

Salem Area Mass Transit District
Board of Directors
~ WORK SESSION ~

Thursday, December 15, 2022 at 5:00 PM

For community members who want to stay informed, this meeting is open to the public in the Senator Hearing Room at Courthouse Square - 555 Court Street NE, Salem, Oregon 97301

Or watch the meeting from home, click on the ZoomGov Meeting URL below:

<https://cherriots-org.zoomgov.com/j/1605194427?pwd=enjXS3ZIV1BUM3QvWEU3bnplbHYzZz09>

- **Meeting ID:** 160 519 4427 | **Passcode:** 512136
 - **One tap mobile**
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AGENDA

- 1. CALL TO ORDER**
Announcements
- 2. PRESENTATION | DISCUSSION**
 - a. Special District Association of Oregon "Boardroom Dancing"
- 3. GENERAL MANAGER COMMENTS**
 - a. Upcoming Board Agenda Items
 - b. Board Calendar Review
- 4. ADJOURN**

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability

Virtual Meetings: The Board's work sessions are public meetings in a place that is ADA accessible. The Work Session is not broadcast on Comcast Channel 21 but can be viewed live on ZoomGov. The meeting I.D. and password are provided in the agenda.

Closed Captioning (CC): ZoomGov's live streaming platform includes Closed Captioning (CC) to allow for greater audience inclusion in the meeting. The not so good thing about Closed Captioning (CC) is that it does not always translate well.

Alternate Formats are available to individuals who require translation or other interpretive service. Requests can be made to the Clerk of the Board with at least a 48 hour notice. Call by phone at 503-588-2424 ext. 7535; 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 work session agenda packet is distributed 6-7 days prior to the meeting, and can be found on the Cherriots website under <https://www.cherriots.org/meetings/>.

Email Distribution List: If you wish to be added to the Board's meeting distribution list, please send your email address to the Clerk of the Board at publictestimony@cherriots.org.

Reuniones virtuales: Las sesiones de trabajo de la Junta son reuniones públicas en un lugar accesible según la ADA. La sesión de trabajo no se transmite en el canal 21 de Comcast, pero se puede ver en vivo en ZoomGov. La reunión I.D. y la contraseña se proporcionan en la agenda.

Subtítulos (CC): la plataforma de transmisión en vivo de ZoomGov incluye subtítulos (CC) para permitir una mayor inclusión de la audiencia en la reunión. Lo no tan bueno de los subtítulos (CC) es que no siempre se traduce bien.

Los formatos alternativos están disponibles para las personas que requieren traducción u otro servicio de interpretación. Las solicitudes se pueden hacer al Secretario de la Junta con al menos un aviso de 48 horas. Llame por teléfono al 503-588-2424 ext. 7535; o con la asistencia de TTY: Oregon Relay Services al 1-800-735-2900 (o 711). El horario de atención de la administración de Cherriots es de lunes a viernes de 8:00 a. m. a 5:00 p. m.

Se distribuyen copias electrónicas del paquete de la agenda de la sesión de trabajo de la Junta de 6 a 7 días antes de la reunión, y se pueden encontrar en el sitio web de Cherriots en Reuniones públicas y avisos: <https://www.cherriots.org/meetings/>.

Lista de distribución de correo electrónico: si desea que se le agregue 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.

BOARDROOM DANCING:

CREATING A HEALTHY & PRODUCTIVE ED/BOARD RELATIONSHIP
HANDOUTS



Vanessa A. Becker

V Consulting & Associates Inc.
President & Principal Consultant

High-Impact Nonprofit Organization Model

High-Impact!

1. Focus on impact
2. ED & Board relationship very strong
3. Has the right board mix

High-Impact Organizations accomplish all the basic responsibilities plus they have these major characteristics

Low/Limited Impact Organizations **only** accomplish the basic responsibilities of a NP board

Medium Impact

Do all below + working toward high-impact characteristics

Low/Limited Impact Boards

1. Determine mission & purpose
2. Hire, supervise, evaluate & support chief executive (ED or CEO)
3. Organization planning-planning for the present & future
4. Monitor & strengthen programs/services
5. Ensure enough financial resources
6. Protect assets, provide financial oversight
7. Build a competent board
8. Ensure legal and ethical integrity
9. Enhance organization's public standing

Good teamwork is not a blurring of responsibilities and roles

Board Governance

- Governance
- Support
- Legal

Executive Management

- Manage product and behavior of entire org.

HOW to build a better partnership

Principles of Successful Board/Executive Partnerships

1. Interdependence: One can not exist without the other
2. Focus on Results not tasks
3. Accountability: evaluate executive and evaluate board
4. Trust resulting from communication and respect
5. Separate roles & responsibilities

Key Points!!

1

There is no single relationship in the organization that is more important as that between the board and its executive/CEO.

2

The board and executive must devote regular attention to their relationship for the health of the organization.

3

High-functioning board-executive relationships start with clear agreement on roles & responsibilities.

4

The specifics of the distinct roles & responsibilities between a board and executive are unique and up to every organization to define.

5

The principles of a healthy board executive partnership include recognition of interdependence, focus on results, mutual accountability, trust and separate roles/responsibilities.

6

If the relationship between the board and executive needs to change, devote time & resources to it. It will be one of the best investments you make in the organization.

Thank you for your time & attention! If you would like a copy of the entire presentation, please contact Vanessa.

Vanessa A. Becker, MPH
President & Principal Consultant

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Upcoming Work Session and Board Meeting Agenda Items

December 9, 2022

To Be Scheduled <ul style="list-style-type: none"> • BSIP Group #6 (SD) • Award of DW Construction Contract (TD) 	<ul style="list-style-type: none"> • Award of Contract for Security Services (DT)
January 26, 2023 Packets due to GM office: January 12 Work Session <ul style="list-style-type: none"> • Discussion on Board Stipend (AP) • Discussion on Passenger Amenities (Bus shelters, bike racks) Board Meeting <ul style="list-style-type: none"> • Award of Contract for BSIP Group #5 (SD) • Approval of STIF Discretionary and STN Projects (SD) • Adoption of 2023 Federal and State Legislative Agendas (AP) • Strategic Plan 2nd Quarter Report (AP) 	
February 23, 2023 Packets due to GM office: February 9 Work Session <ul style="list-style-type: none"> • Board Meeting <ul style="list-style-type: none"> • Q2 Reports: Finance, Performance 	
March 23, 2023 Packets due to GM office: March 9 Work Session <ul style="list-style-type: none"> • Board Meeting <ul style="list-style-type: none"> • Service Change Briefing for May 2023 (DT) • Award Contract for Project Management Services (SD) 	
April 27, 2023 Packets due to GM office: April 13 Work Session <ul style="list-style-type: none"> • Board Meeting <ul style="list-style-type: none"> • Strategic Plan Quarterly Report (AP) 	
May 25, 2023 Packets due to GM office: May 11 Work Session <ul style="list-style-type: none"> • Board Meeting <ul style="list-style-type: none"> • Consent: Adopt FY 2024 Board Meeting Schedule (AP) • Q3 Reports: Finance, Performance 	

June 22, 2023

Packets due to GM office: June 8

Work Session

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Board Meeting

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

July 27, 2023

Packets due to GM office: July 13

Executive Session

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Work Session

-

Board Meeting

- Election of Officers and Oath of Office (odd # years) (AP)
- CC: Acceptance of the Preliminary FY 2023 Financial Report (DL)
- Service Change Briefing for September 2023 (DT)
- Strategic Plan Quarterly Report (AP)

August 24, 2023

Packets due to GM office: August 10

Work Session

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Board Meeting

- FY2023 Annual Report: Transportation Options/Commuter Options (PF)
- Board's Committee Assignments (odd # years) (AP)
- Q4 Reports: Finance, Performance

September 28, 2023

Packets due to GM office: September 14

Work Session

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Board Meeting

- FY 2023 Security Report (DT)
- Potential Action on GM Performance Evaluation & Compensation (CC)

Executive Session

- General Manager Performance Evaluation (CC)

October 26, 2023

Packets due to GM office: October 12

Work Session

-

Board Meeting

- CC: Approval of FY 2024 Budget Calendar (DL)
- FY 2023 Performance Report (DT)
- Strategic Plan Quarterly Report (AP)




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

- **CHERRIOTS.ORG/MEETINGS/** for more information about a particular meeting. All meetings below are scheduled in the Senator Hearing Room at Courthouse Square unless noted otherwise.
- **PUBLIC COMMENTS:** use publictestimony@cherriots.org for your comments on any Board or advisory committee business; or to be added to the email distribution list for meeting announcements.
- **CHERRIOTS.ORG/GETTINGINVOLVED** for more information about the advisory committees to the Board, or to contact your Board representative. Thank you for your interest in Cherriots.

DECEMBER 2022

6	Tue	10:00 AM	Oregon Transit Association VIRTUAL Board Meeting
7-9			Legislative Committee Days at the State Capitol
10	Sat	7:00 PM	Keizer Holiday Lights Parade [Meet at DW facility at 5:00 PM]
12	Mon	11:45a-1:00p	Salem Area Chamber of Commerce Forum Speaker Series <ul style="list-style-type: none"> • Salem Convention Center
13	Tue	5:30 PM	Citizens Advisory Committee (VIRTUAL MEETING)
15	Thu	5:00 PM 6:30 PM	Board Work Session SAMTD Board of Directors Meeting Public Hearing/First Reading - <ul style="list-style-type: none"> • Ordinance 2023-01 re: Fare Structure (Comcast Cable Channel 21 and Zoom)
25	Sun	HOLIDAY	Christmas Day Cherriots Administration Offices: Closed Customer Service Closed No bus service
26	Mon		Cherriots Observed Holiday Cherriots Administration Offices: Closed Customer Service Open Regular bus service

JANUARY 2023

TBD	TBD	TBD	Board Legislative Subcommittee Meeting
1	Sun	HOLIDAY 	New Year's Day Cherriots Administrative Offices Closed Customer Service Closed No bus service
2	Mon		Cherriots Observed Holiday Cherriots Administrative Offices Closed
3	Tue	10:00 AM	Oregon Transit Association Virtual Meeting
16	Mon	"I HAVE A DREAM"	Martin Luther King Jr. Day Cherriots Administrative Offices Closed Customer Service Open Saturday-level bus service
16	Mon		Basic 2023 Local Budget Law Training Schedule posted 01/16/23 <ul style="list-style-type: none"> • https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx
17			2023 Oregon Legislative Session begins <ul style="list-style-type: none"> • https://www.oregonlegislature.gov/calendar

26	Thu	5:15 PM 6:30 PM	SAMTD Board Work Session SAMTD Board of Directors Meeting Public Hearing/Second Reading – <ul style="list-style-type: none"> • Ordinance 2023-01 re: Fare Structure (Comcast Cable Channel 21 and Zoom)
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FEBRUARY 2023

7	Tue	10:00 AM	Basic 2023 Local Budget Law Training <ul style="list-style-type: none"> • https://www.oregon.gov/dor/programs/property/pages/local-budget.aspx
9-12			Oregon Transit Association Meeting SDAO Conference – Sunriver Resort
21	Tue	5:30 PM	Citizens Advisory Committee Meeting
	Wed	6:00 PM	MWVCOG –Annual Meeting and Awards Presentation <ul style="list-style-type: none"> • Registration is free and is required
20	Mon	Holiday	President’s Day Cherriots Administrative Offices Closed Sunday-level bus service
23	Thu	5:15 PM 6:30 PM	SAMTD Board Work Session SAMTD Board of Directors Meeting <ul style="list-style-type: none"> • (Comcast Cable Channel 21 and Zoom)
26-1			APTA Marketing & Communications Workshop – Las Vegas

MARCH 2023

7	Tue	10:00 AM	Oregon Transit Association Meeting
8	Wed	12:00-1:30p	Marion County State of the County <ul style="list-style-type: none"> • Keizer Community Center
12-14			APTA Legislative Conference – Washington D.C.
12	Sun		<i>SPRING FORWARD Time Change - Set Clocks Ahead One Hour</i>
23	Thu	5:30 PM 6:30 PM	SAMTD Board Work Session SAMTD Board of Directors Meeting <ul style="list-style-type: none"> • (Comcast Cable Channel 21 and ZOOM)

APRIL 2023

4	Tue	10:00 am	Oregon Transit Association Meeting
15	Fri	8am-5pm	Due Date: Board to file SEI Report through OGEC
18	Tue	5:30 PM	Citizens Advisory Committee Meeting
23-26			APTA Mobility Conference – Minneapolis, MN
27	Thu	5:30 PM 6:30 PM	SAMTD Board Work Session SAMTD Board of Directors Meeting <ul style="list-style-type: none"> • (Comcast Cable Channel 21 and ZOOM)

MAY 2023

2	Tue	10:00 AM	Oregon Transit Association Meeting APTA Mobility Conference – Columbus, OH
2	Tue	6:00 PM	SAMTD Budget Committee Meeting 1
3	Wed	6:00 PM	SAMTD Budget Committee Meeting 2 if necessary
4	Thu	6:00 PM	SAMTD Budget Committee Meeting 3 if necessary