

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

~ WORK SESSION ~

Monday, September 11, 2017

5:30 PM

Courthouse Square – Senator Hearing Room

555 Court Street NE, Salem, Oregon 97301

AGENDA

- 1. CALL TO ORDER** (President Bob Krebs)

- 2. DISCUSSION**
 - a. Defined Benefit Plan Amendments for Bargaining and Non-Bargaining Employees **1**
 - b. Fixed Route Vehicles Procurement Update **7**
 - c. Discussion of Public Outreach Structure **9**
 - d. Senate Bill 10 Discussion **21**

- 3. GENERAL MANAGER COMMENTS**
 - a. Draft Agenda for the September 28, 2017 Regular Meeting and Executive Sessions (Labor Negotiations and GM CPE) **23**
 - b. Upcoming Board Agenda Items **27**
 - c. Calendar Review **28**

This is an open, public meeting at an accessible location. Special accommodations are available, upon request, for persons with disabilities. Services may be requested for sign language interpretation or languages other than English. To request accommodations or services, please call 503-588-2424 at least two business days prior to the meeting.

Aquellos individuos que necesiten servicios especiales como Interpretes para el lenguaje de señales u otros, para participar en la reunión de la Junta, deben solicitar dichos servicios al menos 48 horas antes de la reunión. Por favor dirigir su solicitud al Secretario de la Junta al 503-588-2424. Las personas sordas por favor llamar al Servicio de Telecomunicaciones de Oregon, 711.

Mission

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

Values

Safety – Service Excellence – Communication – Innovation – Accountability



WORK SESSION MEMO

Agenda Item WS.2.a

To: Board of Directors

From: Paula Dixon, Director of Administration

Thru: Allan Pollock, General Manager

Date: September 11, 2017

Subject: Amendments to Retirement Plans

The SAMTD Defined Benefit Plan for Bargaining Unit Employees and the SAMTD Defined Benefit Plan for Non-Bargaining Employees (“the Plans”) were most recently wholly restated on January 26, 2016 to meet the requirements of the latest applicable federal pension law changes and IRS rules and regulations. The restated plan documents were then submitted to the IRS with the District’s application for updated favorable determination letters.

On June 23, 2017, the IRS issued favorable determination letters for both Plans. That is good news. The determination letters certify that the Plans are fully compliant with federal pension law and IRS rules and regulations.

However, as a condition for the favorable determination letters, the IRS is requiring that two technical amendments be made. Those amendments are incorporated into the proposed amendment now before the Board.

The first change is to Sections 5.4 and 5.5 of each of the Plans, to revise the threshold in the definition of “Break in Service” from 800 hours to 500 hours. As a practical matter, the “break in service” issue comes up only in a situation where an employee leaves employment having not fully vested (five years) and forfeits his or benefits, and then comes back to work later. The law now requires that the employee’s prior forfeited credits are to be reinstated when he or she has completed 500 new hours of service, rather than 800 hours of service, in the new plan year. So this issue has to do with an employee who was not vested when he or she terminated employment earlier and then who returned to work at about one-quarter or one-third time (i.e., over 500 hours/year but less than 800 hours/year). As a practical matter, there may be no one that this applies to. The returning employee still must complete 800 hours in a plan

year to get any additional vesting credits. This change is effective retroactive to July 1, 2010.

The second change is simply to restate Section 8.6, having to do with the “minimum distribution requirements” for someone who is over age 70½, to spell out the rules more specifically as required by Internal Revenue Code §401(a) (9). There is no substantive change. Until now, the IRS allowed us to incorporate the rules by reference, so the existing version of Section 8.6 is briefer. But now the IRS requires us to specify the rules in the Plans. The language is pre-approved “model” language from the IRS.



RESOLUTION NO. 2017-11

**THE SALEM AREA MASS TRANSIT DISTRICT
BARGAINING UNIT RETIREMENT PLAN**

WHEREAS, by Resolution #01-18, the District established the Salem Area Mass Transit District Bargaining Unit Retirement Plan (“the Plan”), which is a form of floor offset defined benefit retirement plan, for its full-time career service bargaining unit employees, effective January 1, 2002;

WHEREAS, the Plan was most recently amended and restated pursuant to Resolution #2015-08 to comply with the current requirements of the Internal Revenue Code and the Internal Revenue Service as set forth in IRS Notice 2014-77, so as to retain its status as a “qualified” plan.

WHEREAS, the Plan received a favorable determination letter from the IRS dated June 23, 2017 on the condition that the certain amendments drafted by legal counsel and provided to the IRS as part of the determination letter process be adopted by the District, in particular to:

- (a) Amend Sections 5.4 and 5.5 to revise the definition of “Break in Service” from 800 hours to 500 hours.
- (b) Amend Section 8.6 - Payment of Retirement Benefits – to conform technical language to recent IRS regulations regarding the timing of benefit payments from the plan.

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

THAT, Resolution #2017-11 shall be adopted to direct that the Plan shall be amended by adopting the Amendment attached to this Resolution as required by the IRS as a condition for the favorable determination letter received June 23, 2017; and

THAT, the General Manager shall be authorized and directed to execute an appropriate Amendment to the Plan to implement this Resolution, to be effective upon signing of the Amendment.

ADOPTED by the Board of Directors on the 28th day of September, 2017, and effective thereupon.

ATTEST:

Robert Krebs, President
Board of Directors

Colleen Busch, Secretary
SAMTD Board of Directors



RESOLUTION NO. 2017-12

**THE SALEM AREA MASS TRANSIT DISTRICT
NON BARGAINING UNIT RETIREMENT PLAN**

WHEREAS, by Resolution #01-19, the District established the Salem Area Mass Transit District Non-Bargaining Unit Retirement Plan ("the Plan"), which is a form of floor offset defined benefit retirement plan, for its full-time career service non-bargaining unit employees, effective January 1, 2002;

WHEREAS, the Plan was most recently amended and restated pursuant to Resolution #2015-08 to comply with the current requirements of the Internal Revenue Code and the Internal Revenue Service as set forth in IRS Notice 2014-77, so as to retain its status as a "qualified" plan.

WHEREAS, the Plan received a favorable determination letter from the IRS dated June 23, 2017 on the condition that the certain amendments drafted by legal counsel and provided to the IRS as part of the determination letter process be adopted by the District, in particular to:

- (a) Amend Sections 5.4 and 5.5 to revise the definition of "Break in Service" from 800 hours to 500 hours.
- (b) Amend Section 8.6 - Payment of Retirement Benefits - to conform technical language to recent IRS regulations regarding the timing of benefit payments from the plan.

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

THAT, Resolution #2017-12 shall be adopted to direct that the Plan shall be amended by adopting the Amendment attached to this Resolution as required by the IRS as a condition for the favorable determination letter received June 23, 2017; and

THAT, the General Manager shall be authorized and directed to execute an appropriate Amendment to the Plan to implement this Resolution, to be effective upon signing of the Amendment.

ADOPTED by the Board of Directors on the 28th day of September, 2017, and effective thereupon.

ATTEST:

Robert Krebs, President
SAMTD Board of Directors

Colleen Busch, Secretary
SAMTD Board of Directors

MEMO TO: BOARD OF DIRECTORS

**FROM: GREGG THOMPSON, MAINTENANCE MANAGER
DAVID TRIMBLE, CHIEF OPERATING OFFICER**

THRU: ALLAN POLLOCK, GENERAL MANAGER

SUBJECT: SAMTD FIXED-ROUTE VEHICLE ACQUISITION

Issue

Shall the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of twelve (12) fixed-route transit vehicles for Cherriots fixed-route service for a not-to-exceed amount of \$6,700,883?

Background and Findings

SAMTD's current fleet for delivery of the fixed-route service consists of 64 ADA lift-equipped vehicles. Regular replacement of these vehicles is necessary to ensure safe, efficient delivery of this service. As part of the District's overall Capital Planning efforts, SAMTD staff is committed to ensure our vehicles are replaced at a schedule consistent with industry best practices. The 12 vehicles scheduled to be replaced are approaching 15 years of age, which far exceeds the 12-year Useful Life Benchmark set by the Federal Transit Administration.

The contract price is based upon a Washington State price agreement, procured under procedures set by the Washington Department of Transportation's Public Transit Division. In accordance with these procedures, SAMTD staff issued a formal request for quotes for heavy-duty Category A vehicles. Of the two (2) responses, Gillig LLC was evaluated as the best value; in part, based on an expedited delivery schedule and the lowest cost per vehicle. The order will be for six (6) 40-foot and six (6) 35-foot vehicles.

Fiscal Impacts

Funding for this proposed contract is included under the Capital Projects Budget of SAMTD's Adopted FY 2017-18 Budget.

Vehicle Costs:

40-foot Vehicle – \$558,379
35-foot Vehicle – \$553,268

Funding for the proposed contract is covered through several grant programs. Funds for the bus purchasing project are listed in the table below:

FUND SOURCE	FEDERAL PERCENTAGE	MATCH PERCENTAGE	GRANT AMOUNT	MATCH AMOUNT	TOTAL
FY17 5339 formula	80%	20%	\$ 666,565	\$ 166,641	\$ 833,205
FY 14-16 5339	80%	20%	\$1,943,528	\$ 485,882	\$2,429,410
STP FY10	89.73 %	10.27%	\$ 292,508	\$ 33,479	\$ 325,987
STP FY16	89.73%	10.27%	\$2,055,547	\$ 235,267	\$2,290,814
5307 FY16	80%	20%	\$ 949,324	\$ 237,331	\$1,186,655
Total Funding Available			\$5,907,472	\$1,158,600	\$7,066,071*

**Remaining funds will be carried over to the next vehicle purchase.*

Recommendation

Staff recommends that the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of twelve (12) fixed-route transit buses for Cherriots fixed- route service for a not-to-exceed amount of \$6,700,883.

Proposed Motion

I move that the Board authorize the General Manager to execute a contract with Gillig LLC for the purchase of twelve (12) fixed route transit buses for Cherriots fixed route service for a not-to-exceed amount of \$6,700,883.

Community Outreach Structure September 2017

OVERVIEW

As employees and as the Board of Directors of an organization dependent upon public funding, increasing awareness of and support in the community is everyone's responsibility. Strategic communication provides a framework that ensures every staff and board member is working from the same set of assumptions and understands how their work relates to Cherriots' vision, mission, values and strategic priorities.

Employees and Board members interact with current and potential customers, other organizations, and the general public on a daily basis. Ensuring that they can communicate how important our work is to the community is vital to our success. They are already positioned to reach a number of our target audiences. Doing so will help build public understanding, confidence, trust and can better prepare us to handle routine challenges. In unexpected circumstances, we will be better equipped to address and overcome a crisis.

GOALS

- Increase Team Cherriots' understanding of the community it serves
- Increase the community's general knowledge of Cherriots
- Coordinate Cherriots outreach to community members
- Set objectives for outreach efforts
- Engage employees in outreach effort

MOBILIZING RESOURCES

General Manager
Board of Directors
Director of Communication
Marketing Department
Team Cherriots

CFM (*Rebranding partner*)
ETCs
Transit Committees

Cherriots Outreach Team (*Travel
Training, Mobility Management, Trip
Choice and Marketing*)

Guiding Tenets

- What groups make decisions that impact funding and support within the community?
- What organizations can be valuable marketing partners in promoting ridership among the target ridership groups identified?

Who, when and how will Cherriots staff and board members be deployed? (See mobilization matrix)

The goal is to ensure that consistent, accurate, and timely information is communicated to community partners and stakeholders. Some situations, for example, might call for a wide canvassing of the community with all available resources delivering messages and information. But if there is a crisis or sensitive issue, the message and information would be controlled, targeted and specific.

MOBILIZATION MATRIX

Identify, Engage, Negotiate, Educate, Inform, Persuade, Influence, Promote, Communicate

Stakeholders are the people and organizations whose attitudes and actions have an impact on the success of District events, service changes, agency initiatives and crisis response. Stakeholders include employees, riders, non-riding customers, business partners, government, vendors/contractors and community members. Different stakeholders have different interests, attitudes and priorities. Effective communication ensures that they receive information that is relevant to their needs and builds positive attitudes and support for Cherriots.

ISSUE/EVENT	RESOURCE	ROLE	RESPONSIBILITY	AUDIENCE/STAKEHOLDER
Dedication of the new South Salem Transit Center	Marketing Department Director of Communication General Manager Board of Directors Board President Cherriots Outreach Team Planning Operations Administration CFM	Lead Public Relations Event speaker Advocate Event speaker Support	Coordinate/plan Promotion Educate, inform, engage Educate and inform Educate and inform Promotion/awareness	All internal and external customers All internal and external customers VIPs/event attendees Neighborhood and Business Assoc Event attendees All internal and external customers
Keizer Transit Center 5th Birthday	Marketing Department Director of Communication General Manager Board of Directors Board President Cherriots Outreach Team Planning Operations Administration CFM	Support Public Relations Event speaker Advocate Event Speaker Lead	Promotion deliverables Promotion Inform, Educate, Engage Inform, Educate, Engage Inform, Educate, Engage Plan, coordinate	All internal and external customers All internal and external customers VIPs/Event attendees Neighborhood and Business Assoc Event attendees All internal and external customers

ISSUE/EVENT	RESOURCE	ROLE	RESPONSIBILITY	AUDIENCE/STAKEHOLDER
Rebranding Initiative	Marketing Department Director of Communication General Manager Board of Directors Board President Cherriots Outreach Team Planning Operations Administration CFM	Lead Lead Support Support Support Support	Plan and execute Identify resources Inform, Educate, Engage Inform, Educate, Engage Inform, Educate, Engage Promote/engage	All internal and external customers CFM, other professional Stakeholders Neighborhood and Business Assoc Stakeholders All internal and external customers
Service Changes Scheduled Enhanced	Marketing Department Director of Communication General Manager Board of Directors Board President Cherriots Outreach Team Planning Operations Administration CFM	Support Support Advocate Advocate Advocate Support Lead	Collaterals Public relations Awareness Awareness Awareness Promotion Plan and execute	All internal and external customers All internal and external customers Stakeholders/Community Neighborhood and Business Assoc External stakeholders All internal and external customers All internal and external customers
Program Promotion Travel Training Transit Host	Marketing Department Director of Communication General Manager Board of Directors Board President Cherriots Outreach Team Planning Operations Administration CFM	Support Co-Lead Advocate Advocate Advocate Co-lead Comm support	Collaterals Public relations Inform/awareness Inform/awareness Inform/awareness Plan, coordinate Advertising	All internal and external customers All internal and external customers All internal and external customers Neighborhood and Business Assoc External stakeholders All internal and external customers All internal and external customers

ISSUE/EVENT	RESOURCE	ROLE	RESPONSIBILITY	AUDIENCE/STAKEHOLDER
<p>Crisis/Sensitive violence in the workplace, major injury accident, staff reductions and allegations of company wrongdoing</p>	<p>Marketing Department Director of Communication General Manager Board of Directors Board President Cherriots Outreach Team Planning Operations Administration Crisis Team (could include attorney, security or CFM)</p>	<p>Support PIO/PRO Lead Advocate Advocate TBD TBD TBD TBD Lead</p>	<p>TBD depending on issue</p>	<p>TBD depending on issue Union</p>
<p>Legislative</p>	<p>Marketing Department Director of Communication General Manager Board of Directors Board President Cherriots Outreach Team Planning Operations Administration CFM</p>	<p>Support Support Lead Advocate Advocate Support TBD TBD TBD Co-lead</p>	<p>TBD depending on issue Strategy Advocacy</p>	<p>TBD depending on issue</p>

The following information is for further planning purposes . . .

Outreach Approach/Deliverables

- Strategic planning -- campaign creation and execution
- Key messaging -- distilling stories into accessible messages
- Media relations -- outreach to reporters, bloggers, producers and editors
- Writing -- press releases, collateral copy, speeches, web content, etc.
- Media training -- role playing for board members and others going into real interviews
- Presentation coaching -- helping board members and Team Cherriots
- Event planning – milestones, critical junctures, press conferences, etc.
- Social media -- leading and cultivating the online conversation for customers and the agency
- Graphic design – Cherriots brand, Cherriots logo
- Video production – Cherriots story
- Spokesperson duties – develop kit/training

Face-to-face Meetings

Public speaking is the ultimate low-cost marketing tool. It is an opportunity to meet with community members and educate them about transit's role in the community.

While public speaking can be used in a variety of ways, it is especially powerful as a tool for communicating with non-rider target groups such as decision makers, gatekeepers for potential rider groups, and other stakeholders in the community.

These are important non-rider target markets and might include:

Decision Makers

Elected officials

City or county staff

Transportation advisory groups

Marketing Partners/Gatekeepers

Social service agencies

Schools and colleges

Employers and work programs

Community Outreach Roles and Responsibilities

AUDIENCE	RESPONSIBILITY	ROLE	NOTES
Government Federal State City County Polk Marion	Pollock/CFM Pollock/CFM Pollock Pollock	Advocacy/information Advocacy/information Advocacy/information Advocacy/information	
Civic Salem City Club Rotary Kiwanis Lions	Pollock Pollock Kelley TBD		
Neighborhood Associations	Board	Information lead	
Education Salem Keizer Education Foundation SK Schools/District Willamette CCC WOU Corban	TBD		
Local Business North Salem Business Association West Salem Business Association Salem Health Santiam Hospital	Thompson Evans TBD TBD		
Latino Community Latino Business Alliance Mano y Mano	Ramirez/Marketing Ramirez/Marketing		

AUDIENCE	RESPONSIBILITY	ROLE	NOTES
Social Services/nonprofits SEDCOR Blind Skills The Arc NW Human Services Community Action-Head Start Community Action-Arches Center 50+ Shangri-La Marion-Polk Food Share The Salvation Army-Kroc Center Habitat for Humanity United Way Garten Boys and Girls Club Liberty House IKEBox/Isaac's Room	Pollock/Thompson Carignan Carignan TBD TBD TBD Marketing Feeny TBD Feeny Cherriots Connect Pollock Marketing Feeny TBD		
News Media Statesman Journal Editorial Board Statesman Journal Reporter Keizertimes Community newspapers KMUZ-Community KBZY KWIP KYKN-Keizer KWBX-Corban KZGD-Latino KPJC-Talk KYAC-Mill City	Comms Division		
Tribes	Pollock		
Faith Community Salem-Keizer Community churches/house of worship Salem Leadership Foundation	Marketing/TBD		

Neighborhood Associations Board Member Representatives

<u>Subdistrict</u>	<u>Director</u>	<u>Neighborhood Association *</u>
1	Steve Evans	Central Area Neighborhood Development Organization (CAN-DO) Grant Neighborhood Association Highland Neighborhood Association NE Neighbors (NEN) Southeast Salem Neighborhood Association (SESNA) West Salem Neighborhood Association (WSNA)
2	Colleen Busch	Greater Gubser Neighborhood Association Southeast Keizer Neighborhood Association West Keizer Neighborhood Association
3	Kathy Lincoln	Grant Neighborhood Association Highland Neighborhood Association Lansing Community Action Association Northeast Salem Community Association (NESCA) Northgate Neighborhood Association Northeast Neighborhoods (NEN) West Keizer Neighborhood Association
4	Doug Rodgers	East Lancaster Neighborhood Association (ELNA) Greater Gubser Neighborhood Association Northgate Neighborhood Association North Lancaster Neighborhood Association (NOLA)
5	Jerry Thompson	East Lancaster Neighborhood Association (ELNA) East Salem Suburban Neighborhood Association (ESSNA) Northeast Salem Community Association (NESCA) Southeast Mill Creek Association (SEMCA) Southeast Salem Neighborhood Association (SESNA)
6	Bob Krebs	Faye Wright Neighborhood Association Morningside Neighborhood Association South Central Association of Neighbors (SCAN) South Gateway Neighborhood Association Southeast Mill Creek Association (SEMCA) Southeast Salem Neighborhood Association (SESNA)
7	Marcia Kelley	Faye Wright Neighborhood Association South Central Association of Neighbors (SCAN) Southeast Salem Neighborhood Association (SESNA) South Gateway Neighborhood Association Sunnyslope Neighborhood Association Southwest Association of Neighbors (SWAN)

Neighborhood Associations Board Member Representatives

<u>Neighborhood Association</u>	<u>Director *</u>	<u>Subdistrict</u>
Central Area Neighborhood Development Organization (CAN-DO)	Steve Evans	1
East Lancaster Neighborhood Association (ELNA)	Jerry Thompson	5
	Doug Rodgers	4
East Salem Suburban Neighborhood Association (ESSNA)	Jerry Thompson	5
Faye Wright Neighborhood Association	Robert Krebs	6
	Marcia Kelley	7
Grant Neighborhood Association	Steve Evans	1
	Kathy Lincoln	3
Greater Gubser Neighborhood Association	Colleen Busch	2
	Doug Rodgers	4
Highland Neighborhood Association	Steve Evans	1
	Kathy Lincoln	3
Lansing Community Action Association	Kathy Lincoln	3
Morningside Neighborhood Association	Robert Krebs	6
Northeast Neighborhoods (NEN)	Steve Evans	1
	Kathy Lincoln	3
Northeast Salem Community Association (NESCA)	Kathy Lincoln	3
	Jerry Thompson	5
Northgate Neighborhood Association	Kathy Lincoln	3
	Doug Rodgers	4
North Lancaster Neighborhood Association (NOLA)	Doug Rodgers	4
South Central Association of Neighbors (SCAN)	Robert Krebs	6
	Marcia Kelley	7
Southeast Keizer Neighborhood Association (SEKNA)	Colleen Busch	2
South Gateway Neighborhood Association	Robert Krebs	6
	Marcia Kelley	7
Southeast Mill Creek Association (SEMCA)	Jerry Thompson	5
	Robert Krebs	6
Southeast Salem Neighborhood Association (SESNA)	Steve Evans	1
	Jerry Thompson	5
	Robert Krebs	6
	Marcia Kelley	7
Southwest Association of Neighbors (SWAN)	Marcia Kelley	7
Sunnyslope Neighborhood Association	Marcia Kelley	7
West Keizer Neighborhood Association	Colleen Busch	2
	Kathy Lincoln	3
West Salem Neighborhood Association (WSNA)	Steve Evans	1

* Director in **BOLD** is the Primary Contact

Senate Bill 10

Sponsored by Senator COURTNEY

SUMMARY

The following summary is not prepared by the sponsors of the measure and is not a part of the body thereof subject to consideration by the Legislative Assembly. It is an editor's brief statement of the essential features of the measure **as introduced**.

Provides that directors of certain mass transit districts are appointed by Governor instead of elected.

Eliminates restrictions on methods of financing for certain mass transit districts.

Provides that current directors continue to serve until expiration of their terms, unless earlier discharged by Governor.

A BILL FOR AN ACT

1
2 Relating to mass transit districts; creating new provisions; amending ORS 267.090, 267.095, 267.107
3 and 267.108; and repealing ORS 267.109, 267.112 and 267.302.

4 **Be It Enacted by the People of the State of Oregon:**

5 **SECTION 1.** ORS 267.107 is amended to read:

6 267.107. Notwithstanding ORS 267.085:

7 (1) The governing body of the most populous city in a metropolitan statistical area may by re-
8 solution propose creation of a mass transit district if the governing body finds that area-wide mass
9 transit needs cannot be met by local transit operation.

10 (2) The resolution of the governing body shall:

11 (a) Be considered at a public hearing only after notice as required for regular consideration of
12 other resolutions by city charter or ordinance;

13 (b) Include findings of the need for creation of a mass transit district in the affected area;

14 (c) Describe the boundaries of the proposed district, which may be limited to a proposed service
15 area but which may not extend beyond the limits of the city's urban growth boundary; and

16 (d) If approved, be addressed to and filed with the governing body of the county in which the
17 proposed district is principally situated.

18 (3) Upon receipt of the resolution under subsection (2) of this section, the county governing body
19 shall commence district formation proceedings as provided in ORS 198.705 to 198.955 [*and 267.108*].

20 (4) **The county governing body shall order an election within the proposed district for
21 approval or disapproval by the electors voting on the question of formation of a district un-
22 der this section, notwithstanding the provisions of ORS 198.810 (3).**

23 (5) **A certified copy of an order forming a mass transit district shall be filed with the
24 Governor.**

25 **SECTION 2.** ORS 267.108 is amended to read:

26 267.108. [(1) *Notwithstanding the provisions of ORS 198.810 (3), the county governing body shall
27 order an election within the proposed district for approval or disapproval by the electors voting on the
28 question of formation of a district under ORS 267.107 and for election of seven district directors.*]

29 [(2) *In addition to the requirements of ORS 198.815 (2), the order calling an election for creation
30 of a district initiated under ORS 267.107 shall describe the boundaries of the seven subdistricts of the*

NOTE: Matter in **boldfaced** type in an amended section is new; matter [*italic and bracketed*] is existing law to be omitted.
New sections are in **boldfaced** type.

1 *proposed district from each of which a director is to be elected. The subdistricts shall be as nearly*
 2 *equal in population as possible based on the latest federal decennial census, shall, where practicable,*
 3 *follow election precinct boundaries and shall together encompass the entire area of the proposed dis-*
 4 *trict.] For a mass transit district formed under ORS 267.107, the Governor shall appoint board*
 5 **members in accordance with ORS 267.090, 267.095 and 267.097.**

6 **SECTION 3. Persons elected as directors of mass transit districts who are serving on the**
 7 **effective date of this 2017 Act shall continue to serve until the expiration of their terms of**
 8 **office unless discharged earlier by the Governor.**

9 **SECTION 4. ORS 267.109, 267.112 and 267.302 are repealed.**

10 **SECTION 5. ORS 267.090 is amended to read:**

11 267.090. *[Except as provided in ORS 267.112:]*

12 (1) Board members of a mass transit district may not be elected at the time of formation, but if
 13 a district is formed, the Governor shall, within 60 days after receiving a certified copy of the for-
 14 mation order, appoint from subdistricts the members of the first board of directors of the district,
 15 designate one member as the temporary chairperson and fix the time and place of the organizational
 16 meeting.

17 (2) The board of directors of a mass transit district shall consist of seven members. One director
 18 shall be appointed from each of seven subdistricts. The Governor shall appoint as one of the direc-
 19 tors a person who regularly uses the services provided by a mass transit system. Directors shall
 20 reside in the subdistrict from which they are respectively appointed. The subdistricts shall be as
 21 nearly equal in population as possible based on the latest federal census and shall be designed to
 22 ensure representation of the most populous city, other cities and unincorporated territory in the
 23 proposed district proportionate to their respective populations provided that if less than the entire
 24 district is taxed by the district, the subdistricts shall be wholly within the taxed area. The district
 25 or, if the taxed area is less than the entire district, the taxed area shall be divided into subdistricts
 26 initially, and after each succeeding federal census, by the Secretary of State.

27 (3) The term of office of a director is four years, but each director shall serve at the pleasure
 28 of the Governor. Before the expiration of the term of a director, the director's successor shall be
 29 appointed. A director is eligible for reappointment. In case of a vacancy for any cause, the Governor
 30 shall appoint a person to serve for the unexpired term. A director whose term has expired shall
 31 continue to serve until the appointment of a successor unless discharged by the Governor.

32 (4) All appointments of members of the board by the Governor are subject to confirmation by
 33 the Senate pursuant to section 4, Article III of the Oregon Constitution.

34 **SECTION 6. ORS 267.095 is amended to read:**

35 267.095. *[Except as provided in ORS 267.112:]*

36 (1) Notwithstanding ORS 267.090, the terms of three of the directors of the first board of a dis-
 37 trict expire on the first Tuesday in the second January after the date of their appointment.

38 (2) The terms of four of the directors so appointed expire on the first Tuesday in the fourth
 39 January after the date of their appointment.

40 (3) The respective terms of the directors of the first board shall be determined by the Governor.

Salem Area Mass Transit District
Board of Directors

~ EXECUTIVE SESSIONS ~

Thursday, September 28, 2017
5:30 – 6:25 PM

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

A. EXECUTIVE SESSION #1 - ORS 192.660(2)(d)(f)

The SAMTD Board of Directors will meet in Executive Session to conduct deliberations with persons designated by the governing body to carry on labor negotiations; and to consider information and records that are exempt by law from public inspection.

Representatives of the news media shall not be allowed to attend the executive session on labor negotiations pursuant to ORS 192.660(4).

B. ADJOURN EXECUTIVE SESSION #1

C. EXECUTIVE SESSION #2 - ORS 192.660(2)(i)

At the close of the first executive session, the Board of Directors will enter into an executive session to review and evaluate the employment-related performance of the chief executive officer who does not request an open hearing. This executive session will be continued at the end of the regular Board meeting.

Only news media representatives and staff designated by the Board of Directors are permitted to attend the executive session pursuant to ORS 192.660(4). News media representatives, staff and Board members are respectfully directed not to report on any of the discussions that occur during the session, except to state the general subject as previously announced. The Board will return to regular session if there is a need for action. No final action or decision may be taken in executive session. Any materials distributed will be collected by the Director of Administration at the end of the session.

D. RECESS EXECUTIVE SESSION #2 TO THE END OF THE REGULAR MEETING

Salem Area Mass Transit District
BOARD OF DIRECTORS MEETING

Thursday, September 28, 2017 at 6:30 PM
Courthouse Square – Senator Hearing Room
555 Court Street NE, Salem, Oregon 97301

AGENDA

- A. CALL TO ORDER & NOTE OF ATTENDANCE**
- B. PLEDGE OF ALLEGIANCE** – Director Kathy Lincoln (Subdistrict #3)
- C. ANNOUNCEMENTS & CHANGES TO AGENDA**
- D. PRESENTATION**
- E. PUBLIC COMMENT** - Each person’s comments are limited to three (3) minutes.
- F. CONSENT CALENDAR - [Action]**
 - 1. Approval of Minutes**
 - a. Minutes of the August 24, 2017 Board Meeting
 - b. Minutes of the August 14, 2017 Board Work Session
 - 2. Routine Business**
 - a. Resolution No. 2017-11 Amend the SAMTD Defined Benefit Plan for the Bargaining Unit Employees
 - b. Resolution No. 2017-12 Amend the SAMTD Defined Benefit Plan for the Non-Bargaining Employees
 - c. Approval of 2017 SDIS Board Check List
- G. ITEMS DEFERRED FROM THE CONSENT CALENDAR**
- H. ACTION ITEMS**
 - 1. Approval of Connector Service Replacement Plan and Title VI Analysis
 - 2. Accept Annual Security Report
 - 3. Approval of Fixed-Route Vehicles Purchase
- I. INFORMATION ITEMS**
 - 1. Performance Report – 2017 Fiscal Year End
 - 2. House Bill 2017 Update

J. BOARD & MANAGEMENT REPORTS

1. General Manager
2. Board of Directors

K. REGULAR BOARD MEETING RECESS

L. RECONVENE EXECUTIVE SESSION – Salem Conference Room

The Board of Directors will meet in executive session under ORS 192.660(2)(i) to review and evaluate the employment-related performance of the chief executive officer who does not request an open hearing.

Only news media representatives and staff designated by the Board of Directors are permitted to attend the executive session pursuant to ORS 192.660(4). News media representatives, staff and Board members are respectfully directed not to report on any of the discussions that occur during the session, except to state the general subject as previously announced. The Board will return to regular session if there is a need for action. No final action or decision may be taken in executive session. Any materials distributed will be collected by the Director of Administration at the end of the session.

M. ADJOURN EXECUTIVE SESSION

N. RECONVENE TO OPEN SESSION IN THE SENATOR HEARING ROOM

O. ACTION ITEMS / OTHER BUSINESS

1. Potential Action on General Manager's Performance Evaluation and Compensation

P. ADJOURNMENT

Next Regular Board Meeting Date: Thursday, October 26, 2017

Regular Board meetings are televised live on Channel 21 and can be viewed on CCTV's website: www.cctvsalem.org. Go to www.cherriots.org/board for an electronic copy of the Board's agenda packet. The Board of Directors can be reached by email at Board@cherriots.org.

Regular Board of Directors meetings are open, public meetings at an accessible location. Special accommodations are available for persons with disabilities upon request. To request accommodations, or services for sign language interpretation or languages other than English, please call 503-588-2424 at least two business days prior to the meeting.

Upcoming Board Meeting and Work Session Agenda Items
September 20, 2017

Work Session	Board Meeting
September 11, 2017 Packets due to GM office: September 5, Tue <ul style="list-style-type: none"> • Fixed Route Vehicles Procurement • Review of Public Outreach Structure • Senate Bill 10 Discussion • Amendments to Defined Benefit Retirement Plans for Bargaining and Non-Bargaining 	September 28, 2017 Packets due to GM office: September 14 <ul style="list-style-type: none"> • HB 2017 Update • Labor Negotiations Update (Executive Session) • Approval of Connector Service Replacement Plan and Title VI Analysis • STFAC Reallocation Recommendation • Accept annual security report • Approval of annual SDIS board check list © • Approval of Fixed-Route Vehicles Purchase • Fiscal year end Performance Report • Resolutions 2017-XX Amend SAMTD Defined Benefit Retirement Plans- NB and Bargaining © • GM performance evaluation (Executive Session)
October 16, 2017 Packets due to GM office: October 9 <ul style="list-style-type: none"> • Proposed FY2019 Budget Calendar • Transportation Services Contract 	October 26, 2017 Packets due to GM office: October 12 <ul style="list-style-type: none"> • Award Presentation • Approval of FY2019 Budget Calendar (C) • Approval of Transportation Services Contract • Award Contract for Security Services
November 13, 2017 Packets due to GM office: November 6 <ul style="list-style-type: none"> • Proposed appointments to the STFAC • Preview of New Website w/OMBU 	November - No Board meeting
December - No work session	December 14, 2017 Packets due to GM office: November 30 <ul style="list-style-type: none"> • Award Contract for Legislative Advocacy Services • January Service Change Briefing • Appointments to the STFAC • Q1 finance, trip choice, perf report
January 8, 2018 Packets due to GM office: January 2 <ul style="list-style-type: none"> • Present draft 2018 legislative agenda 	January 25, 2018 Packets due to GM office: January 11 <ul style="list-style-type: none"> • Adoption of 2018 legislative agenda
February 12, 2018 Packets due to GM office: February 5	February 22, 2018 Packets due to GM office: February 8



UPDATED: September 6, 2017

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

Meetings are held in the Senator Hearing Room at Courthouse Square, 555 Court St NE, unless otherwise noted

• **SEPTEMBER 2017**

- 4 Mon CLOSED **HOLIDAY** Labor Day
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 5 Tue Launch of Service Changes
- 5 Tue 3:00 PM STF Advisory Committee
- 11 Mon 5:30 PM SAMTD Board Work Session
- 16 Sat 2017 Cherriots Employee Bus Rodeo
- 23 Sat 11:00a-3:00p Open Streets Salem!
 - Along the proposed Winter/Maple Bikeway
- 28 Thu 5:30 PM Executive Session ORS 192.660(2)(d)(4) Labor Negotiations
6:30 PM SAMTD Board of Directors Meeting and
Executive Session ORS 192.660(2)(i) Performance Evaluation
- 29-30 2017 Oregon Public Transportation Bus Rodeo, Pendleton, OR

• **OCTOBER 2017**

- 1-4 2017 Oregon Public Transportation Conference, Pendleton, OR
- 3 Tue 3:00 PM STF Advisory Committee
- 8-11 APTA Annual Meeting and EXPO, Atlanta, GA
- 16** Mon 5:30 PM SAMTD Board Work Session
- 26 Thu 6:30 PM SAMTD Board of Directors Meeting

• **NOVEMBER 2017**

- 3 Fri 10:30 AM Ribbon Cutting Ceremony on a "Salem Station" exhibition for the Gilbert House
- 7 Tue 3:00 PM STF Advisory Committee
- 11 Sat CLOSED HOLIDAY: Veterans Day
Cherriots Administration Offices-Customer Service Closed; NO Bus Service
- 13 Mon 5:30 PM SAMTD Board Work Session
- 23 Thu CLOSED HOLIDAY: Thanksgiving Day
Cherriots Administration Offices-Customer Service Closed; NO Bus Service

• **DECEMBER 2017**

- 5 Tue 11:30a-1:30p Cherriots Employee Holiday Luncheon
- 9 Sat Keizer Holiday Parade
- 14 Thu 6:30 PM SAMTD Board of Directors Meeting
- 25 Mon CLOSED HOLIDAY: Christmas Day