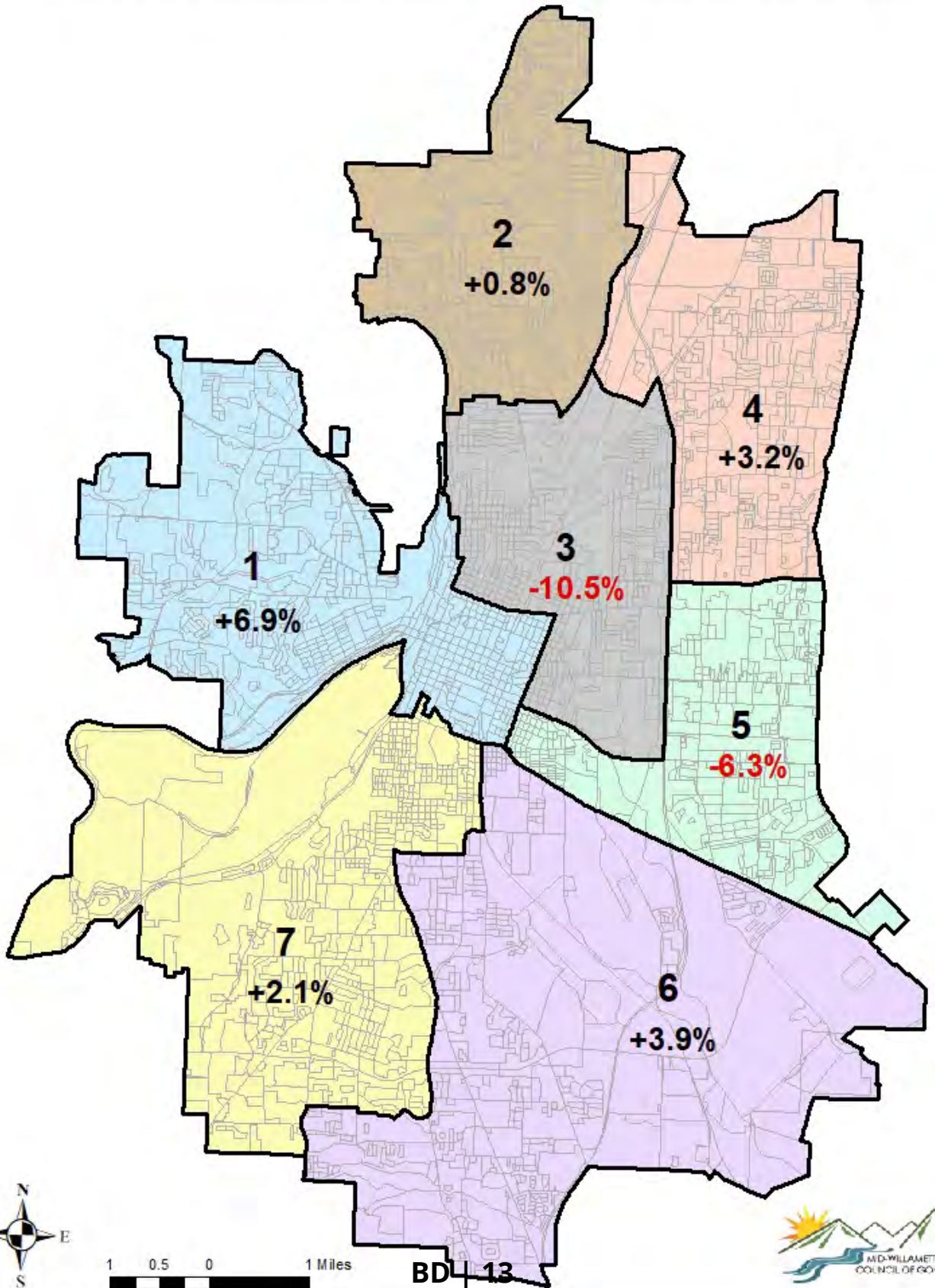
RECOMMENDATION

None

PROPOSED MOTION

I move that the Board recommend alternative _____ (1, 2, or 3) as the Districts preferred alternative and direct the General Manager to communicate that recommendation to the Secretary of State's office.

Cherriots Current Board Zones, 2022

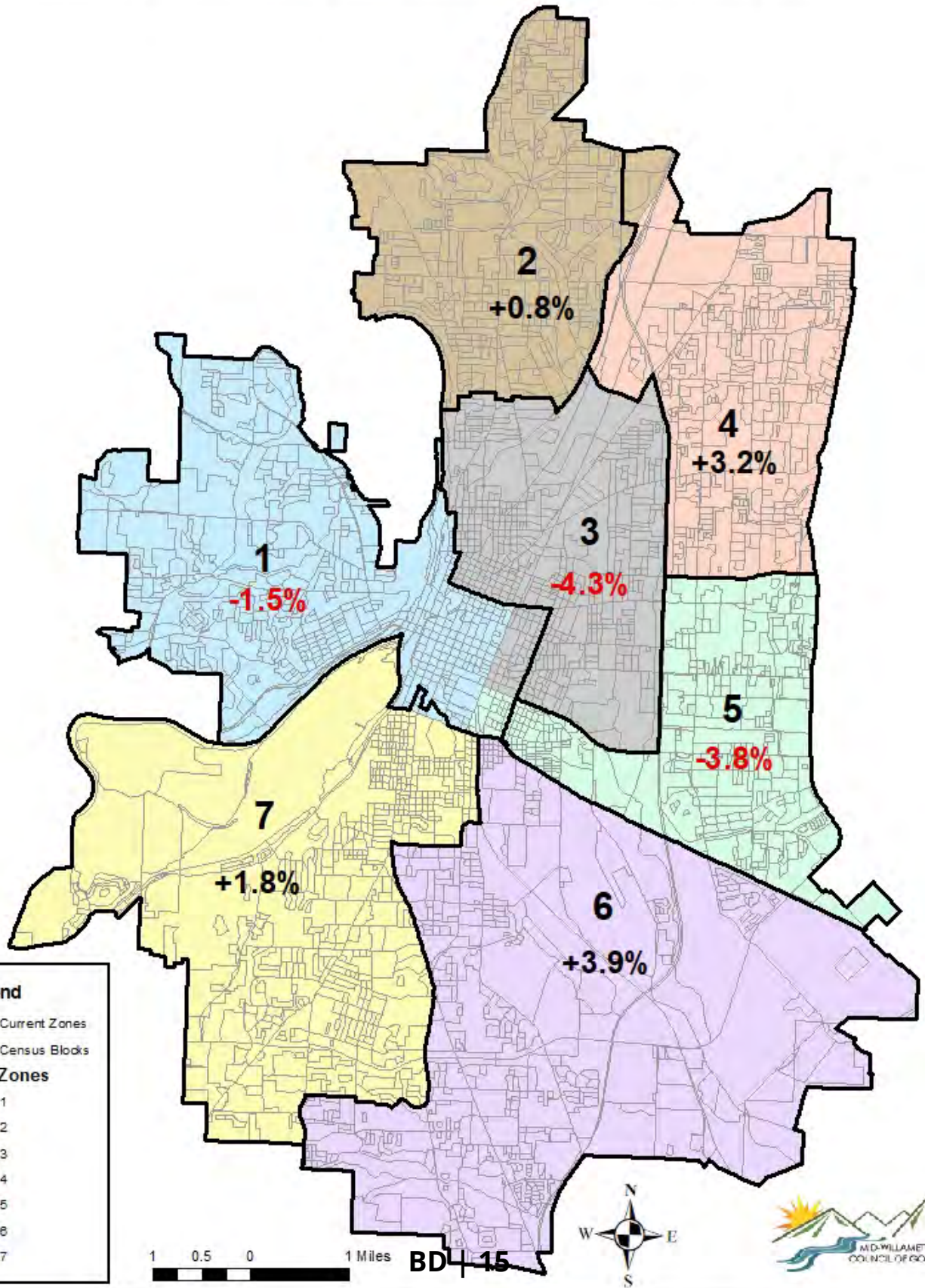


Development of Alternatives

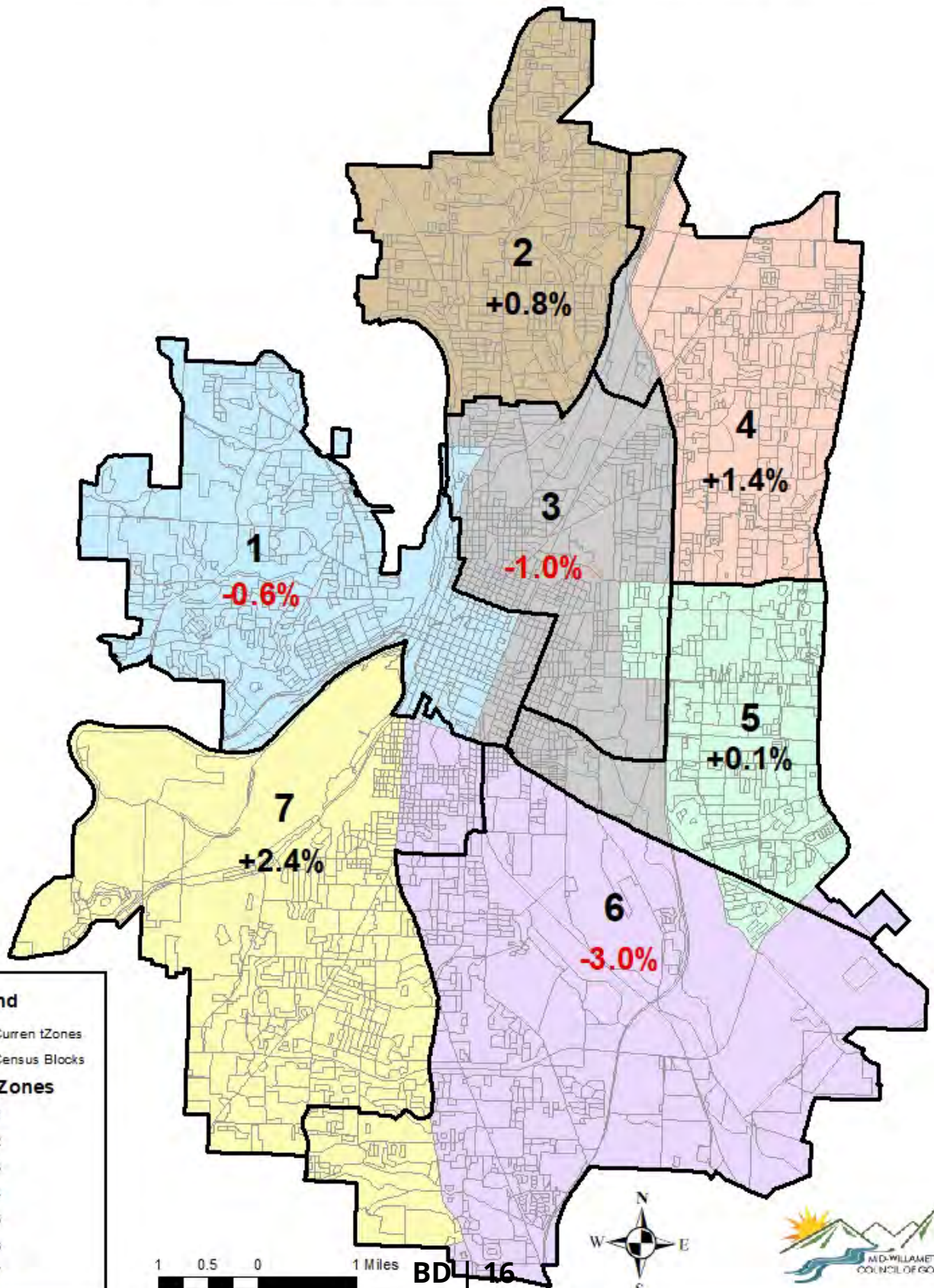
Three alternatives were developed

- Alternative 1: Minimal change
- Alternative 2: Compact boundaries with minimal deviation from target population
- Alternative 3: Allow for growth in fastest- growing zones (1, 6 and 7)

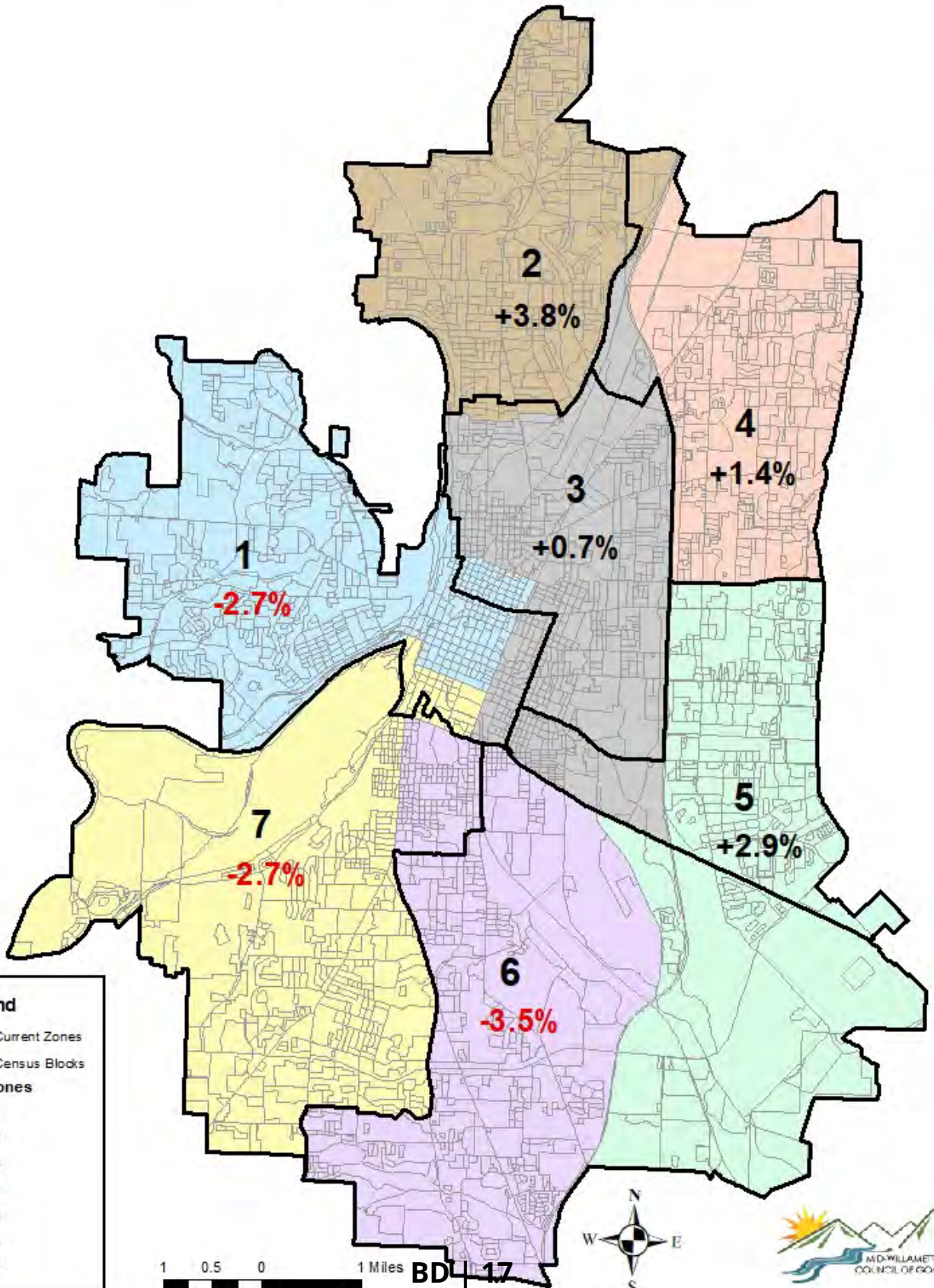
Alternative 1 Board Zones, 2022



Alternative 2 Board Zones, 2022



Alternative 3 Zones, 2022

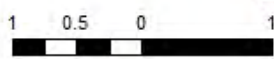


Legend

- Current Zones (black outline)
- Census Blocks (thin grey lines)
- Alt 3 Zones (colored areas)

Alt 3 Zones:

- 1 (light blue)
- 2 (brown)
- 3 (grey)
- 4 (orange)
- 5 (light green)
- 6 (purple)
- 7 (yellow)



BD 17



Race and Ethnic Analysis

Race and ethnicity data were examined for all alternatives as required by law under the Secretary of State's criteria

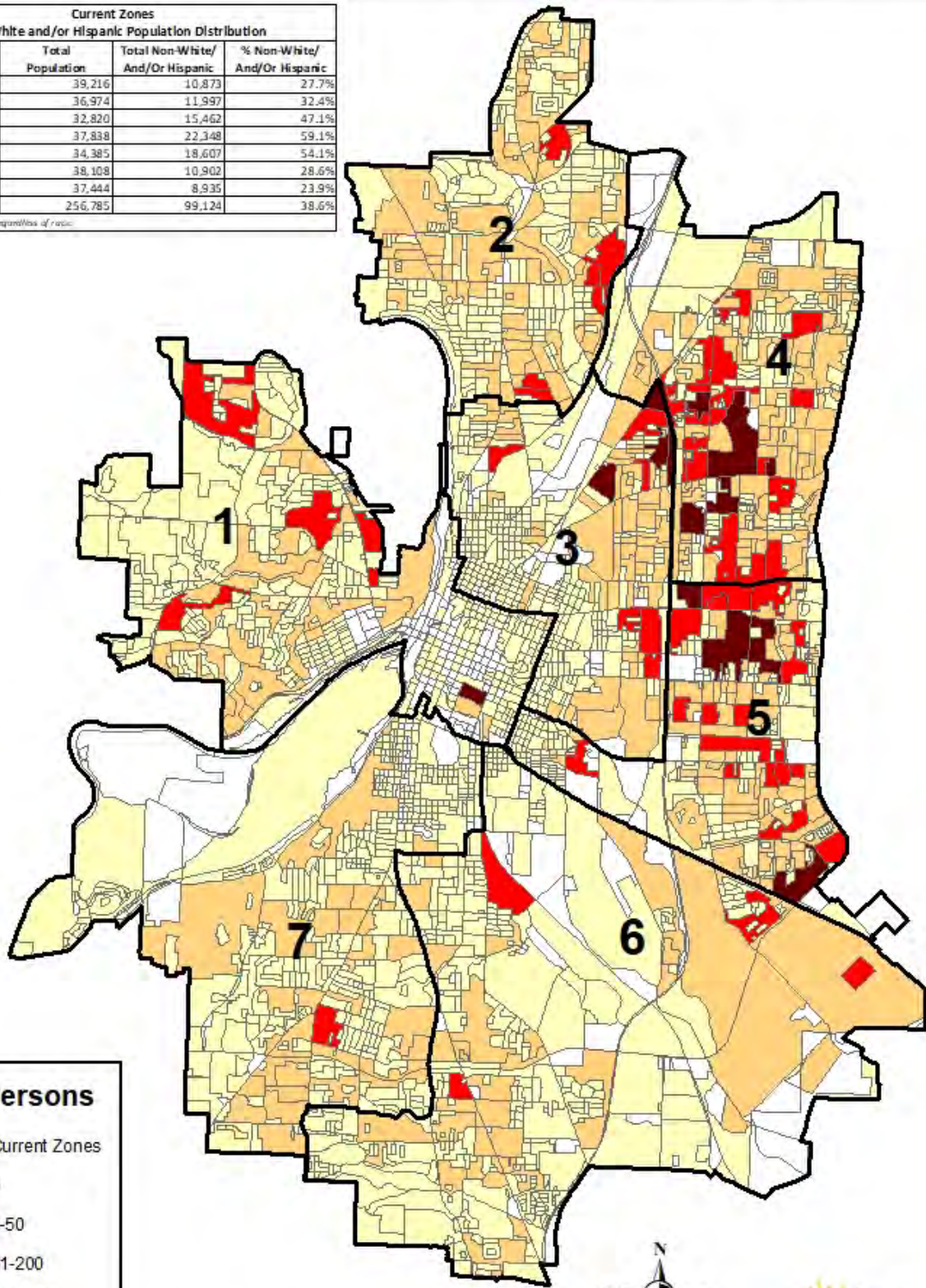
- According to the SOS directive:
“No district shall be drawn for the purpose of diluting the voting strength of any language or ethnic minority group”
- District-wide, Non-White/Hispanic people comprise 38.6% of the population

Current Board Zones

Distribution of Non-White and/or Hispanic Population

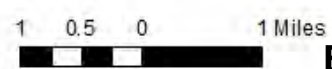
Current Zones			
Non-White and/or Hispanic Population Distribution			
Board Zone	Total Population	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic
1	39,216	10,873	27.7%
2	36,974	11,997	32.4%
3	32,820	15,462	47.1%
4	37,838	22,348	59.1%
5	34,385	18,607	54.1%
6	38,108	10,902	28.6%
7	37,444	8,935	23.9%
Total	256,785	99,124	38.6%

**Hispanic/Latino/origin regardless of race*



of Persons

- Current Zones
- 0
- 1-50
- 51-200
- 201-450
- 451 and Over

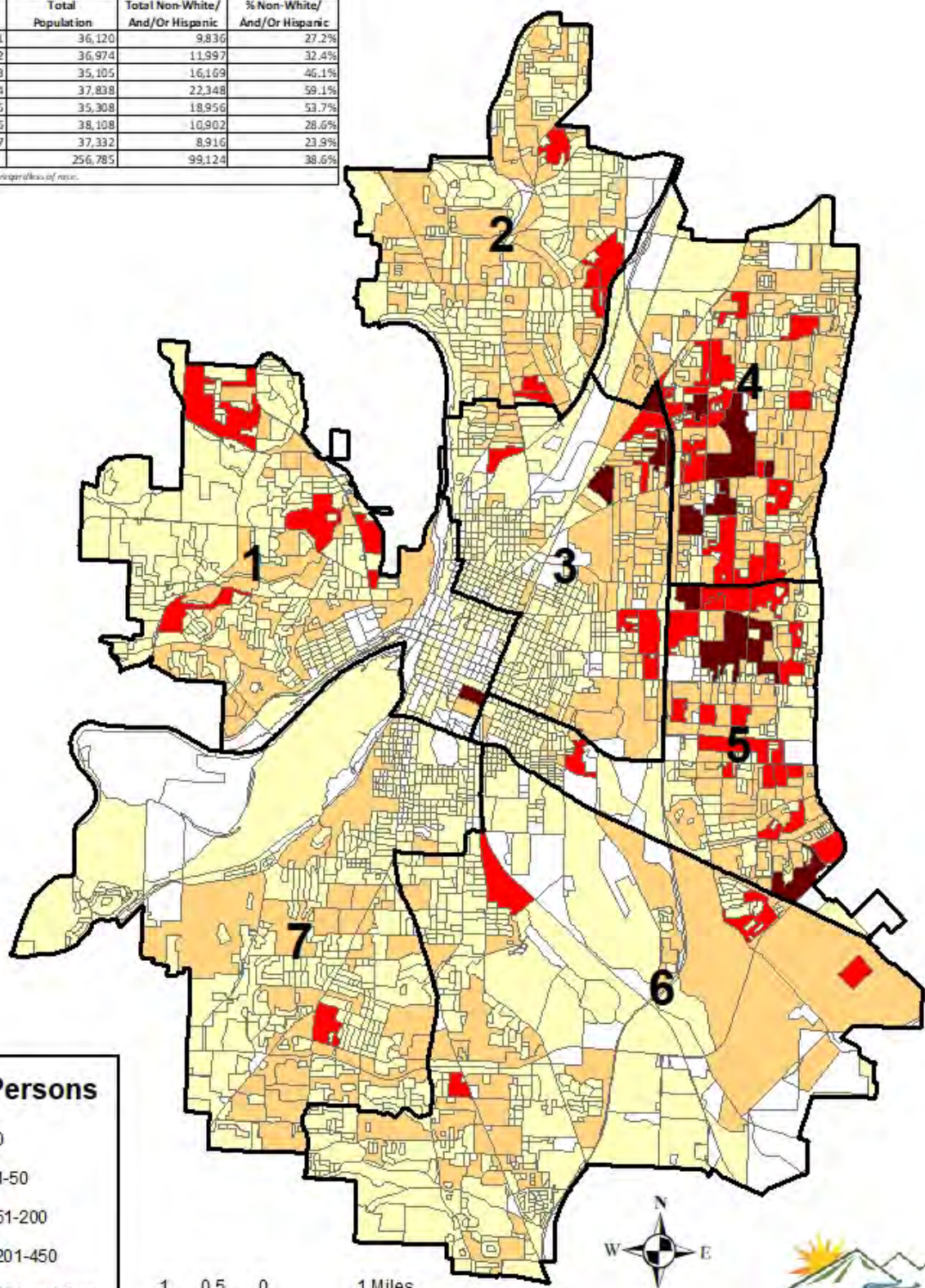


Alternative 1 Board Zones

Distribution of Non-White and/or Hispanic Population

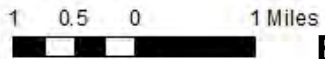
Alternative 1 Non-White and/or Hispanic Population Distribution			
Board Zone	Total Population	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic
1	36,120	9,836	27.2%
2	36,974	11,997	32.4%
3	35,105	16,169	46.1%
4	37,838	22,348	59.1%
5	35,308	18,956	53.7%
6	38,108	10,902	28.6%
7	37,332	8,916	23.9%
Total	256,785	99,124	38.6%

*Hispanic/Latino origin regardless of race.



of Persons

- 0
- 1-50
- 51-200
- 201-450
- 451 and Over



Results of Race/Ethnic Data Analysis

- **Alternative 1: Very Little Impact**
 - Very little change in racial/ethnic makeup of zones from current boundaries

SAMTD Current and Alternative 1 Board Zones Non-White and/or Hispanic Population Distribution					
Board Zone	Current Board Zones		Alternative 1 Zones		% Difference
	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic	
1	10,873	27.7%	9,836	27.2%	-0.5%
2	11,997	32.4%	11,997	32.4%	0.0%
3	15,462	47.1%	16,169	46.1%	-1.1%
4	22,348	59.1%	22,348	59.1%	0.0%
5	18,607	54.1%	18,956	53.7%	-0.4%
6	10,902	28.6%	10,902	28.6%	0.0%
7	8,935	23.9%	8,916	23.9%	0.0%
Total	99,124	38.6%	99,124	38.6%	

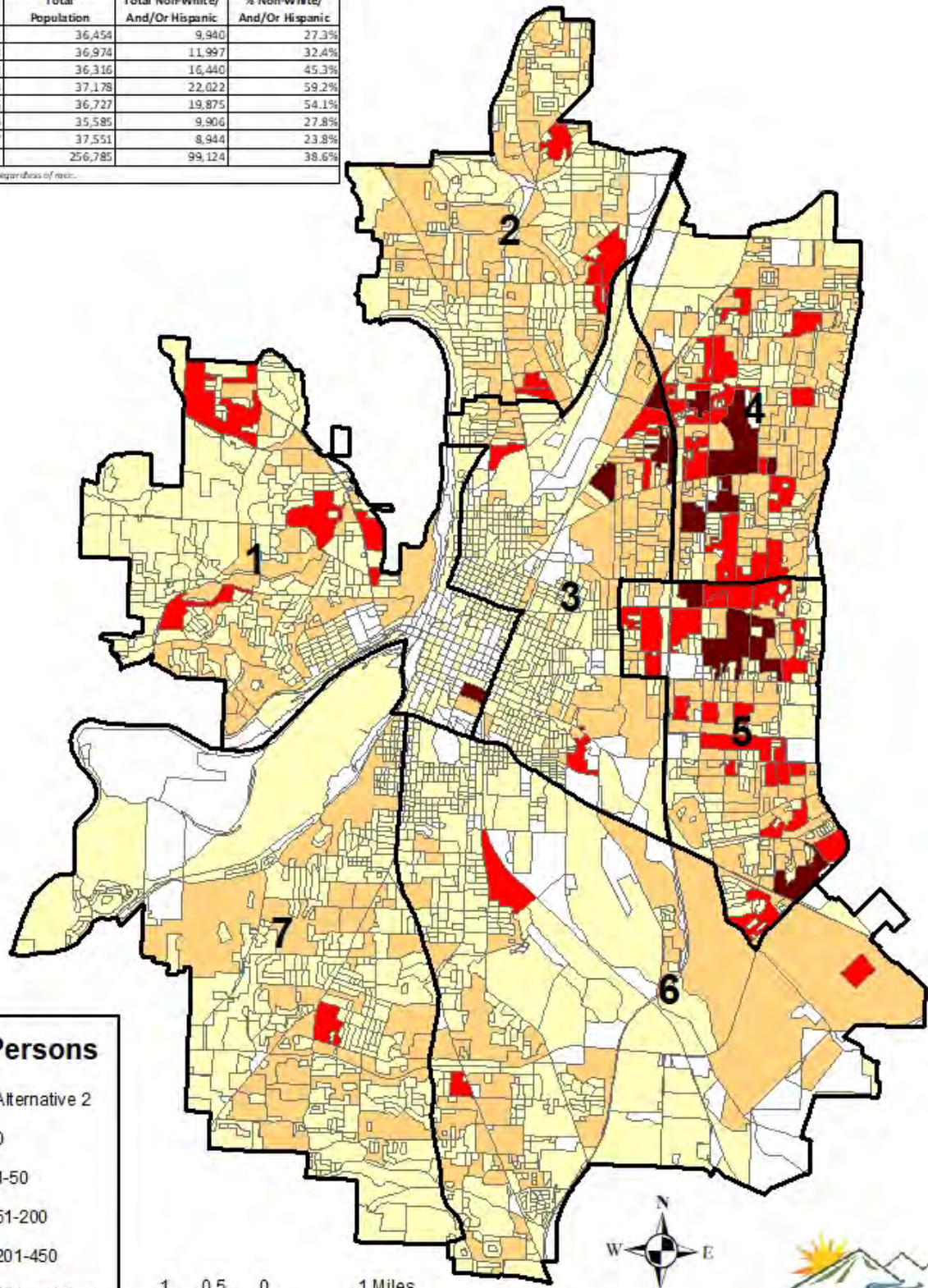
**Hispanic/Latino origin regardless of race.*

Alternative 2 Board Zones

Distribution of Non-White and/or Hispanic Population

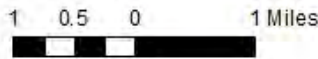
Alternative 2 Non-White and/or Hispanic Population Distribution			
Board Zone	Total Population	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic
1	36,454	9,940	27.3%
2	36,974	11,997	32.4%
3	36,316	16,440	45.3%
4	37,178	22,022	59.2%
5	36,727	19,875	54.1%
6	35,585	9,906	27.8%
7	37,551	8,944	23.8%
Total	256,785	99,124	38.6%

*Hispanic/Latino origin regardless of race.



of Persons

- Alternative 2
- 0
- 1-50
- 51-200
- 201-450
- 451 and Over



Results of Race/Ethnic Data Analysis

- **Alternative 2: Minimal**
 - Change to all zones amount to less than 2%

SAMTD Current and Alternative 2 Board Zones Non-White and/or Hispanic Population Distribution					
Board Zone	Current Board Zones		Alternative 2 Zones		% Difference
	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic	
1	10,873	27.7%	9,940	27.3%	-0.5%
2	11,997	32.4%	11,997	32.4%	0.0%
3	15,462	47.1%	16,440	45.3%	-1.8%
4	22,348	59.1%	22,022	59.2%	0.2%
5	18,607	54.1%	19,875	54.1%	0.0%
6	10,902	28.6%	9,906	27.8%	-0.8%
7	8,935	23.9%	8,944	23.8%	0.0%
Total	99,124	38.6%	99,124	38.6%	0.0%

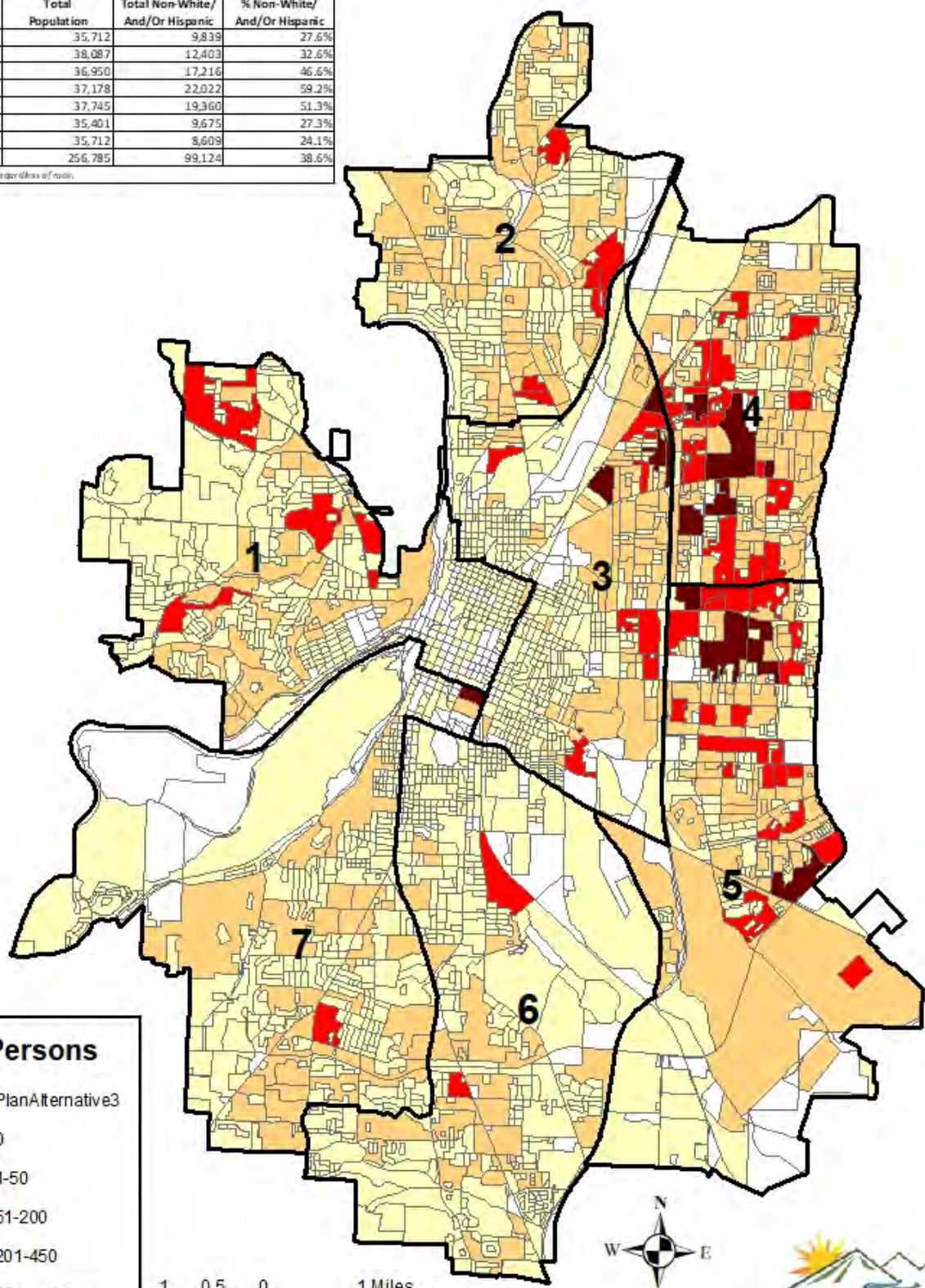
**Hispanic/Latino origin regardless of race.*

Alternative 3 Board Zones

Distribution of Non-White and/or Hispanic Population

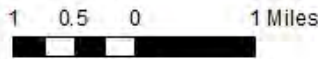
Alternative 3 Non-White and/or Hispanic Population Distribution			
Board Zone	Total Population	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic
1	35,712	9,839	27.6%
2	38,087	12,403	32.6%
3	36,950	17,216	46.6%
4	37,178	22,022	59.2%
5	37,745	19,360	51.3%
6	35,401	9,675	27.3%
7	35,712	8,609	24.1%
Total	256,785	99,124	38.6%

*Hispanic/Latino origin regardless of race.



of Persons

- Plan Alternative 3
- 0
- 1-50
- 51-200
- 201-450
- 451 and Over



Results of Race/Ethnic Data Analysis

- **Alternative 3: Minimal**
 - Change to all zones amount to less than 3%

SAMTD Current and Alternative 3 Board Zones Non-White and/or Hispanic Population Distribution					
Board Zone	Current Board Zones		Alternative 3 Zones		% Difference
	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic	
1	10,873	27.7%	9,839	27.6%	-0.2%
2	11,997	32.4%	12,403	32.6%	0.1%
3	15,462	47.1%	17,216	46.6%	-0.5%
4	22,348	59.1%	22,022	59.2%	0.2%
5	18,607	54.1%	19,360	51.3%	-2.8%
6	10,902	28.6%	9,675	27.3%	-1.3%
7	8,935	23.9%	8,609	24.1%	0.2%
Total	99,124	38.6%	99,124	38.6%	0.0%

**Hispanic/Latino origin regardless of race.*

Results of Race/Ethnic Data Analysis

- Alternative 1
 - Virtually no impact
- Alternatives 2 and 3
 - Minimal impact
 - Changes amount to less than 3%
 - Zones 3, 4 and 5 remain above district average for Non-White/Hispanic population

Salem Area Mass Transit District 2022 Public Engagement Process for Redistricting

Cherriots is part of the greater Salem-Keizer community and is committed to working collaboratively with its citizens and stakeholders.

Engaging with the community and remaining aware of the concerns and interests are important components of the Cherriots mission. To receive public input on the redistricting proposals prepared by the Mid-Willamette Council of Governments, Cherriots hosted an online open house on February 8th.

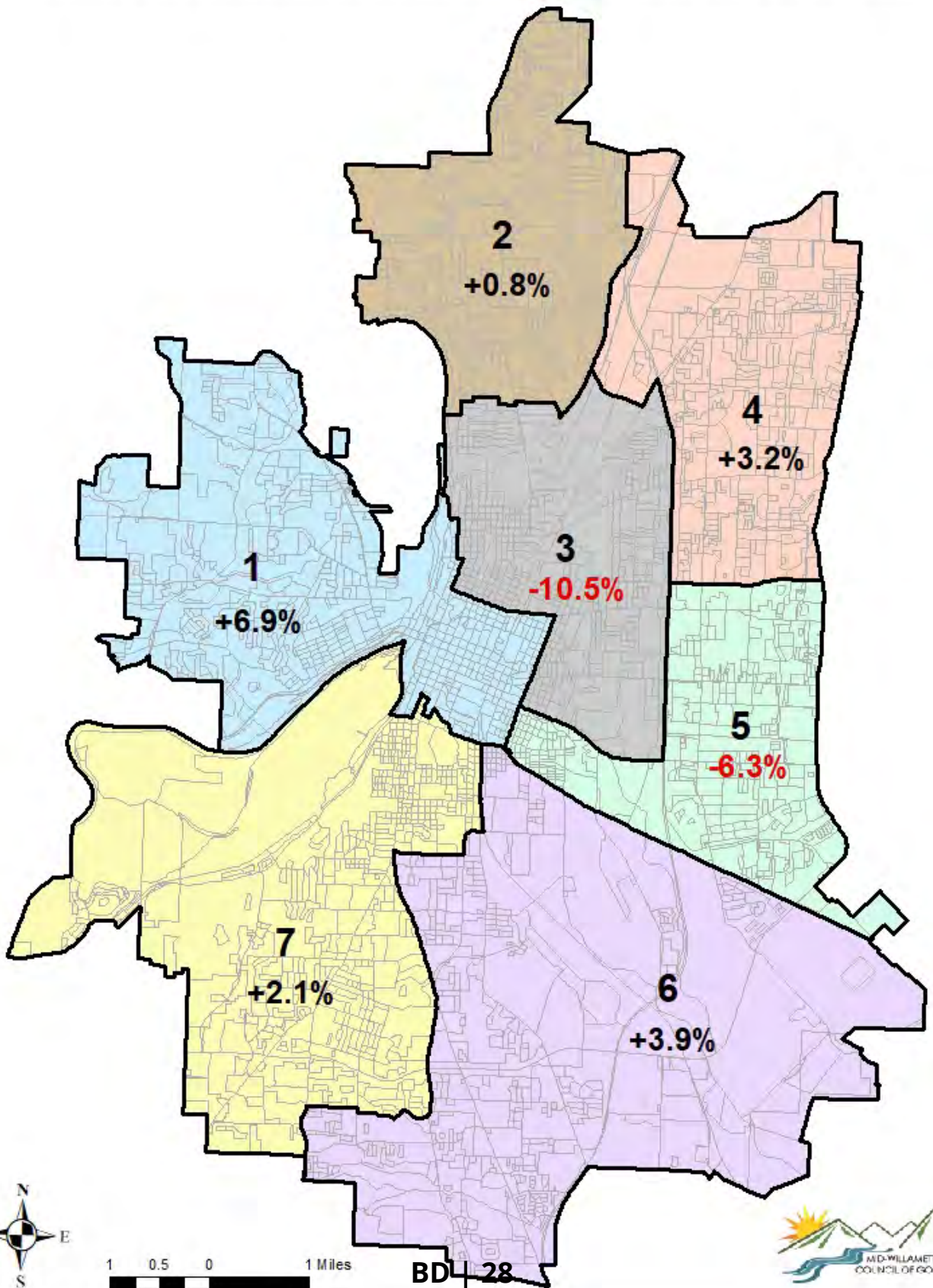
In addition to the virtual open house, public comment could be provided directly on the Districts redistricting map website and to the Board of Directors on the Cherriots website.

Encouraging meaningful participation required transparency and coordinated, timely and accurate information provided in a way that people want to receive it. Social media provides immediate access to information, as well as opportunities for feedback and input. Cherriots published social media posts about the redistricting project on Feb. 3, 7, and 25, and March 15 on Facebook, Twitter, Instagram, and LinkedIn. The total social media reach across all dates and all channels was 4,823. The total engagement was 213. The Redistricting Project page on our website (Cherriots.org/subdistricts) has had 305 page views by 259 unique visitors.

Cherriots also enlisted a number of and variety of traditional communication channels. Information about the project was included in the District's February and March electronic newsletters, reaching 3,949 and 3,933 recipients, respectively; public service announcements on English and Spanish language radio stations; monitor ads at transit centers; community digital newsletters; emails to 21 neighborhood associations, civic groups, social service providers, health and human services providers, city, county, and state agencies, the faith community; and news release and emails to news media outlets.

Community outreach involved organizations, individuals, neighborhoods, decision makers, businesses, and others who have an interest in or are impacted by the District.

Cherriots Current Board Zones, 2022



1 0.5 0 1 Miles

BD | 28

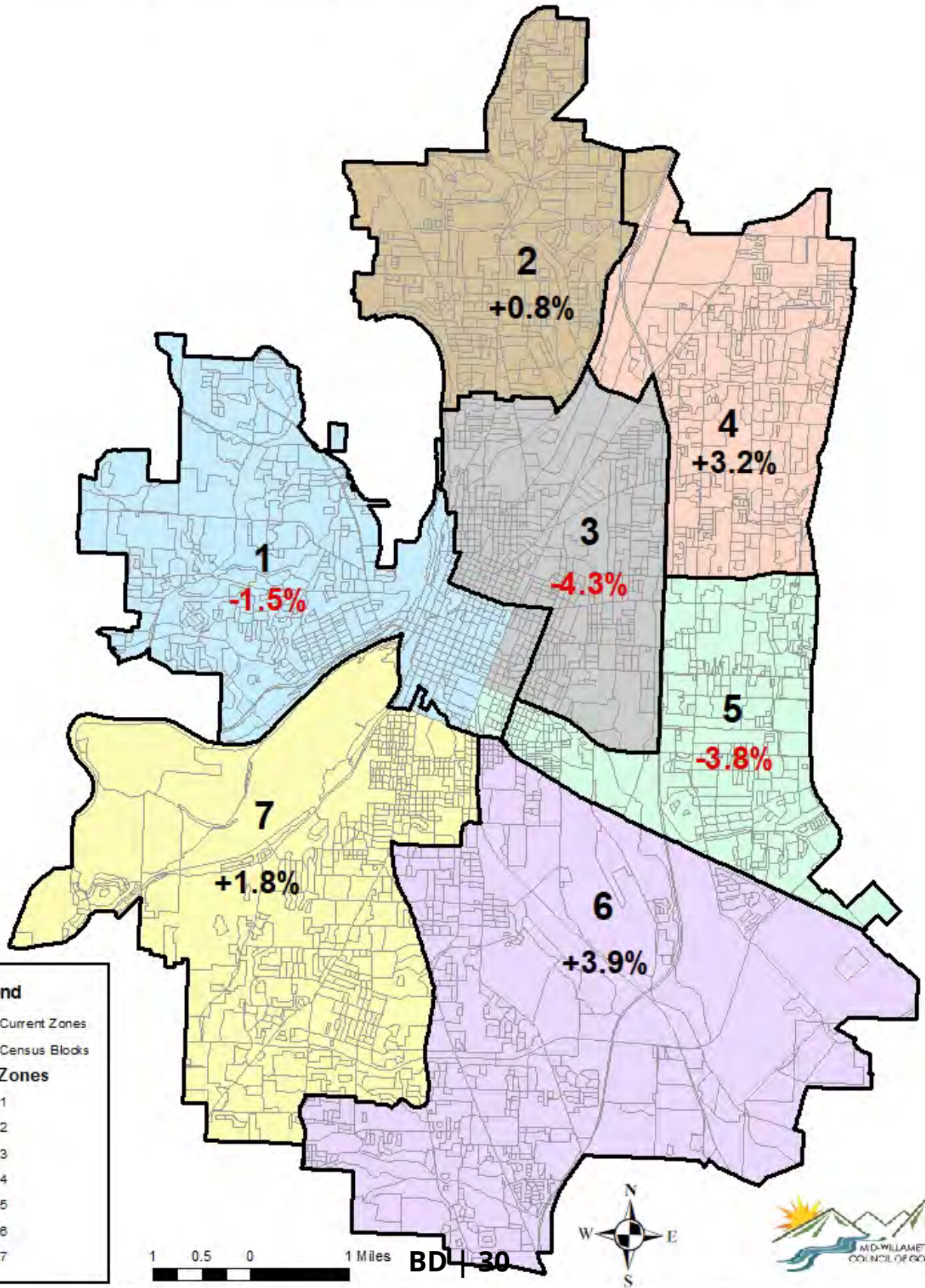


Development of Alternatives

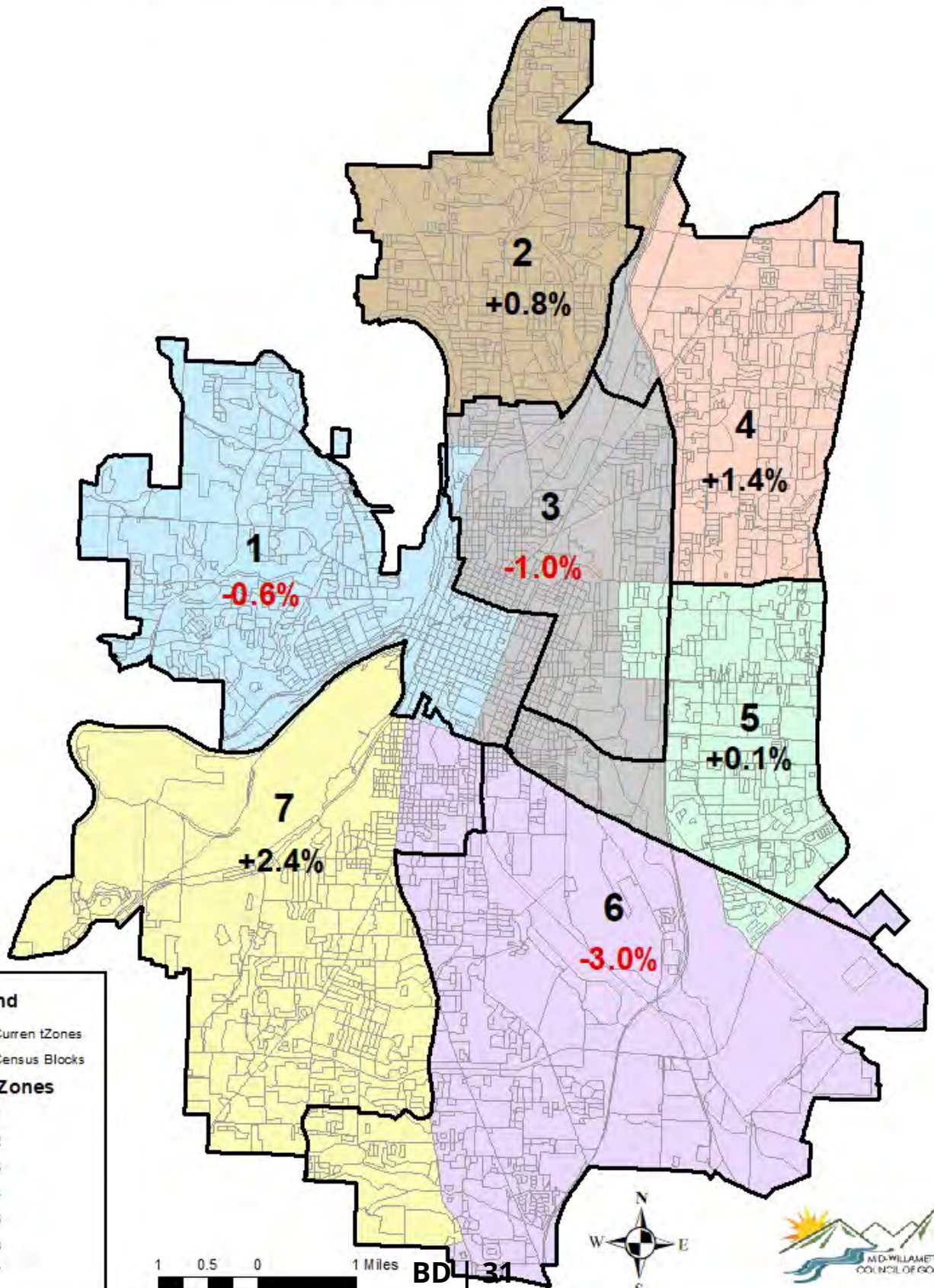
Three alternatives were developed

- Alternative 1: Minimal change
- Alternative 2: Compact boundaries with minimal deviation from target population
- Alternative 3: Allow for growth in fastest- growing zones (1, 6 and 7)

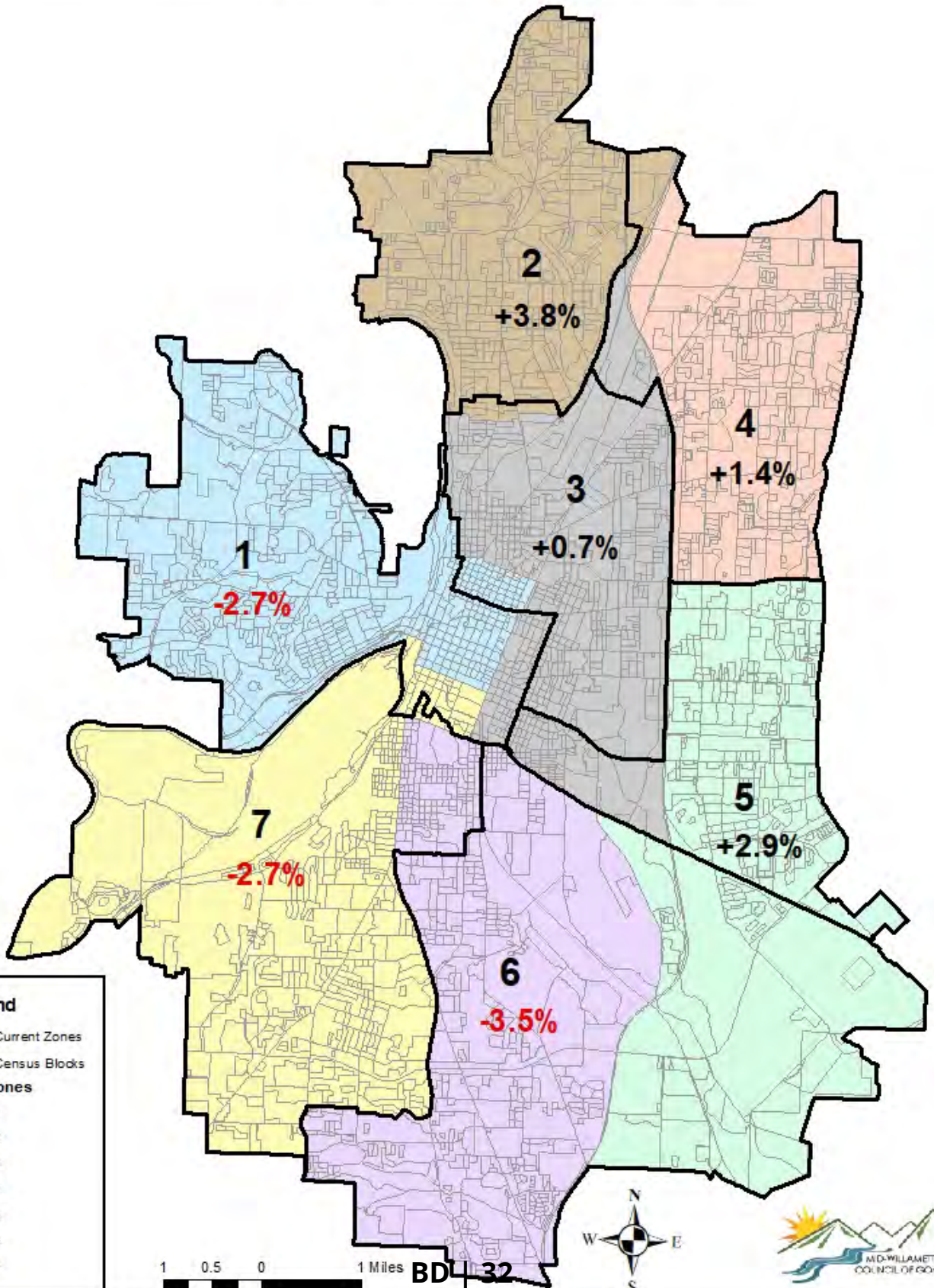
Alternative 1 Board Zones, 2022



Alternative 2 Board Zones, 2022



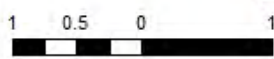
Alternative 3 Zones, 2022



Legend

- Current Zones (black outline)
- Census Blocks (thin grey outline)
- Alt 3 Zones

1	Light Blue
2	Brown
3	Grey
4	Orange
5	Light Green
6	Purple
7	Yellow



BD 32





Race and Ethnic Analysis

Race and ethnicity data were examined for all alternatives as required by law under the Secretary of State's criteria

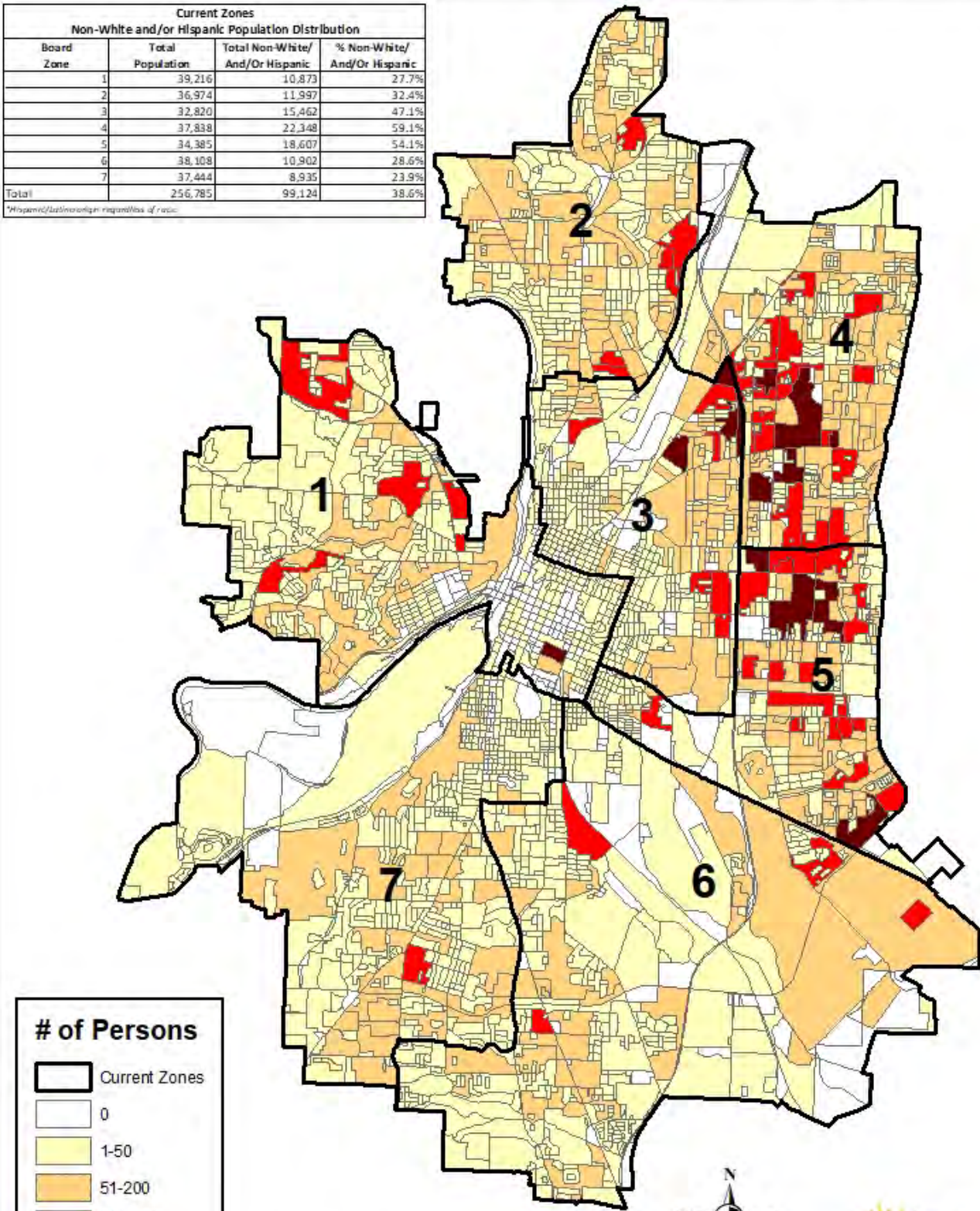
- According to the SOS directive: “No district shall be drawn for the purpose of diluting the voting strength of any language or ethnic minority group”
- District-wide, Non-White/Hispanic people comprise 38.6% of the population

Current Board Zones

Distribution of Non-White and/or Hispanic Population

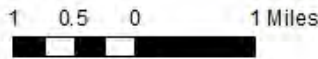
Current Zones			
Non-White and/or Hispanic Population Distribution			
Board Zone	Total Population	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic
1	39,216	10,873	27.7%
2	36,974	11,997	32.4%
3	32,820	15,462	47.1%
4	37,838	22,348	59.1%
5	34,385	18,607	54.1%
6	38,108	10,902	28.6%
7	37,444	8,935	23.9%
Total	256,785	99,124	38.6%

**Hispanic/Latino/origin regardless of race*



of Persons

- Current Zones
- 0
- 1-50
- 51-200
- 201-450
- 451 and Over

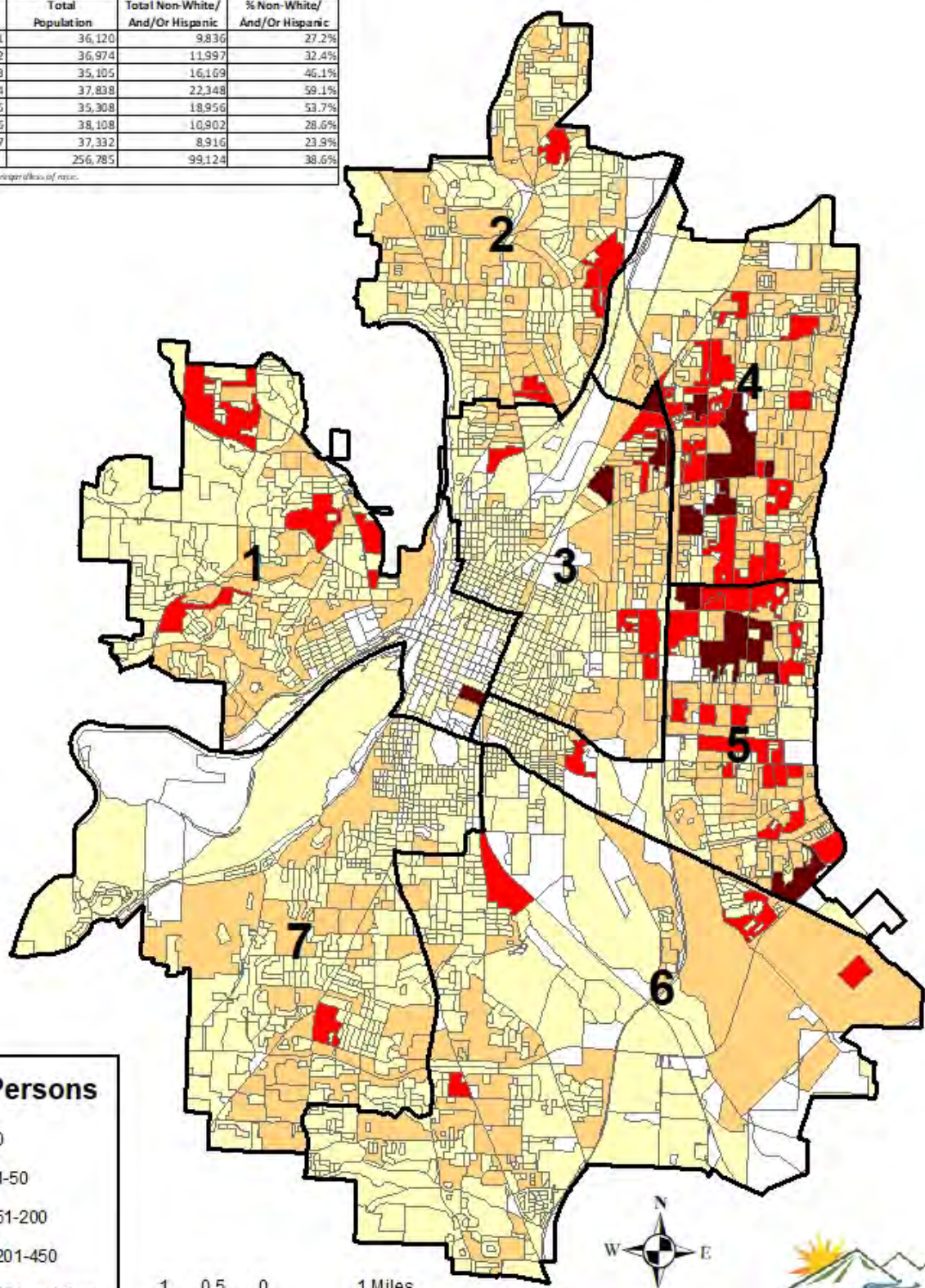


Alternative 1 Board Zones

Distribution of Non-White and/or Hispanic Population

Alternative 1 Non-White and/or Hispanic Population Distribution			
Board Zone	Total Population	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic
1	36,120	9,836	27.2%
2	36,974	11,997	32.4%
3	35,105	16,169	46.1%
4	37,838	22,348	59.1%
5	35,308	18,956	53.7%
6	38,108	10,902	28.6%
7	37,332	8,916	23.9%
Total	256,785	99,124	38.6%

*Hispanic/Latino origin regardless of race.



of Persons

- 0
- 1-50
- 51-200
- 201-450
- 451 and Over

1 0.5 0 1 Miles





Results of Race/Ethnic Data Analysis

- **Alternative 1: Very Little Impact**
 - Very little change in racial/ethnic makeup of zones from current boundaries

SAMTD Current and Alternative 1 Board Zones Non-White and/or Hispanic Population Distribution					
Board Zone	Current Board Zones		Alternative 1 Zones		% Difference
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1	10,873	27.7%	9,836	27.2%	-0.5%
2	11,997	32.4%	11,997	32.4%	0.0%
3	15,462	47.1%	16,169	46.1%	-1.1%
4	22,348	59.1%	22,348	59.1%	0.0%
5	18,607	54.1%	18,956	53.7%	-0.4%
6	10,902	28.6%	10,902	28.6%	0.0%
7	8,935	23.9%	8,916	23.9%	0.0%
Total	99,124	38.6%	99,124	38.6%	

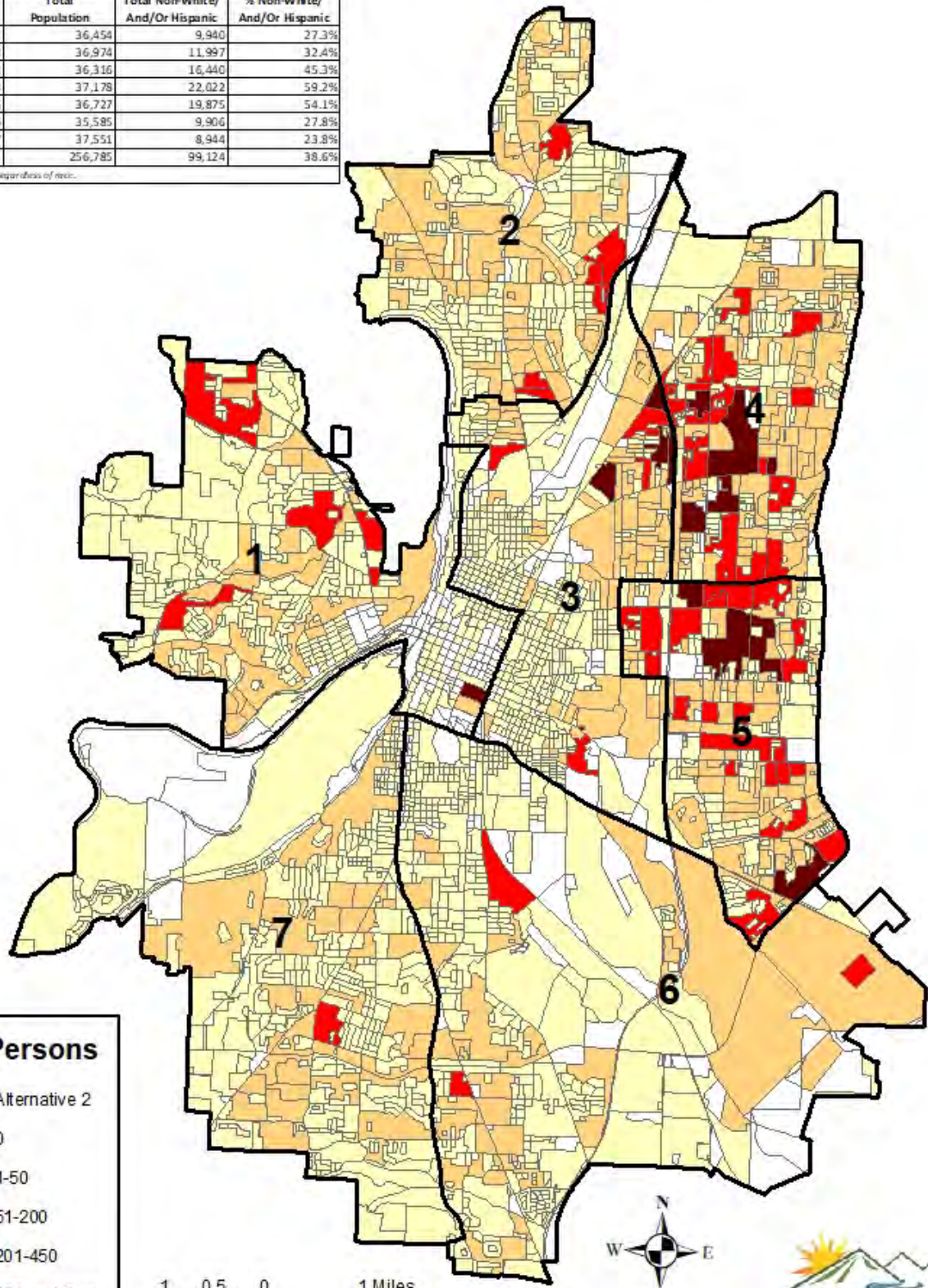
**Hispanic/Latino origin regardless of race.*

Alternative 2 Board Zones

Distribution of Non-White and/or Hispanic Population

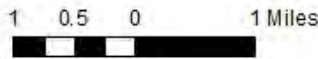
Alternative 2 Non-White and/or Hispanic Population Distribution			
Board Zone	Total Population	Total Non-White/ And/Or Hispanic	% Non-White/ And/Or Hispanic
1	36,454	9,940	27.3%
2	36,974	11,997	32.4%
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Total	256,785	99,124	38.6%

*Hispanic/Latino origin regardless of race.



of Persons

- Alternative 2
- 0
- 1-50
- 51-200
- 201-450
- 451 and Over





Results of Race/Ethnic Data Analysis

- **Alternative 2: Minimal**
 - Change to all zones amount to less than 2%

SAMTD Current and Alternative 2 Board Zones Non-White and/or Hispanic Population Distribution					
Board Zone	Current Board Zones		Alternative 2 Zones		% Difference
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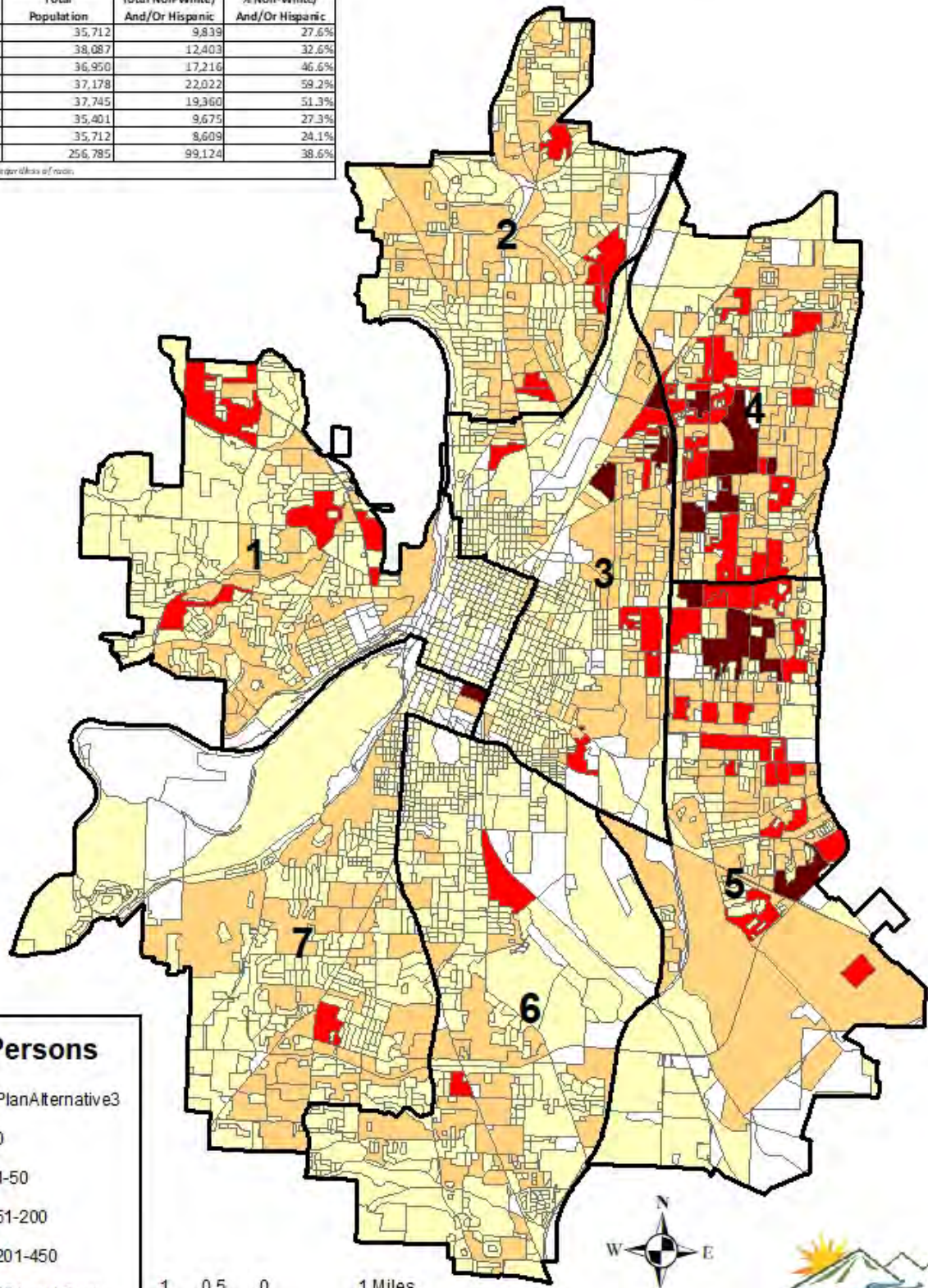
**Hispanic/Latino origin regardless of race.*

Alternative 3 Board Zones

Distribution of Non-White and/or Hispanic Population

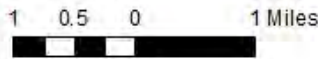
Alternative 3 Non-White and/or Hispanic Population Distribution			
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1	35,712	9,839	27.6%
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of Persons

- Plan Alternative 3
- 0
- 1-50
- 51-200
- 201-450
- 451 and Over



Results of Race/Ethnic Data Analysis

- **Alternative 3: Minimal**
 - Change to all zones amount to less than 3%

SAMTD Current and Alternative 3 Board Zones Non-White and/or Hispanic Population Distribution					
Board Zone	Current Board Zones		Alternative 3 Zones		% Difference
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7	8,935	23.9%	8,609	24.1%	0.2%
Total	99,124	38.6%	99,124	38.6%	0.0%

**Hispanic/Latino origin regardless of race.*

Results of Race/Ethnic Data Analysis

- Alternative 1
 - Virtually no impact
- Alternatives 2 and 3
 - Minimal impact
 - Changes amount to less than 3%
 - Zones 3, 4 and 5 remain above district average for Non-White/Hispanic population

Salem Area Mass Transit District 2022 Public Engagement Process for Redistricting

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Community outreach involved organizations, individuals, neighborhoods, decision makers, businesses, and others who have an interest in or are impacted by the District.



BOARD MEETING MEMO

Agenda Item G.2.a

To: Board of Directors

From: Stephen Dickey, Director of Technology and Program Management
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: April 28, 2022

Subject: Adopt Resolution No. 2022-01 to Repeal the Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee.

ISSUE

Shall the Board adopt Resolution No. 2022-01 to repeal the Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee?

BACKGROUND AND FINDINGS

During the 2020 Legislative Session, Senate Bill 1601 passed directing ODOT to consolidate the Statewide Transportation Improvement Fund (STIF) and Special Transportation Fund (STF) programs. As part of the rule making process, following the passage of SB 1601, ODOT formed a Rules Advisory Committee (RAC) tasked with assisting in the drafting of the Administrative Rules to govern the revised STIF program. The committee carried the responsibility to ensure the provisions of both the STIF and STF programs and their intended beneficiaries would be included in the revised STIF program. The RAC held several meetings, worked with ODOT staff to draft the new rules, and in January 2022, the Oregon Transportation Commission (OTC) approved the new rules.

The designated Qualified Entities (QE) of which the District is for Marion and Polk Counties, need to dissolve their existing STF Advisory Committee (STIFAC) and amend the Bylaws for the STIFAC by Board action. This process to begin with a new STIFAC will occur over the next two to three months.

Attached to this memo for review and action, the Board will find the proposed Resolution No. 2022-01 to repeal the STFAC Bylaws, adopted on July 23, 2020 by Resolution No. 2020-05.

FINANCIAL IMPACT

This Board action addresses required changes to governance and program requirements brought about by the change in State Statutes and Administrative Rules. The fiscal impact of this action is de minimis in relation to the overall scope of the STIF program. The only cost savings are related to overseeing one advisory committee, rather than two.

RECOMMENDATION

Staff recommends the Board adopt Resolution No. 2022-01 to Repeal the Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee and move the STF programs and intended beneficiaries to the revised STIF program.

PROPOSED MOTION

I move that the Board adopt Resolution No. 2022-01 to Repeal the Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee and move the STF Programs and intended beneficiaries to the revised STIF Program.

RESOLUTION #2022-01

BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE SPECIAL TRANSPORTATION FUND ADVISORY COMMITTEE

WHEREAS, in 1985, the Oregon Legislature established the Elderly and Disabled Special Transportation Fund (STF) in accordance with ORS 391.800 through 391.830. The STF was funded with a \$.01 per pack cigarette tax, and the governing body of each mass transit district, transportation district, Indian tribe or county, that received moneys from the STF, appointed an advisory committee to advise and assist the governing body in carrying out the purposes of [ORS 391.800](#) to [391.830](#); and

WHEREAS, the Salem Area Mass Transit District, hereafter referred to as "District", did on January 25, 1990, adopt Resolution #90-1, to set forth rules to govern proceedings and conduct of the Board of Directors of the District, hereafter referred to as "Bylaws"; and included Attachment B, titled "Bylaws Governing Proceedings and Conduct of the Special Transportation Fund Advisory Committee;" and

WHEREAS, in November 2017, the Oregon Legislature made a significant investment in transportation with the passage of House Bill 2017. ODOT created the Statewide Transportation Improvement Fund (STIF) for this dedicated source of funding to expand public transportation services in Oregon. On July 1, 2018, the rules became effective to establish procedures and requirements under OAR 732 Division 40; and on September 27, 2018, by Resolution No. 2018-08, the Board established the Bylaws for the STIF Advisory Committee (STIFAC); and approved their first STIF Plan with the adoption of Resolution No. 2018-09; and

WHEREAS, on July 23, 2020, each of the Bylaws for the Board's appointed advisory committees, to include the STFAC and the STIFAC were rescinded and replaced by Resolution #2020-05 and by Resolution #2020-06 respectively to bring consistency and clarity to governing the organizational and functional aspects of the committees; and

WHEREAS, during the 2020 Legislative Session, Senate Bill 1601 was passed directing ODOT to consolidate the STIF and STF programs into the STIF program; and

WHEREAS, for that reason, it becomes necessary to repeal the Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee, and move the STF Programs and intended beneficiaries to the revised STIF Program.

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

THAT the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Special Transportation Fund Advisory Committee of Salem Area Mass Transit District," are hereby repealed by Resolution #2022-01; and move the STF Programs and intended beneficiaries to the revised STIF Program.

ADOPTED by the Board of Directors effective on this 28th day of April, 2022.

President
SAMTD Board of Directors

ATTEST:

Secretary
SAMTD Board of Directors



BOARD MEETING MEMO

Agenda Item G.3.b

To: Board of Directors

From: Stephen Dickey, Director of Technology and Program Management
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: April 28, 2022

Subject: Adopt Resolution No. 2022-02 to Amend the Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee.

ISSUE

Shall the Board adopt Resolution No. 2022-02 to amend the Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee?

BACKGROUND AND FINDINGS

During the 2020 Legislative Session, Senate Bill 1601 passed directing ODOT to consolidate the Statewide Transportation Improvement Fund (STIF) and the Special Transportation Fund (STF) programs. As part of the rule making process following the passage of SB 1601, ODOT formed a Rules Advisory Committee (RAC) that was tasked with assisting in the drafting of the Administrative Rules to govern the revised STIF program. The committee carried the responsibility to ensure the provisions of both the STIF and STF programs and their intended beneficiaries, would be included in the revised STIF program. The RAC held several meetings, worked with ODOT staff to draft the new rules; and in January 2022, the Oregon Transportation Commission (OTC) approved the new rules.

To complete the process, all of the Qualified Entities (QE) designated by statute must dissolve the existing STIF Advisory Committee (STIFAC) and STF Advisory Committee (STFAC), amend the associated bylaws for the STIFAC and the STIF program, and appoint a new STIFAC by Board action. This process will occur over the next two to three months.

Staff completed a draft of the new STIFAC bylaws with amendments for Board review and action. Attached to this memo are the -

- Proposed Resolution No. 2022-02 to amend the STIFAC Bylaws;
- Amended STIFAC Bylaws (two copies – one with track changes, and one with changes accepted for readability); and
- Current Resolution No. 2020-06 adopted on July 23, 2020 establishing the existing STIF Bylaws.

FINANCIAL IMPACT

This Board action addresses required changes to governance and program requirements brought about by the change in State Statutes and Administrative Rules. The fiscal impact of this action is de minimis in relation to the overall scope of the STIF program. The only cost savings are related to overseeing one advisory committee, rather than two.

RECOMMENDATION

Staff recommends the Board adopt Resolution No. 2022-02 to amend the Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee.

PROPOSED MOTION

I move that the Board adopt Resolution No. 2022-02 to amend the Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee.

RESOLUTION #2022-02

BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE

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

WHEREAS, the Oregon Legislature made a significant investment in transportation with the passage of House Bill 2017 Keep Oregon Moving. The Statewide Transportation Improvement Fund ("STIF") was created by the Oregon Department of Transportation ("ODOT") for this dedicated source of funding to expand public transportation services in Oregon; and ODOT developed rules that establish the procedures and requirements for the administration of the STIF Formula, Discretionary and Intercommunity Discretionary Fund under OAR Chapter 732, Division 40; and the Oregon Transportation Commission approved the rules effective July 1, 2018; and

WHEREAS, the District is the Qualified Entity for Marion and Polk Counties; and, pursuant to OAR Chapter 732, Division 40, Advisory Committees are required to assist Qualified Entities in carrying out the purposes of the STIF; and,

WHEREAS, on June 28, 2018, the Board established the Statewide Transportation Improvement Fund Advisory Committee ("STIFAC"). On August 1, and on August 29, 2018, the STIFAC met to review a draft of the Bylaws for the STIFAC and voted to recommend adoption of the Bylaws to the Board. The Board adopted the STIFAC Bylaws at their September 27, 2018 meeting with the adoption of Resolution No. 2018-08; and amended the Bylaws with the adoption of Resolution No. 2020-06 on July 23, 2020.

WHEREAS, during the 2020 Legislative Session, Senate Bill 1601 passed and directed ODOT to consolidate the STIF and Elderly and Disabled Special Transportation Fund ("STF") programs into the STIF program. The revised program was codified in OAR 732-040 to 732-044 ensuring the provisions of both the current STIF and STF programs and their intended beneficiaries would be included in the revised STIF program; and

WHEREAS, changes in the Administrative Rules for the revised program now necessitate amending the current STIFAC Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee;

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

THAT Attachment C to the Board's Bylaws, titled "Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee of Salem Area Mass Transit District," is hereby amended by Resolution #2022-02.

ADOPTED by the Board of Directors on this 28th day of April 2022.

President
SAMTD Board of Directors

ATTEST:

Secretary
SAMTD Board of Directors

**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE
STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE OF
SALEM AREA MASS TRANSIT DISTRICT**

DEFINITIONS:

High Percentage of Low-Income Households -

For purposes of evaluating projects seeking Statewide Transportation Improvement Funds (STIF), Salem Area Mass Transit District (SAMTD), in its role as the Qualified Entity, shall define High Percentage of Low-Income Households as geographic areas within Marion and Polk counties, which are determined to have a high percentage of Low-Income Households (households with income less than 200% of the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2) for the 48 Contiguous States and the District of Columbia).

In applying for STIF funding, transit improvements benefiting low-income households may be demonstrated in the following manner:

- Fare programs that have a positive benefit for Low-Income Households;
- New route miles that provide service improvements to Low-Income Households, and areas benefitting individuals from Low-Income Households;
- New service hours that provide service improvements to Low-Income Households, and areas benefitting individuals from Low-Income Households;
- Purchases of new capital equipment or construction of new facilities that have a demonstrated improvement to low-income households, and areas benefitting individuals from Low-Income Households; or
- Any combination of the aforementioned improvements that result in an overall improvement of services to Low-Income Households, and areas benefitting individuals from Low-Income Households.

Improvements benefiting Low-Income Households are not limited to services provided directly to areas with high percentages of Low-Income Households. Improvements are also defined as services that connect individuals from Low-Income Households with employment, services, shopping, social centers, places of worship, etc. In evaluating the value of proposed improvements, this aspect is an important consideration.

Project -

A plan or project proposed by a Public Transportation Service Provider that is eligible for funding under ORS 184.758.

Terms not otherwise defined in these Bylaws shall have the meaning set forth in ORS 184.751-184.766 or, if not defined therein, in the applicable implementing regulations (OAR Chapter 734 Division 40).

ARTICLE I – ADVISORY COMMITTEE: PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of the STIF Program

The State of Oregon has established a Statewide Transportation Improvement Fund (“STIF”) for the purpose of financing and enhancing public transportation programs as provided under ORS 184.751-184.766. The Oregon Department of Transportation Public Transit Division administers the STIF program. Pursuant to State law, Salem Area Mass Transit District (“SAMTD” or “District”) is the designated Qualified Entity eligible to receive STIF Funds for Marion and Polk Counties. The SAMTD Board of Directors hereby establishes an advisory committee to advise and assist the Board of Directors with regard to the District’s STIF program within the two counties.

Section 2. Committee Name and Purpose

The name of the committee is the Statewide Transportation Improvement Fund Advisory Committee, also referred to as the STIFAC, hereinafter “Committee.” The purpose of the Committee is to advise and assist the SAMTD Board of Directors in prioritizing the Projects to be funded as part of the District’s STIF Plan.

Section 3. Committee Procedures and Duties

In a manner consistent with ORS 184.751-184.766 and implementing regulations, the Committee shall review every Project, and advise and assist the Board of Directors in prioritizing Projects. After a Project proposal is transmitted by the Board of Directors to the Chair of the Committee, the Chair will promptly distribute the Project proposal to members of the Committee. At the next regular meeting of the Committee following the distribution of the Project by at least 30 days, the Committee will set a schedule for its review, deliberation and recommendation of the Project. The schedule may be modified by the Committee upon a majority vote at any subsequent meeting.

The Committee may also advise the Board of Directors regarding opportunities to coordinate Projects with other local or regional transportation programs and services to improve service delivery and reduce gaps in service.

In addition, the Committee may propose changes to the policies or practices of the Board of

Directors when the Committee considers that such changes are necessary to ensure that: (a) a public transportation service provider that received funding under ORS 184.758 has applied the moneys received in accordance with, and for the purposes described in the provider's plan or project proposal; and (b) a plan or project proposal submitted by a public transportation service provider does not fragment the provision of public transportation services.

The Committee will consider the following criteria when reviewing Projects.

Whether the Project:

- A. Increases the frequency of bus service to areas with a high percentage of Low-Income Households;
- B. Expands bus routes and bus services to serve areas with a high percentage of Low-Income Households;
- C. Reduces fares for public transportation for Low-Income Households;
- D. Will procure buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
- E. Will improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- F. Increases the coordination between Public Transportation Service Providers to reduce fragmentation of service and fill service gaps;
- G. Provides student transit services for students in grades 9 through 12.
- H. Will maintain a productive service funded by the STIF Formula funds during a previous funding cycle; and
- I. Other factors to be determined by the District such as geographic equity.

Section 4. Open Meetings and Records

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted according to *Roberts Rules of Order, Newly Revised*. A record of each meeting will be kept with written minutes.

Regular meetings shall be scheduled with at least one week's notice and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.

Section 5. Ethics

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

ARTICLE II – APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS

Section 1. Appointment and Membership

Members of the Committee are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. The Committee is composed of no less than seven (7) members and no more than eleven (11) members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 of these Bylaws at the time of their appointment and for the duration of their term.

The Committee must include at least one person who is or represents: low-income individuals; people with disabilities; individuals age 65 or older; and a Public Transportation Service Provider or non-profit public transportation service provider.

The Board will appoint Committee members from both within and outside District boundaries to the extent practicable. The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

Section 2. Qualification

To be qualified to be appointed and continue to serve as a member of the Committee, the person must be knowledgeable about the public transportation needs of residents or employees located within or traveling to and or from the District. In addition, to be qualified to be appointed and continue to serve, the person must be a member of or

represent any one or more of the following:

- (A) local governments, including land use planners;
- (B) people with disabilities;
- (C) veterans;
- (D) low-income individuals;
- (E) social equity advocates;
- (F) environmental advocates;
- (G) Black, indigenous, and people of color;
- (H) bicycle and pedestrian advocates;
- (I) people with limited English proficiency;
- (J) public health, social and human service providers;
- (K) transit users who depend on transit for accomplishing daily activities;
- (L) individuals age 65 or older;
- (M) educational institutions;
- (N) Public Transportation Service Providers;
- (O) non-profit entities which provide public transportation services;
- (P) neighboring Public Transportation Service Providers;
- (Q) employers; or
- (R) major destinations for users of public transit.

Section 3. Terms of Service

Committee members shall initially either serve a term of one year or two years. The initial one year term will be from January 1, 2023 through December 31, 2023. The initial two year term will be from January 1, 2023 through December 31, 2024. In addition to the initial terms identified above, members will also serve during from the date of Board appointment through December 31, 2022. Members serving an initial one year term will be allowed to serve for a consecutive two-year term, for a total of three years.

At the point of appointment by the Board of Directors, the members shall be assigned as follows:

Total Number of Members	Number of Members Serving Initial One Year Plus Term	Number of Members Serving Two Year Term
7	4	3
8	4	4
9	5	4
10	5	5
11	6	5

Following the initial appointment, Committee members shall serve for a term of two years, commencing on January 1. Members are eligible for re-appointment for up to two consecutive terms for a total of four years. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

A Committee member who has served two consecutive two-year terms may not serve a third consecutive term. However, the Committee member may thereafter be appointed for future terms following the end of their second term after waiting at least 12 months for reappointment.

Section 4. Chair and Vice-Chair Election and Responsibilities

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Committee. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms.

Nominations for the Chair and Vice-Chair are to be held every December (at the point of Committee appointment for the initial term of service, or in the meeting month closest to the end of the calendar year) prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee, shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may appoint sub-committee members to address special topics as needed.

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

Section 5. Participation

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

Section 6. Removal and Vacancies

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

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

When a vacancy occurs, the SAMTD Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3 of these Bylaws. The Board of Directors may select an appointee from among people expressing an interest in such appointment, or from a call for applications for the position. Appointments are subject to the requirements of Article II, Sections 1 and 2.

Section 7. Staff Role and Responsibility

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

ARTICLE III – MEETINGS

Section 1. Frequency

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

Section 2. Agendas

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

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

Section 3. Quorum and Voting

A quorum of the Committee shall consist of a majority of all the members. A quorum must be present for any business to be conducted.

All actions of the Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present. If the total number of voting members present is an even number, and the final vote results in a tie, the recommendation from the Committee shall be presented as a tie, and the Board of Directors shall make the final decision.

Actions taken at the Committee shall be conducted under *Roberts Rules of Order, Newly Revised*, including special provisions applicable to small boards.

Section 4. Minutes

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

Section 5. Recommendations to the SAMTD Board of Directors

The Chair or the Chair's designee may present recommendations of the Committee to the SAMTD Board of Directors in person or in writing.

ARTICLE IV – AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these Bylaws at any meeting of the Board of Directors. The Committee may propose amendments of these Bylaws to the Board of Directors.

Amended by Board Resolution #2022-02 on April 28, 2022.

Previous versions adopted or revised through Board Resolutions:

#2020-06 on July 23, 2020; and

#2018-08 on September 27, 2018



RESOLUTION #2020-06

BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE

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

WHEREAS, the Oregon Legislature made a significant investment in transportation with the passage of House Bill 2017 Keep Oregon Moving. The Statewide Transportation Improvement Fund (STIF) was created by the Oregon Department of Transportation (ODOT) for this dedicated source of funding to expand public transportation services in Oregon; and ODOT developed rules that establish the procedures and requirements for the administration of the STIF Formula, Discretionary and Intercommunity Discretionary Fund under OAR Chapter 732, Divisions 40; and the Oregon Transportation Commission approved the rules effective July 1, 2018; and

WHEREAS, the District is the Qualified Entity for Marion and Polk Counties; and advisory committees are required to assist Qualified Entities in carrying out the purposes of the STIF; and,

WHEREAS, on June 28, 2018, the Board established the Statewide Transportation Improvement Fund Advisory Committee (STIFAC) and appointed eight members. The STIFAC met on August 1, and on August 29, 2018 and reviewed a draft of the Bylaws for the STIFAC. On August 29, 2018, the Committee approved the Bylaws and recommended that the Board of Directors adopt the Bylaws; and,

WHEREAS, the Board has three appointed advisory committees with bylaws that govern the organizational and functional aspects of each committee. The bylaws are not consistent in their procedures for filling vacancies, reappointments, length of service, staggered terms or appointments, and responsibilities of a chair and vice-chair, and organizational structure, for example; and,

WHEREAS, in an effort to further bring consistency and clarity to the Board's appointed advisory committees, Attachment C to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the STIFAC of Salem Area Mass Transit District" has been


redrafted with changes recommended by staff to govern the organizational and functional aspects of the committee for adoption by the Board of Directors.

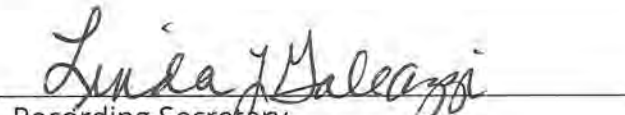
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SALEM AREA MASS TRANSIT DISTRICT;

THAT the amended Attachment C to the Bylaws, titled "Bylaws Governing Procedures and Conduct of the Statewide Transportation Improvement Fund Advisory Committee of Salem Area Mass Transit District," is hereby rescinded and replaced by Resolution #2020-06.

ADOPTED by the Board of Directors on this 23rd day of July 2020.

ATTEST:


Ian Davidson, President


Recording Secretary



**BYLAWS GOVERNING PROCEDURES AND CONDUCT OF THE
STATEWIDE TRANSPORTATION IMPROVEMENT FUND ADVISORY COMMITTEE
OF SALEM AREA MASS TRANSIT DISTRICT**

DEFINITIONS:

High Percentage of Low-Income Households -

For purposes of evaluating projects seeking Statewide Transportation Improvement Funds (STIF), Salem Area Mass Transit District (SAMTD), in its role as the Qualified Entity, has defined High Percentage of Low-Income Households as geographic areas within Marion and Polk counties, which are determined to have a high percentage of low-income households (households with income less than 200% of the federal poverty level).

Project -

A plan or project proposed by a Public Transportation Service Provider that is eligible for funding by the District with STIF monies.

Terms not otherwise defined in these bylaws shall have the meaning set forth in ORS 184.751-184.766 or, if not defined therein, in the applicable implementing regulations (OAR Chapter 734 Division 40).

ARTICLE I - PURPOSE, ROLES AND RESPONSIBILITIES

Section 1. Purpose and Mission of the STIF Program

The State of Oregon has established a Statewide Transportation Improvement Fund (STIF) for the purpose of financing and enhancing public transportation programs as provided under ORS 184.751-184.766. The Oregon Department of Transportation (ODOT) Rail and Public Transit Division administers the STIF program. Pursuant to State law, Salem Area Mass Transit District (SAMTD or District) is the designated Qualified Entity eligible to receive STIF Funds for Marion and Polk Counties. The SAMTD Board of Directors hereby establishes an advisory committee to advise and assist the Board of Directors with regard to the District's STIF program within the two counties.

Section 2. Committee Name and Purpose

The name of the committee is the Statewide Transportation Improvement Fund Advisory Committee, also referred to as the "STIFAC" or "Committee." The purpose of the Committee is to advise and assist the SAMTD Board of Directors in prioritizing the Projects to be funded as part of the District's STIF Plan.

Section 3. Committee Procedures and Duties

Pursuant to OAR 732-040-0030(4)(a), it shall be the responsibility of the Advisory Committee to gather data and to seek public input, and to make a determination as to the areas of Marion and Polk counties in which there exist high percentages of low-income households, and to publish said determination in its Committee minutes and printed public materials.

In applying for STIF funding, transit improvements benefiting low-income households may be demonstrated in the following manner:

- Fare programs that have a positive benefit for low-income households;
- New route miles that provide service improvements to low-income households, and areas benefitting individuals from low-income households;
- New service hours that provide service improvements to low-income households, and areas benefitting individuals from low-income households;
- Purchases of new capital equipment or construction of new facilities that have a demonstrated improvement to low-income households, and areas benefitting individuals from low-income households;
- Or, any combination of the aforementioned improvements that result in an overall improvement of services to low-income households, and areas benefitting individuals from low-income households.

Improvements benefiting low-income households are not limited to services provided directly to areas with high percentages of low-income households. Improvements are also defined as services that connect individuals from low-income households with employment, services, shopping, social centers, places of worship, etc. In evaluating the value of proposed improvements, this aspect is an important consideration.

In a manner consistent with ORS 184.751-184.766 and implementing regulations, the Committee shall review every Project, and advise and assist the Board of Directors in prioritizing Projects. After a Project proposal is transmitted by the Board of Directors to the Chair, the Chair will promptly distribute the Project proposal to members of the Committee. At the next regular meeting of the Committee following the distribution of the Project by at least 30 days, the Committee will set a schedule for its review, deliberation and recommendation of the Project. The schedule may be modified by the Committee upon a majority vote at any subsequent meeting.

The Committee may also advise the Board of Directors regarding opportunities to coordinate Projects with other local or regional transportation programs and services to improve service delivery and reduce gaps in service.

In addition, the Committee may propose changes to the policies or practices of the Board of Directors when the Committee considers that such changes are necessary to ensure that: (a) a public transportation service provider that has received funding under ORS 184.758 has applied the moneys received in accordance with and for the purposes described in the provider's plan or project proposal; and (b) a plan or project proposal submitted by a public transportation service provider does not fragment the provision of public transportation services.

The Committee will consider the following criteria when reviewing Projects:

- A. Whether the Project increases the frequency of bus service to areas with a High Percentage of Low Income Individuals;
- B. Whether the Project expands bus routes and bus services to serve areas with a High Percentage of Low Income Individuals;
- C. Whether the Project reduces fares for public transportation for Low Income Individuals;
- D. Whether the Project will procure buses that are powered by natural gas or electricity for use in areas with a population of 200,000 or more;
- E. Whether the Project will improve the frequency and reliability of service connections between communities inside and outside of the Qualified Entity's service area;
- F. Whether the Project increases the coordination between Public Transportation Service Providers to reduce fragmentation of service and fill service gaps;
- G. Whether the project provides student transit services for students in grades 9 through 12.
- H. Whether the Project will maintain a productive service funded by the STIF Formula funds during a previous funding cycle; and
- I. Other factors to be determined by the District such as geographic equity.

Section 4. Open Meetings and Records

All meetings shall be conducted according to Oregon's Public Meetings Law and are open to the public.

A quorum of the Committee shall consist of a majority of all the members, and a quorum must be present for any business to be conducted. A majority vote of those members present is needed to approve any recommendation. No member may vote unless present.

The meetings shall be conducted in accordance with the provisions of Robert's Rules of Order

for small boards (11th Ed.). A record of each meeting will be kept with written minutes. Regular meetings shall be scheduled with at least one week's notice and will be held at the District's Administration Office; or such other place as designated by the District, and so noticed in conformance with applicable laws.

Section 5. Ethics

Members of the Committee must comply with the Oregon Ethics Laws, ORS Ch. 244, and must refrain from using the Committee member's position to obtain financial gain or avoid financial detriment to the member, relative, or business in which the member or relative has an interest. Members and their relatives and members of their household must refrain from accepting gifts in excess of \$50 in any calendar year from anyone who may have an interest in the actions or recommendations of the STIF Advisory Committee. In the case of any actual or potential conflict of interest, the Member must publicly announce the actual or potential conflict of interest before action is taken. Further, in the case of an actual conflict of interest, the Member must refrain from participating in any discussion or vote on the matter.

ARTICLE II – APPOINTMENT, MEMBERSHIP, QUALIFICATION, AND TERMS

Section 1. Appointment and Membership

Members of the Committee are appointed by the SAMTD Board of Directors, and serve at the pleasure of the SAMTD Board of Directors. The Committee is composed of no less than seven members and no more than eleven (11) members. Each member must meet any one or more of the qualifications identified in Article II, Section 2 at the time of their appointment and for the duration of their term.

The Committee must include at least one person who is or represents low-income individuals; people with disabilities, or individuals age 65 or older; and a Public Transportation Service Provider or non-profit public transportation service provider.

The Board will appoint Committee members from both within and outside District boundaries to the extent practicable. The Board will attempt to appoint members to the Committee who represent diverse interests, perspectives, geography, and the population demographics of the area.

Section 2. Qualification

To be qualified to serve as a member of the Committee, the person must be knowledgeable

about the public transportation needs of residents or employees located within or traveling to and or from the District. In addition, to be qualified to be appointed and continue to serve, the person must be a member of or represent any one or more of the following:

- A. local governments, including land use planners;
- B. Public Transportation Service Providers;
- C. non-profit entities which provide public transportation services;
- D. neighboring public transportation service providers;
- E. employers;
- F. public health, social and human service providers;
- G. transit users;
- H. transit users who depend on transit for accomplishing daily activities;
- I. individuals age 65 or older;
- J. people with disabilities;
- K. low-income individuals;
- L. social equity advocates;
- M. environmental advocates;
- N. bicycle and pedestrian advocates;
- O. people with limited English proficiency;
- P. educational institutions; or,
- Q. Major destinations for users of public transit.

Section 3. Terms of Service

Committee members shall serve for a term of two years, commencing on January 1. Members are eligible for re-appointment for up to two consecutive terms. Terms will be staggered so that no less than one-third and not more than one-half of the voting members have a term that expires in the same year.

A Committee member who has served two consecutive two-year terms may not serve a third consecutive term. However, the Committee member may thereafter be appointed for future terms following the end of their second term after waiting at least 12 months for reappointment.

Section 4. Chair and Vice-Chair Election and Responsibilities

The Chair and Vice-Chair of the Committee shall be appointed on an annual basis by the Board of Directors. The Chair and Vice Chair shall serve for a term of 12 months; and no more than two consecutive terms. The Committee may recommend to the Board members to serve as Chair or Vice Chair.

Committee recommendations are to be completed in order for appointments to be made at the December Board meeting prior to the expiration of the Chair and Vice-Chair's term.

The duties of the Chair are to preside at the meetings, and perform other duties assigned by the Board. The Chair, on behalf of the Committee shall present reports to the Board that are necessary to execute any and all of the responsibilities of the Committee. The Chair may, at the Board's direction, appoint sub-committee members to address special topics as needed.

The duties of the Vice-Chair are to perform the duties of the Chair, in the absence of the Chair. The Vice-Chair shall perform other duties as assigned by the Board.

Section 5. Participation

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

Section 6. Removal and Vacancies

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

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

When a vacancy occurs, the SAMTD Board of Directors may elect to fill the vacant position and the person so appointed will hold their position for the balance of the unexpired term of their predecessor, which term of service shall not be considered in connection with limitations on term of service under Article II, Section 3. The Board of Directors may select an appointee from among people expressing an interest in such appointment, from a call for applications for the position, or in any other manner determined by the Board of Directors.

Section 7. Staff Role and Responsibility

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

ARTICLE III – MEETINGS

Section 1. Frequency

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

Section 2. Agendas

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

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

Section 3. Quorum and Voting

A quorum of the Committee shall consist of a majority of all the voting members. A quorum must be present for any business to be conducted.

Each member of the Committee has one vote. All actions of the Committee will be by a motion passed by a majority of the members present and voting at a meeting where a quorum is present.

The chair will be entitled to vote.

Section 4. Minutes

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

Section 5. Recommendations to the SAMTD Board of Directors

The Chair and the Chair's designee may present recommendations of the Committee to the SAMTD General Manager or SAMTD Board of Directors in person or in writing.

ARTICLE IV – SUBCOMMITTEES

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

ARTICLE V – AMENDMENTS

The SAMTD Board of Directors shall have the authority to amend these bylaws at any meeting of the Board of Directors. The Committee may propose amendments of these bylaws to the Board of Directors.

Adopted by Board Resolution #2020-06 on July 23, 2020.



To: Board of Directors

From: Chris French, Service Planning Manager
David Trimble, Deputy General Manager

Thru: Allan Pollock, General Manager

Date: April 28, 2022

Subject: May 2022 Service Change Briefing

ISSUE

Shall the Board receive a briefing regarding Cherriots fixed route service beginning May 1, 2022?

BACKGROUND AND FINDINGS

For the May service change, Cherriots Local will continue to operate at 90% of pre-pandemic service levels on weekdays. Saturday, Sunday, and holiday service will continue to operate at 100% service levels. The service change begins on Sunday, May 1, 2022 and will be in effect through Saturday, September 3, 2022.

Local Weekday Service

There will be no changes to route frequency or span of service from current Local weekday bus service in May 2022.

Local Saturday Service

Saturday service is currently operating at 100% of pre-pandemic levels. No changes will be made to Local Saturday service in May.

Local Sunday Service

Sunday service is currently operating at 100% of pre-pandemic levels. No changes will be made to Local Sunday service in May.

Local Holiday Service

- Memorial Day - Monday, May 30
 - Cherriots Local will operate at the **Sunday** service level.
- Independence Day - Monday, July 4
 - Cherriots Local will operate at the **Sunday** service level.

Regional Weekday Service

Regional weekday service will have two new weekday trips for Route 40X. These are part of the final phase of our A Better Cherriots plan which began with the introduction of Saturday service and added trips to routes in 2019. A Better Cherriots was made possible by the passing of House Bill 2017 - the Statewide Transportation Improvement Fund. The other regional routes will continue at 100% of the pre-pandemic service level.

Regional Saturday Service

Regional Saturday service will continue at 100% of the pre-pandemic service level.

LIFT Service

LIFT service will match Local fixed route hours of operation for all days of service.

FINANCIAL IMPACT

None

RECOMMENDATION

Information only

PROPOSED MOTION

Information only



To: Board of Directors

From: Allan Pollock, General Manager

Date: March 24, 2022

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. Board members may take this opportunity to report committee updates or on any meetings or items of note relating to District business.

Subdistrict 1 Director Nguyen	Diversity, Equity, and Inclusion Committee West Salem Business Association
Subdistrict 2 Director Navarro	Keizer Chamber of Commerce Forum Keizer Chamber Government Affairs Committee State Transportation Improvement Fund Advisory Committee
Subdistrict 3 Director Carney	Salem-Keizer Area Transportation Study (SKATS)
Subdistrict 4 Director Hinojos Pressey	Citizens Advisory Committee
Subdistrict 5 President Davidson	Mid-Willamette Valley Council of Governments (MWVCOG) Mid-Willamette Area Commission on Transportation (MWACT) Salem Chamber Public Policy Committee
Subdistrict 6 Director Duncan	SEDCOR
Subdistrict 7 Director Richards	